



MINNESOTA DEPARTMENT OF TRANSPORTATION
Program Support Group
Technical Memorandum No: 02-12-TS-04
June 20, 2002

To: Distribution 57, 612, 618, 650

From: Douglas J. Weiszhaar
Deputy Commissioner/Chief Engineer

Subject: Revised Technical Memorandum System

Expiration

This Technical Memorandum (TM) supersedes Technical Memorandum 98-22-ES-03 and shall continue in force until June 20, 2007.

Implementation

This policy and its instructions are effective immediately.

Introduction

This Technical Memorandum redefines and establishes the Technical Memorandum process to be used hereafter. All Technical Memoranda shall follow the format described herein.

Purpose of a Technical Memorandum

A Technical Memorandum is a document intended to expedite official changes in technical policy, to provide technical guidance, or to provide essential technical information until a technical manual, standard drawing (plates/plans), or specification is officially issued or updated, or when the change is temporary.

Guidelines and Development

Implementation and maintenance of Technical Memoranda is coordinated through the Design Standards Engineer. The TM format, submittal procedure, review and approval process, and maintenance are described as follows:

I. Technical Memorandum Format

The required heading and sections in the TM, in respective order, are listed below. Additional sections can be added at the discretion of the author (Attachment: TM Template).

-MORE-

To:

Distribution 57, 612, 618, 650

These distributions are **REQUIRED**, and consist of the following:

- 57 (Technical Memoranda)
- 612 (Engineering Consultants)
- 618 (County Engineers)
- 650 (City Engineers)

Additional distribution(s) can be added at the discretion of the author.

From:

Deputy Commissioner/Chief Engineer, (Official approval for policy issues),
or;

Assistant Commissioner, Program Support Group (Official approval for all other
issues and technical guidance).

Subject:

Topic/Title of TM

Expiration:

Date which the Technical Memorandum expires. State whether the TM is superseding an existing TM, or if it is a new TM. When selecting an expiration date consider the following:

- Expiration date not to exceed five (5) years from issue date.
- Allow time for placement into a Manual or other permanent document so re-issue is not necessary.
- Allow time for adequate evaluation of TM guidance so permanent policy can be adjusted.
- Issue update of routine, periodic TM's before expiration.
- Minimize the amount of time that technical policy and guidance reside in TM form, especially for temporary situations.

Implementation:

Statement of when the TM will go into effect. TM's affecting Construction shall be issued **before** March 1 of the construction season. If the TM requires implementation on projects already under construction, this should be indicated in bold type within the Implementation section of the TM. (**"AFFECTS PROJECTS NOW UNDER CONSTRUCTION"**)

-MORE-

Introduction:

A brief description of the contents of the Technical Memorandum.

Purpose:

Technical Memoranda should be used for one or more of the following reasons:

- Official document will not be revised soon.
- Guidance is interim, involving rapidly changing technology or conditions.
- Information and instructions contained are subject to update and reissue, such as approved vendor lists, etc. and not appropriate for a permanent manual.
- Recent change in the law.

Routine technical items, which expand the interpretation of existing standards, should be published in office bulletins or newsletters (i.e., *Design Scene*).

Guidelines:

Provide detailed technical information, instructions, or policy.

Questions:

Contact information regarding the contents of the Technical Memorandum shall be directed to the author. Contact information regarding the publication of the Technical Memorandum shall be directed to the Design Standards Engineer, and the Design Services Administrative Assistant.

II. Review and Approval

TM development consists of a review and an approval process. The review process allows stakeholders opportunity to comment and influence the final TM. The approval process provides an opportunity for senior staff to review the TM before signing the Technical Memorandum into policy.

Review process:

If the originating office has performed a review, or the content of the TM does not warrant a review, the Office Director can submit a memo stating this (Attachment: Review Memo Template). This memo will be considered a record for file with the review process,

or;

For each Technical Memorandum submitted, the originating office will recommend a review routing list to the Design Standards Technical Memorandum Staff, who will route the TM to collect feedback and send review recommendations to the author for their response.

-MORE-

Approval Process:

TM approval is authorized through a process consisting of:

1. Design Standards Engineer
2. State Design Engineer
3. Metro Division Director
4. District Operations Division Director
5. Modal Operation Director (If applicable)
6. Deputy Commissioner/Chief Engineer
(Official approval for policy issues),
or;
Assistant Commissioner, Program Support Group
(Official approval for all other issues and technical guidance)

III. Submittal

To process a TM, submit the following information to the Design Services Administrative Assistant:

1. Proposed TM and attachments in electronic and hardcopy format.
2. Completed TM Checklist (Attachment: TM Checklist). The TM Checklist will guide the author with the intent of avoiding common errors and omissions.
3. Review recommendations as detailed in part II.

