

**UTILITY INSTALLATION REVIEW (UIR) SYSTEM
USER MANUAL – INSTALLATION OWNERS**

by

Cesar Quiroga, P.E.
Research Engineer
Texas Transportation Institute

Yingfeng Li
Assistant Research Scientist
Texas Transportation Institute

Edgar Kraus, P.E.
Assistant Research Engineer
Texas Transportation Institute

and

Jerry Le
Software Applications Developer
Texas Transportation Institute

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TEXAS TRANSPORTATION INSTITUTE
The Texas A&M University System
College Station, Texas 77843-3135

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LIST OF ACRONYMS, ABBREVIATIONS, AND TERMS

AASHTO	American Association of State Highway and Transportation Officials
CAD	Computer Aided Design
DOT	Department of Transportation
FHWA	Federal Highway Administration
IE	Internet Explorer®
ISD	Information Systems Division
MNT	Maintenance Division
NOPI	Notice of Proposed Installation
PDF	Portable Document Format
PNG	Portable Network Graphic
ROW	Right of Way
TOC	Table of Contents
TxDOT	Texas Department of Transportation
UAR	Utility Accommodation Rules
UIR	Utility Installation Review

ABOUT UIR

INTRODUCTION

The Utility Installation Review (UIR) system is a web-based system that automates the submission, review, approval, inspection, and post-construction processing of utility installation requests on the state right of way (ROW). At the Texas Department of Transportation (TxDOT), a utility installation request is also called a notice of proposed installation (NOPI). UIR includes user interfaces for installation owners and TxDOT officials. The installation owner interface enables users to:

- prepare and submit installation requests online,
- track and respond to requests from TxDOT in connection with their installation requests,
- select and view historical installation request data (limited to requests submitted by the installation owner),
- manage installation owner user accounts (depending on privilege level), and
- generate queries and tabular and/or map-based reports.

The TxDOT interface enables TxDOT users to:

- review and forward installation requests to relevant stakeholders (other TxDOT users and installation owner request applicants),
- approve or reject pending installation requests,
- document the construction inspection process,
- select and view historical installation request data from all installation owners,
- manage installation owner and TxDOT accounts, and
- generate queries and tabular and/or map-based reports.

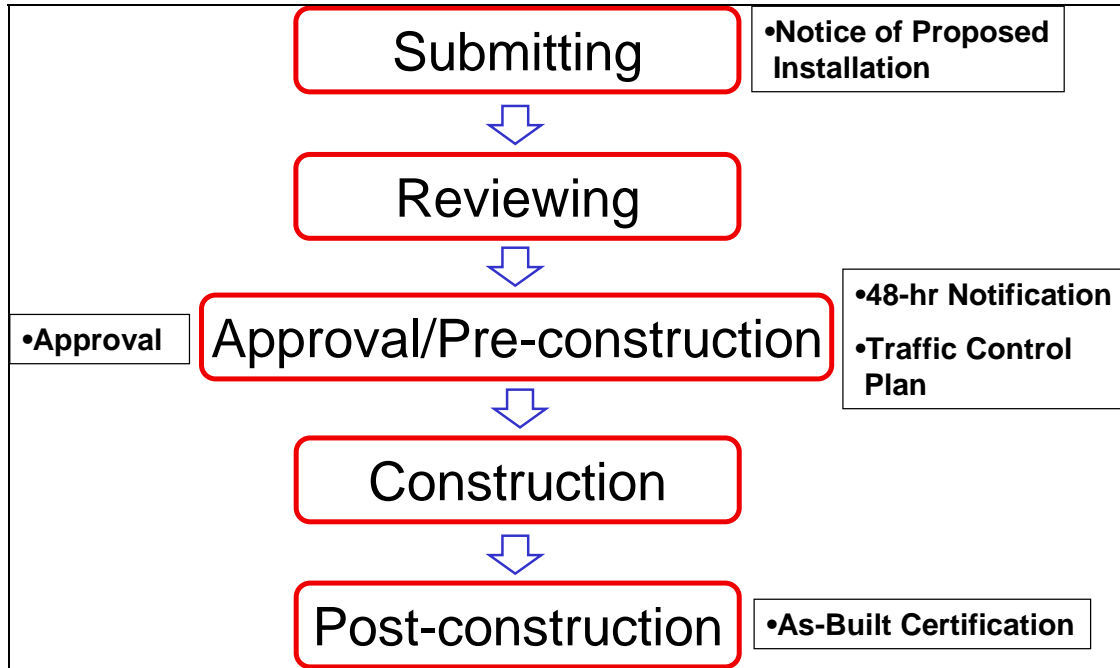
Access to UIR for installation owner users and TxDOT users depends on the role that individual users play on the utility installation process and their UIR account status and privilege level.

This manual is a printable version of the online help system that is available through the UIR web site. As needed, this manual uses the following special text style conventions:

- In reference to the UIR online help system:
 - Underlined Blue Text: Installation owner help system hyperlink (underlined)
 - Underlined Red Text: TxDOT help system hyperlink (underlined)
- In reference to the UIR user interface:
 - **Blue Text**: Installation owner user interface hyperlink (not underlined)
 - **Red Text**: TxDOT user interface hyperlink (not underlined)
 - **Bold Text**: UIR interface button
 - “Text in double quotes:” Browser menu option (usually accompanied by an instruction to select a menu option)

UTILITY INSTALLATION REQUEST WORKFLOW

Using UIR to document the installation of utility facilities on the state ROW is a five-phase process.



Submitting. The installation owner user submits a utility installation request online (also called notice of proposed installation). As part of the process, the user provides detailed information about the proposed installation; uploads and generates portable document format (PDF) versions of plans, schematics, and other supporting documents; and locates the proposed installation on an interactive map. After submitting the request, UIR sends an email to designated TxDOT district officials to alert them about the new submission.

Reviewing. TxDOT district officials review the feasibility of the proposed installation. Depending on the case, the review might involve routing the proposal to area offices, maintenance sections, and other offices, as well as interaction with the installation owner user to gather additional and/or revised documentation. The outcome of this process is a recommendation to approve or reject the proposal. Every time a user routes the request to another user, UIR sends an automated reminder email to the recipient.

Approval/Pre-construction. A designated TxDOT official approves the proposed installation and routes the approval form along with any relevant special provisions to the installation owner user for further processing. At least 2 business days prior to starting construction, the installation owner user (or another duly authorized installation owner user) uses UIR to notify TxDOT that construction is about to commence. UIR sends an email to the designated TxDOT inspector who then coordinates with the installation owner user details such as construction schedule and traffic control plans.

Construction. The installation owner proceeds with the construction of the utility installation. TxDOT officials conduct field inspections to verify compliance with the proposed documentation and relevant specifications and regulations. This process ends when the TxDOT inspector notifies the utility permit office that construction has ended, indicating whether there were changes between approved and actual alignments. During the construction phase, if warranted, the TxDOT inspector could stop the construction and require the installation owner to submit amendment requests online to address major unexpected situations encountered during construction.

Post-construction. After the TxDOT field inspector notifies the district utility permit office that construction has ended, this office requests the installation owner to submit an as-built certification online. After the submission and review of the as-built certification, the utility permit office archives the completed request.

Each installation request is different and can involve many different steps, requirements, and review by a large number of stakeholders. Pages 5 and 6 show a detailed view of the installation request workflow diagram.

ADDITIONAL INFORMATION

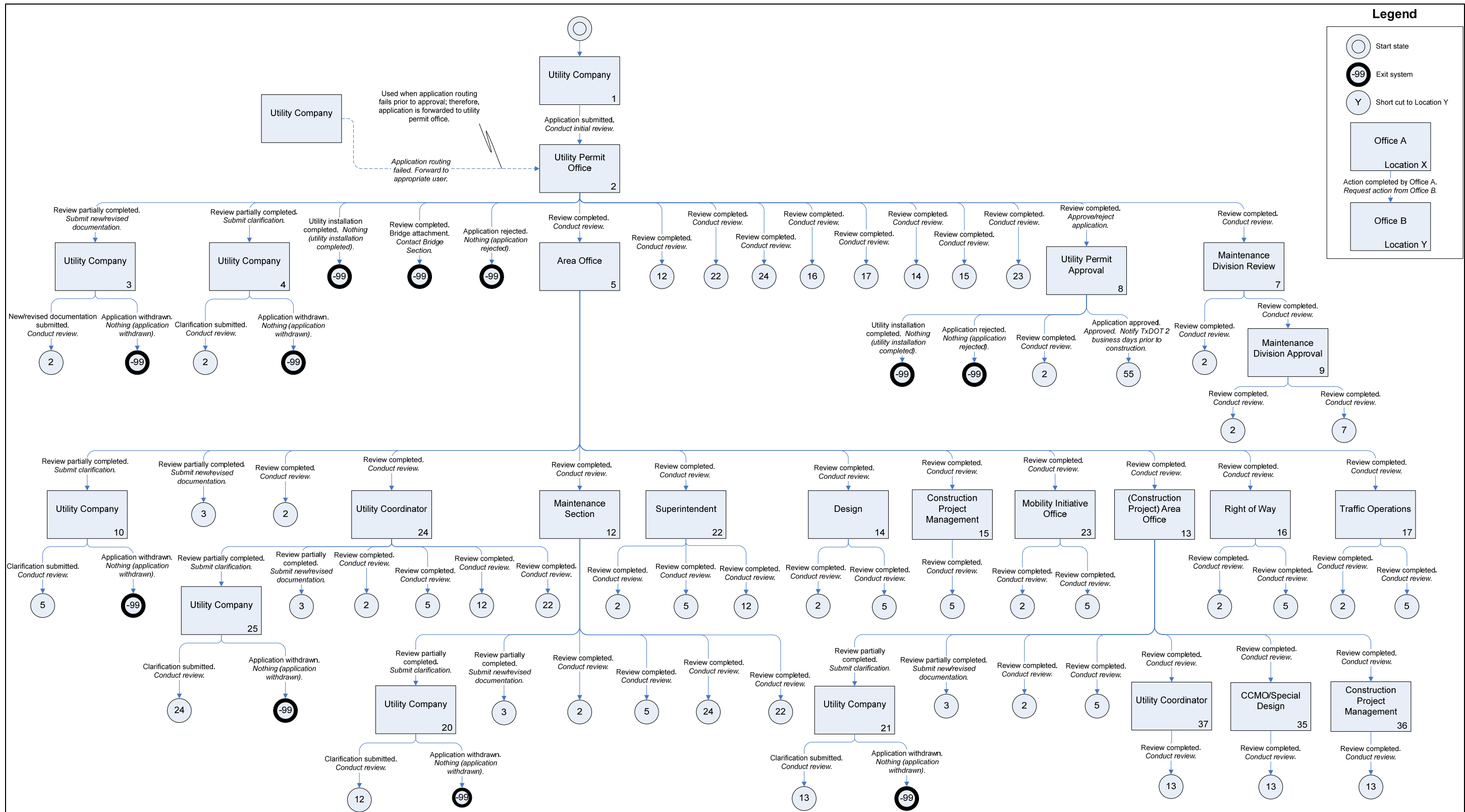
The Utility Accommodation Rules (UAR) and the TxDOT Utility Manual govern the accommodation of utility facilities on the state highway ROW (1, 2). The rules and guidelines are the result of a federal mandate that requires states to submit a statement to the Federal Highway Administration (FHWA) documenting the following information:

- authority of utilities to use and occupy the state highway ROW,
- power of the state department of transportation (DOT) to regulate such use, and
- policies the state DOT uses for accommodating utilities within the ROW of federal aid highways under its jurisdiction (3).

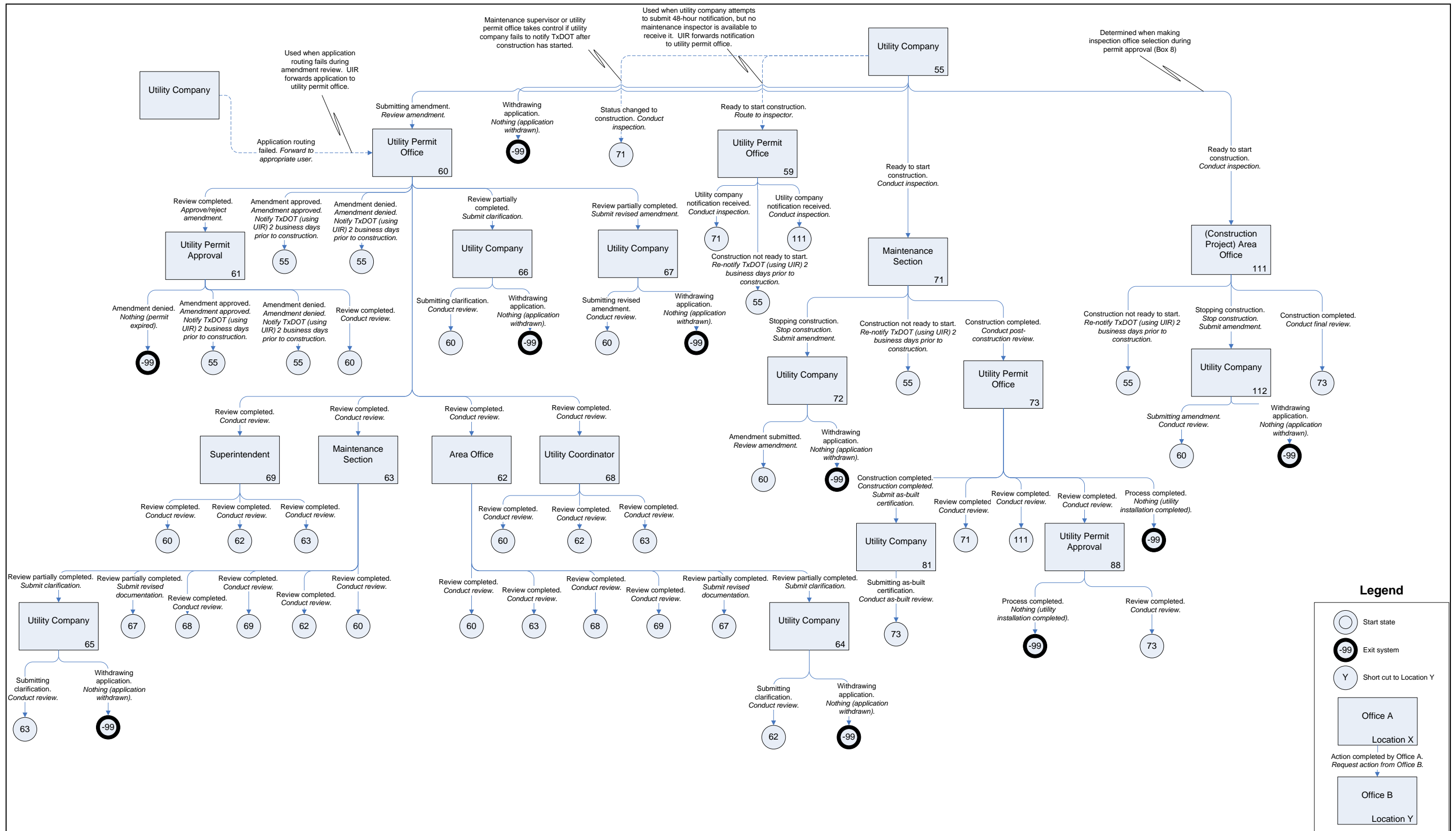
The rules, which can be traced to utility accommodation policies and guides the American Association of State Highway and Transportation Officials (AASHTO) developed, prescribe minimums relative to the accommodation, location, installation, adjustment, and maintenance of utility facilities within the state ROW (4, 5). However, the rules also establish that where industry standards or governmental codes, orders, or laws require utilities to provide a higher degree of protection than provided in the UAR, such regulations and laws take precedence (1). At TxDOT, a number of documents provide additional information regarding specific requirements that might affect utility installations on the ROW, including standard and special construction specifications, special provisions, and survey standards (6, 7).

REFERENCES

1. *Texas Administrative Code, Title 43, Part 1, Chapter 21, Subchapter C. 43TAC1.21C.* [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=21&sch=C&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=21&sch=C&rl=Y). Accessed November 26, 2007.
2. *Utility Manual.* Texas Department of Transportation, Austin, Texas, July 2005.
3. *Code of Federal Regulations, Title 23, Part 645, Subpart B—Accommodation of Utilities.* 23 CFR 645.101 – 645.119, Washington, D.C., 2006.
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=0910bff7574ab3e1a9afc2d7c645b8d1;rgn=div5;view=text;node=23%3A1.0.1.7.26;idno=23;cc=ecfr>. Accessed November 26, 2007.
4. *A Policy on the Accommodation of Utilities within Freeway Right-Of-Way.* American Association of State Highway and Transportation Officials, Washington, D.C., 2005.
5. *A Guide for Accommodating Utilities within Highway Right-Of-Way.* American Association of State Highway and Transportation Officials, Washington, D.C., 2005.
6. *TxDOT Specifications.* Texas Department of Transportation, Austin, Texas, 2007.
<http://www.dot.state.tx.us/business/specifications.htm>. Accessed November 26, 2007.
7. *TxDOT Survey Manual.* Texas Department of Transportation, Austin, Texas, February 2006.



Utility Permit Workflow Diagram (Submitting and Reviewing Phases).



Utility Permit Workflow Diagram (Approval/Pre-Construction, Construction, and Post-Construction Phases).

ACCESSING UIR

CLIENT SYSTEM REQUIREMENTS

To use UIR, use a desktop or laptop computer with at least the following specifications:

- Windows® XP with Service Pack 2 (SP2),
- Microsoft® Internet Explorer® (IE) 6.0 with SP2,
- PDF reader such as Adobe Acrobat Reader® 6.0, and
- Internet connection.

There is no need to install any special client-side software to run UIR. However, you will need a valid, active UIR account to access the system and an email address to receive automated alert emails from the system.

UIR runs on Internet Explorer web browsers (at least version 6 SP2). UIR does not run properly on non-IE browsers (such as Mozilla Firefox®).

LOGIN TO UIR

At the UIR Installation Owner User Login page, enter your UIR login ID and password and click **Login**.



UIR Installation Owner User Login

Login ID

Password

Login

Not a registered user? [Click here to register](#)

Forgot your password? [Click here to retrieve it](#)

[Note about Cookies, Outlook, and Printing with Internet Explorer](#) [UIR Help](#)

NEW USER REGISTRATION

UIR assumes the following installation owner structure:

- An installation owner may be composed of multiple offices, which do not necessarily coincide with TxDOT district boundaries. Examples of offices include regional divisions, marketing areas, service centers, city departments, and utility district offices.

- For each office, there may be one or more administrators, users, consultants, and guests. By default, the first user who creates an office account in UIR is an administrator. Before that user can use his/her account, a TxDOT official needs to validate it and approve it.
- Office administrators have the responsibility to manage the office account, which includes adding and/or deleting user accounts, consultant accounts, and guest accounts.
- Administrators and users can submit installation requests to TxDOT. Consultants can assist with the preparation of installation requests (including responses to TxDOT) but cannot submit those installation requests to TxDOT.

