

ENGINEERING DIRECTIVE

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CHIEF ENGINEER

Electronic Submission and Approval of Title Sheets

This Engineering Directive establishes a formal process for applying digital/electronic signatures to bridge plans and highway title sheets, in lieu of the traditional process of applying wet signatures to mylar sheets. Effective immediately, highway and bridge construction plan title sheets shall be prepared, submitted and processed in accordance with the regulations and procedures described herein.

Regulations

Code of Massachusetts Regulation (CMR) 250 contains the rules and regulations governing professional engineers in Massachusetts. 250 CMR 5.03 describes the use of seals and signatures, including digital seals and signatures, and states in part:

- 250 CMR 5.03(2)
“The seal must be a symbol or image in the form of a rubber stamp, embossed seal, or digitized seal (computer generated image), or other form approved by the Board. The outside diameter of the depicted image must be approximately one and one half inches.”
- 250 CMR 5.03(6)
“Any document bearing the Registrant's seal must also be appropriately dated and signed with either a legible handwritten Signature adjacent to (not obscuring) the seal or a properly encrypted digital Signature, in compliance with 250 CMR.”
- 250 CMR 5.03(11)
“When a digital Signature is applied to an Instrument of Service, it must have an electronic authentication process attached to it that is uniquely associated with the Registrant, can be authenticated by the recipient, and is uniquely linked to the underlying documents in a manner that will invalidate the digital Signature if any part of the document is changed.”

Procedures

After the Project Manager approves the Plans, Special Provisions and Estimate (PS&E), the Consultant or In-House Designer shall submit an electronic, PDF title sheet(s) requiring signatures to the Project Manager.

The Project Manager shall initiate the signature process for the title sheet(s) through Adobe Sign in accordance with current MassDOT Standard Operating Procedures. This will require the file(s) to be routed to the Consultant or In-House Designer and then to a series of MassDOT

reviewers and approvers, as described in the S.O.P. and as required for each project and for each title sheet requiring signatures.

The Consultant Designer will then be required to apply their digital seal and signature to the document(s) in accordance with 250 CMR 5.03, as highlighted above. The Consultant Designer is required to have an electronic MA P.E. Stamp and Digital Signature.

Once the title sheet signature process is complete and all required approvals have been obtained, the Consultant or In-House Designer shall transmit the full set of project plans along with the Plans & Records Submission checklist to the Project Manager in accordance with current MassDOT project delivery procedures.