

INSTRUCTIONS

Originator:

1. Fill in **DATE SENT** and **DATE DUE**. Allow a reasonable length of time such as 15 working days between dates.
2. Enter Clearance Transmittal Number below form heading. (Example: D-09-121; where the D = originating Bureau, 09 = originating year, 121 = a consecutive number generated by the originating Bureau's Specifications Coordinator)

Originating Bureau Key:

D = Bureau of Design, C = Bureau of Construction and Materials, M = Bureau of Maintenance and Operations, T = Bureau of Highway Safety and Traffic Engineering

3. Place a check mark in the box to the left of the Bureau title to indicate to whom the material is being sent.
4. Place check marks in the boxes to the right of the Bureaus with which the material is being coordinated.
5. Insert your own bureau's name after the word **FROM**.
6. Insert the title of the material after the word **TITLE**.
7. List the action to be taken or any instructions under **REMARKS**.
8. Fill in the information under **RETURN**.

Reviewer:

1. Place a check mark in 1 of the 3 boxes under **YOUR COMMENTS**.
2. If disapproved or modification is indicated give reason **WHY** changes should be made.
3. Sign and date in space provided.
4. Place a check mark in the block after **RETURN** to have the material returned to its originator.

YOUR COMMENTS (Continued)