Rock Products Committee Charter 2008

June 2008

The Rock Products Committee (RPC) is a cooperative effort by the California Department of Transportation (Caltrans) and industry associations (Industry) involved in aggregate, asphalt concrete, and Portland cement concrete production and use. RPC meetings provide a forum for Caltrans and Industry to coordinate joint efforts to improve construction methods, material specifications, and test methods employed in the construction of roadway transportation facilities.

The RPC is sponsored by the State Pavement Engineer (SPE) and makes recommendations to the SPE.

All stakeholders (Caltrans, Industry, and State and local agencies) interested in the construction of transportation facilities are welcome and encouraged to participate in all RPC meetings.

COMMITTEE MEMBERS

Caltrans members are representatives of their divisions or districts. Industry members are representatives of their associations. The Caltrans cochair is the Deputy Division Chief of Materials Engineering and Testing Services, Division of Engineering Services (DES–METS) (the State Materials Engineer). The Industry cochair is selected by the Industry representatives.

The following comprise the RPC membership:

RPC SPONSOR: State Pavement Engineer	
ORGANIZATION	**RPC MEMBER**
Caltrans Division or District	Cochair, State Materials Engineer Construction–Office of Construction Engineering DES–METS–Office of Flexible Pavement Materials (OFPM) DES–METS–Office of Rigid Pavement Materials & Structural Concrete (ORPM&SC) DES–Office Engineer (OE) Pavement Management–Office of Design Engineering Pavement Management–Office of Preservation Engineering District Construction and/or Materials Representative
Industry	Cochair, Industry California Construction Materials & Contractor Associations
Federal Highway Administration (FHWA)	Construction & Materials Engineer

ROLES AND RESPONSIBILITIES

State Pavement Engineer

The SPE considers policy and technical issues associated with construction, materials, testing, test methods, and specifications associated with pavements.

The SPE:

- Oversees the RPC and is the highest resource available to the RPC.
- Accepts and prioritizes scoping documents for task group deliverables.
- Reviews draft deliverables submitted by the RPC cochairs and accepts, comments, or rejects the submittals. If a draft deliverable is rejected, the SPE documents the reasons for the decision.

The SPE may obtain the advice of the Pavement Program Advisory Committee.

Rock Products Committee

The RPC cochairs will ensure that topics under consideration are of statewide significance.

The RPC will:

- Plan to meet quarterly, depending on workload and need. Meetings will be scheduled 12 months in advance.
- Fulfill its role as described in Appendix D, "General Procedure for Developing Task Group Deliverables," and Appendix E, "Issue Resolution Process."
- Ensure task groups perform their work according to work plans.
- Ensure disclosure and progress on issues.
- Track accepted deliverables through implementation.

Task Groups

Task groups are empowered by the RPC to investigate issues and recommend improvements to construction methods, material specifications, and test methods.

Task group cochairs will be members of the RPC. Caltrans and Industry will choose their respective cochairs.

Task groups consist of cochairs and subtask group cochairs.

Task groups assign workloads to existing subtask groups or form new subtask groups.

Appendix A, "Group Relationships," outlines the relationship between the RPC task groups and the Pavement Standards Team.

Subtask Groups

Task group members volunteer and recruit other knowledgeable members, both Industry and Caltrans, to serve on a subtask group either as regular members or for a particular issue.

Subtask group cochairs are selected by Caltrans and Industry subtask group members.

Subtask groups develop initial proposals and scoping documents, following standard formatting, to initiate RPC discussions.

Subtask groups develop draft deliverables (e.g., specifications, test methods, and guidelines) in accordance with Appendix D and Appendix E.

Subtask group cochairs report to the RPC about progress and status.

Subtask group members are empowered to develop draft deliverables on behalf of Caltrans and Industry. Therefore, subtask groups have sole authority to modify draft deliverables. No changes to drafts may be made by individuals outside the subtask group during the specification development process.

Appendix B, "Task Group Descriptions," lists the subtask groups and outlines the relationship between the subtask groups and the RPC task groups.

Peer Review Team

A Peer Review Team is a group of technical experts approved and coordinated by the SPE to resolve conflicts at the appropriate time during the development of deliverables, as determined by the SPE.

The general makeup of a Peer Review Team is one person selected by Industry, one person selected by Caltrans, and one or more persons selected by these two Peer Review Team members. The experts should have specific knowledge of the issue(s) under discussion. In order to maintain impartiality, the experts should not have any direct participation in the development of the deliverable under consideration.

PROTOCOL

Scoping Documents

Scoping documents and work plans are tools for the RPC and task groups to:

- Identify issues of statewide significance and estimate resource needs.
- Ensure full disclosure of information needed to make informed decisions.
- Track subtask group progress on assignments.

Appendix C, "Scoping Document," contains a standard format for scoping documents.

