



**NORTH CAROLINA**  
Department of Transportation

# Effective Field Inspections

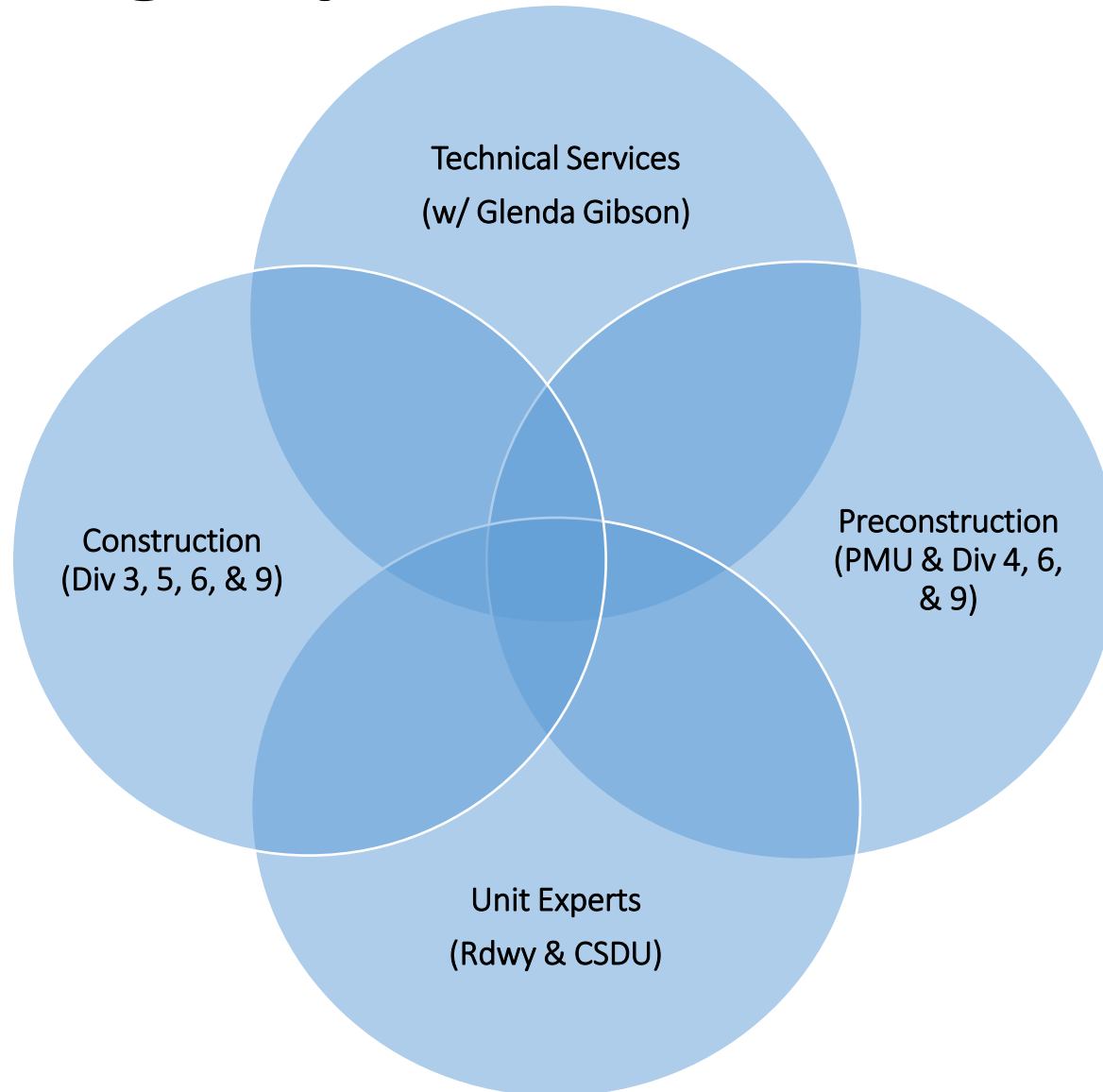
January 2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

