

# Project Development Procedures Manual

## Hyperlinks to other Documents and Websites

### Reference Information

Some of the hyperlinks in this document connect to Caltrans intranet pages which are not displayable to the general public. Until the specific reference becomes available on the internet, users will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

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[Air Quality Conformity](#) (Intranet only)

[Basic Engineering Estimating System \(BEES\)](#) (Intranet only)

[CADD Users Manual](#)

[California Manual on Uniform Traffic Control Devices](#)

[Capital Outlay Support \(COS\) Charging Practice Guidelines](#) (Intranet only)

[Coding Manual](#) (Intranet only)

[Construction Contract Development Guide](#)

[Construction Manual](#)

[Contract Managers Handbook](#) (Intranet only)

[Cooperative Agreement Handbook](#) (Intranet only)

[Encroachment Permits Manual](#)

[Engineering Services Manuals](#)

[High-Occupancy Vehicle Guidelines](#)

[Highway Design Manual](#)

[Landscape Architecture Program-Scenic Highways](#)

[Landscape Architecture PS&E Guide](#)

[Local Assistance Procedures Manual](#)

[Local Development-Intergovernmental Review](#) (Intranet only)

[Local Development-Intergovernmental Review](#)

[Maintenance Manual](#)

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[Plans Preparation Manual](#)

[Project Development Workflow Guide](#) (Intranet only)

[Project Changes Handbook](#) (Intranet only)

[Project Management Manual](#) (Intranet only)

[Project Risk Management Handbook](#) (Intranet only)

[Ramp Metering Design Manual](#)

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[Safety Manual](#) (Intranet only)

[Standard Environmental Reference](#)

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[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

[Surveys Manual](#)

[Traffic Manual](#)

[Transportation Management Plan Guidelines](#)

[Workplan Standards Guide, Release 12.0](#) (Intranet only)

[2010 California Regional Transportation Plan Guidelines](#)

## **Chapter 2 – Roles and Responsibilities**

[Advertise prior to CTC allocation](#) (Intranet only)

[CADD Users Manual](#)

[Caltrans Near Me](#)

[Curriculum for design professionals](#) (Intranet only)

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[Construction Contract Development Guide](#)

[Construction Manual](#)

[Cooperative Agreement Handbook](#) (Intranet only)

[eLearning courses](#) (Intranet only)

[Encroachment Permits Manual](#)

[Deputy Directive 23](#) (Intranet only)

[Deputy Directive 90](#) (Intranet only)

[Deputy Directive 93](#) (Intranet only)

[Design delegation master agreements](#) (Intranet only)

[Director's Policy 37](#) (Intranet only)

[District Quality Management Plans](#) (Intranet only)

[Division of Procurement and Contracts](#)

[Division of Procurement and Contracts](#) (Intranet only)

[Fish Passage Design for Roadway Crossings](#)

[Highway Design Manual](#)

[Local Assistance Procedures Manual](#)

[Performance Measures](#) (Intranet only)

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[Professional Licensing Program](#) (Intranet only)

[Project Development Workflow Guide](#) (Intranet only)

[Project Changes Handbook](#) (Intranet only)

[Project Closeout Handbook](#) (Intranet only)

## Project Development Procedures Manual Hyperlinks to other Documents and Websites

[Project Management Directive 023](#) (Intranet only)

[Project Management Manual](#) (Intranet only)

[Project Planning and Design Guide](#)

[Quality Assurance Program Guide for Design Projects](#) (Intranet only)

[Quality Management Plans](#) (Intranet only)

[Risk Management Handbook](#) (Intranet only)

[Rotation Program](#) (Intranet only)

[Seal, Signature, and Roles and Responsibilities of Registered/Licensed Professionals on Project Plans, Specifications, and Reports](#)

[Standard Environmental Reference](#)

[Standard Plans, Standard Specifications and Contract Item Codes](#)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

### **Chapter 3 – Involvement of Caltrans Functional Units**

[A Guide to Photogrammetric Mapping Services & Resource Estimating](#) (Intranet only)

[AB 3098 List](#)

[Construction Manual](#)

[Division of Engineering Services-Preliminary Investigations \(PI\)](#)

[High-Occupancy Vehicle Guidelines](#)

[Highway Design Manual](#)

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[Construction Contract Development Guide](#)

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[Standard Environmental Reference](#)

[Standard Plans](#)

[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

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[Transportation Management Plan Guidelines](#)

**[Chapter 4](#) – Programming**

[Coding Manual](#) (Intranet only)

