WSDOT

Turnback Agreement System

Local Agency User Guide

May 2026

Introduction

This document provides guidance and instructions for completing turnback agreements within the Turnback Agreement System (TAS). It outlines the required steps and roles to ensure agreements are completed in a consistent and efficient manner.

The Turnback Agreement System (TAS) is an online platform within the Enterprise Content Management (ECM) System that supports the digital creation, routing, review, and execution of turnback agreements. TAS serves as a centralized workspace where all required documentation and exhibits are organized and maintained in one location. The system allows Local Agencies and WSDOT personnel to collaborate directly within the platform, including reviewing, editing, commenting on, and electronically signing documents as part of the agreement process.

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Turnback Agreement Resources

Additional information regarding the turnback process and documentation requirements is available in the following resources:

WSDOT Project Delivery Memo #26-02

WAC 468-712 Turnback Agreements

Roles and Responsibilities

HQ Development Services and Access (HQ DS&A)

- Oversees and administers all agreements
- Provides verification of critical steps
- Creates initial agreement from form submitted by PEO

Design Lead

- Creates design concurrence and turnback agreement documentation and exhibits
- Assigns Design Reviewers and Local Agency Reviewers

Design Signatory

- Signature authority for both design concurrence and the turnback agreement

Design Reviewer

- Reviews both design concurrence and turnback agreement.

Local Agency Lead

- Signature authority for all agreement documents requiring Local Agency buyoff

Local Agency Reviewer

- Reviews all agreement documents for the Local Agency

Construction Lead

- Creates amendments if necessary and verifies construction completion and transfer acceptance
- Assigns construction reviewers and post construction Local Agency reviewers

Construction Signatory

- Signature authority for both construction review, amendments, and transfer acceptance

Construction Reviewer

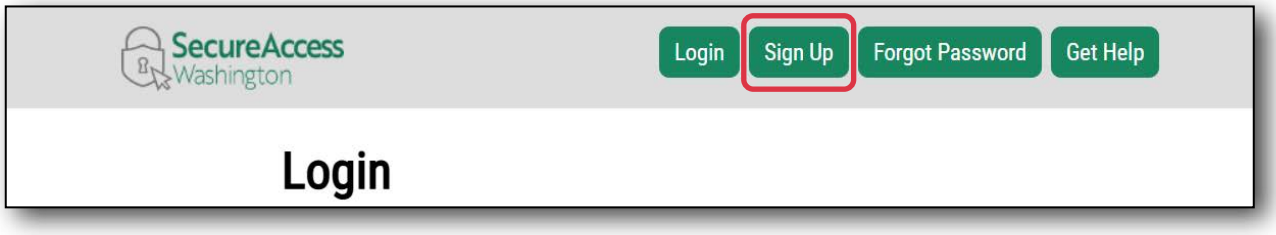
- Reviews construction activities and amendments

Real Estate Services

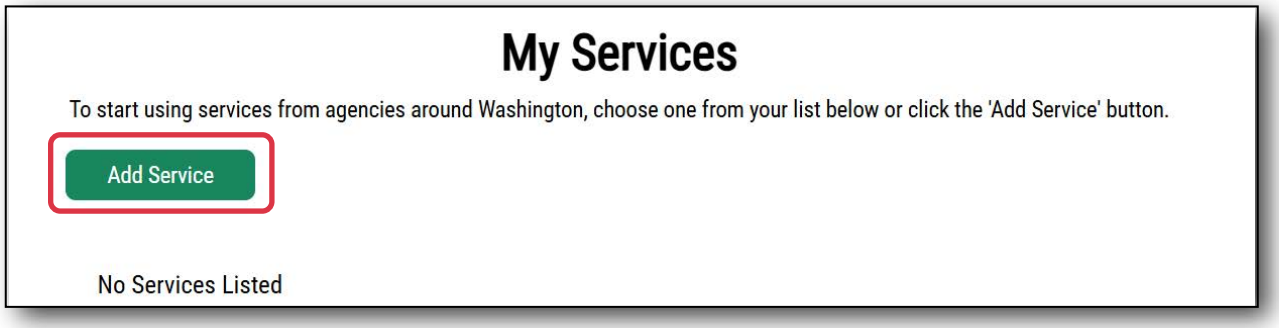
- Uploads copy of quitclaim deed to system for finalization

