

Memorandum

*Making Conservation
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: May 31, 2023

File: Division of Construction
CPD 23-3



From: RAMON HOPKINS, Chief
Division of Construction

Subject: **Extended COZEEP Electronic PILOT Process**

This directive informs Caltrans staff that the Division of Construction and California Highway Patrol (CHP) are extending the pilot program to use the electronic process for the construction zone enhanced enforcement program (COZEEP). The pilot program applies to 16 offices selected by CHP and are listed on Table 1 of this directive. This directive supersedes CPD 23-1, "COZEEP Electronic Process (PILOT)."

This directive requires resident engineers, assistant resident engineers, and consultants to use the COZEEP electronic process with Caltrans issued iPads when COZEEP services are requested from the 16 CHP offices that are participating in the pilot program. Use the COZEEP electronic process to request and cancel task orders, and file COZEEP daily reports in the field. Consultants must use their company provided iPads.

The pilot program has been extended to December 31, 2023. The use of the COZEEP electronic process at the 16 participating CHP offices will continue until December 31, 2023, after which the Division of Construction and CHP will evaluate the pilot program and determine the approach for statewide implementation. If the electronic COZEEP process is implemented statewide, a directive will be issued with a list of shared COZEEP email addresses for all CHP offices.

In anticipation of the statewide implementation, all Caltrans field offices that request COZEEP services from one of the 16 participating CHP offices should review and follow the electronic processes outlined in the COZEEP Electronic Process training document. The PDF training document is available on the Division of Construction's website:

<https://construction.onramp.dot.ca.gov/cozeep>

Table 1. List of 16 CHP Pilot Program Offices

Division	Area Name	CHP Area Number	CHP Email Address
Northern	Mt. Shasta	146	146ZEEP@chp.ca.gov
Northern	Quincy	165	165ZEEP@chp.ca.gov
Valley	North Sacramento	250	250ZEEP@chp.ca.gov
Valley	South Sacramento	252	252ZEEP@chp.ca.gov
Golden Gate	San Francisco	335	335ZEEP@chp.ca.gov
Golden Gate	Solano	365	365ZEEP@chp.ca.gov
Central	Fresno	435	435ZEEP@chp.ca.gov
Central	Modesto	465	465ZEEP@chp.ca.gov
Southern	Newhall	540	540ZEEP@chp.ca.gov
Southern	Central Los Angeles	590	590ZEEP@chp.ca.gov
Border	San Diego	645	645ZEEP@chp.ca.gov
Border	Westminster	670	670ZEEP@chp.ca.gov
Coastal	Monterey	730	730ZEEP@chp.ca.gov
Coastal	Ventura	765	765ZEEP@chp.ca.gov
Inland	Riverside	840	840ZEEP@chp.ca.gov
Inland	San Bernadino	860	860ZEEP@chp.ca.gov

If you have questions or comments regarding this directive, please contact Amjad Obeid, Division of Construction, at Amjad.Obeid@dot.ca.gov or (916) 591-2866.