

Author-add current date here; each time it is revised, add new current date.

Project Services will add number

MM-DD-YYYY (Rev. _____)

TB-2007-000

General Subject: **Technical Bulletin Template**

Template-Enter New Title Here

Introduction

For simplicity, enter new text for new TB into this TB and delete unnecessary headings/sections.

Background and Definition

Use this area to describe what precipitated the need for a Technical Bulletin (TB). New or unique processes are defined as construction materials, methods or procedures that are new to the location (State, Division Office) in which they are being used. This includes changes to existing design standards, standard specifications and standard drawings. Use this area to describe what precipitated the need for a Technical Bulletin (TB).

Problem Statement

Need for a TB and identify the audience. (list audience).

Description of New or Unique Process

Narrative of process that is new or unique.

Use of New or Unique Process

The TB will be used when a new or unique process has been developed and Special Provisions or Special Details need more explanation.

Design Features of New or Unique Process

What is new or unique to this process will be explained here.

Materials

Materials needed and references will be shown here.

Construction Methods

Explain new or unique construction methods.

Measurement and Payment If Needed

Not be needed if there are no unusual or new measurement and payments. If used, explain in detail any specific measurement or payment criteria.

Inspection Details/Checklist

Use this section to describe in detail any new or unusual inspection techniques or processes.

Comments

TBs are not and should not be viewed as substitutes for special provisions, specifications, details or standards. They should be viewed as complimentary only. to them. It should also be noted that the target audiences for TBs are not technical experts for the new or unique process and the bulletins should be written as such.

Generally, the **TB should not exceed 2 pages, front and back.** This is to assure that the targeted audience will read the TB in full.

Subject References

List any references here.

Keywords

List keywords that may be used in a search.

Standard Details

List here with links if available

Specifications or Special Provision

List here with links if available

Filing and Disposition of TB

List where this TB should be filed in binder, example **Section 6 Asphalt.** Provide reference divider with initial distribution of TB-1.

Supersedes Dates

Before a TB is written, it should be researched for similar Bulletins. If a Bulletin needs to be updated, begin with the original distributed version and revise it. Add the revision date after the initial date.

Review carefully to assure there are no conflicts between the new and existing Bulletins.

If there is a limited time that this bulletin should be active, list superceded date here. Example: Limited supply of product during the summer season of 2008.

Obtain more Information

List by Unit Head and Technical Section, add website if appropriate.

Attachments:

[Technical Bulletin Review Form](#)
[Flowchart](#)

If columns are not shown here:

Type in text here:

Go to Format

Go to Columns

Click on 2

And check "line between"

Click OK

END

Technical Bulletin Review Form (2-SUBMITTALS FOR COMMENTS ARE MANDATORY)

Technical Committee Reviewing TB _____
*(Send to Chair of Pavement Management, Bridge Team, Implementation)/(Contract Officer)

Reviewer's Signature _____ Date _____

Publication of Technical Bulletin Recommendation (check one):

- Acceptable
- Acceptable with revision
- Unacceptable

Address the following areas:

- (1) Does the manuscript present significant new or unique information that would benefit from the Technical Bulletin and training?
Provide general comments and suggestions regarding significance or merit of writing a technical bulletin relating to the new or unique process.

Identify any part of the manuscript that the author should clarify, expand or make concise.

Are the author's instructions and narratives logically and clearly stated?

Which sections of the manuscript should be omitted or condensed?
- (2) Review tables and illustrations for irrelevant or unnecessary data.
Which tables, illustrations, or details should be omitted? Combined?
- (3) Provide comment on relevance of training in this new process or unique process.
If training is recommended, has a lesson plan been prepared?
- (4) Should the number of references be reduced? Expanded?
Is the manuscript free of conflicts with other documents, such as the Standards, Details, Provisions, and *Specifications Book*?
- (5) Are the main points of the manuscript clear to one not in the author's field of expertise?

*Two reviews for comments are necessary prior to publication.

Send copy of proposed TB and Review Forms to Leadership Team after approvals obtained
AND send copy of proposed TB and Review Forms to Project Services, Attn: R.A. Garris PE.