General Procedure for Developing Task Group Deliverables

All task group activities for developing improvements to Caltrans technical issues associated with construction, materials, testing, test methods, and specifications will be done in accordance with Appendix D and Appendix E.

Resolution of Outstanding Issues

When a task group or subtask group cannot reach consensus on an issue, the resolution process outlined in Appendix E will be followed.

APPROVAL SIGNATURES

Philip J Stolarski — 6/27/08

PHILIP J. STOLARSKI
State Materials Engineer
Deputy Division Chief
Materials Engineering and Testing Services
Division of Engineering Services
California Department of Transportation
Cochair, Rock Products Committee

Date

Daniel H Chapman — 6-25-2008

DANIEL H. CHAPMAN SR
Division Technical Service Support Manager
Vulcan Materials Company—Western Division
Cochair, Rock Products Committee

Date

E Mallette — 6·30·2008

EUGENE E. MALLETTE, P.E.
State Pavement Engineer
Division of Pavement Management
California Department of Transportation
Sponsor, Rock Products Committee

Date

APPENDICES

A Group Relationships

B Task Group Descriptions

B1 Pavement Preservation Task Group (PPTG)

B2 Hot Mix Asphalt Task Group (HMATG)

B3 Aggregates Task Group (ATG)

B4 Portland Cement Concrete Task Group (PCCTG)