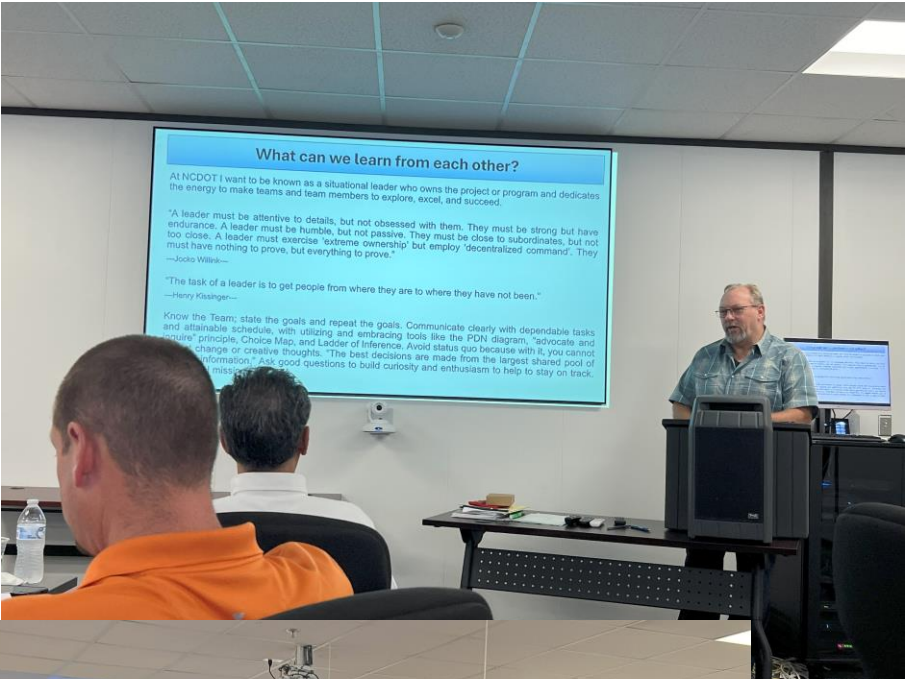
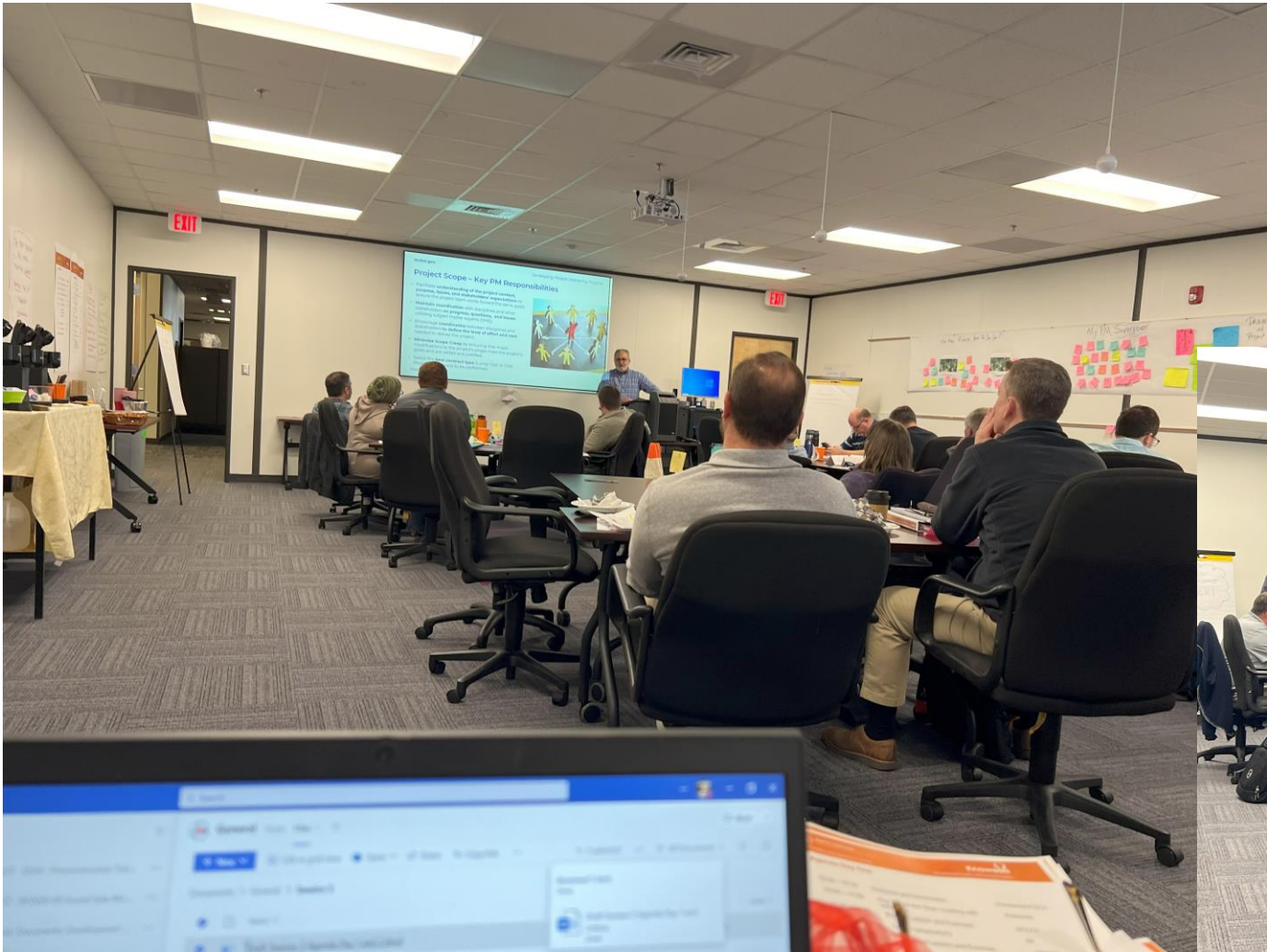
# Why the Change?

- Meeting Effectiveness
- Team Member Role/Responsibility
- Field Inspection Question Alignment with PDN
- Construction & Maintenance – ID Fatal Flaws & Improvements

