

Creating and Managing Subsurface Utility Engineering (SUE) Projects

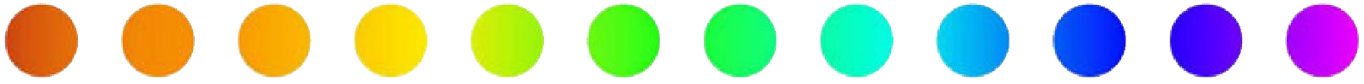
A RULIS Job Aid

Roles Impacted

SUE Provider

Last Revised

August 2025



Introduction

This job aid provides step-by-step instructions for SUE Providers on how to submit their Subsurface Utility Engineering (SUE) deliverables within the RULIS system. It outlines the required actions to ensure accurate and timely submission of expected deliverables. The guidance is designed to promote consistency and compliance while ensuring effective coordination with the TxDOT Project Manager, whose involvement is essential for successful project execution and timely deliverable review.

Process Overview

- [Create SUE Project](#)
- [Download Existing Utility Data](#)
- [Preliminary Submittal](#)
- [Interim Submittal](#)
- [Propose Final Submission](#)
- [Final Submittal](#)
- [Respond to Additional Information Request](#)

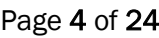
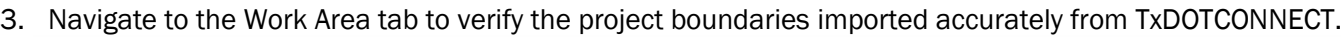
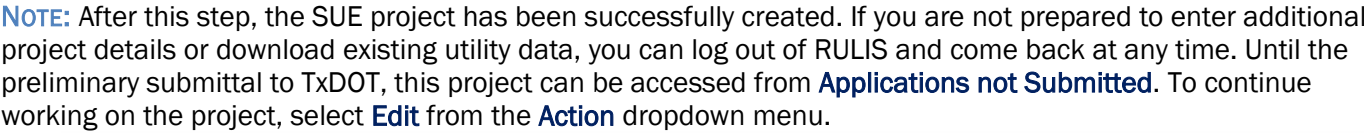


Create SUE Project

To begin a SUE project, you'll need the TxDOTCONNECT Project ID and Contract Code. Both fields are required. Once entered, the system automatically validates both to confirm the SUE project is associated with an active TxDOT contract and TxDOTCONNECT Project. Please allow a moment for these validations to be completed during initial setup.

1. From the RULIS homepage, select **Apply for a Permit** and **SUE**, then select **Create** next to **Subsurface Utility Engineering**.

2. Enter all Project Information.
 - a. Select the **SUE Provider** from the dropdown. This dropdown is related to Organizational Units.
 - b. Update the **Project Title**, if desired.
 - c. Enter the **TxDOTCONNECT Project ID** (required).
 - d. Enter the **SUE Provider Contract Code** (required).
 - e. Select other members of the Organizational Unit that can manage the SUE project.
 - f. Select **Create New Application**.





4. Navigate to the **Project Manager** tab to select the **TxDOT Project Manager** from the dropdown menu, enter the **Work Authorization** related to the SUE deliverable, and select **Next**.

The screenshot shows the 'Project Manager' tab selected in the breadcrumb navigation. The page header includes 'RULIS' and navigation links: 'Apply for a Permit', 'Applications' (with a red notification badge), 'Companies/Owners/Contacts', and 'Company Organizational Units and Linked Companies'. The summary section at the top displays: 'Summary : Subsurface Utility Engineering', 'Application Number: 00002/20250730/397719/517041', and '(Status : SUE Work Area Definition)'. A 'BACK TO DETAIL VIEW' button is in the top right. The main navigation bar has three tabs: 'WORKAREA', 'PROJECT MANAGER' (active), and 'SUMMARY - FINAL STEP'. The 'Project Manager' section contains the text 'Please select a Project Manager' above a dropdown menu showing 'Kelsey Peduzzi Kelsey.Peduzzi@txdot.gov'. Below this is a 'Work Authorization' text input field containing 'WA1234'. At the bottom left is a 'PREVIOUS' button, and at the bottom right is a 'NEXT' button highlighted with a red rectangle.

5. On the Summary – Final Step tab, enter the **SUE Scope and Description** (required) and any additional Notes and select **Save** and **Continue and Download Existing Utility Data**.

The screenshot shows the 'SUMMARY - FINAL STEP' tab selected in the breadcrumb navigation. The page header is identical to the previous screenshot. The summary section at the top is the same. The main navigation bar has three tabs: 'WORKAREA', 'PROJECT MANAGER', and 'SUMMARY - FINAL STEP' (active). The 'SUE Scope and Description' section features a large text area with a red border. Below it is a 'Notes' text input field. The 'TxDOTConnect Project ID' section has a text input field containing 'A00018284'. At the bottom left is a 'PREVIOUS' button. In the center bottom is a green button labeled 'CONTINUE AND DOWNLOAD EXISTING UTILITY DATA' highlighted with a red rectangle. At the bottom right is a 'SAVE' button highlighted with a red rectangle, and a 'Help' button with a question mark icon.



