



Florida Department of Transportation

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MATERIALS BULLETIN NO. 09-16

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(FHWA Approved 09/07/2016)

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, Phillip Gainer, Bob Burleson, Nick Finch, Rafiq Darji, Jim Warren

**SUBJECT: MATERIALS ACCEPTANCE AND CERTIFICATION SYSTEM (MAC)
FULL IMPLEMENTATION**

The “Go Live” date for full implementation of MAC is **October 10, 2016**. On this date:

MAC SAMPLE ENTRY (except asphalt samples)

- All new samples shall be entered into MAC.
- The Laboratory Information Management System (LIMS) will no longer accept new samples.
- Existing LIMS samples must be approved by **November 30, 2016**.

MAC ASPHALT SAMPLE ENTRY

- **Close ALL LOTS by November 1, 2016.**
 - This will allow time for resolution samples to be processed, if needed.
- LOTS that would have remained open due to time allowance:
 - Close the LOT with no penalty.
 - If Contractor and Engineer agree, LOT can remain open for the allotted amount of time, however, they shall purge ALL LOT samples and re-enter them into MAC.
- On **October 10, 2016** if an open LOT has 1 subplot entered into LIMS.
 - Samples for the LOT may continue to be entered into LIMS via the Asphalt Plant Worksheet (APW) if the production is such that the LOT will finish by November 1st.
 - The contractor may choose to purge LIMS samples and enter the LOT into MAC
 - **ONLY OPEN LOT samples will be allowed into LIMS.**

- LOTs open in LIMS on **October 10, 2016** are the last allowed into LIMS.
- After all sublots in the open LOT are entered into LIMS, samples for the next LOT must be entered into MAC.

MAC ROLES

In order for new samples to be entered into MAC, the following must be completed before the Go Live date. Use the time between this announcement and **October 10, 2016** to ensure all data and roles needed for sample life cycle are in MAC.

MAC Users with Company Roles:

- A company without users who have been assigned MAC Company roles for sample life cycle, must request access before the Go Live date.
- The roles needed are Data Entry and Data Reviewer.

MAC Users with Mix Design roles for Companies with Asphalt or Concrete Mix Designs:

- In order to submit a new mix design, a Company must have at least one user who's been assigned the system role of Mix Design Submitter.
- In order to revise an existing mix design, a Company must have at least one user who's been assigned the company role of Mix Design Submitter.

MAC User Training:

- There are a limited number of training sessions remaining.
 - Contact information for the local District Application Coordinators can be found on the SMO MAC website:
<http://www.dot.state.fl.us/statematerialsoffice/administration/resources/contacts/mac.shtm>
- For untrained users unable to attend any of the remaining training sessions, computer-based training videos are posted on the SMO MAC Training website:
<http://www.dot.state.fl.us/statematerialsoffice/mac/training/index.shtm>

CONTRACTOR QUALITY CONTROL PLAN (CQCP) SUBMITTAL

Contracts let July 2015 and after:

- Contractors are required to enter their CQCPs into MAC.
- Specification Section 105 no longer requires narrative CQCPs.

Contracts let prior to July 2015:

- Contractors must submit a narrative CQCP (and any addendums) for the life of the contract. The CQCP in MAC shall not be used instead of a narrative CQCP.
- In addition to the full narrative, a Contractor may enter their CQCP into MAC. This will eliminate messages that asphalt plants, concrete plants, and concrete mix designs are not assigned to the contract.
- If the Contractor chooses not to enter their CQCP into MAC, the State Materials Office will instruct Materials and Construction personnel to disregard the messages.

Links to Instructions and Videos for MAC QC Plan entry and FDOT QC Plan review can be accessed on the SMO MAC Training website:

<http://www.dot.state.fl.us/statematerialsoffice/mac/training/index.shtm>.

CONTRACTOR QC PLANS WITH PRODUCTION FACILITIES REQUIRING COMMERCIAL INSPECTION

Contractors must indicate any item that requires Commercial Inspection on the contract.

- If the fabrication schedule has been determined, the Contractor should attach the schedule to the Contractor QC Plan under the Documents tab.
- If the schedule is not yet determined, as soon as it becomes available, the Contractor should add it to the Documents tab.
- Specification Section 105 requires fabrication schedule submittal 30 days before beginning fabrication.

NON-STANDARD JOB GUIDE SCHEDULE (JGS)

- For Lump Sum, Design Build, and on-system Local Agency Program (LAP) contracts, a non-standard JGS must be created before **October 10, 2016**.
- Without the non-standard JGS entry, samples cannot be entered into MAC.

Links to instructions and videos for MAC non-standard JGS can be accessed on the SMO MAC Training website:

<http://www.dot.state.fl.us/statematerialsoffice/mac/training/index.shtm>

PROJECT SPECIFIC MATERIALS ACCEPTANCE REQUIREMENTS

- For Special Provisions, Technical Special Provisions, Developmental Specifications, Change Orders, and Plan Notes that redefine the standard material method of acceptance, the project personnel must contact the State Materials Office Technical Unit governing the material to ensure the MAC Spec exists and the project is assigned to the MAC Spec.
 - If this is not done, the JGS for the contract will not reflect the material and samples cannot be logged into MAC.
 - This must be done before October 10, 2016 to ensure samples under these materials requirements can be entered into MAC.
 - This applies to contracts with a Standard JGS (conventional pay items) and non-standard JGS (LS/DB/on-system LAP).
 - Contact information for the technical units can be found on the SMO MAC website:
<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