

## FOREWORD

This manual has been prepared for the guidance of all personnel engaged in securing and using survey data. Its purpose is to establish and put into practice, standard requirements which meet the most recent technical changes, methods and procedures that will enable its users to secure, prepare and submit accurate, complete and uniform data. It is not intended to be a textbook, but a guidance for organizational uniformity, functional methods and procedures, and to serve the need for consistent development of the changes in surveying technology. To minimize the scope and size of this manual, specifications and standards as referenced by this manual, and safety functions will be addressed by guidelines from the State Traffic Engineer and the State Safety and Health Engineer.

An employee of the Virginia Department of Transportation is a part of a large construction and service organization, the operating cost of which is paid directly by the people of the Commonwealth. The members of a survey party usually are the first to make direct contact with local citizens and the Department is judged by the survey party's actions, their integrity and courtesy, and their respect for public and private property. Because first impressions often are lasting ones, and because the entire Department is judged by the actions of its employees, it is imperative that all survey employees become familiar with the contents of this manual.

In preparing a manual such as this, all situations cannot be covered, nor is it the intent of this manual to do so. When unusual situations occur, it is the duty of the Survey Supervisor to secure the most complete and accurate information possible and to conform to this manual as closely as possible. The finest tool an engineer can have in designing a highway is a complete and accurate survey.

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Anyone using this manual is encouraged to send any constructive criticism, useful suggestions or comments for improving it, to the State Location and Design Engineer.

For the distribution of this manual a digital copy will be located on the official Virginia Department of Transportation website:

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This manual is **no longer** available for purchase.