GUIDELINES FOR POSTING ON THE FILE TRANSFER PROTOCOL [FTP] SITE

- **PERMITS**
- **UTILITY WORK SCHEDULES**
- **ASBESTOS ABATEMENT PLANS**
- **CONTAMINATION ASSESSMENT REPORTS**

These guidelines address the posting of permits, utility work schedules, asbestos abatement plans, and contamination assessment reports on the FTP site for Class 1 Central Office let projects and are not intended to change any District policy regarding required notification by either the District Permit or Utility Offices.

POSTING

Post permits*, utility work schedules or notifications of impending permits or work schedules, asbestos abatement plans, or contamination assessment reports in PDF format, no later than the contract mail out date (notice to contractor) to the Contractors.

*Permits for Federally Funded Projects must be posted by Authorization. If Permits are not available, District Secretary Approval must be sent to CO-CPKG prior to Authorization.

Authorization and Contract mail out dates (notice to contractor) for Central Office let contracts is available on the Critical Dates Chart at the following URL:

http://www.fdot.gov/programmanagement/FinalPlans/

Contact District for authorization and contract mail out dates (notice to contractor) for District let contracts.

For any documents which are expected to be late, post the following notice (place holder) in the appropriate folder.

> **"THIS DOCUMENT IS NOT AVAILABLE AT THIS TIME. IT WILL BE POSTED UPON RECEIPT BUT NO LATER THAN FIVE CALENDAR DAYS BEFORE THE OPENING OF BIDS"**.

When posted documents are to be revised, replaces a place holder, or new ones are posted, send an e-mail notification, to the CO-JOBLOCK and CO-CPKG distribution lists.

Include the following information:

> A new (or revised) permit (or utility work schedule) for F.P.I.D. No. _____ for the _____ letting has been posted on the FTP site.

> Identify which agency's document was revised or added. If it is a strung project, identify the applicable FPID numbers, also.

Delete the old version of any document that has been revised, or replaced. Show "Revised" at the end of the title of any revised document.

REMOVAL

Remove all documents and folders from the site, within the 115th and 120th day after the Project's letting.

CREATING FOLDERS

Write access to the FTP site must be granted. To obtain the required permissions, refer to the section below titled 'Request Permission to Access the FTP Site'.

Create a folder and subdirectories for each project that includes permits, utility schedules, asbestos abatement plan, or contamination assessment report (see below). Label the folder with the FPID number. For strung projects, label the folder with the FPID number of the lead project and "ETC" (12345615201ETC). Due to effects on other offices, do not use any special characters or spaces. Once the folder is created and after the contract mail out date (notice to contractor), do not modify the folder name without email notification to CO-CPKG.

Navigate to the following FTP address:

https://ftp.fdot.gov/login

To create folders and subdirectories

1. Select "Page"
2. Login
3. Select the appropriate District folder
4. Select "File"
5. Select "New Folder"
6. Create lead folder: Example – "12345615201" (put ETC at end if strung project) (No spaces or special characters)
7. Create Subdirectories (No spaces or special characters):
   - Permits
   - UWS *(for Utility Work Schedules)*
   - Contamination *(for Asbestos Abatement Plans and Contamination Assessment Reports)*
8. Do not create folders or subdirectories for projects that do not have permits, utility work schedules, asbestos abatement plans, or contamination assessment reports (empty folders).

*For further instruction see the **FDOT External FTP Server (FTPEXT) User Guide**

DOCUMENT CREATION AND NOMENCLATURE

It is necessary to create a PDF document for each document.

Create the PDF document.

The naming convention for the files should be descriptive, contain NO spaces, no special characters, and be as short as possible. If the file (permit, UWS, or contamination) is part of a strung project (i.e. ETC), the FPID should be added to the name of the file. Example -12345615201permit_SFWMD_xxxx.

Post the document in the appropriate subdirectory folder.

REQUEST PERMISSION TO ACCESS THE FTP SITE
 Utilize the Automated Access Request Form (AARF) system to request permission.