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## **Structures Engineering Instructions (SEI)**

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**Distribution:** Structures, Director PDD, Assistant Director PDD, PDD Section Managers, Chief of Contract Admin., Director Ops., Assistant Director Ops., Consultants

**Approved:** Wm Michael Hedges **Date:** 10/30/07  
Wm. Michael Hedges,  
Structures Program Manager

**Subject:** **Structures Engineering Instructions Process**

### **Administrative Information:**

**Effective Date:** This SEI shall be considered effective for the Structures Section from the date of approval.

**Superseded SEI:** None.

**Exceptions:** None.

**Disposition of SEI Content:** The technical information transmitted by this SEI will be incorporated into the next revision of the Structures Manual.

### **Purpose:**

To adopt and outline the process for Structures Engineering Instructions (SEI)'s.

### **Technical Information:**

Structures Engineering Instructions (SEI) are intended to be utilized for the expeditious dissemination of important information and will normally be used for the issuance of specialized engineering-related directions for designs and projects advanced through or by the Structures Section. They will generally relate to the following:

- 1) The timely issuance of new or revised specifications, direction, guidance, or procedure for design of highway structures and Structure Section Projects until such time that the material is incorporated into the Structures Manual, Standard Specifications or other document.
- 2) To announce the issuance of new or revised detail sheets, standard drawings, and cadd cells.
- 3) To announce the latest revision of design software and in-house developed spread sheets or mathcadd worksheets.
- 4) To forward technical advisories or requirements from other VTrans Sections or Divisions, FHWA or AASHTO.

The SEI process is intended to supplement VTrans Policy and PDD Procedure. When ever a conflict may arise between information contained in a SEI and VTrans Policy or PDD Procedure, the VTrans Policy or PDD Procedure shall govern.

The approving authority for a SEI is the Structures Program Manager.

A SEI remains "in-force" or "active" until the body of the SEI is incorporated in a new Specification, a Structures Manual revision, or other official document. A SEI maybe re-issued or amended in new SEI that updates AND replaces the existing. A SEI maybe retired (superseded) as deemed necessary by the Structures Program Manager.

Anyone in Structures may recommend, thru their Project Manager/ Supervisor, a subject to be issued as a SEI to the Structures Program Manager. Preferably when bringing such matters forward, the staff member shall include the following:

- 1) A summary of the issue or matter being recommended for being issued as an SEI.
- 2) Proposed wording for the SEI including content with any interpretations and proposed direction.

Draft SEI's will be circulated to Project Managers for comment prior to them being issued whenever possible.

Approved SEI's will be distributed electronically and available on the VTrans internet as soon as possible.

**Implementation:**

The SEI process will be implemented immediately within the Structures section and shall be in effect until further notice.

**Transmitted Materials:**

No supplemental materials are transmitted with this SEI.