TASK FORCE 13
PUBLICATIONS MAINTENANCE SUBCOMMITTEE
April 13, 2000
MINUTES

Subcommittee Members attending:

1. Nancy Berry, co-chairman, Virginia Department of Transportation; berry_ne@vdot.state.va.us ;
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2. Matt Leahy; Xcessories Squared; mleahy@x-sqrd.com; Telephone (800) 621-7948; FAX (217)
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Subcommittee Members not attending:

1. John Rohde, co-chairman, University of Nebraska, jrohde@uni.edu; Telephone (402) 472-
   8807
2. Chris Karpathy; Safety Quest, Inc.; karpathy@TCA.net; Telephone (409) 260-6611
3. Dean Sicking, University of Nebraska; filling in for John Rohde, dsicking@unlinfo.unl.edu;
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4. Dutch Van Schooneveld, Contech Construction Products, Inc.; Telephone (703) 534-9630;
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Minutes:

Due to the impact of this subcommittee's updates, the meeting was conducted with the full group
of Task Force 13 attendees present. Nancy Berry began with an update of events since the
September 1999 meeting:

- Letter from Task Force 13 to Mr. John Horsley dated December 14, 1999 with a proposal to:
  1. Use CD ROM technology and the Internet to maintain our guides.
  2. Charge for CD and maintaining files through dedicated pages on AASHTO's web site.
- Nancy reported on conversations with Sunny Schust of AASHTO's Communications
  Department who is presenting a proposal for an Electronic Editing Pilot Project:
  1. Task Force 13 does not have a "significant" amount of business in selling publications
     (Nancy will try to find out exactly how many of each TF13 guide has been sold over the
     past several years)
  2. AASHTO needs to make sure the process will work effectively for the publications that
     generate thousands of dollars
  3. Research Proposal – 18 months, $200,000
  4. Phase I – conversion to Microsoft Word of the Materials Manual for Subcommittee on
     Materials, revised specs on disk, publication June 2000
  5. Phase II – launching of Internet application, open to all Subcommittee members
  6. Next orders of priority for similar work would be Bridge and Design
  7. AASHTO is upgrading server to handle committees' communications; subcommittees will
     be able to download edits
  8. AASHTO would entertain a proposal from Task Force 13 to have someone else publish
     our publications (they only manage the process for others as a courtesy).
- Nancy then showed a Power Point presentation that Sunny Schust had sent her on her
  Research Proposal. Some of the project tasks outlined in the presentation were:
  1. Plan model site
  2. Test with Subcommittee on Materials, August 2000
  3. Evaluate and recommend changes
  4. Develop comprehensive report and assessment of other applications
- Mac Ray then gave a technical briefing on NCHRP Project 22-10 and the status of the Task
  Force 13 Barrier Guide, which can be found as the unofficial 1999 version on his Web Site.
  There have been no updates to the Barrier Guide since 1994.

- The meeting then opened to general questions and comments surrounding the issue of how to establish a process of maintaining Task Force 13 guides. Some key points made were:
    1. Task Force 13 Guides are not copyrighted as most other AASHTO documents are; however, having the documents present themselves in higher esteem when carrying the weight of AASHTO.
    2. DOT representatives need to promote importance of Task Force 13 Guides (and other AASHTO publications) being updated <u>expediently</u> to their AASHTO representatives on Standing Committees.
    3. Technical material in the guides is typically developed by the "originator" and a "support contractor". The support has in many instances come from the AASHTO members, but the concern was expressed that with everyone pushed for financial resources as well as staff, the likelihood of maintaining current documents without additional means would be marginal.
    4. A key problem is the timeliness of the process of approval and balloting by the AASHTO states. An example was given of the Sign Guide being stuck in the process for four years.
    5. We need to identify a source of funding to get the work done. In the interim, being able to post recommended revisions to the web site would be beneficial.
    6. NCHRP 20-7 has a pot of money that we might be able to use to get a contract written for Task Force 13 work. Requests such as this typically go to AASHTO through the Chairman of a Subcommittee. We could go through Art as the Chair of Task Force 13 to gain support through the Task Force for Roadside Safety by presenting a Problem Statement.
    7. Would prefer skipping the balloting process to accomplish revisions. ==(Nancy will investigate the balloting process and whether or not we can shorten the process to get faster results for this particular effort. Another issue regarding the Barrier Guide is can it be considered "different" than some of the other guides in the approval process since the NCHRP 350 requirements "override" other policy steps?)==
    8. We need a list of guides and their file types and structures from each of Task Force 13's Subcommittees; DOT's would typically handle the files for non-proprietary and industry representatives would handle proprietary. There's a lot of work that needs to be done to update the information on the Web Site. Mac Ray will work up a proposal for what he thinks the time to accomplish that would be.