

INTRODUCTION

The purpose of this Manual is to provide procedures and directives necessary for implementation and uniform interpretation of laws, policies and regulations pertaining to the Department.

The Manual contains "Administrative Directives" and "Operating Procedures" applicable to the following:

1. Department Administrative Policy
2. Inter-Divisional Activities

New "Operating Procedures" may be originated by any Bureau or Division in conjunction with the Bureau of Data Processing. It is the responsibility of the Bureau of Data Processing to review and recommend to the Commissioner for approval newly proposed procedures.

Administrative Directives are used by the Commissioner to establish new organizational units and assign or reassign broad areas of responsibility within the Department.

The Internal Audit Section determines that Department personnel are complying with the above directives and procedures.

DEPARTMENTAL OPERATING PROCEDURES

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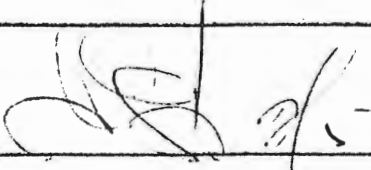
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DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.101

Title DEPARTMENTAL OPERATING PROCEDURES - INITIATION & RESPONSIBILITY		Effective Date
Supersedes AD-2	Approvals 	Distribution
Related Procedures 1.305	Forms Required NONE	Page 1 of 3

I. PURPOSE

To outline the responsibilities for preparation, issuance, and maintenance of Department Operating Procedures and Administrative Directives.

II. RESPONSIBILITY

As outlined below.

III. DEFINITIONS

1. Departmental Operating Procedures - Administrative standard practice rules and instructions which define policy and establish systems necessary to carry out Departmental activities.
2. Departmental Administrative Directives - Administrative orders which establish new organizational units and assign or reassign broad areas of responsibility within the Department.
3. Department Operating Procedure Manual - refers to all Department Operating Procedures and Administrative Directives as a group. These shall be filed in the binder provided for this purpose

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

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V. PROCEDURE

A. Administrative Directives

1. Administrative Directives shall be reserved for use by the Commissioner to establish new organizational units and assign or reassign broad areas of responsibility within the Department.
2. Administrative Directives shall be distributed and filed in the same manner as Departmental Operating Procedures (see B-6 below).

B. Operating Procedures

1. Operating Procedures may be originated by any Division or Bureau in conjunction with the Bureau of Data Processing.
2. The Bureau of Data Processing shall prepare a draft of the procedure and forward it to the Comptroller for approval. If approved by the Comptroller, the Bureau of Data Processing shall forward the draft to the Division Heads concerned.
3. The Division Heads concerned shall attach their recommendations and comments to the draft and return both to the Bureau of Data Processing.
4. The Bureau of Data Processing shall then prepare a final draft of the Operating Procedure, and shall attach the recommendations of the Division Heads concerned, and that of the State Highway Engineer, together with its own recommendations, to the draft of the Operating Procedure and forward to the Commissioner for approval.
5. The approved Operating Procedure shall be returned to the Bureau of Data Processing for distribution.
6. Distribution of Operating Procedures shall be as follows:
 - a) To all individuals on Standard Distribution List "B" (see Departmental Operating Procedure 1.305 "Standard Distribution Lists").
 - b) Any other individuals concerned.

V. PROCEDURE (Continued)

C. Changes

Any recommendations for changes to existing Operating Procedures shall be directed to the Bureau of Data Processing and shall be processed in the same manner as new procedures.

D. Indexing and Format

The indexing and format for all Operating Procedures and Administrative Directives shall be consistent with the existing Departmental Operating Procedures.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.102

Title EMERGENCY ORDER OF SUCCESSION TO OFFICIAL POSITIONS		Effective Date 2-10-65
Supersedes AD-32 (Rev. 1)	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 3

I. PURPOSE

To provide for the orderly succession of Department officials in the event of an enemy attack, or other catastrophe, when the effect of such an attack is such as to render incumbents of official positions unavailable or incapable of acting.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

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V. PROCEDURE

A. State Highway Commissioner

In the event that the Commissioner is, by reason of any enemy attack, or other catastrophe, unavailable or incapable of acting and the Governor or official occupying the position makes no designation as an Acting Commissioner, the incumbents of the following positions in the order stated shall succeed to the position of State Highway Commissioner on an "acting" basis:

1. Executive Assistant to the Highway Commissioner
2. State Highway Engineer
3. Assistant State Highway Engineer
4. Director & Chief Engineer, Division of Roads, Design & Construction
5. Director & Chief Engineer, Division of Maintenance & Operations
6. Director & Chief Engineer, Division of Planning, Research, Soils & Tests
7. Director & Chief Engineer, Division of Bridges
8. Comptroller, Division of Accounting & Administrative Services.

V. PROCEDURE (Continued)B. State Highway
Engineer

1. In the event that the State Highway Engineer is unavailable or incapable of acting in the office of State Highway Engineer, the official next succeeding him in the foregoing list of succession and who is available shall assume the duties of the absent official.
2. In the event that the State Highway Commissioner, the Deputy Highway Commissioner and State Highway Engineer are, by reason of enemy attack, or other catastrophe, unavailable or incapable of acting in their respective positions and if all of the officials appearing in the foregoing list (under State Highway Commissioner) are similarly unavailable or incapable of acting, the administrative authority of the Department shall be lodged in the office of the State Highway Engineer until such time as the Governor or other official shall otherwise designate, and the following officials shall assume the duties of State Highway Engineer on an "acting" basis in the order listed:
 - a) Supervising Engineer, Bureau of Roads Location & Design, Division of Roads, Design & Constr.
 - b) Supervising Engineer, Bureau of Roads Construction, Division of Roads, Design & Constr.
 - c) Supervising Engineer, Division of State Aid
 - d) Director, Division of Personnel
 - e) Director, Division of Right of Way Acquisition & Titles
3. In the event that all of the officials listed under Sections A and B are unavailable or incapable of acting, it shall be assumed that Trenton headquarters has been rendered untenable and inactive. Highway Department headquarters will be re-established at the Netcong Garage on Route 206. Field Officials hereinafter listed shall succeed as State Highway Engineer on an "acting" basis in the following order. The highest on the list surviving shall assume the authority of State Highway Engineer.

V. PROCEDURE (Continued)

B. State Highway Engineer

- a) District Engineer, Northern District, Bureau of Roads Location & Design, Div. of Roads Design & Construction
- b) District Engineer, Northern Construction District, Bureau of Road Construction, Div. of Roads, Design & Construction
- c) District Engineer, Southern Construction District, Bureau of Road Construction, Div. of Roads, Design & Construction
- d) District Engineer, Southern District, Bureau of Road Location & Design, Div. of Roads, Design & Construction
- e) District Engineer, Central Construction District, Bureau of Road Construction

C. Division Head

Each Division Head shall, with respect to the office for which he is responsible, determine an order of succession on an "acting" basis, applicable in the event that he is by reason of enemy attack, or other catastrophe, unavailable or incapable of acting. District Engineers shall also list an order of succession for each district.

Such determinations of the order of succession shall be posted in Division and District Headquarters and shall be kept current.

D. District Engineer

In the absence of any communication from Trenton headquarters or re-established headquarters in Netcong, each District Engineer is empowered to act on his own authority to carry on necessary emergency activities for his district.

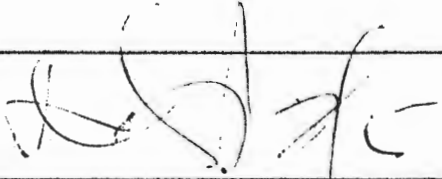
VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.103

Title PUBLIC SPEECHES		Effective Date 2-10-65
Supersedes AD-33	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-53 - Highway Jacket	Page 1 of 2

I. PURPOSE

To establish policy and procedures relative to "public speeches" made by Department employees.

II. RESPONSIBILITY

Director, Bureau of Public Information

III. DEFINITION

"Public Speech" as used herein shall be defined as an address, or presentation of a paper or article, to any gathering, on any matter relating to highways, accessories thereto, or other means of transportation.

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

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V. PROCEDURE

A. Requirements

1. Highway employees or agents of the Department shall not accept invitations, participate in, or make statements at any public gathering without clearance and approval from their Division Head and the Bureau of Public Information.
2. Five copies of the approved presentation shall be enclosed in Form AD-53 (Highway Jacket), and forwarded to the Bureau of Public Information for filing.

V. PROCEDURE (Continued)

B. Invitations

1. The advisability of any employee accepting an invitation to participate in any public or private gathering as a representative of the Department shall be discussed with his immediate supervisor.
2. The recipient of an oral invitation shall, with the approval of his Supervisor, put in memorandum form all pertinent information and forward through proper channels to his Division Head.
3. The recipient of a written invitation shall, with the approval of his supervisor, forward the invitation through proper channels to his Division Head stating all known facts about the group and the conditions or circumstances under which the invitation was extended. If the Division Head approves participation, he shall forward the memorandum to the Bureau of Public Information.

C. Approval

All written speeches and papers shall be submitted, by the Director, Bureau of Public Information, to the Commissioner's office for approval before presentation.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.104

Title DECORATIONS OR SIGNS ON STATE HIGHWAY RIGHTS OF WAY		Effective Date 2-10-65
Supersedes MT-6	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To outline the policy and procedures governing the erection of decorations or signs on State Highway Right of Way by others.

II. RESPONSIBILITY

Engineer of Permits, Bureau of Maintenance.

III. DEFINITIONS

Not Required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

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V. PROCEDURE

A. Permission

1. Decorations or signs on State Highway Rights of Way may be permitted in connection with the following.
 - a) Municipal Anniversaries
 - b) National Holidays
 - c) Christmas Season
2. Written permission for items 1-a and 1-b must be secured from the Superintendent of the District having jurisdiction over the area where permission has been requested.

V. PROCEDURE (Continued)

A. Permission

3. Decorations or Signs for the Christmas Season may be erected without permission subject to the following conditions:
 - a) No decorations or signs will be permitted in traffic circles, median strips or within the limits of grade separation interchanges.
 - b) No Decorations or Signs may interfere with the ability of a person to have a clear and unobstructed view of the street or highway ahead or of official signs, signals or traffic control devices, etc.
 - c) Overhead decorations or signs shall provide a minimum clearance of seventeen (17) feet over highway pavement and shoulders and be maintained in a safe condition with due regard for conditions of climate, weather and terrain.

B. Requirements

1. All decorations or signs must comply with the regulations established by the Engineer of Permits, Bureau of Maintenance
2. Decorations or signs must not contain advertising material of any kind. This includes political, veterans, religious or charitable organizations. Decorations or signs containing direct or indirect appeals for funds or services in any form shall not be permitted.
3. No decorations or signs of any type shall be affixed to, suspended from, or made a part of any highway structure or highway crossing.
4. The Department reserves the right to inspect all installations. Installations not approved must be corrected or removed

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.105

Title PERMITS - APPLICATION, PROCESSING, ISSUANCE AND ACCOUNTING		Effective Date 2-10-65
Supersedes MT-8	Approvals 	Distribution
Related Procedures 1.104 1.302 & 4.501	Forms Required See V-A Below	Page 1 of 8

I. PURPOSE

To establish a uniform procedure for issuing permits authorizing work to be performed on the New Jersey State Highway System by other than Department employees and authorized contractors.

II. RESPONSIBILITY

Engineer of Permits, Bureau of Maintenance.

III. DEFINITION

1. A permit is an authorization to perform work within, or adjacent to State Highway Rights of Way.
2. The Engineer of Permits is that employee in the Maintenance Bureau authorized to review, investigate, revise and establish standards, definitions, limitations, and recommend procedures under which permits shall be issued.
3. "District Superintendent" as used herein shall mean the District Superintendent, Division of Maintenance and Operations having jurisdiction over the area in which the work covered by the permit is to be performed. He may assign members of his staff to act in his behalf, but all permits must be signed by him, and he shall be responsible for the conditions thereon and their enforcement.

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

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V. PROCEDURE

A. Forms Required	AC-48	Accounts Receivable Form
	MT-17	Permit For Opening
	MT-27	Application For Erection of Poles
	MT-28	Application For Opening
	MT-29	Permit For Moving Buildings
	MT-30	Permit For Access (White)
	MT-32	Application For Access
	MT-33	Permit For Erection of Poles (White)
	MT-39	Application For Permit For Attachment to Storm Drain
	MT-88	Foremen's Report on Access - Openings

- B. Requirements
1. No work shall be performed over, under, or within any portion of State Highway Rights of Way by individuals, companies, corporations, partnerships, co-partnerships or any local, state or federal agency, except as authorized by a permit obtained from the District Superintendent having jurisdiction over the area in which work is to be performed.
 2. Applications for permits shall also be obtained for any activity, regardless of purpose, that may interfere with the free and safe movement of normal highway traffic on the State Highway System, or affect the existing physical structure of the Right-of-Way.
 3. Requests for permits shall be referred to the District Superintendent of the District in which the area of activity is located.
 4. All workmanship and material shall conform to the Standard Specifications of the Department, unless otherwise specified in printed rules, regulations, related procedures, or special conditions.
 5. Violation of these requirements shall be reported immediately to the District Superintendent.

- C. Classification** Permits shall be classified as follows:
- | | |
|------------------------------|---|
| 1) Openings | 7) Street Inter-section |
| 2) Erection of Poles | 8) Attachment to Bridges & other Structures |
| 3) Access | 9) Detours |
| 4) Movement of Buildings | 10) Miscellaneous |
| 5) Attachment to Storm Drain | |
| 6) Tree Trimming | |
- D. Distribution** Copies of the executed permit shall be distributed as follows:
- 1) Applicant - Original and one copy
 - 2) District Inspector of Permits, (or the employee assigned by him) - one copy
 - 3) Foreman, Bureau of Maintenance, assigned to the area of activity authorized by the permit - one copy
 - 4) District Office, Division of Maintenance and Operations - Yellow copy
- E. Application Permit**
1. Applications for Openings, Erection of Poles, Access, Movement of Buildings and Attachment to Storm Drain shall be made on forms supplied by the Department, all others shall be made by letter.
 2. Applicant shall submit five copies of supporting information for all activities requiring a standard Department Application Form (See E-1 above)
 3. Application by letter shall state nature and description of proposed work with sufficient information to accurately locate and describe the project.
- F. Application Investigation**
1. The District Superintendent or his representative shall review all applications for completeness. If in proper order, they shall be referred to the Inspector of Permits or other designated employees assigned to the District for detailed investigation and processing.

V. PROCEDURE (Continued)

- F. Application Investigation
2. Applications of an unusual nature shall be referred to the Engineer of Permits for further study and coordination. These include plans that may involve new construction, reconstruction, realignment or improvements of any nature within any portion of existing or proposed right-of-way, drainage or sanitary installations, attachments to or through bridges and structures, driveways which accommodate large volumes of traffic, such as shopping centers or drive-in theatres. The Engineer of Permits will refer the above to the proper division within the Department for review and comment. After completion of the review, any corrections and revisions or suggestions shall be noted and the application returned to the district office for appropriate action.
 3. When applications require movement or relocation of Highway facilities by the Department, the proper Bureau shall prepare an estimate of cost. The District Superintendent shall include this estimate as a condition in granting a permit. On completion of work, the aforesaid Bureau shall prepare and mail an invoice of the actual cost to the permittee, with copies to District Superintendent and Comptroller.
- G. Detours
1. Applications for detours by private contractors or constructors doing work on the highway for the benefit of individuals, utilities or agencies other than the State generally are not approved. Work should be planned and conducted in such a manner that the movement of vehicular traffic can be maintained.
 2. At times, however, the nature of work on the highway is such that interruptions to traffic movements would be constant for several days. Under the circumstances, a detour could be considered necessary. If it is determined that a detour is desirable, approval of the body having jurisdiction of the roads or streets to be used as a detour must first be obtained. If approved, the following conditions shall be in effect:

V. PROCEDURE (Continued)

G. Detours

- a) The permittee shall be responsible for the cost of all maintenance and repairs to the roads over which the traffic diversion takes place.
 - b) The permittee shall furnish and maintain, at his cost, approved signs, barricades, flares, cones and other safety devices necessary to protect the travelling public throughout the time the detour is in use.
 - c) All traffic handling shall be subject to the supervision and control of the Department's representative working in cooperation with the local police officials who shall, if requested, indicate their ability to handle the diverted traffic. If considered necessary, the Department reserves the right to insist on the full time employment of uniformed traffic directors.
2. After the above conditions are reviewed and accepted by the applicant, the District Superintendent shall forward to the Engineer of Permits a sketch showing the proposed detour together with a request for approval. The Engineer of Permits shall have prepared a Department Action Slip requesting said detour which shall be processed in accordance with Departmental Operating Procedure 1.302.
 3. Temporary traffic diversions may be approved when considered necessary to promote unusual construction within the right-of-way. Permission shall be subject to the conditions as set forth above, except that a Department Action Slip will not be necessary.
 4. Emergency diversions are to be reported as soon as practicable by the governing authorities, and conditions shall be as indicated in paragraphs G-1-a,b,c above.

V. PROCEDURE (Continued)

H. Issuance of Permits

1. District Superintendents shall issue written permission authorizing work on the State Highway System if the following conditions are met:
 - a) Requirements of this Operating Procedure have been fulfilled.
 - b) Investigation reports are favorable.
 - c) Any special conditions are acceptable.
 - d) Fees and charges are agreeable.
 - e) The State's interest is fully protected.
2. The District Superintendent may under unusual or emergency conditions, issue verbal approvals. Notice of such action shall be transmitted at once to the Inspector and Foreman by telephone or radio. Protection of life, limb, or property is the criteria on which emergency action shall be considered necessary.
3. If verbal permission is granted, the permittee shall, at the earliest possible time, submit formal application as outlined in this procedure.

I. Inspection

1. Inspector of Permits or other assigned employee shall be responsible for the supervision of the entire project.
2. Foremen shall arrange their duties so they may be present at the start of work covered by permits in their section whenever possible.
3. Foremen shall ascertain at the earliest opportunity that a valid permit exists, that the anticipated work is fully covered in the permit, and that the permittee is familiar with rules, regulations and conditions.
4. Foremen shall periodically check progress of the operation and inspect workmanship and materials.
5. Foremen shall report promptly to their immediate superior, all unauthorized, or defective work, faulty materials or undue delay in completing the operation.
6. At the conclusion of the project, Foremen shall complete and forward with comments, Form MT-8 to the Inspector of Permits.

V. PROCEDURE (Continued)

I. Inspection

7. After receipt of this report, the Inspector of Permits or other employee assigned to the duties of Inspector shall visit the site and inspect the project for approval.
8. Inspector of Permits shall return his copy of the permit to the District Superintendent, and if unapproved, state reason.
9. In order to protect the State's interest, the District Superintendent shall, upon receipt of unfavorable reports, take such steps that might be considered necessary to see that conditions of the permit are fulfilled.
10. The District Superintendent shall, if the project is of sufficient size or complexity, assign a full time representative to the project. Said representative shall assume the responsibilities and duties outlined in items I - 1 through 5.
11. The Superintendent shall reserve the right to demand from the contractor as a condition of any permit, a certified check or money order in an amount sufficient to guarantee or insure the proper maintenance or restoration of the area disturbed. If it becomes necessary that Department forces, for any reason, are forced to make repairs, the cost of such work shall be deducted from the principal and the remainder, if any, shall be returned after the project has been completed and accepted. If the amount of the guarantee is less than the cost of the additional work, the Contractor shall be billed for the balance due. The Engineer of Permits shall notify the Comptroller of any funds to be returned or additional billings to be made.

J. Cash Receipts

1. All cash receipts (cash, checks, money orders, certified checks, etc.) due the Department as a condition of a permit, shall be submitted by the contractor in accordance with Departmental Operating Procedure 4.501 (Cash Receipts-Invoicing). The District Superintendent shall be responsible for notifying the Engineer of Permits of all amounts due the Department and any subsequent transactions affecting such funds.

V. PROCEDURE (Continued)

J. Cash
Receipts

2. District Superintendents shall maintain a record of all such transactions which shall be made available to the Comptroller for audit at the end of each month.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.106

Title HIGHWAY SIGNS - AUTHORIZATION AND ERECTION		Effective Date 2-10-65
Supersedes EN-6	Approvals <i>[Handwritten Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 3

I. PURPOSE

To establish policy and uniform procedures for authorizing, constructing, and erecting signs on, or adjacent to, roadways under the jurisdiction of the Department.

II. RESPONSIBILITY

Sign Engineer, Bureau of Road Location and Design

III. DEFINITIONS

Not Required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

V. PROCEDURE

A. Requirements

1. All requests for signs, or revisions thereof, shall be submitted in writing to the Sign Engineer, Bureau of Road Location and Design.
2. The Sign Engineer shall submit all plans for new or revised signs to the State Highway Engineer for approval.

B. Construction

1. Department:

All signs, except electrical, shall be constructed and erected by the Signs and Traffic Lines Section, Bureau of Maintenance. Electrical signs shall be erected by the Bureau of Electrical Operations.

V. PROCEDURE (Continued)

B. Construction

2. Outside Contractors:

Signs may be constructed and erected by contract. In such cases the fabrication, construction and erection shall be subject to inspection and approval by the Sign Engineer.

C. Requests and Authorization

1. Preliminary plans of all new construction projects, or plans for construction which would result in changes to existing traffic patterns, shall be furnished to the Sign Engineer by the unit preparing said plans as soon as proposed island and curb lines are permanently determined. The Bureau of Road Construction shall furnish the Sign Engineer with plans showing any changes in island or curb alignment made during construction.
2. All construction plans, including sign specifications, designed by any agency other than the Department, and which affect the interests of the Department, shall be furnished to the Sign Engineer for approval prior to the erection of any signs.
3. The Bureau of Road Construction shall notify the Sign Engineer and Supervisor of Signs and Traffic Lines at least two weeks in advance of the opening of any portion of any project under construction.
4. The Sign Engineer shall authorize all signs, or changes to existing signs, by memorandum or by a plan drawing signed by him.
5. All complaints or suggestions regarding signs received by the Department shall be referred to the Sign Engineer for investigation, study and action.

D. Sign Standards

1. The Sign Engineer shall establish standards of sign design, construction and erection, and these standards shall govern the construction and erection of all signs on or adjacent to any roadway under the jurisdiction of the Department.

V. PROCEDURE (Continued)

D. Sign Standards

2. It shall be the responsibility of the Sign Engineer to develop new materials and new sources of supply. Samples of these materials shall be obtained and tested by the Department.

E. Erection of Signs

1. All signs shall be erected only as specified by the Sign Engineer whose specifications shall include message, size of sign, letter size and spacing, material, reflecting or lighting requirements, location, height and any other requirement he may deem necessary.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.107

Title OPERATION OF MOVABLE BRIDGES		Effective Date 2-10-65
Supersedes EL-1	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 3

I. PURPOSE

To state rules and regulations governing the operation of Departmental movable bridges.

II. RESPONSIBILITY

Supervising Engineer, Bureau of Electrical Operations.

III. DEFINITIONS

"Bascule Bridge" as used herein shall mean a bridge that swings upward about a horizontal axis.

"Nearly Open" as used herein means the first automatic stop in the opening of a movable bridge.

"Fully Open" as used herein means the maximum opening limit of a movable bridge.

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

V. PROCEDURE

Movable bridges shall be operated in accordance with this procedure and the Department of the Army - Corp. of Engineers Rules of Navigation.

A. Requirement

B. Opening and Closing Bridges

1. Bridges shall be opened whenever proper signals are received from watercraft, without question as to the need for opening
2. Bridges shall be opened when, in the operator's judgement, the craft has approached within a proper distance.

V. PROCEDURE (continued)B. Opening and Closing Bridges
(continued)

3. Vertical Lift Bridges. When the bridge starts to raise, the operator shall continue the "raise" until the craft enters the draw, or the NEARLY OPEN limit is reached. If it appears that the NEARLY OPEN limit will be required, the bypass shall be used and the bridge raised to the FULLY OPEN limit. The bridge shall not be moved downward until the entire craft or the last of a group has moved completely through the draw-span. The operator shall designate one gateman to be responsible for certifying when the channel is clear, as well as to advise the operator of the approach of other craft which may require the draw to remain open, in which case the operator shall decide whether to wait or close the bridge.
4. Bascule Bridges. When the second leaf starts to raise, the operator shall give siren signal and continue the "raise" until the craft enters the draw, or the NEARLY OPEN limits of both leaves are reached. If it appears that the NEARLY OPEN limit will be required, then the bypass shall be used and the bridge raised to the FULLY OPEN limit. Leaves shall not be moved in a downward direction until the craft, or the last of a group, has passed through the draw. Clear channel shall be certified to as in paragraph 3.
5. Swing Bridges. Operators may start to close bridge when craft, or last of a group of craft has reached the centerline of the bridge provided that the closing movement follows in the same direction the craft, or group, is moving. Clear channel shall be certified to as in paragraph 3.

C. Signals

1. Three blasts of the siren shall be given (four for Government craft) when the bridge has started to open, and two blasts of the siren shall be given when the bridge has started to close.
2. When an opening has been abnormally delayed due to traffic conditions, or failure of equipment, two blasts of the siren shall be repeated, with breaks long enough to distinguish the blasts, until the bridge can be moved.

V. PROCEDURE (continued)

C. Signals

3. No employee shall, under any circumstances, give to the pilot of a craft any audible or visual signal inviting him to approach the bridge or pass through the draw, whether the draw is opened or closed, other than those signals specified in paragraphs one and two above.

D. Traffic Gates

1. Bridges shall not be opened until traffic gates are fastened in the closed position. Gates shall be closed when, in the operator's judgment, a craft has approached within a proper distance to start the bridge opening. On bridges with a three-man shift, the operator shall not start the opening until he receives a whistle signal from the gate attendant on his side of the channel.
2. Traffic gates shall be operated in such a manner that the gate facing traffic shall be closed first and opened last. Employees operating gates shall control vehicular movement with traffic signals only. Hand or flag signals shall not be used to stop or start traffic during the opening or closing cycle.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.108

Title TRAFFIC SIGNALS - RELEASE OF INFORMATION		Effective Date 10-7-64
Supersedes EL-3	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To establish a uniform procedure for releasing information concerning traffic signals installed on State Highways and maintained by the Department.

II. RESPONSIBILITY

Supervising Engineer, Bureau of Electrical Operations.

III. DEFINITIONS

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. All requests for information concerning the operation or maintenance of traffic signals shall be referred to the Bureau of Electrical Operations for processing.
2. Requests for such information must be submitted in writing, accompanied by a check or money order for ten dollars (\$10.00) made payable to the New Jersey State Highway Department.
3. The following certification must be obtained in writing from the party requesting the information: "Neither the State of New Jersey nor any of its officers, agents, or employees, are, or will be, in any way involved in connection with the accident in question, or any proposed or pending litigation resulting therefrom."

V. PROCEDURE (Continued)

B. Permission

1. The Supervising Electrical Engineer may furnish information on traffic signals only if the above requirements are observed.
2. For official use only, information may be provided to State Government Agencies without complying with requirements 2 and 3 above.

C. Accounting

1. The Supervising Electrical Engineer shall transmit all monies received to the individual designated to receive such funds.
2. The Supervising Electrical Engineer shall maintain such records of receipts as may be required by the Comptroller.
3. All such records shall be made available to the Comptroller for audit at the end of each month.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE

No. 1.109

Title
REQUESTS FOR SERVICES FROM SOURCES OUTSIDE THE
DEPARTMENT

Effective Date
9-9-64

Supersedes
AD-21

Approvals

Distribution

Related Procedures
NONE

Forms Required
NONE

Page
1 of 1

I. PURPOSE

To outline the procedure to be used for processing requests from other State Departments, public officials, or any other source outside the Department for "services" to be performed by the Department.

II. RESPONSIBILITY

Recipient of Request

III. DEFINITIONS

The term "services" includes the use or release of Department personnel, materials, or equipment.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....
V. PROCEDURE

Requests shall be processed in the following manner:

1. Ordinarily, requests for services shall be submitted in writing, outlining the service to be performed.
2. In those exceptional cases where verbal requests are made, memorandum of record shall be prepared by the recipient.
3. All requests shall be forwarded to the Office of the Commissioner with the recommendation of the recipient. No service shall be rendered until the approved request is returned.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.110

Title
TRAFFIC REGULATIONS - ADOPTION OF

Effective Date
8-11-64

Supersedes
PT-1

Approvals
[Handwritten Signature]

Distribution

Related Procedures
NONE

Forms Required
PT-D-1 Adoption of Regulation
AD-12 Department Action Slip

Page
1 of 3

I. PURPOSE

To outline the procedure for preparation and adoption of traffic regulations pertaining to State Highways.

II. RESPONSIBILITY

Supervising Engineer, Bureau of Planning & Traffic

III. DEFINITIONS

Not Required

IV. AUTHORITY

Traffic regulations are authorized by Titles 27 and 39 of the Revised Statutes.

.....

V. PROCEDURE

A. Requirements

1. All matters concerning traffic regulations shall be referred to the Bureau of Planning and Traffic for investigation.
2. Regulations are to govern, but are not limited to, the following:

- | | |
|-----|--------------------------------|
| LS | Speed Zones |
| NP | No Passing Zones |
| RP | No Parking Zones |
| OW | One Way Streets |
| TS | Through Streets |
| SMT | Slow Moving Traffic |
| LAP | Use of Limited Access Highways |

Administrative 1.110

V. PROCEDURE (Continued)

- A. Requirements
3. Regulations shall be identified by letters and numbers indicating type of regulation, year of adoption and assigned number. Numbers shall be assigned sequentially, by type, within each calendar year.
- B. Surveys & Criteria
1. The Bureau of Planning and Traffic shall make field investigations and assemble data relative to traffic conditions and problems.
 2. Traffic regulations shall be prepared on the basis of surveys and criteria set forth in the current edition of the "Manual on Uniform Traffic Control Devices" and other accepted engineering practices.
- C. Recommendations
1. Recommendations for adoption of regulations shall be submitted for approval to the Director and Chief Engineer, Division of Planning Research, Soils and Tests by the Supervising Engineer, Bureau of Planning and Traffic.
 2. Following approval of the recommendation for adoption of proposed regulations by the Director and Chief Engineer, Division of Planning, Research, Soils and Tests, the recommendation shall be submitted to the Commissioner for approval on Form AD-12.
- D. Approvals
1. Regulations adopted by the Commissioner shall be forwarded by the Secretary of the Highway Department to the Director, Division of Motor Vehicles for approval.
 2. When approval is received from the Director, Division of Motor Vehicles, the approved regulation shall be sent to the Bureau of Planning and Traffic.
- E. Notification
- Copies of the regulation with letters of transmittal (Form PT-D-1) indicating dates of adoption

Administrative 1.110

V. PROCEDURE (Continued)

E. Notification

and approval shall be prepared by the Bureau of Planning and Traffic and forwarded to the following:

Department of Law and Public Safety
County Clerk
Municipal Clerk
County Traffic Safety Coordinator
Bureau of Maintenance (N.J.S.H.D.)
Deputy Attorney General "
Sign Engineer "
Central Files "

F. Signing and/or Markings

1. Signs required to effect a regulation shall be erected by the Bureau of Maintenance at the direction of the Sign Engineer.
2. If markings are required, the Bureau of Maintenance shall make the necessary markings as indicated on a map or a detailed description furnished by the Bureau of Planning & Traffic.
3. The Bureau of Maintenance shall notify the Bureau of Planning and Traffic and the Sign Engineer, giving the date of the completion of the signing and/or marking.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.111

Title HIGHWAY LOCATION AND DESIGN - PURPOSE, CLASSIFICATION, TYPE, LOCATION & JUSTIFICATION		Effective Date 11-18-64
Supersedes EN-4	Approval 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 3

I. PURPOSE

1. To outline the functions of the Division of Planning* relating to the determination of basic design characteristics, classification, priority, general location, and economic value of State Highway construction projects.
2. To set forth the procedure to be followed in such projects.

II. RESPONSIBILITY

Director, Division of Planning.

III. DEFINITION

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

1. Prior to directing the preparation of construction plans on any State Highway, or portion thereof, the State Highway Engineer shall obtain from the Director of Planning a report which shall contain the following information:
 - a) Purpose of the Project including:
 - 1) Present and future functions of road.
 - 2) Predominant type of traffic to be carried (through or local).
 - 3) Type of area to be developed (industrial, agricultural, recreational, residential).
 - 4) List of planned routes or traffic generators that would have an effect upon route.
 - 5) Preliminary estimate of right-of-way cost. (To be provided by the Division of Right-of-Way).

V. PROCEDURE (Continued)

- 6) Effect on existing urban planning.
 - 7) Pertinent accident facts.
- b) Recommended Classification of Highway (if new) in accordance with American Association of State Highway Officials' Classifications based upon:
- 1) Average Daily Traffic (initial and 20 years hence).
 - 2) Design Hourly Volume (initial and 20 years hence).
 - 3) Percentage of heavy trucks.
 - 4) Initial and future provisions needed for
 - a) pedestrians;
 - b) left turns;
 - c) U-turns;
 - d) parking restrictions;
 - e) service and rest areas.
 - 5) Design speed.
 - 6) Directional distribution.
- c) Recommended Type of Roadway in terms of:
- 1) Number of lanes - island and shoulder widths.
 - 2) Freeway, Parkway, land service - also divided or non-divided.
 - 3) Intersections at grade or separated.
- d) Recommended Termini Locations
- e) Recommended General Location of Route together with reason therefor.
- f) Recommended Interchange Locations.
- g) Justification of Project, including:
- 1) Benefit-Cost Ratio.
 - 2) Priority.
 - 3) Place in comprehensive plan.

- V. PROCEDURE (continued) 2. When the State Highway Engineer has reviewed the report and is in agreement with preliminary design features, he shall confer with the Commissioner regarding the desirability of proceeding with surveys and the preparation of construction plans. Upon authorization by the Commissioner, the State Highway Engineer shall so instruct the Director and Chief Road Engineer and/or Director and Chief Bridge Engineer by letter, with a duplicate copy forwarded to the Commissioner. The letter shall include salient job features, date of approval by the Commissioner, and any other necessary information.

* Note: The Division of Planning is to be created from the present Division of Planning, Soils & Tests in the near future. Until this action is formalized, all references to the Division of Planning and/or titles within it, shall refer to the Division of Planning, Soils and Tests.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.112

Title STATEMENTS OR TESTIMONY AT LEGAL HEARINGS OR TRIALS		Effective Date 8-19-64
Supersedes AD-31	Approval <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To establish a uniform procedure to be followed when Department employees are requested or subpoenaed to testify at legal hearings or trials pertaining to Departmental functions or produce Departmental records by an outside party.

II. RESPONSIBILITY

Deputy Attorney General, State Highway Department.

III. DEFINITIONS

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

Requirements:

- HIGHWAY EMPLOYEES SHALL NOT ATTEND ANY OUTSIDE HEARINGS OR TRIALS, PRODUCE ANY DEPARTMENTAL RECORDS AT SUCH HEARINGS OR TRIALS OR MAKE ANY VERBAL OR WRITTEN STATEMENTS AT SUCH HEARINGS OR TRIALS, CONNECTED WITH OR RESULTING FROM THEIR EMPLOYMENT WITH THE DEPARTMENT, VOLUNTARILY OR UPON REQUEST OF ANY OUTSIDE PARTIES. SUCH HEARINGS OR TRIALS SHALL BE ATTENDED, RECORDS PRODUCED, AND STATEMENTS MADE, ONLY AFTER PROPER SERVICE WITH A LEGAL SUBPOENA OR AT THE DIRECTION OF THE ATTORNEY GENERAL OR DEPARTMENTAL LEGAL COUNSELOR.

V. PROCEDURE (continued)

2. All requests received by employees to testify or produce departmental records shall be submitted to their Division Head; followed by consultation with the Department's Deputy Attorney General whose advice in the matter will be followed.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.113

Title PHOTOGRAPHIC SERVICES		Effective Date 8-11-64
Supersedes AD-14	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

- I. PURPOSE To establish a uniform procedure to be followed in initiating and processing requests for photographic services.

- II. RESPONSIBILITY Director, Bureau of Public Information

- III. DEFINITION Not Required

- IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

-
- V. PROCEDURE
 - A. Requirements All requests for audio-visual and photographic services, including prints of file negatives, shall be submitted in duplicate to the Community Relations Section, Bureau of Public Information.

 - B. Assignments and Records The Bureau of Public Information, Community Relations Section, shall make all assignments of audio-visual and photographic services, provide for the distribution of photographs, and shall maintain all files and records in connection therewith.

- VI. DISTRIBUTION Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE No. 1.114

Title CODES - INITIATION AND MODIFICATION		Effective Date 2-24-65
Supersedes NONE	Approvals <i>[Handwritten Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To centralize authority for the approval of new codes or the modification of existing ones in order to maintain an integrated coding system within the Department.

II. RESPONSIBILITY

A review committee consisting of a representative from the following organizational units:

- Bureau of Planning and Traffic;
- Bureau of Data Processing;
- Division of Maintenance and Operations;
- Division of Accounting and Administrative Services; and Division requesting a new or modified code.

III. DEFINITIONS

The term "code" shall include any system of numbers, letters, and/or symbols used to represent physical objects or data items.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....
V. PROCEDURE

1. Requests for new or modified codes shall be prepared by the originating Division and shall state the title, purpose, structure, extent and any other significant facts concerning the proposed codes. The originating Division shall forward the request to the Bureau of Data Processing.

V. PROCEDURE (continued)

B. Review
Committee

1. A review committee is established to review all requests for new or modified codes with respect to the following:
 - 1) Effect on existing or planned reporting systems and/or mechanization.
 - 2) Compatability with existing or proposed construction or maintenance codes.
2. The review committee shall consist of a representative from the following organizational units:
 - 1) Division of Maintenance & Operations.
 - 2) Division of Accounting and Administrative Services.
 - 3) Bureau of Planning & Traffic.
 - 4) Bureau of Data Processing.
 - 5) Originating Division.
3. The Chief, Bureau of Data Processing shall be Chairman, of the committee.
4. If the committee cannot come to an agreement, the State Highway Engineer shall determine the course of action to be followed and so direct the committee.

C. Implementation

After committee approval, the originating Division shall be responsible for implementing new or modified codes.


VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.115

Title DIVISIONAL OPERATING PROCEDURES MANUALS		Effective Date 2-18-65
Supersedes NONE	Approval 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE

To provide centralized written procedures to assist in accomplishing Divisional objectives. These procedures aid in uniform interpretation of Divisional policies, assure continuity as a result of personnel changes, and aid in training new personnel.

II. RESPONSIBILITY

All Division Heads

III. DEFINITIONS

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

1. Requirements:

Divisional operating procedures shall not be prepared that conflict with any of the following:

- a) Federal or State laws
- b) Regulations applicable to the Department
- c) Departmental Regulations and Directives
- d) Departmental Operating Procedures

The above items take precedence over Divisional operating instructions and must be adhered to if a conflict exists. Divisional procedures in conflict with Departmental procedures shall be revised within 30 days from the effective date of this procedure.

- 2. Divisional operating procedures shall be prepared in accordance with all statutes and regulations applicable to or promulgated by the Department.
- 3. Three copies of all Divisional operating procedures shall be filed in the Bureau of Data Processing.

VI. DISTRIBUTION


Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE

No. 1.1151

Title DIVISION OF ACCOUNTING AND ADMINISTRATIVE SERVICES "ACCOUNTING PRACTICE AND PROCEDURE MANUAL"		Effective Date 11-4-64
Supersedes NONE	Approvals 	Distribution "B"
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

The purpose of the Division of Accounting and Administrative Services Accounting Practice and Procedure Manual is to provide uniform written policies and procedures for the guidance of personnel in carrying out the Division's responsibilities, to make available information required in the training of new personnel, and aid in maintaining continuity of effort during personnel changes and during the regular course of business.

II. RESPONSIBILITY

It is the responsibility of each section head to see that policies and procedures included in this manual are followed.

III. DEFINITION

Not Required

IV. AUTHORITY

Departmental Operating Procedure 1.115 entitled "Divisional Operating Procedures Manuals".

V. PROCEDURE

A. Requirements

1. All matter to be contained in this manual shall be prepared in accordance with all laws and regulations applicable to or promulgated by the Department.

V. PROCEDURE (Cont'd)

A. Requirements

B. Contents

VI. DISTRIBUTION

2. If a conflict in accounting policy or procedure arises, it is to be brought to the immediate attention of the Comptroller. The Comptroller shall be responsible for the disposition of same.

The attached Table of Contents indicates the subject matter included in this manual.

Standard Distribution List "B".

T A B L E O F C O N T E N T S

<u>CHAPTER</u>		<u>PAGES</u>	<u>EXHIBITS</u>
	FOREWORD		
	INTRODUCTION		
I.	CHART OF ACCOUNTS	1-54	None
II.	CONSTRUCTION ACCOUNTING	1-29	A - L
III.	BUDGETARY ACCOUNTING	1-29	A - L
IV.	FEDERAL AID ACCOUNTING	1-16	A - L
V.	MAINTENANCE & OPERATIONS COST	1-27	A - K
VI.			
VII.	DIVISIONAL BULLETINS		



DEPARTMENTAL OPERATING PROCEDURE

Series Administrative
No. 1.1152

Title DIVISION OF RIGHT OF WAY "POLICY AND PROCEDURE MANUAL"		Effective Date 11-6-64
Supersedes NONE	Approvals <i>[Signature]</i>	Distribution "B"
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

The purpose of the Division of Right of Way "Policy and Procedure Manual" is to provide uniform written policies and procedures for the guidance of personnel in carrying out the Division's responsibilities, to make available information required in the training of new personnel, and aid in maintaining continuity of effort during personnel changes and during the regular course of business.

II. RESPONSIBILITY

It is the responsibility of all supervisory personnel to see that policies and procedures included in this manual are followed.

III. DEFINITION

Not Required.

IV. AUTHORITY

Departmental Operating Procedure 1.115 entitled "Divisional Operating Procedures Manuals".

V. PROCEDURE

A. Requirements

1. All matter to be contained in this manual shall be prepared in accordance with all laws and regulations applicable to or promulgated by the Department.

V. PROCEDURE (Cont'd)

A. Requirements

2. If a conflict in divisional policy or procedure arises, it is to be brought to the immediate attention of the Director. The Director shall be responsible for the disposition of same.

B. Contents

The attached Table of Contents indicates the subject matter included in this manual.

VI. DISTRIBUTION

Standard Distribution List "B"

DIVISION OF RIGHT OF WAY
"POLICY AND PROCEDURE MANUAL"

T A B L E O F C O N T E N T S

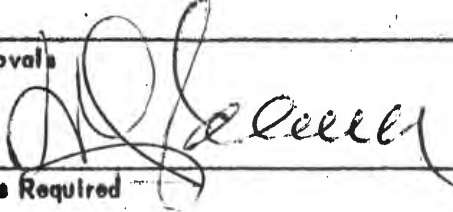
<u>SUBJECT</u>	<u>DATE APPROVED</u>
I. Operational Guide Lines for Right of Way Appraisals and Appraisal Review Procedures	August 28, 1963
II. Operational Guide Lines for Fee Appraiser Contracts and Fees	May 27, 1963
III. Operational Guide Lines for Relocation Advisory Service and Reimbursement of Moving Costs	January, 1963
IV. Guide Lines for Preparation of Appraisals for Right of Way Purposes and Supplemental Format Instructions	September, 1962 (Revised November 15, 1963)
V. Operational Guide Lines for Property Section, Improvement Disposition Office	October, 1961



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.116

Title REQUISITION AND INSTALLATION OF PROPERTY OBTAINED AS THE RESULT OF RIGHT-OF-WAY ACQUISITION		Effective Date 10-7-64
Supersedes AD-29	Approval 	Distribution
Related Procedures NONE	Forms Required PS-31 - Tool & Supply Requisition	Page 1 of 2

I. PURPOSE

To outline the procedures to be followed in requisitioning property acquired in the process of right-of-way acquisition by the Department.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

"Property" as used herein includes air conditioners or any other tangible real or personal property.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Requirements

1. All requests shall be submitted on Form PS-31 by the Division Head at interest. Comptroller shall act as recommending officer.
2. Commissioner must approve all such requests.
3. "Property" may only be installed on State property or property leased by the Department.
4. Installation and maintenance shall be scheduled and performed by the Division of Maintenance and Operations. The requesting Division shall set up with the Comptroller the necessary funds required to install and maintain this property. The Cost Accounting Section shall provide a job number under which costs shall be accumulated.
5. Complete records shall be maintained by the Bureau of Purchase and Stores of inventory, installation, location, and disposition of all "property".