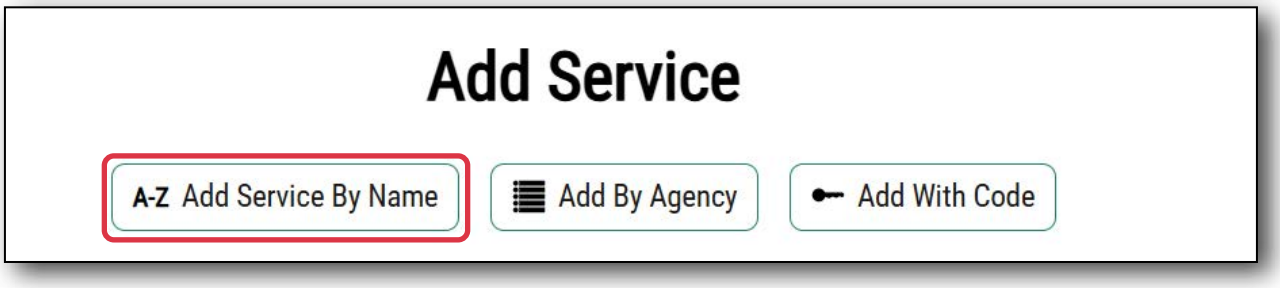
ECM Portal and TAS Access

Access to TAS requires a SecureAccess Washington (SAW) account. Users must register for a SAW account using a work email address at the following link: https://secureaccess.wa.gov/public/saw/pub/displayRegister.do



Once the SAW account is set up, add the ECM Portal to the SAW homepage by first selecting the green **Add Service** button then the **A-Z Add Service By Name** option.