# Formed a Workgroup



# Created and Delivered Training



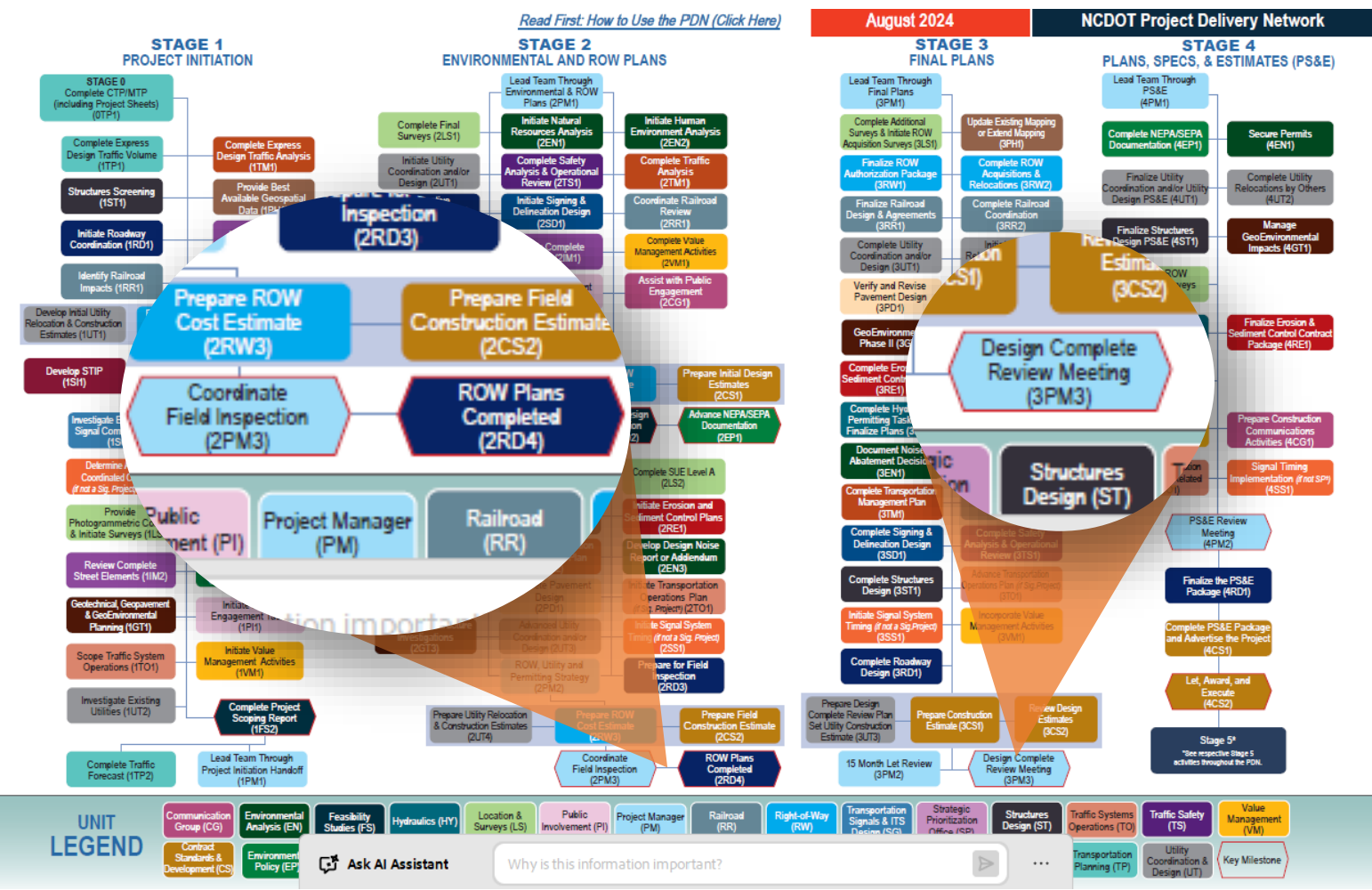
# Renaming, Selecting & Scheduling Field Inspections

Three Types of Field Inspections:

Combined Field Inspection

Right-of-Way Field Inspection

Design Complete Field Inspection





# Summary of Field Inspection Types

## COMBINED FIELD INSPECTIONS:

- One Field Inspection
- Smaller Projects like Bridge Replacements
- Focuses on All Aspects of the Project
- Occurs Just Before Right of Way Plan Submittal

## RIGHT OF WAY FIELD INSPECTIONS:

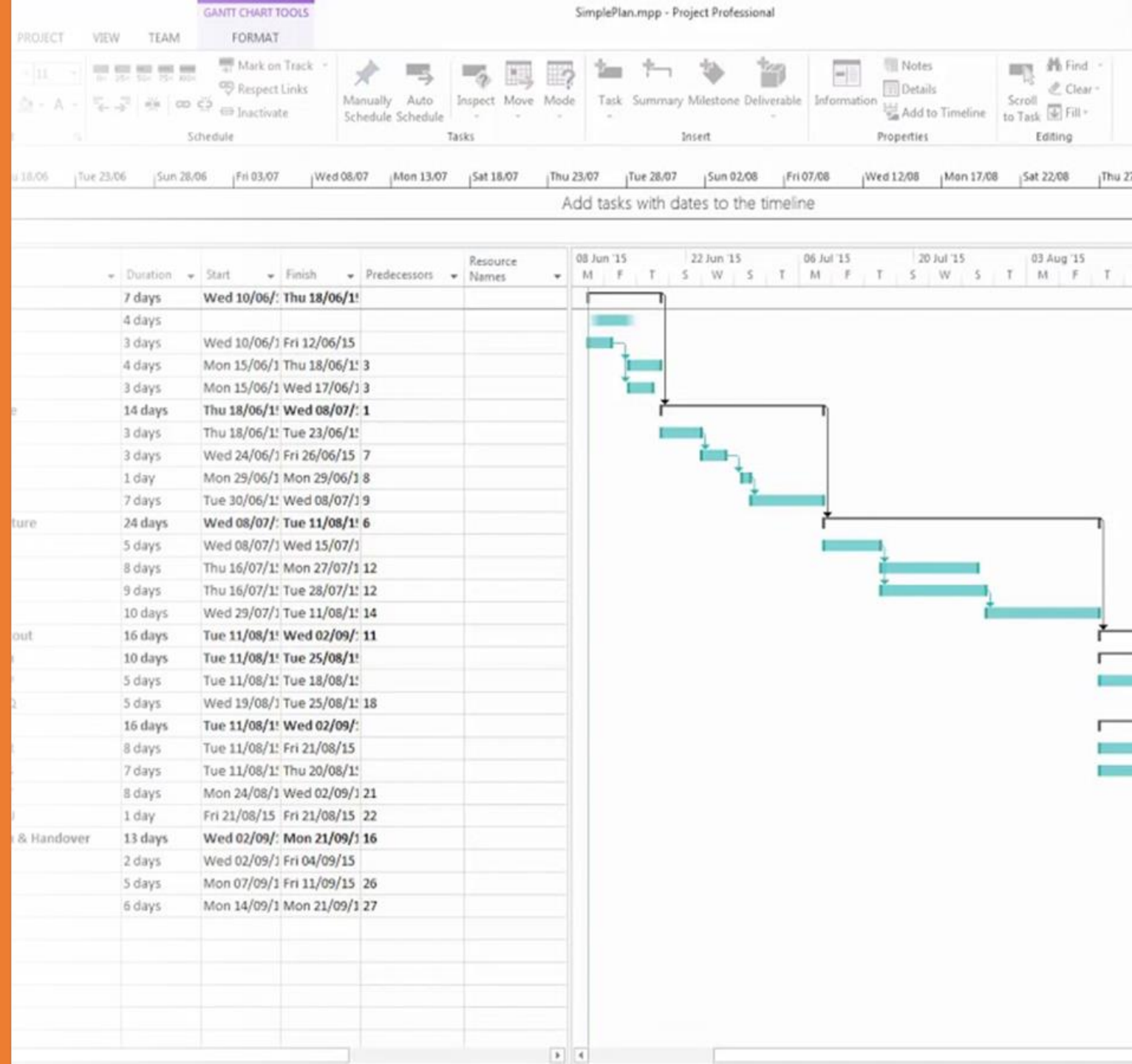
- The First of Two Field Inspections
- Larger More Complex Projects
- Focuses on All things Right of Way
- Occurs Just Before Right of Way Plan Submittal

