

Design Standards Letter

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Subject: Computer Processing of Plans

Body

ALL DIVISION AND DISTRICT ENGINEERS

Please revise page 6 of your copies of "Computer Processing of Plans" as noted on the attached sheet. This is a revision to the coding instructions for combination projects. This column will now be coded in the Main Office.

To avoid errors caused by misinterpretation of handwritten characters by keypunch operators, all forms should be coded using capital letters.

Also, we note that the symbols indicated on page 14 of the instruction booklet are the only ones which can be used. There is no symbol for inches; this must be written out (i.e., in. or inch).

Periods, commas, etc., must be coded in a separate space. For example:

/C//O/_/N/_/S/_/T/_/./_

Be sure only one letter or symbol is coded in each space. For example:

/E//A/_/S/_/T/_/_/O/./F/_/_/_

As a guide in your coding of abbreviations, the following is suggested:

a) If the abbreviation spells a word, use a period after the abbreviation - For example:

Code abbreviation for Inch as In.

b) If the abbreviation does not spell a word, do not use a period - For example:

Code abbreviation for Foot as Ft

To revise a district unit price, the Main Office will code SP-302 as follows:

~~200.00~~-225.00

Attached, also, is a sheet showing how to code a footnote requiring more than one line (card).

Leland D. Fletcher
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