

**SCORP**

(Standing Committee on Recommended Practices)

**Meeting Agenda**

**Sunday, March 11, 2009**

**1:00 – 2:00 p.m.**

Phoenix Convention Center Room 213 B

Phoenix, Arizona

**1. Attendance & Introductions**

Presiding: Steve Colman, Chair

SCORP members (*please inform Chair if there are any changes*):

- |   |   |
|---|---|
| 1. George Pilkington (Safety Council) *           | 7. Brian Bochner (Education Council)        |
| 2. Bill Byrne (Transit Council) *                 | 8. Randy McCourt (Parking Council)          |
| 3. Al Schaufler (Traffic Engineering Council) *   | 9. Monica Suter (Public Agency)             |
| 4. Matthew Ridgway (Pedestrian & Bicycle Council) | 10. Martin Lipinski (Freight Mobility)      |
| 5. Don Samdahl (Planning Council) *               | 11. TBD (Management & Operations / ITS) *   |
| 6. James Pline (Expert Witness Council) *         | 12. Steve Colman (ITE Coordinating Council) |
|   | 13. Douglas Noble (ITE Staff)               |

**2. Status of Recommended Practices**

- 1) Current status for Recommended Practices *Attachment 1*
  - a) Update on Council Actions
  - b) Additional actions needed

**3. Proposed Recommended Practices**

None received

**4. Old Business**

- 1) Status of Intent to Rescind RP-006B and RP-012A
- 2) Status of Intent to Rescind RP-026

**5. New Business**

- 1) Status of Intent to Rescind RP-030A Management and Operations of ITS
- 2) Guidance to councils regarding the choice of informational reports or recommended practices to achieve project goals. *Attachments 2 and 3*

**6. Future Meetings**

- August 9, 2009, 1:00 – 2:00 p.m. in San Antonio, TX
- January 10, 2010 in Washington, DC (time to be determined)
- March 14, 2010, 1:00 – 2:00 p.m. in Savannah, GA

