



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
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 505 DEADERICK STREET  
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CLAY BRIGHT  
 COMMISSIONER

BILL LEE  
 GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 21-04**

**Environmental Email Address Update**

**Effective immediately**, the Environmental Division, Cultural Resource Office, has created a new single email address and closed both the historical and archaeological email addresses. Due to this change, the Roadway Design Guidelines Chapter 1 and Chapter 5 have been revised as follows:

**Chapter 1:**

**Table 1:12 Internal Email Distribution List**

Groups	Email Address
<p><b>Bid Analysis and Estimating Office</b></p> <hr/> <p>#3 and #4, Revisions Only. For R.O.W. revisions, submit updated estimate when significant changes occur in R.O.W. estimate.</p>	<p>This is not the email name that will show in Outlook. After the email addresses have been entered, Outlook should switch the address to the email name. If it does not update, select "Check Names" in Outlook. If there are any addresses that do not switch to an email name, then the email address was typed in wrong.</p> <hr/> <p align="center"><a href="mailto:TDOT.EstimatingOffice@tn.gov">TDOT.EstimatingOffice@tn.gov</a></p>
<p><b>Business Development PlanGrid Team</b></p> <hr/> <p align="center">#3 Revisions Only and #4</p>	<p align="center"> <a href="mailto:TDOT.R1BusinessDev@tn.gov">TDOT.R1BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R2BusinessDev@tn.gov">TDOT.R2BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R3BusinessDev@tn.gov">TDOT.R3BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R4BusinessDev@tn.gov">TDOT.R4BusinessDev@tn.gov</a> </p>
<p><b>Consultant Projects (TDOT Managed)</b></p> <hr/> <p><b>HQ Roadway Design Manager (if consultant project with HQ Oversight)</b></p>	<p align="center">Use individual email address</p> <hr/> <p align="center">Use individual email address</p>

<p style="text-align: center;"><b>Construction (HQ)</b></p> <p style="text-align: center;">#1 Only</p>	<p style="text-align: center;"><a href="mailto:TDOT.HQ.Construction@tn.gov">TDOT.HQ.Construction@tn.gov</a></p>
<p style="text-align: center;"><b>Construction (HQ) Estimates</b></p> <p style="text-align: center;">#3 Only</p>	<p style="text-align: center;"><a href="mailto:TDOT.Construction.Estimates@tn.gov">TDOT.Construction.Estimates@tn.gov</a></p>
<p><b>District Operations</b></p> <p>Refer to Regional District Maps to locate appropriate district by county location. If a project is in two counties thus in two districts, contact regional Operations Directors to verify which district office will oversee the project.</p> <p style="text-align: center;">All Except #2</p>	<p style="text-align: center;"> <a href="mailto:TDOT.R1.D17@tn.gov">TDOT.R1.D17@tn.gov</a>  <a href="mailto:TDOT.R1.D18@tn.gov">TDOT.R1.D18@tn.gov</a>  <a href="mailto:TDOT.R1.D19@tn.gov">TDOT.R1.D19@tn.gov</a>   <a href="mailto:TDOT.R2.D27@tn.gov">TDOT.R2.D27@tn.gov</a>  <a href="mailto:TDOT.R2.D28@tn.gov">TDOT.R2.D28@tn.gov</a>  <a href="mailto:TDOT.R2.D29@tn.gov">TDOT.R2.D29@tn.gov</a>   <a href="mailto:TDOT.R3.D37@tn.gov">TDOT.R3.D37@tn.gov</a>  <a href="mailto:TDOT.R3.D38@tn.gov">TDOT.R3.D38@tn.gov</a>  <a href="mailto:TDOT.R3.D39@tn.gov">TDOT.R3.D39@tn.gov</a>   <a href="mailto:TDOT.R4.D47@tn.gov">TDOT.R4.D47@tn.gov</a>  <a href="mailto:TDOT.R4.D48@tn.gov">TDOT.R4.D48@tn.gov</a>  <a href="mailto:TDOT.R4.D49@tn.gov">TDOT.R4.D49@tn.gov</a> </p>
<p><b>Environmental Coordinator (Regional)</b></p>	<p style="text-align: center;"> <a href="mailto:R1.EnvTechOffice@tn.gov">R1.EnvTechOffice@tn.gov</a>  <a href="mailto:R2.EnvTechOffice@tn.gov">R2.EnvTechOffice@tn.gov</a>  <a href="mailto:R3.EnvTechOffice@tn.gov">R3.EnvTechOffice@tn.gov</a>  <a href="mailto:R4.EnvTechOffice@tn.gov">R4.EnvTechOffice@tn.gov</a> </p>
<p><b>Environmental Division (HQ)</b></p>	<p style="text-align: center;"> <a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a>  <a href="mailto:TDOT.Env.CulturalResources@tn.gov">TDOT.Env.CulturalResources@tn.gov</a>  <a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a>  <a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a>  <a href="mailto:TDOT.Env.Mitigation@tn.gov">TDOT.Env.Mitigation@tn.gov</a>  <a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a>  <a href="mailto:TDOT.Env.Permits@tn.gov">TDOT.Env.Permits@tn.gov</a> </p>
<p><b>Geotechnical Engineering Section</b></p>	<p style="text-align: center;"><a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a></p>
<p><b>Maintenance</b></p> <p>#1 Construction Field Review Only</p>	<p style="text-align: center;"> <a href="mailto:TDOT.HQ.Maintenance@tn.gov">TDOT.HQ.Maintenance@tn.gov</a>  <a href="mailto:TDOT.RG1.Maintenance@tn.gov">TDOT.RG1.Maintenance@tn.gov</a>  <a href="mailto:TDOT.RG2.Maintenance@tn.gov">TDOT.RG2.Maintenance@tn.gov</a>  <a href="mailto:TDOT.RG3.Maintenance@tn.gov">TDOT.RG3.Maintenance@tn.gov</a>  <a href="mailto:TDOT.RG4.Maintenance@tn.gov">TDOT.RG4.Maintenance@tn.gov</a> </p>