## DESIGN COMPLETE FIELD INSPECTIONS:

- The Second of Two Inspections
- Larger More Complex Projects
- Focuses on Contract, Permitting, Traffic Control and Finalizing Plans
- Occurs Just Before Final Plan Submittal

# Schedule

- Set a reasonable schedule
- Submit plans and guide at least three weeks in advance of the field inspection.
- Complete Cat 1 questions at least 1 week prior to the field inspection
- Division Review the responses prior to the field inspection and identify discussion points
- Hold the Field Inspection
- Division complete the guide within two weeks after the field inspection
- Allow response time for comment resolution before the right of way date.



# FIELD INSPECTION LOGISTICS

## Project Manager to coordinate with Division on:

- Review Schedule and FI Timeline (minimum three weeks) - Confirm if more time is needed
- Leader, Attendees, Location, Time - Confirm preferences
- Plan Format - Hard copy, Electronic, or both? Quantity?
- Comment Method - Redline, Bluebeam, or other
- Meeting Summary - Assign responsibility
- Pre-Field Inspection Concerns - Address any Division questions

## Project Manager to:

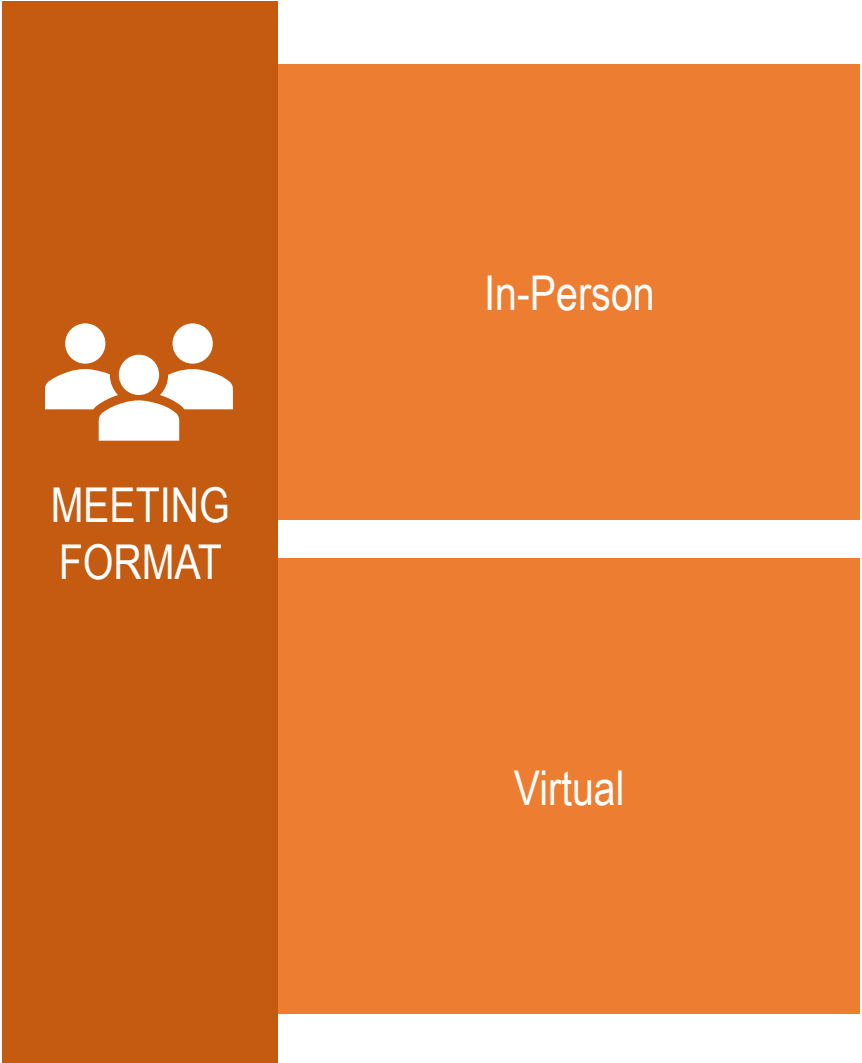
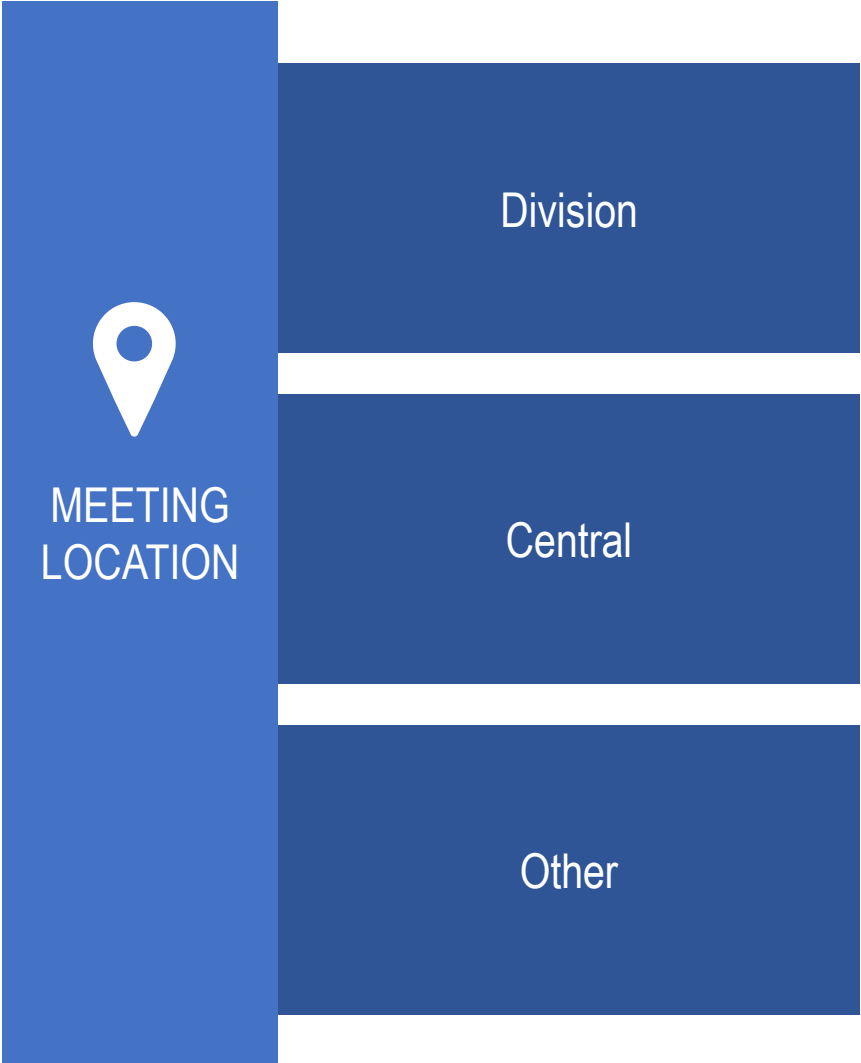
- Review the Plans
- Coordinate any plan discrepancies as soon as possible
- Share Field Inspection Guide on the Project Site and Send Plans to all attendees on Project Site
- Request Subject Matter Experts to complete Category 1 and provide input on Category 2 questions
- Monitor SharePoint to ensure responses are complete one week prior to field inspection
- Attend in person if possible

## Subject Matter Expert to:

- Review the Plans
- Coordinate any plan discrepancies prior to the field inspection if possible
- Provide responses at least one week prior to the field inspection on All Category 1 questions and provide input on any Category 2 questions as appropriate
- Attend in person if possible



