	STANDARD CONSTRUCTION OPERATING PROCEDURE
DDC City of New York Department of Design and Construction Division of Infrastructure Bureau of Construction	SCOP..... : 98 - 001 G CATEGORY.. : ADMINISTRATIVE Subcategory : SCOP SYSTEM
SUBJECT: STANDARD CONSTRUCTION OPERATING PROCEDURE SYSTEM - IMPLEMENTATION	Keywords ..... : SCOP, STANDARD PROCEDURES Supersedes... : N/A Supplements.... : N/A Sheet..... : 1 of 1
APPROVED: *Assistant Commissioner - William F. Lipski, P.E.*	Issue Date..... : November 10, 1998

SCOP SYSTEM: A Standard Construction Operation Procedure (SCOP) system is being implemented by Infrastructure/Construction in order to unify and organize the way in which procedures are distributed to and maintained by field personnel. SCOP's will replace many of the memos, e-mails, and directives issued by the D/C and A/C's regarding a wide variety of Infrastructure/Construction topics and issues. In addition, the SCOP system will identify which previous SCOP's have been superseded or supplemented by each subsequent SCOP, allowing for field personnel to easily locate and refer to the latest applicable procedures. SCOP's will be issued to redistribute previously issued items in order to ensure that everyone has received these items and that new employees, when given a SCOP binder, will have a complete and up to date reference.

FORMAT: Each SCOP will be numbered using the last two digits of the calendar year issued, followed by consecutive numbers starting at one each year, followed by the letter G (General), H (Highway), S (Sewer), or W (Water). Each SCOP will be given a subject, category, and subcategory. The SCOP's superseded or supplemented by the new SCOP will also be listed.

CONTENTS: A listing of SCOP's by issue #, category and suffix will be kept by Construction Support and issued periodically as new SCOP's are issued.

INDEX: An index of the keywords will be maintained by Construction Support and issued periodically as new SCOP's are issued. The SCOP's are maintained in Excel which allows searching for the keywords or other specific words.

BINDER: Each R.E. and the Borough Office will be required to maintain a binder containing current SCOP's with contents and index for reference by all DDC employees at each office.