

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 [here](#).

Editorial changes include punctuation changes, grammar corrections, reordering existing material and adding headers for ease of use, formatting and hyperlink additions. These changes do not need to go through the below steps for approval and can be published immediately.

Procedural changes include any other change that is not defined by the above definition of “editorial” and will require the below steps for approval before being published.

1. Submission of Procedures

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

- 1) New procedures will be forwarded to the Testing Procedures Coordinator with a cover letter briefly explaining the necessity or reasons for establishing the new procedure. The coordinator will then assign a TR number.
- 2) Revised procedures shall be forwarded to the Testing Procedures Coordinator 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 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 submitted, corrected and/or changed by the Materials Lab Subject Expert(s).
- 2) Upon completion a draft is submitted to the Testing Procedures Manual Review Group, which consists of the Materials Engineer Administrator, Associate Director of LTRC, each District Training Specialist, each District Laboratory Engineer, each Materials Lab Unit Engineer, and the FHWA Representative.
- 3) The review group has two weeks to make written suggestions for either additional revisions to the procedure or approving it as written. If the requested comments from the review group are not received by the deadline, approval is implied.
- 4) The expert then reviews any received suggestions, prepares a final draft of the proposed procedure, a letter summarizing the changes and why they are necessary and submits it to the Materials Engineer Administrator and the DOTD Chief Construction Division Engineer for approval.
- 5) Following the approval, FHWA must be informed of the change.
- 6) The Testing Procedures Coordinator publishes to the webpage and notifies the Testing Procedures Manual Review Group.