

Standards Committee

Effective: June 30, 1967

UDOT 08A5-01

Revised: April 21, 2015

Purpose

To establish a policy and procedures for the Utah Department of Transportation (Department) and place responsibility for the development, revision, and preparation of standard drawings, specifications, and related policies and procedures and for their review, approval, printing, and distribution.

Policy

The Standards Committee reviews and approves all standard drawings, standard specifications, supplemental drawings, supplemental specifications, and related policies and procedures before implementation. The Committee also considers relevant matters presented to it by interested units or individuals, formulating appropriate action within its scope of responsibility.

The Standards Committee will implement a Streamlined Approval Process for all standard drawings, standard specifications, supplemental drawings, and supplemental specifications being presented during the review and development process for a new edition of the Department Standards. This Streamlined Approval Process authorizes approval of items at three levels (full Standards Committee, modified committee, and editorial) according to this Policy, Attachment 4 instead of the normal two levels (full Standards Committee and editorial).

The Standards Committee is composed of eleven permanent voting members and one non-voting member, with the Project Development Engineer serving as chairperson, the Engineer for Standards and Design (Department Preconstruction Engineer) serving as secretary, and the Department Standards Coordinator serving as recorder.

Regular membership representing the offices, divisions, sections, or units as indicated, is as follows:

Members (voting except as indicated)

Director, Project Development (Chairperson)

Department Preconstruction Engineer (Secretary)

Department Standards Coordinator (Recorder) (Non-voting)

Region Director

Region Preconstruction Engineer

Engineer for Preconstruction (Director, Central Preconstruction)

Engineer for Construction

Materials Engineer

Engineer for Maintenance

Engineer for Traffic & Safety

Chief Structural Engineer

Intelligent Transportation Systems (ITS) Engineer

Advisory Members

Research Engineer

Federal Highway Administration (FHWA)

Associated General Contractors (AGC)

American Council of Engineering Companies, Utah Branch (ACEC)

Modified Approval Process membership representing the offices, divisions, sections, or units as indicated, is as follows:

Members (voting except as indicated)

Department Preconstruction Engineer (Chairperson)

Department Standards Coordinator (Recorder)

Department Standards Communication Coordinator

Region Preconstruction Engineer or Region District Engineer
(rotate between positions and regions for each meeting)

Engineer for Construction

Materials Engineer

Advisory Members

Federal Highway Administration (FHWA)

Members should appoint a substitute when the member is unable to attend a meeting. The substitute assumes full authority to bind the represented division to a decision by vote or other action in matters pertaining to the Standards Committee. Qualified individuals will continually fill all positions. The person substituting for the Chairperson must be a voting member.

The Deputy Director appoints both region positions on the Standards Committee. The Region Director and Region Preconstruction Engineer members should not be from the same region, if possible. This requirement does not apply for the Modified Approval Process Committee. The Department Preconstruction Engineer selects region members for the Modified Approval Process Committee.

Temporary advisory members may be selected by the Committee to advise and assist when specialized talents are needed. Advisory members do not have the power to vote. FHWA approval is required for all standard drawings, standard specifications, supplemental drawings, and supplemental specifications, where Federal participation is anticipated. This approval is provided in a letter from FHWA according to procedure 08A5-1.3

Robert's Rules of Order will generally be followed and in matters not provided for or not applicable, the Committee may formulate its own rules of procedure. Six members are required to constitute a quorum for the regular Committee and four for the Modified Approval Process Committee. Items presented at a regularly scheduled meeting or modified process meeting can be approved at that meeting if Attachment 1 has been completed in sufficient detail for either Committee to make an approval decision. Items presented at special meetings will be handled on a case-by-case basis. The Modified Approval Process Committee will defer any item to the regular Committee that they believe exceeds their level of expertise or where the best interests of the Department are better served if presented to the regular Committee for discussion and approval.

Regular meetings are normally scheduled for the last Thursday, every other month, 8:30 a.m. to noon. The chairman may call or cancel a meeting depending on the quantity and urgency of the business at hand. Three or more of the permanent members may also call meetings. Modified Approval Process meetings will be scheduled as needed by the Department Preconstruction Engineer.

The distribution of paper copies is limited to full copies on a select basis. Individuals can make copies as needed, but should limit printing of the entire agenda package to a minimum.

Use digital display of the agenda package during meetings whenever possible.

Members should use laptops and tablets as much as possible during meetings to track meeting progress and take notes.

