

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA I-1-3
STANDARD OPERATING PROCEDURES			Page 1 of 1
Subject: S.O.P. DISTRIBUTION OF S.O.P.s			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-1-3 EFFECTIVE: March 15, 1999	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To set out the method to be used when making distribution of Standard Operating Procedures and subsequent revisions thereto.

1. DISTRIBUTION OF S.O.P.s:

- 1.1. Distribution "A": State Aid Personnel
- 1.2. Distribution "B": County Engineers
- 1.3. Distribution "C": Boards of Supervisors
- 1.4. Distribution "D": Executive Director
Deputy Executive Director/Chief Engineer
Director, Office of Administrative Services
Director, Office of Highways
Appropriate Division Heads
- 1.5. Distribution "E": Division Administrator, FHWA