

CONSTRUCTION

TIPS



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**New Electronic
Review of Shop
Drawings**

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**Tips for
Successful
Submittal of
Electronic Shop
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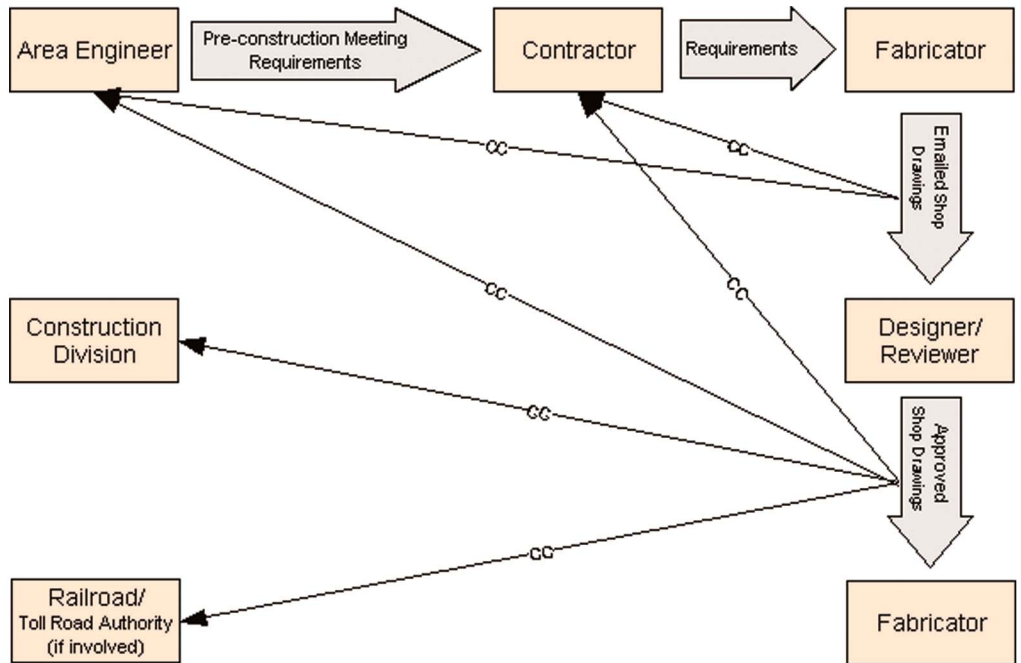
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Effective with the October 2005 letting, TxDOT requires electronic submittal of eligible shop drawings. Eligible drawings are for prefabricated structural items that are identified as requiring approval. Detailed information on eligible drawings is posted on the internet at <http://www.dot.state.tx.us/brg/FO/ItemsReviewed.pdf>.

Retaining wall shop drawings on lettings through calendar 2006 may be submitted to the Bridge Division either electronically or by hard copy.

Process to Submit Drawings

The following figure depicts the process for submitting shop drawings for electronic review; showing whom to copy on e-mailed submittals. The process is described in detail in the *Guide to Electronic Shop Drawing Submittal*, posted on the internet at <http://www.dot.state.tx.us/brg/FO/ESubmitGuide.pdf>.



Tips for Successful Submittal of Electronic Shop Drawings

Tips for ensuring successful submittal of electronic documents include the following:

- ➔ Districts should provide submittal e-mail addresses to the contractor at or before the pre-construction meeting (depending on whether authorization to fabricate is given before the pre-construction meeting).

- The fabricator should e-mail the submittal directly to the reviewer, copying the district and contractor. This makes it easy for the reviewer to “reply to all” e-mail addressees and helps prevent review delays due to late notifications.
- The fabricator should properly format the e-mail subject line to support automated login and review procedures by eliminating the need to retype subject lines in which a typo may cause a submittal rejection.
- The contractor/fabricator should format submittals as directed in the *Guide to Electronic Shop Drawing Submittal*, posted on the internet at <http://www.dot.state.tx.us/brg/FO/ESubmitGuide.pdf> to minimize the chance of rejection by automated login filters.

Contact Information

For more information on reviewing shop drawings, document addressing, correct annotation format, Adobe tool usage instruction and GroupWise folder setup, contact Jeff Cotham at jcotham@dot.state.tx.us or 512/416-2187.