To create an office account (and create the first administrator account):

- At the UIR Installation Owner User Login page, click [Click here to register](#) and follow the instructions. Note: If your office already exists in the UIR database, DO NOT use this procedure. Instead, ask a designated UIR installation owner office administrator to create an account for you.

UIR User Acknowledgments and Responsibilities

- As a regular UIR account holder ("User" or "Administrator" privilege level), you are a duly authorized representative of an agency that owns utility installations in the state right of way (ROW) who has the authority to submit and coordinate utility installation requests. Submission and/or coordination of installation requests in the state ROW by a regular UIR account holder commits the authorizing agency to all responsibilities and liabilities under state law in connection with the design, construction, operation, and maintenance of such installations. Account holders with a "Consultant" privilege level may be given restricted access to UIR, including the ability to prepare, but not submit, installation requests on behalf of the agency. TxDOT reserves the right to request a written certification from the agency documenting the authority given to the UIR account user to act as a duly authorized agency representative.
- As a regular UIR account holder, you can use this web site to prepare, submit, and track utility installation requests. You agree to provide all necessary data, justification, and files needed to generate online versions of the Notice of Proposed Installation (NOP) form and to facilitate a thorough review and assessment of feasibility of the proposed installation within the state right of way by TxDOT. All utility installations must comply with existing rules and regulations, including the [Utility Accommodations Rules](#) and applicable specifications and special provisions attached to NOP approval forms.
- UIR enables you to upload drawings and other documentation depicting the location of existing and proposed installations in a variety of [supported file formats](#). To facilitate the review and document archival process, UIR generates PDF versions of files uploaded through the UIR interface. It is your responsibility to review each PDF file generated to ensure all pages are legible (including line work, labels, annotations, and dimensions) and every sheet prints completely, correctly, and is legible on 11x17 inch paper. To ensure legibility, the minimum acceptable font size on 11x17 inch paper prints is 8 points (a point is roughly equivalent to 1/72 of an inch).

I agree
 Continue

I do not agree

New Installation Owner/Office Registration Form

Select the appropriate account type

New user account in existing office. An Administrator needs to log in and use the Manage Accounts menu option to add new users. [Click here to exit.](#)
 New consultant account in existing office. An Administrator needs to log in and use the Manage Accounts menu option to add new consultants. [Click here to exit.](#)
 New office record (i.e., a previous installation owner record exists in the database, but it is necessary to add a new office).
 New installation owner record (i.e., there is no previous record for the agency in the database). Hint: Under Accounts, click Installation Owner Contacts to verify whether your agency already exists in the database.

The registration form on the following page applies. After submitting the completed form, TxDOT will review the account request and will notify you by email. If approved, your account will become active, you will become the administrator for the new office account, and you will be responsible for managing (including adding) user accounts within the same office. You can designate one or more users within the same office as additional administrators.

I agree Continue
 I do not agree

- Provide installation owner, “home” TxDOT district, office, contact, and security information.
 - Verify whether the installation owner is already listed in the database. If a record already exists, DO NOT enter the name again. Instead, select the installation owner name from the drop down menu.
 - The “home” TxDOT district is the district where you will register the new office account. Notice that you can submit installation requests to any active district, regardless of your “home” district.

Create/Edit New User Account

Select or add installation owner

Installation Owner Name: UIR Utility Testing Company No special characters ' "
[Or click here to select Existing Installation Owner](#)

Installation Owner Acronym: UIRUTC

Select TxDOT district (your "home" district). Notice that you can submit installation requests to any active district.

TxDOT District Name: San Antonio District

Add office

Office Name: San Antonio Office 1

Office Acronym [Optional]: SAO1

Provide contact information

User Name: First Cesar Last Quiroga

Title [Optional]: Tester

Phone Number: 210 - 731 - 9938

Mobile Number [Optional]: - - -

Fax Number [Optional]: 210 - 731 - 8904

Email Address: c-quiroga@tamu.edu

Address: Street 3500 NW Loop 410, Suite 315
 City San Antonio Texas 78229

Provide security information

Login ID: cquiroga440 4-15 characters. Letters or numbers only

Password: ●●●●●● Case sensitive. 6-15 characters. Must be different from Login ID

Confirm Password: ●●●●●●

Account status

User Account Status: Pending

User Privilege Level: Administrator

Reset Form Continue

- Verify the information and click **Submit** to submit the request to TxDOT or **Edit Form** to make changes.

New Installation Owner Registration Form	
Review and edit form as needed. When finished, click Submit to send the account request to TxDOT.	
Installation owner information	
Installation Owner Name	UIR Utility Testing Company
Installation Owner Acronym [Optional]	UIRUTC
TxDOT District Name	San Antonio District
Office Name	San Antonio Office 1
Office Acronym	SAO1
Contact information	
User Name	Cesar Quiroga
Title [Optional]	Tester
Phone Number	(210)731-9938
Mobile Number [Optional]	
Fax Number [Optional]	(210)731-8904
Email Address	c-quiroga@tamu.edu
Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229
Security information	
Login ID	cquiroga440
Password	-- not displayed --
Account status	
User Account Status	Pending
User Privilege Level	Administrator
<input type="button" value="Edit Form"/>	<input type="button" value="Submit"/>

- After submitting the request, TxDOT will review the information and will let you know by email. Upon approval, you will be able to login to UIR.

Thank you for registering. TxDOT will review your request and will let you know by email.
<input type="button" value="Close Window"/> <input type="button" value="Return to Login Page"/>

PASSWORD AND LOGIN ID RETRIEVAL

If you forgot your password, there are three options to retrieve it:

- At the UIR Installation Owner User Login page, click [Click here to retrieve it](#). Then provide your login ID and click **Email My Password**. Internally, UIR resets your password to a temporary password.
- Ask a designated office administrator to login and generate a new temporary password (system generated or typed) by editing your account under [Manage Accounts](#).
- If an office administrator is not available, contact the TxDOT district utility permit office and request a temporary password. TxDOT can generate a new temporary password (system generated or typed) by editing your account under [Manage Installation Owner Accounts](#).

In all cases, UIR will send the new temporary password to the email address associated with the login ID. The next time you login, UIR will ask you change that temporary password to a more permanent password.

If you forgot your login ID, there are two options to retrieve it:

- Ask a designated office administrator to login and look up your login ID under [Manage Accounts](#).
- If an office administrator is not available, contact the TxDOT district utility permit office. TxDOT can look up your login ID under [Manage Installation Owner Accounts](#).

COOKIES, OUTLOOK, AND PRINTING WITH INTERNET EXPLORER

UIR uses session objects as a way to "link" all the pages opened by the user within the same session. The server automatically generates a session object in response to a user request to start a session. Before you can log in, make sure your browser is set to enable per-session cookies. After you close the browser or when the session expires (after 60 minutes of inactivity), the server will automatically delete the session object. To enable per-session cookies in Internet Explorer, go to **Tools > Internet Options > Privacy** and move the slider to **Medium**.

If you use Microsoft Outlook, disable the option to remove extra line breaks to prevent different lines from displaying in the same row. You can do this in Outlook by going to **Tools > Options > Preferences > Email Options**.

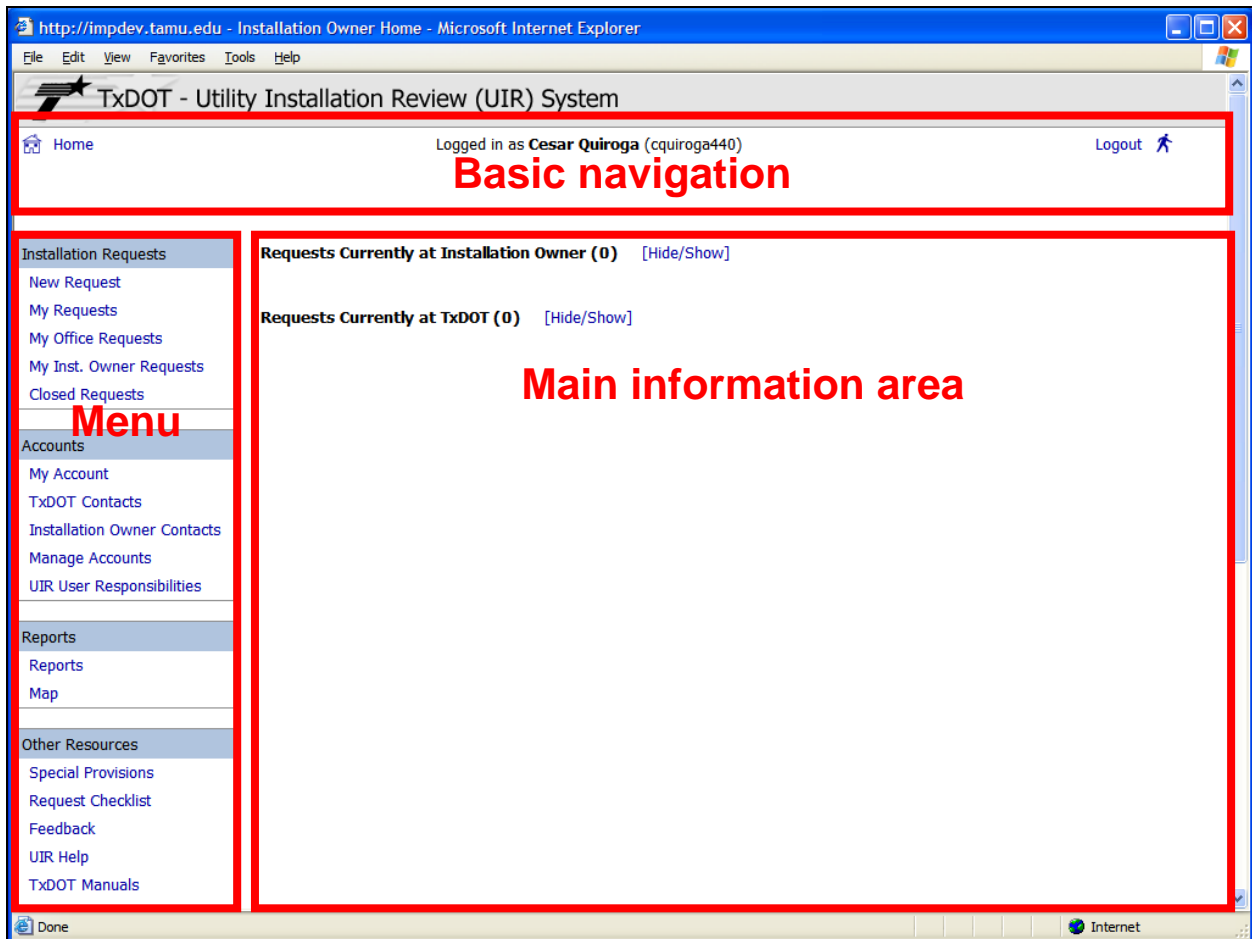
If you use Microsoft Internet Explorer, make sure the browser is set to print background colors and images. In Internet Explorer, go to **Tools > Internet Options > Advanced** and, under "Printing," check the "Print background colors and images" option.

NAVIGATING UIR

SCREEN STRUCTURE AND MENU OPTIONS

Most UIR screens use the following structure:

- *Basic navigation.* This area, at the top of the user interface, includes [Home](#) (i.e., the user’s “home” page, which lists the user’s active requests), the user’s name and login ID, and [Logout](#).
- *Menu.* This area includes the menu options available to the user, which may vary depending on the user’s account privilege level.
- *Main information area.* The content displayed depends on the menu option the user selects.



The following is a description of the possible menu options and what function they serve.

- **Installation Requests:**
 - [New Request](#) enables the user to submit a new installation request.
 - [My Requests](#) displays the user’s active requests (same as [Home](#)).

- [My Office Requests](#) shows a list of active requests from all the users associated with the user's office.
- [My Inst. Owner Requests](#) shows a list of active requests from all the offices registered at the same TxDOT district office.
- [Closed Requests](#) shows closed requests, grouped into three categories: My Closed Requests, Office Requests, and Installation Owner Requests.
- Accounts:
 - [My Account](#) displays user profile information.
 - [TxDOT Contacts](#) shows a list of TxDOT officials who may be involved in the installation review process.
 - [Installation Owner Contacts](#) shows a list of installation owners, offices, and registered UIR users.
 - [Manage Accounts](#) enables an administrator to manage user accounts.
 - [UIR User Responsibilities](#) includes a summary of basic UIR user acknowledgments and responsibilities.
- Reports
 - [Reports](#) enables the user to generate reports using a general-purpose query engine.
 - [Map](#) displays an interactive map of the state and includes installation request display and query capabilities.
- Other Resources
 - [Special Provisions](#) displays special provisions that TxDOT attaches to installation request approval forms.
 - [Request Checklist](#) displays questions that installation owner users must answer when they submit installation requests.
 - [Feedback](#) enables users to provide comments and suggestions on how to improve UIR.
 - [UIR Help](#) opens a new browser window that shows the interactive UIR online help system.
 - [TxDOT Manuals](#) opens a new browser window that lists TxDOT manuals that are available online.
 - [Utility Accommodation Rules](#) opens a new browser window that lists the Utility Accommodation Rules in Texas.
 - [TxDOT Standard Specifications](#) opens a new browser window that enables users to search standard construction specifications at TxDOT.
 - [Texas Manual on Uniform Traffic Control Devices](#) opens a new browser window that points to the online version of the Texas Manual on Uniform Traffic Control Devices.
 - [TxDOT Traffic Engineering Standard Plan Sheets](#) opens a new browser window that points to standard traffic control plan sheets at TxDOT.
 - [Utility Listings](#) opens a new browser window that lists utility regulatory agencies in Texas along with listings of registered utility owners and operators.
 - [ROW Maps](#) opens a new browser window that points to the ROW Maps application at TxDOT.
 - [Survey Control Points](#) opens a new browser window that points to the Survey Control Point application at TxDOT.

INSTALLATION REQUESTS

New Request

New Request enables the user to submit a new installation request. See [Submitting and Processing Requests](#) for more information.

My Requests

[My Requests](#) displays the user's active requests (same as [Home](#)).

- Click [My Requests](#) in the Installation Requests menu box. This view shows four types of requests:
 - *New Incomplete Requests*. This list includes requests that the user is preparing but has not yet submitted to TxDOT. The user has completed at least one of the six steps in the process to submit the request to TxDOT. Note: Clicking **×** permanently deletes an incomplete request from UIR. This operation is irreversible.
 - *Incomplete Responses to TxDOT*. This list includes requests for which the user (or another duly authorized installation owner representative in the same office) is preparing a response to TxDOT. The user has completed at least one of the six steps in the process to submit the response to TxDOT. Note: Clicking **×** only deletes the incomplete response to TxDOT from the database, not the overall request (which remains in the database).
 - *Requests Currently at Installation Owner*. This list includes requests for which there is a pending action by the installation owner user.
 - *Requests Currently at TxDOT*. This list includes requests for which there is a pending action by TxDOT.
- To view a specific installation request, click the corresponding installation request number.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).

If the user does not have requests in the system, the interface displays the following:

Requests Currently at Installation Owner (0) [Hide/Show]
Requests Currently at TxDOT (0) [Hide/Show]

My Office Requests

[My Office Requests](#) shows a list of active requests from all the users associated with the user's office.

- Click [My Office Requests](#) in the Installation Requests menu box. This view shows a listing of the number of requests for each office user, grouped into three columns:
 - *Requests currently at TxDOT*. This column displays the number of requests for which there is a pending action by TxDOT.
 - *Requests Currently at Installation Owner*. This column displays the number of requests for which there is a pending action by the installation owner user.
 - *Incomplete Requests/Responses*. This column displays the combined number of new incomplete requests and incomplete responses to TxDOT.
- Click any number to display a list of requests associated with a specific user/request location combination. To view a specific installation request, click the corresponding installation request number.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- Use the search tool to find requests that meet specific criteria (e.g., by installation request number, applicant name, highway, control section, submission date, approval date, or last event date).
 - The search tool accepts partial text entries. For example, type “1234” when searching by installation request number to retrieve all installation requests that include “1234” anywhere in the number. Similarly, type “james” when searching by applicant name to retrieve all installation requests submitted by any user in the same office whose first or last name includes the string “james.”

Office Requests			
Applicant Name	Requests Currently at TxDOT	Requests Currently at Installation Owner	Incomplete Requests/Responses
Cesar Quiroga	0	0	0
Eric Li	0	0	0
Jerry Le	0	0	0
All Users	0	0	0

Search by

My Installation Owner Requests

[My Installation Owner Requests](#) shows a list of active requests from all the offices registered at the same TxDOT district office.

- Click [My Inst. Owner Requests](#) in the Installation Requests menu box. This view shows a listing of the number of requests for each office, grouped into two columns:
 - *Requests currently at TxDOT*. This column displays the number of requests for which there is a pending action by TxDOT.
 - *Requests Currently at Installation Owner*. This column displays the number of requests for which there is a pending action by the installation owner user.
- Click any number to display a list of requests associated with a specific office/request location combination. To view a specific installation request, click the corresponding installation request number.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).

- Use the search tool to find requests that meet specific criteria (e.g., by installation request number, applicant name, highway, control section, submission date, approval date, or last event date).
 - The search tool accepts partial text entries. For example, type “1234” when searching by installation request number to retrieve all installation requests that include “1234” anywhere in the number. Similarly, type “james” when searching by applicant name to retrieve all installation requests submitted by any user in the same office whose first or last name includes the string “james.”

Installation Owner Requests		
Office Name	Requests Currently at TxDOT	Requests Currently at Installation Owner
San Antonio Office 1	0	0
San Antonio Office 2	0	0
All Offices	0	0

Search by

Closed Requests

[Closed Requests](#) shows closed requests, grouped into three categories: My closed requests, office requests, and installation owner requests.

- Click [Closed Requests](#) in the Installation Requests menu box. This view shows a listing of the number of requests for each category, grouped into two columns:
 - *Requests currently at TxDOT*. This column displays the number of closed requests at TxDOT (which, by default, is any closed request).
 - *Requests Currently at Installation Owner*. This column displays the number of closed requests at the installation owner (which, by default, is always zero).
- Click **My Requests** to show the number of closed requests associated with the user.
- Click **Office Requests** to show the list of the number of closed requests associated with each user in the office.
- Click **Inst. Owner Requests** to show the list of the number of closed requests associated with each office registered in the same TxDOT district.
- Click any number to display a list of requests associated with a specific office/request location combination. To view a specific installation request, click the corresponding installation request number.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- Use the search tool to find closed requests that meet specific criteria (e.g., by installation request number, applicant name, highway, control section, submission date, approval date, or last event date).
 - The search tool accepts partial text entries. For example, type “1234” when searching by installation request number to retrieve all closed requests that include “1234” anywhere in the number. Similarly, type “james” when searching by applicant name to retrieve all closed requests submitted by any user in the same office whose first or last name includes the string “james.”

