

# Email Distribution Lists



**Engineering Production Support**

**Website:** [Roadway Design Guidelines - PDN](#)

**Email:** [TDOT.EngineeringProductionSupport@tn.gov](mailto:TDOT.EngineeringProductionSupport@tn.gov)

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## INTERNAL DISTRIBUTION

All emails and appointments shall be sent for each distribution listed in numbers 1 to 4 **unless** otherwise noted within the table below by the Project Manager or Design Lead.

1. Line and Grade, Functional Design, Plan-in-Hand, and PS&E Field Reviews
2. Functional Design and Plan-in-Hand Plans Submittals and Right-of-Way Revisions
3. PS&E Roadway and Final PS&E Plans Submittal for Lettings and Letting Revisions
4. Construction Revisions

A copy of the email shall be placed in the project folder to document the submittal.

Groups	Email Address
<p><b>Bid Analysis and Estimating Office</b></p> <p>#3 and #4, Revisions Only. For R.O.W. revisions, submit updated estimate when significant changes occur in R.O.W. estimate.</p>	<p><a href="mailto:TDOT.EstimatingOffice@tn.gov">TDOT.EstimatingOffice@tn.gov</a></p>
<p><b>Business Development PlanGrid Team</b></p> <p>#3 Revisions Only and #4</p>	<p><a href="mailto:TDOT.R1BusinessDev@tn.gov">TDOT.R1BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R2BusinessDev@tn.gov">TDOT.R2BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R3BusinessDev@tn.gov">TDOT.R3BusinessDev@tn.gov</a>  <a href="mailto:TDOT.R4BusinessDev@tn.gov">TDOT.R4BusinessDev@tn.gov</a></p>
<p><b>Consultant Projects (TDOT Managed)</b></p> <p><b>HQ Roadway Design Manager (if consultant project with HQ Oversight)</b></p>	<p>Use individual email address</p> <p>Use individual email address</p>
<p><b>Construction (HQ)</b></p> <p>#1 Only</p>	<p><a href="mailto:TDOT.HQ.Construction@tn.gov">TDOT.HQ.Construction@tn.gov</a></p>

Internal Email Distribution List

<b>Construction (HQ) Estimates</b>	<a href="mailto:TDOT.Construction.Estimates@tn.gov">TDOT.Construction.Estimates@tn.gov</a>
#3 Only	
<b>District Operations</b>  Refer to Regional District Maps to locate appropriate district by county location. If a project is in two counties thus in two districts, contact regional Operations Directors to verify which district office will oversee the project.	<a href="mailto:TDOT.R1.D17@tn.gov">TDOT.R1.D17@tn.gov</a> <a href="mailto:TDOT.R1.D18@tn.gov">TDOT.R1.D18@tn.gov</a> <a href="mailto:TDOT.R1.D19@tn.gov">TDOT.R1.D19@tn.gov</a>  <a href="mailto:TDOT.R2.D27@tn.gov">TDOT.R2.D27@tn.gov</a> <a href="mailto:TDOT.R2.D28@tn.gov">TDOT.R2.D28@tn.gov</a> <a href="mailto:TDOT.R2.D29@tn.gov">TDOT.R2.D29@tn.gov</a>
All Except #2	
	<a href="mailto:TDOT.R3.D37@tn.gov">TDOT.R3.D37@tn.gov</a> <a href="mailto:TDOT.R3.D38@tn.gov">TDOT.R3.D38@tn.gov</a> <a href="mailto:TDOT.R3.D39@tn.gov">TDOT.R3.D39@tn.gov</a>  <a href="mailto:TDOT.R4.D47@tn.gov">TDOT.R4.D47@tn.gov</a> <a href="mailto:TDOT.R4.D48@tn.gov">TDOT.R4.D48@tn.gov</a> <a href="mailto:TDOT.R4.D49@tn.gov">TDOT.R4.D49@tn.gov</a>
<b>Environmental Coordinator (Regional)</b>	<a href="mailto:R1.EnvTechOffice@tn.gov">R1.EnvTechOffice@tn.gov</a> <a href="mailto:R2.EnvTechOffice@tn.gov">R2.EnvTechOffice@tn.gov</a> <a href="mailto:R3.EnvTechOffice@tn.gov">R3.EnvTechOffice@tn.gov</a> <a href="mailto:R4.EnvTechOffice@tn.gov">R4.EnvTechOffice@tn.gov</a>
<b>Environmental Division (HQ)</b>	<a href="mailto:TDOT.Env.AirNoise@tn.gov">TDOT.Env.AirNoise@tn.gov</a> <a href="mailto:TDOT.Env.Archaeology@tn.gov">TDOT.Env.Archaeology@tn.gov</a> <a href="mailto:TDOT.Env.Ecology@tn.gov">TDOT.Env.Ecology@tn.gov</a> <a href="mailto:TDOT.Env.HazmatOffice@tn.gov">TDOT.Env.HazmatOffice@tn.gov</a> <a href="mailto:TDOT.Env.Historic@tn.gov">TDOT.Env.Historic@tn.gov</a> <a href="mailto:TDOT.Env.Mitigation@tn.gov">TDOT.Env.Mitigation@tn.gov</a> <a href="mailto:TDOT.Env.NEPA@tn.gov">TDOT.Env.NEPA@tn.gov</a> <a href="mailto:TDOT.Env.Permits@tn.gov">TDOT.Env.Permits@tn.gov</a>
<b>Geotechnical Engineering Section</b>	<a href="mailto:TDOT.Geotech@tn.gov">TDOT.Geotech@tn.gov</a>
<b>Maintenance</b>	<a href="mailto:TDOT.HQ.Maintenance@tn.gov">TDOT.HQ.Maintenance@tn.gov</a> <a href="mailto:TDOT.RG1.Maintenance@tn.gov">TDOT.RG1.Maintenance@tn.gov</a> <a href="mailto:TDOT.RG2.Maintenance@tn.gov">TDOT.RG2.Maintenance@tn.gov</a> <a href="mailto:TDOT.RG3.Maintenance@tn.gov">TDOT.RG3.Maintenance@tn.gov</a> <a href="mailto:TDOT.RG4.Maintenance@tn.gov">TDOT.RG4.Maintenance@tn.gov</a>
#1 Construction Field Review Only	

