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Companies, Facilities and Profiles

1. What does a Company look like in MAC?

A company in MAC is defined by a company profile. The company profile has MAC elements assigned to it such as users, production facilities, laboratories, and mix designs.

2. What does the Company Profile Manager do?

The Company Profile Manager maintains the roles of existing users and grants access to other companies, if applicable. Every company must have at least one user assigned as the Company Profile Manager.

3. When I open my Company Profile in MAC, I don't see any information in some of the tabs. Why not?

Some companies will not have any elements assigned under some of the tabs on the MAC Company Profile. For example, consulting firms may only have users. Testing firms may only have users and laboratories.

4. What is a Production Facility?

A production facility in MAC is a mine, plant or terminal. Production facilities are assigned one or more material types associated with their Facility Id(s) and Producer Quality Control Plan(s).

5. What does a Production Facility Manager or Laboratory Profile Manager do?

Facility profile managers maintain the contact information on the profile. This ensures that the facility listings (Production Facility Listing and Laboratory Listing) are kept current.

6. Can other users see the information on my profile?

The only users who can see the information, comments and documents on a profile are the users in that company with the appropriate role (Company or Facility Profile Managers) or FDOT system roles of Program Maintenance User (PMU) or higher. PMUs are the FDOT personnel who maintain the FDOT portion of the profiles. Company users in other companies and users with system roles below a Program Maintenance User can navigate to the profile entry, but cannot see the information on the profile.

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MAC Access and Roles

1. How will I perform data entry for my company if I am not assigned to a Lab Id?

MAC does not require users to be assigned to specific Lab Ids to perform data entry. MAC will use the company profile for assigning sample access to users. That means that a user under a company profile has access to act on any sample in any lab under his company profile.

2. What is the difference between an FDOT User Id account and an Internet Subscriber Account (ISA)?

There are two types of accounts that can be assigned MAC roles; FDOT User Id accounts and Internet Subscriber accounts (ISAs). If you are an FDOT employee or if you need access to any FDOT applications that require an FDOT user id account (like SiteManager) for access, your

MAC access must be assigned to the FDOT user id account. You cannot use an ISA because FDOT OIT Security policy does not allow users to have both account types. If you don't need to access any other FDOT applications that require an FDOT user id account, you may be eligible for an ISA. See the MAC [Access Instructions](#) for detailed information.

3. What are the System Roles in MAC and will I need one of them?


There are system roles that are not tied to a company profile, but are able to perform functions system wide. These roles are typically for maintenance users like DACs or a System Administrator. A few of the roles are needed for users with company profile roles, for example, CCEI personnel may need the Project Administrator role or a user for a concrete or asphalt company may need Mix Design Submitter.

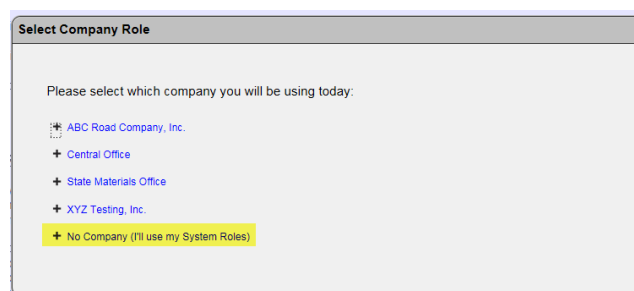
4. Who can be a Project Administrator?

The role of Project Administrator (PA) in MAC is responsible for the sample finalization of all project samples and other functions related to materials acceptance. The person in this role must be familiar with the contract requirements. The only permissible delegates for the PA are the Contract Specialist, Head Inspector, or Asphalt Verification Technician or Resident Asphalt Specialist.

5. Why do functions appear and disappear in MAC?

MAC is a role based application. Users can be assigned to more than one company profile. They can be granted access to another company's sample data. They can have company roles and system roles; or they can have any combination of these. If you are in any of these situations, you need to ensure you are signed in under the appropriate company or system role. MAC also uses company profile to control sample access. You may need to switch roles or companies to see the function you are looking for. Switch roles by selecting the Change Company/Role option that appears next to your name and current role on the top right corner of the screen. A dialog box will then appear with all the companies you are assigned to (if you have more than one company) and an option for system roles. Select the appropriate company or select "No Company (I'll use my System Roles).

User: Susan Musselman [ABC Road Company, Inc. [Change Company/Role](#)]  [Log Out](#)



Select Company Role

Please select which company you will be using today:

- ABC Road Company, Inc.
- Central Office
- State Materials Office
- XYZ Testing, Inc.
- No Company (I'll use my System Roles)

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Sample Life Cycle

1. What is the difference between a Project Sample and a Program Sample?

Project samples are for Project Material Acceptance based on the contract requirements. Program samples are for other requirements, such as QC Program, or determining if a product is acceptable to be on the Approved Products List.

2. Does that mean I will never have to log a program sample on a project?

No, you may log in program samples and some of those may have contract or project ids on the sample. There will be some program samples that are sampled by project personnel and sent to the SMO. Examples are samples for the Binder QC Program and Random Samples. The sampling requirements for these materials will appear on the JGS. The results from those samples will not be part of the Final Project Materials Certification Review.