My Requests	Office Requests	Inst. Owner Requests
Applicant Closed Requests		
Applicant Name	Requests Currently at TxDOT	Requests Currently at Installation Owner
Cesar Quiroga	0	0
Search by Installation Request No. <input type="text"/> <input type="button" value="Go"/>		

My Requests	Office Requests	Inst. Owner Requests
Applicant Closed Requests		
Applicant Name	Requests Currently at TxDOT	Requests Currently at Installation Owner
Cesar Quiroga	0	0
Eric Li	0	0
Jerry Le	0	0
All Users	0	0
Search by Installation Request No. <input type="text"/> <input type="button" value="Go"/>		

My Requests	Office Requests	Inst. Owner Requests
Applicant Closed Requests		
Office Name	Requests Currently at TxDOT	Requests Currently at Installation Owner
San Antonio Office 1	0	0
San Antonio Office 2	0	0
All Offices	0	0
Search by Installation Request No. <input type="text"/> <input type="button" value="Go"/>		

ACCOUNTS

Account Status

The account status determines whether a user can login to UIR and can be one of the following:

- *Active.* An active user can login to UIR.
- *Inactive.* An inactive user cannot login to UIR (intended to be on a short-term basis).
- *Out of Office.* An out-of-office user is inaccessible (i.e., UIR cannot route requests to that user). The user can login at any time and change the status.
- *Permanently Inactive.* A permanently inactive user cannot login to UIR (intended to be on a long-term basis).

Account Privilege Level

The account privilege level determines the level of access an active user has. The privilege level can be one of the following: Administrator, User, Consultant, and Guest. The following table summarizes the various levels of access for each privilege level.

Function	Administrator	User	Consultant	Guest
Prepare installation request	X	X	X	
Submit installation request	X	X		
View installation request	X	X	X	X
Prepare response to TxDOT	X	X	X	
Submit response to TxDOT	X	X		
Withdraw request	X	X		
Receive approval	X	X		
Receive copy of approval email	X	X	X	X
Submit 48-hour notification prior to construction	X	X		
Prepare amendment request	X	X	X	
Submit amendment request	X	X		
Submit as-built certification	X	X		
Generate reports	X	X	X	X
View special provisions	X	X	X	X
View permit checklist	X	X	X	X
View TxDOT contact list	X	X	X	X
View installation owner contact list	X	X	X	X
Create initial office account	X			
Manage office accounts	X			

My Account

- To view user information, click [My Account](#) in the Accounts menu box.

User Account Information			
Office information			
Installation Owner Name	UIR Utility Testing Company		
Office Name	San Antonio Office 1		
Contact information			
User Name	Cesar Quiroga		
Title [Optional]	Tester		
Phone Number	210-731-9938		
Mobile Number [Optional]			
Fax Number [Optional]	210-731-8904		
Email Address	c-quiroga@tamu.edu		
Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229		
Security information			
Login ID	cquiroga440		
Account status			
User Account Status	Active		
User Privilege Level	Administrator		
Other settings			
	Receive emails related to :	Yes	No
Email Options	New user registrations	<input type="radio"/>	<input type="radio"/>
	New permit applications	<input type="radio"/>	<input type="radio"/>
	Permit status changes that affect user	<input type="radio"/>	<input type="radio"/>
	Installation Owner / Office name changes	<input type="radio"/>	<input type="radio"/>
OK		Edit Account	

- To edit the account, click **Edit Account**.
 - It is possible to change most of the data associated with a user, including the login ID (because UIR uses a separate, internal user unique ID).
 - The street address is the office address, which is the same for all users associated with the same installation owner office.
- Click **Update Account** to save the edits or **Cancel Edits** to cancel the changes.

Edit User Account			
Office information			
Office Type	Installation Owner Office		
Office Name	San Antonio Office 1		
Provide contact information			
User Name	First <input type="text" value="Cesar"/>	Last <input type="text" value="Quiroga"/>	
Title [Optional]	<input type="text" value="Tester"/>		
Phone Number	<input type="text" value="210"/>	- <input type="text" value="731"/>	- <input type="text" value="9938"/>
Mobile Number [Optional]	<input type="text"/>	- <input type="text"/>	- <input type="text"/>
Fax Number [Optional]	<input type="text" value="210"/>	- <input type="text" value="731"/>	- <input type="text" value="8904"/>
Email Address	<input type="text" value="c-quiroga@tamu.edu"/>		
Address	Street <input type="text" value="3500 NW Loop 410, Suite 315"/>		
	City	<input type="text" value="San Antonio"/>	Texas <input type="text" value="78229"/>
Provide security information			
Login ID	<input type="text" value="cquiroga440"/>	4-15 characters. Letters or numbers only	
Password	-- not displayed -- Show Change Password		
Select or confirm account status			
User Account Status	<input type="text" value="Active"/>		
User Privilege Level	Administrator		
Select or confirm other settings			
Email Options	Receive emails related to :	Yes	No
	New user registrations	<input checked="" type="radio"/>	<input type="radio"/>
	New permit applications	<input checked="" type="radio"/>	<input type="radio"/>
	Permit status changes that affect user	<input checked="" type="radio"/>	<input type="radio"/>
	Installation Owner / Office name changes	<input checked="" type="radio"/>	<input type="radio"/>
<input type="button" value="Cancel Edits"/>		<input type="button" value="Update Account"/>	

TxDOT Contacts

- Click [TxDOT Contacts](#) in the Accounts menu box to view the list of TxDOT officials who may be involved in the installation review process in the same TxDOT district as the user's "home" district. The [TxDOT Contacts](#) table is a read-only table.
- Select a different TxDOT district (drop down list) to view the names of TxDOT officials who may be involved in the installation review process in that district.
- Click a name in the list to display that officials' contact information.
- Clicking any column header sorts the table alphabetically according to that column (first in ascending order and then in descending order).

Registered TxDOT Offices in San Antonio District						
Office Type	Office Name	First Name	Last Name	Title	User Status	User Privilege
Area Office	Bexar 410	Aerasdf	Testes	asdf	Active	User
Area Office	Bexar 410	Larry	Coyle	Assistant Area Engineer	Active	User
Area Office	Bexar 410	Rueben	Martinez	Utility & Driveway Inspector	Active	User
Area Office	Bexar Metro	Gina	Gallegos	Area Engineer	Active	User
Area Office	Bexar Metro	John	Gianotti	Construction Engineer	Active	User
Area Office	Bexar Metro	TTI	SATA01	TTI Tester	Active	Administrator
Area Office	Hondo	Carl	Friesenhahn	Area Engineer	Active	User
Area Office	Hondo	Claude	Cosgrove	Design Project Coordinator	Active	User
Area Office	Hondo	Gregory	Biediger	Asst. Area Engineer	Active	User
Area Office	Kerrville	Dale	Stein	Area Engineer	Inactive	User
Area Office	Kerrville	Michael	Coward	Area Engineer	Active	User
Area Office	New Braunfels	Cary	Lloyd		Active	User
Area Office	New Braunfels	Greg	Malatek	Area	Active	User
Area Office	New Braunfels	Gregory	Malatek	Area Engineer	Active	User
Area Office	New Braunfels	Laquetta	Kopp	Asst Area Engineer	Active	User
Area Office	New Braunfels	Tammy	Haecker		Active	User
Area Office	Seguin	Greg	Malatek	Area Engineer	Active	User
Area Office	Seguin	Gregory	Malatek	Area Engineer	Active	User
Area Office	Seguin	Mark	Harris		Active	User
Closed Permit Box	Closed Permit Box	System Will Notify	Applicant	Closed Permit Box	Active	User

Installation Owner Contacts

- Click [Installation Owner Contacts](#) in the Accounts menu box to view the list of installation owners and offices in the same TxDOT district as the user's "home" district. The [Installation Owner Contacts](#) table is a read-only table.
- Select a different TxDOT district (drop down list) to view the list of installation owners and offices registered in that district.
- Click an office to display the names of users associated with that office.
- Click a name in the list to display that user's contact information.
- Clicking [Installation Owner Name](#) sorts the table alphabetically according to that column (first in ascending order and then in descending order)

Registered Installation Owner Offices in San Antonio District		
Installation Owner Name	Office Name	Status
AT&T-Texas	Construction (Const)	Active
AT&T-Texas	Construction Commerce	Active
AT&T-Texas	Construction Montrose	Active
AT&T-Texas	Engineering North	Active
AT&T-Texas	Installation & Repair (I/R)	Active
AT&T-Texas	SA South I/R - Walnut (SAS - IR - Walnut)	Active
AT&T-Texas	San Antonio (San Antonio)	Active
AT&T-Texas	San Antonio Cont. Admin (SA CAC)	Active
AT&T-Texas	SAT Air Pressure (Air Pressure)	Active
AT&T-Texas	SAT Centralized Engineering (HICAPS)	Active
AT&T-Texas	SAT Civic Engineering (Civic)	Active
AT&T-Texas	SAT Engineering South (Ir)	Active
AT&T-Texas	Sat North Cable Repair	Active
AT&T-Texas	SAT North East Cable Repair	Active
AT&T-Texas	Test Office	Active
Bandera Electric Coop., Inc.	Bandera Office	Active
Bexar Met Water District (BMWD)	Main Office (BMWD MO)	Active
Canyon Lake Water Service Company (CLWSC)	CLWSC (CLWSC)	Active
Centerpoint Energy (CNP)	South Texas (STX)	Active
Cibolo Creek Municipal Authority (CCMA)	Administration	Active
City Of Devine	City of Devine	Active
City Of Dilley	Public Works (PW)	Active
City Of Lytle (COL)	City of Lytle (COL)	Active
City Of Nixon	City Hall	Active

Manage Accounts

- Click [Manage Accounts](#) in the Accounts menu box to view the list of users associated with the office. The view also shows the list of all installation owner offices registered at UIR.
- Clicking any column header in the user and office tables sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- To change the installation owner or office names, click the corresponding **Change** button, make the change, and then confirm or reject the change.

Create New User Account [\[Show/Hide\]](#)

Existing Installation Owner Users

Name	Date of Registration	Title	User Status	User Privileges
Cesar Quiroga	11-24-2007	Tester	Active	Administrator

Change Installation Owner Information

Installation Owner Name	Installation Owner Acronym	Change
UIR Utility Testing Company	UIRUTC	<input type="button" value="Change"/>

Change Office Information

City Name	Office Name	Office Acronym	Administrators	TxDOT District	Change
San Antonio	San Antonio Office 1	SAO1	Cesar Quiroga	San Antonio	<input type="button" value="Change"/>

Add User Accounts

- To add a new user account, click [\[Show/Hide\]](#) next to the Create New User Account header.
- Complete the information required, including the type of privilege level associated with the new account.
- Click **Submit** to add the account to the list of existing users, **Reset Form** to clear the fields, or **Close** to exit the editing mode without applying the changes.

Create New User Account [\[Show/Hide\]](#)

Provide contact information

User Name: First Last

Title [Optional]:

Phone Number: - -

Mobile Number [Optional]: - -

Fax Number [Optional]: - -

Email Address:

Provide security information

Login ID: 4-15 characters. Letters or numbers only

Password: System-generated password (password will be emailed to user)
 Enter new password 6-15 characters. Letters or numbers only
 Confirm password Must be different from Login ID

Select or confirm account status

User Privilege Level:

- Administrator
- Consultant
- Guest
- User

- After clicking **Submit**, the list of existing users displays the newly added account.
- Repeat the procedure to add other user accounts, including consultants and guests.

Create New User Account [\[Show/Hide\]](#)

Existing Installation Owner Users

Name	Date of Registration	Title	User Status	User Privileges
Cesar Quiroga	11-24-2007	Tester	Active	Administrator
Eric Li	11-24-2007	Tester	Active	Consultant
Jerry Le	11-24-2007	Tester	Active	User

Change Installation Owner Information

Installation Owner Name	Installation Owner Acronym	Change
UIR Utility Testing Company	UIRUTC	<input type="button" value="Change"/>

Change Office Information

City Name	Office Name	Office Acronym	Administrators	TxDOT District	Change
San Antonio	San Antonio Office 1	SAO1	Cesar Quiroga	San Antonio	<input type="button" value="Change"/>

Edit User Accounts

- Click the name of a user to view basic contact data associated with that user.

Existing Installation Owner Users				
Name	Date of Registration	Title	User Status	User Privileges
Cesar Quiroga	11-24-2007	Tester	Active	Administrator
Eric Li	11-24-2007	Tester	Active	Consultant
Jerry Le	11-24-2007	Tester	Active	User
<div style="text-align: center;">Close</div>		Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229	
		Phone Number	210-731-9938	
		Mobile Number [Optional]		
		Fax Number [Optional]	210-731-8904	
		Email Address	j-le@tamu.edu	
		Login ID	jle440	
				Edit user information

- To view additional information, click **Edit user information**.

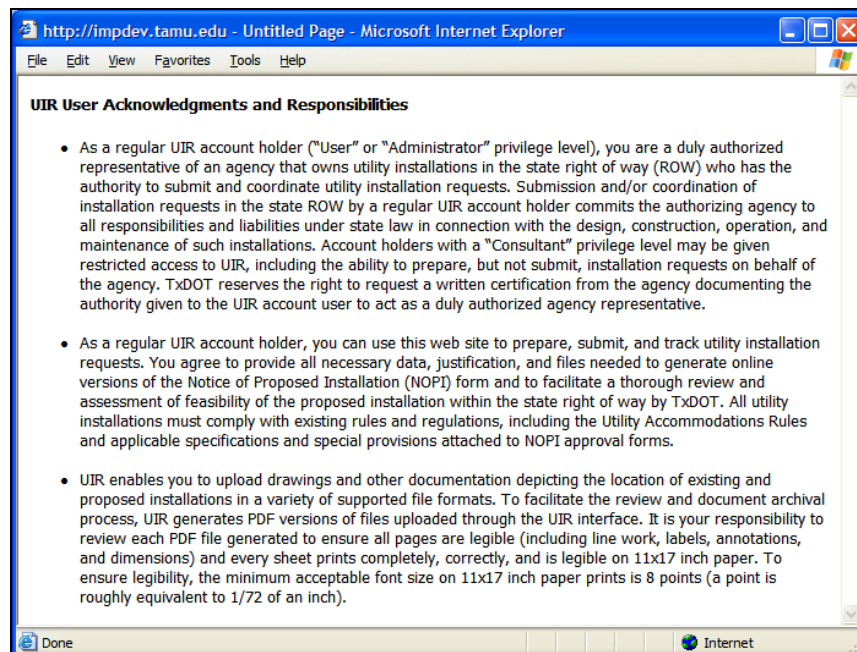
User Account Information			
Office information			
Installation Owner Name	UIR Utility Testing Company		
Office Name	San Antonio Office 1		
Contact information			
User Name	Jerry Le		
Title [Optional]	Tester		
Phone Number	210-731-9938		
Mobile Number [Optional]			
Fax Number [Optional]	210-731-8904		
Email Address	j-le@tamu.edu		
Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229		
Security information			
Login ID	jle440		
Account status			
User Account Status	Active		
User Privilege Level	User		
Other settings			
	Receive emails related to :	Yes	No
Email Options	New user registrations	<input type="radio"/>	<input type="radio"/>
	New permit applications	<input type="radio"/>	<input type="radio"/>
	Permit status changes that affect user	<input type="radio"/>	<input type="radio"/>
	Installation Owner / Office name changes	<input type="radio"/>	<input type="radio"/>
OK		Edit Account	

- To edit the account, click **Edit Account**.
 - It is possible to change much of the data associated with a user, including the login ID (because UIR uses a separate, internal user unique ID).
 - The street address is the office address, which is the same for all users associated with the same installation owner office.
 - The interface enables an administrator to change the office affiliation of a user. Note: It is not possible to move a user to a different office if the user has installation requests that may be routed to that user.
- Click **Update Account** to save the edits or **Cancel Edits** to cancel the changes.

Edit User Account	
Select office	
TxDOT District Name	San Antonio District <input type="button" value="v"/> Current TxDOT district: San Antonio District
Office Name	San Antonio Office 1 <input type="button" value="v"/> Current office: San Antonio Office 1
Provide contact information	
User Name	First <input type="text" value="Jerry"/> Last <input type="text" value="Le"/>
Title [Optional]	<input type="text" value="Tester"/>
Phone Number	<input type="text" value="210"/> - <input type="text" value="731"/> - <input type="text" value="9938"/>
Mobile Number [Optional]	<input type="text"/> - <input type="text"/> - <input type="text"/>
Fax Number [Optional]	<input type="text" value="210"/> - <input type="text" value="731"/> - <input type="text" value="8904"/>
Email Address	<input type="text" value="j-le@tamu.edu"/>
Address	Street <input type="text" value="3500 NW Loop 410, Suite 315"/>
	City <input type="text" value="San Antonio"/> <input type="button" value="v"/> Texas <input type="text" value="78229"/>
Provide security information	
Login ID	<input type="text" value="jle440"/> 4-15 characters. Letters or numbers only
Password	-- not displayed -- Show Change Password
Select or confirm account status	
User Account Status	Active <input type="button" value="v"/>
User Privilege Level	User <input type="button" value="v"/> Click here for more information
Delete User Account	<input type="checkbox"/>
Select or confirm other settings	
Receive emails related to :	Yes <input type="radio"/> No <input type="radio"/>
New user registrations	<input checked="" type="radio"/> <input type="radio"/>

UIR User Responsibilities

- Click [UIR User Responsibilities](#) in the Accounts menu box to view a summary of acknowledgments and responsibilities that apply to all registered installation owner users.
- Office administrators are responsible for ensuring that all registered office users have read and understand their responsibilities as UIR users.



REPORTS

Reports

The current version of UIR supports three types of reports:

- *Installation Request Listing*. This report provides a list of requests and basic related attribute data.
- *Performance Measures*. This report provides a summary of installation request performance data (essentially, number of days that an installation request spends between major milestones).
- *Totals*. This report provides a summary of the number of installation requests according to criteria such as installation owner, applicant name, route, and control section.

To generate a report:

- Select [Reports](#) from the Reports menu.
- Select the TxDOT district. By default, UIR shows the installation owner office's "home" district.
- Select whether to retrieve "All Installation Requests" or one specific installation request.
- Select additional query parameters (which apply if the user selected "All Installation Requests"). Note: Installation owners cannot view installation request data associated with other installation owners.

