UTILITY INSTALLATION REVIEW (UIR) SYSTEM

USER MANUAL - COMPLETE

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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TABLE OF CONTENTS

Page

LIST OF ACRONYMS, ABBREVIATIONS, AND TERMS VII

ABOUT UIR 1
INTRODUCTION 1
UTILITY INSTALLATION REQUEST WORKFLOW 2
ADDITIONAL INFORMATION 3
REFERENCES 4

PART A. INSTALLATION OWNER USER MANUAL 7

ACCESSING UIR 9
CLIENT SYSTEM REQUIREMENTS 9
LOGIN TO UIR 9
NEW USER REGISTRATION 9
PASSWORD AND LOGIN ID RETRIEVAL 12
COOKIES, OUTLOOK, AND PRINTING WITH INTERNET EXPLORER 13

NAVIGATING UIR 15
SCREEN STRUCTURE AND MENU OPTIONS 15
INSTALLATION REQUESTS 17
New Request 17
My Requests 17
My Office Requests 17
My Installation Owner Requests 18
Closed Requests 19
ACCOUNTS 20
Account Status 20
Account Privilege Level 20
My Account 21
TxDOT Contacts 22
Installation Owner Contacts 23
Manage Accounts 24
UIR User Responsibilities 27
REPORTS 28
Reports 28
Map 31
OTHER RESOURCES 35
Special Provisions 35
Request Checklist 35
Feedback 36
UIR Help 36
TxDOT Manuals 37
Utility Accommodation Rules 37

TxDOT Standard Specifications 38
Texas Manual on Uniform Traffic Control Devices 38
TxDOT Traffic Engineering Standard Plan Sheets 39
Utility Listings 39
ROW Maps 40
Survey Control Points 40

SUBMITTING AND PROCESSING REQUESTS 41
SUBMITTING 41
Overview 41
Request Checklist 41
Basic Information 42
Attach Files 43
Find Location 47
View Summary 49
Submit Request 50
REVIEWING 53
Submit a Clarification 53
Submit Revised Documentation 53
APPROVAL/PRE-CONSTRUCTION 58
CONSTRUCTION 61
Overview 61
Re-Submit 2-Business Day Notification 62
Submit Amendment 62
POST-CONSTRUCTION 63

PART B. TXDOT USER MANUAL 67

ACCESSING UIR 69
CLIENT SYSTEM REQUIREMENTS 69
LOGIN TO UIR 69
PASSWORD AND LOGIN ID RETRIEVAL 69
COOKIES, OUTLOOK, AND PRINTING WITH INTERNET EXPLORER 70

NAVIGATING UIR 71
SCREEN STRUCTURE AND MENU OPTIONS 71
INSTALLATION REQUESTS 73
My Requests 73
My Office Requests 73
My District Requests 74
Approved Requests 75
Closed Requests 76
ACCOUNTS 77
Account Status 77
Account Privilege Level 77
Account Roles or Functions 78
My Account 79

TxDOT Contacts 80
Installation Owner Contacts 81
Manage Installation Owner Accounts 82
TxDOT User Management 85
Manage <Unit> Accounts 86
Manage <Unit> Offices 88
Manage TxDOT Units 89
REPORTS 90
Reports 90
Map 94
DATABASE TOOLS 97
Incomplete Requests 97
Purge Request 98
Rollback Request 99
OTHER RESOURCES 100
Special Provisions 100
Request Checklist 102
Feedback 104
UIR Help 104
TxDOT Manuals 105
Utility Accommodation Rules 105
TxDOT Standard Specifications 106
Texas Manual on Uniform Traffic Control Devices 106
TxDOT Traffic Engineering Standard Plan Sheets 107
Utility Listings 107
ROW Maps 108
Survey Control Points 108

SUBMITTING AND PROCESSING REQUESTS 109
SUBMITTING 109
Overview 109
Request Checklist 110
Basic Information 111
Attach Files 111
Find Location 112
View Summary 113
Submit Request 114
REVIEWING 114
APPROVAL/PRE-CONSTRUCTION 121
Approve Requests 121
Reject Requests 125
2-Business Day Notification Prior to Construction 126
CONSTRUCTION 126
Overview 126
Ask Applicant to Re-Submit a 2-Business Day Notification 127
Stop Construction and Ask Applicant to Submit an Amendment Request 128
Notify that Construction has Ended 129

Take Control of Approved Requests 130
POST-CONSTRUCTION 131
Request As-built Certification 131
Close Completed Request 133

MISCELLANEOUS ADMINISTRATIVE FUNCTIONS 137
DISTRICT LEVEL 137
DISTRICT/DIVISION SECURITY ADMINISTRATORS 137
INFORMATION SYSTEMS DIVISION SECURITY ADMINISTRATORS 138

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.

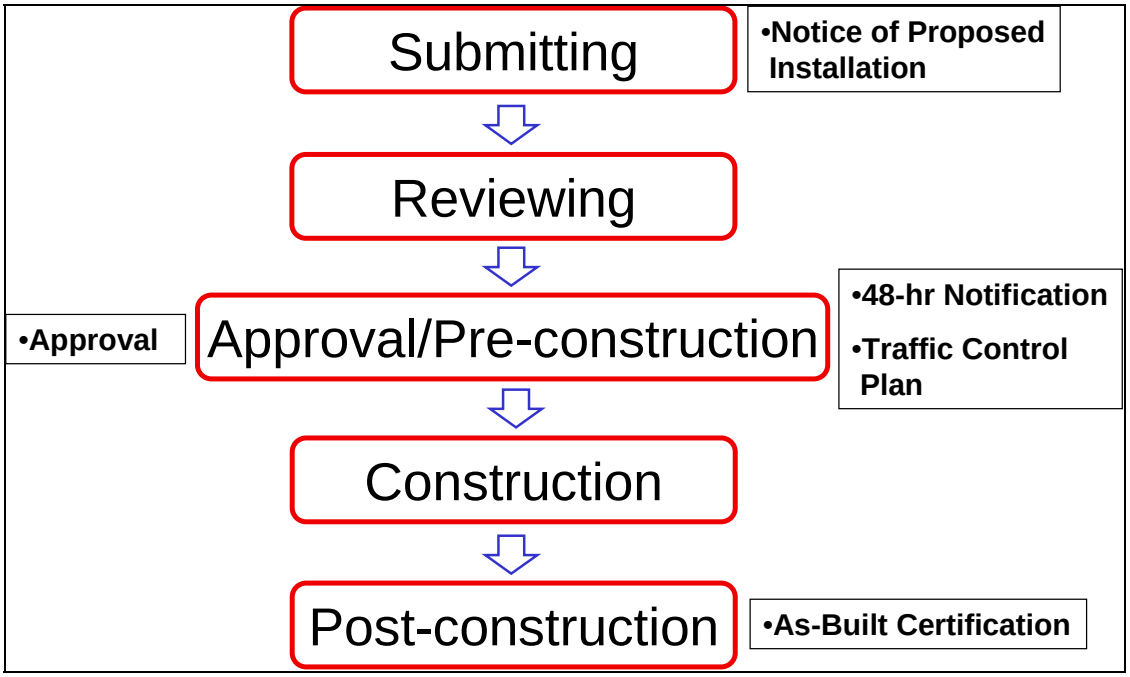
Access to UIR for installation owner users and TxDOT users depends on the role that individual users play on the utility installation process and their UIR account status and privilege level.

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

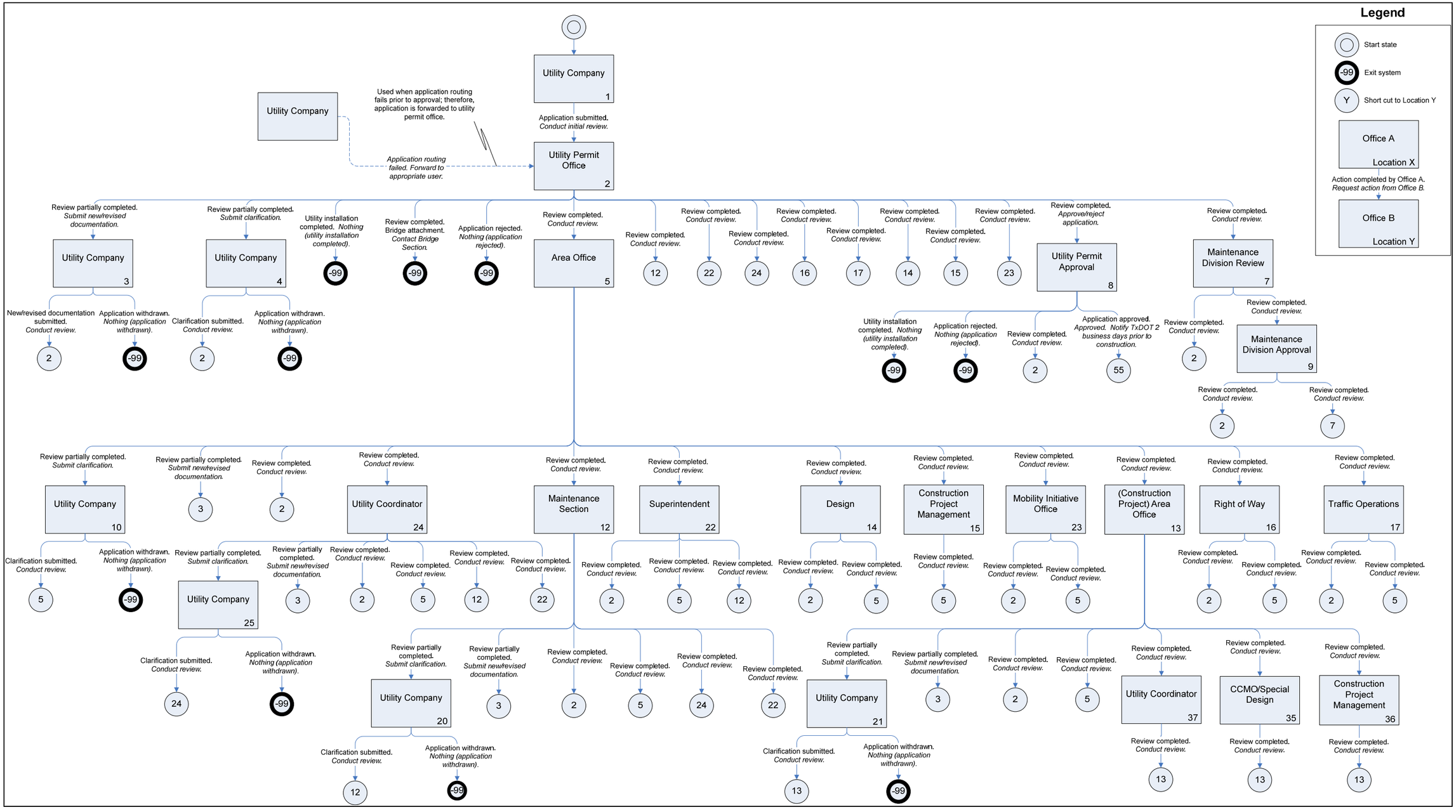
The Utility Accommodation Rules (UAR) and the TxDOT Utility Manual govern the accommodation of utility facilities on the state highway ROW (*1*, *2*). The rules and guidelines are the result of a federal mandate that requires states to submit a statement to the Federal Highway Administration (FHWA) documenting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

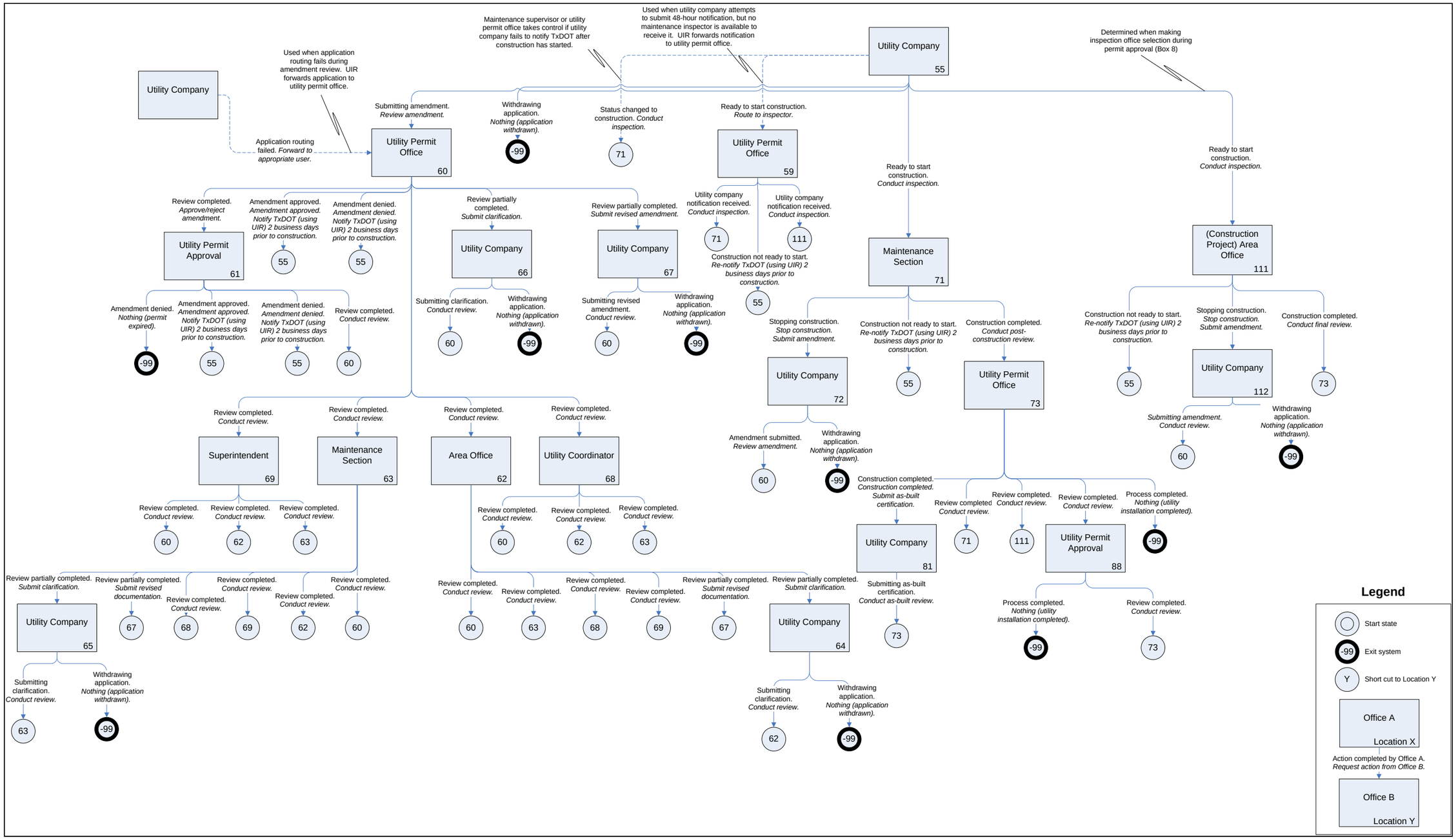
The rules, which can be traced to utility accommodation policies and guides the American Association of State Highway and Transportation Officials (AASHTO) developed, prescribe minimums relative to the accommodation, location, installation, adjustment, and maintenance of utility facilities within the 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. 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).

PART A. INSTALLATION OWNER USER MANUAL

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),
- 256 MB of RAM,
- 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**.

NEW USER REGISTRATION

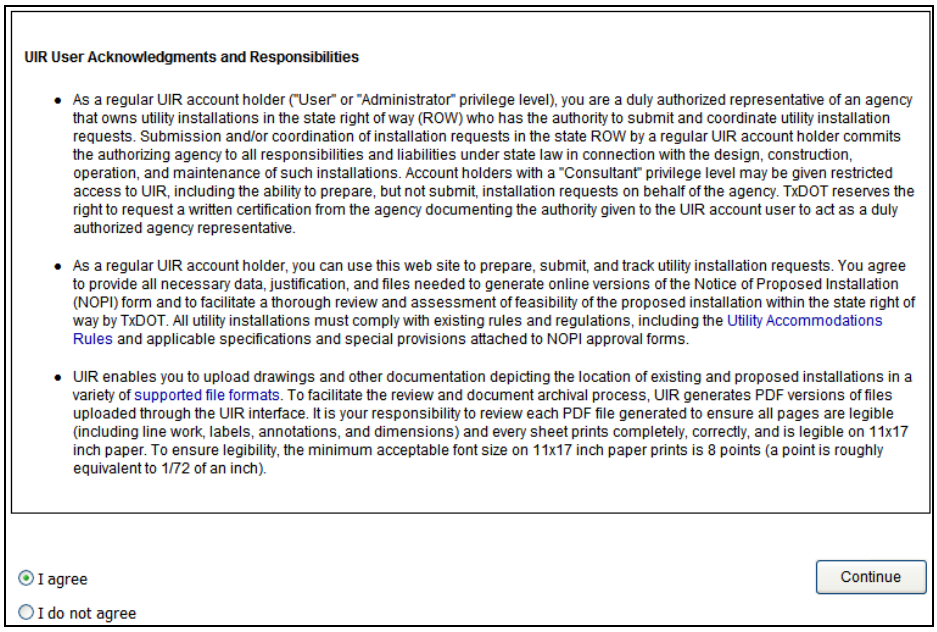
UIR assumes the following installation owner structure:

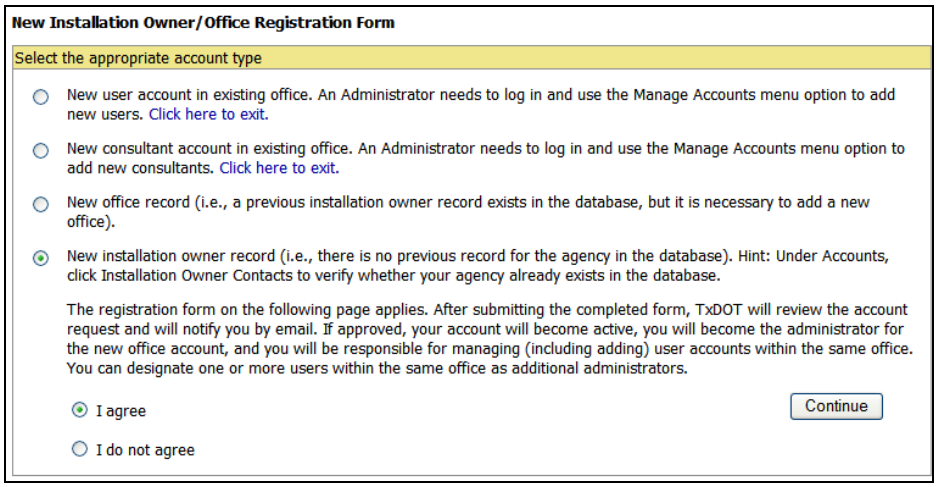
- An installation owner may be composed of multiple offices, which do not necessarily coincide with TxDOT district boundaries. Examples of offices include regional divisions, marketing areas, service centers, city departments, and utility district offices.

- 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.

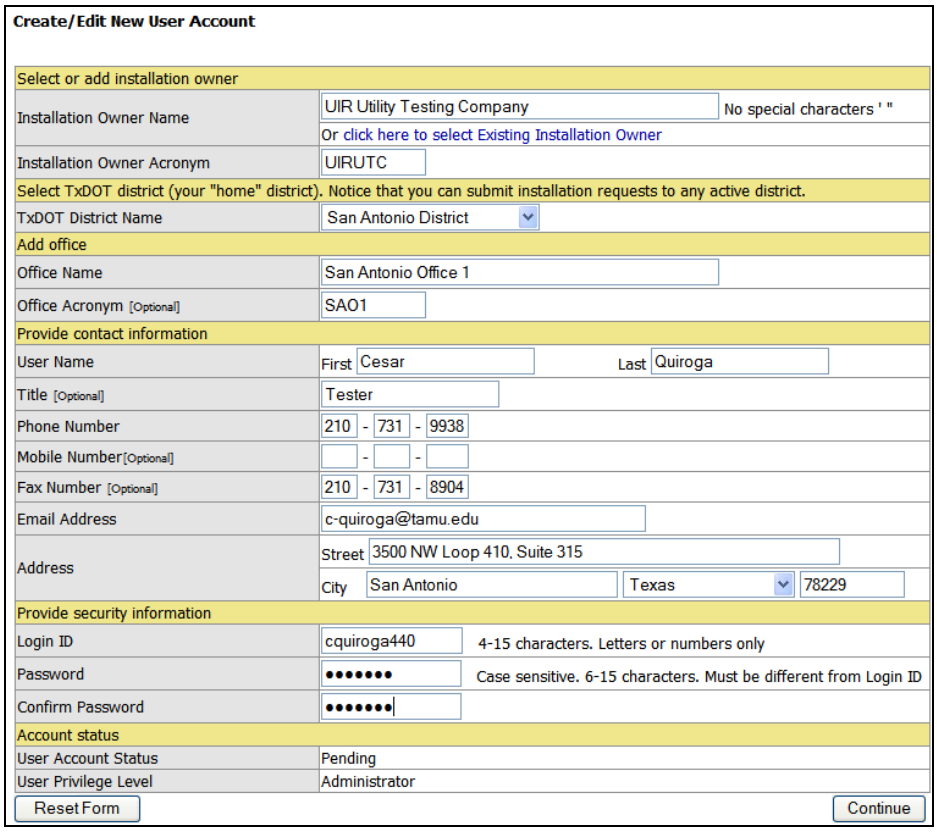
To create an office account (and create the first administrator account):

- 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.

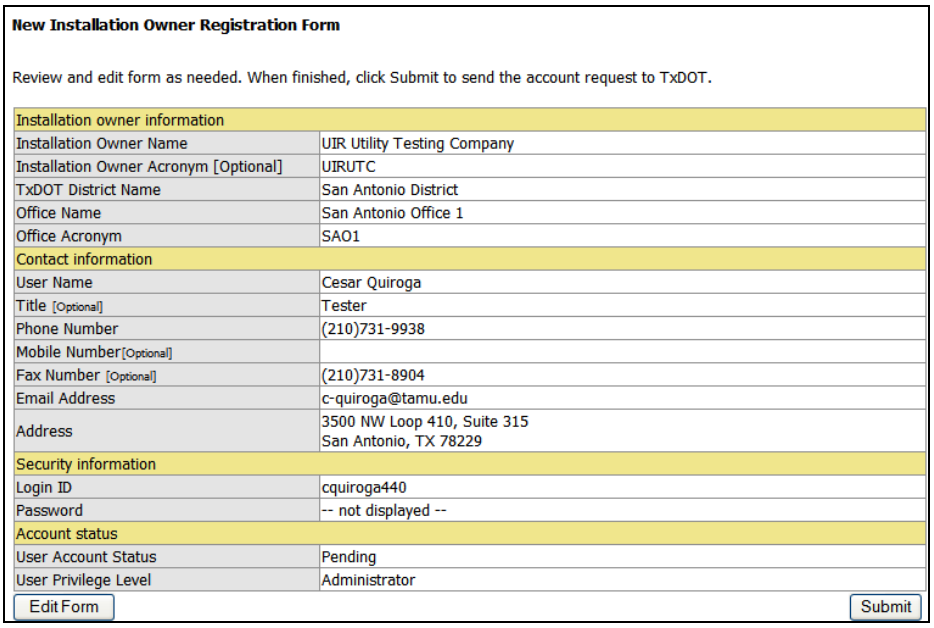




- Provide installation owner, "home" TxDOT district, office, contact, and security information.
    - Verify whether the installation owner is already listed in the database. If a record already exists, DO NOT enter the name again. Instead, select the installation owner name from the drop down menu.
    - 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.



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



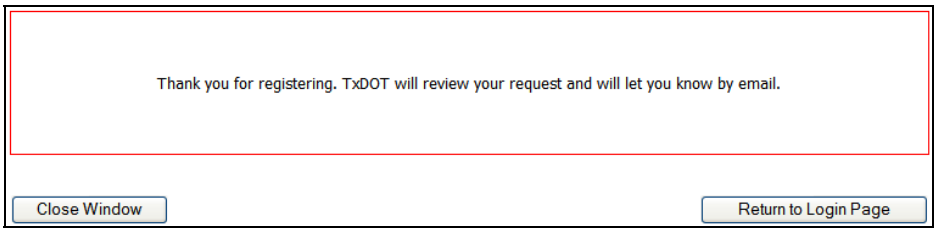
New Installation Owner Registration Form

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

Edit Form 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.



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**.

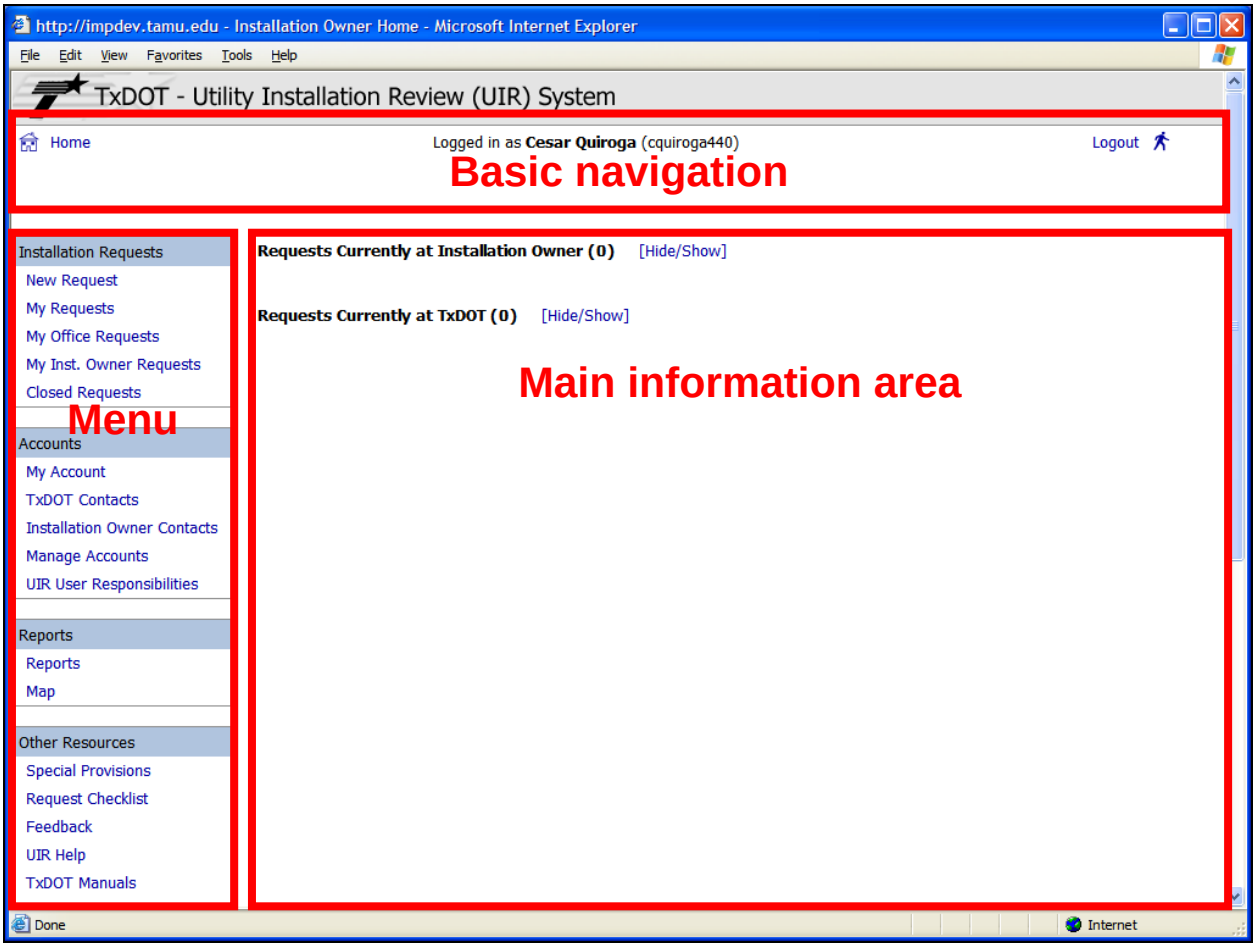
If you use Microsoft Internet Explorer, make sure the browser is set to print background colors and images. In Internet Explorer, go to **Tools** > **Internet Options** > **Advanced** and, under "Printing," check the "Print background colors and images" option.

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

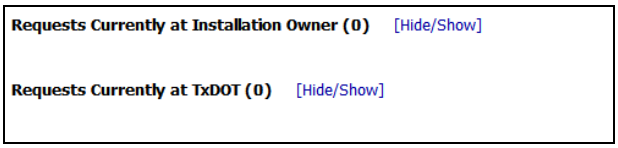
New Request enables the user to submit a new installation request. See Submitting and Processing Requests for more information.

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).

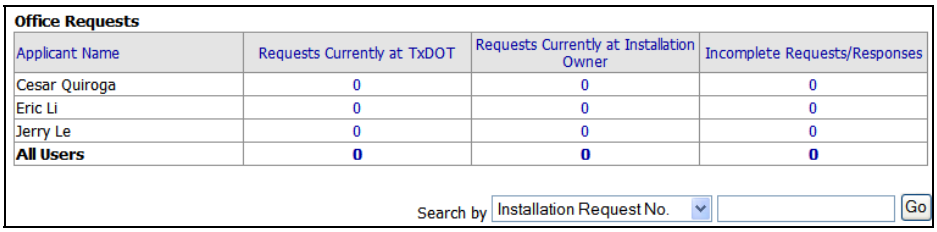
If the user does not have requests in the system, the interface displays the following:



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."

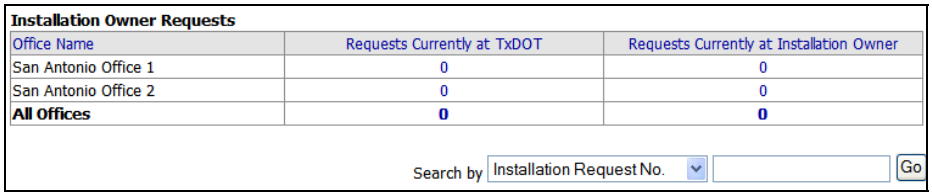


My Installation Owner Requests

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).

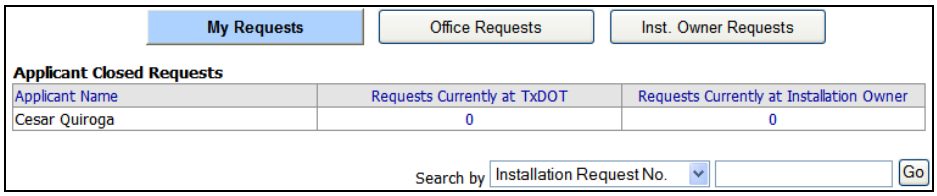
- Use the search tool to find requests that meet specific criteria (e.g., by installation request number, applicant name, highway, control section, submission date, approval date, or last event date).
    - The search tool accepts partial text entries. For example, type "1234" when searching by installation 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."

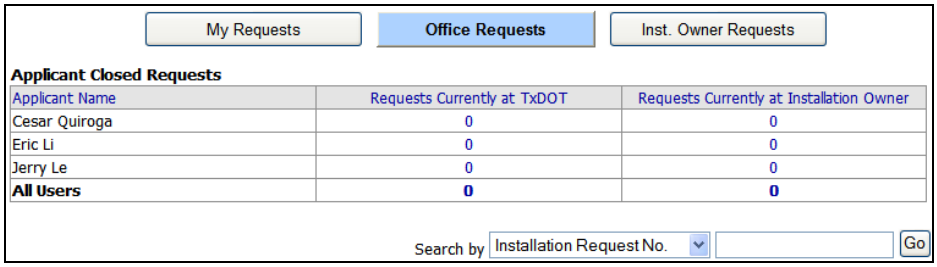


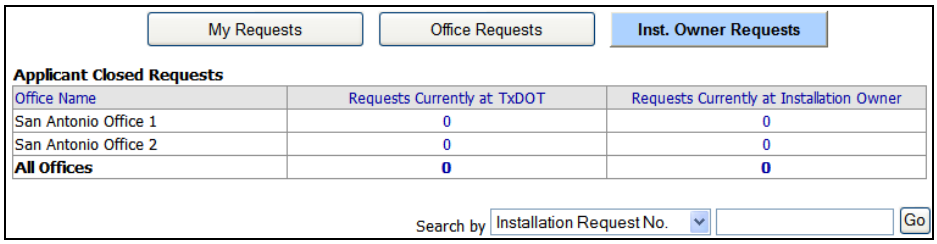
Closed Requests

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."







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).

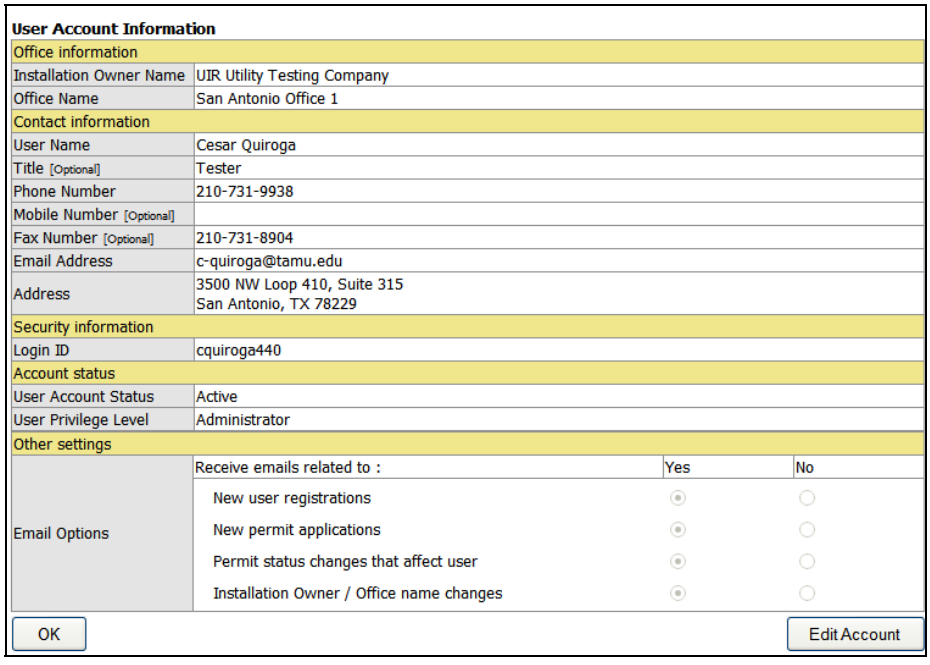
Account Privilege Level

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.

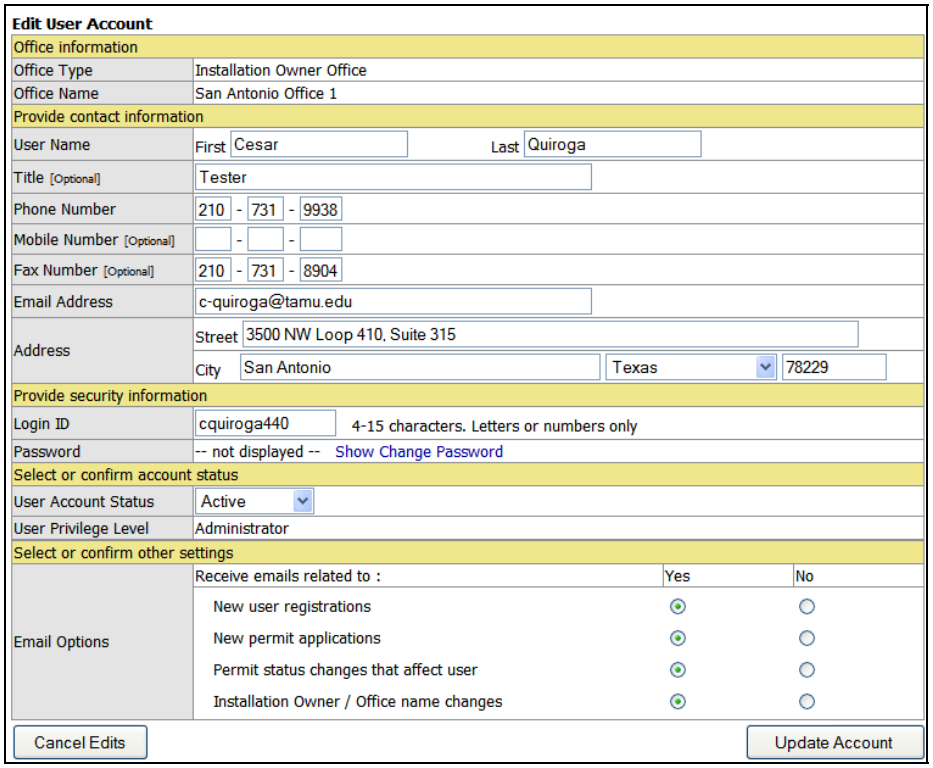


User Account Information

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			
Email Options	Receive emails related to :	Yes	No
	New user registrations	◉	○
	New permit applications	◉	○
	Permit status changes that affect user	◉	○
	Installation Owner / Office name changes	◉	○

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.



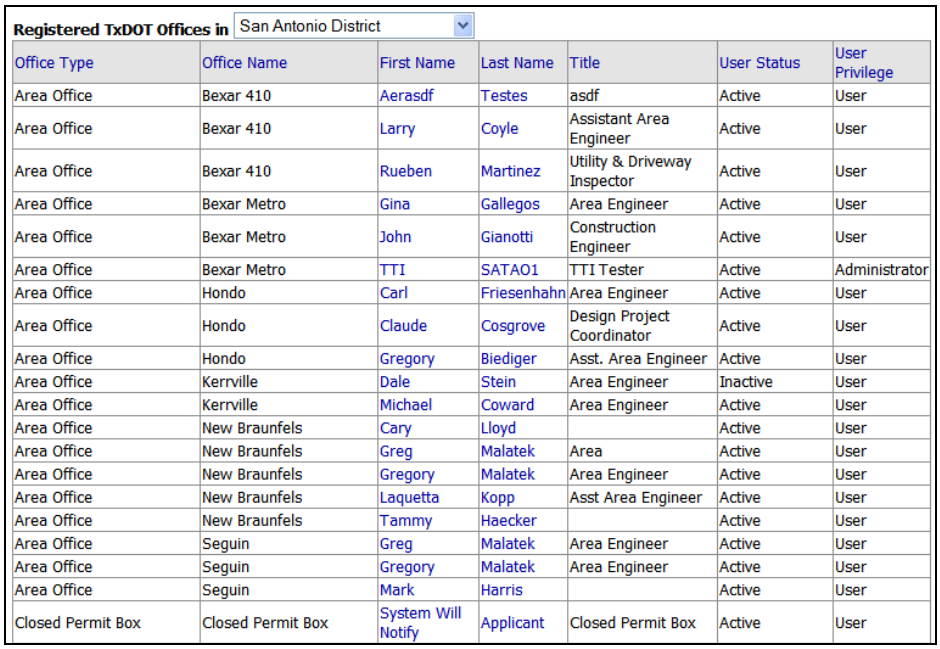
Edit User Account

Office information			
Office Type	Installation Owner Office		
Office Name	San Antonio Office 1		
Provide contact information			
User Name	First 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	-- not displayed -- Show Change Password		
Select or confirm account status			
User Account Status	Active		
User Privilege Level	Administrator		
Select or confirm other settings			
Email Options	Receive emails related to :	Yes	No
	New user registrations	◉	○
	New permit applications	◉	○
	Permit status changes that affect user	◉	○
	Installation Owner / Office name changes	◉	○

Cancel Edits | 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	SATAO1	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

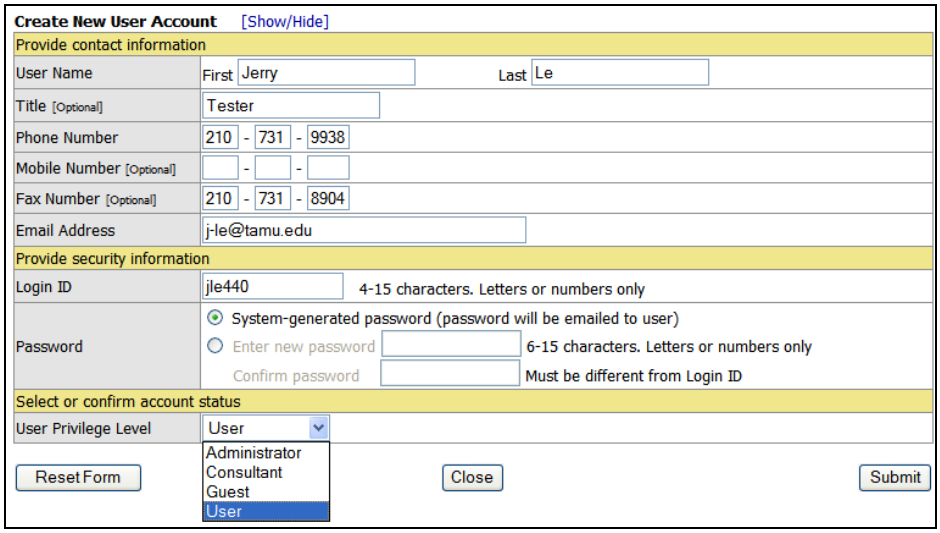
Installation Owner Name	Installation Owner Acronym	Change
UIR Utility Testing Company	UIRUTC	Change

Change Office Information

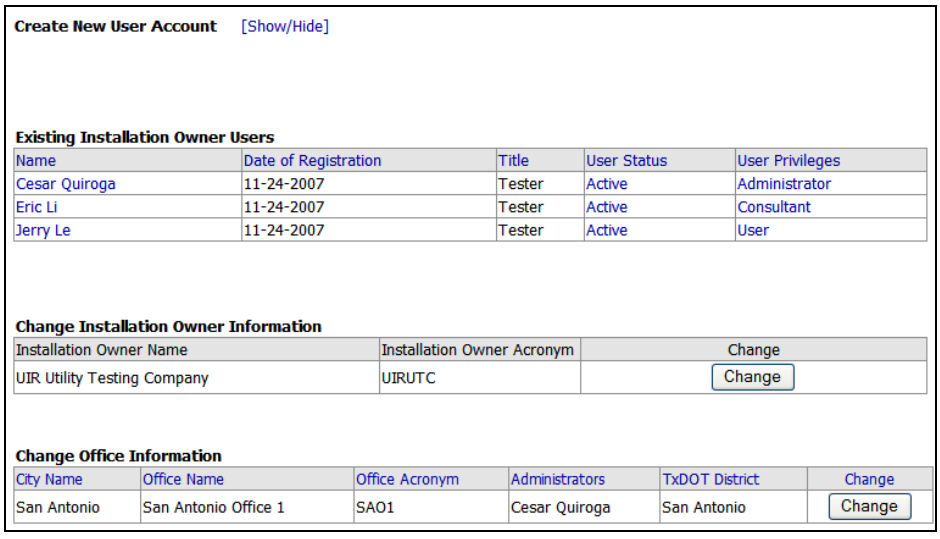
City Name	Office Name	Office Acronym	Administrators	TxDOT District	Change
San Antonio	San Antonio Office 1	SAO1	Cesar Quiroga	San Antonio	Change

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.

