



Illinois Department of Transportation

Memorandum

To:	Studies and Plans Squads	PPM 30-03
From:	James M. Sullivan	Revised by: Scott Neihart
Subject:	Soils Reports	
Date:	April 29, 1998	Revision Date: March 30, 2016

PLAN PREPARATION MEMORANDUM 30-03

This memorandum provides direction for purpose and need of Soils Reports.

Soils reports are required for all new construction. They should also be prepared for reconstruction projects where there are pavement widenings in excess of six feet, grade changes or relocations. When existing facilities are to be replaced in kind, a soils investigation should be prepared for those areas that have proven to be deficient as demonstrated by existing roadway conditions.

When the amount of new pavement involved is less than 3000 square yards the Soils Reports may be prepared/approved by the District Geotechnical Engineer and retained in the District files.

For projects less than one mile in length and which involve less than full-lane width widening which is to be constructed on the existing roadbed, the District may prepare a condensed, rather than formal, Soils Report for its file. The condensed report shall contain, as a minimum, a description of the project, a location map, a summary of the soils investigation (including the SSR and IBR of the soils), and recommend treatments, if any.

For projects as indicated above, the District Geotechnical Engineer should continue to submit Soils Reports to the State Soils Committee for review when unusual soil conditions are encountered, when high fills and deep cuts are involved, or when the existing pavement condition indicates deficient subgrade stability.

For projects other than those listed above, a Soils Report will be prepared in accordance with the Department's Geotechnical Manual and approved by the State Soils Committee. Regardless of the type or approval level of the Soils Report, the final approved report should be forwarded to the District Bureau of Program Development for inclusion in the pavement design process and

preparation of contract plans. The SSR and IBR should be included in the Soils Report for future use by the designer to finalize the pavement thickness designs.

A copy of the District-approved soils investigations should be provided both to the Bureau of Design & Environment and the Central Geotechnical Unit in the Bureau of Bridges and Structures.

The Studies and Plans Squad Leader is responsible for requesting the Soils Report. As soon as it is known that one or more of the above conditions will apply, and before the pavement design begins, the Squad Leader prepares a written request from Program Development to Project Implementation for an appropriate Soils Report.

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