February 5, 2018

TO: Terminal Design Manual Holders

FROM: Jeff Carpenter
Director, Development Division
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Director, Terminal Engineering
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SUBJECT: Terminal Design Manual – Updated Approval Authority

Background
The Terminal Design Manual (TDM) first published in 2012 for use by Washington State Department of Transportation (WSDOT) Ferries Division engineering personnel. It provides guidelines, policies, procedures, and methods for developing and documenting the design of improvements to the Washington State Ferries terminal facilities. To provide consistency in project development documentation across WSDOT divisions, the Assistant State Design Engineer approved several Ferries Division scoping and design documents.

The desired documentation consistency is established and the approval authority is revised, effective December 1, 2017, as shown in the following table. The Assistant State Design Engineer will continue to provide assistance and review of specific approval documents, as well as, meet quarterly with the Ferries Division engineering and project staff to support their project delivery efforts.
Ferry Project Document Approvals
(Effective December 1, 2017)

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\*BOLD approvals are changes to the 2016 Terminal Design Manual
\textsuperscript{1}-ASDE Concurs
\textsuperscript{2}-Except for vehicle access road elements outside of terminal property. Region approval required (TDM 500.04).
ASDE - Assistant State Design Engineer
WSF EM - Washington State Ferries Engineering Manager
TDM – Terminal Design Manual (M 3082.05)

**ACTIONS REQUIRED**

Washington State Ferries Division
Update the Terminal Design Manual (M3082) to reflect the Approval Authorities indicated in the table above. Schedule quarterly meetings with HQ Design Office as needed.

Development Division
Meet with Ferries Division engineering management and project staff as needed. Perform process reviews as needed.

cc: Jay Alexander  
Mike Cotten  
Steve Roark  
Genevieve Rucki  
Darrell McCallum  
Larry Watkinson  
Scott Zeller