IV. Maintenance of Technical Memoranda

The maintenance of Technical Memoranda is assigned to the Design Standards Technical Memorandum Staff. Maintenance includes initiating distribution, tracking expiration dates, and maintaining TM files. Active and Historical Technical Memoranda are available on the Web at:

<http://www.dot.state.mn.us/tecsup/tmemo/index.html>

Questions

For information on the contents of this Technical Memorandum, contact Mohammad Dehdashti, Design Standards Engineer at (651) 296-4859.

For information regarding the publication of this Technical Memorandum, contact Jennifer Abernathy, Design Services Administrative Assistant at (651) 296-2381.

Attachments: [TM Checklist](#), [Review Memo Template](#), [TM Template](#)

-END-

Technical Memorandum Checklist

In an effort to improve our Technical Memorandum Process, please take the time to review the following information, fill out the information requested, and apply as needed.

Thank you
Design Standards Technical Memorandum Staff

- 1. Is this Technical Memorandum new or superseding another Technical Memorandum?**
(If superseding, please provide previous TM #)
-

2. The Required Distributions are:

- 57 (Technical Memoranda)
- 612 (Engineering Consultants)
- 618 (County Engineers)
- 650 (City Engineers)

Other Distributions can be used at the discretion of the author. Will you be using any other(s) than the Required List?

- 3. Do you have the Required Sections in your Technical Memorandum?** They are, in respective order, Expiration, Implementation, Introduction, Purpose, Guidelines, and Questions, and Attachment(s) if applicable. See Tech Memo No. 02-12-TS-04 for guidance. <http://www.dot.state.mn.us/tecsup/tmemo/index.html> _____

- 4. Are you applying dual units in your Technical Memorandum?** All Technical Memorandums require dual units, if applicable. _____
See Tech Memo No. 99-32-TS-04 for guidance.
<http://www.dot.state.mn.us/tecsup/tmemo/index.html>

5. Have you sent your Tech Memo out to the affected groups for review?

If the originating office has performed a review, or the content of the TM does not warrant a review, the Office Director can submit a memo stating this (Attachment: Review Memo Template). This memo will be considered a record for file with the review process,
or;

For each Technical Memorandum submitted, the originating office will recommend a review routing list to the Design Standards Technical Memorandum Staff, who will route the TM to collect feedback and send review recommendations to the author for their response.

- 6. Please provide an electronic file (MICROSOFT WORD ONLY) and hard copy of your Technical Memorandum and ALL attachments to MS 686 and, jennifer.abernathy@dot.state.mn.us.**



MINNESOTA DEPARTMENT OF TRANSPORTATION

Memo

Office of _____

Unit

Office Telephone: _____

Mail Stop _____, _____ Floor

Fax: _____

Address

City, State, Zip Code

(Current Date/Year)

To: Deputy Commissioner/Chief Engineer, (Official approval for policy issues)

or;

Assistant Commissioner, Program Support Group, (Official approval for all other issues and technical guidance)

From: *(Your Office Director's Name, Including their signature)*

Office Director, Office of _____

Subject: *(Title of the Technical Memorandum)*

Attached for approval and signature is the technical memorandum regarding (*refer to title*) _____.

This Technical Memorandum has been reviewed and generated comments and issues have been incorporated or resolved and approved by this Office and (*other Offices/Units/Organizations*) _____.

Your approval is requested. Thank you.

Attachment: TM-XX-XX-XX-XX

REVIEW MEMO TEMPLATE



MINNESOTA DEPARTMENT OF TRANSPORTATION
Program Support Group
Technical Memorandum No: XX-XX-XX-XX
Current Date, Current Year

To: Distribution 57, 612, 618, 650

From: Deputy Commissioner/Chief Engineer, (Official approval for policy issues)
or;
Assistant Commissioner, Program Support Group, (Official approval for all other issues and technical guidance)

Subject: *Title of Technical Memorandum*

Expiration

Implementation

Introduction

Purpose

Guidelines

Questions

Attachment(s)

TECHNICAL MEMORANDUM TEMPLATE