Reports	
Select TxDOT District	
District	San Antonio District
Select Installation Request	
Installation Request No.	--- All Installation Requests ---
Applicant Name	--- All Applicant Names ---
Installation Owner	UIR Utility Testing Company
Installation Class	--- All Installation Classes ---
Route	--- All Route Numbers ---
Control Section	--- All Control Sections ---
Area Office	--- All Area Offices ---
Maintenance Section	--- All Maintenance Sections ---
County	--- All Counties ---
Request Status	Closed Requests
Currently At	--- All Office Types ---
NOPI Submitted	Date
From:	November 20 2007
To:	November 25 2007

- Select the report type (Installation Request Listing, Performance Measures, or Totals).
- Select the fields to display in the report.
- Click **Generate Report**. A new browser window displays the results. Note: The number of seconds it takes to display the query results depends primarily on the type of report and query parameters. In general, the fastest report to display is Totals. The slowest report to generate is Performance Measures.

- If needed, click **Export to .csv** to display the report results in comma-delimited format. By default, UIR opens a separate browser window to display the results in Excel.

Select Report Type <input checked="" type="radio"/> Installation Request Listing <input type="radio"/> Performance Measures <input type="radio"/> Totals <input type="button" value="Reset"/>	Check fields to display in the report	<input type="button" value="Generate Report"/>																																				
	<table border="1"> <tr><td>Installation Request No.</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>District Application No.</td><td><input type="checkbox"/></td></tr> <tr><td>Installation Owner Job No.</td><td><input type="checkbox"/></td></tr> <tr><td>Applicant Name</td><td><input type="checkbox"/></td></tr> <tr><td>Installation Owner</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Office Name</td><td><input type="checkbox"/></td></tr> <tr><td>Route</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Control Section</td><td><input type="checkbox"/></td></tr> <tr><td>County</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Status</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Currently At</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Area Office</td><td><input type="checkbox"/></td></tr> <tr><td>Maintenance Section</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>NOPI Submitted Date</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>NOPI Approved Date</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Amendment Requested Date</td><td><input type="checkbox"/></td></tr> <tr><td>Amendment Approved Date</td><td><input type="checkbox"/></td></tr> <tr><td>Installation Class</td><td><input type="checkbox"/></td></tr> </table>	Installation Request No.	<input checked="" type="checkbox"/>	District Application No.	<input type="checkbox"/>	Installation Owner Job No.	<input type="checkbox"/>	Applicant Name	<input type="checkbox"/>	Installation Owner	<input checked="" type="checkbox"/>	Office Name	<input type="checkbox"/>	Route	<input checked="" type="checkbox"/>	Control Section	<input type="checkbox"/>	County	<input checked="" type="checkbox"/>	Status	<input checked="" type="checkbox"/>	Currently At	<input checked="" type="checkbox"/>	Area Office	<input type="checkbox"/>	Maintenance Section	<input checked="" type="checkbox"/>	NOPI Submitted Date	<input checked="" type="checkbox"/>	NOPI Approved Date	<input checked="" type="checkbox"/>	Amendment Requested Date	<input type="checkbox"/>	Amendment Approved Date	<input type="checkbox"/>	Installation Class	<input type="checkbox"/>	
Installation Request No.	<input checked="" type="checkbox"/>																																					
District Application No.	<input type="checkbox"/>																																					
Installation Owner Job No.	<input type="checkbox"/>																																					
Applicant Name	<input type="checkbox"/>																																					
Installation Owner	<input checked="" type="checkbox"/>																																					
Office Name	<input type="checkbox"/>																																					
Route	<input checked="" type="checkbox"/>																																					
Control Section	<input type="checkbox"/>																																					
County	<input checked="" type="checkbox"/>																																					
Status	<input checked="" type="checkbox"/>																																					
Currently At	<input checked="" type="checkbox"/>																																					
Area Office	<input type="checkbox"/>																																					
Maintenance Section	<input checked="" type="checkbox"/>																																					
NOPI Submitted Date	<input checked="" type="checkbox"/>																																					
NOPI Approved Date	<input checked="" type="checkbox"/>																																					
Amendment Requested Date	<input type="checkbox"/>																																					
Amendment Approved Date	<input type="checkbox"/>																																					
Installation Class	<input type="checkbox"/>																																					

http://impdev.tamu.edu/uirDEMO/reportTool/ShowReports_2.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TxDOT - Utility Installation Review (UIR) System

Installation Request Listing Report (11/25/2007 12:31:53 PM)

Installation Request No.	Installation Owner	Route	County	Status	Currently At	Maintenance Section
SAT20071124114951	UIR Utility Testing Company	SS0117	Bexar	Completed	Closed Permit Box	Bexar Metro

Query Criteria
 District: San Antonio District
 Installation Request No: --- All Installation Requests ---
 Installation Owner: UIR Utility Testing Company
 Installation Owner Office: --- All Offices ---
 Status: --- All Closed Requests ---
 NOPI Submitted Date: From: November/20/2007 To: November/25/2007

http://impdev.tamu.edu/uirdemo/report-bin/Report_UC20071124105824.csv - Microsoft Internet Explorer

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	A	B	C	D	E	F	G	H	I
1	Installation Request Listing Report (11/25/2007 12:31:53 PM)								
2									
3	Installation Request No	Installation Owner Name	Route	County	Status	Currently At	Maintenance Section	NOPI Submitted	NOPI Approved Date
4	SAT20071124114951	UIR Utility Testing Company	SS0117	Bexar	Completed	Closed Permit Box	Bexar Metro	11/24/2007	11/25/2007
5									
6	Query Criteria District: San Antonio District								
7	Installation Request No: --- All Installation Requests ---								
8	Installation Owner: UIR Utility Testing Company								
9	Installation Owner Office: --- All Offices ---								
10	Status: --- All Closed Requests ---								
11	NOPI Submitted Date: From: November/20/2007 To: November/25/2007								
12									

Select Report Type	Check fields to display in the report	Generate Report
<input type="radio"/> Installation Request Listing	Installation Request No. <input checked="" type="checkbox"/>	<input type="button" value="Generate Report"/>
<input checked="" type="radio"/> Performance Measures	District Application No. <input type="checkbox"/>	
<input type="radio"/> Totals	Installation Owner Job No. <input type="checkbox"/>	
<input type="button" value="Reset"/>	Applicant Name <input type="checkbox"/>	
	Installation Owner <input checked="" type="checkbox"/>	
	Office Name <input type="checkbox"/>	
	Area Office <input type="checkbox"/>	
	Maintenance Section <input checked="" type="checkbox"/>	
	Currently At <input checked="" type="checkbox"/>	

http://impdev.tamu.edu/uir/DEM0/reportTool/ShowReports_2.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TxDOT - Utility Installation Review (UIR) System

Performance Measure Report (11/25/2007 12:41:13 PM)

Installation Request No.	Installation Owner	Maintenance Section	Currently At	Incomplete	Submitted	Under review-TxDOT	Under review-TxDOT Total	Under review-Installation Owner	Under review-Total	Days to approve/reject	Pre construction-Installation Owner	Pre construction-TxDOT	Pre construction-Total	Amendment-Installation Owner	Amendment-TxDOT	Construction	Construction stopped	Construction-Total	Post construction-Installation Owner	Post construction-TxDOT	Post construction-Total	Completed
SAT20071124114951	UIR Utility Testing Company	Bexar Metro	Closed Permit Box		0.8	0.1	0.9	0.0	0.9	0.9	0.0		0.0			0.0		0.0	0.0	0.0	0.0	0.0
			Count	0	1	1	1	1	1	1	1	0	1	0	0	1	0	1	1	1	1	1
			Average		0.8	0.1	0.9	0.0	0.9	0.9	0.0		0.0			0.0		0.0	0.0	0.0	0.0	0.0
			Max		0.8	0.1	0.9	0.0	0.9	0.9	0.0		0.0			0.0		0.0	0.0	0.0	0.0	0.0
			Standard Deviation		0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0			0.0		0.0	0.0	0.0	0.0	0.0

Query Criteria
 District: San Antonio District
 Installation Request No: --- All Installation Requests ---
 Installation Owner: UIR Utility Testing Company
 Installation Owner Office: --- All Offices ---
 Status: --- All Closed Requests ---
 NOPI Submitted Date: From: November/20/2007 To: November/25/2007

Select Report Type <input type="radio"/> Installation Request Listing <input type="radio"/> Performance Measures <input checked="" type="radio"/> Totals <input type="button" value="Reset"/>	Select Report Totals By <table border="1"> <tr><td>Installation Owner</td><td><input checked="" type="radio"/></td></tr> <tr><td>Installation Owner User</td><td><input type="radio"/></td></tr> <tr><td>Route</td><td><input type="radio"/></td></tr> <tr><td>Control Section</td><td><input type="radio"/></td></tr> <tr><td>Area Office</td><td><input type="radio"/></td></tr> <tr><td>Maintenance Section</td><td><input type="radio"/></td></tr> <tr><td>County</td><td><input type="radio"/></td></tr> <tr><td>Installation Class</td><td><input type="radio"/></td></tr> </table>	Installation Owner	<input checked="" type="radio"/>	Installation Owner User	<input type="radio"/>	Route	<input type="radio"/>	Control Section	<input type="radio"/>	Area Office	<input type="radio"/>	Maintenance Section	<input type="radio"/>	County	<input type="radio"/>	Installation Class	<input type="radio"/>	<input type="button" value="Generate Report"/>
Installation Owner	<input checked="" type="radio"/>																	
Installation Owner User	<input type="radio"/>																	
Route	<input type="radio"/>																	
Control Section	<input type="radio"/>																	
Area Office	<input type="radio"/>																	
Maintenance Section	<input type="radio"/>																	
County	<input type="radio"/>																	
Installation Class	<input type="radio"/>																	

http://impdev.tamu.edu/uirDEMO/reportTool/ShowReports_2.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TxDOT - Utility Installation Review (UIR) System













Totals Report (11/25/2007 12:48:04 PM)

Installation Owner	Office	Total
UJR Utility Testing Company	San Antonio Office 1	1

Query Criteria
 District: San Antonio District
 Installation Request No: --- All Installation Requests ---
 Installation Owner: UJR Utility Testing Company
 Installation Owner Office: --- All Offices ---
 Status: --- All Closed Requests ---
 NOPI Submitted Date: From: November/20/2007 To: November/25/2007

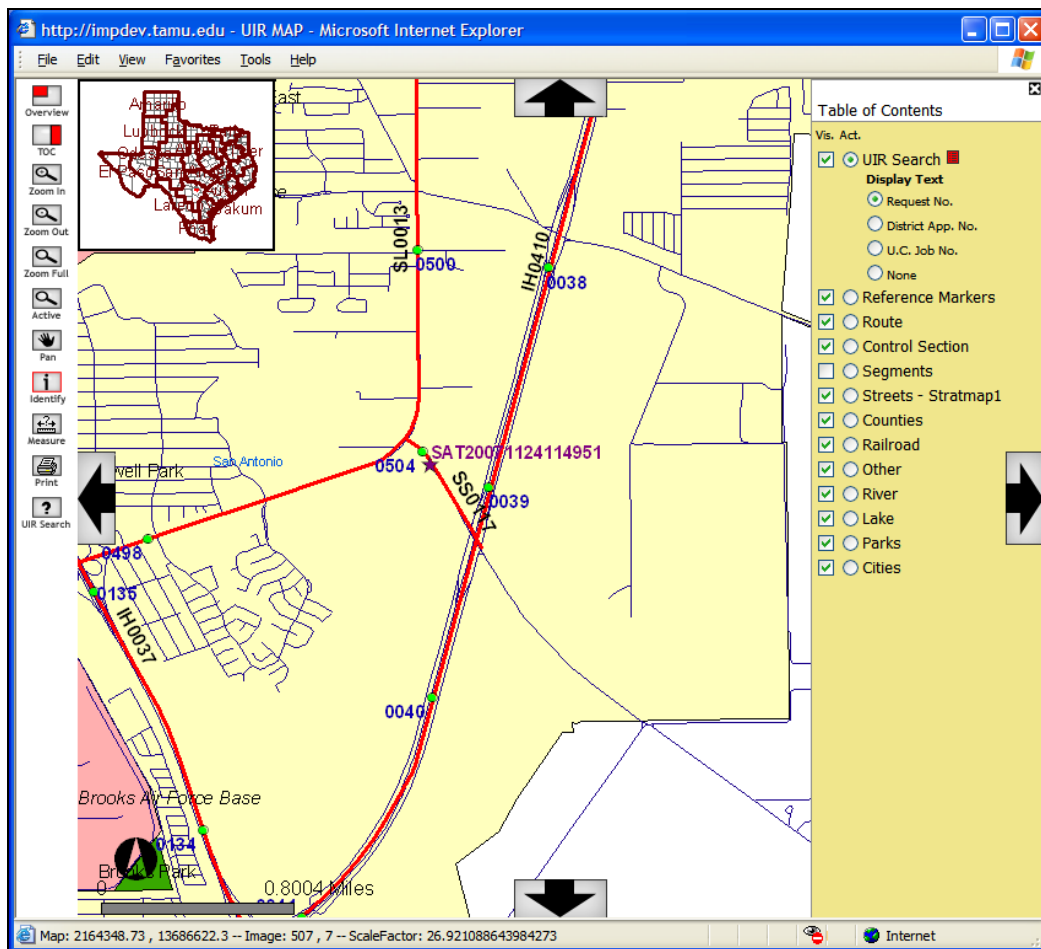
Map

The map enables users to display the location of installation requests on an interactive map. The map includes the following tools to navigate and retrieve information:

Tool	Name	Description
	Location	The Location tool enables users to place the location of a proposed installation request on the map. This tool is only accessible to installation owner users while submitting requests (Step 4).
	Overview	The Overview tool displays a clickable thumbnail view of the state. Clicking the tool again turns the thumbnail view off.
	Table of Contents	The Table of Contents (TOC) tool displays the list of layers that make up the map. Clicking the tool again turns the TOC off. The TOC includes three columns: <ul style="list-style-type: none"> • Visible. This column shows which layers are visible at the current zoom level. • Active. This column shows whether a layer is active (for use with the Identify tool). • Name. This column shows the layer name.
	Zoom In	The Zoom In tool enables users to zoom into the map. This tool is the default tool when users load a map. To zoom in: <ul style="list-style-type: none"> • Click anywhere on the map. • Click and drag over an area (i.e., draw a box).
	Zoom Out	The Zoom Out tool enables users to zoom out. To zoom out: <ul style="list-style-type: none"> • Click anywhere on the map. • Click and drag over an area (i.e., draw a box).
	Zoom Full	The Zoom Full tool zooms out to display the full extent of the map (by default the state of Texas).
	Zoom to Active	The Zoom to Active tool zooms out to display the extent of the active layer.
	Pan	The Pan tool enables users to move the map in a direction. To pan, click and hold down the left mouse button and drag the cursor in the desired direction. Note: The four map arrows (north, east, south, and west) also enable the map to move. For example, to move the map to the east, click the eastbound arrow.
	Identify	The Identify tool enables users to query active layers. To query a layer: <ul style="list-style-type: none"> • Select an active layer (see Table of Contents above). • Click the Identify tool. • Click a feature of interest that belongs to the active layer. The system opens a table that displays attribute data associated with that specific feature.
	Measure	The Measure tool enables users to measure distances on the map. To measure distances: <ul style="list-style-type: none"> • Click the Measure tool. A box appears on the lower right corner of the map. • As needed, change the measurement units. • On the map, click the beginning point. A blue dot appears on the screen. Note: Do not drag the cursor. • After the blue dot appears on the screen, move the mouse to the end location and click again. A blue line connecting the two blue dots appears on the map. The distance between the two points appears in the measure box. • As needed, continue clicking other locations on the map to generate a chain. To measure distances along curves, use short chain legs. Note: The distance in the measure box corresponds to the cumulative chain length. • Click Reset to reset the measure tool.
	Print	The Print tool enables users to send the current map view to a printer.
	UIR Search	The UIR Search tool enables users to select installation requests according to pre-specified query criteria and place the corresponding installation request locations on the map. Using the Identify tool in conjunction with the UIR Search tool enables users to query individual installation request locations and gather relevant data and documentation. For more information on how to specify query criteria parameters, see Reports .
n/a	Right Click	Clicking the map with the right mouse button displays a menu of options that include copying, saving, printing, and emailing the map image. In the current version of UIR, the map image is in portable network graphic (PNG) format.

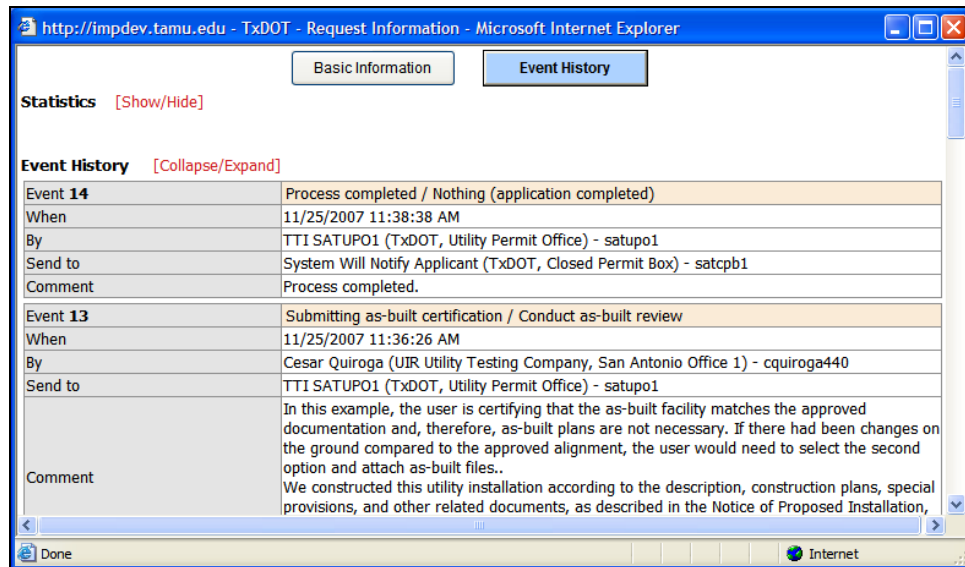
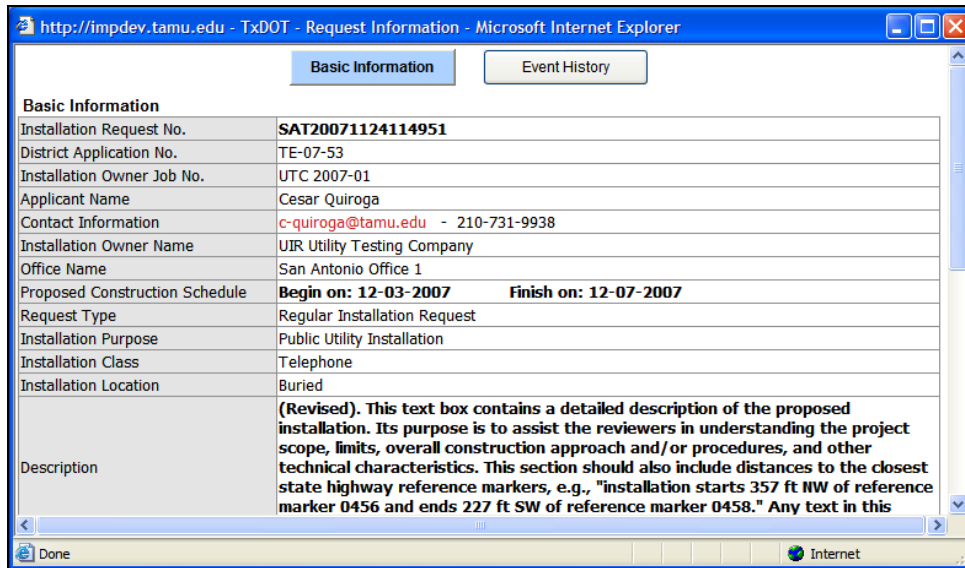
To run a UIR search:

- Click the **UIR Search** tool.
- Select the TxDOT district. By default, UIR shows the installation owner office's "home" district.
- Select whether to retrieve "All Installation Requests" or one specific installation request.
- Select additional query parameters (which apply if the user selected "All Installation Requests"). Note: Installation owners cannot view installation request data associated with other installation owners.
- Click **Submit Query**. If the results of the query are positive (i.e., the query retrieves installation requests), the map shows the corresponding locations on the screen. Note: It may be necessary to zoom out or pan the map to find the locations where the map shows the installation request locations.



