



# 1-0 DEVELOPMENT, APPROVAL, MAINTENANCE, & TERMINATION OF MEMO TO DESIGNERS

## Purpose

The *Bridge Memo to Designers* (MTD) serves as a supplement to the AASHTO Specifications and the Caltrans' *Seismic Design Criteria*. MTDs are technical policies and procedures particular to California and assist the Structure Designer in the interpretation and application of structural and seismic design standards.

This document describes the development, approval, maintenance, and termination of MTDs. The intended results of this MTD are as follows:

- Stakeholders have been notified and given opportunity to provide input
- Peer comments have been responded to
- Appropriate Managers have reviewed and given approval
- Other affected guidance or tools needing update as the result of an MTD have been coordinated

## Responsibility

The *Bridge Memo to Designers* (MTD) is the responsibility of the Caltrans Bridge and Structure Technical Organization. A list of the most current titles, owners and managers is maintained by Structure Policy and Innovation and available internally.

## Content

The March 1998 version of this MTD stated that the Manual was "...an expeditious method of communication with project personnel. Design information may be placed in a memo temporarily and eventually moved...." The Manual also housed both business practices and design aids.

Some MTDs can still be temporary (see sub-section below on termination) until written into the next set of *California Amendments to the AASHTO LRFD Bridge Design Specifications*,



the next version of the Caltrans' *Seismic Design Criteria*, or the next release of Caltrans' *Standard Specifications*. Charts, tables, or details should be Attachments.

Content is to be technical. Gradually, business practices will be updated and moved to other more appropriate locations. Also, MTDs will be renumbered to correspond to most sections in the *AASHTO LRFD Bridge Design Specifications*.

## Development, Approval, Maintenance

MTDs are to be formatted per the MTD Style Guide (available internally). The process must follow "Flow Chart: Review, Approval, Publishing of MTDs, BDAs" (available internally). An implementation memo is required to summarize the change or purpose of the MTD, to define applicability to the various stages of Project Delivery, and to address the effect on related standards and software (template available internally). MTDs and the implementation memo are signed by the Owner.

MTDs should be kept current and as a minimum, re-approved every four years. Updates may be necessary when:

- The Caltrans' Construction *Standard Plans & Specifications* have been reissued.
- A new edition of the *AASHTO LRFD Bridge Design Specifications* or another standard has been adopted by Caltrans.
- Technology evolves; research and innovations are ready for implementation.
- Similar questions repeatedly come to the technical committee, team or specialist.
- A "Lesson Learned" in Project Delivery calls for a change or restatement of current policy.

If no changes need to be made, re-approval is indicated under the header:

MEMO TO DESIGNERS X-Y MARCH 2008

(REAPPROVED MARCH 2015)

## Quality Assurance

The "MTD Record of Quality and Time Management" Form (available internally) must be completed by the Owner. This ensures that the objectives listed at the beginning of this MTD are met.



The Manual Editor keeps copies of the following on file in perpetuity for each MTD:

- Approved MTD
- Signed implementation memo
- Comment matrix
- Completed “MTD Record of Quality and Time Management” Form
- Any key communication, records of decision, calculations

## Termination

All MTDs remain in effect until superseded or rescinded. Some MTDs can be reviewed and reissued; some may be parsed to other locations; still others will reach a functional end to its life cycle. To terminate a document, the Owner must complete the most current “End-of-Life-Cycle” Form and circulate as directed for approval. This ensures that information needed by stakeholders is not prematurely archived.

*Original signed by Susan E. Hida*

Susan E. Hida, Editor

Memo to Designers

Supervising Bridge Engineer, Structure Policy and Innovation

Division of Engineering Services