



NEW YORK CITY DEPARTMENT OF  
**DESIGN + CONSTRUCTION**  
 Division of Infrastructure  
 Bureau of Construction

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

**SUBJECT: STANDARD REFERENCE DOCUMENTS FOR  
 INFRASTRUCTURE PROJECT OFFICES**

**SCOP..... : 08- 004G**

**CATEGORY..: RECORD KEEPING**  
**Subcategory : CONSTRUCTION**

Keywords ..... : Specifications  
 Standard Drawings  
 References

Supersedes..... : N/A  
 Supplements..... : N/A  
 Sheet..... : 1 of 1

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**APPROVED:** \_\_\_\_\_ **ORIGINAL SIGNED BY**  
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Effective immediately, all field offices must maintain an Updated Library of the Standard Reference Documents as detailed on the attachment. Each Resident Engineer is responsible to maintain and update the library during the project and at the start of all new projects. The Resident Engineer is also mandated to transport these standard references as they move between field offices.

The Borough Offices, in conjunction with the Office of the Chief of Staff will distribute and maintain the latest copies of these documents. After the initial distribution to all construction field staff, subsequent distribution to new projects will be on an as needed basis.

Please note that some of the required reference documents can be accessed electronically through the designated websites. The Agency will endeavor to provide additional documents electronically in the future to minimize storage space.

**Attachment: Specifications, Details and References for DDC Infrastructure Projects**

## Specifications, Details and References for DDC Infrastructure Projects

### A) NYC Department of Transportation (DOT) Standards

1. New York City DOT Bureau of Highway Standard Specifications (June 1986)
2. New York City DOT Bureau of Highway Standard Details of Construction (November 1991)
3. New York City DOT Division of Street Lighting Specifications (1992)
4. New York City DOT Division of Street Lighting Standard Drawings (1992)
5. New York City DOT Standard Specifications for Traffic Signals (June 2007)
6. New York City DOT Traffic Signals Standard Drawings

### B) NYC DEPARTMENT OF Environmental Protection (DEP)/DDC Standards

1. New York City DDC Standard Sewer Specifications (December 1996)
2. New York City DEP Instructions for Specifications for Concrete (January 1992)
3. New York City DEP General Specification 11-Concrete (November 1991)
4. New York City DEP Sewer Design Standards (September 2007)
5. New York City DEP Standard Water Main Specifications (November 1, 2007)
6. New York City DEP Standard Water Main Material Specifications (2006)\*\*
7. New York City DEP Standard Drawings for Water Mains and Appurtenances (Various)\*\*\*

### C) NYC Department of Parks and Recreation Standards

1. New York City Parks Department Specifications (2008-9)
2. New York City Parks Department Tree Planting Standards (2007) Available at nyc.gov
3. New York City Parks Department Standard Drawings (2006)

### D) NYC Department of Design and Construction Manuals

1. DDC SCOP Manual (2008)
2. DDC Infrastructure Construction Standard Record Keeping Manual (2001)
3. DDC Change Order Manual (1998)\*\*
4. DDC Community Outreach Manual (2008)\*\*
5. DDC Quality Assurance Operations Manual: Infrastructure (1998)\*\*

### E) NYC Fire Department

1. Standard Specifications (2008)
2. Standard Drawings (2008)

### F) Other References

1. NYC DDC Manual for Inspection of Distribution Water Main Installation - DIP (July 2007)\*\*
2. NYC DDC Manual for Inspection of Distribution Water Main Installation – Inspector (March 2008)\*\*
3. NYC DDC Manual for Inspection of Distribution Water Main Installation – Record Keeping (May 2006)\*\*
4. NYC DDC Manual for Inspection of Distribution Water Main Installation - Payments (April 2004)\*\*
5. NYC DDC Contractor Procedure Manual (February 12, 2002)
6. NYC DOT Material Method 9.2 Field Inspection of Portland Cement Concrete (March 1993)
7. NYC DOT Resident Engineer's Field Manuals (June 1991)
8. NYC DEP Water Mains Field Manual (August 19, 1991)
9. NYC DEP Water Mains Field Engineer's Manual (February 1993)
10. NYC DOT Highway Rules (January 24, 2002)\* Available at nyc.gov
11. NYC Procurement Policy Board Rules (April, 2007)\* Available at nyc.gov
12. CET Specifications and Sketches (March 2004)
13. Manual on Uniform Traffic Control Devices (N/A)\* Available at mutcd.fhwa.dot.gov/pdfs/2003r1r2/pdf\_index.htm (Please download)
14. AED Green Book (Provided By Contractor)

\* Currently Available from the designated website; \*\* Currently Available from DDC Intranet;

\*\*\* Currently Available from Infrastructure Design; Bold – Documents available with edition date.

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