

GUIDANCE DOCUMENTS

Not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all Guidance Documents on which the agency currently relies [SAPA, section 202-e(1)]. However, an agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA, section 202-e(2)].

New York State Thruway Authority

The NYS Thruway Authority/Canal Corporation currently relies on the following Guidance Documents:

GUIDANCE DOCUMENTS REPORT

Document Name	Document Number	Document Name	Document Number
AAPHC-89-D/M/WBE Utilization Worksheet and Approval to Subcontract	TA-W1037	Canalway Trail Adopt-a-Trail Participant Register	TA-W99108D
Affidavit of Payment to Subcontractors	TA-W44118-9	Canalway Trail Adopt-a-Trail Permit	TA-N99107
Affirmative Action Plan	TAP-101	Canalway Trail Adopt-a-Trail Permit Application	TA-W99106
Amended AAPHC-89- D/M/WBE Utilization Worksheet/Approval to Subcontract	TA-W1074-9	Canalway Trail Adopt-a-Trail Program Sponsor Summary Report	TA-W99108F
Annual Report	None	Canalway Trail Adopt-a-Trail Program Volunteer Report	TA-W99108E
Application Booklet for Opening a New York State Thruway Authority Commercial Charge Account	TAP-601	Cash Surety Deposit	TA-W5106
Application for Advertising Device Permit	TA-4307	Certificate of Compliance with the Authority/ Corporation Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence	TA-W2111-9
Application for Commercial Operator Seasonal Permit	TA-91049	Certification of LCV/Tandem Equipment (Dolly Converters)	TA-W6811
Application for Road Service Permit - I-84	TA-68156	Certification of LCV/Tandem Equipment (First Or Lead Trailer)	TA-W6809
Application for Special Permit to Operate LCV/ Tandem Vehicle	TA-W6818	Certification of LCV/Tandem Equipment (LCV/ Tandem Maintenance Vehicle)	TA-W6812
Application for Traffic Camera Broadcast	TA-W6800	Certification of LCV/Tandem Equipment (Tractor)	TA-W6808
Architect - Engineer & Related Services Questionnaire	SF-254	Commercial Charge Account Information Update Request	TA-W5111
Architect - Engineer & Related Services Questionnaire for Specific Project	SF-255	Commercial Charge Account Vehicle Update Form	TA-W63227
Be Sure to Cross Lanes Safely	TAP-617	Conditions for I-84 Road Service Permit Medalion Placement	TA-W68157
Bid Registration Form	None	CONR 193 Material Certification	None
Boater Communications With Locks & Lift Bridges on the Erie Canal in Western New York Macedon-Lockport	TAP-917	Construction Contractors Annual EEO Report	TA-W1064-9
Bond Form	TA-W5181	Consultant Application for an Extension of Completion Date	TA-W4445-9
Canal Permit Application	TA-99072	Consultant Instruction - Application for Extension of Completion Date	07-6
Canal Real Property Management Policy	25-6-01C	Consultant Instruction - Audited Overhead Rates	06-6
Canal Real Property Management Standard Operating Procedures	900-1	Consultant Instruction - Commercial General Liability Coverage for Consultant Engineering Agreements	07-9
Canals Real Property Application	TA-94415	Consultant Instruction - Cost Control Report	07-7
Canalway Trail - Welcome to the Adopt-a-Trail Program!	TA-W99108A	Consultant Instruction - Determining Minority/ Women/Disadvantaged Business Enterprise Participation	04-2
Canalway Trail Adopt-a-Trail Agreement	TA-W99108C	Consultant Instruction - Media/Press Inquiries	06-4
Canalway Trail Adopt-a-Trail General Information	TA-W99108B	Consultant Instruction - Overtime	01-8