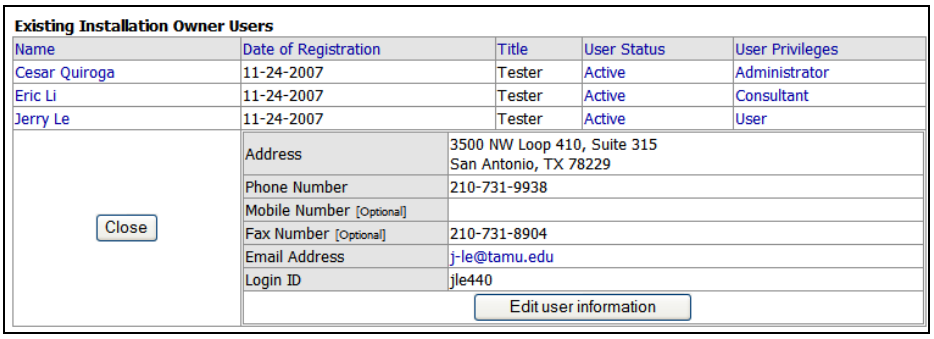


- After clicking **Submit**, the list of existing users displays the newly added account.
- Repeat the procedure to add other user accounts, including consultants and guests.



Edit User Accounts

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



Existing Installation Owner Users

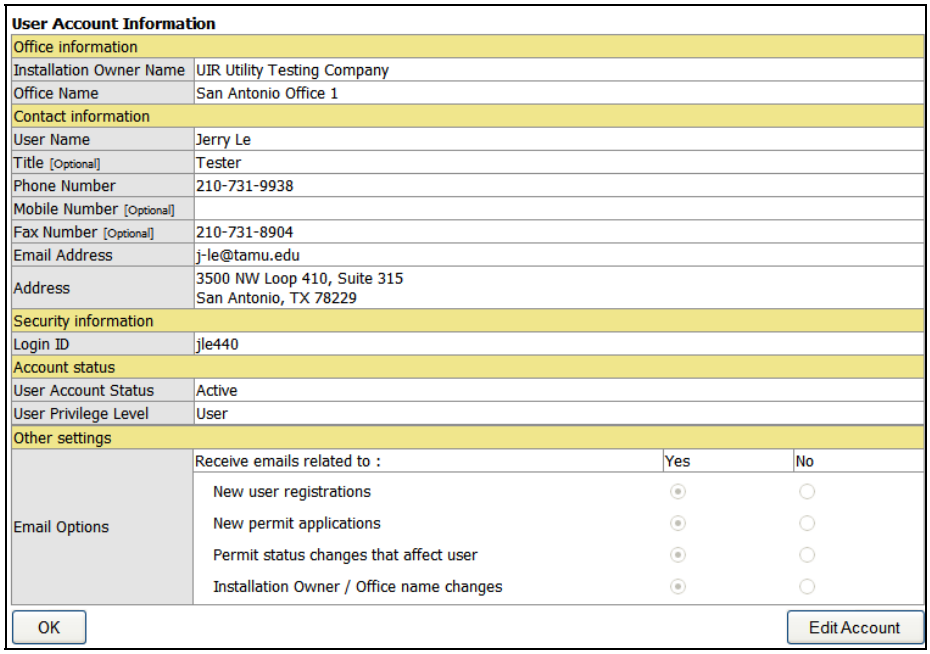
Name	Date of Registration	Title	User Status	User Privileges
Cesar Quiroga	11-24-2007	Tester	Active	Administrator
Eric Li	11-24-2007	Tester	Active	Consultant
Jerry Le	11-24-2007	Tester	Active	User

Close

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			
Email Options	Receive emails related to :	Yes	No
	New user registrations	◉	○
	New permit applications	◉	○
	Permit status changes that affect user	◉	○
	Installation Owner / Office name changes	◉	○

OK Edit Account

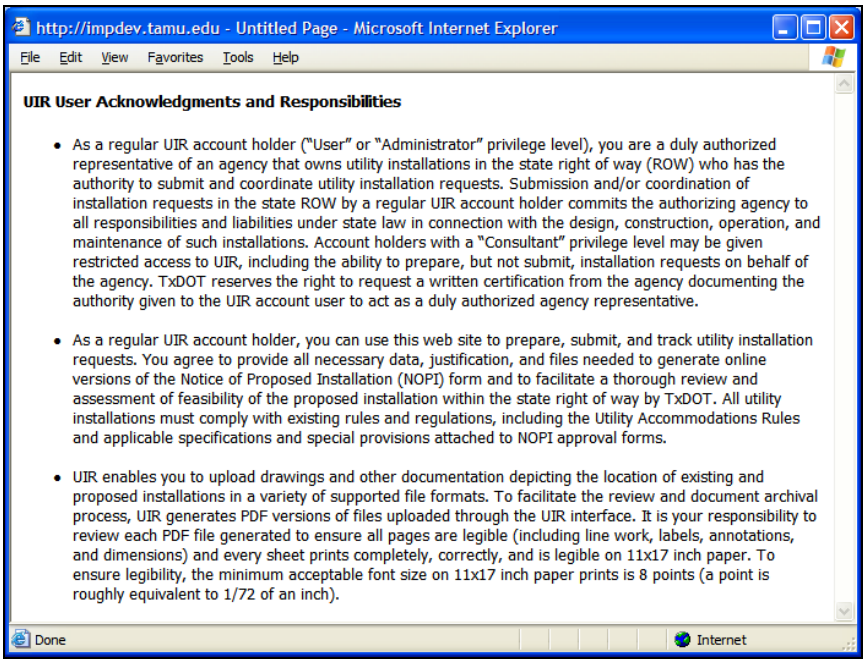
- To edit the account, click **Edit Account**.
  - It is possible to change much of the data associated with a user, including the login ID (because UIR uses a separate, internal user unique ID).
  - The street address is the office address, which is the same for all users associated with the same installation 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	Current TxDOT district: San Antonio District	
Office Name	San Antonio Office 1	Current office: San Antonio Office 1	
Provide contact information			
User Name	First Jerry	Last 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	Street 3500 NW Loop 410, Suite 315		
	City San Antonio	Texas	78229
Provide security information			
Login ID	jle440	4-15 characters. Letters or numbers only	
Password	-- not displayed --	Show Change Password	
Select or confirm account status			
User Account Status	Active		
User Privilege Level	User	Click here for more information	
Delete User Account	☐		
Select or confirm other settings			
	Receive emails related to :	Yes	No
	New user registrations	◉	○

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

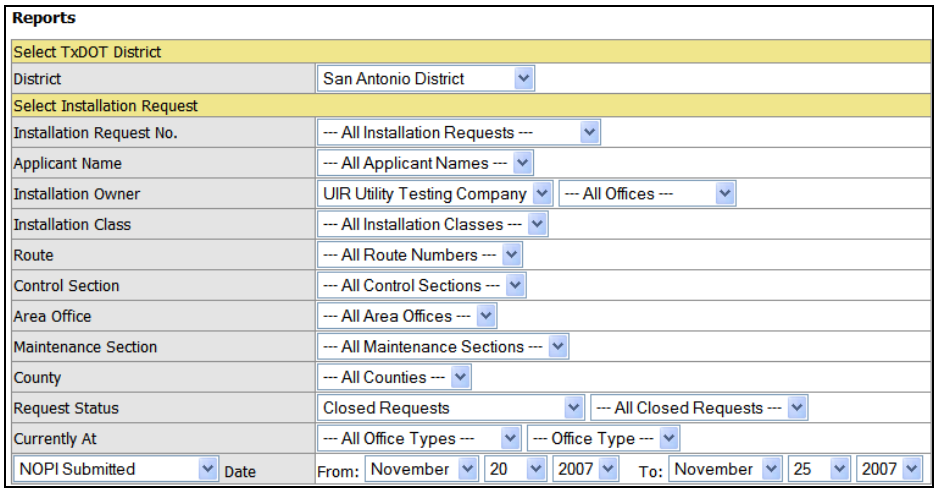
Reports

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.

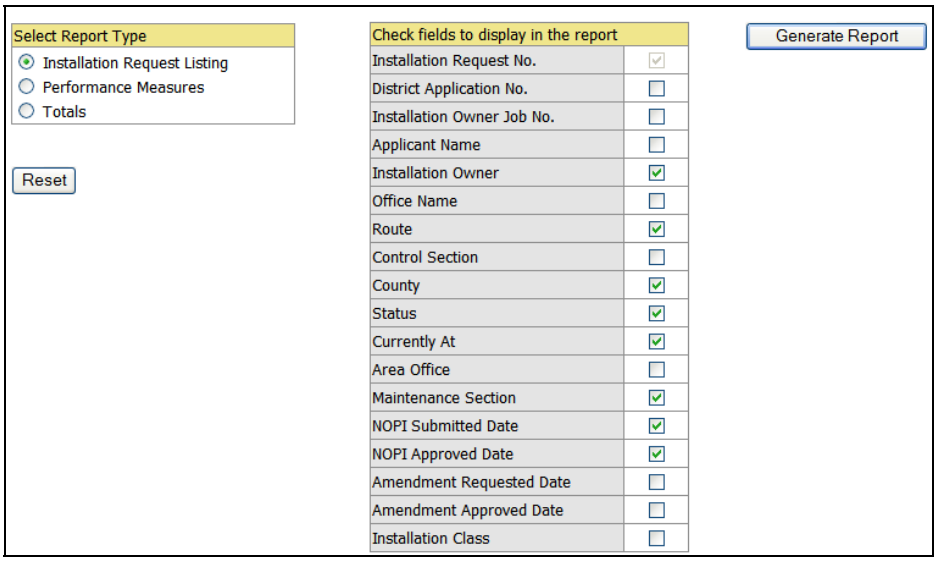
To generate a report:

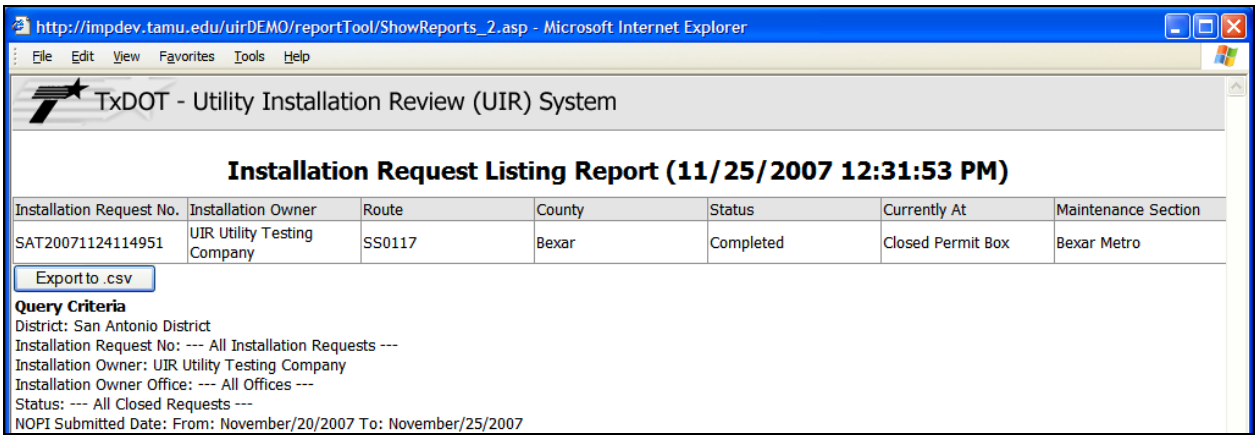
- Select Reports from the Reports menu.
- Select the TxDOT district. By default, UIR shows the installation owner office's "home" district.
- Select whether to retrieve "All Installation Requests" or one specific installation request.
- Select additional query parameters (which apply if the user selected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

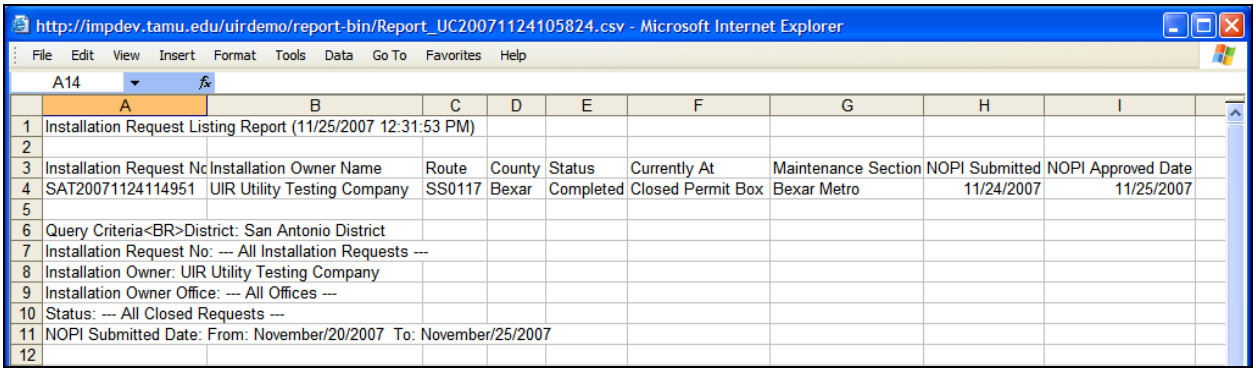


- Select the report type (Installation Request Listing, Performance Measures, or Totals).
- Select the fields to display in the report.
- Click **Generate Report**. A new browser window displays the results. Note: The number of seconds it takes to display the query results depends primarily on the type 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	Check fields to display in the report		Generate Report
○ Installation Request Listing	Installation Request No.	☑	
◉ Performance Measures	District Application No.	☐	
○ Totals	Installation Owner Job No.	☐	
	Applicant Name	☐	
Reset	Installation Owner	☑	
	Office Name	☐	
	Area Office	☐	
	Maintenance Section	☑	
	Currently At	☑	

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

File Edit View Favorites Tools Help

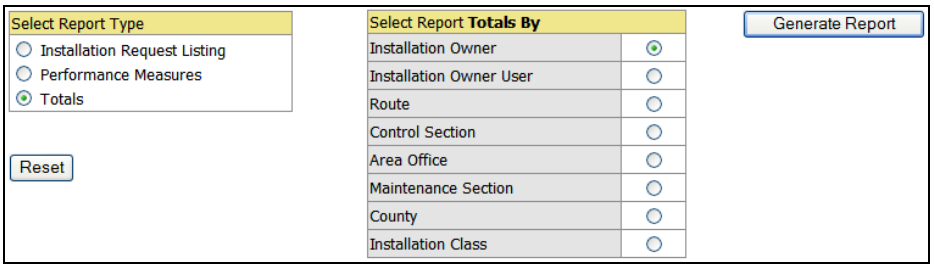
TxDOT - Utility Installation Review (UIR) System

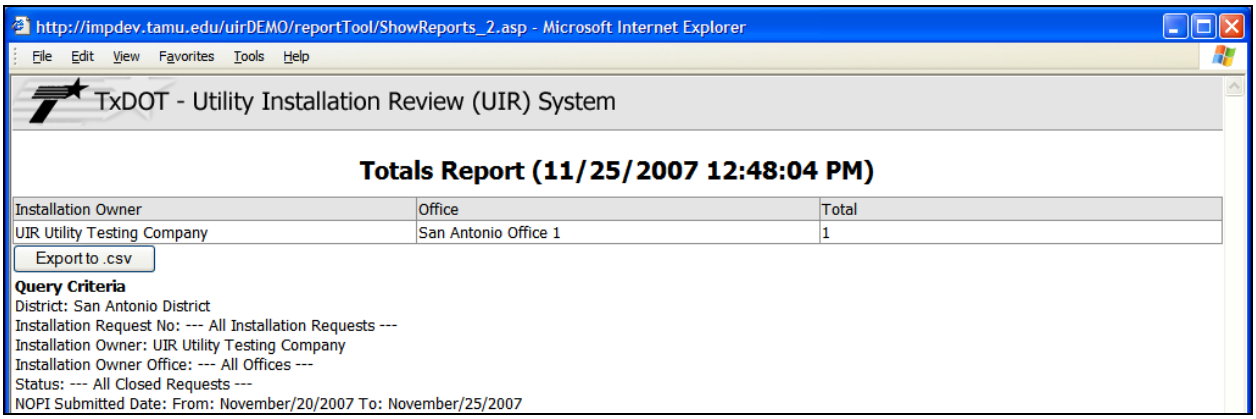
Performance Measure Report (11/25/2007 12:41:13 PM)

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.
			Count	0	1	1	1	1	1	1	1	0	1	0	0	1	0	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.
			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.
			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.

Export to .csv

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





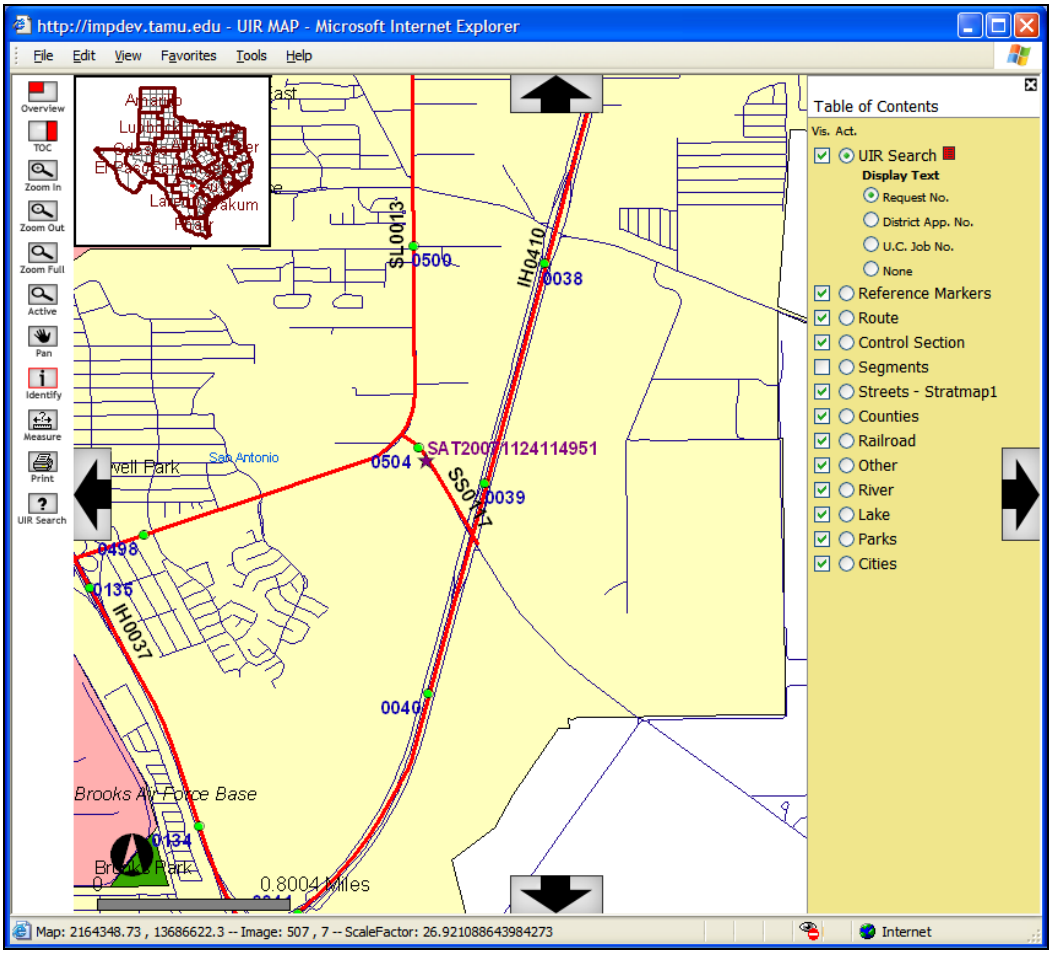
Map

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: • 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: • 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: • 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: • 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: • 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.

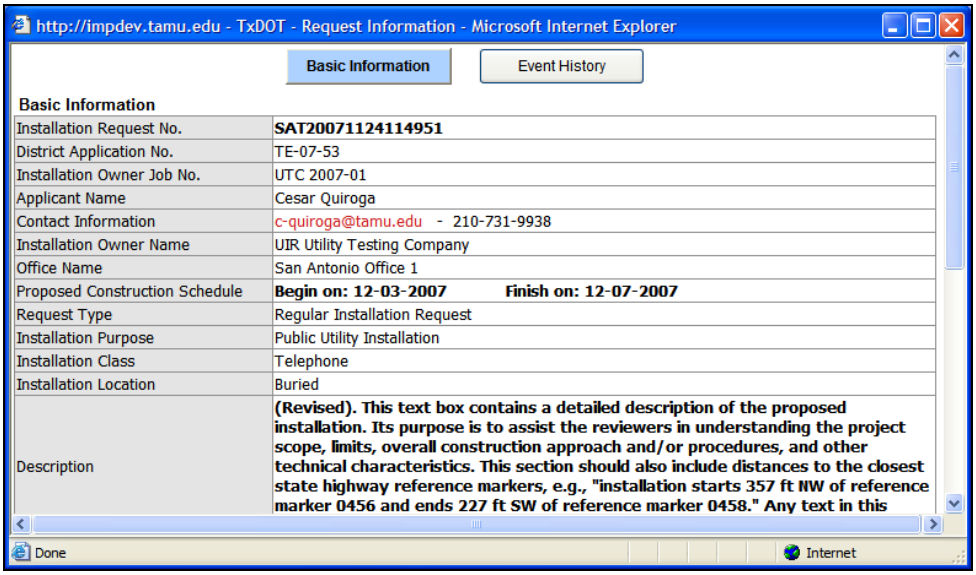
To run a UIR search:

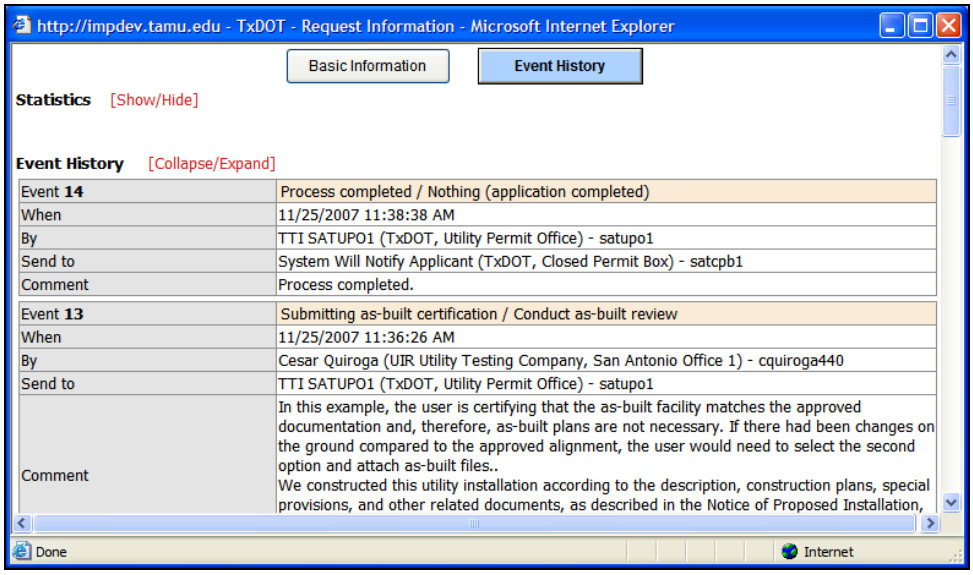
- Click the **UIR Search** tool.
- Select the TxDOT district. By default, UIR shows the installation owner office's "home" district.
- Select whether to retrieve "All Installation Requests" or one specific installation request.
- Select additional query parameters (which apply if the user selected "All 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

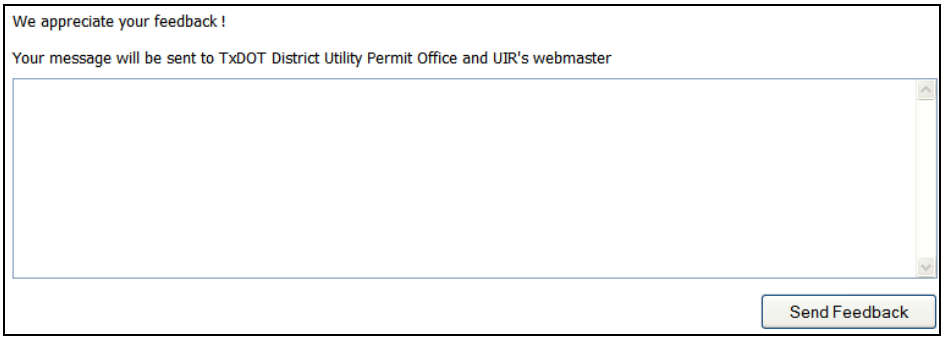
- Click Request Checklist to display a list of checklist questions that routinely apply at the "home" TxDOT district.
- Select a different district to view the list of checklist questions that pertain to that district.

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

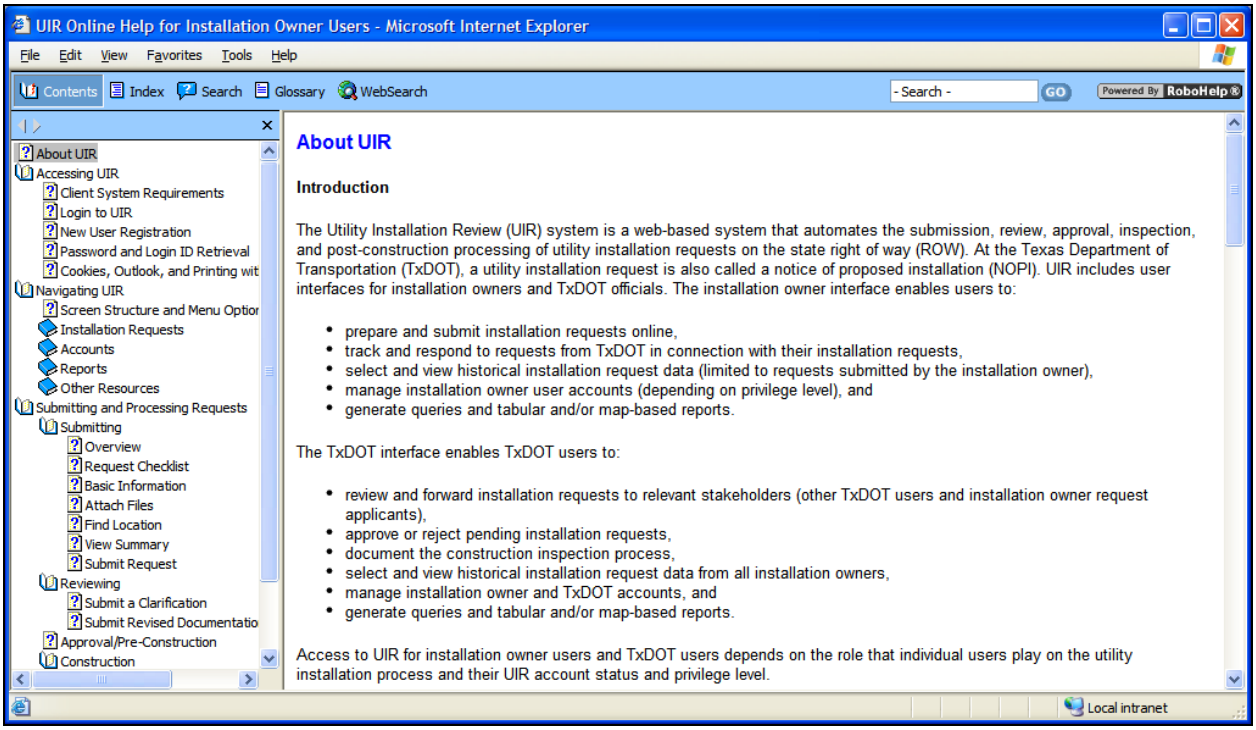
Feedback

- 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.



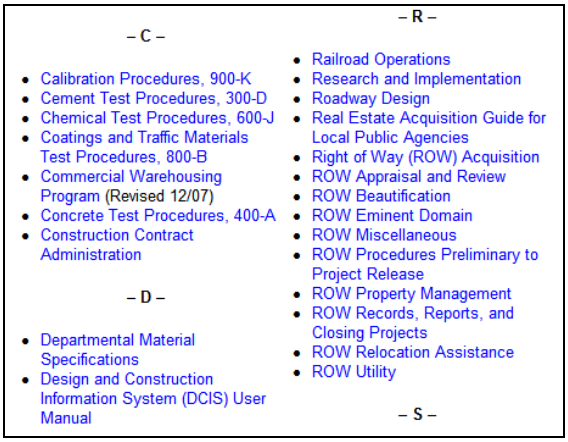
UIR Help

- 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 –

- 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

– D –

- Departmental Material Specifications
- Design and Construction Information System (DCIS) User Manual

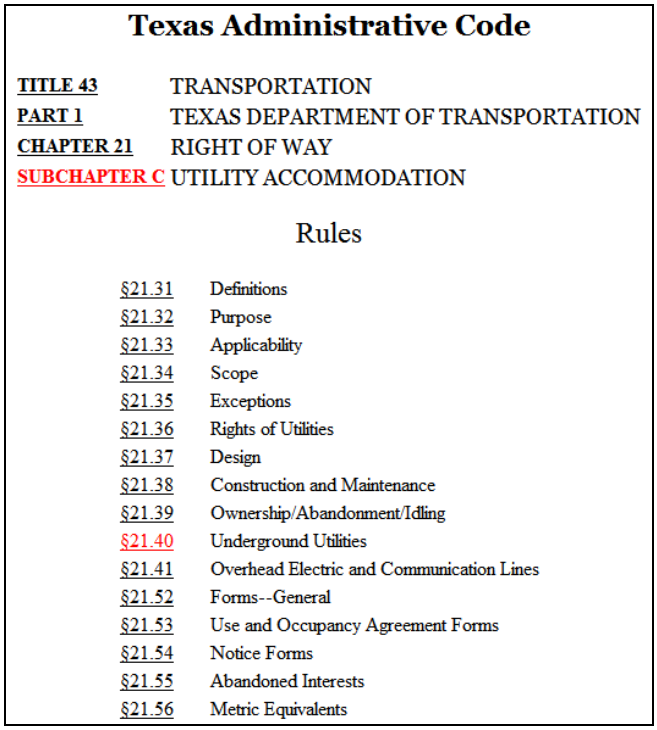
– R –

- 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

– S –

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

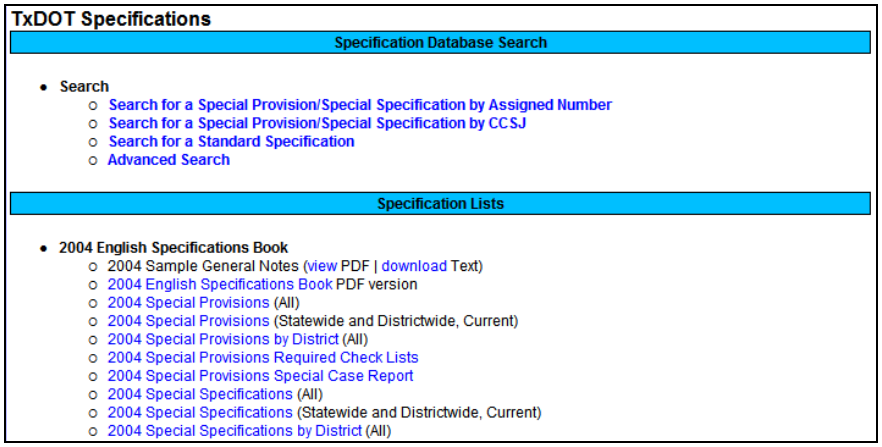
TITLE 43 TRANSPORTATION
PART 1 TEXAS DEPARTMENT OF TRANSPORTATION
CHAPTER 21 RIGHT OF WAY
SUBCHAPTER C UTILITY ACCOMMODATION

Rules

§21.31 Definitions
§21.32 Purpose
§21.33 Applicability
§21.34 Scope
§21.35 Exceptions
§21.36 Rights of Utilities
§21.37 Design
§21.38 Construction and Maintenance
§21.39 Ownership/Abandonment/Idling
§21.40 Underground Utilities
§21.41 Overhead Electric and Communication Lines
§21.52 Forms--General
§21.53 Use and Occupancy Agreement Forms
§21.54 Notice Forms
§21.55 Abandoned Interests
§21.56 Metric Equivalents

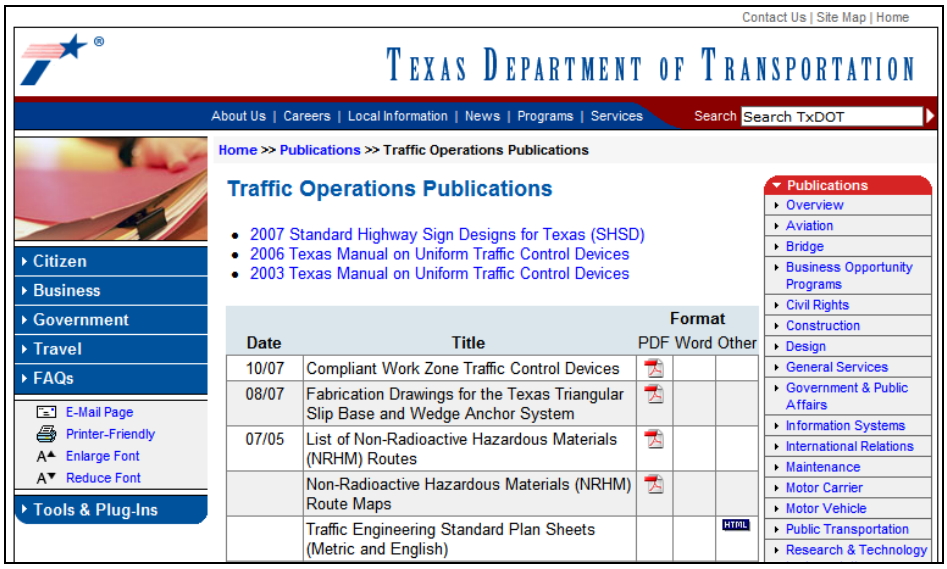
TxDOT Standard Specifications

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



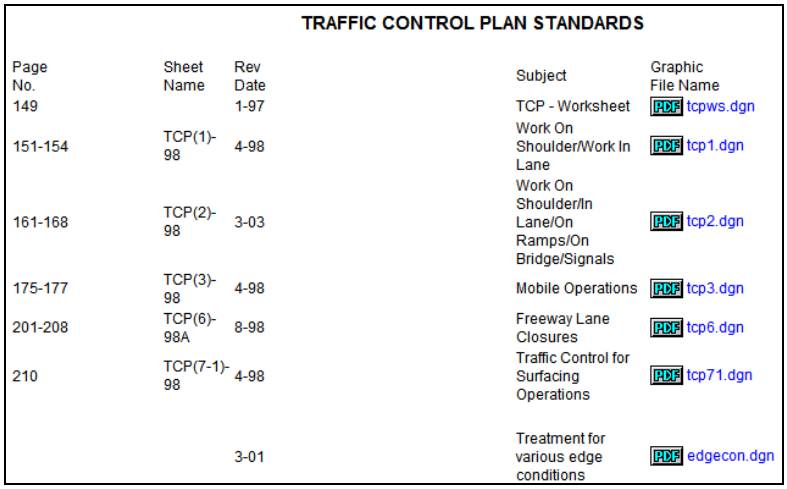
Texas Manual on Uniform Traffic Control Devices

- 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.



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.

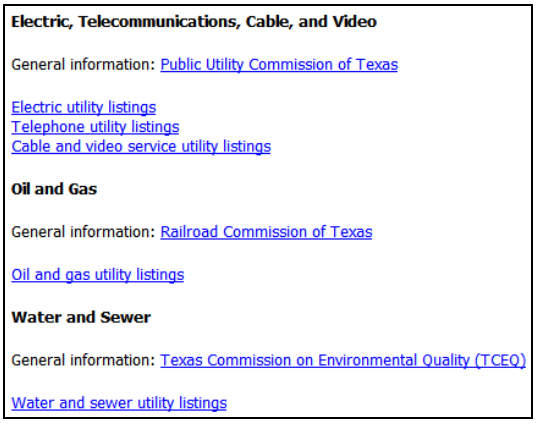


TRAFFIC CONTROL PLAN STANDARDS

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



Electric, Telecommunications, Cable, and Video

General information: Public Utility Commission of Texas

Electric utility listings
Telephone utility listings
Cable and video service utility listings

Oil and Gas

General information: Railroad Commission of Texas

Oil and gas utility listings

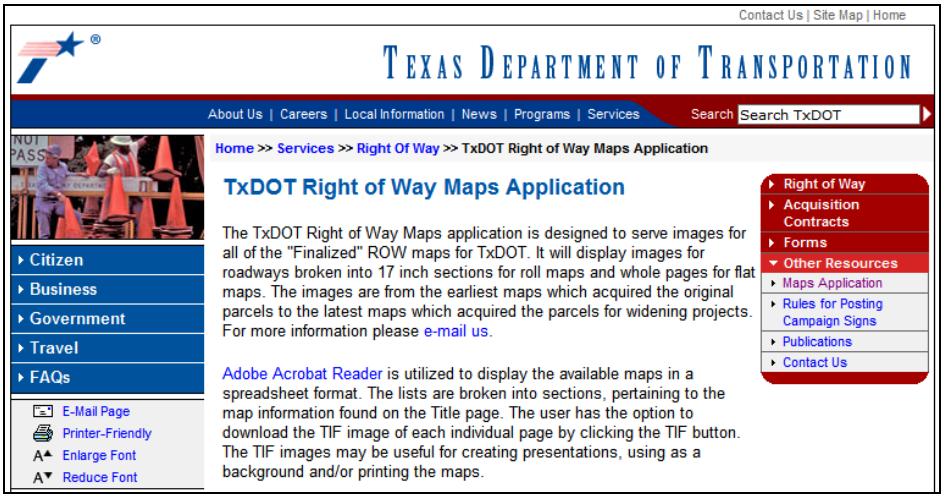
Water and Sewer

General information: Texas Commission on Environmental Quality (TCEQ)

Water and sewer utility listings

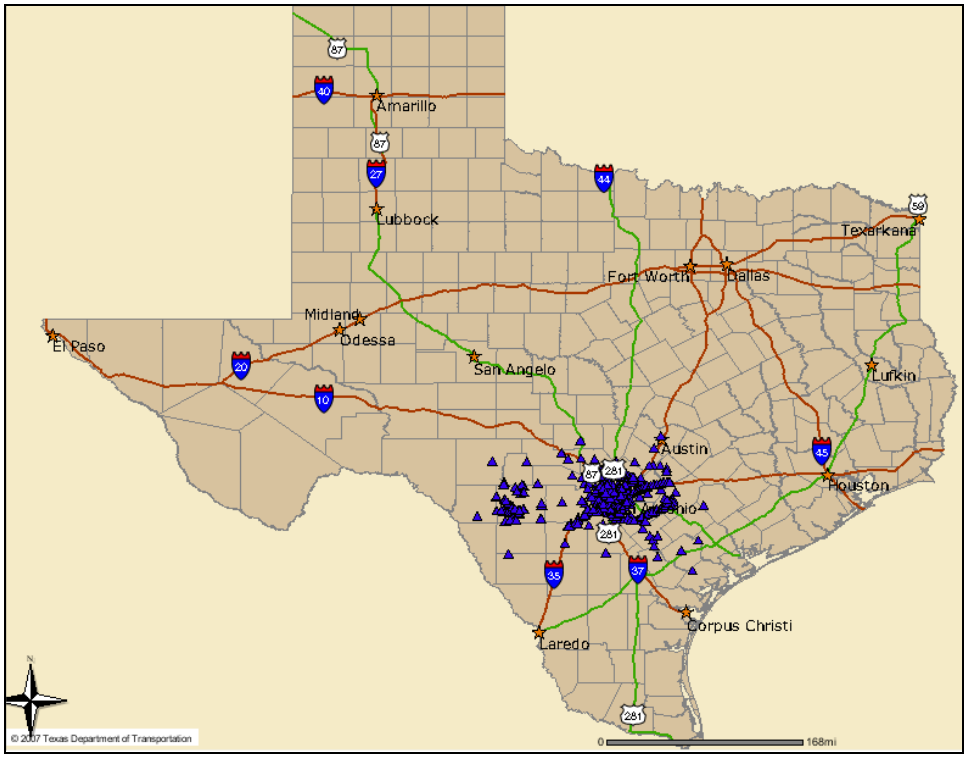
ROW Maps

- Click ROW Maps to open a new browser window that points to the ROW Maps application at TxDOT.