- To query each installation request location:
 - Using the TOC tool, make sure UIR Search is the active layer. Note: The rectangular icon next to the UIR Search layer name is clickable and enables users to select the label to be associated with individual locations on the map (request number, district application number, installation owner job number, and none).

- Using the Identify tool, click any installation request location. A separate window opens, which displays basic information (including links to relevant documents) and the event history associated with that installation request.



OTHER RESOURCES

Special Provisions

- Click [Special Provisions](#) to display a list of special provisions that routinely apply at the “home” TxDOT district.
- Select a different district to view the list of special provisions that pertain to that district.

Special Provisions in San Antonio District						
Title	File Name	PDF	From	To	Uploaded	Status
San Antonio District Special Provisions	SAT_SpecialProvision_6.doc		11-02-2006		Dan Stacks	Active
Inspector Map	SAT_SpecialProvision_7.jpg		07-30-2007		Diane Guerrero	Active

Request Checklist

- Click [Request Checklist](#) to display a list of checklist questions that routinely apply at the “home” TxDOT district.
- Select a different district to view the list of checklist questions that pertain to that district.

Request checklist in San Antonio District					
ID	Order	Question	From	To	Status
1	1	Is the location and identification (highway number) of the TxDOT highway clearly indicated on the plans?	09-13-2005		Active
2	2	Are the utility plans legible, drawn to scale, and accurately dimensioned?	09-13-2005		Active
3	3	Is the location of the proposed utility line clearly shown on the plans?	09-13-2005		Active
4	4	Are other existing utility lines in the vicinity shown on the plans?	09-13-2005		Active
5	5	Are the right of way line and edge of highway pavement clearly shown on plans?	09-13-2005		Active
6	6	For lines to be installed parallel to the highway, is the distance from the right of way line and from the edge of highway pavement clearly shown?	09-13-2005		Active
7	7	For installations parallel to the highway, does the installation alignment change? Alignment changes need to be justified and reasonable.	09-13-2005		Active
10	8	Are appropriate temporary erosion control devices (e.g., rock berms, silt fences) shown where the line will be across/along a creek, drainage way, steep slope, within the Edwards Aquifer Recharge Zone, or in other critical areas?	09-13-2005		Active
11	9	For aerial installations, do the plans clearly show and differentiate between existing poles and new poles?	09-13-2005		Active
8	10	For highway crossings, is the location of the crossing clearly shown on the plans? The crossing should be as close to 90 degrees as practical.	09-13-2005		Active
9	11	For lines crossing the highway, crossing intersecting streets/county roads, or passing through the protected root area of desirable trees, is it clearly shown that the line will be installed by boring? In addition, casing should be shown under highways and paved city street/county road intersections.	09-13-2005		Active

Feedback

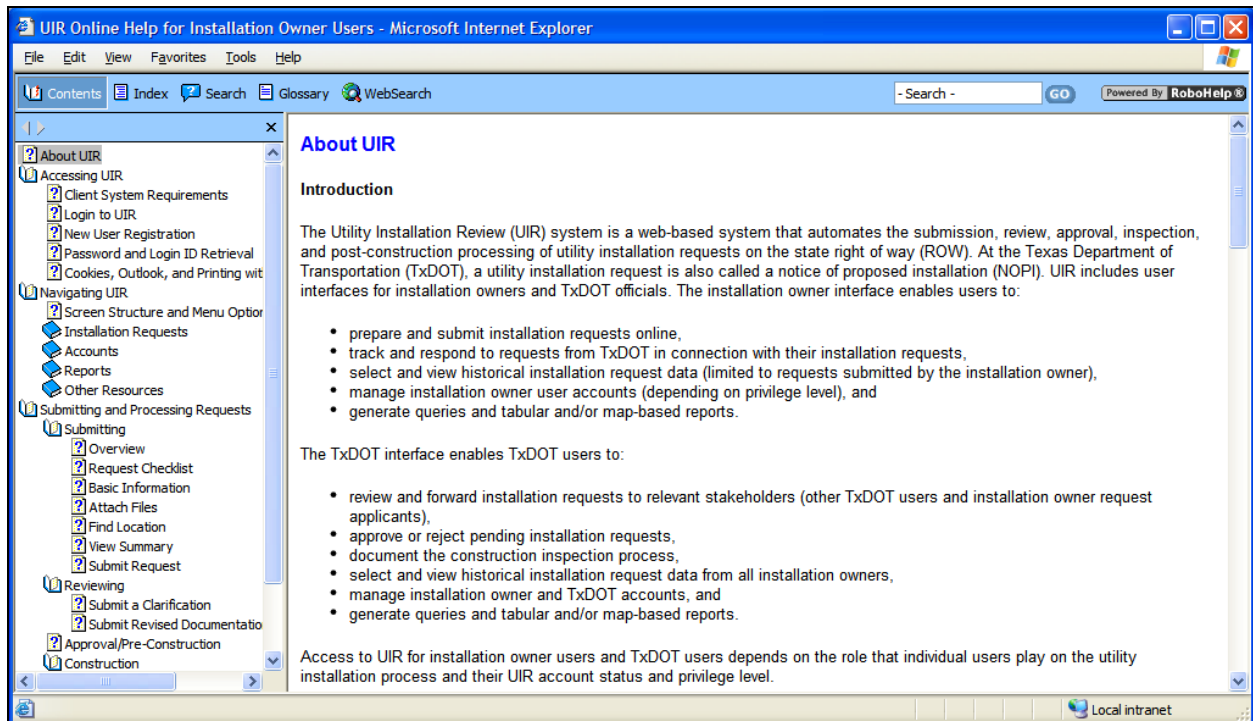
- Click [Feedback](#) to display a text form to provide feedback and suggestions on how to improve UIR.
- Type the comment and click **Send Feedback** to send the feedback to the “home” TxDOT district utility permit office and the UIR webmaster.

We appreciate your feedback !

Your message will be sent to TxDOT District Utility Permit Office and UIR's webmaster

UIR Help

- Click [UIR Help](#) to display the interactive UIR help system.



TxDOT Manuals

- Click [TxDOT Manuals](#) to open a new browser that displays all TxDOT manuals available on the Internet.
- Click a link to display the corresponding manual in PDF format. Right clicking enables the user to save a local copy of the PDF manual.

- C -	- R -
<ul style="list-style-type: none"> • Calibration Procedures, 900-K • Cement Test Procedures, 300-D • Chemical Test Procedures, 600-J • Coatings and Traffic Materials Test Procedures, 800-B • Commercial Warehousing Program (Revised 12/07) • Concrete Test Procedures, 400-A • Construction Contract Administration 	<ul style="list-style-type: none"> • Railroad Operations • Research and Implementation • Roadway Design • Real Estate Acquisition Guide for Local Public Agencies • Right of Way (ROW) Acquisition • ROW Appraisal and Review • ROW Beautification • ROW Eminent Domain • ROW Miscellaneous • ROW Procedures Preliminary to Project Release • ROW Property Management • ROW Records, Reports, and Closing Projects • ROW Relocation Assistance • ROW Utility
- D -	- S -
<ul style="list-style-type: none"> • Departmental Material Specifications • Design and Construction Information System (DCIS) User Manual 	

Utility Accommodation Rules

- Click [Utility Accommodation Rules](#) to open a new browser that displays a list of utility accommodation rules in Texas.
- Click a rule number to display the corresponding rule.

Texas Administrative Code	
<u>TITLE 43</u>	TRANSPORTATION
<u>PART 1</u>	TEXAS DEPARTMENT OF TRANSPORTATION
<u>CHAPTER 21</u>	RIGHT OF WAY
<u>SUBCHAPTER C</u>	UTILITY ACCOMMODATION
Rules	
<u>§21.31</u>	Definitions
<u>§21.32</u>	Purpose
<u>§21.33</u>	Applicability
<u>§21.34</u>	Scope
<u>§21.35</u>	Exceptions
<u>§21.36</u>	Rights of Utilities
<u>§21.37</u>	Design
<u>§21.38</u>	Construction and Maintenance
<u>§21.39</u>	Ownership/Abandonment/Idling
<u>§21.40</u>	Underground Utilities
<u>§21.41</u>	Overhead Electric and Communication Lines
<u>§21.52</u>	Forms--General
<u>§21.53</u>	Use and Occupancy Agreement Forms
<u>§21.54</u>	Notice Forms
<u>§21.55</u>	Abandoned Interests
<u>§21.56</u>	Metric Equivalents

TxDOT Standard Specifications

- Click [TxDOT Standard Specifications](#) to open a new browser window that enables users to search standard construction specifications at TxDOT.

TxDOT Specifications

Specification Database Search

- Search
 - [Search for a Special Provision/Special Specification by Assigned Number](#)
 - [Search for a Special Provision/Special Specification by CCSJ](#)
 - [Search for a Standard Specification](#)
 - [Advanced Search](#)

Specification Lists

- **2004 English Specifications Book**
 - [2004 Sample General Notes \(view PDF | download Text\)](#)
 - [2004 English Specifications Book PDF version](#)
 - [2004 Special Provisions \(All\)](#)
 - [2004 Special Provisions \(Statewide and Districtwide, Current\)](#)
 - [2004 Special Provisions by District \(All\)](#)
 - [2004 Special Provisions Required Check Lists](#)
 - [2004 Special Provisions Special Case Report](#)
 - [2004 Special Specifications \(All\)](#)
 - [2004 Special Specifications \(Statewide and Districtwide, Current\)](#)
 - [2004 Special Specifications by District \(All\)](#)

Texas Manual on Uniform Traffic Control Devices

- Click [Texas Manual on Uniform Traffic Control Devices](#) to open a new browser window that points to the online version of the Texas Manual on Uniform Traffic Control Devices.

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TEXAS DEPARTMENT OF TRANSPORTATION

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Home >> Publications >> Traffic Operations Publications

- ▶ Citizen
- ▶ Business
- ▶ Government
- ▶ Travel
- ▶ FAQs
- ▶ E-Mail Page
- ▶ Printer-Friendly
- ▶ Enlarge Font
- ▶ Reduce Font
- ▶ Tools & Plug-Ins

Traffic Operations Publications








- [2007 Standard Highway Sign Designs for Texas \(SHSD\)](#)
- [2006 Texas Manual on Uniform Traffic Control Devices](#)
- [2003 Texas Manual on Uniform Traffic Control Devices](#)

Date	Title	Format		
		PDF	Word	Other
10/07	Compliant Work Zone Traffic Control Devices	PDF		
08/07	Fabrication Drawings for the Texas Triangular Slip Base and Wedge Anchor System	PDF		
07/05	List of Non-Radioactive Hazardous Materials (NRHM) Routes	PDF		
	Non-Radioactive Hazardous Materials (NRHM) Route Maps	PDF		
	Traffic Engineering Standard Plan Sheets (Metric and English)			HTML

- ▼ Publications
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- ▶ Bridge
- ▶ Business Opportunity Programs
- ▶ Civil Rights
- ▶ Construction
- ▶ Design
- ▶ General Services
- ▶ Government & Public Affairs
- ▶ Information Systems
- ▶ International Relations
- ▶ Maintenance
- ▶ Motor Carrier
- ▶ Motor Vehicle
- ▶ Public Transportation
- ▶ Research & Technology

TxDOT Traffic Engineering Standard Plan Sheets

- Click [TxDOT Traffic Engineering Standard Plan Sheets](#) to open a new browser window that points to standard traffic control plan sheets at TxDOT.

TRAFFIC CONTROL PLAN STANDARDS				
Page No.	Sheet Name	Rev Date	Subject	Graphic File Name
149		1-97	TCP - Worksheet	 tcpws.dgn
151-154	TCP(1)-98	4-98	Work On Shoulder/Work In Lane	 tcp1.dgn
161-168	TCP(2)-98	3-03	Work On Shoulder/In Lane/On Ramps/On Bridge/Signals	 tcp2.dgn
175-177	TCP(3)-98	4-98	Mobile Operations	 tcp3.dgn
201-208	TCP(6)-98A	8-98	Freeway Lane Closures	 tcp6.dgn
210	TCP(7-1)-98	4-98	Traffic Control for Surfacing Operations	 tcp71.dgn
		3-01	Treatment for various edge conditions	 edgecon.dgn

Utility Listings

- Click [Utility Listings](#) to open a new browser window that lists utility regulatory agencies in Texas along with listings of registered utility owners and operators.

<p>Electric, Telecommunications, Cable, and Video</p> <p>General information: Public Utility Commission of Texas</p> <p>Electric utility listings</p> <p>Telephone utility listings</p> <p>Cable and video service utility listings</p>
<p>Oil and Gas</p> <p>General information: Railroad Commission of Texas</p> <p>Oil and gas utility listings</p>
<p>Water and Sewer</p> <p>General information: Texas Commission on Environmental Quality (TCEQ)</p> <p>Water and sewer utility listings</p>

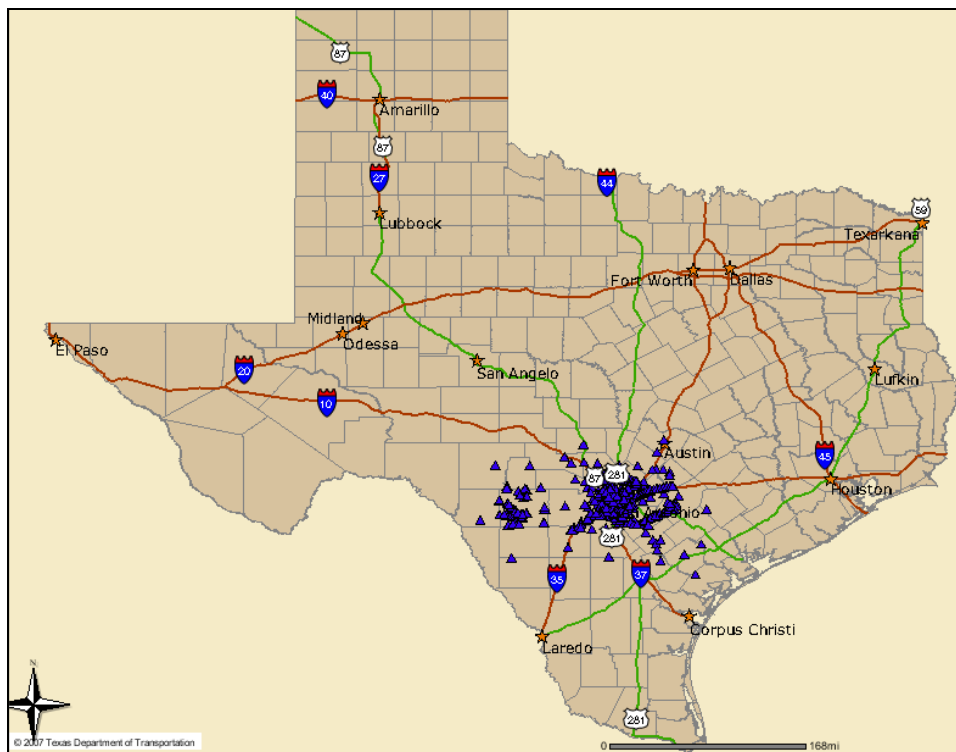
ROW Maps

- Click [ROW Maps](#) to open a new browser window that points to the ROW Maps application at TxDOT.

The screenshot shows the Texas Department of Transportation website. At the top, there is a navigation bar with links for 'About Us', 'Careers', 'Local Information', 'News', 'Programs', and 'Services'. A search bar is also present. The main content area is titled 'TxDOT Right of Way Maps Application'. It includes a description of the application, a list of resources, and a section for Adobe Acrobat Reader. The resources list includes 'Right of Way', 'Acquisition Contracts', 'Forms', and 'Other Resources'. The Adobe Acrobat Reader section explains that the application uses Adobe Acrobat Reader to display maps in a spreadsheet format and provides instructions on how to download TIF images.

Survey Control Points

- Click [Survey Control Points](#) to open a new browser window that points to the Survey Control Point application at TxDOT.



SUBMITTING AND PROCESSING REQUESTS

SUBMITTING

Overview

Submitting a new installation request (or submitting a revised request) involves six steps:

- *Request checklist.* This step involves providing answers and comments in response to a series of questions designed to improve the quality of the documentation submission.
- *Basic information.* This step involves providing basic information about the proposed installation.
- *Attach files.* This step involves uploading supporting documentation to the server and converting the uploaded documents to PDF format.
- *Find location.* This step involves using an interactive map to place the location of the proposed installation on the map and extracting route, control section, area office, and maintenance section data from the map.
- *View summary.* This step involves reviewing the documentation provided in the previous steps.
- *Submit request.* This step involves generating the installation request document in PDF format and officially submitting the request to TxDOT.

Request Checklist

This step involves providing answers and comments in response to a series of questions designed to improve the quality of the documentation submission.

- Click [New Request](#) in the Installation Requests menu box. By default, the request checklist appears on the screen. At any point during the submission process, clicking **1-Request Checklist** displays the list of checklist questions as well as answers and comments the user has provided and saved in Step 1.
- For each question, select the appropriate answer (Yes, No, N/A) and provide comments as needed to clarify the answer.
- When finished, click **Save and Continue** to go to the next step.