ATTACHMENT 1  
RECOMMENDED PRACTICES STATUS LISTING

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
<b>A. Recommended Practice being Retained</b>									
A-1	Traffic Access and Impact Studies For Site Development (Now called Transportation Impact Analysis for Site Development)	RP-020B	1991	1991	Transportation Planning	<p>03/09: Comments addressed and sent to review panel.</p> <p>01/09: Contract modification executed with consultant. Draft response to comments received.</p> <p>07/08: ITE/TPC negotiating contract with consultant to update report.</p> <p>03/08: \$4,000 requested from IBOD to for consultant to respond to comments. IBOD to vote 03/08.</p> <p>01/08: TPC Chair and Vice Chair actively working to address comments with project leader.</p> <p>12/07: Update pending.</p> <p>07/07: Comments submitted to TPC chair.</p> <p>03/07: Report was circulated to 100 reviewers on 2/27/07 with comments due 3/22/07.</p> <p>01/07: Report was published as a PRP with comments due May 2006. Comments received from 2 reviewers. ITE HQ needs to circulate report to 100 reviewers and all comments need to be compiled and submitted to developer.</p> <p>1/26/06: TIASD is a proposed RP with publication expected 3/06.</p> <p>11/05: In final document preparation for publication as updated Proposed Recommended Practice . Planned for publication in 3/06 .</p> <p>Pre 9/05: TPC completed draft proposed RP. Currently in review process.</p>	Y	Y	
A-2	Guidelines For the Design and Application of Speed Humps	RP-023A	1997	1997	Traffic Engineering	<p>03/09: Remaining comments being addressed by ITE Staff, then to be balloted</p> <p>01/09: Revised version of the proposed RP document and comments response listing received. Package to be out to ballot by Feb 15.</p> <p>07/08: Revised draft PRP being finalized. RP Development report to be updated. ITE HQ to send out Final Draft RP to technical committee for ballot.</p> <p>03/08: Comment period closed. Beginning process to respond to comments on PRP</p> <p>12/07: PRP Published Aug. 2007</p> <p>07/07: ITE HQ finalizing publication. Will be available Aug. 2007.</p> <p>05/07: Committee approved report in 4/07. RP review panel ballots due May 1, 2007.</p> <p>03/07: Received approval from committee with minor comments. Awaiting assignment of RP Review Panel from TENC.</p> <p>12/06: Report to be balloted in early 2007. 08/06: Contractor selected and work has begun. Survey being circulated in August 2006. Draft report expected by end of 2006.</p> <p>01/06: Scope of work completed; developing RFP to select contractor.</p> <p>09/05: SCORP endorsed the proposal and forwarded to Tom Brahm for consideration of funding (\$25K)</p>	Y	Y	
A-3	Planning Urban Roadway Networks (Renamed, formerly "Planning Urban Arterial and Freeway Systems")	PRP-015B	1997	1997	Transportation Planning	<p>03/09: Waiting for two chapters due April 1 to complete full document, then to go out for review</p> <p>12/08: Draft document sent to review committee. Still a few gaps in RP and other issues to resolve.</p> <p>07/08: Draft chapters (except Chap 1 and 3) sent to consultant. Expect draft document for review at Anaheim meeting. Working to have Chapter 3 completed or reassigned.</p> <p>03/08: Material is coming in very slowly from the committee. Ch 4 - Initial draft plus outline for section on spacing. Ch 6 - Partial draft; Ch 7- In contact regarding material; concerned about Ch 2 and 3 led by authors outside of ITE.</p> <p>12/07: Proposal under evaluation.</p> <p>11/07: RFP for project consultants released.</p> <p>09/07: Proposal under development to contract for a consultant</p> <p>07/07: Report outlined; literature review almost complete; next step is to assign chapters to be drafted (volunteers now being sought).</p> <p>03/07: Committee formed January 2007. Finalizing outline and conducting literature review, spring 07. Chapter writing late 2007 with consultant assistance. Draft report expected early 2008.</p> <p>12/06: Funding requested for RP update; SCORP endorsed proposal with consultant funding.</p> <p>08/06: The Planning Council recommends that this document should be retained but substantially updated.</p> <p>03/06: We have a small working group being set up with myself as chair (Don Sandahl) to examine possible</p>	Y	Y	

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
A-4	Smart Growth Transportation Guidelines	RP-032	2003	2003	Transportation Planning	<p><b>03/09:</b> Report approved with minor comments. Submitted to Committee Chair for resolution.</p> <p><b>01/09:</b> Revised version of the proposed RP document and comments response listing received. Package to be out to ballot by Feb 15.</p> <p><b>07/08:</b> RP balloted. Amendments/comments balloted. Glossary out for ballot due 8-8-08.</p> <p><b>03/08:</b> Update Pending</p> <p><b>01/08:</b> With Bochner to review response to comments. Needs to go thru track changes on last version of document to determine comment response.</p> <p><b>12/07:</b> Update pending.</p> <p><b>07/07:</b> Update pending.</p> <p><b>03/07:</b> Bochner submitted revised report incorporating comments received. Still awaiting receipt of updated comment table for RP development report necessary for further review and ballot.</p> <p><b>09/05:</b> This is a proposed RP. Comments have been received and changes made. Anticipate submitting for panel review in 10/05 per Brian Bochner.</p>			
A-5	Preemption of Traffic Signals Near Railroad Crossings	RP-025B	2004	2006	Traffic Engineering	<p><b>12/07:</b> RP was approved by the IBOD in 2004</p>			
A-6	Trip Generation Handbook	RP-028B	2004	2004	ITE HQ	<p><b>11/07:</b> RP Update begins in 2008.</p> <p><b>09/07:</b></p> <p><b>07/07:</b></p> <p><b>05/07:</b></p> <p><b>03/07:</b> The RP will be tentatively updated in 2008. The Trip Generation Handbook, 2nd Edition was published in 2004.</p>			
A-7	Guidelines for the Activation, Modification or Removal of Traffic Control Signals—An ITE Recommended Practice	RP-034A	2005	2005	Public Agency	<p><b>12/07:</b> No change.</p> <p><b>09/05:</b> RP is a final recommended practice and is available through the ITE Bookstore.</p> <p><b>01/05:</b> Approved by Board as an ITE RP.</p> <p><b>2004:</b> Published as a Proposed RP.</p>			

