



# Guide to Electronic Shop Drawing Submittal

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Bridge Division / Design / Support-Fabrication Branch

## Contents

<b>About this Guide</b> .....	<b>i</b>
<b>Purpose and Audience</b> .....	<b>i</b>
<b>Document History</b> .....	<b>i</b>
<b>Feedback and Review Aids</b> .....	<b>1</b>
<b>General Information</b> .....	<b>2</b>
<b>Eligible Submittals</b> .....	<b>2</b>
<b>File Size</b> .....	<b>2</b>
<b>Email Addresses</b> .....	<b>2</b>
<b>CSJ Numbers</b> .....	<b>3</b>
<b>Hardcopy</b> .....	<b>3</b>
<b>Submitting the Drawings</b> .....	<b>4</b>
<b>Procedure Overview</b> .....	<b>4</b>
<b>Reviewing Office Processes the Submittal</b> .....	<b>6</b>
<b>Retaining Walls</b> .....	<b>7</b>
<b>Segmental Bridges</b> .....	<b>8</b>
<b>Optional Designs</b> .....	<b>9</b>
<b>Note on Engineering Seals</b> .....	<b>10</b>
<b>Consultant Reviews</b> .....	<b>10</b>
<b>Appendix A: Example Submittal, Confirmation, and Reply</b> .....	<b>11</b>
<b>Appendix B: Item Abbreviations</b> .....	<b>14</b>
<b>Appendix C: Fabricator and Detailer Abbreviations</b> .....	<b>16</b>

## About this Guide

### Purpose and Audience

This document provides procedural information that is intended:

- To guide fabricators in the submission of electronic shop drawings to the Texas Department of Transportation (TxDOT), and
- To guide District personnel in providing shop drawing submittal information to contractors at or before pre-construction meetings, and
- To guide reviewers in processing of submittals.

### Document History

This document is subject to revision as conditions, experience, and research data warrant. Revisions are summarized in the following table, and text that has been added or changed since the previous version is in green font.

Publication Date	Summary of Changes
January 2005	Initial release.
May 2005	Update clarifying email copy recipients in submittal procedure.
August 2005	Update clarifying requirements for submittal of shop drawings based on specific standard drawings.
January 2006	Update extending electronic submission procedures for statewide use and adding information about retaining walls and about consultant reviews.
May 2006	Update correcting reference to online listing of shop plan review contacts.
November 2006	Update restricting color usage, links, fabricator abbreviations.
December 2006	Deleted Bryan, Ft. Worth, Houston, Pharr, Paris Districts from approved print requirement list
July 2007	Retaining wall submittal details
November 2007	Hardcopy requirements P. 3 District dedicated addresses P. 2, 5-7, 9-12 Construction Div. dedicated address P. 7,12 CC recipient notes P. 2, 5-7, 9-12 Scanning advisory and sheet orientation P. 4 Securing markups P. 6 Consultant notes P. 9 Review processing P. 6, 9-12 Confirmation example P. 11 Review aids P. 1 Eligible submittals P. 2, 3 Item Abbreviations P. 13, 14 Fabricator abbreviations P. 15, 16
March 2008	Expanded Item Abbreviation list P. 13, 14
July 2008	Terminal Anchor Beam – submit for non-std only P. 13
January 2009	Restore broken links
July 2009	Electronic Signature on Seals P. 9
October 2009	Engineer seals on shop drawings w/ optional designs P.8,9
November 2010	PGSuper usage on optional designs P. 8-10
April 2011	Segmental bridge submittal details P.8,9,15
October 2015	Update email addresses; XB, DSB item abbreviation P.14
December 2017	Minor text corrections; Update Retaining Walls and Optional Designs and sections; Add Alternat Design section
	Minor text corrections; update name change of Construction/Maintenance (CST) to Materials and Tests Division (MTD);update list tables

## Feedback and Review Aids

Direct any questions or comments on the content of this document to the Bridge Division's Fabrication Branch, Texas Department of Transportation. Additional submittal and review aids such as checklists and TxDOT produced Acrobat® annotation video tutorials are available upon request. Also, refer to Section 3 in this document for information on an available Acrobat plug-in download that aids in the stamping and flattening of PDF shop plan sets.

## General Information

### Eligible Submittals

Submit only eligible electronic documents; eligible documents are shop drawings that are:

- identified as requiring approval in the table posted on the internet at [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/electronic\\_submission.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/electronic_submission.pdf) or
- shop drawings based on standard drawings dated before June 2004 for sealed expansion joints, armored joints, concrete piling, or concrete panels based on PCP(C) or (S) standard drawings with revision dates of June 2004 or earlier. Do not submit shop drawings for concrete panels based on the June 2004 or later PCP Load and Resistance Factor Design (LRFD) standard drawing, or
- other types of required submittals as directed by the TxDOT District (Ex: working drawings)

The TxDOT Area Engineer should communicate submittal requirements specified by the *2014 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges* to the Contractor at or before the preconstruction meeting depending on when the fabricator is authorized to proceed.

Contact the District (See contacts link under Email Addresses below.) for additional information about submittal requirements and preferences of a specific District.

### File Size

Electronic attachments to an email must total no more than 7.3 MB and must be submitted unzipped. This file size should accommodate as many as 60 to 70 sheets in Adobe® Acrobat®. Use recent versions of AutoCad® (2000, 2000i, 2002, and 2004, or later, but not 2002 LT) to create the plan sheet and then distill it to PDF using Adobe Acrobat 6.0.2 (or later) Pro to achieve these sheet-count file sizes.<sup>1</sup> For electronic attachments greater than 7.3 MB, send them in two parts by separate emails, denoting "1 of 2" and "2 of 2" in the subject lines after other required subject line information.

All servers may not be able to accommodate attachments of this size. Ensure that all email recipients can receive files of this size before sending them. Ensure that your own server storage can accommodate multiple email deliveries of this size.

