

GDOT Ecology Consultant Document Submittal Checklist

Name/Firm: _____ Date: _____

PI#: _____ Document Type: _____

Upon Transmittal of final document, please ensure all of the applicable items below have been placed in the project's Ecology folder on the GDOT OES Secure FTP site, along with a completed copy of this checklist.

Yes N/A

___ ___ Deliverable – PDF version (Complete document)

Please place the completed checklist and all items below in a subfolder titled “Files for GDOT”:

___ ___ Deliverable – Word version (Text only – Main body of document)

___ ___ Transmittal Letter – Word version

___ ___ Editable Tables – Excel spreadsheet(s) of all tables used

___ ___ Map package (.mpk) with all associated shapefiles excluding background imagery

___ ___ Datasheets not included in deliverable

___ ___ Scanned field notes not included in deliverable

___ ___ Correspondence with outside agencies

___ ___ Completed USACE GPS Datasheet (if not included in deliverable, but deliverable includes USACE wetland data forms)

___ ___ Labeled photos not included in deliverable

___ ___ Other files: _____