

STANDARD OPERATING PROCEDURE: Guide to Standardized Highway Barrier Hardware Update - Revised Drawing Submission

X.#	TASK	WHEN	WORK INSTRUCTION(S) (REFER TO:)	INDEPENDENT RESPONSIBILITY	REMARK(S)
X.#.#	SUBTASK				
X.#.#	QUALITY CONTROL				
A	DEVELOPMENT AND APPROVAL OF NEW AND EXISTING REVISED DRAWINGS	Review all relevant criteria for existing drawing revisions and new drawings. All formal studies, cost evaluations, and constructibility investigations take place before submission; however, all preliminary evaluations including new components and/or new design criteria must have FHWA concurrence or approval prior to submission and/or balloting of the Drawing for inclusion into the Guide to Standardized Highway Barrier.			
A.1	LEVEL I: Before Task Force Meeting				
A.1.1.1	Submitted Drawing Format	Level I	To begin the process of adding a new drawing to the Website Guide or modifying an existing drawing.	OWNER	Review the standards for drawings and specifications, and prepare files complying with those standards
A.1.1.2	Request Designator	Level I	New Drawings only	OWNER	For a new drawing, contact GK requesting a designator.
A.1.2.1	Drawing Category	Level I		GK	Identify the category of the system or component.
A.1.2.2	Drawing Designator	Level I		GK	Look at the previous and current Guides and determine a suitable designator. Email to OWNER the assigned Designator.
A.1.2.3	Create Forum Board on Website	Level I		GK	Create a new "board" (forum) on the discussion board for the system or component: 1. Go to http://barrierguide.proboards31.com/ and login as <i>admin</i> . 2. Click on "admin" to go to the administration area. Under "Boards," click on "Create Board." Select the appropriate category, then placement. Under "Board Information," for the board name and ID, use the designator. For the description, use the name of the hardware. Under "Board Settings," add yourself (admin) and the appropriate Technical Representative as moderators and leave the rest of the default settings.
A.1.3.1	Add Designator to Drawing	Level I	New Drawings only	OWNER	add designator to the drawing and specification.
A.1.3.2	Drawing Format for Review	Level I	New and Existing Revised Drawings	OWNER	Convert the drawing and specification files to PDF format. If possible, use Adobe7 to combine all pages into one file and add links to approval letters and the manufacturer's website. Enable the PDF file for comments by selecting "Comments > Enable for Commenting in Adobe Reader," making sure that comments with text editing are allowed. Submit PDF file(s) and photos(s) to the appropriate Technical Representative via email.

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A.1.4.	Acceptance of Drawing Submission for Review	Level I	New and Existing Revised Drawings	RGTR	Check for compliance with the standards . If corrections are needed, email OWNER. In the case of major corrections, wait for another file before proceeding. All corrections should be completed before forwarding drawing to GK. If not already done by OWNER, enable the PDF file for comments by selecting "Comments > Enable for Commenting in Adobe Reader," making sure that comments with text editing are allowed.
A.1.5.	Drawing Check-in and Download to Website	Level I	New and Existing Revised Drawings	GK	<p>Add photo link to the PDF file if needed, along with other links if not already inserted by OWNER (approval letters, manufacturer's website).</p> <p>Post files in appropriate web directories: PDF in <i>Guide/New/In-progress/Systems/ (or Components)</i>, photo in <i>Photos</i> subdirectory and in <i>Guide/WebPhotos/</i>.</p> <p>Add the new system or component to the tables in <i>newindex.html</i> and post it to the web.</p> <p>Post an introductory message on the discussion board with a link to the PDF. Notify the appropriate Technical Representative that a new drawing has been posted.</p>
A.1.6.	'In-Progress' Drawing Review	Level I	New and Existing Revised Drawings	RGTR	Email OWNER, informing him that the files have been posted and directing the OWNER to visit the discussion board and bookmark the appropriate topics. Email the RGM a link to the PDF and to the discussion board forum, requesting their timely review and comment.
A.1.7	Independent Peer Review of SOP and Criteria			CTF13, SC2PM	To be announced at a TF13 meeting before a General Session present at meeting before Peer Review is conducted.
A.1.8	Revise as Required			CTF13, SC2PM	Review all proposed revisions to be presented at TF13 Meeting before a General Session present at meeting.
A.1.9	Keep Master Copy in Project File			CTF13, SC2PM	Both electronic and hard copy of in-effect SOP to be in possession of both CTF13, SC2PM, and the RGTR
A.2	LEVEL II: In Preparation for a Task Force Meeting	Approximately one (1) month prior to the Meeting			

