



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

October 29, 2009

CONSTRUCTION MEMORANDUM 09-19

TO: District Deputy Commissioners
Technical Services Directors
District Construction Directors
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors
Office of Materials Management

FROM: Mark A. Miller, Director *Malcolm*
Division of Construction Management

SUBJECT: General Instructions to Field Employees (GIFE)

The 2009 Interim Edition of the General Instructions to Field Employees (GIFE) has been posted to the Department's website at <http://www.in.gov/dot/div/contracts/standards/>.

The purpose of the GIFE is to establish standard procedures for construction administration and inspection activities with the intent that field personnel will carry out their duties in a uniform manner throughout the State.

There are many areas that are not yet covered by the GIFE and in general, standard Department practice should be followed in lieu of specific instructions until those areas are addressed. The GIFE does not cover every contingency and field personnel are expected to use their best judgment in dealing with the specific and unusual situations that arise on any project. However, Department personnel are expected to apply the procedures in the GIFE to the best extent possible on any given project.

This edition of the GIFE is not intended to be a definitive document, but instead has been developed from the 2002 GIFE in order to eliminate as much incorrect information as possible. In addition, new material has been included in several sections. Particular attention is called to the following sections:

- Section 3.1 – Erosion & Sediment Control
- Section 4.1.1 – Structure Sump Requirements
- Section 4.11.2 – Mandrel Testing of Thermoplastic Pipe
- Section 5.7 – Driven Piling
- Section 13 – Hot Mix Asphalt, HMA, Pavement

Revisions to the GIFE will continue over the next year to accomplish the two main goals:

- Incorporate instructions from existing Construction Memorandum into the appropriate sections.
- Add instructions for field documentation and Final Construction Record documentation.

Please instruct your staffs, particularly field personnel, to review and apply the procedures established in the GIFE. Note that supplemental instructions issued by Construction Memorandum will still apply until incorporated into the GIFE.

Questions and comments should be directed to the Division of Construction Management.

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