

## Memorandum

*Serious drought.  
Help Save Water!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** December 1, 2015

**File:** Division of Construction  
CPD 15-4

**From:** RACHEL FALSETTI, Chief  
Division of Construction 

**Subject: RECYCLED WATER USAGE FOR LANDSCAPING**

The Governor signed a third executive order on April 1, 2015, proclaiming a continued state of emergency throughout California due to the ongoing drought. The executive order directs all urban water users to reduce water consumption by 25 percent compared to amounts used in 2013. Caltrans has set a goal of 50 percent reduction of potable water consumption.

Caltrans intends to meet these goals by using recycled water. To capture this information, Caltrans' accounting system has been revised with additional fields for reporting usage of recycled water and units of measure for water. To assist with this effort, revised Form FA-2134, "Utility Service Request," must be used when a utility service is established to inform accounting of the new utility account. Line 21A on the revised form now has a separate row for reporting recycled water and the unit of measure. Consult with the district water manager regarding setting up the water meter account and appropriate units of measure. A list of district water managers is available at:

[http://onramp.dot.ca.gov/hq/maint/OLLA/Water\\_Consevation.shtml](http://onramp.dot.ca.gov/hq/maint/OLLA/Water_Consevation.shtml)

Form FA-2134 is available at:

<http://cefs.dot.ca.gov/jsp/forms.jsp>

The resident engineer must ensure that Form FA-2134 is accurately completed and copies distributed to the district water manager and those listed on the distribution list. The district water manager should verify that the unit of measure shown in the accounting system matches the water quantity units shown on the first bill. It is important that the headquarters accounting utility payment section receives this information timely so that the utility receives prompt payment when the first bill is submitted.

With the continuing drought, it is important that the public is aware that Caltrans is using recycled water where possible for the irrigation of planting. On February 6, 2014, information sign S28(CA), "USING RECYCLED WATER," was adopted into the California Manual on Uniform Traffic Control Devices (CA MUTCD). Maintenance forces have begun to place S28(CA) "USING RECYCLED WATER" informational sign throughout the state where existing landscaping is watered using recycled water. Future projects with landscaping that use recycled water will include the sign installation as part of the contract work. This construction directive provides that ongoing projects with planting must install S28(CA) "USING RECYCLED WATER" informational signs prior to beginning planting or as

soon as possible for projects in the plant establishment period so that the public is informed that recycled water is being used for the planting.

To implement this directive, for projects that include planting, a change order must be executed for furnishing and installing S28(CA), “USING RECYCLED WATER,” informational signs on the highway at the beginning of planting locations. To select the appropriate sign size, refer to 2014 CA MUTCD, Chapter 2H, “General Informational Signs,” Table 2H-1(CA). General information signs should not be installed within a series of guide signs or at other equally critical locations. Consult with your district office of traffic design for appropriate sign placement locations. Detailed information on S28(CA) “USING RECYCLED WATER,” informational sign is attached.

For Caltrans facilities where people may be outside of their vehicles, including rest areas, weigh stations, park and ride lots, and maintenance stations, recycled water information signs need to be installed. For Caltrans facilities, place a S28(CA) (36 x 24 inches) “USING RECYCLED WATER” sign and install on the same post and directly below the S28(CA) sign an RS-013 (24 x 24 inches) subplaque of a drinking cup inside a red prohibition circle with red diagonal slash.



A sample change order memorandum, sample change order, and a Federal Highway Administration (FHWA) blanket prior approval for furnishing and installing recycled water signs are attached to this directive. This directive serves as delegation of authority from the Division of Construction and approval from the FHWA for this change order, except when any of the following apply to the change order:

1. The language is altered.
2. The total absolute value exceeds \$200,000.
3. Contract time is extended by more than 20 days.

For additional information or assistance, please contact Chuck Suszko, Division of Construction, at [chuck.suszko@dot.ca.gov](mailto:chuck.suszko@dot.ca.gov) or (916) 798-6029.

- Attachments:
1. Sign S28(CA) “USING RECYCLED WATER” details
  2. Sample Change Order Memorandum for Recycled Water Information Signs
  3. Sample Change Order for Recycled Water Information Signs
  4. FHWA Form CA-358 (c), “Record of Blanket Prior Approval for Major Contract Change Order”

c: District Water Managers