**Internal Email Distribution List**

<b>Operations Director</b> *Regional Directors are included in this email account All Except #2	<a href="mailto:TDOT.R1.OD@tn.gov">TDOT.R1.OD@tn.gov</a> <a href="mailto:TDOT.R2.OD@tn.gov">TDOT.R2.OD@tn.gov</a> <a href="mailto:TDOT.R3.OD@tn.gov">TDOT.R3.OD@tn.gov</a> <a href="mailto:TDOT.R4.OD@tn.gov">TDOT.R4.OD@tn.gov</a>
<b>Pavement Design</b> #1 Only, Exclude Site Review	<a href="mailto:TDOT.PavementDesign@tn.gov">TDOT.PavementDesign@tn.gov</a>
<b>Plans Assembly</b> #3 Only	<a href="mailto:Eplans.Turnins@tn.gov">Eplans.Turnins@tn.gov</a>
<b>Printing Services Superintendent</b> #3 Only	<a href="mailto:TDOT.PrintShopLettingInfo@tn.gov">TDOT.PrintShopLettingInfo@tn.gov</a>
<b>Program Development &amp; Scheduling Office</b> #2 and # 3, Submittal Only on #2	<a href="mailto:TDOT.PDSO@tn.gov">TDOT.PDSO@tn.gov</a>
<b>Project Development Director</b>	<a href="mailto:TDOT.R1.PDD@tn.gov">TDOT.R1.PDD@tn.gov</a> <a href="mailto:TDOT.R2.PDD@tn.gov">TDOT.R2.PDD@tn.gov</a> <a href="mailto:TDOT.R3.PDD@tn.gov">TDOT.R3.PDD@tn.gov</a> <a href="mailto:TDOT.R4.PDD@tn.gov">TDOT.R4.PDD@tn.gov</a>
<b>Quality Assurance/Quality Control</b> #1 Only	<a href="mailto:TDOT.QualityAssurance@tn.gov">TDOT.QualityAssurance@tn.gov</a>
<b>Right of Way/Utilities (HQ)</b>	<a href="mailto:TDOT.HQ.ROW@tn.gov">TDOT.HQ.ROW@tn.gov</a>

**Internal Email Distribution List**

<p><b>Right of Way/Utilities (Regional)</b></p>	<p><a href="mailto:TDOT.RG1.ROW@tn.gov">TDOT.RG1.ROW@tn.gov</a>  <a href="mailto:TDOT.RG2.ROW@tn.gov">TDOT.RG2.ROW@tn.gov</a>  <a href="mailto:TDOT.RG3.ROW@tn.gov">TDOT.RG3.ROW@tn.gov</a>  <a href="mailto:TDOT.RG4.ROW@tn.gov">TDOT.RG4.ROW@tn.gov</a></p> <p><a href="mailto:TDOT.R1.UTIL@tn.gov">TDOT.R1.UTIL@tn.gov</a>  <a href="mailto:TDOT.R2.UTIL@tn.gov">TDOT.R2.UTIL@tn.gov</a>  <a href="mailto:TDOT.R3.UTIL@tn.gov">TDOT.R3.UTIL@tn.gov</a>  <a href="mailto:TDOT.R4.UTIL@tn.gov">TDOT.R4.UTIL@tn.gov</a></p>
<p><b>Roadway Design Division File Room</b></p> <p>#4 Only</p>	<p><a href="mailto:TDOT.DesignFileRoom@tn.gov">TDOT.DesignFileRoom@tn.gov</a></p>
<p><b>Roadway Design Division Revisions</b></p> <p>#2, #3 and #4 Revisions Only</p>	<p><a href="mailto:TDOT.DesignRevisions@tn.gov">TDOT.DesignRevisions@tn.gov</a></p>
<p><b>Safety Coordinators (Regional)</b></p> <p>#1 Only</p>	<p>Use individual email address</p>
<p><b>State Railroad Coordinator (HQ)</b></p> <p>If railroad involvement</p>	<p><a href="mailto:HQRailroadCoordinator@tn.gov">HQRailroadCoordinator@tn.gov</a></p>
<p><b>State Work Zone Engineer (Roadway Design Division)</b></p> <p>Distribute #1 (<b>Functional, PIH, PS&amp;E</b>) and #2 - #4 ONLY if the TMP is Significant or if the project contains a Work Zone Deviation</p>	<p><a href="mailto:TDOT.WZ-Review@tn.gov">TDOT.WZ-Review@tn.gov</a></p>
<p><b>Structures (hydraulics and structures) (retaining walls)</b></p> <p>Distribute for #'s 1-4 if structure and/or retaining wall is in plans</p>	<p><a href="mailto:TDOT.Structures@tn.gov">TDOT.Structures@tn.gov</a>  <a href="mailto:TDOT.StructuresRW@tn.gov">TDOT.StructuresRW@tn.gov</a></p>