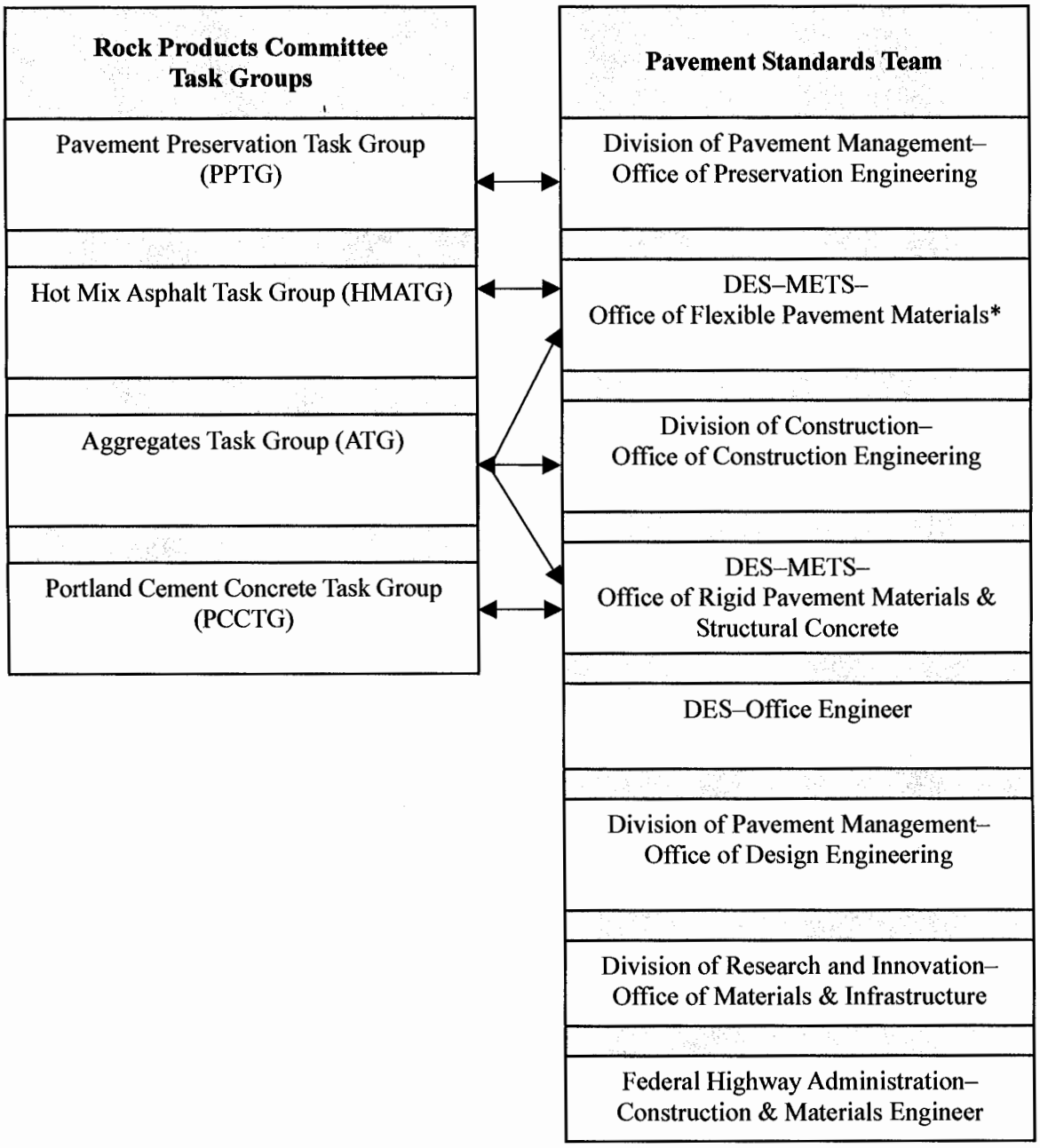
C Scoping Document

D General Procedure for Developing Subtask Group Deliverables

E Issue Resolution Process

Appendix A
Group Relationships

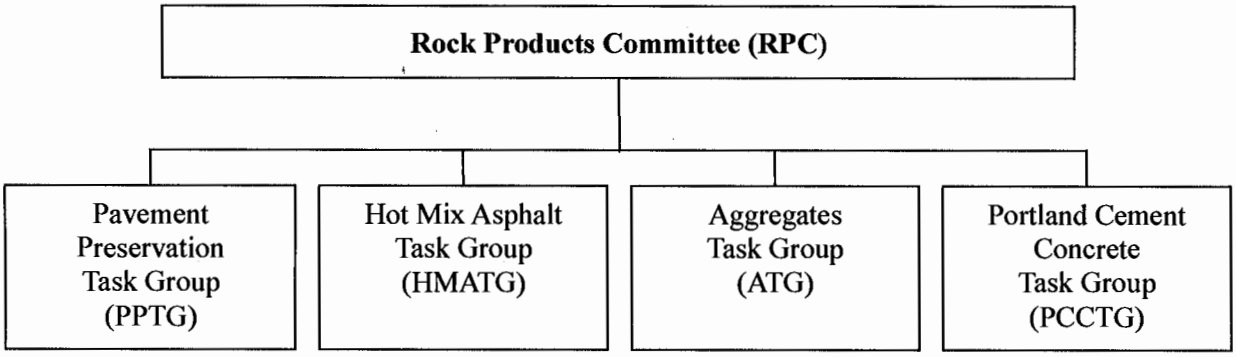
The following is the relationship of the Rock Products Committee task groups and the Pavement Standards Team:



*DES—Division of Engineering Services
METS—Materials Engineering & Testing Services