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

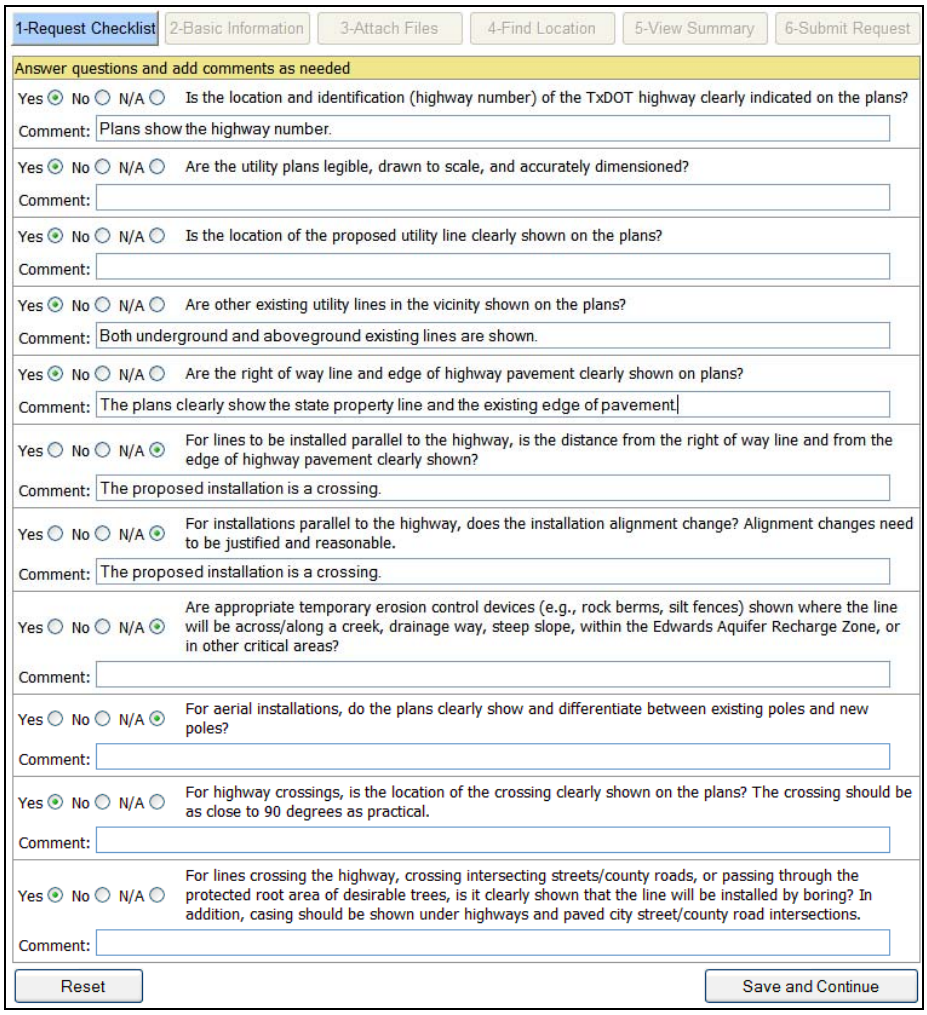
Submitting a new installation request (or submitting a revised request) involves six steps:

- *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.

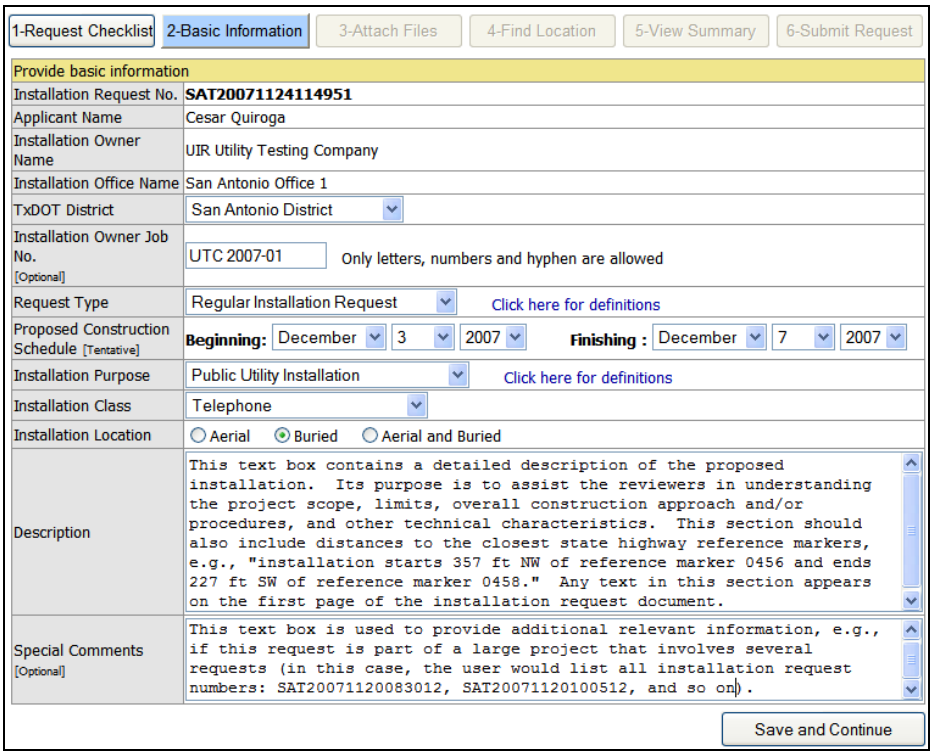
- Click New Request in the Installation Requests menu box. By default, the request checklist appears on the screen. At any point during the submission process, clicking **1-Request Checklist** displays the list of checklist questions as well as answers and comments the user has provided and saved in 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.



Basic Information

This step involves providing basic information about the proposed installation.

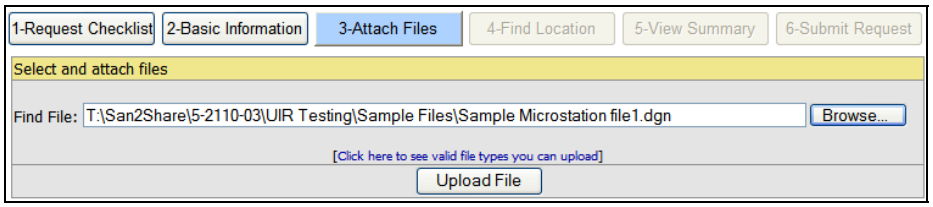
- Provide the information requested in drop down lists and text boxes. Optional fields are clearly marked.
    - UIR automatically assigns a permanent unique ID to the installation request as a string composed of the three-letter "home" TxDOT district code and the date/time stamp when the user first 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.



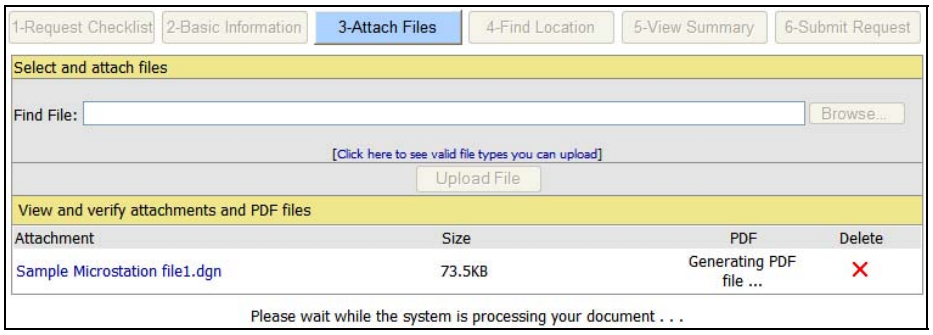
Attach Files

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

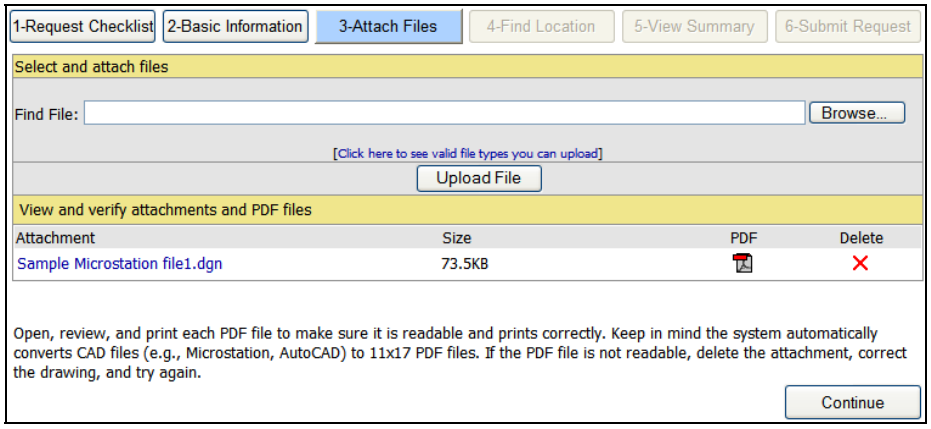
- Click **Browse…** and navigate through the file structure to select the file to upload.



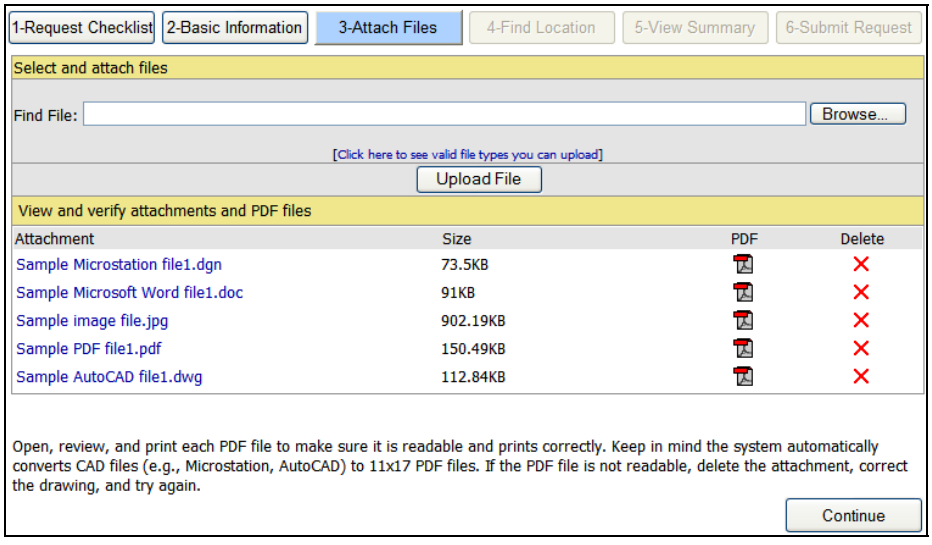
- Click **Upload File** to upload the file and start the PDF generation process. The time to upload a file and to generate the corresponding PDF file depends on the file size and type.



- 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.



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



- 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

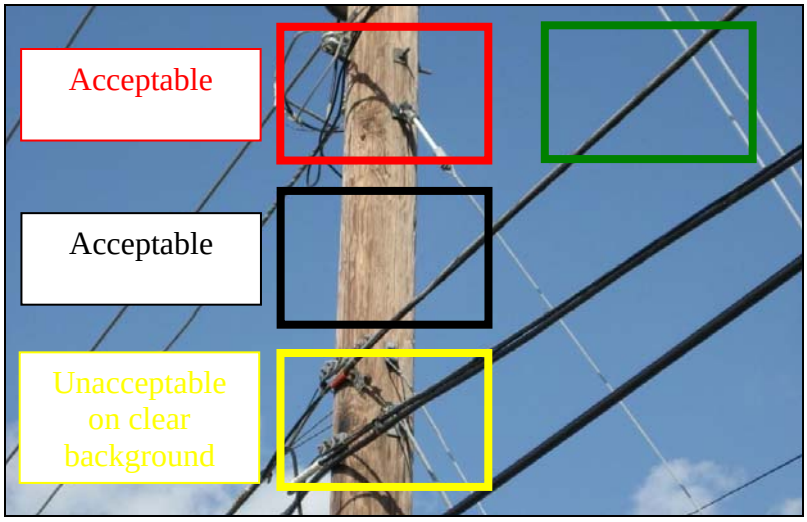
- For computer aided design (CAD) files, more specifically Microstation .dgn files and AutoCAD .dwg and .dxf files, UIR automatically resizes the original file page size to 11x17 inches when generating the corresponding PDF file. Regardless of format, when printed on 11x17 inch paper, all content must 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

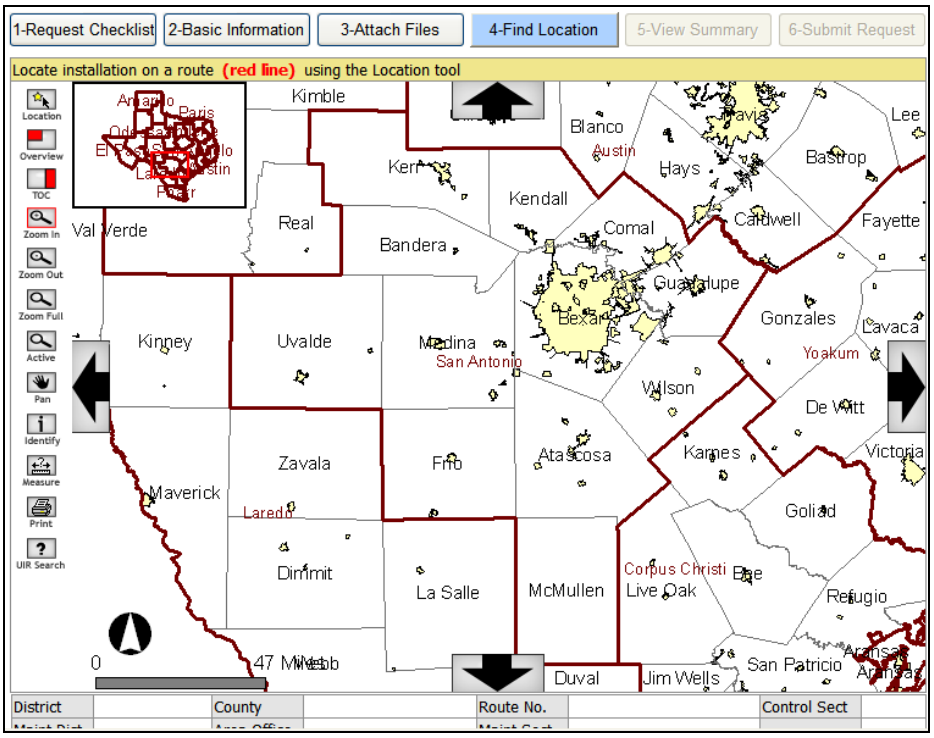
uploaded to UIR at the same time as the uploaded CAD file. To address this limitation, there are several options, including the following:

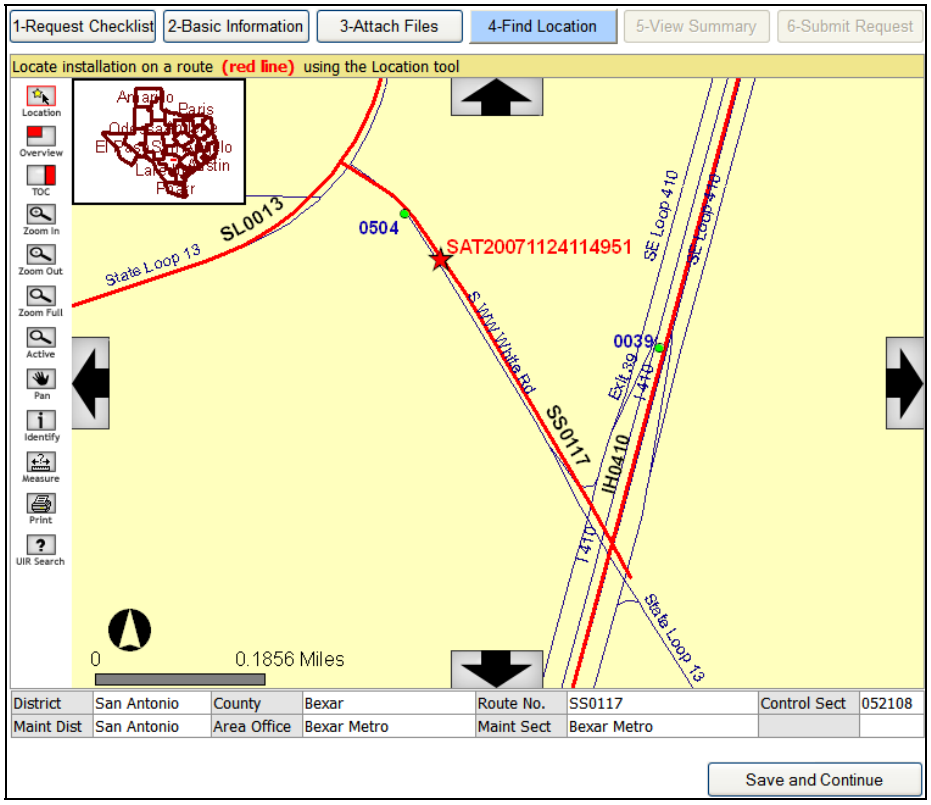
- Before uploading the CAD file to UIR, generate a plain-graphic CAD file where all the cells and other special graphical elements are converted to plain graphics.
- Convert the CAD file to PDF format and upload the PDF file to UIR.

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).





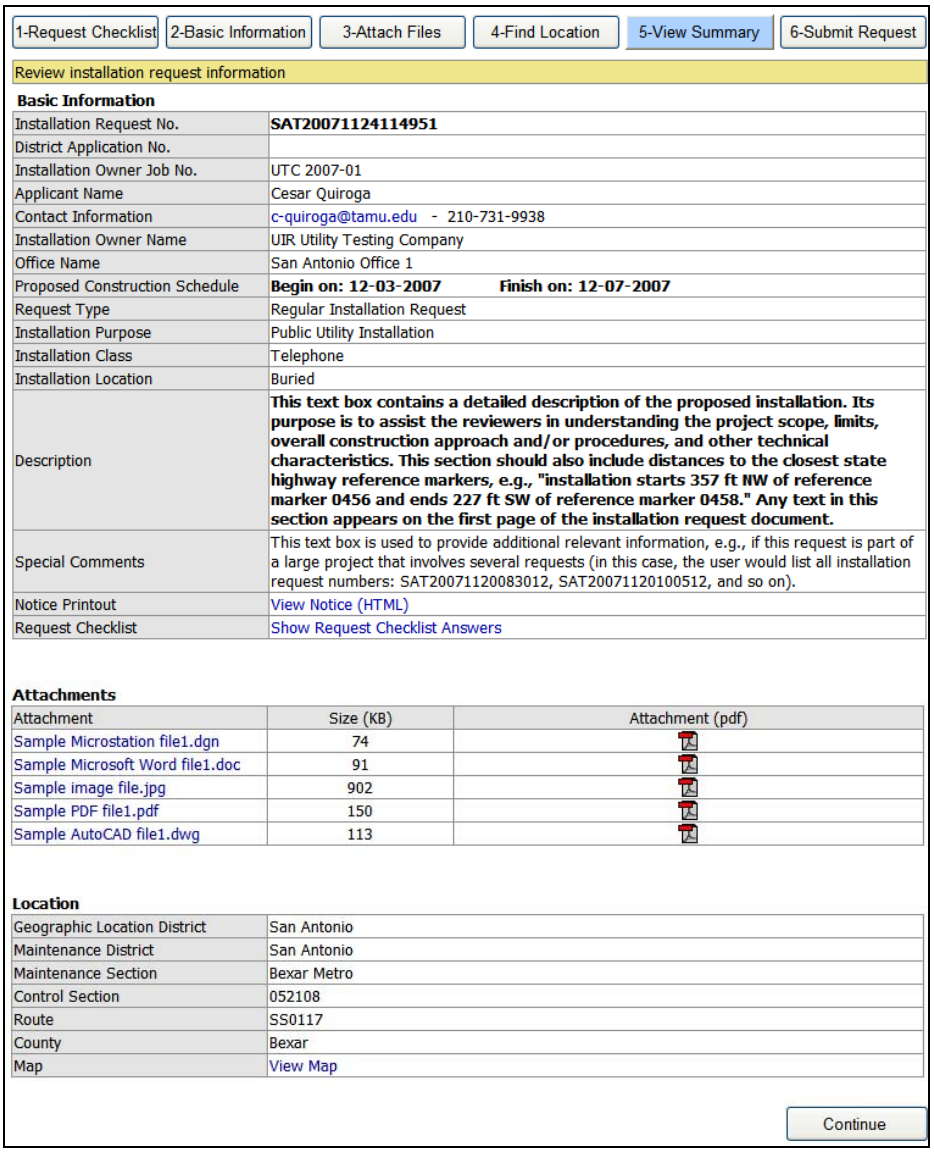
Take into consideration the following map usage guidelines:

- 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

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	**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 (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

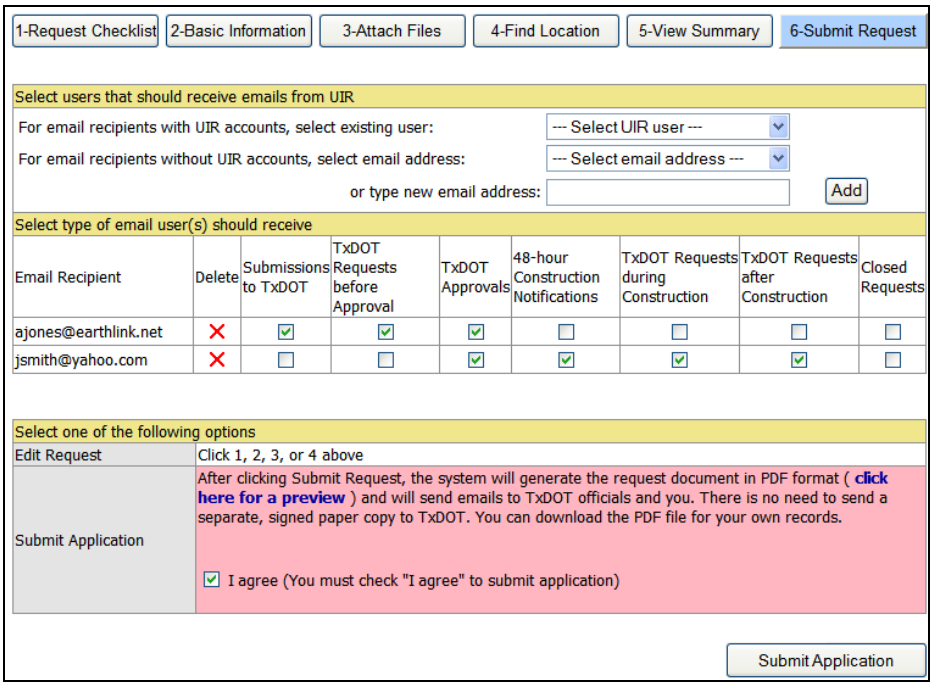
Geographic Location District	San Antonio
Maintenance District	San Antonio
Maintenance Section	Bexar Metro
Control Section	052108
Route	SS0117
County	Bexar
Map	View Map

Continue

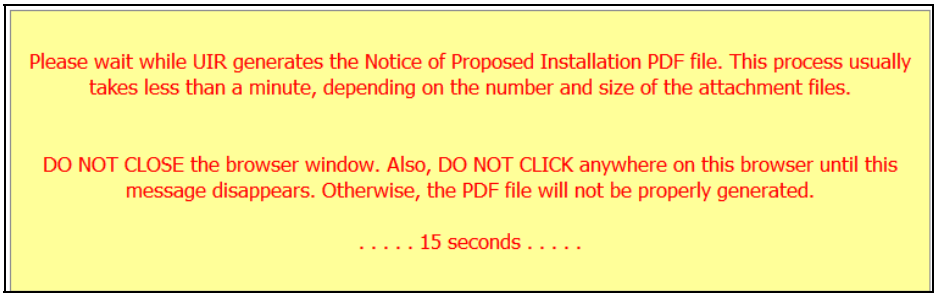
Submit Request

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

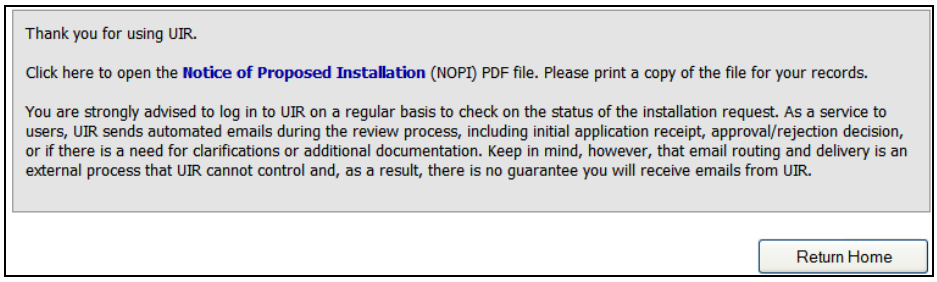
- If applicable, select and/or add other individuals who should receive automated emails from UIR. Examples include consultants and utility contractors. Note: By default, the system sends emails to the user who submitted the request. In addition, notice that there is no need to add other registered UIR 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.

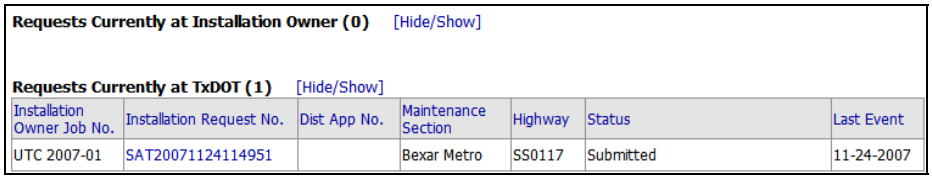


- Click the check box and then click **Submit Application**. Note: The **Submit Application** button is not available to consultants. Consultants can help prepare, but not submit installation requests to TxDOT. Consultants should coordinate with their installation owner office contacts for the submission 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.

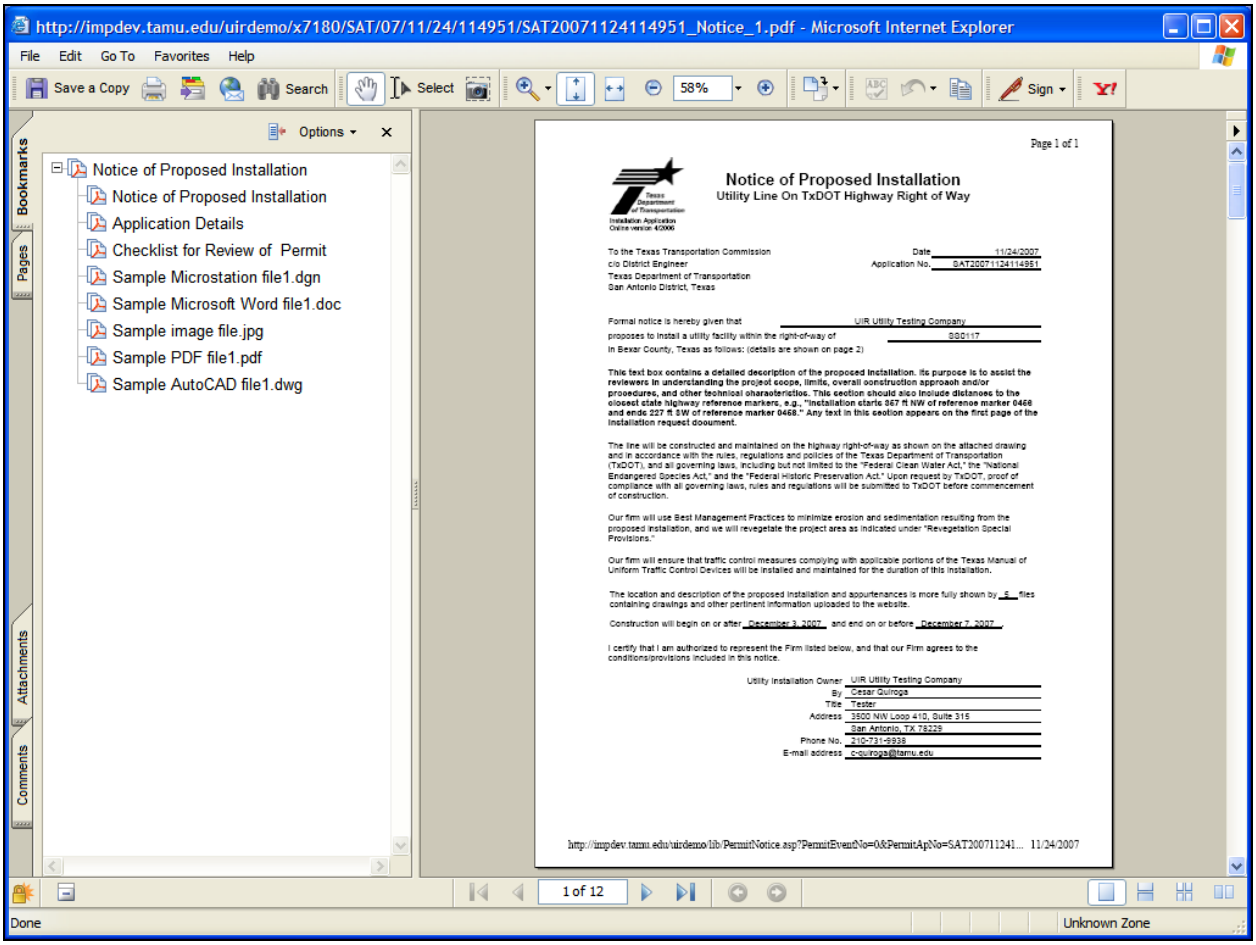


- After completing the process, UIR changes the screen. Click Notice of Proposed Installation to view the PDF file. Alternatively, click **Return Home** to see the new installation request added to the list of requests currently at TxDOT. Note: The system displays an error message if it fails to generate 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.





- 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

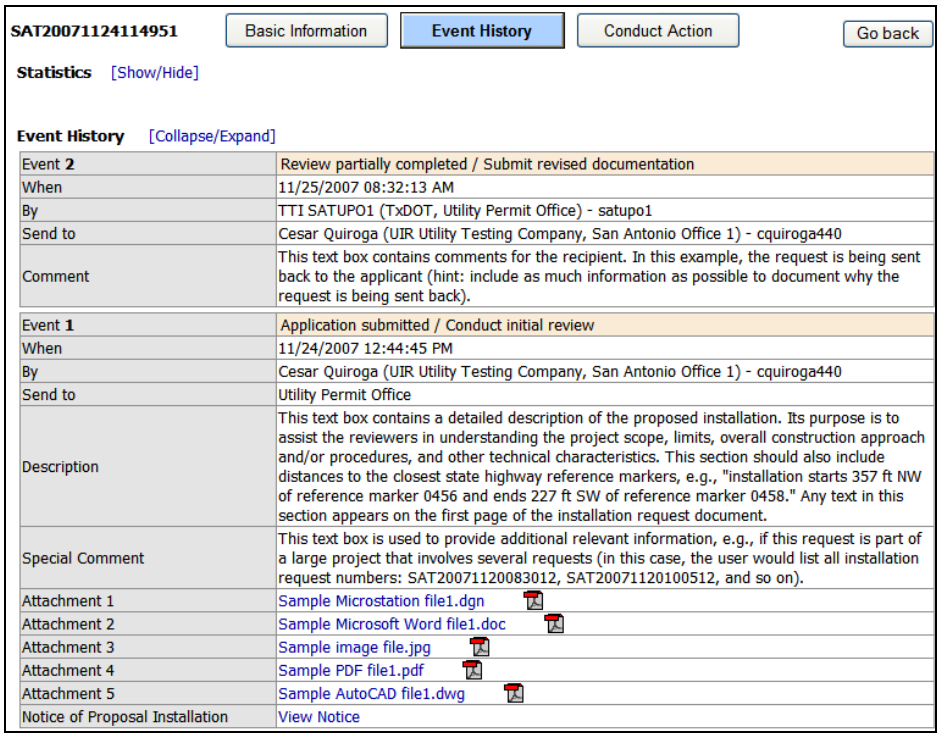
Basic Information

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	**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)
Request Checklist	Show Request Checklist Answers

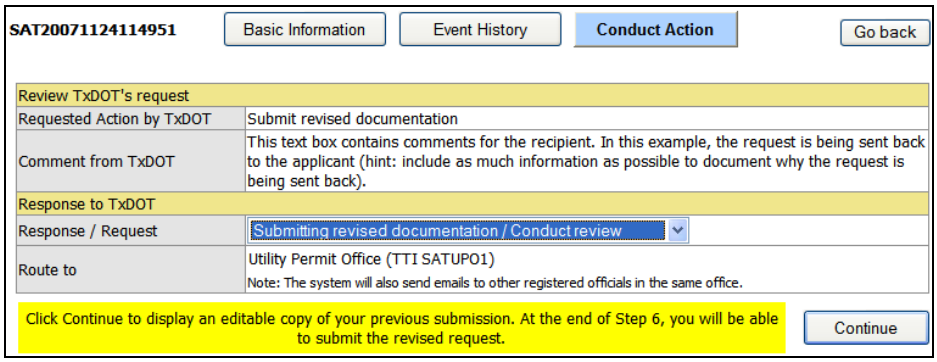
Attachments

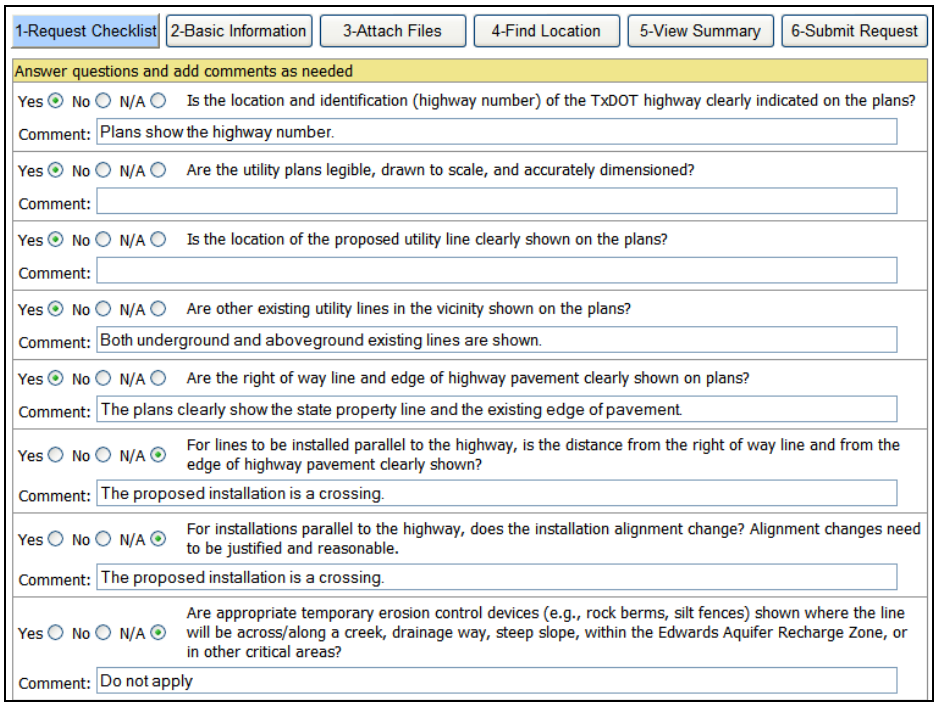
Attachment	Size (KB)	Attachment (pdf)
Sample Microstation file1.dgn	74	

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

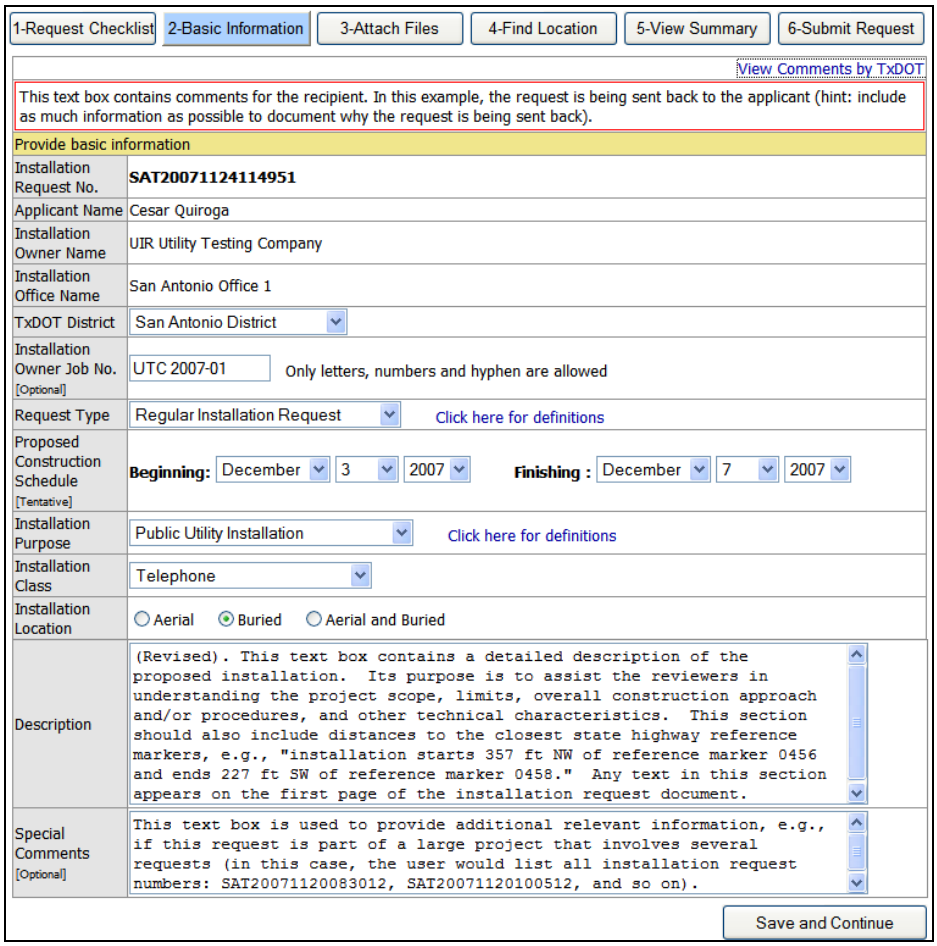


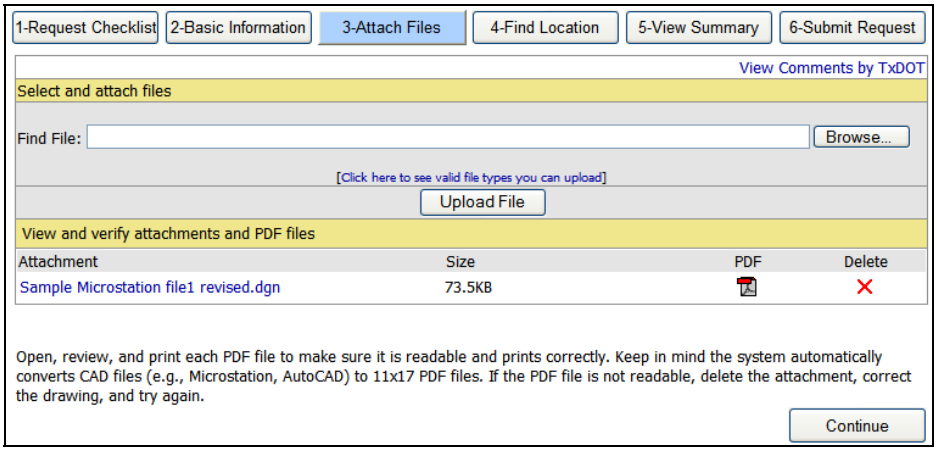
- Click **Conduct Action**.
- Select “Submitting revised documentation / Conduct review.” Note: The interface also provides the option to withdraw the application. Selecting “Withdrawing application / Nothing (application withdrawn)” changes the status of the installation request to withdrawn and moves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





- 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 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]

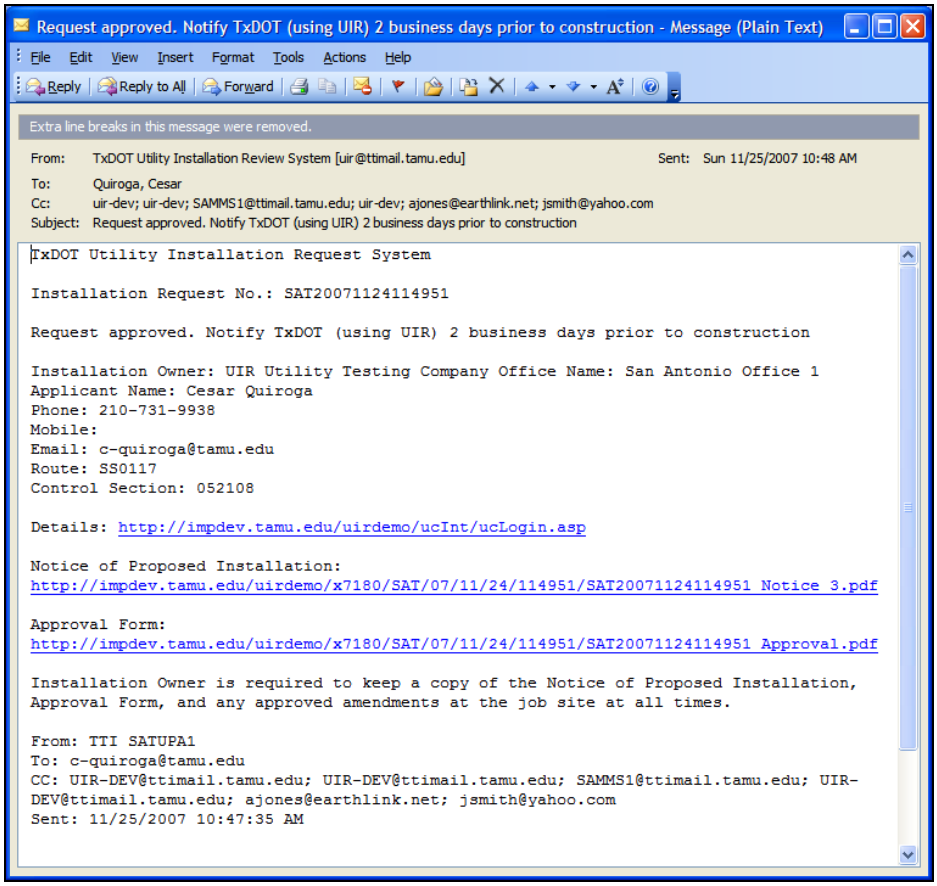
Requests Currently at TxDOT (1) [Hide/Show]

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.



Request approved. Notify TxDOT (using UIR) 2 business days prior to construction - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

Extra line breaks in this message were removed.

From: TxDOT Utility Installation Review System [uir@ttimail.tamu.edu] Sent: Sun 11/25/2007 10:48 AM

To: Quiroga, Cesar

Cc: uir-dev; uir-dev; SAMMS1@ttimail.tamu.edu; uir-dev; ajones@earthlink.net; jsmith@yahoo.com

Subject: Request approved. Notify TxDOT (using UIR) 2 business days prior to construction

TxDOT Utility Installation Request System

Installation Request No.: SAT20071124114951

Request approved. Notify TxDOT (using UIR) 2 business days prior to construction

Installation Owner: UIR Utility Testing Company Office Name: San Antonio Office 1
Applicant Name: Cesar Quiroga
Phone: 210-731-9938
Mobile:
Email: c-quiroga@tamu.edu
Route: SS0117
Control Section: 052108

Details: http://impdev.tamu.edu/uirdemo/ucInt/ucLogin.asp

Notice of Proposed Installation:
http://impdev.tamu.edu/uirdemo/x7180/SAT/07/11/24/114951/SAT20071124114951_Notice_3.pdf

Approval Form:
http://impdev.tamu.edu/uirdemo/x7180/SAT/07/11/24/114951/SAT20071124114951_Approval.pdf

Installation Owner is required to keep a copy of the Notice of Proposed Installation, Approval Form, and any approved amendments at the job site at all times.

