

GUIDANCE & PROTOCOLS FOR EDITING THE HIGHWAY DESIGN MANUAL (HDM)

A. General Guidance

1. The Chief of Office of Standards and Procedures (OS&P), Pyo Hong, is responsible for obtaining FHWA's approval of proposed HDM revisions before publishing official version of HDM. He can be contacted via email at pyo.hong@dot.ca.gov.
2. Josh Lee is the acting Editor of the HDM and serves as the single focal point in OS&P for all HDM change efforts. You may contact him to ask questions about submitting, detailing changes, or to discuss status of HDM revision. He can be contacted via email at joshua.lee@dot.ca.gov.
3. The process for externals and district practitioners proposing HDM revision begins by discussing the proposed edits with the District Design Liaison (DDL). If the proposed revisions are warranted based on discussion, then the cover sheet entitled: "Proposed Revision to the Highway Design Manual Form" (see Attachment) shall be filled out. The proposed HDM revision along with any supporting document should also be attached to the cover sheet. See below for Guidelines for conducting HDM edits.
4. The process for Subject Matter Owners proposing HDM revision begins by requesting the latest HDM version from the Editor of the HDM. They will then proceed to fill out cover sheet and attach the proposed HDM revision edits along with any supporting documents.
5. Once the HDM revision is submitted, the Editor of the HDM will review the proposed revision at which point you may be contacted for any additional clarification. The proposed revision will be circulated to the appropriate Caltrans Divisions & FHWA for review and comments. The HDM editor will work with you on addressing comments and edits for final draft, which will be reviewed by the OS&P Chief.
6. The proposed HDM revision will be updated along with other HDM revision requests through a HDM change transmittal, which will be signed by the Chief of the Division of Design. HDM change transmittals typically occur biennially unless an urgent update is required.

Guidelines for Conducting HDM Edits

1. The preferred method of communicating changes to the HDM is to provide a Microsoft Word copy of the most current HDM text or figure with edits shown using track changes. New comments should be provided to clearly state the reasoning for the revision. Any deletions to HDM text must be clearly communicated with a single-line strikeout.

PROPOSED REVISION TO THE HIGHWAY DESIGN MANUAL

[Submit Completed Form & Attachments to: Editor of the HDM, HQ Division of Design; Mail Station (MS) 28 or via E-mail.]

PROPOSED BY: _____

Name	Date
District/Division	Phone Number

CHAPTER NUMBER(S): _____ TOPIC NUMBER(S): _____

INDEX(ES): _____ FIGURE(S): _____ TABLE(S): _____

SUBJECT/TOPIC: _____

PROPOSED CHANGE/REVISION:

REASON(S):

*If additional space is needed, please attach additional sheets.
Please attach any documentation that would support the proposal and edited HDM pages as appropriate.*

(For internal office use only)

RECOMMENDED ACTION: _____ PROCEED WITH PREPARATION OF DRAFT REVISION
(Initials) _____ Yes [Attach edited HDM pages per "Guidance & Protocols for Editing the HDM."]
 _____ No [Attach explanation and preliminary proposal.]

_____ DESIGN REVIEW & COMMENT OF DRAFT

_____ REVIEWED & COMMENTED ON BY OTHERS CIRCLED BELOW:

- Legal • Traffic Ops • FHWA
- Maintenance • Environmental
- Others: _____