NOTE: Navigate between the wizard and detail view by selecting **Back to Detail View** or **Click Here to Fill in the Data**.

Summary : Subsurface Utility Engineering
Application Number: 00002/20250730/397719/517041
(Status : SUE Work Area Definition)

BACK TO DETAIL VIEW

< WORKAREA

PROJECT MANAGER

SUMMARY - FINAL STEP >

Apply for a Permit Applications Companies/Owners/Contacts Company Organizational Units and Linked Companies

Support 23

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:
CONTINUE AND DOWNLOAD EXISTING UTILITY DATA

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

Status: SUE Work Area Definition

SUMMARY

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

Summary : Subsurface Utility Engineering

Project Boundary (32.4398094710542, -96.2274368419032)

Project Manager

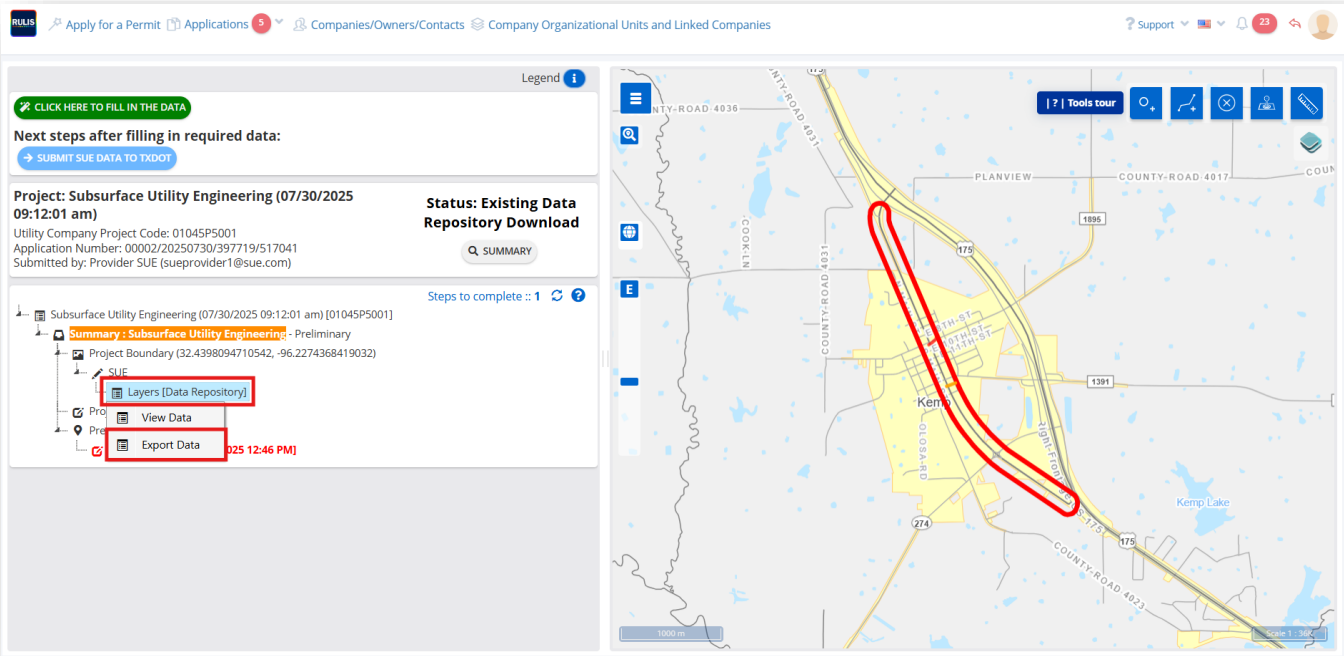
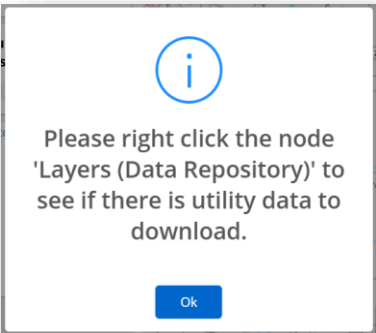
Legend



Download Existing Utility Data

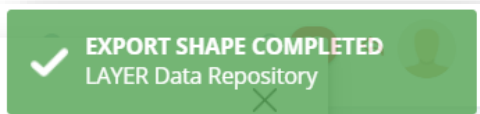
Once a valid SUE Provider Contract Code is entered on the project and the required project details are entered, the SUE Provider gains access to existing utility data stored in the RULIS repository. This section outlines the steps to download that data for use in Subsurface Utility Engineering deliverables.