Document Name	Document Number	Document Name	Document Number
Consultant Instruction - Plans, Specifications & Estimates (PS&E)	07-1	Explanation Worksheet for Order on Contracts and Supplemental Agreements	TA-W4108B-9
Consultant Instruction - Reimbursement of Direct Non-Salary Costs	08-3	Extension of Date of Completion of Contract Application	TA-W4436-9
Consultant Instruction - Requirement to Use TRANS*PORT Estimator Program for Preparing and Submitting Engineer's Estimates	07-10	E-ZPass Application - Business	None
Consultant Instruction - Salary Schedule - Exhibit A	07-5	E-ZPass Application - Individual	None
Consultant Instruction - Standard Retainage for Engineering Agreements	06-5	E-ZPass Guide Book - Business	None
Consultant Instruction - Submitting Monthly Requests for Payment	08-2	E-ZPass Guide Book - Individual	None
Consultant Instruction - Vehicle Mileage Reimbursement Documentation	08-01	E-ZPass Guide for Disabled Veterans	TAP-509
Consultant's Contract Insurance Requirements	TAP-525	E-ZPass Tag Order - Commercial Charge Account Customer	TA-W68161
Consultant's Cost Control Report	TA-W4453-9	E-ZPass Tag Order Form - Motorhome/Passenger Vehicle Towing Combinations	TA-W68176
Consultant's Monthly Estimate for Payment - Form A - to be used for a single assignment under a standard (Cost + Fixed Fee) agreement	TA-W5213-9A	Farm Market Criteria	None
Consultant's Monthly Estimate for Payment - Form B - to be used for multiple assignments under a standard (Cost + Fixed Fee) agreement	TA-W5213-9B	Guide for Contractors and Suppliers	None
Consultant's Monthly Estimate for Payment - Form C - to be used for multiple assignments under a term (Multiplier) agreement	TA-W5213-9C	Guidelines for Preparing Letters of Interest for Engineering and Related Services Assignments	None
Consultant's Monthly Estimate for Payment - Form D - to be used for multiple assignments under a material testing agreement	TA-W5213-9D	Information for TWY Customers Who Have Passed Through an "E-ZPass Only" Lane in Error (English and French/Spanish)	TAP-618
Consultant's Payment Request Transmittal	TA-W44128-9	Inspector's Daily Report - Bridge Painting	TA-W44110-9
Consultant's Payroll Abstract	TA-W44127-9	Instructions for Completing Report Form TA-1017-9 (Monthly Employment Utilization) Posted on the Internet	None
Contract Final Acceptance	TA-W4437-9	Instructions for Downloading Bid Data	None
Contractor Request for Union Personnel	TA-W1018-9	Instructions for the Manual Completion of the [Monthly] Employment Utilization Report - TA-1017-9	None
Corrective Action Plan	TA-W1065-9	iSupplier Users Guide	None
Cost Analysis	TA-W44106-9	Missing or Incomplete Emergency Response Information	TA-68171
Credit Agreement	TA-W51312	Monthly Employment Utilization	TA-W1017-9
Credit Card Authorization	TA-5110-9	Navigational Rules (Canal Rules And Regulations Part 151)	None
Cruising Guide to the New York State Canal System	None	New York State Thruway Authority Business Card	TA-63216
Cruising Guide to the New York State Canal System (order form)	TA-W99101	New York State Thruway Authority Consultant Installation and Configuration Guide	None
Customer Referral Card	TA-63195	New York State Thruway Authority Estimate Reports - nysta-estimate-report.mdb	None
Customer Report	TA-63172	New York State Thruway Authority Estimate Reports User Guide	None
Customer Transaction Record	TA-63200	New York State Thruway Authority Guidelines for Using Estimator	None
Directory of Exits	TAP-304	New York State Thruway Authority Weighted Average Bid Price Book	None
Disabled Veteran E-ZPass Revenue Plan Application	TA-W5080	New York Thruway Map and Travel Guide	None
Disabled Veteran Non-Revenue E-ZPass Application	TA-W5175	NIGP Commodity Codes	None
Disclosure of Prior Non-Responsibility Determinations	TA-W3053-9	NYSTA Occupancy & Work Permit Accommodation Policy	TAP-401
Doing Business with the Thruway Authority/ Canal Corporation	TAP-306	Occupancy Permit Application	TA-W41337
Driving and a Breakdown - How to Make it Safe	TAP-607	Overweight Bulk Milk Haulers Permit	TA-W68134
Employment Application/Personal Information Record	TA-W3199-9	Parking Permit	TA-6303
Employment Referral Program	TAP-106	Patron Claim Form	TA-1552
Engineering Bid Results	None	Payments to D/M/WBE Engineering Sub consultant Firms	TA-W1059-9
Equal Employment Opportunity Officer Identification	TA-W1019-9	Payments to D/M/WBE Subcontracting Firms	TA-W1023-9
Equal Opportunity Employment Questionnaire	TA-1057	Permit for LCV/Tandem Operations	TA-W6807
Estimated Surety Worksheet	TA-W5105	Post Construction Report	TA-W44121-9
		Pre-Paid Plan Application - Thruway Authority Commercial Charge Account Customers	TA-W68167