V. PROCEDURE (Continued)

B. Request

1. The initiating Division shall forward completed PS-31 to the Supervisor, Bureau of Office Services.
2. The Supervisor, Bureau of Office Services shall request the Division of Maintenance and Operations to provide a qualified individual to inspect the proposed location and, if satisfactory, recommend the installation.
3. The Supervisor, Bureau of Office Services shall submit Form PS-31, and the recommendation from the Division of Maintenance and Operations, to the Comptroller for review. If approved, the Comptroller shall forward the request and recommendation to the Commissioner for approval, if disapproved, the Comptroller shall return the request (PS-31) to the initiating Division with the reasons for disapproval.

C. Approval

Those requests approved by the Commissioner shall be forwarded to the Supervisor, Bureau of Office Services for distribution as follows:

white - Fernwood Stockroom
blue - Comptroller
pink - Retained for recording
yellow- Initiating Division
copy - Bureau of Building & Grounds

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE
No. 1.117

Title MONTHLY DIVISIONAL REPORTS		Effective Date 11-18-64
Supersedes AD-20	Approved <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required AD-39 - Monthly Divisional Report	Page 1 of 2

I. PURPOSE

To provide for monthly reporting of the principal activities and accomplishments of each Division.

II. RESPONSIBILITY

All Division Heads, where there is no permanent or acting Division Head, Bureau Heads shall assume responsibility.

III. DEFINITIONS

Not Required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Reports shall be prepared in a brief, concise manner.
2. The report must contain a narrative summary of the major activities, accomplishments, and significant problems encountered during the month.
3. Reports of each Division shall be prepared on a Bureau basis with no more than one sheet, as far as possible, devoted to a Bureau.
4. Bureau reports, within a Division, shall all be presented in the same format.
5. Reports shall be prepared so as to facilitate comparisons between:
 - a) Current and prior months
 - b) Effort expended and results accomplished

V. PROCEDURE (Continued)

B. Specifications

1. Reports shall be submitted on Form AD-39
2. Reports shall be typewritten on one side of Form AD-39 in single spacing and with non-indented paragraphs and one and one-quarter (1-1/4) inch left-hand margin.
3. Subject headings shall be capitalized, conform with marginal requirements and be separated from the preceding paragraph by two spaces.

C. Distribution

1. Original and one copy of the report shall be in the Office of the Commissioner on the third working day of each month.
2. One (1) additional copy of the report of the following divisions shall be in the Office of the State Highway Engineer on the third working day of each month.
 - a) Division of Planning, Research, Soils and Tests
 - b) Division of Roads, Design and Construction
 - c) Division of Bridges
 - d) Division of State Aid
 - e) Division of Maintenance & Operations

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE No. 1.118

Title REPORTING LOSSES, THEFTS, OR VANDALISM		Effective Date 8-11-64
Supersedes PR-8	Approvals: <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required PR-52 - Loss, Theft, and Vandalism Report	Page 1 of 2

I. PURPOSE

To establish procedures for reporting losses, thefts, or vandalism to Department property, and personal property if and when the owner is on duty for the Department at the time such a loss occurs.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Reporting

1. All employees shall report immediately to their immediate supervisor the loss, theft, or act of vandalism to any property upon such act becoming known to them.
2. Upon receipt of such information, the supervisor shall forward immediately a report of the loss, theft, or act of vandalism to the Office of Investigation, Safety and Security, Division of Personnel on properly executed Form PR-52. The Bureau and Division Head concerned shall be sent copies of the report, and if State Property is involved, a copy shall be forwarded to the Comptroller.

Administrative 1.118

V. PROCEDURE (Continued)

B. Investigations

Upon receiving Form PR-52, the Office of Investigation shall conduct an investigation of the incident and report to the Division or Bureau Heads any resulting recommendations that seem pertinent to the prevention of such acts in the future.

C. Disciplinary Action

If evidence of misuse or theft of State property is obtained, the Office of Investigation, Safety and Security shall report such to the Commissioner and follow through on any recommendations the Commissioner may have.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.119

Title DEFINITIONS OF COMMONLY USED DEPARTMENT TERMS		Effective Date 4-2-65
Supersedes NONE	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 5

I. PURPOSE

To provide a basis for uniformity in usage and common understanding of terms normally used in the Department.

II. RESPONSIBILITY

Not required

III. DEFINITION

Not required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Changes

Any additions, deletions or changes to the following list of terms shall be made in the same manner as a change to a Departmental Operating Procedure.

B. Terms

1. Allocation - An authorization by either legislative act or administrative authority designating amounts of an appropriation which may be made available to accomplish a major expenditure program during a specific period.
2. Allotment - An authorization by administrative authority, subject to the limitations imposed by legislative act, making a portion of an appropriation, allocation, or apportionment available for commitments and expenditures for specified purposes and/or for a certain period or periods.

V. PROCEDURE (Continued)

B. Terms

3. Apportionment - An allocation of funds by a governmental unit to another governmental unit based on a prescribed formula for the accomplishment of specific purposes and/or for a certain period or periods.
4. Appropriation - An authorization by an act of the legislative body to make expenditures and incur liabilities, commitments, etc., with specific limitations as to amount, purpose and period.
5. Appropriation Reserve - That portion of an appropriation held or set aside for future operations, contingencies, or other purposes, and with respect to which administrative authorizations incur commitments, or obligations have been withheld.
6. Approved Program - The distribution, to a particular route and section, of the Federal Aid allotment for Highway construction after approval by the Bureau of Public Roads.
7. Betterment - The improvements, adjustments, or additions to a highway which more than restore it to its former good condition and which result in better traffic serviceability without major changes in its original construction.
8. Commitment - Obligations in the form of orders issued, contracts awarded, commitments for services, or any other transactions which reserve such amount of an appropriation to cover payment therefor. Such items cease to be commitments when paid or when liability therefor is cancelled.
9. Commitment Cancellation - To remove the obligation or restriction against an appropriation a commitment may be cancelled if:
 - a) an excess exists which will not be required (savings).
 - b) it is desired to make funds available for transfer to another account. Administrative approval must be obtained to effect this cancellation.

V. PROCEDURE (Continued)

B. Terms

10. Current Audit - The billing, examination and review, on a current basis, of those costs applicable to Federal Projects. Current basis as used above would normally mean the month following the recording of the expenditure by the Department.
11. Construction and Reconstruction - The construction of a new highway or the reconstruction of a highway, or its component parts, to a degree that new, supplementary, or substantially improved traffic service is provided, and significant geometric or structural improvements are effected.
12. Construction Program - A financial plan showing estimates of the costs of proposed activities for the forthcoming fiscal year, based on State budget appropriations and Federal allocations.
13. Expenditures - Where accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt and capital outlays. If accounts are kept on a cash basis, the term covers only actual disbursements.
14. Fund - A sum of money or other resources segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations and constituting an independent fiscal and accounting entity.
15. Internal Control - The plan of organization and all of the coordinate methods and measures adopted within a business to safeguard its assets, check the reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.
16. Physical Maintenance - The preservation and upkeep of a highway, including all of its elements, in as nearly as practicable its original as constructed condition or its subsequently improved condition.
17. Project - The work performed or to be performed within a length and width of a segment of highway which is described in a contract agreement between the Department and another contracting agency.

V. PROCEDURE (continued)

B. Terms

18. Project Agreement - An agreement between the Department and the Bureau of Public Roads obligating Federal funds to a specific project. This agreement may be modified as the project cost increases or decreases.
19. Traffic Services - The operation of a highway facility, and services incidental thereto, to provide safe, convenient, and economical highway transportation.
20. Transfers - The movement of funds between appropriation accounts.
21. a) Stage 1 - Preliminary Engineering or Right-of-Way Acquisition - Indicates preliminary engineering or acquisition of right-of-way that the State intends to proceed with such programmed work as may be approved and authorized by the Bureau of Public Roads, but will defer requesting reservation of available Federal-aid funds.

b) Stage 1 - Construction - Indicates that the State intends if the programmed work is approved by the Bureau of Public Roads, to advance later the construction to contract or force account status, if approved in Stage 2, and authorized by the Bureau of Public Roads, and will at the time of Stage 2 submission, request reservation of available Federal-aid funds.

c) Stage 2 - Preliminary Engineering or Right-of-Way Acquisition - Indicates insofar as preliminary engineering or acquisition of right-of-way is concerned that the State has requested reservation of available Federal-aid funds for work that was approved in a Stage 1 program or as may be approved initially in Stage 2 program.

d) Stage 2 - Construction - Indicates insofar as construction is concerned that the State has requested approval and reservation of available Federal-aid funds for work approved in a Stage 1 program or as may be approved initially in Stage 2 program.

V. PROCEDURE (continued)

B. Terms

e) Stage 3 - Indicates that the Bureau of Public Roads may be billed for the expenditures that have been incurred in the project, and that the Bureau will reimburse the State on a prorated basis for the monies that the State has spent, subject to audit and verification of these expenditures.

22. As-Built - When the project is completed and accepted by the Commissioner, a final certificate of cost of the Project will be made by the Engineer based on the actual quantities of authorized work done under each item scheduled in the Proposal and under supplementary agreements, if any, at the unit price or prices stipulated therein.

VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.120

Title PROPERTY DAMAGE REPORTS, CLAIMS & COLLECTIONS		Effective Date 8-17-64
Supersedes MT-1	Approvals <i>[Signature]</i>	Distribution
Related Procedures 4.501 Cash Receipts-Invoicing	Forms Required AD-12 Department Action Slip MT-4 Property Damage Report EL-3 Report - Marine Accidents	Page 1 of 4

I. PURPOSE

To establish a uniform method of reporting damage to N. J. State property and equipment under the jurisdiction of the Department, and to outline the procedure to be followed in processing claims resulting from such damage.

II. RESPONSIBILITY

As outlined below.

III. DEFINITION

Supervisor, as used herein shall refer to an employee's immediate supervisor.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Report of Damage

Highway employees shall report all damage to Department property or equipment to their supervisor, who in turn shall report such damage on the applicable form to the Bureau having jurisdiction over the property. Injuries to Department employees in connection with the above shall be noted on this report in addition to the procedures to be followed which are outlined in Departmental Operating Procedure 2.202 (Reporting Personal Injuries).

Motor vehicle accidents resulting in personal injuries to Department employees or property damage of \$100 or more, shall be reported to the Department of Law and Public Safety, Division of Motor Vehicles on Motor Vehicle Form SR-1 by the Bureau involved.

V. PROCEDURE (Continued)

B. Determination If Claim Exists

1. The Bureau having jurisdiction over the property shall, if no report of the accident causing the damage has been received from local police, request an official report including charges preferred, if any, or the result of any hearing held. If the New Jersey State Police investigated the accident, they will automatically forward a report to the Bureau of Claims.
2. The Bureau having jurisdiction shall then forward the accident report and police report, if applicable, to the Bureau of Claims for review and action as follows:
 - a) Return the report notifying the Bureau Head to proceed with processing the claim as outlined in section C. of this procedure.
 - b) Return the report informing the Bureau Head that the damage is not a justifiable claim.

C. Processing Of Claim

1. If the Bureau of Claims determines that a justifiable claim exists, the originating Bureau shall notify the party or parties indicated that they have been identified with damage to State property and that a claim for such damages will be presented as soon as the cost of repairs can be determined.
2. After repairs have been completed, the cost of such repairs shall be certified by the appropriate supervisor and forwarded to the originating Bureau, who shall transmit the entire claim file to the Deputy Attorney General in charge of Claims for review and authorization to proceed with billing. If the Deputy Attorney General approves of the billing, the claim shall be returned to the originating Bureau, who shall then request a billing from the Accounts Receivable Section in accordance with Departmental Operating Procedure 4.501 (Cash Receipts-Invoicing). The Accounts Receivable Section shall prepare and mail the invoice and record the transaction in the Accounts Receivable Ledger. Followup and action on past due accounts shall be taken in accordance with Departmental Operating Procedure 4.501 (Cash Receipts-Invoicing).

V. PROCEDURE (Continued)**D. Special Items**

1. The following matters concerning claims shall be referred to the Deputy Attorney General in charge of Claims for action:
 - a) Where liability is denied.
 - b) Request for approval of installment payments.
 - c) Upon receipt of offer less than the full amount of claim.
 - d) Request for release.
 - e) Where salvage or depreciation allowance is requested.
 - f) All checks received for Accounts Receivable relating to claims involving personal injuries shall be recorded and then referred to the Deputy Attorney General in charge of claims prior to deposit.

E. Partial Settlements

1. All recommendations of the Deputy Attorney General in charge of Claims for settlement of less than the full amount of any claim must be approved by the Commissioner on a Department Action Slip (Form AD-12) originating in the office of the Deputy Attorney General, and bearing the prior approval of the Deputy Attorney General assigned to the Department.

F. Settlement Agreements

New Jersey Motor Vehicle Security-Responsibility settlement agreements between uninsured motor vehicle operators and/or motor vehicle owners and the Department shall be executed for the Department by the Secretary upon the recommendation of the Deputy Attorney General in charge of Claims. Such agreements shall be prepared or reviewed by the office of the Deputy Attorney General in charge of Claims.

G. Release from Claim

When any claim has been fully satisfied, the Deputy Attorney General in charge of Claims shall prepare a release - or approve a release prepared by others - and submit same to the

V. PROCEDURE (Continued)

G. Release from
Claim

Accounts Receivable Section for certification as to correctness of amount and then forward same to the Secretary for execution on behalf of the Department. The executed release shall be returned to the Deputy Attorney General in charge of Claims.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series Administrative
No. 1.121

Title NOTIFICATION OF HIGHWAY ALIGNMENT APPROVAL		Effective Date 11-6-65
Supersedes NONE	Approvals	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To provide timely information regarding highway alignment to municipalities and counties in order to facilitate economical advance planning.

II. RESPONSIBILITY

Supervising Engineer, Bureau of Location and Design, Division of Roads, Design and Construction.

III. DEFINITIONS

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. The Bureau of Location and Design shall send to the Clerk of every municipality, township, and County Planning Board (if any) involved an official notice and alignment map when the U.S. Bureau of Public Roads approves any highway alignment.

V. PROCEDURE (Cont'd)

A. Requirements

2. This notice shall be sent within five (5) working days after the U.S. Bureau of Public Roads approval.

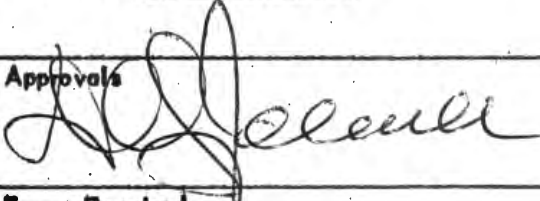
VI. DISTRIBUTION

Standard distribution List "B".



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.122

Title CONTROL SECTION CODING IMPLEMENTATION		Effective Date 4-2-65
Supersedes	Approvals 	Distribution
Related Procedures 1.114	Forms Required	Page 1 of 3

I. PURPOSE

To implement a unified-control section - job number coding system for the entire Highway Department.

II. RESPONSIBILITY

As outlined below.

III. DEFINITION

1. Code - The term code shall include any system of numbers, letters, and/or symbols used to represent physical objects or data items.
2. Control Section - The control section is for the Primary State Highway System and is a subdivision of this Highway System with the following characteristics:
 - a) A unit with reasonably uniform Traffic Volume throughout its length.
 - b) A logical development to the same general type and standard.
 - c) A practical unit for reporting maintenance costs.
 - d) A convenient and reasonably permanent unit for the compilation of statistical and research data.

IV. AUTHORITY

General authority of State Highway Commissioner under Title 27.

V. PROCEDURE

A. General Provisions

1. Effective July 1, 1965, all information being reported will have the applicable control section or job code reported with it. All management reporting systems will have the control section or job code as its basis. This pertains to all time, labor, expenditure, and equipment reporting

V. PROCEDURE

A. General Provisions (contd.)

2. Translation of control section or job codes into Federal Project numbers, year and item numbers, etc., will be done by Data Processing via table look-up procedures.
3. Assignment of new job codes will follow the following procedure:
 - a) When a new job is implemented and a new location code is required therefor, a new job number will be assigned by the Code Coordinator in the Division of Accounting and Administrative Services.
 - b) To reduce the communications between Accounting and the requesting division, a Code Coordinator will be designated within each division. This division Code Coordinator will request a job code assignment from the Accounting and Administrative Services Code Coordinator.
 - c) The Code Coordinator within Accounting and Administrative Services will inform the requesting division, Bureau of Data Processing and all other divisions in writing of the new job code number, plus all related codes or numbers.
4. Control Section Codes will be updated in the following manner:
 - a) As soon as center line has been established, Planning and Traffic will have the responsibility to convene the Control Section Committee, made up of the following members:
 - 1) One member from Planning and Traffic.
 - 2) One member from Accounting and Administrative Services.
 - 3) One member from Maintenance.
 - 4) One member from the Roads Division.

Planning and Traffic will be Chairman of the Committee.

- b) The Committee will establish the control section numbers for all new center lines.

Planning and Traffic will be responsible for providing the Code Coordinator, Division of Accounting and Administrative Services, with all necessary materials to update all control section code books. This will include reproduction of maps, codes, pages, etc.

V. PROCEDURE

A. General
Provisions (contd.)

4. b) The Code Coordinator will be responsible for sending out all updated pages.
5. Any changes in structure of any codes will be in accordance with Departmental Procedure No. 1.114.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.123

Title

TOLL ROADS, TRAVEL

Effective Date

3-30-65

Supersedes

NONE

Approvals

Distribution

Related Procedures

4.301 Travel Expense

Forms Required

AC-6 Expense Voucher

Page

1 of 2

I. PURPOSE

To establish the procedure to be used in requesting approval for the use of Toll Roads within the State, and the method of receiving authorization for reimbursement for same.

II. RESPONSIBILITY

As Outlined Below.

III. DEFINITION

Toll Roads as used herein shall mean the New Jersey Turnpike, The Garden State Parkway and the Atlantic City Expressway.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27, and the Standard State Travel Regulations.

V. PROCEDURE

A. Policy

Employees may use Toll Roads under the following circumstances:

- a) In order to meet definite time schedules.
- b) To expedite the return home after normal work hours.

V. PROCEDURE (continued)

B. Approval

Permanent approval, in writing, from the appropriate office of the Division Head is necessary before an individual is permitted to be reimbursed for use of Toll Roads. These permanent approvals will be kept on file in the Division of Accounting and Administrative Services.

Reimbursement will be made upon presentation and auditing of expense vouchers, accompanied with Toll Roads receipt.

A statement of explanation and justification should accompany each expense voucher.

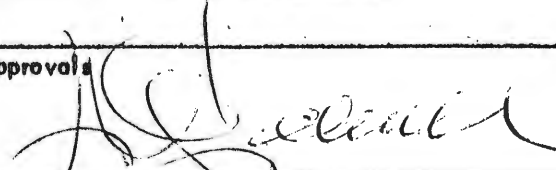
VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.201

Title ORGANIZATIONAL CHARTS - RESPONSIBILITY		Effective Date 2-18-65
Supersedes NONE	Approval 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE To establish responsibility for maintaining the Department organizational chart, and to make provision for adequate distribution of that chart within the Department.

II. RESPONSIBILITY As outlined below

III. DEFINITION Not required

IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

- A. Requirements
1. The Bureau of Data Processing shall be notified when any changes in the Department's organizational structure are approved.
 2. The Bureau of Data Processing shall update the master copy of the organizational chart and distribute the necessary changes.
 3. An up to date copy of the organizational chart shall be attached to this operating procedure as Exhibit A.

VI. DISTRIBUTION Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.801

Title

TELEGRAMS

Effective Date

8-20-64

Supersedes

AD-19

Approvals

Distribution

Related Procedures

NONE

Forms Required

AD-21 - Outgoing Telegram Report

Page

1 of 2

I. PURPOSE

To establish a uniform procedure for sending telegrams in connection with Department work and processing such invoices for payment.

II. RESPONSIBILITY

Supervisor, Bureau of Office Services

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Personal telegrams may not, under any circumstances, be charged to the Department.
2. Telegrams may be sent in those circumstances when other means of communication are not adequate to meet the emergency or cannot be utilized economically.
3. Properly executed Form AD-21 shall be forwarded to the Supervisor, Bureau of Office Services, for each telegram sent. Form AD-21 shall be initialed by the originating Division, Bureau, or Section head.

Administrative 1.301

V. PROCEDURE (Continued)

A. Requirements

4. All invoices for telegraphic services shall first be forwarded to the Supervisor, Bureau of Office Services, who shall attach applicable Form AD-21 to the duplicate invoice before approving and transmitting same to the Chief Accountant for further processing.


VI. DISTRIBUTION

Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE No. 1.302

Title DEPARTMENT ACTION SLIPS AND OFFICIAL RECORD		Effective Date 8-20-64
Supersedes AD-3	Approvals 	Distribution
Related Procedures NONE	Forms Required RE-27 Department Action Slip AD-12 Department Action Slip	Page 1 of 3

I. PURPOSE

To establish a uniform procedure to be followed in the use of Department Actions Slips, and place the responsibility for maintaining an official record of such actions.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

"Action Slip" as used herein shall mean Form AD-12 for all Divisions except the Right-of-Way Division, in which case "Action Slip" shall mean Form RE-27.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirement

All matters requiring formal action by the Commissioner shall be presented to him on an "Action Slip" for his approval or disapproval.

B. Preparation

1. Action slips shall be prepared by the initiating Division or Bureau.
2. The following color code shall be used by the Divisions:
 - a) Green - Right of Way Division
 - b) Blue - Division of State Aid
 - c) Pink - All other Divisions
 - d) Yellow - Duplicate copy - all Divisions
3. Action Slips shall be prepared in duplicate, and in such a manner as to show in sufficient detail the matter being presented for formal action.

V. PROCEDURE (Continued)**C. Approvals**

All "Action Slips" must be approved by the Division Head concerned. In addition, approvals must be secured as outlined below:

1. Right-of-Way Division

- a) Deputy Attorney General shall approve as to form all items of a legal nature.
- b) Supervisor, Appraisals and Negotiations

2. The State Highway Engineer shall approve all "Action Slips" originating in Divisions that report directly to him.

D. Commissioner's Action

- 1. The Commissioner shall indicate favorable action by initialing the original Action Slip. Both original and duplicate shall then be forwarded, together with any executed agreements, plans, papers, or other pertinent material attached thereto, to the Department Secretary.
- 2. If, for any reason, the Commissioner does not approve the action desired as indicated on the Action Slip, he may either hold the entire file for further investigation or return it disapproved to the originating division or bureau.
- 3. The Department Secretary shall stamp the duplicate copy with the date of approval and return it to the initiating Division or Bureau Head along with all attached executed agreements, plans, papers, and other pertinent material. The original copy of the action shall be entered on the Schedule of Official Actions and forwarded as follows:
 - 1. Actions pertaining to contracts or the commitment of funds shall be forwarded to the Comptroller.
 - 2. All other actions shall be forwarded to the initiating Division or Bureau Head.

V. PROCEDURE (Continued)

E. Schedule of
Actions

1. The Department Secretary shall prepare at intervals of not less than one week or more than two weeks, a Schedule of Official Actions in which all items approved by the Commissioner shall be listed by originating division and indicating the date on which approval was made.
2. The Department Secretary shall retain one copy of the Schedule of Actions, signed by the Commissioner, in the Official Record Book in his office. Additional copies shall be distributed in accordance with a list prepared by the Department Secretary and approved by the Commissioner. Additions to, or deletions from this list shall be made only at the direction of the Commissioner.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.303

Title

CORRESPONDENCE

Effective Date

8-25-64

Supersedes

AD-28

Approvals

Distribution

Related Procedures

1.304

Forms Required

See V-A Below

Page

1 of 7

I. PURPOSE

To establish a uniform method of handling Departmental correspondence.

II. RESPONSIBILITY

Division and Bureau Heads.

III. DEFINITIONS

1. Correspondence shall mean all written communications to, from, or within the Department.
2. External correspondence is any written communication with a destination outside the Department.
3. Internal correspondence is any written communication within the Department.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Forms Required

- AD-2 - Blue Memorandum Reference Slip
- AD-15 - Red Letterhead - Copy For
- AD-37 - Correspondence Referral Form
- AD-40 - White Memo Pad

B. Requirements

1. Correspondence requiring a reply shall be acknowledged or answered within forty-eight (48) hours after receipt.
2. Correspondence shall be prepared in such a manner that a clear, clean, neat and accurate letter is produced, with particular emphasis on proper margins and spacing.

V. PROCEDURE (Continued)

B. Requirements

3. Copies shall be kept to a minimum.
4. The official Departmental copy shall be on yellow copy paper.
5. Subject of correspondence shall be placed in the upper right hand corner, excluding printed forms.
6. On external correspondence, the recipients of copies shall not be indicated on the original, unless so instructed by the dictator.
7. On internal correspondence, the recipients of copies shall be indicated on the original and all copies.
8. Referral of correspondence shall be on Form AD-37 in accordance with Departmental Operating Procedure 1.304.

C. Commissioner's Correspondence

1. Receipt of any communication (telephone calls included) from Senators, Assemblymen, Cabinet Members, U.S. Senators and Congressmen, or their representatives shall be brought to the immediate attention of the Commissioner. All replies thereto shall be through the Commissioner unless otherwise delegated by him.
2. Blue engraved stationery shall be used in preparing letters for the Commissioner's signature.
3. Letters prepared for the Commissioner's signature shall be typed block style, date in the upper right hand portion, name and address shall be typed exactly as the addressee signs it or as it appears on his letterhead. When titles of respect are known they shall be typed in full. No complimentary closing is to be used. Typed signature shall be "Dwight R. G. Palmer" with title "Commissioner" centered under the name. Letters prepared for the Commissioner's signature are to contain no erasures, and careful attention shall be given to spelling, punctuation and grammar.
4. The subject matter and the recipients of copies shall not be indicated on the original or the copy.

Administrative 1.303

V. PROCEDURE (Continued)

C. Commissioner's
Correspondence

5. Any information required for the correct preparation of the Commissioner's correspondence shall be provided by the Secretary to the Commissioner.
6. All correspondence prepared for the Commissioner's signature shall first be forwarded to the Secretary to the Commissioner for proper presentation to the Commissioner.

D. Paper

1. The regular Departmental bond letterhead shall be used for all official correspondence.
2. Yellow copy paper shall be used for the Department's official file copy.
3. Form AD-15 "Red Copy For" letterhead shall be used for all other copies.
4. Memoranda, instructions, notices and other internal messages may be written on Department forms AD-2 "Blue Memorandum Reference Slips", AD-40 "White Memorandum Pads" or mimeograph paper.
5. Legal ruled bond and onion skin paper may be used for legal documents.

E. Envelopes
External

1. The No. 11 white envelope with the Departmental return address shall be used for external mailing of correspondence from the Trenton headquarters.
2. Correspondence, (specifications, forms, plans, maps, supplies, etc.) that will not fit in the No. 11 envelope shall be mailed in the proper size manila gummed flap or clasp envelope, or wrapped in brown wrapping paper.
3. The duplex string tie and button envelope shall be used whenever 1st class mail is sent with other correspondence, (forms, plans, specifications, maps, supplies, etc.)

Administrative 1.303

V. PROCEDURE (Continued)

E. Envelopes
External

4. The No. 8 white 5¢ stamped envelope with the appropriate return address shall be used by field offices, garages, bridges, etc. for external mail.

F. Envelopes
Internal

1. The distribution of internal correspondence shall be made in the manila interoffice messenger envelope or the pink "To and From" envelope.
2. The No. 11 white envelope may be secured from the Office Supply Stock Room, addressed in the Duplicating Room, metered in the Mail Room and distributed to field employees for use in returning reports and correspondence to the Trenton headquarters.

G. Copies

1. The official yellow copy shall indicate the recipients of copies, the subject matter, enclosures, approvals, notations, attachments if any, the initials of the signer, the dictator and the transcriber separated by colons.
2. Copies shall be provided on "Red Copy For" Form AD-15 only for individuals directly responsible for executing the subject or having a definite relationship with the matter
3. Copies shall include the information required on the official yellow copy, except enclosures and attachments.
4. Informational copies on "Red Copy For" paper shall be destroyed after they have served their usefulness.

H. Files

1. The official files copy shall be delivered to the Central, Division and/or Bureau File Rooms in accordance with Departmental Operating Procedure 1.505. (Records Retention and Destruction of Obsolete Records). The official yellow copy shall have attached to it by stapling all incoming correspondence, plus all internal papers, maps, agreements, contracts, memos, approvals, etc.

V. PROCEDURE (Continued)

I. Reproducing

The method of reproducing numerous copies of correspondence shall be at the discretion of the Head of the Duplicating Section, Bureau of Office Services, with the approval of the requesting Division Head.

J. Mailing

1. Correspondence shall be placed in the proper envelope or wrapped securely as set forth under paragraph D above. The envelope or wrapping shall be clearly addressed and marked "F.C." or "P.P." as to the method of mailing defined below.
 - a) "F.C." - First Class: Letters and all written matter (including carbon copies sealed against inspection.)
 - b) "P.P." - Parcel Post: Mimeograph copies, plans, specifications, merchandise, supplies, books, and all printed matter, etc.
 - c) Air Mail, Special Delivery, Special Handling, Insured, Certified or Registered.
2. Letters may be enclosed with wrapped parcel post packages if marked "Letter Enclosed."
3. Correspondence from and to the Department Headquarters, State House, and Bureau of Public Roads shall be delivered by employees of the Mail Room.
4. Correspondence from Department Headquarters with destination to Department Field Offices and Garages shall be forwarded to the Mail Room, from where it shall be delivered each day at 9:30 A.M.
5. Correspondence from Department Field Offices, Garages, Bridges and outside employees shall be mailed to Department Headquarters once each day.

K. Schedule of Daily Pick-up & Delivery of Correspondence

Department Headquarters Building: 9:00, 10:00, 11:30 A.M.; 1:00, 3:00, 4:00 P.M. - Delivered and Picked up.

V. PROCEDURE (Continued)

K. Schedule of Daily Pick-up & Delivery of Correspondence

Fernwood & Laboratory: 9:15, 11:15 A.M.; 3:00 P.M. - Delivered & Picked up.

Suburban Square, State House & Bureau of Public Roads: 10:15 A.M.; 1:15 P.M. - Delivered & Picked up.

Post Office: 8:00 (pick-up), (10:15 A.M.; 1:15 P.M. - Delivery and Pick-up), 4:30 P.M. (Delivery)

Correspondence shall be ready for mailing one-half ($\frac{1}{2}$) hour before pick-up time: Correspondence not ready at that time shall be dated the following working day.

Summer hours shall be one-half ($\frac{1}{2}$) hour earlier on P.M. pick-up and delivery schedule.

L. Courier Service

The following courier service schedule is presently in effect:

1. South Jersey

<u>Stops</u>	<u>Arrive</u>	<u>Leave</u>
Trenton		9:30 a.m.
Cherry Hill	10:40 a.m.	10:45 a.m.
Haddonfield	10:55 a.m.	11:00 a.m.
Newfield	11:45 a.m.	11:50 a.m.
Vineland	12:05 p.m.	12:40 p.m.
Hammonton	1:15 p.m.	1:20 p.m.
Freehold	2:45 p.m.	2:50 p.m.
Trenton	3:45 p.m.	

2. North Jersey

<u>Stops</u>	<u>Arrive</u>	<u>Leave</u>
Trenton		9:30 a.m.
Metuchen	10:30 a.m.	10:35 a.m.
Avenel	10:45 a.m.	10:50 a.m.
Newark	11:10 a.m.	11:20 a.m.
Parsippany	12:50 p.m.	1:00 p.m.
Netcong Office	1:45 p.m.	1:50 p.m.
Netcong Garage	2:00 p.m.	2:05 p.m.
Clinton Garage	2:50 p.m.	2:55 p.m.
Trenton	3:50 p.m.	

V. PROCEDURE (Continued)

L. Courier Service

3. This service will be available for mail, plans, supplies, parts, equipment, etc. between these points. DO NOT use stamped envelopes or postage on any of this material. Use interoffice envelopes, messenger envelopes or package this material. Deliver to a central pick-up point in the building 15 minutes before scheduled departure. The mail for various destinations should be sorted and made into one package. All offices will follow the procedure outlined above.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.304

Title

CORRESPONDENCE REFERRAL

Effective Date

10-14-64

Supersedes

NONE

Approval

Distribution

Related Procedures

NONE

Forms Required

AD-37 - CORRESPONDENCE REFERRAL

Page

1 of 1

I. PURPOSE

To provide a standard form and procedure for the referral of correspondence within the Department.

II. RESPONSIBILITY

Not Required

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

Form AD-37 shall be used as the cover letter for all correspondence referred to someone else within the Department.


VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.305

Title STANDARD DISTRIBUTION LISTS		Effective Date 3-5-65
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE

To establish uniform distribution lists to expedite the distribution of correspondence, and other material of interest, within the Department.

II. RESPONSIBILITY

Chief, Bureau of Data Processing

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

- A. All requests for additions or deletions to the Distribution Lists shall be submitted to the Chief, Bureau of Data Processing, after approval by the Division Head concerned.
- B. Distribution Lists shall be identified by a capital alphabetic character.
- C. Distribution of List "B" shall include those employees on List "A".
- D. The following distribution lists shall become effective upon the approval of this procedure.
 - 1. Distribution "A" - See attached list
 - 2. Distribution "B" - See attached list

DISTRIBUTION LIST "A"

State Highway Commissioner

State Highway Engineer

Executive Assistants to the Commissioner

Chief Counsel & Deputy Attorney General

Secretary, State Highway Department

Director of Public Information

Comptroller

Director & Chief Engineer, Division of Bridges

Director & Chief Engineer, Division of Maintenance & Operations

Director, Division of Personnel

Director, Division of Railroad Transportation

Director, Division of Research & Evaluation

Director & Chief Engineer, Division of Planning, Soils & Tests

Director & Chief Engineer, Division of Roads, Design & Construction

Director, Division of Right-of-Way Acquisition and Titles

Director & Chief Engineer, Division of Local Government Aid

DISTRIBUTION LIST "B"

DIVISION OF ACCOUNTING & ADMINISTRATIVE SERVICES

Assistant Comptroller
Chief Accountant, Bureau of Auditing and Accounting
Chief, Bureau of Data Processing
Supervisor, Bureau of Purchase & Stores
Supervisor, Bureau of Office Services
Chief Paymaster, Bureau of Hourly Payrolls
Contractor's Classification Officer
Assistant Chief Accountant, Bureau of Auditing
Principal Accountant, Cost Accounting Section
Supervising Engineer, Industrial - Bureau of Industrial Engineering

DIVISION OF BRIDGES

Supervising Bridge Engineer, Bureau of Design
Supervising Bridge Engineer, Bureau of Construction

DIVISION OF MAINTENANCE & OPERATIONS

Assistant Director & Chief Engineer
Supervising Engineer, Bureau of Electrical Operations
Supervising Engineer, Bureau of Maintenance
Chief, Bureau of Equipment
Chief, Bureau of Buildings & Grounds
Acting District Superintendent - District #1
District Superintendent - District #2
Acting District Superintendent - District #3
Acting District Superintendent - District #4

DIVISION OF PERSONNEL

Assistant Director
Chief Investigator
Safety Supervisor

DIVISION OF PLANNING, SOILS & TESTS

Supervising Engineer, Bureau of Planning & Traffic
Supervising Engineer, Bureau of Testing & Materials
Soils Engineer, Bureau of Soils

DISTRIBUTION LIST "B"

DIVISION OF RIGHT-OF-WAY ACQUISITION & TITLES

Supervisor, Bureau of Appraisals & Negotiations
Title Officer, Bureau of Titles
District Supervisors (5)

DIVISION OF ROADS, DESIGN & CONSTRUCTION

Assistant Director & Chief Engineer
Supervising Engineer, Bureau of Location & Design
Supervising Engineer, Bureau of Construction
District Engineer, Bureau of Roads, Location & Design (2)
District Engineer, Bureau of Roads Construction (3)
Chief, Engineering Computer Bureau
Assistant Supervising Engineer, Office of Program Control

DIVISION OF LOCAL GOVERNMENT AID

Assistant Supervising Engineer
Federal Aid Secondary Engineer, Bureau of Federal Aid
District Engineers (4)



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.401

Title DEPARTMENT CARS - ASSIGNMENT, USE AND STORAGE		Effective Date 8-19-64
Supersedes AD-1	Approvals <i>[Signature]</i>	Distribution
Related Procedures 3.901	Forms Required AD-7 Department Car Assignment Request	Page 1 of 3

I. PURPOSE

To establish the procedure to be used in requesting assignment of Department Cars and to outline the regulations governing their use and storage.

II. RESPONSIBILITY

As outlined below.

III. DEFINITIONS

"Department Cars" shall include all Department cars, Carryalls, Travelalls, and Station Wagons.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Requests for assignment or use of a Department car on a temporary or permanent basis shall be made only by Division or Bureau Heads on Form AD-7 and forwarded for approval to the Chief, Bureau of Equipment. All requests shall contain the number of the request in the upper right hand corner, using the same system and suffix letter presently used for Order Requests.
2. All requests for Department cars shall specify the following information:
 - a) Name and title of person requiring car.
 - b) Assignment for which car is requested.
 - c) Origin and destination of trip.
 - d) Approximate length of time car will be required.
 - e) Estimated mileage of trip.
 - f) Storage location.

V. PROCEDURE (Continued)**B. Temporary Assignment Request**

Requests for temporary assignment shall be made on Form AD-7 (Department Car Assignment Request), signed by the Division or Bureau Head concerned, and submitted to the Chief, Bureau of Equipment for approval. If approved, the Chief, Bureau of Equipment shall determine availability of Department cars from the Equipment Dispatcher. The Chief, Bureau of Equipment shall then immediately notify applicant by telephone as to the availability of a Department car.

C. Permanent Assignment Request

1. Requests for permanent assignments shall be made on Form AD-7, in duplicate, signed by the Division or Bureau Head concerned, and submitted to the Chief, Bureau of Equipment.
2. If approved, the Chief, Bureau of Equipment, shall forward one copy of Form AD-7 to the Dispatcher. If car is available, the Dispatcher enters on the form the car license number, date and mileage of the assigned car, return duplicate copy of AD-7 to applicant and notifies the Chief, Bureau of Equipment, who shall telephone applicant notification of availability of car.
3. Should a request not be given approval, the Chief, Bureau of Equipment, shall notify the applicant promptly and return the duplicate copy of the Request (Form AD-7) giving reason for rejection thereon.

D. Extension of time

Extension of the approved duration of car assignment shall be requested in writing from the Chief, Bureau of Equipment.

E. Storage Requirements

1. Departmental cars shall be stored off the street and not on any public thoroughfare. The car may be stored in any public or private parking area.
2. Failure to comply with the requirements in paragraph 1 above shall result in Departmental action against the individual assigned the vehicle.

F. Storage Reimbursement

1. If necessary, Department cars may be stored on leased premises. Such leases shall be negotiated in accordance with Departmental Operating Procedure 3.901 (Lease Agreements). However, storage charges

V. PROCEDURE (continued)

F. Storage
Reimbursement

shall not be reimbursed if storage is on property owned by the employee or a member of his immediate family, or if the garage is part of the premises rented to the employee and included in his total rent.

G. Regulations
on Use

1. All drivers of Department owned vehicles must possess a valid State of New Jersey driver's license.
2. All Department owned vehicles must be driven in strict conformity with the motor vehicle laws of New Jersey. Failure to observe this requirement shall cause the cancellation of the car assignment by the Commissioner.
3. Only Department or State employees are permitted to drive a Departmental vehicle. Non-departmental employees may not ride in departmental vehicles, except in special cases where they are involved in the work of the Department. Any deviation from this requires prior approval of the Commissioner.

H. Report for
Commissioner

Semi-annually, January 15 and July 15, a listing shall be forwarded to the Commissioner by the Bureau of Equipment of all permanently assigned Department cars (including station wagons) with the following information:

- a) Vehicle number.
- b) Name of individual.
- c) Title of individual.
- d) Division and Bureau where individual is assigned.
- e) Mileage of vehicle.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.402

Title

USE OF PRIVATELY OWNED AUTOMOBILES

Effective Date

9-3-64

Supersedes

AD-15 (Rev. 1)

Approvals

Distribution

Related Procedures

4.301

Forms Required

- AC-6 Travel Expense Voucher
- AD-48 Mileage Approval of Automobiles
- AD-46 Excess Mileage Authorization
- AD-7 Department Car Assignment Request

Page

1 of 3

I. PURPOSE

To outline procedure for requesting approval to use privately owned automobiles on a mileage basis for Department work.

II. RESPONSIBILITIES

All individuals named below.

III. DEFINITIONS

Not Required

IV. AUTHORITY

State of N. J. Standard State Travel Regulations.

V. PROCEDURE

1. Requests for approval to use privately owned automobiles shall be made by Division or Bureau Heads only in instances where State owned cars cannot or should not be utilized for economy reasons. Exceptions to this requirement shall be authorized in writing by the Commissioner.
2. The Comptroller shall act as approval officer on all requests for use of privately owned automobiles.
3. The Comptroller shall act on all requests, and approval must be obtained before any reimbursement shall be allowed.
4. The Comptroller shall have the authority to question an employee concerning his charges for mileage on his privately owned automobile to determine that the most economical route was used.

V. PROCEDURE (continued)

B. Initiating Requests

Requests for approval of use of employees' privately owned automobiles for Department work shall be prepared on Form AD-48. If initiated by a Bureau Head, requests shall also be recommended for approval by the Division Head. Original and two copies shall be forwarded to the Comptroller for his approval. All requests shall be accompanied by a rejected Form AD-7 (Request for Assignment of Department Cars) to indicate that Department Cars are not available or cannot be utilized economically.

C. Approvals

1. The Comptroller shall indicate action taken as provided for on Form AD-48 and return the original and one copy to the originating Division.
2. The Division Head, after reviewing approved AD-48, shall forward the original form to the Approval Officer, Accounts Payable Section and the copy to the Assistant Chief Accountant, Bureau of Auditing.

D. Insurance

Privately owned automobiles shall carry liability insurance of at least:

Personal injury	\$10,000/\$20,000
Property damage	\$ 5,000

E. Excess Mileage

In instances where actual mileage used during a month exceeds maximum monthly mileage authorized, Division and Bureau Heads may recommend reimbursement for same by executing Form AD-46 and forwarding two copies to the Comptroller for approval. If approved the Comptroller shall return the original Form AD-46 to the Division who shall attach same to the Expense Voucher invoice and forward to the Assistant Chief Accountant, Bureau of Auditing, for processing.

V. PROCEDURE (continued)

F. Renewals

Requests for approval of renewals shall be forwarded to the Comptroller not later than June 25th of each year and shall be processed as outlined herein. Requests for approvals for seasonal or occasional users, even though some may be renewals, may be initiated at other times as required.

