

Section 5.8

Materials Acceptance and Certification system (MAC)

5.8.1 PURPOSE

To describe the necessary activities for Department personnel for the Materials Acceptance and Certification system and to establish a maintenance process.

5.8.2 AUTHORITY

Sections 20.23 (3)(a) and 334.048 (3) Florida Statutes

5.8.3 REFERENCES

Sections 334.044(2) and 334.044(10)(a) Florida Statutes

Code Of Federal Regulations (CFR), Federal-Aid Policy Guide (FAPG), Subchapter G - Engineering and Traffic Operations, Part 637 - Construction Inspection and Approval, Subpart B - Quality Assurance Procedures for Construction

5.8.4 SCOPE

Primary Offices affected by this procedure include the State Materials Office (SMO), the State Construction Office (SCO), District Construction Offices (DCO), District Materials and Research Offices (DMRO) and Resident Construction Offices (RCO) or Operations Centers (OC).

5.8.5 GENERAL INFORMATION

MAC is the means for reporting and retaining required materials test data on construction projects. The following data is reported in MAC:

- (A) Acceptance Program Sampling and Testing (Quality Control (QC), Verification (V), Independent Verification (IV), and Resolution (R)) at the points of production, distribution, and use
- (B) Certifications for acceptance of materials received at the point of use
- (C) Independent Assurance Program testing and evaluations
- (D) Mix Design Verification
- (E) Production Facilities
- (F) Qualified Laboratories

5.8.6 ACCESS

In order to access MAC for any function other than read only reporting, some users need to establish an FDOT User ID account. Any user needing access to any other FDOT application that requires a FDOT User ID Account must use that account to access MAC. FDOT employees must access MAC with an FDOT User Id account. Users who do not need a FDOT User Id account can create an Internet Subscriber Account (ISA). An FDOT User ID account is established through the appropriate District or Central Office of Information Technology unit. For information on requesting a FDOT User ID account, visit the Office of Information Technology's website <http://www.fdot.gov/cybersecurity/Default.shtm>. An ISA can be created from the MAC login website. For information on creating an ISA and requesting MAC roles, visit the SMO MAC website <http://www.fdot.gov/materials/mac/index.shtm> Access Instructions.

5.8.7 SYSTEM MAINTENANCE

Sample and Test Maintenance: Sample maintenance includes revising or deleting incorrect sample information once the sample is processed. Users can modify sample header information and result entry errors.

District Application Coordinators (DACs) are responsible for returning samples to users to make them available for corrections when the return option is not available to the PA and for deleting samples that were incorrectly entered into MAC (duplicate samples, etc.).

System Maintenance: System maintenance includes, but is not limited to maintaining entries for qualified laboratories, production facilities, reviewing MAC project data for Final Project Materials Certification Review, and creating and maintaining MAC Specs, and assigning project specific MAC Specs to Job Guide Schedules (JGS), adding users to companies and assigning user roles. The DMROs and SMO perform these functions.

5.8.8 USER SUPPORT

5.8.1.1 User Support Requests

Submit maintenance requests to the local help desk. The local help desk will log the request and forward it to SMO.

5.8.1.2 Enhancement Requests

Submit requests for enhancements to the SMO MAC System Administrator. Include the following information in the enhancement request:

- (A) MAC Functional Area – for example, Mix Design, Company Profile, Sample Data Entry, etc.
- (B) Requested enhancement
- (C) Any comments or details describing the enhancement request
- (D) Person making the request

5.8.9 MAC USER ROLES

Role	Who should have access?	Training
Read Only	Access to public records data without the need for an FDOT User account or ISA.	None
Application Support	System role available only to FDOT Office of Information Technology for the purpose of MAC application maintenance. It cannot be assigned by a DAC or system administrator. It can only be assigned by CO OIT.	None
Data Entry	Company role for Sample Data Entry User, Sample Data Receiver, Field Test Data Entry User, Lab Test Data Entry User. New users are assigned the role by a DAC or system administrator. Existing users are assigned the role by the company profile manager.	MAC User Training CBT
Data Reviewer User	Company role for Lab Managers who wish to review the data before submitting it to the PA for project samples or FDOT Verifier for program samples. New users are assigned the role by a DAC or system administrator. Existing users are assigned the role by the company profile manager.	MAC User Training CBT
Director Office of Construction*	Director, Office of Construction or delegate named directly by DOC. This system role is assigned by the system administrator.	MC Review MAR for DOC Manual
Director Office of Materials*	Director, Office of Materials or delegate named directly by DOC. This system role is assigned by the system administrator.	MC Review MAR for DOM Manual
District Application Coordinator*	SMO and DMRO personnel responsible for making changes in sample statuses, updating user roles up to Program Maintenance User. This system role is assigned by the system administrator.	MAC User Training CBT and DAC Manual
District Bituminous Engineer*	DMRO Bituminous personnel who participate in the MAR resolution of straightedge deficiencies per CPAM 11.5. This system role is assigned by a DAC.	MC Review MAR for DOC Manual
District Construction Engineer*	DCE or delegate named directly by the DCE. This system role is assigned by a DAC or system administrator.	MC Review MAR for DCE Manual
District Materials and Research Engineer*	DMRE or delegate named directly by the DMRE. This system role is assigned by a DAC or system administrator.	MC Review MAR for DMRE Manual

