

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties	Date: December 2002
From: Office of Local Systems	I.M. No. 1.050
Subject: Manuals, Guides and Instructional Information Available to Counties	

The purpose of this Instructional Memorandum (I.M.) is to list manuals, guides and instructional information frequently used by county personnel. Also listed is a short description of its use, author, distributor and if there is a charge to the county.

### 1. Standard Specifications For Highway and Bridge Construction

This "spec book" contains the standard specifications for contract work awarded by the Iowa Department of Transportation (Iowa DOT). It is prepared by the Iowa DOT's Statewide Operations Bureau (Specification Section) and one copy is distributed by the Iowa DOT's Office of Local Systems at no charge to the county. Additional copies can be purchased through the Iowa DOT's Central Warehouse, Office Supplies Section. The Standard Specifications are also available in CD-ROM format as part of the Electronic Reference Library (ERL). The ERL can be ordered from the Iowa DOT's Statewide Operations Bureau (Specification Section) and is also available on the Iowa DOT website at:  
<http://www.iowadot.gov/specifications/index.htm>.

### 2. General Supplemental Specifications

The General Supplemental Specifications catalogues the revisions made to the Iowa DOT's Standard Specifications since the printing of the last edition. It is prepared and distributed every six months by the Iowa DOT's Statewide Operations Bureau (Specification Section). General Supplemental Specifications are also available as part of the ERL as noted in item no. 1 above. Additional copies can be ordered through the Office of Contracts at no charge.

### 3. Instructional Memorandums to County Engineers (I.M.s)

This manual contains I.M.s on funding, maintenance, project development, design guidelines, ROW acquisition, forms, supplies etc. It is prepared in consultation with a committee of county engineers and distributed by the Iowa DOT's Office of Local Systems at no charge to the county. Although new or extra manuals will not be furnished, revisions are distributed electronically by the Office of Local Systems at no charge to the county. The I.M.s to County Engineers are available on the Office of Local Systems website at:  
[http://www.iowadot.gov/local\\_systems/publications/im/imtoc.pdf](http://www.iowadot.gov/local_systems/publications/im/imtoc.pdf).

### 4. Construction Manual

This two-part policy manual is used in the administration and inspection of construction projects. It is prepared by the Iowa DOT's Office of Construction. One copy of each revision is distributed through the Office of Document Services at no charge. Extra manuals or revisions must be ordered through the Iowa DOT's Central Warehouse, Office Supplies Section at a charge to the county. The Construction Manual is also available as part of the ERL as noted in item no. 1 above.

### 5. Iowa DOT Materials Instructional Memorandum Manuals, Volumes 1-4

These manuals contain instructional memorandums, identify approved sources of materials, and include sampling, testing and approval procedures and conditions for acceptance and use. When reference is made to an I.M. in the Standard Specifications for Highway and Bridge Construction book, the I.M. is considered part of the specification. These manuals are prepared by the Iowa DOT's Office of Materials and distributed through the Iowa DOT's Office of Document Services. One copy is furnished at no charge to the county through the Office of Document Services. All revisions are distributed through the Office of Local Systems also at no charge. For additional manuals, there is a charge. Materials I.M.s are also available as part of the ERL as noted in item no. 1 above.

### 6. Project Development Information Packet

The Packet includes project development timelines, flow charts, guidelines, design criteria, Instructional Memorandums and forms to assist with the federal-aid project development process. This Packet is prepared, updated, and distributed electronically by the Office of Local Systems at no charge to the county. The Packet, including current revisions, is also available on the Office of Local Systems website at:  
[http://www.iowadot.gov/local\\_systems/publications/proj\\_dev\\_info.html](http://www.iowadot.gov/local_systems/publications/proj_dev_info.html)

#### 7. Iowa DOT Right-of-Way Manual

The manual, "Iowa Local Public Agency Right-of-Way (ROW) Manual" is prepared by the Iowa DOT's Office of Right of Way and is updated and distributed periodically at no charge to the county.

#### 8. Policy For Accommodating Utilities on County or City (Non-Primary) Federal Aid Highway Right-of-Way

This policy establishes procedures for accommodating utility facilities and private lines on the right-of-way of federal-aid (FA) projects on FA routes. It is produced and distributed by the Iowa DOT's Office of Local Systems at no cost to the county. Extra copies or revised copies will also be distributed by the Office of Local Systems at no charge to the county. This document is also available on the Office of Local Systems website at:  
<http://www.iowadot.gov/traffic/sections/itsauwz/utilityaccommodation.aspx>

#### 9. Roadside Design Guide

This is an informational guide that presents a combination of current information and operating practices related to roadside safety. It is intended for use as a resource document from which local highway agencies can develop standards and policies. This guide is published and can be purchased from the American Association of State Highway and Transportation Officials (AASHTO), 444 North Capitol Street NW, Suite 249, Washington, DC 20001. Phone: (202) 624-5800.

#### 10. A Policy on Geometric Design of Highways and Streets

Commonly referred to as "the Green Book," this contains recommended design practices for street and highway geometric design. The current edition of this publication (2001) contains U.S. Customary and Metric units. This publication can be purchased from AASHTO, 444 North Capitol Street NW, Suite 249, Washington, DC 20001. Phone: (202) 624-5800.

#### 11. Guidelines for Geometric Design of Very Low-Volume Local Roads

This AASHTO publication provides additional design guidelines for low volume roads ( $ADT \leq 400$ ). These guidelines may be used in lieu of those found in the AASHTO Green Book and address areas where differences exist between the guidelines for high volume roads and low volume roads. This publication can be purchased from AASHTO, 444 North Capitol Street NW, Suite 249, Washington, DC 20001. Phone: (202) 624-5800.

