<table>
<thead>
<tr>
<th>Subject: S.O.P. DISTRIBUTION OF S.O.P.s</th>
<th>Distribution A, B, C, D, E</th>
</tr>
</thead>
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<tr>
<td>EFFECTIVE: March 15, 1999</td>
<td>APPROVED</td>
</tr>
<tr>
<td>EFFECTIVE: July 1, 2005</td>
<td>J. Brooks Miller, Sr.</td>
</tr>
</tbody>
</table>

### 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