

**CITY OF TUCSON, WATER DEPARTMENT  
DESIGN STANDARD NO. 8-02  
ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL**

---

**TABLE OF CONTENTS**

<b>8-02.0.0</b>	<b>ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL .....</b>	<b>2</b>
8-02.1.0	GENERAL.....	2
1.1	<i>Purpose</i> .....	2
1.2	<i>Quality Review Standard</i> .....	2
8-02.2.0	PROCEDURES FOR AMENDING THE DESIGN STANDARDS .....	2
2.1	<i>Review Procedures</i> .....	2
A.	Proposed Amendment.....	2
B.	Review Procedure .....	2
C.	Amendment Approval Procedure.....	2
2.2	<i>Design Standards Review Committee</i> .....	3
A.	Membership .....	3
B.	Meetings .....	3
C.	Review Comments.....	3

**CITY OF TUCSON, WATER DEPARTMENT  
DESIGN STANDARD NO. 8-02  
ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL**

---

**ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL**

- 8-02.1.0      General**
  - 8-02.2.0      Procedures for Amending the Design Standards**
- 

**8-02.0.0      ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL**

**8-02.1.0      General**

1.1      Purpose

The establishment of administrative procedures to amend the design standards manual is prudent and necessary to allow flexibility when experience or regulations necessitate an amendment to the current standard, requirement, or procedure.

1.2      Quality Review Standard

The procedures to amend these standards shall be followed to ensure the amendment receives appropriate professional review before adoption.

**8-02.2.0      Procedures for Amending the Design Standards**

2.1      Review Procedures

A. Proposed Amendment

Proposals to amend standards may be initiated by submitting a draft proposal to the Engineering Administrator.

B. Review Procedure

1. A proposed amendment shall be submitted in writing to the Engineering Administrator, who will give the amendment to the DSRC (See paragraph 2.2. in this section) for preliminary review and comment.
2. The DSRC will submit its comments and recommendations to the Engineering Administrator.
3. The Engineering Administrator may accept, reject or modify the recommendations of the DSRC and either:
  - return it to the members of the DSRC for additional review and recommendation, or
  - approve the proposed amendment as the final standard.

C. Amendment Approval Procedure

The Engineering Administrator is the final authority for any design standard amendment. The standard becomes effective upon the authorization of the Engineering Administrator. The authorization should be in writing and include the name and number of the

**CITY OF TUCSON, WATER DEPARTMENT  
DESIGN STANDARD NO. 8-02  
ADMINISTRATION OF WATER DESIGN STANDARDS MANUAL**

---

standard, approval signature and the date. The amendment will be included in the updated Design Standards Manual published on the Tucson Water website at <http://www.tucsonaz.gov/water/pubs-gi.htm>.

2.2 Design Standards Review Committee

The DSRC serves in a technical advisory capacity for the Engineering Administrator. Its primary function is to facilitate and expedite the review and approval of amendments to the design standards while ensuring compliance with the codes, ordinances, design standards, AWWA standards, good engineering practices and any other regulations applicable to the standard.

A. Membership

1. The Engineering Administrator, or a designated representative, will be the DSRC chairman responsible for coordinating, compiling, and maintaining the meeting discussion record.
2. Members of the DSRC shall possess the necessary expertise to properly evaluate matters before the DSRC and will respond expeditiously to the Engineering Administrator. The DSRC shall have, at a minimum, a representative from each of the following Water Department Sections or Divisions:
  - Planning and Development Section
  - Construction Section
  - Distribution Design Section
  - Plant Design Section
  - Reclaimed Water/Backflow Prevention Section
  - Water Quality Management Division
  - Operations and Maintenance Division

B. Meetings

The chairman of the DSRC shall schedule DSRC meetings to allow the submitter the opportunity to discuss the proposed amendment.

C. Review Comments

1. DSRC members shall review submittals for conformance with the codes, ordinances, design standards, AWWA standards, good engineering practices, and other applicable regulations.
2. DSRC members shall provide the DSRC chairman with written comments including any re-submittal requirements and will include pertinent code, ordinance, or other applicable citations in their comments.
3. The Engineering Administrator will make the DSRC comments available to the submitter.