G. Changes

1. Where there has been a change in status due to reassignment, or the individual has been assigned a Department car, the Division or Bureau Head shall initiate a revised request on Form AD-48 in the manner outlined above.
2. Where because of varying project locations, mileage requirements for an individual change and are expected to remain in a changed status for several months, the Division or Bureau Head shall initiate a revised request to bring the authorized mileage in line with the change.

H. Reports

Requests for reimbursement shall be submitted on Form AC-6 (Travel Expense Voucher) in accordance with Departmental Operating Procedure 4.301.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.403

Title EQUIPMENT TRANSFER RECORD		Effective Date 9-3-64
Supersedes MT-7	Approval 	Distribution
Related Procedures NONE	Forms Required EQ-25 - Equipment Transfer Record	Page 1 of 3

I. PURPOSE

To establish custodial responsibility for Department Equipment at all times by requiring that transfers be reported on Form EQ-25 (equipment Transfer Record).

II. RESPONSIBILITY

Equipment Custodians

III. DEFINITION

The term "Equipment" includes all Department cars and trucks, and those pieces of road equipment assigned Department equipment numbers.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Preparation and Distribution

- Form EQ-25 shall be initiated in quintuplicate (original and 4 copies) by the person transferring equipment and signed by him and by the person receiving the equipment. The person transferring equipment shall forward immediately by mail or messenger all copies to the person or office indicated at the bottom of each copy.
- Division of Maintenance and Operations foremen or other Department supervisory personnel shall be held responsible for equipment in their custody and the necessary reporting of same (Daily Time and Cost Report or Equipment Utilization Report, whichever is applicable). Any foremen or other supervisory personnel relinquishing custody of equipment must execute Form EQ-25 to properly relieve himself of custodial responsibility.

V. PROCEDURE (Continued)

A. Preparation and Distribution

3. The following are classified as a transfer:
 - a) A transfer in the field between foremen or other supervisory personnel within or between Bureaus.
 - b) Transfer to a garage for repair or storage.
 - c) Transfer from a garage to a foreman or other supervisor.
 - d) Taxi cars assigned for a period of one week or more.

4. Form EQ-25 is NOT to apply to the following:
 - a) Taxi cars assigned for less than one week.
 - b) Equipment from the Bureau of Plant and Equipment used for pick-ups to and from the field.
 - c) Equipment from the Bureau of Plant and Equipment used for making emergency repairs.
 - d) Equipment from the Bureau of Plant and Equipment used for delivery between stock locations.

NOTE: Use Form No. EQ-10, Dispatch Order, for the above purposes.

B. Special Operations

Equipment "Unit Numbers" shall be formulated by the Bureau of Plant and Equipment for all equipment assigned for maintenance work, such as oiling, resurfacing, emergency repairs, etc. These "Unit Numbers" shall be treated in the same manner as a piece of equipment for transfer purposes. One set of Form EQ-25 shall be executed for all equipment included in the "Unit Number". The "Unit Number" shall be shown in the place provided for "Equipment Number" and each piece of equipment shall be listed under "Remarks". The foreman in possession of a Unit" is responsible for executing Form EQ-25 for each piece of equipment transferred to or from that "Unit".

V. PROCEDURE (Continued)

C. Exit From
Fernwood
Service
Station

The driver of equipment transferred from Fernwood Service Station shall surrender the "pink copy" of the Equipment Transfer Record to the guard on duty at the gate house before leaving Fernwood.

D. Records

The Bureau of Plant and Equipment, each Division and/or Bureau whose personnel are in custody of Department equipment, and foreman or other supervising personnel having custody of equipment shall establish and maintain adequate files or records of equipment transfers.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.404

Title DEPARTMENT EQUIPMENT - REPORTS		Effective Date 9-15-64
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required EQ-31 Equipment Utilization Report MT-23 Daily Time & Cost Report	Page 1 of 2

I. PURPOSE

To establish a uniform policy for the reporting of financial and operating data relative to "Department Equipment".

II. RESPONSIBILITY

As outlined below

III. DEFINITION

"Department Equipment" as used herein shall include all Department owned cars, carryalls, travelalls, station-wagons, trucks and road, snow and parts equipment.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. When Reported

Department Equipment shall be reported as follows:

Permanent assignment - Weekly (Saturday through Friday)

One day or temporarily assigned - Daily (Taxi)

B. Forms

- All equipment custodians shall submit Form EQ-31 (Equipment Utilization Report) as indicated in paragraph A above. For "Equipment" which has been reported on Form MT-23 (Daily Time & Cost Report) the portion of Form EQ-31 pertaining to cost accumulation codes and hours shall not be filled out, however, the remainder of the form shall be fully completed.

V. PROCEDURE (Continued)

B. Forms

2. For "Equipment" not reported on the "Daily Time & Cost Report" (Form MT-23), all sections of Form EQ-31 shall be completed.

C. Flow

1. Form MT-23 shall be routed to the Division of Accounting & Administrative Services in the manner indicated by the Director, Division of Maintenance & Operations.
2. Form EQ-31 shall be routed by the preparer to his immediate superior for review and approval, and then forwarded to the Bureau of Equipment, who shall then send it to the Division of Accounting & Administrative Services (Equipment Cost Section).

D. Information

Questions relating to the back of the above forms should be directed to the Bureau of Equipment, questions relating to the front of the form (work class, codes, etc.) should be directed to the Division of Accounting & Administrative Services (Cost Section).

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE
No. 1.405

Title DEPARTMENTAL CARS - MAINTENANCE AND REPAIR		Effective Date 11-6-64
Supersedes NEW	Approvals <i>[Signature]</i>	Distribution
Related Procedures	Forms Required	Page 1 of 2

I. PURPOSE

To establish a procedure to be used to schedule Department Cars for Maintenance and Repair.

II. RESPONSIBILITY

As Outlined Below.

III. DEFINITION

"Department Cars" shall include all Department Cars, Carryalls, Travelalls and Station Wagons. "Custodian" shall be the individual to whom the car is assigned.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

Inspection Scheduling

1. Department Cars shall be scheduled at specific garages for inspection, maintenance and repair on specific days.
2. The Chief, Bureau of Equipment shall specify the inspection dates and inspecting garages for all Department Cars.
3. The Chief, Bureau of Equipment shall notify the custodian of each vehicle of the next inspection date at least one week in advance of the date of the inspection.

V. PROCEDURE (Cont'd)

4. Department Car Custodians shall be responsible to make their cars available for the required inspection, maintenance and repair on the dates specified and at the garages specified by the Chief, Bureau of Equipment.
5. Replacement cars will be provided as necessary.

VI. DISTRIBUTION "B"

Standard Distribution List "B".



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.501

Title OFFICE FURNITURE - TRANSFER OF, OBSOLESCENCE OF, AND ON TRIAL		Effective Date 9-15-64
Supersedes AD-7 (Rev. 1)	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-4 Request For Transfer of Office Furniture, Accessories or Machines	Page 1 of 3

I. PURPOSE

To establish the procedure to be followed in transferring Office furniture and declaring such furniture obsolete.

II. RESPONSIBILITY

Supervisor, Bureau of Office Services

III. DEFINITION

"Central Storage Pool" shall mean the Department's storage area for surplus office furniture.

"Transfer" as used herein shall mean the movement of office furniture from one location to another except on a temporary loan basis of not more than five (5) working days. This shall include shipments from an outside vendor.

"Office Furniture" shall mean all Department owned Office furniture, accessories and machines.

"Surplus" as used herein shall mean office furniture and machines that are not necessary for the proper functioning of a Department Office.

"Obsolete" as used herein shall mean office furniture and machines that are no longer useful to the Department or their condition is beyond repair.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Transfer

1. Division or Bureau Heads shall initiate a request for the transfer of office furniture on Form AD-4, in triplicate, and forward to the Supervisor, Bureau of Office Services for action.

V. PROCEDURE (Continued)

A. Transfer

2. A transfer may also be initiated by the Supervisor, Bureau of Office Services, after conferring with the Division or Bureau Head concerned, if such a transfer would be in the best interests of the Department.
3. Upon the receipt of Form AD-4, the Supervisor, Bureau of Office Services shall proceed as follows:
 - a) Indicate his approval by signing the three copies of Form AD-4.
 - b) Arrange for the transfer.
 - c) Secure on Form AD-4 the signatures of the transferor and the recipient.
 - d) Forward the duplicate copy of AD-4 to the Insurance Coordinator, and the third copy to Division or Bureau who initiated the request.
 - e) Retain the original for file.

B. Central
Storage Pool

1. All surplus or obsolete office furniture shall be transferred to the "Central Storage Pool" as outlined in A above. Order requests for office furniture shall be filled from the surplus pool if the items requested are in stock.
2. Office furniture may be declared "surplus" by Division or Bureau Heads. The Supervisor, Bureau of Office Services may recommend to the Division or Bureau Head that items be transferred to the "Central Storage Pool" as surplus in accordance with V-B-3 of this procedure.
3. The Supervisor, Bureau of office Services shall, at various times during the year, make an inspection tour of Department Offices noting the quality, quantity, and condition of Office furniture. He shall notify the Division and Bureau Heads of the results of such inspection.

V. PROCEDURE (Continued)C. Obsolescence

1. Items of office furniture may be declared obsolete only by the Supervisor, Bureau of Office Services. Division or Bureau Heads may recommend that an item be declared obsolete when it is transferred as surplus to the "Central Storage Pool".
2. The Supervisor, Bureau of Office Services, shall initiate Form AD-4 to transfer obsolete office furniture from the "Central Storage Pool" to the Division of Purchase and Property, Department of the Treasury. Distribution of the fully executed Form AD-4 shall be as follows:
 - a) Original - Insurance Coordinator
 - b) Copy - Comptroller
 - c) Copy - Division of Purchase and Property
 - d) Copy - File-Bureau of Office Services

D. Office Machines on Trial

1. Office machines received on a trial basis must be cleared through the Supervisor, Bureau of Office Services prior to the machine arriving on the premises.
2. Office machines received on trial shall not under any circumstances be kept on a trial basis for more than 30 days.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.502

Title OFFICE MACHINES & EQUIPMENT -SERVICE AND REPAIRS		Effective Date 9-23-64
Supersedes AD-17 (Rev. 1)	Approvals <i>[Signature]</i>	Distribution
Related Procedures 4.304	Forms Required PP-2 Direct Purchase Order AC-8 Vendor's Invoice	Page 1 of 2

I. PURPOSE

To establish a uniform procedure relative to the submission of requests for service and/or repairs to office machines and equipment, and the subsequent processing and payment of these requests.

II. RESPONSIBILITY

A. Processing of Requests

Bureau of Office Services

B. Payment of Invoice

Bureau of Auditing & Accounting

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requests

All requests for service and/or repairs to office machines shall be made by telephone to the Bureau of Office Services. The following information shall be given:

1. Name and division of individual making the request.
2. Machine or equipment make, type and serial number.
3. Reason for request.

V. PROCEDURE (Continued)

B. Processing and Payment

1. After approving the request, the Bureau of Office Services shall place an order for the necessary service and/or repairs.
2. Upon completion of the service and/or repairs, the requesting individual shall sign the "Service Report" presented by the service agency and forward it to the Bureau of Office Services. Upon receiving the "Service Report" the Bureau of Office Services shall complete Form PP-2 "Direct Purchase Order".
3. Upon receipt of the vendor's invoice (Form AC-8), the Bureau of Office Services shall verify the information it contains and sign as to "Materials Received or Services Performed".
4. The Bureau of Office Services shall forward the Service Report, Form PP-2, and Form AC-8 to the Bureau of Auditing and Accounting for payment in accordance with Departmental Operating Procedure 4.304 (Vendor's invoices - Processing for Payment).

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.503

Title TELEPHONES - REQUEST FOR INSTALLATION OR CHANGE IN SERVICE		Effective Date 9-27-64
Supersedes AD-12	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required AD-56 - Request for Telephone Installation or Change in Service	Page 1 of 1

I. PURPOSE

To establish procedures to be followed in arranging for the installation of telephones or changes in telephone service.

II. RESPONSIBILITY

Supervisor, Bureau of Office Services

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requests

Requests for installation of telephones or changes in service shall be made by the Division or Bureau head to the Supervisor, Bureau of Office Services, on Form AD-56.

B. Approval

The Supervisor, Bureau of Office Services, shall, after determining that a request is reasonable and necessary, approve the request and distribute executed copies of Form AD-56 as required.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.504

Title

DEPARTMENT FORMS: APPROVAL, ASSIGNMENT OF NUMBERS, REPRODUCTION AND REQUISITIONING

Effective Date

11-5-64

Supersedes

AD-6 (Rev. 3)

Approvals

Distribution

Related Procedures

1.507
4.201

Forms Required

AD-5 (FORMS MINIMUM STOCK LEVEL NOTICE)
AD-6 (APPROVAL OF FORMS)
PS-18 (ORDER REQUESTS)
PS-21 (OFFICE SUPPLY REQUISITION)

Page

1 of 3

I. PURPOSE

To establish a uniform procedure for approving, assigning numbers, reproducing and requisitioning Department forms.

II. RESPONSIBILITY

A. Bureau of Data Processing

Approval of design and justification.

B. Head, Duplicating Section

Form numbers, files, and all technical duplicating aspects.

C. Head, Office Supply Stockroom

Control of paper stock, inventory and cost records, and initiation of Forms AD-5, Forms Minimum Stock Level Notice, and PS-18 Pink Order Request for outside printing.

III. DEFINITION

"Forms" as used herein shall be defined as printed, multilithed or stenciled material which will be forwarded to individuals outside the Department, Division or Bureau of origin, or constitute a permanent Division or Bureau record.

IV. AUTHORITY

Department Action Slip dated October 15, 1963
Subject: Bureau of Data Processing - Administration

V. PROCEDURE

A. Requirements

1. No form shall be ordered or reproduced until it has been approved by:

- a) Bureau of Data Processing
- b) Head, Duplicating Section

V. PROCEDURE (Continued)**A. Requirements**

2. The Head, Duplicating Section shall assign form numbers and maintain adequate records thereof.
3. Form Numbers shall appear in upper left hand corner of each Form.
4. Forms to be stocked shall be stored and made available for requisitioning only from the Office Supply Stock Room.
5. Division and Bureau Heads or other properly authorized persons may, in accordance with Departmental Operating Procedure 1.507, requisition forms from the Office Supply Stockroom. Quantities requisitioned shall not exceed a 60 day supply.

B. New Forms

1. Division or Bureau Heads shall initiate draft of proposed form, complete Form AD-6 (Approval of Forms) and forward with draft to the Bureau of Data Processing for approval.
2. The Bureau of Data Processing will forward approved Form to the Head of Duplicating Section for assignment of a Form Number and subsequent processing.
3. The Head, Duplicating Section shall present a proof copy of the proposed form to the originating Division or Bureau for editing. Upon approval of the proof, the Head, Duplicating Section, a representative of the originating Division or Bureau and the Head of the Office Supply Stockroom shall determine quantity, quality, method of production, and minimum stock level point.

C. Production

1. The Head, Duplicating Section shall be responsible for the production of all internally produced forms. Forms to be produced within the Department shall be completed in the Duplicating Section, and if to be stocked, forwarded to the Office Supply Stockroom.

V. PROCEDURE (Continued)**C. Production**

2. If it is determined that approved forms are to be produced outside the Department, the Head, Duplicating Section shall forward a copy of new Form and approved Form AD-6 to the Head, Office Supply Stockroom, who shall prepare the necessary Order Request in accordance with Departmental Operating Procedure 4.201 (Order Requests, Purchase Orders, and Agency Orders).
3. Vendor's shall ship completed orders to Office Supply Stockroom. Storekeeper shall forward three copies of the new Form to the Duplicating Section for their files.

D. Requisitioning

The Office Supply Stockroom shall issue Forms upon requisition as provided for in Departmental Operating Procedure 1.507 and shall keep records of requisitions in order to determine extent and rate of use.

E. Reordering

When a form has reached the minimum stock level, the Head of the Stock Room shall forward Form AD-5 (Minimum Stock Level Notice) hereinafter referred to as "MSLN" with a copy of the depleted form attached, to the originating Division or Bureau for reprint or revision. Such Division or Bureau Head shall complete "MSLN" and forward to Bureau of Data Processing. If the depleted form is to be changed in any manner, submit a copy of the revised form together with "MSLN" to Bureau of Data Processing. If approved, the Bureau of Data Processing will forward "MSLN" or "MSLN" and revised form to Duplicating Section.

F. Files

All multilith plates, stencils, etc., from which Forms or other material are reproduced shall be filed in the Duplicating Section and suitable indices shall be maintained by the Head of that Section.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No.
1.505

Title RECORDS RETENTION AND DESTRUCTION OF OBSOLETE RECORDS		Effective Date 10-7-64
Supersedes AD-24 (Rev.1)	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required HIGHWAY DEPARTMENT AD-54 DEPARTMENT OF EDUCATION AH-1, AH-3, & ED-6	Page 1 of 10

I. PURPOSE

1. To prescribe the functions, responsibilities, instructions and procedures required to establish a systematic method of evaluating and scheduling Department records for retention, transfer and destruction.
2. To ensure that valuable records are preserved and that unnecessary and unauthorized records are disposed of when no longer needed, thereby bringing about substantial savings in equipment and space.

II. RESPONSIBILTIIY

Records Officer

III. DEFINITIONS

**Public
Records**

"Any paper, written or printed book, document or drawing map or plan, photograph, microfilm, sound-recording or similar device, or any copy thereof which has been made or is required by law to be received for filing, indexing, or reproducing by any officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of

III. DEFINITIONS

**Public
Records**

the information contained therein"
(Chapter 410, Laws of 1953)

**State Records
Committee**

The State Treasurer, the Attorney
General, the State Auditor, the
Director of the Division of Local
Government and the Head of the Bureau
of Archives and History or thier desig-
nated representatives.

Administrator

As used under FEDERAL REGULATIONS refers
to the Federal Highway Administrator,
Bureau of Public Roads, Department of
Commerce.

Bureau

As used under STATE REGULATIONS refers
to the Bureau of Archives and History,
Division of the State Library, Archives
and History in the Department of Education.

**Records
Center**

A location in Trenton where field and
district offices send their inactive
records for storage in an accessible
manner until authorized for disposal.

**Retention
Schedule**

A comprehensive list of records indicating
the authorized action to be taken in
relation to their retention and dis-
position.

**Retention
Period**

The specified period of time or event that
must elapse before the records are dis-
posed of in accordance with approved
retention schedules.

**Record
Series**

Any group of related records which are
normally used and filed as a unit and
which permit evaluation as a unit for
disposition purposes.

III. DEFINITIONS (Continued)

Current
Records

Records which must be retained in the office for the conduct of its current business, and which normally will be referred to at regular intervals.

Semi-Current
Records

Any records that are needed infrequently for the conduct of current operations, and prior to termination of the retention period, records are not required to be retained in the office in which they accumulate.

Permanent
Records

Records which have a permanent or enduring administrative, legal, fiscal, research or historical value, and in consequence thereof shall be retained and preserved indefinitely.

IV. AUTHORITY

"Destruction of Public Records Law", Chapter 410 Laws of 1953 provides authority for this procedure in conjunction with State and Federal regulations.

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V. PROCEDURE

A. Federal
Regulations

The present Federal Regulation is found in "Regulations for Administration of Federal Aid for Highways - Title 23: Highways Chapter 1, Bureau of Public Roads, Department of Commerce - Part 1 - Administration of Federal Aid for Highways".

It reads:

"Each State Highway Department shall maintain or cause to be maintained all records and documents relating to the undertaking, carrying out and maintaining of each project in such form and manner as will enable the State to make available

V. PROCEDURE (Continued)

A. Federal
Regulations

to the Administrator such information and data as he may require and shall be retained for a period of not less than three years from the date of the final payment of Federal funds to the State with respect to the particular project."

B. State
Regulations

The present State Regulation is found in "State Records Manual - Rules and Regulations - Rule II General Provisions".

It reads:

"No State agency shall destroy, sell or otherwise dispose of any public records, archives or printed public documents which are under its control or in its care or custody, whether or not they are in current use, without having first secured from the Bureau of Archives and History authorization to do so in accordance with the provisions of the "Destruction of Public Records Law."

"Each State agency shall secure from the Bureau of Archives and History, in the manner and form prescribed by it, authorization to destroy or otherwise dispose of those records in its possession which are considered by it to have no further administrative, legal, fiscal or historical value sufficient to warrant their continued retention."

"No destruction authorization shall be issued by the Bureau of Archives and History to a State agency unless a records retention schedule has been prepared and approved for the particular agency or department."

Administrative 1.505

V. PROCEDURE (Continued)

C. Requirements

1. The Department is required to establish and maintain an active records disposition program.
2. No person shall destroy, sell or otherwise dispose of any public records or record series without approval of the State Records Committee, and all records shall be retained, transferred and disposed in accordance with approved retention schedules.
3. The Records Officer, shall be responsible for directing compliance with the provisions of this procedure.

D. Records Officer

The Head, Central Files is designated the Records Officer and is responsible to the Comptroller for maintaining Department records. He shall maintain an active program for the economical and efficient management of Department records. He shall also serve as liaison with the State Records Committee, review retentions schedules before submission and issue instructions for disposal of approved records.

E. Records Liaison Officers

Division and Bureau Heads, shall appoint Records Liaison Officers for each office, including districts, sections, units, fields, etc., and record names, locations, and telephone numbers with the Department's Records Officer. Each Records Liaison Officer shall be responsible to the Records Officer for directing the application of approved records control schedules within his office and to his Bureau Head for normal duties.

F. Records Center

There is hereby established a State Highway Department Records Center, located in the area of 1035 Parkway Avenue, Trenton. The Center will operate under the direction of the Records Officer and shall provide

Administrative 1.505

V. PROCEDURE (Continued)

F. Records Center

storage, servicing, security for permanent and semi-current records; furnish the necessary reference service on files in their custody and dispose of them after their retention period has expired. (See TRANSFER AND DESTRUCTION of records for details).

G. Retention Schedules

1. Prior to an approved retention schedule, Records Liaison Officers shall inventory records under their jurisdiction and prepare Form AH-1 as outlined in the "State Records Inventory and Appraisal Manual". Forms AH-1 shall then be presented to the Bureau or Division Head for recommendation and justification for retention, disposal or microfilming of his records, signed and forwarded to the Records Officer.
2. Upon receipt of Forms AH-1 the Records Officer shall coordinate and evaluate the retention periods and prepare applications for record retention schedules on Form AH-3.

All retention schedules for records involving Federal Funds shall conform, as a minimum requirement, with the Federal Regulation cited herein, and shall be revised to conform with any future amendments of this regulation.

3. Recommended records retention schedules shall be presented to Bureau and Division Heads who will indicate approval by initialing the form. Schedules shall be presented to the Comptroller for his signature as approval officer for the Department.
4. Upon approval by the Comptroller, the Records Officer shall forward recommended records retention schedules to the State Records Committee.

Administrative 1.505

V. PROCEDURE (Continued)

G. Retention Schedules

5. Proposed record retention schedules will be reviewed by the State Records Committee and either approved, disapproved or amended. If approved, the record retention schedule shall be signed by the Secretary of the State Records Committee and returned to the Records Officer who shall furnish Bureau and Division Heads with approved schedules.
6. Approved schedules shall be reviewed and revisions made whenever new programs or functions are added to the operations of a division or bureau, or whenever existing programs or functions require new or revised records. Regardless of whether revisions are few or many, the retention schedule must be kept current. The Records Liaison Officers shall report any new records series not covered by the approved schedule, identify any items that should be dropped from the schedule because the records covered are no longer created or maintained and recommend changes in retention on the basis of past experience.

H. Transfer

1. Records shall be packed for transfer in standard 15" x 12" x 10" cardboard containers available at Department stock-rooms. Tracings, maps, drawing, plans, etc., that are official records shall be rolled and placed in a tube, or wrapped securely. Each box and package will be labeled using Form AD-54 signed by the shipping Records Liaison Officer.
2. When records are transferred from one office to another, the receiving Records Liaison Officer will report to the Records Officer a full description of the records, their volume and why they were transferred.

Administrative 1.505

V. PROCEDURE (Continued)

H. Transfer

3. When records are transferred from District, Bureau and Division headquarters to the Records Center, it shall be at such times and in the manner and form prescribed by the Records Officer.
4. The Records Officer shall recommend, and with approval of the Comptroller, transfer the Department's permanent and archival records to the State Archives, in the Bureau of Archives and History for permanent preservation.
5. Permanent and semi-current records shall be transferred from District Offices to the Records Center in Trenton for custody and disposal in accordance with approved record retention schedules.
6. Current records shall be transferred from field offices to district offices at the close of the office or an event that makes it unnecessary to keep the records in the field. District offices shall maintain these field records in a manner that will enable ready access until their transfer to the Records Center.
7. All official personnel files and other records pertaining to personnel activities shall be maintained by the Director of Personnel in Trenton in accordance with approved retention schedules. Copies of personnel records shall not remain in office files for a period of more than two (2) years.
8. All original fiscal records shall be filed with the Highway Comptroller at the Records Center. Copies are to be destroyed after their retention period has expired.

Administrative 1.505

V. PROCEDURE (Continued)

I. Destruction
of Records

1. Records must be destroyed in fact and not be allowed to fall into unauthorized hands. Non-confidential records may be sold for waste, providing that they will eventually be processed to destroy their identity. Confidential records must be destroyed by burning, shredding or pulping in the Records Center and the Records Officer or Records Liaison Officers shall supervise such destruction.
2. All record holdings shall be reviewed by Records Liaison Officers at least once each year and Form ED-6 initiated to secure permission of the State Records Committee to dispose of those eligible for disposal in accordance with approved records retention schedules. Forms ED-6 are forwarded to the Records Officer for action by the Department.
3. Upon receipt of approval for disposal, notification will be sent by the Records Officer to each Records Liaison Officer who shall be responsible for destroying those records in his custody.
4. Records must not be held within the Department after their destruction is authorized without written justification to the Records Officer for their further retention.

J. Microfilming

1. Records approved for retention shall be studied by the Records Officer who will recommend to Division Head a method of retention. If microfilming is agreed upon, the Records Officer shall make application to the State Records Committee for permission.

Administrative 1.505

V. PROCEDURE (Continued)

J. Microfilming

2. If permission is granted the Records Office shall instruct Records Liaison Officers on the regulations to be followed and the method of preparing records for microfilming.
3. No original records may be destroyed after microfilming unless the Department obtains permission to do so from the State Records Committee. Form ED-6, Request & Authorization for Records Disposal, shall be used for this purpose.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.506

Title DIRECTORY OF PERSONNEL, MAINTENANCE OF		Effective Date 10-19-64
Supersedes PR-9	Approvals 	Distribution
Related Procedures NONE	Forms Required PR-50 - Informational Sheet	Page 1 of 1

I. PURPOSE

To provide the means of informing the Bureau of Office Services of any changes in the physical location of Trenton area employees.

II. RESPONSIBILITY

Division, Bureau, and Section Heads

III. DEFINITION

Trenton area employees shall include all Highway employees, temporary or permanent, in the State Highway Building, the Laboratory, Fernwood Garages and Shops, and all other offices in the Trenton area.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

All Division, Bureau and Section Heads shall complete Form PR-50 whenever employees are assigned to the Trenton area, or whenever a change in status relocates a Trenton area employee and causes a change in telephone extension or room number. This "Informational Sheet" (Form PR-50) shall be forwarded, in duplicate, to the Supervisor, Bureau of Office Services.

VI. DISTRIBUTION



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.507

Title

REQUISITIONING OFFICE SUPPLIES

Effective Date

10-21-64

Supersedes

PS-3

Approvals

Distribution

Related Procedures

NONE

Forms Required

PS-21 Office Supply Requisition

Page

1 of 2

I. PURPOSE

To outline the procedure to be followed in requisitioning supplies from the Office Supply Stockroom.

II. RESPONSIBILITY

Supervisor, Bureau of Purchase and Stores

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27,

V. PROCEDURE

A. Requirements

1. Office Supplies may be requisitioned for Department use only.
2. The Office Supply stockroom shall issue supplies only upon receipt of a properly executed Office Supply Requisition (Form PS-21).
3. The Head of the Office Supply Stock Room shall have the authority to delete, or limit quantities on any requisition.
4. The Head, Office Supply Stock Room shall be responsible for the maintenance and issuance of a catalog of items normally stocked and available for requisition.

V. PROCEDURE (Continued)

B. Requisitioning

1. Supplies (including items not normally stocked) shall be requisitioned on Form PS-21 signed by either the Division, Bureau, Section Head, or other authorized person (see paragraph 2 below). Items needed shall be listed on the requisition and a diagonal line drawn down from the last item through the last line.
2. Division, Bureau and Section Heads may each designate one other person to sign requisitions. Notification of such authorization shall be made by memorandum, in duplicate, to the Head, Office Supply Stockroom, who shall transmit duplicate, after initialing same, to the Comptroller.

C. Reports

The Head of the Office Supply Stockroom shall be responsible for preparing monthly a report showing the dollar amount of supplies requisitioned during that month by each organizational unit assigned a Budget Code. This report shall be forwarded to the Chief Accountant promptly after the end of the month.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE

No. 1.601

Title

DRAFTING PROPOSED LEGISLATION

Effective Date

10-27-64

Supersedes

AD-13 (1) Rev.1

Approvals

Distribution

Related Procedures

NONE

Forms Required

NONE

Page

1 of 3

I. PURPOSE

To set forth procedure for drafting bills relative to proposed Highway Legislation.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under title No. 27.

V. PROCEDURE

A. Requirements

1. Only the Commissioner or persons authorized by him on specific occasions shall transmit drafts of bills to other agencies or to individuals who are not Departmental employees.
2. All bills shall be drafted by the individual designated by the Commissioner and hereinafter referred to as the Legislation Coordinator. The Legislation Coordinator shall be appointed by a memorandum signed by the Commissioner.

B. Suggesting Legislation

1. Suggestions for proposed legislation

V. PROCEDURE (Continued)

B. Suggesting
Legislation

shall be directed to the Commissioner in memorandum form setting forth the purpose of such legislation and the benefits to be derived therefrom.

2. Distribution of the memorandum shall be as follows:

- a. State Highway Commissioner
- b. Legislation Coordinator
- c. State Highway Engineer for all Highway Activities
- d. Director, Division of Railroad Transportation for railroad transportation activities

C. Drafting

1. When so authorized by the Commissioner the initiator shall contact the Legislation Coordinator who shall prepare a draft of bill and forward copies of same to the Commissioner, State Highway Engineer or Director of Railroad Transportation, Supervising Engineer, Bureau of Planning and Traffic, and the initiator.
2. Following a review of the drafts, they shall be returned to the Legislation Coordinator with comments for the purpose of preparing a final draft. In the event significant changes are suggested in the original draft, a second draft incorporating such changes shall be prepared and forwarded as above.
3. When reviews of drafts have been completed, the Legislation Coordinator shall prepare the final draft and distribute copies as follows:
 - a. 5 copies to the Commissioner (for transmittal to the Office of the Counsel to the Governor).

Administrative 1.601

V. PROCEDURE (Continued)

C. Drafting

- b. 1 copy to the Commissioner (file)
- c. 1 copy to the Division or Bureau Head concerned.
- d. 1 copy for the Legislation Coordinator's files.

VI. DISTRIBUTION

Standard Distribution List "A"

Mr. Philip A. Donnelly was appointed
as Legislature Coordinator by
Commissioner Dwight R. G. Palmer
on December 30, 1963.



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.602

Title
COMMENTING ON PROPOSED LEGISLATION

Effective Date
10-6-64

Supersedes
AD-13

Approval
[Signature]

Distribution

Related Procedures
NONE

Forms Required
NONE

Page
1 of 2

I. PURPOSE

To outline the procedure to be used for distributing and obtaining comments on proposed legislation which may affect the Department.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. The Legislation Coordinator shall maintain at all times complete lists of pending legislation for the purpose of informing the Commissioner, State Highway Engineer, Director, Division of Railroad Transportation, and interested division and bureau heads concerning bills which may affect the Department.
2. The Legislation Coordinator shall maintain a complete file of all printed bills and comments received thereon.
3. The Bureau of Planning and Traffic shall provide listings of Highway and Motor Vehicle legislation to the Bureau of Public Roads, copy to the Legislation Coordinator.

V. PROCEDURE (Continued)

A. Requirements

4. Written approval of the Commissioner is required before ordering any materials and/or services pertaining to activities of the Legislature other than necessary to fulfill the REQUIREMENTS of this procedure.

B. Requests for Printed Bills

1. The Legislation Coordinator shall upon receipt circulate lists of all pending legislation to the Commissioner, State Highway Engineer, Director, Division of Railroad Transportation, heads of divisions or bureaus, or others, whose Departmental functions might be affected by enactment of such bills, and such persons shall indicate from lists which bills they desire to review.
2. The Legislation Coordinator shall secure printed copies of bills and transmit same in accordance with requests.

C. Analysis and Comment

1. Persons receiving printed bills shall analyze same without delay and shall make appropriate comments by memorandum, in duplicate, to the Legislation Coordinator.
2. The Legislation Coordinator shall prepare, in duplicate, summary of comments received and forward original, together with original copies of all comments, to the Commissioner. The Legislation Coordinator shall retain the duplicate of the summary and comment memoranda for his files.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE No. 1.701

Title TRANSMITTING SAMPLES FOR TESTING

Effective Date 10-27-64

Supersedes EN-9 (Rev. 1)

Approvals *[Signature]*

Distribution

Related Procedures NONE

Forms Required See V-A Below

Page 1 of 4

I. PURPOSE

To establish policy and procedures to ensure that samples of materials for laboratory tests are truly representative of materials incorporated in the various items of construction, and to prevent substitution or tampering with those items prior to testing.

II. RESPONSIBILITY

It shall be the responsibility of all duly authorized representatives of the Department who are responsible for procuring, packaging, transporting, receiving and testing material samples to comply with the provisions of this procedure.

Violation of this procedure shall be cause for immediate suspension pending a hearing of charges for dismissal from State Service.

III. DEFINITIONS

A. Engineer

The State Highway Engineer or his duly authorized representative.

B. Inspector

The authorized representative of the Engineer assigned to inspection of work and materials.

C. Materials

All raw or prepared materials and manufactured or fabricated products entering into the finished product.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE**A. Forms Required**

DC-3 - Daily Construction Inspection Report
BR-5 - Bridge Inspector's Daily Report
SA-7 - Daily Construction Inspection Report
LB-53 - Inspection of Bituminous Material at Shipping Point
LB-64 - Daily Report - Asphalt Inspection Plant
LB-79 - Report of Material Inspection
LB-88 - Shipping Tag
LB-152 - Supply Requisition
SO-1 - Report on Analysis of Soils
LB-97 - Notice of Receipt of Improper Sample

B. Requirements

1. Materials for samples shall be made available to the Engineer in accordance with the provisions of the Standard Specifications of the Department, and any supplementary specifications.
2. Samples shall be procured, packaged, sealed and forwarded to the Laboratory under supervision of the Engineer.
3. Samples received at the Laboratory without seals, not properly sealed, or received with damaged or broken seals, or samples obviously unsuitable for testing, shall not be tested and the originating source shall be notified of the condition of the samples and directed to take another sample and submit same properly.
4. This procedure shall not apply to those soil samples submitted by the Soils Bureau or outside Consulting Engineers when such samples are taken for the purpose of prospecting soils or foundation conditions prior to design.
5. In special cases, the Supervisor, Bureau of Testing and Materials may expressly waive the above requirements.

C. Preparation for Delivery

1. Samples shall have attached an official NJSMD serially numbered seal as follows:
 - a) Canvas bags shall be tied and sealed with the Corded Bag Seal.

V. PROCEDURE (Continued)

C. Preparation for Delivery

- b) Samples submitted in cartons or wrapped in paper shall be bound securely with cord or string and have attached the Cordless Seal next to the knot with the loose ends of the string or cord running through the seal.
- c) Samples not packaged shall have attached a seal in such a manner that it cannot be removed without destroying the seal.
- d) Material sample "Shipping Tag" (Form LB-88) shall be properly executed, attached to sample and used as an address label.

D. Delivery

- 1. The Engineers and Inspectors shall have samples delivered to the Laboratory by one of the means listed below. Samples sent by other means shall not be accepted.
 - a) Highway Department vehicles
 - b) Parcel Post
 - c) Railway Express
 - d) Testing Laboratory under contract with the Department
 - e) Privately owned vehicles of Department employees authorized in accordance with Departmental Operating Procedure 1.402.
- 2. Under no circumstances shall samples be transported or delivered to or via a contractor or his agent.
- 3. Samples shall be delivered to the Receiving Section, Laboratory Building, 999 Parkway Ave., Trenton, between the hours of 7:00 AM and 5:30 PM on normal working days and on Saturdays between 7:00 AM and 10:00 AM. Deliveries at other times may be made by applying at the Fernwood Gatehouse.

E. Receiving

- 1. Samples received at the Laboratory shall be inspected for proper sealing. Samples meeting the requirements of this procedure shall be recorded, seal number identified, and samples distributed to the proper testing section.

V. PROCEDURE (Continued)**E. Receiving**

2. Samples received at the Laboratory not meeting the requirements of this procedure shall be discarded without test.
3. The Laboratory shall by the quickest practicable means notify the Division or Bureau concerned of any violation of this procedure which shall be confirmed in writing on Form LB-97 with copies to the Commissioner and the State Highway Engineer.

F. Reporting

1. Samples shall be reported on date taken in the proper spaces provided on the Daily Report Forms (DC-3, SA-7, BR-5, LB-53, LB-64, LB-79, or SO-1) applicable to a particular Bureau or Division with one copy sent directly to the Laboratory.
2. The serial number of the seal attached to the sample shall be clearly indicated on the daily report on the same line with the sample entry.
3. Seal numbers shall also be recorded on the shipping tag, Form LB-88.
4. The Supervising Engineer, Testing Laboratory, may allow the submission of samples by letter or memorandum in special cases, in such case, the requirements may be waived.

G. Packaging Materials

1. Canvas bags, cartons, and other sample packaging materials shall be requisitioned on Form LB-152 at the Laboratory during normal working hours.
2. Corded Bag Seals and Cordless Seals are available in serially numbered lots and may be requisitioned as outlined in paragraph 1 above.

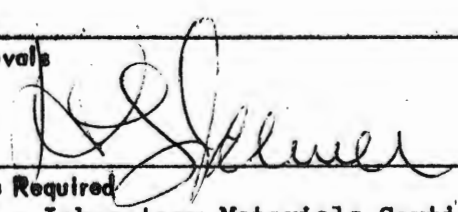
VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
ADMINISTRATIVE
No. 1.702

Title MATERIAL TEST AND INSPECTION CERTIFICATE		Effective Date 10-27-64
Supersedes EN-10	Approvals 	Distribution
Related Procedures NONE	Forms Required LB-95 - Laboratory Materials Certification LB-96 - Bureau of Public Roads Materials Certification	Page 1 of 2

- I. PURPOSE To establish a uniform method for providing certification of the results of testing and inspection of materials used for each construction project financed in whole or part by Federal funds.
- II. RESPONSIBILITY As outlined below
- III. DEFINITION Not Required
- IV. AUTHORITY Bureau of Public Roads Policy and Procedure Memorandum 20-6.2 issued July 28, 1964.
-
- V. PROCEDURE
- A. Request Prior to the preparation of the final request for reimbursement on a Federally financed construction project, the Federal Aid Engineer concerned shall request, by memorandum, a Bureau of Public Roads Material Certification (Form LB-96) from the Supervising Engineer, Bureau of Testing and Materials.
- B. Preparation
1. Upon receipt of the above memorandum, the Supervising Engineer, Bureau of Testing and Materials, shall forward Form LB-95 to each engineer in charge of a specific phase of operation on the project.

Administrative 1.702

V. PROCEDURE (Continued)

B. Preparation

2. Upon receipt of Form LB-95, the responsible engineer shall review the records for the project to determine compliance or exception to the necessary requirements. The Form LB-95 shall be signed, dated, and returned to the Laboratory on or before the date indicated.

C. Issuing

1. The Supervising Engineer, Bureau of Testing and Materials, shall then prepare Form LB-96 in five copies after reviewing all records of testing and inspection, listing any exceptions and items not meeting requirements and stating the condition under which they were accepted.
2. Four (4) copies of Form LB-96 shall then be signed by the Supervising Engineer and forwarded to the Federal Aid Engineer who shall retain one copy and attach three copies to the Final Voucher submitted to the Bureau of Public Roads.
3. A copy of Form LB-96 shall be placed in the project file in the Laboratory and have attached, as supporting documents, the completed Forms LB-95.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2,101

Title

WORKING HOURS AND THEIR OBSERVANCE

Effective Date

11-18-64

Supersedes

AD-23

Approved

Distribution

Related Procedures

NONE

Forms Required

NONE

Page

1 of 4

I. PURPOSE

To establish and define the regular working hours for all Department employees and set forth rules for their observance.

II. RESPONSIBILITY

As Outlined Below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Compliance

All employees shall comply with provisions of this procedure.

B. Enforcement

The person in charge of any work unit, section, bureau or division shall be held responsible for observance and enforcement of this procedure.

C. Normal Work Week

1. Normal work week for all employees shall consist of five (5) working days Monday through Friday inclusive, except in those weeks in which a legal holiday falls, or in which special time off is granted by the Governor, President, Department of Civil Service, or the State Highway Commissioner.

V. PROCEDURE (Continued)

C. Normal Work Week

Legal holidays falling on a Saturday do not affect the normal work week. Legal holidays falling on Sunday are observed the following day.

2. Work week for employees on shift operations, such as bridge operators and plant security guards, shall also consist of five(5) working days to be determined by pre-arranged work schedule and shall include normal work on Saturdays, Sundays and holidays.

D. Normal Work Day

1. Normal work day for all office and laboratory personnel at Trenton Headquarters and all field offices shall be seven (7) hours.
2. Normal work day for shop and warehouse personnel at the Fernwood Service Station, outlying garages and field personnel of all divisions shall be eight (8) hours,

E. Normal Working Hours

1. Working hours for all office, laboratory and field office personnel shall be: Starting time, 9:00 A.M.; 30 minutes lunch between 11:30 A.M. and 2:00 P.M. (A systematic staggered agreement is to be provided so offices will be occupied the entire luncheon period); closing time, 4:30 P.M.
2. Working hours for all garages, service stations, shops, warehouses and all field personnel, except the Bureau of Maintenance and the Bureau of Electrical Operations, shall be: Starting time, 8:00 A.M.; 30 minutes lunch; closing time, 4:30 P.M.
3. Working hours for field personnel of the Bureau of Maintenance and the Bureau of Electrical Operations, with the exception of Bridge Operating Personnel, shall be: Starting time, 7:30 A.M.; 30 minutes lunch; closing time, 4:00 P.M.

V. PROCEDURE (continued)**E. Normal Working Hours**

4. Personnel assigned to inspection work on construction contracts shall work the same hours as the contractor.
5. Field personnel of the Bureau of Equipment assigned to work with the Bureau of Maintenance or the Bureau of Electrical Operations shall conform their working hours to these Bureaus.
6. Working hours of employees on shift operations where 24 hour service is necessary, such as bridge operators and plant security guards, shall be assigned in accordance with the following schedule:
 - (1) 8:00 A.M. to 4:00 P.M.
 - (2) 4:00 P.M. to 12:00 Midnight
 - (3) 12:00 Midnight to 8:00 A.M.

No employee on shift operations shall leave his post until properly relieved by his successor. No authorized time off is allowed for a lunch period.

