**Field Note Guidelines**

* Make as short as possible so the Alignment Sheet isn’t cluttered.
* Use “RouteID”, “Measure”, “Status”, “TYPE”, “DESCRIPTION”, and “SURVEYBOOK”.
* “Active” and “In-Service” are both valid domains, but you will only be able to choose “In-Service” if you are adding new Field Notes or changing the status of existing Field Notes.
* When installing Field Notes from GForms or Maintenance Records, use the SURVEYBOOK field to fill in the MR Tracking Number or GForm number so the source can be referenced.

**For all PIs**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** | **LOCATEBY** | **SURVEYBOOK** |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 374231 | In-Service | PI | ANGLE: LT 10d 57m 10s; BEARING: N 10d 57m 10s W; DESCRIPTION: PI Left; | <Null> | <Null> |

* DESCRIPTION shows in HelloSheets exactly as typed, so it needs to be as short as possible. We only need the Angle and direction, not anything else after that. The edited Description should follow this format:

|  |
| --- |
| **DESCRIPTION** |
| ANGLE: LT 10^ 57’ 10” |

* + You should use ^ for your degree symbols. Although both ° and ^ will show as a degree symbol on HelloSheets, ^ will cause fewer errors in Reports.
* **IF YOU HAVE AN ELBOW ON THE LINE, YOU WILL NOT HAVE A PI AT THAT LOCATION!** Delete the PI from that measure so that both do not show up on alignment sheets. Only use PI if you are not sure that the bend is a fitting, and use either a Field Note or a Fitting, **NOT BOTH**. The sheet notes will look like this if you have both a PI and a fitting, which is confusing:

**3742+31** ANGLE: LT 10^ 57’ 10”; CL 12” ELL 10^ LT

* **Pay extra attention to records such as these:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** | **LOCATEBY** | **SURVEYBOOK** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 399241.4 | In-Service | Unknown | ANGLE: RT 14d 52m 48s; BEARING: N 14d 52m 48s E; | <Null> | <Null> |
| {434c1759-b87b-4060-8711-bb10ceb2dd17} | 399230.2 | In-Service | Unknown | ANGLE: RT 14d 52m 48s; BEARING: N 14d 52m 48s E; | <Null> | <Null> |

* + There are two different RouteIDs, two different Measures, the TYPE is Unknown, but the DESCRIPTION is the exact same Angle and direction. If these Field Notes are in the same location in Arc, it means this is a **STATION EQUATION**.
    - You will need to add another Field Note at this location for your station equation if it is not present already. The comment format is as follows:

|  |
| --- |
| AHD = 3992+41.4 BK \*\*\*STATION EQUATION\*\*\* |

* + - There are five spaces between “BK” and “\*\*\*”. Your created Field Note record should appear as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** | **LOCATEBY** | **SURVEYBOOK** |
| {434c1759-b87b-4060-8711-bb10ceb2dd17} | 399230.2 | Active | Equation | AHD = 3992+41.4 BK \*\*\*STATION EQUATION\*\*\* | <Null> | <Null> |

* + - The Measure field will always be the Ahead measure, and the RouteID (Pressure System GlobalID) will always be the Ahead RouteID.
    - There will be three records at this location in Arc. They will appear this way:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** | **LOCATEBY** | **SURVEYBOOK** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 399241.4 | Active | PI | ANGLE: RT 14° 52’ 48” | <Null> | <Null> |
| {434c1759-b87b-4060-8711-bb10ceb2dd17} | 399230.2 | Active | PI | ANGLE: RT 14° 52’ 48” | <Null> | <Null> |
| {434c1759-b87b-4060-8711-bb10ceb2dd17} | 399230.2 | Active | Equation | AHD = 3992+41.4 BK \*\*\*STATION EQUATION\*\*\* | <Null> | <Null> |

* + - Notice that the Field Note Type has been changed from “Unknown” to “PI” for the two angles.