# Keys to Success: Communication and Participation



# Keys to Success: Meeting Expectations

## PRIOR TO THE FIELD INSPECTION

- Review the plans in advance
- Discuss Logistics with the DCE
- Coordinate with other units to eliminate conflicts between disciplines
- Place the appropriate Field inspection guide on the project site
- Send out the plans and the guide
- Review the plans in advance

## DURING THE FIELD INSPECTION

- No multitasking
- Actively Participate in the meeting
- Limit Sidebars

## AFTER THE FIELD INSPECTION

- Coordinate with other units as needed
- Ensure all comments/action items are assigned and addressed as soon as possible
- Answer all questions in the list of field inspection questions in a timely manner
- Reinforce the schedule and next steps for participants
- Upload a PDF copy of the completed guide/guides through Atlas for inclusion in Automated PS&E Checklist

# Review Document/Changes

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# Where to Find the Guide

Connect NCDOT  
BUSINESS PARTNER RESOURCES

[Home](#) [Help](#) [Team Sites](#) [Site Map](#)

Doing BusinessBidding & Letting**Projects**ResourcesLocal Governments

Search...

PlanningConstructionResearchRoadway DesignWork ZonePublic EngagementBike & PedestrianProject ManagementValue Management

## Project Management Resources

Welcome to the Project Management Resource Page

► Connect NCDOT ► Projects ► Project Management & Delivery ► Project Management Resources

### Project Management

**PM Guide**

**NCDOT PM Activity Diagram for Nov 2021**

What is Project Management? (future link)

### Section 1: General PM Topics

Chapters	Tools	Training	Links	Last Update
<b>General PM Topics</b>				
Leading Teams	Agenda And Meeting Minutes Template	PM Guide Video		7/9/24
Quality Management			Quality Control/Quality Assurance (QA/QC) Guide Quality Checklists Page	7/9/24
Risk Management			Risk Assessment Resources	7/9/24
<b>General Process Topics</b>				
Schedule Management	Bridge Project PDN Schedule Template Non	MS Project Quick Reference	6 Key Areas to Review	11/26/24