7. Working hours for employees of the Mail Room in the Trenton Office Building shall be: Starting time, 8:30 A.M.; 30 minutes lunch between 11:30 A.M. and 2:00 P.M. (Systematic arrangement is to be provided so the office will be occupied the entire luncheon period); closing time, 5:00 P.M.

F. Summer Hours

Summer hours or any other general change in normal working hours will be established by the State Highway Commissioner and will be effected only by written notice prepared and circulated by the Division of Personnel.

G. Emergency Work

Emergency working hours may be declared by the Division Head or his authorized representative. Employees required for the emergency shall work the necessary hours as directed. When emergency situations are declared, written notice shall be filed with the Commissioner and the Division of Personnel.

V. PROCEDURE (Continued)

H. Variations From Normal Hours

Variations from normal hours because of special circumstances in job situations may be established by any division or bureau, but such variations shall be reported and filed with the Commissioner and the Division of Personnel. The report shall explain the reasons for the variation, and the duration thereof.

I. Conduct While At Work

Employees are to conform faithfully and strictly to the working hours established herein. They shall remain at desk, station, post or place of assignment during the aforementioned hours of work, and shall not leave except with the approval of their superior. Conduct at all times shall be consistent with and becoming to the status of a public employee.

J. Penalty For Early Departure

The following cautionary notice is directed to all employees at all levels. It has been the practice of a limited number of employees to "duck-out" ahead of time or be fully prepared to exit the building as the "quitting time" gong rings. This practice is not permitted and all are warned that those varying from the Standard Work Hours as herein outlined are subject to dismissal from the Department.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.102

Title VACATION LEAVE		Effective Date 9-29-64
Supersedes PR-3	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE To establish policy and outline the procedures for the taking of vacation leave.

II. RESPONSIBILITIES As outlined below

III. DEFINITION Not Required

IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Department personnel shall be entitled to, and shall take, vacation leave in accordance with the provisions of applicable State statutes and Civil Service rules, and in conformity with Department policy and procedure established herein.
2. The Personnel Officer shall issue to each Department employee information folder No. A-122, "Your Leaves of Absence", for the purpose of acquainting employees with provisions of State statutes, Civil Service rules and Department policy concerning vacation leave.

B. When Taken

1. Vacation leave shall be taken during the calendar year in which it is earned unless prevented by work requirements. Whenever possible, leave shall be taken between April 1 and December 1.
2. Unused vacation leave may be accumulated and carried through, but not beyond December 31 of the following year.

V. PROCEDURE (Continued)

C. How Requested

1. Division and Bureau Heads shall make requests for their own vacation leave by memorandum to the Commissioner as far in advance as is practicable.
2. All other Departmental personnel shall make requests for vacation leave to their immediate superior as far in advance as is practicable.
3. Division and Bureau Heads shall establish and maintain employee vacation schedules within their respective work units.
4. Division and Bureau Heads shall grant vacation leave as requested whenever work requirements permit.
5. Division and Bureau Heads shall not approve the taking of vacation leave unless request for same has been made in conformity with #2 above.
6. If too many requests for the same dates are received within a particular work unit, Division and Bureau Heads shall endeavor to effect a revision of such requests satisfactory to the employees concerned. Beyond this point, however, they shall give preference for requested dates to employees with seniority after giving primary consideration to work requirements of the affected unit or units.

D. Records

The Office of Personnel shall maintain a record of vacation leave taken by Department personnel. Such record shall be based upon information contained in bi-weekly time reports of the employees submitted to the Division of Personnel by all Divisions and Bureaus.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.103

Title SICK LEAVE		Effective Date 8-20-64
Supersedes PR-4	Approval <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required PR-20 - Notification and Request for Approval of Sick Leave PR-62 - Daily Absentee Report	Page 1 of 3

I. PURPOSE To establish policy and reporting procedures for sick leave.

II. RESPONSIBILITY As outlined below

III. DEFINITION Not Required

IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requirements

1. Departmental personnel shall be entitled to, and may take, sick leave in accordance with the provisions of applicable statutes and Civil Service rules, and in conformity with Department policy and procedure established herein.
2. The Personnel Officer shall issue to each Department employee the information folder, "Your Leaves of Absence", for the purpose of acquainting employees with provisions of statutes, Civil Service rules and Department policy concerning sick leave.

B. Initial Notice of Absence

Employees shall notify their immediate superior by telephone, or other personal message, of their inability to report to

V. PROCEDURE (Continued)

B. Initial Notice
of Absence

work as soon as such incapacity becomes apparent. This notice shall be given not later than the beginning hour for the day's work.

C. Reporting

Bureau Heads shall complete Form PR-62 daily, listing all absentees. This report shall be delivered to the Division of Personnel not later than 10:30 A.M. each working day. Employees not accounted for or who leave their assignment after the normal starting time shall be reported on the following work day. Employees absent on authorized vacation, military leave, XP overtime, anticipated sick allowance etc., shall not be listed on this form.

D. Request for
Sick Leave

1. In addition to the initial notice of an absence, employees shall make a formal request for sick leave to their immediate Supervisor on Form PR-20, regardless of the duration of the sick leave.
2. If incapacitation from work is anticipated, completed Form PR-20 shall be submitted in advance.

E. Doctor's
Certificate

A certification from the attending physician must be submitted in support of sick leave under either of the conditions below:

- a) If such leave is five (5) or more consecutive working days.
- b) If required by the employee's immediate superior.

F. Approvals

1. If the request is valid, the Division

V. PROCEDURE (Continued)

F. Approvals

or Bureau Head, or persons authorized by him, shall indicate such approval by signing in the proper space on the form.

2. If formal request is not furnished, or furnished and not approved, employees absence shall be charged to vacation leave, if any; otherwise employee's pay shall be adjusted for such unauthorized absence.
3. All requests submitted by employees, whether approved or not approved, shall be attached to the applicable bi-weekly time report for transmittal to the Division of Personnel.

G. Records

The Personnel Office shall maintain a record of sick leave taken by Departmental personnel. Such record shall be based upon information contained in the bi-weekly and daily time reports of the employee.

VI. DISTRIBUTION

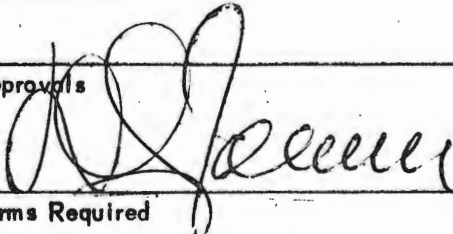
Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.105

Title PERFORMANCE RATINGS		Effective Date 8-19-64
Supersedes PR-1	Approved 	Distribution
Related Procedures	Forms Required See V. - A. Below	Page 1 of 5

I. PURPOSE

To outline the procedure to be followed in preparing performance rating reports for all permanent and temporary employees of the Department.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

1. Raters - Shall mean the employees immediate superior.
2. Rating Supervisor - The rater's immediate superior.
3. Adjective Performance Rating - Means the total numerical rating received by an employee on Form PR-10.

IV. AUTHORITY

Statutes RS 11:12-1, 11:13-1, 11:15-1, 11:15-4, 11:15-6

.....

V. PROCEDURE

A. Forms Required

- CS-29 - Report of Progress of Probations
- CS-86 - Appeal of Performance Rating
- CS-22 - Notice of Separation or Transfer
- PR-10 - Performance Rating

V. PROCEDURE (Continued)

B. Requirements

1. Regular performance ratings shall be prepared as required by Statute (R. S. 11:13-1) and in accordance with instructions contained in the "Performance Rating Manual" (1964). Performance ratings shall be prepared on Form PR-10 (Performance Rating), supplied by the Division of Personnel.
2. Special performance ratings for probationers shall be prepared as required by Statute (R. S. 11:12-1) on Form PR-10 (Performance Rating) by Supervisor and on Form CS-29 by the Commissioner or his designated representative.

C. Basis of Ratings

Ratings shall be based on five levels:

<u>Adjective Equivalent</u>	<u>Numerical Rating</u>
Outstanding	4.67 - 5.00
Above Average	4.00 - 4.67
Average	3.00 - 3.99
Below Average	2.00 - 2.99
Unsatisfactory	0.00 - 1.99

D. Regular Ratings

1. Ratings shall be prepared for each Department employee twice each calendar year: on April 15th, covering the period from the previous October 1 to March 31, and on October 15, covering the period from April 1 to September 30.
2. The Director of Personnel shall forward a sufficient supply of Form PR-10 (Performance Rating) to division or bureau heads not later than March 15 and September 15 of each year.
3. Ratings shall be prepared by Raters and Rating Supervisors as provided for on the form and shall be reviewed by division and bureau heads, and forwarded to the Director of Personnel not later than April 22 and October 22 of each year.
4. Each employee shall be informed of his rating on or before the last day of the month following the rating period by his department. This notification may be accomplished by having the employee review and initial his own rating form or by sending him a statement similar to the one contained in the "Performance Rating Manual" (1964).

V. PROCEDURE (Continued)

D. Regular Ratings

5. The Director of Personnel shall review and tabulate numerical ratings and, with the approval of the Commissioner, send tabulations to the Department of Civil Service.

E. Special Ratings

1. Rating Supervisors in divisions and bureaus shall prepare performance ratings for each new appointee on Form PR-10 (Performance Rating) in duplicate as outlined in "Regular Ratings, Paragraph C-3" at the end of the second month and at the end of the third month of the new Appointee's service, and shall transmit same to the Director of Personnel immediately upon completion of each rating.
2. Upon receipt of these successive performance ratings from Rating Supervisors, and based upon the information indicated thereon, the Director of Personnel shall prepare Form CS-29 (Report on Progress of Probationers) in triplicate for approval by the Commissioner or his designated representative. Upon such approval, the Director of Personnel shall forward the original CS-29 to the employee concerned and the duplicate to the Department of Civil Service if and as required by Statute (R. S. 11:12-1). He shall retain the triplicate for Personnel Office records.

F. Appeals

1. Any employee dissatisfied with the rating given may request and shall be granted an interview with the Rating Supervisor.
2. Any employee dissatisfied with the result of prior interview with Rating Supervisor may request and shall be granted a further interview with the division or bureau head.
3. Any employee dissatisfied with result of prior interviews with Rating Supervisor and Division or Bureau head may request and shall be granted a further interview with the Commissioner or his designated representative.

V. PROCEDURE (Continued)

F. Appeals

4. Any employee dissatisfied with the decision of the Commissioner, or his designated representative, shall be furnished Form CS-86 for the purpose of further appeal to the Department of Civil Service. An employee may only appeal his total numerical rating to Civil Service.

G. Transfers

1. In the case of intra-Departmental transfers during a rating period, both the old and the new Rating Supervisor shall prepare a performance rating for the period. Final rating shall be determined by pro-rating the two ratings.
2. In the case of inter-Departmental transfers during a rating period, where the employee is being transferred from the Department, he shall be rated up to the date of such transfer and a copy of such rating shall be forwarded by the Director of Personnel with executed Form #CS-22 to the new Department. If being transferred to the Department and CS-22 is received from another Department, the employee shall be rated for the balance of the rating period and his rating for the whole period shall be determined by pro-rating both forms. If no CS-22 is received from the other Department, he shall be rated for the remaining portion of the rating period in the usual manner.

H. Special Notations

1. Any employee in the Classified Service (Civil Service) may be removed or demoted for inefficiency if the numerical average of his last two performance ratings is "Unsatisfactory", subject to the provisions of R. S. 11:15-1, 11:15-4, and 11:15-6 "Removal and Demotions".
2. Increments:
 - a) Employees with the highest performance ratings receive first consideration for salary increments.
 - b) Employees whose last two ratings average "Below Average" may be eligible for salary increments if the Commissioner considers it advisable in

V. PROCEDURE (Continued)

H. Special Notations

the best interests of the Service. It is the responsibility of the Commissioner or his designated representative to inform the Department of Civil Service in writing of the names of the employees with a rating of "Below Average" who are considered eligible for increments.

- c) Employees whose last two ratings average "Unsatisfactory" are not eligible for salary increments.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL
No. 2.106

Title EMPLOYEE GRIEVANCES		Effective Date 10-27-64
Supersedes PR-11	Approval 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 5

I. PURPOSE

To provide a uniform procedure for the submission, consideration, and disposition of employee grievances.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

"Grievance" as used herein, shall mean any cause of complaint arising between the Department and an employee, or between the Department and a group of employees, with reference to a condition of employment.

IV. AUTHORITY

Civil Service Law, Title II, Revised Statutes of 1937, as amended and supplemented.

V. PROCEDURE

A. Causes

In general, if an employee has a grievance which relates to a safety hazard, physical facilities, discriminatory supervisory practices, unreasonable assignment of work hours or unfair work loads, it may be considered a cause for a grievance under this procedure.

V. PROCEDURE (continued)

B. **Employees' Rights
and Responsibilities**

All employees are assured the right of freedom of association, self-organization, the right to join or to continue as members of any employee or labor organization, and the designation of representatives of their own choosing for purposes of consideration and disposition of their grievances at all stages, free from interference, restraint, discrimination, coercion or reprisal. Since all hearings under this procedure shall be informal, it shall not be necessary for an aggrieved employee to have counsel or an employee representative. However, he may be so represented if he wishes. The term "employee representative" means the agent selected by the employee to act in his behalf in the processing of a grievance. The aggrieved employee shall identify his representative, if any, at all stages, giving name, address and formal designation or, if also a Department employee, his title, work address and division.

C. **Group
Grievances**

1. Group grievances shall be presented to the appropriate supervisor by the representative or representatives chosen by the group. It is expected that the designated representative shall use reasonable judgment in handling the grievance and that the case will be thoroughly investigated, prior to presentation, to eliminate any possible misrepresentations.
2. Any employee or labor organization will be guided by Civil Service Law, Title II, Revised Statutes of 1937, as amended and supplemented.

V. PROCEDURE (Continued)C. Group
Grievances

3. Any proposals by individuals or employee groups requesting consideration of grievances contrary to the provisions in the above-mentioned Civil Service Law, Revised Statutes of 1937 as amended and supplemented, will not be acceptable for hearing.

D. Time Off For
Processing of
Grievances

An employee or his authorized representative shall be allowed such time off from his or her regular duties as may be deemed necessary and reasonable for processing of a grievance without loss of pay or other time credits. Such allowance, however, shall include only reasonable time for discussion between the employee and his employer, and such reasonable travel time as may be deemed necessary to present his grievance. All discussions and hearing between an employee and his supervisors shall, as far as practicable be conducted during regular working hours within the Department and the time and place shall, as far as practicable, be mutually agreeable to the appropriate parties. Group grievances shall be presented to the appropriate supervisor by a representative chosen by the group.

E. Grievance
Procedure Steps

The following steps are established whereby an aggrieved employee, or employees, may present complaints to management for consideration and disposition. The designation of supervisory personnel to whom complaints should be made under Steps 1, 2, and 3 are purposely made general. Each division shall be required to issue a supplemental procedure in which such supervisory personnel shall be named specifically to satisfy the particular organizational structure of the division concerned.

Step 1 - A complaint shall be made informally and orally to the employee's immediate supervisor, and prompt effort made by the supervisor to reach an amicable settlement.

No complaint shall be more than two weeks old.

Personnel 2.106

V. PROCEDURE (Continued)

E. Grievance
Procedure Steps

- Step 2 - If the complaint is not settled satisfactorily within three working days, the employee or employees may, within two working days thereafter, present the matter, in writing, at which stage it is now considered a grievance, to the level of supervision next in line, with a decision at this level being rendered within three working days after receipt of the complaint.
- Step 3 - If the complaint is not settled satisfactorily within these three working days, the employee or employees may, within two working days thereafter, present the matter, in writing, to the Bureau and/or Division Head who shall, within five working days after receipt of the complaint, render a decision in writing.
- Step 4 - If the grievance is not settled satisfactorily at this stage, the employee or employees may, within three days thereafter, present the matter, in writing, to the Director, Division of Personnel. The Director, Division of Personnel shall, within five working days after the receipt of the grievance, hold a group meeting between the State Highway Engineer or his authorized representative, the employee and/or his representative and himself. (By authorized representative is meant a designation, in writing, by the State Highway Engineer to the Director, Division of Personnel setting forth the name of said representative. Such authorized representative shall be

Personnel 2.106

V. PROCEDURE (Continued)

E. Grievance
Procedure Steps

from a supervisory level not below that of a Division Head.)

At this meeting, the Director of Personnel will act as a mediator in an effort to solve the grievance to the satisfaction of both parties.

Step 5 -The Director of Personnel will present a report, in writing, to the State Highway Commissioner completely covering the nature of the grievance and the result of the conference. The decision of the Commissioner shall be final and such decision shall be made known to the proper parties within three weeks from the date submitted to the Commissioner.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.107

Title FILLING OF VACANT POSITIONS		Effective Date 9-29-64
Supersedes PR-7	Approvals 	Distribution
Related Procedures NONE	Forms Required PR-43 - Personnel Request	Page 1 of 3

I. PURPOSE

To establish the procedure to be followed in filling vacant positions in the Department, whether with new employees or by promotion.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Requirements and Approvals

1. Form PR-43 (Personnel Request) shall be prepared by Division or Bureau Heads when any vacant positions are to be filled in any manner whatsoever.
2. Form PR-43 shall be forwarded for approval, or disapproval, as follows:
 - a) Division reporting directly to the State Highway Engineer.
 - 1) Bureau Head
 - 2) Division Head
 - 3) State Highway Engineer
 - 4) Commissioner
 - b) All other Divisions (Including Bureau of

V. PROCEDURE (Continued)

A. Requirements and Approvals

Public Information)

- 1) Bureau Head
- 2) Division Head (if applicable)
- 3) Commissioner

3. After action by the Commissioner, requests will be forwarded to the Division of Personnel for processing. If the form is not properly completed, the Division of Personnel will return with applicable comments.

B. Preparation of Form PR-43 - New Employments

When the employment of new personnel is recommended, Division or Bureau Heads will initiate the action by preparing "Personnel Request", (Form PR-43 (a)), supplying all necessary information as follows:

- a) Name of Division
- b) Date of recommendation
- c) Civil Service job classification
- d) Number of vacancies, both permanent and temporary
- e) Starting salary
- f) Nature of employment
- g) Submit supporting data as directed below:
 - 1) When a permanent appointment on a probationary basis from a Civil Service Certification is recommended, a complete list of all applicants certified shall be furnished and reasons for selection given.
 - 2) When a permanent appointment on a probationary basis to a non-competitive position is recommended, give name and address of any applicants and state how they were obtained.
 - 3) When a temporary appointment to a permanent position pending qualification through an open competitive Civil Service examination is recommended, give name and address of applicants and state how they were obtained.

Personnel 2.107

V. PROCEDURE (Continued)

B. Preparation of
Form PR-43
New Employments

4) When a temporary appointment to a temporary vacancy is recommended, give name and address of applicants and state how they were obtained.

C. Preparation of
Form PR-43 -
Promotions

When promotions are recommended to fill vacancies, Bureau Heads will initiate the action by preparing "Personnel Request", Form PR-43 (b), supplying all necessary information as follows:

- a) Name of Division
- b) Date of recommendation
- c) Civil Service job classification
- d) Number of vacancies, both permanent and temporary
- e) Starting salary
- f) Nature of promotion to be made
- g) Submit supporting data as directed below:
 - 1) When a permanent promotion from a Civil Service Certification is recommended, show names and addresses of all certified and give reasons for selection of particular employee or employees.
 - 2) When a temporary promotion to a temporary vacancy is recommended, state reasons for the recommendation, explain the circumstances under which the temporary vacancy developed, and furnish complete name and address as well as a brief work background of the employee recommended.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL
No. 2.108

Title ACCEPTANCE OF GIFTS, ENTERTAINMENT, MEALS, ETC.		Effective Date Dec. 11, 1964
Supersedes AD-25	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To set forth Department policy regarding the tender of Gifts, Entertainment, Meals, Etc.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Policy

1. Departmental employees shall not, under any circumstances, accept gifts, meals, gratuities, entertainment or favors from persons, agencies, or firms who have done, are doing, or desire to do business with the Highway Department; or from individuals, representatives, firms, partnerships, companies or associations promoting the use of their products or services.
2. Such gratuities as may be received from persons, agencies, firms or others, shall be returned to the donor with full explanation of the Department's policy in such matters.

V. PROCEDURE (Continued)

A. Policy

3. It is the declared policy of the Department that no employees shall be under obligation to individuals, firms or businesses, or representatives of anyone with whom the Department has, does, or may do business, nor shall any employee, group or organization affiliated with the Department solicit contractors, suppliers, or consultants to participate in dinners or group gatherings or accept gratuities or funds in any form or for any purpose from them.
4. There may be certain occasions such as Association gatherings when an individual or a number of employees may be invited as guests and where their attendance would be in furtherance of the Department's interest. In such instances, permission to attend may only be authorized by the Commissioner, his Executive Assistant, or the State Highway Engineer; the names of such approved attendees and the occasion shall be made a memorandum of record forwarded to the Commissioner's Executive Assistant.

B. Penalty

Failure to comply with this procedure shall result in the filing of charges against such person or persons with consequent penalty.


VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
PERSONNEL
No. 2.109

Title DEPARTMENT EMPLOYEES - OUTSIDE EMPLOYMENT		Effective Date 11-18-64
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE

To outline the procedure governing Department personnel in securing outside employment.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Contractor - Persons, agencies, or firms who are directly connected with the design, construction and maintenance of roads or bridges.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.



V. PROCEDURE

A. Policy

Departmental employees shall not under any circumstances work on a full, part time, or any other basis, for any company, firm or vendor who renders goods or services directly or indirectly to the Highway Department.

B. Penalty

Failure to comply with this procedure shall result in the filing of charges against such person or persons with consequent penalty.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
PERSONNEL
No.
2.110

Title
THEFT OR MISAPPROPRIATION OF DEPARTMENT PROPERTY

Effective Date
10-7-64

Supersedes
NONE

Approval
[Handwritten Signature]

Distribution

Related Procedures
1.118

Forms Required
NONE

Page
1 of 2

I. PURPOSE

To establish Department policy concerning employees guilty of theft or misappropriation of Department property.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Department Policy

1. No employee of the State Highway Department shall remove any supplies, materials, goods or chattels, or any other property of the State Highway Department from the offices, garages, maintenance buildings or storage locations of the State Highway Department, unless such removal has been properly authorized in order to carry out departmental work or activities.
2. Any employee of the State Highway Department who embezzles, converts, disposes of, or unlawfully loans or withholds any money or property of the State Highway Department, or who steals any money, goods or chattels, or otherwise destroys, carries away or unlawfully appropriates, with intent to steal, any real or personal property of the State Highway Department shall be immediately suspended.

V. PROCEDURE (continued)

A. Department
Policy

The charge or charges shall be referred to the Prosecutor of the County where the act or acts above referred to occurred and the employee shall be suspended until the charge or charges are disposed of.

3. Any employee of the State Highway Department, including supervisory personnel, who has knowledge that any other employee is doing or has done any of the matters and things mentioned in Paragraphs 1 and 2 above, and who has not notified his superiors of the derelictions shall be suspended immediately and charges filed with the Civil Service Commission for the employee's permanent discharge.

B. Action to Be
Taken

1. The Office of Safety, Security and Investigations shall cause such investigation as may be necessary to be made of any of the matters recited in Section A paragraph 1, 2 and 3 above, and carry on in accordance with Departmental Operating Procedure 1.118.
2. The Office of Safety, Security and Investigations shall submit a written report to the Commissioner and file a copy thereof with the Director, Division of Personnel, of the individual concerned and the circumstances of the case. The Director, Division of Personnel shall, with the approval of the Commissioner, initiate action to immediately suspend the individual and to file charges with Civil Service for the employee's permanent dismissal.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.201

Title SAFETY INSPECTIONS		Effective Date 8-23-64
Supersedes PR-6	Approvals 	Distribution
Related Procedures NONE	Forms Required PR-44(B) - Safety Inspection Report PR-37 - Safety Report - Contract Work	Page 1 of 3

I. PURPOSE

To provide for periodic safety inspections and the initiation of action to remedy conditions not conforming to generally accepted safe practices.

II. RESPONSIBILITY

Division of Personnel, Safety Supervisor

III. DEFINITIONS

The term "safe practices" as used herein refers to such methods used, or that are prescribed, to eliminate present or potential hazards to the safety of life, limb, eye sight, and the general health and welfare of Department employees and the public, in all departmental activities. Included also is work performed for the Department by contract or work performed on or immediately adjacent to the highways under permits issued by the Department.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Requirements

1. The Safety Manual of the New Jersey State Highway Department shall govern the safety conduct of all Department employees.
2. The Safety Supervisor shall conduct safety surveys on all phases of Department activities; whether carried on in offices, shops, garages, or in the field. The results of such surveys shall be submitted in duplicate on Form PR-44(B) to the Chief of the Bureau in which the surveys were

V. PROCEDURE (Continued)

A. Requirements

made. He also shall conduct safety surveys on work covered by permit or contract, and make recommendations to the District Engineer responsible on Form PR-37 for any necessary remedial action.

B. Department Work

On receipt of Form PR-44(B) from the Safety Supervisor, the Division or Bureau Head involved shall immediately initiate steps to correct the safety violations. Within one week after receipt of this form, it shall be completed stating what action was taken, or what remedies are proposed, to alleviate the condition. One copy shall be returned to the Safety Supervisor, and the other retained for the Bureau files.

C. Contract Work

On receipt of Form PR-37 from the Safety Supervisor, the District Engineer in charge of the project shall immediately initiate steps to correct the safety violation. Within one week after receipt of this form, a written memorandum outlining the action taken, or remedies which are proposed, to correct safety conditions shall be sent to the Safety Supervisor.

D. Responsibility

1. The Safety Supervisor shall be responsible for evaluating such remedial measures and shall, if necessary, confer with persons of interest to determine the effectiveness of the action taken or proposed.
2. The Safety Supervisor shall maintain records of all safety reports, inspections, suggested recommendations and the action taken thereon. He shall submit to the Director, Division of Personnel a report summarizing same on January 1st and July 1st of each year.
3. The Safety Supervisor shall conduct or supervise the testing of varied types of safety gear and supplies which may be purchased by the Department.

V. PROCEDURE (Continued)

D. Responsibility

4. The Safety Supervisor shall be responsible for the preparation and distribution of appropriate safety bulletins and materials, including safety rules and regulations governing every category of employment within the Department.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL
No. 2.202

Title REPORTING PERSONAL INJURIES		Effective Date 10-14-64
Supersedes PR-10	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required PR-6 Accident Report - Injury to Department Employee	Page 1 of 4

- I. PURPOSE To establish a uniform method of reporting injuries resulting from accidents arising out of, and in the course of employment with the Department.
- II. RESPONSIBILITY As outlined below
- III. DEFINITION The term "Supervisor" as used herein shall refer to an employee's immediate superior.
- IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

-
- V. PROCEDURE
 - A. Requirements
 1. All personal injuries shall be reported to the injured employee's supervisor immediately upon occurrence.
 2. Form PR-6 (Accident Report - Injury to Department Employee) shall be executed for all employees receiving personal injuries. Copies of Form PR-6 shall be forwarded to the Division of Personnel and the Department of Law and Public Safety, Claims Bureau.
 - B. Reporting
 1. Form PR-6 is a two-part report that must be completed by the injured employee and his supervisor. Part A shall be filled out by the Supervisor, Part B shall be filled out by the employee in his own handwriting describing the accident and injury in detail.

V. PROCELURE (Continued)

B. Reporting

- a) If the injured employee is unable to write, then he shall dictate the report and that person shall indicate therein the employee's incapacity in regard to writing.
 - b) If the injury to the employee is such that he is unable to complete the report, the Supervisor shall complete Form PR-6 (Part A) and forward immediately. When the employee is sufficiently recovered to make statements, he will be requested to complete Form PR-6 (Part B).
2. Upon completion of Form PR-6 (Part B) the employee shall then deliver it to his supervisor.
 3. Form PR-6 (Part A) shall then be completed by the employee's supervisor who, before signing it, will check Part B to make certain that all questions have been answered and it is complete.
 4. By signing Part A the supervisor indicates to the Department that he concurs with the statement made by the employee. If the supervisor did not witness the accident causing the injury, he should investigate and report any information contrary to or in addition to that which has been submitted by the employee.
 5. The completed Form PR-6 shall be forwarded by the supervisor to the head of the respective Division or Bureau within 24 hours after the accident. The Division or Bureau will have two copies made of the Form PR-6. The original shall be forwarded to the Claims Bureau, Department of Law & Public Safety, and a copy to the Division of Personnel. One copy will remain in the Division or Bureau.

C. ~~Physicians~~

1. The employee has the right to choose any qualified physician to treat him, but once commencing treatment with the doctor, he shall not change doctors without prior permission from the Claims Bureau.

V. PROCEDURE (Continued)

C. Physicians

2. Should the treating physician require X-rays or consultation with a specialist, this is permissible without approval of the Claims Bureau, but, the employee shall request the treating physician to communicate with the Department of Law & Public Safety, Claims Bureau, concerning the need for this service.
3. Should an employee change physicians during the course of treatment without obtaining permission from the Claims Bureau, payment for services rendered shall be refused by the Claims Bureau.
4. The injured employee, in no event, shall pay the treating physician, the X-ray technician, or consulting physician, for services.

D. Instructions

1. The injured employee shall be instructed by his supervisor that, should there be any question pertaining to his medical treatment, compensation, or other matters pertaining to the injuries he suffered, he may call upon the Claims Bureau for advice and counseling.
2. In the event that the injury sustained by the employee is the result of action or negligence of a third party, the employee shall be specifically instructed not to talk to or give statements to any insurance representative of the third party, without the presence of a member of the Claims Bureau. If any inquiry is made, the employee shall refer the inquirer to the Claims Bureau.

E. Poison Ivy

1. In cases where employees claim they have contacted poison ivy or other poisonous substance in line of duty, they shall be required to complete Form PR-6 (Part B) the same as they would for any other accident or personal injuries.

V. PROCEDURE (Continued)

E. Poison Ivy

2. In cases where employees report poison ivy or other poisonous substance, it shall be the duty of the supervisor to investigate the area reported to make certain that the employee was working in poisonous substances before completing Form PR-6 (Part A).

VI. DISTRIBUTION

See Standard Distribution List "B".



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.203

Title

DISPENSARIES AND FIRST AID ROOMS

Effective Date

10-11-64

Supersedes

PR-2

Approvals

Distribution

Related Procedures

NONE

Forms Required

NONE

Page

1 of 2

I. PURPOSE

To establish the procedures governing operation and use of Dispensaries and First Aid Rooms.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Dispensary - an installation containing prescription and non-prescription medications, sufficient equipment to enable continuing as well as emergency care, and a full time registered nurse under the direction of a licensed physician.

First Aid Room - a location containing a minimum of, a medical-surgical cabinet, non-prescription medication, and a person trained in first aid.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Supervision

The Department Dispensaries and First Aid rooms are under the direction of the Division of Personnel, supervised by the Safety Supervisor.

B. Use of Facilities 1.

Division, Bureau or section heads shall send injured, ill or indisposed personnel to a

Personnel 2.203

V. PROCEDURE (Continued)

B. Use of Facilities

Dispensary or a First Aid Room for treatment.

2. Persons other than Departmental personnel who may become injured, ill or indisposed while on Department premises may, in an emergency, be directed to a Dispensary or a First Aid Room for treatment.
3. On emergency calls, when persons cannot be sent to a Dispensary or a First Aid Room without endangering them, division, bureau or section heads, or other Department personnel, shall immediately notify either a Dispensary, a First Aid Room, or a doctor and ambulance depending upon the area of the emergency.

C. Treatment

When any injured, ill or indisposed person reports, or is brought, to a Dispensary or a First Aid Room, he shall be treated by trained First Aid Personnel or a Registered Nurse. If in the judgment of the trained First Aid Personnel or the Nurse a physician is needed, he shall be called or the patient shall be sent to a hospital.

D. Pre-Employment Examinations

Pre-employment medical examinations shall be scheduled by the Director of Personnel and conducted at the Dispensaries by Department Physicians whenever possible.

E. Records

The Safety Supervisor shall be responsible for keeping medical records as to persons treated and supplies issued and expended, and may issue, with approval of the Director of Personnel, such supplementary operating rules as he deems necessary.

VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.204

Title

FIRST AID STATIONS - EQUIPMENT AND SUPPLIES

Effective Date

10-11-64

Supersedes

PR-13

Approvals

Distribution

Related Procedures

2.203

Forms Required

PR-45 First Aid Report

Page

1 of 4

I. PURPOSE

To outline the procedures to be used in establishing First Aid Stations, and in the Distribution of First Aid Equipment and Supplies.

II. RESPONSIBILITY

Division of Personnel, Safety Supervisor

III. DEFINITIONS

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. First Aid Locations

In addition to the dispensaries located in the Department Office Building (1035 Parkway Avenue, Trenton), the Fernwood Service Station (999 Park Avenue, Trenton) and the Department's Field Office and Garage in Newark (at the intersection of Routes 21, U.S. 1 & 9, U.S. 22) there are at present time aid rooms and medical facilities listed on the attached sheets.

B. Supervision

The Department's first aid and safety program is under the guidance of the Division of Personnel, directed by the Safety Supervisor.

C. Equipment Available

First Aid equipment is available at locations other than the dispensaries consists of First Aid Packets, First Aid Kits, Wall Cabinets, and Medical-Surgical Cabinets.

V. PROCEDURE (continued)

D. Requests

1. Request for first aid services, equipment and supplies shall be made to the Safety Supervisor by Division and Bureau Heads. Such requests may be made for any location where a number of employees report or work together. Request may also be made for the placement of first aid facilities in Department automobiles and equipment.
2. The Safety Supervisor shall have each request investigated to determine the type of first aid services required and the equipment and supplies necessary for that service; and shall make any necessary arrangements for instruction in the proper use of such first aid equipment.

E. Records

The Safety Supervisor shall at all times maintain proper records relative to the purchase, distribution, and inventory of all first aid items.

F. Forms

Form PR-45 "First Aid Report" shall be supplied with all first aid units. This form will be completed and forwarded to the Safety Supervisor each time an employee is treated with supplies from the unit.

VI. DISTRIBUTION

See Standard Distribution List "B"

FIRST AID STATIONS

<u>NAME</u>	<u>LOCATION</u>
1. Avenel Garage	Jansen Ave. & Rt. 35, Avenel
2. Clinton Garage	Old Rt. 28, Clinton
3. Cherry Hill, Dist. Office	Rt. 70, Cherry Hill
4. Netcong Garage	Rt. 206, Netcong
5. Toms River Garage	Rt. 37, Toms River
6. Vineland Garage	Delsea Drive, Vineland

FIRST AID CABINETS

1. Loc. & Des. Office	Rt. 46, Parsippany
2. Branchville Garage	Rt. 206, Branchville
3. Hammonton Garage	Egg Harbor Rd., Hammonton
4. Lodi Garage	Essex St., Lodi
5. Loc. & Des. field office	Rt. 95, Teaneck
6. Cherry Hill, Dist. Office	Rt. 70, Cherry Hill
7. Const., field office	Rt. 3, Secaucus
8. Const., field office	28 Avenel Ave., Edison Twp.
9. Maintenance Yard	Rt. 295, Bridgeport
10. District #1 Office	Netcong
11. Right of Way, field off.	Rt. 46, Parsippany
12. Maintenance Yard	Rt. 66, Neptune
13. Maintenance Yard	Rt. 69, Flemington
14. Loc. & Des., field off.	117 W. Washington St., Pleasantville
15. Const., field office	Rt. 20, Secaucus

16. Newark Garage (downstairs)	Jct. Rts. 22, 21 & 1, Newark
17. Const., field office	Rt. 38, Cherry Hill
18. Const., field office	19 Morris Ave., Burlington
19. Const., field office	Rt. 22, E/bound, Somerville
20. P&T, office	Ewing Shopping Center
21. Bridge Div., Supv. Off.	Rt. 35 Wall Twp., Belmar
22. Maintenance Yard	Rt. 130, Edgewater
23. Const., field office	135 Main St., Belleville
24. Maintenance Yard	Rt. 72, Manahawkin
25. Loc. & Des. office	Ewing Shopping Center
26. Right of Way	Ewing Shopping Center
27. Maintenance Yard	Jct. Rts. 38/35 West Belmar
28. District #3 Office	22 Throckmorton St., Freehold
29. Maintenance Yard	Rt. U.S. #1, Sand Hills
30. Const., field office	Rt. 9, Freehold
31. Maintenance Yard	Rt. 206, Somerville
32. State Aid, field office	Main St., Chester
33. Research & Evaluation	Ewing Shopping Center, 12 Farrell Ave.
34. Const., field office	Rt. 29, Ewing Twp.
35. Const., field office	142 Rochele Ave., Rochele Park
36. Const., field office	Rt. 70, Cherry Hill Twp.
37. Const., field office	Rt. 42, Turnersville
38. State Aid, field office	Rt. 47, Newfield
39. Const., field office	33 Main St., Woodbridge
40. Test. & Mat., field off.	Rt. 18, East Brunswick



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.901

Title NOTICE OF DEATH OF EMPLOYEE		Effective Date 10-14-64
Supersedes PR-12	Approval <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE

To establish a uniform procedure for the notification to be sent by Division or Bureau Heads upon learning of the death of an employee.

II. RESPONSIBILITY

Division and Bureau Heads

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

Requirements:

1. Upon knowledge of the death of an employee, the Division or Bureau Head to whom the deceased reported shall immediately notify the Commissioner by letter, describing such pertinent information as residence, title, length of service, nearest of kin, and if known, how death occurred, i.e., accident or illness.
2. One copy shall be forwarded to the Division of Personnel.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.902

Title

PARKING AREAS

Effective Date

8-23-64

Supersedes

AD-16 (Rev. 1)

Approvals

Distribution

Related Procedures

NONE

Forms Required

NONE

Page

1 of 2

I. PURPOSE

To establish regulations governing the use of parking areas adjacent to the Department Office Building at 1030 Parkway Avenue, Trenton, N. J.

II. RESPONSIBILITY

Safety Supervisor, Division of Personnel

III. DEFINITIONS

The parking areas are designated as follows:

- Area #1: Front of building off Parkway Ave.
- Area #2: Rear of building adjacent to west wing.
- Area #3: Main parking area in rear of building.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Responsibility

1. The Safety Supervisor, Division of Personnel, shall be responsible for the establishment and enforcement of regulations, approved by the Commissioner, for parking in the area of the Department Office Building.

B. Parking Areas

1. Area #1 shall be reserved for visitors, taxis, and busses having business in the Department Office Building.

F. PROCEDURE (Continued)

B. Parking Areas

2. Parking in Area #2 shall be restricted to the State Highway Engineer, Assistant State Highway Engineer, Division heads, Department daily taxis and other cars approved by the Commissioner.
3. Requests for parking privileges in Area #2 shall be directed to the Safety Supervisor, Division of Personnel, who shall assign such parking space upon approval of the Commissioner.
4. Area #3 is reserved for Department personnel other than those authorized to use Area #2.

VI. DISTRIBUTION

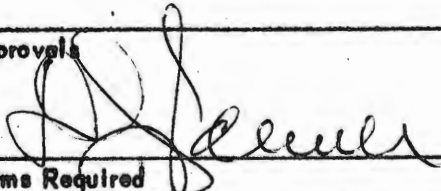
Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series PERSONNEL

No. 2.903

Title STAFF TRAINING		Effective Date 2-18-65
Supersedes NONE	Approval 	Distribution
Related Procedures NONE	Forms Required PR-12 Staff Training Request	Page 1 of 2

I. PURPOSE

To ensure Departmental coordination of all training efforts and to ensure compliance with Civil Service Circular #74.

II. RESPONSIBILITY

Division or Bureau Heads

III. DEFINITION

In order to provide for common understanding in the area of staff training, the following definitions shall be used:

1. Staff Training - the planned development of employee knowledge, skill and attitudes.
2. Employee - a person who is legally an incumbent of a position in the State Service.
3. In-Service Training - staff training conducted at a State facility.
4. State Facility - any property owned or substantially controlled by the State.
5. Out-Service Training - staff training conducted in a non-state facility.
6. Non-State Facility - any property which is not owned or controlled by the State.
7. Management Training - training in the field of administration or management for employees at the organizational level of Bureau chief or above.

III. DEFINITIONS (Continued)

8. Supervisory Training - training in the field of management or supervision for employees below the organizational level of Bureau chief who are employed in Supervisory capacities.
9. Professional or Technical Training - staff training at the college level or the technical training of employees whose job specifications require a college degree.
10. Trade Training - staff training in the skilled or semi-skilled trades.
11. Clerical Training - staff training in clerical skills.
12. Orientation - staff training of employees in the history, organization or functions of the State or any unit thereof.

IV. AUTHORITY

Civil Service Circular # 74

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V. PROCEDURE

- A. Division or Bureau Heads shall submit all requests for staff training, on Form PR-12, to the Training Section, Division of Personnel at least thirty (30) working days prior to the start of any training activity.
- B. Upon receipt of Form PR-12, the Training Section, Division of Personnel shall arrange a meeting with the requesting Division or Bureau Head to discuss the necessary detail arrangements.

VI. DISTRIBUTION

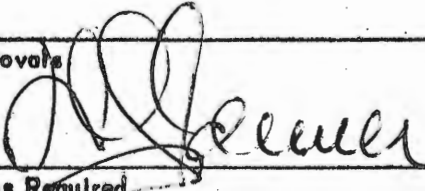
Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**

No. 3.101

Title PUBLIC HEARINGS		Effective Date 10-14-64
Supersedes AD-26	Approvals 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 1

I. PURPOSE

To establish a uniform policy for setting the dates of Departmental Public Hearings on Highway Projects.

II. RESPONSIBILITY

State Highway Engineer

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Approval

No date for a Public Hearing shall be fixed without the approval of the Commissioner. Requests for approval shall be made by the State Highway Engineer, in memorandum form and approval will be indicated thereon.

B. Notification of Approval

When approval has been obtained and the time and place of hearing determined, the State Highway Engineer, or his representative, shall notify the Department Secretary and the Bureau of Public Relations in order that the required advertisements, official public notices and press releases may be prepared.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**

No. **3.102**

Title CLASSIFICATION OF CONTRACTORS		Effective Date 11-18-64
Supersedes AD-4	Approvals <i>[Signature]</i>	Distribution
Related Procedures 1.302	Forms Required See V-A Below	Page 1 of 6

I. PURPOSE

To establish policies and procedures for the classification of prospective contractors to enable the Department to determine the contracts on which they are eligible to submit bids.

II. RESPONSIBILITY

Contractor's Classification Officer
Pre-Qualification Committee

III. DEFINITIONS

1. Classification - shall mean the rating given a contractor that denotes the type of contracts on which the Department will allow him to submit bids and the total amount of additional work which he may undertake.
2. Contractor - means an individual, partnership or corporation classified, or requesting classification, to perform work under contract with the Department.
3. Net Liquid Assets - shall mean the excess of current quick assets over current liabilities as shown on page 7 of Form AD-26 (a).
4. Pre-Qualification Committee - a committee appointed by the Commissioner to perform the duties indicated below and composed of

State Highway Engineer
 Deputy Attorney General
 Comptroller
 Assistant Director & Chief Road Engineer
 Contractor's Classification Officer

IV. AUTHORITY

Revised Statutes 52:31-1 et seq. and the regulations formally adopted by the Commissioner on January 27, 1965, effective March 4, 1965.

