

**STANDARDS REVIEW COMMITTEE (SRC)
PROCESS and PROCEDURES**

I. INTRODUCTION

The Standards Review Committee (SRC) will provide oversight and management of PWE's standards and documents. The process will provide scheduled reviews and updating of the Department's standard documents. Objectives are to conduct Department managed change in an open process. Public participation will be encouraged through submittal of proposals, information input, and comments. The process will accomplish review of all documents within a five-year cycle. Review of specifications and standard details will be achieved concurrent with applicable chapters of the Infrastructure Design Manual. The proposed review cycle and procedures are described in Sections II and III.

II. REVIEW SCHEDULEYear Documents Reviewed

1	Storm Drainage	Ch 9, 13
2	Pavement	Ch 6, 10, 12
3	Water Distribution.....	Ch 7
	Sewage Collection	Ch 8
	Facilities	Ch 14
	Tunneling	Ch 11
4	Ancillary.....	Ch 1-5
5	Traffic	Ch. 15

III. PROCEDURESStep Action

Time
(months)

I	Notification	1
	Publish notice within and outside of the Department stating the overall category of documents being reviewed; the specific documents that will be considered in the review; the time in which input will be received; and specific instructions and format for submission of proposals. The Department will consider proposed additions, deletions, or changes to any current or new documents in the category.	
II	Receive Proposals	2
	Receive, categorize and prepare for review (post to electronic media accessible by committee members and public participants.	
III	Screen Proposed Changes/Formulate Agenda	2
	Review input and prioritize issues that are most significant and important for the Department's mission; develop short list of issues that will be considered by SRC and stakeholders of interest in formal managed discussion; publish agenda and key input for public review.	
IV	Convene/Conduct Discussions	2
	Provide duration of opportunity for stakeholders of interest – engineers, contractors, suppliers, stakeholders to address and provide input on proposals.	
V	Evaluate Proposals/Develop Recommendations	2
	Consider all input; post draft revisions for comment.	
VI	Receive Comments	1
VII	Finalize Revisions	2
	Process for final approval; publish final update.	