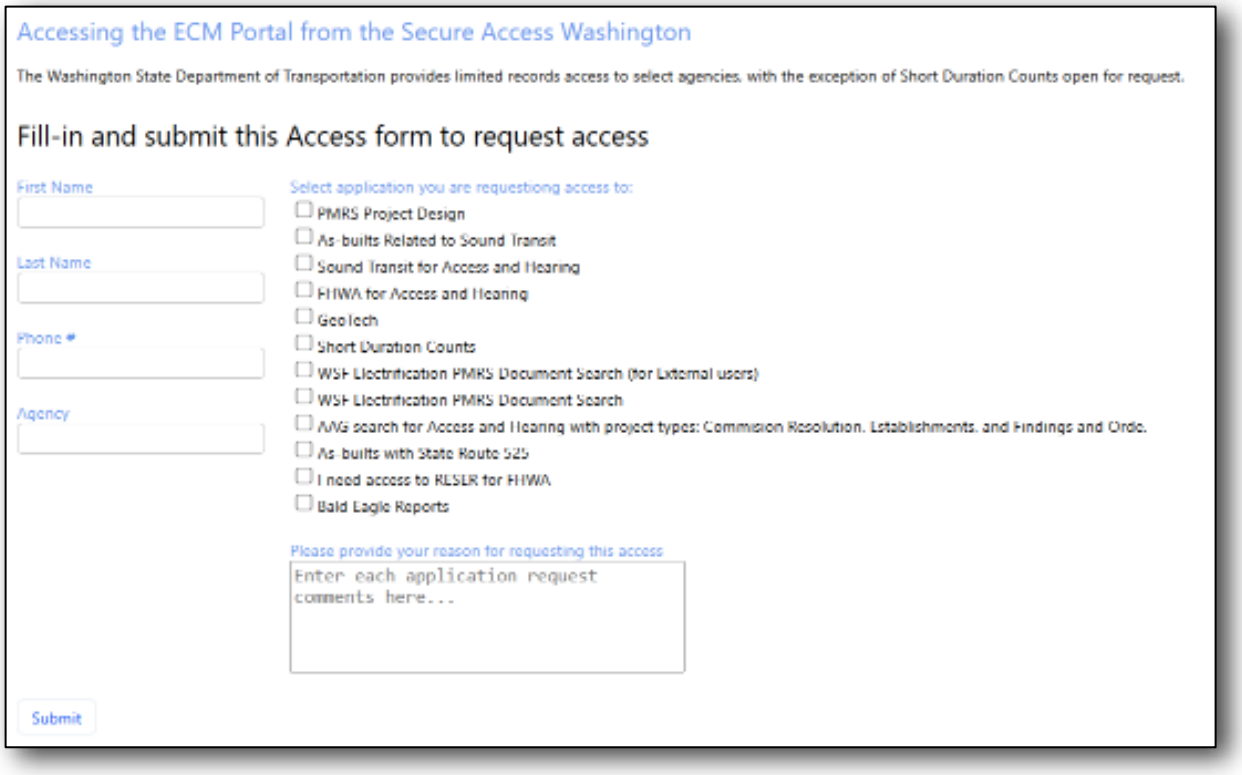


Search by **ECM** and select the bookmark **Add Bookmark** button located to the right of the **WSDOT ECM Portal** Service. Once it has been selected, the ECM will now appear on the SAW home page.



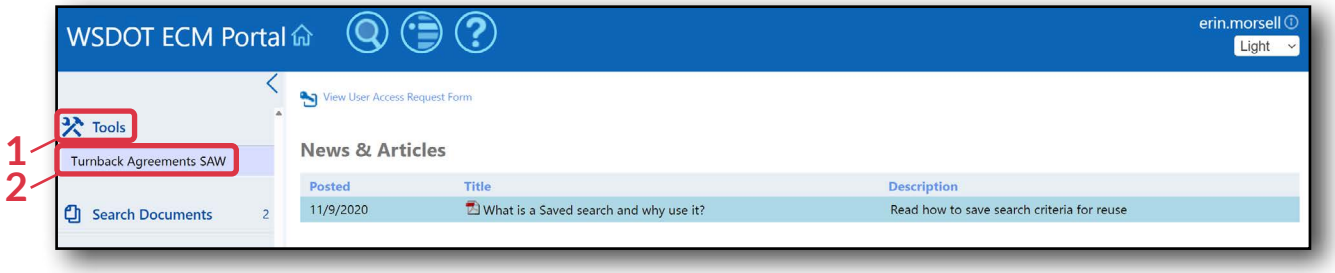
Requesting Access to Turnback Agreement System

Upon initial access to the ECM Portal, the system will prompt the user to complete an access request form. The form must be completed with the **Turnback Agreement** application selected from the list.



After submission, the access request is routed to HQ DS&A for review and approval. Once approved, a confirmation email will be sent to the email address associated with the SAW account.

After access has been approved, select **Tools** from the left sidebar within the ECM Portal to locate and open the **Turnback Agreement System**.



Agreement Workflow

A new turnback agreement progresses through five stages: design concurrence, turnback agreement, construction, transfer acceptance, and deed work. Within TAS, the processes for review and digital signature by the Local Agency are consistent across all stages.

The following documents require review and digital signature by the Local Agency within the ECM:

- Design Concurrence
- Turnback Agreement
- Any necessary Amendments related to construction
- Transfer Acceptance

The following sections outline the procedures for assigning reviewers, completing reviews, submitting comments, and applying digital signatures within TAS.