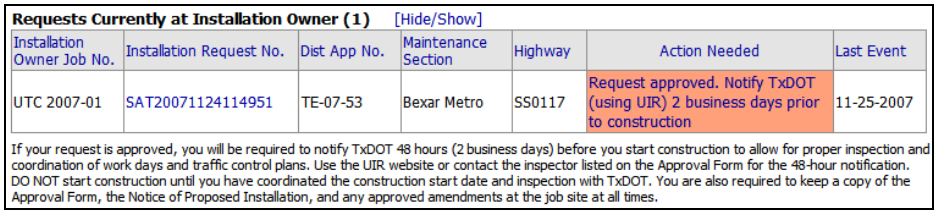
From: TTI SATUPA1
To: c-quiroga@tamu.edu
CC: UIR-DEV@ttimail.tamu.edu; UIR-DEV@ttimail.tamu.edu; SAMMS1@ttimail.tamu.edu; UIR-DEV@ttimail.tamu.edu; ajones@earthlink.net; jsmith@yahoo.com
Sent: 11/25/2007 10:47:35 AM

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.

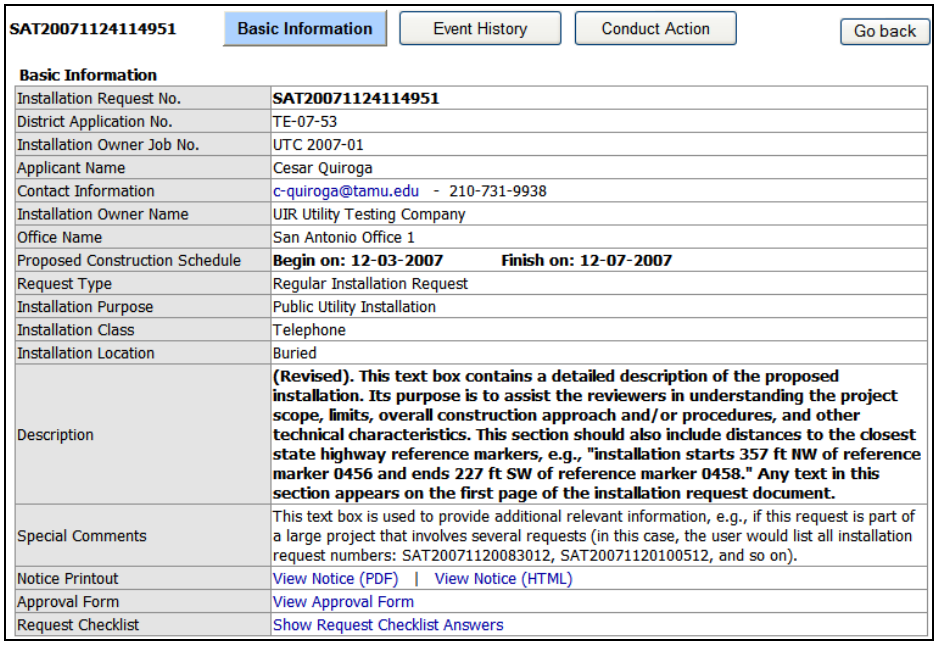


Requests Currently at Installation Owner (1) [Hide/Show]

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.

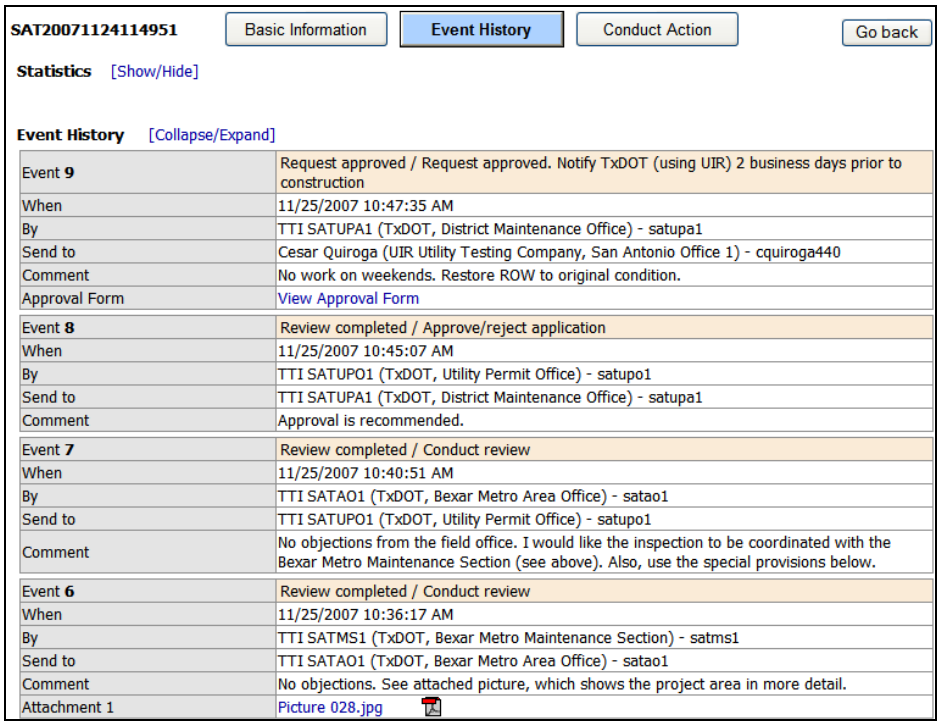


SAT20071124114951 | Basic Information | Event History | Conduct Action | Go back

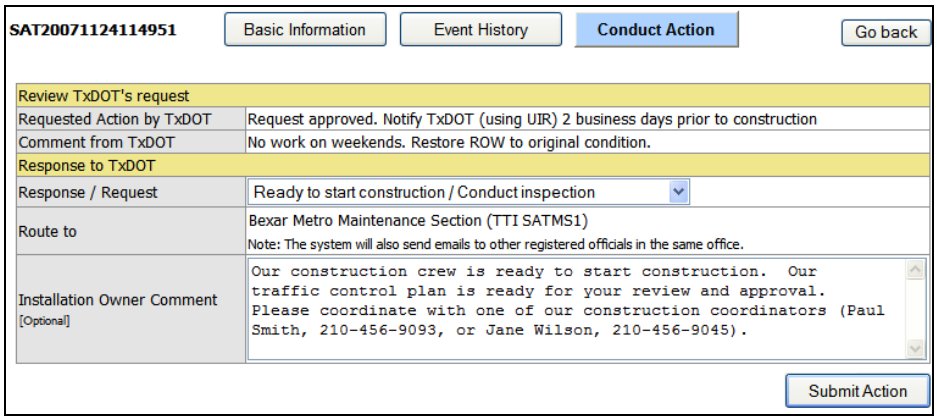
Basic Information

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

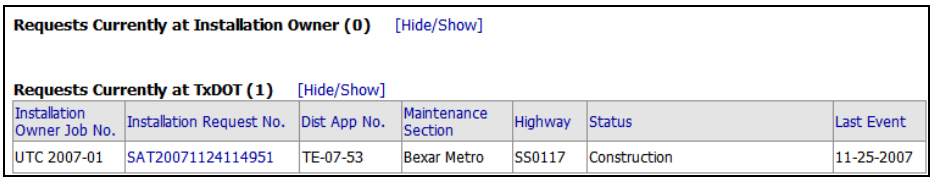
- Review the **Event History** screen as needed.



- 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.



- 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.

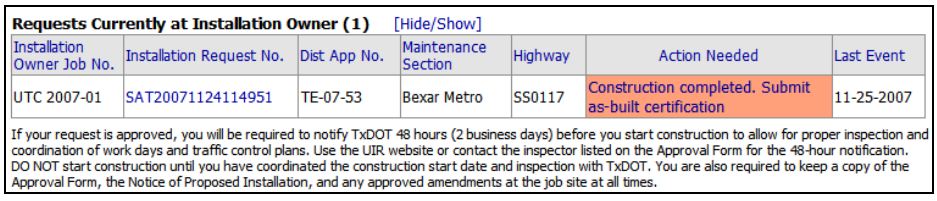
If TxDOT approves the amendment request, a designated TxDOT official routes the approval form along with any relevant special provisions to the installation owner user for further processing. UIR also sends an email to the applicant and any email recipient that the applicant added in Step 6.

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.

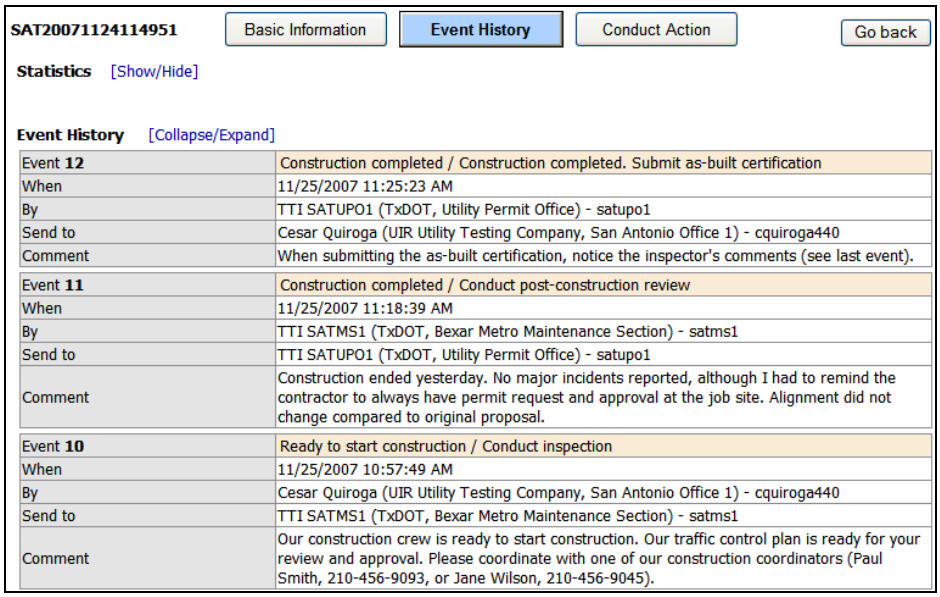


Requests Currently at Installation Owner (1) [Hide/Show]

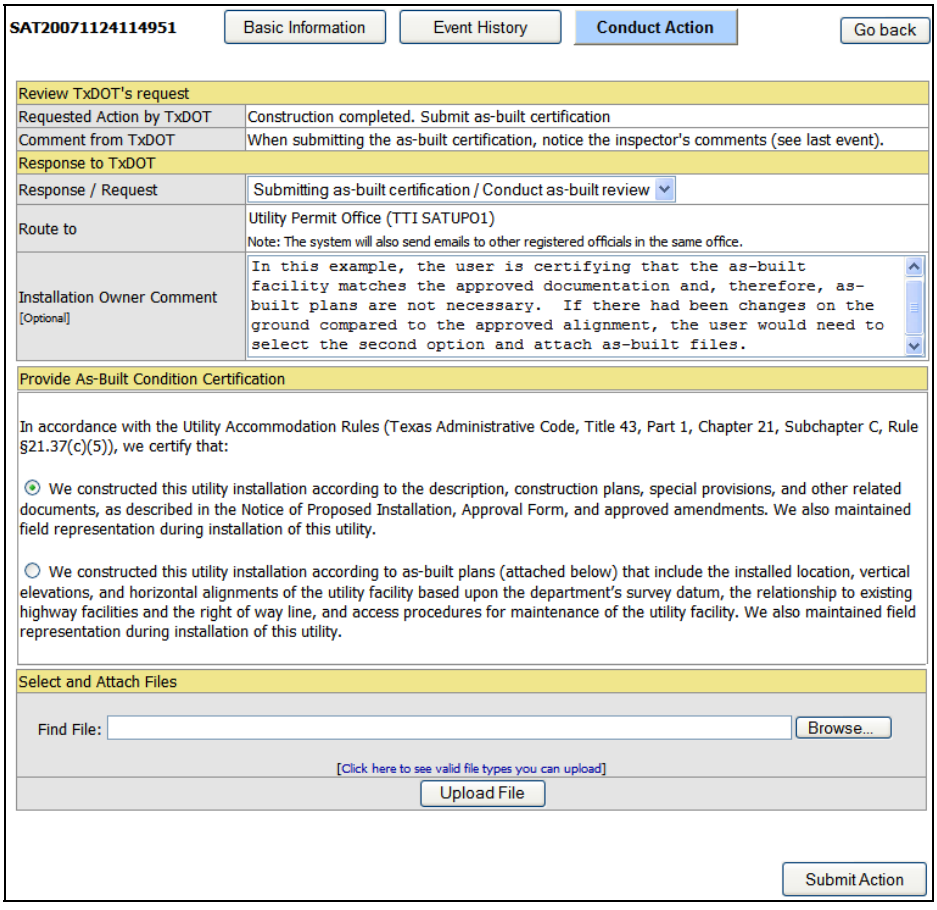
Installation Owner Job No.	Installation Request No.	Dist App No.	Maintenance Section	Highway	Action Needed	Last Event
UTC 2007-01	SAT20071124114951	TE-07-53	Bexar Metro	SS0117	Construction completed. Submit as-built certification	11-25-2007

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.

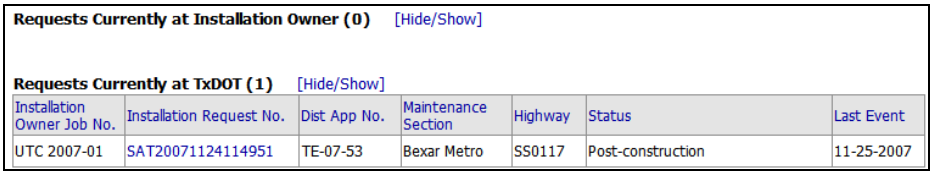
- Review the **Basic Information** screen as needed.
- Review the **Event History** screen as needed.



- 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.



- 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).

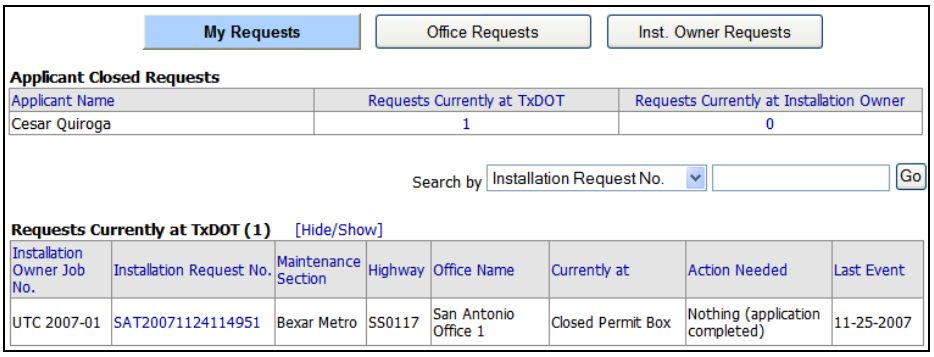


Requests Currently at Installation Owner (0) [Hide/Show]

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

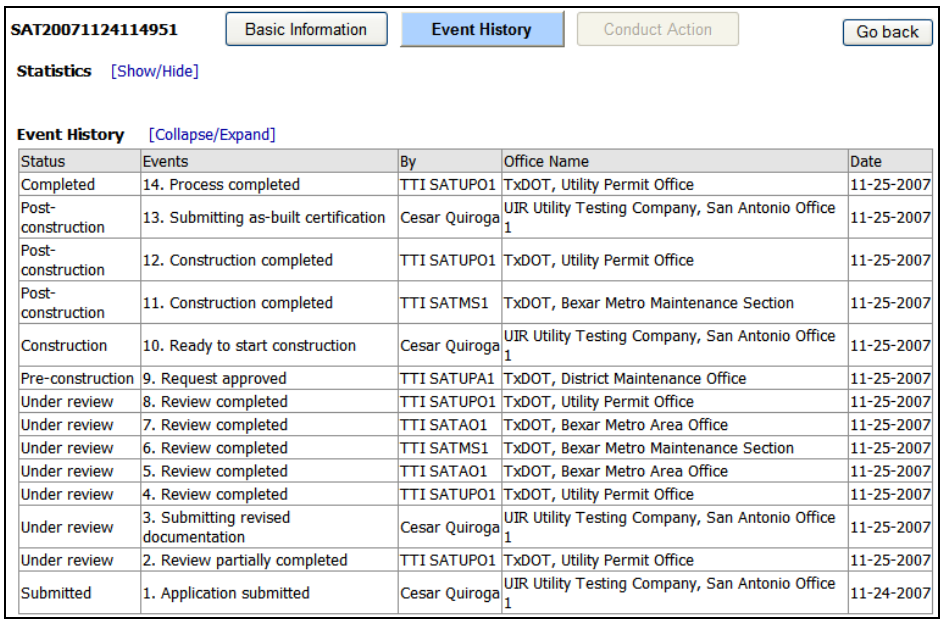
Applicant Closed Requests

Applicant Name	Requests Currently at TxDOT	Requests Currently at Installation Owner
Cesar Quiroga	1	0

Search by Installation Request No. 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

PART B. TXDOT USER MANUAL

ACCESSING UIR

CLIENT SYSTEM REQUIREMENTS

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

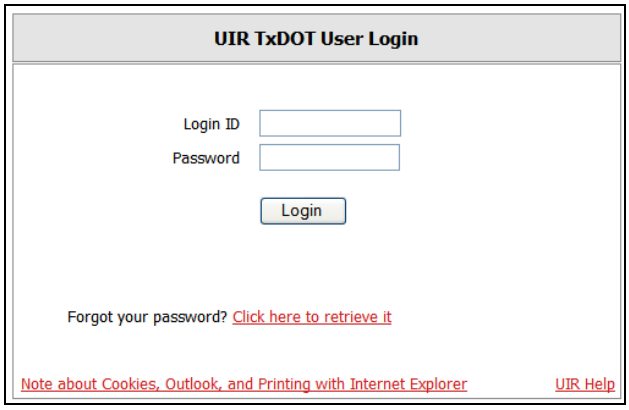
- Windows® XP with Service Pack 2 (SP2),
- 256 MB of RAM,
- Microsoft® Internet Explorer® (IE) 6.0 with SP2,
- PDF reader such as Adobe® Acrobat® Reader® 6.0, and
- Internet connection.

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 TxDOT User Login page, enter your UIR login ID and password and click **Login**.



PASSWORD AND LOGIN ID RETRIEVAL

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

- At the UIR TxDOT 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.
- Contact your district (or division) security administrator and request a temporary password. The security administrator can generate a new temporary password (system

generated or typed) by editing your account under Manage <Unit> Accounts, where <Unit> represents the TxDOT unit three-letter code (e.g., SAT, PHR, MNT, and ROW).

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, contact your district (or division) security administrator. The security administrator can look up your login ID under Manage <Unit> 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**.

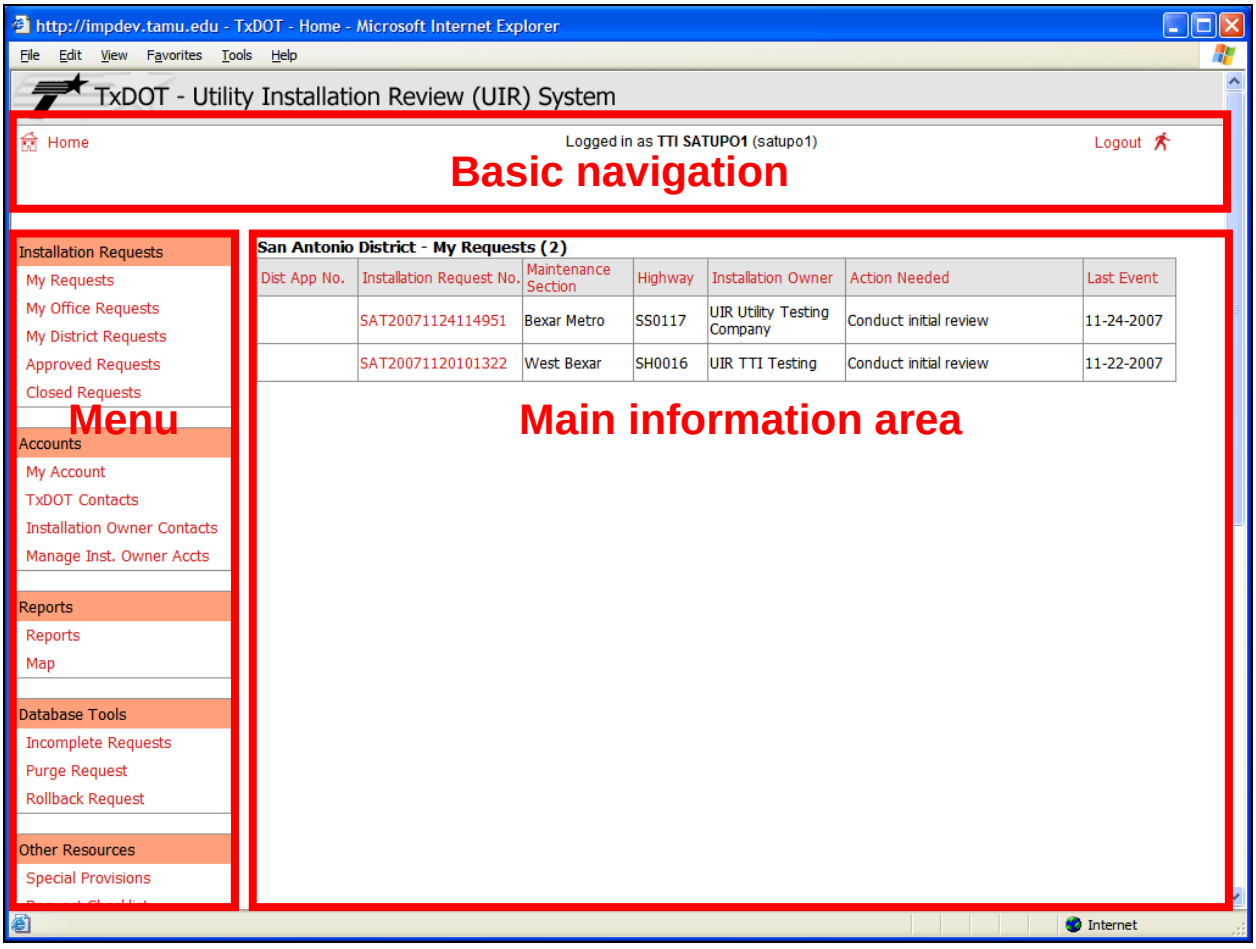
If you use Microsoft Internet Explorer, make sure the browser is set to print background colors and images. In Internet Explorer, go to **Tools** > **Internet Options** > **Advanced** and, under "Printing," check the "Print background colors and images" option.

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 active requests associated with the user), 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 menu options available to individual TxDOT users depends on the specific role that user plays on the installation review process and user account privilege level. The following is a description of the various menu options and their functions.

- Installation Requests:
  - My Requests displays the user's active requests (same as Home).
  - My Office Requests shows a list of active requests associated with all TxDOT users in the same office.
  - My District Requests shows a list of active requests submitted to the same TxDOT district office, grouped by maintenance section.
  - Approved Requests shows a list of active requests that have an approval status, grouped by maintenance section.
  - Closed Requests shows closed requests, grouped by maintenance section.
- 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 Installation Owner Accounts enables a district user with administrative privileges to manage installation owner user accounts.
  - Manage <Unit> Accounts enables a TxDOT unit (e.g., a district or a division) security administrator to manage TxDOT user accounts within that unit.
  - Manage <Unit> Offices enables a TxDOT unit (e.g., a district or a division) security administrator to manage TxDOT offices within that unit.
  - Manage TxDOT Units enables an ISD security administrator to manage TxDOT units (e.g., a district or a division) and to create and manage security administrator accounts for each unit.
- 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.
- Database Tools:
  - Incomplete Requests shows a list of incomplete new requests and incomplete new responses to TxDOT.
  - Purge Request enables the TxDOT user to purge installation requests from the UIR database.
  - Rollback Request enables the TxDOT user to rollback the last transaction associated with an installation request.
- 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

My Requests

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

- Click My Requests in the Installation Requests menu box.
- 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).

San Antonio District - My Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct initial review	11-24-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

My Office Requests

My Office Requests shows a list of active requests associated with all TxDOT users in the same office.

- Click My Office Requests in the Installation Requests menu box.
- 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).

San Antonio District - My Office Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct initial review	11-24-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

My District Requests

My District Requests shows a list of active requests submitted to the same TxDOT district, grouped by maintenance section.

- Click My District Requests in the Installation Requests menu box. This view shows two types of requests:
  - *Requests Currently at TxDOT*. This list includes requests for which there is a pending action by TxDOT.
  - *Requests Currently at Installation Owner*. This list includes requests for which there is a pending action by the installation owner user.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- To view a list of installation requests associated with a specific maintenance section (or all maintenance sections) and current location, click the corresponding number in the table.
- To view a specific installation request, click the corresponding installation request number.

San Antonio District - My District Requests

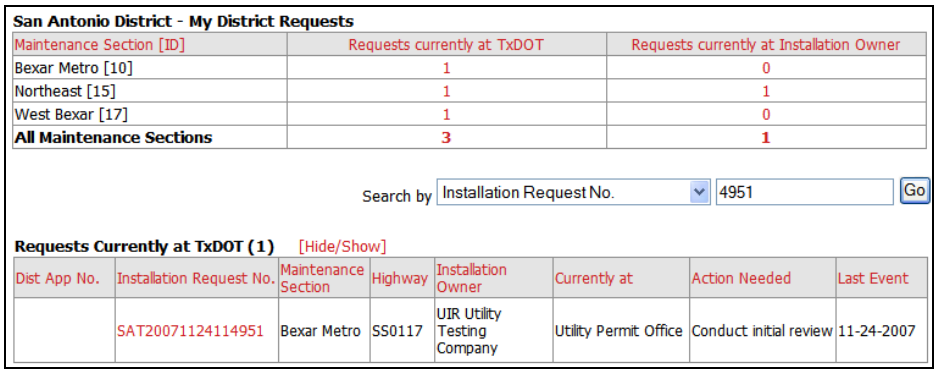
Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Installation Request No. Go

Requests Currently at TxDOT (3) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	District Maintenance Office	Approve/reject application	11-21-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Utility Permit Office	Conduct initial review	11-22-2007
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007

- To search for an installation request:
  - Select an option under Search by, type the corresponding search value in the text box, and click **Go**. Note: The search tool accepts partial entries, which enables the retrieval of any installation request for which the selected criterion contains the string in the text box anywhere in the database table field.



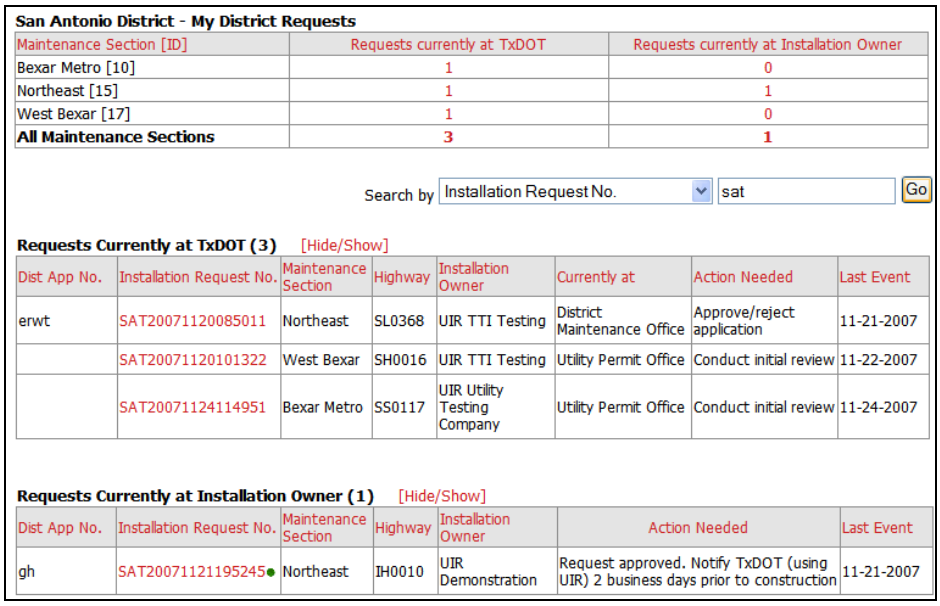
San Antonio District - My District Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Installation Request No. 4951 Go

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

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007



San Antonio District - My District Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

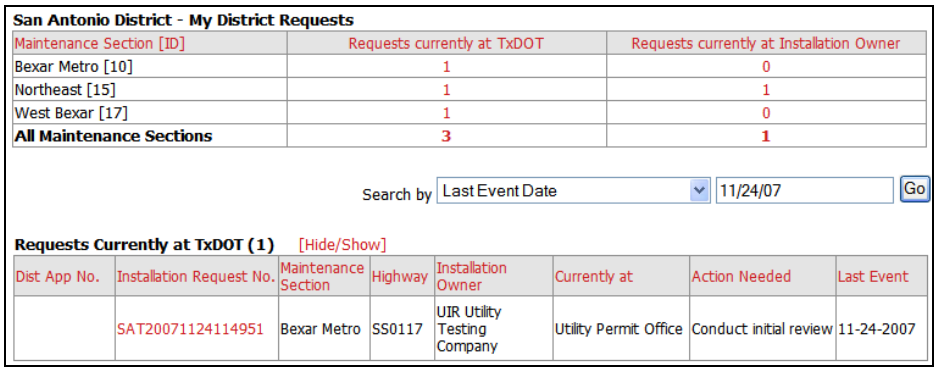
Search by Installation Request No. sat Go

Requests Currently at TxDOT (3) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	District Maintenance Office	Approve/reject application	11-21-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Utility Permit Office	Conduct initial review	11-22-2007
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007

Requests Currently at Installation Owner (1) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
gh	SAT20071121195245	Northeast	IH0010	UIR Demonstration	Request approved. Notify TxDOT (using UIR) 2 business days prior to construction	11-21-2007



San Antonio District - My District Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Last Event Date 11/24/07 Go

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

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007

Approved Requests

Approved Requests shows a list of active requests that have an approval status, grouped by maintenance section.

- Click Approved Requests in the Installation Requests menu box. This view shows two types of requests:

    - *Requests Currently at TxDOT*. This list includes requests for which the installation owner has acknowledged receipt of the approval and has notified TxDOT that a field crew will notify the TxDOT inspector before construction. Note: A recent modification to the UIR interface now prevents installation owners from choosing this option (the only option available to installation owners now is to use UIR to notify the inspector). Over time, the number of installation requests in the requests currently at TxDOT column should go down to zero.
    - *Requests Currently at Installation Owner*. This list includes requests for which installation owner users need to notify TxDOT (using UIR) when they will start construction.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- To view a list of installation requests associated with a specific maintenance section (or all maintenance sections) and current location, click the corresponding number in the table.
- To view a specific installation request, click the corresponding installation request number. Note: The interface enables certain TxDOT district users (e.g., utility permit office users and inspectors) to open approved requests and "take control" of those requests, which may be useful in situations where the installation owner user did not notify TxDOT before construction. Taking control of a request moves a request from the installation owner user to the designated TxDOT inspector. To take control of an approved request, see Take Control of Approved Request.
- To search for an installation request:
    - Select an option under Search by, type the corresponding search value in the text box, and click **Go**. Note: The search tool accepts partial entries, which enables the retrieval of any installation request for which the selected criterion contains the string in the text box anywhere in the database table field.

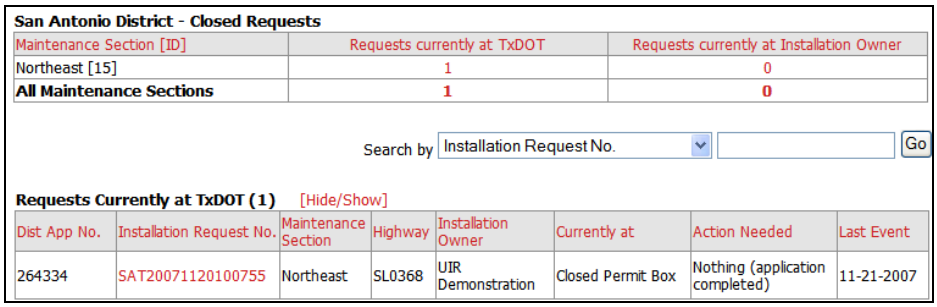
Closed Requests

Closed Requests shows closed requests, grouped by maintenance section.

- Click Closed Requests in the Installation Requests menu box. This view shows two types of requests:
    - *Requests Currently at TxDOT*. This list includes the closed requests.
    - *Requests Currently at Installation Owner*. This list only includes zeros.
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).
- To view a list of installation requests associated with a specific maintenance section (or all maintenance sections) and current location, click the corresponding number in the table.
- To view a specific installation request, click the corresponding installation request number. Note: The interface enables certain TxDOT district users with an administrative privilege to open closed installation requests to rollback the last transaction (i.e., the

transaction that sends the request to the closed permit box). Rolling back that transaction changes the status of a request from closed to active.

- To search for an installation request:
  - Select an option under Search by, type the corresponding search value in the text box, and click **Go**. Note: The search tool accepts partial entries, which enables the retrieval of any installation request for which the selected criterion contains the string in the text box anywhere in the database table field.



San Antonio District - Closed Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Northeast [15]	1	0
All Maintenance Sections	**1**	**0**

Search by Installation Request No. Go

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

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
264334	SAT20071120100755	Northeast	SL0368	UIR Demonstration	Closed Permit Box	Nothing (application completed)	11-21-2007

ACCOUNTS

Account Status

The account status determines whether a user can login to UIR and can be one of the following: Active, Inactive, Out of Office, and Permanently Inactive.

- *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, according to the user's office type and normal role or function in UIR (see next section). The privilege level can be one of the following: User, Administrator, and Guest.

- *User*. A user with a user privilege level can fulfill basic UIR functions according to the specific office type.
- *Administrator*. A user with an administrator privilege level can fulfill additional UIR functions according to the specific office type. At the district level, it is normally sufficient to assign an administrator privilege to users in the following office types: utility permit office, utility permit approval, and security administrator.

- *Guest*. A user with a guest privilege level has read-only access to UIR, regardless of office type.

Account Roles or Functions

TxDOT users have specific functions in UIR depending on the office type to which they belong. The table below summarizes the functions for users with a *user* privilege level.

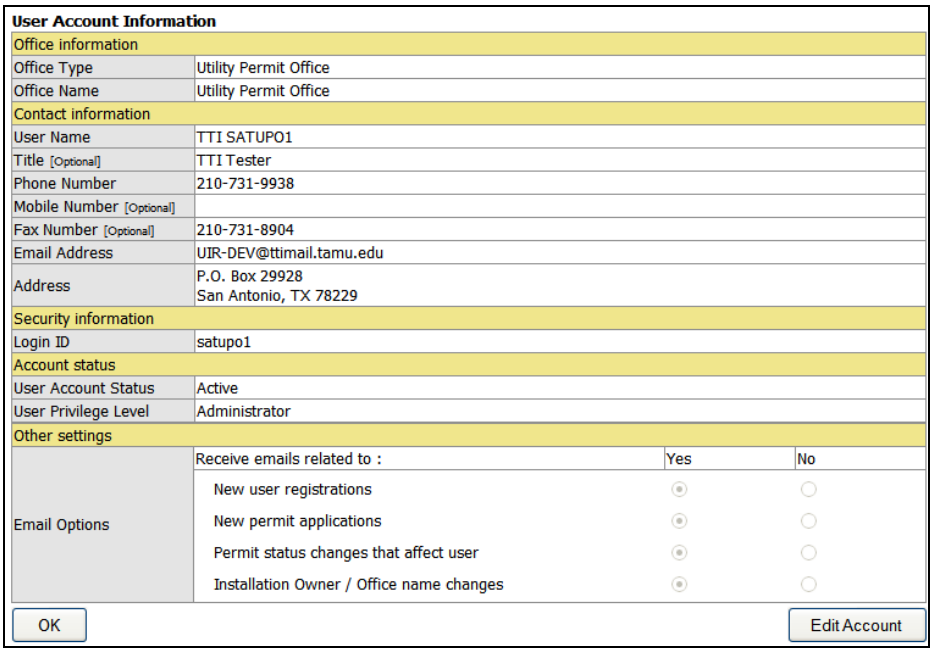
Function/Role	Office Type								
	Information Systems Division Security Administrator	**Other Division or District Security Administrator**	**District Utility Permit Office**	**District Utility Permit Approval**	**District Area Office or Maintenance Section**	**District Utility Coordinator or Superintendent**	**Other District Offices**	**Maintenance Division Review or Approval**	**Right of Way Division Oversight**
View request	X	X	X	X	X	X	X	X	X
Review request			X		X	X	X	X	
Approve request				X					
Receive 2-business day notification					X				
Stop construction					X				
Notify construction completion					X				
Take control of approved request					X				
Review amendment			X	X	X	X	X	X	
Approve/reject amendment				X					
Request/review as-built certification			X						
Send to closed permit box			X						
Generate reports	X	X	X	X	X	X	X	X	X
Manage special provisions			X	X					
Manage permit checklist			X	X					

The following table summarizes additional functions for TxDOT users with an *administrator* privilege level.

Function/Role	Office Type								
	Information Systems Division Security Administrator	Other Division or District Security Administrator	District Utility Permit Office	District Utility Permit Approval	District Area Office or Maintenance Section	District Utility Coordinator or Superintendent	Other District Offices	Maintenance Division Review or Approval	Right of Way Division Oversight
Manage incomplete request			X	X					
Purge request			X	X					
Rollback request			X	X					
Take control of approved request			X	X					
Manage installation owner account			X	X					
Manage TxDOT unit security administrator account	X								
Manage TxDOT unit district account		X							

My Account

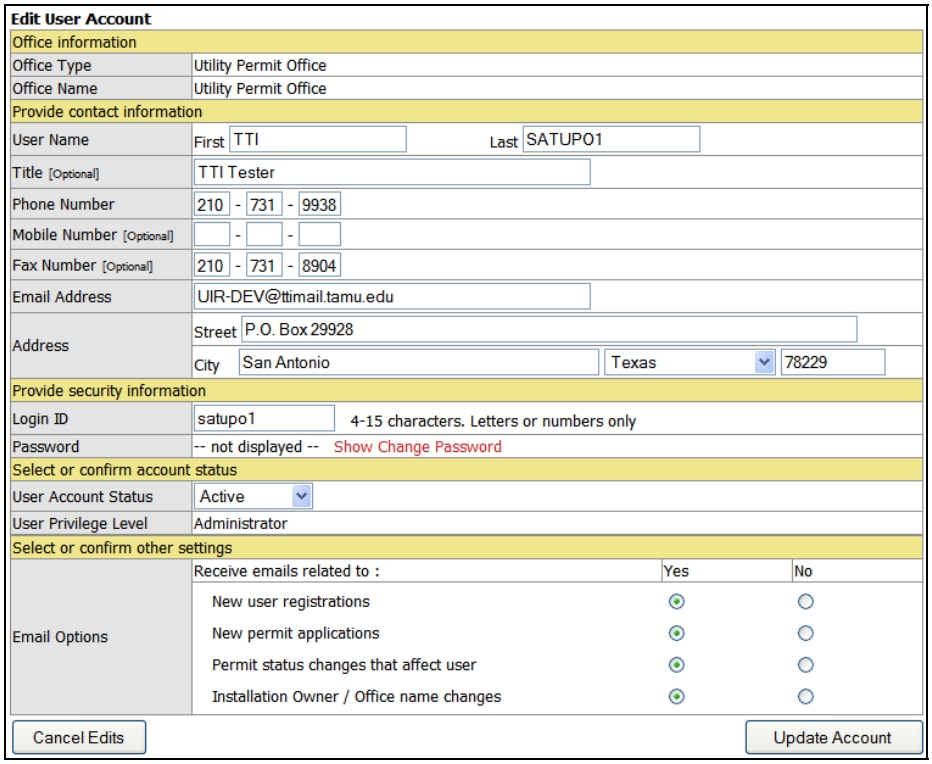
- To view user information, click My Account in the Accounts menu box.



- To edit the account, click **Edit Account**.

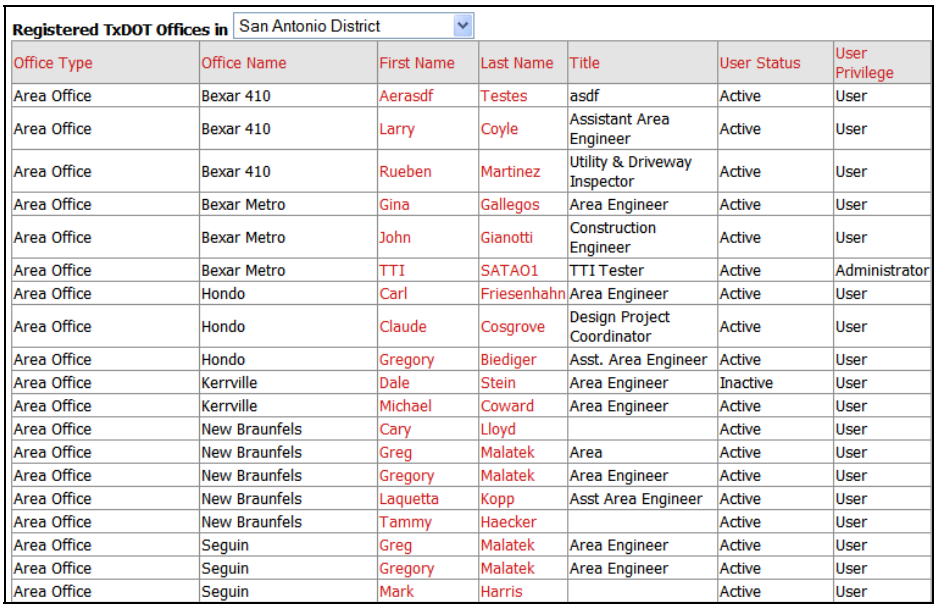
- It is possible to change most of the data associated with a user, including the login ID (because UIR uses a separate, internal, user unique ID).
- The street address is the office address, which is the same for all users associated with the same TxDOT office.

- Click **Update Account** to save the edits or **Cancel Edits** to cancel the changes.



TxDOT Contacts

- Click TxDOT Contacts in the Accounts menu box to view the list of TxDOT officials from the same district who may be involved in the installation review process. 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 official's 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	SATAO1	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

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 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).

San Antonio District - Existing Installation Owner Offices

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 Installation Owner Accounts

Managing installation owner accounts includes reviewing and approving requests for new installation owner office accounts and managing existing accounts.

