



South Carolina  
Department of Transportation

March 17, 2014

**INSTRUCTIONAL BULLETIN NO. 2014-1**

**RE:** SCDOT Highway Design Manual, 2003 Edition

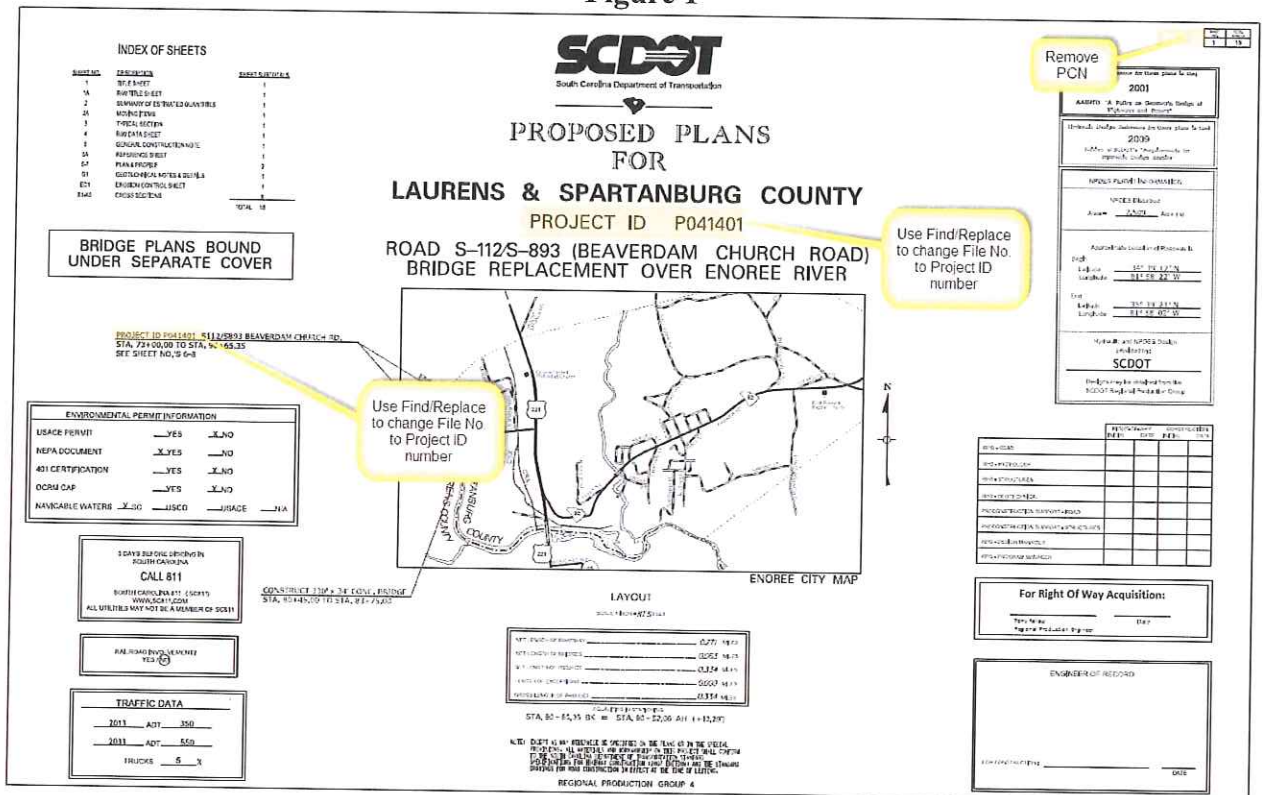
**SUBJECT:** Revised Plan Labels for P2S Identifiers on Plans

The Department has begun using new project identifiers with the implementation of P2S. To capture the new identifiers modify the plans as follows:

**Title Sheets**  
**See Figure 1 for example**

- Replace all references to File Numbers with the Project Id that is generated by P2S.
- Remove the PCN from the title sheet.

**Figure 1**



**All Other Sheets**  
**See Figures 2 and 3 for examples**

- Remove the PCN from the Project Identification Box on all sheets within the plan set.
- Replace all references to File Numbers with the Project Id on all sheets within the plan set with the following exceptions:
  - Verification notes for existing right of way.
  - Miscellaneous reference notes to historical projects that do not have a Project Id.

