Foreword

This guide provides a concise description of AASHTO and the Committee on Materials and Pavements (COMP). It provides the policies and current operating procedures of the COMP.

Changes to the operating procedures must be reviewed and approved by the COMP Steering Committee and balloted by the full COMP with concurrence by two-thirds of the voting members for changes to be incorporated in this guide.
1.1 Purpose and Scope

The Committee on Materials and Pavements (COMP) prepares, publishes, and keeps current: (1) specifications for materials used in the construction and maintenance of all transportation facilities including highways, bridges, and structures; (2) specifications for standard methods of sampling and testing such materials and other items incidental to construction, maintenance, preservation, and operation of such facilities and (3) guidance and other documents related to pavements.

It also acts for AASHTO in monitoring and administering the operation of the AASHTO re:source laboratory evaluation program; provides necessary liaison with ASTM International (ASTM, formerly the American Society for Testing and Materials); and provides a forum for the exchange of information, and, where appropriate, promotes the use of new materials and develops and recommends methods of tests for such materials. It identifies and reports to the Council on Highways and Streets on any Federal regulatory mandates of national concern. Each member department is entitled to membership on the COMP.

To ensure consistency, the COMP works cooperatively, as appropriate, with other committees.

The work of the COMP is governed by its Regulations, which are included as Appendix A, and supplementing AASHTO Governing Documents. The COMP’s regulations were last revised in February 2014. The current version is dated June 2018.

1.2 COMP Committee Organization

The COMP reports to the Council on Highway and Streets. The COMP is composed of the Steering Committee (SC), AASHTO re:source Administrative Task Group (ATG), Program Planning Group, and Technical Subcommittees (TS), which may be divided into task groups to carry out the work of the COMP. These organizations are described in the following sections.

The officers of the committee are named and their duties described in Article 2 of the COMP Regulations (Appendix A).

1.2.1 Steering Committee

The Steering Committee (SC) is responsible for the operation and technical direction of the COMP. It establishes or abolishes TS’s, assigns responsibility for standards and guidance documents development, ensures the maintenance of standards and guidance documents, and oversees the operations of the COMP to ensure that the work of the COMP is carried out.
The makeup of the Steering Committee is set forth in Article 4, Section 2 of the COMP Regulations.

1.2.2 The AASHTO re:source Administrative Task Group

The AASHTO re:source Administration Task Group (ATG) maintains general supervision of the re:source program and the AASHTO Accreditation Program (AAP), provides guidance and direction to the re:source manager on all matters involving these AASHTO-supported programs, and functions to help prepare and revise standards under its jurisdiction (currently within TS5c). The makeup of the AASHTO re:source ATG is set forth in Article 4, Section 5, COMP Regulations.

1.2.3 Program Planning Group

Each year the COMP SC is called upon to lead in preparing the technical program for AASHTO’s Annual COMP Meeting. The subjects or themes of sessions in the technical program are established by AASHTO, and planning responsibility is delegated to the TS chairs/vice chairs. The chair of the COMP’s Program Planning Group is the COMP Chair; the chair works with AASHTO staff and the regional vice chairs on the SC to plan the session programs, and he/she may call upon others to serve on the Program Planning Group (e.g. the host state materials engineer or designee) to help with arrangements as necessary.

1.2.3.1 The host state members where the COMP annual meeting is being held work with AASHTO staff and the meetings department to finalize meeting logistics. This includes, but is not limited to, selection of conference facility, providing IT equipment and support, audio/visual if available, and host state speakers for the opening general session.

1.2.4 Technical Subcommittees

1.2.4.1. Technical subcommittees (TS) are established to write and maintain standards and guidance documents in specific areas within the scope of the COMP. The TS’s are responsible for initiating standards and/or revisions to existing standards for the balloting process.

1.2.4.2. The TS chair may organize the TS into task groups or task forces to work on a particular standard or group of standards or assign responsibility for maintenance of a standard to individual TS members or COMP member departments (States) (i.e. assign stewards of standards). The Technical Subcommittees are grouped into five Divisions: (1) Geotechnical; (2) Asphalt Materials and Mixtures; (3) Hydraulic Cements, Concrete, and Concrete-Related Materials; (4) General Manufactured Materials; and (5) Pavement Serviceability, Design, Environmental Quality and Quality Assurance.
1.2.4.3. A list of the Technical Subcommittees and their scopes is provided in Appendix B.

1.2.5 Ex officio members

When the COMP’s Regulations indicate a representative’s participation on a council, TS, or other group is ex officio, that representative is entitled to all rights of members of the group, including voting (excludes representatives of the Federal Highway Administration [FHWA]).

2- MEMBERSHIP

Article 1 of the COMP Regulations (Appendix A) describes the membership requirements.

2.1 Technical Subcommittees

2.1.1 The chair of the COMP appoints the chair and vice chair of each TS from a list of volunteers (Article 4, Section 3, COMP Regulations); in the absence of volunteers, the chair of the COMP shall appoint members as needed. Technical subcommittee chairs have the authority to appoint TS members, though it is the right of all state members to join a TS (the TS chair should be made aware if a member would like to join). New members of TS’s are recruited by the TS chair or accepted as volunteers to serve on specific TS’s. Official rosters of TS’s are maintained by AASHTO in the Membership Database (AMIMS). A TS vice-chair is recruited by the TS chair and endorsed by the COMP chair. Because membership on the TS is in the name of the member department (Article 4, Section 3, COMP Regulations), when a representative leaves the COMP the TS roster continues to show a slot for the State with no representative’s name. When a new representative for the member State is identified, he/she may choose to continue on that TS’s roster or withdraw in order to serve on other TSs for which he/she feels better suited. If the member chooses to withdraw, the member department is then dropped from the TS’s roster.

2.1.2 Representatives of associate members may serve as chairs, vice-chairs, and voting members of TS’s; U.S. Department of Transportation (DOT) representatives may serve as non-voting ex-officio members. States and associates may have multiple representatives on individual TS’s, but states and associate members may cast only one vote on a TS ballot; all representatives are encouraged; however, to provide comments on balloted items.

2.1.3 Because the COMP consists of some 20 TS’s, each representative should serve on multiple TS’s. Further, each representative is strongly encouraged to serve in a leadership role (as chair or vice-chair) for a TS. Preferably an individual representative will serve as either a chair or vice-chair of only one TS.
2.1.4 Should a vacancy in a TS chair position occur, the policy of the COMP is to first offer that position to the vice-chair. The COMP first vice-chair serves as the committee’s personnel officer and recruits chairs and TS members as appropriate.

2.1.5 There is no limit on the number of members on a TS (but note that limits are specified in the COMP Regulations for the Steering Committee and AASHTO re:source ATG).

2.2 Associate Member Departments

Representatives of associate member departments (excluding U.S. DOT) may serve as TS chairs and vice-chairs. They are encouraged to vote and provide comments on TS ballots and provide comments on all Committee ballots. While they may serve as voting members of the Technical Subcommittees, they are not considered voting members of the COMP (i.e. they may vote on TS ballots, but may not vote on committee ballots).

2.3 Duties of Members

Because the COMP is a working committee, members are expected to participate in the committee’s work of developing and maintaining standard specifications for transportation materials. Members are expected to attend the COMP’s annual meeting as well as the mid-year webinars. Each member should serve on multiple TS’s and as a chair or vice-chair for one TS.

3- COMMITTEE OPERATIONS

“The Regulations to Govern the Work of the Committee on Materials and Pavements, AASHTO, Supplementing the Regulations of the Association Relating to Committee Activities” (Appendix A) provide the basis for the operations of the COMP.

3.1 Committee Officers and Steering Committee

Article 2 of the COMP Regulations establishes the elected officers of the committee as the chair, first vice-chair, four regional vice-chairs, and secretary. The Steering Committee is established by Article 4 of the COMP Regulations and consists of all of the above plus the chair of the AASHTO re:source ATG and Chairman of COMP TS 5d.

3.1.1 Selection, Election, and Terms of Office

In accordance with AASHTO’s regulations, the chair and COMP vice-chair are appointed by the President of AASHTO for 2-year terms commencing and ending at AASHTO’s annual meeting. The chair may be re-appointed to a maximum of three consecutive 2-year terms. The vice chair and secretary are appointed for an indefinite term by the President of AASHTO.
Regional vice-chairs are elected at the COMP annual meeting and serve one 4-year term. A list of the agencies in each of the four regions is included as Appendix C.

Nominations for regional vice-chairs are made by the Steering Committee upon advice of the retiring vice-chair of the region under consideration. Nominations may also be made from the floor. The regional vice-chairs are elected by a simple majority vote (50% +1) of the COMP membership assembled at the COMP annual meeting. A regional vice-chair shall be selected from the membership of each region defined in the constitution of AASHTO. The retiring regional vice-chair shall canvass his/her region to determine the region’s nomination for vice-chair; that nomination is then submitted to the Steering Committee at the COMP annual meeting at which time the new regional vice-chair must be elected. When a vacancy occurs in the office of a regional vice-chair or the secretary, the chair of the COMP may appoint a member to serve until the next COMP annual meeting of the committee; at the next COMP annual meeting, a member shall be elected to complete the unexpired term, or in case of the secretary, until his/her replacement is appointed by the President of AASHTO. The selection of candidates to fill the unexpired term shall be accomplished in the same manner as stated above for the normal election process, except appointed vice-chairs may succeed themselves.

3.1.2 Duties

**Article 2 of the COMP Regulations** (Appendix A) outlines the duties of the officers.

**Chair**—The chair will lead the committee, conduct the meetings of the committee, and will serve as chair of the Steering Committee, chairing its meetings. The chair is an ex officio member of all TS’s and of the AASHTO re:source ATG, and appoints all chairs and members. He/she performs all other duties normally required by the position.

**First Vice-Chair**—In case of a vacancy in the office of chair or the absence of the chair, the first vice-chair shall serve as chair of the COMP and the Steering Committee. In addition, the first vice-chair serves as personnel officer for the COMP, recruiting TS chairs and vice-chairs and redistributing TS members to meet changing workloads.

**Regional Vice-Chairs**—The four regional vice-chairs assist in the management of the COMP by serving as members of the Steering Committee and of the re:source ATG. Regional vice-chairs are responsible for calling attention to any problems or needs that may exist in their respective regions. The appropriate regional vice-chair serves as vice-chair of the Program Planning Group to prepare part or all the materials-related technical sessions to be held during AASHTO’s COMP Annual Meeting when the COMP Annual Meeting is hosted by one of the States in his/her region.
He/she may select anyone to assist as deemed appropriate. Preliminary agendas for the COMP’s portions of the COMP Annual Meeting program should be developed in cooperation with the AASHTO staff for consideration by the Steering Committee at the COMP annual meeting.

Secretary—The secretary is charged with keeping a “fair and true” record of all proceedings of the meetings of the COMP and the Steering Committee. He/she calls upon TS’s to provide minutes of their meetings, assembles them, and extracts items for the annual COMP committee ballot. The secretary also assists in the preparation and editing of the AASHTO Materials Standards published annually by AASHTO, prepares the committee work plan, and required reports of COMP activities for the Committee on Highways and Streets. An annual timeline for actions and responsibilities of the COMP secretary is attached as Appendix D.

