

# Rock Products Committee

## Operational Guidelines

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### **OPERATIONAL GUIDELINES**

1. RPC meetings will be held quarterly. Meetings are to be attended by primary committee members.
2. The RPC will have a clear agenda and specific objectives for each meeting. The agenda will include a status of work plan projects and new business items.
3. The RPC will identify action items and be prepared to report on the status of those action items at quarterly meetings.
4. The RPC will define the resources needed to meet stated goals.
5. To prevent any conflict of interest Industry members are technical advisors who represent the industry, not individual companies.
6. Caltrans and Industry whenever possible will strive to use the RPC process for the development of those specifications or test methods under the mission of the RPC.
7. The “RPC Process” is for Scoping Document, specification, and test method development to proceed from a bottom-up approach. This means that for a particular Scoping Document, specification, or test method, a project team is assembled. The project team is a Sub Task Group within one of the Task Groups. When the project is complete, the product is forwarded through the appropriate Task Groups for review and comment, then to the Rock Products Committee for review and comment, and then on through Caltrans internal approval process. If there are revisions during review at each level, the Scoping Document, specification, or test method goes back to the assigned Sub Task Group for an appropriate amount of time to respond or comment. If there are additional changes during the Caltrans internal approval process, the RPC Co-Chairs will be informed and determine the appropriate next steps including communicating the changes to the Industry RPC Co-Chairs. If changes are made those changes will be communicated back to the Sub Task Group.
8. For emerging issues when time is of the essence because the need for the specification or test method is based on a law, regulation, court action, construction claim, etc., Caltrans will communicate with Industry by requesting input through an expedited review and comment on proposed specification or test method prior to the specification or test method being implementation.
9. Caltrans and Industry supports innovation through the development of new specifications for new products and construction processes that will benefit the traveling public in California. Specifications for new products or construction

## **OPERATIONAL GUIDELINES CONTINUED**

processes must comply with the requirements of Code of Federal Regulation (CFR) 23 CFR 635.411, Public Contract Code (PCC) Sections 3400 and 10129. Caltrans will provide within the next year guidelines on how new innovative pavement related products or construction processes will be addressed.

10. Industry members and subject matter experts must disclose any interest in patented or proprietary products or construction processes when they are brought before the RPC for action. Industry members and subject matter experts must sign a statement that they will not seek a patent on innovative materials or construction processes that are discussed at RPC, Task Group or Sub Task Group meetings.
11. For new specifications that include new products, construction methods or construction processes, to reduce risk to Caltrans and Industry, the new specifications will be initially used as a non-standard special provision on pilot projects. The need for pilot projects is part of the overall specification development process, which is described in the FHWA Technical Report (FHWA-RD-02-095) "Optimal Procedures for Quality Assurance Specifications." The pilot project process steps are:
  1. Non- standard special provision is tried on a limited number of projects.
  2. Analyze pilot project result.
  3. If a major revision to the draft specification is required then prepare new draft non-standard special provision and pilot revised specification on projects.
12. Approval of specifications and test methods is accomplished following Caltrans approval processes.
13. To facilitate effective governance, Caltrans or Industry member serving as a Co-Chair at one level (RPC Co-Chair, Task Group Co-Chair, Sub Task Group Co-Chair) shall strive to not serve as Co-Chair at any other level.
14. At the end of each fiscal year, the RPC will review their effectiveness during the previous year and update these Operational Guidelines.