### Email Addresses

Send eligible shop drawing submittals with PDF or DAT attachments directly to the reviewing office. For **shop drawing submittals**, this is typically the office of the Engineer of Record, but an alternate reviewer may be designated by the District. Obtain reviewer information at or before the preconstruction meeting from the Contractor based on instruction from the District, or contact the District directly prior to submitting. District shop drawing contacts and dedicated shop drawing addresses can be found at: [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop\\_plan\\_contacts.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop_plan_contacts.pdf)

The "**To**" field should contain the reviewer's address, as directed by the District. Use only one address in this field. Using a single address helps prevent duplicate reviews.

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<sup>1</sup> Acrobat and Adobe are registered trademarks of Adobe Systems Incorporated. AutoCad is a registered trademark of Autodesk, Inc.

The “**CC**” field should contain the District dedicated shop drawing address when the District is not the reviewing office. This facilitates District document monitoring requirements. See “Typical Copy Recipient” lists in Section 2 (P. 4) and in Appendix A for additional required recipients. Including CC recipients that are not required can cause increased TxDOT server space usage and possible confusion by recipients who may be unfamiliar with the process.

For Districts that accept **working drawing submittals** in electronic form, send these submittals to the Engineer (usually the Area Engineer) or as directed by the District. Form work, false work, shoring, and erection drawings are examples of working drawings. Contact the District prior to submitting these types of drawings to determine if they are eligible for electronic submission.

If you do not receive acknowledgement of the submittal from the reviewing office within two business days, contact that office for confirmation.

### **CSJ Numbers**

Ensure that the CSJ number listed in your submittal email is the officially recognized CSJ number for that project or letting. You can check CSJ numbers through Plans Online (<http://www.dot.state.tx.us/business/plansonline/plansonline.htm>) or the Construction Report (<http://www.dot.state.tx.us/insdot/orgchart/cmd/cserve/recap/recap.htm>).

### **Hardcopy**

TxDOT no longer requires that a hardcopy set be sent in to help with reviewing electronic submittals. Hardcopy sets of approved shop plans are also no longer required by District offices.

Continue to provide one 11x17 set in hardcopy of approved plans to the Construction Division: stamp it “For Construction Division Inspector,” and give it to the Construction Division Inspector at the fabrication plant. Depending on your version of Acrobat, you may need to choose “Print Document and Comments” or “Document and Markups” in the print dialogue menu to ensure that all comments and stamps print correctly.



# Submitting the Drawings

## Procedure Overview

Prepare electronically submitted shop drawings as follows. See Appendix A for an example of a submittal, a confirmation, and a reply.

### 1. The fabricator produces CAD drawings and distills them into a high-resolution PDF booklet of sheets.

- a. Use recent versions of AutoCad (2000, 2000i, 2002, and 2004, or later, but not 2002 LT) to create the plan sheet, adhering to the following format requirements:
  - Resolution: Finest detail must be legible at full scale on a monitor without zooming in (that is, 1-in. width on an 11x17-in. sheet is 1 in. on the monitor).
  - Color: Black images on a white background.
  - Font: Use fonts no smaller than those used by Bridge Standard Drawings (typically Leroy 140, 1/16-in. +, for an 11x17-in. sheet).
  - Title Block: For the TxDOT approval stamp, leave a blank space to the left side of all title blocks, a rectangle 2 ½ in. wide x 2 in. tall where the lower right hand corner of the rectangle is 4 in. from the physical (not margin) right side edge of the 11x17-in. sheet, and ½ in. above the physical bottom edge of the sheet. The bottom and right margins of the sheet are ½-in. wide, and the title block is 3 ½-in. wide.
  - Sheet orientation: Assemble all PDF sheets in a single file (unless resulting file is larger than 7.3mb), ensuring that all sheets are rotated to a “ready to read” orientation within the PDF file set. Generally~ 11x17 plan sheets in landscape, 8 1/2x11 note sheets in portrait, so that the majority of text is vertical.
- b. Prepare the file for submittal by distilling it to PDF using Adobe Acrobat 6.0.2 Pro or a later version (AutoCad 2004 requires Acrobat version 6.0.1 or later). PDF sets created by “distilling” CAD sheets are preferable to PDF sets created by scanning in paper plan sets. Scanned sets are more difficult to annotate, are usually less legible, and produce larger attachment sizes. Scanned submittals may be rejected by the reviewer.

Save the resulting file, adhering to the following file format requirements:

- File Name: the file name must contain the following information in this order: CSJ, County, Item Abbreviation, Fabricator Abbreviation, Detailing Agency Abbreviation, and Submittal No., with one space in between each item. CSJ must be the contract plans CSJ for the associated project, as used in the Plans-On-Line database ([http://www.txdot.gov/business/contractors\\_consultants/plans\\_online.htm](http://www.txdot.gov/business/contractors_consultants/plans_online.htm)). If unsure of the correct controlling CSJ, query the web based Plans-On-Line site or the Construction Report (<http://www.txdot.gov/insdtdot/orgchart/cmd/cserve/recap/recap.htm>) for verification.  
CSJ—(nnnn-nn-nnn) Use no spaces, and always include leading zeroes and dashes.  
County—Spell out completely.  
Item Abbreviation—Four digits maximum representing the primary item in the submittal; see Appendix B for approved Item Abbreviations. For retaining walls, include the wall number (lowest wall number on multiple-wall submittals) after the Item Abbreviation.  
Fabricator Abbreviation—Four digits maximum; see Appendix C for approved Fabricator Abbreviations.  
Detailing Agency Abbreviation—Four digits maximum. See Appendix C for approved Detailing Agency Abbreviations, or initiate a new four-digit abbreviation if necessary  
Submittal No.—Two digits maximum indicating the number of the submittal for the same item type (IV, AJ, etc.) for the same project CSJ, usually 1 for smaller projects. **Note:** *Do not change the number when resubmitting corrections for an already reviewed item. Add “Rev1, Rev2, etc.” to the end of the subject line on revised sheet submittals.*  
Example File Name—1802-03-163 Nueces IV FabA DetB 1.pdf
- File Security: Set no permissions on the file.