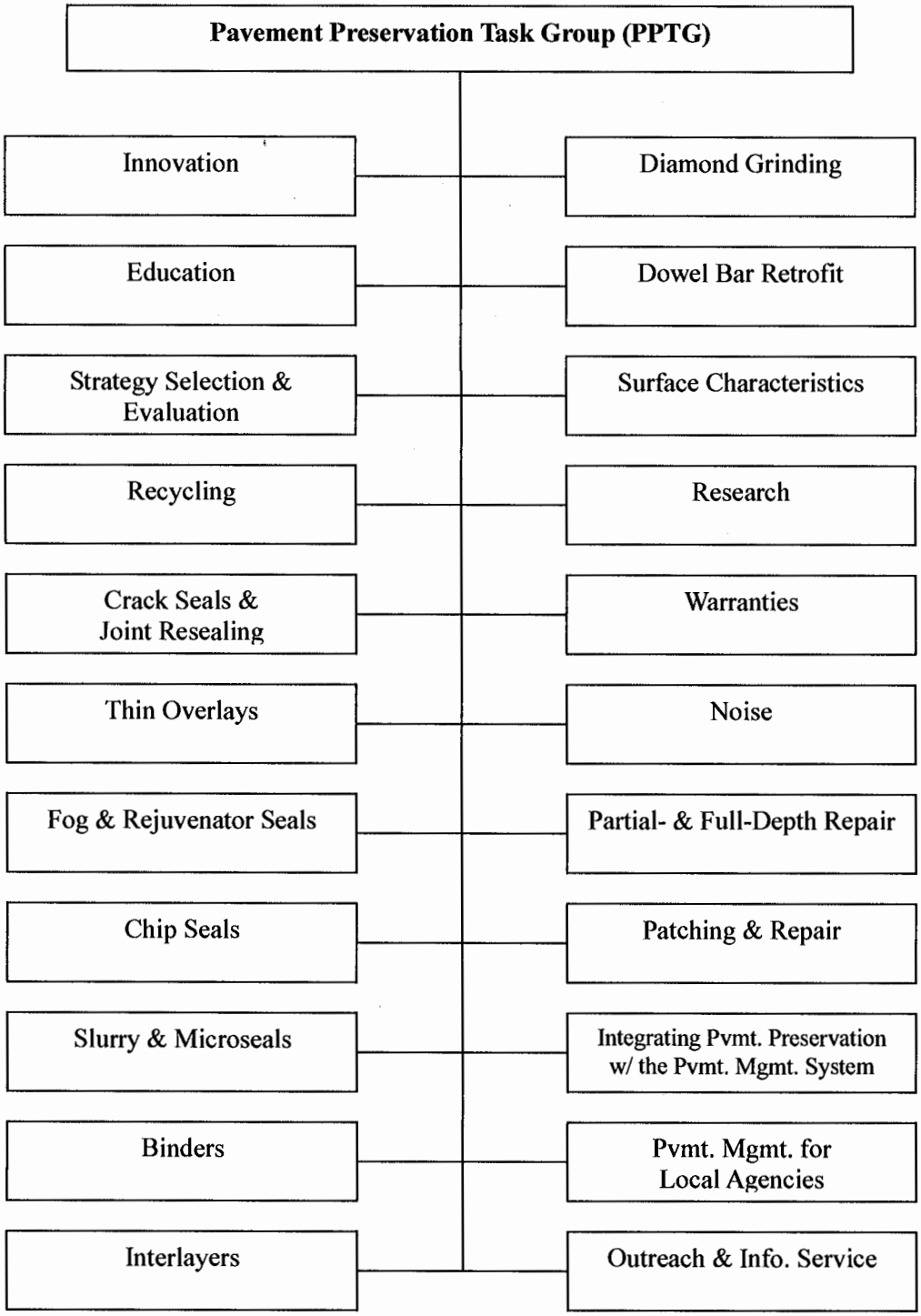
Appendix B
Task Group Descriptions

The following is the organization chart for the Rock Products Committee task groups. See Appendix A for a chart showing the relationships of the groups to the Pavement Standards Team.



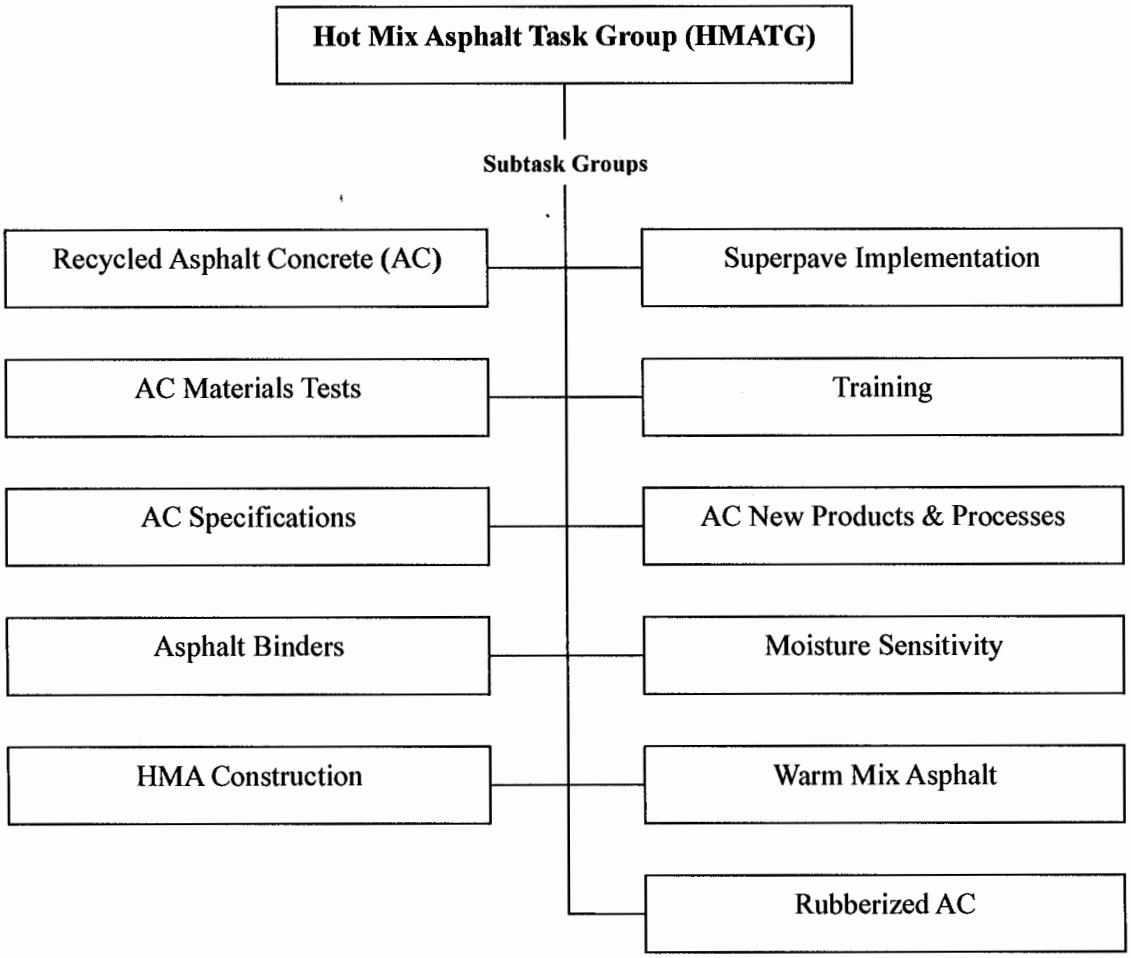
B1 Pavement Preservation Task Group (PPTG)

