

Memorandum

*Flex your power!
Be energy efficient!*

To: GEOTECHNICAL SERVICES STAFF

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Subject: New Geotechnical Manual

The 2007 Federal Highway Administration's review of the Department's geotechnical program provided 16 recommendations for its improvement. One of these recommendations was to "Develop a set of policies and procedures documenting the geotechnical standards of practice at Caltrans." To comply with this recommendation, Geotechnical Services (GS) has created a *Geotechnical Manual* to document the Department's standards of practice for geotechnical investigations, design, reporting, quality management, and other business practices.

The *Geotechnical Manual* is available on the GS webpage and will be updated on a regular basis as new and/or modified procedures are implemented. Staff will be notified of future additions or revisions to the Geotechnical Manual via electronic mail. Issue dates will also be placed on the web links and within each document's footer. GS management will decide on the level of training to provide for each section as they are issued.

The following sections have been approved by the Geotechnical Services Management Team and are now available on the Geotechnical Manual web page:

- Intent of the Manual, usage, definitions, exceptions, and revisions
- Development process for geotechnical standards
- Soil and rock logging, Log of Testing Borings preparation
- Sound walls

It is expected that staff read, understand, and implement the requirements of the Geotechnical Manual, and seek clarification from their supervisors as necessary. Managers and supervisors are responsible for ensuring that the provisions of the manual are properly incorporated into all applicable work products.

The GS Corporate Unit is charged with the Geotechnical Manual's development and is available as a resource for questions and clarification. A discussion forum titled *Geotechnical Manual* has been placed on the GS Discussion Board for staff to post their comments for improvements.