

Appendix A: Example Submittal, Confirmation, and Reply

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

To: BRG_ShopPlanReview@dot.state.tx.us **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)
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 **E**

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

Attn: Jeffrey C. Cotham, P.E.
Brq_ShopPlanReview@dot.state.tx.us
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:

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

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

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

Figure A-1. Submittal