- 1. To download existing data, right click on **Layers [Data Repository]** and select **Export Data**.





2. Choose your preferred export format—**CSV** or **Shape**. The file will begin downloading automatically, and notifications will appear in the upper right corner of the screen to indicate the export is in progress and when it has completed.

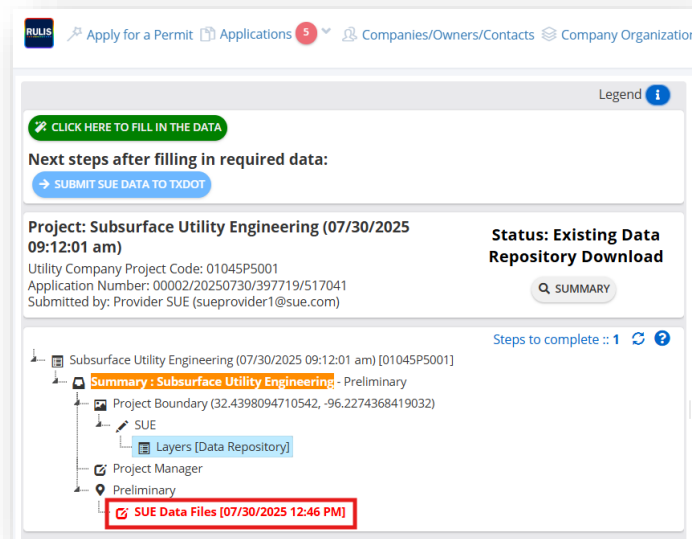




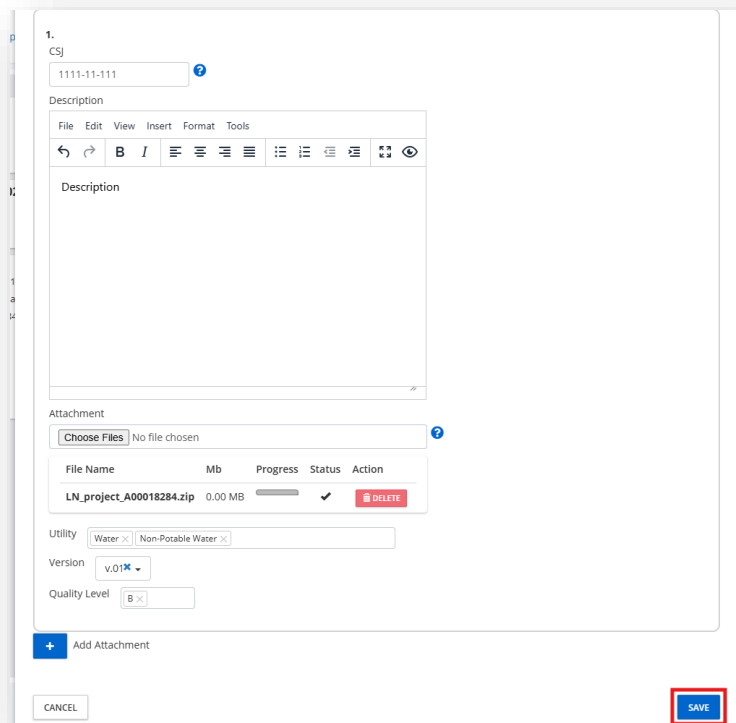
Preliminary Submittal

This section outlines the steps required to send a Preliminary SUE Submittal to TxDOT for review.

- 1. Upload **SUE Data Files** by double clicking the red node on the tree.



- 2. Enter the **CSJ**, **Description**, **Utility Type**, **Version**, **Quality Level**, add **Attachments**, and select **Save**.





3. Select **Submit SUE Data to TxDOT** and **Yes**.
- a. After submittal, there is no further action until after the TxDOT SUE Coordinator reviews the preliminary SUE deliverable.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:

SUBMIT SUE DATA TO TxDOT

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am) **Status: Existing Data Repository Download**

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

Summary

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

- Summary: Subsurface Utility Engineering - Preliminary
 - Project Boundary (32.4398094710542, -96.2274368419032)
 - SUE
 - Layers [Data Repository]
 - Project Manager
 - Preliminary
 - SUE Data Files [07/30/2025 12:46 PM]

Proceed to the next status

Do you really want to send this to "SUE Data submitted"status?

