
Introduction

TRANSPORTATION TECHNOLOGY MANUAL

I.1 PURPOSE

The *Transportation Technology Resource User's Manual (TT Manual)* contains the standards, guidelines, and requirements related to information technology resources. The State of Florida and the Department of Transportation (the Department) treats information and transportation technology resources as strategic and vital assets that enables technology users to meet productively the requirements of their job. This *TT Manual* ensures **consistency** for the proper acquisition, security, use, distribution, and disposal of information and transportation technology resources, and helps ensure information and transportation technology resources are used to maximum efficiency.

I.2 AUTHORITY

Sections 282.0055, 20.23(3)(a), and 334.048(3), Florida Statutes (F.S.)

I.3 REFERENCES

- Contact Management System
- Department's Standard Operating System Procedure, Topic No. 025-020-002
- Receipt Processing Procedure, Topic No. 350-080-300
- Rule Chapter 74-2, Florida Administrative Code
- Section 119.07, Florida Statutes (F.S.)

I.4 SCOPE

This *TT Manual* is intended to be used by all users of the Department's transportation technology resources.

I.5 DISTRIBUTION

Each Technology Services and Support Office shall appoint a security coordinator for the Districts. The Technology Services and Support Manager for Turnpike Enterprises shall appoint a security coordinator for Turnpike Enterprises. The Enterprise Technology Services and Support team (ETSS) will maintain a current list of security coordinators, including their positions, titles, postal addresses, e-mail addresses, and phone

numbers. The Transportation Technology's Operations Review Specialist with the Enterprise Communications and Administrative Services team within the Central Office will act as a District contact for requests for copies of the **TT Manual** and **TT Manual** revision comments or suggestions. The Operations Review Specialist is responsible for coordinating the review and publication of the **TT Manual** in accordance with this procedure.

Pursuant to **Section 119.071(1)2(f), F.S.**, documentation related to data processing software obtained by the Department under a licensing agreement that prohibits disclosure and which the software is a trade secret is exempt from public records disclosure. Additionally, agency-produced software and its documentation classified as sensitive are also exempt from public records disclosure. In accordance with **71A-1.006, F.A.C.**, agency information owners are responsible for identifying exempt and confidential information; and, the agency is responsible for identifying information and software that is exempt from public records disclosure.

The **TT Manual** and its associated addendums are available both internally and externally. The Operations Review Specialist is responsible for notifying registered customers when significant updates to this **TT Manual** occur. Once a significant update to this **Manual** occurs, the Operations Review Specialist will provide a brief summary of the change to registered customers via the **Contact Management System**.

I.5.1 MANUAL REGISTRATION

All customers are strongly encouraged to access the **TT Manual** via electronic means, printing only those sections as required. Internal and external customers may register to receive electronic notification of updates to this **TT Manual** by registering to receive notices via the **Contact Management System**. Customers wishing to register can access the **Contact Management System** via the following link:

<https://fdotwp1.dot.state.fl.us/ContactManagement/Utilities/login.aspx?ReturnUrl=%2fContactManagement>.

Access to an electronic copy of this **Manual** is available free of charge to customers via the Internet; where such disclosure is not prohibited pursuant to **Section 119.071(1)2(f), F.S.**

I.5.2 HARD COPIES

Customers may request hard copies of individual pages or of whole sections of the **Manual**. Requestors shall be made aware of free electronic access prior to the processing of requests for paper copies of this **TT Manual** and its sections. A

reproduction fee in accordance with Agency printing costs of one-sided or two-sided paper shall be assessed at the rate specified in **Section 119.07, F.S.** Any monies received must be submitted to the Comptroller in accordance with the most recent version of the **Recording, Transmitting, and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300.**

I.6 QUESTIONS, SUGGESTIONS, AND COMMENTS

Any questions, suggestions, or comments to the **TT Manual** shall be sent to the District Security Coordinator for District staff, or to the Operations Review Specialist for Central Office staff. To better facilitate responses to questions, suggestions, and comments, customers must include their contact information, specific section of the **Manual** being referenced, and a summary of the question, comment, or suggestion.

I.7 REVISIONS AND ADDITIONS

The **TT Manual** is a dynamic document that requires periodic review. Each section of the **Manual** will be reviewed on a biennial basis: even numbered chapters will be reviewed on even numbered years, and odd numbered chapters will be reviewed on odd numbered years. The Transportation Technology Management staff member assigned as the contact person for the section will conduct the review. The Operations Review Specialist will route any comments received during the previous twenty-four months to the appropriate section contact for the biennial review. Separate files will be maintained on each section including the original draft, final adopted copy, revisions, comments received, and history of any changes made to the section. The Operations Review Specialist will ensure that all comments received during the previous twenty-four months are reviewed, responded to, and if appropriate, incorporated into any revision of the section. The Operations Review Specialist will also make sure that substantive content changes to an existing section are reviewed by all Transportation Technology Managers.

When a new item appears which cannot be adequately addressed within the **TT Manual's** present chapters/sections, a new section will be written by Transportation Technology. New chapters or sections will be circulated for preliminary and executive review in accordance with **Section 5** of the **Department's Standard Operating System, Procedure No. 025-020-002**, and approved by the Executive Team. New sections of the **TT Manual** constitute a significant update, and as such, the Operations Review Specialist will provide notice of the change specified in the **Distribution** section of this **TT Manual**.

Transportation Technology will determine if minor content revisions and updates are necessary. The Transportation Technology Management team member responsible for procedural review will determine if a revision is needed, and approve minor changes as determined necessary.

I.8 SUPPLEMENTAL INSTRUCTIONS

This ***TT Manual*** is designed for revision. The Chief Information Officer may issue correspondences, bulletins, and other forms of communication which may serve as substitutes for the processes prescribed in this ***TT Manual*** and which are only permissible during emergency situations, and for no longer than a period of ninety days. When such a substitution is made, the Operations Review Specialist will notify registered customers of the emergency change.

Transportation Technology will coordinate emergency updates with the Forms and Procedures Office prior to the release of an emergency update. As applicable, Transportation Technology will also coordinate with the Office of General Counsel, Office of the Comptroller, or Administrative Services Manager as necessary prior to the publication of an emergency change.

I.9 TRAINING

Training on the use of this ***TT Manual*** is not required. Courses are available within the Department of Transportation in individual subject areas.

I.10 FORMS

Forms will be listed on a chapter-by-chapter basis, with accessibility identified if not available from the Department's Forms Library.