

WFLHD SUPPLEMENT 1.1.6-1

1.1.6 DIVISION SUPPLEMENTS

Add the following to [Section 1.1.6](#):

1.1.6.1 Issuing WFLHD Supplements

The Western Federal Lands Highway Division (WFLHD) will issue supplemental standard practices, guidance, and criteria that pertain to operations within WFLHD. The purpose of this supplement is to describe the methodology for creating and issuing WFLHD Supplements to the PDDM.

1.1.6.1.1 Purpose

Begin all supplements with a statement of purpose summarizing the reasons for issuing the supplement. See [Section 1.1.6.1](#) of this supplement as an example.

1.1.6.1.2 Format

WFLHD Supplements will have a similar format and style as the PDDM as described in the [FLH Style and Operational Guide](#). The following differences will apply:

- Use the [WFLHD Supplement Template](#) for the correct styles and formatting. This supplement serves as an example.
- Show the supplement name in the upper left hand corner of the header. The supplement name will usually be the text associated with the Heading 2, Heading 3, or Heading 4 style in the supplement.
- Begin the Supplement with a Chapter Title showing the supplement number. The supplement number is derived from the section of the PDDM to which the supplement refers followed by a sequential number. For instance, this supplement is numbered 1.1.6-1, which means it is supplemental guidance related to PDDM Section 1.1.6, and is the first Division procedure to be issued under this section. A second supplement issued under this section would be numbered 1.1.6-2. Also show the Supplement number in the footer.
- Number pages sequentially in the footer and show the total number of pages in the supplement as illustrated in this supplement.
- The first section of the supplement should match the section of the PDDM from which the supplement is called. Supplements are typically called from the second or third level sections of the PDDM (i.e. Section 1.1 or 1.1.6).
- All graphics, tables, exhibits, drawings, etc., will be considered Figures in WFLHD Supplements. Label all figures alphabetically and sequentially beginning with Figure A. All figures will have a title or name. Figure labels and title/names should be easily distinguished from the figure as shown in [Figure A](#).

1.1.6.1.3 Coordination Responsibility

The following organizational units within WFLHD will be responsible for the coordination of adopted supplements:

- Chapter 1 – Highway Design Team
- Chapter 2 – Planning and Programming Team
- Chapter 3 – Environment Team
- Chapter 4 – Highway Design Team
- Chapter 5 – Land Services Team
- Chapter 6 – Geotechnical Team
- Chapter 7 – Hydraulics Team
- Chapter 8 – Highway Safety Team
- Chapter 9 – Highway Design Team
- Chapter 10 – Bridge Team
- Chapter 11 – Materials Team
- Chapter 12 – Land Services Team
- Chapter 13 – Highway Design Team

Submit proposals for new or revised supplements to the Highway Standards Engineer. Provide a reason for the change and circumstances that precipitated the change. The originator may assemble a technical working group or team including the affected disciplines to develop the Supplement.

When an adopted supplement is modified, corrected, or changed in any manner, reissue the supplement in its entirety. The supplement number will remain the same and the effective date will be used to identify the most recent version.

1.1.6.1.4 Approval

The Highway Standards Engineer will finalize the Supplement, then submit it to the Acquisitions and Contracts, Construction, Highway Design, Project Management, Technical Services, and Program/Planning & Environment Branch Chiefs for review, comment, and consent. The Highway Standards Engineer then prepares the final document.

The Chief of Engineering approves all WFLHD Supplements. The Highway Standards Engineer will notify WFLHD, EFLHD, CFLHD, and the Federal Lands Highway Office; and coordinate with the Acquisitions and Contracts Branch to notify A/E contract holders of the update. Adopted supplements will be announced using the [Transmittal Memorandum](#) shown in [Figure A](#). Transmittals will be numbered sequentially beginning with Transmittal W1.

The Highway Standards Engineer will post approved supplements and the *Summary of Transmittals* on the [WFLHD Supplements](#) web site and establish a Division file to retain copies of all operating procedures. The file will be permanent and will not be destroyed or forwarded to the Federal Records Center.

Figure A Supplement Transmittal Memorandum



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Western Federal Lands Highway Division
610 E. Fifth Street
Vancouver, WA 98661-3801

Date: November 18, 2020
To: WFLHD, CFLHD, EFLHD, and FLH Manual Holders
From: Brent Coe
Acting Chief of Engineering
Subject: Project Development and Design Manual (PDDM)
Adopted WFLHD Supplements
Transmittal Number: W19

The following WFLHD Supplements to the *PDDM* have been adopted for use in the Western Federal Lands Highway Division (WFLHD):

Change Number	REMOVED		POSTED		EXPLANATION OF CHANGES
	Supplement	Dated	Supplement	Dated	
1	1.1.6-1	10/18/2018	1.1.6-1	11/17/2020	Modified to reflect current signature process

All WFLHD Supplements are available for viewing and download at <https://highways.dot.gov/federal-lands/pddm/wfl>.