Reviewing and Approving New Installation Owner Office Accounts

- Click New Installation Owner offices/users … in your Home view.

New Installation Owner offices/users waiting to be approved (1). Click here to review.

San Antonio District - My Requests (1)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

- Alternatively, click Manage Installation Owner Accounts in the Accounts menu box.

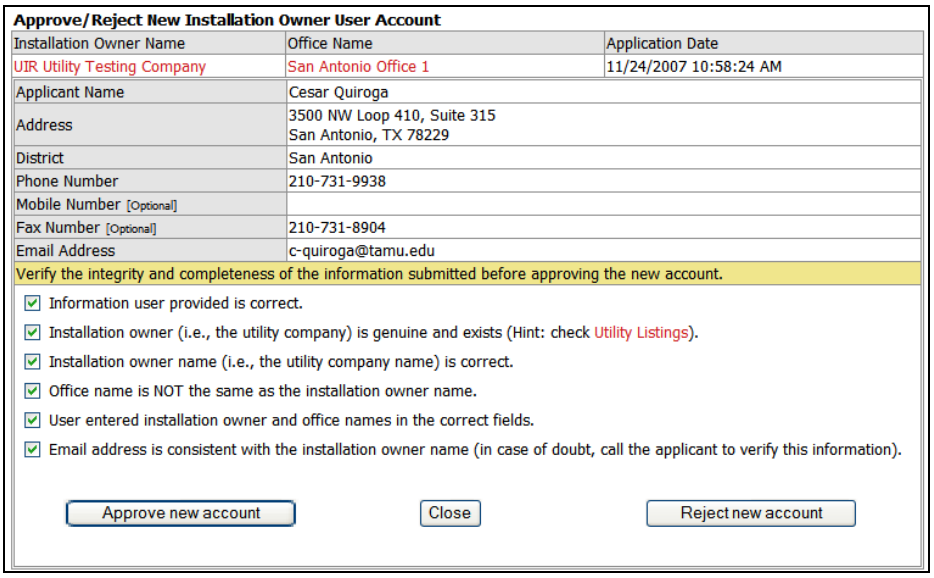
Approve/Reject New Installation Owner User Account

Installation Owner Name	Office Name	Application Date
UIR Utility Testing Company	San Antonio Office 1	11/24/2007 10:58:24 AM

San Antonio District - Existing Installation Owner Offices

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

- Click the new office/user that needs approval and review the information provided.



Approve/Reject New Installation Owner User Account

Installation Owner Name	Office Name	Application Date
UIR Utility Testing Company	San Antonio Office 1	11/24/2007 10:58:24 AM

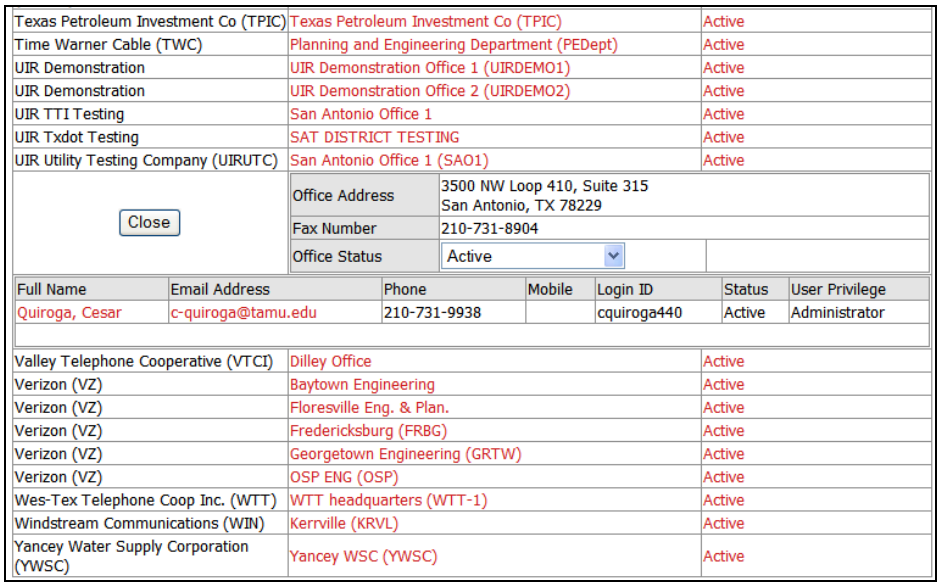
Applicant Name	Cesar Quiroga
Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229
District	San Antonio
Phone Number	210-731-9938
Mobile Number [Optional]	
Fax Number [Optional]	210-731-8904
Email Address	c-quiroga@tamu.edu

Verify the integrity and completeness of the information submitted before approving the new account.

- ☑ Information user provided is correct.
- ☑ Installation owner (i.e., the utility company) is genuine and exists (Hint: check Utility Listings).
- ☑ Installation owner name (i.e., the utility company name) is correct.
- ☑ Office name is NOT the same as the installation owner name.
- ☑ User entered installation owner and office names in the correct fields.
- ☑ Email address is consistent with the installation owner name (in case of doubt, call the applicant to verify this information).

Approve new account | Close | Reject new account

- Click **Approve new account** to add the new office/user to the list of active installation owner office users or, otherwise, click **Reject new account**. The system will email the applicant your decision. Note: By default, the first user associated with the new office is the designated administrator for that office. That administrator becomes responsible for adding and managing users and other administrators in the same office.



Texas Petroleum Investment Co (TPIC)	Texas Petroleum Investment Co (TPIC)	Active
Time Warner Cable (TWC)	Planning and Engineering Department (PEDept)	Active
UIR Demonstration	UIR Demonstration Office 1 (UIRDEMO1)	Active
UIR Demonstration	UIR Demonstration Office 2 (UIRDEMO2)	Active
UIR TTI Testing	San Antonio Office 1	Active
UIR Txdot Testing	SAT DISTRICT TESTING	Active
UIR Utility Testing Company (UIRUTC)	San Antonio Office 1 (SAO1)	Active

Close

Office Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229
Fax Number	210-731-8904
Office Status	Active

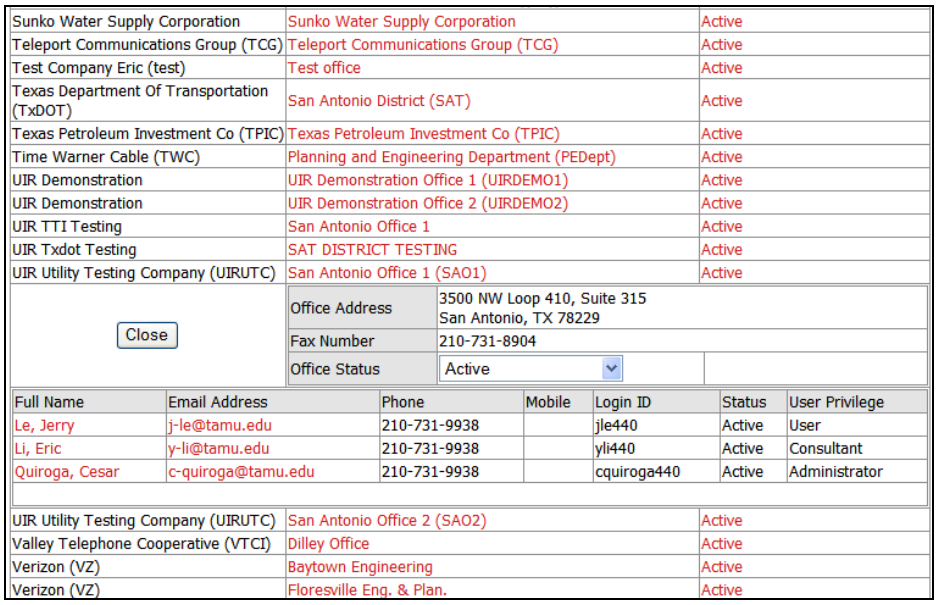
Full Name	Email Address	Phone	Mobile	Login ID	Status	User Privilege
Quiroga, Cesar	c-quiroga@tamu.edu	210-731-9938		cquiroga440	Active	Administrator

Valley Telephone Cooperative (VTCI)	Dilley Office	Active
Verizon (VZ)	Baytown Engineering	Active
Verizon (VZ)	Floresville Eng. & Plan.	Active
Verizon (VZ)	Fredericksburg (FRBG)	Active
Verizon (VZ)	Georgetown Engineering (GRTW)	Active
Verizon (VZ)	OSP ENG (OSP)	Active
Wes-Tex Telephone Coop Inc. (WTT)	WTT headquarters (WTT-1)	Active
Windstream Communications (WIN)	Kerrville (KRVL)	Active
Yancey Water Supply Corporation (YWSC)	Yancey WSC (YWSC)	Active

Managing Existing Installation Owner Accounts

- Click Manage Installation Owner Accounts in the Accounts menu box to view the list of installation owners and offices in the same TxDOT district.
- 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).

- Click the installation owner office of interest to display the list of users associated with that office.



Sunko Water Supply Corporation	Sunko Water Supply Corporation	Active
Teleport Communications Group (TCG)	Teleport Communications Group (TCG)	Active
Test Company Eric (test)	Test office	Active
Texas Department Of Transportation (TxDOT)	San Antonio District (SAT)	Active
Texas Petroleum Investment Co (TPIC)	Texas Petroleum Investment Co (TPIC)	Active
Time Warner Cable (TWC)	Planning and Engineering Department (PEDept)	Active
UIR Demonstration	UIR Demonstration Office 1 (UIRDEMO1)	Active
UIR Demonstration	UIR Demonstration Office 2 (UIRDEMO2)	Active
UIR TTI Testing	San Antonio Office 1	Active
UIR Txdot Testing	SAT DISTRICT TESTING	Active
UIR Utility Testing Company (UIRUTC)	San Antonio Office 1 (SAO1)	Active

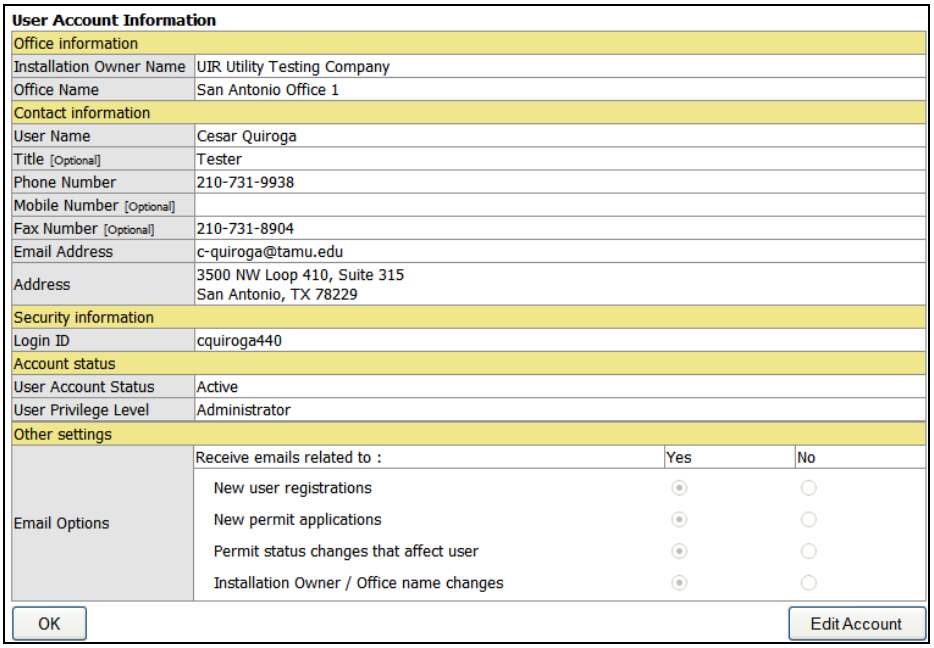
Close

Office Address	3500 NW Loop 410, Suite 315 San Antonio, TX 78229
Fax Number	210-731-8904
Office Status	Active

Full Name	Email Address	Phone	Mobile	Login ID	Status	User Privilege
Le, Jerry	j-le@tamu.edu	210-731-9938		jle440	Active	User
Li, Eric	y-li@tamu.edu	210-731-9938		yli440	Active	Consultant
Quiroga, Cesar	c-quiroga@tamu.edu	210-731-9938		cquiroga440	Active	Administrator

UIR Utility Testing Company (UIRUTC)	San Antonio Office 2 (SAO2)	Active
Valley Telephone Cooperative (VTCI)	Dilley Office	Active
Verizon (VZ)	Baytown Engineering	Active
Verizon (VZ)	Floresville Eng. & Plan.	Active

- By default, all installation owner offices are active. If there is a need to inactivate a specific office, change the office status to Inactive or Permanently Inactive. Note: This action will prevent any user from that office (even if their individual account status is active) from logging in.
- Click the specific user name to display information associated with that user.



User Account Information

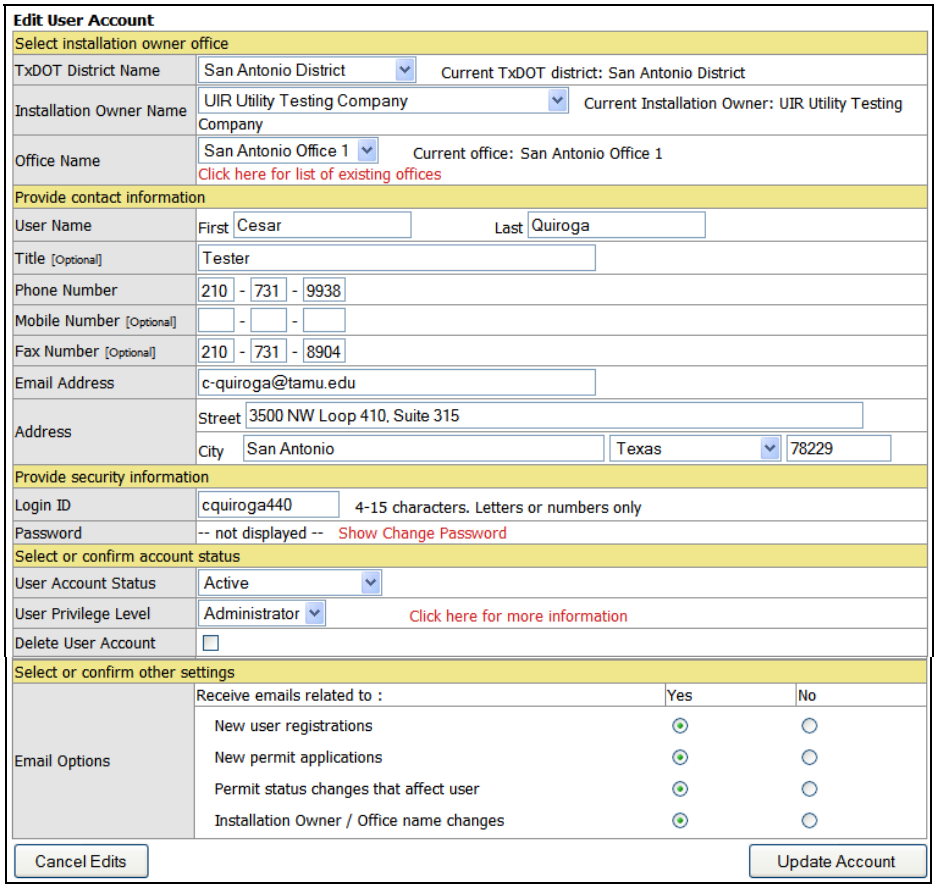
Office information			
Installation Owner Name	UIR Utility Testing Company		
Office Name	San Antonio Office 1		
Contact information			
User Name	Cesar Quiroga		
Title [Optional]	Tester		
Phone Number	210-731-9938		
Mobile Number [Optional]			
Fax Number [Optional]	210-731-8904		
Email Address	c-quiroga@tamu.edu		
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			
Email Options	Receive emails related to :	Yes	No
	New user registrations	◉	○
	New permit applications	◉	○
	Permit status changes that affect user	◉	○
	Installation Owner / Office name changes	◉	○

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 TxDOT to change the district, installation owner, and 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.

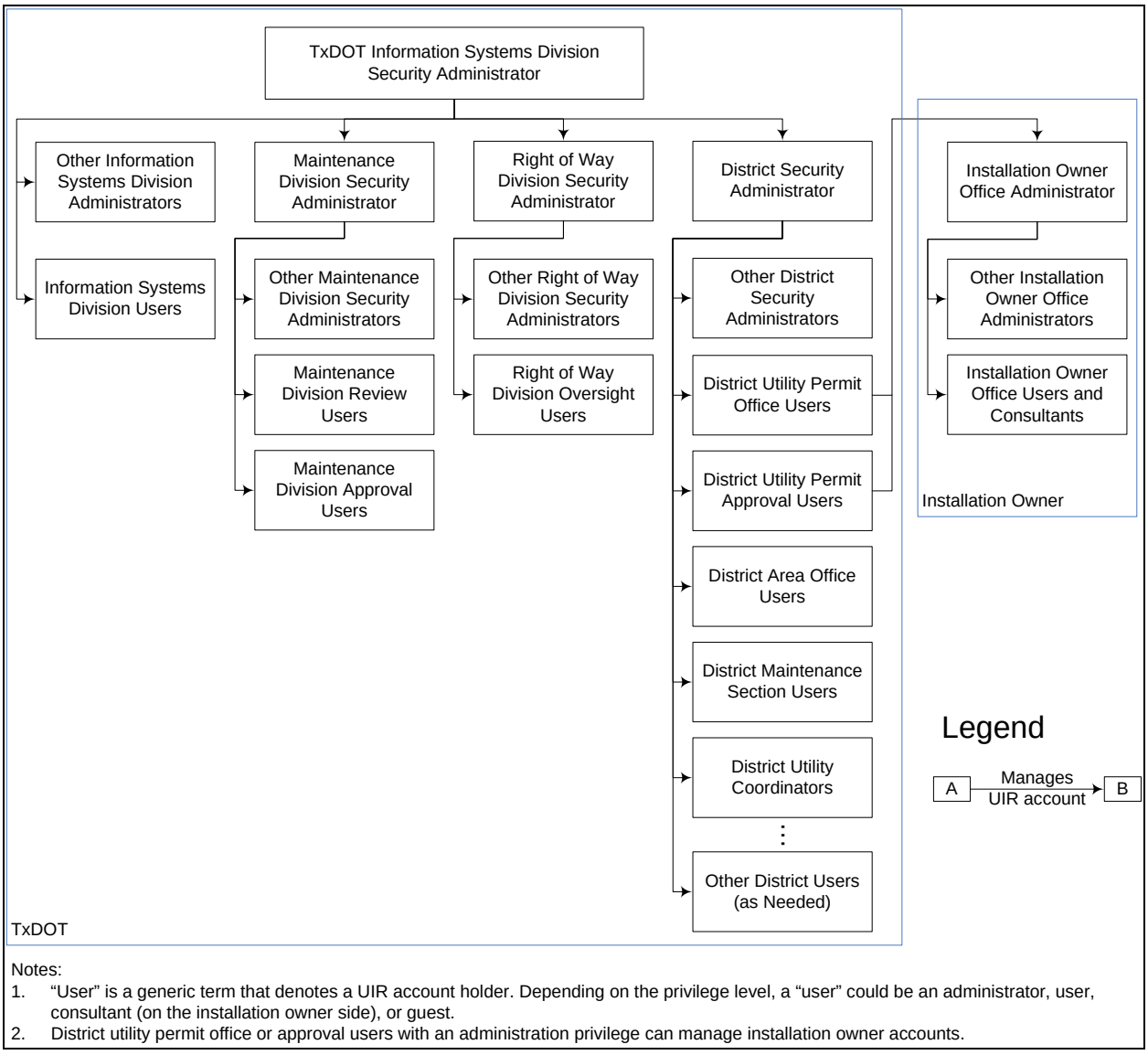


TxDOT User Management

Security administrators manage UIR TxDOT accounts. There are two types of security administrators:

- *ISD security administrators*. An ISD security administrator activates TxDOT units (e.g., districts) and creates and manages security administrator accounts for each TxDOT unit.
- *Other TxDOT unit security administrators*. A security administrator at a TxDOT unit other than ISD (e.g., ROW Division, Maintenance Division, districts) creates offices within each unit and creates and manages TxDOT users within each office. The number of office types available depends on the specific unit and the role this unit plays on the installation review process. For example, the Maintenance Division currently has two

office types: Maintenance Division Review and Maintenance Division Approval. In contrast, a regular district has 14 office types.



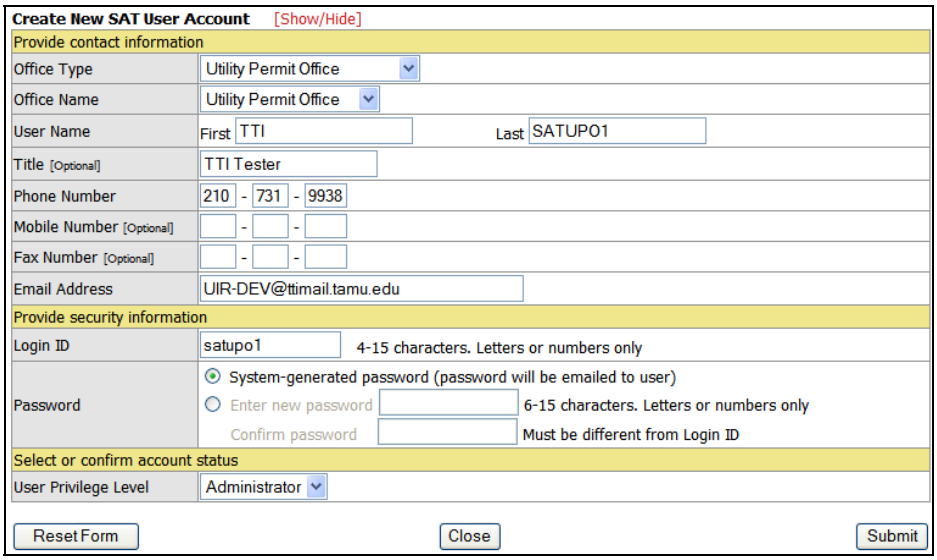
Notes:
1. "User" is a generic term that denotes a UIR account holder. Depending on the privilege level, a "user" could be an administrator, user, consultant (on the installation owner side), or guest.
2. District utility permit office or approval users with an administration privilege can manage installation owner accounts.

Manage <Unit> Accounts

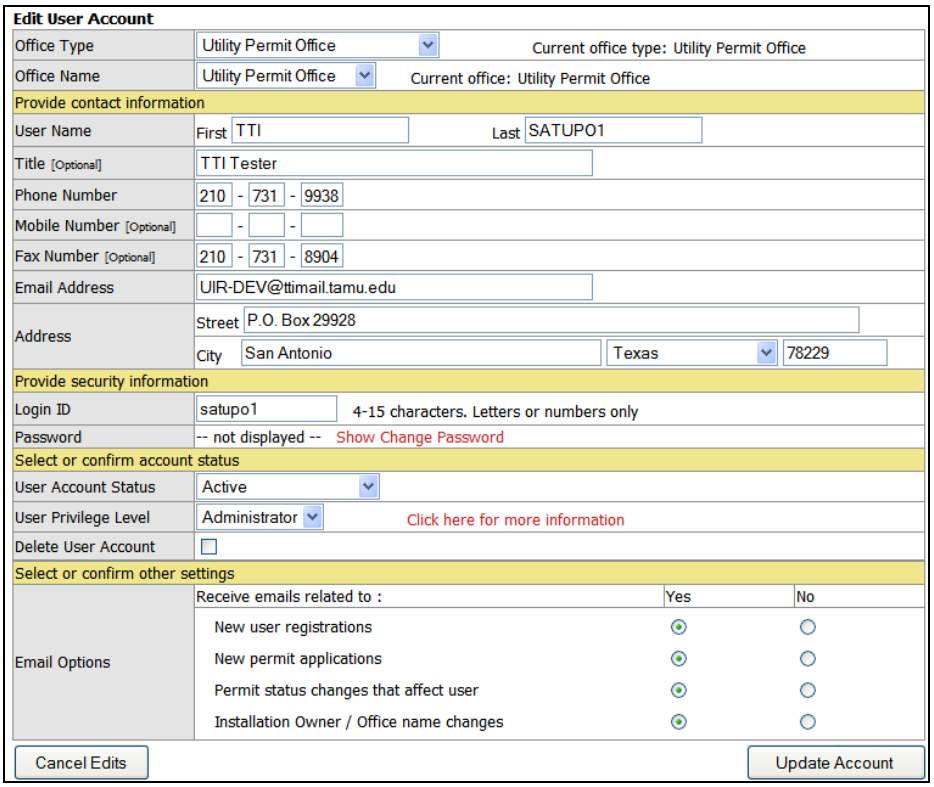
Manage <Unit> Accounts enables a TxDOT unit (e.g., ROW, MNT, SAT, and PHR) security administrator to manage TxDOT user accounts within that unit.

- Click Manage <Unit> Accounts in the Accounts menu.
- To add a new user account:
  - Click [Show/Hide] next to Create New <Unit> User Account to show the new user registration form.

- Provide the information required, including a login ID and a password choice. Note: In order to add a user to an office, it is necessary to have an office record in the database. See Manage <Unit> Offices for additional information.
- Click **Submit** to create the new account. The system displays the new account in the list of existing TxDOT users and emails the login ID and password data to the user. The first time the user logs in, the system will ask that user to change the password.



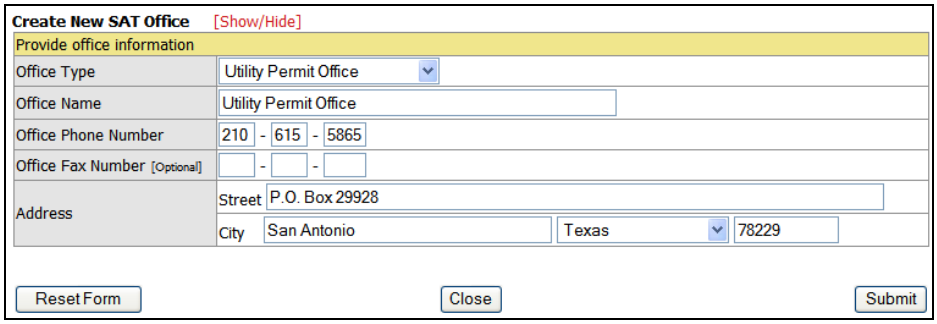
- To manage existing user accounts:
  - Under Manage <Unit> Accounts, click the name of the user.
  - Click **Edit User Account** to display the user information.
  - Click **Edit Account** and change information as needed.
    - It is possible to change much of the data associated with a user, including 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.
  - Click **Update Account** to save the edits or **Cancel Edits** to cancel the changes.



Manage <Unit> Offices

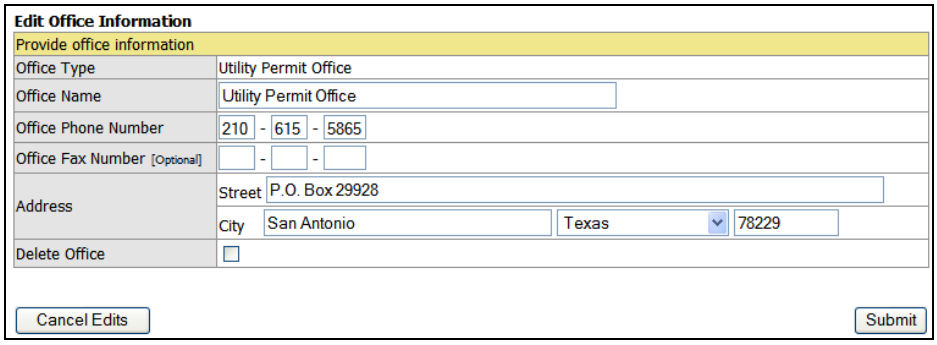
Manage <Unit> Offices enables a TxDOT unit (e.g., a district or a division) security administrator to manage TxDOT offices within that unit.

- Click Manage <Unit> Offices in the Accounts menu.
- To add a new office:
  - Click [Show/Hide] next to Create New <Unit> Office to show the new office registration form.
  - Provide the information required and click **Submit**.



- To manage existing user accounts:
  - Under Manage <Unit> Offices, click the name of the office.
  - Click **Edit Office Information** and change information as needed.

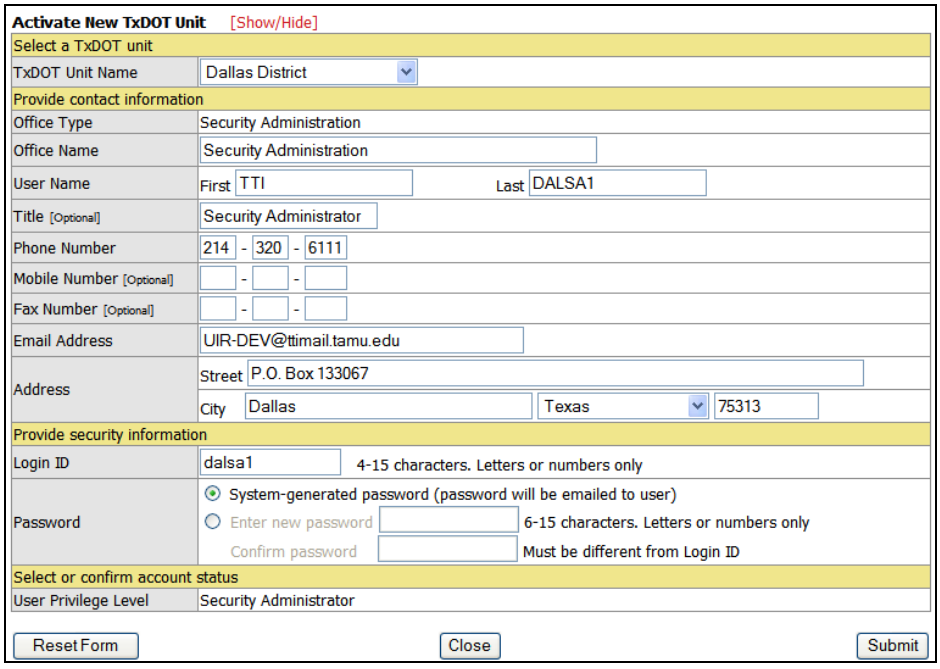
- Click **Submit** to save the edits or **Cancel Edits** to cancel the changes.



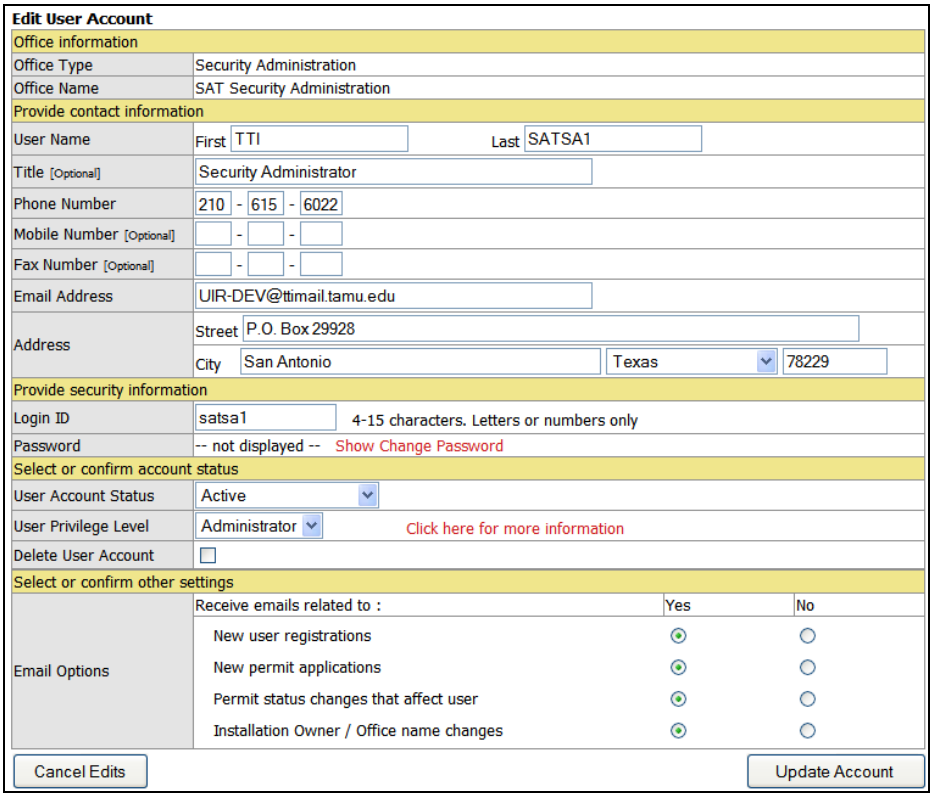
Manage TxDOT Units

Manage TxDOT Units enables an ISD security administrator to manage TxDOT units (e.g., a district or a division) and to create and manage security administrator accounts for each unit.

- Click Manage TxDOT Units in the Accounts menu.
- To activate a new TxDOT unit:
  - Click [Show/Hide] next to Activate New TxDOT Unit to show the new unit activation form.
  - Provide the information required, including a login ID and a password choice for the new security administrator account.
  - Click **Submit** to create the new account. The system displays the new account in the list of existing TxDOT units and emails the login ID and password data to the new security administrator. The first time that security administrator logs in, the system will ask that user to change the password.



- To manage existing unit security administrator accounts:
  - Under Manage TxDOT Units, click the name of the security administrator of interest.
  - Click **Edit Account** and change information as needed.
  - Click **Update Account** to save the edits or **Cancel Edits** to cancel the changes.



REPORTS

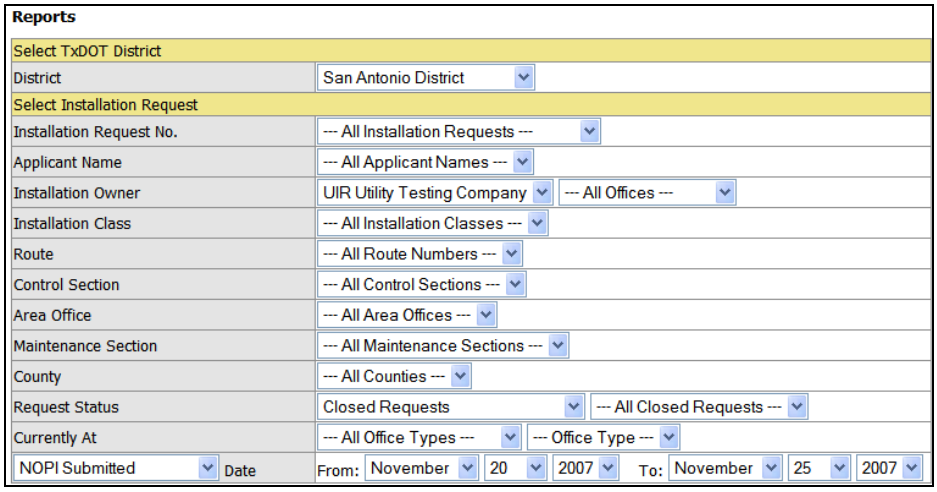
Reports

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.
- 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”).



- 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

- (•) Installation Request Listing
- ( ) Performance Measures
- ( ) Totals

Reset

Check fields to display in the report	
Installation Request No.	☑
District Application No.	☐
Installation Owner Job No.	☐
Applicant Name	☐
Installation Owner	☑
Office Name	☐
Route	☑
Control Section	☐
County	☑
Status	☑
Currently At	☑
Area Office	☐
Maintenance Section	☑
NOPI Submitted Date	☑
NOPI Approved Date	☑
Amendment Requested Date	☐
Amendment Approved Date	☐
Installation Class	☐

Generate Report

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

Export to .csv

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

File Edit View Insert Format Tools Data Go To Favorites Help

A14

	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 Nc	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									

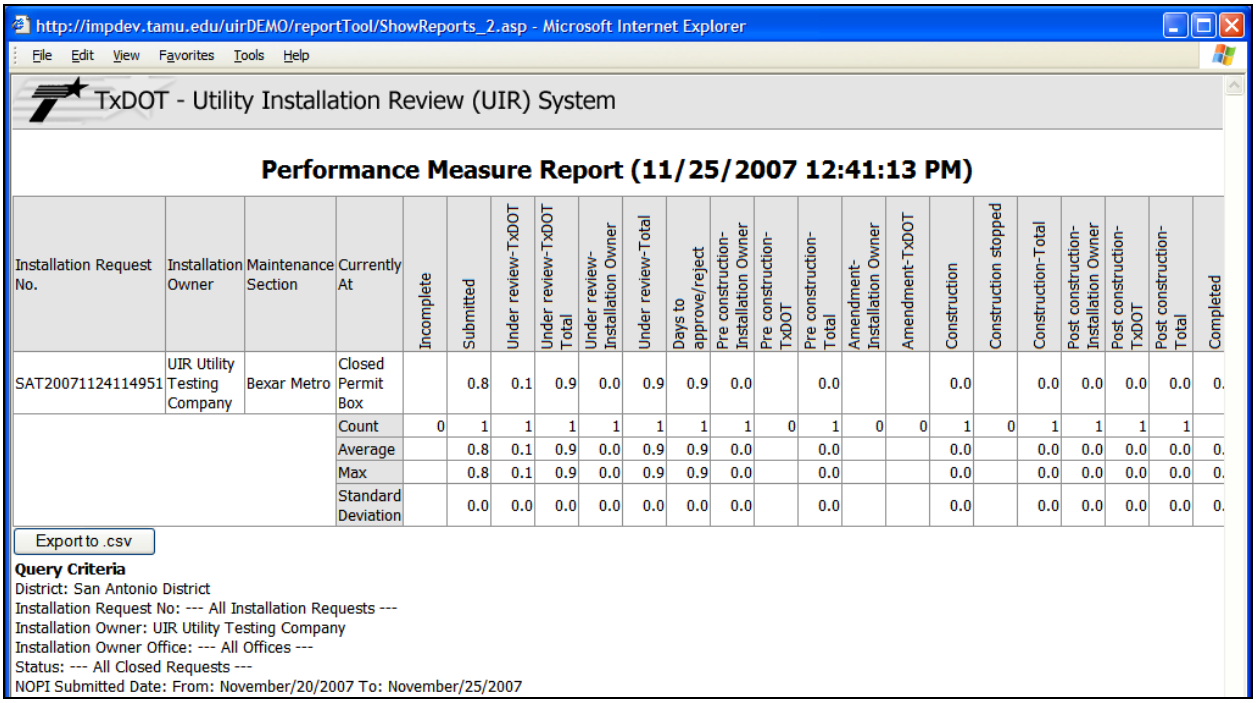
Select Report Type

- ○ Installation Request Listing
- ◉ Performance Measures
- ○ Totals

Reset

Check fields to display in the report	
Installation Request No.	☑
District Application No.	☐
Installation Owner Job No.	☐
Applicant Name	☐
Installation Owner	☑
Office Name	☐
Area Office	☐
Maintenance Section	☑
Currently At	☑

Generate Report

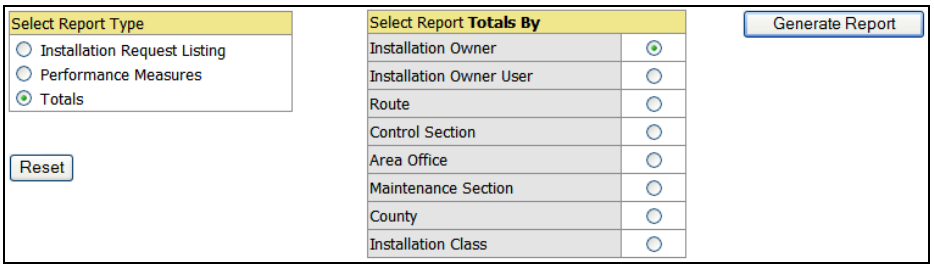


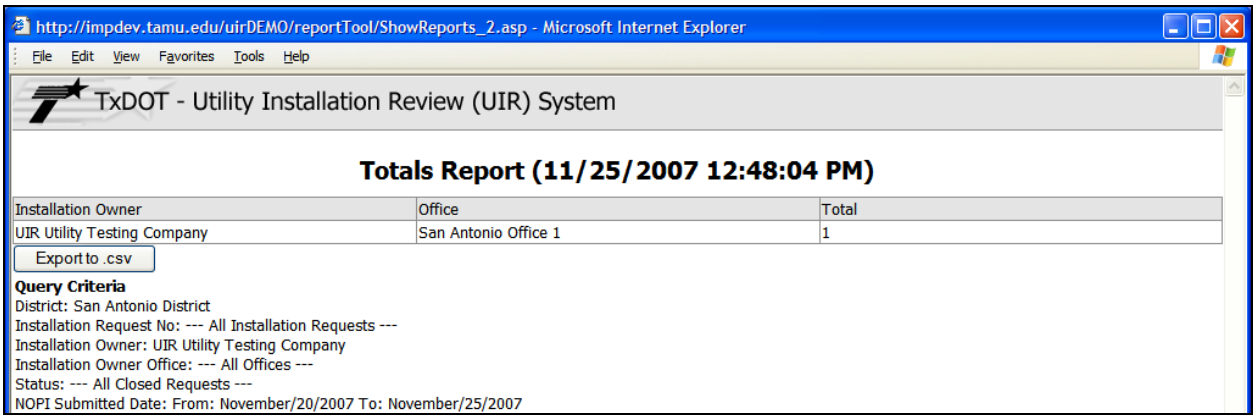
Performance Measure Report (11/25/2007 12:41:13 PM)

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.
			Count	0	1	1	1	1	1	1	1	0	1	0	0	1	0	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.
			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.
			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.

