

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE	Preliminary Engineering	Preliminary Engineering	
PE.PM	Project Management & Overhead - Preliminary Engineering	See Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/	
PE.PM.01	Begin Preliminary Engineering	PERFORMANCE REPORTING MAJOR MILESTONE - This milestone marks the start of the project design process. It is usually the first capital spending activity in the project delivery process and is considered accomplished when the PE Work Order is authorized.	
PE.PM.02	Project Management and Overhead	Work directly by the project management team to manage the project and also indirect overhead work in support of the project .	
PE.PM.02.01	General Project Management (Project Office)	Work in support of a preliminary engineering work order, including PE and R/W work order authorization, supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.)	0101
PE.PM.02.01.01	Disaster Damage Inspection Report (DDIR)	A DDIR is required for projects with a declared emergency. The DDIR is completed in the field on a deficiency that can be associated with a natural disaster such as earthquakes, and floods and describes the damage which occurred, details relating to the restoration of the facility (both temporary and permanent activities), and is required in order to receive federal emergency relief funds. See the Emergency Procedures Manual, M3014 for details	0101
PE.PM.02.01.02	Declaration of Emergency	A standard WSDOT form completed by the region on a deficiency that is associated with a natural disaster. This form is signed by the Regional Administrator and submitted to HQ Emergency Management Program Manager. See Emergency Procedures Manual, Chapter 4.	0101
PE.PM.02.02	Redistributed PE Project Management and Overhead (HQ & Region)	Redistributed HQ and regional IR Work Order overhead charges for preliminary engineering.	A716
PE.PM.03	Project Management Plan Development & Maintenance	The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the PE phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/	0106
PE.PM.03.01	Programming Action Form	A standard WSDOT Programming Action Form (PAF) completed for a deficiency associated with a declared emergency or another emergent problem.	0106
PE.PM.03.02	Project Change Request Form	A standard WSDOT Project Change Request Form (PCRF) completed for a project change requiring regional, HQ, or higher approval.	0106

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PE.PM.03.10	FHWA Project Management Plan	<p>The 2005 surface transportation act, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) (Pub.L. 109-59, 119 Stat. 1144) increased requirements for Project Management Plans and Annual Financial Plans on major projects. The general requirements are contained in section 1904(a) of SAFETEA-LU, while the guidance and standards from the FHWA are at this web site: http://www.fhwa.dot.gov/programadmin/mega/</p> <p>Any project with an estimated total cost of \$500 million or more shall complete a project management plan. The PMP shall document "the procedures and processes that are in effect to provide timely information to the project decision makers to effectively manage the scope, costs, schedules, and quality of, and the Federal requirements applicable to, the project; and "the role of the agency leadership and management team in the delivery of the project."</p>	0106
PE.PM.03.12	WSDOT Project Management Plan (PMP)	<p>The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the PE phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/</p>	0106
PE.PM.03.15	PMP Endorsement	<p>MILESTONE - Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/</p>	

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PE.PM.04	FHWA Finance Plan	The 2005 surface transportation act, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) (Pub.L. 109-59, 119 Stat. 1144) increased requirements for Project Management Plans and Annual Financial Plans on major projects. The general requirements are contained in section 1904(a) of SAFETEA-LU, while the guidance and standards from the FHWA are at this web site: http://www.fhwa.dot.gov/programadmin/mega/ The SAFETEA-LU changed the criteria for classification as a Major Project to an estimated total cost of \$500 million or greater. and requires recipients of funds for a project with an estimated total cost from \$100 million to \$500 million to prepare an annual financial plan. A Financial Plan shall "be based on detailed estimates of the cost to complete the project and provide for the annual submission of updates to the Secretary that are based on reasonable assumptions, as determined by the Secretary, of future increases in the cost to complete the project...."	0170
PE.PM.05	Public and Agency Involvement	Local agencies and the public should be notified of projects in their jurisdiction or area. Contact the Communications office for details.	0110
PE.PM.05.01	Public Involvement Plan	The level of public involvement plan needed is determined by SEPA or NEPA requirements to be met and the amount of potential impact on people, the environment and the economy. Contact the Communications Office for details.	0110
PE.PM.06	Consultant Administration	The process concerning the authorization, selection, management, and oversight of consultants for Personal Service and Architect & Engineering (A&E) agreements and/or supplements. See Consultant Services Procedures Manual M27-50.	0107
PE.PM.06.01	Consultant RFP	Request for Proposal (RFP): A legal notice for solicitation of consulting services. Please see the Consultant Services Procedures Manual M 27-50, Chapter 1 for procedures.	0107
PE.PM.06.02	Consultant Selection	The process of reviewing, scoring and selecting a Consultant. Please see the Consultant Services Procedures Manual M 27-50, Chapters 2, 3, and 4 for procedures.	0107
PE.PM.06.03	Consultant Signed Contract	A legally binding contract between WSDOT and a Consultant for services rendered. Please see the Consultant Services Procedures Manual M 27-50, Chapters 5, 6, and 7 for procedures.	0107
PE.PM.06.04	Consultant Management	The process for delivering a contracted product within the parameters of a legally binding contract. Please see the Consultant Services Procedures Manual M 27-50, Chapter 8, 9, 10, 11, 12, 13, and 14 for procedures.	0107
PE.PM.12	Other Work for Management and Overhead	This task contains overhead activities and costs associated with the PE phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL.	
PE.PM.12.01	Travel To & From the Office to the Job Site	Time charged for travel between duty station and work site, and travel between work sites.	0102

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PE.PM.12.02	Training	Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code), including travel time to and from training sites.	0103
PE.PM.12.03	Union-Related Labor Charges	Labor Charges by project staff when performing certain union-related functions.	
PE.PM.12.03.01	Local 17 Shop Steward	Labor Charges by project staff when performing as a Local 17 Shop Steward.	0A11
PE.PM.12.03.02	Federation Shop Steward	Labor Charges by project staff when performing as a Federation Shop Steward.	0B11
PE.PM.12.03.03	Local 17 Contract Negotiation	Labor Charges by project staff when performing as a Local 17 contract negotiator.	0C11
PE.PS	Project Planning and Scoping	Some capital projects have the project scoping included as a specific part of the project. Some projects include work to plan further projects to be subsequently developed and constructed.	
PE.PS.01	Preliminary Estimates & Schedules	Estimates and schedules developed for programming.	01A0
PE.PS.01.01	PE Estimate	The estimated cost and schedule to complete the design phase of a project. Developed for programming the project.	01AP
PE.PS.01.02	RW Estimate	The estimated cost and schedule to complete the right of way phase of a project. Includes all resource costs. Developed for programming the project.	01AR
PE.PS.01.03	CN Estimate	The estimated cost and schedule to complete the construction phase of a project. Developed for programming the project.	01AC
PE.PS.02	Agency & Tribal Coordination for Planning	Outreach to public agencies & tribes	0115
PE.PS.02.01	Agency Outreach	Outreach to public agencies including initial interviews of partner agencies; briefings, presentations and meetings with technical staff and elected officials; written, email and phone communications	0115
PE.PS.02.02	Tribal Outreach	Outreach to tribes including initial contact letter; briefings, presentations, meetings and consultations with tribal staff and members; written, email and phone communications	0115
PE.PS.02.03	Corridor Working Group	Establish Corridor Working Group (CWG); conduct CWG meetings; prepare CWG meeting materials; on-going communications with CWG members	0115
PE.PS.02.04	Agency & Tribal Coordination Summary	Document summarizing communications and coordination with public agencies & tribes	0115
PE.PS.03	Public Involvement for Planning	Outreach to media and public	0111
PE.PS.03.01	Media Relations Plan	Develop, endorse and manage plan for outreach to media	0111
PE.PS.03.02	Public Involvement Plan	Develop, endorse and manage plan for outreach to public	0111

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PE.PS.03.03	Media & Public Outreach Activities	Outreach to public such as stakeholder interviews, mailers, press releases, folios, open houses, booths at local events, traveling displays, briefings, presentations, meetings & other outreach activities; preparation of all media & public involvement communication materials; distribution of materials; on-going written, email & phone communications with media & public; establish & maintain project web page	0111
PE.PS.03.04	Public Involvement Summary	Document summarizing communications and outreach to media & public	0111
PE.PS.04	Existing Conditions Inventory & Analysis for Planning	For a planning or corridor study, inventory and analysis of existing facility, study area and travel conditions; identification of existing & future no-build deficiencies	0125
PE.PS.04.01	Existing Facility & Study Area Conditions	Inventory & description of roadway classifications, function and characteristics; vicinity & study area map; inventory & description of facility including geometrics, structures, traffic signals & control devices, terrain & roadside characteristics; inventory & description of study area transportation network (all modes) and land use/zoning conditions	
PE.PS.04.02	Environmental Inventory & Overview	Inventory & description of natural and built environment; inventory & description of archeological, historical and cultural resources; identify potential environmental justice issues and potential mitigation requirements of proposed improvements	
PE.PS.04.03	Travel Conditions Analysis & Deficiencies Identification	Inventory of existing and historical traffic data & collisions; collect additional counts/data if needed; select & validate model; model existing and future no-build traffic conditions; analysis of data and forecasts; identify existing & future no-build access, safety, mobility and modal needs and deficiencies	
PE.PS.04.04	Existing Conditions Summary	Document summarizing existing conditions & identified deficiencies	
PE.PS.05	Improvement Options Development & Assessment for Planning	For a planning or corridor study, development & assessment of options to address identified deficiencies	0126
PE.PS.05.01	Develop Improvement Options	Identify & develop concept-level short & long-term improvements for all modes & TSM/TDM	
PE.PS.05.02	Assess Improvement Options	Establish screening criteria, methodology & process; select & validate model; model future build (improvement options) traffic conditions; analyze forecasts; screen proposed options	
PE.PS.05.03	Short & Long-Term Recommendations	Establish prioritization process; select and prioritize screened improvement options into short-and long-term list of recommended improvement projects	
PE.PS.05.04	Funding Program & Financial Resources	Identify funding program and financial resources available to implement RDP recommendations & next steps within the decision process to implement the RDP	

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PE.PS.06	Planning Report	Planning Report documenting project work and recommendations	0127
PE.PS.06.01	Draft Planning Report	Draft report documenting project inventory and analysis work, outreach activities, and improvement recommendations; circulate draft report to CWG, partner agencies & WSDOT for review & comment	
PE.PS.06.02	Final Planning Report	Revise & finalize report in response to comments; distribute report	
PE.PS.07	Pre-Design Study	The predesign process answers specific questions to ensure full understanding of the viable alternatives have been identified. These questions include the refinement of the scope, project management, schedule, quality, budget, and location of a project by answering the questions of who, why, what, where, when, and how much. This item is specific to WSF Terminal improvement projects.	0123
PE.PS.08	Project Summary	A document which comprises the Project Definition, Design Decisions and the Environmental Review Summary for a project	0169
PE.PS.08.01	Project Definition	The official document that states the purpose and need for the project and the solution of the deficiency. This is a formal document that must have Region and HQ concurrence.	0169
PE.PS.08.02	Design Decisions Summary	A document which is part of the Project Summary which illustrates design considerations and details about design aspects of the project.	0169
PE.PS.08.03	Environmental Review Summary	A document which illustrates environmental permit needs and addresses the level of environmental approval and classification of the project.	0169
PE.PS.08.04	Project Definition Complete (Region)	PERFORMANCE REPORTING MAJOR MILESTONE - The official document that states the purpose and need for the project and the solution of the deficiency is a formal document called Project Summary. For reporting purposes, the Project Definition Milestone is considered complete on the date the Regional Administrator (RA) or the RA designee signs the Project Summary document.	
PE.PS.08.05	Project Definition Complete (HQ)	MILESTONE - The Project Definition is formally approved when Project Summary has received Headquarters signature. (formally the Project Summary which includes the Project Definition, ERS, DDS)	
PE.EV	Environmental Review and Permitting	Environmental Review and Permitting includes all work involved in complying with any applicable environmental impact analysis requirements found in NEPA and SEPA, the Endangered Species Act, Section 106 of the Historic Preservation Act, Section 4(f) of the Department of Transportation Act, Section 6(f) of the Land and Water Conservation Fund Act, the Farmland Protection Act, and other statutes, as well as all applicable environmental permit and approval requirements in these and other statutes. See Parts 4 and 5 of the Environmental Procedures Manual, including Section 411.12, where the various environmental review requirements are introduced.	