- c. Ensure that sheets readily print out to a format specified for paper submittals by Item 424, Article 4.1.1 of the 2014 *Standard Specification for Construction and Maintenance of Highways, Streets, and Bridges* for 11 x 17 sheets, with no additional formatting required by the viewer, and with all required information contained in the title block.

Choose “Documents and Markups (Adobe 7.0) or “Documents and Comments” (Adobe 6.0) in the “Print What:” drop down list on the “Print” options window, before printing out shop drawing sets for TxDOT offices. With Adobe 5.0; check the “Comments” box. This will ensure that all stamps and corrections are printed.).

Electronic attachments to a specific email must total no more than 7.3 MB and must be submitted unzipped. This file size should accommodate as many as 60 to 70 sheets in Adobe Acrobat. Use recent versions of AutoCad (2000, 2000i, 2002, and 2004, or later, but not 2002 LT) to create the plan sheet and then distill it to PDF using Adobe Acrobat 6.0.2 Pro or a later version to achieve these sheet-count file sizes. For electronic attachments greater than 7.3 MB, send them in two parts by separate emails denoting “1 of 2” and “2 of 2” in the subject lines after other required subject-line information.

## 2. The fabricator transmits the email with attachment.

- a. Send an email with the attached, not-zipped PDF set to the reviewing office, copying recipients as required by agreements with the contractor and the TxDOT District. The email should adhere to the following format requirements:  
Copy Recipients—Should include the fabricator only when the detailing office and the fabricator office are different.

- b. Typical Copy Recipients(“CC”):
- District dedicated shop drawing address (when not the primary recipient, such as when the District is the reviewing office)  
 See [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop\\_plan\\_contacts.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop_plan_contacts.pdf) for a list of District dedicated shop plan addresses and contacts.  
 Note~ submittals will be **rejected** if this address is not included.
  - TxDOT personnel as directed by the District
  - Contractor
  - Fabricator, when submitted by a Detailing Office separate from the Fabricator

Subject Line—Should be the same as the attachment file name, but without the file type extension (that is, without .pdf).

Example Subject Line—1802-03-163 Nueces IV FabA DetB 1

Body—Should contain the following information in a block format using “plain text”. (Not HTML)

Recommended: copy and paste the following information into a new email, and edit job specific lines):

<b>Letting Date:</b>	3/2003
<b>County:</b>	Nueces
<b>CSJ:</b>	1802-03-163
<b>District:</b>	Corpus Christi
<b>Structure Name(s):</b>	Copano Creek Bridge
<b>Road (Hwy):</b>	CR361
<b>Fabricator:</b>	Fabricator “A” (FabA)
<b>Fabricator Job No.:</b>	2402-2
<b>Contractor:</b>	Contractor “C” (ConC)
<b>Detailing Entity:</b>	Detailer “B” (DetB – when applicable)
<b>Detailer Job No.:</b>	03-317
<b>Design Entity:</b>	TxDOT/Bridge Division
<b>Product(s):</b>	Type IV beams
<b>Sheet Listing:</b>	1,2,P2,E3-E6,&F16-F23
<b>No. Sheets:</b>	15

No. ODs: 2  
Change Order(s) or Revision: None  
Submission Method: Email

Attn: <Shop Drawing Reviewer>  
<Shop Drawing Review Email Address>  
<Shop Drawing Review Physical Address>

Attached for your review is one set of shop drawings for the above mentioned project and product(s).

These drawings are for your review and approval prior to fabrication of the items stated herein. Please return reviewed plan sets to:

Primary Recipient:  
Detailing Ofc: Charles Guerrero (Det. "B") [cguerrero@detb.net](mailto:cguerrero@detb.net)

Copy Recipients:  
Fabricator: Howard Blakely, P.E. (Fab. "A") [hblakely@faba.com](mailto:hblakely@faba.com)  
Contractor: John Smith, III (Con. "C") [jsmith-TRI@conc.com](mailto:jsmith-TRI@conc.com)  
District dedicated shop drawing address: CRP-ShopPlanReview@txdot.gov  
TxDOT Personnel: (as directed by the District) Area Engineer: Jane Jones, P.E.  
[jane.jones@txdot.gov](mailto:jane.jones@txdot.gov)  
Toll road Authority: H.R. Blevens (North Sinton Toll road) [hblevens@NAT.com](mailto:hblevens@NAT.com)

Where:

- OD is Optional Designs, used for prestressed concrete beam submittals only.
- Change Order(s) is a change order number. Also provide a brief description of any change-order or revision that will impact the review for the submittal item.

### 3. The reviewing office processes the submittal.

- a. The reviewing office checks the submittal for conformance with Submittal Guide formats. Primary checks include but are not limited to: correct CSJ and County in subject line and body, subject line and body format, CC recipients (especially the District dedicated shop plan address, when not the primary recipient), correct attachment type and legibility. The reviewer accepts or rejects the submittal, sending a confirmation email to the submitter within 2 business days. (See Confirmation example Figure A-2. in Appendix A)
- b. The reviewing office makes electronic copies of attachments to review and annotate, completes the review, and stamps the file electronically. The reviewer then secures the stamps and markups by flattening the file and adding password protection. Use Acrobat custom Shop Plan Tool plug-in by TxDOT to flatten files. TxDOT personnel contact their IR Admin for installation; Consultants download the "Shop Plan Tools" plug-in at [http://www.txdot.gov/business/contractors\\_consultants/engineering\\_software.htm](http://www.txdot.gov/business/contractors_consultants/engineering_software.htm). Flattening prevents removal of markups. Password protection prevents the addition of markups. The reviewer renames and saves the attachment with a disposition suffix: AP=Approved, AX=Approved except as Noted, and RC=Returned for Correction.
- c. The reviewing office replies to the original submittal. Attach the annotated pdf, provide submittal status remarks, and respond to everyone copied on the original request and any additional recipients required by the table titled "2014 Construction Specification Required Shop/Working Drawing Submittal," posted on the internet at [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/electronic\\_submission.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/electronic_submission.pdf).

