


# Manual Change Transmittal

<p>TITLE</p> <p><b>PROJECT DEVELOPMENT PROCEDURES MANUAL</b></p>	<p>APPROVED BY</p>  <p><small>Paul Chung (Aug 4, 2023 11:36 PDT)</small></p> <p>PAUL CHUNG, Chief (Acting)</p>	<p>Date Issued: August 4, 2023</p> <p>Page 1 of 2</p>
<p>SUBJECT AREA</p> <p>Roles and Responsibilities, Design Standard Decision Documentation</p>	<p>ISSUING UNIT</p> <p>DIVISION OF DESIGN</p>	
<p>SUPERCEDES</p> <p>Chapter 2 – Roles and Responsibilities Chapter 21 – Design Standard Decisions</p>	<p>DISTRIBUTION</p> <p><b>ON-LINE</b></p>	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version located on the California Department of Transportation (Caltrans) Division of Design Website:

<https://dot.ca.gov/programs/design/manual-project-development-procedures-manual-pdpm>.

Changes were made to PDPM Chapter 2 to:

- Implement the memorandum “Seal, Signature, and Roles and Responsibilities of Registered/Licensed Professionals on Project Plans, Specifications, and Reports” dated April 12, 2022, including:
  - Revisions to the subheading “Project Engineer” in Section 3 “District.”
  - Revisions and additions to Section 9 “Signatures on Technical Reports.”
- Implement the decision document “Locally Implemented projects Quality Management Plan Approval” dated February 5, 2022, by revising Section 5 “Special Funded Projects” to support and refer to current policy and practices in Deputy Directive 23 – Roles and Responsibilities for Development of Projects on the State Highway System, Deputy Directive 90 – Funding of Quality Management Work on State Highway Projects, the Quality Assurance Program Guide for Design Products, and the Project Management Manual.
- Update content throughout Chapter 2 to reflect current Headquarters and district organization and responsibilities.

Changes were made to PDPM Chapter 21 to:

- Update applicable portions of Title 23 Code of Federal Regulations and Title 23 United State Code.
- Update requirements for modification of an approved design standard decision document.

The locations of revisions are denoted by a vertical line within the outside margin of the manual.

Some of the references found in the PDPM have hyperlinks that connect to Caltrans intranet pages which are not displayable to the public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

PDPM holders are encouraged to use the most recent manual version available online at the above website. Should a manual holder choose to maintain a paper copy, the holder is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the electronic notification service for project development procedure updates and would like to become a recipient, please visit: [PDPM updates weblink](#)