

Outside of the exception cases lettered below, the following shall apply:

- ❖ **ADVANCE NOTICE – FIELD EQUIPMENT:** Prior to physically opening/accessing RIDOT traffic signal cabinets, controllers, detectors, and/or any other field equipment, the RIDOT personnel bulleted below should be contacted, requesting permission to access with description of why access is sought / what is planned to be done:
 1. **The current Chief of the RIDOT Highway Maintenance Traffic/Electrical Section, by phone and/or by e-mail**
 - As of 10/19/21, this is: [Glenn Cabral, \(401\) 265-2436, glenn.cabral@dot.ri.gov](mailto:glenn.cabral@dot.ri.gov)
 2. **If e-mail is used, the current Supervisor of the RIDOT Highway Maintenance Traffic/Electrical Section should be CC'd**
 - As of 10/19/21, this is: [Chris Emery, chris.emery@dot.ri.gov](mailto:chris.emery@dot.ri.gov)

Contact/request should be made in advance at a timeframe that allows for a reasonable notice and response (at least two weeks is generally preferable), but RIDOT understands less time may be available in emergency situations. In certain cases, and only when noted by a RIDOT official, the advance notification protocol as stipulated above may be modified or waived, but permission must always be received from someone in the RIDOT Highway Maintenance Traffic/Electrical Section prior to accessing the RIDOT asset(s).

- ❖ **ADVANCE NOTICE – REMOTE TRAFFIC SIGNAL MANAGEMENT AND/OR CONTROL SYSTEMS:** Prior to making changes to RIDOT remote traffic signal management and/or control systems, software, databases, and/or equipment, the RIDOT personnel bulleted below should be contacted, requesting permission to make changes with description of what changes are planned to be made and why:
 1. **A current RIDOT TSMO Engineer, by phone and/or by e-mail**
 - As of 10/19/21, this is: [Russell Holt, \(401\) 563-4046, russell.holt@dot.ri.gov](mailto:russell.holt@dot.ri.gov)
 2. **If e-mail is used, the current Supervisor of the RIDOT Highway Maintenance Traffic/Electrical Section should be CC'd**
 - As of 10/19/21, this is: [Chris Emery, chris.emery@dot.ri.gov](mailto:chris.emery@dot.ri.gov)

Contact/request should be made in advance at a timeframe that allows for a reasonable notice and response (at least two weeks is generally preferable), but RIDOT understands less time may be available in emergency situations. In certain cases, and only when noted by a RIDOT official, the advance notification protocol as stipulated above may be modified or waived, but permission must always be received from someone in the RIDOT Transportation Management Center or the RIDOT Highway Maintenance Traffic/Electrical Section prior to making changes to the RIDOT asset(s).

- ❖ **NOTICE/RECORD OF CHANGES:** When any changes are made to RIDOT traffic signal cabinets, controllers, detectors, and/or any other affiliated equipment and/or systems (this includes roadside and remote traffic signal management systems, software, databases, and equipment), the RIDOT personnel bulleted below shall be contacted, with clear description/documentation of what has been done/changed and why:
 1. **The current Chief of the RIDOT Highway Maintenance Traffic/Electrical Section, by e-mail**
 - As of 10/19/21, this is: [Glenn Cabral, glenn.cabral@dot.ri.gov](mailto:glenn.cabral@dot.ri.gov)
 2. **The current Supervisor of the RIDOT Highway Maintenance Traffic/Electrical Section, by e-mail**
 - As of 10/19/21, this is: [Chris Emery, chris.emery@dot.ri.gov](mailto:chris.emery@dot.ri.gov)
 3. **A current RIDOT TSMO Engineer, by e-mail**
 - As of 10/19/21, this is: [Russell Holt, russell.holt@dot.ri.gov](mailto:russell.holt@dot.ri.gov)

Notification and documentation of changes shall be made/provided as soon as feasible/practicable.

EXCEPTIONS TO ABOVE (contact/notifications NOT required when either of these conditions exist)

- A. On RIDOT Construction projects where there is a RIDOT-approved plan(s) and/or specification(s) calling for the work, and the contract requirements do not otherwise require such contact/notification
- B. On RIDOT Physical Alteration Permit work, where there is a RIDOT-approved plan(s) and/or specification(s) calling for the work, and the Permit does not otherwise require such contact/notification