<p><b>Multimodal Division</b></p> <p>#1 Distribute Preliminary &amp; Site Field Review Only unless there are multimodal components in the plan and include all Field Review Invites</p>	<p><a href="mailto:TDOT.MultimodalPlanning@tn.gov">TDOT.MultimodalPlanning@tn.gov</a></p>
<p><b>Operations Director</b></p> <p>*Regional Directors are included in this email account</p> <p>All Except #2</p>	<p><a href="mailto:TDOT.R1.OD@tn.gov">TDOT.R1.OD@tn.gov</a>  <a href="mailto:TDOT.R2.OD@tn.gov">TDOT.R2.OD@tn.gov</a>  <a href="mailto:TDOT.R3.OD@tn.gov">TDOT.R3.OD@tn.gov</a>  <a href="mailto:TDOT.R4.OD@tn.gov">TDOT.R4.OD@tn.gov</a></p>
<p><b>Pavement Design</b></p> <p>#1 Only, Exclude Site Review</p>	<p><a href="mailto:TDOT.PavementDesign@tn.gov">TDOT.PavementDesign@tn.gov</a></p>
<p><b>Plans Assembly</b></p> <p>#3 Only</p>	<p><a href="mailto:Eplans.Turnins@tn.gov">Eplans.Turnins@tn.gov</a></p>
<p><b>Printing Services Superintendent</b></p> <p>#3 Only</p>	<p><a href="mailto:TDOT.PrintShopLettingInfo@tn.gov">TDOT.PrintShopLettingInfo@tn.gov</a></p>
<p><b>Program Development and Scheduling Office</b></p> <p>#2 and # 3, Submittal Only on #2</p>	<p><a href="mailto:TDOT.PDSO@tn.gov">TDOT.PDSO@tn.gov</a></p>
<p><b>Project Development Director</b></p>	<p><a href="mailto:TDOT.R1.PDD@tn.gov">TDOT.R1.PDD@tn.gov</a>  <a href="mailto:TDOT.R2.PDD@tn.gov">TDOT.R2.PDD@tn.gov</a>  <a href="mailto:TDOT.R3.PDD@tn.gov">TDOT.R3.PDD@tn.gov</a>  <a href="mailto:TDOT.R4.PDD@tn.gov">TDOT.R4.PDD@tn.gov</a></p>
<p><b>Quality Assurance/Quality Control</b></p> <p>#1 Only</p>	<p><a href="mailto:TDOT.QualityAssurance@tn.gov">TDOT.QualityAssurance@tn.gov</a></p>
<p><b>Right-of-Way/Utilities (HQ)</b></p>	<p><a href="mailto:TDOT.HQ.ROW@tn.gov">TDOT.HQ.ROW@tn.gov</a></p>