1-Request Checklist	2-Basic Information	3-Attach Files	4-Find Location	5-View Summary	6-Submit Request
Answer questions and add comments as needed					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Is the location and identification (highway number) of the TxDOT highway clearly indicated on the plans?		
Comment: Plans show the highway number.					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Are the utility plans legible, drawn to scale, and accurately dimensioned?		
Comment:					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Is the location of the proposed utility line clearly shown on the plans?		
Comment:					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Are other existing utility lines in the vicinity shown on the plans?		
Comment: Both underground and aboveground existing lines are shown.					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Are the right of way line and edge of highway pavement clearly shown on plans?		
Comment: The plans clearly show the state property line and the existing edge of pavement.					
Yes <input type="radio"/>	No <input type="radio"/>	N/A <input checked="" type="radio"/>	For lines to be installed parallel to the highway, is the distance from the right of way line and from the edge of highway pavement clearly shown?		
Comment: The proposed installation is a crossing.					
Yes <input type="radio"/>	No <input type="radio"/>	N/A <input checked="" type="radio"/>	For installations parallel to the highway, does the installation alignment change? Alignment changes need to be justified and reasonable.		
Comment: The proposed installation is a crossing.					
Yes <input type="radio"/>	No <input type="radio"/>	N/A <input checked="" type="radio"/>	Are appropriate temporary erosion control devices (e.g., rock berms, silt fences) shown where the line will be across/along a creek, drainage way, steep slope, within the Edwards Aquifer Recharge Zone, or in other critical areas?		
Comment:					
Yes <input type="radio"/>	No <input type="radio"/>	N/A <input checked="" type="radio"/>	For aerial installations, do the plans clearly show and differentiate between existing poles and new poles?		
Comment:					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	For highway crossings, is the location of the crossing clearly shown on the plans? The crossing should be as close to 90 degrees as practical.		
Comment:					
Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	For lines crossing the highway, crossing intersecting streets/county roads, or passing through the protected root area of desirable trees, is it clearly shown that the line will be installed by boring? In addition, casing should be shown under highways and paved city street/county road intersections.		
Comment:					
Reset			Save and Continue		

Basic Information

This step involves providing basic information about the proposed installation.

- Provide the information requested in drop down lists and text boxes. Optional fields are clearly marked.
 - UIR automatically assigns a permanent unique ID to the installation request as a string composed of the three-letter “home” TxDOT district code and the date/time stamp when the user first completed Step 1. For example, SAT20071124114951 means San Antonio, November 24, 2007, and 11:49:51 AM.
 - If the user selects a district other than the “home” TxDOT district, UIR replaces the three-letter district code in the installation request number at the time of submission in Step 6.
- At any point during the submission process, clicking **2-Basic Information** displays the information the user has provided and saved in Step 1.
- When finished, click **Save and Continue** to go to the next step.

1-Request Checklist	2-Basic Information	3-Attach Files	4-Find Location	5-View Summary	6-Submit Request
Provide basic information					
Installation Request No.	SAT20071124114951				
Applicant Name	Cesar Quiroga				
Installation Owner Name	UIR Utility Testing Company				
Installation Office Name	San Antonio Office 1				
TxDOT District	San Antonio District				
Installation Owner Job No. [Optional]	UTC2007-01 Only letters, numbers and hyphen are allowed				
Request Type	Regular Installation Request Click here for definitions				
Proposed Construction Schedule [Tentative]	Beginning: December 3 2007 Finishing: December 7 2007				
Installation Purpose	Public Utility Installation Click here for definitions				
Installation Class	Telephone				
Installation Location	<input type="radio"/> Aerial <input checked="" type="radio"/> Buried <input type="radio"/> Aerial and Buried				
Description	This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.				
Special Comments [Optional]	This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).				
Save and Continue					

Attach Files

This step involves uploading supporting documentation to the server and converting the uploaded documents to PDF format. To upload a file:

- Click **Browse...** and navigate through the file structure to select the file to upload.

1-Request Checklist	2-Basic Information	3-Attach Files	4-Find Location	5-View Summary	6-Submit Request
Select and attach files					
Find File: T:\San2Share\5-2110-03\UIR Testing\Sample Files\Sample Microstation file1.dgn					Browse...
[Click here to see valid file types you can upload]					
Upload File					

- Click **Upload File** to upload the file and start the PDF generation process. The time to upload a file and to generate the corresponding PDF file depends on the file size and type.

1-Request Checklist 2-Basic Information **3-Attach Files** 4-Find Location 5-View Summary 6-Submit Request

Select and attach files

Find File: Browse...

[\[Click here to see valid file types you can upload\]](#)

Upload File

View and verify attachments and PDF files

Attachment	Size	PDF	Delete
Sample Microstation file1.dgn	73.5KB	Generating PDF file ...	✗

Please wait while the system is processing your document . . .

- When the system finishes generating the PDF file, a clickable PDF icon appears on the screen. Click the PDF icon to open, review, and print the PDF file to ensure it is readable and prints correctly. If the file is not acceptable, click ✗ to delete it.

1-Request Checklist 2-Basic Information **3-Attach Files** 4-Find Location 5-View Summary 6-Submit Request


Select and attach files

Find File: Browse...

[\[Click here to see valid file types you can upload\]](#)

Upload File

View and verify attachments and PDF files

Attachment	Size	PDF	Delete
Sample Microstation file1.dgn	73.5KB		✗

Open, review, and print each PDF file to make sure it is readable and prints correctly. Keep in mind the system automatically converts CAD files (e.g., Microstation, AutoCAD) to 11x17 PDF files. If the PDF file is not readable, delete the attachment, correct the drawing, and try again.

Continue

- To upload additional files, click **Browse...** and repeat the procedure above.

1-Request Checklist 2-Basic Information **3-Attach Files** 4-Find Location 5-View Summary 6-Submit Request






Select and attach files

Find File: Browse...

[\[Click here to see valid file types you can upload\]](#)

Upload File

View and verify attachments and PDF files

Attachment	Size	PDF	Delete
Sample Microstation file1.dgn	73.5KB		✗
Sample Microsoft Word file1.doc	91KB		✗
Sample image file.jpg	902.19KB		✗
Sample PDF file1.pdf	150.49KB		✗
Sample AutoCAD file1.dwg	112.84KB		✗

Open, review, and print each PDF file to make sure it is readable and prints correctly. Keep in mind the system automatically converts CAD files (e.g., Microstation, AutoCAD) to 11x17 PDF files. If the PDF file is not readable, delete the attachment, correct the drawing, and try again.

Continue

- When finished uploading files, click **Continue** to go to the next step.

The following requirements and restrictions apply to files uploaded to UIR:

- Maximum number of files per submission: 5
- Maximum file size: 5 MB
- File types. UIR supports the following file types:

Valid File Types		
File Extension	File Type	PDF Page Size
asc	ASCII Text	Letter
bmp	Image (Bitmap)	Letter
dgn	Bentley Microstation Drawing	11 x 17
doc	Microsoft Word	Letter
dwg	AutoCAD Native Drawing	11 x 17
dxf	AutoCAD Interchange	11 x 17
gif	Image (Graphics Interchange Format)	Letter
jpe	Image (Joint Photographic Experts Group)	Letter
jpeg	Image (Joint Photographic Experts Group)	Letter
jpg	Image (Joint Photographic Experts Group)	Letter
mpp	Microsoft Project	Original
pdf	Adobe Acrobat (non-encrypted)	Original
png	Portable Network Graphics	Original
ppt	Microsoft PowerPoint	Original
tif	Tagged Image File	Original
tiff	Tagged Image File Format	Original
txt	ASCII Text	Letter
vsd	Microsoft Visio	Original
wpd	Corel/Novell WordPerfect	Letter
xls	Microsoft Excel	Letter

- For computer aided design (CAD) files, more specifically Microstation .dgn files and AutoCAD .dwg and .dxf files, UIR automatically resizes the original file page size to 11x17 inches when generating the corresponding PDF file. Regardless of format, when printed on 11x17 inch paper, all content must be readable and print correctly. In particular, all line work, labels, annotations, and dimensions should be of such size, height, width, color, and weight that they can be clearly legible when printing the PDF file in black and white on 11x17 inch paper.
- To ensure readability, the minimum acceptable printed font size is 8 points (approximately 1/9 of an inch in height). Note: One inch is roughly 72 points. Use larger text sizes if the text is in bold, the text uses narrow character styles, or if the line weight is larger than the minimum line weight (notice PDF conversion works best for text that uses the minimum line weight). Examples of acceptable text (larger text sizes are also acceptable) include the following:

Sample text (point size: 16)

Sample text (point size: 12)

Sample text (point size: 10)

Sample text (point size: 8)

Unacceptable text samples (notice some of the text is point size 8, but the selected font makes the text very difficult to read):

Sample text (point size: 8)

Sample text (point size: 8)

Sample text (point size: 6)

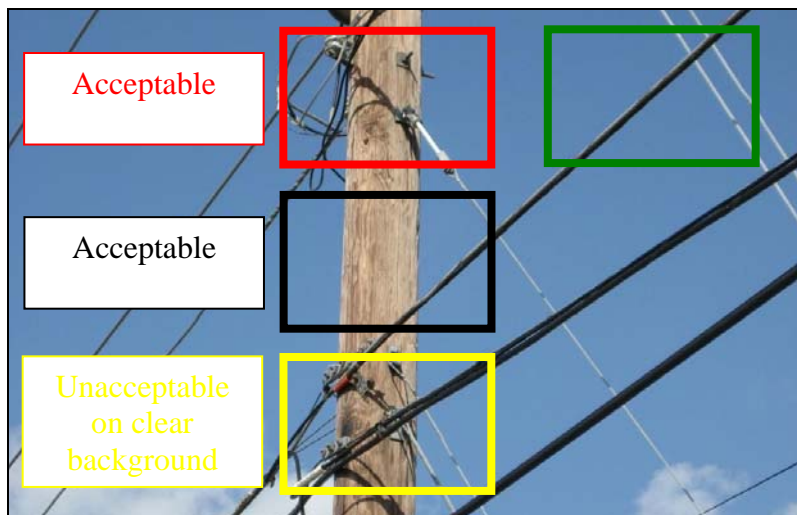
Sample text (point size: 6)

Sample text (point size: 6)

Sample text (point size: 6)

Sample text (point size: 4)

- Typically, plan and profile drawings should include the following content:
 - location and identification (highway number) of the state highway,
 - location of the proposed utility installation,
 - location of existing utility installations in the vicinity of the proposed installation,
 - distances and clearances to other existing or proposed utility installations,
 - location of the state ROW line and edge of highway pavement,
 - distances from the ROW line or from edge of highway pavement,
 - location of adjacent crossing streets and other landmarks to uniquely identify the location of the proposed installation,
 - location of points used for ground control, and
 - map scale and orientation.
- Supporting documents such as Word documents can also include pictures and figures. Make sure that all graphical elements (both images and annotations) are readable and provide good contrast both on the screen and when printed in black and white. Take into consideration a variety of scenarios. For example, certain colors such as yellow may be difficult to see on a clear background. Likewise, colors such as red and green (which may display correctly on their own) tend to look alike when printed in black and white.



- Within the 5-file, 5-MB/file limit, users have considerable flexibility to upload the documentation needed to support the installation review process.
 - Some file formats (e.g., AutoCAD, PDF, and Microsoft Office file formats) enable the submission of multi-page documents, therefore lowering the total number of files to upload.
 - Only upload files that directly pertain to the portion of the proposed installation that affects the state ROW. Uploading files that might pertain to a county or other local jurisdiction is unnecessary and can impact your ability to stay within the 5-file, 5-MB/file limit.
- In the current version of UIR, it is necessary to upload one file at a time. Further, in the case of CAD files (Microstation or AutoCAD), UIR does not support the use of linked cells or other special font libraries, which may vary from agency to agency and cannot be

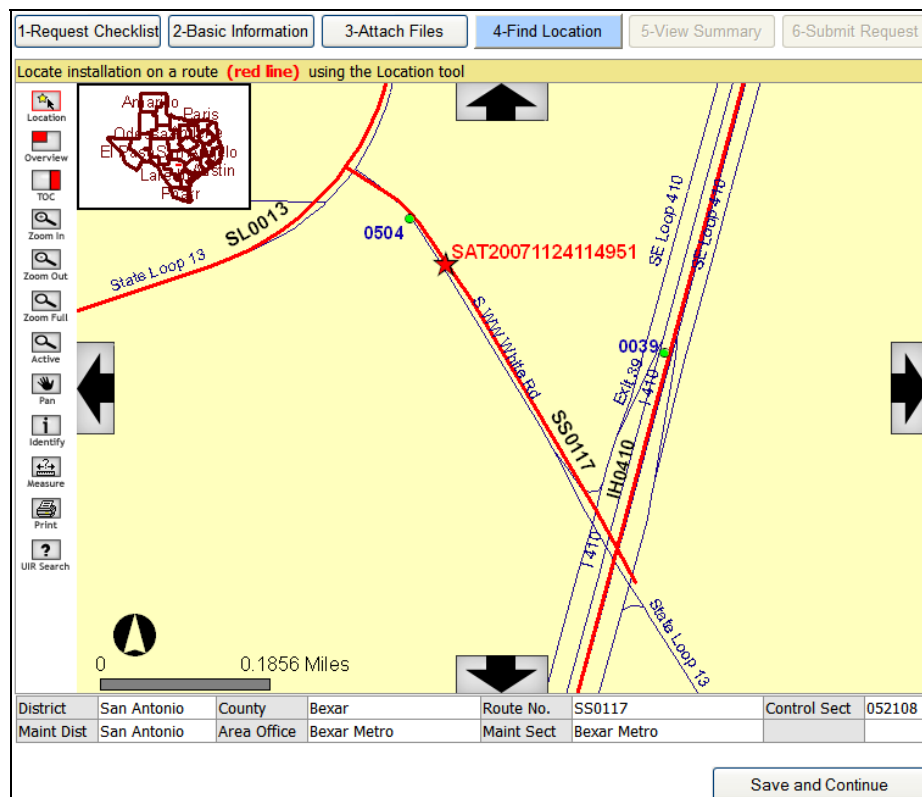
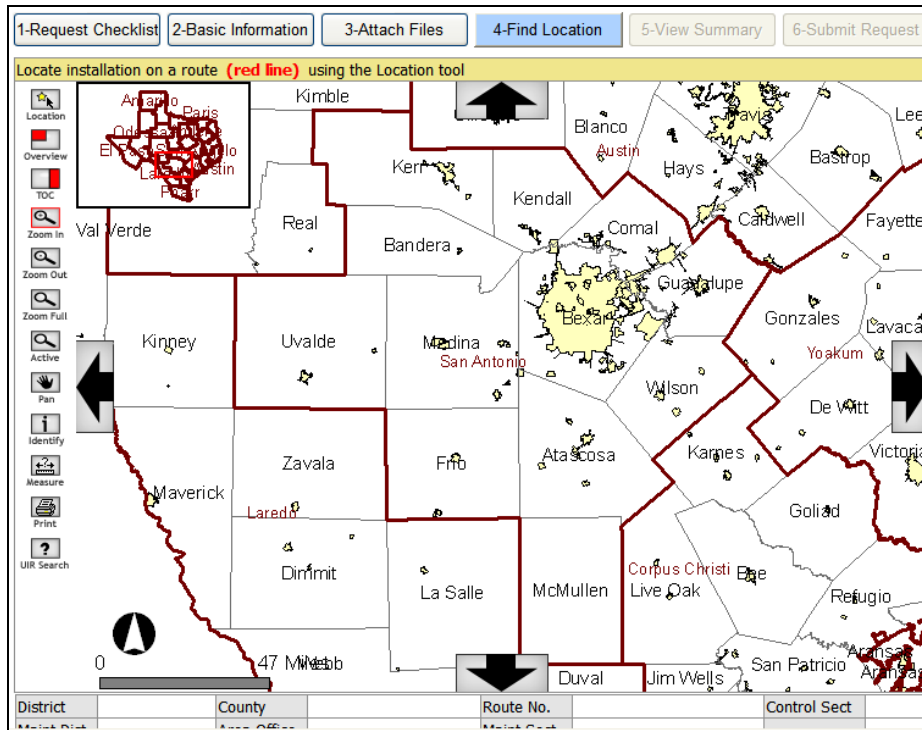
uploaded to UIR at the same time as the uploaded CAD file. To address this limitation, there are several options, including the following:

- Before uploading the CAD file to UIR, generate a plain-graphic CAD file where all the cells and other special graphical elements are converted to plain graphics.
- Convert the CAD file to PDF format and upload the PDF file to UIR.

Find Location

This step involves using an interactive map to place the location of the proposed installation on the map and displaying the corresponding route, control section, area office, and maintenance section data. To place the location of the proposed installation on the map:

- Zoom in to the area where the proposed installation will take place. For detailed instructions on how to use the map tools, see [Map](#).
- Using the **Location** tool, click the map at the location of the proposed installation. After refreshing the display, UIR shows a red star at that location, along with the installation request number. At the bottom of the screen, the display also shows the result of a query that confirms the TxDOT district, county, route, control section, area office, and maintenance section associated with the location chosen. Note: Under normal circumstances, the district and the maintenance district are the same. The district and the maintenance district are different in certain boundary situations where a stretch of roadway belongs jurisdictionally to one TxDOT district but another district is responsible for its maintenance.
- If it is necessary to change the location of the red star, simply click the **Location** tool (or make sure this tool is the active tool—a red border designates the active tool) and click the map at the correct location.
- Click **Save and Continue** to go to the next step. Note: The **Save and Continue** button is not visible if the table at the bottom of the screen is not filled completely (meaning that UIR could not complete the query to confirm the district, county, route, control section, area office, and maintenance section).



Take into consideration the following map usage guidelines:

- In the current version of UIR, it is only possible to place one red star per installation request. In effect, the red star is a placeholder for the proposed installation.
 - For crossings, place the red star at the location where the proposed crossing intersects the TxDOT route centerline.
 - For longitudinal installations, place the red star at one end of the proposed installation and indicate in the description field in Step 2 where the other end is located.
- The map shows green dots that represent reference markers located on the state highway network. Reference markers are placed every mile on interstate highways and approximately every two miles or less on non-interstate highways. Using distances measured in the field with respect to actual reference marker locations (first priority) or distances measured on the map with respect to reference marker green dots, add a statement to the description in Step 2 regarding the relative location of the proposed installation with respect to the reference marker network. For example:
 - For crossings: “Crossing is located 340 feet southeast of reference marker 504 on SS 117.”
 - For longitudinal installations: “Installation begins 340 feet southeast of reference marker 504 and ends 995 feet southeast of reference marker 504.”
- Depending on the bandwidth and actual connection speed, the amount of time it takes to load and refresh the map could vary substantially. If the map does not load completely or keeps displaying a “Loading” animation for too long, press F5 to reload the map or, alternatively, click **3-Attach Files** and then **4-Find Location**. If the map still does not load after a few attempts, log out and try again later at a time when there is less Internet traffic.

View Summary

This step involves reviewing the documentation provided in the previous steps.

- Review the information displayed on the screen for accuracy and completeness, including all relevant hyperlinks.
- If necessary, click a step button and edit the corresponding data accordingly.
- When finished, click **Continue** to go to the next step.






