

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-11
STANDARD OPERATING PROCEDURES			Page 1 of 1
Subject: S.O.P. EMPLOYEE INFORMATION REQUIREMENTS			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of S.O.P. NO. SA II-2-11 EFFECTIVE: July 1, 2000	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To Establish Requirements For Posting Information Under U. S. Department Of Labor Regulations, U.S. Army Corps of Engineers, and U.S. Department of Environmental Quality.

GENERAL: The following information should be posted on bulletin boards on all Federal Aid projects for prime contractors and subcontractors.

1. Posters:
PR-1022 (Title 18),
FHWA 1495 (Title 23-Section 113),
EEO Poster, and
Job Safety & Health Protection
2. Wage rates as published by the Department of Labor.
3. Company EEO policy statement.
4. A letter stating the names of the EEO Officer, DBE Liaison Officer, and Safety Officer for the company.
5. A letter to the County Engineer designating a responsible person and an alternate along with their telephone numbers to implement the traffic control plan.
6. Corps of Engineers Permit Form No. 4336.
7. 404 Permit (When required).
8. Storm Water Permit (When required).
9. Telephone numbers of physicians, hospitals, and/or ambulances.

SUBCONTRACTORS: For subcontractors, with contracts in excess of \$10,000.00, it will be permissible for the prime and subcontractor to utilize the same bulletin board if all required information is displayed.

1. Company EEO Policy Statement.
2. Company EEO and Safety Officer.