3.2 Technical Subcommittee Chairs, TS Vice Chairs, TS Secretary and TS Research Liaison

3.2.1 Appointment and Duration of Appointment

Chairs of the Technical Subcommittees are appointed by the COMP chair. The duration of each appointment is indefinite. TS vice-chairs are recruited and nominated by the TS chairs, with help from the COMP first vice-chair if needed, and are appointed by the COMP chair. Their terms are also indefinite. The TS vice-chairs are to chair the meetings in the event of the chair’s absence. The vice-chair is the leading candidate to assume the TS chair should the chair depart the COMP. The TS Secretary can be any member or AASHTO consultant confirmed by the TS chair and approved by the committee chair. Technical Subcommittee Research Liaisons can be any member confirmed by the TS chair, which will ideally be the research liaison from the TRB committee that aligns with that TS.

3.2.2 Duties

3.2.2.1. Technical Subcommittee (TS) chairs may organize their subcommittees as necessary for the efficient work of their sections. They must maintain records of activities, conduct TS balloting, submit minutes of each meeting on the progress of the work, and provide items for COMP ballot to adopt or modify standards. Appendix E includes a timeline and description of the various tasks for the TS chair.

3.2.2.2. The TS vice-chair will act as TS chair in the TS chair’s absences and can assist in any of the duties of the TS chair, at the TS chairs request. In order to do this, the chair should collaborate and coordinate with the TS vice chair on all TS chairman activities such as agenda development, ballot
preparation and ballot results, remain current on activities (e.g. task forces), and work closely on meeting conduct.

3.2.2.3. The TS secretary responsibilities are defined by the TS chair, but can include acting as the TS Research Liaison, reporting to the TS on FHWA activities related to the TS (if he/she is with FHWA) and/or assisting the TS chair with:

- Managing task forces on behalf of TS chair
- Preparing agendas
- Reviewing action items or Task Force assignments in past minutes, determining status & informing TS chair of any outstanding items requiring further action. Preparing a status report one month before the next meeting and providing to the TS chair for the meeting agenda.
- Acquiring stewards of all the TS standards.
- Assisting stewards in determining if a review of any TS assigned standard is required based on an updated companion ASTM standard (and keep up with ASTM equivalencies).
- Upon close of balloting, providing the TS chair with results affecting TS standards, handling negatives and comments received. If requested, contact appropriate voters to assist in resolving negatives and comments and make recommendations to TS chair.
- Propose revisions to standards.
- Help keeping up with TS tasks in general (track/manage reconfirmations, Provisionals, and ballot status in general).

3.2.3.4. The TS Research Liaison should keep aware of research in progress or published by TRB relating to the TS’s scope, especially research related to changes in standards. They should contact the TRB committee that most aligns with their Scope to solicit research problem statements each year before the COMP Annual meeting. They can also utilize the TRB Research Needs Database at http://rns.trb.org/ to identify potential research problem statements. They need to ensure that any research problem statements submitted are in the format as noted in Appendix G.

3.3 Meetings

3.3.1 Scheduling and Agendas

3.3.1.1 Dates

The COMP typically meets the first week in August each year, although the date may vary because of hotel booking problems or conflicts with meetings of other committees. For planning purposes, the first week in August is defined as that week in which August 1 falls on or before Tuesday of the week, i.e., if August 1 falls on Sunday, Monday, or Tuesday, the first week in August is defined as the week containing the
August 1 date and the meeting would start on the Sunday of that week. If August 1 falls on Wednesday, Thursday, Friday, or Saturday, the first week in August is defined as starting on the following Sunday and the meeting would start that day.

3.3.1.2 Selection of Meeting Location

Meeting sites are selected by the Steering Committee no later than two years prior to the dates scheduled for an annual COMP meeting. The location is rotated among the various AASHTO Regions in the following order: 1, 2, 4, and 3. For example, the 2015 meeting was in Region 1 (Pittsburgh, Pennsylvania), the 2016 meeting was in Region 2 (Greenville, South Carolina), the 2017 meeting was in Region 4 (Phoenix, Arizona), and the 2018 meeting is in Region 3 (Cincinnati, Ohio). The regional vice-chair solicits a volunteer State to host the COMP annual meeting and brings the nomination to the Steering Committee. Once a State selection has been approved by the Steering Committee, the secretary should request a letter from the State's chief engineer or equivalent State representative to AASHTO agreeing to host the meeting. AASHTO will coordinate with the selected state for meeting arrangements.

3.3.1.3 Committee

Plenary sessions are generally conducted the morning of the first and second to last day for the purpose of airing any issues of interest, providing a forum for representatives to address all materials and pavement engineers with briefings on new technology and other subjects. A roundtable discussion of items held later in the week will allow discussion of regional topics, research proposals, and Committee Resolutions. On the same day the committee convenes to consider action items on requests and ongoing work of TS’s. Other meeting requirements are presented in Article 3 of the COMP Regulations (Appendix A).

3.3.1.4 Steering Committee

The Steering Committee holds a Mid-Year meeting in early March, typically at the AASHTO re:source Technical Exchange the day before that meeting commences (Monday), to discuss business and prepare for the COMP annual meeting. The Steering Committee also meets at the COMP Annual meeting the day before the COMP annual meeting commences (Sunday). An agenda should be prepared by the secretary and submitted to the Steering Committee 30 days prior to the meetings. At the start of the meetings, revisions to the agenda are considered and the agenda accepted by the Steering Committee for implementation. Additional brief meetings may be held during the week of the COMP Annual meeting at the request of the COMP chair. Monthly web meetings/conference calls are convened by the Steering Committee
during the remainder of the year in order to distribute the workload over
time and resolve issues as they occur.

3.3.1.5 Technical Subcommittees

About March 1 the COMP secretary will contact chairs and ask for time
requirements for their session during the COMP annual meeting, the
anticipated number of attendees, and identification of other TSs that they
wish to avoid scheduling conflicts with because their members belong to
more than one TS. Following the conclusion of the SC Mid-Year Meeting,
the secretary finalizes the schedule for the committee and TS meetings.
Agendas for the individual TS meetings are prepared and distributed by
TS chairs to their members on or around July 1, as well as posted online
by AASHTO.

3.3.1.6 Roundtable Discussions

Roundtable discussions are opportunities for members to share
experiences on a variety of current materials-related technical subjects.
About June 1, the regional vice-chairs gather questions for the roundtable
by a canvass of the States in their respective regions. The chair and
regional vice-chairs then lead discussions on selected questions during
the roundtable session at the COMP annual meeting.

3.3.2 Conduct of Meetings

3.3.2.1 Committee

In accordance with Article 3 of the COMP Regulations, the committee
must hold at least one working meeting each year, which is located and
scheduled as in Section 3.3.1. The majority of voting members (50% +1)
constitute a quorum for a COMP meeting. Robert’s Rules of Order should
be followed in conducting the business of the meeting. Agendas for the
main committee meeting and Steering Committee are prepared and
distributed by the secretary.

The secretary or another designated person should take notes during the
meeting as a basis for writing final minutes of the meeting. A list of
attendees should be included in the minutes.

3.3.2.2 Technical Subcommittees and Councils
The members present at a duly called meeting of a TS or Council constitute a quorum. Robert’s Rules of Order should be followed in conducting the business of the meeting. Agendas should be prepared and distributed by the appropriate chair prior to the meeting. The vice-chair or another designated person (e.g. AASHTO liaison, TS Secretary) should take notes during the meeting as a basis for writing final minutes of the meeting. A list of attendees and disposition of negative votes should be included in the minutes. Minutes should be sent to the secretary as soon as possible after each meeting but before September 15 so that the annual COMP ballot can be prepared and returned and the manuscript prepared for the annual online publishing of the AASHTO Materials Standards. Please reference the document titled “Instruction and Guidance for Technical Subcommittee Chairs on Minutes and Ballot Preparation” for more guidance on minutes and ballot preparation.

3.3.2.3 AASHTO Liaisons to the Technical Subcommittees

AASHTO will identify AASHTO liaisons to each Technical Subcommittee. The AASHTO liaisons will be AASHTO employees, AASHTO re:source employees or AASHTO consultants who will assist the Technical Subcommittee chairs in the meetings by taking minutes and operating any projectors or web conferencing software for the Chair, to free the Chair up to manage the meeting.

3.4 Industry/Academia Participation

3.4.1 General Policy

In order to comply with Section VII of the AASHTO Board of Directors’ Policy Manual and to take advantage of the expertise which the COMP’s industry partners bring to the standards development process and to discussions of materials problems, all meetings of the COMP are open to industry representatives, academics and other non-members, except as noted in Section 3.4.4.1.

Industry and academic members may serve as non-voting members (Friends) on Technical Subcommittees. These representatives must submit a résumé of their experience and explain how they will contribute to the TS in their formal request to the TS Chair; the COMP chair then makes a determination to either approve or deny this request. As a non-voting member, these members will receive correspondence and TS ballots; they will be able to provide comments on ballots, but voting is reserved solely for state voting members.

Friend status is reserved for individuals from industry and academia who wish to be involved in the TS, provided they serve to work with the TS and not in a manner detrimental to the TS. If at any time an individual’s behavior/actions are deemed detrimental or counterproductive to the TS they may have their status revoked or be removed from a meeting at the direction of the Chair.
Should an individual wish to protest the decision of a TS Chair, they may submit a formal request to protest to the Chair of COMP for decision. All determinations made by the COMP Chair are final.

When multiple companies or associations request membership on a TS, the Technical Subcommittee Chair shall direct the industry members to designate a single representative that will provide one voice for specific industry concerns and issues to the TS during meetings. As the COMP annual meeting is an open meeting, multiple representatives from industry/a company may attend, however the designated representative will be recognized as the Friend to the TS and have an opportunity to speak if granted by the TS Chair (in accordance with Robert’s Rules of Order).

Since the purpose of the Industry membership is to provide appropriate technical input for specification and test method development, membership is limited to those companies whose products are directly affected by standards developed by the TS.

3.4.2 How to Become a Friend of a TS

This procedure addresses how personnel from Industry and Academia may join committee on Materials and Pavements (COMP) Technical Subcommittees:

a) Individual from Industry/Academia to submit formal request, via email, to the Chair of the Technical Subcommittee. The request shall include their résumé and an explanation of how they will be able to contribute positively to the TS.

b) The Technical Subcommittee (TS) Chair reviews the request and may accept or deny this request. If denied, the individual may dispute the denial at which point the request will be brought to the COMP Chair for resolution.

c) If approved, the TS Chair contacts the COMP Program Manager (AASHTO) to add the individual to the specified Technical Subcommittee.

d) The COMP Program Manager (AASHTO representative to COMP) will contact the individual to register within AASHTO’s Membership Database (AMIMS) and provide detailed information for their organization. Public email domains such as yahoo, Hotmail, and Gmail are not recognized by the database. Once registered, the individual will be assigned to the appropriate Technical Subcommittee; an automated message is generated from AMIMS to alert the individual once this has been completed. The individual is not officially a Friend until this process is complete.

3.4.3 Attendance at Meetings

The dates and location of the COMP annual meeting are announced in the AASHTO Journal, on the AASHTO’s meeting web page, and the Committee on Materials and Pavements web page. After such announcements, industry
representatives and other non-members may request any meeting information not available on-line from the host State or AASHTO.

At the COMP annual meeting, all attendees will be required to pay a registration fee and abide by the COMP’s rules of order; they are invited to participate in all non-states only meeting activities, including receptions, meals, field trips, and project site visits, if included as part of the meeting.

3.4.4 Restrictions

3.4.4.1 Meetings

All of the working meetings of the committee are open except meetings of the Steering Committee and the AASHTO re:source ATG, the Roundtable discussion, and the closing business meeting at the COMP annual meeting. In addition, the COMP chair may close any part of any meeting at which sensitive issues are being discussed, and a TS chair may close his/her TS meeting for the same reason.