1-Request Checklist	2-Basic Information	3-Attach Files	4-Find Location	5-View Summary	6-Submit Request
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Review installation request information

Basic Information

Installation Request No.	SAT20071124114951	
District Application No.		
Installation Owner Job No.	UTC 2007-01	
Applicant Name	Cesar Quiroga	
Contact Information	c-quiroga@tamu.edu - 210-731-9938	
Installation Owner Name	UIR Utility Testing Company	
Office Name	San Antonio Office 1	
Proposed Construction Schedule	Begin on: 12-03-2007	Finish on: 12-07-2007
Request Type	Regular Installation Request	
Installation Purpose	Public Utility Installation	
Installation Class	Telephone	
Installation Location	Buried	
Description	<p>This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.</p>	
Special Comments	<p>This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).</p>	
Notice Printout	View Notice (HTML)	
Request Checklist	Show Request Checklist Answers	

Attachments

Attachment	Size (KB)	Attachment (pdf)
Sample Microstation file1.dgn	74	
Sample Microsoft Word file1.doc	91	
Sample image file.jpg	902	
Sample PDF file1.pdf	150	
Sample AutoCAD file1.dwg	113	

Location

Geographic Location District	San Antonio
Maintenance District	San Antonio
Maintenance Section	Bexar Metro
Control Section	052108
Route	SS0117
County	Bexar
Map	View Map

[Continue](#)

Submit Request

This step involves generating the installation request document in PDF format and officially submitting the request to TxDOT. To submit the request:

- If applicable, select and/or add other individuals who should receive automated emails from UIR. Examples include consultants and utility contractors. Note: By default, the system sends emails to the user who submitted the request. In addition, notice that there is no need to add other registered UIR users from the same office because they already have the ability to log in and view all the requests submitted by all users from that office.

1-Request Checklist 2-Basic Information 3-Attach Files 4-Find Location 5-View Summary 6-Submit Request

Select users that should receive emails from UIR

For email recipients with UIR accounts, select existing user:

For email recipients without UIR accounts, select email address:

or type new email address:

Select type of email user(s) should receive

Email Recipient	Delete	Submissions to TxDOT	TxDOT Requests before Approval	TxDOT Approvals	48-hour Construction Notifications	TxDOT Requests during Construction	TxDOT Requests after Construction	Closed Requests
ajones@earthlink.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
jsmith@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select one of the following options

Edit Request Click 1, 2, 3, or 4 above

Submit Application After clicking Submit Request, the system will generate the request document in PDF format ([click here for a preview](#)) and will send emails to TxDOT officials and you. There is no need to send a separate, signed paper copy to TxDOT. You can download the PDF file for your own records.

I agree (You must check "I agree" to submit application)

- Click the check box and then click **Submit Application**. Note: The **Submit Application** button is not available to consultants. Consultants can help prepare, but not submit installation requests to TxDOT. Consultants should coordinate with their installation owner office contacts for the submission of installation requests to TxDOT.
- While the system is generating the installation request PDF document, the screen displays the approximate number of seconds that have passed. In general, it takes 15-30 seconds to complete the process, although the actual duration depends on a number of factors, including number and size of the attachment files as well as on the number of users who may be logged in at the same time and uploading and/or generating PDF files.

Please wait while UIR generates the Notice of Proposed Installation PDF file. This process usually takes less than a minute, depending on the number and size of the attachment files.

DO NOT CLOSE the browser window. Also, DO NOT CLICK anywhere on this browser until this message disappears. Otherwise, the PDF file will not be properly generated.

..... 15 seconds

- After completing the process, UIR changes the screen. Click [Notice of Proposed Installation](#) to view the PDF file. Alternatively, click **Return Home** to see the new installation request added to the list of requests currently at TxDOT. Note: The system displays an error message if it fails to generate the PDF file. In this case, follow the instructions on the screen. If the process fails again, contact the district utility permit office for assistance.

Thank you for using UIR.

Click here to open the [Notice of Proposed Installation \(NOPI\)](#) PDF file. Please print a copy of the file for your records.

You are strongly advised to log in to UIR on a regular basis to check on the status of the installation request. As a service to users, UIR sends automated emails during the review process, including initial application receipt, approval/rejection decision, or if there is a need for clarifications or additional documentation. Keep in mind, however, that email routing and delivery is an external process that UIR cannot control and, as a result, there is no guarantee you will receive emails from UIR.

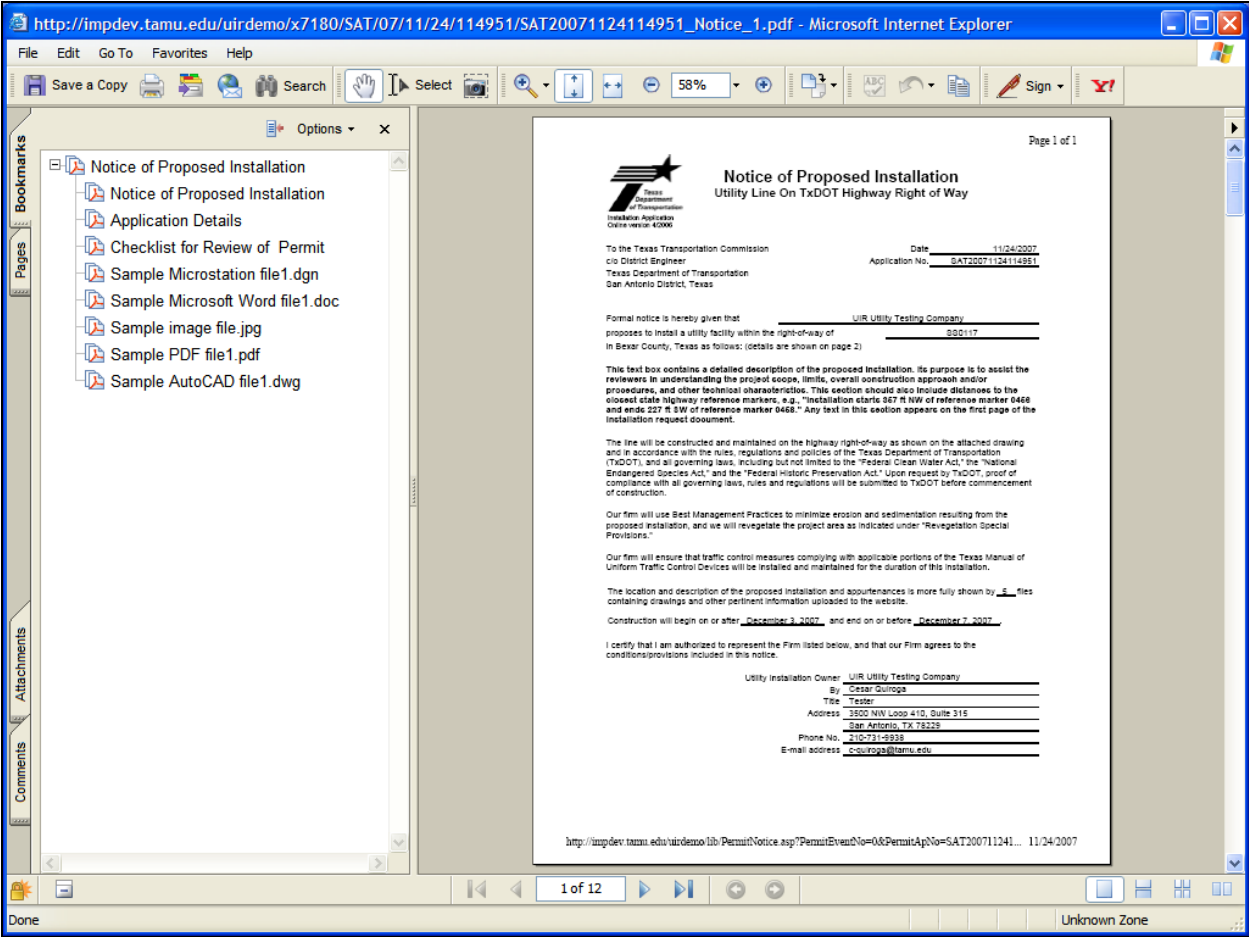
[Return Home](#)

Requests Currently at Installation Owner (0) [\[Hide/Show\]](#)

Requests Currently at TxDOT (1) [\[Hide/Show\]](#)

Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Status	Last Event
UTC 2007-01	SAT20071124114951		Bexar Metro	SS0117	Submitted	11-24-2007

- To view the new installation request, click the installation request number. When the **Basic Information** screen opens, click [View Notice \(PDF\)](#).



- UIR sends an email to officials in the utility permit office to alert them about the new proposed installation request. It also sends an acknowledgment email to the user who submitted the application.

REVIEWING

After submitting the installation request, TxDOT officials proceed with the review of the proposed installation. The review may include routing the proposed installation request to appropriate TxDOT offices and, if needed, back to the user who submitted the application for clarification or additional/revised documentation. If TxDOT sends a request back to the applicant, UIR generates an email to alert that user. Note: Login to UIR frequently to verify the status of a proposed installation request. Email is an external process to UIR, and, therefore, there is no guarantee that UIR-generated emails will always reach the user.

Submit a Clarification

A request for clarification from TxDOT is a request for a simple comment to help clarify or confirm information that was not evident in the documentation originally submitted. Note: The clarification interface does not enable users to upload files or otherwise modify the description and content of the proposed installation.

To submit a clarification:

- Open an installation request that shows [Submit clarification](#) under [Action Needed](#).
- Click **Conduct Action**.
- Select “Submitting clarification / Conduct review” and type the clarification comment. Note: The interface also provides the option to withdraw the application. Selecting “Withdrawing application / Nothing (application withdrawn)” changes the status of the installation request to withdrawn and moves the request to [Closed Requests](#).
- Click **Submit Action** to send the clarification to TxDOT.

Submit Revised Documentation

A request for revised documentation enables the applicant to access the six-step interface to add, delete, and or edit data (including files) associated with the original submission. Note: A request for revised documentation is a request to revise the original submission. It is *not* a rejection of the original submission and it is *not* a request to prepare a brand new submission from scratch. In contrast, a rejection from TxDOT will be clearly labeled as “Application rejected / Nothing (application rejected).”


To submit revised documentation:

- Open an installation request that shows [Submit revised documentation](#) under [Action Needed](#).






Requests Currently at Installation Owner (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Action Needed	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Submit revised documentation	11-25-2007

If your request is approved, you will be required to notify TxDOT 48 hours (2 business days) before you start construction to allow for proper inspection and coordination of work days and traffic control plans. Use the UIR website or contact the inspector listed on the Approval Form for the 48-hour notification. DO NOT start construction until you have coordinated the construction start date and inspection with TxDOT. You are also required to keep a copy of the Approval Form, the Notice of Proposed Installation, and any approved amendments at the job site at all times.


- Review the **Basic Information** screen as needed.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Basic Information					
Installation Request No.	SAT20071124114951				
District Application No.	TE-07-53				
Installation Owner Job No.	UTC 2007-01				
Applicant Name	Cesar Quiroga				
Contact Information	c-quiroga@tamu.edu - 210-731-9938				
Installation Owner Name	UIR Utility Testing Company				
Office Name	San Antonio Office 1				
Proposed Construction Schedule	Begin on: 12-03-2007		Finish on: 12-07-2007		
Request Type	Regular Installation Request				
Installation Purpose	Public Utility Installation				
Installation Class	Telephone				
Installation Location	Buried				
Description	<p>This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.</p>				
Special Comments	<p>This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).</p>				
Notice Printout	View Notice (PDF) View Notice (HTML)				
Request Checklist	Show Request Checklist Answers				
Attachments					
Attachment	Size (KB)	Attachment (pdf)			
Sample Microstation file1.dgn	74				

- Review the **Event History** screen as needed.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Statistics [Show/Hide]					
Event History [Collapse/Expand]					
Event 2	Review partially completed / Submit revised documentation				
When	11/25/2007 08:32:13 AM				
By	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1				
Send to	Cesar Quiroga (UIR Utility Testing Company, San Antonio Office 1) - cquiroga440				
Comment	This text box contains comments for the recipient. In this example, the request is being sent back to the applicant (hint: include as much information as possible to document why the request is being sent back).				
Event 1	Application submitted / Conduct initial review				
When	11/24/2007 12:44:45 PM				
By	Cesar Quiroga (UIR Utility Testing Company, San Antonio Office 1) - cquiroga440				
Send to	Utility Permit Office				
Description	This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.				
Special Comment	This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).				
Attachment 1	Sample Microstation file1.dgn 				
Attachment 2	Sample Microsoft Word file1.doc 				
Attachment 3	Sample image file.jpg 				
Attachment 4	Sample PDF file1.pdf 				
Attachment 5	Sample AutoCAD file1.dwg 				
Notice of Proposal Installation	View Notice				

- Click **Conduct Action**.
- Select “Submitting revised documentation / Conduct review.” Note: The interface also provides the option to withdraw the application. Selecting “Withdrawing application / Nothing (application withdrawn)” changes the status of the installation request to withdrawn and moves the request to [Closed Requests](#).
- Click **Continue** to display an editable copy of the previous submission.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Review TxDOT's request					
Requested Action by TxDOT	Submit revised documentation				
Comment from TxDOT	This text box contains comments for the recipient. In this example, the request is being sent back to the applicant (hint: include as much information as possible to document why the request is being sent back).				
Response to TxDOT					
Response / Request	Submitting revised documentation / Conduct review 				
Route to	Utility Permit Office (TTI SATUPO1) Note: The system will also send emails to other registered officials in the same office.				
Click Continue to display an editable copy of your previous submission. At the end of Step 6, you will be able to submit the revised request.					Continue

1-Request Checklist	2-Basic Information	3-Attach Files	4-Find Location	5-View Summary	6-Submit Request
Answer questions and add comments as needed					
Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Is the location and identification (highway number) of the TxDOT highway clearly indicated on the plans?					
Comment: Plans show the highway number.					
Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Are the utility plans legible, drawn to scale, and accurately dimensioned?					
Comment:					
Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Is the location of the proposed utility line clearly shown on the plans?					
Comment:					
Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Are other existing utility lines in the vicinity shown on the plans?					
Comment: Both underground and aboveground existing lines are shown.					
Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Are the right of way line and edge of highway pavement clearly shown on plans?					
Comment: The plans clearly show the state property line and the existing edge of pavement.					
Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/> For lines to be installed parallel to the highway, is the distance from the right of way line and from the edge of highway pavement clearly shown?					
Comment: The proposed installation is a crossing.					
Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/> For installations parallel to the highway, does the installation alignment change? Alignment changes need to be justified and reasonable.					
Comment: The proposed installation is a crossing.					
Yes <input type="radio"/> No <input type="radio"/> N/A <input checked="" type="radio"/> Are appropriate temporary erosion control devices (e.g., rock berms, silt fences) shown where the line will be across/along a creek, drainage way, steep slope, within the Edwards Aquifer Recharge Zone, or in other critical areas?					
Comment: Do not apply					

- As needed, click one or more of the six step buttons to review, add, delete, or revise data. In Steps 1, 2, and 4, make sure to click **Save and Continue** to save the edits.

1-Request Checklist 2-Basic Information 3-Attach Files 4-Find Location 5-View Summary 6-Submit Request

[View Comments by TxDOT](#)

This text box contains comments for the recipient. In this example, the request is being sent back to the applicant (hint: include as much information as possible to document why the request is being sent back).

Provide basic information

Installation Request No. **SAT20071124114951**

Applicant Name Cesar Quiroga

Installation Owner Name UJR Utility Testing Company

Installation Office Name San Antonio Office 1

TxDOT District San Antonio District

Installation Owner Job No. UTC 2007-01 Only letters, numbers and hyphen are allowed

Request Type Regular Installation Request [Click here for definitions](#)

Proposed Construction Schedule **Beginning:** December 3 2007 **Finishing:** December 7 2007

Installation Purpose Public Utility Installation [Click here for definitions](#)

Installation Class Telephone

Installation Location Aerial Buried Aerial and Buried

Description (Revised). This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.

Special Comments [Optional] This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).

Save and Continue

1-Request Checklist 2-Basic Information 3-Attach Files 4-Find Location 5-View Summary 6-Submit Request

[View Comments by TxDOT](#)

Select and attach files

Find File:

[\[Click here to see valid file types you can upload\]](#)

View and verify attachments and PDF files

Attachment	Size	PDF	Delete
Sample Microstation file1 revised.dgn	73.5KB		

Open, review, and print each PDF file to make sure it is readable and prints correctly. Keep in mind the system automatically converts CAD files (e.g., Microstation, AutoCAD) to 11x17 PDF files. If the PDF file is not readable, delete the attachment, correct the drawing, and try again.

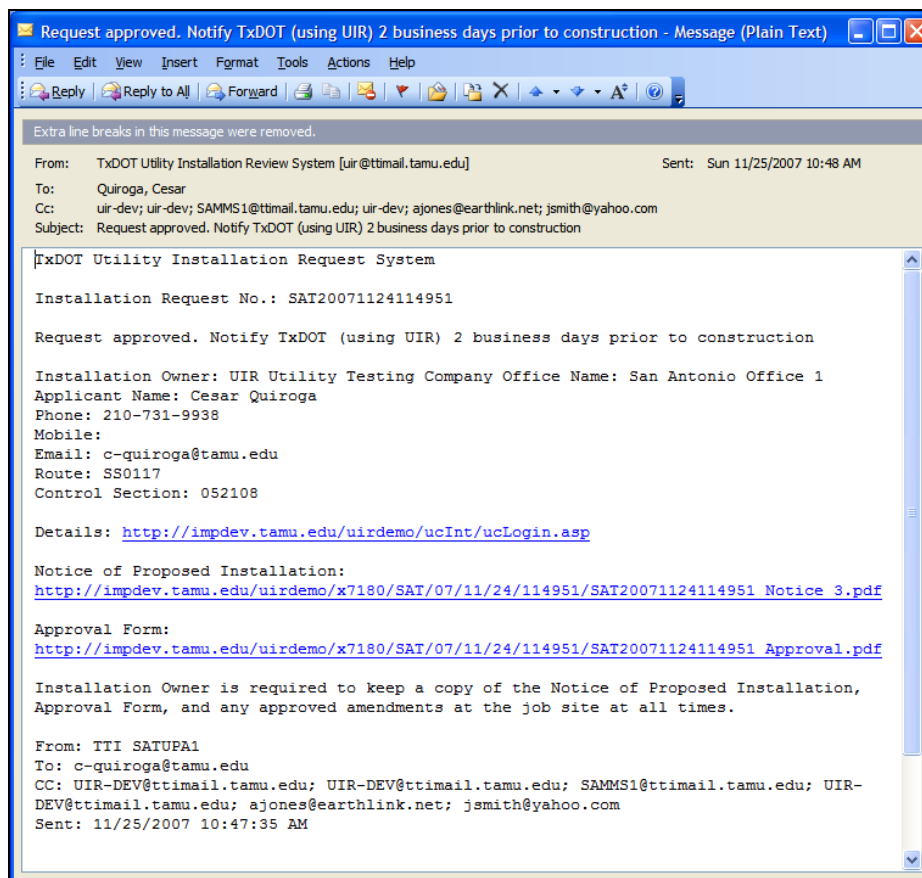
- In Step 6, click the check box and then click **Submit Application** to generate a revised version of the installation request PDF document.
- After completing the process, UIR updates the status of the proposed installation request. At this point, the applicant can open and view the request, but the **Conduct Action** button is disabled.

