

CTCDC AGENDA ITEMS should contain the following information

Public Hearing and Experimentation

Recommendation to CA MUTCD Revisions (Public Hearing):

- Sponsor name
- Public agency making request
- Recommendation (Proposed Revision to the CA MUTCD)
- Summary (Executive Summary)
- Background
- Discussion
- Attachment

Recommendation for Experimentation:

- A statement indicating the nature of the problem.
- A description of the proposed change, how it was developed, the manner in which it deviates from the standard, and how it is expected to be an improvement over existing standards.
- Any illustration, photograph, or video which would help explain the experimental device or use of this device.
- Any supporting data as to how the experimental device was developed, if it has been tried, in what ways it was found to be adequate or inadequate, and how this choice of device or application was arrived at.

Specific Guidelines for Experimental Proposal:

A specific proposal shall be submitted for each request. This proposal may be submitted with the initial request or may be a follow-up to specific comments by the Committee. The proposal, after approval by the Committee, shall become an integral part of the approved experimentation. Each proposal shall include:

- A. Scope:** A detailed description of the experimentation, locations of installation, and number of experimental projects.
- B. Work Plan:** A description of the proposed plan of study; the variables that are to be measured; the criteria against which the devices are to be evaluated; observations, measures and data which will be collected; whether the experimentation will be carried out in the field or under laboratory conditions; how installations of the experimental device or application will be made; the indication if any adverse effects on safety or traffic operations can be anticipated, together with the means that may be taken to minimize them; and the factors which will be held constant or measured and controlled in order to ensure that the true effects of the device are measured.
- C. Time Periods:** Time periods for experimentation shall normally not be less than six months nor more than two years.

- D. Evaluation Procedures:** The Committee shall approve criteria which will be used to evaluate experimental devices or applications. To permit meaningful comparisons with standard installations, advice from specialists such as human factor experts, statisticians, etc., may be included.
- E. Reporting:** A written status report must be forwarded to the sponsor 45 days prior to each public meeting. A final report must be completed within 90 days of the terminal date of the experimentation and forwarded to the Executive Secretary. Status reports shall describe the progress of the work, any particular deviation from the work plan and anticipated time of conclusion. The final report shall contain, as a minimum, the basic information on the problem, the preliminary investigations, the proposed solutions, the study procedures, the detailed analysis of the data, the results of the work, a discussion of the results, and whatever conclusions are drawn. If a change in the California MUTCD is proposed, specific wording of this change should be included.
- F. Administration:** All experimentation proposals shall include the agency sponsoring the study, the agency conducting the study, and the name and titles of principal researchers. There must be proof of professional traffic engineering capabilities and other related professional expertise to perform the experimentation and related evaluation processes.

TERMINATION OF EXPERIMENTATION:

The project must terminate at the end of the approved period unless an extension is granted, and all experimental devices and applications must be removed unless specific permission is given for continued operation. The Committee may, at any time, terminate approval of experimentation if significant safety hazards are indicated to be directly or indirectly attributable to the experimentation. Approval of any experimentation may also be terminated if no status report is received 45 days prior to each public meeting or no final report is received within 90 days of the terminal date of the experimentation.

REMOVAL OF EXPERIMENTATION INSTALLATIONS:

All experimentation installations shall be removed upon termination of the experiment when a decision is made by the Committee that a change in the California MUTCD to permit the device is not warranted.