Typical Distribution Recipients include:

- **\*\*District** dedicated shop drawing address.  
See [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop\\_plan\\_contacts.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop_plan_contacts.pdf)  
for a list of District dedicated shop drawing addresses and contacts.
- TxDOT personnel as directed by the District
- Contractor

- Fabricator
  - Detailing office, if different than the Fabricator
  - Railroad or Toll road authority if associated with a project
  - **\*\*Materials and Tests Division** dedicated shop drawing address See the above shop plan contacts link for this address.
- \*\* It is extremely important that these two recipients be copied at the end of all reviews.**

#### **4. The fabricator and TxDOT finalize the shop drawings.**

- a. If the attachment was returned for correction (RC), the fabricator makes corrections in the original CAD file, saves it as a new PDF file, and resubmits it to the reviewing office, amending the subject line and file name to include the revision number suffix. (Ex: 1802-03-163 Nueces IV FabA DetB 1 Rev1) If the attachment was returned designated AP or AX, the fabricator has been approved to fabricate.
- b. With approval to fabricate, the fabricator prints a hardcopy set as required by TxDOT/Construction Division and makes it available to the TxDOT inspector at the fabrication plant, stamped "For TxDOT Construction Div Inspector".
- c. At project completion, the district transmits electronic as-built plans or shop plans for all structural items to the General Services Division (GSD) for archiving.

## **Retaining Walls**

MSE retaining wall shop drawings are more complex than routine shop drawings for bridge elements. In addition to casting drawings for precast panels, these submittals include design calculations and erection drawings to be used by field personnel in constructing the walls. On large projects the retaining wall drawings may involve several, or even dozens, of separate submittals depending on the sequence of construction and contractor's schedule.

### **Types of Review**

Retaining wall submittals need several types of review:

- Geometric review including conformance with lines, grades, and minimum leveling pad embedment. This review evaluates inclusion and location of items such as inlets, drainage and lighting features.
- Structural review including internal and external stability, and conformance to any special or unusual design requirements included in the contract. This review also includes structural evaluation of coping and traffic rail foundations.
- Aesthetic / surface-finish review. On simple projects this review may only confirm that the correct form liner is referenced; on complex projects this review might require detailed assessment of murals or other special details.

All three types of review may be conducted by a single reviewer, but two or three separate reviews may also be appropriate.

### **Review Process**

Districts may accomplish the review using several approaches:

- If a consultant prepared the plans and surface-finish details and the consultant is retained for construction support, the District may use the consultant to provide the entire review.
- If a consultant prepared the plans and surface-finish details, the District may use the consultant to provide the geometric and aesthetic review but ask the Bridge Division to provide the structural review assuming that TxDOT standard sheets were used for the retaining walls. The District should use the consultant for the structural review if the consultant modified the standard sheets in a way that significantly modifies the design.
- If the District prepared plans in-house, the district may conduct the entire review.

- If the District prepared plans in-house, the district may conduct the geometric and aesthetic review but ask the Bridge Division to provide the structural review.
- In any case, a complex aesthetic plan may require the firm or individual responsible for the plan to review the aesthetic portion of the shop drawings.

Districts are responsible for accepting retaining wall shop drawings from the contractor and for coordinating and routing the review or reviews whether the submittals are electronic or hardcopy. All reviews should be returned to the district for final transmittal back to the contractor, vendor, and Construction Division unless other specific arrangements have been made. A wall vendor may not submit electronic retaining wall shop drawings directly to the Bridge Division because the Bridge Division has no way of determining the status of other reviews.

### **Tracking of Submittals**

A summary sheet must accompany each submittal and must show the following:

- Which walls are included in the current submittal number
- Which walls have been previously submitted (and on which submittal number)
- What information from previous submittals is related to the current submittal. For instance, if calculations for all walls were included in submittal number 1, then the summary sheet for subsequent submittals should note that no calculations are included but that submittal 1 contains the necessary calculations for review. The same is true for casting drawings, coping details, and other items that are often submitted early in the project and not included in subsequent submittals.

- Include the wall number after the Item Abbreviation (for example, 1802-03-163 Nueces RW114 FabA DetB 5.pdf, where this is the fifth submittal and the lowest numbered wall in a multiple-wall submittal is 114). Report all submitted wall numbers in the email body next to the Structure Names heading.

## **Segmental Bridges**

Several different types of submittals are required for segmental bridges, as noted in the Special Specification “Segmental Concrete Bridge Unit” included with each bridge project. Submit all items electronically, unless noted otherwise.

### **Types of Review**

The type of review for each item is indicated in the Special Specification.

- For review and approval – These items must be reviewed by the Engineer of Record and approved before drawing preparation or construction can continue. These items will be processed following the steps of the Procedure Overview. (handled in similar fashion to “Shop Drawings” referred to elsewhere in this document and website)
- For review – These items must be submitted and will be reviewed by the Engineer for information only. A confirmation email will be sent noting that the submittal was received, but no other correspondence will be sent, unless the Engineer determines follow-up is required. (handled in similar fashion to “Working Drawings” (\*WD) referred to elsewhere in this document and website)

### **Pier Table and Segment Shop Drawings**

It is strongly suggested to initially submit one pier table shop drawing and one typical segment shop drawing, and wait for approval of these before sending remaining pier table and segment shop drawings. Anticipated review period for initial shop drawings is thirty (30) calendar days. Anticipated review period for subsequent shop drawings is fourteen (14) calendar days. See Special Specification for project-specific period.

