

CALIFORNIA TRAFFIC CONTROL DEVICES COMMITTEE

SPONSORS RESPONSIBILITIES

I. SCREEN PROPOSALS FOR APPLICABILITY

- A. Explain to the applicant why the CTCDC was formed, how it functions, and what is expected of the applicant. Encourage the applicant to attend a convenient meeting unrelated to his topic.
- B. Determine if the proposal is a traffic control device and not a design feature of the road or some other type of device. If you are uncertain, contact the Executive Secretary for advice or bring the proposal before the full Committee for discussion. Determination of whether a device constitutes a traffic control device need not be agendized for discussion.
- C. Distinguish whether the device is a new traffic control device or a new product. (Refer to the Product Approval Flow Chart or call the Executive Secretary for assistance.)
- D. Determine whether the proposal requires an experiment to establish validity.

II. INTRODUCTION OF NON-EXPERIMENTAL PROPOSALS

- A. Inform the applicant that it is the objective of the Committee to be both thorough and responsive. Therefore the proposal must be accompanied by adequate information for the Committee to make a decision.
- B. Verify that the applicant has a supporting agency or sponsorship that sees sufficient merit in the proposal to bring the device before the Committee.
- C. Inform the applicant that the proposal must be in writing and include a definition of the problem that the proposal is intended to resolve; an indication of how the proposal will correct the problem; and a demonstration of how the proposal is at least equal to or better than any existing authorized traffic control device. The written material should be received by the Executive Secretary at least 60 days prior to the meeting.
- D. If a proposal involves another entity's area (Such as the State Bicycle Advisory Committee.) refer the applicant to that entity first. Their review and comments should be included in the written proposal to the Committee.
- E. Verify that the applicant or a knowledgeable representative will appear at the initial meeting for which his device has been agendized to respond to questions.

III. INTRODUCTION OF EXPERIMENTAL PROPOSALS

- A. Refer the applicant to the Committee Secretary to obtain a copy of the “Guidelines for Experimentation.” The applicants written request for permission to experiment shall be in accordance with the “Guidelines for Experimentation.”
- B. The sponsor needs to pay particular attention to the following critical items from the “Guidelines for Experimentation:”
 - Any written material, for an agenda, should be received by the Executive Secretary at least 60 days prior to the meeting.
 - Make sure that the Secretary receives written verification from the supporting agency .
 - Verify that the applicant, or a knowledgeable representative, will appear at the initial meeting for which his device has been agendized to respond to questions.
 - Have the applicant develop some type of time-activity chart in order to estimate the schedule of milestone events and the total time required for experimentation.

IV. MONITORING AND FINAL REPORT OF EXPERIMENTS

- A. It is the sponsor’s responsibility to obtain a written status report, using the prescribed form, at least 60 days prior to each Committee meeting. Normally three times a year. The applicant does not have to appear in person to present status reports.
- B. At the Committee meeting, the sponsor should be prepared to comment on the status of the project when a significant event occurs (Such as a substantial deviation from the schedule.) or to notify the Executive Secretary that the applicant wishes to appear before the Committee.
- C. Prior to the preparation of the final report, remind the applicant to review the “Guidelines for Experimentation” and to answer all of the questions and issues previously identified by the Committee. The final report is to be received by the Executive Secretary at least 60 days in advance of the meeting. The applicant, or a knowledgeable representative, must be available at the meeting to answer any questions.

JKletzman/WTanda 9/97