Export to .csv

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





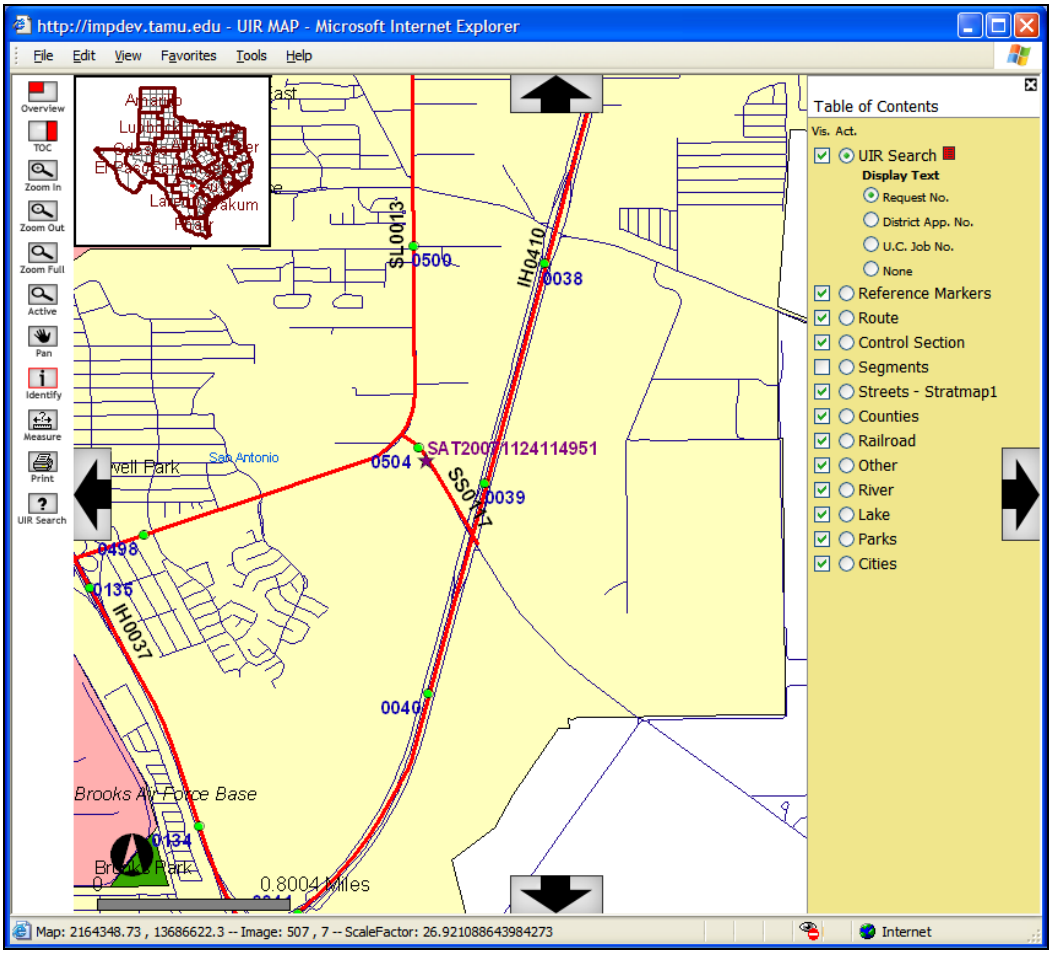
Map

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: • 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: • 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: • 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: • 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: • 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.

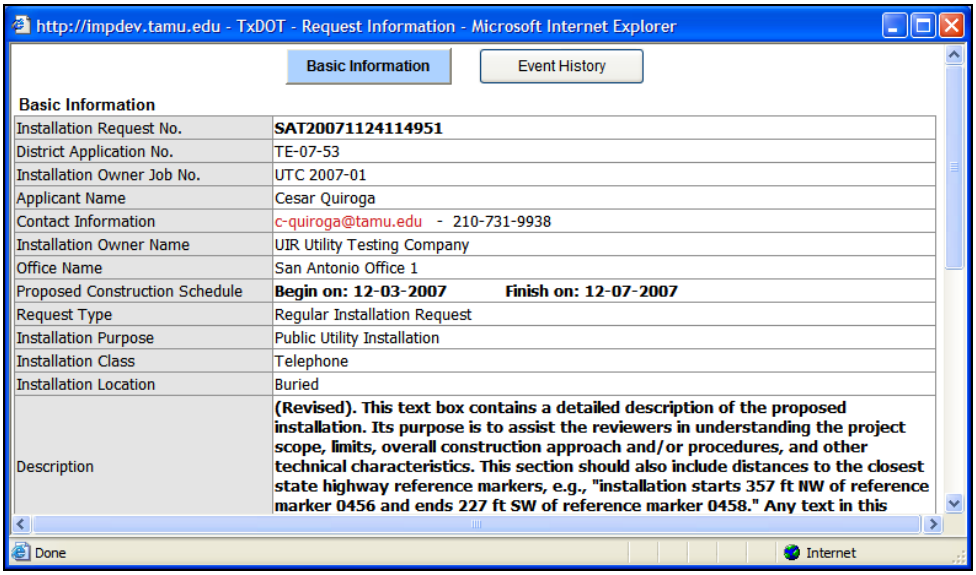
To run a UIR search:

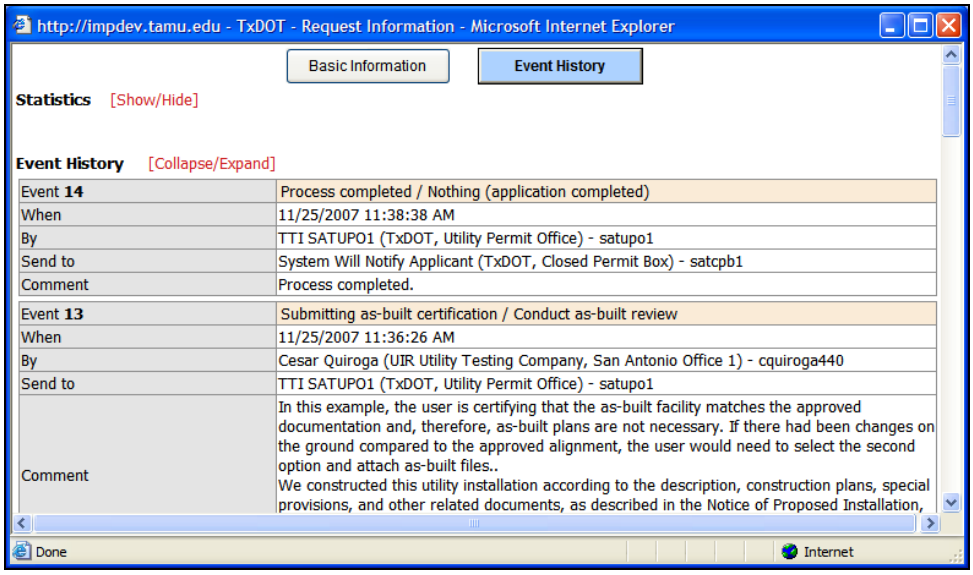
- Click the **UIR Search** tool.
- Select the TxDOT district.
- Select whether to retrieve "All Installation Requests" or one specific installation request.
- Select additional query parameters (which apply if the user selected "All Installation Requests").
- Click **Submit Query**. If the results of 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.





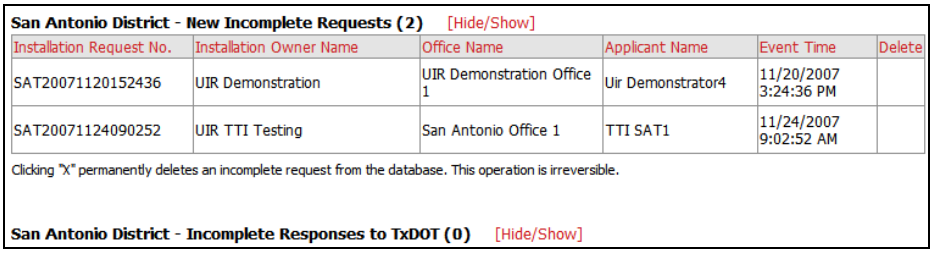
DATABASE TOOLS

Incomplete Requests

Incomplete Requests shows a list of incomplete new requests and incomplete new responses to TxDOT. Although TxDOT users cannot view the content of any incomplete requests or incomplete new responses, it is necessary to manage those requests to prevent an unnecessary build up of incomplete requests on the UIR server (which, overtime, could result in reductions in

system performance). The current version of UIR enables TxDOT users with an administrator privilege level to delete incomplete transactions after the transactions have been on the UIR server for at least two weeks.

- Click Incomplete Requests in the Database Tools menu.
- To delete an incomplete transaction that is at least two weeks old, click ✕ next to the request. Note: By default, incomplete transactions that are less than two weeks old cannot be deleted.
    - For new incomplete requests, clicking ✕ permanently deletes this incomplete request from the database.
    - For new incomplete responses to TxDOT, clicking ✕ permanently deletes the incomplete response from the database, *not* the overall request (which remains in the database).
- Clicking any column header sorts the selected table alphabetically according to that column (first in ascending order and then in descending order).



San Antonio District - New Incomplete Requests (2) [Hide/Show]

Installation Request No.	Installation Owner Name	Office Name	Applicant Name	Event Time	Delete
SAT20071120152436	UIR Demonstration	UIR Demonstration Office 1	Uir Demonstrator4	11/20/2007 3:24:36 PM	
SAT20071124090252	UIR TTI Testing	San Antonio Office 1	TTI SAT1	11/24/2007 9:02:52 AM	

Clicking "X" permanently deletes an incomplete request from the database. This operation is irreversible.

San Antonio District - Incomplete Responses to TxDOT (0) [Hide/Show]

Purge Request

Purge Request enables TxDOT users with an administrator privilege to purge installation requests from the UIR database. Warning: Purging an installation request from UIR deletes database records and attachment files irreversibly. The purge operation should only be executed by users who have ample experience with the system and fully understand (1) the long-term value of maintaining an inventory of utility installations on the ROW and (2) the implications of deleting records that document actual transactions between TxDOT and installation owners. Normally, the only valid reason to purge a request from the UIR database is to clean the database from invalid and/or test requests.

- Click Purge Request in the Database Tools menu.
- Search for the installation request to delete, either by clicking on one of the numbers in the table or by using the search tool.
- Click the installation request number.
- Review the **Basic Information** and, as needed, the **Event History**.
- Click **Purge this Request**.
- Confirm whether to purge the request. To reduce the risk of accidental deletions, the system asks for a confirmation twice.

San Antonio District - Purge Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Installation Request No. Go

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

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	District Maintenance Office	Approve/reject application	11-21-2007

Rollback Request

Rollback Request enables TxDOT users with an administrator privilege to rollback the last transaction associated with an installation request. Rolling back a transaction may be necessary if the last transaction was executed in error and it is not possible to recover by requesting the recipient to route the request back to the original sender. Warning: Rolling back a transaction deletes all the database records and attachment files associated with that transaction irreversibly. The rollback request operation should only be executed by users who have ample experience with the system and fully understand (1) the long-term value of maintaining an inventory of utility installations on the ROW and (2) the implications of deleting records that document actual transactions between TxDOT and installation owners.

- Click Rollback Request in the Database Tools menu.
- Search for the installation request to roll back, either by clicking on one of the numbers in the table or by using the search tool.

San Antonio District - Rollback Requests

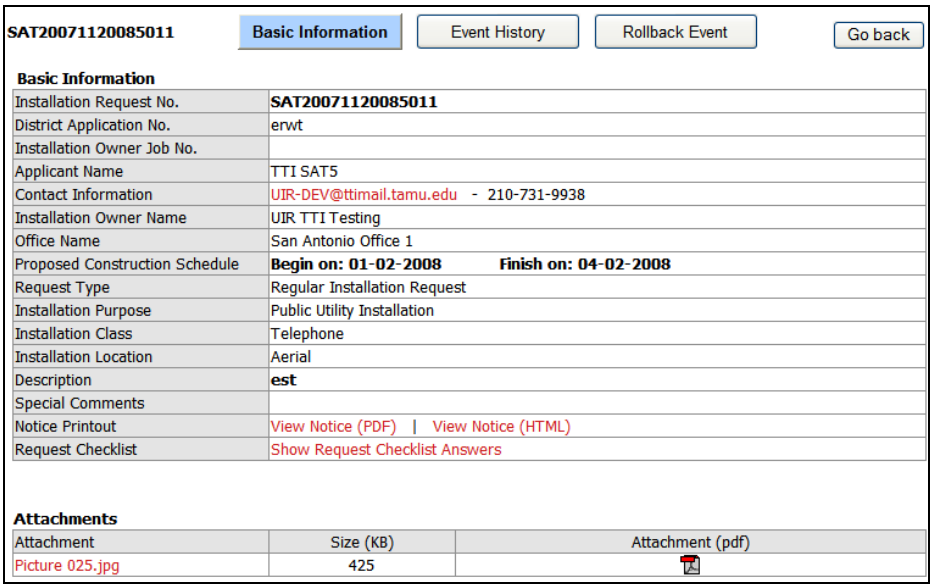
Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Installation Request No. Go

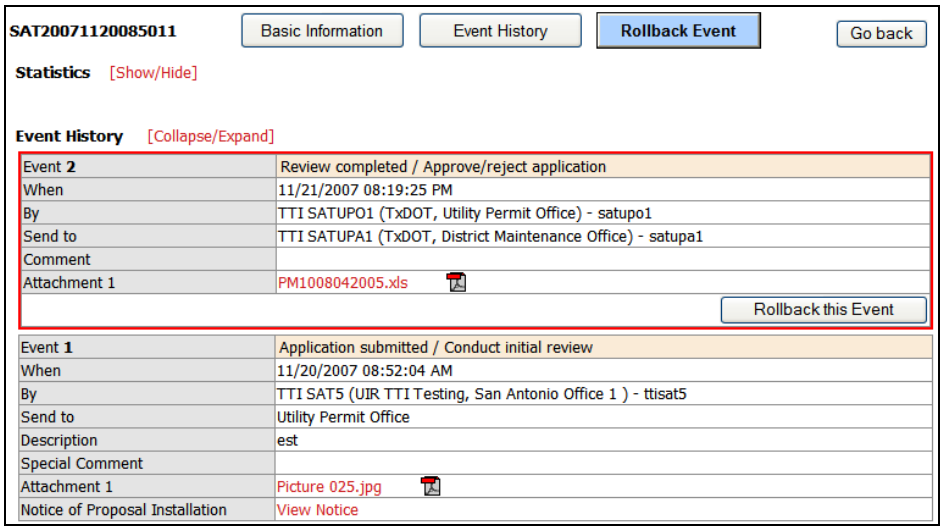
Requests Currently at TxDOT (3) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	District Maintenance Office	Approve/reject application	11-21-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Utility Permit Office	Conduct initial review	11-22-2007
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007

- Click the installation request number.
- Review the **Basic Information** and, as needed, the **Event History**.



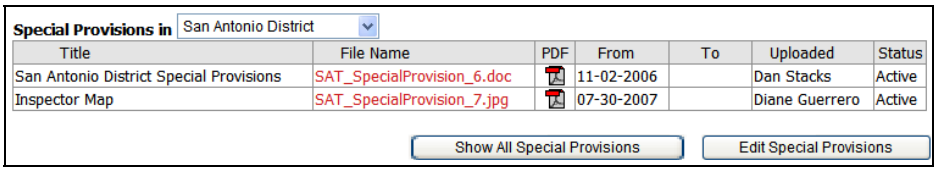
- Click **Rollback Event** and confirm whether to rollback the event.



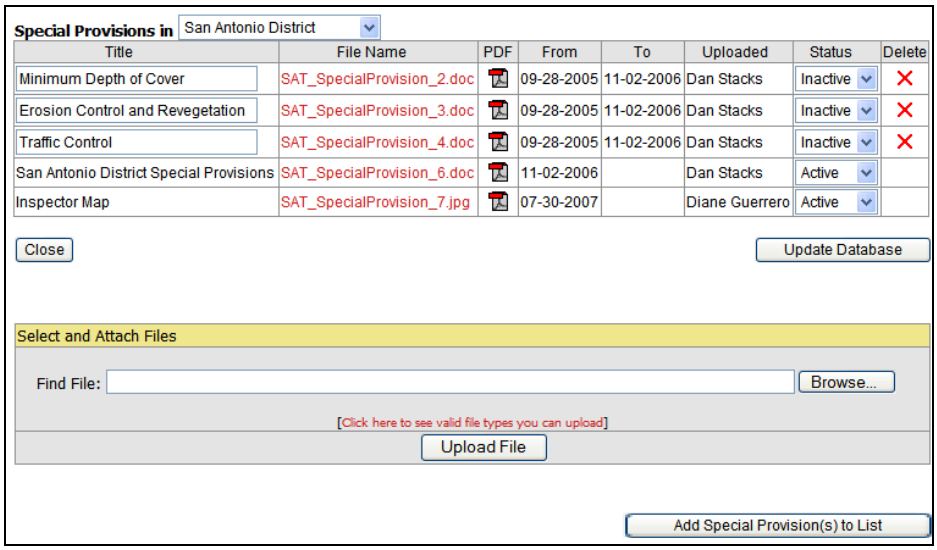
OTHER RESOURCES

Special Provisions

- Click Special Provisions to display a list of active special provisions that routinely apply at the TxDOT district. Note: Clicking **Show All Special Provisions** displays all special provisions at the district, both active and inactive.
- As needed, select a different district to view the list of special provisions that pertain to that district.



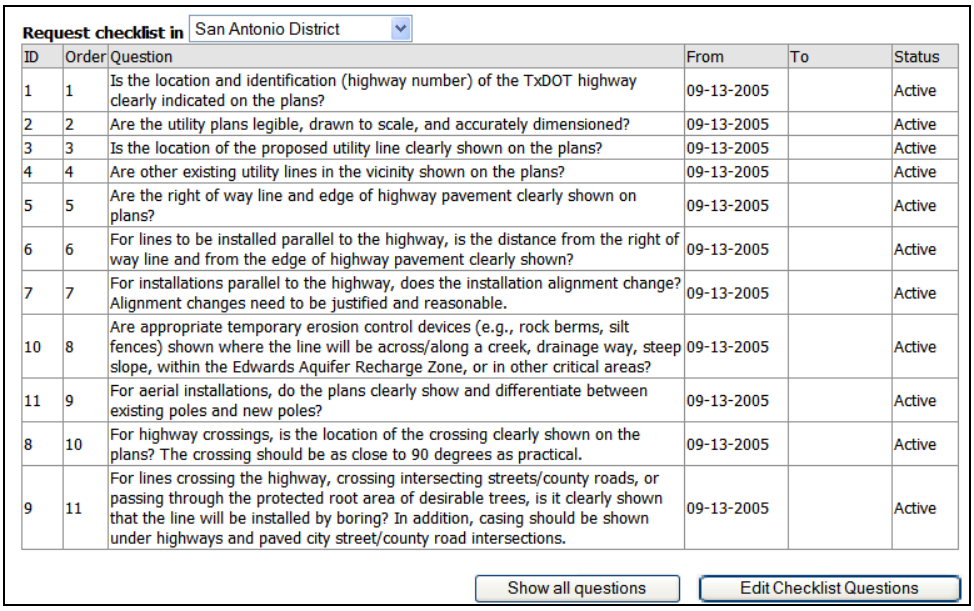
- Click **Edit Special Provisions** to display an editable view of all active and inactive special provisions.



- To add new special provisions:
  - Click **Browse…** and navigate the folder structure until finding the file of interest.
  - Click **Upload File**. The system uploads the file and generates a PDF version of that file.
  - Open the PDF file to verify it is readable and prints correctly.
  - As needed, upload additional special provision files. The system can accept up to five files.
  - When finished uploading files, click **Add Special provision(s) to List**. By default, all added special provisions are active. Notice the date stamp and the name of the user who uploaded the files.
- To edit existing special provisions:
  - As needed, change the special provision title. Note: It is only possible to change the title of special provisions that have not been associated with an installation request.
  - To inactivate a special provision, change the status to Inactive. Note: Inactive special provisions remain in the database, but are not visible to regular users.
  - When finished editing, click **Update Database**.
  - To delete a special provision from the database, click ✕. Note: It is only possible to delete special provisions that have not been associated with an installation request.

Request Checklist

- Click Request Checklist to display a list of checklist questions that routinely apply at the TxDOT district. Note: Clicking **Show All Questions** displays all questions at the district, both active and inactive.
- As needed, select a different district to view the list of checklist questions that pertain to that district.

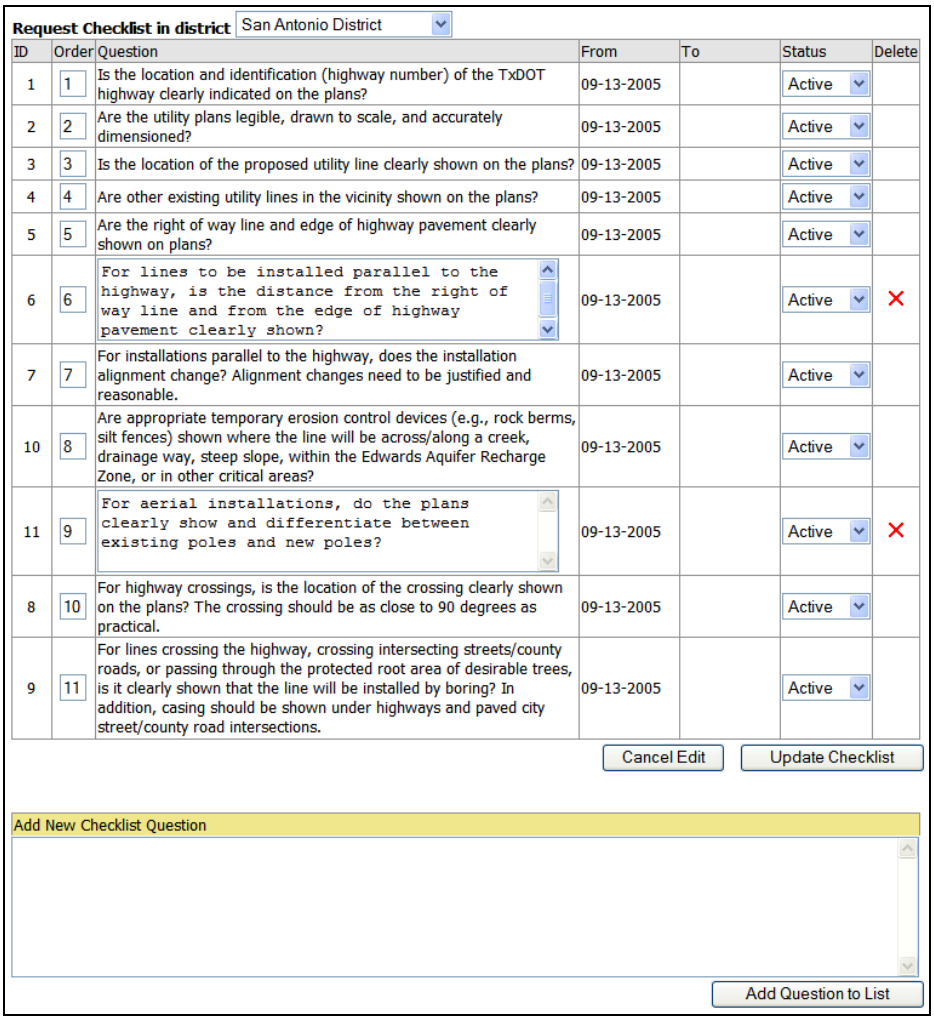


Request checklist in San Antonio District

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

Show all questions | Edit Checklist Questions

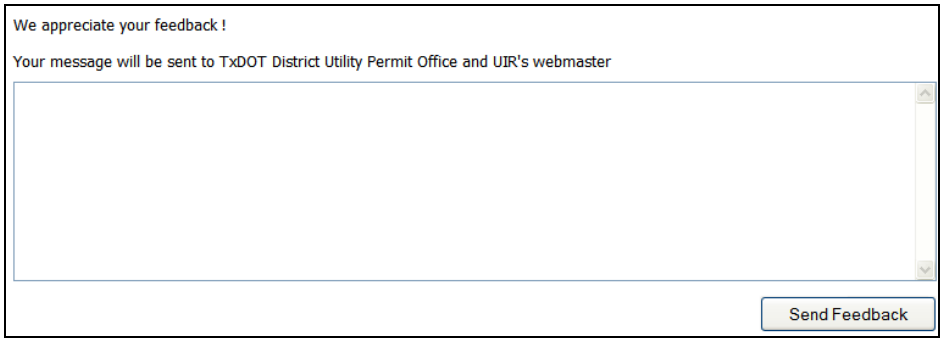
- Click **Edit Checklist Questions** to display an editable view of all active and inactive questions.



- To add a new question, type the question in the text box and then click **Add Question to List**. By default, all added questions are active.
- To edit existing checklist questions:
  - As needed, change the question text. Note: It is only possible to change the text of questions that have not been associated with an installation request.
  - To inactivate a question, change the status to Inactive. Note: Inactive special provisions remain in the database, but are not visible to regular users.
  - As needed, change the order in which the interface presents questions to users. By default, assigning a number to a question moves the question to that position and shifts all other questions up or down depending on the number chosen. For example, assigning the number 1 to a question that was in position 4 moves that question to position 1 and shifts the original questions 1, 2, and 3 to positions 2, 3, and 4, respectively.
  - When finished editing, click **Update Checklist**.
  - To delete a question from the database, click ✕. Note: It is only possible to delete questions that have not been associated with an installation request.

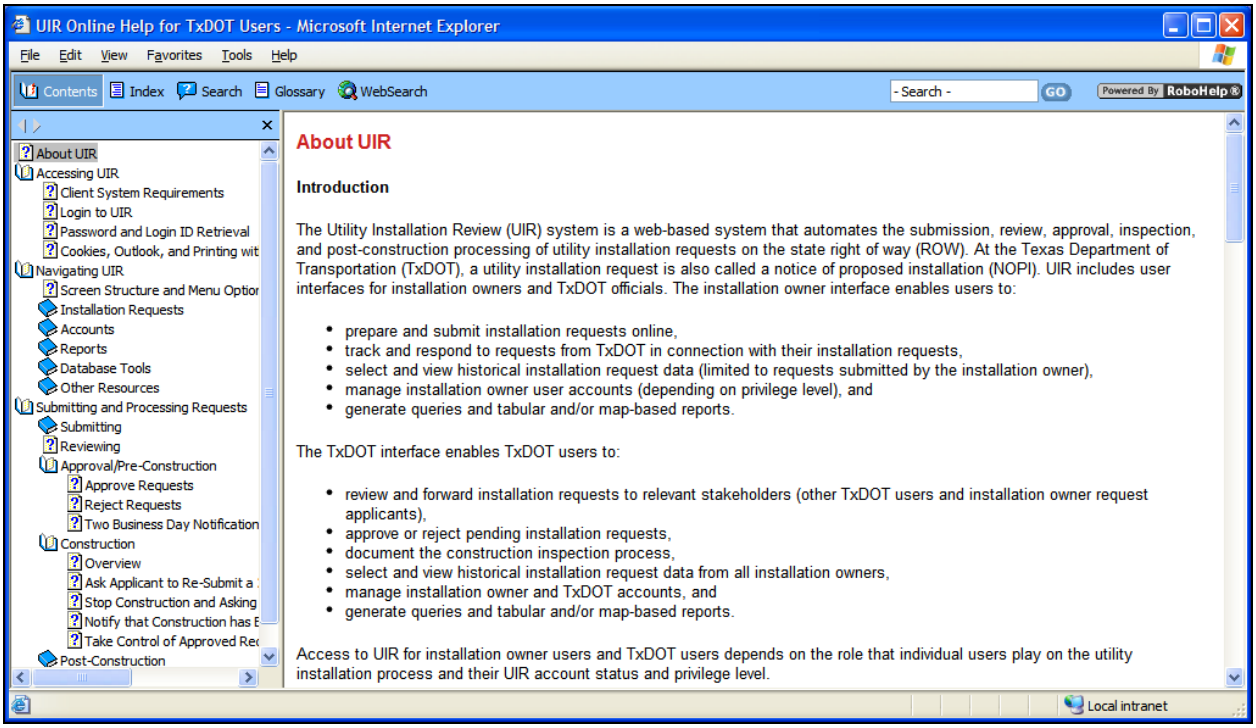
Feedback

- Click Feedback to display a text form to provide feedback and suggestions on how to improve UIR.
- Enter the text and click **Send Feedback** to send the feedback to the "home" TxDOT district utility permit office and the UIR webmaster.



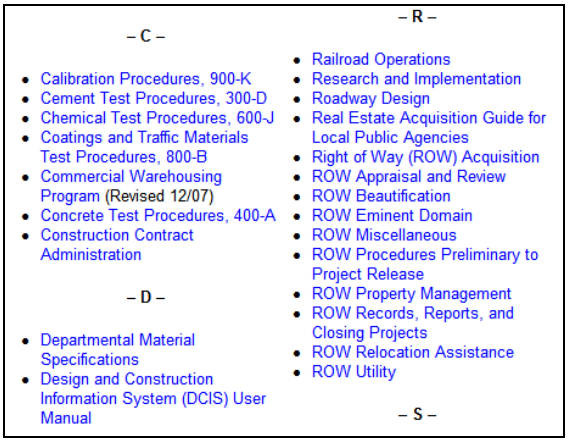
UIR Help

- 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 file.



– C –

- 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

– D –

- Departmental Material Specifications
- Design and Construction Information System (DCIS) User Manual

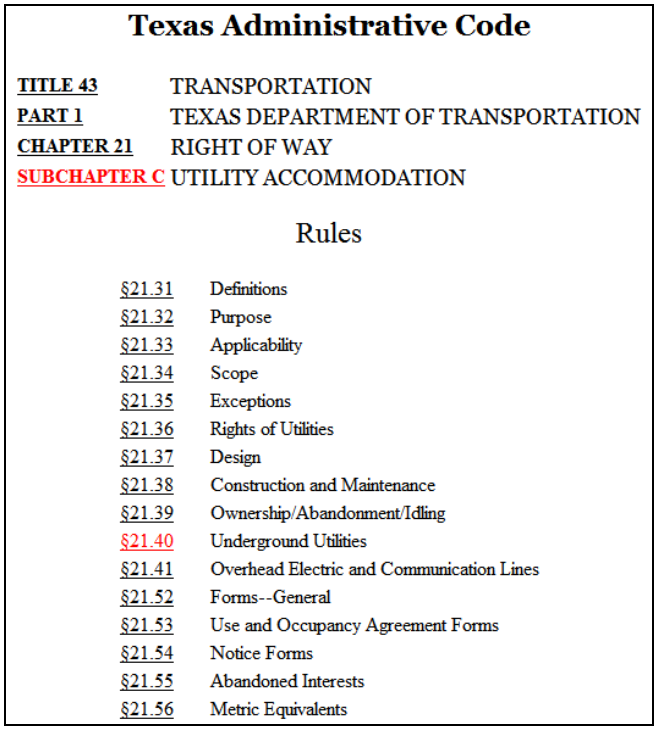
– R –

- 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

– S –

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

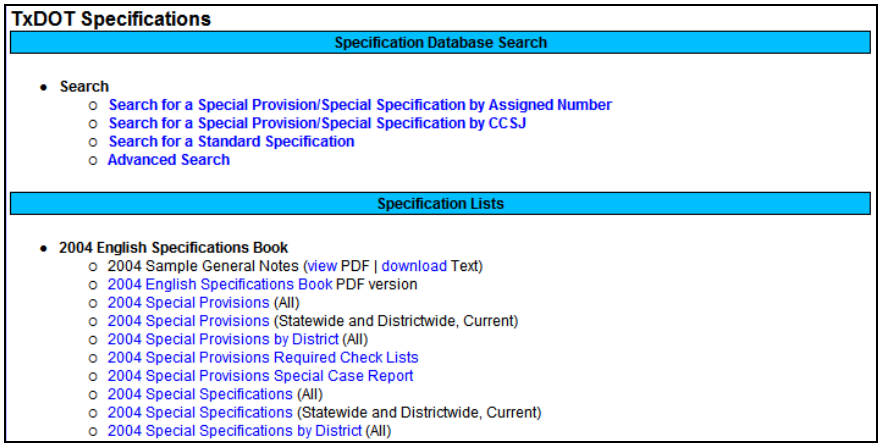
TITLE 43	TRANSPORTATION
PART 1	TEXAS DEPARTMENT OF TRANSPORTATION
CHAPTER 21	RIGHT OF WAY
SUBCHAPTER C	UTILITY ACCOMMODATION

Rules

§21.31	Definitions
§21.32	Purpose
§21.33	Applicability
§21.34	Scope
§21.35	Exceptions
§21.36	Rights of Utilities
§21.37	Design
§21.38	Construction and Maintenance
§21.39	Ownership/Abandonment/Idling
§21.40	Underground Utilities
§21.41	Overhead Electric and Communication Lines
§21.52	Forms--General
§21.53	Use and Occupancy Agreement Forms
§21.54	Notice Forms
§21.55	Abandoned Interests
§21.56	Metric Equivalents

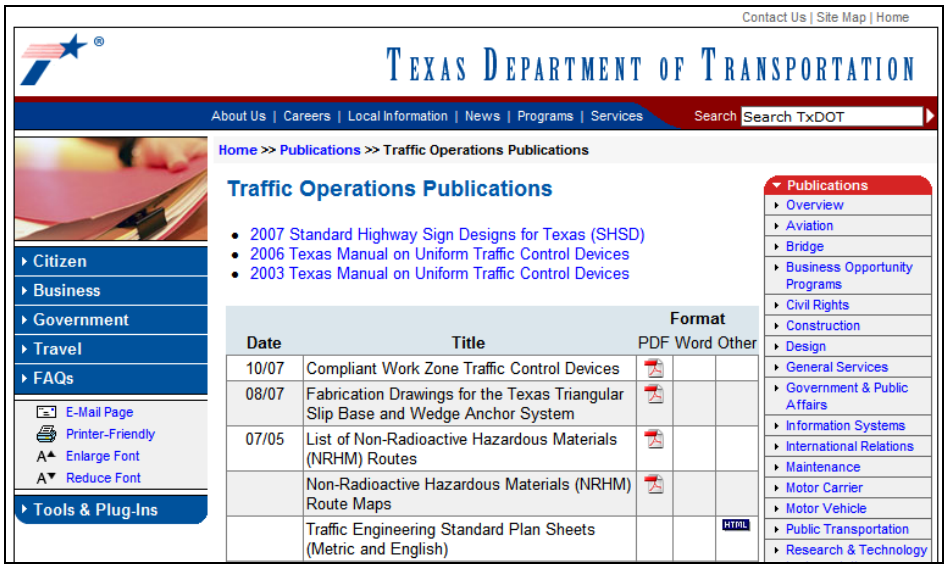
TxDOT Standard Specifications

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



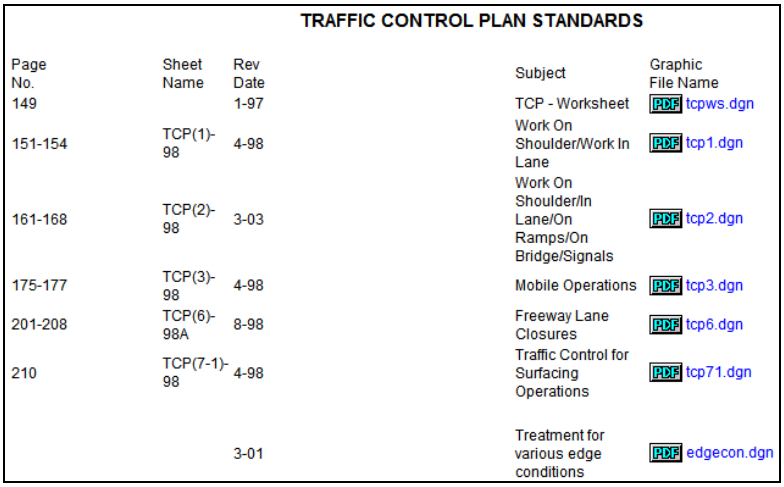
Texas Manual on Uniform Traffic Control Devices

- 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.



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.

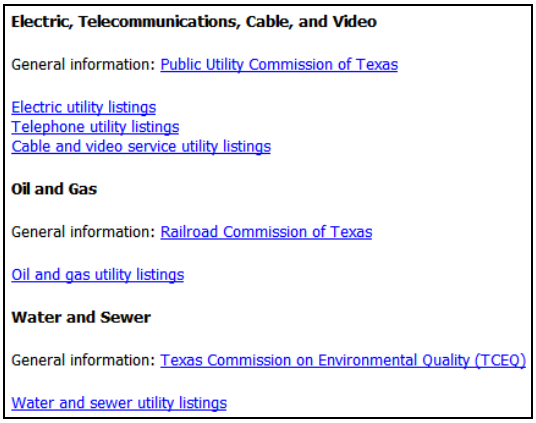


TRAFFIC CONTROL PLAN STANDARDS

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



Electric, Telecommunications, Cable, and Video

General information: Public Utility Commission of Texas

Electric utility listings
Telephone utility listings
Cable and video service utility listings

Oil and Gas

General information: Railroad Commission of Texas

Oil and gas utility listings

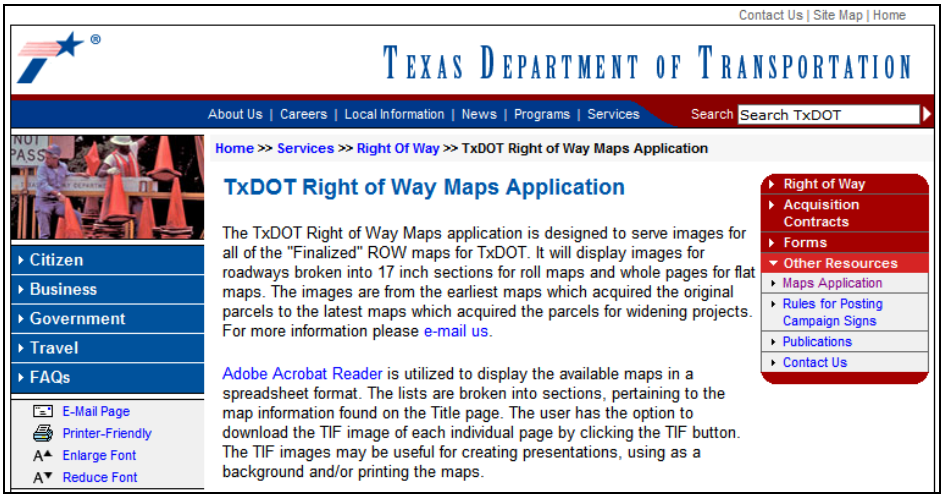
Water and Sewer

General information: Texas Commission on Environmental Quality (TCEQ)

Water and sewer utility listings

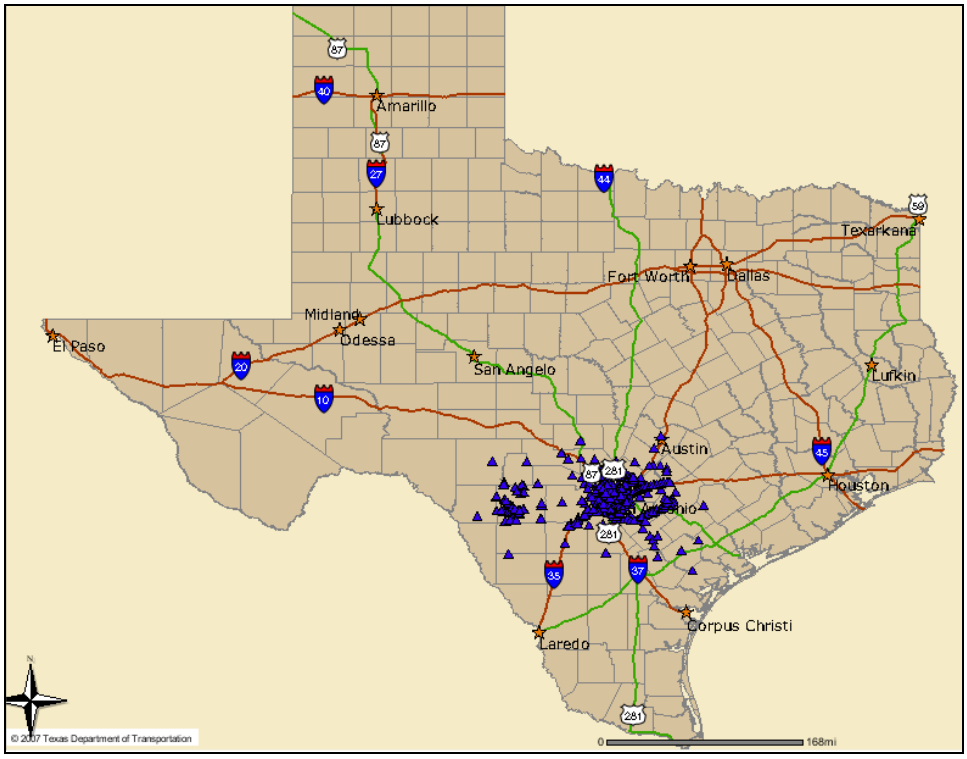
ROW Maps

- Click ROW Maps to open a new browser window that points to the ROW Maps application at TxDOT.



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

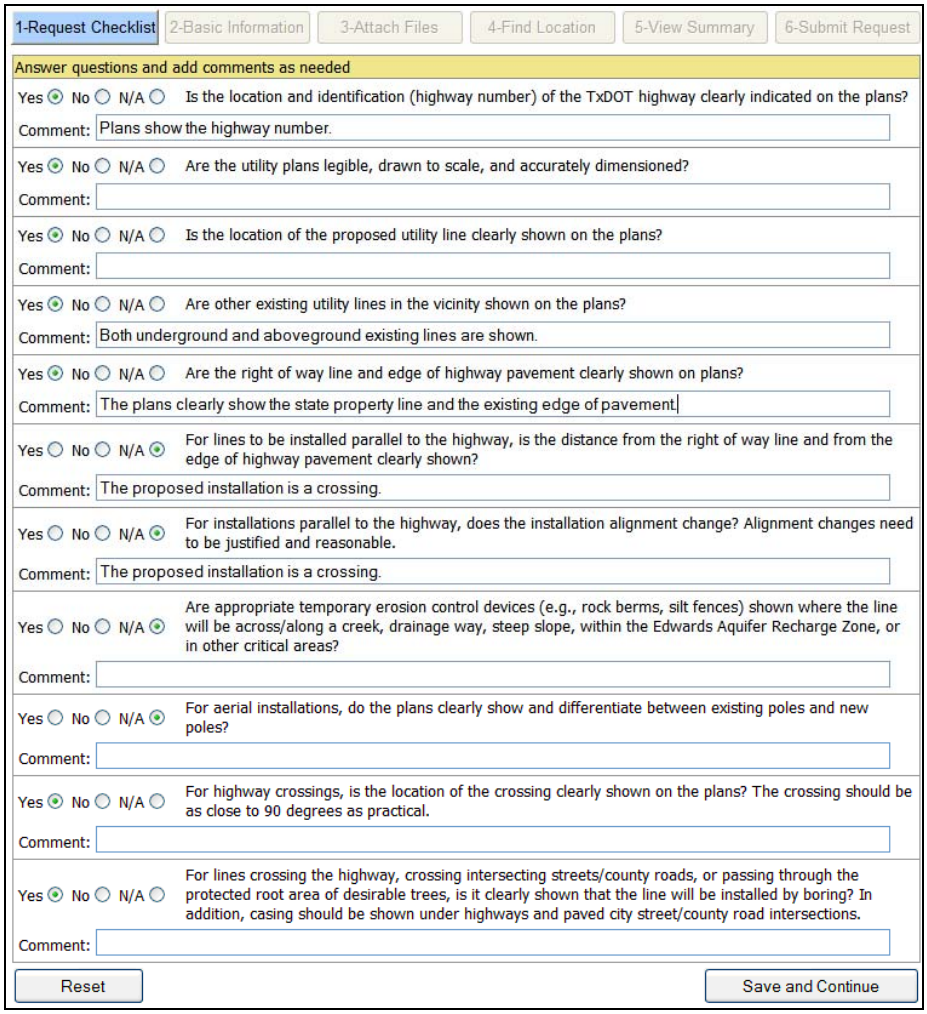
In the submitting phase, installation owners submit a new installation request (or submit a revised request) to TxDOT. Submitting a new installation request (or submitting a revised request) involves six steps:

- *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.