### **Approval Stamps**

Plan sheets and shop drawings must have dedicated space adjacent to the title block for the Contractor approval stamp and the TxDOT approval stamp, such that these stamps do not obscure any portion of

the drawing. Refer to the Procedure Overview for the size of the TxDOT stamp. The Contractor and Detailing Agency should confer on the dimensions of and responsibility for the Contractor's stamp.

Calculations, procedures and schedules must have Contractor approval on the cover or title page. Space must also be provided for TxDOT stamp, as necessary.

#### **Item Abbreviations**

Calculations and Plans for Contractor Alternates	CPA
Segment Shop Drawings	SEG
Fabrication and Erection Details	FED
Geometry Control Method and Casting Curves	GEOM
Certifications/Test Reports for Materials	MAT
Contractor's Schedule	SCH

For Segment Shop Drawings, also include a pier table or segment identification in the File Name, after the Detailing Agency Abbreviation and before the Submittal No.  
For example: 1802-03-163 Nueces SEG ConC DetB **NB-5** 1.pdf

## **Optional Designs**

Optional designs are alternative designs that have been pre-approved and are provided in the project plans.

Optional designs are typically for prestressed concrete beams but can apply to other product types. Submit prestressed concrete beam optional design calculations as a separate PDF file from the shop plan set PDF file.

The cover page or first sheet of the optional design calculations submittal PDF attachment must be sealed, signed, and dated by an engineer registered in the state of Texas.

Subsequent sheets do not need to be sealed.

All shop drawing sheets that are affected by an optional design must be sealed, signed, and dated by an engineer registered in the state of Texas.

## **Alternate Designs**

Alternate designs are any deviations of the design of products as described in the project plans and/or TxDOT standards.

Alternate design calculations and drawings must be sealed, signed, and dated by an engineer registered in the State of Texas.

All shop drawing sheets that are affected by an alternate design must be sealed, signed and dated by an engineer registered in the state of Texas.

### **Note on Engineering Seals**

As of 12/21/2008, the Texas Board of Professional Engineers requires computer-generated engineering seals to be signed and dated by the engineer. Electronic signatures are permissible. See rules 137.33 and 137.35 of the "TEXAS ENGINEERING PRACTICE ACT AND RULES CONCERNING THE PRACTICE OF ENGINEERING AND PROFESSIONAL ENGINEERING LICENSURE" concerning sealing and signing procedures.

## **Consultant Reviews**

Consultants reviewing shop drawings for TxDOT projects are reviewing offices required to follow applicable procedures outlined in this guide. The TxDOT Engineer provides the necessary consultant email addresses to the contractor at or before the preconstruction meeting and instructs the contractor to send shop plan submittals directly to the consultant, copying appropriate personnel. TxDOT District personnel use the copy provided at review end for TxDOT archiving.

Consultants: In support of the overall process, take special note of the typical copy recipient lists in Section 2 and 3 above and in the Appendix A examples, submittal format requirements, file flattening, password protection issues, and confirmation email requirements. (See confirmation example in Appendix A.) Reject and ask the fabricator to resubmit correctly any submittals that come directly to you from the fabricator or detailing office that do not copy the District dedicated shop plan address. (i.e., when the submittal is not forwarded to you from the District) Similarly reject submittals with incorrect or missing project information, illegible or incorrect attachment types, and other severe departures from Guide formats. (See Section 3.a. for additional notes on this subject.)

# Appendix A: Example Submittal, Confirmation, and Reply

From: [cguerrera@detb.net](mailto:cguerrera@detb.net) **(A)** CC: [hblakely@faba.com](mailto:hblakely@faba.com); [jsmith-TRI@conc.com](mailto:jsmith-TRI@conc.com); [CRP-ShopPlanReview@txdot.gov](mailto:CRP-ShopPlanReview@txdot.gov); [ijones@dot.state.tx.us](mailto:ijones@dot.state.tx.us); [hblevens@NAT.com](mailto:hblevens@NAT.com) **(B)**

To: [BRG\\_ShopPlanReview@txdot.gov](mailto:BRG_ShopPlanReview@txdot.gov) **(C)**

Subject: 1802-03-163 Nueces IV FabA DetB 1 **(D)**

Letting Date: 3/2003  
 County: Nueces  
 CSJ: 1802-03-163  
 District: Corpus Christi  
 Project: BR 2002(282)  
 Structure Name(s): Copano Creek Bridge  
 Road (Hwy): CR361  
 Fabricator: Fabricator "A" (FabA) **(A)**  
 Fabricator Job No.: 2402-2  
 Contractor: Contractor "C" (ConC)  
 Detailing Entity: Detailer "B" (DetB)  
 Detailer Job No.: 03-317  
 Design Entity: BRG DIV  
 Product(s): Type IV beams  
 Sheet Listing: 1, 2, P2, E3-E6, & F16-F23  
 No. Sheets: 15 **(E)**  
 No. "O.D.s": 2  
 Change Order(s): None  
 Submission Method: Email

Attn: Jeffrey C. Cotham, P.E.  
[Brq\\_ShopPlanReview@txdot.gov](mailto:Brq_ShopPlanReview@txdot.gov)  
 TxDOT/ Bridge Division/ Fabrication Branch  
 200 E. Riverside Drive  
 Austin, Texas 78704

Attached for your review is one set of shop drawings for the above mentioned project and product(s). These drawings are for your review and approval prior to fabrication of the items stated herein. Please return reviewed plan sets to:

\*Primary Recipient: **(F)**  
 Detailing Ofc: Charles Guerrero (Det. "B")  
[cguerrero@detb.net](mailto:cguerrero@detb.net)

\*Carbon Copy Recipients: ("CC")  
 Fabricator: Howard Blakely, P.E. (Fab. "A")  
[hblakely@faba.com](mailto:hblakely@faba.com)  
 Contractor: John Smith, III (Con. "C")  
[jsmith-TRI@conc.com](mailto:jsmith-TRI@conc.com)  
 District dedicated shop plan address:  
[CRP-ShopPlanReview@txdot.gov](mailto:CRP-ShopPlanReview@txdot.gov)  
 TxDOT Personnel: (as directed by the District) AE: Jane Jones, P.E.  
[jane.jones@txdot.gov](mailto:jane.jones@txdot.gov)  
 Tollroad Authority: H.R. Blevens (North Sinton Tollroad)  
[hblevens@NAT.com](mailto:hblevens@NAT.com)