Figure 2

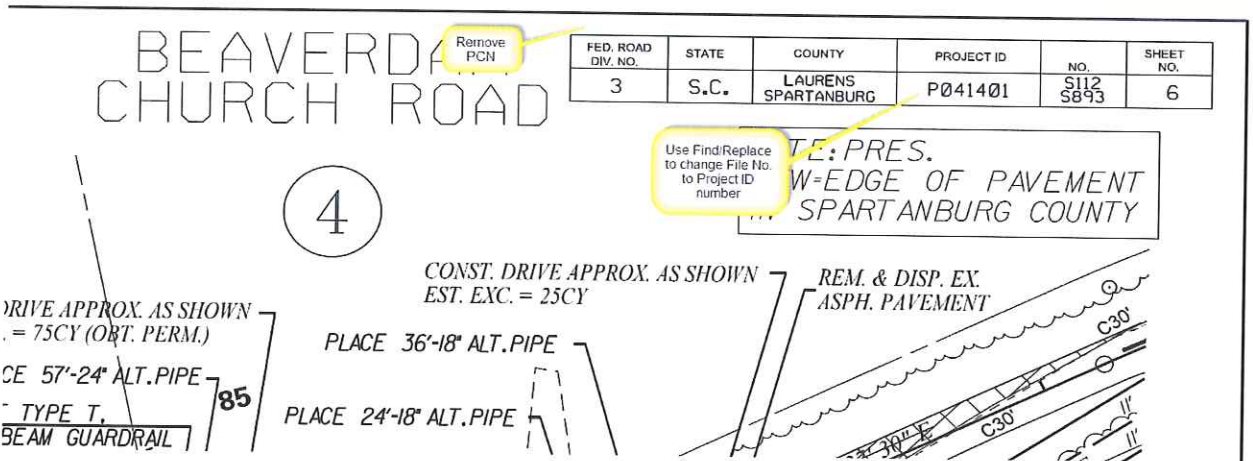
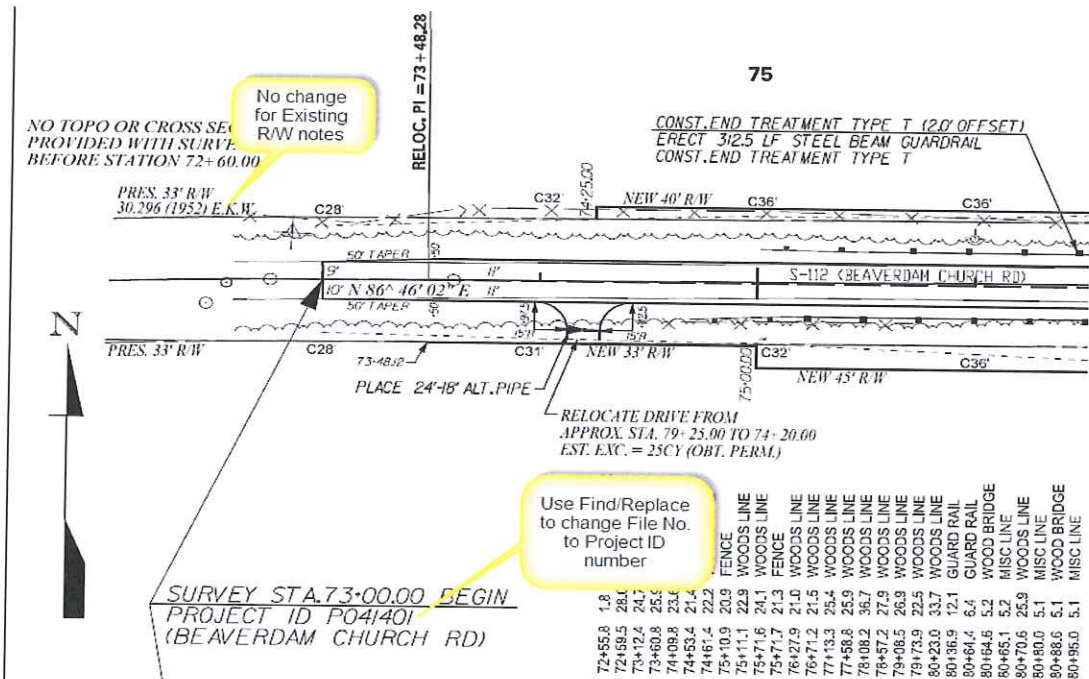


Figure 3



**Contract ID**

A Contract ID is generated by the P2S system when a project is added to a letting. Multiple projects may be combined into a single contract. Before the plans are uploaded into the Plans Library system, the Engineering Reproduction Services office will place a watermark stamp on the Title Sheet of each set of plans depicting the Contract ID.

**Implementation Schedule**

This instructional bulletin is effective for all projects beginning with the June 2014 letting. For plan sets that have already been printed and signed, create a new title sheet in accordance with this memo. All other sheets may be corrected by carefully and legibly hand writing the correct information on the sheet. ALL CADD FILES must also be updated so future prints will have the correct information on the sheet.



James W. Kendall, Jr.  
Preconstruction Support Engineer

JWK:bhl

ec:

Mitchell Metts, Director of Preconstruction  
Todd Steagall, Director of Construction  
Tony Sheppard, Director of Traffic Engineering  
Brian Keys, Director of Rights of Way  
Lynsee Gibson, Director of Program Controls

Matt Lifsey, RP Engineer – Lowcountry  
Mike Barbee, RP Engineer – Pee Dee  
Randall Young, RP Engineer - Midlands  
Tony Fallaw, RP Engineer - Upstate