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PE.EV.01	Endangered Species Act Compliance	The Endangered Species Act requires that the Department of Transportation, on behalf of federal transportation agencies, must consult with wildlife services (NOAA & USFW) to determine the effects of project actions on threatened and endangered species. There are five categories of effect determinations. Refer to Environmental Procedures Manual 456.05	0132
PE.EV.01.01	Biological Assessment or No Effect Letter	A document required for all activities with a federal nexus that analyzes the potential affects of the project on listed species and critical habitat and justifies a particular "effect determination". Federal agencies are responsible for evaluating impacts to listed species from all federal actions, regardless of scope. For actions other than a "major construction activity", the agency must still evaluate the potential for adverse effects and consult with the service, if necessary.	0132
PE.EV.01.02	NOAA Biological Opinion or Concurrence Letter	MILESTONE - Biological Opinion that describes terms and conditions for minimizing impacts or concurrence on the Biological Assessment from the National Oceanic and Atmospheric Administration (NOAA).	
PE.EV.01.03	USFW Biological Opinion or Concurrence Letter	MILESTONE - Biological Opinion that describes terms and conditions for minimizing impacts or concurrence on the Biological Assessment from the U. S. Fish and Wildlife Service (USFW).	
PE.EV.02	Section 106 & Executive Order 05-05 Compliance	Section 106 of the National Historic Preservation Act requires federal agencies to consider and minimize the effects of a project on historic properties included in or eligible for inclusion in the National Register of Historic Places after giving the Advisory Council on Historic Preservation a reasonable opportunity to comment and before approving the project. For non-federal projects, Executive Order 05-05 imposes similar requirements on projects. Refer to Environmental Procedures Manual 456.05(2) See the Discipline Studies area below for the actual work involved in preparing the discipline report..	0133
PE.EV.02.01	Section 106 Exemption Determination	Refer to Environmental Procedures Manual 456.05(2)(a)	0133
PE.EV.02.02	Section 106 Area of Potential Effects Determination	Refer to Environmental Procedures Manual 456.05(2)(c)	0133
PE.EV.02.03	Cultural Resources Survey/Effect Determination	Refer to Environmental Procedures Manual 456.05(2)(e) - (h).	0133
PE.EV.02.04	Section 106 Letter of Concurrence or Memorandum of Agreement	Refer to Environmental Procedures Manual 456.05(2)(i)	0133
PE.EV.10	Discipline Studies	Discipline reports and other studies prepared by WSDOT Regions and Divisions to document environmental investigations called for in Environmental Procedures Manual Chapters 420 through 470	01E0
PE.EV.10.01	Discipline Studies - Earth (Geology & Soils)	Environmental Procedures Manual Chapter 420 Earth (Geology & Soils)	01ED
PE.EV.10.01.02	Geology & Soils Discipline Report	Refer to Environmental Procedures Manual Section 420.05(1)	01ED

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PE.EV.10.02	Discipline Studies - Air	Environmental Procedures Manual Chapter 425 Air	01EA
PE.EV.10.02.02	Air Quality Discipline Report	Refer to Environmental Procedures Manual 425.05(3)(a)	01EA
PE.EV.10.02.03	Air Quality Analysis (for NEPA/SEPA)	Refer to Environmental Procedures Manual 425.05(5)(b)	01EA
PE.EV.10.03	Discipline Studies - Surface Water	Environmental Procedures Manual Chapter 430 Surface Water	01EC
PE.EV.10.03.02	Surface Water Quality Discipline Report	Refer to Environmental Procedures Manual 430.05(1) & Exhibit 430-1	01EC
PE.EV.10.04	Discipline Studies - Groundwater	Environmental Procedures Manual Chapter 433 Groundwater	01EG
PE.EV.10.04.04	Groundwater Discipline Report	Refer to Environmental Procedures Manual 433.05(1) & Exhibit 433-1	01EG
PE.EV.10.05	Discipline Studies - Floodplain	Environmental Procedures Manual Chapter 432 Floodplain	01EF
PE.EV.10.05.02	Floodplain Discipline Report	Refer to Environmental Procedures Manual 432.05 & Exhibit 432-1	01EF
PE.EV.10.06	Discipline Studies - Wildlife, Fish & Vegetation	Environmental Procedures Manual Chapter 436 Wildlife, Fish, and Vegetation	01EH
PE.EV.10.07	Discipline Studies - Wetlands and Streams	Environmental Procedures Manual Chapter 431 Wetlands	01EJ
PE.EV.10.07.10	Wetland Inventory Report	Refer to Environmental Procedures Manual 431.05(2)	01EJ
PE.EV.10.07.15	Wetland/Biology Discipline Report	Refer to Environmental Procedures Manual 431.05(3) and (4)	01EJ
PE.EV.10.07.30	Stream Survey Report	Stream Survey Report	01EJ
PE.EV.10.07.40	Jurisdictional Ditch Memorandum	An assessment of Clean Water Act jurisdiction on ditches, documented as a memorandum	01EJ
PE.EV.10.07.50	Conceptual Wetland Mitigation Report/Plan	Refer to Environmental Procedures Manual 431.05(5)	01EJ
PE.EV.10.07.60	Wetland Assessment Report	Refer to Environmental Procedures Manual 431.05(6)	01EJ
PE.EV.10.07.70	Preliminary Draft Wetland Mitigation Report	Refer to Environmental Procedures Manual 431.05(7)(a)	01EJ
PE.EV.10.07.80	Draft Wetland Mitigation Report/Plan	Refer to Environmental Procedures Manual 431.05(7)(b)	01EJ
PE.EV.10.07.90	Final Wetland Mitigation Report/Plan	Refer to Environmental Procedures Manual 431.05(7)(e)	01EJ
PE.EV.10.08	Discipline Studies - Energy	Environmental Procedures Manual Chapter 440 Energy	01EE
PE.EV.10.08.02	Energy Discipline Report	Refer to Environmental Procedures Manual Exhibit 440-1	01EE
PE.EV.10.09	Discipline Studies - Noise	Environmental Procedures Manual Chapter 446 Noise	01EN
PE.EV.10.09.02	Traffic Noise Discipline Report	Refer to Environmental Procedures Manual 446.05(1)(a)	01EN
PE.EV.10.09.03	Traffic Noise Analysis	Refer to Environmental Procedures Manual 446.05(1)(d)	01EN
PE.EV.10.10	Discipline Studies - Hazardous Materials	Environmental Procedures Manual Chapter 447 Hazardous Materials	01EM
PE.EV.10.10.05	Hazardous Materials Discipline Report	Refer to Environmental Procedures Manual 447.05(3)	01EM
PE.EV.10.10.10	Phase I Environmental Site Assessment (ISA)	Refer to Environmental Procedures Manual 447.05(4)	01EM
PE.EV.10.10.20	Phase II Site Investigation	Refer to Environmental Procedures Manual 447.05(5)	01EM

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PE.EV.10.10.30	Phase III Remedial Investigation / Feasibility Study	Refer to Environmental Procedures Manual 447.05(6)	01EM
PE.EV.10.11	Discipline Studies - Land Use	Environmental Procedures Manual Chapter 450 Land Use	01EL
PE.EV.10.11.02	Land Use Discipline Report / Technical Memorandum	Refer to Environmental Procedures Manual 450.05(8) & Exhibit 450-2	01EL
PE.EV.10.11.04	Farmland Conversion Package	Refer to Environmental Procedures Manual 450.05(9) & Exhibit 450-2	01EL
PE.EV.10.11.06	Section 6f Property Conversion Package	Refer to Environmental Procedures Manual 450.05(10) & Exhibit 450-3	01EL
PE.EV.10.12	Section 4(f) (Public Lands) Evaluation	Environmental Procedures Manual Chapter 457 Section 4(f) Evaluation	01ER
PE.EV.10.12.01	Section 4(f) Evaluation Report	Refer to Environmental Procedures Manual 457.05(1) & Exhibit 457-1	01ER
PE.EV.10.13	Discipline Studies - Historic, Cultural, and Archeological Resources	Environmental Procedures Manual Chapter 456 Historic, Cultural, and Archeological Resources	01EQ
PE.EV.10.13.10	Cultural Resources Discipline Report / Technical Memorandum	Refer to Environmental Procedures Manual 456.05(2)(f) & Exhibit 456-7	01EQ
PE.EV.10.13.20	Cultural Resources Survey	Refer to Environmental Procedures Manual 456.05(2)(d&e)	01EQ
PE.EV.10.13.30	Cultural Resources Memorandum of Agreement	Refer to Environmental Procedures Manual 456.05(2)(i)	01EQ
PE.EV.10.14	Discipline Studies - Social and Economic	Environmental Procedures Manual Chapter 458 Social and Economic	01ES
PE.EV.10.14.10	Social Elements Report	Refer to Environmental Procedures Manual 458.05(1) & Exhibit 458-1	01ES
PE.EV.10.14.20	Economic Elements Report	Refer to Environmental Procedures Manual 458.05(1) & Exhibit 458-2	01ES
PE.EV.10.14.30	Relocation Report	Refer to Environmental Procedures Manual 458.05(1) & Exhibit 458-3	01ES
PE.EV.10.14.40	Environmental Justice Report	Refer to Environmental Procedures Manual 458.05(1) & Exhibit 458-4	01ES
PE.EV.10.15	Discipline Studies - Transportation	Environmental Procedures Manual Chapter 460 Transportation	01ET
PE.EV.10.15.10	Transportation Discipline Report or Technical Memorandum	Refer to Environmental Procedures Manual 460.05	01ET
PE.EV.10.16	Discipline Studies - Public Services & utilities	Environmental Procedures Manual Chapter 470 Public Services & Utilities	01EP
PE.EV.10.16.10	Public Services & Utilities Discipline Report or Technical Memorandum	Refer to Environmental Procedures Manual 470.05	01ET
PE.EV.10.17	Discipline Studies - Visual Impacts	Environmental Procedures Manual Chapter 459 Visual Impacts	01EV
PE.EV.11	NEPA/SEPA Compliance	National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA requirements and obtain review of proposed documentation level by FHWA or the appropriate federal transportation agency. If state only funding, follow SEPA requirements. See Environmental Procedures Manual.	01N0
PE.EV.11.10	Early Coordination	Involves preparation and distribution of an Environmental Pre-Scoping Package, including a Draft Coordination Plan and Public Involvement Plan, and Agency Coordination.	01N1

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PE.EV.11.20	Public Notice	Public notice announcing plans to prepare an EIS or EA, including a Notice of Intent for a NEPA EIS, a Determination of Significance / EIS Scoping Notice for a SEPA EIS, or an EA Scoping Notice for a NEPA EA.	01N2
PE.EV.11.20.01	Notice of Intent (NOI)	Notice of Intent (NOI) is published in the he Federal Register to begin the NEPA EIS process. Official start date of document production.	01N2
PE.EV.11.20.02	Determination of Significance / EIS Scoping Notice	A DS / EIS Scoping Notice is sent to Ecology for publication in the SEPA Register, and to other agencies, tribes, and others with an interest in the project.	01N2
PE.EV.11.30	EIS or EA Scoping	A formal process for engaging the public and agencies in identifying the range of proposed actions, alternatives, environmental elements and impacts, and mitigation measures to be analyzed in an EIS or EA.	01N3
PE.EV.11.40	Draft NEPA/SEPA Environmental Document	A formal environmental document prepared and issued for public and agency comment in accordance with the National Environmental Policy Act (NEPA) and/or State Environmental Policy Act (SEPA).	01N4
PE.EV.11.40.01	NEPA Draft EIS, SDEIS, or DSEIS	National Environmental Policy Act (NEPA) or combined NEPA and SEPA (State Environmental Policy Act) Draft Environmental Impact Statement (DEIS), Supplemental DEIS (SDEIS), or Draft Supplemental EIS (DSEIS), and commitment file circulated. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.	01N4
PE.EV.11.40.02	SEPA Draft EIS, SDEIS, or DSEIS	State Environmental Policy Act (SEPA) Draft Environmental Impact Statement (DEIS), Supplemental DEIS (SDEIS), or Draft Supplemental EIS (DSEIS), and commitment file circulated. The DEIS is the initial WSDOT project report. It identifies the alternative actions and presents an analysis of their impacts on the environment. It also summarizes the early coordination process, including EIS scoping, and identifies the key issues and pertinent information received through these efforts.	01N4
PE.EV.11.40.03	SEPA Checklist / DNS	State Environmental Policy Act (SEPA) Checklist / Determination of Non-Significance (DNS) issued with comment period. A written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required unless the decision is revised based on comments.	01N4
PE.EV.11.50	Public Hearing / Comments	A formal or informal hearing and/or comment period that provides the public and agencies with an opportunity to comment on the social, economical, and environmental impacts of a project. See Design Manual Chapter 210.	01N5