V. PROCEDURE

A. Forms
Required

- AD-26 - Contractors Financial and Equipment Statement (Commonly referred to as a "Questionnaire").
- AD-34 - Acknowledgement of Receipt of Financial Statement.
- AD-35 - Confidential Inquiry.
- AD-41 - Contractors Classification and Rating Recommendation.
- AD-55 - Prequalification Record Card
- AD-9 - Questionnaire Return Check List
- A(PQ) - 91A - log
- AD-12 - Department Action Slip

B. Requirements

1. Contractor's Financial and Equipment Statement, Form AD-26(a) and Experience Questionnaire and Past Performance Record, Form AD-26(b) are to be furnished by the Contractor's Classification Officer to any contractor who desires to be classified to perform work for the Department.
2. Completed questionnaires, submitted to the Contractor's Classification Officer, shall be stamped with the date of receipt, entered chronologically in a log (Form A(PQ) - 91A) designed to show the progress of the questionnaire, and also recorded on the alphabetical card record (Form AD-55) maintained for each applicant. Form AD-26's submitted by mail shall be acknowledged on Form AD-34.
3. Form AD-41, Contractor's Classification and Rating Recommendation, shall be typed in triplicate, listing the name and address of the applicant, the date of the questionnaire, the date received, the last approved rating and date of the approval, the rating requested and the net liquid assets claimed. The original shall be attached to Form AD-26, one copy to the New Jersey Turnpike Authority and the other to the New Jersey Highway Authority.

V. PROCEDURE (Continued)

B. Requirements

4. If the first examination of the Questionnaire (Form AD-26) shows incomplete information, the page or pages involved are returned, with Form AD-9 (Questionnaire Return Check List), a copy of which is attached to the balance of the Questionnaire and filed.

C. Application Review

1. The following detail examination shall be made for all items listed by the applicant:
 - a) All tabulations shall be taped to verify extensions and totals. Any errors shall be listed on Form AD-41.
 - b) Items which shall not be allowed as assets include:
 - 1) Those which are not in the name of the applicant.
 - 2) Past due accounts (Located by comparison with previous statements).
 - 3) Items which are not liquid, such as pre-paid expenses and fixed assets.
 - 4) Securities which are not listed in "Bank and Quotation Record."
 - 5) Securities which have been pledged to secure loans or the release of retainage.
 - 6) Cash surrender value of life insurance policies which are not verified by a letter from the insurance company.
 - 7) Outdated lines of credit.

2. When all deductions, items C-1a and C-1b above, have been listed on Form AD-41, they will be totaled and subtracted from the net liquid assets claimed on Form AD-26(a).

D. Computation of Classification

1. The net liquid assets, as determined in C-2 above, shall be multiplied by the appropriate figure from the following table:

V. PROCEDURE (Continued)D. Computation of
Classification

<u>Range of Net Liquid Assets Allowed</u>	<u>Multiplier</u>
\$ 0 to \$20,000	6
\$20,001 to \$80,000	8
\$80,001 and \$ over	10

The theoretical capacity so obtained is multiplied by an efficiency factor. If a contractor has completed a recent contract with the Department, a Confidential Past Performance Report, Form AD-51 is on file for the prime contractor and for each sub-contractor. The information on this report is used to establish the percentages for the Equipment Allowance and for Past Performance. The maximums used for these contractors are as follows: Equipment Allowance 25%, Past Performance 50%, and Finance 25%, thereby placing greater emphasis on Past Performance. Equipment is rated, by applying a factor of .625 to the rating given by the Engineer for Item 4 on Form AD-51. This converts a possible 40% to the 25% desired. The reason for using a rating of "equipment on the job" is that a yard-full of equipment is of no value to us unless the contractor has the proper equipment working on our project.

2. For contractors who have not been working for the Department the maximum used is 33 1/3% each on Equipment, Past Performance & Finance. Equipment is rated on a "have or have not" basis. Past performance is rated on the average yearly dollar value given for the projects listed as completed within the past two years, divided by the Theoretical Capital. The finance rating is 33 1/3%. The sum of these three percentages is the efficiency factor. The efficiency factor is applied to the theoretical capital to obtain the dollar value of the additional amount of work which it is felt the contractor can undertake. This establishes the class letter from "A" to "R" which is given to the applicant. The type of work for which he is rated is determined by the projects which he has completed and by the experience of the personnel in his organization.

V. PROCEDURE (Continued)

D. Computation of Classification

3. The effective date of the classification is eight days after it is received in the classification office. The expiration date is seven months after the date of the financial information supplied.
4. Form AD-41 is signed by the Contractor's Classification Officer and the rating and date are recorded on the alphabetical index cards in the daily receipt log. The "package" (Forms AD-26(a), AD-26(b), and AD-41) is then forwarded to the members of the Prequalification Committee for their consideration and approval. The members of this Committee are the Comptroller, the Assistant Director and Chief Road Engineer, the Deputy Attorney General and the State Highway Engineer. The Assistant Director and Chief Road Engineer shall forward the "package" to those engineers having charge of the work for which the applicant is qualified. This list includes the Director and Chief Bridge Engineer; the Supervising Engineer, Construction Division; the Supervising Electrical Engineer; the Supervising Engineer, Bureau of Maintenance; the Parkway Engineer, Landscaping; and the Engineer, Special Assignment, Signs. After all members of the Committee have signed, indicating approval of the recommended rating, the "package" is returned to the classification office. The date returned is recorded on the alphabetical index card as the date of approval by the Committee.

E. Notice of Classification

1. Form AD-36, Notice of Classification is now typed in quintuplicate. The original is signed and mailed to the applicant by certified mail return receipt requested together with blank forms for his use in filing for renewal of his rating. Copies of the notice are sent to the N. J. Highway Authority and the N. J. Turnpike Authority. Another copy is coded for IBM card punching but is held until the end of the month. At that time these copies will become the reference data from which the Form AD-12, (Department Action Slip) listing the actions of the Prequalification Committee for the month are prepared. The Department Action Slip is signed by the Contractor's Classification Officer, Comptroller, and State Highway Engineer recommending approval by the Commissioner. The other copy is stapled to the "package" and placed in the contractor's file.

V. PROCEDURE (Continued)

F. Request for
Verification

1. For all new applicants, Form AD-35 (Confidential Inquiry) shall be used to confirm cash amounts together with spot checks of other amounts claimed as receivables.
2. Of all Questionnaires (Form AD-26) (new and renewal) submitted, a sample shall be selected for testing. The Contractor's Classification Officer shall perform a test of certain items on these Questionnaires by confirmation.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series Contracts,
Leases & Agreements
No. 3.103

Title AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES		Effective Date 2-18-65
Supersedes NONE	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required AD-12 DEPARTMENT ACTION SLIP	Page 1 of 3

I. PURPOSE

To establish policy and procedures relative to the award of contracts for professional services.

II. RESPONSIBILITY

As outlined below.

III. DEFINITIONS

Consultant - Those colleges, universities, individuals, firms or businesses who render professional services directly connected with the design, construction, maintenance and operation of the State Highway System, including financial, budgetary staffing, and administrative matters relating to management of the Department.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Policy

It is the policy of the Department to utilize the services of consultants for work which is either in excess of the workload which can be efficiently performed by the Department's own staff or is of such unusual nature that the assistance of specialists is clearly required. In general, the services of consultants are to be utilized to supplement the efforts of the Highway Department's staff, and not to substitute for them.

V. PROCEDURE

B. Initial
Determination

As soon as possible after any work program is approved for action, recommendations shall be made to the Commissioner by the State Highway Engineer, Comptroller or Division Directors for those portions of the program on which supplementary assistance is required. In making this initial determination, careful consideration shall be given to the status of all approved work programs and the current and projected workloads of the Department's staff.

C. Selection of
Consultants
Qualified to
Submit
Proposals

On the basis of known past performance, professional reputation, type of work previously performed for the New Jersey State Highway Department, and capability to complete the project on a timely basis in light of current staff and volume of work, the State Highway Engineer, Comptroller or Division Director shall recommend for approval by the Commissioner a particular consultant or consultants as qualified to submit a proposal or proposals on the work to be performed.

D. Proposals

The consultant or consultants selected shall be requested by the Comptroller, Division Director, or State Highway Engineer to appear for discussions to coordinate with their designated cognizant official in order to obtain the scope of work required. The consultant or consultants, after understanding the scope of work involved, shall submit a proposal letter to the department outlining the scope of work to be done and the fee for that work. Upon receipt of the consultant's or consultants' proposal letter, the designated official shall negotiate with the consultant or consultants as to fee and scope of work. Rejections of a proposal shall be done in writing and consultant notified that the services of others shall be sought.

E. Award of
Contract

Upon acceptance of the proposal, a legal contract is drawn based on the proposal letter. This contract is then reviewed and approved as to legal format by one of the Deputy Attorneys General. After approval of the legal format the contract is then forwarded to the consultant for signature. When Federal Funds are involved, the Bureau of Public Roads concurrence is required before the mailing of the contract is made by the related division to the consultant.

V. PROCEDURE (con'd.)

E. Award of
Contract

The consultant or consultants shall return the signed contract to the Division concerned. A Departmental Action Slip (Form AD-12) shall be prepared by the Division concerned and attached to the contract. The contract shall then be forwarded to the Comptroller for certification of funds. If funds are available, the Comptroller shall forward the contract to the State Highway Engineer or Division Director for approval. After approval by the State Highway Engineer, the contract is forwarded to the Commissioner for his approval. After approval by the Commissioner, the original contract is sent to the Comptroller for disposition and filing. The remaining contracts are distributed by the cognizant division to the consultant and appropriate Bureaus and Sections related to the proposed work.

F. Reports

The Comptroller (Bureau of Data Processing) shall prepare a report of all outstanding agreements with consultants showing agreement amounts, expenditures, and balances for the current month and year to date. Distribution of this report shall be as follows:

1. Commissioner
2. State Highway Engineer
3. Executive Assistant to the Commissioner
4. Cognizant Division

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS
No. 3.104

Title DISTRIBUTION OF STANDARD SPECIFICATIONS		Effective Date 11-18-64
Supersedes AD-5 (Rev. 2)	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-1 - Specification Receipt PS-21- Office Supply Requisition	Page 1 of 4

I. PURPOSE

To outline the procedure to be followed in the distribution of "New Jersey State Highway Department Standard Specifications for Road and Bridge Construction", and "New Jersey State Highway Department Standard Specifications for Materials".

II. RESPONSIBILITY

As outlined below

III. DEFINITIONS

1. "Standard Specifications-Construction" as used herein refers to the book titled "New Jersey State Highway Department Standard Specifications for Road & Bridge Construction".
2. "Standard Specifications-Materials" as used herein refers to the book titled "New Jersey State Highway Department Standard Specifications for Materials".
3. The term "Standard Specifications" shall include both of the above.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. The Department Secretary shall distribute copies of "Standard Specifications-Construction", and "Standard Specifications-Materials".

V. PROCEDURE (Continued)

A. Requirements

2. The selling price of "Standard Specifications-Construction" shall be \$5.00.
3. The selling price of "Standard Specifications-Materials" shall be \$2.00.
4. Approval of the Division Head concerned is required for distribution to Department employees.
5. The signature of the employee is required on receipt of Specification. The returned copy or \$5.00 is required on termination of employment.
6. Approval by State Highway Commissioner or, in his absence, State Highway Engineer, is required for distribution without charge.
7. All copies of "Standard Specifications" shall be serially numbered by the supplier. This provision shall be included in the printing specifications.
8. Complete and accurate records shall be maintained of receipt and disbursement of all copies of "Standard Specifications" and the amount of monies received.

B. Supply

Upon receiving a supply of "Standard Specifications" the Office Supply Stock Room shall record the following information on the perpetual inventory card: date received, name of vendor, quantity received, unit price, total cost and order number.

C. Issuance

The Office Supply Stockroom shall issue "Standard Specifications" only to the Department Secretary. Such issue shall be made upon receipt of Form PS-21 (Office Supply Requisition).

V. PROCEDURE (Continued)

D. Distribution To Employees

1. Copies of "Standard Specifications" shall be assigned to Department employees only upon receipt of request approved by Division Head. Such requests shall be submitted to the Department Secretary in duplicate and shall include the name of each employee for whom requested.
2. "Standard Specifications" for employees shall be stamped "Property of State Highway Department", Form AD-1 inserted, and holder's name and book number recorded in the Office of the Department Secretary. "Standard Specifications", Form AD-1 and copy of request with assigned number shall be returned to the requesting Division.
3. Division Heads shall arrange distribution and be responsible for securing signature of employee, and returning signed receipts to the Department Secretary.
4. Upon return of signed receipts (Form AD-1), the Department Secretary shall complete his records and then forward receipts to the Division of Personnel.
5. Division of Personnel shall file all receipts (Form AD-1). The applicable selling price, as outlined in A-2 and A-3 above, shall be deducted from the employee's severance pay if specification is not returned.
6. Returned copies shall be made through the Secretary who shall notify Division of Personnel and have credit recorded. Usable returned copies shall be reissued under the old number, unusable ones shall be disposed of as directed by the Comptroller.
7. "Standard Specifications" when missing shall be reported at once by the employee to his immediate superior. Replacement shall be made by the Department Secretary upon written request of Division Head accompanied by the sale price.

V. PROCEDURE (continued)

E. Distribution of Free Copies

1. The Department Secretary is authorized to distribute "Standard Specifications" without charge to the following:
 - a) New Jersey County Engineer's Office (1 copy each)
 - b) Chief Engineer of other State Highway Departments (1 copy)
 - c) American Association of State Highway Officials (3 copies)
2. All requests for free copies shall be approved as stated under paragraph A-6.

F. Accounting

1. The Department Secretary shall maintain records of distributions and receipts as required by the Comptroller.
2. Cash, checks, or money orders received for the sale of "Standard Specifications" shall be transmitted directly to the Cashier by the purchaser. Duplicate copies of the invoices shall be forwarded to the Comptroller monthly for posting to the accounting records. The total cash received by the Cashier for "Standard Specifications" shall be agreed by the Bureau of Accounting to the total of the duplicate invoices forwarded by the Department Secretary.
3. The Comptroller shall, at least once a year, have an audit made of all records pertaining to "Standard Specifications".

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS

No. 3.105

Title CONSTRUCTION PLANS AND SUPPLEMENTARY SPECIFICATIONS - DISTRIBUTION AND SALE		Effective Date 10-18-64
Supersedes AD-11 (Rev.2)	Approval 	Distribution
Related Procedures NONE	Forms Required PS-21 Office Supply Requisition AD-61 (A & B) Distribution & Sale of Plans S-9746-3 Manifold Purchase Order Book	Page 1 of 6

I. PURPOSE

To establish the policy and procedures for the distribution and sale of construction plans and supplementary specifications for contract work.

II. RESPONSIBILITY

As indicated below

III. DEFINITION

"Plans" as used herein shall mean construction plans, supplementary specifications and proposal forms.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requirements

1. A charge shall be made for each set of "plans" distributed for non-departmental purposes in accordance with the following schedule except as otherwise authorized herein:
 - a) Set of "plans" of 100 sheets or less.....\$15.00
 - b) Set of "plans" of 101-150 !.. 25.00
 - c) Set of "plans" of 151-200 !.. 35.00
 - d) Set of "plans" of 201-250 !.. 45.00
 - e) For each additional multiple of 50 sheets, or part thereof, an additional charge of..... 10.00
 - f) Advertised work not requiring construction plans, a charge shall be made for the key sheet, supplementary specifications and proposal forms in the amount of..... 15.00

V. PROCEDURE (continued)

A. Requirements

- g) A charge shall be made for supplementary specifications unaccompanied by construction plans in the amount of..... \$1.00
2. Sets of construction plans shall be serially numbered by the supplier prior to delivery to the Department.
 3. Sets of supplementary specifications shall be serially numbered by the respective originating division or bureau prior to issuance.
 4. The originating Division or Bureau and the Department Secretary shall record on either Form AD-61A or Form AD-61B respectively, the distribution of each set of supplementary specifications and plans or portion thereof.
 5. The first five (5) sets of plans, numbers one to five, received from the supplier shall be distributed within the Department on a priority basis, the originating division or bureau keeping the first set as their official office copy.
 6. The Secretary shall immediately receive from the originating division or bureau the next twenty (20) sets of "plans" received from the supplier, numbers six to twenty-five inclusive, for non-departmental distribution and sale.
 7. Unissued plans shall be retained by the originating division or bureau for a minimum of three (3) months. If required, unissued plans may be retained beyond the three (3) months.

B. Requisitioning of Plans

1. The division or bureau in which "plans" for contract work originate shall estimate the number of sets required for the project, and request the necessary plans from the supplier using Manifold Purchase Order Book No. S-9746-3, available in the Office Supply Stock Room, original to supplier, copy to Bureau of Auditing (for invoice audit) and copy for initiating division or bureau.

V. PROCEDURE (Continued)

B. Requisitioning
of Plans

2. Form No. S-9746-3 shall contain the following information:
 - a) Number of sets
 - b) Consecutive serial numbers required for each project
 - c) Date
 - d) Name and address of supplier
 - e) Number of square feet of plans
 - f) Route and section numbers
 - g) Signature of requesting authority
3. Upon receipt of plans from the supplier, the above information shall be verified and recorded on Form AD-61A, a copy of which shall be forwarded to the Chief Accountant within 5 working days after the receipt of bids.

C. Non-Departmental
Distribution and Sale

1. Only the Secretary of the Department shall requisition such quantities of "plans" for contract work as may be required for non-departmental distribution from the respective originating division or bureau using Form PS-21.
2. Cash receipts for "plans" shall only be given to the Cashier, who shall record the cash and issue a receipt authorizing the Secretary to release the "plans".
3. Requests for non-departmental purposes for individual sheets or any portion of a set of plans shall not be honored during the advertising period due to the problems involved in breaking up the original set of plans for duplicating purposes. Plans or any portion thereof may be requisitioned and sold by the Department Secretary after receipt of bids at the scheduled price per set, or at fifty cents (\$.50) per sheet, not to exceed the scheduled price per set.
4. The Secretary shall issue one set of "plans" without cost to the following:
 - a) To each successful bidder on advertised work upon award of contract if requested.
 - b) To each Utility specifically listed in the respective Supplementary Specifications as having any interest in the work to be performed.

V. PROCEDURE (continued)**C. Non-Departmental
Distribution**

- c) To the County Engineer when the proposed construction intersects with or otherwise affects county roads, or upon request when any part of such work is located within the county.
- d) To the Township, Borough or Municipal Engineer of each Township, Borough or Municipality wherein any part of the work on a given project is located.
- e) The Division or Bureau in which the plans originate shall furnish the Secretary with a list of names and addresses of those who are to receive plans under (b), (c) and (d).

5. The Secretary shall return to the division or bureau from which they are originally secured all undistributed sets of "plans" immediately following opening of bids on a given project. Returned "plans" may be distributed for Departmental use by the originating bureau.

**D. Departmental
Distribution**

Division, Bureau, District and Section Heads may obtain such quantities of plans and specifications for Department use that are essential to their needs from the originating unit. Receipt of such plans shall be acknowledged by the recipient by signing PS-21 prepared by the issuer.

The PS-21 will be reviewed by the Comptroller's Office on a periodical basis to ensure that no Department is receiving excess sets of plans.

V. PROCEDURE (continued)

E. Records

1. Originating Divisions and Bureaus shall maintain a complete file on contract plans for each project including completed Forms AD-61A and B, PS-21 and their copy of S-9747-3.
2. Within five (5) working days after the receipt of bids on each project, the Department Secretary shall submit a report covering the distribution and sale of plans on Form AD-61B to the Comptroller, copy to the originating division or bureau.
3. The Comptroller shall verify that receipts per the Cashier's report are in agreement with sales as reported on Form AD-61B by the Secretary. The Comptroller shall then attach his copy of Form AD-61B to the appropriate journal voucher for filing. All records shall be made available to the office of the Comptroller for audit.

F. Coding of Invoices

All invoices for plans shall be coded with a distinctive Capital Account Code by the Cost Accounting Section for identification purposes.

G. Internal Audit

An audit of the records pertaining to "plans" shall be made by the Internal Audit staff under the direction of the Comptroller. The audit shall include the following steps and such others as are considered necessary by the Comptroller to conduct a satisfactory audit.

- a) Select invoices for "plans" from the final expenditure run and verify the records maintained in the originating Division or Bureau as to receipts, authorization for free distribution, sales (including tracing of all "cash receipts" through the accounting records into the bank), and quantity of plans still on hand by physical count.

V. PROCEDURE (Continued)H. Internal
Audit

- b) Select certain "cash receipts" for "plans" from the accounting records and reconcile same to the related invoices from the suppliers.
- c) Ascertain that Divisions and Bureaus originating "plans" are keeping proper records on Form AD-61A & B, supported by Form PS-21 as required, for all "plans" purchased.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. 3.106

Title ADVERTISING FOR BIDS		Effective Date 10-11-64
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-12 Department Action Slip	Page 1 of 4

- I. PURPOSE To establish the procedure to be followed in advertising for bids on Department projects.
- II. RESPONSIBILITY As outlined below
- III. DEFINITIONS "Key sheets" as used herein refers to the top sheet of a set of plans containing a brief description of the project and the necessary approvals.
- IV. AUTHORITY Revised Statute 27:7-29, and general authority of the State Highway Commissioner under Title No. 27.

- V. PROCEDURE
 - A. Requirements
 - 1. Advertisements shall be placed for Department work as required by the Revised Statutes of New Jersey, as amended; in accordance with this procedure; and policies and procedures of the U.S. Bureau of Public Roads when applicable.
 - 2. Advertisements shall be placed by the Department Secretary upon authorization of the Commissioner.
 - B. Processing
 - 1. The Bureau or Division concerned shall initiate a Department Action Slip, as specified in Departmental Operating Procedure 1.302, requesting approval, (a) of the plans and specifications for the project, for submission to the Bureau of Public Roads, if necessary; and (b) of advertising for bids, after Bureau approval, if required. The



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS

No. 3.106

Title ADVERTISING FOR BIDS		Effective Date 10-11-64
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-12 Department Action Slip	Page 1 of 4

I. PURPOSE

To establish the procedure to be followed in advertising for bids on Department projects.

II. RESPONSIBILITY

As outlined below

III. DEFINITIONS

"Key sheets" as used herein refers to the top sheet of a set of plans containing a brief description of the project and the necessary approvals.

IV. AUTHORITY

Revised Statute 27:7-29, and general authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Requirements

1. Advertisements shall be placed for Department work as required by the Revised Statutes of New Jersey, as amended; in accordance with this procedure; and policies and procedures of the U.S. Bureau of Public Roads when applicable.
2. Advertisements shall be placed by the Department Secretary upon authorization of the Commissioner.

B. Processing

1. The Bureau or Division concerned shall initiate a Department Action Slip, as specified in Departmental Operating Procedure 1.302, requesting approval, (a) of the plans and specifications for the project, for submission to the Bureau of Public Roads, if necessary; and (b) of advertising for bids, after Bureau approval, if required. The

V. PROCEDURE (Continued)

B. Processing

source of funds shall be specified on the action slip, such as Construction Program Year and Item Number. The date of receipt of bids shall be shown for all projects which do not require Bureau approval. This date shall be entered on the Action Slip by the Department Secretary when the advertisement for bids is placed. The key sheets for the project, signed by the Bureau and Division Heads, and the State Highway Engineer, shall accompany Form AD-12.

2. After approval of the Department Action slip and signing of the key sheets by the Commissioner, the Forms AD-12 shall be sent to the Department Secretary, and the signed key sheets to the Bureau of origin. The Secretary shall retain the original AD-12 until the Schedule of Action is completed and then forwards it to the general files. The duplicate shall be forwarded to the Bureau of origin.
3. After receipt of the signed key sheets for non-Federal projects, the Bureau concerned shall furnish the Department Secretary with all information on the project necessary to prepare the advertisement. At the same time the Bureau shall furnish the Comptroller with confidential information as to the projected cost of road work, bridge work, or other, and whether or not costs have been incurred for Right-of-Way, utilities, etc. At the same time, the Chief Accountant shall be notified if the plans and specifications were prepared by the Department or by an engineering consultant.
 - a) If Federal funds are involved in the project, the Bureau of origin, upon receipt of the signed key sheets, shall prepare a complete set of the plans, specifications, estimate and other necessary documents which shall be forwarded to the Office of Program Control for submission to the Bureau of Public Roads.
 - b) The Office of Program Control shall obtain from the Director, Division of Right-of-Way, a letter indicating the availability of the right of way for the project. This statement of availability is necessary to obtain the authorization of the Bureau of Public Roads to advertise.

V. PROCEDURE (Continued)

B. Processing

- c) After having obtained all of the necessary documents, the Office of Program Control shall submit the documents outlined in a) and b) above to the Bureau of Public Roads requesting their approval to advertise.
 - d) After review by the Bureau of Public Roads, the Office of Program Control shall receive approval of the documents submitted and authorization to advertise. He shall then notify the State Highway Engineer, with copies to the Divisions concerned of the approval by the Bureau of Public Roads.
 - e) After having received this notification of approval, the Bureau concerned shall proceed as in paragraph 3 above.
4. The Department Secretary shall prepare the advertisement in proper form for insertion in newspapers as a classified public notice. Adequate copies shall be duplicated for distribution to the required newspapers; to the list of classified contractors; to all interested Department personnel and to the Bureau of Public Roads.
 5. The advertisement shall be published for at least three weeks, at least once a week in each of two newspapers in the county or counties where the roads are located, and in one other newspaper in Trenton, and may be inserted in one or more American engineering periodicals. The advertisement shall give a brief description of the work and materials required, specify where plans and specifications can be seen or had, the hour, date and place where the sealed proposals will be received and publicly opened and read, and such other pertinent information as the Commissioner may include.
 6. A list of the newspapers to which advertisements have been sent, together with the date of insertion and an identification of the project, shall be maintained by the Department Secretary for approving invoices as to publication, and for the certification of the award of contract.

V. PROCEDURE (Continued)

C. Emergencies

If an emergency occurs which requires the immediate repair of portions of the State Highway System, the Commissioner may contract with a competent organization to perform the necessary repairs on a cost plus or fixed fee basis without advertising for bids. The Commissioner shall notify the Governor and the State Treasurer of the emergency, the estimated cost of the repairs and the contractor who will do the restoration of the facilities.

VI. DISTRIBUTION

See Standard Distribution List "B"

V. PROCEDURE (Continued)

C. Emergencies

If an emergency occurs which requires the immediate repair of portions of the State Highway System, the Commissioner may contract with a competent organization to perform the necessary repairs on a cost plus or fixed fee basis without advertising for bids. The Commissioner shall notify the Governor and the State Treasurer of the emergency, the estimated cost of the repairs and the contractor who will do the restoration of the facilities.

VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS,
LEASES & AGREEMENTS

No. 3.107

Title RECEIPT OF BIDS		Effective Date 9-3-64
Supersedes AD-8	Approvals <i>[Signature]</i>	Distribution
Related Procedures 3.106 3.108	Forms Required AD-57 Request for Withdrawal of Bid AD-26 Contractors Financial & Equip- ment Statement	Page 1 of 6

I. PURPOSE

To establish the procedure to be followed in receiving bids on Department projects.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not Required

IV. AUTHORITY

1.2.7 Standard Specifications, and general authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Bids shall be received at the hour, date and place specified in the advertisement.
2. The following Department personnel, or their authorized representatives, shall participate: The State Highway Engineer, as Presiding Officer; the Department Secretary as narrator; his Head Clerk, as recorder; the Contractor's Classification Officer and his secretary; the Assistant Supervising Engineer, in charge of specifications; a micro-film machine operator; a Deputy Attorney General assigned to the Department; a representative of the Public Information Bureau; a representative of the Office of Program Control, and a representative of the Bureau of Public Roads, if a Federal Project; a representative of the Division of Local Government Aid, if a Secondary Road Project.

V. PROCEDURE (Continued)B. Receipt
of Bids

1. All bids shall be delivered to the Department Secretary. If addenda have been issued, he shall indicate on each proposal envelope whether all bidders have acknowledged such addenda in writing. He shall then transmit the sealed envelope to the Contractor's Classification Officer.
2. The Contractor's Classification Officer shall check, or cause to be checked, the information concerning the bidder's current classification status appearing on the proposal envelope with the Department's records of the bidder's effective classification and rating, retaining the proposals in the same order as presented to him.
3. The estimated cost of the project, prepared by the specification section of the Bureau of origin, will be opened by the Presiding Officer and made available to the Department Secretary, the Deputy Attorney General and the Contractor's Classification Officer.
4. The Presiding Officer shall open the meeting, as near to the hour specified in the advertisement as is practical. He shall announce the projects on which bids are being received and ask if any other bids are to be presented. He shall then declare the bidding closed. No bids shall be accepted after the bidding has been closed.
5. The Contractor's Classification Officer shall compare the bidder's classification rating with the engineer's estimate of cost for the project. If the rating is below the estimate, he shall notify the Deputy Attorney General that the bid is being opened provisionally. He shall open the proposal envelope and remove the contents. He shall place the bidder's code number on the title page of the proposal, and check the total amount of the bid against the rating of the bidder. If the bid is actually higher than the classification rating, it shall be announced that the bid is rejected and the amount not read. The Contractor's Classification Officer shall also ascertain that the certified check required by RS 27:7-31 and that the proposal bond required by 1.2.7 of the Standard Specifications are of adequate amount.

V. PROCEDURE (Continued)B. Receipt
of Bids

He shall determine that the Contractor's Financial and Equipment Statement meets the requirements of the advertisement as to date, and that both Parts I and III are properly signed and notarized. After examining these portions of the contents of the proposal envelope, he shall deliver the envelope and its contents to the Deputy Attorney General informing him of any error or omission which could cause rejection of the bid.

6. The Deputy Attorney General shall determine that the proposal has been properly signed and notarized, that the non-collusion affidavits and the appointment of registered agent by non-resident contractors are in proper order; that the proposal guarantees meet the Department's requirements. Having satisfied himself that all items are in proper form, he shall deliver the proposal and all other documents submitted to the Department Secretary for reading. In the event that a bid must be rejected, he shall inform the Presiding Officer and the Department Secretary, of the reason for rejection, which shall then be announced to the meeting.
7. The Department Secretary shall announce the bidder's name and the municipality in which his office is located, and read the total price bid for the project. He shall then hand the proposal to the microfilm machine operator for photographic recording. After each sheet has been photographed, the operator shall return the proposal to the Department Secretary.
8. If only one bid is received on a project, it shall be opened. If the contents are in proper order, it shall be read.

C. Multiple
Bids

If a bidder submits bids on two or more projects at the same meeting (letting), a single revised Contractor's Financial and Equipment Statement, Form AD-26(a), submitted in a separate envelope marked to show that it is a financial statement to accompany the proposals on the projects being bid, shall be accepted in lieu of a separate questionnaire for each project.

V. PROCEDURE (Continued)

D. Withdrawal

A bid, after having been submitted, may be withdrawn by a bidder prior to the opening of any bid on that project, upon request and the execution of Form AD-57.

E. Actions Prior To Closing of Meeting

1. After all acceptable bids on the project have been read and photographed, the Department Secretary shall repeat the name and the total written price of the apparent lowest and the apparent next lowest bidder. The Presiding Officer or the Department Secretary shall then make the following announcement:

"All mathematical calculations of each proposal will be checked to determine the correct total price; and in the case of a discrepancy between the unit prices written in words and those written in figures, the written words shall govern. Proposal guarantees will be returned to all except the actual lowest and next lowest bidders after all bids have been checked and corrections made."

2. If bids are received on more than one project at the same letting, the announcements specified shall be repeated for each project.
3. While the announcements are being made at the end of the final project for the meeting, the microfilm machine operator shall remove the photographic film, seal it in a container and deliver it to the Department Secretary for filing.
4. The Presiding Officer shall announce that is all of the bids to be received at this meeting (letting), and then adjourn the meeting.

F. Verification

1. The Department Secretary shall check all bid proposals to determine if there is any discrepancy between the unit prices as written in words and in figures. If a discrepancy does exist, he shall write the proper figures above the incorrect figures and initial the correction. He shall then deliver all proposals to the Comptroller for verification of calculations.

V. PROCEDURE (continued)

F. Verification

2. The Comptroller shall have the extensions and additions checked; errors, if any, corrected; and the actual total price certified as being correct. Copies of the certified printed calculations shall be distributed as follows:
 - a) One set to the Department Secretary with the proposals.
 - b) One set to the Assistant Supervising Engineer in charge of specifications.
 - c) One set to the Bridge Specifications Section.
 - d) If the project is either Interstate, Primary or Urban Federal Aid, an additional distribution of four sets shall be made to the Office of Program Control. They shall retain one set for their file and send three sets to the Bureau of Public Roads together with the following: Original Non-collusion Affidavit; three copies of the engineer's estimate; three copies of Form AD-27 "Tabulation of Bids"; three copies of a letter from the Division or Bureau Head at interest with information as the Engineer-in-Charge assigned to the project; one copy of a work sheet of excerpts from the Classification Questionnaire; and a letter requesting concurrence in the award of the contract to the low bidder.
 - e) If the project is Federal Aid Secondary, an additional distribution of four sets shall be made to the Division of Local Government Aid, who shall send one set to the Bureau of Public Roads. The Division of Local Government Aid then prepares an invoice billing the County concerned for 50% of the sum of the certified total price bid plus the amount of the contingencies, and shall deliver it to the Chief Accountant for signature. Upon receipt of the invoice signed by the Chief Accountant, the Division of Local Government Aid shall send a letter to the County Engineer concerned enclosing the invoice and one set of the printed calculations and notifying the County that a resolution from the Board of Freeholders recommending the award to the low bidder must be received, together with a check for the amount of the invoice, before the award of the contract can be made.

V. PROCEDURE (Continued)

F. Verification

3. Tabulations of the correct total price of each bidder and the correct unit prices of the lowest and next lowest bidders shall be furnished by the Department Secretary to all bidders on the project and to others upon request.
4. The certified check, proposal bond and financial questionnaire of all but the certified lowest and next lowest bidders shall be returned by the Department Secretary within three days after the bids are received. (RS 27:7-33) All proposals shall be retained. The Contractor's Financial and Equipment Statement and the Plan and Equipment Questionnaire for Engineering Construction of the lowest and next lowest bidders shall be delivered to the Contractor's Classification Officer with the details of any changes in total price bid from those which were read.
5. The Contractor's Classification Officer shall analyze the financial information submitted by the low bidder. He shall report promptly to the Comptroller, with copies to the Commissioner, the State Highway Engineer, the Division Head or Heads interested in the project, the details as to the names and the total prices bid by the lowest, next lowest and the highest bidder, and the reasons for the rejection of any bid. He shall inform the Comptroller of the type and amount of work on which the low bidder is classified to bid; and, to show that the bidder's capacity has not decreased dangerously, the date of the financial information supplied, the net liquid assets claimed and any deductions therefrom, with the allowable liquid assets and the revised capacity after allowing for the uncompleted work on hand.

VI. DISTRIBUTION

See Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**

No. **3.108**

Title CONTRACTS - AWARD OF		Effective Date 10-11-64
Supersedes AD-9	Approvals 	Distribution
Related Procedures 3.109	Forms Required AD-49 Certificate of Award AD-12 Departmental Action Slip	Page 1 of 3

I. PURPOSE

To establish the uniform procedure to be followed in the award of contracts.

II. RESPONSIBILITY

Individuals named below.

III. DEFINITION

Not required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Recommendation to the Commissioner for the award of a contract shall be made on Form AD-12, Department Action Slip, accompanied by two signed copies of Form AD-49, Certificate of Award.
2. Form AD-49, Certificate of Award, shall consist of the following:
 - a) Designation and description of the project.
 - b) Certification as to Publication and Notice.
 - c) Summary of Bids Received.
 - d) Recommendation concerning the contract by the Division and/or Bureau Heads involved in the contract to the State Highway Engineer.
 - e) Certification of Concurrence by the Bureau of Public Roads (For Interstate, Primary & Urban Projects).

V. PROCEDURE (Continued)

A. Requirements

- f) Certification of Concurrence by County (For Federal Aid Secondary Projects).
- g) Status of Funds.
- h) Certification and Recommendation of Award.
- i) Certification of Award.

B. Processing of Certificate of Award

1. The Department Secretary, upon receipt from the Comptroller of the proposals and certified printed calculations, shall prepare Form AD-49, Certificate of Award, in duplicate. He shall supply the information necessary to complete Form AD-49 items (a), (b), and (c), sign both copies and, for projects other than Federal Aid Secondary, send the copies to the Division and/or Bureau Heads involved in the contract. For Federal Aid Secondary projects, he shall send both copies to the Division of Local Government Aid for processing as in paragraph (4) below.
2. The Division and/or Bureau Heads shall complete item (d), Recommendation to State Highway Engineer, and sign, if award to the low bidder is recommended. If the project is either Interstate, Primary or Urban Federal Aid, both copies shall be sent to the Office of Program Control for processing as in paragraph 3. If the project is non-Federal, both copies shall be sent to the Comptroller for processing as in paragraph 5.
3. For Federal Aid Interstate, Primary, and Urban projects, the Office of Program Control shall complete item (e), Certification of Concurrence by Bureau of Public Roads, upon receipt of their agreement to the award. He shall sign both copies and forward to the Comptroller for processing as in paragraph 5.
4. For Federal Aid Secondary projects, the Division of Local Government Aid shall complete item (f), Certification of Concurrence by County, upon receipt of their resolution recommending award to the low bidder and their check for their share of the project. He shall sign both copies and forward to the Comptroller with the check for the County's share of the project and a copy of the letter to the County acknowledging the receipt of their resolution and check.
5. The Comptroller shall sign item (g), Status of Funds, and, for projects other than Federal Aid Secondary, transmit both copies to the Division

V. PROCEDURE (Continued)B. Processing of
Certificate of
Award

and/or Bureau Head at interest. For Federal Aid Secondary projects he shall return Form AD-49 to the Division of Local Government Aid.

6. Form AD-12, Department Action Slip, recommending the award of the contract shall be prepared by the Division or Bureau Head involved in the contract, or by the Division of Local Government Aid in the case of Federal Aid Secondary projects, and then shall be signed by the required personnel and forwarded to the State Highway Engineer with both the signed copies of the Certificate of Award attached.
7. The State Highway Engineer shall sign both copies of the Form AD-49 and the Form AD-12 and forward to the Commissioner for approval.
8. After approval by the Commissioner, the Department Secretary shall complete item (j), Certification of Award, and shall sign both copies. The original and duplicate shall be made a part of the respective original and signed copy of the contract (Department Operating Procedure 3.109, Preparation, Execution and Distribution of Contracts). The original Department Action Slip shall be forwarded to the Comptroller for filing in the permanent file for the project.

VI. DISTRIBUTION

See Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. **3.109**

Title CONTRACTS - PREPARATION, EXECUTION & DISTRIBUTION		Effective Date 9-16-64
Supersedes AD-10	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required See V.-A.-2.	Page 1 of 3

I. PURPOSE

To establish the procedure to be followed in the preparation, execution and distribution of contracts for department work.

II. RESPONSIBILITY

Department Secretary
Deputy Attorney General

III. DEFINITION

None Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirements

1. Contracts for Department work shall be executed by the Commissioner after certification by the Deputy Attorney General as to proper form and execution.
2. A Contract shall consist of the following documents:
 - a. Description of the Project (Form AD-18, AD-44)
 - b. Certificate of Award (Form AD-49)
 - c. Supplementary Specifications
 - d. Accepted addenda, if any
 - e. Prevailing Wage Rates, as promulgated by the Department of Labor and Industry.
 - f. Contractor's Proposal
 - g. Non-collusion affidavit (Form DC-4)
 - h. Appointment of Agent by Non-Resident Contractors (Form DC-5), when required
 - i. Contract Form (Form AD-17A, AD-17B)
 - j. Surety Bond Form (Form AD-50A, AD-50B)
 - k. Certification of Deputy Attorney General as to proper form and execution (Form AD-20)

V. PROCEDURE (continued)**B. Preparation**

1. Immediately after approval by the Commissioner of the Form AD-12 awarding the contract, the Department Secretary shall prepare copies of the contract as follows:
 - a. Original and 3 copies for Road, Bridge, Maintenance Bureau, Electrical Bureau or Landscape Contracts.
 - b. Original and 4 copies for Federal Aid Secondary or for combined Road and Bridge Contracts.
 - c. For Federal Aid Contracts other than Federal Aid Secondary, copies of these completed documents as detailed under requirements: 1 copy each of 2(b), 2(d), 2(f), 2(h), 2(j), and 2(k); and 2 copies of 2(i).
2. The Department Secretary shall forward the original and one copy of the contract to the contractor for signature with a letter of transmittal, calling the contractor's attention to the specified time in which the contract must be executed and returned.
3. If the contractor returns the executed contract and bond within the specified time, the Department Secretary shall return the certified check which was tendered by the low bidder as proposal guarantee. He shall at this time also return the certified check of the second low bidder.

If the contractor fails to return the executed contract and bond within the time specified, the Department Secretary shall notify the State Highway Engineer by memorandum. The State Highway Engineer shall recommend to the Commissioner the appropriate action to be taken consistent with the requirements of statute and specifications.

4. The Department Secretary shall transmit the original and duplicate signed copy of the Contract to the Deputy Attorney General for certification as to form and proper execution using Form AD-20. After certification, the Deputy Attorney General shall transmit the original and duplicate signed copy to the Commissioner for execution.

C. Execution

The Commissioner shall sign both the original and the duplicate signed copy of the contract and return to the Department Secretary for attestation. The Department Secretary shall conform all other copies necessary.

**D. Distribution
of Contracts**

1. The Department Secretary shall distribute the copies of each contract as follows:
 - a. The original and one conformed copy to the Comptroller.
 1. The original shall be retained by the Comptroller in the permanent file of the project.
 2. The Comptroller shall transmit the conformed copy to the office of the State Treasurer, together with the contract order committing funds for the amount of the Contract plus the amount estimated for contingencies.
 - b. The duplicate signed copy to the contractor.
 - c. One conformed copy to each Division or Bureau Head concerned, if the project is other than Federal Aid Secondary.
 - d. Two conformed copies to the Federal Aid Secondary Engineer for Federal Aid Secondary projects.
 1. The Federal Aid Secondary Engineer shall transmit one conformed copy of the contract to the County concerned.
 2. The other copy shall be retained by the Federal Aid Secondary Engineer for his file.
 - e. The copies of the documents specified in Paragraph 1.-c. above shall be forwarded to the Federal Aid Engineer. He shall furnish these copies to the Bureau of Public Roads so that they shall have in their file all of the material which makes up the contract.

VI. DISTRIBUTION

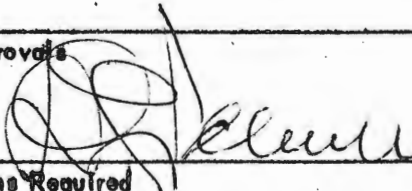
Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS

No. 3.110

Title SUBLETTING OF WORK UNDER CONTRACT		Effective Date 9-27-64
Supersedes EN-5	Approval 	Distribution
Related Procedures 3.109	Forms Required DC-18 Request for Approval of Subletting AD-12 Department Action Slip	Page 1 of 3

I. PURPOSE

To establish the procedure to be followed in processing requests from contractors for permission to sublet portions of a contract covering Department work.

II. RESPONSIBILITY

State Highway Engineer

III. DEFINITIONS

Not Required

IV. AUTHORITY

Article 1.3.7 of Standard Specifications, Subletting and Assigning Contract.

V. PROCEDURE

A. Requirement

1. All requests for permission to sublet must be approved by the Commissioner upon recommendation of the State Highway Engineer. Such recommendation shall be made only when a request conforms to departmental requirements in all respects.
2. Not more than 50% of the total value of a contract (less designated specialty items) may be sublet unless otherwise specified in the supplemental specifications.
3. When the contract value of work proposed to be sublet is \$25,000 or more, permission to sublet

V. PROCEDURE (Continued)**A. Requirement**

may be recommended for approval only if the proposed sub-contractor is properly classified by the Department in accordance with Departmental Operating Procedure 3.102 (Classification of Contractors).

