

POLICY FOR SUBMITTING NEW OR REVISED TESTING PROCEDURES

Following are guidelines governing the submission and adoption of new procedures or revisions to existing procedures for the Testing Procedures Manual. The DOTD Testing Procedures Guidelines for Standard Format may be found below.

1. Submission of Procedures

In accordance with the DOTD Testing Procedures Guidelines for Standard Format and the following.

- 1) New procedures shall be forwarded to the Testing Procedures and Sampling Manual Committee Chairman with a cover letter briefly explaining the necessity or reasons for establishing the new procedure.
- 2) Revised procedures shall be forwarded to the Testing Procedures and Sampling Manual Committee Chairman with a cover letter briefly summarizing the revisions made. In addition, for minor changes, the submitter must include a copy of the existing procedure with all parts where changes are proposed underlined and the suggested revisions clearly indicated. For major revisions, a completely revised procedure must be developed in accordance with the DOTD Testing Procedures Guidelines for Standard Format must be submitted.

2. Approval of Procedures

- 1) All proposed additions, changes or revisions to the Testing Procedures Manual are studied, corrected and/or changed by the Testing Procedures Manual Committee.
- 2) After the committee has completed its evaluation of the testing or sampling procedure, a draft is submitted to the Testing Procedure Manual Review Group, which consists of the Construction Engineer Administrator, Maintenance Engineer Administrator, Associate Director of LTRC, each District Training Specialist, each District Laboratory Engineer, and the FHWA Representative.
- 3) Members of the review group are furnished a draft copy of the complete procedure and requested to evaluate and make written suggestions within a two-week period for either changing the procedure or approving it as written. If the requested comments from the review group are not received by expiration of the deadline, it is assumed that silence is approval.
- 4) After all comments are received, the committee prepares a final draft of the proposed procedure and submits it to the DOTD Chief Engineer for approval.
- 5) Following the approval of the Chief Engineer, FHWA must be informed of the change.
- 6) Once FHWA has been informed of the change the Materials Standards Unit has the procedure uploaded to the webpage.