#### 12. Guide for the Development of Bicycle Facilities

This AASHTO publication is a comprehensive guide to the planning and design of bicycle facilities. These guidelines serve as the design standards for state and federally funded recreational trail projects. This publication can be purchased from AASHTO, 444 North Capitol Street NW, Suite 249, Washington, DC 20001. Phone: (202) 624-5800.

#### 13. Iowa DOT Standard Road Plans

This manual, commonly referred to as the Red Book, contains the Iowa DOT's Standard Road Plans. It shows standardized design features, construction methods and materials needed. The manual is required. It is prepared by the Iowa DOT's Office of Design (Methods Section) and one copy is furnished at no charge to the county. Revisions are also furnished at no charge to the county. Additional copies can be purchased through the Iowa DOT's Office of Document Services. Standard Road Plans are also available as part of the ERL as noted in item no. 1 above, and on the Office of Design website at: <http://www.dot.state.ia.us/design/stdrdpln.htm>

#### 14. Iowa DOT Design Manual

This manual contains the Iowa DOT's policy on road design for the primary highway system. It shows design memorandums and criteria utilized by the Iowa DOT in preparation of plans for the primary highway system. While useful, it is not required that a county have this manual. It is produced by the Iowa DOT's Office of Design (Methods Section). This manual can be purchased through the Iowa DOT's Office of Document Services. Revisions are available at a charge to the county. The Design Manual is also available on the Office of Design website at: <http://www.iowadot.gov/design/stdrdpln.htm>

#### 15. Iowa DOT Road Design Details

This manual, also commonly referred to as “the Green Book,” contains aids for the designer in the development of detailed design plans. These aids include standard plan tabulations, plan notes, detail sheets, typical cross sections, etc. While useful, it is not required that a county have this manual. It is produced by the Office of Design (Methods Section). This manual can be purchased through the Iowa DOT’s Office of Document Services. Revisions are available at a charge to the county. Road Design Details are also available on the Office of Design website at: <http://www.iowadot.gov/design/desdet.htm>

16. Recording & Coding Guide for the Structure Inventory and Appraisal of the Nations Bridges

This manual provides instructions for completing the Structure, Inventory and Appraisal (SI&A) Form. This guide is available on the FHWA website at:

<http://www.fhwa.dot.gov/bridge/mtguide.pdf>

17. Iowa Laws Pertaining to Transportation, Volumes 1-3

These contain Iowa Code Chapters (vol. 1), Administrative Rules (vol. 2), and recently enacted Session Laws (vol. 3) related to transportation. They are prepared and distributed by the Iowa DOT Director’s Staff Division at a charge to the county.

18. Manual on Uniform Traffic Control Devices (MUTCD)

This manual sets forth the basic principles that govern the design and usage of traffic control devices. It constitutes the standard guidelines and specifications for a uniform system of traffic control devices in Iowa and applies to all highway systems. It is produced by the U.S. Department of Transportation, FHWA and adopted for use in Iowa by the Iowa DOT. One copy is distributed by the Office of Local Systems at no charge to the county. The electronic version of the 2000 MUTCD is the official FHWA publication and is available on the FHWA website at: <http://mutcd.fhwa.dot.gov/>

19. Iowa Traffic Control Devices and Pavement Markings: A Manual for Cities and Counties

This handbook augments the MUTCD by interpretation. It provides state and local transportation agencies with suggestions and examples for many common situations that may be encountered in the area of public safety. Copies of the manual, also in CD-ROM format, are available from the Center for Transportation Research and Education (CTRE) library in Ames, IA. This document is also available on the CTRE website at:

<http://www.ctre.iastate.edu/pubs/itcd/index.htm>

20. Iowa DOT Standards For Maintenance Activities

This manual provides guidelines to Iowa DOT maintenance personnel for conducting various maintenance activities. It can be used by the county but need not be utilized as guidelines for county work. It is prepared by the Iowa DOT’s Maintenance Office and distributed by the Office of Local Systems at no charge to the county. Although binders or extra copies are not furnished, revisions are distributed by the Office of Local Systems at no charge to the county.

21. Iowa DOT Maintenance Instructional Memorandum Manual

This manual provides information and guidelines to Iowa DOT employees performing field maintenance operations. It can be used by the county but need not be utilized as guidelines for county work. It is produced by the Iowa DOT’s Maintenance Office and distributed by the Iowa DOT Office of Local Systems at no charge to the county. Although binders or extra copies are not furnished, revisions are distributed electronically by the Office of Local Systems at no charge to the county.

Web sites of general interest:

- American Association of State Highway & Transportation Officials (AASHTO):  
<http://transportation1.org/aashtoneu/>
- Center for Transportation Research and Education (CTRE):  
<http://www.ctre.iastate.edu/index.html>
- Federal Highway Administration: <http://www.fhwa.dot.gov/>
- Iowa County Engineers Association Service Bureau: <http://www.iceasb.org/>
- Iowa Department of Transportation

Home page: <http://www.iowadot.gov/>

Office of Specifications: <http://www.iowadot.gov/specifications/index.htm>

Office of Local Systems: [http://www.iowadot.gov/local\\_systems/index.htm](http://www.iowadot.gov/local_systems/index.htm)

Office of Design: <http://www.iowadot.gov/design/index.htm>

Office of Materials: <http://www.iowadot.gov/materials/index.htm>