3.5 Liaison Policy

To maintain communication with and be aware of the activities of other AASHTO committees and or organizations, members of the COMP are appointed to serve as official liaisons. Appointments are made by the COMP chair and duration of the appointment is indefinite. The COMP liaisons are expected to maintain an awareness of the activities of their assigned group and report annually to the Steering Committee on those activities of concern to the COMP. The first vice-chair contacts liaison representatives each year and determines if there is any activity to be reported on to be included in the agenda for the Steering Committee or for the full COMP. Liaison representatives are listed under the COMP “Technical Subcommittee Roster.” Each Technical Subcommittee will identify a volunteer to be the Research Liaison for the Technical Subcommittee. It is suggested that a liaison to the National Product Evaluation Program (NTPEP) also be identified, as appropriate.

3.6 Communications

Minutes of the COMP annual meeting and the annual COMP ballot are usually distributed to all members as part of the Rolling Ballot conducted each year. Minutes from the COMP annual meeting should be distributed no later than two weeks after the conclusion of the meeting, as Group 1 of the rolling ballot opens mid-September.

Technical subcommittee chairs develop and transmit correspondence necessary to conduct their business. Technical subcommittee business can and should be conducted via e-mail and other electronic correspondence. TS agendas and meeting schedules of all TS meetings will be posted on the AASHTO Committee on Material and Pavements Website so that attendees may download relevant information prior to the COMP annual meeting and for all web meetings and conference calls that are held. If the TS chair
elects to hold a closed meeting the agenda and items for discussion are not required to be posted.

3.7 COMP Research Task Force and Research Needs

The COMP Research Task Force (RTF) will consist of one Research Liaison from each Technical Subcommittee (TS) group (TS 1, TS 2, TS 3, TS 4, and TS 5) along with the Steering Committee. The Steering Committee will select the five Technical Subcommittee Research Liaisons. The RTF will provide information and tools to all the individual Technical Subcommittee Research Liaisons with the assistance of TRB and the TRB CRCC (Committee Research Coordinators Council).

Members are encouraged to submit materials or pavement-related research needs for COMP endorsement for inclusion in NCHRP and other research programs. Research problem statements should be submitted to the appropriate TS chair prior to, or at, the COMP annual meeting for technical subcommittee endorsement using the format in Appendix G. The RTF will assist in identifying priorities of submitted research.

Research Liaisons from each TS should submit Research Problem Statements (RPS) to the appropriate TS Chair and the TS Secretary prior to the COMP annual meeting. Time should be designated for the RTF to discuss research problem statements at the Roundtable. The TS Chairs will be polled to prioritize each RPS after the COMP annual meeting. Two weeks after the meeting the priority ratings will be due. One week after the polling results are submitted, the Steering Committee will hold a conference call to finalize the RPS priorities (final ranking). Following the meeting, the COMP secretary forwards endorsed statements to the Special Committee on Research and Innovation (R&I).

3.8 Resolutions

The COMP may adopt resolutions to request actions from the Committee on Highways and Streets, the AASHTO Board, or other committees, or to establish general policies for the COMP. Proposed resolutions should be submitted to the Steering Committee in writing prior to, or at, the COMP annual meeting. A resolution must be approved, by COMP letter or voice ballot, by two-thirds of the voting members. The COMP secretary shall record approved resolutions in the minutes and forward each to the appropriate recipient.

3.9 Awards

Awards may be given to individuals who have distinguished themselves through their dedicated work, contributions and/or exemplary service to the TS(s) and the COMP. Nominations for individuals shall be submitted to the SC for review and decision and may not be made for personnel from the same DOT or organization. Individuals who have received an award may not be considered for other awards in the same year nor receive an award in consecutive years.

3.9.1 Service Award
This award is given to a member who has been a Technical Subcommittee chair for at least four years of service upon retirement or as directed by the SC.

3.9.2 Achievement Award

This award is given to a Technical Subcommittee, a Task Force, or an individual who has given exemplary service during the year; furthering the work of the COMP with national impact.

In any given year there can be no recipient, one recipient, or more than one recipient (maximum of 3) depending on the nominations received and voting.

Nominations should include the name of the group or person along with a brief description of why they should be given the award. The nominations will be voted on by the SC. Award group/recipient will receive a plaque at the COMP Annual Meeting.

3.9.3 Committee/Technical Subcommittee Award of Appreciation

This award is given by the COMP or a Technical Subcommittee to a task force or individual who has performed exemplary service to the COMP.

In any given year there can be no recipient, one recipient, or more than one recipient (maximum of 3) depending on the nominations received and voting.

Task forces or individuals can be either nominated or chosen by the SC or Technical Subcommittee. Awards will be at the discretion of the SC (for the Committee Award of Appreciation) or the Technical Subcommittee (for the Technical Subcommittee Award of Appreciation). Award recipients will receive a framed certificate at the COMP Annual Meeting.

3.9.4 Materials Innovation Award

This award is given to an individual in recognition of contributions made for the completion of a successful Department of Transportation project(s), process or product individually within a State, Region or Nationally. The criteria for which the level of innovation will be based are whether the project was under budget, the best use of innovation, or improved the quality of life/community development.

Nominations should be submitted for the projects completed within the previous calendar year and may come from both members and non-members (non-members should be affiliated with a transportation organization), Technical Subcommittees, or Steering Committee.

Nominations should include the name of the person along with a brief description of the project and explanation of why it meets the award criteria. The nominations will be voted on by the Steering Committee.

4- STANDARDS
4.1 Development

Standards are developed by TS’s, councils, or task groups within the COMP. Rules for adopting and publishing standards are given in Article 5 of the COMP Regulations (Appendix A). AASHTO standards are prepared in accordance with the requirements of ASTM’s Form and Style for ASTM Standards, otherwise known as the “Blue Book.” (The Blue Book is available online at http://www.astm.org/FormStyle_for_ASTM_STDS.html). Review and balloting processes for standards are described in the remaining paragraphs of this section of the Guide for COMP.

4.2 Types of Standards

Standards are identified as specifications (M), recommended practices (R) or test methods (T).

4.2.1 M-Specifications are an explicit set of requirements to be satisfied by a material, product or system.

4.2.2 R-Recommended Practices are a definitive set of instructions for performing specific operations (such as sampling, collection, or inspection) that do not produce a test result.

4.2.3 T-Test method is a definitive procedure (such as identification, measurement or evaluation of properties) that produces a test result.

4.3 Handling

4.3.1 Existing Standards

In accordance with Article 5, Section 3 of the COMP Regulations, standards that have been published for four years without technical revision must be reviewed and reconfirmed, in a TS ballot by a simple majority of voting members (50% +1), or must be revised or discontinued through a subcommittee annual ballot, in time for publication in the fifth year. Reconfirmation ballots are handled for the Chairs by AASHTO Publication staff, and the procedures are noted under Section 4.5.6 of this document. The results of reconfirmation ballots should be reported to the COMP secretary as soon as the ballot is completed, and should also be reported in the minutes of the next meeting of the TS.

4.3.2 Designation

In general, standards are identified with the alphanumeric designation M xxx, R xxx, or T xxx, with M for specifications, R for recommended practices and T for test methods, followed by an Arabic number xxx. The year the standard was adopted or most recently revised follows, e.g., standards issued or revised in 2017 should bear the 17 as M xxx-17, R xxx-17, and T xxx-17. Although the main COMP rolling ballot is conducted towards the end of the year (September – December), revisions or adoptions of new standards are not official until the ballot is confirmed (i.e. two-thirds minimum achieved) and the standards are published, typically after January 1 of the following year (April/June/August are the release timeframes by group). Therefore, a standard adopted or revised by
the COMP in the fall of 2017 would show -18 as the year portion of its designation number. For standards reconfirmed by the procedures outlined in the previous paragraph, the year of the reconfirmation should appear at the end in parentheses, e.g., the identification numbers should appear as M xxx-03 (2018), R xxx-03 (2018), or T xxx-03 (2018). The year is the reconfirmation publication year, which is typically the year after the actual year of the reconfirmation ballot by the TS, similar to adopted or revised standards.

4.3.2.1 Editorial Changes

When a TS chair makes editorial changes in a standard, no ballot is required and the year designation for the standard is not changed. It is at the discretion of the TS chair to determine what is editorial in nature; guidance on this is whether or not the change will provide clarity without altering the meaning or technical content. For example, editorial review is intended to improve the clarity of the text or address obvious errors or omission of information. Conversely, technical changes are those that have an effect that change an outcome, procedure, equation, unit (load/force/temperature/time), etc. The intent and output of the standard is affected by a technical change.

4.3.3 Solely Owned Standards

These standards were developed by AASHTO, and they do not have technically equivalent counterparts or they differ significantly from other published standards on the same subject. This category also includes standards that may have been developed and/or maintained at one time by another organization but that have been discontinued by that organization.

4.3.4 Joint Standards

4.3.4.1 Definitions

Joint Standards are those standards which are derived from historically common or jointly contributed intellectual property, which may have been revised by one or more Parties over time. Each Party owns and has copyrighted its version of the Joint Standards. Typically the second Party to an AASHTO Joint Standard is ASTM International (ASTM). Industry partners that have developed standard testing methods may also agree to non-exclusive copyright with AASHTO; thereby retaining the rights to their intellectual property while recognizing the need for the AASHTO community to have easy access to and partial control regarding a test method or materials standard that is widely accepted and used by the AASHTO membership.

4.3.4.2 Agreement between AASHTO and ASTM Versions
To the extent feasible, Joint Standards which have a technical equivalent with another organization should be reviewed for maintaining this equivalence when revisions are published. Technical Subcommittee Chairs or stewards can sign up on the ASTM website and they will be sent automatic notification when changes occur with their standards.

4.3.4.3 Maintaining Agreement

The TS should review all changes in standards that have AASHTO equivalents. It is the duty of the TS chair to initiate the review.

Changes in AASHTO Standards to maintain equivalency with joint standards requires a ballot of the TS and committee, unless the changes are deemed by the TS Chair to be only editorial. Editorial changes may be made by the Chair as noted in Section 4.3.2.1. Changes in these AASHTO Standards should be acted upon by the responsible TS as soon as possible after being notified of revision to the technical equivalent.

A TS chair may initiate action to revise a joint standard regardless of equivalency with the technical equivalent published by another party if deemed appropriate by the TS members.

4.3.5 Provisional Standards

In 1993, the COMP amended its regulations to adopt the use of “Provisional Standards” and to eliminate “Interim Standards.” Provisional Standards are now used regularly by the COMP to provide early distribution of materials specifications, recommended practices, and test methods resulting from research. Technical subcommittees should propose adoption of new AASHTO standards under provisional status only when a standard is expected to be subject to considerable and rapid change which might result from implementation of ongoing research efforts, including additional laboratory work. Technical subcommittees are encouraged to propose full standard status or discontinued status of provisional standards prior to the maximum time limits specified in the COMP regulations, when conditions warrant such action. Referencing Provisionals in other full standard specifications is allowable, but consideration should be given to propose full standard status for the provisional if it is established enough to reference. Referencing Provisionals in other Provisionals is acceptable, especially if they were developed in a related manner (i.e under the same research project).

In accordance with Article 5, Section 2, of the COMP Regulations, the life of a Provisional Standard can be extended beyond the initial two years by votes in the TS or the full committee. At the end of two years and four years after initial approval, the TS can extend the life of the standard by two years, by a simple majority of voting members (50% +1) affirmative voice or ballot vote. At the end of six and seven years after initial approval, the technical subcommittee can extend the life of the standard by one year, also by a simple majority (50% +1) affirmative ballot vote. At any time during the life of a Provisional Standard, the
-19- subcommittee may vote to convert it to a full standard. If such a conversion is not approved before the end of eight years after initial approval, the Provisional Standard is discontinued.