Attachment: **(G)**  
[0182-03-163 Nueces IV FabA DetB 1.pdf](#)  
[0182-03-163 OD1-2.pdf](#)  
[018203163\\_OD1-2.dat or.toga](#)

**(A)** = Fabricator or Detailing office  
**(B)** = Required CC recipients; typically:  
 - District dedicated shop plan address (cause for rejection if omitted)  
 - TxDOT personnel as directed by the District  
 - Contractor  
 - Fabricator, if different from the Detailing office  
**(C)** = Reviewer  
**(D)** = Subject~ adhere to required format  
**(E)** = Email body format (project and submittal specific info for database log)  
**(F)** = Identify all addressees  
**(G)** = Attachments~ pdf name matches subject line format

**Figure A-1. Submittal**

From: BRG\_ShopPlanReview@txdot.gov **(A)** CC: CRP-ShopPlanReview@txdot.gov **(B)**  
 To: cguerrera@detb.net **(C)**  
 Subject: **Re:** 1802-03-163 Nueces IV FabA DetB 1

**(D)** (Confirmation Example 1 ~ Incorrect Submittal)

Dear Mr. Guerrero,

We received an email from your address that did not have a review file attached or had an attachment of an incorrect type. Attachments must be .pdf or .dat file types to be received into the Brg\_ShopPlanReview inbox and considered for review. In addition, the CSJ did not match active project CSJ's found in TxDOT databases, and you did not CC the District's dedicated shop plan address.

Please re-submit your email with the correct review file attached, and the correct CSJ in the subject line. Verify your CSJ at either of these web addresses:

[http://www.txdot.gov/business/contractors\\_consultants/plans\\_online.htm](http://www.txdot.gov/business/contractors_consultants/plans_online.htm) or  
<http://www.txdot.gov/insdot/orgchart/cmd/cserve/recap/recap.htm>.

Always include the District's dedicated shop drawing address in the CC field. A list of these addresses can be found on this web page: [ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop\\_plan\\_contacts.pdf](ftp://ftp.dot.state.tx.us/pub/txdot-info/library/pubs/bus/bridge/shop_plan_contacts.pdf).

If your email is not intended to be a review submittal, please address other correspondence to Mark Bewley at 512-416-2207 ([mark.bewley@txdot.gov](mailto:mark.bewley@txdot.gov)), Pat Coronado at 512-416-2565 ([patricia.coronado@txdot.gov](mailto:patricia.coronado@txdot.gov)), or Jeff Cotham at 512-416-2187 ([jeff.cotham@txdot.gov](mailto:jeff.cotham@txdot.gov)).

Thank-you!

**(E)** (Confirmation Example 2 ~ Correct Submittal)

Dear Mr. Guerrero,

This reply is to indicate that an email from your address has been received into the Brg\_ShopPlanReview inbox, and that your submittal will be added to our review cue. Submittals with complete pdf plan or Optional Design attachments will be handled in the order that they are received. Emails to this address without attachments in ready to review condition, will not be considered for review.

Attachments when viewed at 1-to-1 scale (for an 11 x 17 sheet) on our monitors, that are found to be illegible without zooming in, will be returned for re-submission without reviewing. (please adhere to TxDOT detailing practices for Bridge Division standard sheets for font sizes (1/16" min height, line weights, etc)

When the reviewers have completed this review, your original email will be replied to, and replies will be sent to all recipients in submittal email's "CC:" field, along with the annotated submittal attachment.

For questions or comments concerning your submittal please contact Mark Bewley at 512-416-2207 ([mark.bewley@txdot.gov](mailto:mark.bewley@txdot.gov)), Pat Coronado at 512-416-2565 ([patricia.coronado@txdot.gov](mailto:patricia.coronado@txdot.gov)), or Jeff Cotham at 512-416-2187 ([jeff.cotham@txdot.gov](mailto:jeff.cotham@txdot.gov)).

Thank-you!

Attachment:



**(A)** = Reviewer  
**(B)** = "CC" District dedicated shop plan address  
**(C)** = Fabricator or Detailing Office  
**(D)** = "Incorrect" submittal example  
 Typical checks: **required CC recipients**; correct project CSJ and County; attachment type, legibility, and name format; subject line format  
**(E)** = "Correct" submittal example  
 Send confirmation email within **two business days** of receiving submittal.

**Figure A-2. Confirmation**

From: BRG\_ShopPlanReview@txdot.gov **A** CC: hblakely@faba.com; jsmith-TRI@conc.com; CRP\_ShopPlanReview@txdot.gov; jane.jones@txdot.gov; hblevens@NAT.com; CST\_ShopDrawings@txdot.gov **B**

To: cguerrera@detb.net **C**

Subject: Re:1802-03-163 Nueces IV FabA DetB 1 **AX** **D**

Dear Mr. Guerrero:

We have reviewed your shop drawings for the subject submittal. The drawings are approved as noted for fabrication and are attached herewith. Any corrections noted must be incorporated into the work. Revised details for these corrections will not be necessary. **E**

Printing Requirements:  
Upon receipt of this notice, please print one 11 x 17 set for the Construction Division at the facility where they will inspect, and stamp "F or TxDOT Construction Div Inspector".

This review is based upon contract plan sheets found on Plans Online, as of this date.  
**District Note: Please coordinate any review revisions that may result from Change Orders.**

For questions or additional information, please contact Mark Bewley at (512) 416 2207, or by email at [mark.bewley@txdot.gov](mailto:mark.bewley@txdot.gov).