A summarized description of each step follows. For a more detailed description, including specific requirements and restrictions for file attachments and placing locations on the interactive map, see the Submitting and Processing Requests chapter under Part A. Installation Owner User Manual.

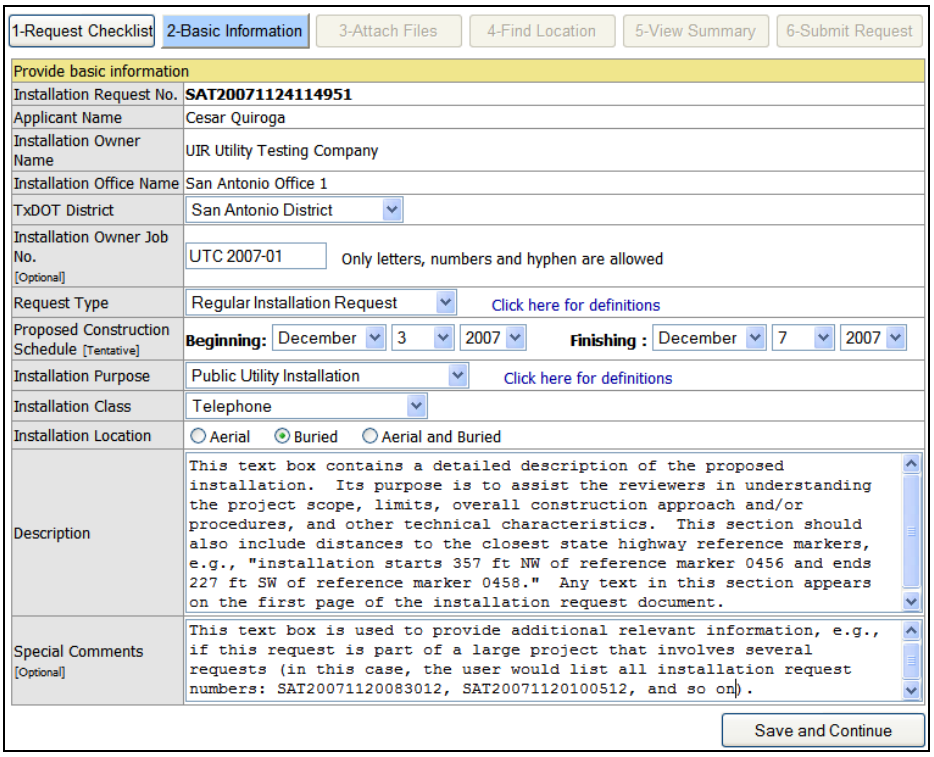
Request Checklist

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



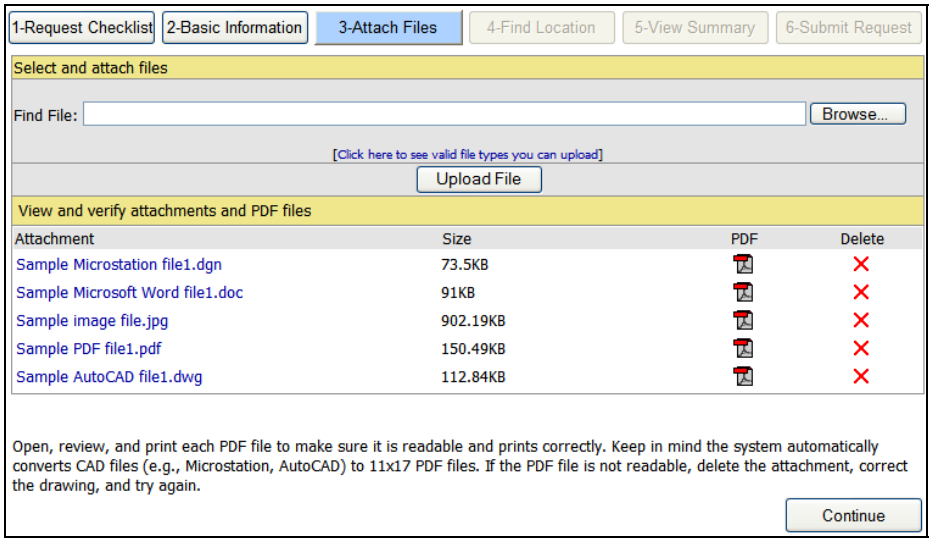
Basic Information

This step involves providing basic information about the proposed installation.



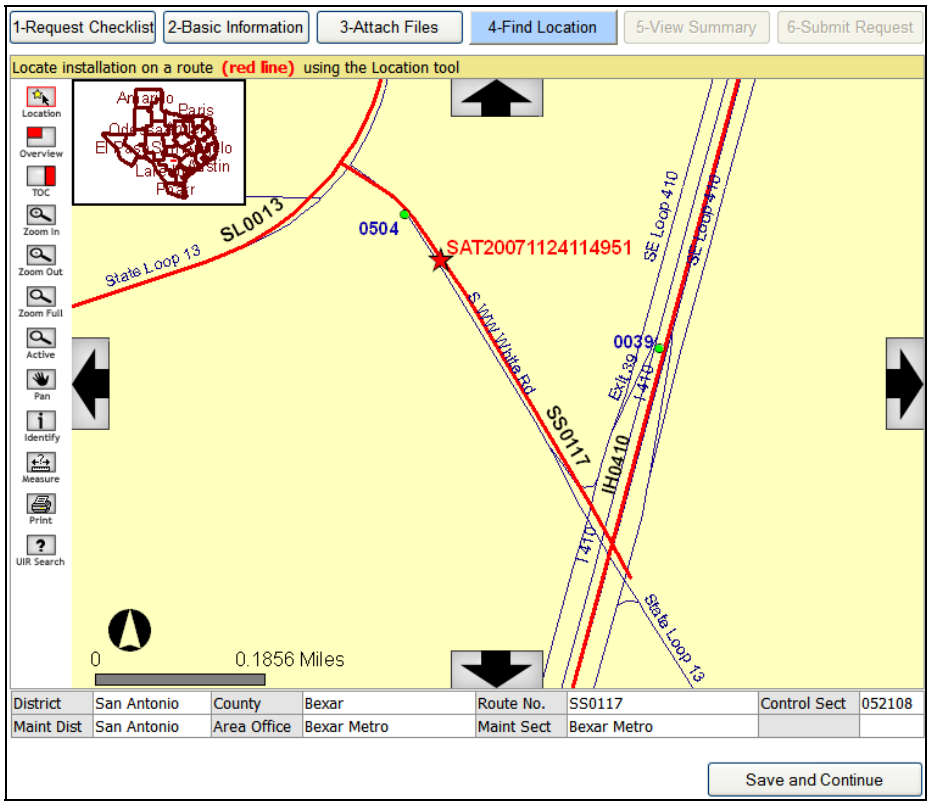
Attach Files

This step involves uploading supporting documentation to the server and converting the uploaded documents to PDF format.



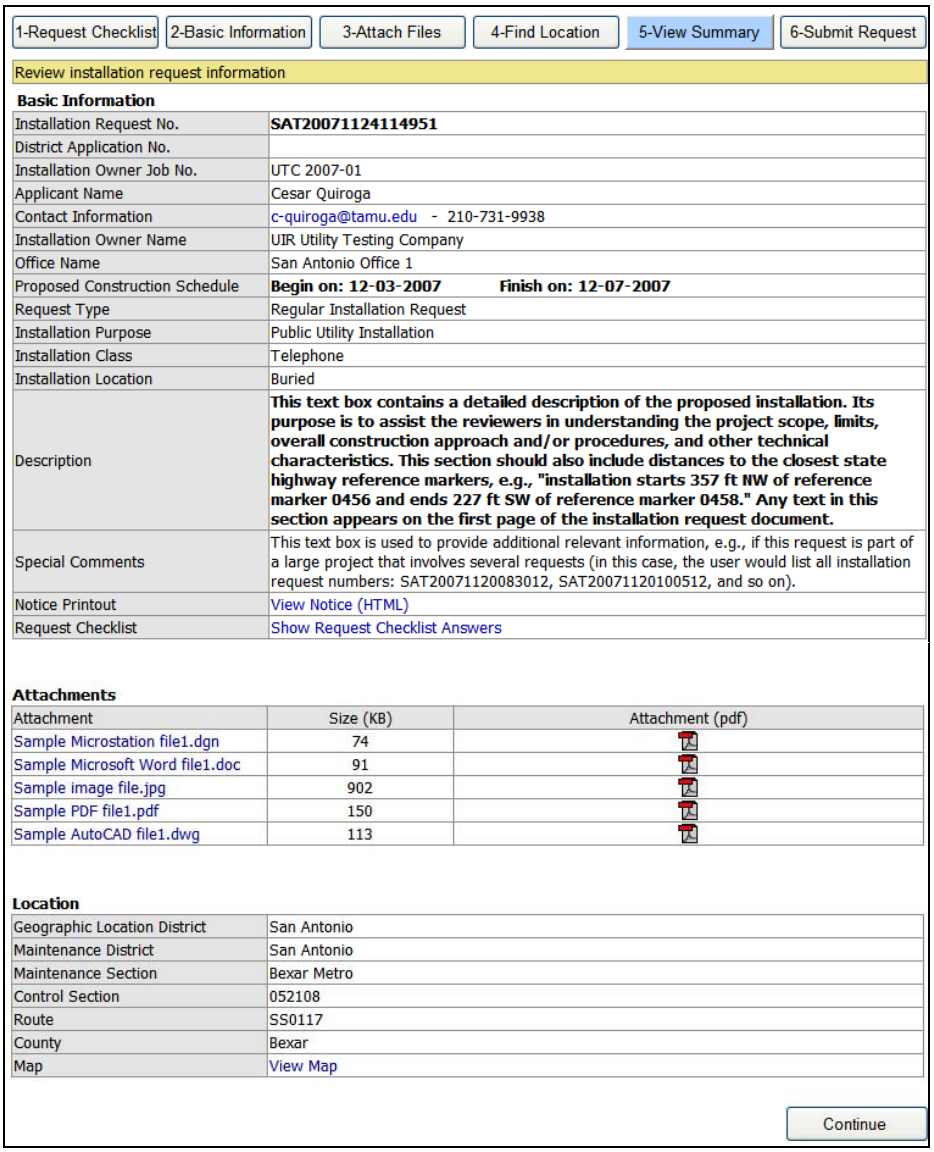
Find Location

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



View Summary

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



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

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	**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 (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	

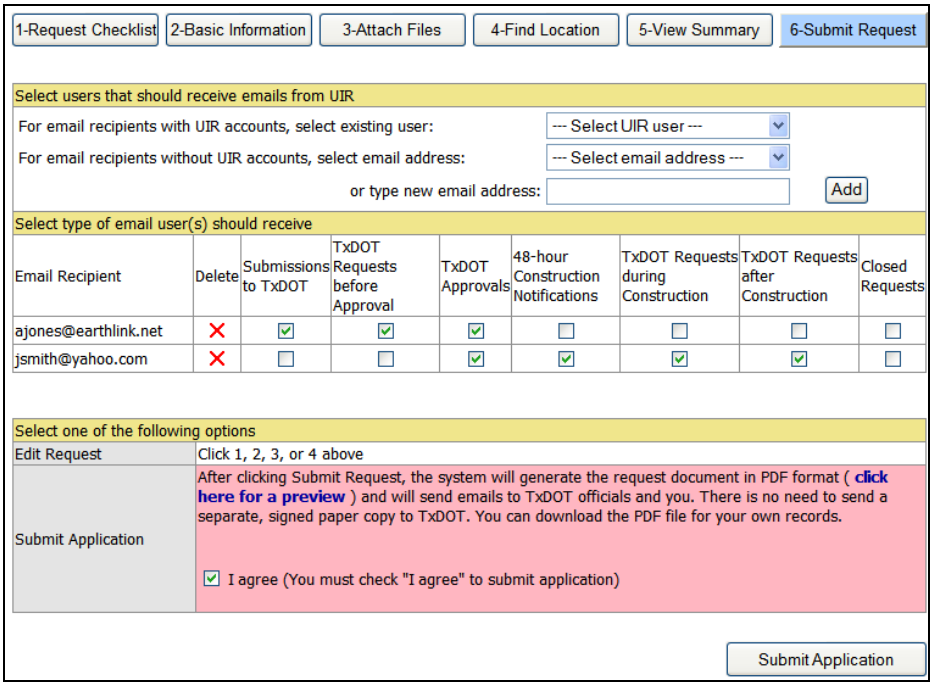
Location

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

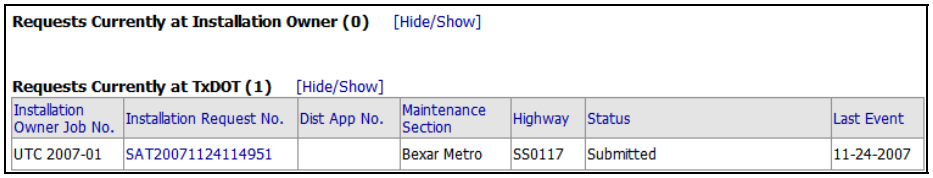
Continue

Submit Request

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



After submitting the request to TxDOT, the installation owner user interface displays the request as Submitted and users can click the installation request number to open and view all the data and documentation, including the notice of proposed installation PDF file, associated with the new submission.

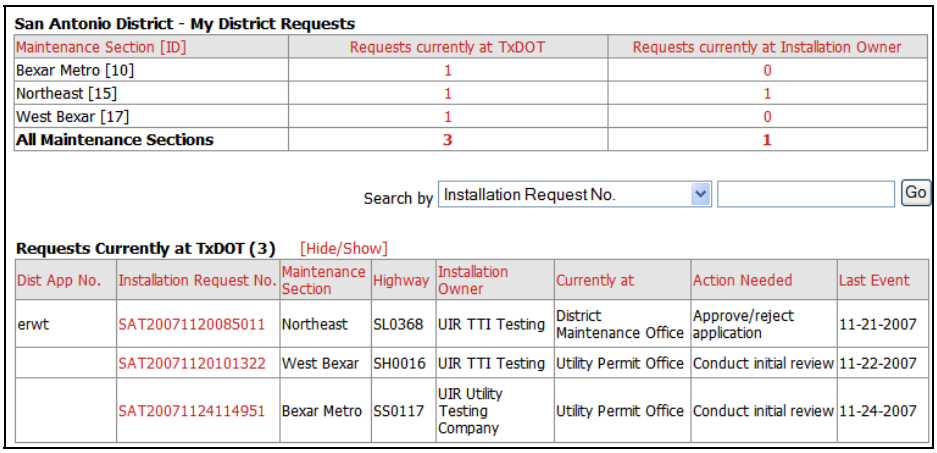


REVIEWING

After submitting the installation request, TxDOT officials proceed with the review of the proposed installation. While the user interface for TxDOT users involved in the installation review process varies somewhat depending on user role and privilege level (primarily with respect to menu options), the actual online review form (i.e., the form that users see when they open an installation request) is the same. The only difference is the drop down menu options available to individual users when routing an installation request to other users. Note: The approval form (only accessible to users in the utility permit approval office) includes additional options that pertain to the approval activity (see Approval/Pre-Construction).

In general, the review process includes the following activities:

- General monitoring. At any point during the review process, TxDOT users can access installation requests. In general, the access is read-only unless the user has received control of an installation request from a previous user.
    - Click My District Requests in the Installation Requests menu box to display a list of active requests submitted to the same TxDOT district, grouped by maintenance section.
    - Click Approved Requests in the Installation Requests menu box to display a list of active requests that have an approval status, grouped by maintenance section.
    - Click Closed Requests in the Installation Requests menu box to display closed requests, grouped by maintenance section.



San Antonio District - My District Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**3**	**1**

Search by Installation Request No. Go

Requests Currently at TxDOT (3) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	District Maintenance Office	Approve/reject application	11-21-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Utility Permit Office	Conduct initial review	11-22-2007
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Utility Permit Office	Conduct initial review	11-24-2007

    - After finding the installation request of interest, click the installation request number to load the data associated with the request.
    - As needed, review the **Basic Information** and **Event History** screens. Note: The **Conduct Action** button is disabled unless the user has control of the installation request at that point in time.
- For users who have received a request at any point during the review process (typically those users have received an automated email from UIR asking them to conduct a review):
    - Click My Requests (or Home). By default, this view shows all the requests that are ready for the designated user's review. Note: Newly submitted requests (i.e., installation requests that are ready for initial review) are visible under My Requests to all utility permit office users. UIR does not "pre-assign" newly submitted requests to individual utility permit office users because different TxDOT districts have different request assignment policies, making automated assignment difficult. However, once a utility permit office user opens and completes the initial review of a request (i.e., the user has routed the request), the system will recognize that user as the "designated" utility permit office user for that request.

San Antonio District - My Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct initial review	11-24-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

- Alternatively, click My Office Requests to view all the requests that are ready for review by any user in the same office. This view can be useful in situations where a specific user is unavailable (e.g., on vacation). By default, any user in the same office can open, review, and process any installation request that is listed in My Office Requests.
- Click the installation request number to load the data associated with the request. By default, the screen shows the **Basic Information** screen.

SAT20071124114951 [Basic Information] [Event History] [Conduct Action] [Go back]

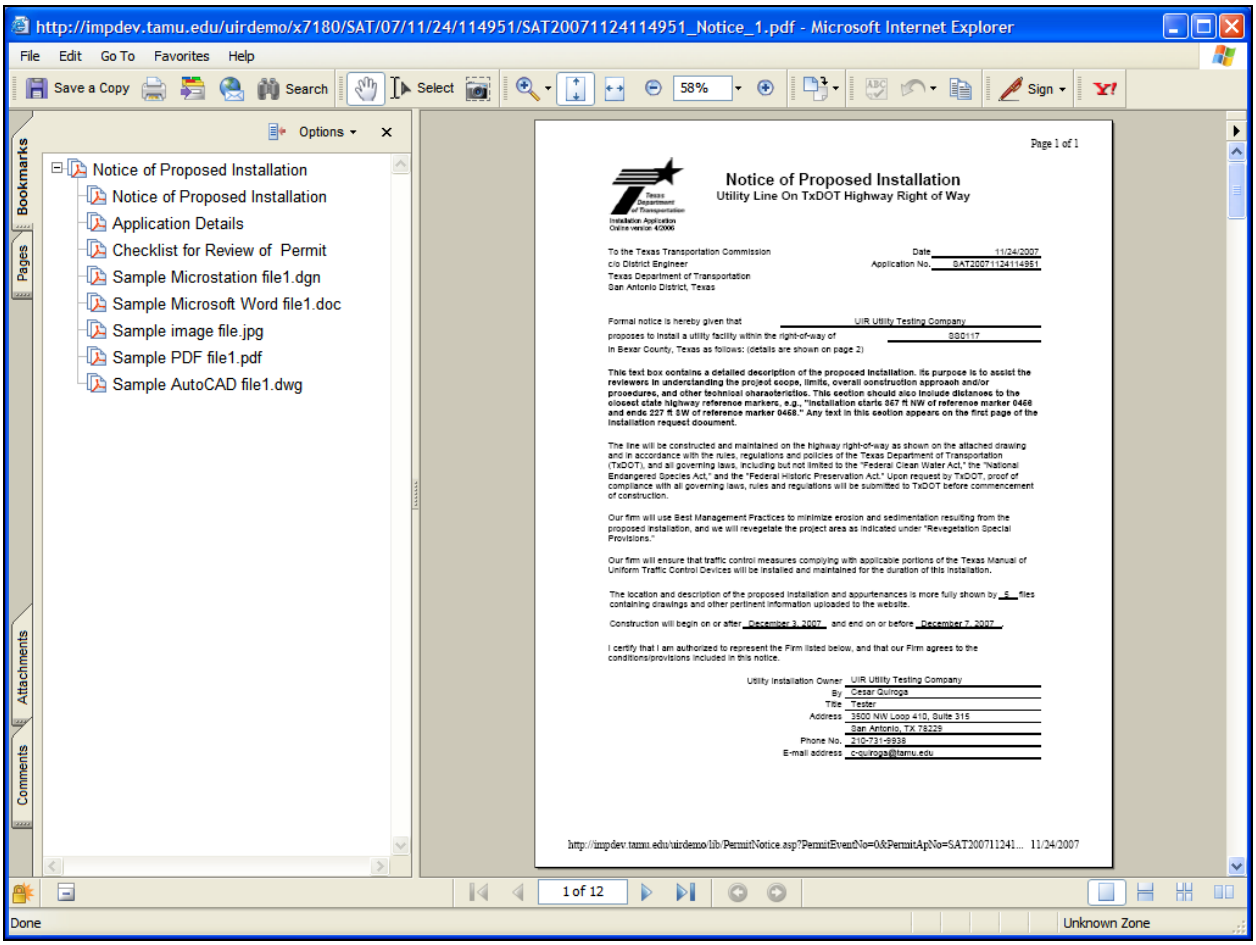
Basic Information

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	**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)
Request Checklist	Show Request Checklist Answers

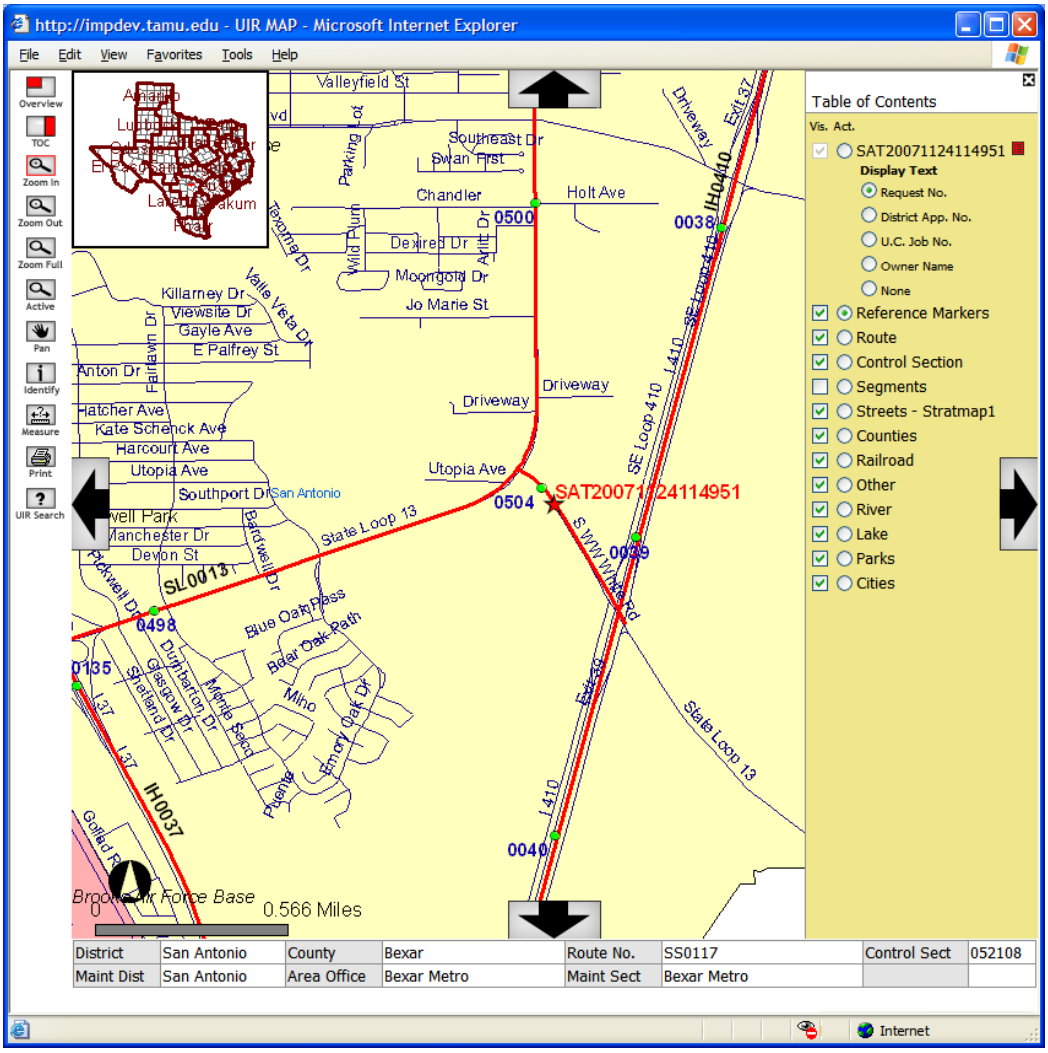
Attachments

Attachment	Size (KB)	Attachment (pdf)
Sample Microstation file1.dgn	74	

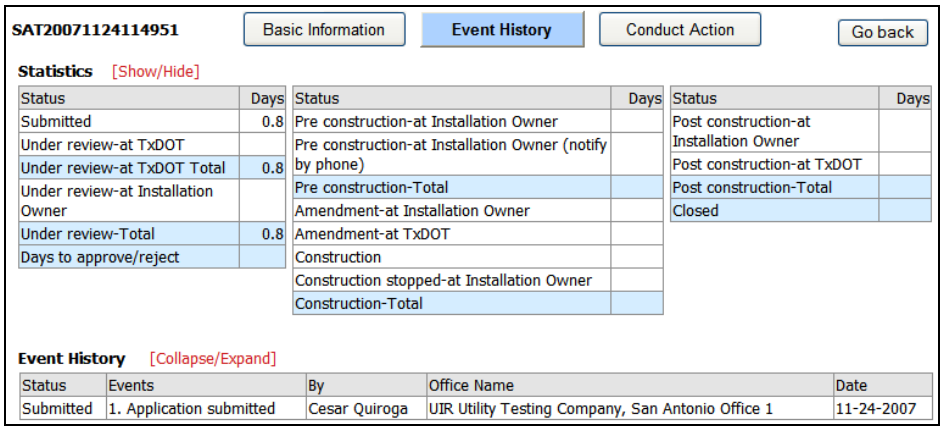
- Review the **Basic Information** screen as needed, including the following:
  - *Content*. Review all the information provided, including the proposed construction schedule and the description.
  - *Linked files*. To view a linked file, either left-click the hyperlink to open the file directly or right-click the link and select "Save Target As" to save a copy of the file locally. For example, to view the notice of proposed installation PDF file, click View Notice (PDF). To view the permit checklist and the installation owner user's answers, click Show Permit Checklist Answers.



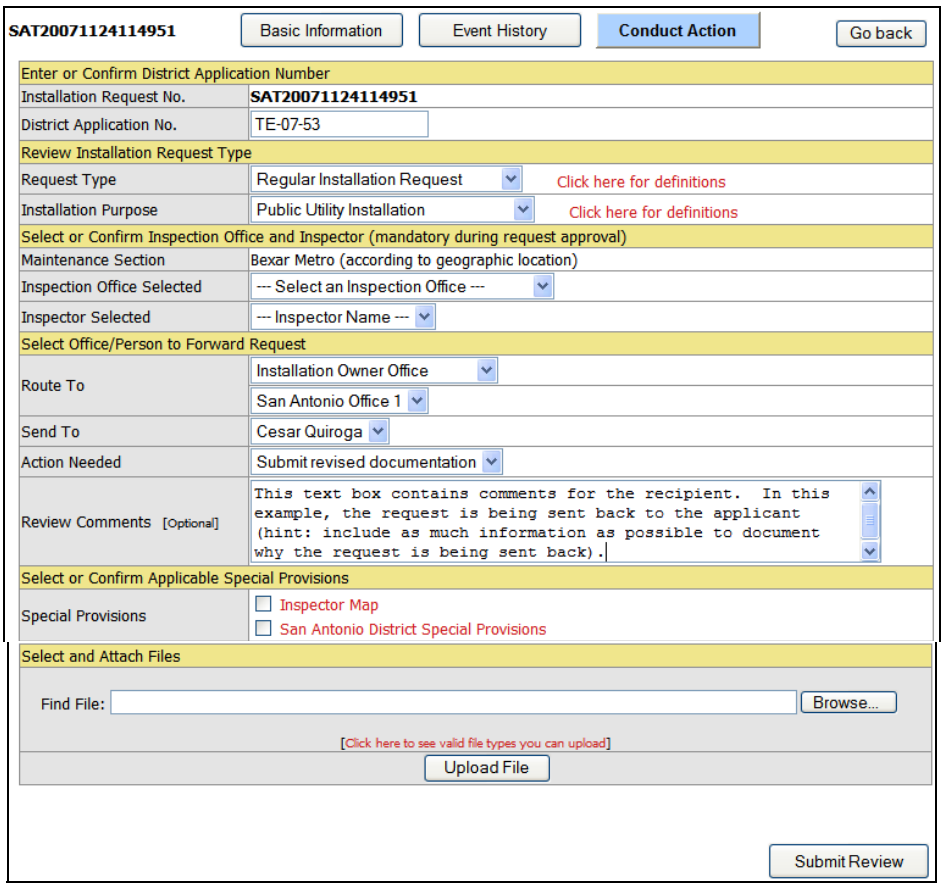
- *Map*. To view a map that displays the location of the proposed installation, click View Map.



- Click **Event History** to display the list of transactions that have occurred in connection with the installation request. This screen includes two expandable views:
  - *Statistics*. This view provides a summary of the number of days an installation request has spent between major milestones during the installation review, construction, and post-construction phases. To show or hide the statistics view, click [Show/Hide].
  - *Event History*. This view provides a summary of installation request events in reverse chronological order. To expand or collapse the event history, click [Collapse/Expand].



- Click **Conduct Action** to route the installation request to another user. Note: The **Conduct Action** button is enabled for users who have control of the installation request at that point in time. For all other users, access to the installation request is read-only and the **Conduct Action** button is disabled.

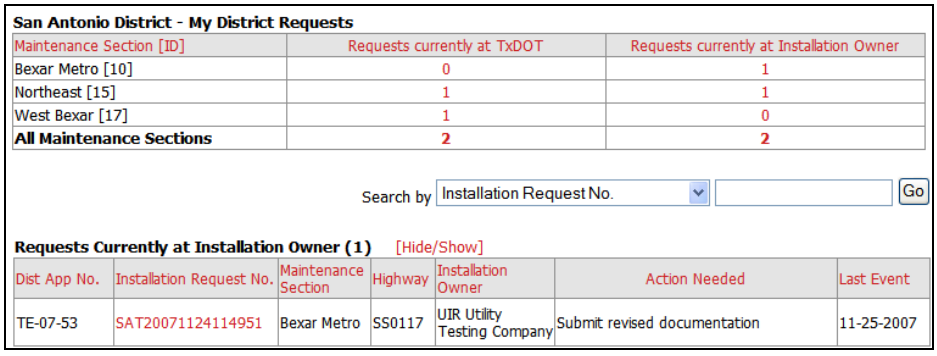


- Consider the following while routing the request to another user:
  - *District application number*. This field must be completed during the initial review. In the current version of UIR, the field is a text box. Different districts follow different procedures to assign request numbers,

making automated numbering more difficult. A future version will likely provide the ability to choose from a drop down list.

- *Request type and installation purpose*. By default, the interface shows what the installation owner user selected. However, a utility permit office user can override the selection.
- *Inspection office and inspector*. At any point during the review process, a TxDOT user (e.g., an area engineer) can select the inspector who should be in charge of inspecting the installation in the field. Selection of an inspector is mandatory during the approval phase. Before approval, it is optional (although recommended to ensure a balanced inspection load among all inspectors).
- *Route to and action needed*. The options available depend on where the installation request is in the review process. For additional information, see the UIR installation request workflow diagram.
- *Review comments*. Provide as much information as possible, although brief and to the point, for the next user down the review path to conduct a proper action. It is *not* advisable to leave the field blank because the result could be confusion on the part of the recipient.
- *Special provisions*. At any point during the review process, a TxDOT user (e.g., an area engineer) can select special provisions to attach to the approval form. Selection of a special provision is optional, even during the approval phase.
- *Attach files*. At any point during the review process, a TxDOT user can attach files to provide additional documentation during the review process. Examples include digital pictures taken in the field, additional requirements, and letters from the district maintenance engineer. Files uploaded during the review phase can be accessed through the **Event History**.

o When finished, click **Submit Review** to route the request to the next user. UIR updates the status of the request, adds one event to the event history, and sends an automated email to the next user. After the request is routed, the request is no longer visible on My Requests or My Office Requests. However, the request remains available at any point on My District Requests as long as the request is active (closed requests are visible under Closed Requests).



San Antonio District - My District Requests

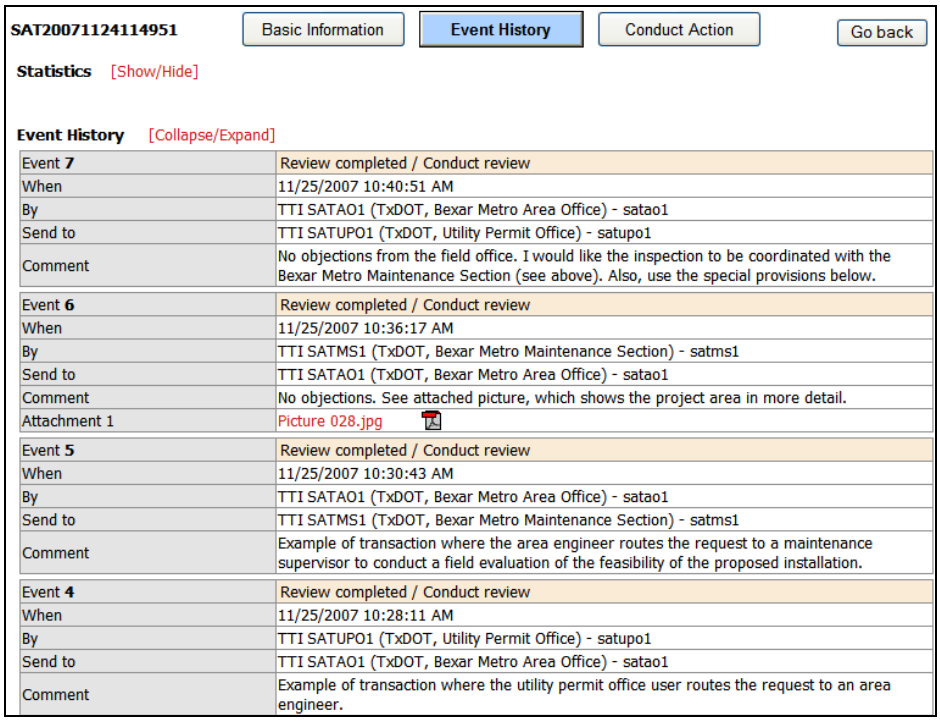
Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	0	1
Northeast [15]	1	1
West Bexar [17]	1	0
All Maintenance Sections	**2**	**2**

Search by Installation Request No. Go

Requests Currently at Installation Owner (1) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Submit revised documentation	11-25-2007

- The number of routing events depends on the characteristics and requirements associated with a specific installation request.

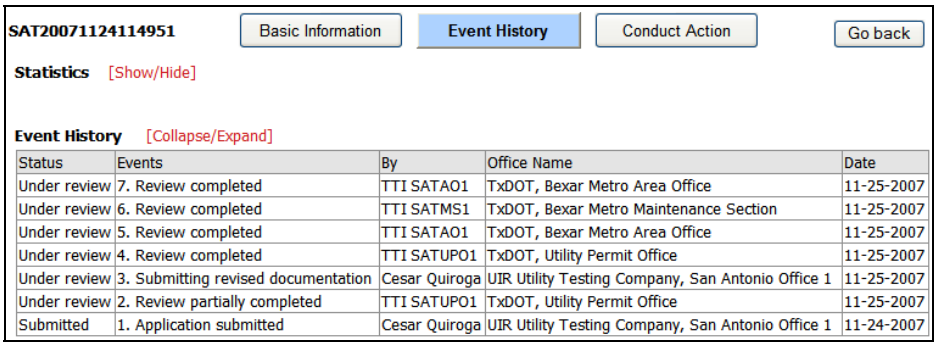


SAT20071124114951 | Basic Information | Event History | Conduct Action | Go back

Statistics [Show/Hide]

Event History [Collapse/Expand]

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
Event **5**	Review completed / Conduct review
When	11/25/2007 10:30:43 AM
By	TTI SATAO1 (TxDOT, Bexar Metro Area Office) - satao1
Send to	TTI SATMS1 (TxDOT, Bexar Metro Maintenance Section) - satms1
Comment	Example of transaction where the area engineer routes the request to a maintenance supervisor to conduct a field evaluation of the feasibility of the proposed installation.
Event **4**	Review completed / Conduct review
When	11/25/2007 10:28:11 AM
By	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1
Send to	TTI SATAO1 (TxDOT, Bexar Metro Area Office) - satao1
Comment	Example of transaction where the utility permit office user routes the request to an area engineer.



SAT20071124114951 | Basic Information | Event History | Conduct Action | Go back

Statistics [Show/Hide]

Event History [Collapse/Expand]

Status	Events	By	Office Name	Date
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

APPROVAL/PRE-CONSTRUCTION

Approve Requests

During the approval phase, a designated TxDOT official (from the utility permit approval office) 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 while submitting the installation request.

To approve a request:

- Click My Requests in the Installation Requests menu.

San Antonio District - My Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Approve/reject application	11-25-2007
erwt	SAT20071120085011	Northeast	SL0368	UIR TTI Testing	Approve/reject application	11-25-2007

- Click the installation request number of interest to load the data associated with the request.
  - Review the **Basic Information** as needed.
  - Review the **Event History** as needed.

