

# Manual Change Transmittal

<p>TITLE</p> <p><b>PROJECT DEVELOPMENT PROCEDURES MANUAL</b></p>	<p>APPROVED BY</p> <p><i>Lisa Ramsey</i></p> <p>LISA RAMSEY, Chief (Acting)</p>	<p>Date Issued: Nov. 6, 2024</p> <hr/> <p>Page 1 of 2</p>
<p>SUBJECT AREA</p> <p>Safety Review CEQA Administrative Record and Email Retention</p>	<p>ISSUING UNIT</p> <p>DIVISION OF DESIGN</p>	
<p>SUPERSEDES</p> <p>Chapter 8 – Overview of Project Development</p> <p>Chapter 15 – Final Project Development Procedures</p> <p>NEW</p> <p>Appendix RR – Safety Review Templates</p> <ul style="list-style-type: none"> <li>• Safety Review Request</li> <li>• Final Safety Review Memo</li> </ul>	<p>DISTRIBUTION</p> <p><b>ON-LINE</b></p>	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version located on the California Department of Transportation (Caltrans) Division of Design Website:

<https://dot.ca.gov/programs/design/manual-project-development-procedures-manual-pdpm>.

Changes to PDPM Chapter 8 include:

- New heading and content for Safety Review procedure that replaces Caltrans Highway Design Manual index 110.8. These changes are effective on all applicable projects where the project initiation document is to be approved on or after January 1, 2025. This content addresses:
  1. Caltrans Road Safety Action Plan 2023-24 task to enhance the safety review process to incorporate the Safe System Approach in project road safety design decision process.
  2. Incorporation of key Road Safety Audit concepts as recommended by Caltrans Project Delivery Safe System Approach value analysis.
  3. Reference to new Appendix RR that includes templates for safety review request and final safety review memorandum.
- Responsibility of the project manager to request the creation of a project-specific email account required by the Project Delivery memorandum “CEQA Administrative Record and Email Retention” dated April 18, 2022.

Changes to PDPM Chapter 15 include:

- Responsibility of the project manager for closing out the CEQA administrative record email account and verifying its contents are archived.

The locations of revisions to Chapters 8 and 15 are denoted by a vertical line within the outside margin of the manual.

Some of the references found in the PDPM have hyperlinks that connect to Caltrans intranet pages which are not displayable to the public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

PDPM holders are encouraged to use the most recent manual version available online at the above website. Should a manual holder choose to maintain a paper copy, the holder is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the electronic notification service for project development procedure updates and would like to become a recipient, please visit: [PDPM updates weblink](#)