

New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 49	Consultant e-mail and Letterhead	12/05/2023
CATEGORY: Office		

To meet the requirements of the Open Public Records Act (OPRA) and the Division of Archives and Records Management (DARM) requirements as it relates to all State data, including consultants' communication on behalf of DOT and the ability to use SimpliGov, all consultants are required to use a DOT-provided email address while conducting DOT business.

If a Consultant does not have a DOT e-mail address assigned to them, the RE, or Field Manager who supervises a Consultant RE, must send an e-mail to the Director of Construction and Materials Office through lisa.zacchino@dot.nj.gov with a request for an assignment of an e-mail address for a Consultant staff member and provide their name and work location.

If additional information is needed the Director's office will advise.

Consultants should continue to use their firm's letterhead for regular mail correspondence.



Albert Balluch

Director, Construction & Materials