**For all “Markers”**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 369600 | In-Service | Marker | Description: AERIAL MARKER 70; Marker Type: Aerial Marker; |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 381276 | In-Service | Marker | Marker Type: Magnet; |

* “Marker” is not a valid domain in TYPE, so Aerial Markers will be identified as Sheet Notes.
* The DESCRIPTION for Aerial Marker is redundant. Remove all duplicate information.
* “Magnet” is a valid domain, so you will change TYPE to “Magnet”.
* All of the trailing semicolons need to be removed. The edited output will look like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 369600 | Active | Sheet Note | AERIAL MARKER 70 |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 381276 | Active | Magnet | Magnet |

**For all Sags and Overbends:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {B36793C4-3E43-4F21-BFDC-5AF5D91D62DF} | 225213 | In-Service | Overbend | Overbend 5^ |
| {B36793C4-3E43-4F21-BFDC-5AF5D91D62DF} | 137969 | In-Service | Sag | Sag 7^ |

* Sometimes these will have degree values for the bend, and sometimes they won’t. If they have degree values, make sure they have ^ after them.
* To shorten the Overbend Description, make it “OB”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {B36793C4-3E43-4F21-BFDC-5AF5D91D62DF} | 225213 | In-Service | Overbend | OB 5^ |
| {B36793C4-3E43-4F21-BFDC-5AF5D91D62DF} | 137969 | In-Service | Sag | Sag 7^ |

**For all Township Line, Property Line, County Line**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 373139 | In-Service | Sheet Note | Description: Franklin Township; Sheet Type: Township Line; |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 377819 | In-Service | Sheet Note | Description: PROPERTY LINE; Sheet Type: Property Line; |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 373290 | In-Service | Sheet Note | Description: Somerset County; Sheet Type: County Line; |

* All of these are currently in the database as “Sheet Notes”. They need to be changed to their correct TYPE, and their descriptions shortened. Remove redundant information and keep what is useful. The edited output should look like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 373139 | Active | Township Line | Township Line: Franklin Township |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 377819 | Active | Property Line | PL |
| {d4d46d5a-6731-42e4-90c2-d7141747266f} | 373290 | Active | County Line | County Line: Somerset County |

**For all “Relocation”**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 398985.9 | In-Service | Relocation | Description: BEGIN RELOCATION; Sheet Type: Relocation; |
| {a6f99c51-5fe3-40b2-a92c-493f5f4d6b05} | 393193 | In-Service | Relocation | Description: BEGIN RELOCATION; Sheet Type: Relocation; |

* “Relocation” is not a valid domain in TYPE, so Relocations will be identified as “Sheet Notes”. The edited output should look like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 398985.9 | Active | Sheet Note | BEGIN RELOCATION |
| {a6f99c51-5fe3-40b2-a92c-493f5f4d6b05} | 393193 | Active | Sheet Note | BEGIN RELOCATION |

* If you have Horizontal Drilling stationing for the beginning or end of HDD, they need to be entered in the database as Field Notes.
  + **Type** will be Construction Note
  + **Description** will be Begin HDD or End HDD

**For all Edge of Pavement, Edge of Water**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 188811 | Active | Sheet Note | Description: Edge of State Highway 123 |
| {a6f99c51-5fe3-40b2-a92c-493f5f4d6b05} | 196021 | Active | Sheet Note | Description: Edge of Cuyahoga River |

* These may not be in the database at all. If you have alignment sheets that include Edge of Water or Edge of Pavement, they need to be installed in the database.
* The examples above have Type as Sheet Note. This needs to be changed accordingly.
* Shorten the Description as much as possible

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RouteID** | **Measure** | **Status** | **TYPE** | **DESCRIPTION** |
| {7c3947be-3223-485b-8fa0-897001360d5f} | 188811 | Active | Edge of Pavement | Edge of SH 123 |
| {a6f99c51-5fe3-40b2-a92c-493f5f4d6b05} | 196021 | Active | Edge of water | Edge of Cuyahoga River |

**For any miscellaneous or odd Field Notes, use your best judgment. If you’re unsure, ASK!**