Sincerely,  
Jeffrey C. Cotham, P.E.  
Bridge Fabrication Engineer

>>> Charles Guerrero 11/16/2007 10:59 AM >>>  
**Letting Date:** 3/2003  
**County:** Nueces  
**CSJ:** 1802-03-163  
**District:** Corpus Christi  
**Project:** BR 2002(282)  
**Structure Name(s):** Copano Creek Bridge  
**Road (Hwy):** CR361  
**Fabricator:** Fabricator "A" (FabA)  
**Fabricator Job No.:** 2402-2  
**Contractor:** Contractor "C" (ConC)  
**Detailing Entity:** Detailer "B" (DetB)  
**Detailer Job No.:** 03-317  
**Design Entity:** BRG DIV  
**Product(s):** Type IV beams  
**Sheet Listing:** 1, 2, P2, E3-E6, & F16-F23  
**No. Sheets:** 15  
**No. "O.D.s":** 2  
**Change Order(s):** None  
**Submission Method:** Email

Attachment:  
0182-03-163 Nueces IV FabA DetB 1 **AX**.pdf **F**

Reply to the original submittal email to insure inclusion of initial CC recipients; add others as necessary to meet all distribution requirements. (See CC list below.)

**A** = Reviewer

**B** = Required CC recipients; typically:  
 - District dedicated shop plan address (must be included)  
 - TxDOT personnel as directed by the District  
 - Contractor  
 - Fabricator, if different from the detailing office  
 - Railroad or Tollroad authority if associated with the project  
 - Construction Division (must be CC'd on all AP and AX shop drawing distributions)

**C** = Fabricator or Detailing office

**D** = Subject line format~ add review disposition suffix (AP, **AX**, or RC)

**E** = Email body~ review comments, printing requirements

**F** = Attachment~ insure that the disposition suffix added is the same as subject line; "flatten" and add password security before sending

Figure A-3. Reply (Approved shop plan distribution)



## Appendix B: Item Abbreviations

	Spec. No.	Item / Description	Abbrev
*WD	7.16.1,2	Construction Load Analysis	CLA
*WD	400	Excavation & Backfill for Structures (cofferdams)	EB
*WD	403	Temporary Special Shoring	TSS
	407	Steel Piling (non-standard only)	SP
*WD	420	Formwork/Falsework	FW
	423	Proprietary Retaining Walls, coping, ancillary comp., w/calcs	RW
	425	Optional Design Calculations (Prstrs Bms)	OD
	425	Prestressed Concrete Panels (non-standard only)	CPN
	425	Prestressed Concrete Piling (non-standard only)	CPL
	425	Prestressed Concrete Sheet Piling	CSP
	425	Prestressed Concrete "A" Beams	A
	425	Prestressed Concrete "B" Beams	B
	425	Prestressed Concrete "C" Beams	C
	425	Prestressed Concrete "54" Beams	54
	425	Prestressed Concrete "IV Mod" Beams	IVM
	425	Prestressed Concrete "IV" Beams	IV
	425	Prestressed Concrete "VI Mod" Beams	VIM
	425	Prestressed Concrete "VI" Beams	VI
	425	Prestr. Concrete "I" Girder (28, 34, 40, 46, 54, 62, or 70)	Tx28 (-70)
	425	Prestressed Concrete Box Beams	BB
	425	Prestressed Concrete X Beams	XB
	425	Prestressed Concrete DT Beams	DTB
	425	Prestressed Concrete Slab Beams	SB
	425	Prestressed Concrete Decked Slab Beams	DSB
	425	Prestressed Concrete Trapezoidal Box Bm	TRP
	425	Prestressed Concrete U Beams	UB
	425	Prestressed/Precast Concrete Bent	CB
	426	Post Tension Details	PT
	434	Elastomeric Bearing Pads	BP
	434	Elastomeric Bearing Pads-Stl	BPS
	441	Bridge Protective Assembly	BPA
	441	Misc Steel (various steel assemblies)	MS
	441	Steel Pedestals (bridge raising)	PED
	441	Steel Bearings	SBG
	441	Steel Bent	SBT
	441	Steel Diaphragms	SDF
	441	Steel Finger Joint	SFJ
	441	Steel Wide Flange Beam	WFB
	441	Steel Plate Girder	SPG
	441	Steel Tub-Girders	SUB
*WD	441	Erection Plans, including Falsework	SEP
	441	Terminal Anchor Beams (non-standard only)	TAB
	441	Weld anchor details	WAD
	449	Sign Bridge Anchor Bolts	AB
	450	Railing (Curved rails mostly, per plan note radius criteria)	RL
	454	Armor Joint (non-standard only)	AJ
	454	Sealed Expansion Joints (non standard only)	SEJ

	<b>462</b>	Concrete Box Culvert (alternate designs only, calcs reqd)	CBC
	<b>464</b>	Reinf Concrete Pipe (jack & bore only; by request only)	RCP
	<b>465</b>	Precast Junction Boxes, Inlets, alt dsn Grates (calcs reqd)	JIG
	<b>514</b>	Concrete Traffic Barrier (non-standard only)	CTB
	<b>610</b>	Roadway Illumination Supports	RIS
	<b>613</b>	High Mast Illumination Poles (non-std only, calcs reqd)	HMP
	<b>614</b>	High Mast Illumin. Rings (non-prequalified or alt dsns only)	HMR
	<b>627</b>	Treated Timber Poles (certificates only)	TTP
	<b>644</b>	Small Roadside Sign Assemblies, non-standard	SRS
	<b>647</b>	Large Roadside Sign Supports and Assemblies, non-std	LRS
	<b>650</b>	Alternate Design Calcs (non-std cantilever sign bridge supports)	ALT
	<b>650</b>	Sign Bridge	SNB
	<b>654</b>	Sign Walkways, non-standard	SNW
	<b>685</b>	Roadside Flashing Beacon Assemblies	RFB
	<b>686</b>	Traffic Signal Pole Assemblies (Steel), non-standard	TSP
<b>*WD</b>	<b>784</b>	Repairing Steel Bridge Members	RSB
	<b>SS 4306</b>	Prestressed Concrete Crown Span	CS
	<b>SS 4036</b>	Sound Barrier Walls	SBW
	<b>SS 6071</b>	Camera Poles (Also SS 6611, 6941, etc)	CP
	<b>SS 7640</b>	Pedestrian Bridges (Calcs reqd)	PB
	<b>SS (**var.)</b>	Calculations and Plans for Contractor Alternates	CPA
	<b>SS (**var.)</b>	Segment Shop Drawings	SEG
<b>*WD</b>	<b>SS (**var.)</b>	Fabrication and Erection Details	FED
<b>*WD</b>	<b>SS (**var.)</b>	Geometry Control Method and Casting Curves	GEOM
<b>*WD</b>	<b>SS (**var.)</b>	Certifications/Test Reports for Materials	MAT
<b>*WD</b>	<b>SS (**var.)</b>	Contractor's Schedule	SCH