Document Name	Document Number	Document Name	Document Number
Prime Contractor’s Affidavit of Compliance New York State Labor Law, Section 220-a	TA-W44115-9	Thruway Real Property Application	TA-4415
Procedure for Handling Disabled Vehicles	682-0-01	Thruway Real Property Management Policy	25-6-02
Projects and Plan Sales	None	Thruway Real Property Management Standard Operating Procedures	500-2
Provisions Governing Issuance and Use of the Annual Permit	TAP-504	Thruway Structures Design Manual	TAP-422
Provisions Governing the Operation of Longer Combination Vehicles (LCVs)/Tandems That Exceed the Limits of Section 385 of NYS V & T Law	TAP-602	Thruway System Mileage Chart	TAP-303
Public Auction Mailing List (Application)	None	Toll Receipt	TA-6322
Public Auction Schedule	None	Tourism Literature Distribution	None
Public Officers Law Section 73	None	Training Report	TA-W1041-9
Public Officers Law Section 74	None	Travel Plaza Directory	TAP-615
Purchasing Bid Data Conditions of Use	None	Trip Authorization/Receipt for the Transportation of Explosives	TA-68100
Purchasing Bid Schedule (including related current bid documents available for download)	None	Twelve-Month Renewable Permit to Transport Class 1. Division 1.1 - 1.3 Explosives	TA-E6899
Racing Shells	None	Uniform Contracting Questionnaire	CCA-1
Recreational Pass Information	TAP-921	Utilization Plan for All Subcontractors	TA-W1022-9
Recreational Vessel Pass Application	TA-W99115	Utilization Plan for Prime Consultants	TA-W1060-9
Report of Ambulance Service	TA-W6837	Vehicle Classification and E-ZPass Toll Schedules	TAP-605EZ
Report of Assistance by Fire Department	TA-W6839	Vehicle Classification and Toll Schedule	TAP-605
Request for Copy of Police Accident Report	TA-W4310	Vehicle Reference Codes	TA-W68162
Request for Refund	TA-6305	Vehicles Requiring Special Tag Mounting	TA-W63221
Request to be on Auction Sale Mailing List	TA-32145	Vendor Protest Procedure	TAP-523
Request to Replace Defective Commercial E-ZPass Tag(s)	TA-W63226	Vendor Responsibility Questionnaire	TA-W3205-9
Road Service Permit	TA-63135	Weekly Training Progress Report	TA-W1046-9
Road Service Permit - I-84	TA-E68159	Welcome to the Thruway	TAP-616
Safety Tips & Emergency Information	None	What is the Thruway? Why Tolls?	None
Salary Schedule - Exhibit A	TA-W4012-9	Work Permit Application	TA-W41338
Schedule of Submittals	TA-W4010-9	Workforce and Training Utilization Schedule	TA-W1024-9
Sealed Container Permit	TA-W68173		
Section 100 of the NYS DOT Standard Specifications, as Amended for Thruway Authority Projects	TA(08)		
Special Hauling Permit Application	TA-6801		
Special Hauling Permit Program Guidelines	TAP-623		
Special Hauling Permit Survey for Overdimensional Vehicles	TA-W6813		
Standards for Docks on the Canal System	TAP-915		
State Finance Law Section 139j	None		
State Finance Law Section 139k	None		
Statement of Account	TA-W5214		
Steel Haulers Overweight Permit Application	TA-W68149		
Subcontractor Affidavit	TA-W44105-9		
Submittal Transmittal	TA-W4011-9		
Supplemental Agreement Signature Sheet	TA-W4108D-9		
Supplemental Agreement Title Sheet	TA-W4108A-9		
Supplemental Insurance Certificate	TA-W51343-9		
Supplier Registration	TA-W3254-9		
Terms & Conditions for the Post-Paid Commercial Charge Account Program	TA-W51312A		
Terms and Conditions of the Pre-Paid Commercial Charge Account Program	TA-W68167A		
Thruway and Canal Fact Book	None		
Thruway Authority/Canal Corporation Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence	TAP-335		

Regulated parties and members of the public may inspect and obtain copies of any such document by contacting: Betsy Graham, P.O. Box 189, Albany, NY 12201-0189, (518) 436-2983, publicinfo@thruway.state.ny.us