**Chapter 5 – Deleted**

None

**[Chapter 6](#) – Project Cost, Scope, and Schedule Changes**

[Complete Streets Decision Document – Implementation dated February 11, 2021](#)

[Project Changes Handbook](#) (Intranet only)

[Project Change Requests from Robert Garcia and Brent Felker dated October 8, 2003](#)  
(Intranet only)

[Project Management Manual](#) (Intranet only)

[SHOPP Guidelines](#)

**[Chapter 7](#) – Uniform File System**

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**[Chapter 8](#) – Overview of Project Development**

[A Guide to Photogrammetric Mapping Services & Resource Estimating](#) (Intranet only)

[CADD Users Manual](#)

[California Manual on Uniform Traffic Control Devices](#)



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[Capital Outlay Support \(COS\) Charging Practice Guidelines](#) (Intranet only)

[Capital Project Workplan Handbook](#) (Intranet only)

[CEM-1302 Construction Work Zone Positive Protection Determination](#)

[Coding Manual](#) (Intranet only)

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[Deputy Directive DD-23 Roles and Responsibilities for Development of Projects on the State Highway System](#) (Intranet only)

[Design Information Bulletins](#)

[Division of Safety Programs](#) (Intranet only)

[Division of Safety Programs](#)

[Director's Policy DP-36 Road Safety](#) (Intranet only)

[Emergency Projects Environmental Process and Requirement](#)

[Encroachment Permits Manual](#)

[FHWA Major Projects](#)

[Construction Contract Development Guide](#)

[FHWA National Highway System](#)

[FHWA Stewardship and Oversight](#)

[High-Occupancy Vehicle Guidelines](#)

[Highway Design Manual](#)

[Landscape Architecture Program-Scenic Highways](#)

[Life-Cycle Cost Analysis Procedures Manual](#)

[Local Assistance Procedures Manual](#)

# Project Development Procedures Manual Hyperlinks to other Documents and Websites

[National Roadway Safety Strategy Safet System Approach](#)

[Plans Preparation Manual](#)

[Project Delivery \(PD\) Directives](#)

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[Surveys Manual](#)

[Transportation Management Plan Guidelines](#)

[Workplan Standards Guide, Release 12.0](#) (Intranet only)

[2010 California Regional Transportation Plan Guidelines](#)

## **Chapter 9 – Project Initiation**

[Applicant's Checklist to Determine Applicable Review Process \(TR 0416\)](#)

[Capital Project Workplan Handbook](#) (Intranet only)

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[Complete Streets Decision Document – Implementation dated February 11, 2021](#)

[Cooperative Agreement Handbook](#) (Intranet only)

[CTC Guidelines for the Preparation of Project Study Reports](#)

[Department as CEQA Lead Agency for Projects on the State Highway System](#)

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[Design Engineering Evaluation Report Application Checklist](#)

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[Division of Environmental Analysis-Purpose and Need](#)

[Division of Maintenance-Major Damage and Director's Orders](#) (Intranet only)

[Division of Traffic Operations-Office of Encroachment Permits and Engineering Support](#)

[Division of Transportation Planning-Office of Program and Project Planning](#) (Intranet only)

[Division of Transportation Planning-Office of Smart Mobility and Climate Change](#) (Intranet only)

[Division of Financial Programming-Office of Capital Improvement Programming \(OCIP\)](#)

[Division of Financial Programming-Office of Federal Transportation Management Program](#)

[Division of Financial Programming-State Highway Operation and Protection Program \(SHOPP\) and Minor Program](#)

[Division of Financial Programming-State Highway Operation and Protection Program \(SHOPP\)](#) (Intranet only)

[Encroachment Permit Application Review form \(TR-0110\)](#) (Intranet only)

[Encroachment Permits Manual](#)

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[Encroachment Project Review Process Change Approval Form \(TR-0417\)](#) (Intranet only)

[FHWA Financial Planning and Fiscal Constraint for Transportation Plans and Programs Questions & Answers](#)

[Highway Design Manual](#)

[Main Street, California](#)

[PEER form](#)

[Project Communication Handbook](#) (Intranet only)

[Quality Assurance Program Guide for Design Projects](#) (Intranet only)

[Quality Management Assurance Process \(QMAP\) Utilizing Design Engineering Evaluation Report \(DEER\) Documentation and Cooperative Agreements](#) (Intranet only)

[SHOPP Project Initiation Report \(PIR\) Guidance](#)

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[Contract Managers Handbook](#) (Intranet only)

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[Maintenance Agreements](#) (Intranet only)

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[USCG and FHWA Memorandum of Agreement](#)

[USCG Bridge Permit Application Process](#)

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[CADD Users Manual](#)

