



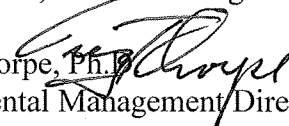
STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

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SECRETARY

February 13, 2009

MEMORANDUM TO: PDEA – ALL  
Art McMillan, P.E., State Highway Design Engineer

FROM: Greg J. Thorpe, Ph.D.   
Environmental Management Director  
Project Development and Environmental Analysis Branch

Todd Meyer  
Technical Support Analyst  
Project Development and Environmental Analysis Branch

SUBJECT: Creation of the PDEA Folder on the TIP Project Server

This memo is directed to all users of the TIP Project Server.

A folder structure on the TIP project server (i.e., “Project Store”) will be created over the weekend of February 14<sup>th</sup> & 15<sup>th</sup> 2009 to hold electronic project documentation for PDEA TIP Projects. This will include, but is not limited to, the Environmental Document, supporting environmental documentation, important correspondence, mapping and CADD files. Each PDEA workgroup will have its own file sub-structure, with the exception of mapping data, which will be located under the mapping folder.

Due to the creation of the PDEA folder on the TIP Project server, the wetland file, currently located under the “Wetland” folder on the TIP Project Server, will move to the new “PDEA\Mapping\CADD” folder.

Please pass along to your staff as appropriate.

If there are any questions please contact Todd Meyer, at (919)733-7844 x248 or [tmeyer@ncdot.gov](mailto:tmeyer@ncdot.gov)