



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

INSTRUCTIONAL BULLETIN NO. 11-09

Regarding Email Addresses for Project Correspondence

Effective May 2, 2011, the following project correspondence or requests should be sent using email.

Structural Grade Approval Requests
Soils and Geology Report Requests
Preliminary Estimate
Field Review Notifications (In-House Invitees)
Submittal of Permit Sketches to Environmental
Submittal of Revised Permit Sketches
Public Hearing Requests
Signal Warrant Requests
Signing Requests
Pavement Design Requests
Earth Retaining Structures Request
Final EPSC
Construction Estimates

The standardized email addresses listed below shall be used when addressing project correspondence and requests to another office or division within the department. These email accounts will be monitored and will provide a central location within each office or division for sending project requests or other project correspondence. Designers should continue to copy appropriate offices or individuals on any request sent via email including the appropriate Design Manager and Civil Engineering Manager 2 within the Design Division. For routine or issue specific correspondence, designers and managers should continue using individual email addresses to directly correspond with someone within the department.

Standardized Email Addresses

ITS, Traffic, and Standards Section	TDOT.ITS.SignalDesign@tn.gov
Pavement Design Section	TDOT.PavementDesign@tn.gov
Quality Assurance Section	TDOT.QualityAssurance@tn.gov
Structures Division	TDOT.Structures@tn.gov
HQ Right-of-Way Office (Including HQ Utilities Office)	TDOT.HQ.ROW@tn.gov
Regional ROW Offices (Including Regional Utilities Office)	TDOT.RG1.ROW@tn.gov TDOT.RG2.ROW@tn.gov TDOT.RG3.ROW@tn.gov TDOT.RG4.ROW@tn.gov
HQ Construction Division	TDOT.HQ.Construction@tn.gov
Environmental Division	TDOT.EnvironmentalDoc@tn.gov Permits.Filenet.TDOT@tn.gov Ecology.Plans@tn.gov

HQ Maintenance Office
Regional Maintenance Office

TDOT.HQ.Maintenance@tn.gov
TDOT.RG1.Maintenance@tn.gov
TDOT.RG2.Maintenance@tn.gov
TDOT.RG3.Maintenance@tn.gov
TDOT.RG4.Maintenance@tn.gov
TDOT.PDSO@tn.gov
TDOT.Preliminary.Estimates@tn.gov
TDOT.Construction.Estimates@tn.gov

Program Development & Scheduling Office
Estimates and Bid Analysis Office

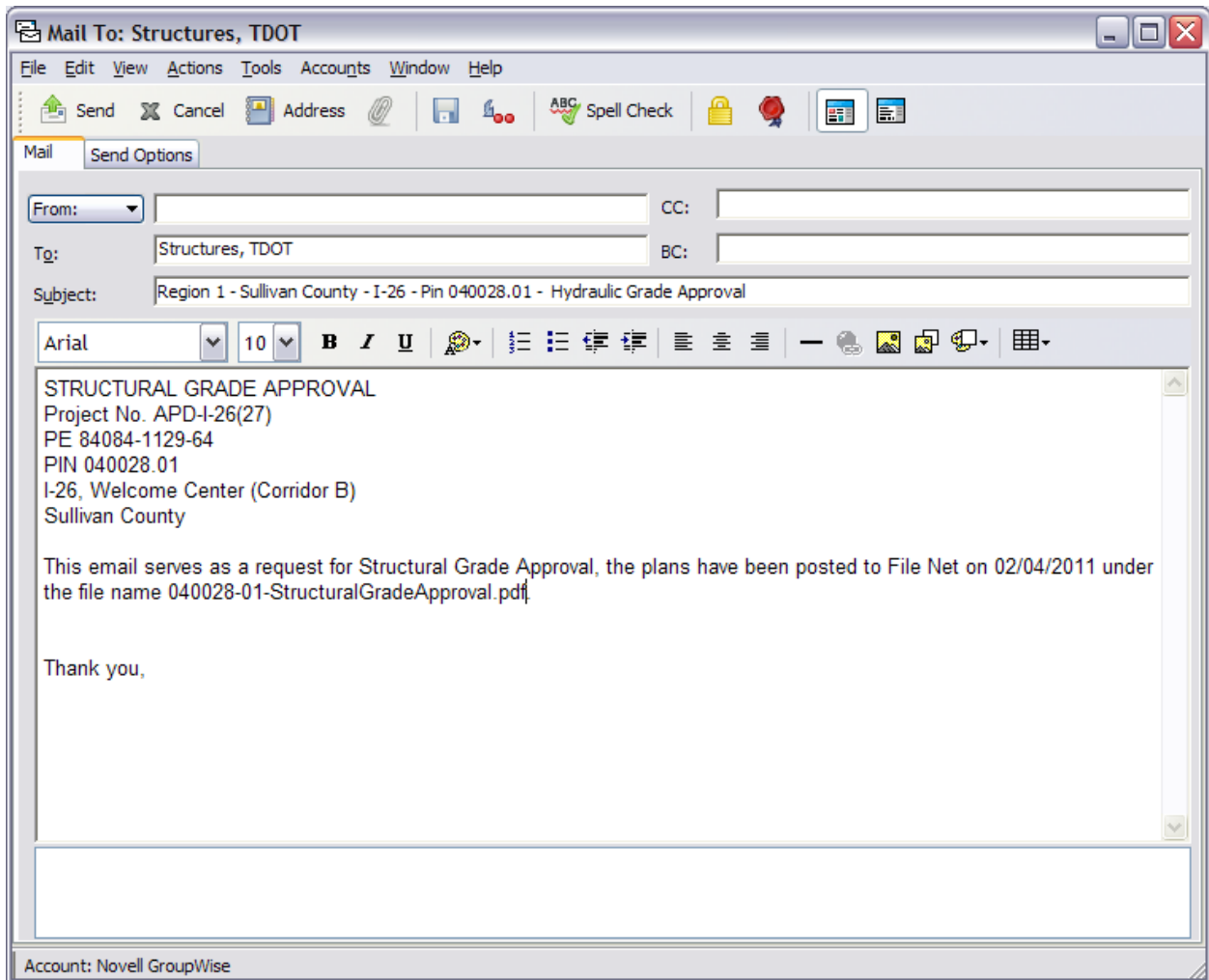
All emails should include the Region, County, State Route Number or Route Name, PIN, and type of request in the subject line. The body of the email should include a complete project description along with the file name and posting date for any plans uploaded to Filenet. An example email is shown in Figure 1.

A copy of all email requests along with any attached documentation shall be kept in the project folder.



Carolyn Stonecipher, Civil Engineering Director
Design Division

April 14, 2011
CS:MA:ma



Instructional Bulletin 11-09
Figure 1