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[Construction Evaluated Program for Experimental Features](#) (Intranet only)

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[Division of Engineering Services-Preliminary Investigations \(PI\)](#)

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[Bridge Memo to Designers](#)

[CADD Users Manual](#)

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[Encroachment Permits Manual](#)

[Division of Project Management-Office of Delivery Improvement and Agreements](#)  
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**Chapter 17 – Encroachments and Utilities**

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[Encroachment Permits Manual](#)

[General Order 95](#)

[Highway Design Manual](#)

[Interstate System Access Informational Guide](#)

[Plans Preparation Manual](#)

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**Chapter 18 – Environmental Contamination**

[Areas Likely to Contain Naturally Occurring Asbestos](#) (Intranet only)

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[Value Analysis Team Leader Guide](#)

**Chapter 20 – Project Development Cost Estimates**

[AASHTOWare Project Preconstruction \(AWP-P\)](#) (Intranet only)

[Construction Contract Development Guide](#)

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[Cost Estimating](#)

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[Project Delivery Directive PD-04](#)

[Project Changes Handbook](#) (Intranet only)

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[FHWA relinquishment approval letter templates](#) (Intranet only)

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[Engineering, Operational and Safety Analysis Guidance](#) (Intranet only)

[Environmental Annotated Outlines/Re-Validation Forms](#)

[Federal Highway Administration – National Policy](#)

[FHWA Controlling Criteria](#)

[FHWA Interstate System Access Informational Guide](#)

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[Highway Design Manual](#)

[Interstate System Access Informational Guide](#)

[Maintenance Agreements Manual](#) (Intranet only)

[Policy on Access to the Interstate System](#)

[Right of Way Manual](#)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

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**[Chapter 29](#) – Landscape Architecture**

[CADD Users Manual](#)

[California Green Buildings](#)

[California Manual on Uniform Traffic Control Devices](#)

[California Outdoor Advertising Act](#)

[Caltrans Best Practices Public Participation Reference](#)

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[Design Information Bulletins](#)

[Division of Transportation Planning](#)

[Division of Transportation Programming-State Highway Operation and Protection Program \(SHOPP\) and Minor Program](#)

[Encroachment Permits Manual](#)

[Flexibility in Highway Design](#)

[Highway Design Manual](#)

[Landscape Architecture Program-Blue Star Memorial Highways](#)

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[Landscape Architecture Program-Design Guidance](#)

[Landscape Architecture Program-Safety Roadside Rest Area System](#)

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[Landscape Architecture PS&E Guide](#)

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[Safety Roadside Rest Area Master Plan](#)

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[California Manual on Uniform Traffic Control Devices](#)

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**Chapter 32 – Lands and Buildings Facilities**

[California Green Buildings](#)

[State Administrative Manual](#)

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**Appendix D – Preparation Guidelines for Project Report (New  
Highway Planting or Roadside Rehabilitation)**

[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

[Model Water Efficient Landscape Ordinance](#)

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**Appendix I – Preparation Guidelines for Design Engineering  
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[Highway Design Manual](#)

[PID Guidance](#) (Intranet only)

[PID Guidance](#)

[Quality Assurance Program Guide for Design Products](#) (Intranet only)

[Standard Environmental Reference](#)

[Transportation Management Plan Guidelines](#)

[Wired Broadband Facilities on State Highway Right of Way](#)

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**Appendix K – Preparation Guidelines for Project Report**

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[Complete Streets Program](#)

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[High-Occupancy Vehicle Guidelines](#)

[Interim Guidance on AB2542 Reversible Lanes Requirement](#) (Intranet only)

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[Office of Asset Management](#) (Intranet only)

[PID Guidance](#) (Intranet only)

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[Project Risk Management Handbook](#) (Intranet only)

[Ramp Metering Design Manual](#)

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[Standard Environmental Reference](#)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

[Title VI Program](#)

[Title VI Program](#) (Intranet only)

[Traffic Noise Analysis Protocol](#)

[Transportation Management Plan Guidelines](#)

[Wired Broadband Facilities on State Highway Right of Way](#)

### **[Appendix L](#) – Preparation Guidelines for Project Study Report**

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[Congestion Mitigation and Air Quality](#) (Intranet only)

[Cost Estimating](#) (Intranet only)

[Design Information Bulletins](#)

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[Division of Maintenance-State Highway Operation and Protection Program \(SHOPP\)](#)  
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[Division of Transportation Programming-Office of Capital Improvement Programming \(OCIP\)](#)

[Division of Transportation Programming-State Highway Operation and Protection Program \(SHOPP\) and Minor Program](#)