Subtask groups and committees relating to the maintenance of pavements:

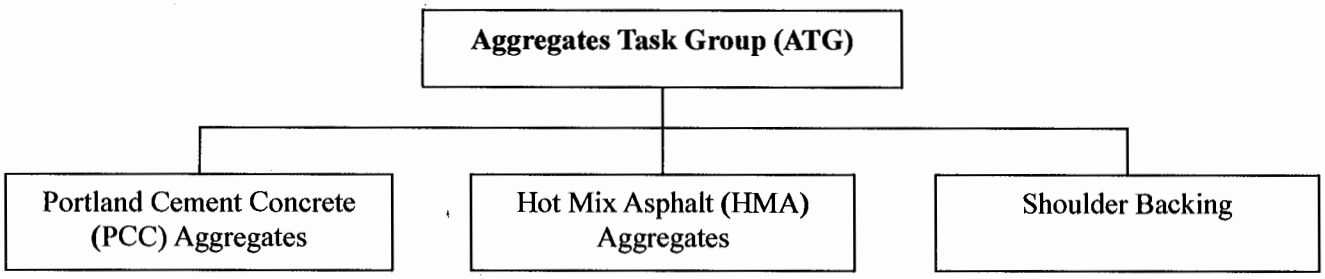


B2 Hot Mix Asphalt Task Group (HMATG)

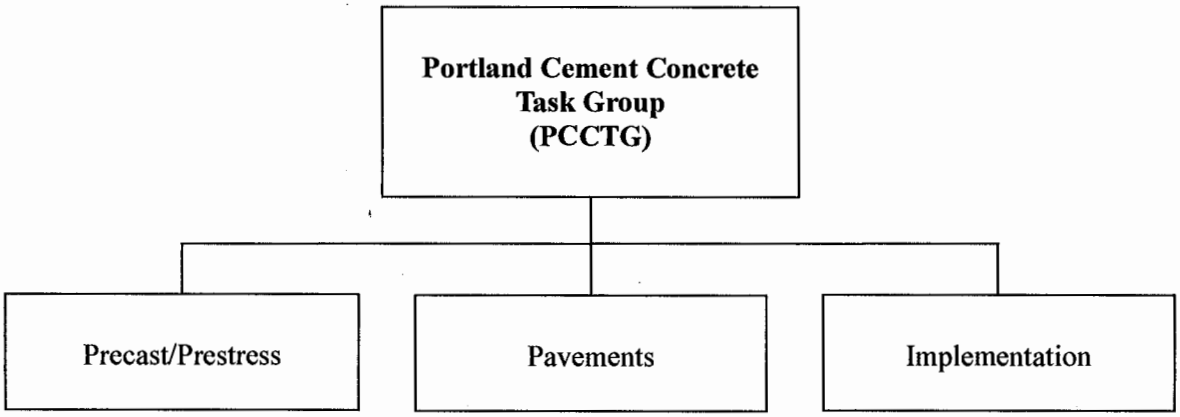
Subtask groups and committees relating to flexible pavements:



B3 Aggregates Task Group (ATG)



B4 Portland Cement Concrete Task Group (PCCTG)



Appendix C
Scoping Document

Use attached format.

Rock Products Committee
SCOPING DOCUMENT
[Date]

Issue/Problem Statement (*What is the issue?*)

Purpose/Timeline (*Why we need to work on this.*)

Objectives/Deliverables (*What is important to be done and what is the expected outcome?*)

Benefits (*For example, increased life cycle or reduced costs.*)

Impacts (*What are the impacts to policy, specifications, construction practices, and stakeholders?*)

Resource Requirements (*Staff hours and expenses.*)

Impediments to Completion of Deliverables

Appendix D
General Procedure for Developing Task Group Deliverables

1. Deliverable need is identified by Caltrans and/or Industry and referred to an appropriate task group: the Pavement Preservation Task Group (PPTG), the Hot Mix Asphalt Task Group (HMATG), the Aggregates Task Group (ATG), or the Portland Cement Concrete Task Group (PCCTG).

2. An initial scoping document is prepared by the task group and sent to the Rock Products Committee (RPC) cochairs.

3. The RPC reviews, prioritizes, and accepts or rejects the scoping document.

    a. If the scoping document is accepted and prioritized by the RPC, the task group assigns the deliverable to an existing subtask group or forms a new subtask group.

    b. If the scoping document is rejected by the RPC, it is returned to the task group with written reasons.

