



*Florida Department of Transportation*

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SECRETARY

July 18, 2019

**MATERIALS BULLETIN NO. 11-19**  
**DCE MEMORANDUM NO. 13-19**  
*(FHWA Approved: 7/18/2019)*

**This Memo has expired**

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

**FROM:** Timothy Ruelke, P.E., Director, Office of Materials  
Dan Hurtado, P.E., Director, Office of Construction

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**COPIES:** Will Watts, Amy Tootle, Ananth Prasad, Jim Warren, Chad Thompson, Nick Finch

**SUBJECT: MATERIALS ACCEPTANCE AND CERTIFICATION SYSTEM (MAC)  
AND THE CONSTRUCTION TRAINING AND QUALIFICATION (CTQP)  
DATABASE INTERFACE**

The Department’s CTQP database administration contract has been terminated. While the Department works to procure a new CTQP administrator, the following processes will be employed on a temporary basis within MAC to resolve programming issues related to sampling and testing personnel requirements:

- 1. SAMPLE DATA ENTRY FOR NEW TECHNICIANS** – To enter samples that are taken or tested by new technicians that have received a TIN which is not yet recorded in MAC, data entry personnel will use the following record: Technician’s Name: Bran Stark – TIN: F12345678. This is a record in the MAC CTQP database with no associated qualifications. The sampler’s name will be entered in the sample comments. For testers, enter the tester’s name in the test comments. By using this common TIN, the Department will be able to identify the samples that need to be updated once the CTQP database is restored. When the CTQP database is restored, samples will be updated from this TIN to the TIN of the sampler or tester.
- 2. INDEPENDENT ASSURANCE EVALUATIONS** – The Active Technicians report will not indicate a technician as an active technician if the technician is not qualified. MAC will not allow Independent Assurance Evaluators to enter an evaluation if the technician does not have a TIN in MAC or, if the technician’s TIN is not associated with the qualification area.

**MATERIALS BULLETIN NO. 11-19**

**DCE MEMORANDUM NO. 13-19**

**Page 2**

Independent Assurance Evaluators who evaluate technicians who are active but are not listed on the Active Technicians report will create a manual evaluation and maintain it until MAC indicates that the technician is qualified. At that time, the evaluation can be entered in MAC.

3. MATERIALS CERTIFICATION (MC) REVIEW AND PROJECT MATERIALS CERTIFICATION LETTERS (PMCL) – MC Reviewers will attempt to obtain documentation showing the qualification requirements have been met with the assistance of the Project Administrator (PA) and technician. Documentation can include the certification issued with a date, an invoice for the class that includes the class dates and qualification area, an email from the State Construction Office or other records that show the technician successfully completed the qualification requirements. Documentation may be attached in MAC but, that is not required. However, it is not required to attach documentation to each sample with unqualified technician findings.

PAs will not respond to unqualified technician findings in MAC unless a PMCL needs to be issued. Should a contract need to have a final review and PMCL issued, MC Reviewers can exclude findings with the reason that the technician was determined to be qualified at the time of the sampling or testing. If documentation cannot be produced, it will be up to the Program Maintenance Users for that qualification area, the MC Reviewers and the District Materials and Research Engineer or Director, Office of Materials to determine if the finding can be excluded or if it is an Exception to the PMCL.

5. MATERIALS OFFICE TRACKING – The District Application Coordinators, MC Reviewers and State Materials Office MAC system administrators will track technicians identified as unqualified and coordinate with the State Construction Office Training Administration unit to ensure that known technician issues are addressed when the CTQP database is reconnected to MAC.

The instructions in this Memo provide guidance on how to process PMCLs in MAC in the interim that the CTQP database is unavailable. When the CTQP database interface with MAC is restored, this Memo will be expired.

For questions regarding this memo, please contact Susan Robeson, State Construction Office (850) 414-4492 or Susan Musselman, State Materials Office (352) 955-6669.

DH/TR/sm