The Deputy Director has final approval authority of Standards Committee actions.

The Deputy Director approves all Standards Committee membership changes.

Definitions

Sponsor

An individual or task force appointed by the Chairperson of the Standards Committee presenting an item to the Standards Committee. The sponsor should be a member of the Standards Committee or be in contact with a Committee member who is familiar with the subject matter contained in the document.

Technical Staff Support

Support provided by the Standards Section to the sponsor identifying the need for a new or revised document. This person works closely with the sponsor or with a task force in the actual preparation of draft or final documents, including supporting documentation.

Support provided by the Standards Section to take actions related to meeting minutes and agenda.

Draft Document

Document prepared for review by the Standards or Modified Committee and conforming to specified guidelines.

Final Document

Documents prepared from approved drafts for final review and approval by the Standards or Modified Committee and conforming to specified guidelines.

Priority 1

Upon posting, this impacts all projects in construction and design with a Change Order, Addenda, and immediate change to projects being advertised.

Priority 2

Upon posting, this impacts projects being advertised.

Priority 3

Upon posting, the approved standard takes effect four weeks later for projects being advertised.

Priority 4

Applicable to a new edition of the Standards only.

Procedures

Preparation and Approval of Documents by the Standards or Modified Committee

UDOT 08A5-01.1

Responsibility: Sponsor

Actions

1. Determine need to develop new or revised Standard Drawings or Standard Specifications or the need to present information of interest to the Committee. Refer to Attachment 3 for the Standards Committee Update Process Flow Chart, Attachment 4 for the Modified Approval Process, or the Standards Committee Web site at <http://www.udot.utah.gov/go/standardscommittee> , “Standards Committee Schedule and Submittals” for these items as well as the “Clarification on Standards Committee Submittal Process.”

Responsibility: Sponsor (with assistance from the Standards Section)

2. Prepare draft of new or revised Standard Specifications, Standard Drawings, general information, and Submittal Sheet as specified below.
 - a. Specifications and Supplemental Specifications. Prepare the draft with the “**MS Word Track Changes**” option turned on in the case of a revised document.
 - b. Standard and Supplemental Drawings. Prepare the draft. Use cloud highlighting or something similar to annotate changes to current Standards. Highlighting is not needed for new Drawings.
 - c. General Information. Prepare the draft in a format suitable for the information.
 - d. Submittal Sheet. Prepare draft with all applicable information.
 - 1) Determine Priority of Change. Refer to Procedure 08A5-01.5.
 - 2) Required information: Why and Benefit. Remaining information as needed for the change.
 - 3) Use a bold font setting for all information added in the Submittal Sheet for the particular item being presented.

- 4) Maintain other default font settings in the Submittal Sheet for any information being added for the particular item being presented.
3. Provide all draft Specification, Drawing, Submittal Sheet, and supporting documentation files to the Standards Section at least one week before sending out for Stakeholder review.

Responsibility: Standards Section

4. Review all draft files.
5. Provide comments to and work with Sponsor as needed to get items ready for coordination.

Responsibility: Sponsor (with assistance from the Standards Section)

6. Update files as needed based on the Standards Section's comments.
7. Complete all Submittal Sheet and Review Comments Requirements
 - a. Allow all Stakeholders a two-week response time to process and respond to coordination requests. All areas should try to complete review and comment as soon as possible but within two weeks.
 - b. Complete Procedure 08A5-01.4, Stakeholder Notification and return to the next step on completion of Procedure 08A5-01.4.
8. Submit all pertinent information including a completed attachment 1 and 2 and specifications or drawings to the Standards Section by the Agenda Item due date as listed on the Standards Committee Web site. Refer to the Standards Committee Web site <http://www.udot.utah.gov/go/standardscommittee> for meeting dates, deadlines, submittal sheet, and review comments form. Include all electronic files where possible.
 - a. Supplemental Specifications. Update the draft with the "**MS Word Track Changes**" option turned on so the Standards Section can see all changes including those made as a result of the Coordination Process.
 - b. Supplemental Drawings. Update the draft. Use cloud highlighting or something similar to annotate changes made as a result of the Coordination Process. Use a red line color for the cloud line style so changes can quickly be found.

Responsibility: Standards Section

9. Review related documents and make any changes that may be required as a result of the draft of new or revised Standard Drawings, Standard Specifications, or information.
10. Work with the Sponsor to correct any issues as needed.

