

Memorandum

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Be energy efficient!*

To: ALL STAFF
GEOTECHNICAL SERVICES
DIVISION OF ENGINEERING SERVICES

Date: December 7, 2009

From: DOLORES VALLS
Deputy Division Chief
Geotechnical Services

Subject: Exception Process for Geotechnical Services Policies and Procedures

All Geotechnical Services staff, including consultants performing work on behalf of the Department, must follow the policies and procedures issued by Geotechnical Services. There may be cases, however, where the geotechnical practitioner will have reason to deviate from certain policies and procedures. This memorandum provides the procedure that staff must follow in order to gain approval for such deviations.

The policy terminology used by Geotechnical Services is defined as follows:

Term	Standard Type	Definition
Must, Required	Mandatory	<i>Mandatory Standard.</i> The associated provisions shall be used. There is no acceptable alternative.
Should	Advisory	<i>Advisory Standard.</i> The associated provisions are preferred practices.
May, Optional	Permissive	<i>Permissive Standard.</i> Use or application of the associated provisions is left to the discretion of the Geoprofessional.

In cases where exceptions to mandatory or advisory standards are proposed by the geotechnical professional, a *Request for Exception* form (attached) must be completed and signatures retained prior to finalizing or issuing any related document. The completed *Request for Exception* form must be placed in the project archive and the exception(s) documented in the geotechnical report or project plans.

Attachment



Geotechnical Services - Request for Exception Form

Name:

Office:

District-EA: -

Project Name:

Manual Section No.:

Description of Exception Being Requested:

Discussion of Why the Exception to Policy is Necessary:

Should the standard be revised to allow for the exception? Please discuss.

Branch Chief

Office Chief
(Advisory & Mandatory Standards)

Deputy Division Chief
(Mandatory Standards)

Date Approved

cc: Project File, GS Corporate