4. Task group cochairs assign the proposal to an existing or new subtask group.

    a. Task group members volunteer to serve on a newly formed subtask group.

    b. Subtask group cochairs are selected by Caltrans and Industry subtask group members.

    c. The subtask group is empowered to develop draft deliverables on behalf of Caltrans and Industry.

5. The subtask group works towards consensus on draft deliverables.

    a. When applicable, the primary development process follows the Federal Highway Administration guidelines in the development of rock product deliverables.

    b. At appropriate stages of the development process, the subtask group may request review of the draft deliverable from the task group or seek external review on an as-needed basis.

    c. When more information regarding a specific topic is desired, the subtask group may request input from independent experts to obtain a broader understanding of the subject.

    d. The subtask group has sole authority to modify draft documents: no changes may be made by individuals outside the subtask group during the deliverable development process (written recommendations are appropriate).

    e. The subtask group provides a progress report to the task group, which includes any unresolved issues that are impeding the progress of the deliverable.

f. The task group cochairs provides a progress report at each RPC meeting. These progress reports are for information only and do not supersede the Issue Resolution Process described in Appendix E.

g. The goal is to reach consensus on a deliverable.

h. Failing to reach consensus is not to be a deterrent to progress. Items of dispute are to be elevated in accordance with Appendix E, "Issue Resolution Process," as appropriate.

6. After a consensus is reached or final resolution provided, the subtask group forwards the draft deliverable to the task group cochairs.

7. The task group cochairs send the draft deliverable out for statewide review and request reviewers to forward their written comments to the respective Caltrans and Industry subtask group cochairs. Statewide review includes all RPC members and Caltrans district materials engineers, the Pavement Standards Team, and, if appropriate, the Legal Division.

8. The subtask group meets to review and discuss comments received from the statewide review. The subtask group continues to work on the draft deliverable until a consensus is reached (see step 7) and a final draft deliverable is completed.

9. When a consensus is reached within the subtask group or final resolution provided, the final draft deliverable is forwarded to the task group cochairs to review it for completeness.

   a. A sufficiently complete deliverable is sent to the RPC cochairs.

   b. An incomplete deliverable is sent back to the subtask group.

10. The RPC cochairs review the final draft deliverable to ensure the contents are complete, in agreement with the original intent of the scoping document, and feasible.

    a. If the deliverable is complete and feasible, it is forwarded to the State Pavement Engineer (SPE) for approval and implementation.

    b. If the RPC determines that the deliverable is incomplete, it is sent back to the task group cochairs with written comments and/or recommendations. The task group cochairs send it back to the subtask group cochairs.

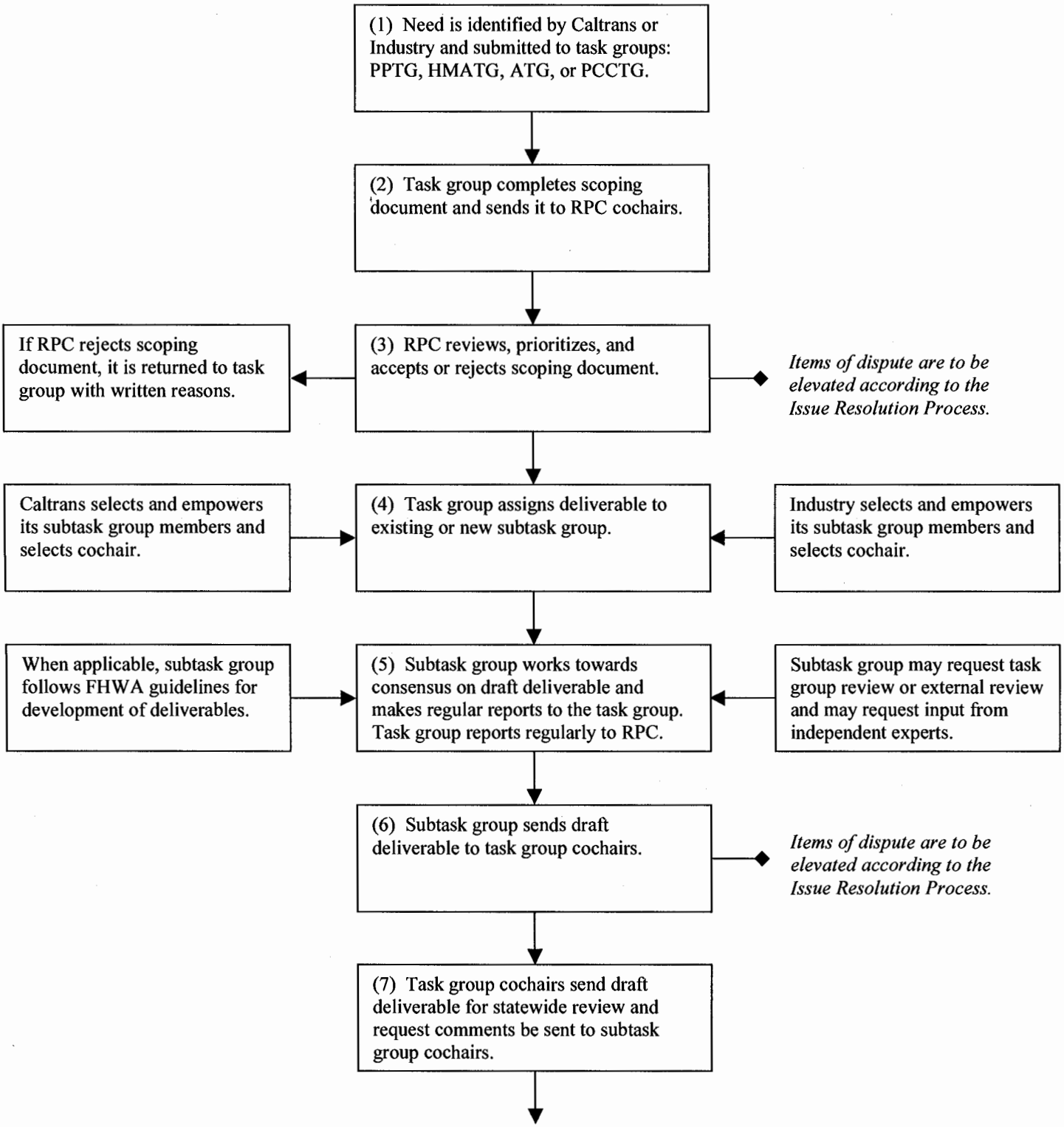
       The subtask group reconvenes to review and address outstanding comments and/or recommendations. Activities of the task group and subtask group will comply with steps 7 through 10 of this appendix.

