

# Proposals to AASHTO Standards



## Process for a member agency seeking WAQTC support for AASHTO Standards proposals

### Minor revisions proposals to AASHTO Standards

1. Draft proposed revision
2. Distribute to the QAC at least three weeks before the winter meeting
3. Respond to comments
4. Present revisions during the QAC Winter meeting

### Extensive revisions

1. Determine if other member agencies are interested in contributing to the drafting of the revision.
2. Gather input from other members that use the standard.
3. Solicit QAC and Executive Board support
4. Draft a proposal with assistance from the QAC and coordinator
5. Distribute to QAC before the winter meeting
6. Respond to comments
7. Present proposal during the QAC Winter meeting
8. QAC provides feedback, final revisions and support, meeting time permitting
  - a. Meeting priorities are:
    - i. Standards that impact WAQTC TTQP training materials
    - ii. Standards assigned by the Executive Board
    - iii. Standards with the greatest number of impacted member agencies

### New Standard

1. Determine if other member agencies are interested in contributing to the drafting of the new standard.
2. Gather input from interested member agencies
  - a. May include obtaining existing agency standards
3. Interested member agencies draft a proposal

4. Distribute to QAC before the winter meeting
5. Respond to comments
6. Present proposal during the QAC Winter meeting
7. QAC provides feedback, final revisions and support, meeting time permitting
  - a. Meeting priorities are:
    - i. Standards that impact WAQTC TTQP training materials
    - ii. Standards assigned by the Executive Board
    - iii. Standards with the greatest number of impacted member agencies

**All QAC approved AASHTO proposals**

1. Distribute to the Executive Board before the Spring meeting
2. Respond to comments
3. Present proposal during the Executive Board Spring meeting

If proposal is approved by the Executive Board, a Champion is assigned. The coordinator will then write a letter, template attached, outlining the purpose of the proposed revisions for the Champion to present to the TS Chair. The Champion will be the member of the board who is also a member of the AASHTO Technical Subcommittee (TS) or the member of the board representing the proposing agency, preferably both.

The Champion will submit the proposal to the TS Chair, follow it through the balloting procedure and report to the QAC and the Executive Board.

**Date:**

**To:** AASHTO TS Chair Name  
AASHTO COMP Technical Subcommittee Xx Chair  
Title  
[email](#)

**From:** Champion Name  
WAQTC Executive Board Member  
Title  
[email](#)



Chair,

Attached are WAQTC's proposed revisions to #, *title*.

Explanation of revisions if appropriate.

WAQTC would like to recommend the following revisions:

- Bulleted list of revisions by Section #

A WAQTC member will be happy to present these proposed revisions to your Technical Subcommittee members during a webinar, or during the COMP Midyear or Annual meetings.

Thank you,

Champion initials/DAB/dab