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PE.EV.11.50.01	Environmental Hearing	A formal or informal hearing that ensures that social, economical, and environmental impacts have been considered. See Design Manual Chapter 210.	01N5
PE.EV.11.60	Final NEPA/SEPA Environmental Decision Documents	A formal document prepared and issued to demonstrate compliance with the National Environmental Policy Act and/or State Environmental Policy Act by indicating whether a proposed action constitutes a major action significantly affecting the quality of the environment, and, if so disclosing the nature and significance of any environmental effects of a proposed action, and when preceded by a draft NEPA/SEPA document, includes any comments received on the draft NEPA/SEPA document.	01N6
PE.EV.11.60.02	NEPA CE (ERS)	National Environmental Policy Act Categorical Exclusion or C.E. per MOU with FHWA (Environmental Review Summary (ERS)).	01N6
PE.EV.11.60.04	NEPA DCE (ECS)	National Environmental Policy Act (NEPA) Documented Categorical Exclusion (DCE) (Environmental Classification Summary (ECS)).	01N6
PE.EV.11.60.06	NEPA EA or Revised EA	National Environmental Policy Act (NEPA) Environmental Assessment (EA) or Revised EA. See Environmental Procedures Manual.	01N6
PE.EV.11.60.08	FONSI Issued	MILESTONE - Finding of No Significant Impact (FONSI) issued for an Environmental Assessment (EA). A federal lead agency document presenting the reasons why a proposal will not significantly affect the environment and therefore will not require EIS documents.	01N6
PE.EV.11.60.10	NEPA FEIS or FSEIS	National Environmental Policy Act (NEPA) or combined NEPA and SEPA (State Environmental Policy Act) Final Environmental Impact Statement (FEIS) or Final Supplemental EIS (FSEIS) and Commitment File Circulated. Contains the preferred alternative, discusses substantive comments received on the DEIS, summarizes citizen involvement, and describes procedures required to ensure that mitigation measures are implemented.	01N6
PE.EV.11.60.12	ROD	Record of Decision (ROD) Issued - A document prepared by the federal lead agency after an EIS has been completed, outlining the final decisions on a proposal. It identifies the decision alternatives considered, measures to minimize harm, and a monitoring or enforcement program.	01N6
PE.EV.11.60.14	NEPA Statute of Limitations (SOL) Notice	A notice issued after the ROD declaring a statute of limitations for legal challenges regarding compliance with NEPA.	01N6
PE.EV.11.60.16	NEPA Re-evaluation	Re-evaluation of Environmental Assessments and Environmental Impact Statements if no action is taken on the project for 3 years or substantial change to the scope results in a loss of validity of determinations.	01N6
PE.EV.11.60.18	SEPA CE	State Environmental Policy Act Categorical Exemption (SEPA CE) A type of action that does not significantly affect the environment.	01N6

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PE.EV.11.60.20	SEPA Checklist / DNS	State Environmental Policy Act (SEPA) Checklist / Determination of Non-Significance (DNS) The written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required.	01N6
PE.EV.11.60.22	SEPA FEIS or FSEIS	State Environmental Policy Act (SEPA) Final Environmental Impact Statement (FEIS) or Final Supplemental EIS (FSEIS) and commitment file circulated. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.	01N6
PE.EV.11.60.24	SEPA Adoption Notice	State Environmental Policy Act (SEPA) Adoption Notice. Applies when NEPA documents are adopted to meet the requirements of SEPA. See Environmental Procedures Manual.	01N6
PE.EV.11.60.26	SEPA Notice of Action Taken (NAT)	A notice issued after project approval declaring a statute of limitations for legal challenges regarding compliance with SEPA.	01N6
PE.EV.18	Environmental Review Documentation Complete	PERFORMANCE REPORTING MAJOR MILESTONE -For reporting purposes, the environmental review documentation is considered complete on the date that all necessary National and State Environmental Policy Act (NEPA/SEPA) documentation has been submitted by WSDOT to the appropriate regulatory agency for approval after being processed through WSDOT Headquarters. See Project Control & Reporting Manual.	
PE.EV.19	Environmental Review Documentation Approved	MILESTONE - All NEPA/SEPA environmental review documentation approved prior to Design Approval and Right of Way Approval.	
PE.EV.21	Environmental Permits	Identify, apply for and obtain environmental permits required for the project. Permit requirements are scoped as part of the Environmental Review Summary. See Environmental Procedures Manual for procedures.	0138
PE.EV.21.01	Corps Section 404 Permit	This permit is needed for discharging, dredging, or placing fill material within waters of the United States including wetlands. Responsible Agency: Army Corps of Engineers.	0138
PE.EV.21.02	Corps Section 10 Permit	This permit is needed for obstructions, alterations, or improvements of any navigable water (e.g., rechanneling, piers, wharves, dolphins, bulkheads, buoys, etc.). Responsible Agency: Army Corps of Engineers.	0138
PE.EV.21.03	Coast Guard Section 9 Permit	This permit is needed for construction or modification of bridges over certain navigable waters. Responsible Agency: Coast Guard.	0138
PE.EV.21.04	Coastal Zone Management Certification	Projects that need a federal license or federal permit and occur within any of Washington's 15 coastal counties require certification from Ecology that the proposed project is consistent with the Coastal Zone Management Program (Shoreline Management Act). Responsible Agency: Department of Ecology	0138

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.EV.21.05	Hydraulic Project Approval (HPA)	Hydraulic Project Approval (HPA) A permit required for projects that use, divert, obstruct, or change the natural flow or bed of waters of the state. Includes bed reconfiguration, all construction or other work waterward, under and over the ordinary high water line, including dry channels, and may include projects landward of the ordinary high water line (e.g., activities outside the ordinary high water line that will directly impact fish life and habitat, falling trees into streams or lakes, bridge maintenance, dike construction, etc.) Responsible Agency: Washington State Dept of Fish and Wildlife.	0138
PE.EV.21.06	Section 402 NPDES Permit	A Clean Water Act Section 402 National Pollutant Discharge Elimination System (NPDES) permit is needed for a discharge of pollutants into waters of the U.S., including drains, ditches, wetlands, creeks, rivers, lakes, and marine waters. The NPDES permit most commonly required is a construction stormwater general permit required for any construction activity that disturbs one acre or more and may result in a discharge of stormwater to such waters. Responsible Agency: Department of Ecology.	0138
PE.EV.21.07	State Waste Discharge	This permit is issues by Ecology. Discharges of pollutants to land require a A State Wastewater Discharge Permit is required for a discharge of wastewater to the ground or a discharge of industrial process water to a municipal treatment plant from industrial facilities to municipal wastewater treatment plants require a State Waste Discharge Permit if they haven't been issued a Pretreatment discharge permit by the municipality. Responsible Agency: Department of Ecology.	0138
PE.EV.21.08	Section 401 Water Quality Certification	This federal permit/license is required for projects that receive a Section 404 permit from the U.S. Army Corps of Enigneers or a Coast Guard permit for activities that might result in a discharge of dredge or fill material into water or non-isolated wetlands or excavation in water or non-isolated wetlands. Responsible Agency: Department of Ecology; and the Environmental Protection Agency (EPA) on federal and tribal land, except where tribes have been delegated such authority on their tribal land.	0138
PE.EV.21.09	Short-Term Water Quality Modification	Issued as a condition of the Individual Section 401 Water Quality Certification for projects that need short-term modification to the mixing zone distance for measuring water quality turbidity. Responsible Agency: Department of Ecology.	0138
PE.EV.21.10	Forest Practices Permit	Permit required to remove timber or convert timber land. Responsible Agency: Department of Natural Resources.	0138
PE.EV.21.12	Floodplain Development Permit	A permit for any construction activity within the 100 year flood plain as defined by FEMA mapping. Responsible Agency: Department of Ecology, Cities and Counties.	0138

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.EV.21.13	Critical Area Ordinance Permit	Local approval or permits may be required for projects impacting areas defined as "critical" by counties and cities under the Growth Management Act (GMA), including wetlands, aquifer recharge areas, wellhead protection areas, frequently flooded areas, geographically hazardous areas, fish and wildlife habitat, and conservation areas. Responsible Agency: Counties and Cities.	0138
PE.EV.21.14	Air Quality Permit	This permit allows temporary air pollution above allowed levels for land clearing burns, demolition of structures containing asbestos, and operation of portable asphalt batching equipment, rock crushers, and Portland cement plants. Responsible agency: Ecology, Clean Air Agencies, fire protection agencies.	0138
PE.EV.21.15	Noise Variance	Construction and maintenance activities during nighttime hours may require a variance from local noise ordinances. Daytime noise from construction is usually exempt. Responsible Agency: Counties and Cities.	0138
PE.EV.21.16	Shoreline Permit/Exemption	Required for any contract requiring work within 200 feet of a shoreline of the state as defined by the local agency with jurisdiction. Responsible Agency: Department of Ecology, Cities and Counties.	0138
PE.EV.21.17	Land Use Permit	Construction and maintenance activities may require a Land Use Permit in select cases. Examples include a conditional use permit, unclassified use permit, or variance. Responsible Agency: Counties and Cities.	0138
PE.EV.21.18	Clearing, Grading, & Building Permit	Construction and maintenance activities outside the roadway may require a permit under local laws and codes. Roadway construction is usually exempt. Responsible Agency: Counties and Cities.	0138
PE.EV.21.21	Soil Boring Notice of Intent	All drilling activities, including geotech soil borings, monitoring/resource protection wells, and developing or decommissioning water wells. Responsible agency: Ecology.	0138
PE.EV.21.22	Archaeological Resources Protection Permit	This permit is required for excavation or removal of archaeological resources from tribal or federal land. Responsible agency: Tribes and federal land owners.	0138
PE.EV.21.23	Archaeological Excavation and Removal Permit	This permit is required for digging, excavating, altering, defacing, or removing archaeological objects or sites; historic archaeological resources; or native Indian graves, cairns, or painted or glyptic records. Responsible agency Washington State Department of Historic Preservation.	0138
PE.EV.21.24	Tribal Approvals & Permits	All environmental permits and approvals for which tribes have been delegated authority that are not covered by another item in the MDL.	0138
PE.EV.21.25	Miscellaneous Permits & Approvals	Examples include: Federal Aviation Administration (FAA), sole source aquifer, water use permit, etc.	0138
PE.EV.29	Environmental Permits Received	MILESTONE - All environmental permits acquired for project to go to Ad/Construction.	
PE.EV.31	Environmental Commitment File	Identify and document all environmental commitments for the project. See Environmental Procedures Manual Chapters 490 and 590 for procedures.	????
PE.BR	Bridge and Structures	All preliminary work, design, and final PS&E for all bridges and structures.	

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.BR.01	Structural Site Data	Site data to the Bridge and Structures Office, HQ Geotechnical Office, or Region Materials Office. May include base maps, photos, drawing or reports.	0144
PE.BR.01.01	Bridge Site Data	Structure Site Data to be sent to HQ Bridge for design and PS&E. See Design Manual Chapter 1110.	0144
PE.BR.01.02	Wall Site Data	Structure Site Data to be sent to HQ Bridge, HQ Geotechnical, or Region Materials for design and PS&E. See Design Manual Chapter 1130.	0144
PE.BR.01.03	Noise Wall Site Data	Plan and profile along centerline of the wall. Data to be sent to HQ Geotechnical or Region Materials for design. See Design Manual Chapter 1140.	0144
PE.BR.01.04	Noise Barrier Height & Verification Analysis	This deliverable uses more detailed design data to optimize barrier height and verify that feasibility and requirements are met.	0144
PE.BR.02	Bridge / Structure Design & Plans	Development of structures reports and contract plans, specifications, and estimates (PS&E).	01S0
PE.BR.02.01	Bridge Condition Report	A Report produced by the Bridge Office which describes the condition of the deck and general information about the structure.	01SA
PE.BR.02.02	Preliminary Bridge Plan	Preliminary plan showing location, length, type of structure (TS&L) and estimate.	01SB
PE.BR.02.03	Sign Structure Design & Plans	All work to design, review and finalize the sign structure plans.	01SC
PE.BR.02.04	Noise Wall Design	Document/design noise walls that are non-standard or are part of a retaining wall.	01SD
PE.BR.02.05	Retaining Wall Design	Document/design non standard retaining walls & soldier pile walls	01SE
PE.BR.02.06	Bridge Rails/Expansion Joints Design	Document/design rehabilitation of bridge rails, expansion joints and bridge decks	01SF
PE.BR.02.07	Other Structure Design	Document/design approach slabs, emergency repairs and other structural design.	01SG
PE.BR.02.08	Consultant Structural Plans Review	The work performed by HQ Bridge & Structure office on preliminary or structural layouts of designs prepared by non WSDOT personnel. Includes plans review and specification revisions. This work op is only for use by the HQ Bridge & Structures Office.	01SH
PE.BR.02.09	Bridge Architect	All work to prepare preliminary designs and design concepts, to review and finalize the architectural features for bridge, retaining walls, noise walls, and other structures.	01SJ
PE.BR.02.10	Bridge Design	All work to design, review and finalize the bridge plans, including 90% Plans turn-in to the regions 4 weeks prior to 100% turn-in	01SK
PE.BR.02.11	Tunnel Design	All work to design, review and finalize the plans for roadway tunnels and lids	01SM
PE.BR.02.12	Bridge Specials and Estimates	All work to prepare Bridge & Structures contract provisions including Std. Spec. Amendments, GSP's, Special Provisions, Appendices and estimates.	01SN
PE.PD	Project Development		
PE.PD.02	Design-Build Assessment	A systematic process based on a balance of the anticipated benefits and allocated risks used in the selection of design-build contracting for a project.	0113
PE.PD.02.01	Design-Build Decision Document	A document used to make the final decision to proceed with design-build contracting on a project	0113