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
<b>B. Recommended Practices With Status to be Determined Pending Completion of Related Document(s)</b>									
B-1	<i>Guidelines For Prohibition of Turns on Red</i>	RP-018		1986	Traffic Engineering	<p><b>03/09:</b> RFP being finalized to be issued in April.</p> <p><b>01/09:</b> Committee selected. RFP under development.</p> <p><b>07/08:</b> Committee selection in process, few candidate applications.</p> <p><b>03/08:</b> Conference call/meeting at Tech Conference 2008.</p> <p><b>12/07:</b> Priority to restart process. Significant unresolved comments on RP. Last left to change to IR.</p> <p><b>03/07:</b> Traffic Engineering Council appointed a chair and initiated a committee to develop an informational report on this topic.</p> <p><b>08/06:</b> TENC contacted by ITE HQ; request was made to set up a committee to continue this work effort.</p> <p><b>07/06:</b> ITEHQ recommended to TENC that the final document should be an IR. HQ to provide guidance on how best to accomplish this.</p> <p><b>03/06:</b> SCORP suggestion is that TENC forms a technical committee to create a RTOR IR or EP "to document the use of RTOR and RTOR restrictions.</p> <p><b>02/06:</b> HQ is investigating options - the rewrite is generating a number of appeals/comments.</p> <p><b>01/06:</b> Being revised to address comments and will be proceeding to IBOD for ballot.</p> <p><b>06/05:</b> Awaiting IBOD approval.</p>			
B-2	<i>Guidelines For Residential Subdivision Street Design</i>	RP-011C		1993	Traffic Engineering	<p><b>03/09:</b> Document to be rescinded when Neighborhood Street Design RP approved by IBOD.</p> <p><b>01/09:</b> Document to be rescinded when Neighborhood Street Design RP approved by IBOD.</p> <p><b>07/08:</b> Conference call did not resolve issue. Report will proceed with minor changes to be finalized. R. Chelman plans to submit a project proposal to update the Traditional Neighborhood Design Street Guidelines RP (not received as of 7-22-08).</p> <p><b>03/08:</b> A conference call is being arranged resolve issues regarding comments received on this report.</p> <p><b>12/07:</b> NO CHANGE</p> <p><b>09/07:</b> Revised Neighborhood Street Design Report balloted. Four of five members approved report with only minor comments. One panel member voted "no" on this report because he was strongly opposed to removal of the existing TND report. Staff will work with committee chair to make a recommendation on this issue. It should be noted that the official process to remove the TND RP is separate from the approval of this RP.</p> <p><b>03/07:</b> Neighborhood Street Design Report to be circulated immediately following 2007 Technical Conference.</p> <p><b>09/05:</b> Waiting on Neighborhood Street Design Proposed Recommended Practice before decision is made</p>			
B-3	<i>Traditional Neighborhood Development Street Design Guidelines</i>	RP-027		1999	Traffic Engineering	<p><b>03/09:</b> Reviewing response to ITE staff comments from project proposer</p> <p><b>01/09:</b> Project Proposal received to update document. Returned with comments by ITE staff.</p> <p><b>07/08:</b> Conference call did not resolve issue. Report will proceed with minor changes to be finalized. R. Chelman plans to submit a project proposal to update the Traditional Neighborhood Design Street Guidelines RP (not received as of 7-22-08).</p> <p><b>03/08:</b> A conference call is being arranged resolve issues regarding comments received on this report.</p> <p><b>12/07:</b> NO CHANGE</p> <p><b>09/07:</b> Revised Neighborhood Street Design Report balloted. Four of five members approved report with only minor comments. One panel member voted "no" on this report because he was strongly opposed to removal of the existing TND report. Staff will work with committee chair to make a recommendation on this issue. It should be noted that the official process to remove the TND RP is separate from the approval of this RP.</p> <p><b>07/07:</b> Revised report to circulated to committee July 2007.</p> <p><b>03/07:</b> Neighborhood Street Design Report to be circulated immediately following 2007 Technical Conference.</p> <p><b>09/05:</b> Waiting on Neighborhood Street Design Proposed Recommended Practice before decision is made</p>			