Responsibility: Sponsor (with assistance from the Standards Section)

11. Update and return files as needed.

Responsibility: Standards Section

12. Complete review.
13. Finalize files.
14. Provide Sponsor with finalized Comment Form and advise that the Form is final and to send that Form to all Stakeholders by the time frame specified in this Procedure, step 15c.

Responsibility: Sponsor

15. Send email to all Stakeholders.
 - a. Attach finalized Comment Form
 - b. Include in the e-mail text that indicates that
 - 1) The form is being provided to keep all reviewers in the loop on all suggestions.
 - 2) The Form lists all comments and which ones were incorporated and which ones were not and that the reason for not incorporating a particular suggestion is included.
 - c. Complete no later than one working day after the Standards Committee Agenda Package is published.

Responsibility: Standards Section

16. Prepare the agenda according to UDOT procedure 08A5-01.2.

17. Publish the entire package to the Standards Committee Web site and send out email notice of publication according to UDOT procedure 08A5-01.2.

Responsibility: Standards Committee or Modified Approval Process Committee Members

18. Review the agenda with attachments before the Committee meeting.

Responsibility: Sponsor/Presenter

19. Present the draft of new or revised Standard Drawings, Standard Specifications, or general information with supporting documentation and explanation to the appropriate Committee. Refer to Attachment 3 for the Standards Committee Update Process.

Responsibility: Standards Committee or Modified Approval Process Committee

20. Take one of the following actions:
 - a. Discuss the Standard Drawing, Standard Specification, or information as presented. Approve the item as presented.
 - b. Discuss the Standard Drawing, Standard Specification, or information as presented. Approve the item with changes.
 - c. Refer the Standard Drawing, Standard Specification, or information back to the Sponsor so that the Sponsor can make required changes before bringing the item back to the Committee for approval.
 - d. Reject or defer the Standard Drawing, Standard Specification, or information.
 - e. Refer the item back to the Sponsor for required formatting and use in testing or review.
 - f. Defer the item to the full Standards Committee for action for Modified Approval Process items.

Responsibility: Sponsor and Standards Section

21. Prepare the final copy of the Standard Drawing, Standard Specification, or information as required and as specified below when either step 20a or 20b applies.
 - a. Specifications and Supplemental Specifications. Remove all markings made according to step 2a. Place the effective date of the change on the document. The effective date is the approval date (regular meeting date) unless the full Committee approves a future date. Make any approved or editorial changes according to step 237. The date is the date of the next regular Committee meeting or the new Standards implementation date for Modified Process approvals. January 1, of the edition year will be used for a new Standards edition approved by either committee.
 - b. Standard and Supplemental Drawings. Remove all markings made according to step 2b above. Make any approved or editorial changes according to step 23. Place the approval date in both “Recommended for Approval” and “Approved” date lines on the final drawing. The dates are the date that Standards Committee approves the drawing or the next regular Committee meeting or the new Standards implementation date for Modified Process approvals. Refer to step 15a for date clarification. Complete the “Revisions” section. Add a block indicating “Supplemental Drawing” on Supplemental Drawings if not already included from an earlier approved change. The “Revisions” section and the “Supplemental Drawing” box do not apply for a new edition.
 - c. General Information. Prepare the final copy in a format suitable for the information. Make any approved or editorial changes according to step 23.
22. Make the necessary changes and go back through steps 2 through 21 when step 20c applies.

Responsibility: Sponsor

23. Make the editorial changes to an approved item and send electronic files to the Standards Section within **five** working days or earlier from the date of the meeting. Check with the Standards Section to make sure they have all needed files if approved with no changes.

Responsibility: Standards Section

24. Complete step 18 of UDOT procedure 08A5-01.2 for the current edition approved Standard Specifications, Supplemental Specifications, Standard Drawings, or Supplemental Drawings.
25. Hold any new edition approved Standard Specifications or Standard Drawings for new edition processing.

Preparation and Distribution of Minutes and Approved Items UDOT 08A5-01.2

Responsibility: Standards Section

Actions

1. Attend Standards Committee meeting and gather information needed to prepare meeting minutes.
2. Prepare the minutes as soon as possible after the meeting.