Requesting and Assigning Reviewers

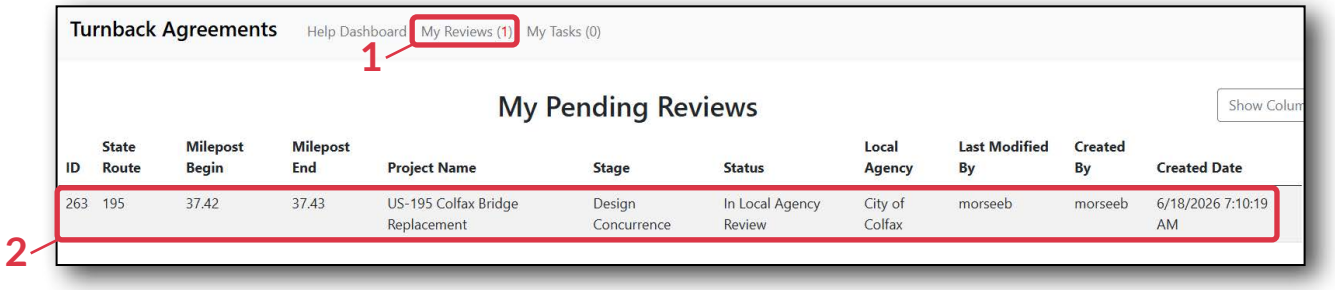
After WSDOT has determined the need for a turnback and initiated the process within TAS, the Design Lead will request a list of names for any Local Agency Reviewers and the Local Agency Lead. The Design Lead will then assign those roles within TAS before the initial review.

Once documents are sent to the Local Agency for review, additional reviewers may be requested by the Local Agency Lead during the review period by selecting **Local Agency Reviewers** at the top right of the document review and requesting additional reviewers.

Completing Document Reviews

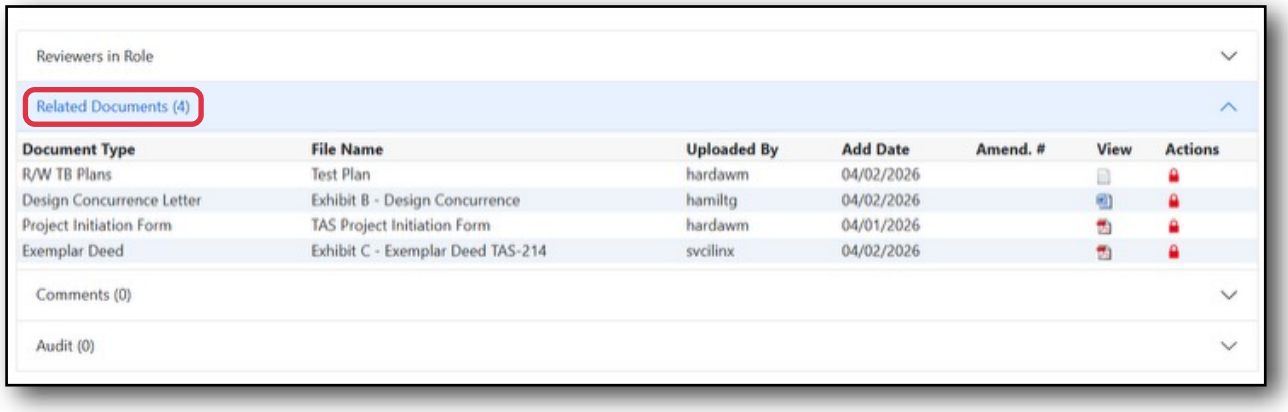
Once a document has been sent to the Local Agency for review, an email with a link to the ECM Portal is sent to both the Local Agency Lead and all Local Agency Reviewers assigned by the WSDOT Design Lead. The agreement review may be accessed through the email link or directly through the ECM Portal.

To access the assigned review through the system, select the **My Reviews (1)** tab at the top of the home page, then select the **Agreement Number (2)**.