    This process continues until the RPC determines that the deliverable is complete.

11. The RPC cochairs forward the completed deliverable to the SPE for approval and implementation.

12. The SPE implements the deliverable and notifies the RPC of the actions that will be taken. The SPE may request advice from the Pavement Program Advisory Committee.

General Procedure for Developing Task Group Deliverables



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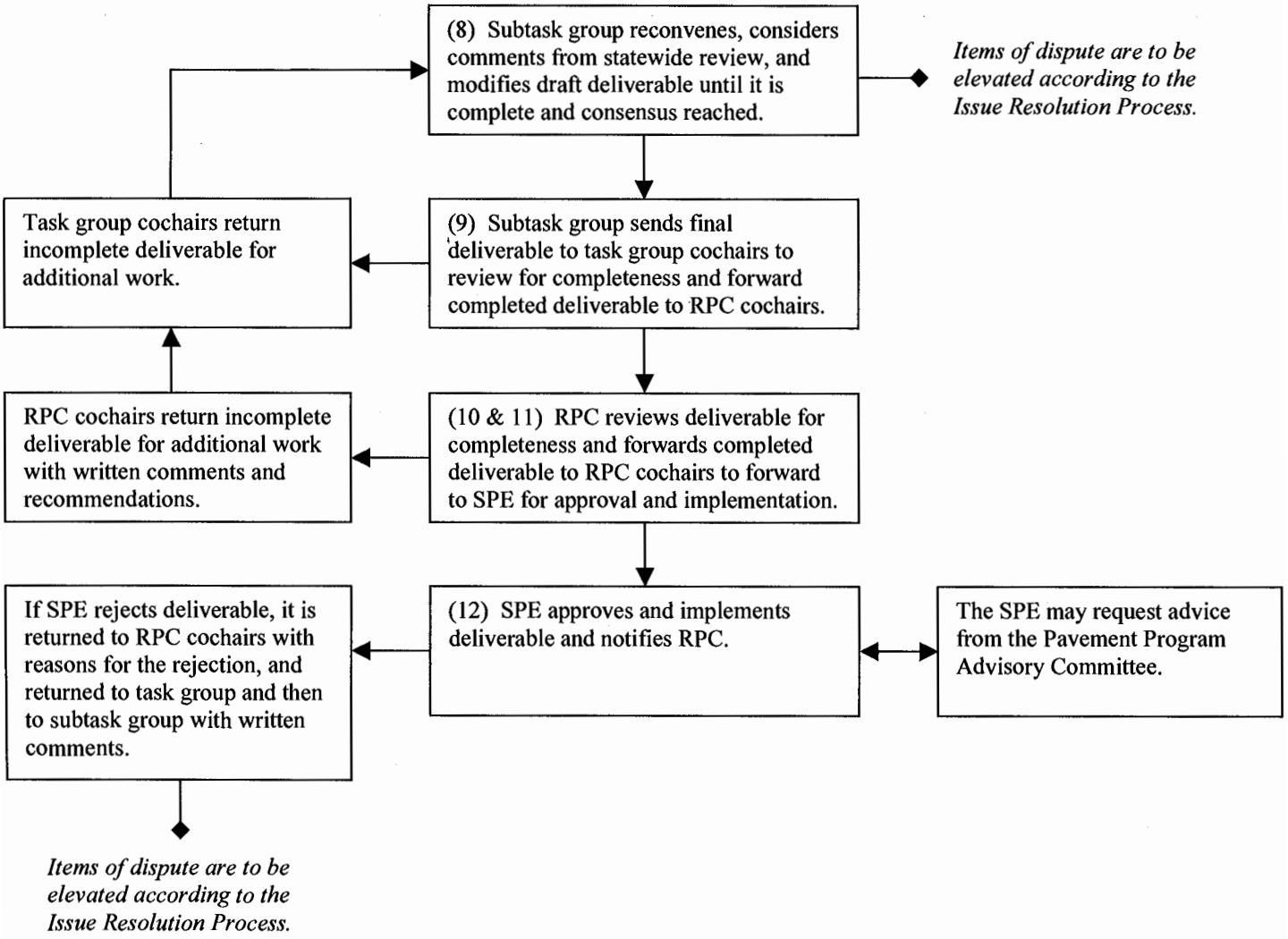
General Procedure for Developing Task Group Deliverables (cont.)



