

Technical Publications Update and Revision Procedures

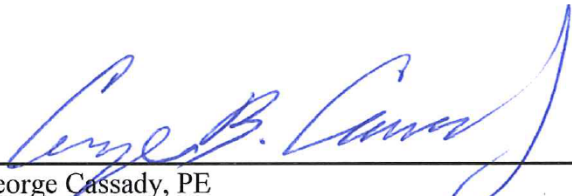
October 2017

HILLSBOROUGH COUNTY

**TECHNICAL PUBLICATIONS UPDATE AND
REVISION PROCEDURE**


APPROVED

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George Cassady, PE
Public Utilities Department Director

8/30/2017
Date

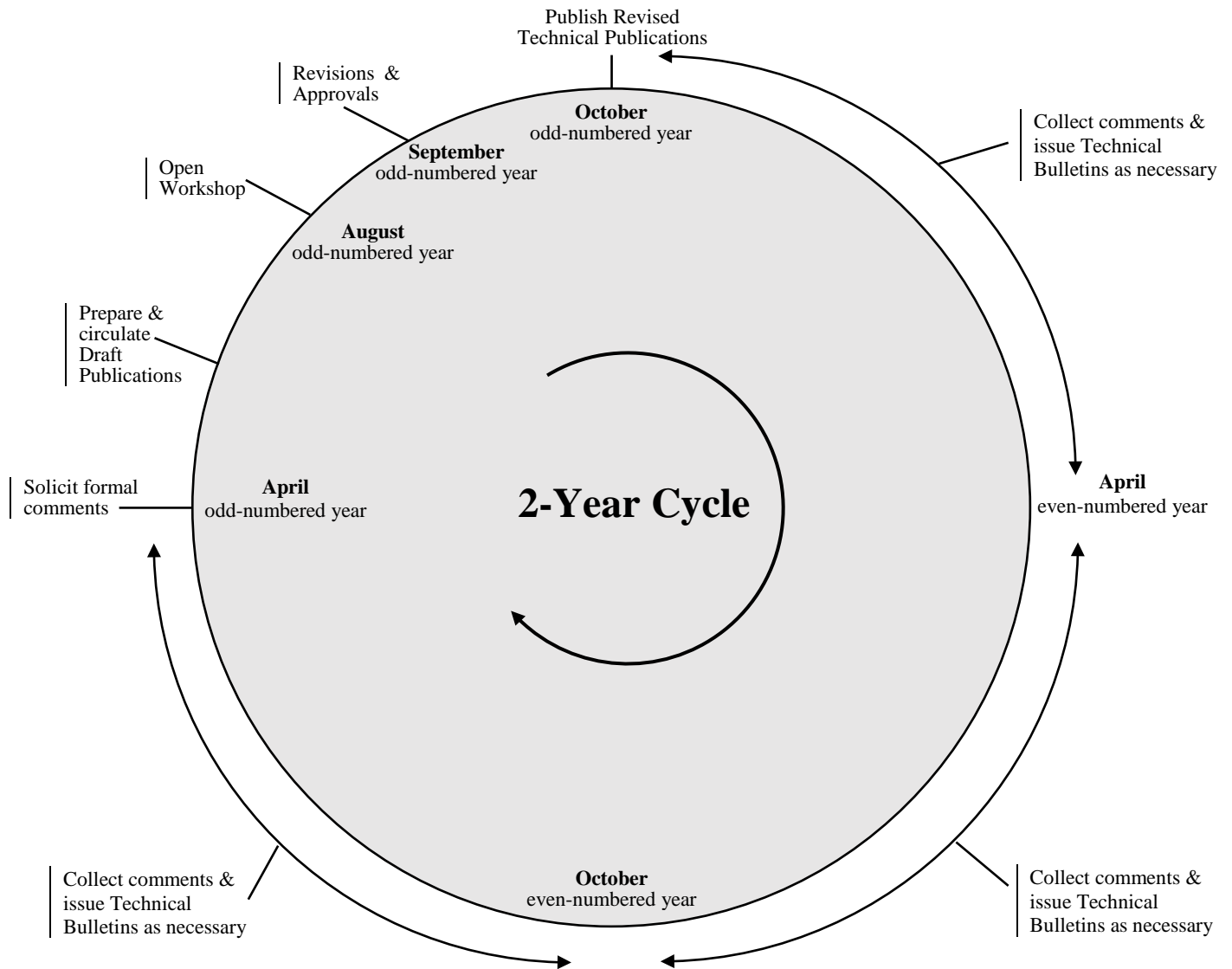


Michael J. Williams, PE
County Engineer

08/30/17
Date

10/02/17
Effective Date

As material specifications, technical criteria and County polices change to meet new needs and changing technology, it will become necessary to revise and update Hillsborough County’s technical publications. All changes will be handled administratively under the direction of the County Engineer or Public Utilities Department Director, as applicable. The County has adopted a two-year cycle for updating its technical publications which is depicted in the following figure.