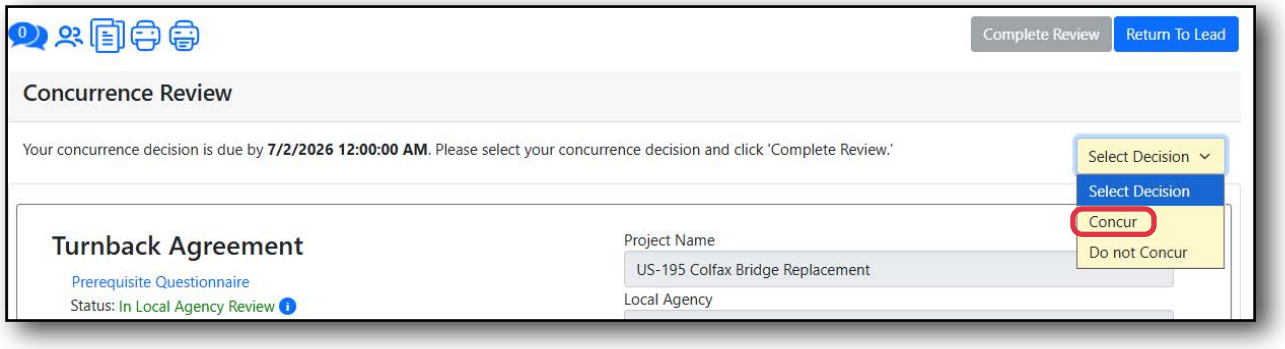


Review Concurrence

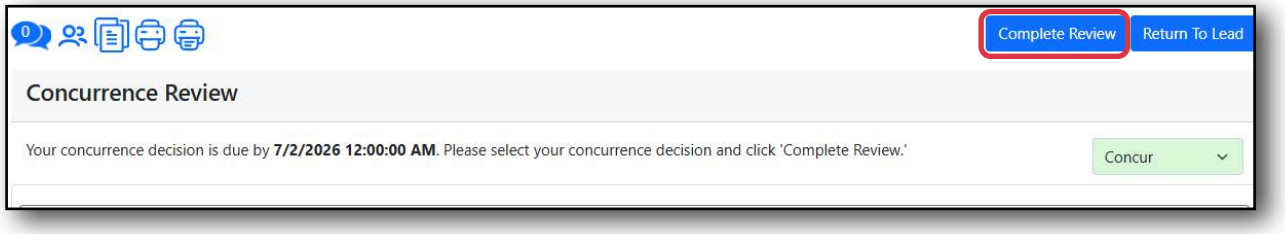
All associated exhibits and supporting documentation can be reviewed in the **Related Documents** section at the bottom of the page.



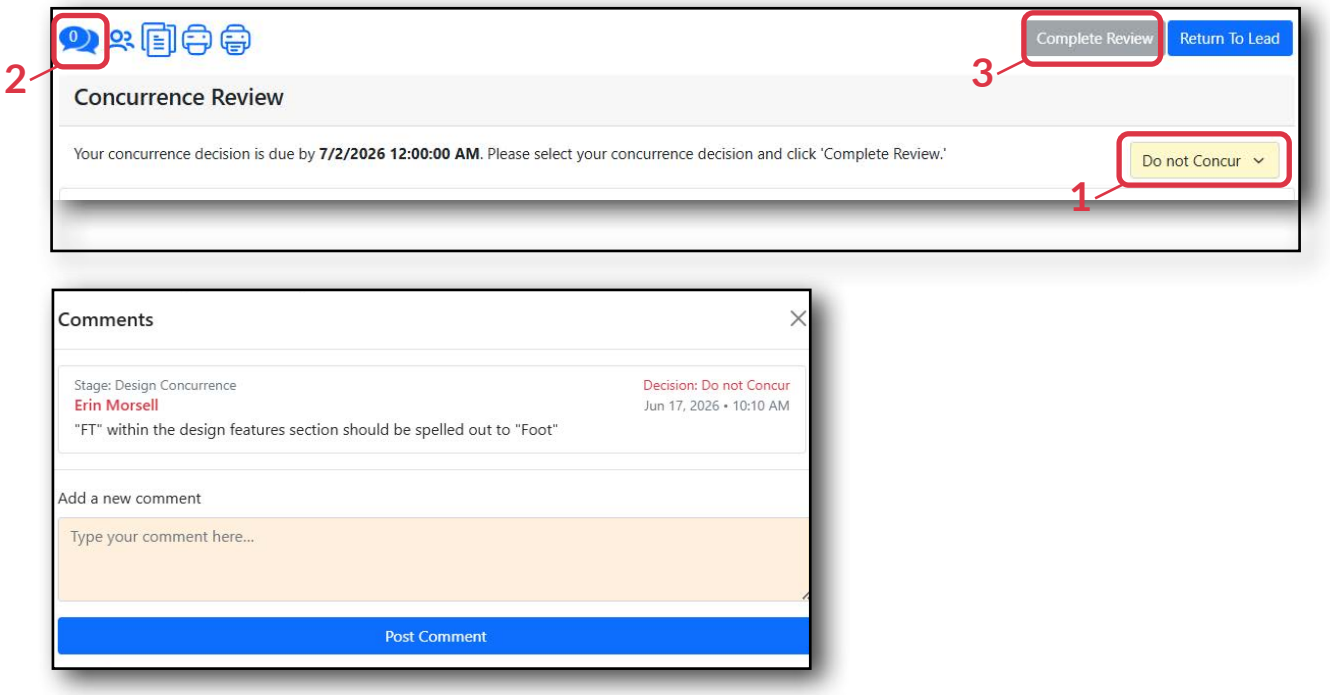
If the document and exhibits are acceptable, choose **Concur** from the drop-down menu at the top of the page