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
B-4	Management and Operations of ITS	RP-030A	1999	1999	M&O / ITS	<p>03/09: M&amp;O/ITS Council Exec. Comm. to vote on rescission at Tech 2009</p> <p>01/09: Informational Report published to ITE website 12-31-08. Withdrawal process to begin.</p> <p>07/08: Draft in copy edit for review 8-14-08.</p> <p>03/08: Draft IR Submitted to ITE HQ. RP-030A to be rescinded upon publication.</p> <p>12/07: Drop from RP status list. New Product is being written as an IR. RP-030A to be rescinded upon publication.</p> <p>07/07: Second drafts received on 8 of 11 chapters; remaining 3 first drafts: one being commented on, one sent back with comments, third is introduction .</p> <p>05/07: 7 of 11 draft chapters received from authors and review panel is in place.</p> <p>03/07: Decision made to update to this report as an ITE Informational Report. Will rescind RP upon completion.</p> <p>12/06: Outlines for all chapters have been developed. Authors currently drafting chapters.</p> <p>07/06: Kraft to lead project to develop an Informational Report (funding has been requested). Status of existing RP to be determined.</p> <p>01/06: ITS/M&amp;O established a small subcommittee to decide how to proceed.</p> <p>09/05: Raman Patel noted that this needs to be done and will add to council's agenda.</p> <p>Pre 9/05: ITS Council working to update this RP</p>	Y	Y	

