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MITCHELL E. DANIELS, JR., Governor
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May 15, 2006

MEMORANDUM
06-13

TO: District Directors
District Construction Engineers
Toll Road Operations Engineer
District Materials & Tests Engineers
District Highway Management Directors
District Area Engineers
Project Engineers/Supervisors

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

SUBJECT: Preconstruction Conference, Additional Invitees

The following personnel are to be added to the list of those invited to attend preconstruction conferences:

The District Safety Director is to be invited to all preconstruction conferences to address any safety concerns. If the District Safety Director is unable to attend, they may provide information for presentation at the meeting.

The Central Office Environmental Permits Supervisor is to be invited to all preconstruction conferences to address environmental permit questions.

A copy of the minutes of the preconstruction conference is to be provided to the District Safety Director and to the Central Office Environmental Permits Supervisor.

MAM:sec