The **Complete Review** option will become available once **Concur** has been selected.



If concurrence is not provided, select **Do Not Concur** from the drop-down menu. A comment identifying the issue must be provided before selecting the **Return to Lead** button.



As shown above, the comment provided with the Do not Concur decision is displayed as associated with that decision. Once the **Return to Lead** button is selected, the document is sent back to the Design Lead for correction and/or additional comment. Once the Design Lead has completed this additional stage, it is sent back to the Reviewer to complete their review.

Review Timeframes

Within the workflow, minimum review timeframes are established for each stage to allow adequate time for review and concurrence activities. The following minimum timeframes apply:

Design Concurrence	14 Days
Turnback Agreement	30 Days
Turnback Agreement Amendments	30 Days
Transfer Acceptance	14 Days

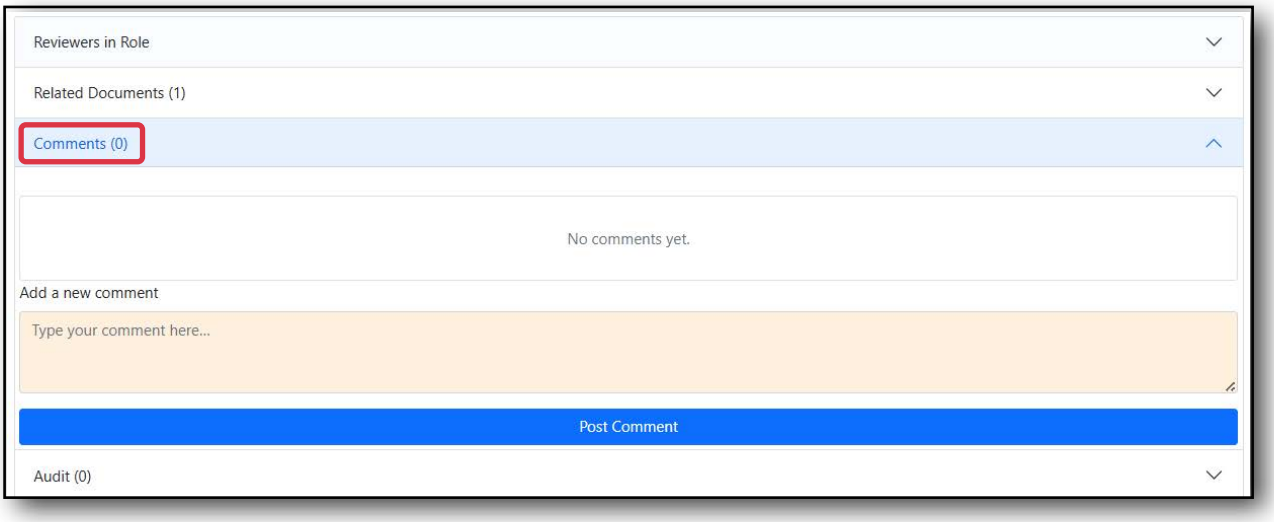
If additional time is needed to complete the review, contact either the Design Lead or Construction Lead to request an extension on the due date.

If a review is not completed within the allotted timeframe, the document may proceed to the next stage of the workflow without a concurrence decision.

