The DLA Publications database replaces the utilization of spreadsheets for capturing stakeholder review comments and SME resolution.

The intent of the DLA Publications database is to replace the spreadsheet system utilized to capture stakeholder review comments.

The DLA Publications database is web-based and serves as a central repository for all stakeholder reviews/comments.

Above is a screenshot of the home page that users will see upon accessing the database. It is a list of all active reviews for Office Bulletins, COIN, and other technical updates. A separate page is maintained for the LPP.

Once policy updates are published, they will be removed from either list, but still viewable via the Master List.
The Publication Database is accessible at the following URL:
http://dlapubdb.dot.ca.gov/fmi/webd/Publication%20Review%20Comments
(compatible with either Firefox or Chrome browsers)

**Districts**
DLAEs will be granted one account name as a login for their respective district. Passwords are not required at this time.
Access privileges: Add comments for any open comment period.

**External Partners**
FHWA and select local agencies will be provided an account name as a login. Passwords are not required at this time.
Access privileges: Add comments for any open comment period.

**HQ Personnel**
HQ personnel will utilize their S# as the account name. Passwords not required at this time.
Access privileges: Add comments for any open comment period.

**Subject Matter Expert (SME)**
A unique account name with password will be assigned for SME access.
Access privileges: SME resolution and decision columns.
ACTIVE UPDATES PAGE

The Home Page is a list of each active publication ("record") open for review. Clicking on an individual row will open the Comments page for that record.

**Home Page Button**

**Review Stage**

**Comment / Resolution Periods**

**Attachments**

Associated attachments for the publication (if applicable) would appear here. Note: this is not for end-users to upload files.
Each “record” will have its own screen to enter comments. The default sorting for the comment screen follows the following hierarchy: 1) Chapter; 2) District; 3) Reviewer name.

**Saving the entry**
In order to save an entry, the user must click the Submit button to commit the record to the database. Note that clicking submit will automatically re-sort according to the hierarchy rule listed above.

**Reviewer Information**
Name and District/Agency

**Document Information**
Specific location in the source document for each comment

**SME Resolution / Decision**
Once the comment period closes, the SME will enter resolution comments coupled with a decision from drop-down choices: Accepted, Rejected, Partial, Deferred
The LPP page is utilized for open comments to the LAPM /LAPG and is available upon issuance of the previous year’s LPP to the end of August.

One record to capture LAPG comments, and one record to capture general LAPM comments not associated with a particular chapter.
The Master List will display both active and published policy updates.

### DLA Publications Database

#### Master List

<table>
<thead>
<tr>
<th>Publication</th>
<th>Stage</th>
<th>Comments Due</th>
<th>SME Resolution Due</th>
<th>Attachment 1</th>
<th>Attachment 2</th>
<th>Attachment 3</th>
<th>Attachment 4</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>COIN 19-02: PS&amp;E DSA REVIEW</td>
<td>Initial Review</td>
<td>12/20/2019</td>
<td>Not Open</td>
<td></td>
<td></td>
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<tr>
<td>COIN 19-04</td>
<td>Initial Review</td>
<td>12/4/2019</td>
<td>Not Open</td>
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<td></td>
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<tr>
<td>LPP LAPM CHAPTER 1: Introduction and 20-01</td>
<td>Open Comments</td>
<td>8/31/2020</td>
<td>Not Open</td>
<td></td>
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<tr>
<td>LPP LAPM CHAPTER 2: Roles and Responsibilities 20-01</td>
<td>Open Comments</td>
<td>8/31/2020</td>
<td>Not Open</td>
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<tr>
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<td>Open Comments</td>
<td>8/31/2020</td>
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<td>Open Comments</td>
<td>8/31/2020</td>
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<tr>
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<tr>
<td>LPP LAPM CHAPTER 9: Civil Rights and DBE 20-01</td>
<td>Open Comments</td>
<td>8/31/2020</td>
<td>Not Open</td>
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</tr>
</tbody>
</table>

**Published**

A checkbox in this column indicates that the Policy update has been published and would not appear on either the Active Updates List or the LPP List; it will maintain visibility only on the Master List.
Thank You

For questions or issues email: DLAPublications@dot.ca.gov