[Full Closure Guidelines](#)

[Highway Design Manual](#)

[Plans Preparation Manual](#)

[Project Development Workflow Guide](#) (Intranet only)

[Project Phase and WBS Level 5 Flow Chart](#)

[Project Risk Management Handbook](#) (Intranet only)

[PSR-PDS Guidance](#)

[Roadside Management Toolbox](#)

[Scoping Tools](#)

[SHOPP Project Initiation Report \(PIR\) Guidance](#)

[Standard Environmental Reference](#)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

[Transportation Management/Int Plan Guidelines](#)

[Workplan Standards Guide](#) (Intranet only)

**[Appendix M](#) – Preparation Guidelines for Project Report (Safety Roadside Rest Area)**

[Standard Environmental Reference](#)

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**[Appendix Q](#) – Preparation Guidelines for Project Report  
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[Roadside Management Toolbox](#)

[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

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**[Appendix S](#) – Preparation Guidelines for Project Study Report-  
Project Development Support Project Initiation Document**

[Appendix S Estimate Template](#)

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[Coding Manual](#) (Intranet only)

[Complete Streets Decision Document – Implementation dated February 11, 2021](#)

[Congestion Mitigation and Air Quality](#) (Intranet only)

[Department as CEQA Lead Agency for Projects on the State Highway System](#)

[Design Information Bulletins](#)

[Design Scoping Index](#)

[Division of Transportation Programming-Office of Capital Improvement Programming  
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[Highway Design Manual](#)

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[Project Development Workflow Guide](#) (Intranet only)

[Project Nomination Process](#) (Intranet only)

[Project Phase and WBS Level 5 Flow Chart](#)

[Project Risk Management Handbook](#) (Intranet only)

[Risk Management](#) (Intranet only)

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[Standard Environmental Reference](#)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

[Storm Water Quality Handbooks: Project Planning and Design Guide](#)

[Storm Water](#)

[Team Charter Development](#) (Intranet only)

[2015 Ten-Year State Highway Operation and Protection Program Plan \(SHOPP Plan\)](#)

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### **[Appendix Z](#) – Preparation Guidelines for Relinquishment Approval Report**

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[Coding Manual](#) (Intranet only)

[Division of Environmental Analysis-Purpose and Need](#)

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[Highway Design Manual](#)

[Interim Guidance on Complete Streets and Climate Change for SHOPP](#) (Intranet only)

[Plans Preparation Manual](#)

[Project Risk Management Handbook](#) (Intranet only)

[SHOPP Project Initiation Report \(PIR\) Guidance](#)

[State Highway Operation and Protection Program Compliance with Executive Order B-30-15](#) (Intranet only)

[Stewardship and Oversight Agreement on Project Assumption and Program Oversight](#)

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**[Appendix BB](#) – Design Standard Decision Documentation**

[California Manual on Uniform Traffic Control Devices](#)

[Categorical Exclusion Memorandum](#)

[Highway Design Manual](#)

[Highway Safety Manual](#)

[Mitigation Strategies for Design Exceptions](#)

[Plans Preparation Manual](#)

[Roadside Design Guide](#) (available through the [Caltrans Library](#) [Intranet only])

**[Appendix CC](#) – Preparation Guidelines for Freeway Agreement**

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**[Appendix DD](#) – Hazardous Waste**

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**[Appendix EE](#) – Highway Planting “One Liner” and Design Intent Statement (DIS)**

None

**[Appendix FF](#) – Complete Streets Decision Documentation**

[Complete Streets Decision Document – Implementation](#)

[Complete Streets Elements Toolbox](#)

[Contextual Guidance for Bike Facilities Memo, dated March 11, 2020](#)

[Bikeway Facility Selection Guidance Memo, dated June 30, 2020](#)

[FHWA Bikeway Facility Selection Guide](#)

[Highway Design Manual](#)

[Design Information Bulletin 89, Class IV Bikeway Guidance \(Separated Bikeways/Cycle Tracks\)](#)

[AASHTO Bicycle and Pedestrian Facility Design Guides](#) (available through the [Caltrans Library](#) [Intranet only])

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**[Appendix JJ](#) – Preparation Guidelines for Resolution of Necessity**

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None

**[Appendix QQ](#) – Preparation Guidelines for Survey File**

[CADD Users Manual](#)

[Plans Preparation Manual](#)

[Surveys Manual](#)

[Construction Contract Development Guide](#)

**[Appendix RR](#) – Safety Review Templates**

[Appendix RR Safety Review Request Template](#)

[Appendix RR Final Safety Review Memorandum Template](#)