4. Requests for permission to sublet shall be made by the contractor, in duplicate, on Form DC-18, and approved before any work is done by the proposed sub-contractor.
5. Except for specialty items and lump sum items, when the contractor proposes to sublet a portion of the work included in the unit of measurement of an item, the total unit price bid in the proposal for that item shall be used in computing the cost of the work to be sublet.
6. Requests to sublet shall include an acknowledgment that the proposed sub-contractor has received the appropriate Federal Labor Regulations and that they will be made a part of the subcontract which is to be executed with the prime contractor.

B. Processing

1. The District Engineer concerned shall furnish contractors, upon request, with copies of Form DC-18 and shall instruct them as to proper use.
2. The prime contractor shall submit two (2) copies of Form DC-18 properly completed to the appropriate District Engineer.
3. The District Engineer shall complete Page 4, Section A, Compilation of Values and Percentages, sign both copies at Section B-1, recommending approval, and forward them to the Contractor's Classification Officer.
4. The Contractor's Classification Officer shall certify, on both copies, Section B-2, as to the classification and rating of the proposed subcontractor. He shall then forward both copies to the proper Bureau or Division Head.

V. PROCEDURE (Continued)

B. Processing

5. If the request complies with all of the requirements of this procedure, the Bureau or Division Head may recommend for approval by signing Section B-3. Form AD-12, recommending approval shall be submitted in accordance with Departmental Operating Procedure 1.302. If the project involves more than one Division, two extra copies of Form AD-12 shall be prepared and sent to each other Division concerned, one for the Division file, the other for the District Engineer.
6. After the Department Action Slip has been approved by the Commissioner, the Secretary, State Highway Department, shall send the original AD-12, after preparation of the schedule of Action and copy for the Bureau of Public Roads, if Necessary, to the Comptroller. The duplicate AD-12 with a copy of the DC-18 shall be sent to the bureau of origin. The Secretary, State Highway Department, shall notify the prime contractor of the approval of his request to sublet, sending a copy to the sub-contractor, a copy to the Comptroller with the other DC-18, and a copy to the bureau of origin.

VI. DISTRIBUTION


Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS

No. 3.111

Title CHANGES OF CONSTRUCTION PLANS - INCREASES, REDUCTIONS, OR SUPPLEMENTAL WORK		Effective Date 8-18-64
Supersedes EN-1	Approval: 	Distribution
Related Procedures NONE	Forms Required DC-12 CHANGE ORDER	Page 1 of 3

I. PURPOSE

To outline the procedure to be followed in making changes of construction plans and implementing change orders.

II. RESPONSIBILITY

State Highway Engineer

III. DEFINITION

DIRECTOR - as used herein shall mean the division head involved in the Change Order.

SUPERVISING ENGINEER - the Bureau Head involved in the Change Order.

DISTRICT ENGINEER - that person having direct supervision of the project. (In the Division of Bridges - the head of the Bridge District where the structure involved is located.)

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requirements

All change orders covering changes of plans resulting in increases or reductions of work, supplemental work, changes in specifications, or changes in other conditions, shall be subject to the following approvals prior to contracting for such changes:

- a) Recommendation of District Engineer
- b) Recommendation of Supervising Engineer
- c) Approval by:
 - 1) Director of Division concerned
 - 2) State Highway Engineer
 - 3) Commissioner

V. PROCEDURE (Continued)B. Initiating
Changes of
Plans

A change of plan shall be initiated by the District Engineer after consultation with the Bureau representative who is responsible for the promulgation of plans in the affected Division.

C. Plan Preparations
and Approvals

1. When an agreement is reached, the Bureau of Location & Design, or other responsible Bureau shall prepare plans, where necessary, covering the proposed change or changes and submit them to the Supervising Engineer together with a draft of the change order (Form DC-12) for approval.

After approval has been obtained, the plans and preliminary draft of the change order shall be submitted to the District Engineer for his approval.

2. All changes of plan shall be augmented by a change order whether or not plans are required to accomplish the desired action. A preliminary draft of the change order describing in detail the proposed change or changes, including plans where required, shall be submitted by the District Engineer to his supervisor for recommendation to the Director for approval.
3. When approved by the Director, the Supervising Engineer shall direct the District Engineer to immediately prepare the formal change order (Form DC-12).

For changes involving the Division of Bridges, paragraphs 1, 2, and 3 above shall be replaced by paragraphs 1A, 2A, and 3A below.

- 1A. When an agreement is reached, the Bridge Division shall prepare plans where necessary.
- 2A. The revised plan shall be delivered to the District Bridge Engineer for distribution to the Contractor, together with instructions to negotiate with the Contractor if new prices are needed.
- 3A. When the Contractor has agreed to do the work on the revised plan at established unit prices, or when acceptable supplemental prices have been determined by the District Bridge Engineer, together with the Supervising Bridge Engineer, Construction, and Supervising Bridge Engineer, Planning & Design, the District Engineer will prepare Change Order (DC-12) and submit it to the Supervising Bridge Engineer, Construction, for approval.

V. PROCEDURE (Continued)

C. Plan Preparations and Approvals

4. When the formal change order has been prepared, it shall be forwarded to the contractor for his acceptance. The order shall then be returned to the District Engineer for his recommendation and then transmitted to the Comptroller for auditing and approvals by the following:

- a) Chief Accountant - for certification of funds and audit.
- b) The Supervising Engineer concerned.
- c) The Director of the Division concerned.
- d) State Highway Engineer.
- e) Commissioner.

5. After the Commissioner has signed the Change Order, it shall be returned to the Assistant Chief Accountant for recording in the "Contract Ledger". The original copy of the Change Order shall be filed with the contract original and the conformed copies forwarded to the Supervising Engineer concerned.

D. Federal Projects

On Federal Aid Projects, proposed changes of plans shall be discussed with representatives of the Bureau of Public Roads by the District Engineer responsible prior to the preparation of plans and/or Form DC-12. Notation shall be made of such discussions and the decisions reached on the typed Change Order.

E. Federal Aid Secondary Projects

Proposed changes of plans on Federal Aid Secondary Projects shall be prepared by the County Engineer and must be recommended for approval by him. Additional approvals are required in the following order:

- 1) Federal Aid Secondary Engineer
- 2) Supervising Engineer of the Bureau of Location & Design
- 2A) (For Bridge work the approval of the Director & Chief Engineer, Division of Bridges is required.)
- 3) State Highway Engineer
- 4) Commissioner

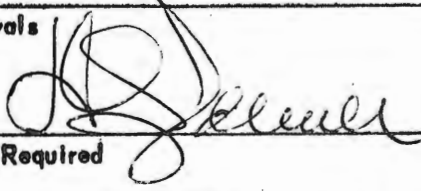
VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS,
LEASES & AGREEMENTS**
No. **3.112**

Title CONTRACTORS CLAIMS		Effective Date 8-23-64
Supersedes EN-8	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-12 DEPARTMENT ACTION SLIP	Page 1 of 3

I. PURPOSE

To establish the procedure to be followed in processing claims from contractors performing work for the Department.

II. RESPONSIBILITY

Chairman, Claims Committee

III. DEFINITION

The term "claim" as used herein shall refer to time extensions, or items of reimbursement, that remain unsettled after conferences and negotiations between contractor and Department construction personnel, at the District Engineer's level, have failed to produce an agreement.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

The Contractor shall submit all claims in writing, with supporting data, to the State Highway Engineer.

A. Claims

B. Committee

1. The Claims Committee shall consist of the following Department employees:
 - a) Assistant Director & Chief Road Engineer, Chairman
 - b) Director & Chief Road Engineer, or designated substitute.
 - c) Supervising Engineer, Road Construction
 - d) Director and Chief Bridge Engineer
2. A brief but complete record of all meetings shall be kept by either the Director & Chief Engineer of the Bridge Division or his representative, or by the Supervising Engineer, Road Construction, as designated by the Chairman.

V. PROCEDURE (Continued)

C. Processing

1. The District Engineer responsible for the project shall be informed of the claim by the Chairman, and proceed with investigations necessary to produce written reports for presentation to the Committee on the validity of the claim.
2. Upon receipt of the reports, the Chairman shall arrange a meeting of the Claims Committee with Department personnel involved, for review of the reports and to ascertain if further supporting data is necessary before meeting with the contractor.
3. After the Claims Committee is satisfied with the reports, the Chairman shall provide an opportunity for the contractor and his representatives to present their case before the Committee.

D. Hearing

1. The "Hearing" shall be conducted by the Chairman with the contractor and Department personnel essential to the claim present.
2. An Assistant Deputy Attorney General shall also be present.
3. If Federal Funds are involved, a representative of the Bureau of Public Roads shall be invited to attend.
4. No decision or agreement concerning the claim, either for approval or disapproval, shall be announced or made known at the "hearing".
5. Following the hearing the Chairman shall prepare a memorandum in duplicate addressed to the State Highway Engineer, with sufficient copies for each member of the Committee.

This memorandum shall contain the following information:

- a) Description of each item involved
- b) Claim pertaining thereto
- c) Recommended disposition of the claim
- d) Adequate reasons for approval or disapproval

V. PROCEDURE (Continued)

E. Recommendation

1. Recommended disposition of the claim shall be signed by the Chairman and presented to the State Highway Engineer for concurrence. Space shall also be provided for the State Highway Engineer's signature and recommendation to the Commissioner.
2. Upon determination by the Commissioner, the District Engineer shall notify the contractor of the results.

F. Settlement

1. If disposition of the claim is acceptable to the contractor, a change order shall be prepared in accordance with Departmental Operating Procedure 3.111 , and presented to the Commissioner on Form AD-12 in accordance with Departmental Operating Procedure 1.302 .

If disposition of claim is not acceptable to the contractor he may appeal to the Legislative Appropriations Committee (Claims Sub-Committee).

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. 3.113

Title CONSTRUCTION PROJECT OPENINGS		Effective Date 11-18-64
Supersedes AD-27 (Rev. 1)	Approvals	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To outline the procedures necessary to provide for advance notice concerning construction project openings.

II. RESPONSIBILITY

Director, Bureau of Public Information

III. DEFINITIONS

1. Where traffic is to be carried on roadways or bridges during the period of their construction, the term "opening" shall mean opening portions of the project to public use in substantially completed form.
2. Where traffic is not to be carried on roadways or bridges while under construction, the term "opening" shall mean opening portions of the project to public use.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Determination

The Director, Bureau of Public Information shall confer with the Commissioner at the time bids are taken on any project to determine if it is of sufficiently major proportions, or possesses such local significance, as to merit a formal opening ceremony or other unusual recognition upon completion.

V. PROCEDURE (Continued)

B. Approvals

1. Immediately following project designation, as outlined above, the Director, Bureau of Public Information, shall furnish written notification to the appropriate Division head concerned, of the Commissioner's determination.
2. For each project determined by the Commissioner to merit formal opening or special recognition, the Director, Bureau of Public Information, and the appropriate Division head concerned, shall confer and arrive at a schedule of notifications to be furnished by that Division head.
3. The opening of any construction project, or portions thereof, specifically requiring notification in the schedule referred to in 2 above, shall require the approval of the Commissioner and no project shall be opened prior to the date approved by him.
4. The Director, Bureau of Public Information shall be informed by the appropriate Division head concerned when each project under his jurisdiction is approximately two months from completion.
5. The proposed date of opening shall be presented in writing to the Commissioner by the Director, Bureau of Public Information. If approved, the Commissioner will so indicate thereon.
6. In case it appears a Project cannot be completed by the approved date, the Director, Bureau of Public Information shall be informed by the appropriate Division head concerned, and shall indicate the required course of action after consultation with the Commissioner.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES & AGREEMENTS

No. 3.201

Title MUNICIPAL AID CONSTRUCTION FUNDS - APPLICATIONS, RECOMMENDATIONS, AND APPROVALS		Effective Date 11-9-64
Supersedes SA-1 (Rev. 1)	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required See V-A	Page 1 of 3

I. PURPOSE

To set forth procedure for receiving and processing applications for Municipal Aid Construction Funds and the recommendation of allotments.

II. RESPONSIBILITY

Supervising Engineer, State Aid Division

III. DEFINITION

Municipal Aid Construction Funds are those moneys appropriated by the Legislature as the State's share of the cost for construction and reconstruction of Municipal Roads.

IV. AUTHORITY

New Jersey Revised Statute #27:15-1.14

V. PROCEDURE

A. Forms Required

1. SA-5 - Application and Agreement for State Aid to Municipalities
2. SA-10 - Report of Application for Municipal Aid.
3. SA-12 - Municipal Aid Contract Card

B. Requirements

1. Allocation of Municipal Aid Construction Funds shall only be made with the approval of the Commissioner.

V. PROCEDURE (Continued)

B. Requirements

2. Application Form SA-5 shall be sent by registered mail to all municipalities by the Supervising Engineer, State Aid Division, during the month of July. This application shall be for funds to become available during the next calendar year.

C. Applications

1. Requests for Municipal Aid Construction Funds shall be made by the municipality, on properly executed Form SA-5 in duplicate, on or before October 1st, to the District Engineer, State Aid Division, as directed in letter of transmittal.
2. The District Office shall then complete a Report of Application for Municipal Aid (Form SA-10) based on an examination and evaluation of the project offered at the site. Two copies of the application and one copy of the report shall be forwarded to the Supervising Engineer, State Aid Division.
3. Applications received from the municipalities shall be recorded and arranged alphabetically by Counties. They shall then be checked against existing records to determine whether they represent:
 - a) Continuation of previous projects
 - b) Requests for additional funds for approved projects
 - c) New projects
4. After reports and data are compiled, the Supervising Engineer shall review all applications and have prepared a list of the projects submitted. Projects are to be listed by County including suggested allotments.

V. PROCEDURE (Continued)**D. Recommendation**

Request for approval shall be recommended by the Supervising Engineer, concurred in by the State Highway Engineer, and submitted as prescribed in Departmental Operating Procedure 1.302.

E. Execution of Approvals

1. Upon notification of the approved allotments by the Commissioner, individual record cards (Form SA-12) shall be prepared by the Division of State Aid.
2. Approved applications shall be signed by the Supervising Engineer, State Aid Division, forwarded to the Bureau of Auditing and Accounting (County and Municipal Aid Section) for recording, certification of funds, and signature, and then sent to the Department Secretary for Certification of the Commissioner's approval. The Secretary will then return it to the Supervising Engineer, State Aid Division.
3. Original Application (Form SA-5), will be retained by the State Aid Division, the duplicate shall be returned to the Municipal Clerk fully executed.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES, & AGREEMENTS**
No. **3.202**

Title STATE AID CONSTRUCTION PLANS AND SUPPLEMENTARY SPECIFICATIONS		1 - Processing 2 - Checking 3 - Approvals	Effective Date 11-9-64
Supersedes SA-2 (Rev.1)	Approvals <i>[Signature]</i>		Distribution
Related Procedures NONE	Forms Required See V - A Below	Page 1 of 6	

I. PURPOSE To set forth procedures for processing, checking, and approving State Aid Plans and Supplementary Specifications.

II. RESPONSIBILITY Supervising Engineer, State Aid Projects

III. DEFINITION State Aid as used herein means grants in aid to Counties and Municipalities for Road and Bridge work. Grants are made by the Department as provided for by the Legislature.

IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

- A. Forms Required**
1. SA-23 - Engineers Estimate of Quantities and Costs, and Financial Statement.
 2. SA-25A-SA-25E6 inclusive - State Aid Supplementary Specifications, Contract and Bond
 3. AD-12 - Department Action Slip
 4. DC-4 - Non-Collusion Affidavit

B. Requirements All State Aid Plans and Supplementary Specifications shall be recommended by the Supervising Engineer, State Aid Projects and concurred in by the State Highway Engineer, before being presented to the Commissioner for his consideration.

V. PROCEDURE (Continued)**C. Processing**

1. All Plans and Specifications received from a County or Municipality must include the following:
 - a) For County Road Work (County Aid)
 - 1) Original Title Sheet Tracing
 - 2) Three (3) complete sets of Plans
 - 3) Three (3) complete sets of Supplementary Specifications. (Forms SA-25A to SA-25E6 and DC-4)
 - 4) One (1) set of Earthwork Calculations
 - 5) Two (2) copies of Engineer's Estimate of Quantities and Cost (Form SA-23)
 - b) For County Bridge Work (County Aid)
 - 1) Original Title Sheet Tracing
 - 2) Four (4) complete sets of Plans
 - 3) Four (4) complete sets of Supplementary Specifications. (Forms SA-25A to SA-25E6 and DC-4)
 - 4) Two (2) copies of Engineer's Estimate of Quantities and Cost (Form SA-23)
 - 5) One (1) copy of Permit, duly certified by Water Policy Commission.
 - c) For Municipal Road Work
 - 1) Original Title Sheet Tracing
 - 2) Three (3) complete sets of Plans
 - 3) Three (3) complete sets of Supplementary Specifications. (Forms SA-25A to SA-25E6 and DC-4)
 - 4) Two (2) copies of combined Engineer's Estimate of Quantities and Cost, and Financial Statement (Form SA-23).
 - 5) One (1) copy of Earthwork Calculations

All Plans and Specifications are submitted for review by the County or Municipal Engineer to the Division of State Aid District Office in the District the project is located. Upon completion of the review, the Plans and Specifications are forwarded to the Supervising Engineer, Division of State Aid, recommending approval.

V. PROCEDURE (Continued)**C. Processing**

2. Upon receipt of Plans and Specifications for road and bridge projects the Division of State Aid (Engineering and Planning Section) shall check to determine whether:
 - a) sufficient funds are available,
 - b) any previous sections of road are completed,
 - c) type of pavement, width, length of project, etc., agree with original application.

When this check is satisfactory, each project is given a number for processing sequence. Each project shall be reviewed for engineering design sequentially according to the number assigned above. County Bridge Projects shall be forwarded to the Bridge Division for a detailed engineering check.

D. Checking Plans and Specifications

1. All Plans and Specifications shall be checked by the District engineering group for conformity with design standards of the Department. Where drainage work is involved, plans shall be submitted to the Drainage Engineer, Bureau of Location and Design, for his review and recommendations. Where a project intersects a State Highway, the intersection design shall be submitted to the District Superintendent, Division of Maintenance and Operations, for his concurrence. When construction may affect the facilities erected and maintained by the Electrical Bureau, plans shall be submitted to the Supervising Electrical Engineer for his approval. All Plans and Specifications must be recommended for approval by the Division of State Aid District Engineer in whose District the project is located prior to forwarding to the Division Office.

E. Approvals

1. When the checking of Plans and Specifications has been completed to the satisfaction of the Supervising Engineer, one (1) set of Plans and one (1) set of Specifications shall be signed and forwarded, along with Form AD-12, to the State Highway Engineer for his concurrence. In addition, all Bridge Plans and Specifications shall be reviewed and signed by the Director and Chief Bridge Engineer.

V. PROCEDURE (Continued)**E. Approvals**

2. The State Highway Engineer, after reviewing and signing the plans, specifications, title sheet tracing, and action slip, shall forward the Department Action Slip (Form AD-12) to the Commissioner for his consideration. The balance of material shall be returned to the Supervising Engineer, Division of State Aid.

F. Notification of Approval

1. When a project has been approved by the Commissioner, the Department Action Slip shall be returned to the Supervising Engineer, Division of State Aid, who shall direct that the following steps be taken:
 - a) For County Work:
 - 1) Title Sheet Tracing, one (1) set of Plans and one (1) set of Supplementary Specifications shall be returned to the County Engineer together with a letter notifying him of the Commissioner's action and requesting two (2) additional sets of specifications conforming with the approved specifications to be forwarded to the District Office.
 - 2) A copy of the letter shall be sent to the Clerk of the County where the project is located.
 - 3) A copy of the letter to the Supervising Engineer, Bureau of Testing and Materials. Two (2) copies of Supplementary Specifications to be forwarded to the Laboratory by the District Office when additional copies are submitted by the County Engineer.
 - 4) One (1) copy of the letter, one (1) complete set of plans, one (1) copy of the Supplementary Specifications and Engineer's Estimate are filed with the District Engineer in whose District the project is located.
 - 5) A copy of the letter to the District Material Inspector of Bureau of Testing and Materials.

V. PROCEDURE (Continued)

F. Notification of Approval

- 6) Original copy of Supplementary Specifications, one (1) complete set of Plans, one (1) copy of Engineer's Estimate of Quantities and Cost, and all other papers are retained in the files of the Division of State Aid Projects.
 - 7) For Bridge Projects only one (1) complete set of Plans and one (1) complete set of Supplementary Specifications are filed with the Division of Bridges.
- b) For Municipal Work:
- 1) Title Sheet Tracing, one (1) set of Plans and one (1) set of Supplementary Specifications shall be returned to the Municipal Engineer, together with a letter notifying him of the Commissioner's action and requesting two (2) additional sets of Specifications conforming with the approved specifications.
 - 2) A copy of the letter shall be sent to the Clerk of the Municipality where the project is located.
 - 3) A copy of the letter to the Supervising Engineer, Bureau of Testing and Materials. Two (2) copies of the Supplementary Specifications to be forwarded to Laboratory by the District Office when additional copies are submitted by the Municipal Engineer.
 - 4) A copy of the letter, one (1) complete set of Plans, one (1) copy of Supplementary Specifications and one (1) copy of the combined Engineer's Estimate of Quantities and Cost and Financial Statement (Form SA-23) are filed with the District Engineer in whose District the project is located.
 - 5) Original Specifications, one (1) copy of the combined Engineer's Estimate of Quantities and Cost and Financial Statement (Form SA-23), and one (1)

V. PROCEDURE (Continued)

F. Notification
of Approval

set of Plans and all other papers shall be retained in the files of the Division of State Aid.

G. Disapprovals

1. When for any reason Plans or Specifications submitted by a County or Municipality cannot be favorably recommended, the Supervising Engineer, Division of State Aid, shall notify the County or Municipal Engineer immediately by letter giving full and complete reasons why favorable recommendation cannot be made.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. 3.203

Title STATE AID - ADVERTISING, RECEIPT OF BIDS, AND AWARD OF CONTRACT		Effective Date 10-27-64
Supersedes SA-3 (Rev. 1)	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-12 DEPARTMENT ACTION SLIP SA-41 SUMMARY OF BIDS	Page 1 of 3

I. PURPOSE

To set forth the procedures for processing bids received by counties and municipalities, and concurrence of the Department in County or Municipal action in awarding such contracts.

II. RESPONSIBILITY

As outlined below

III. DEFINITIONS

Not required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirement

All awards of contracts shall be submitted to the Commissioner for approval or rejection after recommendation of the Supervising Engineer, Division of State Aid Projects, and concurrence of the State Highway Engineer.

B. Processing of Bids

1. Upon receipt of advertisement indicating bids for a State Aid project are to be received, a Summary of Bids (Form SA-41) shall be prepared by the District Office, Division of State Aid. A member of the District Staff shall be assigned to attend the contract letting for the purpose of listing the bids as read and recording the action taken by the local governing body. The Bid Summary shall be returned to the

V. PROCEDURE (Continued)

B. Processing of Bids

District Office for verification of the clerical accuracy, the Engineer's Estimate of Cost entered, reviewed by the District Engineer and forwarded to the Supervising Engineer, Division of State Aid for action by the Commissioner.

2. At the time the advertisement is received in the Division headquarters in Trenton, a brief notice of the pertinent information shall be extracted. Twice a week a list of these notices shall be prepared and mailed to contractors on the State Aid mailing list in order to provide a wider distribution of advertisements requesting bids on Department projects.

C. Recommendation

When all information relative to the bidding has been reviewed by the Supervising Engineer, he shall submit his recommendation to the Commissioner on Form AD-12 as prescribed in Departmental Operating Procedure 1.302.

D. Notification of Action

Upon determination by the Commissioner, the Supervising Engineer, State Aid Division, shall advise the County or Municipal Engineer by letter of the action taken. Copies of this letter are sent to the County or Municipal Clerk, District Engineer and the Contractor.

E. Contract and Bond

1. After approval of award of contract by the Commissioner, the County or Municipal Engineer shall submit four (4) complete copies of the contract and bond on forms supplied by the Department. If the project is bridge construction, five (5) complete copies of the contract and bond are required. When contracts are received in the Division of State Aid they shall be recorded on Division card records.

V. PROCEDURE (Continued)

E. **Contract
and Bond**

2. Contracts and bonds shall then be checked for proper form and correctness of data by the Engineering and Planning Section. If errors in the form or substance of the contract or bond are found, they shall be returned to the County or Municipal Engineer for correction.
3. Contracts determined to be in proper form and with correct contents shall be presented to the Supervising Engineer, Division of State Aid for signature, forwarded to the Bureau of Auditing and Accounting for certification of funds, then to the Secretary of the Department for certification as to the approval of the Commissioner.

F. **Distribution**

Upon return to the Division of State Aid, the original copy of the contract and bond shall be retained for the Division file. Other copies shall be distributed as follows:

Second copy returned to the County or Municipal Engineer.

Third copy returned directly to the Contractor.

Fourth copy returned to the District Office, State Aid.

Fifth copy forwarded to the Department's Bridge Division for their file.

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. 3.204

Title FEDERAL AID SECONDARY PROJECTS		Effective Date 10-14-64
Supersedes EN-7	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required See V-A Below	Page 1 of 6

I. PURPOSE

To establish procedures for processing applications, executing agreements and awarding contracts for the construction or reconstruction of roads and bridges in the Federal Aid Secondary System.

II. RESPONSIBILITY

Division of Local Government Aid

III. DEFINITION

Bureau, as used herein shall mean the Bureau of Public Roads, Department of Commerce.

Clerk, as used herein shall mean the Clerk, Board of Freeholders.

Engineer, shall mean the Federal Aid Secondary Engineer, or his duly authorized representative.

IV. AUTHORITY

Federal Aid Highway Act of 1954, and general authority of the State Highway Commissioner Under Title No. 27.

V. PROCEDURE

A. Forms Required

- AC-8 - Vendor's Invoice
- AC-38 - Receipt for Federal Aid Cash
- AD-12 - Department Action Slip
- FA-3 - Notice to Bureau of Public Roads - Starting Date of Contractor
- FAS-1 - Application
- FAS-2 - Report on Application
- FAS-3 - Agreement
- FAS-4 - Record Completion and Acceptance
- PR-1 - Federal Aid Program Data
- PR-2 - Bureau of Public Roads Forms Agreement
- PR-9 - Request for Approval of Individual Project Program Change
- PR-21 - Voucher for Payment under 1954 Secondary Road Plan

V. PROCEDURE

B. Requirements

1. The Department shall at all times comply with Federal Aid Highway Acts, regulations, policies and procedures under the 1954 Secondary Road Plan.
2. The County and accredited officials shall conform to all State laws, regulations, policies and procedures adopted thereunder by the Department.
3. Funds appropriated by Congress, allotted by the Bureau of Public Roads, and committed by the Department, supplemented by funds provided by State, County or Municipality, shall be used to finance projects on the Federal Aid Secondary System.
4. Not later than November 1st of each year the Engineer shall notify each County, that funds are available for improvements on the Federal Aid Secondary System. (Letter to be sent to Clerk.

C. Applications

1. Upon request the Engineer shall provide application (Form FAS-1), for execution by the County and submission to the Department.
2. Upon receipt all applications shall be investigated by the Engineer as to traffic data, present and future, compiled by the Bureau of Planning and Traffic.
3. Field inspection by the Engineer shall be made to study physical conditions of each proposed project, determine need, justify the expense and determine that the project will meet requirements as outlined by Department memorandum "Highway Classification & Basic Design Standards on Federal Aid Secondary Projects".
4. Form FAS-2 (Report on Applications) shall be completed by the Engineer after completion of the field inspection and filed with the application.

V. PROCEDURE

D. Programming

1. Projects meeting the above requirements shall be presented to the Commissioner for approval through the State Highway Engineer on Form AD-12 (Department Action Slip).
2. Projects, when approved by the Commissioner, shall be returned to the Engineer for preparation of Form PR-1 with necessary maps, descriptions and justifications for submission to the Bureau of Public Roads to request programming of Funds.
3. Advancement of a project from Stage 1 to Stage 2 may be accomplished by submitting the necessary information on Form PR-9. Requests for program changes after receipt of authorization to proceed with the work shall be submitted to the Bureau in letter form.
4. On approval by the Bureau of Public Roads, the Engineer shall notify the Clerk of the action with instructions to have the necessary surveys made and plans prepared.

E. Agreement

1. The Engineer shall furnish the Clerk with agreement (Form FAS-3) for execution.
2. On receipt of executed agreement the Engineer shall present it to the Deputy Attorney General for approval as to form.
3. If approved, the Engineer then shall prepare Form AD-12 (Department Action Slip) as set forth in Departmental Operating Procedure 1.302.
4. The original and one copy of the fully executed agreement shall be sent to the Comptroller, one copy to the Clerk and one copy to the Engineer.

F. Plans and Specifications

1. Plans shall be prepared under the direction of the County Engineer and submitted to the Division of Local Government Aid for Department approval. Where Preliminary Engineering agreements are involved, the agreements are with the Department. Plans and specifications are prepared by a consultant under the direction of the Department.
2. Current Standard Specifications, as amended, shall apply to all projects. Supplemental Specifications shall be prepared at the direction of the Engineer in accordance with State Standards.

V. PROCEDURE (Continued)

F. Plans and Specifications

3. When plans and specifications are satisfactory to both the County and the State and are in accordance with the approved Federal Aid Program, the Engineer shall request project approval and authorization to advertise from the Commissioner on Form AD-12 in accordance with Departmental Operating Procedure 1.302.

G. County Funds

1. After bids have been received, the Comptroller shall prepare and sign invoice (Form AC-8) in amount of the County's share as computed by the Engineer and forward to the Clerk.
2. Before any award is made the County shall, by resolution, recommend award of contract to the lowest responsible bidder and shall also deliver a check in the amount requested to the individual within the Department authorized to receive cash.

H. Award of Contract

The Engineer shall prepare Department Action Slip (Form AD-12), recommending award of contract.

I. Federal Funds Project Agreement

1. The Engineer shall request a project agreement from the Bureau of Public Roads by letter, using a revised estimate based on bid prices plus an amount for engineering and contingencies not exceeding 10% of the bid price.
2. The Engineer shall also submit evidence that a public hearing has been held or the opportunity for such a hearing was afforded and that economic effects of the location were considered.
3. Upon the receipt of project agreement (Form PR-2) the Engineer shall present it to the Commissioner for execution on Form AD-12 as outlined in Departmental Operating Procedure 1.302.
4. After execution by the Department, the agreement (Form PR-2) shall be returned to the Bureau of Public Roads for execution.
5. The fully executed copy shall be referred to the Comptroller for recording, and then filed with the Engineer as part of the project file.

V. PROCEDURE (Continued)

J. Materials,
Engineering &
Inspection

1. All materials shall be furnished, supplied, inspected, tested and approved as provided for in the Standard and any supplemental Specifications for each project.
2. All necessary construction engineering shall be provided by the County.
3. The Department shall provide the necessary inspection personnel, laboratory facilities and materials inspection.
4. The Engineer shall supervise all work, including construction engineering and inspection, on the project.

K. Subletting

Permission to sublet may be granted in accordance with Standard Specifications and Departmental Operating Procedure 3.110 (Subletting Work under Contract).

L. Payment

1. Payment shall be made to the Contractor by the Department on the basis of monthly estimates of the actual quantity of work performed under each item in accordance with the Specifications. Monthly estimates shall be prepared by the County Engineer, and certified by the Federal Aid Secondary Engineer.
2. The County's share of the project shall be paid as set forth in paragraph G-2.
3. All changes of Plans and other modifications of the contract shall be prepared and recommended for approval by the County to the Engineer. If the change is justified the Engineer shall prepare and initiate processing of Form AD-12.

M. Federal
Reimbursement

1. From the monthly estimates submitted by the County and after payment has been made to the Contractor, the Engineer shall prepare and submit consolidated progress vouchers to the Bureau of Public Roads for reimbursement. These vouchers shall be prepared on Form PR-21.
2. Checks received from the Federal Government shall be delivered to the Comptroller for recording and processing in accordance with Divisional Operating Procedures, and then forwarded to the State Treasurer by the Comptroller using the State Treasurer's Form 111.
3. The Comptroller shall notify the Engineer of payments by using Form AC-38 (Receipt of Federal Aid Cash).

V. PROCEDURE (Continued)

N. Acceptance

1. On notice from the County Engineer or construction engineer in charge of the project that the work has been completed in accordance with the requirements of the plans and specifications, the Engineer shall make a detailed inspection of same.
2. The Engineer shall notify the Bureau by letter of the completion of the Contractor's work, so that a final inspection by the Bureau may be made.
3. On receipt of a resolution from the Board of Freeholders recommending acceptance of the project, and if workmanship and materials meet with approval of the State, the Engineer shall process Form DC-20 and then recommend acceptance to the Commissioner on Form AD-12 in accordance with Departmental Operating Procedure 1.302.
4. Upon approval by the Commissioner, the Engineer shall notify the County and the Bureau of Public Roads of such approval as follows:
 - a) County - by letter
 - b) Bureau of Public Roads - on Form FA-3

VI. DISTRIBUTION



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**
No. **3.205**

Title STATE HIGHWAY REIMBURSED SAFETY LIGHTING		Effective Date 10-6-64
Supersedes EL-2 (Rev. 1)	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required AD-12 Department Action Slip EL-34 Agreement	Page 1 of 3

I. PURPOSE

To establish uniform procedures for the execution of agreements to reimburse counties and municipalities, on a participating basis, for costs incurred in the maintenance of highway safety lighting at certain locations within counties and municipalities.

II. RESPONSIBILITY

Supervising Engineer - Bureau of Electrical Operations

III. DEFINITIONS

The term "reimbursed highway safety lighting", as used herein, shall mean the commitment of State Funds to counties, municipalities, or other political bodies for the maintenance of street lighting. It shall be considered only for hazardous locations such as intersections of roadways, railroad crossings, dangerous curves and headwalls.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requirements

1. All inquiries regarding reimbursed highway safety lighting shall be referred to the Bureau of Electrical Operations.

V. PROCEDURE (Continued)**A. Requirements**

2. The Bureau of Electrical Operations shall make field investigations of all circumstances and contingencies bearing upon the installation, maintenance and operation of the highway lighting.
3. The results of all investigations, together with recommendations and the final disposition thereof, shall be made known to all parties concerned, and a complete file of all transactions shall be a part of the Bureau of Electrical Operations records.
4. The reimbursement rate for counties shall not be more than 50% of the maintenance cost for an approved highway lighting unit, nor shall it exceed \$45.00 per unit, per annum.
5. The established utility rate of 2500 lumen lamp shall be the maximum amount allowable to municipalities for the maintenance of reimbursed safety lighting for intensities of illumination at or in excess of 4000 lumens. Maintenance costs of safety lighting for intensities of illumination less than 4000 lumens are not reimbursable.
6. The Bureau of Electrical Operations shall not enter into any contract obligations with utility companies on reimbursed safety lighting agreements.
7. Reimbursed highway safety lighting shall conform to the specifications of the Bureau of Electrical Operations as to location, lamp intensity, mounting height and the type of luminaries.

B. Execution

1. If the lighting meets the above requirements, the Bureau of Electrical Operations shall request permission to enter into an agreement by preparing Form AD-12 (Department Action Slip) for submission to the Commissioner in compliance with Departmental Operating Procedure 1.302. If approval of Form AD-12 is received from the Commissioner, the Bureau of Electrical Operations shall prepare the agreement on Form EL-34 in triplicate, and shall submit it to the Supervising Electrical Engineer, Bureau of Electrical Operations, who shall indicate approval by signing in the appropriate space.

V. PROCEDURE (Continued)

B. Execution

2. After the Supervising Electrical Engineer's signature has been affixed, the agreements shall then be forwarded to the Secretary, State Highway Department, for execution. The Secretary shall execute the original and two copies of all approved agreements and return to the Bureau of Electrical Operations.

C. Termination

1. If the Department decides to terminate the agreement in accordance with the terms of the agreement, the Supervising Electrical Engineer shall send written notice of intent to terminate to the municipality or county. A copy of such notice shall also be forwarded to the Comptroller and a copy retained on file in the Bureau of Electrical Operations.

2. If the municipality or county terminates the agreement in accordance with the terms of the agreement, the Supervising Engineer, Bureau of Electrical Operations shall forward notice of such action to the Comptroller.

D. Extension of Agreement

Agreements shall be executed to terminate on the 31st day of December and may be extended, after complying with the terms of the agreement, on an annual basis providing conditions warrant the extension and sufficient funds are available.

E. Form EL-34 (Distribution)

Copies of the agreement (Form EL-34) shall be distributed as follows:

- a) Original-Comptroller
- b) First Copy-Municipality or County involved
- c) Second Copy-Supervising Electrical Engineer

VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series ADMINISTRATIVE
No. 3.901

Title LEASE AGREEMENTS FOR LAND, BUILDINGS AND OFFICE SPACE		Effective Date 8-23-64
Supersedes AD-18	Approval <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required AD-12 Department Action Slip AD-30 Lease Agreement (Short form)	Page 1 of 5

- I. PURPOSE To establish procedures to be followed in negotiating and executing lease agreements.
- II. RESPONSIBILITY As outlined below.
- III. DEFINITIONS
- A. The term "Lease Agreement" as used herein shall refer to agreements for:
1. Land, buildings, or garages for the storage of Department equipment and/or materials.
 2. Office space to be used by Department personnel.
- B. "Lease Agreements" shall be classified as "Class A" or "Class B" as follows:
1. "Class A" agreements are those for which the annual cost amounts to twenty-five hundred dollars (\$2,500) or more.
 2. "Class B" agreements are those for which the annual cost amounts to less than twenty-five hundred dollars (\$2,500).
- IV. AUTHORITY R.S. 52:34-6 et. seq. and related Department of the Treasury, Division of Purchase and Property regulations.
-
- V. PROCEDURE
- A. Requirements
1. Basic standards for all rental agreements:
 - a) The property must be adequate to meet the Department's needs.
 - b) The rental to be paid must be fair and reasonable, as substantiated by a comparison with other rental rates for comparable facilities in the same general area.

V. PROCEDURE

A. Requirements
(continued)

2. Funds must be available as evidenced in writing by the Department Comptroller.
3. Inquiries and investigations may be initiated by any division or bureau head or his authorized representative, but no negotiations or commitments shall be made by such division or bureau heads or their authorized representative unless as noted herein.

B. Class A Leases

1. Requests to make application for "Class A" leases shall be submitted to the Commissioner by letter, with the recommendation of the Division Head and concurrence of the State Highway Engineer indicated thereon.
2. If approval is received from the Commissioner, the bureau or division head shall provide all information as required by the Department of the Treasury, Division of Purchase and Property, by completing their standard application form, "Request for Rented Premises".
3. Application form shall be forwarded to the Comptroller for approval as to availability of funds who in turn shall forward same to the Director, Division of Purchase and Property, Department of the Treasury.
4. The Division of Purchase and Property will handle all negotiations, develop the necessary information on available properties, comparable rentals, etc. and will review this information with the division head to develop a satisfactory rental proposal. The Division of Purchase and Property shall also prepare the appropriate lease agreement, secure the necessary signatures, furnish the required notice to the Department of the Treasury (audit section), and furnish copies of the executed lease agreement to the lessor, the Divisions and Bureaus concerned, and the Comptroller, New Jersey State Highway Department.
5. The Division of Purchase and Property shall follow up in conjunction with the Department in seeing that the facilities are made available in accordance with the provisions of the lease as to alterations, facilities, services and occupancy dates. They shall also notify the Department of lease expirations and renewal options, requesting recommendation for the exercise of options or re-negotiation of lease.

V. PROCEDURE

B. **Class A Leases**
(continued)

6. All controversies or disputes arising in the case of "Class A" leases shall be referred to the Division of Purchase and Property for adjustment with the lessor. The Department shall be consulted for recommendations.

C. **Class B Leases**

1. Division or bureau heads may designate an individual to regularly negotiate, coordinate, and record execution of agreements.
2. An accredited representative shall conclude negotiations, prepare the lease agreement on Form AD-30 (copies as indicated in paragraph C-8), and submit the agreement to the prospective lessor for approval and signature.
3. Executed agreements from the lessor shall be submitted to bureau or division heads concerned, who shall indicate approval by signing the form in the appropriate space.
4. Following approval by division or bureau heads (paragraph 3 above), and after review and approval as to legal and contract form by the Deputy Attorney General (or his designated representative), the accredited representative shall transmit original and copies to the Comptroller. (Lease agreements for office space shall also be approved by the State Highway Engineer.)
5. The Comptroller shall certify in writing as to the availability of funds on the applicable Department of the Treasury Form and forward same together with all copies of the lease, and a memorandum report thereon to the Commissioner for approval.
6. Approval of the proposed lease agreement by the Commissioner shall be indicated by signature or initials after which original and all copies shall be forwarded to the Department Secretary for execution and transmission to the Division of Purchase and Property, Department of the Treasury.
7. A standard form cover letter should accompany the lease stating that the facilities meet the conditions outlined in paragraph V.-A-1 above.

V. PROCEDURE

C. Class B Leases
(continued)

8. Copies of the completed lease agreement shall be distributed by the Division of Purchase and Property as follows:
 - a) One copy to Division of Purchase and Property.
 - b) One copy to lessor.
 - c) One copy to the Department of the Treasury if they are to pay the invoice.
 - d) Original and balance of copies to Department Secretary.
9. Upon receipt of the completed lease agreement, the Department Secretary shall forward the original to the Comptroller, copies to Bureaus or Divisions concerned, and others as required.

D. Renewals and
Terminations

1. One month prior to the date on which notice must be given of intention to renew or terminate a lease agreement the bureau or division head concerned shall have the leased premises surveyed to determine the need for continued occupancy. As a result of such survey, division head shall certify to the continued need or recommend termination of lease agreement, and forward the original and one copy to the Comptroller. The Comptroller shall forward the original to the Division of Purchase and Property. Month-to-month leases which are subject to thirty (30) days notice shall be surveyed as indicated above at least once a year.
2. Lease agreements initially executed for a term of one year may be automatically extended on a month to month basis, if so permitted by the terms of the agreement, only if, as a result of a survey made not less than one month before the terminal date, the need for continued occupancy of the leased premises is so certified by the heads of the using Divisions or Bureaus. Copies of such certifications shall be transmitted to the Commissioner and the Comptroller.
3. Extension of leases, as described in D-2 above, shall not be continued for more than one year unless a survey and certification, similar to that described in D-2 above, is made yearly and approval given by all parties at interest including the office of the Commissioner.

V. PROCEDURE

D. Renewals and
Terminations
(continued)

4. If the lessor terminates the lease in accordance with the terms of the lease agreement, notice of such action, when received, shall be immediately transmitted to the Comptroller by the party first receiving it, as well as to the other divisions or bureaus concerned, and to the accredited representative. The Comptroller shall notify the Department of the Treasury, Division of Purchase and Property of such cancellation.

E. Payment

Invoices for payment of lease rentals shall be given preliminary approval by the State Highway Department as to occupancy but such invoices must be given final approval by the Department of Treasury when payments are chargeable against Department of the Treasury appropriation accounts. The only exceptions to this are garage rentals for cars, trucks, and road equipment, or rentals which are reimbursed by the Federal Government, which are processed as regular State Highway Department invoices.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS, LEASES & AGREEMENTS**

No. **3.902**

Title PUBLIC UTILITY REARRANGEMENT AGREEMENTS		Effective Date 11-9-64
Supersedes EN-2 (Rev. 1)	Approvals 	Distribution
Related Procedures NONE	Forms Required AD-12 Department Action Slip	Page 1 of 3

I. PURPOSE

To outline the procedures to be followed in the negotiation and execution of agreements between Public Utilities and the Department for work in connection with Highway construction.

