

## WAQTC Field Operating Procedure Library Work Plan

The majority of this effort will be outside the established committee 'in person' semi-annual meetings.

1. An agency or agencies (champion(s)) wants to propose a method
  - a. The draft must be created around an AASHTO procedure
  - b. The procedure must be consistent with mission of this group
2. Initial submittal: draft short form is sent to the QAC with adequate time for review and balloting prior to an established meeting
  - a. QAC members will provide feedback and comments to the champion(s)
  - b. All corrections and responses to feedback will be made.
  - c. Corrected procedure will be 'balloted' at least one month before the meeting
  - d. Vote yes, no, or abstain
    - i. A no vote requires an explanation.
    - ii. Abstention is appropriate if QAC representative's agency is not intending to use the FOP.
3. FOP meeting - ballot response and final disposition
  - a. All no votes are discussed and found to be 'persuasive' or 'non-persuasive.'
  - b. Final editing of approved document directed by the QAC chair.
4. The QAC determines whether the test method is included in the library
  - a. Final editing of approved document directed by the QAC chair.
5. The champion(s) develop and submit further optional materials:
  - a. Student manual
  - b. Performance checklist
  - c. PowerPoint
  - d. Written exam questions (not posted)
  - e. Any optional materials are developed after the short form is accepted by a new developer (s) all the developers become co-champions
6. Maintenance of the FOP – Champion(s) are responsible:
  - a. Tracking AASHTO changes (annually)
  - b. Update FOP to remain consistent with AASHTO
  - c. Committee review of updates
7. When a FOP champion departs from the QAC
  - a. The champion's replacement decides whether to assume these duties
  - b. If this individual will not assume the duties for the FOP
    - i. Open the position to volunteers
      1. Co-champions
      2. Other stakeholders
  - c. If no champion is assigned the FOP is 'discontinued'
    - i. Date of last revision appended to link title
  - d. Removed from library after three years