In general, Provisional Standards are identified with the alphanumeric designation MP xxx, PP xxx, or TP xxx, with M for specifications, P for Recommended Practices and T for test methods, followed by the letter P for Provisional and an Arabic number xxx. The year the Provisional Standard was adopted and first published, or last revised, follows, e.g., Provisional Standards issued or last revised in 2016 should bear the 17 as MP xxx-17, PP xxx-17, and TP xxx-17. For Provisional Standards extended for additional years, the year the extension is approved should appear at the end in parentheses, e.g., MP xxx-15 (2017), PP xxx-11 (2017), or TP xxx-13 (2017). The year the Provisional Standard was adopted and first published is reported in a footnote of the standard. See Appendix F for flow charts for Provisional Standards and Full Standards.

4.4 Standards Review

4.4.1 Editorial Review

The editorial function exists at all levels in the COMP but is primarily the responsibility of the TS that has jurisdiction over the standard. Editorial review is intended to improve the clarity of the text or address obvious errors or omission of information. The Form and Style for ASTM Standards (Blue Book) is the preferred style manual for AASHTO standards. Editorial revisions are generally sent to the COMP secretary along with the TS minutes after the COMP annual meeting.

4.4.2 Guidelines

4.4.2.1 Precision and Bias

Precision statements describe the maximum differences to be expected between individual results of a method when the test is properly performed on essentially identical material (repeatability and reproducibility). Precision statements, in other words, tell how closely results should agree with each other. Bias statements describe how far off overall tests could be expected to be from the true value.

It is desired that all test methods contain precision and bias statements; however, the lack of a precision and bias statement for a test standard is not justification for not adopting it. Development of precision and bias statements is expensive, difficult, and sometimes virtually impossible. The COMP is currently attempting to add or improve precision statements for a number of standards through studies supported by the NCHRP. Priorities for development are established by Technical Subcommittee 5c and the chairs of individual TS's. Should data be available, AASHTO re:source may be utilized to conduct the statistical analysis for precision
Guidance for conducting round-robin testing programs to develop precision is in ASTM C802, C670, E17 and E691.

4.4.2.2 Use of Units

It is the policy that all standards use the SI System of units as the preferred units, with American Standard (English) units in parentheses, unless the standard has already been converted to SI units only; in the latter case American Standard units are not to be included. IEEE/ASTM SI 10 is the guiding document for this conversion.

Dual standards, e.g., M 291M and M 291 (where the two standards are printed separately), and combined standards, e.g., M 275M/M 275, are to be used where appropriate. Hard conversion (which can involve a change in the physical size of the material) is to be used to the maximum extent possible.

4.5 Balloting of Standards

4.5.1 General

Proposed standards or revisions to standards are considered to have been adopted by the COMP upon an affirmative ballot of two-thirds of the members of the committee (35). Ideally, COMP ballot items are developed before the COMP annual meeting and have received a simple majority (50% +1) affirmative (of ballots returned) TS ballot before being offered for committee ballot. However, a TS may advance an item for committee ballot by a simple majority (50% +1) affirmative vote by the members present at its COMP annual meeting. If a simple majority affirmative vote is not, or cannot, be obtained at the COMP annual meeting, the TS can recommend the item for a concurrent TS and committee ballot. Concurrent ballot items must be clearly identified because, if an item does not receive a simple majority affirmative vote from the TS, the concurrent committee ballot becomes null and void.

4.5.2 Technical Subcommittee Ballot

A TS ballot may be developed by the TS chair or as a result of a motion passed at a TS meeting. Technical subcommittee ballots are prepared, distributed, and tabulated by the TS chair or a designated member. TS members are given three or four weeks to complete and return ballots to the chair. Results of TS ballots should be included in the minutes of the TS submitted after the comp annual meeting.

4.5.3 Committee (COMP) Ballot

All committee ballots are conducted by the secretary. Items for the COMP annual ballot are submitted along with the TS minutes from the COMP annual meeting. The ballot is then developed and distributed with all the committee, and TS minutes which document and support the ballot items to all COMP members.
Each member department has one vote even though the ballot is distributed to several members in each State. Members are given four to six weeks to complete and submit the ballot. The annual COMP ballot will be conducted in three parts, termed a rolling ballot. The schedule and TS’s associated with each ballot portion are noted below in Table 1.

### Table 1—Ballot Schedule

<table>
<thead>
<tr>
<th>Prod. Group</th>
<th>TS Groups</th>
<th>Specific TS</th>
<th>A: Ballot Files to Sec. &amp; New Stds. to Pubs</th>
<th>B: Ballot Open</th>
<th>C: Ballot Close</th>
<th>D: Mid-Year Meetings (TS Chair Addresses Most Negatives in Adv.)</th>
<th>E: All Negatives Addressed &amp; Final Ballot to Pubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3, 5</td>
<td>3a, 3b, 3c 5a, 5b, 5c, 5d</td>
<td>9/5</td>
<td>9/15</td>
<td>10/13</td>
<td>November</td>
<td>11/21–12/16</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>4a, 4b, 4c, 4d, 4e, 4f</td>
<td>10/5</td>
<td>10/15</td>
<td>11/12</td>
<td>January</td>
<td>1/16–2/3</td>
</tr>
<tr>
<td>3</td>
<td>1, 2</td>
<td>1a, 1b, 1c 2a, 2b, 2c, 2d</td>
<td>11/5</td>
<td>11/15</td>
<td>1/4</td>
<td>Late January-February</td>
<td>2/6–2/24</td>
</tr>
</tbody>
</table>

- **Summary of Responsibilities in Table 1:**
  - COMP Secretary is responsible for columns B and C: opening and closing ballots, and distributing ballot results to technical subcommittee Chair.
  - Tech Subcommittee Chair is responsible for columns A, D and E: addressing ballot negatives and delivery of final ballot including any changes in response to ballot negatives.

### 4.5.4 Negatives on Committee Ballots

The reasons for all negative votes on committee ballots are forwarded to the appropriate TS chairs for consideration, as noted in Article 5, Sections 6 and 7 of the COMP Regulations. If a ballot item has otherwise been approved on the ballot, the TS chair may allow the adoption or revision of the standard to go forward. The negative votes must be considered by the TSs at their earliest opportunity, usually at the next COMP meeting.

If the reasons given for a negative vote point out inconsistencies or errors in a proposed action, or previously unforeseen problems may arise from implementation of the proposed action, the TS chair may:

1. Have the COMP secretary make editorial corrections to properly reflect the intentions of the TS (with the concurrence of the COMP chair);
2. Have the COMP secretary issue a special concurrent ballot of the committee and the TS to clarify or correct the originally proposed action (with the concurrence of the COMP chair); or
3. Withhold publication of the new or revised standard until the committee and TS meet again and consider the negative vote.
4.5.5 Ballots on Provisional Standards

Initial adoption and revisions of Provisional Standards require sequential or concurrent ballot approval by the Technical Subcommittee and the Committee. Ballots are conducted by the secretary or his/her designated representative. Adoption of a new provisional standard or revision of an existing provisional standard requires an affirmative ballot of a simple majority (50% +1) of the members of the TS and two-thirds of the members of the committee (COMP). Each member department has one vote even though the ballot may be distributed to several members in each State. Technical subcommittee members are given three or four weeks to complete and return ballots to the secretary.

4.5.6 Reconfirmation of Standards

AASHTO Publications Staff shall track the most current year of publication for all AASHTO standards. Those standards that have been published for four years without technical revision shall be flagged for reconfirmation for publication in the fifth year. Publications shall complete this review and populate the list of standards by the first week of June; the list will then be sent to the Committee on Materials and Pavements (COMP) Program Manager (AASHTO representative to COMP).

The COMP Program Manager shall contact the Technical Subcommittee (TS) Chairs and provide the list of standards due for reconfirmation. The Chairs shall either approve or decline to have the standard(s) reconfirmed. This review shall be completed by the middle of August.

a) If declined, the TS Chair shall provide the rationale for preventing the reconfirmation (e.g. the standard is in the process of being revised).

b) If approved, the COMP Program Manager shall create the reconfirmation ballot and distribute it to the appropriate Technical Subcommittee during that TS’s rolling ballot period.

If a TS Chair wishes to have a standard reconfirmed earlier than the time period mentioned above, they may submit the standard(s) for inclusion to the list of standard(s) already due for reconfirmation. The timeframe for the ballot will need to take the TRB Annual Conference and COMP Mid-Year Web Meetings into consideration. As such, the ballots shall be distributed during the rolling ballot period for the Technical Subcommittee.

Any comments or negatives shall be addressed and resolved prior to and/or during the Mid-Year Web Meetings, conducted from November through February.

5- PUBLICATION OF STANDARDS
5.1 Full Standards

AASHTO Materials is published annually. The annual committee ballot and supporting documents (TS minutes) and editorial corrections provided by TS’s are used by the TS chairs and the AASHTO publications staff to prepare the manuscript for AASHTO Materials. Consequently, TS chairs should clearly indicate in their minutes the proposed changes to standards appearing on the annual committee ballot to ensure that they are documented correctly. Changes to the Standards are made through the AASHTO COMP Materials Library.

5.2 Provisional Standards

Provisional standards are published in a similar manner to the Full Standards.

Appendix A- Regulations to Govern the Work of the COMP
Appendix B- Scopes for Technical Subcommittees
Appendix C- Agencies in AASHTO Regions
Appendix D- Action Timeline and Responsibilities of the COMP Secretary
Appendix E- Technical Subcommittee (TS) Management Outline
Appendix F- AASHTO COMP Ballot Process
Appendix G- Research Problem Statement Format
Appendix H- AASHTO Organization and COMP History
APPENDIX A

Regulations to Govern the Work of the Committee on Materials and Pavements, AASHTO, Supplementing the Regulations of the Association Relating to Committee Activities

First Adopted by the Subcommittee November 12, 1938

Effective Date of this Revision June 2018

Article 1

MEMBERS

Section 1. Members of the Committee on Materials and Pavements (COMP) shall be classed as members, affiliate members, or industry members (friends).

Section 2. Members of the COMP shall be full-time employees of the highway or transportation departments of the various States, the District of Columbia, and Puerto Rico, or employees of the U.S. Department of Transportation. State members of the committee are appointed by the Chief Executive Officer of the State department the member represents. U.S. Department of Transportation members are appointed by the Secretary of Transportation.

When any State or the U.S. Department of Transportation is represented on the committee by more than one individual, the various members representing that agency shall jointly command but a single vote which shall be cast without splitting.

Section 3. Affiliate members shall be representatives of associate organizational members of AASHTO. They shall be appointed by the associate member organization in accordance with its own regulations. Associate members are invited to fully participate in all deliberations of the committee. Voting privileges shall be designated by the Policy Committee of AASHTO.

Section 4. Industry members may be appointed to a Technical Subcommittee (TS). The input received from the industry members is valuable in developing technically accurate and current test methods and materials standards. Industry members will have an opportunity to provide comment on all ballots of the TS; however they will not command a vote.

Article 2

OFFICERS AND THEIR DUTIES

Section 1. The officers of the committee shall be a chair, a first vice chair, four regional vice chairs, and a secretary.

In accordance with the regulations of the Association, the chair and the first vice chair are appointed by the President of AASHTO for two-year terms; the chair shall have a maximum of three consecutive terms while the vice chair may serve an indefinite term. The secretary is also appointed for an indefinite term by the president of the Association.

