

VIRGINIA DEPARTMENT OF TRANSPORTATION

Joint – Operations & Security Division and Structure & Bridge Division

Instructional and Informational (I&I) Memorandum

General Subject	VDOT's Authority Having Jurisdiction (AHJ) Process
Number	IIM-S&B-88 IIM-OSD-01
Specific Subject	This I&I Memo outlines and formalizes the Authority Having Jurisdiction (AHJ) process within VDOT.
Date	December 12, 2011
Supersedes	N/A
Division Administrator Approval	<p>/Original Signed/ Thomas H. Phillips Operations & Security Division Administrator Approved: December 12, 2011</p> <hr/> <p>Thomas H. Phillips, Division Administrator, Operations & Security Division</p> <p>/Original Signed/ Kendal R. Walus, P.E. State Structure and Bridge Engineer Approved: December 12, 2011</p> <hr/> <p>Kendal R. Walus, P.E., Division Administrator, Structure & Bridge Division</p>

Background	<p>VDOT has recently adopted the National Fire Protection Association (NFPA) 502 as its fire protection and fire, life, and safety standard for roadway tunnels. Within NFPA 502, the Authority Having Jurisdiction (AHJ) is defined as “an organization, office, or individual responsible for enforcing the requirements of a code, or standard, or for approving equipment, an installation, or procedures.” Provisions within NFPA 502 give the AHJ discretion to determine the reasonable application of NFPA 502.</p>
Purpose	<p>The purpose of this I&I Memo is to outline and formalize the Authority Having Jurisdiction (AHJ) process within VDOT. The process for requesting Authority Having Jurisdiction (AHJ) approval on various fire protection and fire, life, and safety issues will be handled through a review by the Statewide Tunnels Oversight Committee (STOC) Executive Steering Committee (ESC) and if approved, the STOC ESC Chair will make a recommendation for approval of the request to the AHJ. Final approval is required by the AHJ. The AHJ within VDOT is the Chief Engineer.</p>
Process	<p>Any and all fire protection and fire, life, and safety issues related to the AHJ Process will be addressed through the STOC ESC. Any requests for AHJ review will be coordinated through the Operations & Security Division (OSD). OSD will coordinate the request and schedule a time on the next STOC ESC meeting agenda to review the AHJ Request. The technical lead will present the AHJ Request to the STOC ESC for consideration. If the AHJ Request is approved by the STOC ESC, a Decision Paper will be developed by the technical lead to be sent from the STOC ESC Chair to the Chief Engineer with a recommendation for approval.</p> <p>The Decision Paper Memorandum will include the following categories: (1) Decision, (2) Scope, (3) Background and Discussion, (4) Impacts, (5) Recommendation, (6) Timeline, (7) Attachments, (8) AHJ Decision Recommendation, and (9) AHJ Decision Approval.</p> <p>Copies of records that are approved will remain in the Operations & Security Division and Structure & Bridge Division.</p> <p>See example Decision Paper Template in Appendix A.</p>

Appendix A:

VDOT'S AUTHORITY HAVING JURISDICTION (AHJ) REVIEW

DECISION PAPER

DATE

MEMORANDUM

TO: Chief Engineer

*CC: (1) Chief of System Operations;
(2) Operations & Security Division Administrator (or his designee); and
(3) Structure & Bridge Division Administrator (or his designee).*

FROM: Statewide Tunnels Oversight Committee Executive Steering Committee, Chair

SUBJECT: Subject of the Decision Paper

1. DECISION:

Describe the desired policy change or new method of applying / interpreting NFPA 502 (hereafter referred to as "the standard")

2. SCOPE:

Introduction

Describe the scope of the decision paper

Relevant Sections and Referenced Documents

List the section(s) / subsection(s) of NFPA addressed in the paper

List any other documents referenced in the preparation of the paper

Stakeholders

List key stakeholders that will be affected by the decision

Purpose

Briefly state the reason the AHJ is being requested (preparer will expand on / discuss purpose of the request in the following section)

3. BACKGROUND AND DISCUSSION:

Provide rationale for the change; background information / other related information such as current situation – and reason for desired change

4. IMPACTS:

Impact Area Table

Check Impacted Area(s)	<input type="checkbox"/> Tunnel Closure & Traffic Control	<input type="checkbox"/> Water-based Fire-Fighting Systems	<input type="checkbox"/> Control of Hazardous Materials
<input type="checkbox"/> Protection of Structural Elements	<input type="checkbox"/> Fire Apparatus	<input type="checkbox"/> Emergency Ventilation	<input type="checkbox"/> Means of Egress
<input type="checkbox"/> Fire Alarm and Detection	<input type="checkbox"/> Standpipe, Fire Hydrants, and Water Supply	<input type="checkbox"/> Tunnel Drainage System	<input type="checkbox"/> Other
<input type="checkbox"/> Emergency Communications Systems	<input type="checkbox"/> Portable Fire Extinguishers	<input type="checkbox"/> Alternative Fuels	

Describe the impacts that the decision will have – change from the current situation. Include reference to impact areas selected in table above

5. RECOMMENDATION:

Describe proposed recommendation to resolve the decision

6. TIMELINE:

Describe the timeline and/or how long the decision will remain in place.

7. ATTACHMENTS:

Provide as attachments all the relevant sections / subsections of NFPA and referred documents stated in the scope of the document

8. AHJ DECISION RECOMMENDATION

SIGNATURE

STOC ESC Chair

Signature/Date

9. AHJ DECISION APPROVAL

SIGNATURE

Chief Engineer

Signature/Date