Responsibility: Standards Committee Secretary

3. Review meeting minutes or a specific item as needed to answer questions or help in minutes preparation.

Responsibility: Standards Section

4. Gather information needed to prepare agenda for the next meeting.
5. Send an email, subject "Mandatory Standards Committee Agenda Item Prep for (insert meeting date) Meeting" to all Standards owners, those with current Action Items, and any other required parties at least two weeks prior to the "Projected No Later Than Coordination Start Date."
 - a. List known and possible agenda items
 - b. Request other agenda items
 - c. Advise the Sponsors of the Start Date for the coordination.
 - d. Use a prior email for a starting draft and update accordingly.
6. Make required changes to the meeting minutes as needed.
7. Update the agenda section of the minutes as needed and complete the Agenda Check Sheet and Status Update Sheet.
8. Review all submitted files and information.
9. Create PDF files of submitted items, compile into one PDF file package, add document page numbering in the PDF file, and digitally certify the file to lock the file and reflect the accuracy of the information.

10. Publish the agenda package to the Standards Committee Web site at least 14 calendar days before the next regularly scheduled meeting.
11. Send an e-mail to the "Standards Committee Issues" group advising them that the agenda package has been published to the Standards Committee Web site.
 - a. Attach minutes file to the email.
 - b. Include a link to the agenda package in the e-mail.
 - c. Include the following text in the email including the bold font:

Print specific pages or entire package only as needed.

Standards Committee members and those attending the meeting: No need to print unless selected parts needed. PDF file will be displayed on conference room screens. Save attached file to individual laptops or tablets if you bring them to the meeting.
12. Make and distribute hard copies of the package to the Department Standards Coordinator and the Department Standards Communication Coordinator.
13. Set up the Conference Room computer approximately 15 to 30 minutes before the scheduled meeting to electronically display the agenda.

Responsibility: Standards Committee

14. Approve with or without modifications the minutes of the previous meeting.
15. Take action on agenda items according to UDOT procedure 08A5-01.1.

Responsibility: Standards Section

16. Make any required changes to the meeting minutes.
17. File the minutes as required.
18. Publish all appropriate changes within 14 calendar days from the last Standards Committee meeting.

Responsibility: Standards Section

Actions

1. Notify FHWA according to 08A5-01.2, Step 11.

Responsibility: FHWA

2. Distribute the agenda package within the FHWA Division Office for review and comment as appropriate.
3. Provide comments during the regularly scheduled Standards Committee meeting.
4. Complete an approval letter as soon as possible after the meeting.
5. Provide an electronic copy of the approval letter by e-mail to the Director, Project Development (Standards Committee Chairperson), Engineer for Preconstruction (Secretary), and Standards Coordinator (Recorder).

Responsibility: Standards Section and Standards Committee

6. Complete UDOT 08A5-01.1, Step 20 to discuss FHWA comments.
7. Complete remaining procedural steps for approved items beginning at UDOT 08A5-01.1, Step 15.

Responsibility: Sponsor

Actions

1. Contact the Department Standards Coordinator if access to the Google Drive "CoordinationSharedData" file is needed.

Responsibility: Department Standards Coordinator

2. Coordinate with Sponsor on "CoordinationSharedData" file procedures and follow-up requirements.

Responsibility: Sponsor

3. Send a copy of the proposed Standard Specification, Supplemental Specification, Standard Drawing, or Supplemental Drawing, Submittal Sheet, and any supporting documentation by email to everyone listed in the "CoordinationSharedData" file.
4. Include any other Stakeholders not on the "CoordinationSharedData" file that may have an interest in the change.
5. Indicate that a reply is required in any email sent out for coordination even if there are no comments and that phone or email follow up or both will be conducted with any stakeholder not replying.

Responsibility: AGC/ACEC Committee Member

6. Select at least two AGC or ACEC members each from respective membership to review and comment on the proposed change.
7. Provide comments to the Sponsor by return e-mail within 14 calendar days.

Responsibility: Stakeholders

8. Review and comment on the proposed change.
9. Provide comments to the Sponsor by return e-mail within 14 calendar days.

Responsibility: Sponsor

10. Complete the Review Comments Form available on the Standards Committee Web site at <http://www.udot.utah.gov/go/standardscommittee> to “Standards Committee Schedule and Submittals” or a suitable substitute. Include contacting stakeholders who did not provide a reply with comments or indicated no comment.
 - a. Contact all Stakeholders by e-mail whose suggestions were not incorporated in the change.
 - 1) Explain why the change was not incorporated and that the person can provide additional information in rebuttal.
 - b. Contact all Stakeholders by e-mail whose suggestions were incorporated to thank them.
 - c. Contact all Stakeholders by e-mail who replied with a “No Comment” or similar reply to thank them for their review.
 - d. Contact all Stakeholders by e-mail or phone who did not reply to the review request. Refer to this Procedure, step 5.
11. Return to Procedure 08A5-01, step 8 and continue the process.