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
<b>C. Recommended Practices Identified for Withdrawal by Council</b>									
C-1	<i>Design and Safety of Pedestrian Facilities</i>	RP-026		1998	Ped / Bike	<p><b>03/09: Will repost rescission notification for RP-026A at same time as RP-030A</b></p> <p><b>01/09:</b> Received a comment that our published rescission information was for RP-026 and the most recent version was RP-026A which is being rescinded.</p> <p><b>07/08:</b> One comment affirming rescission received. SCORP to be balloted early August on rescission.</p> <p><b>03/08:</b> Rescission Notice submitted for publication to ITE Journal and ITE website.</p> <p><b>2/07:</b> To prepare for submission to publications notice of intent to withdraw RP (with replacement) in January.</p> <p><b>03/07:</b> Awaiting formal withdrawal procedure.</p> <p><b>03/10/06:</b> PBC provided written request for withdrawal of RP due to "...report is superseded by a more recent publication: <i>Guide for the Planning, Design, and Operation of Pedestrian Facilities</i> (July 2004, AASHTO).</p> <p><b>12/05:</b> The PBC has decided to recommend removal of this publication because it is redundant with the AASHTO Ped Design Guide (per Ridgway).</p> <p><b>09/05:</b> To date, the Ped/Bike Council has not made a plan (per Matthew Ridgway). Will be on their January 2006 agenda to determine action</p>			
C-2	<i>Traffic and Parking Control For Snow Emergencies</i>	RP-012A		1983	Traffic Engineering	<p><b>01/09: Mail ballot to IBOD.</b></p> <p><b>07/08:</b> One comment affirming rescission received. SCORP to be balloted early August on rescission.</p> <p><b>03/08:</b> Rescission Notice submitted for publication to ITE Journal and ITE website.</p> <p><b>12/07:</b> To prepare for submission to publications notice of intent to withdraw RP (with replacement) in January.</p> <p><b>03/07:</b> Awaiting formal withdrawal procedure. Received approval from TENC to remove as an RP.</p> <p><b>11/06:</b> SCORP asked the TENC to provide a formal request to withdrawal this RP. 8/06: The TENC Exec Comm indicated that this RP should be withdrawn.</p> <p><b>07/06:</b> TENC EXECOM member Scott Wainwright is reviewing the RP and will work with the Parking Council to determine which council should be the host council.</p> <p><b>01/06:</b> Subgroup of TENC is reviewing a APWA document to determine if it provides the needed information. If not then TENC will decide if it needs to rescind the RP (or convert to an IR).</p> <p><b>12/05:</b> Currently looking for a new chair; if no chair is found council will consider terminating this committee.</p> <p><b>09/05:</b> Chair resigned. TENC currently looking for new chair to finish the work. No volunteers have emerge</p>			
C-3	<i>Guidelines for Driveway Location and Design</i>	RP-006B		1987	Traffic Engineering	<p><b>01/09: Mail ballot to IBOD.</b></p> <p><b>07/08:</b> One comment affirming rescission received. SCORP to be balloted early August on rescission.</p> <p><b>03/08:</b> Rescission Notice submitted for publication to ITE Journal and ITE website .</p> <p><b>12/07:</b> To prepare for submission to publications notice of intent to withdraw RP (with replacement) in January.</p> <p><b>05/07:</b> Pat Noyes forwarded withdrawal request to Doug Noble (ITE HQ) 4-11-07. Awaiting formal withdrawal procedure.</p> <p><b>11/06:</b> SCORP asked the TENC to provide a formal request to withdrawal this RP or instructions on moving this RP into the "waiting for other document" category until the NCHRP report on driveway design is completed.</p> <p><b>07/06:</b> Council believes present RP should be retired. Plan is to coordinate with Ray Derr at NCHRP to review their project for driveway design standards and determine if a new RP would be needed, which is consistent with these new standards or just let it be stand alone which is used by all practitioners.</p> <p><b>03/06:</b> Under committee review to decide how to proceed. Previous efforts to generate an IR were not successful</p>			

