



State of Utah

GARY R. HERBERT  
*Governor*

GREG BELL  
*Lieutenant Governor*

## DEPARTMENT OF TRANSPORTATION

JOHN R. NJORD, P.E.  
*Executive Director*

CARLOS M. BRACERAS, P.E.  
*Deputy Director*

January 19, 2010

### MEMORANDUM

**TO:** UDOT Senior Leaders and Project Managers

**FROM:** Randall R. Park, P.E.   
Project Development Director

**SUBJECT:** Appropriate Use of State Seal and State Equipment

Recently Senior Leaders notified UDOT employees and consultants by email it is the policy of UDOT that the State of Utah Seal may only be used by State employees and not by consultants/contractors. Consultants/contractors using the State Seal for written communication or business cards may misrepresent their employees as State of Utah employees. The Consultant Services contract standard terms and conditions have been revised to prohibit consultants from this practice.

To further clarify appropriate actions by consultants/contractors, it is also the policy of UDOT that State of Utah equipment may only be operated by State employees and not by consultants/contractors. If you have allowed consultants/contractors to operate State equipment in the past, please discontinue this practice.

In addition, consultants/contractors who have been authorized to use a "@utah.gov" email address, should clearly identify themselves as consultants/contractors within their signature block on any emails.

Any deviation from the above stated information should be approved by the appropriate UDOT Senior Leader. If you have any questions or would like further clarification, please contact me.

RRP/gh

cc: Carlos Braceras, Deputy Director  
CO-UDOT