Standard Specification and Drawing Change Priority Determination and Related Actions **08A5-01.5**

Responsibility: Sponsor

Actions

1. Determine importance of the change.
 - a. Priority 1
 - b. Priority 2
 - c. Priority 3
 - d. Priority 4
2. Use a Special Provision or Plan Sheet instead of a Priority 1 or 2 and therefore mark this change as a Priority 3 on the Submittal Sheet.
 - a. Applies if the change is important and needs to get out without waiting for the Standards Committee coordination, approval, and publication processes to run their course from several weeks to months.
 - b. Provide a justification as to why a Priority 1 and 2 must be used instead of a Priority 3 and the Special Provision or Plan Sheet option.

Responsibility: Standards Section

3. Provide assistance as needed.

Responsibility: Sponsor

4. Update the Submittal Sheet based on the determination from the previous steps in this Procedure.
5. Return to Procedure 08A5-01.1, step 3.
6. Prepare Special Provision or Plan Sheet if this Procedure step 2a applies.
7. Coordinate with the Standards Section so that all requirements and formatting are met.

Responsibility: Standards Section

8. Provide assistance as needed.

Responsibility: Sponsor

9. Obtain approval to publish the Special Provision or Plan Sheet from the Division leader

Responsibility: Standards Section

10. Process and publish Special Provision or Plan Sheet update as required.
11. Send e-mail to the Standards Listserver of publication of approved items.

Attachment 1 - Standards Committee Submittal Sheet

Standards Committee Submittal Sheet

Name of Preparer: _____

Title/Position of Preparer: _____

Specification/Drawing/Item Title: _____

Specification/Drawing Number: _____

Priority Level (see last page for explanation) _____

This sheet is not required on editorial changes but is required for all other submittals whether to the regular Committee or the Modified Approval Process Committee. Check with Standards Section.

NOTES:

1. All Submittal Sheets must be completed and sent to the Standards Section by the Standards Committee suspense date as shown on the Web.
(<http://www.udot.utah.gov/go/standardscommittee>)
2. The Preparer of the Submittal Sheet or the Standards Committee member (or authorized substitute) responsible for the submittal must be present at the Standards Committee or Modified Process meeting and capable of discussing and answering all questions related to the submittal. The item will be postponed to a later meeting if one of these people is not present.
3. Notify the Standards Section immediately of any changes that impact the presentation to include absence of sponsor or delay in presentation.

Complete the following: (Use additional pages as needed.)

- A. Why? Detail the reason for changing the Standard (Specification or Drawing), what has initiated a new Standard or what has caused a new or changed item of interest.
- B. Measurement, Payment, Acceptance, and Documentation:
 1. How is Measurement and Payment handled? Existing (from the measurement and payment document), modified, or new measurement and payment to be included with all Standard Specifications or Supplemental Specifications.

2. How is Acceptance and Documentation handled? Existing (from the acceptance and documentation document), modified, or new acceptance and documentation to be included with all Standard Specifications or Supplemental Specifications. Include Contractor Submittals, Inspection Elements, and Documentation.

C. Stakeholder Notification for AGC and ACEC:

Provide by e-mail, the AGC and ACEC Standards Committee member a copy of all pertinent information relating to the specification or drawing. Detail all responses on the Standards Committee Review Comments Form.

Note: There is a two-week response time set for this item.

Refer to the Standards Committee Web site, <http://www.udot.utah.gov/go/standardscommittee> to “Standards Committee Members” for the respective e-mail addresses.

AGC: (Document comments on the Comment Form)

ACEC: (Document comments on the Comment Form)

D. Stakeholders:

Document the stakeholders contacted on the Standards Committee Review Comments Form, detailing: the company, name of contact, how contacted (by phone, email, hard copy, or in person), concerns, and comments of the change. Stakeholders:

Note: There is a two-week response time set for this item to allow Stakeholders time to process and respond to coordination requests. All areas should try to complete review and comment as soon as possible but within two weeks. Advise Stakeholder if less time is given the Stakeholder to complete this requirement.

Contact all applicable UDOT personnel, FHWA representative for the type item being reviewed, contractors and consultants contacted in addition to those contacted in paragraph “C” above, suppliers, manufacturers and any others as deemed appropriate. Include all those contacted on the Standards Committee Review Comments Form.