Item	Title	RP Number	Approval or Reaffirm Date	Publ. Date	ITE Council	Council Action/Comments	Top Priority Project Status		
							2008	2009	2010
<b>D. New Recommended Practices being Developed</b>									
D-1	<i>CITE Promoting Sustainable Transportation Through Site Design</i>				Transportation Planning / Traffic Engineering	<p><b>03/09: Ballots received and forwarded to Chair of committee.</b></p> <p><b>01/09:</b> Revised version of the proposed RP document and comments response listing received. Package to be out to ballot by Feb 15.</p> <p><b>07/08:</b> Update pending.</p> <p><b>03/08:</b> ITE HQ corresponded with PM offering assistance, RP development report updated still to be completed.</p> <p><b>12/07:</b> Update pending.</p> <p><b>07/07:</b> Report revised, RP development report being updated</p> <p><b>05/07:</b> Not available.</p> <p><b>03/07:</b> ITE provided all files in electronic format in May 2006 to allow changes to be incorporated. Several emails have been sent; still awaiting revised report and RP development report from Gene Chartier. Brian Bochner to call Gene.</p> <p><b>01/26/06 and 9/05:</b> Report was published as a Proposed Recommended Practice. All comments have been forwarded to the chair for his consideration. Still awaiting response from chair. HQ (Lisa) will send another reminder email.</p> <p><b>Pre 09/05:</b> Published as a PRP in 2004. Comments on PRP are due 03/31/05.</p>			
D-2	<i>Neighborhood Street Design Guidelines — An ITE Proposed Recommended Practice</i>				ITE HQ	<p><b>03/09: Final ballot received with comments approving RP. Comments to be resolved and then issued for 30 day notice of intent to adopt.</b></p> <p><b>01/09:</b> Revisions to be incorporated into document by Jan 15.</p> <p><b>07/08:</b> Conference call did not resolve issue. Report will proceed with minor changes to be finalized. R. Chelman plans to submit a project proposal to update the Traditional Neighborhood Design Street Guidelines RP (not received as of 7-22-08).</p> <p><b>03/08:</b> A conference call is being arranged resolve issues regarding comments received on this report.</p> <p><b>12/07:</b> NO CHANGE</p> <p><b>09/07:</b> Revised Neighborhood Street Design Report balloted. Four of five members approved report with only minor comments. One panel member voted "no" on this report because he was strongly opposed to removal of the existing TND report. Staff will work with committee chair to make a recommendation on this issue. It should be noted that the official process to remove the TND RP is separate from the approval of this RP.</p> <p><b>05/07:</b> Revised report to be circulated to Committee in May 2007.</p> <p><b>03/07:</b> Report to be circulated for committee ballot prior to 2007 Technical Conference.</p> <p><del>08/06: Revised report and RP development report received from Chair. HQ needs to circulate revised report.</del></p> <p><b>03/09: Consultant selected. Contract being finalized. Kick Off Meeting at Tech 2009</b></p> <p><b>01/09:</b> Committee selection of consultant to be complete by Jan 23. Meeting during TRB.</p> <p><b>07/08:</b> Committee teleconference to review draft scope of work and project plan Week of 7-28 or 8-4. Meeting scheduled at AM08. To be coordinated with NCHRP 3-95 effort.</p> <p><b>03/08:</b> Technical Advisory Committee solicited and selected. Committee members being notified. RFP for consultant drafted for review by TAC.</p>	Y	Y	
D-3	<i>Traffic Signal Change Intervals - An ITE Proposed Recommended Practice</i>				ITE HQ	<p><b>03/09: Consultant selected. Contract being finalized. Kick Off Meeting at Tech 2009</b></p> <p><b>01/09:</b> Committee selection of consultant to be complete by Jan 23. Meeting during TRB.</p> <p><b>07/08:</b> Committee teleconference to review draft scope of work and project plan Week of 7-28 or 8-4. Meeting scheduled at AM08. To be coordinated with NCHRP 3-95 effort.</p> <p><b>03/08:</b> Technical Advisory Committee solicited and selected. Committee members being notified. RFP for consultant drafted for review by TAC.</p>			
D-4	<i>Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities</i>	RP-036			ITE HQ (FHWA/EPA)	<p><b>03/09: Funding support under contract with FHWA/EPA. Final RP on 4th draft with TAC</b></p> <p><b>2005:</b> Proposed RP published</p>			

## Attachment 2

### Guidance on Informational Reports and Recommended Practices from the Revised *Council Operating Guidelines*

#### 2.6.4 Informational Products

Informational products contain information on a broad range of issues, procedures, or applications. Such products are prepared for information purposes only and do not include ITE recommendations on the best course of action or the preferred application of the data contained therein. The majority of products prepared by ITE Councils are informational.

All informational products (reports, white papers, seminars, sessions, etc.) shall be reviewed and approved within the appropriate ITE Council. Review and approval shall include the following:

- Approval by the committee or group developing the product (not necessary if product developed by an individual).
- Approval by a separate review committee, consisting of at least three qualified persons appointed by the Council Chair, and including at least one member from the Council's Executive Committee. Examples of review committees include:
  - ITE Council Executive Committee.
  - A standing committee, which reviews all informational products.
  - A review committee assigned for that specific project.
  - At least one representative from the appropriate Council(s), if the product or topic directly relates to another ITE Council
  - Technical/editorial review at ITE Headquarters.

