



ST. MARY'S COUNTY METROPOLITAN COMMISSION

STANDARD PROCEDURES & POLICIES

SP Number: ENG-19-01	Approval Date: <i>02/14/19</i> Revision Dates: Approved by: M. Hollander	Effective Date: <i>02/14/19</i>
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**SUBJECT: PROCEDURE FOR UPDATING THE METCOM DESIGN MANUAL,
STANDARD DETAILS, AND TECHNICAL SPECIFICATIONS**

Authority:

In accordance with Chapter 113-11 of the St. Mary's County Code, before any construction is done upon any area served by a public water or sewer system, the person doing the construction shall first obtain a permit from the St. Mary's County Metropolitan Commission (MetCom) and the work shall be done under and pursuant to the rules, regulations and requirements that MetCom formulates and subject to any inspections which it deems necessary. Any construction shall be done under conditions that MetCom authorizes.

Introduction:

Periodically, the MetCom Design Manual, Standard Details, and Technical Specifications (Design Manual) requires updated in order to address updated design requirements, industry standards, national regulations and local ordinances. This procedure for updating the Design Manual will help streamline the approval process.

Conditions:

The MetCom Design Manual may be updated for numerous reasons to include but not limited to:

1. Changes to industry standards; and
2. Changes that in MetCom policy and maintenance methods;
3. The addition of a new product, material, or manufacturer.

Procedure:

1. Design Manual

- A. All changes to the Design Manual will be evaluated internally by the Chief Engineer. The Chief Engineer may assemble an internal committee of select MetCom staff including the Director to write and review the proposed changes. The update may be posted on MetCom's website for a minimum of thirty (30) days in order to receive public comment. Any comments received will be reviewed by the Chief Engineer and any valid comments will be incorporated into the update. The Board will be presented with the final update for approval. Once concurrence is obtained from the Board, the revised Design Manuals shall be posted to the MetCom website.

2. Standard Construction Details

- A. Updates or changes to the Construction details may include but are not limited to dimensional changes, acceptable material changes, manufacturer changes, or changes to the construction method.
 - i. Changes which are initiated by a change in the Design Manual shall be included with the Design Manual change process.
 - ii. Changes to the Construction Details not associated with an update to the Design Manual as described in 2.A.i will be evaluated and approved by the Chief Engineer. The approved detail update will have a revision date, and signature of the Chief Engineer.
 - iii. Changes to the Standard Details shall be posted to the MetCom website.

3. Technical Specifications

- A. Updates or changes to the Technical Specifications may include but are not limited to changes to the referenced code or standard. It is the intent of the Technical Specifications to be based on ISO and industry standards.
 - i. If the ISO industry standards change or are revised, then these changes shall be incorporated by reference and be changed without action by the Chief Engineer.
 - ii. Changes which are initiated by a change in the Design Manual shall be included with the Design Manual change process.

- iii. Changes to the Technical Specifications not associated with an update described in 3.A.i and 3.A.ii will be evaluated and approved by the Chief Engineer.
- iv. Changes to the Technical Specifications shall be posted to the MetCom website.

4. Appendix

- A. All items in the Appendix of the Design Manual are included for informational purposes only and are considered independent of these standards. Additions or deletions to the Appendix will occur as needed. Changes will be registered by date and notice posted to the MetCom website. The modified items shall be posted to the MetCom Website.