II. RESPONSIBILITY

Engineer of Utilities

III. DEFINITIONS

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Requirement

Agreements shall be executed for the Department only by the Commissioner after preliminary approval by the Director & Chief Road Engineer, and/or the Director & Chief Bridge Engineer, and the State Highway Engineer.

B. Plan Approval

Schematic plans developed jointly by the Utility Company and the Department are reviewed by the Utility Engineer and the most feasible plans approved for more detailed engineering study and cost analysis. After final approval of a mutually acceptable scheme of rearrangement by the Utility Engineer, the Company is requested to prepare detailed plans and estimates. Utility work may be incorporated in the road contract in which case plans and specifications are jointly prepared for incorporation in the road contract plans.

V. PROCEDURE (Continued)

C. Agreements

1. The Engineer of Utilities shall prepare an Agreement of Order covering the proposed work for execution by the Utility, based on the detailed plans and estimates submitted by the Utility. The Agreement shall specify the following items:
 - a) Description of work to be performed and specifications pertaining thereto.
 - b) Regulations to be followed in performance of work and billing procedure where State and Federal reimbursement is allowed.
 - c) Responsibility for the cost of the work and the degree of any cost sharing.
 - d) The timing of work relative to coordination with the roadway contract.
 - e) Provisions for insurance coverage if required.
 - f) Provisions for temporary utility reroutes around construction areas if required.
 - g) Property rights required and procedure for acquisition.
 - h) Any other provisions required.
2. The Engineer of Utilities shall forward the preliminary Agreement or Order to the District Engineer, Location & Design; and the Director & Chief Road Engineer or the Director & Chief Bridge Engineer for approval.
3. After approval of the preliminary Agreement or Order, the Engineer of Utilities shall forward two copies to the utility for execution, and as many copies as required for their files. Two copies shall be returned fully executed by the utility.
4. Following execution of the Agreement or Order by the Utility, the Engineer of Utilities shall forward the Agreement or Order to the Deputy Attorney General for approval as to form and execution, after which it shall be initialed by the Director & Chief Road Engineer and/or the Director & Chief Bridge Engineer, and the State Highway Engineer. The agreement shall then be recommended for approval and execution to the Commissioner on Form AD-12, which shall be prepared by the initiating Division.

V. PROCEDURE (Continued)

C. Agreements

5. Upon favorable action by the Commissioner, except for Public Utility Orders (see paragraph 6 below), one fully executed copy shall be sent to the Comptroller and the other returned to the utility. Copies shall be made with photo reproduced signature sheets and distributed as required to all parties concerned.
6. If the Agreement is in the form of an Order, upon favorable action by the Commissioner, two copies of the Public Utility Order shall be forwarded to the Board of Public Utility Commissioners for their approval before the Order can be considered effective. Upon approval by the Board of Public Utility Commissioners, one fully executed copy shall be sent to the Comptroller with the Boards approval certificate attached, and one fully executed copy with Boards approval certificate attached shall be returned to the Utility, and copies with photo reproduced signature sheets and facsimile Board approval certificates distributed, as required, to all parties concerned.

VI. DISTRIBUTION

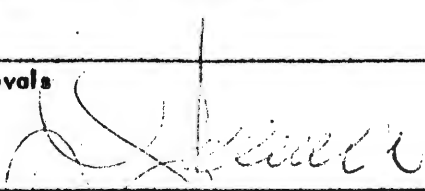
Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS,
LEASES & AGREEMENTS**

No. **3.903**

Title ROAD EQUIPMENT RENTAL AGREEMENTS		Effective Date 10-11-64
Supersedes MT - 2	Approvals 	Distribution
Related Procedures NONE	Forms Required MT-68 - Application for Permission to Rent Equipment MT-47 - Equipment Rental Agreement	Page 1 of 2

I. PURPOSE

To establish a uniform procedure to be used in negotiating and executing rental agreements for the use of road equipment.

II. RESPONSIBILITY

District Superintendent, Division of Maintenance and Operations.

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Requirements

1. Road equipment rental agreements shall be executed on Form MT-47. If a lessor insists on the use of his rental agreement form, the agreement so drawn must be submitted to, and approved by, the Deputy Attorney General.
2. Equipment under rental agreement may be requisitioned only by District Supervisors, and then only with the approval of the District Superintendent, Division of Maintenance and Operations.

B. Negotiation

1. Inquiry and negotiation may be initiated by District Supervisors, field representatives, or others on Form MT-68, but no commitment may be made by these individuals.

V. PROCEDURE (Continued)

B. Negotiation

2. Agreements covering the Division of Maintenance and Operations shall be recommended for approval by the District Superintendent concerned.

If more than one Division or Bureau is to be covered by the agreement, all affected Division or Bureau heads shall approve. Division or Bureau heads may designate an individual to act as coordinator in the negotiation and recording of the agreements. This coordinator shall conclude negotiations begun by him or others and submit the agreement to prospective lessor for execution.

3. Upon receiving an executed agreement from the lessor, the Coordinator shall submit the agreement to Division and Bureau Heads who, if they approve, will initial the agreement in the appropriate space provided under "recommended for approval" and forward as follows:

- a) State Highway Engineer - for approval
- b) Commissioner - for execution

C. Copies

1. Original and three copies of an executed agreement are required to be distributed as follows:
 - a) Original to the Chief Accountant
 - b) First copy to lessor
 - c) Second copy - Supervisor of Records, Division of Maintenance and Operations
 - d) Third copy - District Superintendent requesting rental.

VI. DISTRIBUTION

See Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series CONTRACTS, LEASES, AGREEMENTS
No. 3.904

Title MAINTENANCE AND JURISDICTION AGREEMENTS		Effective Date 8-10-64
Supersedes EN-3	Approvals 	Distribution
Related Procedures None	Forms Required None	Page 1 of 3

I. PURPOSE

To establish the procedures to be followed in establishing limits of control and maintenance between the Department and other jurisdictions, such as counties, municipalities, authorities, and commissions, involved in the control and maintenance of adjoining roads.

II. RESPONSIBILITY

As outlined below.

III. DEFINITION

Not required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Requirement

Such definition of limits of control and maintenance shall be deemed necessary where limits of jurisdiction are not defined by law, right of way agreements, or construction agreements.

B. Types of Agreements

Agreements on the limits of control and maintenance may be established in one of two manners, depending upon the complexity of the conditions to be agreed upon:

- a. A map or plan showing definite limits of control and maintenance, approved by the Supervising Engineer, Bureau of Maintenance, the Director and Chief Road Engineer, and the State Highway Engineer may be used as the basis of agreement in instances where conditions are normal, i.e., simple inter-sections and connections with no unusual problems involved. Copies of this map or plan shall be submitted to the other party, or parties, of interest for approval and signature prior to approval and signature by the State Highway Engineer.

V. PROCEDURE

B. Types of
Agreements
(continued)

After approval, copies shall be forwarded to the Supervising Engineer, Bureau of Maintenance for distribution within the Department and to other parties at interest.

- b. A formal agreement between the Department and other party, or parties, of interest shall be required where the Department takes over roads from other jurisdictions for use as ramps, marginal roads, or connections; where divided responsibility exists in cooperative projects; or where understandings require clarification prior to abandonment. A map approved by the Supervising Engineer, Bureau of Maintenance, and the Director and Chief Road Engineer, and showing limits of control and maintenance, shall be attached to all such formal agreements.

C. Preliminary
Conferences and
Map Preparation

The District Engineer of Location & Design shall initiate preliminary conferences with the other party, or parties of interest, as well as with interested division heads, during the design stage of improvements, if possible, in order to work out a mutually satisfactory basis for final agreement. He shall consult with the Assistant Director and Chief Road Engineer in all instances presenting unusual problems and be responsible for the preparation of all plans or maps used in designating the limits of control and maintenance.

D. Preparation
of Agreements

When preliminary conferences have reached a satisfactory stage, the District Engineer shall review the results with the Director and Chief Road Engineer, who, if approving, shall direct the District Engineer to obtain the approval of maps or plans from the Supervising Engineer of Maintenance. If a formal agreement is deemed necessary, the District Engineer shall request the Special Contracts Engineer to prepare such instrument for execution. Where no formal agreement is required, the District Engineer shall present the approved maps or plans to the Supervising Engineer of Maintenance for transmission to the other party, or parties, of interest.

V. PROCEDURE

E. Formal
Agreements

Formal agreements shall be reviewed by the Supervising Engineer, Bureau of Maintenance, and the Director and Chief Road Engineer prior to forwarding to the Deputy Attorney General for initialled approval as to form, after which a sufficient number of copies of the agreement with maps attached shall be forwarded to the party, or parties, of interest, by the Supervising Engineer, Bureau of Maintenance for certification and return.

F. Execution and
Disposition of
Agreements

1. Upon the return of agreements executed by other party, or parties of interest, they shall be submitted to the Supervising Engineer, Bureau of Maintenance, who shall prepare an Action Slip upon which he recommends approval by the Commissioner and forwards to Director and Chief Engineer, Division of Maintenance and Operation and the State Highway Engineer for his concurrence in the recommendation.
2. When executed by the Commissioner, the desired number of executed copies of the agreement with map attached shall be sent to other interested party or parties, and to the following Departmental offices:
 - a. Central File Section.
 - b. Supervising Engineer, Bureau of Maintenance.
 - c. Chief Auditor & Accountant.
 - d. Deputy Attorney General.
 - e. Special Contracts Engineer.
 - f. Title Officer (if required).

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series **CONTRACTS,
LEASES & AGREEMENTS**

No. 3.905

Title AGREEMENTS, SNOW REMOVAL AND ICE CONTROL		Effective Date 10-14-64
Supersedes MT-4	Approvals <i>[Handwritten Signature]</i>	Distribution
Related Procedures NONE	Forms Required See V-A Below	Page 1 of 3

I. PURPOSE

To establish procedures for negotiating and executing agreements with private contractors for snow removal and ice control.

II. RESPONSIBILITIES

As Outlined Below

III. DEFINITIONS

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Forms Required

- MT-18 - Snow Removal Agreement
- MT-47 - Equipment Rental Agreement
- MT-38 - Snow Removal Questionnaire
- MT-68 - Application For Permission to Rent Equipment

B. Requirements

1. Agreements with private Contractors for snow plowing shall be executed for the Department on Form MT-18. Agreements for spreading abrasives, for fully-manned loaders and graders, and for bare-machine rental shall be executed on Form MT-47. All agreements shall be executed by the Department Secretary upon the recommendation of the Supervising Engineer, Bureau of

V. PROCEDURE (continued)

B. Requirements

Maintenance and approval by the Director and Chief Engineer, Division of Maintenance and Operations, and the State Highway Engineer.

2. The Director, Division of Maintenance and Operations may designate an individual to regularly negotiate, coordinate and record the execution of agreements.

C. Negotiation

1. Inquiry and negotiation may be initiated by supervisors, field representatives, or others, but no commitment may be used.
2. Contractors under consideration for Snow Plowing shall furnish details as to plant, equipment, organization and experience on Questionnaire Form MT-38. Contractors under consideration for spreading abrasives, for renting fully-manned loaders and graders, and for renting bare equipment shall furnish the required information on Form MT-68.
3. The Supervising Engineer, Bureau of Maintenance shall forward to the Commissioner a listing of private contractors with whom it is proposed to enter into agreements for snow plowing work. The list shall be compiled and supported by such pertinent data as deemed necessary. The list shall be forwarded under the Supervising Engineer's signature not later than September 15th of each year.
4. An accredited Department representative shall conclude negotiations, prepare the agreement on Form MT-18 or MT-47 in quadruplicate and submit all copies to the contractor for approval and signature.
5. Executed copies of the agreement from the contractor shall be submitted to the Director of the Division of Maintenance and Operations, who shall indicate approval by signing all copies in the appropriate place.

V. PROCEDURE (Continued)

C. Negotiation

7. Any additions to the list of contractors that may be required after September 15 shall be made in accordance with steps 3 through 6 above. (The time requirement in step 3 will be eliminated).

D. Execution

Following approval of the agreement by the Director of the Division of Maintenance and Operations, an accredited representative shall transmit the agreement to State Highway Engineer for approval, then to the Secretary, who shall execute all copies of the agreement. Copies shall then be sent to the Supervisor of Records, Division of Maintenance and Operations, who will transmit the original to the Chief Accountant, the duplicate to the contractor involved, while retaining the third copy. The fourth copy shall be forwarded to the District Superintendent concerned.

E. Termination

The Supervising Engineer, Bureau of Maintenance, may terminate snow removal agreements by written notice to the contractor in accordance with terms of the agreement. If this action is taken, a Department action slip shall be prepared so that all concerned parties within the Department are notified of the termination of said agreement.

VI. DISTRIBUTION

See Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY FINANCE
No. 4.101

Title PREPARATION OF ANNUAL BUDGET		Effective Date 9-8-64
Supersedes AD-22	Approvals 	Distribution
Related Procedures NONE	Forms Required PROVIDED BY COMPTROLLER	Page 1 of 2

I. PURPOSE

To establish the procedure to be followed in the preparation of the Department's annual budget request.

II. RESPONSIBILITY

The Comptroller has the responsibility of insuring that the annual budget request is prepared along the guide lines established by the Department of the Treasury.

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Instructions and Forms

1. The Comptroller shall issue instructions to Division and/or Bureau Heads for preparation of their Budget Requests.
2. The Comptroller shall supply Division and/or Bureau Heads with the following information by object account on or before August 1:
 - a) Appropriations for the previous year ended June 30.
 - b) Expenditures for the previous year ended June 30.
 - c) Appropriations for the current fiscal year which began July 1.
 - d) Blank Column for Budget Request for fiscal year starting next July 1.

V. PROCEDURE (Continued)

B. Preparation

1. Division and/or Bureau Heads will be responsible for providing the following information by object account on the forms provided:
 - a) Funds requested shall be shown in the column labeled "Budget Request"
 - b) Written justification for the amounts requested
2. Division and/or Bureau Heads will return original and three copies of the Budget Request along with the written justifications to the Comptroller on or before August 31.

C. Review

The Budget shall be reviewed by the following individuals prior to submission to the Director of the Division of Budget and Accounting, Department of the Treasury in the following sequence:

1. Assistant Comptroller
2. Comptroller
3. Executive Assistant to the State Highway Commissioner
4. Other persons designated by the Commissioner
5. State Highway Commissioner

D. Approval

The completed Budget Request, with the signed approval of the Commissioner, shall be forwarded to the Director of the Division of Budget and Accounting, Department of the Treasury, on or before October 1.


VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY FINANCE
No. 4.201

Title ORDER REQUESTS, PURCHASE ORDERS, AND AGENCY ORDERS		Effective Date 9-20-64
Supersedes PS-1 PS-4	Approval 	Distribution
Related Procedures NONE	Forms Required PS-18 - Order Request PP-72, PS-24, PS-16 - Agency Orders PS-4 State Purchase Order	Page 1 of 3

I. PURPOSE

To establish procedures for ordering materials, equipment, supplies, or services.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

ORDER REQUEST - a request by a Division or Bureau for authorization to purchase materials, equipment, supplies, or services.

PURCHASE ORDER - an authorization, from the Division of Purchase and Property, Department of the Treasury, to purchase materials, equipment, supplies, or services.

AGENCY ORDER - a request by a Division or Bureau for the delivery of materials, equipment, supplies, or services ordered under annual contract.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

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V. PROCEDURE

A. Order Request

1. Origin

- a) Division or Bureau Heads shall initiate Order Request (Form PS-18) in quintuplicate, consecutively numbered and showing the Division's Order Request two (2) letter code.
- b) The Bureau Head shall sign the Order Request and forward to the Division Head for approval.

V. PROCEDURE (Continued)

A. Order Request

When one Bureau orders goods to be used by another Bureau, both Bureau Heads shall sign before forwarding to the Division Head.

- c) Order Requests for Inventory must be approved by the Division of Maintenance & Operations.
- d) Duplicate and quintuplicate copies shall be retained for Bureau and Division files - Balance of copies shall be forwarded for processing as outlined below.

2. Surplus Pool

All order requests for Office furniture, accessories, or machines shall be sent to the Supervisor, Bureau of Office Services, for certification that the requested items cannot be supplied from the surplus pool, and that the items are necessary and are compatible with other items in the office.

3. Approval as to Funds

All Order Requests shall be forwarded, either by the originating Bureau or the Supervisor, Bureau of Office Services, to the Chief Accountant for approval as to the availability of funds.

4. Approval

- a) If the estimated cost of an Order Request is less than \$2500, it must be approved by the State Highway Engineer before submitting to Bureau of Purchase and Stores.
- b) If the estimated cost is \$2500 or more, the Order Request must be approved by the State Highway Engineer and the Commissioner before forwarding to the Bureau of Purchase and Stores.

5. Distribution of Approved Order Request shall be made by the Supervisor, Bureau of Purchase and Stores as follows:

- a) Original - Bureau of Purchase and Stores
- b) Triplicate - Approval Officer, Accounts Payable Section
- c) Quadruplicate - Initiating Division

V. PROCEDURE (Continued)

A. Order Request

6. Disapproved Order Requests shall be returned to the initiating Division by the disapproving agent together with the reasons for disapproval.
7. Budget Code

The Budget Code of the initiating Division or Bureau must appear in the column labeled "Distribution", on the same line as the total dollar amount.

B. Purchase Order

The Bureau of Purchase and Stores, upon receipt of an approved order request, shall be responsible for initiating and forwarding all Detail Applications for Purchase Orders to the Division of Purchase and Property. A Detail Application shall be prepared only for those items that are not presently available under a blanket order.

Upon receipt of the approved Purchase Order from the Division of Purchase and Property, the Supervisor, Bureau of Purchase and Stores shall make distribution of same as follows:

- a) Approval Officer, Accounts Payable Section - 1 copy (Route through Appropriation Control Section)
- b) Cost Accounting Section - 1 copy
- c) Initiating Division or Bureau - 2 copies
- d) Other copies as required.

C. Agency Orders

1. When a purchase order is received from the Department of the Treasury for goods to be delivered under annual contract, the Bureau of Purchase and Stores shall initiate (Form PS-6) indicating that goods are available for requisition under annual contract and distribute in accordance with paragraph B, above.
2. Division or Bureau Heads may, upon receipt of Form PS-6, request delivery of goods under contract by initiating an Agency Order and forwarding to the Bureau of Purchase and Stores for processing.

VI. DISTRIBUTION

Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE

No. 4.202

Title MATERIAL PURCHASED - INSPECTION AND ACCEPTANCE		Effective Date 10-14-64
Supersedes PS-2	Approvals <i>[Signature]</i>	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To establish responsibility for the inspection of all materials purchased and outline the procedures to be used in reporting receipt of material which is defective and/or not in accordance with the specifications contained in the purchase order.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Materials, as used herein, shall include any raw or prepared materials, manufactured or fabricated products, parts, or supplies.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Responsibility

The Division or Bureau originating the Order Request shall be responsible for inspection and acceptance of all "materials" received thereunder, except that Highway maintenance materials shall be inspected and approved for use (or disapproved) by the Bureau of Testing and Materials.

B. Inspection

1. All "materials" shall be inspected upon delivery as to correct quantity and conformity with specifications as set forth in the Purchase Order.

V. PROCEDURE (Continued)

B. Inspection

2. Construction materials for maintenance and reconstruction of roads, bridges, and appurtenances shall be subject to inspection and testing in accordance with the Standard State Highway Department Specifications for Roads and Bridges.

C. Reporting
Incorrect or
Defective
Materials

If inspection discloses incorrect quantities or deviation from specifications, the initiator of the order shall immediately notify the Supervisor, Bureau of Purchase & Stores, by phone or in writing, giving a full explanation of the incorrectness or defects in materials. This provision does not apply, however, to defective or incorrect highway maintenance materials which shall be reported immediately to the Supervisor of Materials, Bureau of Maintenance. If the materials are satisfactory in all respects, the invoice shall be approved as to "Materials Received or Services Performed" by the individual(s) within the Division or Bureau assigned this responsibility. No invoice for material shall be approved for payment by a Division or Bureau head, or his authorized representative, until he is satisfied that it is correct as to quantity, quality, conformance to specifications and freedom from defects.

D. Discounts

In order to take advantage of discounts, payment shall be made for all acceptable items on an invoice. Discounts on the disputed amount shall be taken upon settlement of same. The vendor will submit a new invoice for the disputed amount.

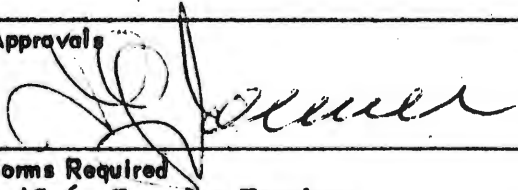
VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE
No. 4.301

Title TRAVEL AND SUBSISTENCE EXPENSE - POLICY AND REIMBURSEMENT		Effective Date 10-14-64
Supersedes PREVIOUS INSTRUCTIONS	Approvals 	Distribution
Related Procedures AD-15 (Rev. 2)	Forms Required AC-6 Expense Voucher AC-8 Invoice AD-48 Private Auto Authorizations	Page 1 of 9

PR-22 Official Station Assignment

- I. PURPOSE

To outline the regulations applicable to all Department personnel for the reimbursement of travel and subsistence expenses.
- II. RESPONSIBILITY

Division and Bureau Heads shall be responsible for ascertaining that employees under their jurisdiction are complying with the Standard State Travel Regulations.
- III. DEFINITIONS
 1. Official station - the office or headquarters to which the employee has been regularly assigned by the Commissioner or his representative. Unless otherwise specified, the limits of an official station in a city or town are the corporate limits of the city or town where the official station is located.
 2. Temporary official station - the location to which an employee has been temporarily assigned because of work requirements.
 3. Home to official station mileage - mileage from the employee's permanent place of residence to his assigned official station.
 4. Home to temporary station mileage - mileage from the employee's permanent place of residence to his assigned temporary official station.
 5. On the job mileage - mileage incurred on official business away from the employee's assigned official or temporary station other than travel to and from the employee's place of residence and his assigned official or temporary station.
 6. Employee's place of residence - refers to his permanent legal address.

IV AUTHORITY

State of New Jersey "Standard State Travel Regulations", approved by the Governor in Executive Order No. 24 and effective July 1, 1959, and general authority of the State Highway Commissioner under Title No. 27.

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V PROCEDURE

A. POLICY

1. All Department employees shall be guided in regard to travel and subsistence expenses by the Standard State Travel Regulations, dated July 1, 1959. This Departmental Operating Procedure contains excerpts from these regulations which are particularly applicable to the Department and also outlines detail processing procedures in use within the Department not outlined in the Standard State Travel Regulations. Departmental regulations shall not be in conflict with the Standard State regulations.

Questions and requests for interpretations regarding the Standard State Travel regulations shall be referred to the Director of the Division of Budget and Accounting, Department of the Treasury, through the State Highway Department Comptroller.

2. Reimbursable travel expenses are confined to those which are essential to transacting the official business of the Department.
3. Remuneration of expenses actually incurred is not to be construed as extra compensation for services performed; it is to provide reimbursement for additional transportation and living costs imposed on some employees by reason of the changing location of their assignments.

4. ROUTING OF TRAVEL

- (a) All travel shall be by most direct, economical, and usually traveled route. In cases of dispute the official N. J. State Highway map shall be the guide. Travel by other routes may be allowed when official necessity therefor is satisfactorily established in advance.
- (b) In case a person travels by an indirect route for his own personal convenience, the extra expense shall be borne by himself and reimbursement for expense shall be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most direct, economical and usually traveled route.

5. Subsistence expenses on an actual expense basis are not reimbursable if paid by the employee to a member of his family, to another State employee, or to a member of the family of another State employee, unless all of the following conditions are met:

- (a) Items were not procured because of such personal or official relationship .
- (b) That it was impractical to otherwise procure the item.
- (c) The member of the family furnishing the item was not dependent on the employee for support.

The material facts shall be reported on Form AC-6.

**B. STATION
DESIGNATION**

1. The Commissioner, or his duly designated representative as appointed by Commission action, shall designate the official station of each employee.

This designation shall be prepared on Form FR-22 (Official Station Assignment) and filed with the Division of Personnel, copies to the employee and Division concerned.

2. Temporary official station assignments shall be made by the Division and Bureau Heads concerned, and it shall be their responsibility to maintain records as to the dates and locations of such temporary official station assignments. Temporary assignments lasting for one (1) year shall be reviewed at that time as to their permanency by the Division or Bureau Head concerned.

**C. FEDERAL
TRANSPORTATION
TAXES**

1. Reimbursement of public transportation costs shall be at the exact amount of the fare, without Federal transportation taxes. U. S. Treasury Department Form 731 shall be presented to the ticket agent as authorization for exemption from Federal transportation taxes. This form is available from the Chief Accountant. An employee failing to use this form shall bear the cost of such taxes. A statement shall be entered on the voucher stating that "Transportation charges do not include Federal transportation tax".

**D. APPROVAL FOR
TRAVEL**

1. All travel within the borders of the State for the regular conduct of State business, including travel which requires per diem subsistence allowance, requires authorization on Form AD-48 either by the Commissioner or his duly designated representative as appointed by Commission action. Permission to use toll roads within the State must be approved in advance by the State Highway Engineer.

2. All travel to points within 25 miles outside of the State borders shall be covered by the same regulations governing travel within the State.
3. All travel to points beyond twenty-five (25) miles of the borders of the State which involves an expenditure of \$50.00 or more requires advance approval on Department of the Treasury Budget Bureau Travel Form "B" from the Commissioner and the Director of the Division of Budget and Accounting, Department of the Treasury.
4. No attendance at conventions or interstate conferences, which will involve expenses to be paid by the State, shall be permitted without obtaining advance approval on Department of the Treasury Budget Bureau Travel Form "B" from the Commissioner and the Director of the Division of Budget and Accounting, Department of the Treasury.
5. Attendance at a seminar within the State or not further than 25 miles beyond the State line can be included on Form AC-6 (Department Expense Voucher) provided that the Commissioner, upon recommendation of the Division Head, has given prior approval.

E. MILEAGE - PRIVATELY OWNED AUTOMOBILE

1. Mileage may be allowed an employee traveling on official business by privately owned automobile at the State approved rate (currently 7 cents per mile) in accordance with the following regulations:
 - (a) The use of the automobile must be approved in accordance with Departmental Operating Procedure 1.402 (Use of Privately Owned Automobile).
 - (b) No transportation costs shall be allowed between an employee's place of residence and his official station. Such costs shall be regarded as commutation expenses and shall be deducted from any mileage actually traveled.
 - (c) An employee receiving per diem subsistence expense may be reimbursed for mileage to the assignment from his place of residence on the first day, plus "on the job mileage", plus mileage on the last day from that day's assignment to the employee's place of residence less the mileage to and from the employee's place of residence and his official station.
 - (d) "On the Job Mileage" incurred shall be reimbursed in full except as noted in paragraph E - 1. - e below.

- (e) Mileage reimbursement for employees traveling to other than their official station by private automobile shall be based on the following formula:

Roundtrip mileage from the employee's place of residence to his temporary official station plus "on the job mileage" less roundtrip mileage from the employee's place of residence to his official station.

F. SUBSISTENCE
EXPENSES

1. Reimbursement for subsistence expense shall be limited to the actual allowable expense incurred, not exceeding the following maximum per diem allowances:
 - (a) \$16.00 per diem outside the State.
 - (b) \$15.00 per diem when attending a convention or interstate conference within the State.
 - (c) \$12.00 per diem within the State while engaged in activity other than attendance at a convention or interstate conference.
2. In computing the actual subsistence expense for travel authorized by Department of the Treasury Travel Form "B" the maximums for each item as indicated in the Standard State Travel Regulations shall apply. For meals the maximums are (including tip):

Breakfast - 1.00
Lunch - 1.50
Supper - 3.00

For per diem not requiring authorization on Travel Form "B" lunch is not reimbursable.

G. OVERTIME
MEALS

1. If an employee works overtime 3 hours before or after the normal working day, allowance shall be made for the next appropriate meal within the following maximums (including tip):

Breakfast - 1.00
Lunch - 1.50
Supper - 3.00
2. If an employee works 3 hours or more on a Saturday, Sunday, or legal holiday, allowance shall be made for the next appropriate meal.
3. Time taken for meals shall not be paid as time worked except in the case of regularly assigned shift employees who are required to remain on duty during meal hours.

4. The actual starting and ending hours of work must be shown on Form AC-6 to qualify for reimbursement for these meals.

H. OVERTIME MEALS - SPECIAL
EMERGENCY OPERATIONS

1. The provisions of this section (H) are not in agreement with the Standard State Travel Regulations but are required in order to give maximum protection to property and the welfare of persons using the State Highway system.
2. Emergency operations shall constitute all snow removal and ice control work, traffic emergencies (e.g. Traffic signal knockdown), or other emergency designated by the State Highway Engineer in which the employee is called out on immediate notice.

3. Emergency overtime meal allowances shall be as follows:

Breakfast	1.00
Lunch (Noon)	1.50
Supper (a) Regular	2.00
(b) Midnight	1.00

4. Emergency operations meals are authorized when:

- (a) The employee's work carries him through and beyond meal times stated below:

Breakfast	5:30 a.m.
Lunch (Noon)	11:30 a.m.
Supper	5:30 p.m.
Lunch (Midnight)	11:30 p.m.

- (b) Breakfast is also reimbursable if the employee is called to work at least an hour before his regular starting time.
 - (c) Noonday lunch is not reimbursable if the emergency develops during the employee's regular work day.
5. These exceptions to the Standard State Travel Regulations are required because of the following:
 - (a) Employees are needed immediately in an emergency and the public interest is best served if they report to the job without the time delay required to eat breakfast at home and pack lunch.
 - (b) In emergency operations it is not known whether the employee will be required to work 3 hours of overtime or if the overtime will extend beyond midnight. Thus the provision for a two part supper allowance (regular and midnight) and a waiver of the three (3) hour minimum overtime requirement

I. SUBMISSION OF
EXPENSE VOUCHER
(Form AC-6)

1. The voucher must be filled out completely and each expense item shall be listed chronologically and in the proper column; also each column must be totaled.
2. Form AC-6 must be written in ink or typed.
3. Expense vouchers shall be submitted monthly by calendar month on Form AC-6 and submitted to the Division of Accounting and Administrative Services by the tenth day following the end of the month for which the voucher is submitted.
4. Exception - At locations where credit has been established for furnishing meals to Department employees on emergency purchase orders, individual employees will not be required to submit expense vouchers (Form AC-6). Such meals shall be billed to the Department directly by the vendor on Form AC-8.

J. CONTENTS OF THE
VOUCHER

1. Sundries
 - (a) Parking Charges -- receipts, if issued, shall be required. All individual parking charges of \$.75 or more shall be receipted.
 - (b) Toll charges--receipts, if issued, shall be required.
 - (c) Telegraph Service--A copy of each official telegram for which reimbursement is claimed shall accompany the travel expense voucher, except where the subject matter is of such confidential nature that to divulge its contents would be prejudicial to the public interest. In such cases, the points between which sent, number of words, and a receipt from the person to whom payment was made shall be furnished.
 - (d) Miscellaneous expense, not enumerated herein, when necessarily incurred in the transaction of official business, shall be allowed only when the necessity and nature of the expense is clearly and satisfactorily explained.
 - (e) Exceptions
 - (1) Reimbursement for purchase of emergency supplies and payments for postage due on mail received at District Offices shall be submitted on Form AC-8 (White Bill form). They are not to be shown on Form AC-6 (Expense Voucher).
 - (2) Items of postage are not eligible for inclusion on Form AC-6. Provision for stamped envelopes and additional stamps must be made with Divisional offices.

2. Subsistence

- (a) Hotel and meal charges shall be shown daily.
- (b) Receipts for hotel, motel, or rooming house charges are required. The receipts shall contain the charges which were incurred, name and address of vendor and amount of charge. The receipt shall be marked paid, dated, and signed by the vendor or his authorized agent.

3. Telephone Service

- (a) Charges for local telephone calls and for long distance calls on official business shall be allowed.
- (b) The Expense Voucher shall show the dates on which such calls were made, the place of origin and destination of each call, and the cost of each call. Charges for long distance calls to the Trenton office or other office of permanent assignment shall not be allowed. These calls must be placed as reverse calls to those points.

4. Taxi or Busses

- (a) Taxi cab charges will be permitted when their use is justified. All taxi cab charges must be explained as to their necessity.
- (b) If possible regularly established transportation facilities are to be used and shown on voucher.

5. Mileage

- (a) Point of departure, destination and return must be shown for each day under Items in Detail. From "Items in Detail" to "Home to Job Mileage" may be used for details if no other charges are shown.
- (b) Each detail mileage shall be shown separately.

6. Insurance

- (a) Employees seeking reimbursement for privately owned automobiles shall carry liability insurance with minimum coverage of \$10,000/20,000 for personal injury and \$5,000 for property damage.

- (b) Insurance Certificate on original Expense Voucher (Form AC-6) must be completed to obtain reimbursement for automobile mileage.
7. Certification of Expense Voucher (Form AC-6)
- (a) Employee executing voucher must sign space labeled "Employees Signature".
8. Responsibility of Employee Who Approved Expense Voucher (Form AC-6)
- (a) Employee authorized to approve Expense Vouchers for "Travel Expense Authorized on Date Shown", and Bureau and Division head or his duly authorized agent who approve Expense Vouchers have "Recommended for Approval" the voucher and thus share responsibility with the employee submitting the Expense Voucher for the correctness of the items submitted thereon.
9. Job Number
- (a) All employees shall summarize and complete the "Job Number" and "Amount" fields in the space provided on the duplicate Form AC-6.
 - (b) All items on the right hand side of the double line after "amount" are for the use of the Division of Accounting and Administrative Services only.

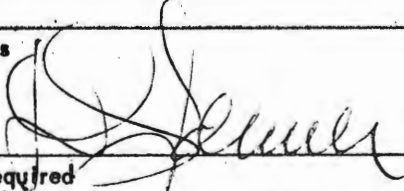
VI. DISTRIBUTION

See Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
HIGHWAY FINANCE
No. 4.302

Title SNOW REMOVAL - CONTRACTORS' REPORTS, INVOICES ETC.		Effective Date 11-10-64
Supersedes MT-3	Approvals 	Distribution
Related Procedures NONE	Forms Required AC-8 Department Invoice MT-31 Daily Report - Snow Removal	Page 1 of 2

I. PURPOSE

To outline the procedures to be used by contractors engaged in snow removal operations for the reporting and billing of non-Departmental trucks and personnel.

II. RESPONSIBILITIES

As Outlined Below

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Daily Reports

1. The contractor shall complete and forward to the Director and Chief Engineer, Division of Maintenance and Operations, "Daily Report - Snow Removal", Form MT-31, covering his snow removal operations for each calendar day.
2. This report shall list:
 - a) All non-Departmental trucks and supervisory forces.
 - b) Nature of services rendered (standby or operating).
 - c) The hours during which such service was rendered.
 - d) The total hours trucks and crews were so employed.
 - e) Rates of rental and extended amounts of each.

V. PROCEDURE (Continued)

B. Progress of Work

1. During snow removal operations, the Departmental representative assigned to the area shall ascertain that the contractor is fulfilling the provisions of the contract.
2. The Departmental representative shall report as needed to the District Superintendent, Division of Maintenance and Operations concerning progress of operations and compliance with contract provisions.
3. The District Superintendent, in turn, shall submit reports as needed to the Trenton Control Office, Division of Maintenance and Operations.

C. Invoices

Upon completion of the snow removal operation, the contractor shall immediately forward a billing on Department Invoice (Form AC-8) to the Director and Chief Engineer, Division of Maintenance and Operations.

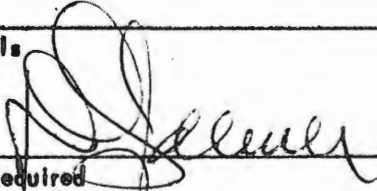
VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
HIGHWAY FINANCE
No. 4.303

Title CONTROL OF INVOICES - UTILITY COMPANIES		Effective Date 11-10-64
Supersedes AC-1	Approvals 	Distribution
Related Procedures NONE	Forms Required AC-8 - Vendor's Invoice AC-56 - Log of Vendor's Invoices AC-57 - Report of Status of Invoices	Page 1 of 2

- I. PURPOSE To establish the procedures necessary to control and expedite the processing of invoices received for Public Utility Rearrangement work.
- II. RESPONSIBILITY Engineer of Utilities
District Engineers
Assistant Chief Accountant, Bureau of Auditing
- III. DEFINITIONS Not Required
- IV. AUTHORITY General authority of the State Highway Commissioner under Title No. 27.

-
- V. PROCEDURE
 - A. Requirements
 1. The Engineer of Utilities shall notify in writing the public utility companies doing the arrangement work for the Department to forward their invoices directly to the Assistant Chief Accountant, Bureau of Auditing, State Highway Department, 1035 Parkway Ave., Trenton, New Jersey.
 2. Inquiries regarding the processing and payment of invoices shall be directed to the Assistant Chief Accountant.
 - B. Recording

The Assistant Chief Accountant shall record the following information for each utility invoice on Form AC-56.

 1. Information recorded upon receipt of invoices:
 - a) Vendor's invoice number or date
 - b) Authority (Letter of Agreement, Public Utility Order, etc.)
 - c) Vendor
 - d) District Office
 - e) Amount
 - f) Date invoice transmitted to District Office

V. PROCEDURE (Continued)**B. Recording**

2. Information recorded during processing of invoice:

- a) Date invoice received from District Office
- b) Date invoice passed for payment.

C. Processing

1. After recording the above information, original invoice (Form AC-8), with two copies of supporting information shall be retained by the Audit Section. The duplicate invoice (Form AC-8), with two copies of supporting information shall be transmitted by the Assistant Chief Accountant to the District Engineer in charge of the project, who shall acknowledge receipt of same.
2. The Resident Engineer shall be responsible for ascertaining that material quantities and labor hours billed on the invoice (Form AC-8) have been verified, and that the individual so verifying has certified on the invoice (Form AC-8) as to "Materials Received or Service Performed". The duplicate invoice (Form AC-8) shall be "Recommended for approval" by the District Engineer in charge of the project, and forwarded with one copy of the supporting information to the Assistant Chief Accountant for processing for payment in accordance with Departmental Operating Procedure 4.304.

D. Progress Report

1. At the end of each month, the Assistant Chief Accountant shall provide a listing of all unpaid invoices which have been held by District Engineers for one month or more.
2. The list shall be prepared on Form AC-57 in 3 copies. The original shall be retained in the Bureau of Auditing. Two copies shall be sent to the District Engineer involved for determination of status and completion of form. One copy shall be filed and the other returned to the Audit Section within 10 days.
3. The Assistant Chief Accountant shall have 2 copies made of the completed Form AC-57 and forward one each to the Comptroller and the Assistant Director, Division of Roads Design and Construction.

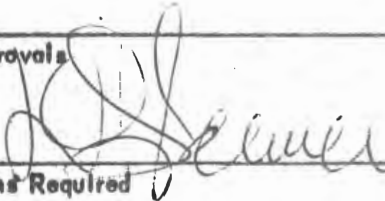
VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE
No. 4.304

Title VENDOR'S INVOICES - PROCESSING FOR PAYMENT		Effective Date 2-18-65
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required AC-8 VENDOR'S INVOICE	Page 1 of 2

I. PURPOSE

To establish uniform procedure for processing vendor's invoices for payment.

II. RESPONSIBILITY

Comptroller

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Submission

All requests for payment must be submitted to the Department on Form AD-8 (Vendor's Invoice).

B. Recommendation
For Approval

Invoices shall be recommended for payment only by authorized individuals of the Division or Bureau concerned. (Division or Bureau Heads shall furnish the Comptroller a listing of individuals so authorized.) Individuals recommending invoices for payment shall be responsible for ascertaining that proper verification has been made as to materials received and/or services rendered.

C. Identification

The individual recommending invoices for payment shall be responsible for insuring that the following information is shown in the space provided

V. PROCEDURE (Continued)

C. Identification

for all invoices relating to purchase orders or encumbrances:

1. Order request number
2. Purchase order number and account number

This information can be obtained from the duplicate copy of the purchase order sent to the initiating Division or Bureau.

D. Audit

Invoices shall be audited in accordance with Division of Accounting & Administrative Services Operating Procedures.

E. Approval for Payment

After audit, invoices meeting all Departmental requirements shall be approved for payment in the Accounts Payable section by an individual designated as an "Approval Officer" by the Commissioner. No invoice shall be so approved unless proper as to form, audit and approvals in accordance with Division of Accounting and Administrative Services Operating Procedures.

F. Payment

After approval for payment, the original copy of the invoice shall be forwarded to the Department of Treasury for issuance of the check. The duplicate invoice shall be retained in accordance with Departmental Operating Procedure 1.505.

G. Control

Immediately after approval for payment, the duplicate invoices shall be tabulated so as to maintain control of the total amount of Department expenditures for the day.

VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY FINANCE

No. 4.305

Title DISCOUNTS ON INVOICES		Effective Date 3-30-65
Supersedes NONE	Approvals <i>[Signature]</i>	Distribution
Related Procedures 4.304	Forms Required NONE	Page 1 of 2

I. PURPOSE

To establish responsibility for the prompt processing of vendor's invoices in order to take advantage of available discounts.

II. RESPONSIBILITY

Comptroller
All Division and Bureau Heads

III. DEFINITION

Not Required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....
V. PROCEDURE

A. Responsibility

All Division and Bureau Heads shall ensure that procedures in effect within their Division or Bureau result in timely processing of invoices subject to discount, and that such invoices are forwarded to the Division of Accounting promptly. The Comptroller shall be responsible for ensuring that invoices subject to discount are processed for payment in sufficient time to allow these discounts to be taken.

B. Processing

Each morning the Division or Bureau concerned shall forward all proper invoices which are subject to discount to the Bureau of Auditing.

V. PROCEDURE (continued)

B. Processing

The Bureau of Auditing shall process all discount invoices received as its first order of business each day, and then forward these invoices to the Accounts Payable Section for processing and prompt submission as discount bills to the State Treasurer's Office for payment.

C. Reports

The Approval Officer - Accounts Payable Section shall submit a report monthly to the Comptroller, with a copy to the Commissioner, listing all discounts lost. This report shall show:

- a) Invoice number
- b) Vendor
- c) Amount of discount lost
- d) Reason for loss of discount

VI. DISTRIBUTION

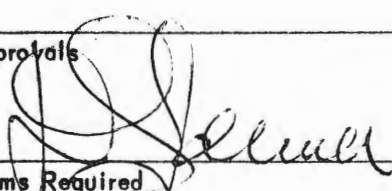
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DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE

No. 4.402

Title HOURLY PAYROLL - PROCESSING & PAYMENT		Effective Date 2-18-65
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required MT-1 Time Book MT-23 Daily Time & Cost Report	Page 1 of 2

I. PURPOSE

To define responsibility for the processing and payment of the Department hourly payroll.

II. RESPONSIBILITY

Comptroller
Director, Division of Maintenance & Operations

III. DEFINITION

"Hourly Payroll" as used herein refers to the payroll for individuals paid on an hourly basis.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Input

1. The Division of Maintenance & Operations shall be responsible for insuring that there is accurate and timely reporting of hours worked and applicable cost accumulation codes from the field and for transmitting these reports to the Comptroller for processing.
2. Time reports from the field shall be submitted on Form MT-1 (Time Book) and Form MT-23 (Daily Time and Cost Report).