**Internal Email Distribution List**

<p><b>Traffic Operations (HQ) (ITS Infrastructure)</b>  <b>Traffic Operations (HQ) (Signals)</b>  <b>Traffic Operations (HQ) (Signs and Pavement Markings)</b>  <b>Traffic Operations (HQ) (Lighting)</b>  <b>Traffic Operations (HQ) (Traffic Modeling Needs)</b>  <b>Traffic Operations (HQ) (Work Zone Reviews)</b></p>	<p>ITS  <a href="mailto:TDOT.TrafficDesign.ITS@tn.gov">TDOT.TrafficDesign.ITS@tn.gov</a></p> <p>Signals  <a href="mailto:TDOT.TrafficDesign.Signals@tn.gov">TDOT.TrafficDesign.Signals@tn.gov</a></p> <p>Signs and Pavement Markings  <a href="mailto:TDOT.TrafficDesign.SignsandMarking@tn.gov">TDOT.TrafficDesign.SignsandMarking@tn.gov</a></p> <p>Lighting  <a href="mailto:TDOT.TrafficDesign.Lighting@tn.gov">TDOT.TrafficDesign.Lighting@tn.gov</a></p> <p>Traffic Modeling Needs  <a href="mailto:TDOT.TrafficDesign.TrafficModeling@tn.gov">TDOT.TrafficDesign.TrafficModeling@tn.gov</a></p> <p>Work Zone Reviews  <a href="mailto:TDOT.TrafficDesign.WZ@tn.gov">TDOT.TrafficDesign.WZ@tn.gov</a></p>
<p>Distribute for #'s 1-4 if ITS, Signals, Signs and Pavement Markings, Lighting, Traffic Modeling, and/or Work Zone is in plans.</p>	
<p><b>Traffic Engineer (Regional)</b></p>	<p>Use individual email address</p>
<p>#1 Only</p>	

**Internal Email Distribution List**

## EXTERNAL DISTRIBUTION TO AGENCIES OR MUNICIPALITIES

It is necessary to provide plans to field review invitees outside the Department including FHWA, county and local officials, and utility owners. The distribution shall be sent to the recipients in accordance to the table below. Field review distribution by mail shall occur on the same day as the field review distribution by email and appointment.

Plans shall be provided to the Federal Highway Administration (FHWA) for new and reconstruction projects on the Interstate System or for Projects of Divisional Interest (PODI) or Appalachian Development Projects only. All projects of these types shall have field reviews scheduled in coordination with the FHWA. FHWA does not require a field review notification for any other Federal-Aid projects. Plans shall be uploaded to TNCloud and the link and password included in the field review notice.

Design Managers shall also have the option to email field review notifications and provide electronic plans as an attachment or to send them on other electronic media, provided the individual has the capability to print the plans and has agreed to the electronic distribution.

<p><b>Federal Highway Administration (FHWA) Field Operations &amp; Finance Team Leader and Area Engineer</b> and for projects as noted below:</p> <p>Plans should be distributed on new and reconstruction projects on the Interstate System, Projects of Divisional Interest (PODI), or Appalachian Development Projects.</p>	<p>Use following link to obtain Field Operations &amp; Finance Team Leader and Area Engineer Contact:</p> <p><a href="https://www.fhwa.dot.gov/tndiv/staff.cfm">https://www.fhwa.dot.gov/tndiv/staff.cfm</a></p>
<p><b>City and/or County Mayor, Director of Public Works, <u>AND</u> Highway Chief Administrator Officer</b></p>	<p>City and/or County shall be contacted for each distribution to ensure information is correct and personnel have not changed.</p>
<p><b><u>UTILITIES</u></b> Cable, Electric, Fiber, Gas, Phone, Water/Sewer, (Other)</p>	<p>Pre-Construction Personnel shall contact Regional Utilities offices to ensure utility contacts shown in the Survey.dgn file are correct prior to distribution of plans.</p>

### External Email Distribution List