Role	Who should have access?	Training
DMO Asphalt*	DMRO user responsible for review of asphalt mix designs. This system role is assigned by the DAC.	Mix Design CBTs
DMO Concrete*	DMRO user responsible for review of concrete mix designs. This system role is assigned by the DAC.	Mix Design CBTs
FDOT Verifier*	DMRO or SMO personnel responsible for finalizing program samples and research samples and creating comparison packages. This system role is assigned by the DACs or system administrator.	MAC User Training CBT
Mix Design Reviewer	This company role is for users to have access to mix designs assigned to the company profile and process revisions to the assigned mix designs. New users are assigned the role by a DAC or system administrator. Existing users are assigned the role by the company profile manager.	Mix Design CBTs
Mix Design Submitter	System role for users creating new mix asphalt and concrete mix designs in the system. This role can be assigned by DACs or system administrator. It is usually assigned by the system administrator with feedback from the SMO Bituminous or Structural Materials section.	Mix Design CBTs
Profile Manager	Company role for industry personnel designated by their company or facility (or both) to maintain the company and/or facility listings. Company Profile Managers also maintain user roles for the company once the initial role has been granted by the Department and the user has been entered into MAC. New users are assigned the role by a DAC or system administrator. Existing users are assigned the role by the company profile manager.	Profile Management Manuals
Program Maintenance User*	Independent Assurance Program personnel, Laboratory Qualification Program coordinators, Quality Control Program coordinators, Certification personnel at the DMROs and SMO. This system role is assigned by a DAC or system administrator.	MAC Program Maintenance User Manuals
Project Administrator*	PA or his delegate to finalize project samples, create comparison packages and process materials acceptance issues through the Materials Acceptance Resolution (MAR) module. This system role is assigned by a DAC.	MAC User Training CBT MC Review MAR for PA Manual MAC Company Role Definitions
Resident Engineer*	Resident Engineer or delegate who participate in the MAR resolution of straightedge deficiencies per CPAM 11.5. This system role is assigned by a DAC.	MC Review MAR for PA Manual
SMO Asphalt*	SMO user responsible for review and approval of asphalt mix designs. This system role is assigned by the system administrator.	Mix Design CBTs
SMO Concrete*	SMO user responsible for review and approval of concrete mix designs. This system role is assigned by the system administrator.	Mix Design CBTs
SMO Technical Unit *	SMO Technical Unit MAC Coordinators and personnel responsible for maintaining the MAC Specs and pay item relationships. This system role is assigned by the system	SMO Technical Unit User Manual

Role	Who should have access?	Training
	administrator.	
System Administrator*	Final Authority for MAC at the SMO. Also, the person responsible for activating SMO User IDs for roles higher than Program Maintenance User. This system role is assigned by the system administrator.	System Administrator Manual
Designer	SMO personnel responsible for creating and maintaining test definitions, comparison definitions, and checklists. This system role is assigned by the system administrator.	Designer Manual
*This role can only be requested through an Automated Access Request Form (AARF).		

5.8.10 ROLES AND RESPONSIBILITIES

5.8.10.1 MAC Steering Committee

The SMO MAC Steering Committee is responsible for prioritization of the requested MAC enhancements. The Steering Committee consists of members from the SMO and the DMROs.

5.8.10.2 District Materials and Research Engineers

The District Materials and Research Engineer (DMRE) designates the principal DAC and backup DACs. Each DMRO will have at least one principal DAC and as many backup DACs as needed. The DMRE must request access and training for DACs.

5.8.11 TRAINING

The Department provides MAC training. There are a number of training documents and videos to date and more will be created in the future.

5.8.12 FORMS

For users needing to request access with an FDOT User Id account, Form No. **325-060-05**, FDOT Computer Security Access Request, is available from the Department's Form Library.