



**CLEARANCE TRANSMITTAL**

Date Sent:

Date Due:

Send to Organization Checked Below

Step 1 Internal

Step 1 External

Step 2

**FROM:**

ATTACHED MATERIAL IS SUBMITTED FOR YOUR REVIEW AND COMMENTS. UNLESS ADVISED OTHERWISE, WE WILL CONSIDER MATERIAL APPROVED IF NOT RETURNED BY DATE DUE.

**TITLE:**

**REMARKS:**

**ORIGINATOR:**

**YOUR COMMENTS:**

APPROVED       DISAPPROVED       MODIFIED

*If disapproved or modified give reason WHY (Use Reverse Side if Necessary).*

*Name (Print)*

*Phone Number*

*Organization*

*Date*

**CHECK THIS BOX FOR RETURN TO:**

**NAME**

**BUREAU**

**DIVISION**

**BUILDING / ROOM NO.**

**PHONE**

**EMAIL**

# INSTRUCTIONS

## Originator:

1. Fill in **DATE SENT** and **DATE DUE**. Allow a reasonable length of time as indicated in Publication 693, Specification Review Manual, Table 2.1.
2. Enter Clearance Transmittal Number below form heading. (Example: B-12-099; where the B = originating Division, 12 = originating year, 099 = a consecutive number generated by the originating Bureau's or Division's Specifications Coordinator)  
Originating Bureau/Division Sample Key:  
A = Asset Management; B = Bridge Design and Technology; F = Fleet Management; H = Highway Delivery;  
L = Maintenance Technical Leadership; P = Maintenance Performance; C = Construction and Materials;  
T = Highway Safety and Traffic Operations
3. Place a check mark next to the proper Step for the clearance transmittal.
4. Place a check mark in the box to the left of the Bureau or Division to indicate to whom the material is being sent.
5. Select the proper Division in the **FROM** drop-down menu.
6. Enter the title of the material after the word **TITLE**.
7. List the action to be taken or any instructions under **REMARKS**.
8. Enter the originator of the clearance transmittal after the word **ORIGINATOR**.
9. Fill in / select the contact information under **CHECK THIS BOX FOR RETURN TO:**

## Reviewer:

1. Place a check mark in 1 of the 3 boxes under **YOUR COMMENTS:**.
2. If disapproved or modification is indicated give reason **WHY** changes should be made.
3. Sign and date in space provided.
4. Place a check mark in the box to the left of **CHECK THIS BOX FOR RETURN TO:** to have the material returned to its originator.

YOUR COMMENTS (Continued)