Technical Publications Update Cycle
(Above dates are approximate.)

COLLECT COMMENTS & ISSUE TECHNICAL BULLETINS AS NECESSARY (ANYTIME)

The County will review comments and suggestions for changes to the publications through the online “Comment on PUD / PW Technical Publications” form located on the County’s website, HCFLGov.net. When ideas or suggestions are received they will be reviewed by appropriate staff in a timely manner and will be coordinated with other offices affected by the proposed change. Items warranting change will be made in the form of a *Technical Bulletin*.

1.1 Technical Bulletins

Technical Bulletins will be issued as necessary for changes to the technical publications. Bulletins will be numbered based on the two-digit calendar year and bulletin number. Bulletins will go into effect on the date noted within the bulletin. Notices are sent to all users who are registered to receive notification and updates and will remain effective until either:

1. An official technical publication is published (October of each odd-numbered year); or
2. The Bulletin is made void.

1.2 Typographical Revisions

Corrections to any typographical errors that do not materially and significantly affect criteria will not require approval by the County Engineer or Public Utilities Department Director. All corrections of this nature will become effective immediately, will be posted to the website, and electronically distributed to subscribers to the applicable technical publication.

1.3 Statutory and/or Public Health, Safety or Welfare Revisions

Certain technical revisions may be required at times such as those necessary to meet statutory requirements or to protect public health, safety or welfare. All corrections of this nature will become effective immediately, will be posted to the website, and electronically distributed to subscribers to the applicable technical publication.

1.4 Design Exceptions

When it becomes necessary to deviate from the established criteria, early documentation and approval of a design exception is required. This requirement applies to all entities affecting planning, design, construction, and maintenance. If it appears that meeting criteria is not feasible, please contact the appropriate department as soon as possible to discuss your concerns, the requirements for submitting a design exception to the County for approval and the necessary documentation to be provided. Approvals from multiple individuals may be required for certain issues. Sufficient detail and explanation must be given in order to build a strong case to those reviewing the request. A design exception must address the following items:

1. Design criteria versus proposed criteria.
2. Reason the design criteria are not appropriate.
3. Justification for the proposed criteria.
4. Any background information which documents or justifies the request.

Alternatives should be developed, evaluated and compared and analysis should only include the benefits and costs attributed solely to each alternative. Mitigation strategies should discuss existing, considered and proposed.

ELECTRONIC NOTIFICATIONS

Individuals may sign up to receive notifications about technical bulletins and engineering publication updates from Public Utilities and Public Works. All electronic subscribers are solely responsible for providing current and accurate email addresses in order to receive automatic, electronic notification of proposed and final changes to technical publications. Failure of an electronic subscriber to receive electronic notification shall not affect the effective date of any revisions that have been approved. Hillsborough County will not sell nor distribute the email addresses of electronic subscribers for financial gain. However, please be advised that Hillsborough County is subject to the Public Records Law which would compel the County to provide email addresses of electronic subscribers upon request. Under the Public Records Law, Hillsborough County may charge a fee for recovering the cost of providing the requested information.

SOLICIT FORMAL COMMENTS (APRIL: ODD-NUMBERED YEAR)

The County will send all users who are registered to receive notification and updates a message announcing the County's intent to update the technical publications in October of each odd-numbered year and announce that comments and suggestions for changes to publications can be made through the online "Comment on PUD / PW Technical Publications" form located on the County's website, HCFLGov.net.

PREPARE & CIRCULATE DRAFT (SPRING/SUMMER: ODD-NUMBERED YEAR)

The County will prepare and circulate the draft technical publications internally. A summary document will be prepared and posted on the County's website describing permissive changes, comments, responses and proposed changes to each technical publication.

OPEN WORKSHOP (AUGUST: ODD-NUMBERED YEAR)

The County will host an Open Workshop to present the revised publications, solicit feedback and answer any questions that the public may have regarding the revised technical publications.

REVISIONS & APPROVALS (SEPTEMBER: ODD-NUMBERED YEAR)

Changes to the manuals will be made and required approval sheets will be signed and included with applicable technical publications.

PUBLISH REVISED TECHNICAL SPECIFICATIONS (OCTOBER: ODD-NUMBERED YEAR)

Complete revised technical publications are adopted and posted to the County's website in October of each odd-numbered year.

PUBLICATION EFFECTIVE DATE

Each technical publication shall include an effective date. All submittals to the County on or subsequent to the effective date of the publication shall be governed by that publication. All projects submitted prior to the effective date shall be governed by the version in effect upon preliminary submittal unless the submitter voluntarily elects to comply with the more recent revised publication.