

INDIANA DEPARTMENT OF TRANSPORTATION

INTER-DEPARTMENT COMMUNICATION
Standards Section -- Room N642

June 3, 1998

MEMORANDUM

TO: Division Chiefs, District Directors, Indiana Constructors, Inc., and Consulting Engineers of Indiana

**FROM: Firooz Zandi
Deputy Chief Engineer**

SUBJECT: Proposing Changes to Standard Documents or Proposing New Standard Documents

STANDARD DOCUMENTS. Standard documents include Standard Specifications, Supplemental Specifications, Recurring Special Provisions, metric standard drawings, english standard drawings, the Design Manual, and all design memoranda. These documents are maintained by the Standards Section in the Technical Services Division.

AUTHORITY TO CHANGE STANDARD DOCUMENTS. The Technical Services Division's Standards Section is the Department's only authorized distributor of standard documents and changes to them. In order to expedite information distribution, others may distribute material. However, all material distributed by others will be considered as preliminary notification until such time as a formal document distribution is made by Technical Services Division. Changes made to standard documents, made independently of the procedure described herein, by other divisions or entities will not be recognized by the Technical Services Division or the Standards Committee as Department policy.

CHANGING, ADDING, OR DELETING STANDARD DOCUMENTS. Anyone within the Department, the construction industry, the consulting industry or a local public agency that uses standard documents may propose changes to them. Changes may be made by hand-placing the proposed changes on copies of current versions of the documents. If the changes are extensive, or if the change requires additional documents, such changes may be made by means of word processing or electronic drafting. Each change proposal must include effects on specifications, standard drawings, and design policy, and provide necessary background information to explain the reason necessitating the change.

STANDARDS COMMITTEE. Once the change proposal is completely drafted, it must be submitted to the appropriate member of the Standards Committee. The Committee consists of a chairman, a secretary, six voting members, and one nonvoting member. The Committee's membership is currently as follows:

Firooz Zandi, Chairman, Deputy Chief Engineer
Dannie Smith, Secretary, Specifications Manager
John Bellinger, Materials and Tests Division representative
Robert Cales, Technical Services Division representative
Thomas Caplinger, Design Division representative
Jack Fischbacher, Field Operations representative
Dennis Kuchler, Operations Support Division representative
Janice Osadczuk, Pre-Engineering and Environment Division
representative
Lee Gallivan, Federal Highway Administration (Specifications)
Ed Ratulowski, Federal Highway Administration (Standards/Design)

Messrs. Smith, Ratulowski and Gallivan are nonvoting members. Mr. Zandi votes only when required to break ties.

The Standards Committee represents the Department's formal adoption process of standard documents, which provides opportunity for public input regarding standard document changes. Changes to the Standard Specifications, the standard drawings, and to design policy require Standards Committee approval.

CHANGE PROPOSAL SUBMISSION. If your division is represented on the Standards Committee, submit your change proposal to that representative. All operations in all districts should submit their proposals to the Field Operations representative. Design consultants and local public agencies should submit their proposals to the Design Division representative. Contractors should submit their proposals to the Operations Support Division representative. Material suppliers and other vendors should submit their proposals to the Materials and Tests Division representative. All other divisions, agencies, or other entities should submit their proposals to the Technical Services Division representative.

CHANGE PROPOSAL PROCESSING. The Standards Committee secretary will accept proposals only from the Committee's voting members. The Standards Section then reviews each proposal. The Section may make editorial changes that do not affect the intent of the proposal. The Standards Committee secretary then places the proposal on the next practical agenda for a Committee meeting. The agenda showing all proposals received by the secretary during the past month is printed and distributed as required. The Committee meets approximately once each month to discuss such agenda items. If you have proposed a

standard document change, you are invited to be present at the meeting in which it is discussed. The intent of a proposal may be changed per Committee discussion. Once discussion is complete, the item is voted on. A simple majority of voting members' approvals constitutes passage. Once passed, the proposal is then processed as a standard document.

EFFECTING STANDARD DOCUMENTS FROM CHANGE PROPOSALS. Specification changes are developed into Supplemental Specifications or Recurring Special Provisions by the Standards Section's Specifications Manager. Standard drawing changes are electronically drafted under the direction of the Standards Engineer. The drawings are individually approved by signature of the Chief Highway Engineer. Design policy changes and instructions are developed into design memoranda under the direction of the Design Policy Engineer.

All such documents are printed and distributed per a distribution list maintained by the Standards Committee secretary. The Standards Section distributes Supplemental Specifications, Recurring Special Provisions, and new and revised standard drawings three times each year. The documents are dated to be effective with the first letting of January, May, and September of each year. Such distributions are made in time for the corresponding Ready for Letting date for each of the months listed above. Design memoranda are distributed when required. They are compiled periodically and are then incorporated by the Design Policy Engineer into the Design Manual. The Standards Section distributes Design Manual revisions.

DESIGN MEMORANDA DESIGNATION. We have changed the methods of designating and numbering design memoranda. All memoranda will be designated as Design, as we have discontinued the Road and Bridge designations. Each memorandum will be assigned a serial number within the year it is issued. The first memorandum of 1998 will be designated 98-01. The portion of a memorandum that deals with a change in design policy will be identified as Policy Change. The portion of a memorandum that deals with procedural instructions, but does not actually change design policy, will be identified as Technical Advisory. The Technical Advisory portion of a design memorandum does not require Standards Committee consideration. The Design Policy and Technical Advisory portions will be issued simultaneously as two distinct documents. A design memorandum may consist of only a Policy Change portion or a Technical Advisory portion, or it may consist of both.

SUMMARY. All documents which establish design policy, standards and specifications are required to go through a formal adoption process and distribution. Technical Services Division has been designated as

responsible for managing the adoption process and distribution of material.

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