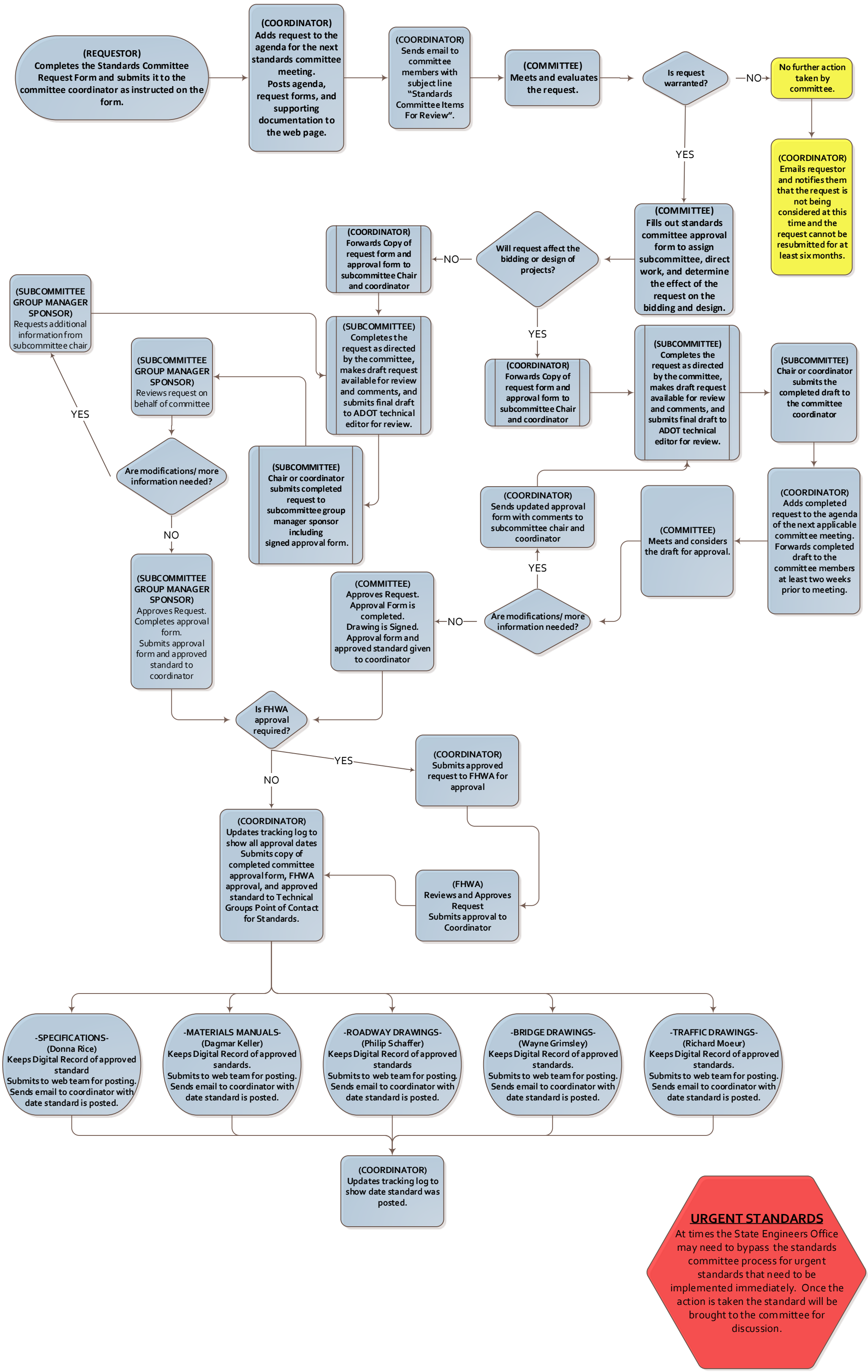
(REQUESTOR) Completes the Standards Committee Request Form and submits it to the committee coordinator as instructed on the form.
(COORDINATOR) Adds request to the agenda for the next standards committee meeting. Posts agenda, request forms, and supporting documentation to the web page.
(COORDINATOR) Sends email to committee members with subject line "Standards Committee Items For Review".
(COMMITTEE) Meets and evaluates the request.
Is request warranted?
NO
No further action taken by committee.
(COORDINATOR) Emails requestor and notifies them that the request is not being considered at this time and the request cannot be resubmitted for at least six months.
YES
(COMMITTEE) Fills out standards committee approval form to assign subcommittee, direct work, and determine the effect of the request on the bidding and design.
Will request affect the bidding or design of projects?
NO
(COORDINATOR) Forwards Copy of request form and approval form to subcommittee Chair and coordinator
(SUBCOMMITTEE) Completes the request as directed by the committee, makes draft request available for review and comments, and submits final draft to ADOT technical editor for review.
(SUBCOMMITTEE) Chair or coordinator submits completed request to subcommittee group manager sponsor including signed approval form.
(SUBCOMMITTEE GROUP MANAGER SPONSOR) Reviews request on behalf of committee
Are modifications/ more information needed?
YES
(SUBCOMMITTEE GROUP MANAGER SPONSOR) Requests additional information from subcommittee chair
NO
(SUBCOMMITTEE GROUP MANAGER SPONSOR) Approves Request. Completes approval form. Submits approval form and approved standard to coordinator
YES
(COORDINATOR) Forwards Copy of request form and approval form to subcommittee Chair and coordinator
(SUBCOMMITTEE) Completes the request as directed by the committee, makes draft request available for review and comments, and submits final draft to ADOT technical editor for review.
(SUBCOMMITTEE) Chair or coordinator submits the completed draft to the committee coordinator
(COORDINATOR) Adds completed request to the agenda of the next applicable committee meeting. Forwards completed draft to the committee members at least two weeks prior to meeting.
(COMMITTEE) Meets and considers the draft for approval.
Are modifications/ more information needed?
YES
(COORDINATOR) Sends updated approval form with comments to subcommittee chair and coordinator
NO
(COMMITTEE) Approves Request. Approval Form is completed. Drawing is Signed. Approval form and approved standard given to coordinator
Is FHWA approval required?
YES
(COORDINATOR) Submits approved request to FHWA for approval
(FHWA) Reviews and Approves Request Submits approval to Coordinator
NO
(COORDINATOR) Updates tracking log to show all approval dates Submits copy of completed committee approval form, FHWA approval, and approved standard to Technical Groups Point of Contact for Standards.
-SPECIFICATIONS- (Donna Rice) Keeps Digital Record of approved standard Submits to web team for posting. Sends email to coordinator with date standard is posted.
-MATERIALS MANUALS- (Dagmar Keller) Keeps Digital Record of approved sandards. Submits to web team for posting. Sends email to coordinator with date standard is posted.
-ROADWAY DRAWINGS- (Philip Schaffer) Keeps Digital Record of approved standards Submits to web team for posting. Sends email to coordinator with date standard is posted.
-BRIDGE DRAWINGS- (Wayne Grimsley) Keeps Digital Record of approved standards. Submits to web team for posting. Sends email to coordinator with date standard is posted.
-TRAFFIC DRAWINGS- (Richard Moeur) Keeps Digital Record of approved standards. Submits to web team for posting. Sends email to coordinator with date standard is posted.
(COORDINATOR) Updates tracking log to show date standard was posted.
URGENT STANDARDS
At times the State Engineers Office may need to bypass the standards committee process for urgent standards that need to be implemented immediately. Once the action is taken the standard will be brought to the committee for discussion.