<p><b>Right-of-Way/Utilities (Regional)</b></p>	<p><a href="mailto:TDOT.RG1.ROW@tn.gov">TDOT.RG1.ROW@tn.gov</a>  <a href="mailto:TDOT.RG2.ROW@tn.gov">TDOT.RG2.ROW@tn.gov</a>  <a href="mailto:TDOT.RG3.ROW@tn.gov">TDOT.RG3.ROW@tn.gov</a>  <a href="mailto:TDOT.RG4.ROW@tn.gov">TDOT.RG4.ROW@tn.gov</a></p> <p><a href="mailto:TDOT.R1.UTIL@tn.gov">TDOT.R1.UTIL@tn.gov</a>  <a href="mailto:TDOT.R2.UTIL@tn.gov">TDOT.R2.UTIL@tn.gov</a>  <a href="mailto:TDOT.R3.UTIL@tn.gov">TDOT.R3.UTIL@tn.gov</a>  <a href="mailto:TDOT.R4.UTIL@tn.gov">TDOT.R4.UTIL@tn.gov</a></p>
<p><b>Roadway Design Division File Room</b></p> <p>#4 Only</p>	<p><a href="mailto:TDOT.DesignFileRoom@tn.gov">TDOT.DesignFileRoom@tn.gov</a></p>
<p><b>Roadway Design Division Revisions</b></p> <p>#2, #3 and #4 Revisions Only</p>	<p><a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a></p>
<p><b>Safety Coordinators (Regional)</b></p> <p>#1 Only</p>	<p>Use individual email address</p>
<p><b>State Railroad Coordinator (HQ)</b></p> <p>Distribute if railroad involvement</p>	<p><a href="mailto:HQRailroadCoordinator@tn.gov">HQRailroadCoordinator@tn.gov</a></p>
<p><b>State Work Zone Engineer (Roadway Design Division)</b></p> <p>Distribute #1 (<b>ROW &amp; Construction</b>) and #2 - #4 ONLY if the TMP is Significant or if the project contains a Work Zone Deviation</p>	<p><a href="mailto:TDOT.WZ-Review@tn.gov">TDOT.WZ-Review@tn.gov</a></p>
<p><b>Strategic Transportation Investment Division (STID)</b></p> <p>All Except #4</p>	<p><a href="mailto:TDOT.STID.R1@tn.gov">TDOT.STID.R1@tn.gov</a>  <a href="mailto:TDOT.STID.R2@tn.gov">TDOT.STID.R2@tn.gov</a>  <a href="mailto:TDOT.STID.R3@tn.gov">TDOT.STID.R3@tn.gov</a>  <a href="mailto:TDOT.STID.R4@tn.gov">TDOT.STID.R4@tn.gov</a></p>
<p><b>Structures (hydraulics and structures) (retaining walls)</b></p> <p>Distribute for #'s 1-4 if structure and/or retaining wall is in plans</p>	<p><a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>  <a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a></p>
<p><b>Traffic Engineer (Regional)</b></p> <p>#1 Only</p>	<p>Use individual email address</p>