NO YES

NOTE: Accepted file types include shapefile (zip), csv, dgn, kmz, dwg, pdf, and images. GIS files must be georeferenced in:

- b. [NAD83\(2011\) / Texas North \(ftUS\) - EPSG:6582](#)
- c. [NAD83\(2011\) / Texas North Central \(ftUS\) - EPSG:6584](#)
- d. [NAD83\(2011\) / Texas South \(ftUS\) - EPSG:6586](#)
- e. [NAD83\(2011\) / Texas South Central \(ftUS\) - EPSG:6588](#)
- f. [NAD83\(2011\) / Texas Central \(ftUS\) - EPSG:6578](#)

For additional guidance on GIS files and projections features in RULIS, see existing resources on [TxDOT.gov](https://www.txdot.gov).



Interim Submittal

This section provides step-by-step guidance for SUE Providers on how to respond to an Interim Submittal or modification request initiated by the TxDOT SUE Coordinator within RULIS. It outlines the actions required to review the request, make necessary updates, and resubmit the deliverable to ensure continued progress in the SUE workflow.

- 1. From the **Action Required** screen, select **Process** from the **Action** dropdown menu next to the submittal that is in a status of **Upload Interim SUE Data Files**. When your project opens, any comments entered by the SUE Coordinator will appear in a box at the center of the page. Press **Ok** to proceed.

Action	Application Number	State Routes	Status	Status change date	City
ACTION	00002/20250730/397719/517041		Upload interim SUE data files	07/31/2025	
Process	50722/397716/517036		upload preliminary SUE data files	07/22/2025	
View Summary	50722/397713/517031		upload preliminary SUE data files	07/22/2025	
Add attachment	50721/397710/517023		Final SUE Submission	07/21/2025	
Reassign	50617/397692/516996		Final SUE Submission	06/17/2025	
	50527/397658/516935		Existing Data Repository Download	05/27/2025	

Comments from last status.

@ Jul 31, 2025 6:46 AM:
Interim Comments

Ok



2. Right click on the red node under Interim on the tree labeled **SUE Data Files** and select **Edit**.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:
SUBMIT SUE DATA TO TXDOT

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Status: Upload interim SUE data files

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

SUMMARY

Hide deleted nodes

Steps to complete :: 1

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

- Summary : Subsurface Utility Engineering
 - Project Boundary (32.4398094710542, -96.2274368419032)
 - SUE
 - Layers [Data Repository]
 - Project Manager
 - Required Reviews
 - Preliminary
 - SUE Data Files [07/30/2025 12:46 PM]
 - Interim
 - SUE Data Files [07/31/2025 6:46 AM]
 - Edit

3. At this point, files from the preliminary submittal can be updated or new attachments can be submitted to respond to the modification requested by the TxDOT SUE Coordinator. Use the + next to **Add Attachment** to upload a new file submission. Enter the **CSJ**, **Description**, **Utility Type**, **Version**, **Quality Level**, add **Attachments**, and select **Save**.

1.
CSJ
1111-11-111

Description

File Edit View Insert Format Tools

Description

Attachment

Choose Files No file chosen

File Name	Mb	Progress	Status	Action
LN_project_A00018284.zip	0.00 MB		✓	DELETE

Utility Water Non-Potable Water

Version v.01

Quality Level B

+ Add Attachment

CANCEL

SAVE

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4. Select **Submit SUE Data to TxDOT** and **Yes**.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:
→ **SUBMIT SUE DATA TO TXDOT**

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Status: Upload interim SUE data files

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

Q SUMMARY

Hide deleted nodes

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

- Summary : Subsurface Utility Engineering
 - Project Boundary (32.4398094710542, -96.2274368419032)
 - SUE
 - Layers [Data Repository]
 - Project Manager
 - Required Reviews
 - Preliminary
 - SUE Data Files [07/30/2025 12:46 PM]
 - Interim
 - SUE Data Files [07/31/2025 6:46 AM]**
 - Reviewer List: SME Review

Proceed to the next status

Do you really want to send this to "upload Interim SUE data files" status?

NO

YES

5. **Insert Notes** for the SUE Coordinator to review and select **Send**. The SUE project will update to a status of **SUE Data TxDOT Review** and can be found on the **Submitted Applications Status** page.

Status Change : upload Interim SUE data files

Insert Notes

Please add your comments for the next Status : upload Interim SUE data files

CANCEL

SEND

SAVE



Propose Final Submission

This section outlines the steps for a SUE Provider to request to submit the final version of their SUE deliverable within RULIS. By following these steps, the SUE Provider can notify the TxDOT SUE Coordinator that they are ready to submit their final deliverable.

- 1. From the **Action Required** screen, select **Process** from the **Action** dropdown menu next to the submittal. In this scenario, the SUE Coordinator returned the SUE project to preliminary status so the SUE Provider can upload any other outstanding deliverables, if necessary. When your project opens, any comments entered by the SUE Coordinator will appear in a box at the center of the page. Press **Ok** to proceed.

