



## Florida Department of Transportation

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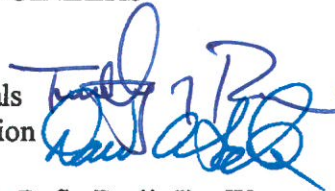
JIM BOXOLD  
SECRETARY

December 16, 2015

**MATERIALS BULLETIN NO. 15-15**  
**DCE MEMORANDUM NO. 23-15**  
*(FHWA Approved: 12/14/2015)*

**This Memo has Expired**

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

**FROM:** Timothy J. Ruelke, P.E., Director, Office of Materials  
David A. Sadler, P.E., Director, Office of Construction 

**COPIES:** Amy Tootle, Tom Byron, Bob Bursleson, Nick Finch, Rafiq Darji, Jim Warren,  
Richard Temple

**SUBJECT:** MATERIALS ACCEPTANCE AND CERTIFICATION SYSTEM (MAC)  
COMPANY PROFILE AND MAC ACCESS

The replacement for the Laboratory Information Management System (LIMS), the Materials Acceptance and Certification system (MAC), implementation of the first component, Company Profiles, occurred on June 29, 2015. Training for Company Profile Management, Laboratory Profile Management, and Production Facility Profile Management was provided. Companies were advised to designate personnel to be company profile managers and facility profile managers for laboratories and production facilities. The purpose of releasing the first implementation in June was to allow companies enough time to determine their needs for company profile setup, identify personnel to be assigned MAC duties and responsibilities and have those personnel get access to MAC and have the roles assigned in MAC.

Instructional information for company profile managers, laboratory profile managers and production facility profile managers can be found on the State Materials Office MAC website <http://www.dot.state.fl.us/statematerialsoffice/mac/training/index.shtm>

The target for full implementation for MAC is coming and many companies have not contacted FDOT for access or role assignment. It is vital that the personnel who will be responsible for maintaining company, user, and facility information are designated in the system before the full implementation. LIMS data has been transferred to the MAC Production environment, and Profile Managers should be reviewing the transferred data for correctness and completeness.

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This memo is a reminder that companies need to complete this process to be ready for MAC full implementation. When LIMS is replaced by MAC, the Production Facility Listing and Qualified Laboratory Listing will be published using the data in the MAC system. The information must be correct and up to date in MAC for these reports.

If you have not already done so, please begin the process of gaining access and role assignment.

Each company will need at least one user to be designated as company profile manager. It is suggested that companies designate at least two company profile managers, one as a backup, but that is not a requirement.

If a company has laboratories, you will need to designate laboratory profile managers. The same person can be assigned to multiple laboratories and the company profile manager can be assigned as a laboratory profile manager. In LIMS there were a number of entries for field offices and other locations that were not actually laboratories. These entries are not needed in MAC so if your company does not have a qualified lab under the Laboratory Qualification Program or qualified by the State Materials Office, you may not need a laboratory profile manager.

If a company has production facilities; mines, plants or terminals, you will need to designate production facility profile managers. The same person can be assigned to multiple production facilities and the company profile manager can be assigned as a production facility profile manager.

For companies that will process samples in MAC, personnel need to be designated as data entry and/or data reviewer. LIMS data entry personnel have been transferred to MAC with the default role of data entry. Companies will need to ensure at least one user has the role of data reviewer to have the ability to submit samples to FDOT for sample finalization.

If your company needs assistance with gaining access to MAC and having roles assigned, please contact Susan Musselman, State Materials Office MAC Application Coordinator, a MAC District Application Coordinator, or the State Materials Office technical area MAC contact. A list of MAC contacts is posted on the State Materials Office MAC website at <http://www.dot.state.fl.us/statematerialsoffice/administration/resources/contacts/mac.shtm>

Should you have any questions, please contact Susan Musselman, State Materials Office at 352-955-6669.

TR/SM/sm