Submitting Comments

There are two ways to submit comments within the system. The first option is at the top of the page by selecting the comment icon in the upper left corner.

Alternatively, scroll down to the bottom of the page and select the **Comments** drop-down.



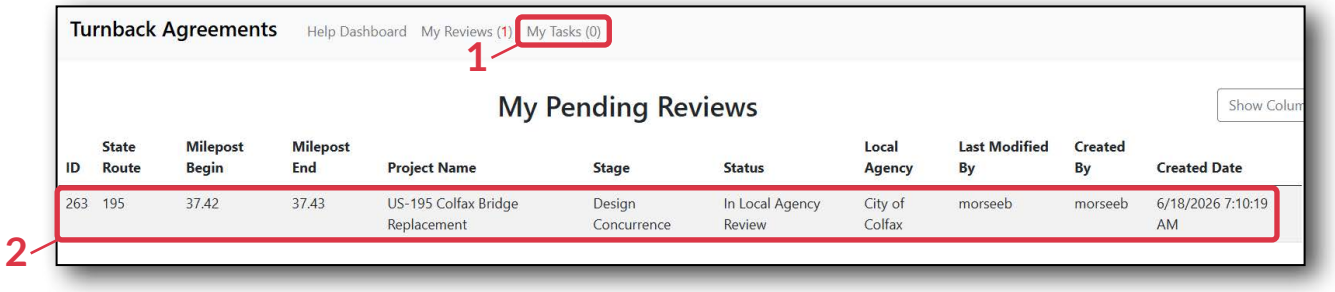
To post a comment, enter comments within the text field provided and either select the Post Comment button or by pressing Enter on the keyboard.

Applying a Digital Signature

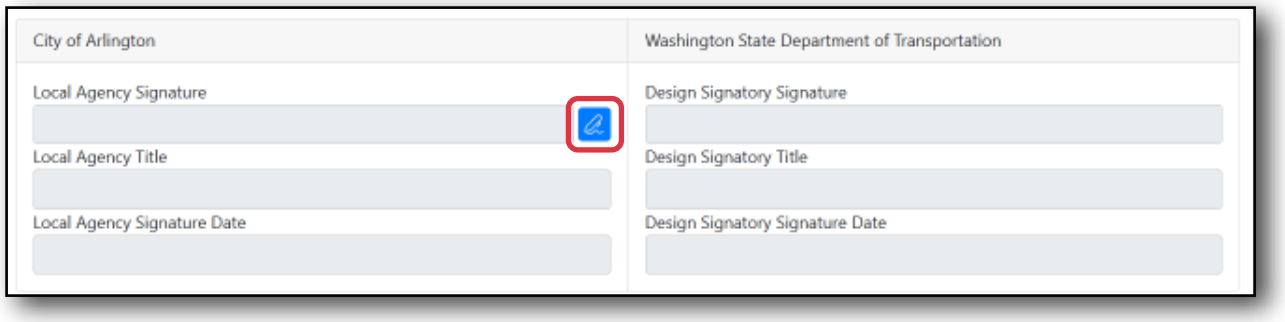
After review concurrence has been completed, the document is sent to the Local Agency Lead for final signature. Signatures are applied digitally within the system and are stored securely within the ECM system as part of the official agreement record.

Once a document has been sent to the Local Agency for signature, an email with a link to the ECM Portal is sent to the Local Agency Lead. The agreement may be accessed through the email link or directly through the ECM Portal.

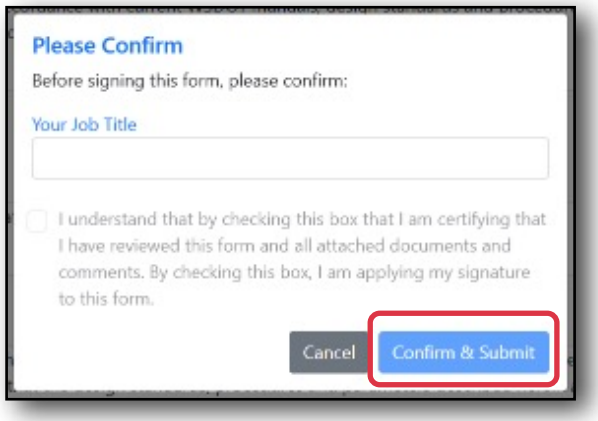
To access the agreement through the system, select the **My Tasks (1)** tab at the top of the Turnback Agreements home page, then select the **Agreement Number (2)**.