For further background on preparation of such a report, refer to "ITE Guidelines for Preparation of Informational Reports" at [www.ite.org/pdf/irmanual.pdf](http://www.ite.org/pdf/irmanual.pdf) .

#### 2.3.5 Recommended Practices and Standards

The development, review and approval of all products, which include Recommended Practices (RPs) and standards, shall generally follow these steps:

- ITE Council Executive Committee makes recommendation to develop/update/maintain/delete a standard or RP.
- A project is proposed and submitted to Coordinating Council Chair for review/approval.
- If financial resources are requested, a proposal is submitted to Coordinating Council Chair, ITE President and ITE Executive Director.
- Once approved the Council Executive Committee designates a working committee.
- Committee develops and ballots the draft standard or RP.
- Council Executive Committee appoints review panel to ballot draft standard or RP.
- Review panel ballots.

- Standard or RP is published to solicit comments.
- Committee considers comments and revises proposal.
- Review panel ballots revised proposal.
- ITE announces intent to adopt and opportunity for appeals.
- ITE Board adopts standard or recommended practice.
- SCORP monitors the review of each standard and recommended practice at least once every five years.

Additional details on each of these steps and the roles of the Council are included in the “ITE Procedures for the Development of Standards and Recommended Practices” as approved by ITE IBOD. These procedures address the regular review of existing standards and recommended practices and the process for withdrawal.

- Development of Standards: <http://www.ite.org/councils/RPGuide.pdf>.
- Development of RPs: <http://www.ite.org/councils/RPGuide.pdf>.

## **Attachment 3**

### **Guidance on Informational Reports and Recommended Practices from the *Coordinating Council Procedures: Recommended Practices Development Process***

#### ***I. Objectives of the Recommended Practices Development Process***

The purpose of this manual is to document the procedures to be followed by the Institute of Transportation Engineers (ITE) in preparing ITE Recommended Practices (RP). An RP is a form of Institute Standard. Committees developing an Informational Report as defined below should refer to the *ITE Coordinating Council Procedures: Preparation of Informational Reports*.

The Institute of Transportation Engineers has implemented organizational and participatory structures and processes to promote interaction among interested parties for Institute standards and recommended practices. The procedures are designed to ensure compliance with required standards-making processes and provide the necessary documentation to address any inquiries or noted problems.

The procedure for RP development is generally outlined in Figure 1. Once a decision is made to develop an ITE RP, a committee is assigned the preparation task. The draft material is subjected to a review process before the proposed RP is published. A list of persons interested in the RP is maintained; and these persons are kept up to date on the development of the RP. Additionally, notices are published by ITE notifying interested parties of the status of specific RP's. All comments and input received on proposed RP's are addressed prior to final adoption. An appeals process is provided to resolve any final disagreements on a specific RP or to address the RP development procedures.

The Standards Adoption Process procedure has been approved and is periodically updated by the ITE International Board of Direction as part of the ITE International Board of Direction Procedures. Recent updates to these procedures were approved by the ITE Board in March 1989, May 1997, January 1998, August 1998; and subsequently revised in March 2006. Each step in the development of an ITE RP shall be accomplished in accordance with the version of these procedures that is in effect at that time.

#### ***A. Purpose of ITE Standards and Recommended Practices***

Standards and recommended practices are used by consumers, manufacturers, and suppliers to define their mutual obligations. They are essential for the orderly and efficient conduct of domestic and international commerce and for the protection of the economic, social, environmental, and safety interests of all parties. Standards and recommended practices can favorably or unfavorably affect costs, availability and performance of products and systems. This document is intended to provide procedures whereby the Institute of Transportation Engineers can address this broad purpose of recommended practices while providing a rational and fair basis for the recommended practices so developed.