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A.2.1.	'In-Progress' Drawing Review Final Comments	Level II	New and Existing Revised Drawings	RGTR	Identify systems and components that are ready for a vote. Email the RGM and OWNER, reminding them to check the discussion board comments and send any revisions asap. Perform final check of the discussion board forums for comments. Contact GK and provide list of drawings to be migrated from 'In-Progress' to 'Ready' directory.
A.2.2.1.	'Ready' Drawing Notification	Level II	New and Existing Revised Drawings	GK	Move the PDF's indicated by the RGTR from <i>Guide/New/In-progress/Systems/ (or Components)</i> to <i>Guide/New/Ready/Systems/ (or Components)</i> , and move the photos to that <i>Photos</i> subdirectory. Change the links on <i>newindex.html</i> from "In-Progress" to "Ready." Contact all RGTR, SC2PM, and CTF13 Personnel when the list of completed system/component drawings is ready for viewing (no later than two weeks before the meeting).
A.2.2.2.	Archive Drawing Review Comments	Level II (time addendum)	New and Existing Revised Drawings	GK	A few days before the meeting, archive the comments made on these systems and components: Go to a forum, click on a topic, then click "print." This will give you a print-friendly version of the comments. Print this to PDF (Acrobat Distiller). Repeat for all related topics, then open them in Adobe Acrobat and combine all topics into one PDF for the system/component. Post these archived comments in <i>Guide/Archives/</i> .
A.2.3	Independent Peer Review of SOP and Criteria			CTF13, SC2PM	To be announced at a TF13 meeting before a General Session present at meeting before Peer Review is conducted.
A.2.4	Revise as Required			CTF13, SC2PM	Review all proposed revisions to be presented at TF13 Meeting before a General Session present at meeting.
A.2.5	Keep Master Copy in Project File			CTF13, SC2PM	Both electronic and hard copy of in-effect SOP to be in possession of both CTF13, SC2PM, and the RGTR
A.3.	LEVEL III: After a Task Force 13 Meeting				
A.3.1.	Approved Drawings	Level III	New and Existing Revised Drawings	RGTR	Identify and list approved systems and components drawings. Contact GK and provide list of approved drawings and photos to be migrated from 'Ready' to subdirectory of <i>Guide/Hardware/</i> .

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A.3.2.	Website Guide Update	Level III	New and Existing Revised Drawings	GK	<p>Move the PDFs from <i>Guide/New/Ready/Systems/</i> (or <i>Components</i>) to the appropriate subdirectory of <i>Guide/Hardware/</i>, and move the photos to that <i>Photos</i> subdirectory.</p> <p>Move the information from <i>newindex.html</i> to <i>nameindex.html</i> or <i>nameindex2.html</i>, and change the links from <i>Guide/New/Ready/Systems/</i> (or <i>Components</i>) to the appropriate subdirectory of <i>Guide/Hardware/</i>.</p>
A.3.2.1	Updated Guide Quality Assurance and Archive	Level III	New and Existing Revised Drawings	GK	<p>For each approved system or component, add a new topic to the "Errors and Suggested Changes" forum on the discussion board, with the designator and name as the subject. Post a message such as, "All comments received prior to ____ have been archived and are posted at http://aashtotf13.tamu.edu/Guide/Archive/."</p> <p>For each approved system or component, add a new topic to the appropriate forum, with a subject like "System approval" and a message such as, "This system has been approved by the Barrier Subcommittee of Task Force 13 to be included in the Online Guide. All comments received prior to ____ have been archived. Please post additional comments in the "Errors and Changes" section of the discussion board, in the appropriate thread (topic)." Lock all the topics in the forum by selecting them and clicking on the "lock/unlock" icon. This will prevent anyone from posting additional comments there.</p> <p>Notify RGTR that the website and discussion board have been updated.</p>
A.3.3.	Approved Drawing Comments	Level III	Updated Guide Drawings	RGTR	<p>If there were any comments added after drawing was archived, copy them and post them as replies to the topics in "Errors and Suggested Changes."</p> <p>Email OWNERS, notifying them of the discussion board changes and encouraging them to bookmark the appropriate topics.</p>
A.3.4	Independent Peer Review of SOP and Criteria			CTF13, SC2PM	To be announced at a TF13 meeting before a General Session present at meeting before Peer Review is conducted.
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A.3.6	Keep Master Copy in Project File			CTF13, SC2PM	Both electronic and hard copy of in-effect SOP to be in possession of both CTF13, SC2PM, and the RGTR

Abbreviations

GUIDE	AASHTO-AGC-ARTBA Subcommittee On New Highway Materials Task Force 13, A GUIDE TO STANDARDIZED HIGHWAY BARRIER, 1995, or AASHTO-AGC-ARTBA approved successor.
DRAWING	Includes all that is pertinent for publish into Guide, including but not limited to Drawing details Page, and Specifications Page
TF13	AASHTO/AGC/ARTBA Joint Committee Subcommittee on New Highway Materials, Task Force 13
FHWA	Federal Highway Administration
GK	Gate-Keeper; Custodian and Purveyor of Parent Documents both Drawing Computer Aided Drafting Design and Specification Page Word Documents
RGM	Review Group Member or Members
RGTR	Review Group Technical Representative
NCHRP 350	National Cooperative Highway Research Program Report 350, 1993
SC2PM	Sub Committee No2 Panel Member
CTF13	Co-Chair of TF13
PARENT DOCUMENT	Drawings as per AASHTO-AGC-ARTBA Subcommittee On New Highway Materials Task Force 13, A GUIDE TO STANDARDIZED HIGHWAY BARRIER, 1995, or AASHTO-AGC-ARTBA approved successor.
NOI	Notice of Intent
SOP	Standard Operating Procedure
MSWORD	Microsoft Word Software or compatible to Windows XP
ADOBE READER	Adobe Reader Version 7, 2005 (http://www.adobe.com/products/acrobat/readermain.html)
ADOBE7	Adobe 7 Full Version
.PDF	(Portable Document File) Created from Parent Document only, using Adobe7 software, comment and text editing enabled.
SUBMISSION	Final revised drawing from Review Group Technical Representative to Subcommittee No2 Co-Chair for TF13 review/Balloting
OWNER	Originator of Drawing, either Public or Private
WEBSITE	Online Hardware Guide – Updates (http://aashtof13.tamu.edu/Guide/process.htm)
WEBSITE GUIDE	Updated Guide posted on Website

Note(s)

[1] TASKS and SUBTASKS should be performed in the basic order listed. Any special requirements regarding timing can be indicated in the "WHEN" column.

Qualification Levels

SCNo2 PM are designated by the CTF13 based on their individual qualifications, and the specific requirements of the project to be managed. Qualifications include experience, and technical and management skills.