RULIS Apply for a Permit Applications Companies/Owners/Contacts Company Organizational Units and Linked Companies Support						
Action Required						
Search... (Searching fields : Reference Number, Permit Owner, Application Number, Applicant, Roads, City, Application Type, Title, Work Description)						
Action	Application Number	State Routes	Status	Status change date	City	
ACTIONS	00002/20250730/397719/517041		upload preliminary SUE data files	07/31/2025		
Process	50722/397716/517036		upload preliminary SUE data files	07/22/2025		
View Summary	50722/397713/517031		upload preliminary SUE data files	07/22/2025		
Add attachment	50721/397710/517023		Final SUE Submission	07/21/2025		
Reassign	50617/397692/516996		Final SUE Submission	06/17/2025		
ACTIONS	50527/397658/516935		Existing Data Repository Download	05/27/2025		

Comments from last status.

suereviewer1@txdot.gov suereviewer1@txdot.gov @ Jul 31, 2025 8:07 AM:

Sending back to preliminary status

Ok



2. Right click on the red node under Preliminary on the tree labeled **SUE Data Files** and select **Edit**.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:
→ SUBMIT SUE DATA TO TXDOT

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Status: Upload interim SUE data files

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

SUMMARY

Hide deleted nodes

Steps to complete :: 1

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

Summary : Subsurface Utility Engineering

Project Boundary (32.4398094710542, -96.2274368419032)

SUE

Layers [Data Repository]

Project Manager

Required Reviews

Preliminary

SUE Data Files [07/30/2025 12:46 PM]

Interim

SUE Data Files [07/31/2025 6:46 AM]

Edit

3. At this point, files from all previous submittals can be updated or new attachments can be submitted to the TxDOT SUE Coordinator. If no additional preliminary deliverables are necessary and the SUE Provider is prepared to submit their final deliverable, press **Save** on the SUE Data Files screen and then select **Propose Final Submission** and **Yes**.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:
→ SUBMIT SUE DATA TO TXDOT → PROPOSE FINAL SUBMISSION

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Status: upload preliminary SUE data files

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

SUMMARY

Hide deleted nodes

Steps to complete :: 1

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

Summary : Subsurface Utility Engineering

Project Boundary (32.4398094710542, -96.2274368419032)

SUE

Layers [Data Repository]

Project Manager

Required Reviews

Preliminary

SUE Data Files [07/30/2025 12:46 PM]

SUE Data Files [07/31/2025 8:07 AM]

Interim

SUE Data Files [07/31/2025 6:46 AM]

Reviewer List: SME Review

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Proceed to the next status

×

Do you really want to send this to "Final Submission Request" status?

NO

YES

4. **Insert Notes** explaining to the SUE Coordinator that the SUE Provider is prepared to submit their final deliverable to TxDOT and select **Send**. The SUE project status will update to **Final Submission Request** and can be found on the **Submitted Applications Status** page.

Status Change : Final Submission Request

×

Insert Notes

Please add your comments for the next Status :
Final Submission Request

Requesting submittal of final SUE deliverable.

CANCEL

SEND

SAVE



Final Submittal

This section outlines the steps for a SUE Provider to submit the final version of their SUE project within RULIS. These instructions ensure the deliverable is properly uploaded and routed to the TxDOT SUE Coordinator for final review and project completion.

1. From the **Action Required** screen, select **Process** from the **Action** dropdown menu next to the submittal that is in a status of **Final SUE Submission**. When your project opens, any comments entered by the SUE Coordinator will appear in a box at the center of the page. Press **Ok** to proceed.

Action	Application Number	State Routes	Status	Status change date	City
ACTION-	00002/20250730/397719/517041		Final SUE Submission	07/31/2025	
Process	50722/397716/517036		upload preliminary SUE data files	07/22/2025	
View Summary	50722/397713/517031		upload preliminary SUE data files	07/22/2025	
Add attachment	50721/397710/517023		Final SUE Submission	07/21/2025	
Reassign	50617/397692/516996		Final SUE Submission	06/17/2025	
	50527/397658/516935		Existing Data Repository Download	05/27/2025	