Section 2: PDN Stage Specific				
Chapters	Tools	Training	Links	Last Update
Project Initiation (PDN Stage 1)				
Construction Contract Type (DBB, DB, CGMC, PDB)	Construction Contract Decision Matrix	Construction Contract Type Decision		3/1/20
Lead Team Through Project Initiation Handoff (Future link)				
Environmental Documents and ROW Plans (PDN Stage 2)				
Environmental Documents & DRPS				
Leading Teams Through Environmental Decision Making		Initial Project Coordination Training	EPU Website	
Data Requests/Agency & Tribal Coordination			ATLAS Site ETRACS Site	
Integrated Mobility Division (IMD)			Policy Update Memo Complete Streets Website	8/28/19
Alternative Development				
Impact Analysis		NEPA Training		
Design Recommendation Planset (DRPS)				
Environmental Document			Distributing Environmental Documents	
Field Inspection & RPC				
Develop ROW, Utility and Permitting Strategy				
Field Inspection			Combined Field Inspection Guide (docx) Combined Field Inspection Guide (PDF)	9/30/25

# Where Should the Shared Guide be Placed

The screenshot shows a web browser window with the URL <https://connect.ncdot.gov/site/Preconstruction/division/div06/U-2519F/SitePages/Home.aspx>. The page features a navigation bar with links: [Doing Business](#), [Bidding & Letting](#), [Projects](#), [Resources](#), and [Local Governments](#). Below the navigation bar, the project title is displayed as **U-2519F** followed by a right-pointing arrow and **U-2519F**, with the subtitle **Fayetteville Outer Loop ITS** and **Cumberland**. A breadcrumb trail shows [Home](#) > [Division 06 Preconstruction](#) > [U-2519F](#). The main content area is divided into two columns. The left column contains a sidebar with several sections: **Preconstruction Home** (with links to [Precon Dashboard](#) and [Project Site](#)), **Recently Modified** (with links to [Key Documents](#), [Project Contacts](#), [Email Project Contacts](#), [Project Info U-2519F](#), [Project Structures](#), and [ROW Parcel Status U-2519F](#)), **Project Management** (with links to [Project Data](#) and [Project Schedule](#)), and **Precon Tools**. The right column is titled **Disciplines & Team Collaboration** and contains a list of expandable sections: **General**, **Disciplines**, **Collaboration**, **LET Preparation**, **Post LET**, **ATLAS Tools**, and **Consulting Firm Access Summary**. The **Collaboration** section is expanded, showing a list of items: **External Collaboration (8)** and **Team Collaboration (0)**. The **External Collaboration (8)** item is circled in red.

← ↻ 🏠 <https://connect.ncdot.gov/site/Preconstruction/division/div06/U-2519F/SitePages/Home.aspx>

[Doing Business](#) [Bidding & Letting](#) [Projects](#) [Resources](#) [Local Governments](#)

**U-2519F** ▶ **U-2519F**  
Fayetteville Outer Loop ITS  
Cumberland

🏠 ▶ [Division 06 Preconstruction](#) ▶ [U-2519F](#)

**Preconstruction Home**

[Precon Dashboard](#)

[Project Site](#)

→ [Recently Modified](#)

→ [Key Documents](#)

→ [Project Contacts](#)

→ [Email Project Contacts](#)

→ [Project Info U-2519F](#)

→ [Project Structures](#)

→ [ROW Parcel Status U-2519F](#)

**Project Management**

→ [Project Data](#)

→ [Project Schedule](#)

**Precon Tools**

**Disciplines & Team Collaboration**

▶ **General**

▶ **Disciplines**

▶ **Collaboration**

- **External Collaboration (8)**
- **Team Collaboration (0)**

▶ **LET Preparation**

▶ **Post LET**

▶ **ATLAS Tools**

▶ **Consulting Firm Access Summary**



# Created a Guide



## COMBINED FIELD INSPECTION GUIDE

Approach and Questions

# GUIDE NAVIGATION

Navigation

Search document

Headings Pages Results

OVERVIEW

AGENDA

CATEGORY 1

SUBJECT MATTER EXPERT QUESTIONS

CATEGORY 2

QUESTIONS TO BE DISCUSSED AT THE FIELD INSPECTION

CATEGORY 3

DIVISION SPECIFIC QUESTIONS



## COMBINED FIELD INSPECTION GUIDE

Approach and Questions

September, 2025

# OVERVIEW

## OVERVIEW

This guide should be selected when you anticipate only one field inspection to occur during the project lifecycle. This process is most suitable for smaller projects, such as small safety projects and bridge projects. This single field inspection must comprehensively address all critical aspects of the project including, but not limited to, all design-related issues, right of way, utilities, traffic management, driveway access, overall constructability, permit issues and all contract requirements. Although this is a multidisciplinary review, division input from construction and maintenance is critical to the success of the project. Division input is required on all questions.

<b>Construction WBS #</b>	Click or tap here to enter.
<b>County</b>	Click or tap here to enter.
<b>T.I.P. #</b>	Click or tap here to enter.
<b>Project Manager</b>	Click or tap here to enter.
<b>Management Group (Central or Division #)</b>	Click or tap here to enter.

### Purpose

Field inspections are designed to provide a multidisciplinary review of the project at critical stages throughout its lifecycle. The primary objectives are to:

- Identify right-of-way and utility requirements
- Detect design conflicts
- Address constructability challenges
- [Prevent](#) construction change orders and unnecessary delays
- Discuss long term maintenance issues and possible mitigation measures

Active participation in these meetings, by all subject matter experts, is essential to ensuring the project's success.