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.04	Cost Risk Estimate & Management	Cost Risk Assessment, as an integral element of project risk management at WSDOT, quantifies, within a reasonable range, the cost and schedule to complete a project. This information is used by decision-makers to program projects and by project managers to monitor projects as they are being developed. WSDOT has developed CEVP® and CRA to identify, assess and evaluate risk that could impact cost and/or schedule during project delivery. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/	0166
PE.PD.04.10	CEVP®	Cost Estimate Validation Process (CEVP®), an intense workshop in which a team of top engineers and risk managers from local and/or national private firms and public agencies examine a transportation project and review project details with WSDOT engineers. A Cost Estimate Validation Process (CEVP®) is required for any project with an estimated cost of \$100 million or more. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/	0166
PE.PD.04.20	CRA Workshop	Cost Risk Assessment (CRA) is a workshop process similar but less intense CEVP®. A Cost Risk Assessment (CRA) is required for all projects with an estimated cost of \$25 million or more. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/	0166
PE.PD.06	Project Data, Survey Data, and Basemap	All work to collect background, project, survey, and field data and background data, and develop the basemap .	
PE.PD.06.10	Project Data	All work to collect field data and background data, except ground collection of survey data. This includes aerial topography and aerial photography, clear zone inventory, as-builts, maintenance review, etc. This does not include Survey work, see Work Op 0117.	0116
PE.PD.06.10.01	Background Data	Information about the project	0116
PE.PD.06.10.02	Aerial Photographs	Aerial photographs of the project site. Photos may be vertical (looking straight down), or oblique (looking from an angle). Vertical photos are not intended for mapping. See Data Collection - Aerial Photography under Preconstruction Basemap for mapping photography. Contact Geographic Services/Geodetic Survey Branch as needed.	0116
PE.PD.06.10.03	Data Collection - Aerial Photography	Aerial photographs of the project site for mapping purposes. Photos are vertical (looking straight down) and include photo control targets. See Aerial Photographs (above) for documentation photography not intended for mapping. Contact Geographic Services Office/Photogrammetry Branch as needed.	0116
PE.PD.06.10.04	Clear Zone Inventory	The "Corrective Action" portion of Form 410-026 ensures roadside safety is addressed	0116
PE.PD.06.10.05	As-Built Data Verified	Refer to the as-built data as necessary to compliment the survey data gathered. Research the current plan of record to verify the existing access regulation program.	0116

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PE.PD.06.10.06	Maintenance Review Documentation	An onsite review of the project with maintenance to look at existing situations and any concerns about the proposed design.	0116
PE.PD.06.20	Surveying Data	All work to collect, measure, and record ground topography necessary to build a base map for the project, including the work to prepare structural site data. This includes all work to establish project control, traversing, staking alignments, right of way or easement lines, installing bench marks, locating staking proposed locations of structures, etc. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.01	Establish Geodetic Survey Control	Includes the establishment of horizontal and vertical datum references. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.02	Establish Project Geometric Framework	Includes the establishment of project specific GPS calibration. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.03	Geodetic Survey Monument Location	Includes the establishment of reference location (horizontal and vertical) of existing geodetic survey monuments that may be destroyed by the project. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.04	Geodetic Survey Monument Re-establishment	Includes the establishment of replacement geodetic survey monuments that will be destroyed by the project. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.05	Monitor Slope and Structure Movement	Measure surfaces to gather data for development of a surface model such as a digital elevation model, digital terrain model, or other three dimensional model. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.06	Utility Location	Includes the establishment of the location of utilities. Contact Geographic Services/Geodetic Survey Branch as needed.	0117
PE.PD.06.20.07	Data Collection -Survey	Establish photo control targets for mapping purposes. Requires Project Geometric Framework. Contact Geographic Services Office/Photogrammetry Branch as needed.	0117
PE.PD.06.20.08	Data Collection - 3D Terrestrial LiDAR (Laser Scanning)	Collect three dimensional point cloud for mapping purposes. Uses include structural as-built surface models, pavement surface models, feature location and more. Requires Project Geometric Framework. Contact Geographic Services Office/Photogrammetry Branch as needed.	0117
PE.PD.06.20.09	Data Collection - Hydrographic Survey	Collect three dimensional data for mapping underwater surfaces. Requires Project Geometric Framework. Contact Geographic Services Office/Photogrammetry Branch as needed.	0117
PE.PD.06.20.10	Data Collection - Field Topography	Includes collection of three dimensional data for mapping purposes. Typically used to supplement photogrammetry and 3DTL in obscured areas. Requires Project Geometric Framework. Contact Geographic Services Office/Photogrammetry Branch as needed.	0117

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.06.30	Basemap	Development of the project basemap for Preliminary Engineering. This Work Op does not include Base Map work for Right of Way Plans, use Work Op 0119. Contact Geographic Services Office/Photogrammetry Branch as needed.	0118
PE.PD.06.30.06	Data Processing - Photogrammetry	Create three dimensional surface models including digital terrain models, digital elevation models, triangular irregular models (TIN), contour maps, and ortho photos. Contact Geographic Services Office/Photogrammetry Branch as needed.	0118
PE.PD.06.30.07	Data Processing - Point Cloud	Create three dimensional surface models. May contribute to the photogrammetry process. Contact Geographic Services Office/Photogrammetry Branch as needed.	0118
PE.PD.08	Design Hearing	Prepare for and deliver a Design Hearing. See Design Manual, Chapter 210.	0120
PE.PD.08.10	Design Hearing Packet	When it is determined that a hearing is to be held, the region prepares a pre-hearing packet. See Design manual Chapter 210 for details.	0120
PE.PD.08.20	Design Hearing	A formal or informal hearing that presents the design alternatives to the public for review and comment before a commitment is made to any one alternative. See Design manual Chapter 210	0120
PE.PD.10	Value Engineering	A systematic process designed to focus on the major issues of a complex project or process.	0165
PE.PD.10.10	VE Study	A systematic process designed to focus on the major issues of a complex project or process. It uses a multi-disciplined team to develop recommendations for the decisions that must be made. The primary focus of a Value Engineering study is value improvement. See Design Manual Section 315 for details.	0165
PE.PD.10.20	VE Recommendations Response	The Project Team's responses to the VE Team recommendations, which is provided to the Regional Managers for use in developing the Decision Document.	0165
PE.PD.10.30	VE Decision Document	A document prepared by Regional managers that includes a specific response for each of the VE team recommendations and a summary statement with a schedule for implementation. It also includes estimated costs or savings associated with the recommendations and estimated costs of implementation.	0165
PE.PD.12	Interchange Justification	Evaluate when new or reconstructed access on limited access facilities will be affected. See Design Manual Chapter 1425.	0121
PE.PD.12.10	Interchange Justification Report (IJR)	An IJR is required for new/reconstruction of accesses on limited access facilities. It is required to be submitted to the Access and Hearings Unit of the Headquarters Design Office. FHWA approval is required for all interstate highways. See Design Manual Chapter 1425.	0121
PE.PD.14	Access Management & Control	This is to determine if existing connections of abutting properties to the state highway will be eliminated, relocated, or consolidated. See Design Manual Chapters 1430 and 1435.	

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.14.01	Managed Access	All new access connections and alterations and improvements to existing access connections to state highways require an access connection permit. See Design Manual Chapter 1435.	0129
PE.PD.14.01.01	Access Connection Evaluation and Permit	All new access connections and alterations and improvements to existing access connections to state highways require an access connection permit. See Design Manual Chapter 1435.	0129
PE.PD.14.02	Design / Access Hearings & Findings	Preparing materials for advertising, scheduling and holding design and public access hearings; gathering briefing and related reports, producing visual aids necessary to assist in depicting design alternatives. Preparation of the Design Hearing Summary. Preparation of the access report, compilation of pre-hearing packet, preparation of access hearing plan; readying of facilities, documentation of the proceedings; incorporating any changes to access plans resulting from city/county meetings, and preparation of Findings and Order based on the results of the public hearing.	0120
PE.PD.14.02.10	Access Report	If the project is to acquire additional limited access, an access report is required. The access report notifies the local agency how the limited access will impact their transportation system. The access report is worked with and submitted to the HQ Access and Hearings Unit.	0120
PE.PD.14.02.20	Access Report Plans	See Design Manual, Chapter 1430 and the Plans Preparation Manual, Section 150	0120
PE.PD.14.02.30	Access Hearing Plans	See Design Manual Chapter 1430 and Chapter 2, section 210.09(4). The Plans Preparation Manual, Section 160 shows how plan sheets should be prepared.	0120
PE.PD.14.02.40	Access Hearing Packet	The prehearing packet (of news releases, legal notices, exhibits) is prepared and submitted to HQ at least 45 days prior to the hearing. See Design Manual Chapter 210.	0120
PE.PD.14.02.50	Access Hearing	A formal hearing that gives local public officials, owners of abutting property, and other interested citizens an opportunity to be heard concerning any plan that proposed the limitation of access to the highway system. See Design Manual Chapter 210.	0120
PE.PD.14.02.60	Access Findings & Order	A document containing the findings and conclusions of a limited access hearing that is approved by the Deputy Chief Engineer of Environmental and Engineering Programs. See Design Manual Chapter 210.	0120
PE.PD.14.07	Access Findings & Order Adopted	MILESTONE - The date of formal adoption of the Findings and Order for limited Access. See Design Manual Chapter 210.	
PE.PD.16	Materials (Roadway)	Development of soils, surfacing, and materials reports for project.	0156
PE.PD.16.10	Pavement Determination	Preliminary recommendations for surfacing materials. See WSDOT pavement interactive guide at http://www.wsdot.wa.gov/MaintOps/mats/pavementguide.htm	0156
PE.PD.16.20	Surfacing/Resurfacing Report	A report that lists the recommendations for type, size, & depth of surfacing for each roadway and recommendations for rehabilitation of existing roadways	0156

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.16.30	Materials Source Report	A report on a specific WSDOT material source that verifies the quality and quantity of the material requested	0156
PE.PD.18	Geotechnical Evaluations	Development of Geotechnical reports for project.	0140
PE.PD.18.01	Preliminary Site Data	Project design office is to provide a project description and location of work to be performed to Region Materials Engineer. See Design Manual Chapter 510.	0140
PE.PD.18.02	Environmental Permit for Field Exploration	Field exploration may require permits to complete. Permits need to be provided by the Project Office to HQ Geotechnical Office/Region Materials Office to enable required field work to be started.	0140
PE.PD.18.03	Conceptual Geotechnical Report	RME/HQ Geotechnical will provide recommendations at the conceptual / feasibility level. Some soil borings may be drilled at this time depending upon project scope and available information.	0140
PE.PD.18.04	Project Site Data	Site information provided to RME by the project design office (specific to the type of project) to initiate geotechnical work on a project during the design and PS&E phases. See Design Manual Chapter 510.	0140
PE.PD.18.05	RME Geotech Report(s)	Region Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.	0140
PE.PD.18.06	HQ Geotechnical Report(s)	HQ Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.	0140
PE.PD.20	Roadway Geometrics and Plans	Development of earthwork design and channelization design. Also includes minor safety design and documentation.	
PE.PD.20.10	Roadway Design	Development of earthwork design and channelization design. Also includes minor safety design and documentation.	0174
PE.PD.20.10.10	Alignments	Finalization of the horizontal and vertical alignments for each roadway in the project, see Design Manual Chapters 620 & 630.	0174
PE.PD.20.10.20	Intersection Plan for Approval	A plan that address the intersection design considerations in accordance with Design Manual Chapter 910	0174
PE.PD.20.10.30	Interchange Plan for Approval	A plan that address the interchange design considerations in accordance with Design Manual Chapter 940	0174
PE.PD.20.10.40	Channelization Plan	A plan that address the channelization design considerations in accordance with Design Manual Chapter 910.	0174
PE.PD.20.10.50	Earthwork Quantities	Earthwork calculations for roadway excavation and embankment volumes.	0174
PE.PD.20.10.60	Roadway Sections	Geometric roadway cross section from the subgrade to finish grade	0174
PE.PD.20.10.70	Roadside Safety	Address items on the Clear Zone Inventory and any other safety items that have been discovered including documenting a decision to fix or not. Design Manual Chapter 700	0174
PE.PD.20.20	Minor Safety Documentation	Paving projects (P1) have opportunities to improve minor deficiencies as part of the preservation work. See Design Manual Chapter 410.	0176

