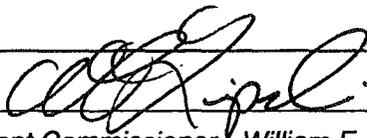


STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: FIELD OFFICE E-MAIL

SCOP..... : 02 -008G
CATEGORY.... : ADMINISTRATIVE
Subcategory : e-mail
Keywords : e-mail, Computer

APPROVED: 
Assistant Commissioner - William F. Lipski, P.E.

Supersedes... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1
Issue Date..... : February 4, 2002

All projects that require computers to be provided also require internet e-mail through an internet service provider as per Contract Section 5.35 ENGINEER'S FIELD OFFICE. Once an e-mail address is established, the Resident Engineer (RE) must e-mail DDC Information Technology Services (ITS) (Michael Trager at tragerm@ddc.nyc.gov) and request that the address be added to the DDC e-mail address book. Questions regarding this procedure can be directed to the ITS Helpdesk at 718/391-3477. The field office e-mail address can be in any format, but ITS must be requested to add the address under the Infrastructure standard format which the RE has to provide to them. The standard format is "Field Office fld_Borough Initial_FMS ID". The Borough initials are x - Bronx, k - Brooklyn, q - Queens, m - Manhattan, r - Staten Island. For example if your e-mail address is bed756@aol.com and your project name is BED 756 you would request that ITS add bed756@aol.com to the DDC address book under "Field Office fld_k_bed756".

At the end of the project, the Resident Engineer is to send ITS an e-mail requesting that the project e-mail address be removed from the DDC address book.