<p><b>Traffic Operations (HQ) (ITS Infrastructure)</b>  <b>Traffic Operations (HQ) (Signals, Lighting)</b>  <b>Traffic Operations (HQ) (Signing)</b></p>	<p>ITS  <a href="mailto:TDOT.TrafficOps.ITS-Reviews@tn.gov">TDOT.TrafficOps.ITS-Reviews@tn.gov</a></p>
<p>Distribute for #1 (<b>Prelim.</b>) to the ITS and Signals and Lighting email accounts.</p>	<p>Signs  <a href="mailto:TDOT.TrafficOps.Sign-Reviews@tn.gov">TDOT.TrafficOps.Sign-Reviews@tn.gov</a></p>
<p>Distribute for #1 (<b>Site, ROW</b>) to all three email accounts.</p>	<p>Signals and Lighting  <a href="mailto:TDOT.TrafficOps.SNL-Reviews@tn.gov">TDOT.TrafficOps.SNL-Reviews@tn.gov</a></p>
<p>Distribute #1 (<b>Construction</b>) and #2 - #4 <b>only if</b> ITS, signals, lighting, and/or signing is in plans.</p>	

**Table 1-12, Continued**  
**Internal Email Distribution List**

**Chapter 5:**

**5-502.01 RESURFACING PLANS CERTIFICATION OF SCOPE OF WORK**

All resurfacing projects require the Designer to complete a [Resurfacing Plans Certification of Scope of Work form](#). At the beginning of project development, the Design Manager shall complete the form and forward it to the Regional Resurfacing Coordinator to review and sign the form. This form, along with a pdf of the Title sheet and any bridge recommendations (if applicable) shall be submitted at a minimum of eight and a half weeks prior to the turn-in or as early in the project development process as possible to the following technical sections and offices:

- [TDOT.Env.AirNoise@tn.gov](mailto:TDOT.Env.AirNoise@tn.gov)
- [TDOT.Env.CulturalResources@tn.gov](mailto:TDOT.Env.CulturalResources@tn.gov)
- [TDOT.Env.HazmatOffice@tn.gov](mailto:TDOT.Env.HazmatOffice@tn.gov)
- [TDOT.Env.NEPA@tn.gov](mailto:TDOT.Env.NEPA@tn.gov)
- [TDOT.Env.Permits@tn.gov](mailto:TDOT.Env.Permits@tn.gov)
- [TDOT.MultimodalPlanning@tn.gov](mailto:TDOT.MultimodalPlanning@tn.gov)

Choose appropriate Regional Environmental Technical Office:

- [R1.EnvTechOffice@tn.gov](mailto:R1.EnvTechOffice@tn.gov)
- [R2.EnvTechOffice@tn.gov](mailto:R2.EnvTechOffice@tn.gov)
- [R3.EnvTechOffice@tn.gov](mailto:R3.EnvTechOffice@tn.gov)
- [R4.EnvTechOffice@tn.gov](mailto:R4.EnvTechOffice@tn.gov)

This process **does not apply** to projects involving work on drainage or grading. Projects involving grading, drainage or otherwise expanded scopes of work will follow the normal plans submittal process to the Environmental Division and Regional Environmental Technical Office. This is for resurfacing projects limited to paving and/or installation of safety related items.

In the event that the scope of work is modified during plans development, or if the project Begin/End stations are extended for any reason after the initial submission, it will be the responsibility of the Design Manager to submit a Resurfacing Plans Certification of Scope of Work form with the Addendum to Scope of Work filled out at the bottom and a new title sheet. The Design Manager shall submit the form to the Regional Resurfacing Coordinator for certification and then submit the form to the Environmental Division.

Chapter 1 and Chapter 5 have been updated on the website at the following links:

Chapter 1:

[https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design\\_guidelines/DG-C1.pdf](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design_guidelines/DG-C1.pdf)

Chapter 5:

[https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design\\_guidelines/DG-C5.pdf](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design_guidelines/DG-C5.pdf)



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Roadway Design Division

KJL:JDK:LHC  
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