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PE.PD.22	Hydraulics	The Hydraulic Report is intended to serve as a complete documented record containing the engineering justification for all drainage modifications that occur as a result of the project. See Hydraulics Manual.	0148
PE.PD.22.01	Type A Hydraulic Report	Type A Hydraulic Reports contain documentation of design for major hydraulic work. See the Hydraulics Manual.	0148
PE.PD.22.02	Type B Hydraulic Report	Type B Hydraulics Reports contain documentation of design for hydraulics. See the Hydraulics Manual.	0148
PE.PD.22.03	Hydraulic Summary	At the Regions discretion smaller projects may replace a Type B report with a Hydraulic Summary, see the Hydraulics Manual and Region Hydraulics Engineer for more information.	0148
PE.PD.22.04	Special Reports	Special reports contain specialized hydraulic analysis such as bridge backwater analysis, scour and other special reports.	0148
PE.PD.22.05	Hydraulic Report Approved	MILESTONE - Hydraulics Report Approved for project.	
PE.PD.24	Partnerships	A contract entered into by two or more groups.	0109
PE.PD.24.10	Local Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
PE.PD.24.20	Other Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and other governmental agencies or non-governmental agencies that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
PE.PD.24.30	Tribal Agreements/MOU's	A contract between the Washington State Department of Transportation and a tribal government that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
PE.PD.24.40	Developer Agreements/MOU's	A contract between the Washington State Department of Transportation and a private developer that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
PE.PD.26	Railroad	Communication and tasks related to Railroads. Contact the Region Utilities Office.	0158
PE.PD.26.10	Preliminary Relocation Plan	A plan that shows railroad facility relocations/adjustments by WSDOT and needs preliminary design plans.	0158
PE.PD.26.20	Existing Railroad Facilities Located	Locate existing railroad facilities in the field.	0158
PE.PD.26.30	Existing Railroad Facility Plan	A plan showing the location of known railroad facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.	0158
PE.PD.26.40	Updated Railroad Facility Location Plan	An update and/or enhancement of the quality of the railroad location information.	0158
PE.PD.26.50	Railroad Facilities Relocation Plan	A plan showing railroad relocations/adjustments by DOT.	0158

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.26.60	Railroad Agreements	A contract between the Department and a railroad for work by either party where the department will receive or pay funds.	0158
PE.PD.28	Right of Way (R/W) Engineering	Property required for a public facility, includes square footage, access rights, easements, and any property impacts as defined in the Right of Way Manual Division 6.	0158
PE.PD.28.10	R/W Base Map & R/W Plans	Preparation of the base map to depict property ownership lines, alignments, and Right of Way boundaries for use as a PS& E plan/profile or Right of Way plan. Includes title report work, right of entry, calculation of areas & property corners, construction permits & easements, preparation, review, and submission of relocation plans. Also includes drafting of alignments, Right of Way lines, drainage and irrigation easements, ultimate and stage reconstruction plans for pits, quarries, stockpiles or waste sites and maps and plans for hardships or other special cases.	0119
PE.PD.28.10.05	Preliminary Right of Way	Determination of approximately how much additional Right of Way will be needed to construct the project. Includes any property impacts as defined in the Right of Way Manual Division 6.	0119
PE.PD.28.10.10	R/W Plans	R/W Plans are submitted to the Region R/W Plans Office for review and transmittal to HQ for approval in accordance with Plans Preparation Manual (PPM) Section 130.08.	0119
PE.PD.28.10.15	Sundry Site Plans	Legal Document/Right of Way Plan showing boundary of property to be acquired by WSDOT that is not adjacent to highway right of way. Typically these would include mitigation sites, stormwater treatment areas, and maintenance sites.	0119
PE.PD.28.10.20	DNR Plat	Legal Document prepared by WSDOT HQ R/W Plans Office showing a survey of property to be acquired from the Department of Natural Resources - Either uplands or aquatic	0119
PE.PD.28.10.25	Monumentation Map	The official state survey document for state highway R/W alignment, see Plans Preparation Manual (PPM) 1010	0119
PE.PD.28.10.30	Record of Survey	Public Record filed with the County Auditor used to preserve the evidence of land surveys. The content and format of Record of Surveys are prescribed by law.	0119
PE.PD.28.10.35	Land Corner Records	Written record of corner information as prescribed by the Department of Natural Resources, used to perpetuate or establish land corners and their accessories.	0119
PE.PD.28.10.40	Permit to Destroy	Application made to Department of Natural Resources requesting permission to remove or destroy monuments or make them inaccessible.	0119
PE.PD.28.10.45	Ownership Interests and Encumbrances (Title Reports)	Legal records that defines property interest and boundaries needed to prepare the R/W Plans.	0119
PE.PD.28.10.50	Right of Entry	Field investigations and field explorations, other than land surveying, that are obtrusive in nature require a Right of Entry from the property owner. RCW 47.01.170	0119

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.28.20	Right of Way and Limited Access Plan Approval	The checking of Right of Way and Limited Access plans against technical standards for the project and the preparation of federal and state Right of Way agreements. Review and approval of Right of Way and Limited Access revisions requested from Region. Includes Region and HQ review, certification to FHWA, and FHWA approval.	0124
PE.PD.28.90	R/W Plan Approved	MILESTONE - HQ R/W Plans Section makes the final review and then the Plan is stamped & signed by the responsible Project Engineer. Right of Way acquisition cannot begin without plan approval. See Plans Preparation Manual (PPM) Section 130.09.	
PE.PD.30	FACILITIES	The design of facilities and buildings, including architectural, structural, mechanical, electrical, and landscape architecture aspects. These buildings and facilities include highway safety rest areas, ferry terminals, and other facilities.	
PE.PD.30.01	Civil Engineering (Facility)	All work to develop, review and finalize design criteria, plans and specifications for all site grading, stormwater, utilities, roadways, parking lots, and other civil engineering tasks associated with new or alterations to existing buildings, structures or facilities.	01F1
PE.PD.30.02	Architectural	All work to develop, review and finalize design criteria, plans and specifications for all site layout, building design (floor plans, elevations) and other architectural tasks associated with new or alterations to existing buildings, structures or facilities.	01F2
PE.PD.30.03	Facilities Structural	All work to develop, review and finalize design criteria, plans and specifications for all structural design of buildings and other structural tasks associated with new or alterations to existing buildings, structures or facilities.	01F3
PE.PD.30.04	Facility Mechanical	All work to develop, review and finalize design criteria, plans and specifications for all plumbing, HVAC, steam lines, and other facility mechanical tasks associated with new or alterations to existing buildings, structures or facilities.	01F4
PE.PD.30.05	Facility Electrical	All work to develop, review and finalize design criteria, plans and specifications for all electrical design and other facility electrical tasks associated with new or alterations to existing buildings, structures or facilities.	01F5
PE.PD.30.06	Landscape Architecture	All work to develop, review and finalize design criteria, plans and specifications for all plantings and irrigation and other landscape architecture tasks associated with new or alterations to existing buildings, structures or facilities.	01F6
PE.PD.32	Roadside Restoration	WSDOT projects that disturb operational, environmental, visual and auxiliary functions (see Chapter 110 of the Roadside Manual) must be restored according to the policy set forth in the Roadside Classification Plan.	0162

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.32.10	Roadside Master Plan	A Roadside Master Plan may be prepared for a route or portion of a route where conditions require coordination of planning, design, construction, and maintenance activities with anticipated route development, construction projects, environmental or other commitments, and/or a special route designation. See the Roadside Classification Plan.	0162
PE.PD.32.20	Restoration Estimate	Region Landscape Architects or the HQ Roadside and Site Development Unit prepares a restoration estimate which includes all costs to restore and establish a sustainable plant community per the Roadside Classification Plan, 1996, Chapter 810.	0162
PE.PD.32.30	Landscape Design	Landscape design and revegetation plans are required when the project disturbs the roadside. See the Roadside Classification Plan and Roadside Manual Chapter 800.	0162
PE.PD.32.40	Irrigation Plan	These plans are developed by the Region Landscape Office. Includes Irrigation Structure notes and details. See Plans Preparation Manual (PPM) Chapter 460.	0162
PE.PD.32.50	Landscape Plan	Plans that are developed by the Region Landscape Office. Includes Q-tabs and details. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0162
PE.PD.34	Traffic Analysis	The determination of whether or not the proposed improvement(s) will satisfy future capacity needs and/or establishment of the requirements necessary for the facility to operate and an acceptable level of service through the design year. Refer to Design Manual 610.	0150
PE.PD.34.10	Collision Data	Validate accident data. Update / supplement if necessary	0150
PE.PD.34.20	Preliminary Traffic Analysis Report	A report that identifies safety and/or capacity deficiencies and provides recommendations including geometric configurations, intersection control, and appropriate traffic control devices.	0150
PE.PD.34.30	Traffic Volumes & Movements	Validate traffic counts. Update / supplement if necessary	0150
PE.PD.34.40	Traffic Model	Validate traffic model. Update/supplement if necessary	0150
PE.PD.34.50	Traffic Analysis Report	Finalize traffic analysis report	0150
PE.PD.34.60	Bus Stop Inventory	Design decisions . Approval, denial, or variance per engineering and traffic considerations.	0150
PE.PD.34.70	Intersection Control Alternatives Analysis	Required by DM 910.10 when a signal or roundabout is proposed on a state route with a posted speed limit of 45 MPH or higher. However it is recommended that any new intersection or reconstruction of an existing intersection be evaluated for the selection of appropriate intersection control. If a signal is proposed, the analysis must include the signal warrant analysis.	0150
PE.PD.36	Traffic Design & Plans	Gathering of traffic data and development of Traffic reports, studies, designs, and plans.	01T0
PE.PD.36.10	Signing Design & Plans	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Develop plan sheets in accordance with Plans Preparation Manual (PPM) Chapter 460. Includes sign specification sheets and details.	01TA

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.36.20	Illumination Design & Plans	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Develop plans that show street lighting, including Q-tabs and details. See Plans Preparation Manual (PPM) Chapter 460.	01TB
PE.PD.36.30	Signal Design & Plans	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Plans developed by the Region or HQ Traffic Office, including details. See Plans Preparation Manual (PPM) Chapter 460.	01TC
PE.PD.36.30.10	Traffic Signal Permit	State statutes (RCWs) require Department of Transportation approval for the design and location of all conventional traffic signals and some types of beacons located on city streets forming parts of state highways. Approval by the Department of Transportation for the design, location, installation, and operation of all other traffic control signals installed on state highways is required by department policy. The Traffic Signal Permit (DOT Form 242-014 EF) is the formal record of the department's approval of the installation and type of signal. The permit is completed by the responsible agency and submitted to the Regional Administrator for approval.	01TC
PE.PD.36.40	ITS Design & Plans	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Plans normally developed by the Region Traffic Office that show how to construct Intelligent Transportation Systems, including details. See Plans Preparation Manual (PPM) Chapter 460.	01TD
PE.PD.38	Utilities	The Utility Accommodation Team evaluates and authorizes the installation of utilities and other facilities or activities within the state highway right of way.	0160
PE.PD.38.10	Existing Utilities Located	Locate existing utilities in the field to level of accuracy required. Can vary from quality level D (most basic) to quality level A (Subsurface Utility Engineering (SUE)). See Utilities Manual.	0160
PE.PD.38.20	Existing Utility Plan	A plan showing the location of known aerial and underground utility facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.	0160
PE.PD.38.30	Utility Relocation Plan	A plan showing utility relocations/adjustments by DOT.	0160
PE.PD.38.40	Utility Agreements	A contract between the Department and a utility for work by either party where the department will receive or pay funds.	0160
PE.PD.40	Work Zone Traffic Control (WZTC) - Design & Plans	The planning, design, and preparation of contract documents for the modification of traffic patterns during construction is known as work zone traffic control. See Design Manual Chapter 810.	0154
PE.PD.40.10	Work Zone Traffic Control Meeting	A meeting with the Work Zone Traffic Control (WZTC) team to discuss various traffic control strategies for the project. See Design Manual Chapter 810.	0154

