



Florida Department of Transportation

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April 12, 2007

This Memo Has Expired

MATERIALS BULLETIN NO. 06-07

MEMORANDUM NO. 08-07

(FHWA Approved: 04/16/07)

**TO: DISTRICT MATERIALS RESEARCH ENGINEERS
DISTRICT CONSTRUCTION ENGINEERS**

FROM: Thomas O. Malerk, P.E., Director, Office of Materials
Brian A. Blanchard, P.E., Director, Office of Construction

COPIES: Bob Burleson, Jim Warren, Jim Musselman

SUBJECT: ASPHALT PLANT STAFFING REQUIREMENTS

This memo is issued to provide guidance to the Districts regarding the new asphalt plant staffing requirements, which will provide the Districts with greater flexibility to more effectively use their staff, while still ensuring quality. DCE Memorandum 24-03 is rescinded and replaced by this memorandum. The new requirements are as follows:

- The asphalt plant Verification Technician (VT) is no longer required to be continually present at the plant when the plant is producing mix for the Department. Each District may use their discretion in assessing the need for the VT to be present at the plant. Staffing can be full-time, part-time or on a random/periodic basis. As an exception to this, Interstate and National Highway System projects with greater than 10,000 tons of structural mix will be required to have a full time VT.
- The District shall submit for State Materials Office (SMO) approval a plan that documents in writing how they will monitor the quality of the material if a VT is not present full-time at the plant. The plan should describe how certain Department activities during mix production will be handled. These activities include generating the random numbers for Quality Control (QC) sampling and testing, scheduling of VT inspections, and Lot submittal packages. VT staff reductions may not be started until the plan is approved by the SMO.
- The random numbers will be generated by Department representatives as designated in the District plan. The random numbers will be generated by staff from the District Materials Office, a "roving" VT, the Project Administrator or the Resident Asphalt Coordinator.
- The random numbers will be communicated to the Contractor in one of the following methods:
 - A Department representative will go to the plant and physically be present to direct the Contractor when to sample.
 - A Department representative will communicate daily with the Contractor, and will direct the Contractor when to sample based on the amount of material produced.
 - A Department representative will provide the random numbers to the Contractor at the beginning of the Lot, or possibly allow the Contractor to generate their own random

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numbers for each Lot. (This option will require the authorization of the State Materials Office on a case-by-case basis.)

- Once directed to do so, the Contractor will sample and split the material as is the current practice. The samples should be stored at the plant unless directed otherwise by the Engineer. At the completion of the Lot, the VT will test the appropriate VT sample at the Contractor's plant. Results of the testing and analysis for the Lot will be made available to the Contractor within 72 hours from the time the Lot is completed. All reporting and Lot submittal packages will be completed and submitted as is the current practice, by the personnel currently handling those duties.
- Additional VT responsibilities are as outlined in the Asphalt Plant/Lab QC Guidelist No. 7A, located at the following URL:
<http://www.dot.state.fl.us/construction/CONSTADM/guidelist/coinspectguidelist/fy0607/GL-07A.pdf>
- The Independent Verification (IV) sampling and testing frequency will be increased to an initial frequency of 1/2000 tons. As data is generated and the District Bituminous Engineer is satisfied that there are no problems with the QC testing program on a specific project or at a particular plant, the frequency may be reduced to 1/4000 tons. If there are multiple failures or if there are problems in verifying the QC data, the IV frequency will be increased. If necessary, a VT will be utilized on a full-time basis.
- The IV personnel will periodically assess and evaluate the integrity of the random sampling if Department personnel are not present when the QC samples are taken. When IV personnel visit the plant, they should determine when the samples were taken and if any testing presently underway is progressing as expected. IV personnel should also determine if any samples being tested have been clearly identified and the boxed samples clearly marked. IV personnel should also obtain a sample each time they visit the plant, which may or may not be tested, or may not be tested in their entirety.
- If the VT is not present, the Producer Quality Control Plan must be revised to state that QC personnel will ensure that the Quality Control, Verification and Resolution samples will be correctly sampled at the communicated random number, boxed, and identified. The Plant QC will also make certain that the boxes are sealed (taped closed), sign his/her name across the seal and ensure that each box is stored in a secure location.
- The Plant QC must ensure the raw test data is recorded on the appropriate Department form and ensure that this information is directly transferred by the Contractor to the Department's approved report and spreadsheet and entered into LIMS. The QC testing shall be completed no later than 10 am the following day. All raw test data shall be available at the Plant for review by the Engineer. The VT shall assure that the QC data is entered into LIMS on a daily basis.

This memorandum serves as blanket approval to process this change and should be attached to the Work Order or Supplemental Agreement.

Should you have any questions concerning this issue, please contact Jim Musselman at (352) 955-2905 or David Wang at (850) 414-4152 for additional information.

TOM/BAB:jm