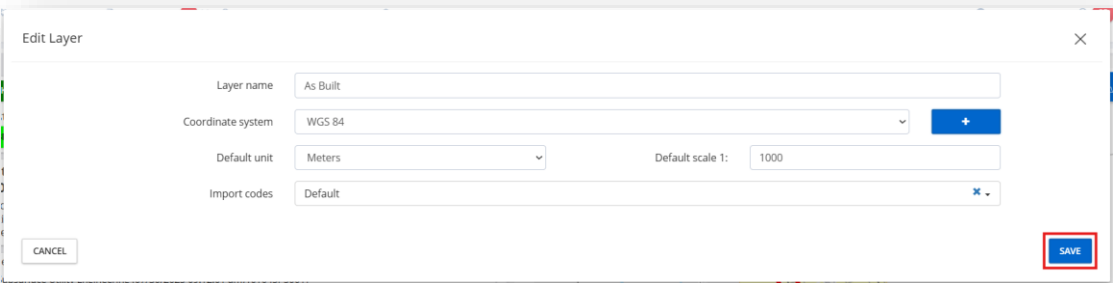
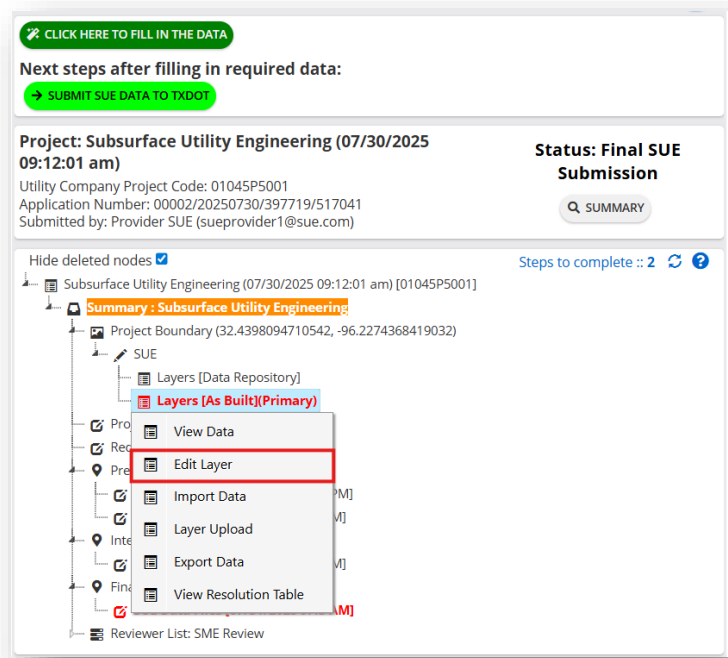
Comments from last status.

suereviewer1@txdot.gov suereviewer1@txdot.gov @ Jul 31, 2025 9:43 AM:
Please proceed with uploading Final SUE Submission.

Ok

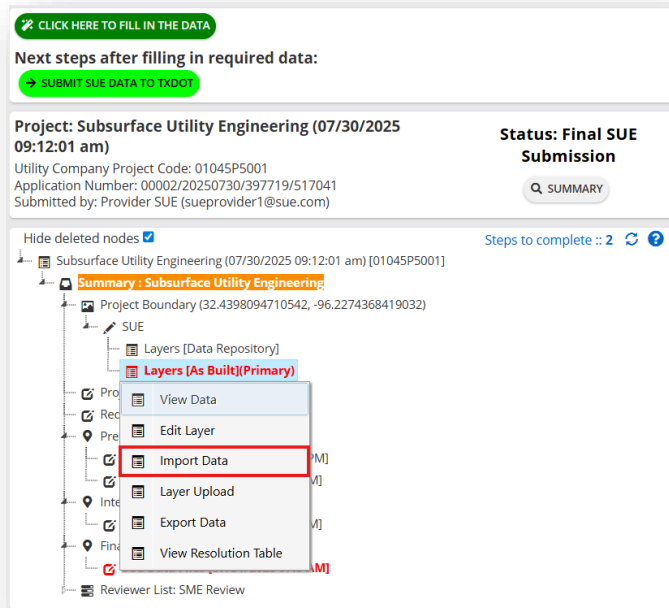


2. Change the projection to match that of the Shapefile by right clicking on the red node titled **Layers [As-Built](Primary)** and selecting **Edit Layer**. After you have made necessary changes, select **Save**.