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# LOGISTICS

## Logistics

The Project Manager will need to contact the Division and discuss the following:

- The schedule should allow for **a minimum of 3 weeks** to review the plans prior to the set field inspection date. Is additional review time required?
- Who will be leading the meeting?
- Discuss any additional required attendees, the meeting location, and time preference for the field inspection with the Division.
- Does the Division prefer hard copies or electronic versions, or both? If hard copies are requested, how many copies are required and should the electronic version be sent ahead of time to start their review.
- How will comments be provided and who will provide them? Redline hard copy, Bluebeam review, or other.
- Who will prepare the meeting summary?
- Does the Division have any questions or concerns with the project that need addressing prior to the field inspection.
- The Project Manager will set up a SharePoint site and will submit the SharePoint link for the field inspection guide along with the plans to all field inspection attendees and request the subject matter experts to complete all Category 1 questions and provide input on any relevant Category 2 questions.
- The Project Manager will monitor the SharePoint Field Inspection Guide and ensure meeting participants have completed the required responses **at least one week** prior to the scheduled field inspection.



# INSTRUCTIONS

## Instructions

The Division Construction Engineer (DCE) or their delegate is responsible for leading the field inspection meeting. It is essential for successful projects to gather input on the design from construction and maintenance personnel. Disciplines named in the agenda are tasked with supporting the DCE in their designated sections. The discipline listed first and in **BOLD** is considered the lead discipline and is responsible for coordinating the response to that question. However, all attendees must actively participate and contribute to the questions and discussions to guarantee the project's overall success. If a conflict arises from a question that is completed in advance of the meeting that has not been resolved, the DCE or their delegate should discuss that question at the field inspection.

The following topics and questions must be addressed by all relevant disciplines prior to, during, or immediately after the meeting regardless of project size. Responses are required for every question. If a question does not apply to the project, mark it as "N/A." When additional information is requested, provide complete statements to ensure clarity of all responses. Answers to these questions are needed to help ensure cross discipline coordination has and is occurring, to help ensure Division input has been included in the plan development and to help complete the contract document and estimate.

# DRAFT AGENDA

## AGENDA

### Combined Field Inspection

- I. **Review the Questions answered prior to the field inspection**
- II. **Project Commitment Discussion – Division Construction Engineer (DCE), Environmental Policy Unit (EP), and Division Environmental Officer (DEO)**
  - A. Review the Project Commitments from the Environmental Document (Green Sheets)
  - B. Environmental Commitments and Sensitive Areas Discussion Questions
- III. **Sheet-by-Sheet Review with All Parties Providing Comments – DCE**
  - A. Title Sheet and General Project Scope Questions
  - B. Typical Sections and 2 Series Sheets
  - C. Summaries and 3 Series Sheets as identified in the PDN or unit submittal requirements
  - D. Plan and Profile Sheets
  - E. Review Traffic Control Concepts/Plans
  - F. Review any other discipline plans provided
- IV. **Additional Questions Requiring Input from All Participants**
  - A. Environmental - Environmental Policy (EP), Environmental Analysis (EN)
  - B. Traffic System Operations (TO)
  - C. Roadway Design (RD)
  - D. Hydraulic Design (HY)
  - E. Erosion and Sediment Control – Roadside and Environmental (RE)
  - F. Geotechnical (GT)
  - G. Utility Coordination and Design (UT)
  - H. Constructability and Maintenance of Traffic – Traffic Management (TM)
  - I. Railroad (RR)
  - J. Bicycle and Pedestrian – Integrated Mobility (IM)
  - K. Permitting
  - L. Right-of-Way (RW)
  - M. Structures Design (ST)
  - N. Signing and Delineation (SD)
  - O. Transportation Signals & ITS (SG)
  - P. Pavement Design Unit (PD)
  - Q. District Engineer (DE)
  - R. County Maintenance Engineer (CME)
  - S. Division Construction Engineer (DCE)
  - T. Others
- V. **Adjourn**

REORDERED

## II. Sheet-by-Sheet Review

### A. Title Sheet and General Project Questions

1. **IM:** Are any municipal agreements anticipated for the project? If "Yes", please list the agreements and the [current status](#) of those agreements. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

### B. Typical Sections and 2 Series Sheets

#### *Typical Sections, Earthwork, and Pavement*

1. **TM** RD, PD: Has temporary pavement for all traffic phases been accounted for in the typical sections? If "No," identify missing locations and phases below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

### C. Plan and Profile Sheets

#### *Roadway*

#### **Geometry**

1. **RD, HY:** Are there any non-standard street returns regarding width or [radii](#)? If "Yes," list locations below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

2. **RD:** Should cul-de-sacs or turnaround areas be built on terminated existing roads? If "Yes," list locations below. ☐ Yes ☐ No ☐ N/A

[Click or tap here to provide additional information.](#)

3. **RD, TM:** Are reduced-conflict intersections proposed? ☐ Yes ☐ No

If "Yes," have any land use changes occurred that would affect the design median width or U turn bulbs? If "Yes," please discuss design features to ensure optimal median crossovers and required design vehicles. ☐ Yes ☐ No ☐ N/A

[Click or tap here to provide additional information.](#)

# THREE CATEGORIES

The following topics and questions must be addressed by all relevant disciplines prior to, during, or immediately after the meeting regardless of project size. Responses are required for every question. If a question does not apply to the project, mark it as "N/A." When additional information is requested, provide complete statements to ensure clarity of all responses. Answers to these questions are needed to help ensure [cross discipline](#) coordination has and is occurring, to help ensure Division input has been included in the [plan development](#) and to help complete the contract document and estimate.

The questions are divided into three categories:

- 1. Subject Matter Expert Questions:**  
Although Division input on all questions is the main objective, the answers provided in this section are intended to assist the division and to save time during the actual field inspection. Questions in this section are to be completed by the disciplines **at least one week** in advance of the field inspection.
- 2. Questions to be Discussed at the Field Inspection:**  
Questions in this section should require discussion and input from all participants during the meeting.
- 3. Division Specific Questions:**  
Questions in this section should be completed by Division construction and maintenance personnel during or immediately after the meeting. These questions may be completed and submitted **no more than 2 weeks** after the field inspection has been held.