Appendix E
Issue Resolution Process

Goal:

Timely resolution of unresolved issues.

Process:

1. Issues must elevate only one level at a time.

   Level 1. Subtask Group
   Level 2. Task Group (for recommendations only)
   Level 3. Rock Products Committee (RPC) Cochairs (for recommendations only)
   Level 4. State Pavement Engineer (SPE) (for decision)

2. Issues are communicated with an Issue Summary form (attached) consisting of:

   1. Group Identification*
   2. Group Membership*
   3. Issue Identification*
   4. Respective Positions*
   5. Position Rebuttals
   6. Backup Documentation
   7. Identification of Stakeholders Already Visited*
   8. Chronology of the Process, Including Dates*
   9. Dated Signatures From Cochairs*

   (*Indicates a mandatory item.)

3. Issues should only elevate with a completed Issue Summary that has both cochairs' dated signatures.

4. If one cochair wants to elevate an issue but the other does not, three business days after this decision an Issue Summary with one dated cochair signature may be elevated. If only one cochair elevates an Issue Summary, s/he must inform the other cochair by e-mail.

   Before a decision is made at a higher level, the receiving cochairs must acknowledge receipt of the Issue Summary and allow ten business days for the sending cochairs to add to their positions and/or to add a rebuttal to the Issue Summary.

5. When an issue is elevated to Level 3 or Level 4, they are allowed five business days to review and provide recommendations prior to being elevated to Level 4 for a decision.

6. Decisions must be documented either on the Issue Summary form or with an attachment.

7. Partnering requires adherence to the process and circumventing the process is counterproductive.

Rock Products Committee
ISSUE SUMMARY

Date:

1. **Group Identification*** *(Insert name of group or subtask group.)*

2. **Group Membership*** *(Name each group member.)*

3. **Issue Identification*** *(Briefly summarize the issue.)*

4. **Respective Positions***

   Industry Position* *(Industry cochair to complete. Attach additional pages if necessary.)*

   Caltrans Position* *(Caltrans cochair to complete. Attach additional pages if necessary.)*

5. **Position Rebuttals**

   Industry Rebuttal to Caltrans Position *(Industry cochair to complete. Attach additional pages if necessary.)*

   Caltrans Rebuttal to Industry Position *(Caltrans cochair to complete. Attach additional pages if necessary.)*

6. **Backup Documentation** *(List documents and attach.)*

7. **Identification of Stakeholders Already Visited***

   Groups that have attempted to resolve the issue:
   (Name the subtask group and any other groups that have not been able to resolve the issue.)

*Indicates a mandatory item.

8. Chronology of the Process, Including Dates* *(List significant milestones along with dates.)*

9. DATED SIGNATURES*

Signature **Date** **Industry Cochair, Subtask Group**	**Signature** **Date** **Caltrans Cochair, Subtask Group**

TASK GROUP RECOMMENDATIONS AND COMMENTS

Signature **Date** **Industry Cochair, Task Group**	**Signature** **Date** **Caltrans Cochair, Task Group**

ROCK PRODUCTS COMMITTEE RECOMMENDATIONS AND COMMENTS

Signature **Date** **Industry Cochair, Rock Products Committee**	**Signature** **Date** **Caltrans Cochair, Rock Products Committee**

STATE PAVEMENT ENGINEER'S DECISION

Signature **Date**
State Pavement Engineer
Sponsor, Rock Products Committee

*Indicates a mandatory item.