Nominations for regional vice chairs shall be made by the Steering Committee (SC) upon advice of the retiring vice chair of the region under consideration. Nominations may also be made from the floor. The regional vice chairs shall be elected by a majority vote of the committee membership assembled at the COMP annual meeting. Each regional vice chair shall be selected from the membership of each of the regions as defined in the constitution of AASHTO. Terms of regional vice chairs shall be for one 4-year term, which can be extended for a second 4-year term if approved by the SC. One vice chair shall be elected each year starting with Region 1 in 2015, Region 2 in 2016, Region 3 in 2018, and Region 4 in 2017. The retiring vice chair shall canvass his/her region to determine the region’s nomination for vice chair to be submitted to the Steering Committee at the COMP annual meeting at which the new
vice chair must be elected. When a vacancy occurs in the office of regional vice chairs or secretary, the chair of the committee may appoint a member to serve until the next COMP annual meeting of the committee at which time a member shall be elected to complete the unexpired term, or in case of the secretary, until a replacement is appointed by the President of AASHTO. The selection of candidates to fill the unexpired term shall be accomplished in the same manner as stated above for the normal election process, except appointed vice chairs may succeed themselves.

Section 2. Chair. The chair shall conduct the meetings of the committee and shall be chair of the Steering Committee. He/she shall perform all other duties normally required by the position.

Section 3. Vice Chair. In the case of a vacancy in the office of the chair or in case of the indisposition of the chair, the first vice chair shall perform the duties of the chair until a new chair is appointed by the President of AASHTO.

Each regional vice chair and the first vice chair shall assist in the management of the Committee on Materials and Pavements by serving as a member of the Steering Committee and the AASHTO re:source ATG. Regional vice chairs shall be responsible for calling to the committee’s attention any special problems or needs that may exist in their respective regions. When a need exists he/she may call, with approval of the chair, special meetings of the committee members in his/her region for the purpose of discussing methods of tests and specifications with special reference to their application in the section of the country represented by the region.

Section 4. Secretary. In addition to the duties normally performed by a committee secretary, the Secretary of the Committee on Materials and Pavements shall (1) prepare the schedule and agenda of group, and section meetings for the COMP annual meeting of the committee, and (2) prepare and assist in editing of the AASHTO Materials Standards published by AASHTO.

Article 3

MEETINGS

Section 1. The committee shall hold at least one working meeting each year at such time and place as may be designated by the chair; 50 percent plus one of the voting members of the committee shall constitute a quorum.

Section 2. The time and place of meetings of the committee are subject to the approval of the Executive Director of AASHTO. The working meeting of the committee should be scheduled to precede the COMP annual meeting of the Association by 4 weeks or more.

Section 3. Meetings of the committee during the COMP annual meeting of the Association shall be held as scheduled by the Executive Director of the Association. Normally meetings held at this time will be in the nature of information meetings or technical sessions. However, action on standards may be taken during meetings of the committee at the COMP annual meeting of the Association, provided the COMP members have been notified at least 4 weeks in advance of the meeting that such action is planned and that a quorum is present.

Section 4. Invitations to the working meetings of the committee will normally be extended to members of the committee, to other appropriate employees of the member departments of AASHTO, and to appropriate representatives of other State or Federal governmental agencies and the Transportation Research Board. In accordance with AASHTO policy, the working meetings are also open, except as noted in Section 6 below, to industry representatives and other individuals. The chair of the committee or of any TS may invite particular industry representatives to attend working meetings for the purposes of providing special information or making specific requests for action by the Committee on Materials and Pavements.

Section 5. All working meetings of the committee shall be open except: (1) meetings of the Steering Committee; (2) meetings of the AASHTO re:source Administrative Task Group (ATG); (3) roundtable discussions; and (4) the closing business session at the committee’s COMP annual meeting. The chair of the committee may also close any part of any meeting at which sensitive issues are being discussed, and the chair of any TS may close any part of his/her TS meeting at which sensitive issues are being discussed.

Section 6. All registered delegates are invited to meetings of the Committee on Materials and Pavements held during the COMP annual meeting of the Association except where an “Executive Session” may be requested.
Section 7. Sponsorship dollars and in-kind contributions for COMP meetings, if any, are to be obtained in a manner that conforms to Section 4 of the AASHTO Bylaws, Board of Directors Operating Policy. These contributions shall only be used to directly offset the cost of the opening COMP reception; the actual COMP annual meeting, including the meals served as part of the COMP meeting; the morning and afternoon breaks associated with the COMP meeting; any Technical Tours; the COMP networking event(s)/dinner(s); and all related activities that are published in the meeting’s official agenda. Hospitality suites are not desired and industry associations and companies are discouraged from sponsoring such activities. The COMP annual meeting can be sponsored in two ways: (1) tiered sponsorships and (2) event sponsorships.

(1) Approval for tiered sponsorships shall be made by AASHTO and the Host State. Contribution levels and manners of recognition of sponsors will be determined by AASHTO in conjunction with the Steering Committee and Host State.

(2) Approval for event sponsorships shall be made by AASHTO and the Host State. Event sponsorships are used to offset costs for the sponsored event. An entity sponsoring a specific event that wishes to contribute an amount larger than the cost of the event will have their contribution that exceeds the cost of the sponsored event recognized at the appropriate tiered sponsorship level. Sponsor recognition (displays, placards, etc.) at an event will be approved by AASHTO, the Host State, and the Steering Committee.

Should a sponsorship partner participate in any activities or conduct deemed detrimental/unethical to the state members or other sponsorship partners, AASHTO reserves the right to rescind the sponsorship and retain any contributions received in order to pay for the contracted event or item previously agreed upon.
Section 1. The work of the Committee on Materials and Pavements shall be carried out by a Steering Committee, AASHTO re:source ATG, TS’s, and the Program Planning Group.

Section 2. The Steering Committee shall consist of the chair of the committee, the first vice chair, the four regional vice chairs, the secretary, and the chair of the AASHTO re:source ATG and JTCOP vice-chair. It shall establish all needed TS’s and the scope and responsibilities of each and shall perform such advisory and executive functions as may be necessary. It shall meet at the time of the COMP annual (working) meeting of the committee and at such other times as may be necessary at the call of the chair.

Section 3. The chair of the committee shall appoint the chair and members of the TS’s, the duties of which are outlined in Section 4. Membership on the TS shall be in the name of the member department of the Association. When a member department removes a representative from the committee, because, e.g., of retirement or job change, the department’s membership on a TS is retained until the representative’s successor accepts or declines membership on the TS. Until the successor accepts or declines membership, the member department may vote on TS ballots, but a non-returned ballot will not be considered as a negative vote. Representatives of affiliate organizational members may serve as chairs and voting members of TS’s. Member departments, affiliate organizations, and U.S. Department of Transportation administrations may have more than one representative on a TS, but each agency shall have only one vote, regardless of the number of representatives.

Section 4. Technical Subcommittees. It shall be the duty of such sections as may be created by the Steering Committee (see Section 2) to make recommendations concerning AASHTO standards, to initiate and carry forward studies of special problems assigned to them, and to report on the progress of their activities at each working meeting of the subcommittee. The members present at a duly called meeting of the TS shall constitute a quorum.

Section 5. AASHTO re:source ATG. The AASHTO re:source ATG shall maintain general supervision over the AASHTO re:source program and the AASHTO Accreditation Program (AAP) and provide counsel, guidance and direction to the AASHTO re:source Manager on all matters involving these AASHTO-supported programs.

The chair of the AASHTO re:source ATG shall be designated by the Chair of the COMP, and shall be an ex-officio member of the Steering Committee of the committee. Membership of the AASHTO re:source ATG shall be composed of the chair of the AASHTO re:source ATG, and the four regional vice-chairs and the secretary of the COMP. The AASHTO Executive Director, the chair and first vice-chair of the COMP, and the AASHTO re:source manager are ex officio members of the ATG. The AASHTO re:source Manager shall be the secretary and ex-officio member. Additional members may also be designated as desired by the Steering Committee.

The AASHTO re:source ATG shall meet at least twice a year at the time of the AASHTO re:source Technical Exchange and the COMP annual meeting of the COMP to carry out the following functions:

a. Receive a report from the AASHTO re:source Manager on the laboratory’s activities during the past year.

b. Function as a TS for preparing or revising standards under its jurisdiction as assigned by the Steering Committee.

c. Conduct reviews of AASHTO re:source and AAP programs.

d. Make budgetary and staffing recommendations on the AASHTO re:source and AAP programs for inclusion in the AASHTO annual budget process. The overall Association budget, including these programs, is subject to approval by the President of AASHTO.

e. Consider other matters brought to its attention.
Section 6. Program Planning Group. The Program Planning Group shall be a special group to prepare programs for the committee session (or sessions) to be held during the COMP annual meeting of the Association. The chair of the Program Planning Group shall be designated by the committee chair. Normally the vice chair of the region in which the annual AASHTO meeting is held will be designated as chair of the Program Planning Group. He/she shall select other members of the group to assist as desired. The chair and secretary of the committee shall be ex-officio members of the Program Planning Group. The secretary shall serve as the secretary of the Program Planning Group and shall be responsible for advising the Executive Director of the Association concerning the plans for the meetings and the visual aids required.

Article 5
RULES GOVERNING ADOPTION AND PUBLICATION OF STANDARDS RECOMMENDATIONS

Section 1. Standards. The term “standards” as used in these regulations shall apply collectively to specifications, methods of test, and recommended practices that have been adopted by the Committee on Materials and Pavements and approved by an affirmative vote of at least two-thirds of the member departments of the Association. Such standards are in effect when published in the Standard Specifications for Transportation Materials and Methods of Sampling and Testing, hereinafter referred to as “AASHTO Materials.”

Section 2. Provisional Standards. The term “Provisional Standard” shall apply to those standards which have been adopted by the committee on a temporary basis, for up to eight years, and subject to the following conditions:

At any time during the eight-year period, the committee can ballot to convert a Provisional Standard into a full standard (see Section 1). A Provisional Standard is initially approved for two years by vote of the full committee. At the end of two years and four years after initial approval, the TS responsible for the Provisional Standard can extend its life by a voice vote or ballot for an additional two years. At the end of six years and seven years after initial approval, the committee can extend the Provisional Standard’s life by ballot for an additional one year. If a Provisional Standard fails any extension vote, it is discontinued. At the end of eight years, the committee can ballot a Provisional Standard for adoption as a full standard or the Provisional Standard is discontinued.

Revisions of a Provisional Standard shall require sequential or concurrent ballot approval by the TS and the committee. New or revised provisional standards shall be considered to have been adopted by the committee upon an affirmative ballot of two-thirds of the members of the TS and two-thirds of the members of the committee. A minimum of four weeks shall be allowed for canvassing the ballot.

Section 3. Initiating Actions on Standards. Technical subcommittees shall initiate action for preparing or revising standards for materials under their jurisdiction as assigned by the Steering Committee. They may prepare or revise such standards on their own initiative or in response to specific requests from the Steering Committee. If a standard has not been revised during any four consecutive publication years, the TS responsible for the standard will reconfirm the standard by ballot in time for publication in the fifth year. A simple majority (50% +1) of the TS membership must reconfirm.

To the extent possible, copies of all proposed new standards as well as all proposed revisions of existing standards should be distributed to all members of the appropriate TS at least two weeks prior to the meeting of the subcommittee at which they are to be considered. However, proposed new standards or proposed revisions of existing standards which have not been previously circulated may be considered at any regular meeting of the committee.

