

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA I-1-2 Page 1 of 1
Subject: S.O.P. NUMBERING SYSTEM			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 1 S.O.P. NO. SA I-1-2 EFFECTIVE: March 15, 1999	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To develop a uniform numbering system for Standard Operating Procedures.

1. S.O.P. NUMBERING SYSTEM: The S.O.P. Numbering System is as follows:
 - 1.1. The letters "SA" are the abbreviation for Office of State Aid Road Construction.
 - 1.2. The Roman numeral following "SA" denotes the SECTION number. The SECTIONS are the major divisions of subject matter.
 - 1.3. The second numeral(s) denotes the chapter number within that particular SECTION.
 - 1.4. The third or last numeral(s) denotes the S.O.P. subject number and will remain the number for that subject.

2. ILLUSTRATION: S.O.P. NO. SA I-1-1
 - 2.1. "SA" is the abbreviation for Office of State Aid Road Construction.
 - 2.2. Roman Numeral "I" is SECTION number.
 - 2.3. The next (or middle) numeral(s) is the Chapter number within SECTION I.
 - 2.4. The last numeral(s) is the S.O.P. subject number.