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.40.20	Staging Design	A strategy for staging the work and/or developing detour plans that are efficient, cost effective, and safe. See Design Manual Chapter 810.	0154
PE.PD.40.30	Traffic Control Plans	These are site specific work zone traffic control plans, see Plans Preparation Manual (PPM) Chapter 460.	0154
PE.PD.40.40	Detour Plan	Plans that show the route to be used as a detour while the project is being constructed. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0154
PE.PD.42	Design Documentation	Design documentation is prepared to record the evaluations by the various disciplines that result in design recommendations. See Design Manual Chapter 330.	0172
PE.PD.42.10	Design Approved	MILESTONE - Design approval includes: a memo that describes the project, Project Summary Documents, Design Criteria, Design Variances, known deviations, applicable Channelization plans, Intersection plans, Interchange plans, or Alignment plans and a current cost estimate. See Design Manual Section 330.08b.	
PE.PD.42.20	Design Documentation Package	A compilation of assumptions, decisions, justifications, and approvals that support the ultimate design of the project, to include review of the package. See Design Manual Section 330.06	0172
PE.PD.42.30	Deviation	A documented decision granting approval at project specific locations to differ from the design level specified in the Design Manual.	0172
PE.PD.42.40	Evaluate Upgrade	Documentation of whether or not to correct an existing design element as designated in the design matrices.	0172
PE.PD.42.50	Design Exception	Preauthorization to omit correction of an existing design element for various types of projects, as designated in the design matrices. See Chapter 325. A DE designation indicates that the design element is normally outside the scope of the Project Type.	0172
PE.PD.42.60	Project Development Approval	MILESTONE - An action taken to formally approve all project development documents by the designated representative of the approving organization prior to the advertisement of a capital transportation project. See Design Manual Section 330.09.)	
PE.PD.44	Design-Build Procurement	The process resulting in an executed contract that represents the best value to the public. All work involved in the solicitation for interest, preparation and distribution of the RFP package, including the request for qualifications (RFQ), evaluation criteria, selection procedures and technical requirements for the design and construction. (Note: Review Contract Ad & Award and Construction Milestones for additional Design Build Reporting Milestones.)	0190
PE.PD.44.10	Request For Qualifications (RFQ)	The Request for Statements of Qualifications is a document asking interested proposing teams to submit a well defined package outlining historical information related to capabilities, experience and past performances on specific issues pertinent to the design-build project.	0190
PE.PD.44.10.01	Publish Request for Statements of Qualifications (RFQ)	MILESTONE - The date the Request for Statements of Qualifications (RFQ) is issued or published	

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PE.PD.44.10.02	Shortlist Bidders Selected	MILESTONE - The date the shortlist of selected bidders is issued; these bidders may submit a proposal in response to the subsequent RFP.	
PE.PD.44.20	Draft Request For Proposals (RFP)	The draft Request for Proposals is documentation furnished to interested proposing teams to guide the preparation and submittal of qualifications and proposals.	0190
PE.PD.44.20.01	Publish Draft Request for Proposals (RFP)	MILESTONE - The date the Draft Request for Proposals (RFP) is issued or circulated.	
PE.PD.44.30	Request For Proposals (RFP)	The final Request for Proposals document is the official notice to interested proposing teams to prepare and submit proposals, with the project's technical criteria and requirements. The issuance of the RFP is considered the Advertisement of the contract - see that Performance Reporting Major Milestone.	0190
PE.PD.44.40	Technical & Price Evaluation	A systematic scoring of proposals in two parts. First, the Technical Proposal is scored, according to criteria published in the RFP. Second, the Price Proposals are opened and evaluated for completeness and conformance with the requirements in the RFP. The technical score is then divided by the price of qualified proposals to arrive at the final score.	0191
PE.PD.50	Contract Plan Sheets Preparation	Development of the Contract Plan sheets. See Plans Preparation Manual (PPM) M22-31. This task may be used as a hammock task for uniform resource loading the effort involved with contract plan preparation. This task is used when the plan sheet deliverables are constrained by other activities or dates and are not resource loaded. When used, this task will have no constraints, in order to have the task span the entire duration of plan preparation (parent or summary activity).	0178
PE.PD.50.02	Index	Required on all projects with 30 plan sheets or more, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.05	Vicinity Map	A plan sheet that is required for all projects to show the approximate location of the project on the state route, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.10	Summary of Quantities	These plans are a complete tabulation of all bid items and pay quantities required for the project, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.15	Reclamation Plans	Plans that are required on all WSDOT projects that contain a WSDOT furnished material source, including borrow, pit, quarry, stockpile, waste site, and reclamation plans. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.20	Roadway Section Plans	Plans that show the geometric roadway cross section from subgrade up to finished grade, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.25	Grading Section Plans	Plans that show finished ground contours, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.30	Stage Construction Plans	These plans show the different stages required to construct the project. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.35	Alignment / Right of Way Plans	Plans that contain horizontal alignment & R/W information, see Plans Preparation Manual (PPM) Chapter 460.	0178

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.50.40	Quantity Tabs	Plans that tabulate quantities and identifies locations and notes pertaining to specific bid items, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.45	Site Preparation Plans	These plans show existing topography, removal & demolition work, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.50	Existing Utilities Plan	This is an extension of the Site Preparation Plan and is only required if the existing utilities are so extensive that they cannot be clearly shown of the site preparation plans. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.55	Environmental and/or Wetland Mitigation Plans	A plan sheet that identifies wetland mitigation. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.60	Roadway Profiles	Plans that identify a change in the vertical alignment of the roadway, see Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.65	TESC Plans	These plans are required if the project involves land disturbance, to include Q-tabs, Plan sheets, and Details. see Plans Preparation Manual (PPM) Chapters 460 and 750.	0178
PE.PD.50.70	Drainage Plans	Plans that show how the drainage system relates to the rest of the project, including Drainage Structure Notes, Drainage Profiles, and Drainage Details. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.75	Utility Plans	Plans that are required when there is work on existing utilities as part of the contract, to include Utility Structure Notes and utility details. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.80	Interchange Contours	Plan sheets showing the contour grading of interchanges. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.85	Paving Plans	Plans that show total roadway widths to be paved, including Q-tabs and details. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.90	Pavement Marking Plans	Plans that show the type and location of pavement markings for the project, including Q-tabs and details. See Plans Preparation Manual (PPM) Chapter 460.	0178
PE.PD.50.95	Minor Structures Plans	Plans that show the information required to construct retaining walls, etc. Includes Q-tabs, profiles, and details. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0178
PE.PD.60	Contract Specifications Development	Development of Contract Provisions. See Plans Preparation Manual (PPM).	
PE.PD.60.10	Contract Specifications	Development of Contract Provisions, Amendments, General Special Provisions, and appendices. See Plans Preparation Manual (PPM) Division 6.	0179
PE.PD.60.20	Summary of Geotechnical Conditions	HQ Geotechnical and/or Region Materials prepares summary of geotechnical conditions for inclusion into the PS&E as Appendix B.	0141
PE.PD.65	Construction Estimate Development	Development of Contract Estimates for costs and time. See Plans Preparation Manual (PPM).	0167
PE.PD.65.10	Engineer's Cost Estimate of Construction	An estimate used to initiate funds for the construction activity and to evaluate the contractor's bids, see Plans Preparation Manual (PPM) Division 8.	0167
PE.PD.65.20	Lump Sum Breakout	Calculations for determining estimate of Lump Sum items.	0167
PE.PD.65.30	Working Day Estimate	Contract time determined in accordance with Plans Preparation Manual (PPM) Appendix A6	0167

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.70	Construction Permits	Development and documentation of permits from other public agencies for work to be done outside of WSDOT right of way and within other public agency right of way.	0182
PE.PD.70.10	Construction Permits	Construction Permits accommodate WSDOT activities on public owned right of way. See Design Manual, Section 1410.04.	0182
PE.PD.70.20	Aquatic Lands Use Authorization	For projects involving aquatic lands contact Real Estate Services. Responsible Agency: Department of Natural Resources.	0182
PE.PD.70.30	Authorization for use of federal land	This permit is required for construction of roads, utility lines, and associated uses, such as staging areas for construction or borrow pits, on federal lands. Responsible agency: USFS and BLM.	0182
PE.PD.70.40	Haul Road and Detour Agreement	When the project provides a materials source, or requires traffic to be detoured from the state highway, the region is required to acquire agreements with the owners of the roads (usually cities or counties) that will be used as the haul route or the detour route. See Plans Preparation Manual (PPM) Section 750.10.	0182
PE.PD.70.50	Turnback Agreement	Areas for relinquishment are areas that the state acquires for the improvement or construction of roads that will not remain a part of the highway system. See Plans Preparation Manual (PPM) Chapter 130.	0182
PE.PD.75	Constructability Reviews	To develop a quality project, WSDOT uses a series of reviews at predetermined stages of project development. These reviews, called constructability reviews, attempt to ensure that: project development process is on schedule; project definition and estimates are correct; project is buildable; project is maintainable; and project documents are biddable.	0180
PE.PD.75.01	Scoping Phase Review (PDR)	Scoping Phase Review	0180
PE.PD.75.02	0% Constructability Review	Transitional / Design Re-Start Review	0180
PE.PD.75.30	30% Constructability Review	Geometric Review	0180
PE.PD.75.60	60% Constructability Review	General Plans Review	0180
PE.PD.75.90	90% Constructability Review	Contract Plans Review	0180
PE.PD.80	PS&E Reviews	Plans Specifications & Estimate (PS&E) Reviews. Check for completeness and compatibility between the Plans, Specifications and Estimate.	0181
PE.PD.80.05	Local Agency Review	A check of the plans, specification and estimate by a local governmental or non-governmental agency or tribal nation to ensure compliance with established agreements or memorandum of understandings.	0181
PE.PD.80.10	Region PS&E Review	Region Project Office submits PS&E package to Region for review.	0181
PE.PD.80.12	State Materials Justification/Approval	Justification for use of State Furnished Materials and approval by the ASDE.	0181
PE.PD.80.14	Proprietary Item Approval	Item approved with final PS&E to Region and a copy to job file.	0181
PE.PD.80.20	HQ PS&E Review	Region forwards PS&E package to Headquarters for review.	0181
PE.PD.80.30	FHWA PS&E Review	Headquarters forwards PS&E package to FHWA for review.	0181
PE.PD.80.32	FRA PS&E Review	Headquarters forwards PS&E package to Federal Railroad Administration (FRA) for review.	0181
PE.PD.80.34	Federal Transit Agency (FTA) PS&E Review	Headquarters forwards PS&E package to FTA for review.	0181

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.80.40	Final Signed PS&E to Region	MILESTONE - Project Manager returns stamped and signed AD ready PS&E package to the Region.	0181
PE.PD.80.50	Ad Package to Headquarters	MILESTONE - Final PS&E to HQ with all appropriate attachments as required on the Final Check Sheet, five(5) days prior to the scheduled Ad date.	0181
PE.PD.85	Project Shelf	Completion milestones and documentation for projects not funded for construction. Re-start milestones for projects coming off the shelf for advertisement.	0187
PE.PD.85.10	Incomplete Project to Shelf	MILESTONE - The date that an incomplete project goes to a holding area (called "the shelf"). This project is not ready for advertisement and will need to undergo further design/adjustments and reviews.	0187
PE.PD.85.20	AD Ready Project to Shelf	MILESTONE - The date that a fully designed, reviewed and permitted project goes to a holding area (called "the shelf"). This project is ready for advertisement without any further adjustments or reviews	0187
PE.PD.85.30	Shelf to AD Ready	MILESTONE - Date project is taken off shelf.	0187
PE.PD.85.40	Shelf/Ad Ready Letter	A Memo from the Project Engineer to the Assistant Region Administrator for Project Development to formally suspend work on a project until a later date.	0187
PE.PD.85.50	Estimate to Make AD Ready	Estimate of scope, time, and cost to get an incomplete, "shelved", project ready for advertisement	0187
PE.PD.90	Contract Ad & Award	Advertisement and award of construction contracts. See Ad and Award Manual.	
PE.PD.90.05	Pre-AD Review	HQ review of pre-PS&E documents and the PS&E within various HQ units. Includes performance of the plans-in-hand inspection with FHWA, preparation of data for securing federal funds for the subsequent approval to expend those funds for a project.	0185
PE.PD.90.10	R/W Certification	PERFORMANCE REPORTING MAJOR MILESTONE - This marks the point in time that the right of way acquisition requirements are met to the point where the project can be approved for advertisement. The milestone has been met on the date the Right of Way Certification is signed by the region Real Estate Services Manager.	
PE.PD.90.15	R/W Recertification	MILESTONE - This marks the point in time that all right of way acquisition requirements are met to the point where the project can proceed with construction. The milestone has been met on the date the last necessary Right of Way Certification is signed by the region Real Estate Services Manager.	
PE.PD.90.20	Construction Funding Approval	MILESTONE - Official approval from HQ and FHWA (if federal funds are used) to move ahead with the advertisement of the construction phase of a project	
PE.PD.90.25	Printing	Reproduction and distribution of plans, specifications, and bid proposal package. Contact HQ Printing Services for information.	0189
PE.PD.90.30	Project Geotechnical Documentation Package	Printing of pertinent geotechnical reports for sale to prospective bidders. Prepared by HQ Geotechnical and/or Region Materials and printed by HQ Printing Services.	0143