Section 4. Rules for Balloting Standards. Technical subcommittee recommendations, made at the COMP annual meeting as a result of TS action at that meeting, to submit new standards or revisions of standards to committee ballot shall be accepted unless there is objection from the floor when the recommendation is presented. An affirmative ballot of the TS amounting to at least a simple majority (50% +1) of the TS membership is required, except as noted above, prior to submission of a proposed standard or revision of a standard to the committee. When an affirmative vote of at least a simple majority of the TS membership is not available, such action shall be subject to the subsequent receipt of such favorable vote by ballot of the TS (Under these circumstances, TS and committee ballots may be concurrent). A minimum of three weeks shall be allowed for canvassing TS ballots.
Proposed standards, or proposed revisions of standards, may be amended on the floor of the committee by a majority vote of those present. If approved by a majority vote of those present, the proposed new standard or revision as amended at the meeting shall be sent to ballot of the committee. All proposed standards and revisions of existing standards not distributed to all members of the committee prior to the meeting shall be so distributed with the committee ballot (see Section 5 for exceptions to this rule).

Section 5. Adopting Standards. Except under the conditions outlined in Section 7, new or revised standards shall be considered to have been adopted by the committee upon an affirmative ballot of two-thirds of the members of the committee. A minimum of four weeks shall be allowed for canvassing the ballot.

Should the adoption of a new standard or the revision of an existing standard be found desirable between scheduled meetings of the committee, a TS chair may initiate such action by calling a meeting of the TS or having a ballot of the TS. If a ballot favorable to the proposed action is obtained from a simple majority (50% + 1) of the members of the TS, the action shall be referred to the secretary of the committee who shall prepare a ballot to the committee concerning the matter. Should two-thirds of the members of the committee approve the action, the new or revised standard shall be published at the earliest opportunity.

Prior to publication in the AASHTO Materials, any new standard or revision of an existing standard shall be affirmed by the COMP, and does not have to be affirmed by the Committee on Highways and Streets, following the procedures in Section 8.

Section 6. Voting. On committee ballots, State members of the committee are eligible to vote. On TS letter and voice ballots, State, affiliate organization, and U.S. Department of Transportation members of the TS are eligible to vote. When any State, affiliate organization, or U.S. Department of Transportation member agency is represented on the committee or a TS by more than one individual, the various members representing that agency shall jointly command a single vote which shall be cast without splitting.

All members shall cast either an affirmative or negative vote on all TS and committee ballots. Reasons for negative votes shall be given in writing.

The reasons for all negative votes on committee ballots shall be referred to the appropriate TS chairs by the secretary of the committee. Such negative votes shall then be considered by each TS at its earliest opportunity and the results of such consideration shall be reported to the full committee. Inasmuch as the adoption of a standard or revision of a standard is not held up pending resolution of negative votes, except under the conditions described in Section 7, no action is required by the committee when the reason for a negative vote is reported as “non-persuasive.”

Committee ballots require affirmative votes by two-thirds of the official voters; TS ballots require a simple majority (50% + 1) of TS voting members. Ballots not returned therefore effectively act as negative votes when ballots are tallied; no action is required by the committee or TS to find such votes non-persuasive.

Section 7. Editorial Revisions. When the reasons given for negative votes on any action point out inconsistencies or errors in a proposed action, or when unforeseen problems arise with respect to implementation of any action receiving a favorable vote, the secretary, with the concurrence of the committee chair and of the TS chair, may make editorial revisions to properly reflect the intentions of the TS. When the inconsistency or error cannot be determined to be editorial, the secretary shall take either of the courses of action described below:

(a) With the approval of the committee chair and TS chair, issue a special ballot of the committee to clarify or correct such actions so as to permit publication of the correct action in the ensuing issue of AASHTO Materials. A simple majority (50% + 1) affirmative ballot of the TS as well as two-thirds vote of the full committee will be required for adoption.

(b) Withhold publication of such new standards or revision of standards until such time that the committee again meets and considers such negative votes. The TS shall then recommend to the committee appropriate action on standards that have been held up.

Where change in the standard is considered desirable, any needed action shall be proposed as a revision of the standard and the procedures outlined in Sections 3 through 6 apply.
Section 8. Publishing. Any new standard or revision of a standard receiving favorable vote of the committee shall be published as soon as possible as a Provisional Standard or a Full Standard. Prior to publication any new standard or revision approved by the COMP must receive an affirmative vote of two-thirds or more of the members of the Standing Committee on Highways. The Standing Committee on Highways has the authority to accept new standards or revisions unless three or more members of AASHTO’s Board of Directors object and request that the documents be referred to the Board for final action. Ballots for approval by the Standing Committee on Highways shall be conducted by the Executive Director of the Association; at the same time, the Executive Director shall send the Board of Directors a “Notification of Official Ballot.”

Section 9. Numbering. When published, standards will be identified as follows:

The identifying numbers for Full Standards will be assigned in numerical sequence for each major classification of standards. The number will be prefixed by M (Material) for each specification, by T (Test) for each test method, and by R (Recommended) for each recommended practice. The identifying numbers for Provisional Standards will likewise be assigned in numerical sequence for each major classification, and will be prefixed by MP for each specification, TP for each test method, and PP for each recommended practice. When it is deemed appropriate by the committee for the AASHTO Materials Standards to contain both hard English and hard Metric specifications, they shall carry the same identifying number and shall be printed in either dual (separate) or combined form. The hard Metric version shall also carry the capital letter “M” immediately following the identifying number.

The year of adoption or latest revision of a Full or Provisional Standard will then be given by the last two digits of the date of adoption or latest revision which shall follow a dash after the identifying number. When a Full or Provisional Standard is reconfirmed, the four-digit year of publication shall be shown in parentheses immediately following the year of adoption or latest revision. The year of adoption to be shown as a part of the standard designation shall be the year the standard or revision of the standard is first published. The year of initial adoption of a Provisional Standard shall be reported as a footnote on the standard.

Section 10. Effective Date. Unless otherwise specified, the effective date of all Full Standards and Provisional Standards shall be the first day of the month following publication and distribution of the published standards to the member departments.

Section 11. Quorum. A simple majority of the member departments represented at a meeting of a TS or the committee, when a quorum has been declared to be present at a duly called meeting, shall be sufficient to approve any action not otherwise covered by these regulations. A simple majority of the members of the committee shall be sufficient to approve any action which is not otherwise covered by these regulations and which has been submitted on a TS or committee ballot.

Article 6

JOINT STANDARDS EQUIVALENCE

Section 1. Each standard in AASHTO Materials is either a standard with exclusive copyright through AASHTO or a joint copyright or non-exclusive copyright. The definitions of the categories are as follows:

Exclusive Copyright—These standards were developed by AASHTO, and they do not have technically equivalent counterparts or they differ significantly from other published standards on the same subject. This category also includes standards that may have been developed and/or maintained at one time by another organization but that have been discontinued by that organization.

Joint Standards or Standards with a Non-Exclusive Copyright—These standards were developed and are being maintained by more than one organization. The versions of these standards are identical or have limited technical differences. Neither organization claims sole ownership rights.

Section 2. To the extent feasible, AASHTO Standards designated as a Joint Standard or a Standard with a Non-Exclusive Copyright will be technically equivalent to the latest version of the corresponding Standards.
Section 3. All changes in standards that have AASHTO equivalents shall be reviewed by the TS at its first opportunity following adoption of the change. The Secretary shall inform the TS chair of changes as soon as possible after their publication. It is the duty of the TS chair to initiate this review.

Section 4. When it is necessary to change a jointly owned standard to maintain technical equivalency a ballot of the TS and committee is required. Changes in Methods of Tests or Recommended Practices shall be acted upon by the responsible TS’s within the first year after notification by the committee secretary of the adoption of a revision by the secondary publishing company.

Section 5. A TS may at any time initiate action to revise methods of test or specifications regardless of equivalency with other published standards. The Technical Subcommittee chair will notify the appropriate party of any action by the Association that introduces technical differences in standards under the TS’s jurisdiction and previously listed as being equivalent.

Article 7

RESOLUTIONS

Any member of the COMP may propose resolutions for actions by the committee or by other arms of the Association, for adoption of policies for the subcommittee, or for other appropriate actions. Resolutions shall be submitted to the Steering Committee and placed on the agenda of the committee for ballot. A two-thirds majority of the committee must approve the resolution on a voice or ballot vote.

Article 8

AMENDMENTS

Amendments to these regulations may be proposed by any member, and, if adopted at any regular meeting of the committee by two-thirds of those present, shall be sent out to ballot and shall become effective upon the approval by ballot of two-thirds of the committee.
Scopes for Technical Subcommittees

Technical Subcommittees

1a **Soil and Unbound Recycled Materials**

Scope: It shall be the responsibility of Technical Subcommittee 1a to develop soils laboratory test methods for determining soil and unbound recycled materials characteristics such as particle size, plasticity, density, strength, and consolidation; and test methods and associated standards for soil corrosivity.

1b **Geotechnical Exploration, Instrumentation, Stabilization, and Field Testing**

Scope: It shall be the responsibility of Technical Subcommittee 1b to develop field test methods and practices for categories such as subsurface exploration, soil instrumentation, soil stabilization, and density.

1c **Aggregates**

Scope: It shall be the responsibility of Technical Subcommittee 1c to develop specifications and test methods for aggregates for use as base courses or as components in concrete or hot mix asphalt.

2a **Emulsified Asphalts**

Scope: It shall be the responsibility of Technical Subcommittee 2a to develop specifications and test methods for the use of emulsified asphalt and road tar for construction of transportation facilities.

2b **Liquid Asphalt**

Scope: It shall be the responsibility of Technical Subcommittee 2b to develop standards for asphalt and modified asphalts for use in paving and miscellaneous applications.

2c **Asphalt-Aggregate Mixtures**

Scope: It shall be the responsibility of Technical Subcommittee 2c to develop standards, other than for proportioning, for asphalt-aggregate mixtures for hot mix asphalt paving and patching.

2d **Proportioning of Asphalt-Aggregate Mixtures**

Scope: It shall be the responsibility of Technical Subcommittee 2d to develop standards and procedures for determining the proportioning of asphalt-aggregate mixtures.
Hydraulic Cement and Lime

Scope: It shall be the responsibility of Technical Subcommittee 3a to develop standards for hydraulic cement, lime, and other hydraulic materials that are to be used as binders for application in concrete.

Fresh Concrete

Scope: It shall be the responsibility of Technical Subcommittee 3b to develop standards for admixtures, curing materials, and additives, including pozzolans, used in concrete; and standards for concrete properties prior to hardening.

Hardened Concrete

Scope: It shall be the responsibility of Technical Subcommittee 3c to develop standards for determining and evaluating properties of hardened concrete.

Concrete Drainage Structures

Scope: It shall be the responsibility of Technical Subcommittee 4a to develop standards for concrete, clay, and brick pipe and drainage structures used in transportation facilities.

Flexible and Metallic Pipe

Scope: It shall be the responsibility of Technical Subcommittee 4b to develop standards for metallic and flexible, e.g., polyvinyl chloride and polyethylene, pipe and drainage structures used in for transportation facilities.

Markings and Coatings

Scope: It shall be the responsibility of Technical Subcommittee 4c to develop standards for paints or coatings for corrosion protection, preservatives, bonding agents, traffic marking materials, and deicing chemicals used for transportation facilities.

Safety Devices

Scope: It shall be the responsibility of Technical Subcommittee 4d to develop or promote the development of standards for guardrail; impact attenuators; safety barriers; fencing; and components for illuminating, signing and signals for transportation facilities.

