

# Design Standards Letter

Letter Number: **G-1961-21**

Letter Date: **03/17/1961**

Effective Date: **03/17/1961**

Section/Plan No.: **None**

Subject: **Pencil Tracing Cloth**

Body

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**TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:**

**You were advised at our meeting in St. Louis in February that pencil tracing cloth was available for requisition. It has been directed to our attention that the pencil tracing cloth stocked by the Garage does not take pencil satisfactorily. This cloth was, supposedly, satisfactory for the use of either pencil or ink.**

**Since the pencil tracing cloth as previously stocked has proven unsatisfactory, this will advise that the Division of Equipment as issued an emergency order for a pencil tracing cloth which will be satisfactory.**

**This will request that you retain the pencil tracing cloth previously requisitioned and use this cloth for inked drawings, and that you place a new requisition for the better quality pencil tracing cloth, which, we are sure, will prove to be satisfactory. The Garage is stocking 200 plan-profile sheets and 100 plain sheets on the emergency basis. This will further request that you requisition only a limited supply at this time so that this number of sheets can supply those Districts desiring them. The Garage will supply this better quality of pencil tracing cloth through normal channels as soon as possible.**

**C. C. Tevis  
Engineer of Surveys and Plans**