



INDIANA DEPARTMENT OF TRANSPORTATION

ROW Services (Engineering & Survey) Expectations of INDOT

1. Make a habit of entering the information from the Title and Encumbrance Reports (T&E's) into LRS upon receipt of the reports
2. Likewise, upload copies/scans of the T&E's into ERMS using the proper naming conventions
3. A set of R/W Plans **MUST** be uploaded to ERMS
4. Check each description (Exhibit "A") to ensure the description closes
5. Proofread your work - especially the descriptions (Exhibits "A" and Exhibits "B")
6. Review the Quality Assurance Form again ... did you check all the items?