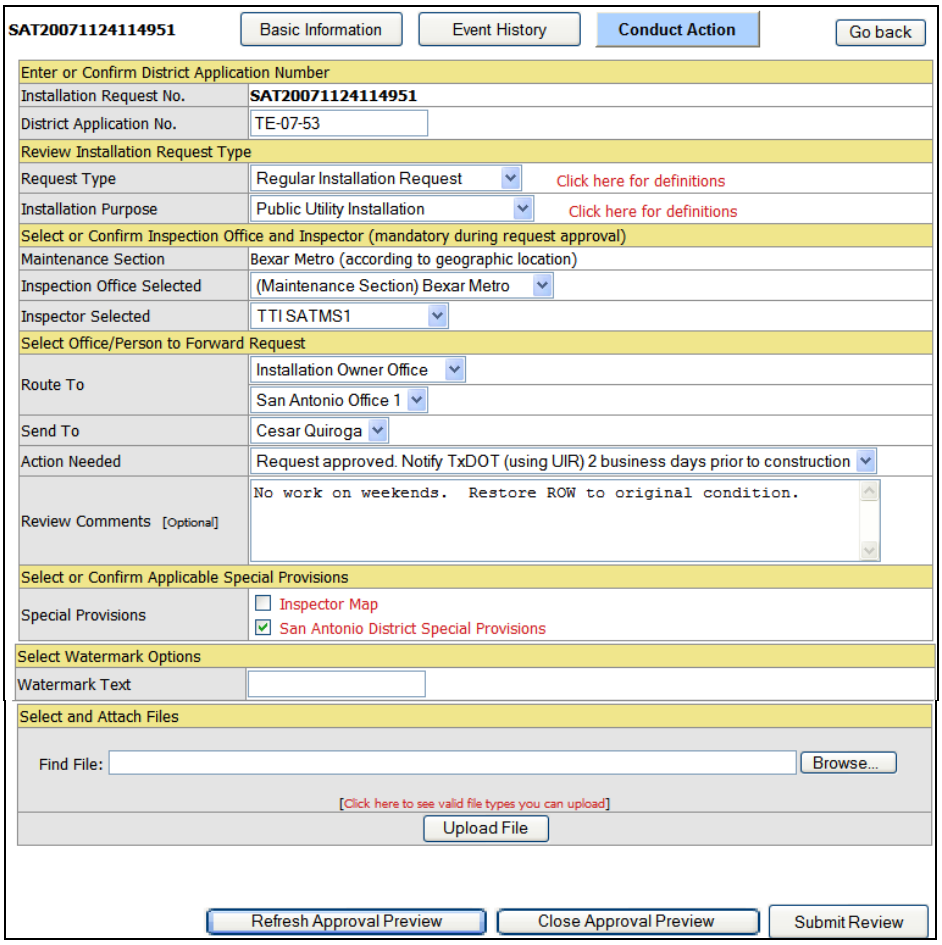
SAT20071124114951 [Basic Information] [Event History] [Conduct Action] [Go back]

Statistics [Show/Hide]

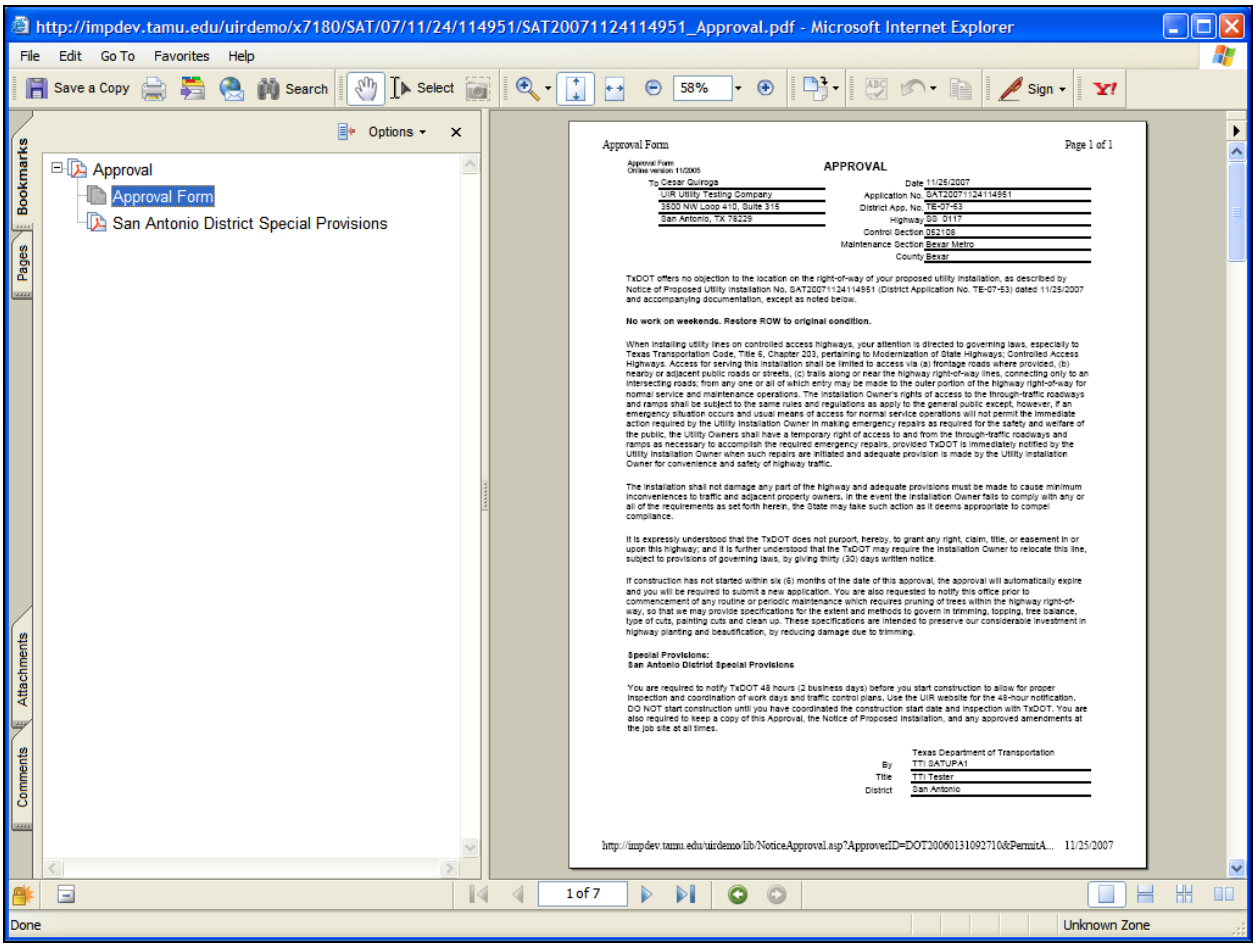
Event History [Collapse/Expand]

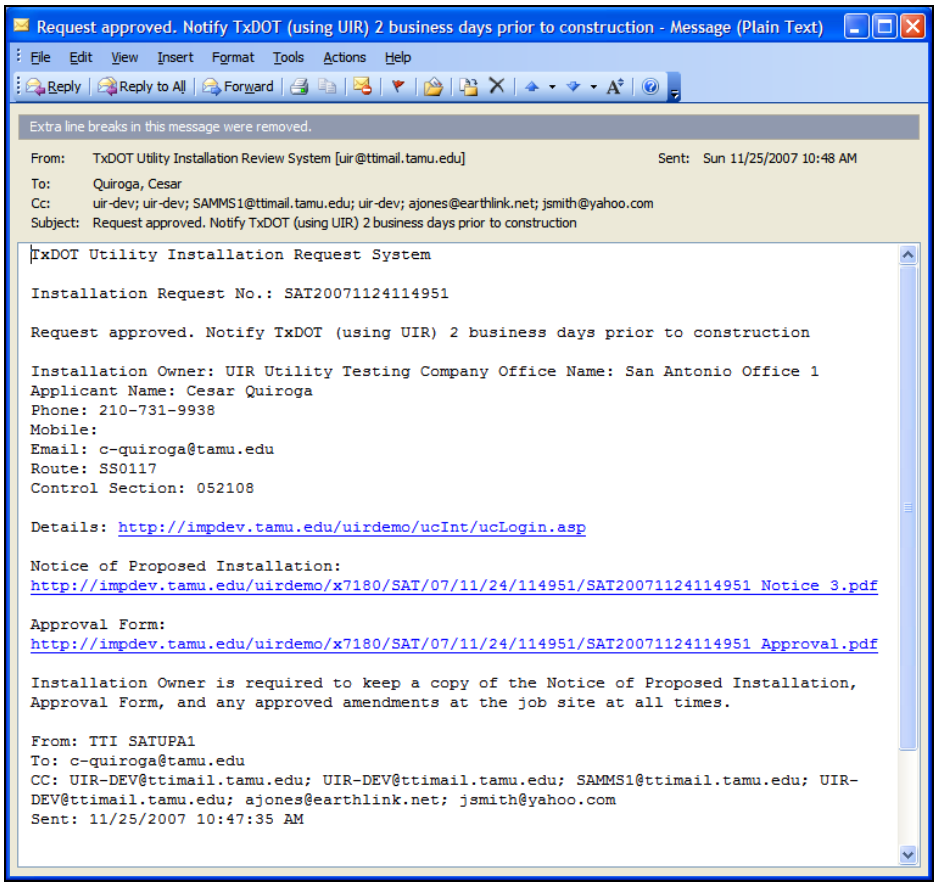
Event **8**	Review completed / Approve/reject application
When	11/25/2007 10:45:07 AM
By	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1
Send to	TTI SATUPA1 (TxDOT, District Maintenance Office) - satupa1
Comment	Approval is recommended.
Event **7**	Review completed / Conduct review
When	11/25/2007 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
Event **5**	Review completed / Conduct review
When	11/25/2007 10:30:43 AM
By	TTI SATAO1 (TxDOT, Bexar Metro Area Office) - satao1
Send to	TTI SATMS1 (TxDOT, Bexar Metro Maintenance Section) - satms1
Comment	Example of transaction where the area engineer routes the request to a maintenance supervisor to conduct a field evaluation of the feasibility of the proposed installation.

  - Click **Conduct Action** to complete the information needed for the approval.



- When finished, click **Submit Review** to generate the approval form PDF file and route the request to the applicant.
- While the system is generating the approval form 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.
- After completing the process, UIR changes the screen, updates the status of the request, adds one event to the event history, and sends an automated email to the applicant. After the request is routed, the request is no longer visible on My Requests or My Office Requests. However, the request remains available at any point on My District Requests as long as the request is active (closed requests are visible under Closed Requests).


http://impdev.tamu.edu/uirdemo/x7180/SAT/07/11/24/114951/SAT20071124114951_Approval.pdf - Microsoft Internet Explorer
File Edit Go To Favorites Help
Save a Copy Search Select 58% Sign
Options
Bookmarks
Pages
Attachments
Comments
Approval
Approval Form
San Antonio District Special Provisions
Approval Form
Page 1 of 1
APPROVAL
Date 11/25/2007
Application No. SAT20071124114951
District App. No. TE-07-93
Highway SS 0117
Control Section 052108
Maintenance Section Bexar Metro
County Bexar
To Cesar Quiroga
UIR Utility Testing Company
3500 NW Loop 410, Suite 316
San Antonio, TX 78229
TxDOT offers no objection to the location on the right-of-way of your proposed utility installation, as described by Notice of Proposed Utility Installation No. SAT20071124114951 (District Application No. TE-07-93) dated 11/25/2007 and accompanying documentation, except as noted below.
No work on weekends. Restore ROW to original condition.
When installing utility lines on controlled access highways, your attention is directed to governing laws, especially to Texas Transportation Code, Title 6, Chapter 203, pertaining to Modernization of State Highways; Controlled Access Highways. Access for serving this installation shall be limited to access via (a) frontage roads where provided, (b) nearby or adjacent public roads or streets, (c) trails along or near the highway right-of-way lines, connecting only to an intersecting roads; from any one or all of which entry may be made to the outer portion of the highway right-of-way for normal service and maintenance operations. The installation Owner's rights of access to the through-traffic roadways and ramps shall be subject to the same rules and regulations as apply to the general public except, however, if an emergency situation occurs and usual means of access for normal service operations will not permit the immediate action required by the Utility Installation Owner in making emergency repairs as required for the safety and welfare of the public, the Utility Owners shall have a temporary right of access to and from the through-traffic roadways and ramps as necessary to accomplish the required emergency repairs, provided TxDOT is immediately notified by the Utility Installation Owner when such repairs are initiated and adequate provision is made by the Utility Installation Owner for convenience and safety of highway traffic.
The installation shall not damage any part of the highway and adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners. In the event the installation Owner fails to comply with any or all of the requirements as set forth herein, the State may take such action as it deems appropriate to compel compliance.
It is expressly understood that the TxDOT does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway; and it is further understood that the TxDOT may require the Installation Owner to relocate this line, subject to provisions of governing laws, by giving thirty (30) days written notice.
If construction has not started within six (6) months of the date of this approval, the approval will automatically expire and you will be required to submit a new application. You are also requested to notify this office prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right-of-way, so that we may provide specifications for the extent and methods to govern in trimming, topping, tree balance, type of cuts, painting cuts and clean up. These specifications are intended to preserve our considerable investment in highway planting and beautification, by reducing damage due to trimming.
Special Provisions:
San Antonio District Special Provisions
You are 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 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 this Approval, the Notice of Proposed Installation, and any approved amendments at the job site at all times.
Texas Department of Transportation
By TTI SATUPA1
Title TTI Tester
District San Antonio
http://impdev.tamu.edu/uirdemo/lib/NoticeApproval.asp?ApproverID=DOT20060131092710&PermitA... 11/25/2007
1 of 7
Done
Unknown Zone



Reject Requests

The approval user interface also enables the TxDOT user to reject installation requests, e.g., if the proposed installation does not comply with the utility accommodation rules or if a different protocol would be necessary (e.g., in the case of bridge attachments).

From a procedural standpoint, the only difference between approvals and rejections is that rejections are routed to the closed permit box (the system will automatically send an email to the applicant), whereas approvals are routed to the applicant.

To reject a request:

- Click My Requests in the Installation Requests menu.
- Click the installation request number of interest to load the data associated with the request.
    - Review the **Basic Information** as needed.
    - Review the **Event History** as needed.
    - Click **Conduct Action** to complete the information needed for the rejection. In particular, under Route To, select the options to send the request to the closed permit box.

- When finished, click **Submit Review** to route the request to the closed permit box. The system automatically sends an email to the applicant. After the request is routed, the request is no longer visible on My Requests or My Office Requests, but it will be visible on Closed Requests.

2-Business Day Notification Prior to Construction

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.

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. 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's construction activities from starting. 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.

Ask Applicant to Re-Submit a 2-Business Day Notification

To ask the installation owner user to re-submit the 2-business day notification to TxDOT at a later date:

- Click My Requests in the Installation Requests menu.

San Antonio District - My Requests (1)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct inspection	11-25-2007

- Click the installation request number of interest to load the data associated with the request.
  - Review the **Basic Information** as needed.
  - Review the **Event History** as needed.

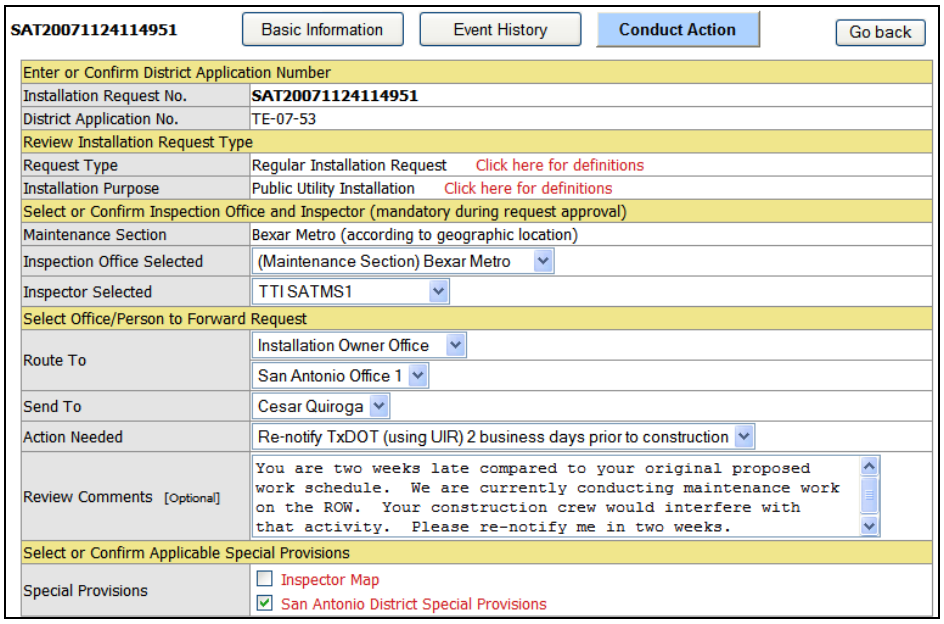
SAT20071124114951 Basic Information | Event History | Conduct Action | Go back

Statistics [Show/Hide]

Event History [Collapse/Expand]

Event **10**	Ready to start construction / Conduct inspection
When	11/25/2007 10:57:49 AM
By	Cesar Quiroga (UIR 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).
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.

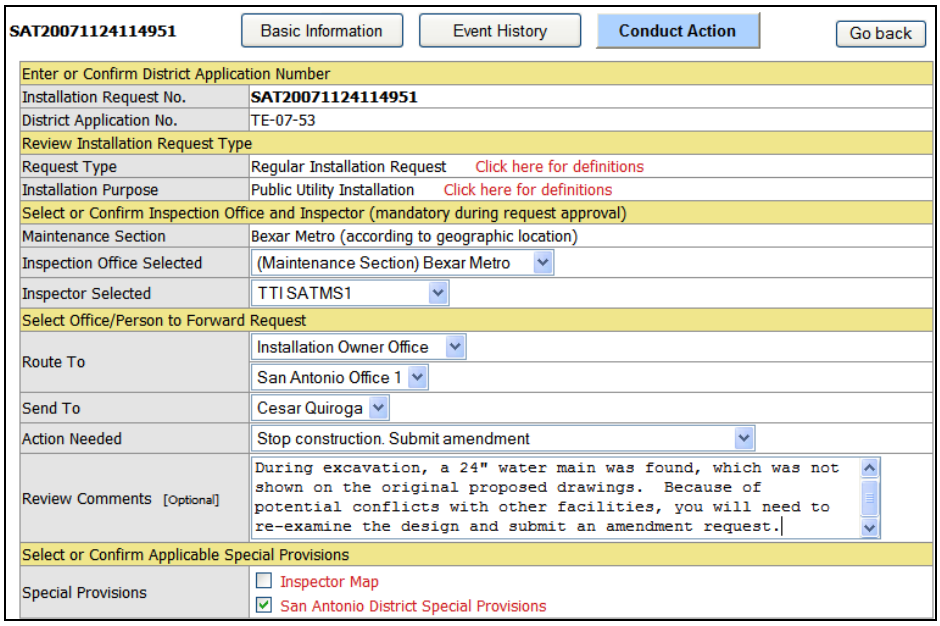
  - Click **Conduct Action**.
  - Select the applicant in the routing options.
  - Select "Re-notify TxDOT (using UIR) 2 business days prior to construction."
  - Add comments as appropriate
  - When finished, click **Submit Review** to route the request to the applicant. When the applicant opens the installation request, that user will have the ability to transfer control of the installation request back to the designated inspector.



Stop Construction and Ask Applicant to Submit an Amendment Request

To stop construction and ask the installation owner user to submit an amendment request:

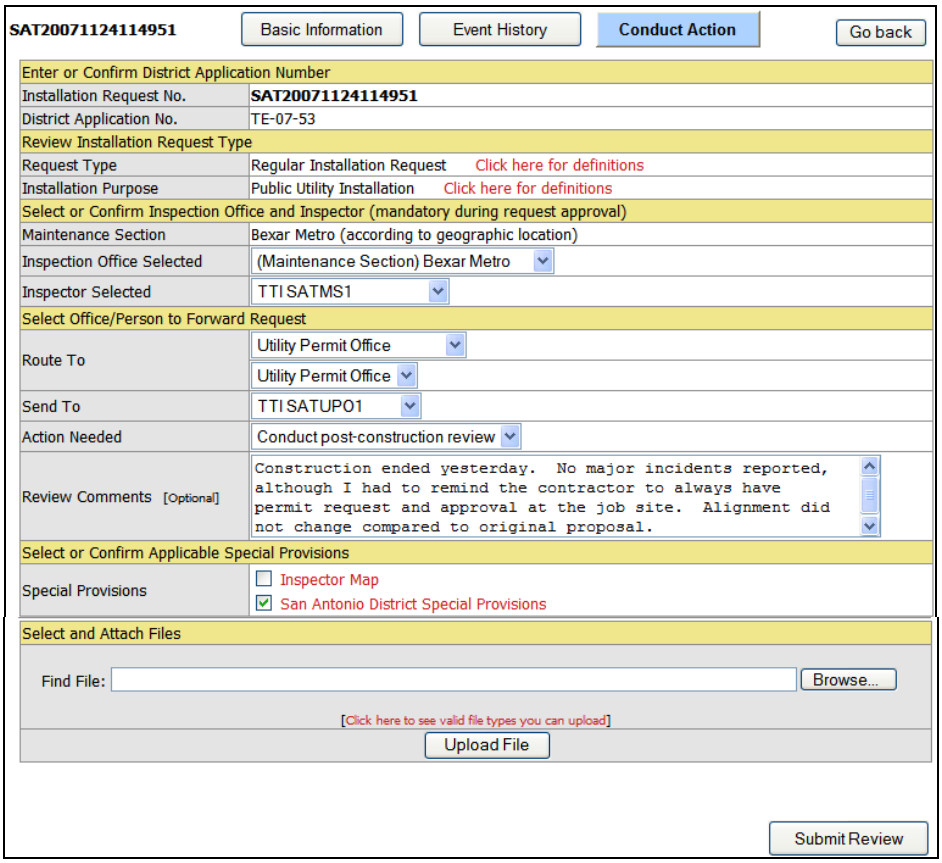
- Click My Requests in the Installation Requests menu.
- Click the installation request number of interest to load the data associated with the request.
    - Review the **Basic Information** as needed.
    - Review the **Event History** as needed.
    - Click **Conduct Action**.
    - Select the applicant in the routing options.
    - Select "Stop construction. Submit amendment."
    - Add comments as appropriate.
    - When finished, click **Submit Review** to route the request to the applicant. When the applicant opens the installation request, that user will have the ability to prepare an amendment request and route it to the utility permit office for review. As with the original submission, 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 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.



Notify that Construction has Ended

To notify the utility permit office that construction has ended:

- Click My Requests in the Installation Requests menu.
- Click the installation request number of interest to load the data associated with the request.
    - Review the **Basic Information** as needed.
    - Review the **Event History** as needed.
    - Click **Conduct Action**.
    - Select a user in the utility permit office in the routing options. Hint: Select the same official who conducted the review of the installation request prior to approval.
    - Select "Conduct post-construction review."
    - Add comments as appropriate.
    - When finished, click **Submit Review** to route the request to the utility permit office.



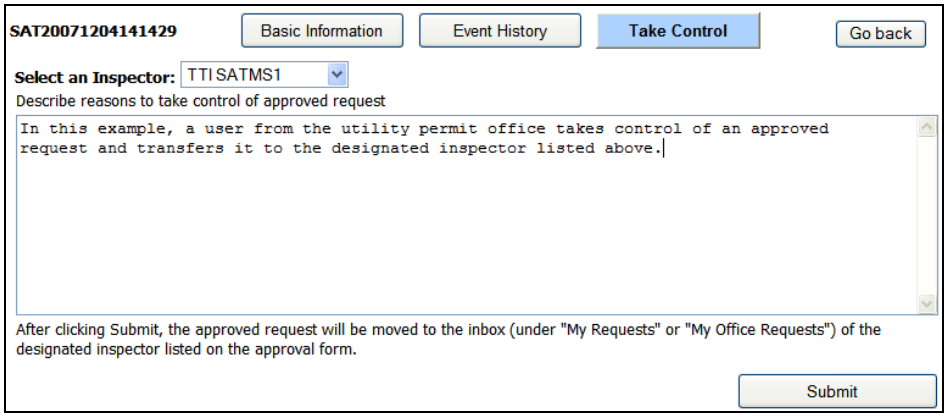
Take Control of Approved Requests

The UIR interface enables certain TxDOT district users (e.g., utility permit office users and inspectors) to open approved requests and "take control" of those requests, which may be useful in situations where the installation owner user did not notify TxDOT before construction. Taking control of a request moves a request from the installation owner user to the designated TxDOT inspector so that inspection can take place.

To take control of an approved request:

- Click Approved Requests in the Installation Requests menu box.
- Search for a specific installation request or navigate through the list of requests currently at installation owner until finding the request of interest. Note: Approved requests currently at TxDOT are already under the control of a TxDOT inspector and, therefore, are not subject for the "take control" procedure.
- Click the installation request number of interest to load the data associated with the request.
    - Review the **Basic Information** as needed.
    - Review the **Event History** as needed.
    - Click **Take Control**.
    - Select the TxDOT inspector that should conduct the inspection.

- Describe the reasons to take control of the approved request.
- When finished, click **Submit** to route the request to the inspector selected. After the request is routed, the request is no longer visible under Approved Requests, but remains accessible for all TxDOT users under My District Requests. The inspector selected also sees the request under My Requests and My Office Requests.



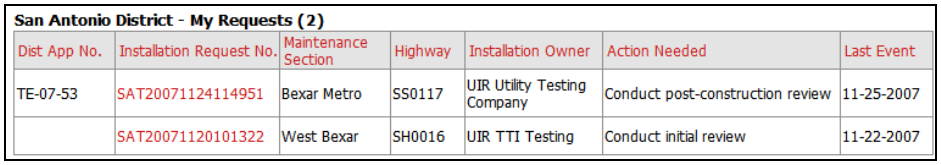
POST-CONSTRUCTION

Request As-built Certification

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 request an as-built certification:

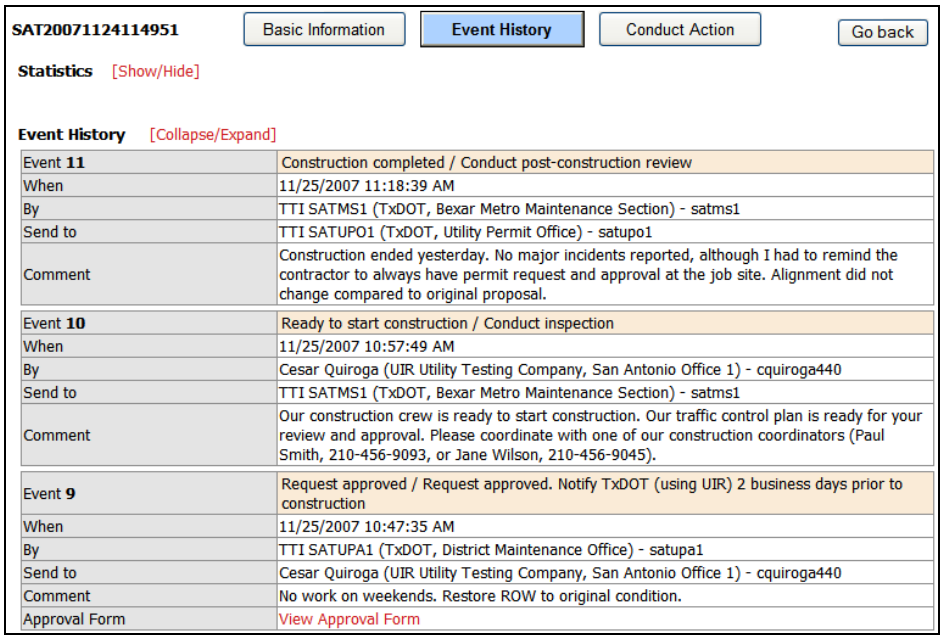
- Click My Requests in the Installation Requests menu box.
- Click an installation request number for which the action needed is "Conduct post-construction review" to load the data associated with the request.



San Antonio District - My Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct post-construction review	11-25-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

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



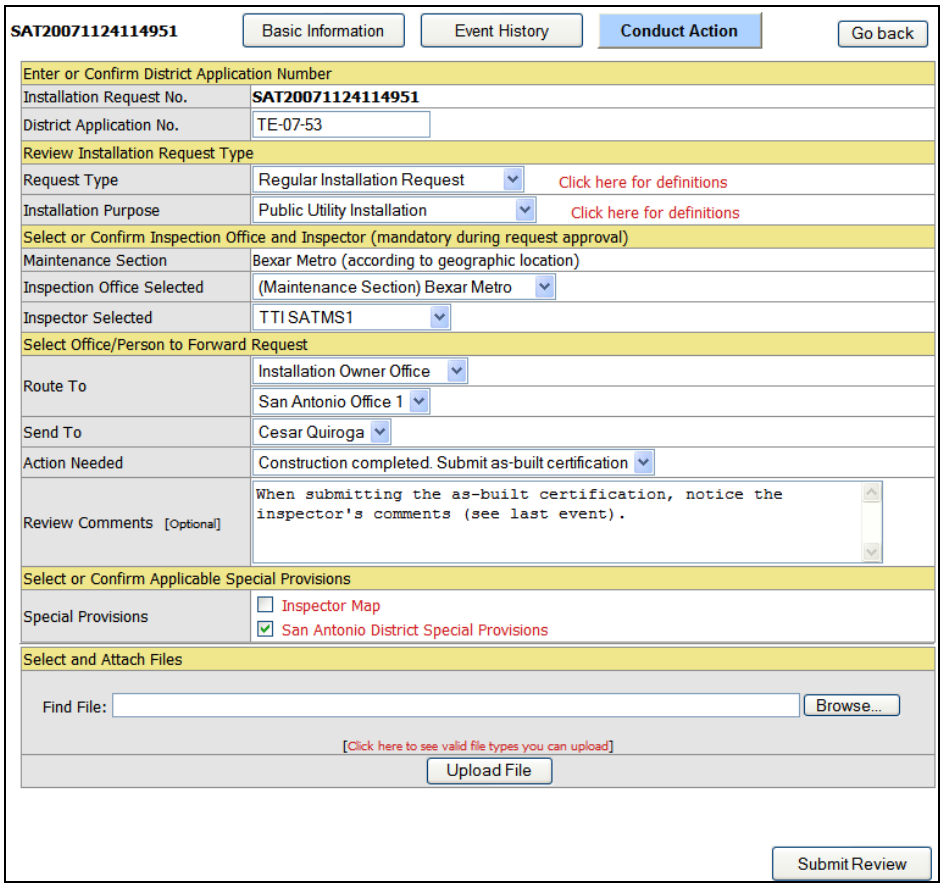
SAT20071124114951 | Basic Information | Event History | Conduct Action | Go back

Statistics [Show/Hide]

Event History [Collapse/Expand]

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 (UIR 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).
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

- Click **Conduct Action**.
- Select the applicant in the routing options.
- Select “Construction completed. Submit as-built certification.”
- When finished, click **Submit Review** to route the request to the applicant.



Close Completed Request

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."

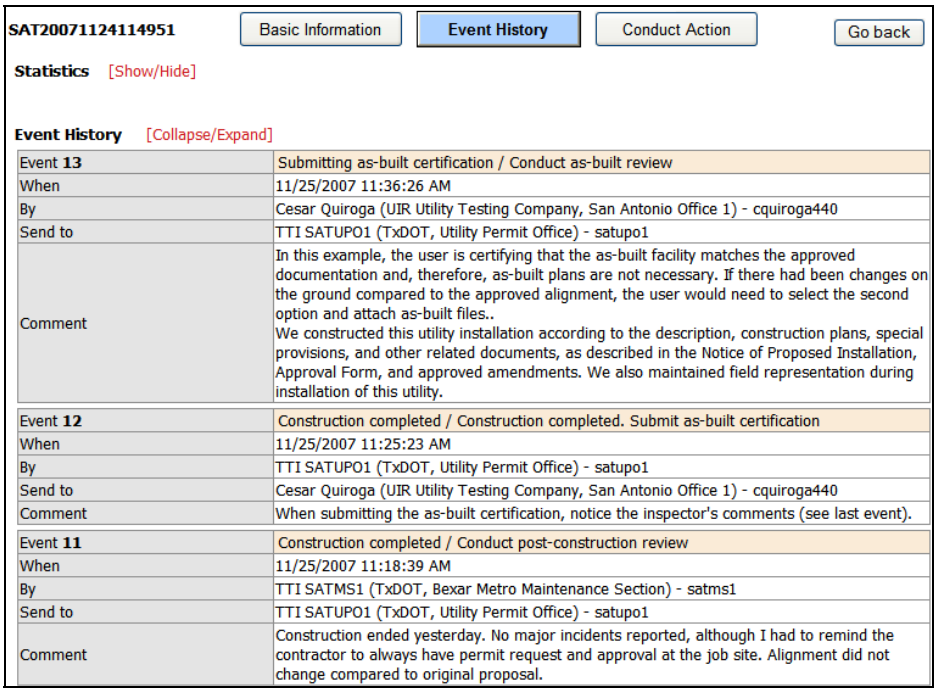
To close a complete request:

- Click My Requests in the Installation Requests menu box.
- Click an installation request number for which the action needed is "Conduct as-built review" to load the data associated with the request.

San Antonio District - My Requests (2)

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Action Needed	Last Event
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Conduct as-built review	11-25-2007
	SAT20071120101322	West Bexar	SH0016	UIR TTI Testing	Conduct initial review	11-22-2007

- Review the **Basic Information** and **Event History** as needed. In particular, verify that the as-built certification is consistent with the comments the TxDOT inspector provided when notifying the utility permit office that construction had ended.



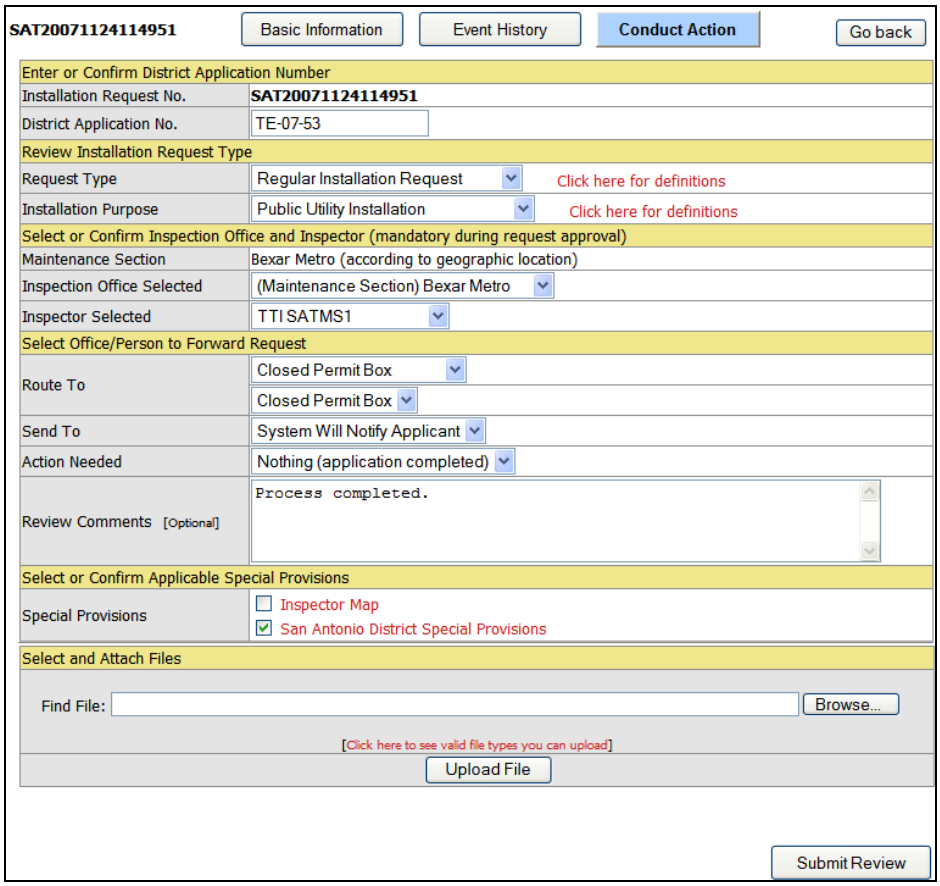
SAT20071124114951 | Basic Information | Event History | Conduct Action | Go back

Statistics [Show/Hide]

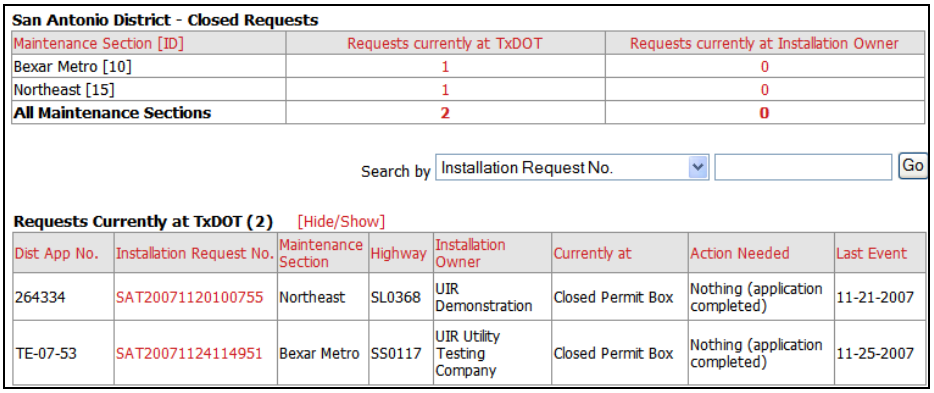
Event History [Collapse/Expand]

Event **13**	Submitting as-built certification / Conduct as-built review
When	11/25/2007 11:36:26 AM
By	Cesar Quiroga (UIR Utility Testing Company, San Antonio Office 1) - cquiroga440
Send to	TTI SATUPO1 (TxDOT, Utility Permit Office) - satupo1
Comment	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.. 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.
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 (UIR 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.

- Click **Conduct Action**.
- Select the closed permit box in the routing options.
- Select “Nothing (application completed).”
- When finished, click **Submit Review** to route the request to the closed permit box. The system automatically sends an email to the applicant.



After the request is routed, the request is no longer visible under My Requests or My Office Requests, but it will be visible under Closed Requests.



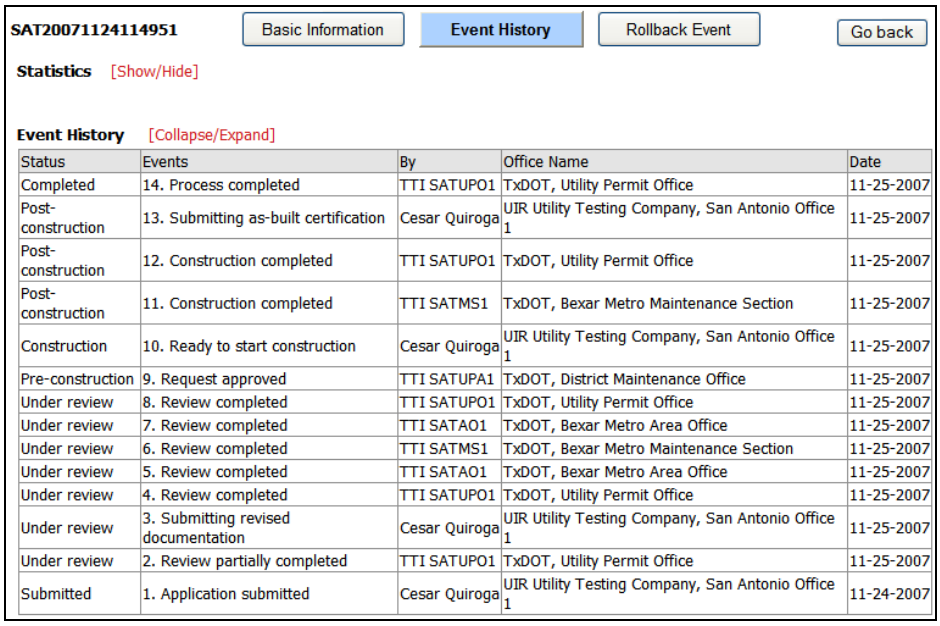
San Antonio District - Closed Requests

Maintenance Section [ID]	Requests currently at TxDOT	Requests currently at Installation Owner
Bexar Metro [10]	1	0
Northeast [15]	1	0
All Maintenance Sections	**2**	**0**

Search by Installation Request No. Go

Requests Currently at TxDOT (2) [Hide/Show]

Dist App No.	Installation Request No.	Maintenance Section	Highway	Installation Owner	Currently at	Action Needed	Last Event
264334	SAT20071120100755	Northeast	SL0368	UIR Demonstration	Closed Permit Box	Nothing (application completed)	11-21-2007
TE-07-53	SAT20071124114951	Bexar Metro	SS0117	UIR Utility Testing Company	Closed Permit Box	Nothing (application completed)	11-25-2007



SAT20071124114951 Basic Information | Event History | Rollback Event | 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

MISCELLANEOUS ADMINISTRATIVE FUNCTIONS

DISTRICT LEVEL

TxDOT district users with an administrator privilege have the responsibility to manage incomplete requests, purge requests, rollback requests, take control of approved requests, and manage installation owner accounts. Particularly in the case of incomplete requests, approved requests, and installation owner accounts, those users need to monitor the system on a regular basis to prevent build up of certain database tables and folders on the server side that could, over time, degrade performance of the system. A list of maintenance activities at the district level follows.

Function	UIR Interface	Activity	Frequency
Manage incomplete requests	Yes	Monitor incomplete request list	Weekly
Manage incomplete requests	Yes	Delete new incomplete requests that are at least two weeks old	Monthly
Manage incomplete requests	Yes	Delete new incomplete responses to TxDOT that are at least two weeks old (only deletes the response, not the originally submitted request)	Monthly
Purge requests	Yes	Purge request (only under extraordinary circumstances)	Rarely
Rollback requests	Yes	Rollback request	Rarely
Take control of approved requests	Yes	Take control of approved request, in consultation with the affected TxDOT inspector(s)	Weekly
Manage installation owner accounts	Yes	Approve and/or edit installation owner accounts	As needed
Manage installation owner accounts	Yes	Check for duplicate office names	Monthly
Manage installation owner accounts	Yes	Consolidate duplicate office user accounts	Monthly
Manage installation owner accounts	Yes	Delete user accounts that have never submitted an installation request through UIR	Yearly
Manage installation owner accounts	Yes	Delete offices where no user has ever submitted an installation request through UIR	Yearly

DISTRICT/DIVISION SECURITY ADMINISTRATORS

District and division security administrators have the responsibility to manage TxDOT user accounts within their respective TxDOT units, including creating user accounts, editing user accounts, and deleting user accounts (if the accounts were never involved in the installation request review process). A list of maintenance activities in connection with TxDOT user accounts in UIR follows.

Function	UIR Interface	Activity	Frequency
Manage TxDOT offices	Yes	Monitor list of offices	Monthly
Manage TxDOT offices	Yes	Create and/or edit offices, in consultation with district and/or division personnel involved in the installation request review process	As needed
Manage TxDOT offices	Yes	Delete offices that were never involved in the installation request review process, in consultation with appropriate district and/or division personnel	Yearly
Manage TxDOT accounts	Yes	Monitor list of accounts	Monthly
Manage TxDOT accounts	Yes	Create and/or edit user accounts, in consultation with district and/or division personnel involved in the installation request review process	As needed
Manage TxDOT accounts	Yes	Change the status of user accounts to Permanently Inactive, in consultation with district and/or division personnel involved in the installation request review process	Monthly
Manage TxDOT accounts	Yes	Delete user accounts that were never involved in the installation request review process, in consultation with appropriate district and/or division personnel	Yearly

INFORMATION SYSTEMS DIVISION SECURITY ADMINISTRATORS

In addition to the management of offices and accounts within ISD (see District/Division Security Administrators), ISD personnel have the responsibility to manage all the system components associated with UIR (including hardware and software components) and activate districts (including managing district security administrator accounts). A list of related maintenance activities follows.

Function	UIR Interface	Activity	Frequency
Manage TxDOT units	Yes	Monitor TxDOT unit security administrator list	Monthly
Manage TxDOT units	Yes	Activate new TxDOT unit, including creating a security administrator account for that unit	Once
Manage TxDOT units	Yes	Edit TxDOT unit security administrator account, in consultation with district and/or division personnel involved in the installation request review process	As needed
Manage TxDOT units	Yes	Delete TxDOT unit security administrator account, in consultation with district and/or division personnel involved in the installation request review process	Yearly
Manage attachment files	No	Delete all files in the Error-bin folder located (located in the <Installation drive>:\ArcIMS\FILE_UPLOAD\ folder)	Weekly
Manage UIR reports	No	Delete report files in the Report-bin folder (located in the <Installation drive>:\ArcIMS\FILE_UPLOAD\ folder).	Monthly

Function	UIR Interface	Activity	Frequency
Manage UIR installation requests	No	Delete records in the PRMT and PRMT_CHCKLIST_ANS tables if there is no corresponding record in the PRMT_EVNT table (Warning: Only users with extensive database administration skills should perform this function)	Monthly
Manage installation owner records	No	Delete records in the In UTIL_CMPNY table if there no corresponding record in the UTIL_CMPNY_OFFC table (Warning: Only users with extensive database administration skills should perform this function)	Quarterly
Manage installation owner office records	No	Delete records in the UTIL_CMPNY_OFFC table if there is no corresponding record in the UTIL_CMPNY_USER_PROFL table (Warning: Only users with extensive database administration skills should perform this function)	Quarterly
Manage TxDOT units	No	When activating a new TxDOT district, manually append records to the following tables (in that order): TxDOT_OFFC (each TxDOT office in the district) OFFC (each TxDOT office in the district) PLACE (each TxDOT office in the district) OFFC_PLACE (each TxDOT office in the district) PRMT_WRKFL_ACTV (district) DOT_UNIT_ADM (district) (Warning: Only users with extensive database administration skills should perform this function)	Once per district
Manage TxDOT units	No	When activating a new TxDOT district, manually append a record to the following table: DOT_UNIT_ADM This table has 2 attributes: TxDOT_UNIT_ID: Unique ID of the newly activated district. TXDOT_UNIT_ADM_EML: Email address associated with the district. UIR sends a copy of each email it sends out to users to this email address. Having a record of emails sent helps the UIR system administrator verify whether UIR sends emails as intended. Notice that the system still functions normally if the email record for a specific district is blank or if there is no email address record for that district.	Once per district
Manage email log	No	Delete emails in the designated email account associated with each district, that are at least one month old.	Monthly
Manage email log	No	Delete records in the EMAIL_LOG table that are at least one month old.	Monthly