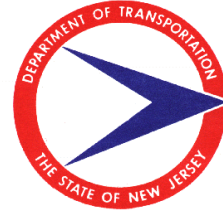


New Jersey Department of Transportation

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Baseline Document Change Announcement

General Information

Distribution of Baseline Document Change Announcements

BDC03T-04

July 15, 2003

Subject: Standard Distribution Procedure of all BDC Announcements

To standardize electronic and hard copy distribution of all future BDC Announcements, this announcement describing the distribution procedure is being issued. All users of BDC announcements must retain this information, since it will no longer appear on every BDC Announcement after September 1, 2003.

BDC Announcements and their attachments will be distributed as follows:

Electronic Access

1. A group of Department personnel will be notified via e-mail when a BDC is signed and posted on the NJDOT website. The e-mail will also include a link to the NJDOT website, where the BDC can be viewed or downloaded. This group of individuals shall be responsible for informing their staff or other colleagues who may utilize the information.
2. The BDC Announcement file and all attachment files can be viewed and downloaded directly from the New Jersey Department of Transportation Web Page:
<https://www.state.nj.us/transportation/eng/documents/BDC/>
Alternatively, you can also access this page from the New Jersey Department of Transportation website <http://www.state.nj.us/transportation/> and then navigate to "Engineering", then "Announcements", then "Design Document Change Announcements – Baseline Document Change (BDC), Corrective Action Notices (CAN) and Quality Improvement Advisories (QIA)".

Coding

The baseline document code number presented near the upper left hand corner of BDC memos consists of a multi-character alphanumeric combination.

ex: BDC03T-04

BDC = Baseline Document Change

03 = Year (2003)

T = Type of Document Changed, see below

04 = Number assigned in the order received as request

Code for type of Document

D = Construction Detail

MB = Design Manual, Bridge

MR = Design Manual, Roadway

PR = Procedure
S = Specification
T = Other (i.e.: Sample Plans, Bid Price Report, etc.)

This BDC Announcement supercedes BDC96T-001 dated July 24, 1996 (Baseline Document Change Memorandum Introduction), and All Design Unit Memorandum dated May 27, 1994 (Bulletin Board Implementation).

Revised 4/18/2019