



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
NASHVILLE, TENNESSEE 37243-0348**

**INSTRUCTIONAL BULLETIN NO. 09-13**

**Regarding Notifying the Railroad Coordinator of Plans Availability on Filenet**

**Effective immediately**, the Design Manager or Supervisor shall notify the Railroad Coordinator in the Headquarters Utilities Office, Right-of-Way Division, by e-mail for all field reviews and upon completion of preliminary, right-of-way, and construction plans for all projects which have railroad involvement. The notification will include information regarding project description, project PIN, the stage of plans development, and confirmation of plans availability on Filenet. The Utility Coordinator will be responsible for downloading plans from Filenet for distribution to the appropriate railroad officials.

Original signed by Jeff C. Jones  
Jeff C. Jones, Civil Engineering Director  
Design Division

September 24, 2009  
JCJ:MJA:mja