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
PE.PD.90.35	Advertisement (AD Date)	PERFORMANCE REPORTING MAJOR MILESTONE - This is the date that WSDOT publicly solicits bids from contractors to construct the project. When a project is advertised, it has a completed set of plans and specifications, along with a construction cost estimate. The milestone is met on the date of the advertisement.-(Note: For Design-Build, the RFP date is reported as the AD date)	
PE.PD.90.40	Addendum Preparation	Work associated with preparing addendums to our construction contracts that are on advertisement.	0199
PE.PD.90.45	Construction Preparation	Work done by WSDOT during the bid period to prepare for construction.	0198
PE.PD.90.50	Addendum Deadline	MILESTONE - Date addenda are due in headquarters. 14 calendar days prior to the scheduled bid opening.	
PE.PD.90.55	Bid Opening	MILESTONE - Public opening and reading of sealed bids. (Note: For Design-Build projects, this is reported as the selection date)	
PE.PD.90.60	Award	MILESTONE - Official notice of award of the contract to the successful bidder. (For Design-Build projects, this is reported as the Contract Award date)	
PE.PD.90.65	PE Phase End	All PE costs are finished and the work order is closed in TRAINS	
RW	Right of Way	The Right of Way phase of the project contains all work to acquire rights of way and perform and coordinate all real estate transactions for the department.	
RW.PM	Project Management & Overhead - Right of Way	See Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/	
RW.PM.01	R/W Phase Start (Funding Approved)	MILESTONE - The date the Work Order is set up and funding is authorized marks the start of the right-of-way phase. RES is notified to proceed with R/W acquisition.	
RW.PM.02	Project Management and Overhead		
RW.PM.02.01	General Project Management (Project Office and Real Estate Services)	Work in support of a Right of Way work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220.)	0201
RW.PM.02.02	Redistributed Right of Way Project Management and Overhead (HQ & Region)	Redistributed HQ and regional IR Work Order overhead charges for right-of-way and real estate services.	A717
RW.PM.03	Project Management Plan Development & Maintenance	The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the RW phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/	0206

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
RW.PM.06	Consultant Selection/Agreements – Real Estate	All work involved in the general management of Consultant Agreements related to real estate services, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants.	0208
RW.PM.12	Other Work for Management and Overhead	This task contains overhead activities and costs associated with the RW phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL.	
RW.PM.12.01	Travel To & From the Office to the Job Site	Time charged for travel between duty station and work site, and travel between work sites.	0202
RW.PM.12.02	Training	Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code), including travel time to and from training sites.	0203
RW.PM.12.03	Union-Related Labor Charges	Labor Charges by project staff when performing certain union-related functions.	
RW.PM.12.03.01	Local 17 Shop Steward	Labor Charges by project staff when performing as a Local 17 Shop Steward.	0A12
RW.PM.12.03.02	Federation Shop Steward	Labor Charges by project staff when performing as a Federation Shop Steward.	0B12
RW.PM.12.03.03	Local 17 Contract Negotiation	Labor Charges by project staff when performing as a Local 17 contract negotiator.	0C12
RW.PM.90	RW Phase End	PE MILESTONE - All RW costs are finished and the work order is closed in TRAINS	
RW.PA	Parcel/Agreement (Parcel/Agreement ID)	The process of securing the property or property rights or agreements needed for highway improvements that conforms with Federal and State regulations called the Uniform Relocation and Acquisition Act. It includes, but is not limited to fee acquisition, access rights, and easements. This element of the MDL can be repeated in the project work breakdown structure for individual parcels.	0220
RW.PA.10	Acquisition - Labor	The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes development of legal descriptions for real property or property rights to be acquired, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS).	0220
RW.PA.20	Review & Determination of Value (DV)	Appraisal Review checks the accuracy of the appraisal data and the soundness of the appraisers reasoning then writes a Determination of Value (DV) which is the amount of money to be offered to the property owner for the property needed for the highway project.	0224
RW.PA.25	Appraisal/Administrative Offer Summary	The appraisal of parcels and the administration of real property appraisal functions including payments to contract fee appraisers. An analysis of real estate market used to estimate the value of the real property and the damages to the remaining property.	0222

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
RW.PA.30	Acquisition - Parcel Payment	All non-labor costs directly relating to a parcel number, including payments to title companies and land improvement acquisition costs. Use when reporting to Groups 01 through 59 (in Group Category 07.)	0221
RW.PA.35	Acquisition - Labor - Wetland Mitigation Site	All work and costs involved in the selection and acquisition of property that will be used for wetland mitigation sites, including wetland banks and preservation areas. Includes in-office and onsite environmental assessment of potential sites, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Also includes landowner and Realtor contacts, appraisals, negotiations, and the completion of the purchase process, however the acquisition payment is under WorkOp 0221.	0225
RW.PA.40	Right of Way - Agreements	Payments to individuals, companies, local agencies, utilities, or railroads for Right of Way work done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, group 01 through 59 (in Group Category 02). Never Groups 80 through 89. Report by Payable Agreement and Phase.	0250
RW.PA.50	Condemnation / Preparation / Trial	The work required to schedule and hold trials for property condemnations, to stake Right of Way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences.	0230
RW.PA.50.10	Condemnation	A judicial process to acquire property where the state has been unable to reach a settlement through negotiation. This is handled by the office of the Attorney General.	0230
RW.PA.50.20	Possession & Use	A regional or judicial formal document that grants the State the ability to possess and use the property in its construction project prior to the condemnation trial.	0230
RW.PA.60	Relocation	A program of benefits to assist owners, tenants, businesses, farms and non profit organizations that are being displaced by a highway project to move to replacement facilities.	0240
RW.PA.60.10	Relocation - Labor	The work required to prepare for and provide relocation assistance for eligible parties.	0240
RW.PA.60.20	Relocation - Parcel Payment	The reimbursement to individuals for relocation expenses and replacement housing. Use when reporting to Groups 01 through 59 (in Group Category 07.)	0241
RW.PA.70	Property Management	Tenant leases are signed, rents collected, property is secured if vacant to prevent vandalism. Demolition of improvements if needed.	
RW.PA.70.10	Inventory	The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties.	0210

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
RW.PA.70.20	Rentals	Preparation, monitoring, and management of Rental Agreements or Airspace Leases on department-owned property; also, maintenance of rental property.	0211
RW.PA.70.30	Sales	Sale of properties (real or personal), no longer needed for transportation purposes.	0212
RW.PA.70.40	Demolition	Demolition of property improvements no longer needed for transportation purposes.	0213
CN	Construction	The work of implementing a project by means of a contract or other means, and the work of managing, inspecting, and testing the work on the project.	
CN.01	Contractor Activities	Work performed by the Prime Contractor and all subcontractors. Payments under Group Category 01 in the Work Order. This work may be represented by the contractor's schedule. Include as detail within this item all significant milestones of the contractor's work, such as major traffic closures or shifts.	0404
CN.01.10	Significant Construction Traffic Closure	MILESTONE - The time point of a major or significant construction traffic closure or restriction, of the nature that there is a noticeable impact on the traveling public and/or there is a need for coordination with other contracts and projects. (Note: this item may be repeated as needed for multiple occurrences within a project.)	0404
CN.01.20	Significant Construction Traffic Switch	MILESTONE - The time point of a major or significant construction traffic switch or change of configuration, of the nature that there is a noticeable impact on the traveling public and/or there is a need for coordination with other contracts and projects. (Note: this item may be repeated as needed for multiple occurrences within a project.)	0404
CN.01.30	Significant Construction Traffic Opening/Reopening	MILESTONE - The time point of a major or significant construction traffic opening, reopening or removal of a restriction, of the nature that there is a noticeable impact on the traveling public and/or there is a need for coordination with other contracts and projects. (Note: this item may be repeated as needed for multiple occurrences within a project.)	0404
CN.02	Payable Agreements	Work Performed by Others under Group Category 02 in the Work Order, under Payable Agreements.	0405
CN.02.01	Agreements / Partnership	Some projects include work done by local agencies, utilities, railroads, consultants, or other entities as part of the project at a cost to WSDOT, under various types of agreements. (Break out at next level by agreement.)	0409
CN.06	Utilities		0409
CN.06.01	Utility Services/Agreements		0409
CN.06.02	Utility Relocations		0409
CN.02.02	Auditing services	Costs attributable to auditing construction projects.	0406
CN.02.03	Legal services	Attorney, and other legal charges related to construction projects.	0407

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.03	Construction Engineering	Construction Engineering - Group Category 03 in the Work Order	
CN.03.PM	Project Management and Overhead - Construction	See Project Management Online Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/	
CN.03.PM.02	Project Management and Overhead	Work directly by the project management team to manage the project and also indirect overhead work in support of the project .	0301
CN.03.PM.02.01	General Project Management (Project Office)	Work in support of a CN project and work order authorization, such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.)	0301
CN.03.PM.02.01.01	Execution Period	Department signs the actual contract with the contractor, typically within 21 days following contract award. See 1-03.3 of the Standard Specifications for further detail.	0301
CN.03.PM.02.02	Redistributed Project Management and Overhead (HQ & Region)	Redistributed HQ and regional IR Work Order overhead charges for construction engineering (not construction).	A718
CN.03.PM.03	Project Management Plan Development & Maintenance	The Project Management Plan for Construction describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the project management methods that will be used by the project team during their deliver. This item is for such work as is charged to the CN phase. See Project Management On-line Guide (PMOG) for details.	0306
CN.03.PM.03.15	PMP Endorsement	MILESTONE - Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/	
CN.03.PM.04	Equal Employment Opportunity and Minority Business Enterprise	Time charged by all personnel for EEO or MBE compliance reviews or other EEO or MBE activities connected with the project. This includes Region and Olympia Service Center personnel as well as project assigned personnel.	0304
CN.03.PM.05	Public Information Design-Build	The work involved in establishing and managing all external and internal communication plans, coordinating public information activities, and handling project information requests from the public and media. Does not included the public involvement part of the environmental review process.	0305
CN.03.PM.07	Budget/Schedule Design-Build	Time charged for the work involved in the monitoring of project schedule and resource usage progress measured against the plan.	0307
CN.03.PM.08	Reporting Design-Build	Time charged for the creation and updating of performance reports to the Legislature, executives, and for workshops.	0308

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.03.PM.09	General Office Functions	Office activities in the project engineer's office. Includes maintenance of Department employee time and personnel records, contractor payroll, and submittal checking in compliance with the Copeland Regulations and the Davis-Bacon Act, and any reviews conducted to assure compliance with statutes covering prevailing wages and hours of work on public works and on the job employee interviews.	0309
CN.03.PM.12	Other Work for Management and Overhead	This task contains overhead activities and costs associated with the CN phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL.	
CN.03.PM.12.01	Travel To & From the Office to the Job Site	Travel time charged against a work order for travel between duty station and work site, and travel between work sites.	0302
CN.03.PM.12.02	Training	Training time charges by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites.	0303
CN.03.PM.12.03	Union-Related Labor Charges	Labor Charges by project staff when performing certain union-related functions.	
CN.03.PM.12.03.01	Local 17 Shop Steward	Local 17 Shop Steward work that is charged to the PE phase.	0A13
CN.03.PM.12.03.02	Federation Shop Steward	Federation Shop Steward work that is charged to the PE phase.	0B13
CN.03.PM.12.03.03	Local 17 Contract Negotiation	Local 17 Contract Negotiation work that is charged to the PE phase.	0C13
CN.03.SV	Surveying	Hammock tasks - limits defined by project activities	0310
CN.03.SV.10	Survey (Alignment, Excavation, X-Section, Slope Stake)	Surveying operations including: establishing or re-establishing Right of Way or center line staking from reference points; establishing and checking a system of benchmarks; staking, targeting and referencing for photogrammetric control; staking, and recording of ground configuration for roadway and borrow excavation, excavation below grade, embankment, stripping pits and quarries, stockpiles, ditch and channel excavation, etc.	0310
CN.03.SV.11	Survey (Grade Control - Drainage/Sewer Installations,; Substructure, Surface, Paving)	Surveying activities such as staking and referencing, required for proper control of all subsurface drainage, including pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, and headwalls. Surveying operations directly associated with establishing elevation control so that subgrade, surfacing and paving can be constructed in conformance with the roadway section and tolerance specification. Includes such surveying as staking and measuring of clearing and grubbing limits, staking field design modifications, staking of fencing, monuments, guardrail, curb, etc.	0311
CN.03.SV.12	Surveying (Structure)	All surveying operations directly associated with staking and referencing necessary for the proper control of alignment and grade for construction of bridges, over crossings, under crossings, pedestrian crossings, tunnels, abutment walls, retaining walls, and box culverts.	0312
CN.03.IN	Inspection	Hammock tasks - limits defined by project activities	