An important aspect of the development work of the Institute is that all of its standards and recommended practices are advisory only. The Institute has no regulatory authority and no enforcement arm concerning their use. All standards and recommended practices are used and/or applied on substantially public facilities and only have status when officially sanctioned

by the governing agency. Their use by public agencies is usually in the interest of safeguarding the welfare and safety of the private users of the product or facilities themselves.

## **B. Objectives of the Process**

The intended objective of these procedures for the development of Institute standards is to ensure procedural fairness to all interested parties. Need for standards and recommended practices will be identified through a coordinated effort. Reasonable safeguards are provided to guard against any potential harmful effects on consumer/user costs, innovation, competition, interstate commerce and international trade. Realistic appeals procedures are provided for parties who feel they have been or will be disadvantaged by the development process. An organizational structure is available through which concerned organizations, groups, and individuals can cooperatively develop voluntary standards and recommended practices. The procedures also help ensure that all interests are fairly and adequately represented.

## **C. Types of Reports**

ITE Councils and committees generate the following types of reports:

### 1. Informational Report

A publication of the Institute containing information and data on actions or options for use relevant to particular transportation engineering procedures or equipment applications. Content of the report is based on the experiences of practicing transportation professionals and on research. Such reports are prepared for information purposes only and do not include Institute recommendations on the course of action or the preferred application of the data contained therein.

### 2. Institute Standards

ITE Standards are adopted and promulgated by the Institute for the guidance and voluntary use by its members or others who may so desire. Once adopted, an ITE Standard shall remain in effect until action is taken to revise, replace, transfer to another standards organization or withdraw the standard.

ITE Standards may take the following forms:

- a. Recommended Practice: A publication of the Institute which includes Institute recommendations for rules, conditions, methods, or requirements concerning procedures, performance, design, operations, systems, services, practices, or courses of actions for application to transportation engineering activities and functions. They are adopted and promulgated for guidance and voluntary use. Recommended practices include appropriate information and data to support the recommendations contained therein. Recommended practices do not include canons of ethics or other rules of professional conduct.
- b. Equipment Standard: ITE equipment standards describe design, material, processing, safety aspects, or performance characteristics of equipment used for controlling, directing, or informing users of transportation facilities. They may include what is important about the equipment, testing procedures, and how to evaluate the test results in light of the equipment's intended use. The particular utility of an

equipment standard is that it provides this complex information in a form useful to persons who may not be experts in the subject area. An equipment standard allows users and manufacturers to objectively determine if a given product satisfies or complies with the standard.

A performance equipment standard states equipment output or relates to its application without regard to product design, materials, dimensions, or other manufacturer considerations. Generally, any type or combination of input factors is acceptable if the final product meets ultimate performance or safety requirements.

Performance equipment standards permit producer flexibility and consumer choice although performance requirements may, at times, be difficult to define. An example of performance requirement is a light indication where the performance would be visibility distance rather than the voltage, light bulb, reflector, and lens designed to provide that performance.

Frequently referred to as a construction or design standard, or specification, prescriptive equipment standards indicate precise materials, design, processing, dimensions, or other "input" factors in production. They are presumed to yield desired equipment performance when in fact they may have been developed around known and available products or technology. Where it is practical, it is desirable to develop performance equipment standards.

- c. Software/Protocol Standard: These standards define software or communications protocols used in transportation facilities, systems, communications or equipment. They are usually applicable to advanced technologies, including intelligent transportation systems. These standards may include message sets, object definitions, data dictionaries and other components of application software, operating systems, and communications protocols.
- d. Proposed Standards and Proposed Recommended Practices: These are published for the purpose of receiving comment on any or all portions of the proposed standard. A proposed standard does not replace an existing Institute standard or become a new Institute standard until it has been formally adopted by the Institute.
- e. Interim Standard. ITE standards may be adopted as final or interim standards. An interim standard is a standard which will be reconsidered in less than five years pending completion of planned or ongoing research or testing, but for which there are compelling reasons to adopt with an interim designation at this time.