Joints, Bearings, and Geosynthetics

Scope: It shall be the responsibility of Technical Subcommittee 4e to develop or promote the development of standards for preformed and pourable joint and crack sealers, wood, bridge bearings, geosynthetics, and insulation board used in transportation facilities.
4f **Metals**

Scope: It shall be the responsibility of Technical Subcommittee 4f to develop or promote the development of standards for steel and composites used in structures and for fasteners for structural steel and composites as well as for polymeric composite reinforcement (internal and external rods, sheets, and grids), reinforcement steel, prestressing strand, dowel bars, wire rope, wire fabric for concrete reinforcement, and castings, nonferrous metals, and metal coatings of iron and steel used in transportation facilities.

5a **Pavement Measurement**

Scope: It shall be the responsibility of Technical Subcommittee 5a to develop or promote the development of standards to measure pavement/bridge deck friction, pavement profile, and the structural adequacy of pavements. Shall revise and update the ‘Pavement Friction Guide’ and ‘Pavement Management Guide’.

5b **Bridge and Pavement Preservation**

Scope: It shall be the responsibility of Technical Subcommittee 5b to develop or promote the adoption of standards that relate to material and methods of preservation of pavements and bridges.

5c **Quality Assurance and Environmental**

Scope: It shall be the responsibility of Technical Subcommittee 5c to develop or promote the development of standards for control and acceptance of materials used in the construction of highway facilities, to measure the effects of the construction, operation, preservation, and maintenance of transportation facilities on environmental quality and to assist the other TSs of COMP in addressing statistical and environmental issues.

5d **Pavement Design**

## APPENDIX C

### Agencies in AASHTO Regions

#### Region I
- Connecticut
- Delaware
- District of Columbia
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Puerto Rico
- Rhode Island
- Vermont

#### Region II
- Alabama
- Arkansas
- Florida
- Georgia
- Kentucky
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Virginia
- West Virginia

#### Region III
- Illinois
- Indiana
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- Ohio
- Wisconsin

#### Region IV
- Alaska
- Arizona
- California
- Colorado
- Hawaii
- Idaho
- Montana
- Nebraska
- Nevada
- New Mexico
- North Dakota
- Oklahoma
- Oregon
- South Dakota
- Texas
- Utah
- Washington
- Wyoming
Action Timeline and responsibilities of the COMP Secretary

Compile and Distribute Meeting Minutes and all items for Ballot according to the following schedule:

**Timeframes for Ballot Distribution**

<table>
<thead>
<tr>
<th>Date</th>
<th>Technical Subcommittee Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15</td>
<td>Ballots for Technical Subcommittees grouped as TS 3 x &amp; 5 x</td>
</tr>
<tr>
<td>October 15</td>
<td>Ballots for Technical Subcommittees grouped as TS 4 x</td>
</tr>
<tr>
<td>November 15</td>
<td>Ballots for Technical Subcommittees grouped as TS 1 x &amp; 2 x</td>
</tr>
</tbody>
</table>

Ballots distributed on September 15 and October 15 will be closed four weeks after distribution. Ballots distributed in November will be closed six weeks after distribution to account for the traditional holidays at the end of the year. Ballot responses will be compiled and distributed to the appropriate Technical Subcommittee Chairman and Vice Chairman no later than two weeks after the ballot is closed.

**COMP Annual Meeting**

Coordinate and assist with collection and distribution of Technical Subcommittee agendas prior to the meeting. Record meeting minutes for the Steering Committee (SC) meeting, the Technical Subcommittee Officers meeting, Roundtable Discussion, Research Meeting, and all general sessions. Distribute meeting minutes to participants for comment and electronic confirmation within 2 weeks after the end of the meeting. The comment period will close after 2 weeks of distribution and the minutes shall be forwarded for posting on the AASHTO Materials and Pavements website.

Collect all presentations from the general sessions and forward to AASHTO for posting on the Materials and Pavements website to complete the meeting record.

Collect Research Problem Statements from Research Liaisons following each Technical Subcommittee meeting. Organize and distribute electronic files to members prior to the Round Table and Research Meeting.

Coordinate and conduct orientation sessions for new members, new TS chairs and vice chairs, and friends of the committee. A minimum of 1 month prior to the COMP annual meeting a webinar will be scheduled for these new members to educate them on the committee structure. A session will then be scheduled for the COMP annual meeting to reinforce this and other information about the COMP (e.g. balloting, task forces, research, etc.). An agenda will be prepared in order to provide a scope for attendees as well as guide the session.

**Research Problem Submissions**

Three weeks after the COMP Annual Meeting, the Secretary shall schedule and hold a web meeting with the Research Task Force to give a final review and ranking of proposals to be submitted by the designated deadline. He/she shall record minutes from the call and maintain and finalize the ranking list.

**Transportation Research Board (TRB) Winter Meeting**

Contact the appropriate representative of the TRB to obtain a location for the winter update meeting. Work with the SC and the AASHTO Liaison to develop and distribute the winter meeting agenda to COMP members by December 1 of each year.

**Mid-Year Steering Committee Meeting**

The Secretary shall coordinate with the SC and AASHTO Staff to develop the agenda and focus for the
meeting, typically held in early March of each year. The mid-year meeting will allow the SC time to set the agenda for the COMP annual meeting and facilitate time for meeting as the AASHTO re:source ATG. During this meeting, he/she shall propose appropriate FHWA updates for the COMP annual meeting agenda (if the secretary is an employee of FHWA). The Secretary is responsible for all meeting minutes and shall distribute to the members electronically within one week of the meeting’s conclusion for review and concurrence. After a two week comment period the meeting minutes will be considered final and approved at the COMP annual meeting in August of that year.

Committee on Highways and Streets (CHS)

The Secretary is responsible for preparing and submitting the Committee Work Plan and Activity Report by August 1 for the annual meeting of CHS. Notification from AASHTO will be sent approximately three months prior to the meeting. The Secretary will draft the documents (template provided by AASHTO) and provide them to the SC for review and appropriate revision. Once approved by the Committee Chair; the Secretary will submit the appropriate report to AASHTO for inclusion in the CHS agenda.

Monthly SC Calls

The Secretary will coordinate with the SC and AASHTO to hold monthly status update calls through the year. The Secretary’s responsibilities for these calls shall include: assisting with establishing call agendas, recording minutes from the call and distributing to those in attendance for review and finalizing after a defined comment period.
APPENDIX E

Technical Subcommittee (TS) Management Outline

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Technical subcommittee ballots distributed any time throughout the year</td>
</tr>
<tr>
<td>January–April</td>
<td>• Monitor task force activity</td>
</tr>
<tr>
<td></td>
<td>• Prepare, circulate, tally Technical Subcommittee ballots</td>
</tr>
<tr>
<td></td>
<td>• Handle correspondence</td>
</tr>
<tr>
<td></td>
<td>• Evaluate ASTM changes</td>
</tr>
<tr>
<td></td>
<td>• Evaluate re:source input</td>
</tr>
<tr>
<td></td>
<td>• Maintain files</td>
</tr>
<tr>
<td></td>
<td>• Involve, guide and/or train home organization support staff</td>
</tr>
<tr>
<td></td>
<td>• Complete on-line review of final versions of standards based on rolling</td>
</tr>
<tr>
<td></td>
<td>ballot schedule</td>
</tr>
<tr>
<td></td>
<td>• Hold mid-year Technical Subcommittee webinar; coordinate with</td>
</tr>
<tr>
<td></td>
<td>AASHTO liaisons to host webinar</td>
</tr>
<tr>
<td></td>
<td>• Advise secretary on Technical Subcommittee meeting time requirements</td>
</tr>
<tr>
<td></td>
<td>• Request research problem statements from members</td>
</tr>
<tr>
<td>May</td>
<td>• Request Technical Subcommittee agenda input from members</td>
</tr>
<tr>
<td></td>
<td>• Submit Technical Subcommittee -related Roundtable items, if any, to</td>
</tr>
<tr>
<td></td>
<td>regional vice-chair</td>
</tr>
<tr>
<td></td>
<td>• Request research problem statements from members</td>
</tr>
<tr>
<td>June</td>
<td>• Check membership roster (from COMP Website)</td>
</tr>
<tr>
<td></td>
<td>• Check list of assigned standards (from COMP website)</td>
</tr>
<tr>
<td></td>
<td>• Review all standards for reconfirmation (every four years, for</td>
</tr>
<tr>
<td></td>
<td>publication in the fifth year)</td>
</tr>
<tr>
<td></td>
<td>• Check for ASTM actions on TS standards</td>
</tr>
<tr>
<td></td>
<td>• Request reports from task forces</td>
</tr>
<tr>
<td></td>
<td>• Prepare agenda and attachments, distribute to members by July 1\textsuperscript{st}</td>
</tr>
<tr>
<td></td>
<td>(consult the document titled “Instruction and Guidance for Technical</td>
</tr>
<tr>
<td></td>
<td>Subcommittee Chairs on Minutes and Ballot Preparation” for</td>
</tr>
<tr>
<td></td>
<td>assistance)</td>
</tr>
<tr>
<td>July</td>
<td>• Check for latest ASTM actions</td>
</tr>
<tr>
<td></td>
<td>• Review Bylaws (if required)</td>
</tr>
<tr>
<td></td>
<td>• Prepare for meeting</td>
</tr>
</tbody>
</table>
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Check task force reports
Check other input
Extra copies of agendas
Prepare sign-up sheets
Other meeting related items
Summarize ASTM changes to standards
Summarize reconfirmation actions during past year
Brief vice-chair (if he/she has not been involved in these actions)
Distribute any collected research problem statements for review by members prior to annual meeting

August (COMP Annual Meeting)

- Conduct Technical Subcommittee meeting
- Following completion of TS meeting, obtain, review minutes recorded by AASHTO Liaisons
- Line up new members as required
- Coordinate with members as required
- Coordinate with other Technical Subcommittees as required
- Coordinate with COMP secretary and chair as required
- Prepare and provide TS meeting summary to COMP Secretary for roundtable close out meeting.
- TS Chairs to submit research problem statement ratings; hold call with SC for review ratings and make final ranking based on results

September

- Submit to secretary (by deadline)
  - Minutes of August meeting
  - Summary of COMP ballot items
  - Text/copy for ballot items
  - Membership-related changes

September- December

- Action on COMP Rolling Ballot as required
- Review standards (for publication)
- Organize and charge new task forces
- Other meeting follow-up
- Plan for mid-year Technical Subcommittee webinar
AASHTO COMP Ballot Process: Full Standard, 4-Year Cycle

**Example A: Revised**
- New test method balloted 2015
- First published 2016 as T xxx-16
- Balloted for revision 2016
- Published 2017 as T xxx-17

**Example B: Unchanged**
- New test method balloted 2015
- First published 2016 as T xxx-16
- Not balloted 2016-2018
- Published 2017-2019 as T xxx-16

**Example C: Reconfirmed**
- New test method balloted 2015
- First published 2016 as T xxx-16
- Ballot for reconfirmation 2019
- Published 2020 as T xxx-16 (2020)

---

**Standard Type:**
- M (specification)
- T (test)
- R (practice)

**Standard Number:** Sequential within standard type; assigned by AASHTO Pubs after ballot closed, in COMP ballot order

**Two-Digit Year:** Publication year (new or revised); usually ballot year + 1

**Four-Digit Year in Parentheses:**
Reconfirmation publication year usually ballot year + 1

M xxx - 12 (2015)
## AASHTO CCMP Ballot Process: Provisional Standard, 8-Year Cycle—Examples

