
MEMORANDUM

TO: ALL USERS OF THE MDOT SHA PLATS AND SURVEYS DIVISION FIELD PROCEDURES MANUAL

FROM: OFFICE OF HIGHWAY DEVELOPMENT DIRECTOR ERIC E. MARABELLO, P. E. *Eric Marabello*

SUBJECT: PLATS AND SURVEYS DIVISION FIELD PROCEDURES MANUAL UPDATE

DATE: OCTOBER 8, 2020

**RESPONSE
REQUESTED BY:** N/A

PURPOSE OF MEMORANDUM

To notify all users of the Maryland Department of Transportation State Highway Administration (MDOT SHA) Field Procedures Manual about the issuance of the updated Plats and Surveys Division (PSD) Field Procedures Manual (2020).

SUMMARY

The MDOT SHA Office of Highway Development PSD developed an update to the Field Procedures Manual (2020). Effective immediately, this office will begin the implementation of the practices, standards, and specifications as described therein. These updates will apply to all new projects issued a notice to proceed after the date of this memorandum. Existing projects should continue to be performed based on the specifications as described under its task assignment. This manual and the included procedures and practices will replace any former manuals pertaining to MDOT SHA field surveys.

ANALYSIS

The Plats and Surveys Division developed an update to the Field Procedures Manual (2020). This manual was updated to provide more clarity in our control procedures and deliverables. It sets guidelines for our field procedures with more information, examples, details for field practices, deliverables, and task documentation. It sets the requirements for the consistent capture of field data and delivery of survey work products that should be used by MDOT SHA and consultant surveyors for all MDOT SHA projects.

This manual is a living document. This issuance will be the first round of regular updates to address changes as they occur. We will issue a memorandum for each updated version.

The manual will be available for public download on the Plats and Surveys Division page of the MDOT SHA website at www.roads.maryland.gov. Navigate to the page by selecting the “Business” tab at the top and then select “Surveyors Center” from the menu on the business page.

Mr. Eric E. Marabello, P.E.
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We would be happy to meet to discuss this manual update. Contact information is included below. We would appreciate your review and comments by October 30, 2020, if possible.

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ATTACHMENTS

- MDOT SHA PSD Field Procedures Manual 2020 – MDOT SHA Version (PDF)
- MDOT SHA PSD Field Procedures Manual 2020 – Consultant Version (PDF)

cc: Barry C. Smith, Prof. L.S., P.E., Acting Division Chief, Office of Highway Development MDOT SHA
Matthew G. Bloedorn, Prof. L.S., Acting Division Chief, Office of Highway Development MDOT SHA
Matthew A. Tilmes, Prof. L.S., Assistant Division Chief, Office of Highway Development MDOT SHA
Mr. Dan Houtz, Area Engineer, Office of Highway Development, MDOT SHA