

Appendix: Geotechnical Naming Conventions

This appendix outlines the required procedures and naming conventions for typical geotechnical submittals to the Tennessee Department of Transportation (TDOT). Adherence to these guidelines ensures efficient processing, proper archiving, and accessibility of project documentation within TDOT GES and other TDOT Divisions.

1. General Report Submission Requirements

To streamline workflow and reduce confusion, geotechnical reports are submitted to different TDOT divisions or groups based on their primary focus.

- Each type of report (e.g., Soils and Geology Report, Foundation Report) must be submitted as a separate document.
- While some reports may share the same Project Identification Number (PIN), no single report shall contain multiple elements unless explicit approval is obtained from TDOT beforehand.

1.1 Primary Report Categories

The primary categories of geotechnical reports and their typical submission recipients include:

- **Soils and Geology Reports** – Submitted to the roadway designer.
- **Structural Reports** – Submitted to structural designers.
 - A separate report shall be provided for each bridge.
 - All retaining walls for that project can be supplied in one report.
 - All noise walls for that project can be supplied in one report.
- **Sign, Luminaire, and Traffic Signal Supports** – High mast lighting foundation information may be included in the Soils and Geology Report, as it typically does not require extensive foundation recommendations—only drilling information is provided.
- **Other Reports** – These may include data reports, geohazard reports/memos, or additional specialized reports as needed.

2.0 Standard Delivery and File Naming Conventions

Proper documentation and adherence to specified formatting and naming ensure streamlined report processing and accessibility within TDOT GES. If a report is requested and does not fit into these categories, please reach out to the GES for naming.

2.1 Soils and Geology Reports Standard Delivery

The final Soils and Geology Reports shall be submitted electronically to the TDOT GES point of contact and/or contract administrator.

- **Each individual file should be named as follows:**

- Soils and Geology Report Checklist: (Scanned PDF, filled out in pencil)
- Soils and Geology Report: xxxxxx-yy-SoilsGeoRpt-GESzzzzzzz.pdf
- Geotechnical Sheets (Combined into a single PDF): See Section (?).2.2
- Individual Geotechnical .dgn files: xxxxxx-yy-GeoSht-01.dgn, xxxxxx-yy-GeoSht-02.dgn, etc.
- Geotechnical Quantities Spreadsheet: xxxxxx-yy-EstGeoQtys.xls
- **All the above files shall be compressed into a single .zip file named as follows:**
 - xxxxxx-yy-SoilsGeoRpt-GESzzzzzzz.zip
 - Where:
 - xxxxxx-yy is the PIN number.
 - zzzzzzz is the GES number.
 - *Example:* 117511-00-SoilsGeoRpt-GES2504313.zip

2.2 Geotechnical Plan Sheets

Geotechnical sheets must be delivered in accordance with scheduled project milestones as outlined in the Roadway Design Guidelines and TDOT's IPD/PDN Manual.

- **Combined Geotechnical Sheets PDF:** xxxxxx-yy-GeoShts-GESzzzzzzz.pdf
- Please see the TDOT Design Guidelines for proper naming of geotechnical sheets. ***INSERT LINK LATER***
- Geotechnical Plans Submission: All geotechnical plans must be submitted at milestone stages in the Project Development Network (PDN) and labeled according to the PDN Document and TDOT Design Guidelines.

2.3 Foundation Reports Standard Delivery

Final TDOT GES Foundation Reports shall be submitted electronically to the TDOT GES point of contact and/or contract administrator.

- **File Naming Convention for Reports (PDF):**
 - xxxxxx-yy-GeoFoundRpt[StructureType]X-GESzzzzzzz.pdf
 - Where:
 - xxxxxx-yy is the PIN number.
 - zzzzzzz is the GES number.
 - [StructureType]X represents:
 - Br – Bridge

- RW – Retaining Wall
 - Noise – Noise Wall
 - HML – High Mast Lighting
 - Followed by the structure number, if applicable.
- *Example:* 117511-00-GeoFoundRptRW02-GES2504313.pdf
- **CAD Drawing Submission (.dgn):**
 - Unsealed CAD drawings shall be submitted in .dgn format.
 - The naming follows the same convention as the Foundation Reports: xxxxxx-yy-GeoFoundRpt[StructureType]X-GESzzzzzz.dgn
 - *Example:* 117511-00-GeoFoundRptRW02-GES2504313.dgn

2.4 Geotechnical Memo Submissions

Geotechnical project memos for Maintenance and Construction shall be submitted electronically to the TDOT GES point of contact, contract administrator, and/or maintenance/construction personnel.

- **File Naming Convention for Memos:**
 - ww-xxxx-LMyy-GeoProjMemo-[memo type]-DATE-GESzzzzzzz
 - Where:
 - ww – County number
 - xxxx – Route type and route number (I – Interstate, SR – State Route)
 - yy – Log mile
 - Memo Type:
 - Slide – Landslide
 - Sink – Sinkhole
 - Rockfall – Rockfall
 - DATE – Memo date in YYYY-MM-DD format (e.g., 2022-07-14 for July 14, 2022).
 - zzzzzzz – GES File number (if available)
 - *Example:* For a landslide on SR-2 at log mile 7.3, with a GES file number of 3113922, completed on July 14, 2022: 31-SR2-LM7.3-GeoProjMemo-Slide-2022-07-14-GES3113922