Requests Currently at Installation Owner (0) [Hide/Show]						
Requests Currently at TxDOT (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Status	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Under review	11-25-2007

- As with the original submission, UIR sends an email to officials in the utility permit office to alert them about the new proposed installation request. It also sends an acknowledgment email to the user who submitted the application.

APPROVAL/PRE-CONSTRUCTION

During the approval phase, a designated TxDOT official approves the proposed installation and routes the approval form along with any relevant special provisions to the installation owner user for further processing. UIR also sends an email to the applicant, the designated inspector, and any email recipient that the applicant added in Step 6. For convenience, the email includes direct links to the notice of proposed installation and approval forms.



At least 2 business days prior to starting construction, the installation owner user (or another duly authorized installation owner user) must notify TxDOT—using UIR—that construction is about to commence. During the notification process, UIR sends an email to the designated TxDOT

inspector who then coordinates with the installation owner user details such as the actual construction schedule and traffic control plans. Note: Only users with valid UIR accounts within the installation owner office can access the system to notify TxDOT online. If the user who submitted the original application is not involved in field operations, make sure to add one or more construction representatives (who are employees, not consultants or contractors) as UIR users to enable them to notify TxDOT online.

To notify the TxDOT inspector that construction is about to start:

- Open an installation request that shows **Request approved. Notify TxDOT (using UIR) 2 business days prior to construction under Action Needed.**


Requests Currently at Installation Owner (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Action Needed	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Request approved. Notify TxDOT (using UIR) 2 business days prior to construction	11-25-2007

If your request is approved, you will be required to notify TxDOT 48 hours (2 business days) before you start construction to allow for proper inspection and coordination of work days and traffic control plans. Use the UIR website or contact the inspector listed on the Approval Form for the 48-hour notification. DO NOT start construction until you have coordinated the construction start date and inspection with TxDOT. You are also required to keep a copy of the Approval Form, the Notice of Proposed Installation, and any approved amendments at the job site at all times.

- Review the **Basic Information** screen as needed.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Basic Information					
Installation Request No.	SAT20071124114951				
District Application No.	TE-07-53				
Installation Owner Job No.	UTC 2007-01				
Applicant Name	Cesar Quiroga				
Contact Information	c-quiroga@tamu.edu - 210-731-9938				
Installation Owner Name	UIR Utility Testing Company				
Office Name	San Antonio Office 1				
Proposed Construction Schedule	Begin on: 12-03-2007		Finish on: 12-07-2007		
Request Type	Regular Installation Request				
Installation Purpose	Public Utility Installation				
Installation Class	Telephone				
Installation Location	Buried				
Description	(Revised). This text box contains a detailed description of the proposed installation. Its purpose is to assist the reviewers in understanding the project scope, limits, overall construction approach and/or procedures, and other technical characteristics. This section should also include distances to the closest state highway reference markers, e.g., "installation starts 357 ft NW of reference marker 0456 and ends 227 ft SW of reference marker 0458." Any text in this section appears on the first page of the installation request document.				
Special Comments	This text box is used to provide additional relevant information, e.g., if this request is part of a large project that involves several requests (in this case, the user would list all installation request numbers: SAT20071120083012, SAT20071120100512, and so on).				
Notice Printout	View Notice (PDF) View Notice (HTML)				
Approval Form	View Approval Form				
Request Checklist	Show Request Checklist Answers				

- Review the **Event History** screen as needed.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Statistics [Show/Hide]					
Event History [Collapse/Expand]					
Event 9	Request approved / Request approved. Notify TxDOT (using UIR) 2 business days prior to construction				
When	11/25/2007 10:47:35 AM				
By	TTI SATUPA1 (TxDOT, District Maintenance Office) - satupa1				
Send to	Cesar Quiroga (UIR Utility Testing Company, San Antonio Office 1) - cquiroga440				
Comment	No work on weekends. Restore ROW to original condition.				
Approval Form	View Approval Form				
Event 8	Review completed / Approve/reject application				
When	11/25/2007 10:45:07 AM				
By	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1				
Send to	TTI SATUPA1 (TxDOT, District Maintenance Office) - satupa1				
Comment	Approval is recommended.				
Event 7	Review completed / Conduct review				
When	11/25/2007 10:40:51 AM				
By	TTI SATAO1 (TxDOT, Bexar Metro Area Office) - satao1				
Send to	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1				
Comment	No objections from the field office. I would like the inspection to be coordinated with the Bexar Metro Maintenance Section (see above). Also, use the special provisions below.				
Event 6	Review completed / Conduct review				
When	11/25/2007 10:36:17 AM				
By	TTI SATMS1 (TxDOT, Bexar Metro Maintenance Section) - satms1				
Send to	TTI SATAO1 (TxDOT, Bexar Metro Area Office) - satao1				
Comment	No objections. See attached picture, which shows the project area in more detail.				
Attachment 1	Picture 028.jpg 				

- Click **Conduct Action**.
- Select “Ready to start construction / Conduct inspection” and provide information the inspector needs to start the inspection process, including information about the traffic control plan and the name and phone number of a representative of the installation owner in the field.
- Click **Submit Action** to send the notification to TxDOT.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Review TxDOT's request					
Requested Action by TxDOT	Request approved. Notify TxDOT (using UIR) 2 business days prior to construction				
Comment from TxDOT	No work on weekends. Restore ROW to original condition.				
Response to TxDOT					
Response / Request	Ready to start construction / Conduct inspection <input type="button" value="v"/>				
Route to	Bexar Metro Maintenance Section (TTI SATMS1) Note: The system will also send emails to other registered officials in the same office.				
Installation Owner Comment [Optional]	Our construction crew is ready to start construction. Our traffic control plan is ready for your review and approval. Please coordinate with one of our construction coordinators (Paul Smith, 210-456-9093, or Jane Wilson, 210-456-9045).				
					Submit Action

- After completing the process, UIR updates the status of the proposed installation request. At this point, the applicant can open and view the request, but the **Conduct Action** button is disabled.

Requests Currently at Installation Owner (0) [Hide/Show]						
Requests Currently at TxDOT (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Status	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Construction	11-25-2007

In addition to the option to notify TxDOT 2 business days prior to starting construction, the interface enables the user to withdraw the application or to submit an amendment request. Selecting “Withdrawing application / Nothing (application withdrawn)” changes the status of the installation request to withdrawn and moves the request to [Closed Requests](#). Selecting “Submitting amendment / Conduct amendment review” enables the user to submit a request to amend the originally approved proposal. See [Amendments](#) for additional information.

CONSTRUCTION

Overview

After the TxDOT inspector receives the 2-business day notification (via UIR), the status of the installation request in UIR becomes “Construction.” By default, during the construction phase, the TxDOT inspector has control of the installation request in UIR (i.e., the applicant can open and view the request, but the **Conduct Action** button is disabled). In general, the TxDOT inspector has the following UIR interface options:

- Ask the installation owner user to re-submit the 2-business day notification to TxDOT at a later date. This option may be necessary if, for example, TxDOT is conducting maintenance work on the ROW that might prevent the installation owner from starting its own construction activities. If the inspector chooses this option, UIR will transfer control of the installation request to the applicant (i.e., when the applicant opens the request, the **Conduct Action** button becomes enabled).
- Stop construction and ask the installation owner user to submit an amendment request. This option might be necessary if, in the opinion of the inspector, the conditions on the ground are such that an amendment to the previously approved proposal is warranted. Examples of potential conditions include the determination of the need for significant changes in horizontal alignment, vertical alignment, and/or construction schedule. If the inspector chooses this option, UIR will transfer control of the installation request to the applicant (i.e., when the applicant opens the request, the **Conduct Action** button becomes enabled).
- Notify the utility permit office that construction has ended. The TxDOT inspector chooses this option if, in the opinion of the inspector, construction has finished completely (i.e., there are no pending construction items or temporary utility adjustments, and the finished installation meets all relevant specifications, rules, and regulations, including the Utility Accommodation Rules). If the inspector chooses this option, UIR changes the status of the installation request to “Post-construction” and transfers control of the installation request to the TxDOT district utility permit office for further processing.

Re-Submit 2-Business Day Notification

To re-submit the 2-business day notification:

- Open an installation request that shows [Request approved](#). [Notify TxDOT \(using UIR\) 2 business days prior to construction](#) under [Action Needed](#).
- Review the **Basic Information** screen as needed.
- Review the **Event History** screen as needed.
- Click **Conduct Action**.
- Select “Ready to start construction / Conduct inspection” and provide information the inspector needs to start the inspection process, including information about the traffic control plan and the name and phone number of a representative of the installation owner in the field.
- Click **Submit Action** to send the notification to TxDOT.

Submit Amendment

Between approval and post-construction, a user can submit an amendment request as long as the user has control over the installation request (i.e., when opening an installation request, the **Conduct Action** button is enabled). An amendment is a modification to a previously approved proposal and can involve changes such as changes in construction schedule, design, and/or alignment. There are two types of amendments: user-triggered amendments and TxDOT-triggered amendments. In either case, the process involves submitting the amendment, having TxDOT review the amendment, making modifications to the amendment (as needed), receiving approval (or rejection) of the amendment, notifying the TxDOT inspector 2 business days prior to construction, and proceeding with construction. An installation request could have multiple amendments.

Submitting an amendment request is very similar to submitting revised documentation prior to the original approval (see [Submitting Revised Documentation](#)). To submit an amendment request:

- Open an installation request that, under [Action Needed](#), shows one of the following:
 - [Request approved](#). [Notify TxDOT \(using UIR\) 2 business days prior to construction](#),
 - [Stop construction](#). [Submit amendment](#),
 - [Review partially completed](#). [Submit revised amendment](#), or
 - [Amendment approved](#). [Notify TxDOT \(using UIR\) 2 business days prior to construction](#).
- Review the **Basic Information** screen as needed.
- Review the **Event History** screen as needed.
- Click **Conduct Action**.
- Select “Submitting amendment / Conduct review” (or “Submitting revised amendment / Conduct review” in the case of revised amendments). Note: The interface also provides the option to withdraw the application. Selecting “Withdrawing application / Nothing

(application withdrawn)” changes the status of the installation request to withdrawn and moves the request to [Closed Requests](#).

- Click **Continue** to display an editable copy of the previous approved submission.
- As needed, click one or more of the six step buttons to review, add, delete, or revise data. In Steps 1, 2, and 4, make sure to click **Save and Continue** to save the edits.
- In Step 6, click the check box and then click **Submit Application** to generate a PDF version of the amendment request.
- After completing the process, UIR updates the status of the proposed installation request. At this point, the applicant can open and view the request, but the **Conduct Action** button is disabled.
- As with the original submission, UIR sends an email to officials in the utility permit office to alert them about the new amendment request. It also sends an acknowledgment email to the user who submitted the application.

As with the original submission, TxDOT reviews the amendment request. The review may include routing the amendment request to appropriate TxDOT offices and, if needed, back to the user who submitted the amendment request for clarification or additional/revised documentation. If TxDOT sends a request back to the applicant, UIR generates an email to alert that user.

If TxDOT approves the amendment request, a designated TxDOT official routes the approval form along with any relevant special provisions to the installation owner user for further processing. UIR also sends an email to the applicant and any email recipient that the applicant added in Step 6.

POST-CONSTRUCTION

After the TxDOT field inspector notifies the district utility permit office that construction has ended, this office requests the installation owner to submit an as-built certification online.

To submit the as-built certification:

- Open an installation request that shows [Construction completed](#). [Submit as-built certification](#) under [Action Needed](#).

Requests Currently at Installation Owner (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Action Needed	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Construction completed. Submit as-built certification	11-25-2007

If your request is approved, you will be required to notify TxDOT 48 hours (2 business days) before you start construction to allow for proper inspection and coordination of work days and traffic control plans. Use the UIR website or contact the inspector listed on the Approval Form for the 48-hour notification. DO NOT start construction until you have coordinated the construction start date and inspection with TxDOT. You are also required to keep a copy of the Approval Form, the Notice of Proposed Installation, and any approved amendments at the job site at all times.

- Review the **Basic Information** screen as needed.
- Review the **Event History** screen as needed.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Statistics [Show/Hide]					
Event History [Collapse/Expand]					
Event 12	Construction completed / Construction completed. Submit as-built certification				
When	11/25/2007 11:25:23 AM				
By	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1				
Send to	Cesar Quiroga (UJR Utility Testing Company, San Antonio Office 1) - cquiroga440				
Comment	When submitting the as-built certification, notice the inspector's comments (see last event).				
Event 11	Construction completed / Conduct post-construction review				
When	11/25/2007 11:18:39 AM				
By	TTI SATMS1 (TxDOT, Bexar Metro Maintenance Section) - satms1				
Send to	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1				
Comment	Construction ended yesterday. No major incidents reported, although I had to remind the contractor to always have permit request and approval at the job site. Alignment did not change compared to original proposal.				
Event 10	Ready to start construction / Conduct inspection				
When	11/25/2007 10:57:49 AM				
By	Cesar Quiroga (UJR Utility Testing Company, San Antonio Office 1) - cquiroga440				
Send to	TTI SATMS1 (TxDOT, Bexar Metro Maintenance Section) - satms1				
Comment	Our construction crew is ready to start construction. Our traffic control plan is ready for your review and approval. Please coordinate with one of our construction coordinators (Paul Smith, 210-456-9093, or Jane Wilson, 210-456-9045).				

- Click **Conduct Action**.
- Select “Submitting as-built certification / Conduct as-built review” and provide information the utility permit office needs to validate the as-built documentation.
- Click **Submit Action** to send the as-built certification to TxDOT.

SAT20071124114951		Basic Information	Event History	Conduct Action	Go back
Review TxDOT's request					
Requested Action by TxDOT	Construction completed. Submit as-built certification				
Comment from TxDOT	When submitting the as-built certification, notice the inspector's comments (see last event).				
Response to TxDOT					
Response / Request	Submitting as-built certification / Conduct as-built review				
Route to	Utility Permit Office (TTI SATUPO1) Note: The system will also send emails to other registered officials in the same office.				
Installation Owner Comment [Optional]	In this example, the user is certifying that the as-built facility matches the approved documentation and, therefore, as-built plans are not necessary. If there had been changes on the ground compared to the approved alignment, the user would need to select the second option and attach as-built files.				
Provide As-Built Condition Certification					
In accordance with the Utility Accommodation Rules (Texas Administrative Code, Title 43, Part 1, Chapter 21, Subchapter C, Rule §21.37(c)(5)), we certify that:					
<input checked="" type="radio"/> We constructed this utility installation according to the description, construction plans, special provisions, and other related documents, as described in the Notice of Proposed Installation, Approval Form, and approved amendments. We also maintained field representation during installation of this utility.					
<input type="radio"/> We constructed this utility installation according to as-built plans (attached below) that include the installed location, vertical elevations, and horizontal alignments of the utility facility based upon the department's survey datum, the relationship to existing highway facilities and the right of way line, and access procedures for maintenance of the utility facility. We also maintained field representation during installation of this utility.					
Select and Attach Files					
Find File:	<input type="text"/>				Browse...
[Click here to see valid file types you can upload]					
Upload File					
Submit Action					

- After submitting the as-built certification to TxDOT, UIR changes the status of the request to “Post-construction.” At this point, UIR transfers control of the installation request to TxDOT (i.e., the applicant can open and view the request, but the **Conduct Action** button is disabled).

Requests Currently at Installation Owner (0) [Hide/Show]						
Requests Currently at TxDOT (1) [Hide/Show]						
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Status	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Post-construction	11-25-2007

After the submission and review of the as-built certification, the utility permit office archives the completed request. Archiving the completed request involves routing the request to the closed permit box and changing the status of the request to “Completed.” Completed requests are only accessible through the [Closed Requests](#) menu option.

My Requests			Office Requests			Inst. Owner Requests		
Applicant Closed Requests								
Applicant Name			Requests Currently at TxDOT			Requests Currently at Installation Owner		
Cesar Quiroga			1			0		
Search by <input type="text"/> Installation Request No. <input type="text"/> <input type="button" value="Go"/>								
Requests Currently at TxDOT (1) [Hide/Show]								
Installation Owner Job No.	Installation Request No.	Maintenance Section	Highway	Office Name	Currently at	Action Needed	Last Event	
UTC 2007-01	SAT20071124114951	Bexar Metro	SS0117	San Antonio Office 1	Closed Permit Box	Nothing (application completed)	11-25-2007	

SAT20071124114951				
Basic Information		Event History		Conduct Action
Go back				
Statistics [Show/Hide]				
Event History [Collapse/Expand]				
Status	Events	By	Office Name	Date
Completed	14. Process completed	TTI SATUPO1	TxDOT, Utility Permit Office	11-25-2007
Post-construction	13. Submitting as-built certification	Cesar Quiroga	UIR Utility Testing Company, San Antonio Office 1	11-25-2007
Post-construction	12. Construction completed	TTI SATUPO1	TxDOT, Utility Permit Office	11-25-2007
Post-construction	11. Construction completed	TTI SATMS1	TxDOT, Bexar Metro Maintenance Section	11-25-2007
Construction	10. Ready to start construction	Cesar Quiroga	UIR Utility Testing Company, San Antonio Office 1	11-25-2007
Pre-construction	9. Request approved	TTI SATUPA1	TxDOT, District Maintenance Office	11-25-2007
Under review	8. Review completed	TTI SATUPO1	TxDOT, Utility Permit Office	11-25-2007
Under review	7. Review completed	TTI SATAO1	TxDOT, Bexar Metro Area Office	11-25-2007
Under review	6. Review completed	TTI SATMS1	TxDOT, Bexar Metro Maintenance Section	11-25-2007
Under review	5. Review completed	TTI SATAO1	TxDOT, Bexar Metro Area Office	11-25-2007
Under review	4. Review completed	TTI SATUPO1	TxDOT, Utility Permit Office	11-25-2007
Under review	3. Submitting revised documentation	Cesar Quiroga	UIR Utility Testing Company, San Antonio Office 1	11-25-2007
Under review	2. Review partially completed	TTI SATUPO1	TxDOT, Utility Permit Office	11-25-2007
Submitted	1. Application submitted	Cesar Quiroga	UIR Utility Testing Company, San Antonio Office 1	11-24-2007