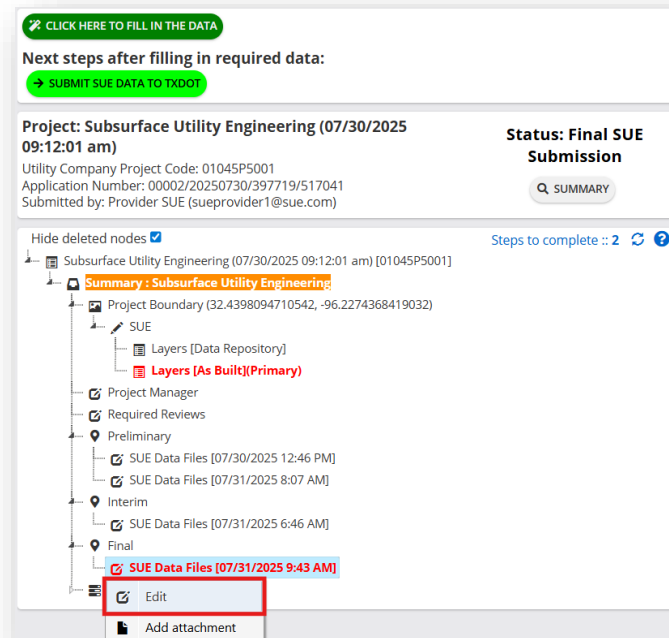


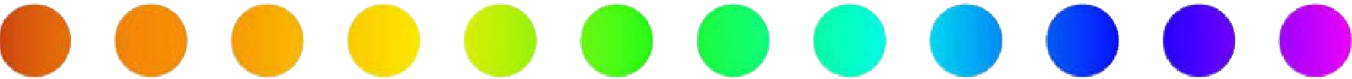


3. Upload final SUE data files and shapefiles.
 - a. Shapefiles can be uploaded from the **Layers [As-Built](Primary)** node by selecting **Import Data**.



- b. CADD files can be uploaded by right clicking on the red node under Final on the tree labeled **SUE Data Files** and selecting **Edit**.





4. After final deliverables have been uploaded, select **Submit SUE Data to TxDOT** and **Yes**.

CLICK HERE TO FILL IN THE DATA

Next steps after filling in required data:

SUBMIT SUE DATA TO TXDOT

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)

Status: Final SUE Submission

Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

SUMMARY

Hide deleted nodes

Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]

Summary : Subsurface Utility Engineering

Project Boundary (32.4398094710542, -96.2274368419032)

SUE

Layers [Data Repository]

Layers [As Built](Primary)

Project Manager

Required Reviews

Preliminary

SUE Data Files [07/30/2025 12:46 PM]

SUE Data Files [07/31/2025 8:07 AM]

Interim

SUE Data Files [07/31/2025 6:46 AM]

Final

SUE Data Files [07/31/2025 9:43 AM]

Reviewer List: SME Review

Proceed to the next status

Do you really want to send this to "SUE Data submitted" status?

NO

YES



5. Attach the **SUE Final Report**, **Insert Notes** for the SUE Coordinator to review, review and **Accept the Terms**, and select **Send**. The SUE project will update to the status of **SUE Data Submitted** and then **SUE Final Report** and can be found on the **Submitted Applications Status** page.

Status Change : SUE Data submitted

Attachments = Mandatory = Digitally signed)

SUE Final Report

20250731085843_3054700_3054700.PDF

DELETE

Attach file

Choose Files

No file chosen

Insert Notes

Please add your comments for the next Status :
SUE Data submitted

Final data files and report provided.

Terms to be accepted

I certify that this upload includes a signed and sealed complete SUE plan set that is consistent with the latest version of ASCE 38, Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, as well as all relevant design files, communication log or contact list, and any other items identified as part of the Work Authorization.

