

MATERIALS DIVISION

 Virginia Department of Transportation
MEMORANDUM

GENERAL SUBJECT: Signing and Sealing of Plans and Documents by Licensed Professional Engineers		NUMBER: MD 327-09
SPECIFIC SUBJECT: Signing and sealing responsibilities of the designated responsible person		DATE: December 7, 2009
DIRECTED TO: District Materials Engineers	SIGNATURE: Charles A. Babish, P.E. State Materials Engineer <i>Signature on original copy of memorandum</i>	

This memorandum supersedes memorandum 317-09 issued June 8, 2009. The requirement to have the Geology Log Sheets digitally signed but not sealed has been deleted from the Memorandum issued on June 8, 2009. The Geology Log Sheet is a data sheet that does not incorporate any engineering design work regulated by the Department of Professional and Occupational Regulations in accordance with §54.1-402.1 of the Code of Virginia.

In December, 2007, a committee was formed by direction of Mr. Malcolm T. Kerley, P. E., Chief Engineer, to develop a policy and guidance on what documents needed to be signed and sealed by a licensed professional engineer, in accordance with §54.1-402.1 of the Code of Virginia. The purpose of this memorandum is to provide guidance to the appropriate Materials staff as to which documents prepared by their responsible person must be signed and sealed by a licensed professional engineer.

The following plans are required to be signed and sealed by a licensed professional engineer:

- 1) Advertised construction plans
 - a) Pavement typical section sheet
 - b) Special Design Slopes Typical Section
 - c) Ground Improvement/Subgrade Stabilization Detail Sheet
 - d) Pavement Rehabilitation Detail Sheets
 - e) Pipe/Minor Structure Foundation Detail Sheet

The plan sheets noted above have a section at the top of the sheet where the seal and electronic signature can be affixed.

The following reports are required to be signed and sealed:

- 1) Pavement Rehabilitation Reports
- 2) Soil Surveys

- 3) Geotechnical Data Reports
- 4) Minor Structure Foundation Reports

The seal and electronic signature is to be affixed at the bottom center of the cover sheet of the report prepared by the responsible person. When the reports are reviewed, a concurrence letter can be attached to the front of the report (if the reviewer is in full agreement with the contents of the report), but the concurrence letter does not need to be sealed. If the reviewer does not agree with the responsible person's recommendations, they should go back to the original designer to resolve the issue(s).

Of special note:

- For locally administered projects, please refer to the *Guide for Local Administration of Virginia Department of Transportation Projects*. This document can be found on the Local Assistance Division webpage at: <http://www.virginiadot.org/business/local-assistance.asp>.

This memorandum is effective for all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP projects, SAAP projects, and all technical documents required to be signed and sealed is July 1, 2009.

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Commissioner
Chief Engineer
Division Administrators
Resident Administrators
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
American Concrete Paving Association
NE Chapter, Southern Region

Virginia Asphalt Association
Virginia Dept. of Minority Business Enterprise
Virginia Ready-Mixed Concrete Association
Federal Highway Administration
Virginia Transportation Construction Alliance
Precast Concrete Association of Virginia
Old Dominion Highway Contractors Association