To complete the digital signature, select the blue pencil icon next to the **Local Agency** signature box.



A pop-up will appear to enter the job title and acknowledge the digital signature. Once filled out, select the **Confirm & Submit** button to complete the signature.



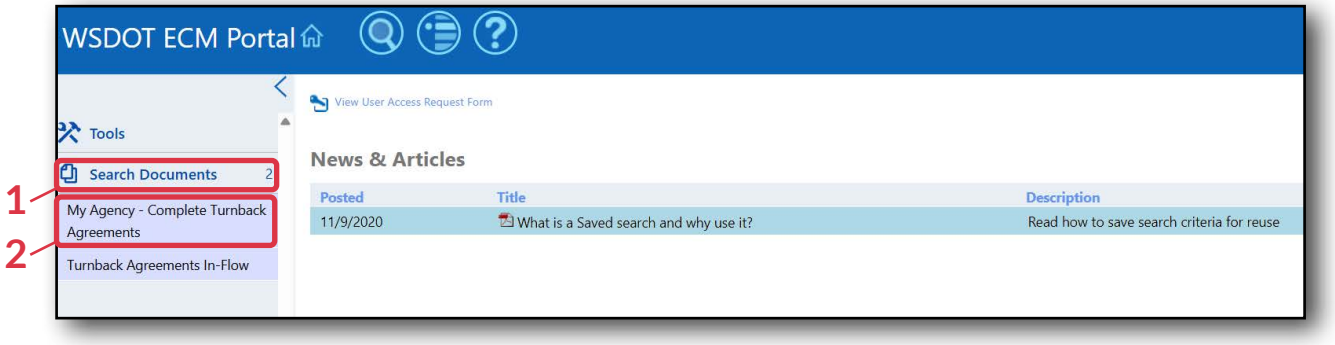
The document will then routed to the WSDOT Lead for signature, after which the document will be final.

Document Retention

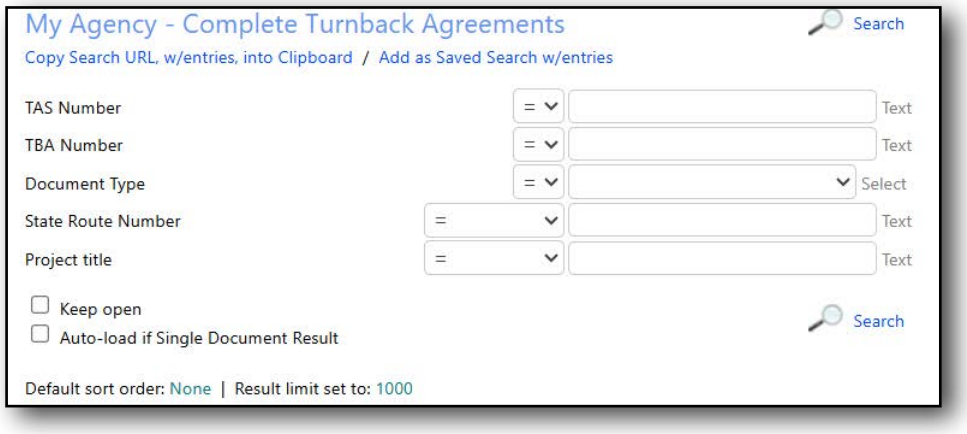
All documents and exhibits related to the turnback agreements are retained within the ECM Portal for 75 years.

Completed Agreements Search

To review completed agreements, documents can be accessed within the ECM Portal under the **Search Documents** tab and selecting the **My Agency – Complete Turnback Agreements**.



You can search for an agreement by TAS Number, document type, state route number, and/or project title.



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