\*WD=Working Drawings. Document flow differs from shop drawings in that working drawings must be submitted to the Engineer rather than the Engineer of Record and they are for the information of the Engineer only; an approval stamp and distribution to all project offices is not required.

\*\*Submittal items for segmental bridges; special specification number usually varies from project to project.



## Appendix C: Fabricator and Detailer Abbreviations

Fabricator (as of 11-28-2007)	Abbrev
Acrow Bridge	AB
Action Fabricators	AF
Afco Steel	AS
Alamo Iron Works	AIW
Ameron Pole Products	APP
Amico	AMC
Anderson Bridges	AB
Anthony Machine	AM
Associated Steel Fabricators	ASF
Associated Steel Products	ASP
Austin Prestressed Co.	APC
Bell Structural Solutions	BSS
Benningfield Steel Fabrication	BSF
Bexar Concrete Works, Inc.	BCW
Blastco Texas	BT
Brookfield Fabricating Corp.	BF
Caddo Fab	CF
Cantu Electric	CE
Capitol City Steel Co., Inc	CCS
Capitol Steel & Iron, Inc.	CS&I
Carolina Steel	CS
CBSI	CBS
CHM Industries	CHM
Concrete Accessories, Inc	CA
Commercial Metals	CM
Concrete Accessories	CA
Conner Steel Products	CSP
Contech	CON
Continental Bridge	CB
CT&S Metalworks	CTS
D.R.Parks	DRP
D.S. Brown	DSB
Dynamic Rubber	DR
Dywidag-Systems Intl. USA	DSI
E 2 Innovations	EI
East Jordan Iron Works, Inc	EJIW
Enterprise Concrete Products	ECP
Falcon Steel Co.	FS
Flexicore of Texas, Inc.	FLX
Foremost Paving	FP
Furon	FRN
FTW, Inc	FTW
General Steel Corp.	GSC
Gibson & Associates	GA
Gordon's Specialties	GS
Grand Junction Steel	GJS
GSI Highway Products	GSI
GST Manufacturing, Ltd.	GST

Gulf Coast Prestress	GCP
Hanson Pipe	HP
Hapco Pole Products	HPP
Heldenfels Enterprises, Inc.	HEI
Hico Handrail	HH
Hirschfeld Steel Co. Inc.	HSC
Hogan Steel & Erectors	HS&E
Hurt Fabricating Corp.	HFC
Industrial Erection & Maint.	IE&M
Interstate Steel	IS
Ironhorse Ironworks	IRH
J.D. Abrams	JDH
Jackson Const.	JC
Jay-Reese Contractors, Inc	JRC
Johnson County Pipe	JCP
Jona Contracting, Inc.	JCI
K-B Construction	KBC
Kenneth Salley Enterprises, Inc.	KSE
King Fabrication	KF
L & R Precast	LRP
Larwell Industries	LI
Lloyd Engineering	LE
Lone Oak Fabricators	LOF
Longview Bridge & Road	LBR
Maico Industries, Inc.	MAI
McCarthy Building Co., Inc.	MBC
Mica Steelworks, Inc.	MSW
Midwest Foundation Corp.	MF
Manco Structures, Ltd.	MSL
Myrex Industries	MI
Newbasis	NB
North Texas Steel	NTS
PDM Bridge	PDM
Pelco Structural	PS
Oldcastle Precast	OCP
R. E. Campbell Co., Inc.	REC
Reinforced Earth Co.	RE
Rinker Materials	RM
Scougal Rubber Corp.	SRP
Seismic Energy Products, L.P.	SEP
Sentinel Structures	SS
Skyline Steel	SKS
Southern Star Steel	SSS
Southwest Prestressed Concrete	SPC
Southwestern Welding	SWW
Steadfast Bridges	SB
Steel Effects	SE
Structural & Steel Products	S&SP
Summitt Engineering	SUM
Texas Concrete Partners	TCP
Texas Corrugators	TC

Texas Prestressed Concrete	TPC
The Reinforced Earth Co.	REC
Traffic Control Devices	TCD
Traylor Bros., Inc	TBI
Tricon Precast, Ltd.	TRP
Trinity Industries, Inc.	TII
U S Bridge	USB
Unintech Consulting Engineers	UCE
Union Metal Corp.	UM
V Structural	VST
Valley Prestressed	VP
Valmont Industries, Inc.	VAL
Watson Bowman Acme	WBA
Western Precast Concrete	WPC
Wheeler Consolidated	WC
Wheeler Lumber	WL
Wilolamb International	WI
Wiser Const.	WS
<b>Detailing/Engineering</b>	<b>Abbrev</b>
Structural Engineer Associates	SEA
Summit Engineering	SUM
Tensor Engineering	TE
Unintech Consulting Engineers	UCE
Robertson Engineering, Inc.	RE

If a specific company is not listed, create an abbreviation of four letters or less that is different from listed abbreviations, and use it in the file name(s), submittal subject line, and project information in the body of the submittal email.