☒ Accept the Terms

CANCEL

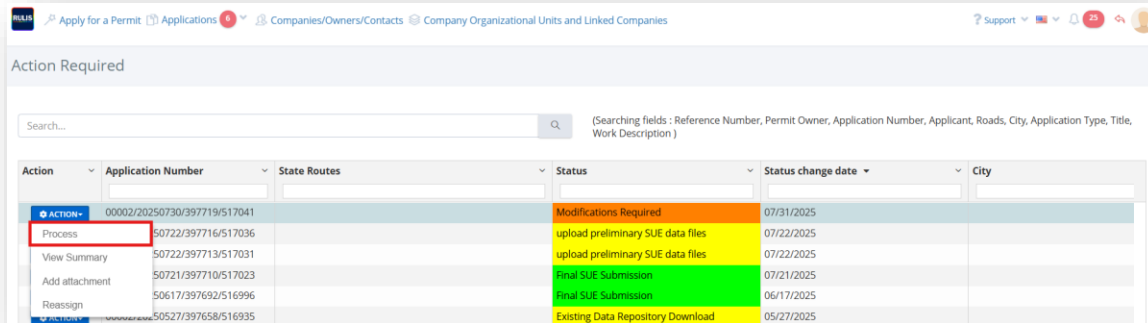
SEND

SAVE

Respond to Additional Information Request

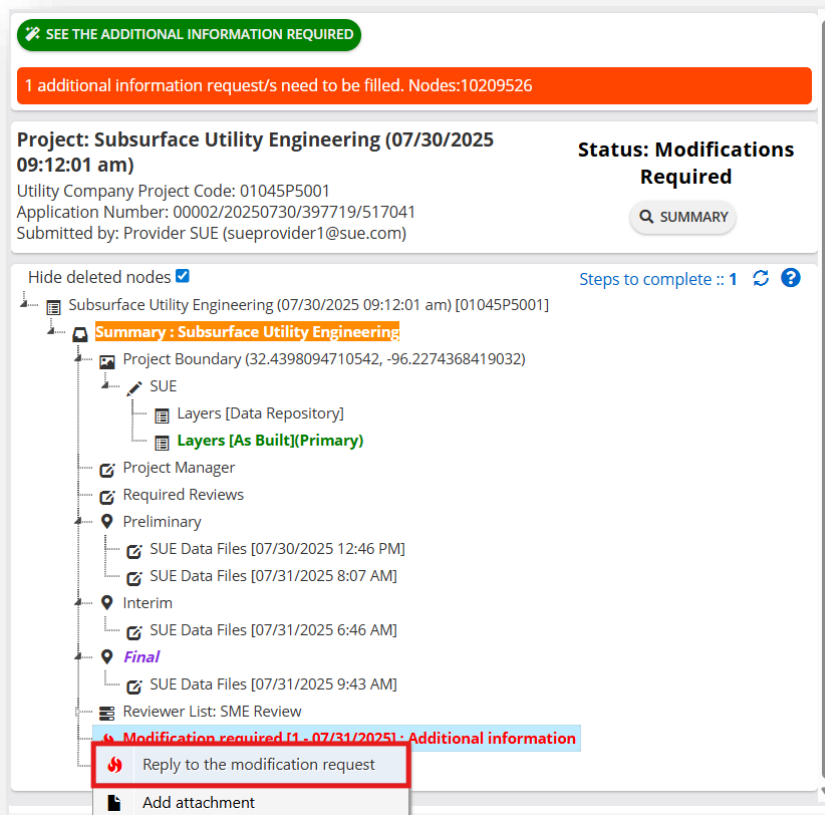
This section outlines the steps for a SUE Provider to respond to a request for additional information from the TxDOT SUE Coordinator within RULIS. These instructions guide the Provider through reviewing the request, making any necessary updates, and submitting the required information to keep the project moving forward.

1. From the **Action Required** screen, select **Process** from the **Action** dropdown menu next to the submittal that is in a status of **Modifications Required**.



Action	Application Number	State Routes	Status	Status change date	City
Process	00002/20250730/397719/517041		Modifications Required	07/31/2025	
View Summary	50722/397716/517036		upload preliminary SUE data files	07/22/2025	
Add attachment	50721/397713/517031		upload preliminary SUE data files	07/22/2025	
Reassign	50721/397710/517023		Final SUE Submission	07/21/2025	
	50617/397692/516996		Final SUE Submission	06/17/2025	
	50527/397658/516935		Existing Data Repository Download	05/27/2025	

2. Open the red **Modification Required** node on the tree and select **Reply to Modification Required**.



SEE THE ADDITIONAL INFORMATION REQUIRED

1 additional information request/s need to be filled. Nodes:10209526

Project: Subsurface Utility Engineering (07/30/2025 09:12:01 am)
Utility Company Project Code: 01045P5001
Application Number: 00002/20250730/397719/517041
Submitted by: Provider SUE (sueprovider1@sue.com)

Status: Modifications Required

Summary

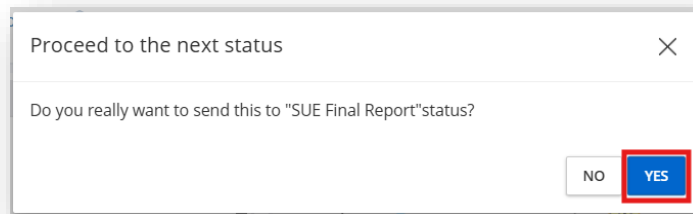
Hide deleted nodes ☒ Steps to complete :: 1

- Subsurface Utility Engineering (07/30/2025 09:12:01 am) [01045P5001]
 - Summary : Subsurface Utility Engineering**
 - Project Boundary (32.4398094710542, -96.2274368419032)
 - SUE
 - Layers [Data Repository]
 - Layers [As Built](Primary)**
 - Project Manager
 - Required Reviews
 - Preliminary
 - SUE Data Files [07/30/2025 12:46 PM]
 - SUE Data Files [07/31/2025 8:07 AM]
 - Interim
 - SUE Data Files [07/31/2025 6:46 AM]
 - Final**
 - SUE Data Files [07/31/2025 9:43 AM]
 - Reviewer List: SME Review
 - Modification required [1 - 07/31/2025] - Additional information**
 - Reply to the modification request**
 - Add attachment



3. Respond to the modification request by adding text and files, then select **Save**.

4. After responding to the modification request, select **Submit Data to TxDOT** and **Yes**.



5. **Accept the Terms** and select **Send**. The SUE project will update to the status of **SUE Final Report** and can be found on the **Submitted Applications Status** page.