<table>
<thead>
<tr>
<th>Adoption after Year 2</th>
<th>Reconfirmation 1, then Adoption after Year 4</th>
<th>Reconfirmation 2, then Adoption after Year 6</th>
<th>Extension 1, then Adoption after Year 7</th>
<th>Extension 2, then Adoption after Year 8</th>
<th>Discontinue after Year 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not balloted 2016 Published as MP xxx-16</td>
<td>Not balloted 2016 Published as MP xxx-16</td>
<td>Not balloted 2016 Published as MP xxx-16</td>
<td>Not balloted 2016 Published as MP xxx-16</td>
<td>Not balloted 2016 Published as MP xxx-16</td>
<td>Not balloted 2019 Published as MP xxx-16</td>
</tr>
<tr>
<td>Balloted for adoption as full standard 2019 Published as M xxx-20</td>
<td>Balloted for reconfirmation 2019 Published as MP xxx-16 (2020)</td>
<td>Balloted for reconfirmation 2019 Published as MP xxx-16 (2020)</td>
<td>Balloted for reconfirmation 2019 Published as MP xxx-16 (2020)</td>
<td>Balloted for reconfirmation 2019 Published as MP xxx-16 (2020)</td>
<td>Balloted for reconfirmation 2019 Published as MP xxx-16 (2020)</td>
</tr>
<tr>
<td>Balloted for adoption as full standard 2021 Published as M xxx-22</td>
<td>Balloted for extension 2021 Published as MP xxx-16 (2022)</td>
<td>Balloted for adoption as full standard 2022 Published as M xxx-23</td>
<td>Balloted for extension 2022 Published as MP xxx-16 (2023)</td>
<td>Balloted for extension 2023 Published as MP xxx-16 (2024)</td>
<td>Balloted for discontinuation 2023 Not published</td>
</tr>
</tbody>
</table>
AASHTO COMP Ballot Process: Provisional Standard, 8-Year Cycle

Anatomy of a Designation Number: Provisional Standard

Numbering is the same as full standards except that:
1) the year in parentheses may indicate either reconfirmation or extension and
2) the letter prefix is two characters long: MP (specification), TP (test), or PP (practice).
NCHRP Problem Statement Outline

I. PROBLEM NUMBER

To be assigned by NCHRP staff.

II. PROBLEM TITLE

A suggested title, in as few words as possible.

III. RESEARCH PROBLEM STATEMENT

A description of the problem or need—one or more paragraphs explaining the reason for research. Be explicit about how the intended research product will be used and by whom.

Special note to AASHTO committees and subcommittees: Please indicate the relationship between the suggested problem and the committee’s strategic plan and/or its overall research agenda. If not related to a planned agenda, explain the urgency of the research need.

Advice to State departments of transportation and the Federal Highway Administration: Submitters are encouraged, but not required, to vet or submit problem statements through an appropriate AASHTO committee or subcommittee.

IV. LITERATURE SEARCH SUMMARY

To avoid duplication with other current or past research, the problem submitter must provide a summary of the results of a literature search. At a minimum, searches should be conducted on TRIS online (http://ntl.bts.gov/tris) and the Research In Progress database (http://rip.trb.org/search). If you are not comfortable conducting the search yourself, you can contact your local transportation library or the TRB Library (202/334-2990 or bpost@nas.edu) and ask them to conduct the search for you. If a search is performed, please describe how your proposal differs from the existing body of research found in the literature review. If no search is performed, please comment on why it was not needed.

V. RESEARCH OBJECTIVE

A statement of the specific research objective, defined in terms of the expected final product, which relates to the general problem statement in III above. Define specific tasks necessary to achieve the objective.

VI. ESTIMATE OF PROBLEM FUNDING AND RESEARCH PERIOD

Recommended Funding:
An estimate of the funds necessary to accomplish the objectives stated in V above. As a general guideline, the present cost for research usually averages about $200,000 for 100 percent of a
professional employee’s time per year. This figure represents a fully loaded, professional rate that would include an individual’s direct salary and benefits and an agency’s overhead or indirect costs. Average rates for supporting staff might be approximately one-half those of professionals. Depending on the type of research, the estimate should be modified for any unique expenses such as the purchase of materials, extensive physical testing or computer time, and extraordinary travel.

(Note: This estimate may be changed by the AASHTO Standing Committee on Research.)

**Research Period:**
An estimate of the number of months of research effort, including three months for preparation of a draft final report, necessary to the accomplishment of the objectives in V above.

(Note: This estimate may be changed by the AASHTO Standing Committee on Research.)

**VII. URGENCY, PAYOFF POTENTIAL, AND IMPLEMENTATION**

Statements about the urgency of this research and the potential payoff (couched in benefit/cost terms if at all possible) from achievement of project objectives should be given.

A statement should be included that further describes the anticipated product(s) from the research (e.g., recommended specification language, new instrumentation, recommended test methods, or research-grade design program). The anticipated steps necessary for implementation of the research product should also be delineated (e.g., Will recommended specification language be considered for adoption by a committee within AASHTO? Will an industry group have to adopt a new test method or revise their current practices or equipment?). This information should be as specific as possible, noting particular documents that may be affected, or techniques or equipment that may be made obsolete. Any institutional or political barriers to implementation of the anticipated research products should also be identified.

**VIII. PERSON(S) DEVELOPING THE PROBLEM**

A statement of the specifics (name, title, affiliation, address, telephone number, e-mail address) of the person(s) having developed the problem in all its detail.

**IX. PROBLEM MONITOR**

A statement of the specifics (name, title, affiliation, address, telephone number, e-mail address) of the person who will be assigned by the Administrator or Committee submitting this problem to monitor the research, if programmed, from inception to completion. The monitor's final responsibility will entail recommendations to the Standing Committee on Research as to how the research results could be implemented.

**X. DATE AND SUBMITTED BY**

Show date of submission and by whom problem is submitted.

Please submit completed problem statement to the following e-mail address:

nchrp@nas.edu
Appendix H
AASHTO Organization and COMP History

H1- American Association of State Highway and Transportation Officials

1.1 AASHTO Organization

Founded in 1914, AASHTO is a legally incorporated, nonprofit, nonpartisan association representing the member highway and transportation departments in the 50 States, the District of Columbia, and Puerto Rico; its purpose is to foster the development, operation, and maintenance of an integrated national transportation system.

Membership in AASHTO is on an agency basis and only government agencies can be voting members. The U.S. Department of Transportation (U.S. DOT) is an ex-officio member of AASHTO. A number of public highway and transportation agencies in other nations belong to AASHTO as associate members as well as several sub-State transportation agencies and Federal agencies other than the U.S. DOT.

1.2 Purpose

AASHTO’s work can be divided into four general activity areas: Technical Services, Policy Development, Technical Publications, and Engineering Liaison.

1.2.1 Technical Services

Technical Services programs at AASHTO provide support for member agencies to develop and maintain standards and guidelines for the design, construction, maintenance, and operation of transportation facilities. Additional AASHTO technical services programs provide support for development of computer software, maintenance/development cooperatives, and the National Transportation Product Evaluation Program (NTPEP), for each of which States pool their resources. AASHTO also sponsors AASHTO re:source (formerly AASHTO Materials Reference Laboratory), the AASHTO Accreditation Program (AAP), and the National Cooperative Highway Research Program (NCHRP).

1.2.2 Policy Development

AASHTO provides support for member departments to jointly consider transportation issues of national concern. Policy recommendations are developed through this process and balloted through the Chief Administrative Officers of all AASHTO member departments. Recommendations that are carried forward must be approved by at least a two-thirds majority.

1.2.3 Technical Publications

AASHTO develops, collects, publishes, and distributes information and data of value to members and others dealing with transportation matters. It has become a basic source of information for others on State transportation activities, and is relied upon
by the States for information about the transportation activities of Congress and Federal agencies.

Surveys on topics such as State involvement in public transportation, State rail and water transportation activities, and State salary and fringe benefit schedules are published by AASHTO.

Information developed by the Association is also disseminated through personal presentations, participation in conferences, and, when requested by Congress, through Congressional testimony.

1.2.4 Engineering Liaison

AASHTO’s liaison activities are an important link between the State departments of highways and transportation and the Federal government. AASHTO is frequently called upon by Congress to conduct surveys, provide data, and testify on matters relating to transportation legislation. It functions to facilitate the exchange of information between the U.S. DOT and the States, and as a forum for the discussion of current issues and concerns.

2.0 AASHTO Committee Organization

2.1 Board of Directors

The Board of Directors is the governing and policy-making body of the Association. Membership is limited to the chief administrative officer or his or her designee from each member department.

The Board of Directors adopts official positions on legislative proposals, develops official policy statements, establishes membership dues, establishes standing and special committees and subcommittees, and decides all other policy matters relating to the operation or activities of the Association, including the adoption of voluntary standards. A two-thirds favorable vote of all member departments is required for the adoption of any official policy and for the adoption of any AASHTO voluntary standard.

2.2 Steering Committee

The Board’s Steering Committee is composed of 11 voting members: the President, Vice-President, Secretary-Treasurer, and two persons chosen by each of the four AASHTO regions; and two ex officio, nonvoting members: the Executive Director and the Immediate Past President (so long as that person occupies the same position or a higher position in the member department).

The Steering Committee approves the AASHTO work plan and the yearly budget, employs the Executive Director, acts upon appointments made by the President, and, in general, supervises the business affairs of AASHTO.
2.3 Committee on Highways and Streets

2.3.1 Purpose and Scope

The Committee develops all major engineering standards, guides, and policies for the highway program, and, either as a unit or through its subcommittees, investigates, studies and reports on all engineering activities and developments, including all phases of road and bridge design, construction, maintenance, traffic requirements, roadside development, aesthetics, tests and investigations of materials, protection of the environment; makes recommendations regarding needed research, and promotes and encourages technology transfer by member States and related research agencies; and is responsible for providing the full range of highway engineering publications for the Association. It identifies and receives reports from its subcommittees and task forces as to Federal regulatory mandates of national concern, and provides reports thereon.

The subcommittees, within the framework of the engineering standards and policies developed by the Committee on Highways and Streets and formalized by the Association, develop such technical details, guides, manuals, specifications, and other publications appropriate for their individual activities and needs. All subcommittees subordinate to the Committee on Highways and Streets report to the chair of that Committee.

Membership on the Committee on Highways and Streets is limited to the chief highway engineering officers of member departments.

The research needs statements will go directly to R & I.

H2 General Information on Materials Standards

The principal purpose of the COMP is to prepare, publish, and keep current standard specifications and test methods for materials used in the construction, maintenance, and operation of all transportation facilities. Article 5 of COMP Regulations delineates rules for adopting and publishing standards.

The first meeting of Testing Engineers is believed to have been held in Washington, D.C., February 23–27, 1920, during which time six subjects were considered:

No. 1. Standard methods for conducting tests of highway materials
No. 2. Test limits to be used in specifications for materials
No. 3. Standard methods of sampling
No. 4. Standard methods of field testing
No. 5. Standard commercial sizes for all types of road materials
No. 6. Specifications for aggregates for various classes of concrete

The first AASHTO specification was developed in January 1921. A series of test methods adopted by AASHTO at its annual meeting in December of 1922 were published as U.S. Department of Agriculture Bulletin No. 1216, “Tentative Standard Methods of Sampling
and Testing Highway Materials.” The first edition of the book of standards now called AASHTO Materials was published by AASHTO in 1931 and was titled *Tentative Standard Specifications for Highway Materials and Methods of Sampling and Testing*. Recent editions of AASHTO Materials have contained some 400 specifications, practices, and test methods.