FHWA (Accomplished as part of the two-week process before submitting to the Standards section for inclusion on the Standards Committee agenda.) This is in addition to the requirements of UDOT Policy 08A5-01, procedure 08A5-01.3.

- E. Other impacted areas, systems, or personnel. Consider all impacts and possible changes to these areas during the preparation process. Coordinate with all appropriate areas for the respective item. List all impacts and action taken.
1. Minimum Sampling and Testing Requirements
 2. Business Systems (Electronic Bid System, Project Development Business System, Electronic Program Management, Computer-Aided Drafting and Design, etc.)
 3. Implementation Plan (Provide detailed instructions on how the subject item will be implemented to include notification of all interested parties and training requirements.) **E-mail notice will be sent as part of the Standards Section's publishing process.**
- F. Costs? (Estimates are acceptable.)
1. Additional costs to average bid item price.
 2. Operational (For example, maintenance, materials, equipment, labor, administrative, programming).
 3. Life cycle cost.
- G. Benefits? Provide details that can be used to complete a Cost – Benefit Analysis. Estimates are acceptable. What is the benefit of making this change if no cost is involved? **Completion of this paragraph is mandatory. Lack of information or insufficient information will result in rejection of draft document.**
- H. Safety Impacts?
- I. History? Address issues relating to the current usage of the item and past reviews, approvals, and/or disapprovals.

Priority Explanation

Enter the appropriate priority in the box on the first page of the document.

Review Standards Committee Policy 08A-05 and related Procedure 08A5-01.5 prior to determining the Priority.

- Priority 1 Upon posting, this impacts all projects in construction and design with a Change Order, Addenda, and immediate change to projects being advertised.

- Priority 2 Upon posting, this impacts projects being advertised.

- Priority 3 Upon posting, the approved standard takes effect **four weeks** later for projects being advertised.

- Priority 4 Applicable to a new edition of the Standards only.

Standard Drawing/Specification Review Sheet		Review Comments		
Std Dwg/Spec Number		Sheet x	of	y
Date:		Facilitator:		

Attachment 2 - Standards Committee Review Comments Form

Review Comments Form

Item No.	Reviewer	Sheet/Section No.	Comment	Review Mtg. Action	Final Action.
1	List all names for No comment or equivalent here		No comment.		
			Response:		
2	List all names for No reply here		No reply. Follow up made by phone or email. Modify this text as appropriate for the situation.		
			Response:		
3					
			Response:		
4					
			Response:		
5					
			Response:		
6					
			Response:		
7					
			Response:		
8					
			Response:		
9					
			Response:		
10					
			Response:		

Attachment 4 – Streamlined Approval Process for Standards Committee

Team Members for Modified Approval Process (* - Editorial Changes)

- 1: Preconstruction Engineer*
- 2: Standards Coordinator*
- 3: Standards Communication Coordinator*
- 4: State Engineer for Construction
- 5: State Engineer for Materials
- 6: Region Preconstruction Engineer or Region District Engineer (rotate between positions and regions)
- 7: FHWA (as assigned)
- 8: Sponsor*

Key: SS – Submittal Sheet process and coordination required. Comment form must be completed.

ITEM	FULL STANDARDS COMMITTEE APPROVAL (SS)	MODIFIED APPROVAL (SS)	EDITORIAL
Typo			✓
Formatting			✓
Incorrect or missing information that does not impact design or bidding. Everyone knows the correct way to handle the item. Being done this way, but not reflected correctly in the Standard.			✓
Required by change in Utah Code or Law that does not impact design or bidding.			✓
Clarification. Information rewritten or expanded to clear up a confusing item			✓
Drawing details not drawn correctly but all call outs and dimensions are correct			✓
Incorrect or missing information that does impact design or bidding		✓	
Drawing details not drawn correctly and some call outs or dimensions are not correct		✓	
Technology change		✓	
Business or process no longer done as specified or drawn that does not impact design or bidding.		✓	
Drawing details split into multiple drawings for clarity only		✓	
Required by change in Utah Code or Law that does impact design or bidding.	✓		
Business or process no longer done as specified or drawn that does impact design or bidding.	✓		
New Standard Specification or Standard Drawing (not related to splitting drawings for clarity only)	✓		
Any item reviewed using the Modified Approval Process and either deferred or not approved	✓		
Deletion of Standard Specification or Standard Drawing	✓		