If a discipline has information that pertains to a question in any of the categories, they should provide the response in advance of the meeting.

# RESPONSIBLE SUBJECT MATTER EXPERTS

## CATEGORY 1

### SUBJECT MATTER EXPERT QUESTIONS

Category 1 Questions are to be completed by the disciplines at least one week in advance of the field inspection. Although Division input on all questions is the main objective, the answers provided in this section are intended to assist the division and to save time during the actual field inspection. When Subject Matter Experts are completing the questions, they should not work in a vacuum. SMEs should coordinate in advance of the field inspection whenever possible with all units to ensure all questions are complete.

#### I. Project Commitment Discussion

##### A. Review the Project Commitments (Green Sheets)

1. **EP:** Have all environmental commitments from the Environmental Document (Green Sheets) been reviewed, confirmed as implementable and addressed in the plans and/or the special provisions? If "No," provide details below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

2. **EP:** Is the environmental document still valid? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

- If "No," is a consultation required? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

3. **EP, EN, TM, TO:** Are there moratoria impacting this project? If "Yes," list each type and affected dates below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

4. **EP, IM:** Are there any temporary pedestrian impacts listed in the environmental commitments (Green Sheets)? If so, have they been addressed in the plans? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)



# CATEGORY 1

## CATEGORY 1

### SUBJECT MATTER EXPERT QUESTIONS

Category 1 Questions are to be completed by the disciplines at least one week in advance of the field inspection. Although Division input on all questions is the main objective, the answers provided in this section are intended to assist the division and to save time during the actual field inspection. When Subject Matter Experts are completing the questions, they should not work in a vacuum. SMEs should coordinate in advance of the field inspection whenever possible with all units to ensure all questions are complete.

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4. **EP, IM:** Are there any temporary pedestrian impacts listed in the environmental commitments (Green Sheets)? If so, have they been addressed in the plans? ☐ Yes ☐ No

*Click or tap here to provide additional information.*

# CATEGORY 2

## CATEGORY 2

### QUESTIONS TO BE DISCUSSED AT THE FIELD INSPECTION

These questions should be discussed and completed during the field inspection. **If any project conditions or preferences require special provisions or unique pay items, they should be noted in the comments and discussed during the field inspection.**

#### Sheet-by-Sheet Review

##### A. Title Sheet and General Project Questions

1. Please advise what date the Division Field Inspection Question Responses should be completed and submitted, but no later than 2 weeks after the field inspection is held in order to meet the project schedule? [Click or tap here to enter date.](#)

2. Will advanced clearing and grubbing be required for utility relocation as a separate project in advance of the overall project letting? If "Yes," please provide a recommended letting date for the clearing and grubbing project. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

- If an advanced clearing and grubbing project is required, are the hazardous waste sites shown on both the overall project and the clearing and grubbing project? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

3. Has the project been coordinated with any and all adjacent projects including signal projects, rail projects, lighting projects, etc? If "No", please list adjacent projects that should be coordinated. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

4. What is the probable posted speed limit for this project?

[Click or tap here to enter.](#)

5. Which clearing method will be used? If "Other," specify below. ☐ Method II ☐ Method III ☐ Modified Method III ☐ Other

[Click or tap here to provide additional information.](#)

# CATEGORY 3

## CATEGORY 3

### DIVISION SPECIFIC QUESTIONS

May be completed and submitted by the Division Construction Engineer or their delegate after the combined field inspection, but no more than 2 weeks after the field inspection has been held. **If a quantity estimate is requested, this quantity would be in addition to the quantities calculated by the designer. If any project conditions or preferences require special provisions or unique pay items, they should be noted in the comments and discussed during the field inspection.**

1. Will a four-week or eight-week advertisement be required for this project? If a eight-week advertisement is required, please provide reasoning for this decision. ☐ 4-week ☐ 8-week

[Click or tap here to provide additional information.](#)

2. If this project is a waste project, should additional shoulder borrow quantity be added? If so, provide an approximate quantity below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

3. Will incidental stone base be required (Article 545-1)? If "Yes," estimate quantity below. ☐ Yes ☐ No

4. Are new walls, steps, or house walks required? If "Yes," provide location, type of construction, and quantities below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

5. Are pipe installations requiring trenchless construction needed? If "Yes," provide estimated length and location in soil below. (Note: Separate lengths are needed for each location in materials other than soil.) ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

6. Are additional underdrains anticipated? If "Yes," estimate total length below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

# Key Changes to the Guides

- Redesign of the question document to be a guide as opposed to just questions
- Added a clear direction & purpose to each field inspection guide
- Reordered the field inspection questions to align with the plan sheet order
- Added a DRAFT Agenda
- Divided the questions into three categories:

**Cat 1: Subject Matter Expert Questions - Questions To be completed by the Discipline Leads in advance of the meeting**

**Cat 2: Questions To Be Discussed At The Field Inspection**

**Cat 3: Division Specific Questions – Questions that the Division Construction Engineer, DCE, or delegate can complete at any time**

- Added responsible Discipline Leads and Contributors to each question using the PDN unit designations

## CATEGORY 1

### SUBJECT MATTER EXPERT QUESTIONS

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[Click or tap here to provide additional information.](#)

2. **EP:** Is the environmental document still valid? ☐ Yes ☐ No

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[Click or tap here to provide additional information.](#)

4. **EP, IM:** Are there any temporary pedestrian impacts listed in the environmental commitments (Green Sheets)? If so, have they been addressed in the plans? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

Questions?

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