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.03.IN.13	Right-of-Way Design-Build	Granting permission to the Design-Builder to enter and do work on right-of way owned by WSDOT at the time of entry. Monitoring the Design-Builder's compliance with all applicable provisions of the contract and further conditions identified in any right-of-way, easements or right of entry onto property and their activities within. Assisting the Design-Builder in obtaining temporary construction easements. Does not include work involved in the review and approval of the right-of-way plan.	0313
CN.03.IN.30	Inspection (Earthwork, Drainage, Surface and Paving)	All inspection necessary to ensure conformance of workmanship, methods, and procedures for clearing and grubbing, grading operations and affiliated work. Inspection of drainage features such as pipes, under drain pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, ditches and channels, excluding materials and density testing. Inspection of: surface treatments, shoulder treatments, all classes of ACP, ATB, CTB, PCC pavement, unfinished cement concrete pavement, and untreated surfacing such as gravel base, ballast, top course, etc.	0330
CN.03.IN.31	Inspection (Structures)	All inspection necessary to ensure conformance of workmanship, methods, and procedures for construction of such features as retaining walls, box culverts, bridges, over crossings, under crossings, pedestrian crossings, tunnels, median barrier, cribbing, etc., excluding materials testing.	0331
CN.03.IN.32	Inspection (General)	All inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all features not classified as either surfacing, paving, structures, earthwork, or drainage. Involves such items as landscaping, rest areas, illumination, channelization, signal systems, signing, utilities, etc., excluding materials testing. Also includes the certification inspection of asphalt or concrete batch plant.	0332
CN.03.IN.33	Environmental (Inspection and Surveying)	All inspection and surveying necessary to ensure the project's construction phase operates in compliance with all applicable environmental permits and regulations, including documenting conformance of workmanship, methods, and procedures of all features involved in environmental activities connected with the project (e.g. hazardous waste removal, pollution control, etc.) Does not include inspection and surveying of wetland mitigation sites. Refer to Environmental Procedures Manual Section 6 and the Construction Manual.	0333
CN.03.IN.34	Inspection and Surveying of Wetland Mitigation Sites	All work for the construction phase of compensatory wetland mitigation projects. Includes all WSDOT inspection and consultation during site preparation, excavation, and planting. Includes development of as-built plans and final plant inspection at end of plant establishment period. Does not include biological monitoring of wetland mitigation sites or final delineation and survey to determine permit compliance.	0334

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.03.IN.35	Environmental Oversight Design-Build	All work involved in the oversight of the project environmental review and compliance to commitments, permits, and approvals on Design-Build contracts. Does not include work on environmental documents, permits, and approvals done prior to award of the Design-build contract.	0335
CN.03.IN.36	Utilities Design-Build	All work associated with identifying the location of utilities and determining relocation and/or adjustments and protection of facilities. This includes work to prepare and administer utility agreements on Design-Build contracts.	0336
CN.03.IN.37	Construction Oversight Design-Build	The oversight and management on Design-Build contracts, of all project construction activities, control of materials, audit, inspection and testing, construction safety, and all other construction-related functions.	0337
CN.03.IN.50	Weighting, Dispatching, Receiving	Inspection duties involved in scale operations, preparation of tickets for documentation of materials, and receiving of tickets at the job site.	0350
CN.03.MT	Testing	Hammock tasks - limits defined by project activities	0340
CN.03.MT.40	Testing (Earthwork, Surface and Paving, Drainage, Miscellaneous)	Testing at the plant or on the roadway on earthwork or aggregated production, untreated surfacing, treated bases (ATB & CTB), asphalt paving (all classes), cement concrete paving including unfinished concrete paving, and earthwork, etc. All testing necessary to ensure conformance with contract specifications on all features not classified as either paving, surfacing or structures. Involves testing on such items, as earthwork and any other miscellaneous testing not mentioned above. Also includes all testing by regions and HQ Materials Lab. and any other miscellaneous testing not mentioned above.	0340
CN.03.MT.41	Testing (Structures)	All testing at the plant or on the roadway for all structures. Includes slump tests, aggregate gradation, moisture determination, yield tests, air tests, cylinder fabrication, backfill gradation, and moisture and density tests.	0341
CN.03.04	Contract Administration & Documentation	Hammock tasks - limits defined by project activities	
CN.03.CA.20	Working Drawings, Plan Checking, Data Preparation	Work involved in checking plans and working drawings for accuracy and sufficiency of detail (and making any necessary revisions) and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc.	0320
CN.03.CA.21	Progress and Final Estimates and Records	An office engineering activity where properly documented and certified data upon which the project estimates for payment are based, is assembled, compiled, and catalogued as a permanent or semi-permanent job file. Also includes the progress and final estimates, "as-built" plans, and Materials Lab final documentation.	0321
CN.03.CA.22	Preparation of Change Orders	An engineering activity where contract features are modified due to design standard revisions, plan errors, contract changes, contractor's requests, etc.	0322
CN.03.CA.23	Change Orders Design-Build	Work involved in the development, review and approval of change orders on Design-Build contracts.	0323

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.03.CA.24	Document Control Oversight Design-Build	All work involved in the management and distribution of documents and records on a Design-Build project.	0324
CN.03.CA.25	Design, Oversight Design-Build	All work involved in the oversight of work plans, over-the-shoulder reviews, formally submitted reviews, task force meetings, design QV/QC/QA, deviations, and engineering decisions.	0325
CN.03.CA.51	Field Measurement - Progress and Final	Interim and final measurement and recording required for progress and final estimate quantity determination.	0351
CN.03.CA.52	Force Account Documentation	Time required for coding of labor, equipment, material, preparation of rates, and assembling of any data necessary for documentation of force account work. Inspection of force account work is to be charged to the appropriate Work Operation Code — 0330, 0331, 0332, 0333 OR 0334.	0352
CN.03.AG	Agreements Management	Preparation and finalization of agreements & contracts between WSDOT and other agencies, tribes, and developers on Design-Build contracts, and general management of Consultant Agreements.	
CN.03.AG.61	Consultant Agreements Administration - Construction Engineering	All work involved in the general management of Consultant Agreements related to construction services, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants.	0361
CN.03.AG.62	Partnerships/ Agreement Design-Build	All work performed in preparation and finalization of agreements & contracts entered into between WSDOT and other agencies, tribes, and developers on Design-Build contracts.	0362
CN.04	State Force Construction	Group Category 04 in the Work Order.	
CN.04.01	Construction - State Forces	All construction work by State Forces, including payments to vendors for materials used, etc., but excluding engineering charges.	0405
CN.04.02	Training - State Force	Training time charges by all State Forces Construction personnel attending any formally organized conference or learning session.	0403
CN.04.03	Redistributed Project Management and Overhead (HQ & Region)	Redistributed HQ and regional IR Work Order overhead charges for construction (not CE).	B718
CN.10	Construction Milestones	Milestones for Construction phase of the project, for Project Control and Reporting, for the Construction Contract Information System (CCIS), and other purposes.	
CN.10.01	Contract Execution	MILESTONE - Project Control & Reporting (PC&R) Milestone, CPMS, and CCIS milestone. This is the date when the Department signs the actual contract with the contractor. This typically occurs within 21 days following contract award. See 1-03.3 of the Standard Specifications for further detail.	
CN.10.02	Statement of Intent to Pay Wages	MILESTONE - CCIS milestone. The date the Statement of Intent to Pay Prevailing Wages is received from the Prime Contractor.	
CN.10.03	Contractor and Subcontractor/Agent Cert. for F.A. Projects	MILESTONE - CCIS milestone. The date the Contractor and Subcontractor/Agent Certification for F.A. Projects is received.	
CN.10.04	Affidavit of Wages Paid - Prime	MILESTONE - CCIS milestone. The date the Affidavit of Wages Paid is received from the Prime Contractor.	

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.10.05	Pre-Construction Meeting Minutes	MILESTONE - CCIS milestone. The date the minutes of the pre-construction meeting are issued.	
CN.10.06	Ground-Breaking	MILESTONE - The date of a formal ground-breaking ceremony with officials.	
CN.10.07	Contract Time Start	MILESTONE - This date is first day that can be charged against the contract. It is usually the first working day following the 21st calendar day after contract execution but is also sometimes changed by Special Provision or suspension of work. See 1-08.5 of the Standard Specifications and contract special provisions for further details.	
CN.10.08	Construction Work Start	MILESTONE - This is the date when work actually starts on building the project and activity might be seen on the site. See 1-08.5 of the Standard Specifications and contract special provisions for further details.	
CN.10.09	Original Progress Schedule Approved	MILESTONE - CCIS milestone. The date the contractor's original progress schedule is approved..	
CN.10.10	Last Supplemental Progress Schedule Approved	MILESTONE - CCIS milestone. The approval date of the contractor's supplemental progress schedule.	
CN.10.20	Ribbon-Cutting	MILESTONE - The date of a formal ribbon-cutting ceremony or celebration with officials.	
CN.10.21	Operationally Complete	PERFORMANCE REPORTING MAJOR MILESTONE - This is the date when the public has free and unobstructed use of the facility. In some cases, the facility will be open, but minor work items may remain to be completed. See Section 1-01.3 of the Standard Specifications for further details on substantial completion. For example, a paving project would be considered Operationally Complete when the final lift is laid and the final striping is applied. Judgment must be used in determining the date the milestone is accomplished, such as when a formal ribbon cutting celebration occurs or the delay of minor work items prevent the actual substantial completion, but the public actually has use of the completed roadway.	
CN.10.22	Substantial Completion	MILESTONE - CCIS milestone. The Substantial Completion date is the day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, all the initial plantings are completed and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the Physical Completion of the total Contract. See 1-08.5 and 1-08.9 of the Standard Specifications for further detail.	
CN.10.23	Physical Completion	MILESTONE - CCIS milestone. The Physical Completion date is the day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date. See 1-08.5 of the Standard Specifications for further detail.	
CN.10.24	Final Estimate to Contractor	MILESTONE - CCIS Milestone. This is the date when the Department prepares the Final Estimate for the Contractor's concurrence. See 1-09.9 of the Standard Specifications for further detail.	

New MDL Code	New MDL Name	Description new (in Notebook topic)	Work Op (rev)
CN.10.25	Final Estimate to Headquarters	MILESTONE - CCIS Milestone. This is the date when the submits the complete Final Estimate package to Headquarters. See the Construction Manual for further detail.	
CN.10.26	Completion	MILESTONE - Project Control & Reporting (PC&R) Milestone, CPMS, and CCIS milestone. The Completion date is the day all the Work specified in the Contract is completed and all the obligations of the Contractor under the Contract are fulfilled by the Contractor. All documentation required by the Contract and required by law must be furnished by the Contractor before establishment of this date. See 1-08.5 of the Standard Specifications for further detail.	
CN.10.27	Materials Certification	MILESTONE - CCIS Milestone. This is the date of a letter to Headquarters prepared by the region, upon completion of the project, certifying the materials used in the project and listing all identified variances and their resolution. See the Construction Manual for further detail.	
CN.10.28	Acceptance	MILESTONE - CCIS Milestone. This is the date when the Secretary accepts the completed construction contract by signature of the Final Contract Voucher Certification. After all contractual obligations have been fulfilled, including all contractual work has been completed and all payments to contractors will have been completed,. the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-05.12 of the Standard Specifications for further detail.	
CN.10.29	Stewardship Acceptance:	MILESTONE - CCIS Milestone. For Federal-aid projects, this is the date of acceptance of the project by the FHWA or by WSDOT as delegated in accordance with the current FHWA-WSDOT Stewardship Agreement. See the Construction Manual for further detail.	
CN.10.30	CN Phase End	All CN costs are finished and the work order is closed in TRAINS	