B. Processing

1. The Comptroller shall be responsible for the processing, control, recording, and payment of the "Hourly Payroll".
2. The Time Books and the Daily Time and Cost Reports shall be balanced on hours by the Bureau of Data Processing. Exceptions shall be cleared by the Cost Accounting Section and re-balanced.

V. PROCEDURE**B. Processing
(continued)**

3. The checks are then calculated for each hourly employee showing gross earnings, all deductions, and net pay. This information shall be added to a cumulative year to date master record.
4. After printing the checks the Bureau of Data Processing shall balance them to the check register and then forward them to the Chief Paymaster. The Chief Paymaster shall then supervise the signing and bursting of the checks. Checks shall be signed by a signature plate which shall be in the custody of the Chief Paymaster at all times.
5. The Bureau of Hourly Payroll shall make a final comparison of each check against the check register for correct name, address and amount.

C. Payment

Payments shall be made by check, signed by a signature plate containing the names of the Chief Paymaster and the Comptroller, then mailed direct to the address last designated by the employee.

D. Records

The Bureau of Hourly Payroll shall keep an individual record of each hourly employee, his starting date, his sick leave and vacation records, all deductions such as Savings Bonds, income tax, social security, pension, contributory insurance, health and accident insurance, hospitalization, major-medical claims, garnishees against wages, levys from the Internal Revenue Bureau, changes of rates of pay and changes of addresses, etc. which are forwarded to the Bureau of Data Processing to enable them to keep the employees master record up to date for payroll processing.

E. Rate Changes

The Comptroller shall notify the Bureau of Data Processing of any rate changes (Federal withholding rate or Social Security) so that appropriate changes may be made to the computer programs.

VI DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series
HIGHWAY FINANCE
No. 4.501

Title CASH RECEIPTS - INVOICING		Effective Date 3-30-65
Supersedes NONE	Approvals 	Distribution
Related Procedures NONE	Forms Required AC-Request for Invoice AC-Receipt of Payment	Page 1 of 3

I. PURPOSE

To establish standard invoicing procedures; provide for the control of all cash and cash items received by the Department; and insure proper recording and processing of these receipts.

II. RESPONSIBILITY

Comptroller

III. DEFINITIONS

"Cash Receipts" as used herein refers to any currency, coins, checks, drafts, money orders or other cash equivalent received by the Department.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....
V. PROCEDURE

A. Billing

1. The Secretary of the Highway Department is designated as the "Cashier".
2. All "Cash Receipts" paid to the Department shall be delivered directly to the Cashier.
3. Any Bureau or Section requiring the preparation of an invoice shall fill out Form AC-XX (Request for Invoice) in duplicate. All claims must be approved by the Claims Bureau prior to requesting invoice. The original and any necessary enclosures (cover letters, supporting papers, etc.) shall be forwarded to the Division of Accounting and Administrative Services (Accounts Receivable Section). The duplicate shall be retained in the originating unit. A memorandum, supported by an adding machine tape, showing the total amount of invoices requested during the month shall be forwarded to the Chief Accountant at the end of the month by the originating Divisions or Bureaus.

V. PROCEDURE (continued)

A. Billing

3. The Division of Accounting and Administrative Services (Accounts Receivable Section) shall be responsible for the preparation and mailing of all invoices and maintenance of adequate records relating to billings and payments. Invoices shall state that payments should be made or addressed to the Cashier, N. J. State Highway Department, 1035 Parkway Avenue, Trenton, N. J.

B. Cash Receipts

1. The Mail Room shall open mail addressed to the Cashier, the Department Secretary, Bureau of Hourly Payroll - Accounts Receivable Section, and the N. J. State Highway Department and record all "cash receipts". The record shall show the name, date received, form of payment, and the amount received. All mail which contains "cash receipts" shall then be forwarded directly to the Cashier with accompanying correspondence. The Mail Room shall obtain from the Cashier a receipt for the "cash receipts". The record shall be forwarded to the Chief Accountant bi-weekly.
2. Any "cash receipts" received by other than the Mail Room or Cashier shall be forwarded immediately to the Cashier and a receipt obtained.
3. The Cashier shall prepare the original and two copies of Form AC-XX (Receipt of Payment) for all receipts. Distribution shall be as follows:
 - Original - To the Individual making payment.
(No receipt shall be sent for checks received by mail).
 - First Copy - To the Accounts Receivable Section for posting.
 - Second Copy - Retained by Cashier.
4. "Cash Receipts" shall be deposited as required, but at least bi-weekly, by the Department Secretary to the account of the State Treasurer or Department of the Treasury Form 112-B. Any check having restrictive endorsements are to be referred to the Claims Bureau for their approval and acceptance prior to deposit. Duplicate deposit ticket shall be forwarded to the Chief, Accountant by the Secretary.

V. PROCEDURE (continued)

C. Write-offs

1. In the event no response to a billing is received within thirty days (30), the Accounts Receivable Section shall send a follow-up letter. If no response is received by the second month, the complete file shall be turned over to the Deputy Attorney General in Charge of Claims for action by the originating Division. Write-offs shall be approved by Department Action Slip.

D. Accounting

1. The accounts Receivable Section shall forward the following information to the Chief Accountant on a monthly basis:
 - a) Trail Balance of Accounts Receivable.
 - b) Summary of amounts invoiced, collected, and written-off during the month.
2. The Bureau of Accounting shall be responsible for the proper recording of "cash receipts" and accounts receivable entries in the General Ledger.
3. Monthly, the Bureau of Accounting shall perform the following procedures:
 - a) Agree amount invoiced per the Accounts Receivable Section to the requested invoice amount per reports from originating units.
 - b) Agree receipts per the Cashier with collections per the Accounts Receivable Section, the duplicate deposit tickets, and the transmittal form.
 - c) Agree write-offs per Accounts Receivable Section to the Schedule of Commission Actions authorizing them.
 - d) Agree detail of mail room record and duplicate deposit tickets on an acceptable test basis. Any differences shall be investigated and reported to the Comptroller.
 - e) Agree detail Accounts Receivable trial balance to the General Ledger control accounts.

E. Internal Audit

Internal audits shall be performed under the direction of the Comptroller of the invoicing and "cash receipts" areas in accordance with generally accepted auditing standards, including surprise counts of cash on hand.

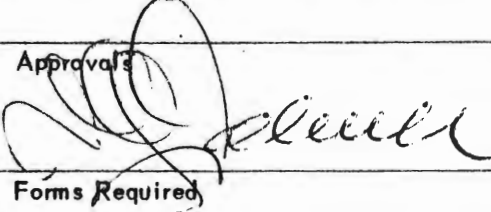
VI. DISTRIBUTION

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DEPARTMENTAL OPERATING PROCEDURE

Series
HIGHWAY FINANCE
No. 4.601

Title FEDERAL AID STATUS - CURRENT BILLING		Effective Date 3-30-65
Supersedes NONE	Approval's 	Distribution
Related Procedures NONE	Forms Required NONE	Page 1 of 2

I. PURPOSE

To define responsibility and establish procedures for the processing and control of the Federal Aid Status Report and Current Billing.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

Not required

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....

V. PROCEDURE

A. Input

- The Office of Program Control shall be responsible for initiating the source documents necessary to reflect changes in the status of a Federal Project, and to exercise control over these documents as outlined in the Division of Accounting and Administrative Services Operating Procedures Manual. (A copy of the said Procedures Manual shall be supplied to the Office of Program Control).

V. PROCEDURE (continued)

- A. Input
2. The Right-of-Way Division shall supply the Office of Program Control with the Certificates of Right-of-Way and any other documentation necessary to support the monthly billing to the Bureau of Public Roads.
 3. The Right-of-Way Division shall be responsible for verifying the accuracy of the Certificates of Right-of-Way and providing support documentation for said certificates.
 4. Division of Accounting and Administrative Services shall be responsible for initiating and controlling all input not covered in paragraphs 1, 2 and 3 above.
- B. Suspense Items
- The Right-of-Way Division shall review the "Current Billing" suspense file monthly to determine billable Right-of-Way items. Suspense items other than Right-of-Way shall be investigated by the Cost Accounting Section.
- C. Processing, Control, and Accuracy
- The Division of Accounting and Administrative Services shall be responsible for the processing, control and accuracy of the Federal Aid Status Report and Current Billing.
- D. Request for Reimbursement
- The Office of Program Control shall be responsible for the submission in proper form of all requests for reimbursement to the Bureau of Public Roads.

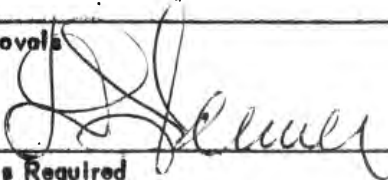
VI. DISTRIBUTION

Standard Distribution List "A"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE
No. 4.701

Title INTERNAL AUDIT FUNCTION		Effective Date 2-18-65
Supersedes NONE	Approval 	Distribution
Related Procedures NONE	Forms Required	Page 1 of 7

I. PURPOSE

This Procedure establishes the subordinate policies, and basic standards and procedures which are to govern the administration and conduct of internal audits of costs and procedures in connection with highway construction and maintenance programs and their related activities. They are designed to obtain consistent application of sound auditing theory and practice, including recognized auditing techniques compatible with and in recognition of the interlocking relationships with operating activities, through which management is assured that funds are properly used and accounted for and that established internal controls are being effectively applied. Adherence to these policies, standards, and procedures is necessary to maintain on a constant basis the highest degree of quality and uniformity in the conduct of the audits.

II. RESPONSIBILITY

The Internal Audit Function is performed by the Internal Audit Section under the Assistant Comptroller within the Division of Accounting and Administrative Services.

III. DEFINITIONS

A. Auditing Standards

"Auditing standards" may be said to represent a level or degree of accomplishment, a recognized minimum or requisite quality of work. The proper connotation of this term is not suggestive of a desire to attain a standardized project, i.e., a standard audit that fits a precise pattern, but rather it must be understood to refer to the

III. DEFINITIONS (con't)

A. Auditing Standards

fundamental objectives of an audit together with an indication of the requisites of professional competence in attaining the objectives. Auditing work cannot be standardized by setting up exact measurements of the quantity, quality, or extent of the processes, procedures, or techniques which may be utilized in the course of an audit. This is not to imply that there are no "must" procedures in the usual audit assignment, but these are not properly designated as auditing standards.

B. Auditing Program

"Audit program", has three principal uses, and the particular meaning intended depends upon the context in which it is used. First, an audit program may refer to the overall functional activity, i.e., internal audit program. Second, it may refer to a plan of work within a given area of auditing and as such it may be defined as the planned guide, consisting in large part of the auditing procedures, which sets forth the scope, nature, objectives, and limitations of a category of audit assignments, e.g., right-of-way acquisitions, costs of construction, property management, etc. Third, and more particularly, an audit program, in addition to the general content described above contains those steps considered peculiarly applicable to a specific audit assignment which, in the judgment of the auditor, are selected on the basis of his determination of necessity, together with indications of such modifications of the general procedures as the auditor found appropriate in the circumstances. Thus, the term audit program when used with reference to auditor performance is that which describes all of the steps actually taken or to be taken during the course of the audit for purposes of accomplishing the objectives of the audit.

C. Auditing Techniques

"Auditing techniques" employed by an auditor to accomplish the particular objectives described by the procedures include analysis and review, observation, inspection, confirmation, inquiry and computation.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.



V. PROCEDURE**A. General**

The internal audit function provides reassurance to management as to whether costs incurred, or revenues and appropriations received as reported, represent accomplished and duly authorized work, and are otherwise allowable on the basis of pertinent statutory provisions and reimbursement policies.

The internal audit activity comprises an examination and review, in accordance with generally accepted auditing standards, of all records, accounts, methods, and procedures which are involved in determinations of items of cost incurred under highway programs for the purpose of:

1. Evaluating the reliability, adequacy, and effectiveness of such records, accounts, methods and procedures, including relevant internal control devices incorporated therein, as they pertain to the incurring, accumulation, distribution, and reporting of such costs;
2. Reporting the results thereof to responsible Department management.

B. Objectives

Among the more important collateral objectives of the internal audit is the determination that highway funds are properly used and accurately accounted for. In the attainment of the objective it must be ascertained: (1) that the work for which costs are generated has been duly authorized, performed and accepted; (2) that the accounting information supporting the costs has been reliably developed and is valid and reasonably accurate; and, (3) that costs reported are properly chargeable to the project or account. Since it is economically not feasible to examine all transactions affecting projects or accounts, this determination must, to a large extent, be based upon the adequacy and effectiveness of the practices and related controls from which the financial transactions ensue. It is an audit objective to establish a basis for such reliance, and in order to accomplish this the internal audit program must provide for a constant review and appraisal of all practices and related procedural controls which involve Highway projects and accounts.

V. PROCEDURE (con't)**C. Auditing
Techniques**

Auditing would indeed be most impracticable, if not impossible, if it were to contemplate a detailed review of all transactions. Such a review would be economically unsound because the results achieved would hardly justify the costs incurred.

Insofar as the audit, or more particularly the verification processes are concerned, the underlying objective which the auditor must strive to attain is to accomplish the purposes of the audit through the expenditure of a minimum of time and effort. The extent of inquiry or verification must be made before a sound basis is reached upon which the auditor may properly be satisfied in regard to the acceptability of an item or category of costs.

The purposes of the audit are fully served by resorting to test checks or spot checks, sometimes referred to as sampling techniques or selective auditing.

**D. Audit Working
Papers**

Audit working papers constitute the tangible, written evidence of the work performed by the auditor. To the extent that they are planned in advance in conjunction with the review of the audit program, they guide and influence the audit activity, prevent unnecessary or duplicate work, and assure more accurate results. The working papers are the basis for preparation of the audit report. They serve to substantiate the audit findings and are the medium employed by supervisory personnel in reviewing the work performance, its completeness, accuracy, objectivity, and independence, and are used by others in evaluating the extent and degree of reliance that may be placed on the audit.

Although the type and content of audit working papers will vary according to the requirements of each assignment, there are certain basic concepts which must be considered. The audit working papers are to serve a four-fold purpose, i.e.,

V. PROCEDURE (con't)**D. Audit Working
Papers**

(1) as an aid to the auditor in performing the audit in the most efficient manner, (2) to facilitate preparation of the report on the results of audit and analysis thereof, (3) to provide evidence for use in the review and evaluation of audit performance, (4) as basis for future re-audit. The accomplishment of this purpose must be approached from the standpoint of satisfying an actual need rather than complying indiscriminately with general provisions covering the preparation of working papers. The preparation of unnecessary working papers, especially the copying of detailed information which is readily available in the files and records being reviewed, should be diligently avoided. The following standards must be used in the development of working papers:

1. The reviewer should be able to intelligently evaluate the merits of audit findings through a review of the working papers without recourse to numerous discussions with the personnel involved.
2. A step by step program of the phases covered in extended audits should be maintained on a current basis in order to provide continuity of the work.
3. Working papers must be maintained in neat, orderly, and legible fashion and should be appropriately cross-indexed. They should not be cluttered with miscellaneous or scratch paper memorandums or unidentified notations or comments.
4. Working papers should be maintained and filed in a manner which provides for segregation of active and inactive data, and for separate filing of data which will be used on a continuing basis. Examples by Federal-Aid Project Number.

**E. Audit Record
Sheets**

As an aid in scheduling his visits to obtain satisfactory coverage of both projects and functional areas and as an historical record, the auditor will prepare and maintain an up-to-date set of Audit Record Sheets.

An Audit Record Sheet will be set up for each functional area within each project. Subdivisions will be made as dictated by experience, particularly in the functional areas.

V. PROCEDURE (con't)**E. Audit Record
Sheets**

A copy of the Audit Record form is attached. At the conclusion of each audit, the following information will be entered by the Internal Auditor:

1. Date of Audit
2. Person(s) Contacted
3. Date of Report
4. Remarks

The Internal Auditor will periodically review all of the Audit Record Sheets as an aid in determining his future schedule. The "Remarks" area should be of material assistance in this regard.

F. Audit Reports

The principal medium by which management can judge the effectiveness of the audit activity and the extent to which it accomplishes its fundamental purposes and objectives is the quality and usefulness of the audit report. The following basic criteria should guide the audit personnel in preparing reports.

1. The language of the audit report should be clear, concise, simple and straight-forward. The choice of words and the tenor of comments should be directed at providing a factual understanding of the situation.
2. Due care should be exercised to avoid a manner of presentation which gives an impression of arbitrariness or that the internal auditor is establishing policy or procedure.
3. The reports should evidence a high degree of organization, achieved through the presentation of findings in a logical and easily followed sequence.
4. Each report should contain only such matters as are of significance in an evaluation of situations found warranting administrative attention. Unimportant or irrelevant matters should be excluded because they will reduce the quality and effectiveness of the entire report.

V. PROCEDURE (con't)

F. Audit Reports

The report is to be rendered without delay upon completion of the audit field work. Notation of the date of the report is made on the appropriate Audit Record Sheet.

Distribution of the Internal Audit Report will be as follows:

1. State Highway Engineer
2. Comptroller
3. Deputy Attorney General
4. Executive Asst. to the Commissioner
5. Internal Audit File

VI. DISTRIBUTION

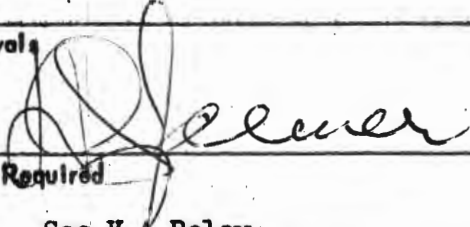
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DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY FINANCE

No. 4.901

Title DEPARTMENT TOOLS - RESPONSIBILITY & RECORDS		Effective Date 9-28-64
Supersedes AD-30	Approvals 	Distribution
Related Procedures NONE	Forms Required See V-A Below	Page 1 of 4

I. PURPOSE

To establish custodial responsibility and to provide a uniform method of maintaining records, inventories, and accounting for Department owned tools.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

1. Tools are any manually operated instruments, other than equipment, used to facilitate the work of a Department employee.
2. Custodian, as used herein, shall refer to any Department employee who has properly requisitioned tools necessary for the performance of his assigned duties.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. Forms

- AC-44 "Tool Disposition Report"
- AC-47 "Foreman's Tool Record Book"
- AC-49 "Inventory Sheet"
- PS-31 "Tool and Supply Requisition"

B. Requirements

1. Engineers, Inspectors, Foremen, Assistant Foremen and other supervisory personnel who have tools assigned to them or in their custody, shall comply with this procedure.

V. PROCEDURE (Continued)**B. Requirements**

2. Custodians of tools shall maintain a perpetual inventory record in the "Foreman's Tool Record Book", Form AC-47.
3. A request for tools shall be made on a Tool and Supply Requisition (Form PS-31).
4. Changes in tool inventory shall be made on Form AC-44 (Disposition of Tools).

C. Records

1. Tool Record Book, (Form AC-47) shall contain an index of tools with corresponding item number and description. It shall have sufficient space to record the date of receipt, disposition and balance of each individual tool item. All transactions pertaining to tools are to be recorded therein by the custodian.
2. Disposition of Tools, (Form AC-44) shall contain pages numerically numbered in series of three to a set, showing tool item number, description, quantity, and signature of custodian and supervisor. If tools are replaced or transferred, the transaction is to be recorded thereon. Distribution of copies shall be: White copy to Cost Accounting Section, yellow copy to Bureau of Purchase & Stores, onionskin copy to custodian.
3. Inventory Sheet, Form AC-49, shall list the official item numbers and description with a column for quantities. Inventories are to be recorded thereon and sent to the Cost Accounting Section.
4. Tool & Supply Requisition, Form PS-31, consists of four copies, with instructions printed on the reverse side. Requests and replacements are to be recorded thereon and sent to the Bureau of Purchase & Stores.

D. Initial Inventory

1. Accurate count of all tools shall be made by the custodian, using Form AC-49 to record the quantity of each tool corresponding with the item number description.
2. This completed form shall be signed by the custodian and his supervisor and forwarded to the Cost Accounting Section.

V. PROCEDURE (Continued)

D. Initial Inventory

3. Tools shall also be recorded in the Foreman's Tool Record Book. One page shall be made out for each tool, recording the date the count was taken, under Del. or Req. No. insert the word "Inv.", under Balance column insert the quantity counted.

E. Annual Inventory

A physical inventory shall be taken at least once each year by custodian and/or as directed by personnel from the Cost Accounting Section. Form AC-49 shall be compared with Foreman's Tool Record Book. Form AC-49 and a report of any variances shall be sent to the Chief Accountant.

F. Changes of Custodianship

1. Whenever a change in personnel affects the custodianship of the Tool Record Book, a physical inventory shall be made at the direction of the supervisor in the presence of the new custodian.
2. Form AC-44, Disposition of Tools, shall be filled out with a notation "All tools listed on the attached inventory Form AC-49 are correct as of this date", signed by the new custodian and the supervisor and sent to the Cost Accounting Section.

G. Requests

Tools shall be requested as needed by the custodian with approval of his supervisor, using Form PS-31 (Tool and Supply Requisition) and forwarded to the Bureau of Purchase & Stores.

H. Replacement

Tools may be replaced as prescribed in paragraph G. using Form PS-31. Replacement shall not be made unless worn, broken, damaged or condemned tools are turned in at Fernwood, Bureau of Purchase & Stores or other approved locations accompanied by executed Form AC-44.

I. Reduction

Inventory may be reduced by returning tools to Bureau of Purchase and Stores, with executed Form AC-44.

V. PROCEDURE (Continued)

J. Transfers

Transfer of tools shall be made by executing Form AC-44, signed by the custodian and the recipient.

K. Reporting Loss
or Theft

Custodian shall check his tool inventory monthly, and report to his supervisor with full explanation in event any are missing and who is responsible for the loss. This report shall be made on Form AC-44 (3 copies) and distributed as follows: White copy to Comptroller, yellow copy to the Office of Investigations, onionskin copy to be retained by the custodian. Replacements shall then be requisitioned as outlined in paragraph G.

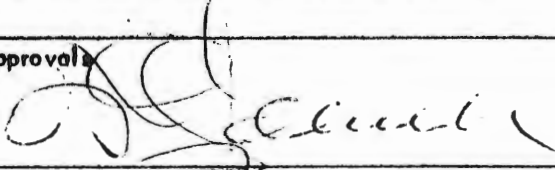
VI. DISTRIBUTION

Standard Distribution List "B"



DEPARTMENTAL OPERATING PROCEDURE

Series HIGHWAY
FINANCE
No. 4.902

Title MAINTENANCE OF RIGHT OF WAY PRIOR TO CONSTRUCTION		Effective Date 9-3-64
Supersedes MT-9	Approval 	Distribution
Related Procedures NONE	Forms Required MT-23 Daily Time & Cost Report MT-52 Work Order	Page 1 of 3

I. PURPOSE

To establish procedures to be used for the maintenance of right-of-way prior to construction, and the reporting of costs incurred for work performed thereon.

II. RESPONSIBILITY

As outlined below

III. DEFINITION

"Advance Right-of-Way", as used herein, shall mean right-of-way parcels acquired or being acquired prior to the start of construction.
(R.O.W parcel maps shall not be sent to the Division of Maintenance and Operations after construction has started, as the contractor is required to maintain right-of-way during construction.)

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

.....
V. PROCEDURE

1. The Division of Right of Way Acquisition and Titles shall notify the Division of Maintenance and Operations of right-of-way acquisitions.
2. The Division of Maintenance and Operations shall maintain this right-of-way so that the appearance is not objectionable and perform such work as is necessary for the health and safety of the residents of the area.
3. The Division of Maintenance and Operations

V. PROCEDURE (Continued)**A. Requirements**

shall report separately from normal maintenance the cost of any necessary work prior to construction performed on right-of-way purchased for Federal Aid Projects (Interstate, Primary & Urban) as well as projects on the State Highway System.

B. Notification

1. The Division of Right-of-Way Acquisition & Titles shall notify the Bureau of Maintenance of advance right-of-way acquisitions by providing copies of the General Property Parcel Map of approved projects with descriptions including routes, sections and project numbers, both Federal and State.
2. Any revisions or corrections to the approved General Property Parcel Maps by the Division of Roads, Design & Construction shall also be sent to the Bureau of Maintenance by the Division of Right-of-Way.
3. Maps required for maintenance purposes approved prior to this procedure shall be obtained directly from the Division of Roads, Design and Construction by the Bureau of Maintenance.
4. Supervising Engineer, Bureau of Maintenance, shall notify District Superintendents of acquisitions within their districts.

C. Work Orders

1. If maintenance is required on right-of-way prior to construction, the District Superintendent, Division of Maintenance & Operations, shall prepare a Work Order (Form MT-52) after obtaining the job number from the Bureau of Auditing and Accounting. If a Federal Aid Project, the work order shall include route and section numbers, Federal Project number, the termini of the project, and a description of the work to be performed.
2. Copies of approved Work Order (Form MT-52) shall be distributed by the District Superintendent's

V. PROCEDURE (Continued)

C. Work Orders

office as follows:

Pink	Supervisor
White	Foreman
Blue	Head of Cost Section
Yellow	District Office

3. Upon receipt of his copy of the Work Order, the Foreman shall schedule and perform the work as described. Job number, supervision, labor and equipment charges and description of work shall be shown on Daily Time and Cost Report (Form MT-23).
4. Any subsequent work of the same type within the limits of the job number on the Work Order shall bear the same coding.
5. In the event that work of another type is required within the limits of the original job number, a new work classification code must be obtained from the Head of the Cost Section, Bureau of Auditing & Accounting.

VI. DISTRIBUTION

See Standard Distribution List "A"



DEPARTMENTAL ADMINISTRATIVE DIRECTIVE

No. 9.001

Title

DIVISION OF RESEARCH AND EVALUATION

Effective Date

7-15-64

Supersedes

DC-30-0303

Page

1 of 7

[Signature]
Commissioner

I. PURPOSE

To designate the establishment of the Division of Research and Evaluation, prescribe its mission and scope of operations, provide the fundamental organizational directive for technical and management control and indicate the actions required to implement this instruction.

II. RESPONSIBILITY

Director, Division of Research and Evaluation.

III. DEFINITION

Not Required

IV. AUTHORITY

General Authority of the State Highway Commissioner under Title 27.

V. PROCEDURE

A. General Provisions

1. Supersedes:

All previous memorandums, instructions, notices and bulletins pertaining to the organization and mission of the Bureau of Engineering Research, are hereby cancelled and superseded.

2. Designation:

The Bureau of Engineering Research is hereby designated as the Division of Research and Evaluation.

3. Mission & Function:

a) Performing scientific research and evaluation pertaining, but not limited to, materials; highway structures and components; traffic safety; transport of people and commodities; systems and techniques pertaining to design, construction, maintenance and operation of state highways; the cultural and economic impact on the public of planning, acquiring, and operating transport systems.

V. PROCEDURE (Continued)

A. General Provisions

- b) Maintaining liaison with Highway Research Board, National Cooperative Highway Research Programs, Universities, Industry, Research Foundations, and Bureau of Public Roads on matters pertaining to mission and function.
- c) Disseminating interim progress statements, notices of projects initiated, and annual summary of activities to all Divisions and Bureaus in addition to a monthly report of highway and transport research and evaluation of performances by others of interest to the Department.
- d) Prepare and submit annual programs to the Commissioner, through the State Highway Engineer, for approval.

V. PROCEDURE (Continued)

A. General Provisions

4. Organizational Relationships:

- a) Division status for personnel accounting and payroll procedures, budgetary considerations, and fiscal control.
- b) Chain of administrative, technical and operational control:-
 - 1) State Highway Commissioner
 - 2) State Highway Engineer
 - 3) Research & Evaluation Division
- c) Inter-Divisional Control and performance of mission. When so ordered by the State Highway Engineer, personnel and facilities of other divisions of the Department shall be made available to the Division of Research & Evaluation for exercising technical control in implementing and performing work on approved projects. Administrative control of said employees and facilities shall remain with the managing division.

V. PROCEDURE (Continued)

A. General Provisions

4. (Continued)

d) Management and Technical Control-Division Director as designated by State Highway Engineer.

5. Financing Programs and Operations:

- a) A portion of operating funds supplied by Annual Appropriation Law recommended by State Highway Engineer in Annual Construction Program.
- b) Proportionate share of Federal Aid Funds (Highway Planning Survey-Highway Planning Research) recommended by State Highway Engineer as approved by State Highway Commissioner.

V. PROCEDURE (Continued)

A. General
Provisions

6. Action:

The contents of this Directive and authority for organizational, administrative, logistical and financial provisions are effective upon receipt and shall be implemented by Comptroller and Personnel Director.

For other Divisions appropriate changes in organization charts are to be effected.

VI. DISTRIBUTION

State Highway Commissioner
State Highway Engineer
Adm. Assts. to the Commissioner
Assistant State Highway Engineer
Deputy Attorney General (3)
Comptroller (2)
Director of Public Information
Director, Division of Personnel
Director, Division of Right-of-Way
Director, Division of Railroad
Transportation
Director & Chief Engineer, Division of
Research, Soils, and Tests
Director & Chief Engineer, Division of
Roads, Design, and Construction
Director & Chief Engineer, Division of
Bridges
Director & Chief Engineer, Division of
Maintenance & Operations
Supervising Engineer, Division of State Aid
Secretary, State Highway Department
Northern District Design Engineer
Southern District Design Engineer



DEPARTMENTAL ADMINISTRATIVE DIRECTIVE

No. 9.002

Title

BUREAU OF INDUSTRIAL ENGINEERING
(Office of Organization and Methods)

Effective Date

10-1-64

Supersedes

Not Applicable

Page

1 of 5

[Signature]
Commissioner

I. PURPOSE

To designate the establishment of the Bureau of Industrial Engineering, prescribe its mission and scope of operations, provide the fundamental organizational directive for technical and management control, and indicate the actions required to implement this directive.

II. RESPONSIBILITY

Supervising Engineer, Industrial Engineering.

III. DEFINITION

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. General Provisions

1. Designation:

There is hereby established a new organizational unit to be designated the "Bureau of Industrial Engineering."

2. Mission and Function

a) Carrying out the functional responsibility to plan, direct, and supervise industrial engineering practices in the analysis of work, the development of methods improvements, the establishment and application of work standards, the standardization of methods and procedures, and the development and implementation of cost control techniques, to insure the optimum utilization of the manpower, facilities and equipment of the various divisions and bureaus of the State Highway Department.

V. PROCEDURE (Continued)

A. General Provisions

3. Organizational Relationships:

a) Bureau status for personnel, accounting and payroll procedures, budgetary considerations, and fiscal control.

b) Chain of administrative, technical, and operational control:-

- 1) State Highway Commissioner
- 2) Bureau of Industrial Engineering

Temporarily, the Bureau of Industrial Engineering shall be established as a unit in the Division of Administrative Services for payroll purposes, but reporting directly to the State Highway Commissioner for operational purposes. At the Commissioner's direction, the initial and immediate work assignment of this new Bureau shall be to the Division of Maintenance and Operation, where its mission and function will be

V. PROCEDURE (Continued)

A. General Provisions

as described in Paragraph 2 above. Subsequent organizational status and work assignments shall embrace all departmental activities in a manner to be prescribed by the Commissioner.

4. Financing Operations

A portion of operating funds supplied by Annual Appropriation Law as directed by the State Highway Commissioner.

5. Action:

The contents of this Directive and authority for organizational, administrative, logistical and financial provisions are effective upon receipt, and shall be implemented by Comptroller and Personnel Director.

For other Divisions, appropriate changes in organization charts are to be effected.

VI. DISTRIBUTION

State Highway Commissioner

State Highway Engineer

Adm. Assts. to the Commissioner

Assistant State Highway Engineer

Deputy Attorney General (3)

Comptroller (2)

Director of Public Information

Director, Division of Personnel

Director, Division of Right-of-Way

Director, Division of Railroad Transportation

Director & Chief Engineer, Division of

Planning, Soils, and Tests

Director and Chief Engineer, Division of Roads,

Design and Construction

Director and Chief Engineer, Division of Bridges

Director and Chief Engineer, Division of

Maintenance and Operations

Supervising Engineer, Division of State Aid

Secretary, State Highway Department

Northern District Design Engineer

Southern District Design Engineer



DEPARTMENTAL ADMINISTRATIVE DIRECTIVE

ADMINISTRATIVE
No. 9.003

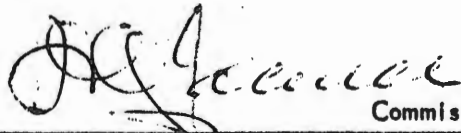
Title

OFFICE OF PROGRAM CONTROL

Effective Date

10-15-64

Supersedes


Commissioner

Page

1 of 5

I. PURPOSE

To designate the establishment of an Office of Program Control, prescribe its mission and scope of operations, provide the fundamental organization directive for technical and management control and indicate the actions required to implement this instruction.

II. RESPONSIBILITY

Assistant Supervising Engineer, Program Control Office (Assistant Supervising Engineer, Location and Design).

III. DEFINITION

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. General Provisions

1. Supersedes:

All previous memorandums, instructions, notices and bulletins pertaining to the organization of the Federal Aid Processing Unit in the Bureau of Road Location and Design are hereby cancelled and superseded.

2. Designation:

The Federal Aid Processing Unit in the Bureau of Road Location and Design is hereby designated as the Program Control Office.

V. PROCEDURE (Cont'd)

A. General Provisions

3. Mission and Function:

- a) All duties and responsibilities now performed and assigned to the Federal Aid Processing Unit concerning the maintenance of constant liaison with the Bureau of Public Roads, analyzing and interpreting Federal laws, rules and regulations pertaining to the use of Federal Aid. Discussions and consultations with engineers and officials of the Bureau of Public Roads and the State Highway Department leading to determinations concerning Federal Aid Projects of all categories. The review, processing and submission to the Bureau of Public Roads of applications, plans, specifications, estimates, forms, and vouchers of completed work. Preparation of reports and maintenance of necessary records and files.
- b) The scheduling and reporting upon progress in processing of all road and bridge design, right-of-way and construction projects as they are placed in the Annual Construction Program.
- c) In cooperation with the Engineering Computer Bureau, the development and preparation of Critical Path and/or PERT Procedural Flow Charts showing the work steps involved in all classes of highway building projects, such as the 90%-10% Interstate System construction, 50%-50% Primary Road construction, Federal Aid Secondary construction, 100% State construction, State Aid construction, etc.

V. PROCEDURE (Cont'd)

A. General Provisions

- d) As a current year's program is approved, or whenever a new project is approved for commencement, the Program Control Office shall consult with the State Highway Engineer and the responsible unit heads concerned to establish priorities and proper time estimates for completion of each step in the appropriate Critical Path and/or PERT Procedural Flow Chart. Thereafter, when a project passes an established check point, this fact shall be reported through the computer information system program operated by the Engineering Computer Bureau (where appropriate) or separately in writing to the Program Control Office by the unit head concerned so the completion date can be posted to the project chart for comparison with the estimated completion date.
- e) The preparation and maintenance of a master schedule for all projects in each major class. This may be done on a large wall chart or charts. Each month the chart shall be photographed, reduced and duplicate copies of the master chart distributed to top management and key supervisors to keep them informed of progress.
- f) It shall also be the responsibility of the Program Control Office to consult with the State Highway Engineer regarding any substantial differences between estimated and actual progress on individual projects, so that priorities may be shifted when necessary or desirable to ensure timely utilization of funds

V. PROCEDURE (Cont'd)

A. General Provisions

4. Organization Relationships:

a) Bureau status for personnel, accounting, and payroll procedures, budgetary considerations, and fiscal control.

b) Chain of administrative, technical and operational control:

1) State Highway Commissioner

2) State Highway Engineer

3) Program Control Office

c) Personnel:

All personnel now assigned to the office of the Engineer of Special Assignments, Federal Aid, shall be transferred to the Program Control Office, and such additional positions as are found necessary for the proper performance of the duties assigned shall be created.

d) Management and Technical Control - Assistant Supervising Engineer, Program Control Office as designated by the State Highway Engineer.

5. Financing Program and Operations:

a) A portion of operating funds supplied by Annual Appropriation Law recommended by State Highway Engineer in Annual Construction Program.

b) Proportionate share of Federal Aid Funds recommended by State Highway Engineer as approved by State Highway Commissioner.

V. PROCEDURE (Cont'd)

A. General
Provisions

6. Action:

The contents of this Directive and authority for organizational, administrative, logistical and financial provisions are effective upon receipt and shall be implemented by the Comptroller and Personnel Director.

VI. DISTRIBUTION

State Highway Commissioner
State Highway Engineer
Adm. Assts. to the Commissioner
Assistant State Highway Engineer
Deputy Attorney General (3)
Comptroller (2)
Director of Public Information
Director, Division of Personnel
Director, Division of Right-of-Way
Director, Division of Railroad
Transportation
Director & Chief Engineer, Division of
Research, Soils & Tests
Director & Chief Engineer, Division of
Roads, Design and Construction
Director & Chief Engineer, Division of
Bridges

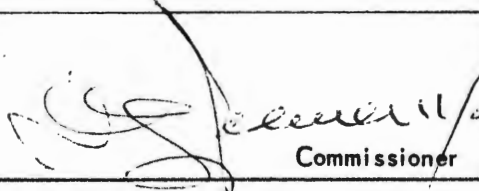
Director & Chief Engineer, Division of
Maintenance & Operations

Supervising Engineer, Division of State Aid
Secretary, State Highway Department
Northern District Design Engineer
Southern District Design Engineer



DEPARTMENTAL ADMINISTRATIVE DIRECTIVE

No. 9.004

Title		Effective Date
ENGINEERING COMPUTER BUREAU		11-12-64
Supersedes	 Commissioner	Page
NCT APPLICABLE		1 of 2

I. PURPOSE

To designate the establishment of the Engineering Computer Bureau, prescribe its mission and scope of operations, and outline the services available to the Department within this Bureau.

II. RESPONSIBILITY

Chief, Engineering Data Processing, Highway

III. DEFINITION

Not Required.

IV. AUTHORITY

General authority of the State Highway Commissioner under Title No. 27.

V. PROCEDURE

A. General Provisions

1. Supersedes:

All previous memorandums, instructions, notices and bulletins pertaining to the organization and mission of the Engineering Computer Bureau, are hereby cancelled and superseded.

2. Designation:

The Engineering Computer Bureau is hereby established as a separate organizational unit reporting directly to the State Highway Engineer and is removed from its present status as a part of the Division of Roads, Design and Construction

V. PROCEDURE (Contd.)

A. General Provisions

3. Mission and Function:

- a) Performing service as a staff unit to all Engineering Divisions within the Department; responsibility to plan, direct and supervise the programming of engineering and research problems on electronic computers; to review and analyze the effectiveness of existing and proposed engineering programs, methods and procedures, and to establish programming standards related to engineering.

4. Organizational Relationships:

- a) Bureau status for personnel, accounting, budgetary considerations and fiscal control. However, for payroll purposes, personnel will remain in the Division of Roads payroll unit number 506-21.

5. Action:

The contents of this Directive and authority for organizational, administrative, logistical and financial provisions are effective upon receipt, and shall be implemented by the Comptroller and the Director of Personnel.

VI. DISTRIBUTION

Standard Distribution List "A".



DEPARTMENTAL ADMINISTRATIVE DIRECTIVE

No. 9,005

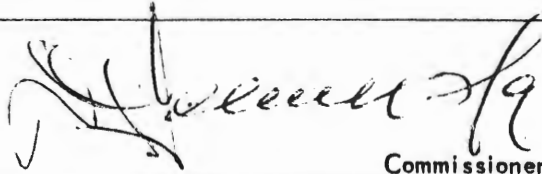
Title

DIVISION OF LOCAL GOVERNMENT AID

Effective Date

2-10-65

Supersedes


Commissioner

Page

1 of 7

I. PURPOSE

To create a Division of Local Government Aid, prescribe its mission and scope of operations, provide the fundamental organization directive for technical and management control and indicate the actions required to implement this instruction.

To direct the transfer of Reimbursed Safety Lighting functions from the Bureau of Electrical Operations in the Division of Maintenance and Operations to the Division of Local Government Aid.

To direct the transfer of the Federal Aid Secondary Road Section and its functions from the Bureau of Road Location and Design in the Division of Roads, Design and Construction; and to establish it as the Bureau of Federal Aid Secondary Roads in the Division of Local Government Aid.

- I. PURPOSE (Continued) All transfers to be effective as of the date of this Directive.
- II. RESPONSIBILITY Director and Chief Engineer,
Division of Local Government Aid.
- III. DEFINITION Not Required.
- IV. AUTHORITY Under the authority of the State Highway Commissioner under Title 27.
- V. PROCEDURE
1. Supersedes:
All previous orders, memorandums, instructions, notices and bulletins pertaining to the organization and mission of the Division of State Aid are hereby cancelled and superseded.
 2. Designation:
The Division of State Aid Projects is hereby designated the Division of Local Government Aid.

V. PROCEDURE (Continued)

3. Mission and Function:

- a) Perform the functions essential to the administration, direction, operation and supervision of all programs providing Grants-in-Aid for Road Purposes to local government agencies that are a responsibility of the State Highway Department.
- b) Receive, investigate, evaluate and recommend appropriate action by State Highway Commissioner on applications submitted by local government agencies.
- c) Establish liaison with local government agencies for the purpose of planning and promoting the improvement and operation of the local road systems and the elimination of safety hazards.
- d) Initiate the preparation of documents required by law, Department policy, Bureau of Public Roads, provide for their execution, receipt, check, and processing for audit and approval.

V. PROCEDURE (Continued)

- e) Provide supervision and inspection of local road projects in accordance with the requirements of the Bureau of Public Roads and policies of the State Highway Department.

4. Organization and Relationships

- a) Division status for personnel accounting and payroll procedures, budgetary considerations, and fiscal control.
- b) Chain of administrative, technical, and operational control:-
 - 1) State Highway Commissioner
 - 2) State Highway Engineer
 - 3) Local Government Aid Division
- c) Inter-Divisional control and performance of mission. When so ordered by the State Highway Engineer, personnel and facilities of other Divisions of the Department shall be made available to the Local Government Aid Division for exercising technical control in implementing and performing work on approved projects.

V. PROCEDURE (Continued)
4-c

Administrative control of said employees and facilities shall remain with the managing Division.

- d) Management and Technical responsibility shall remain under the Division Director and Chief Engineer in the Division of Local Government Aid.

5. Financing Program and Operations:

- a) Operating funds as provided by annual appropriation laws.
- b) State Grants-in-Aid as provided in annual appropriation law of the State Legislature.
- c) Federal Aid Secondary Grants-in-Aid as provided in appropriation Laws of the Federal Congress and matched through applications of the various Counties of New Jersey.

V. PROCEDURES (Continued)

6. The contents of this Directive and authority for organizational, administrative, logistical and financial provisions are effective upon receipt, and shall be implemented by Comptroller and Personnel Director. Appropriate changes in Budget Codes, Payrolls, and similar documents will be effective July 1, 1965.

For other Divisions, appropriate changes in organization charts are to be effected.

VI. DISTRIBUTION

State Highway Commissioner

State Highway Engineer

Adm. Assts. to the Commissioner

Assistant State Highway Engineer

Deputy Attorney General (3)

Comptroller (2)

Director of Public Information

Director, Division of Personnel

Director, Division of Right-of-Way

Director, Division of Railroad

Transportation

Director, Division of Research and

Evaluation

Director & Chief Engineer, Division

of Planning, Soils and Tests

Director & Chief Engineer, Division

of Roads, Design and Construction

Director & Chief Engineer, Division

of Bridges

Director & Chief Engineer, Division

of Maintenance and Operations

Secretary, State Highway Department

Northern District Design Engineer

Southern District Design Engineer