3. Is the order of data entered on the sample login set? Can a user switch up the order and enter some fields before others?

Yes, the fields can be entered in any order. Sometimes selecting one field will narrow down choices in another so it may be desirable to select fields “out of order”. For example, on a project sample if you supply the Contract Id, it allows you to select the project id(s). Pay Item is the next field, but if you select MAC Spec before Pay Item, you will be given a list of pay items associated to just that MAC Spec instead of all the pay items on the contract. Conversely, selecting the pay item first forces the system to find all projects with that pay item and then all material assigned to that pay item, a much larger list of possibilities.

NOTE: Pay items are optional and multi-select. Project is a required field and can be multi-selected (more than one project) if all the projects are on the same contract. Do not assign pay items to Lump Sum or Design Build project pay items.

4. I can navigate to a specific sample using the MAC Go To Sample field, but it needs the MAC Sample Id. Can I use the FDOT Sample Number instead?

No. The Go To field on any MAC screen is designed for a unique entry for that screen. FDOT Sample Number is not a unique identifier. For example, entering C20001Q would return hundreds of samples because it is not a unique identifier.

5. Why isn't location information on the sample login always required?

Sometimes location information isn't applicable. Sometimes the fields don't show up on the login screen at all; for example, material sampled from a stockpile before it is placed. Location information may be needed by project personnel for contract administration purposes even if it is not required on the login screen for materials purposes. That means even when MAC doesn't designate these as required fields, the PA may require QC and VT personnel to complete the information for payment tracking purposes. When there is a Materials Acceptance Resolution issue, the PA must enter the location information on the MAR issue itself. That is the only time the system requires location information every time.

6. Does MAC have a “C-22” card? How will the information be relayed to laboratories?

The FDOT Sample Transmittal Card (Form 675-050-04A) has been revised to reflect MAC requirements. A sampler will complete the form to document the information for a data entry person. For laboratory samples, the data entry person would use the View Sample Transmittal Information for Print option to print a copy of the data with the MAC Sample Id. This would then be attached to the sample before transporting it to the laboratory.

7. Concrete samples in MAC have the field and lab tests on the same sample. Can you submit a sample for lab testing for the cylinders and come back and enter the field test results later?

Yes. However, the Data Reviewer(s) for the company that the lab testing the cylinders cannot submit the sample for FDOT Verification until all the tests are completed or marked not performed. Keep in mind that the contract and FDOT procedures require that the data entry be complete within 24 hours of the sample being tested. This means there should be no situation where the laboratory is ready to test the cylinders and the field test results have not yet been entered.

8. When a concrete sample is returned for test data corrections, who can submit the sample back to the FDOT when the corrections are made?

Concrete samples are different from any other sample in MAC because they have both field and lab tests on the same sample. It takes coordination between the lab company and the field company when samples are returned for test data corrections. MAC doesn't know if the sample is being returned for field test corrections or lab test corrections or both. Any data reviewer from the company of the field tests can update the field test results. However, he cannot resubmit the sample to the FDOT when the corrections are made. That option is only available to the data reviewers in the company of the lab. If the PA makes comments to make corrections to both field and lab tests, the field data reviewer and lab data reviewer should coordinate the corrections. The lab data reviewer should not submit the sample back to the FDOT until the field data reviewer notifies him that the test data corrections are complete. If the lab is in the same company as the data entry person who created the sample (field personnel), any data reviewer can update both the field and lab tests and resubmit the sample to FDOT.

9. In the past, sometimes the VT waited until the QC samples were entered and approved before they entered the VT results? Do we have to do this in MAC?

No. Based on MAC sample chain of custody, QC cannot see VT sample and test results and VT cannot see QC sample and test results until the PA or FDOT Verifier finalizes the samples. So, there is no need for VT to hold off data entry, unless the material specifically requires VT to be tested after QC testing is complete, like asphalt samples. The PA may not finalize the samples until a specific time, depending on the material.

10. Do I need to wait until all the associated samples are finalized before creating a comparison package?

No. As soon as samples that need to be compared are finalized, the comparison package can be created and the comparison run. There is no need to wait until all the samples are finalized to create the comparison package. In some cases, like concrete samples, you should not wait. You need to add QC and VT samples in a comparison package and run the comparison to determine if Resolution is needed as soon as the original and verification sample are finalized. Later when the associated samples are finalized, they can be added to the comparison package.

11. How do I submit the Certification Documents (certified test reports, certified mill analysis, etc.) that need to be reviewed by the State Materials Office (SMO) in MAC?

A data entry person needs to create a sample and attach the certification document to the sample. The SMO will review the attachment and indicate the results of their review on the sample. The PA does not finalize the sample since these are auto-finalized. A report has been created to identify the MAC Spec Material Ids for the certification documents that must be submitted to the SMO. It isn't easy to tell on the JGS which certification documents are collected and kept by the project personnel and which ones are submitted for SMO review. There are instructions for SMO certification samples on the MAC website ([SMO Certification Samples](#)). A second report is available to summarize the entries in MAC on a project. PAs need to use care when reviewing this project summary report. They need to be familiar with the requirements in their contract. The report may show a MAC Spec with no entries. That could mean that the required document has not been submitted to SMO yet. Or it could be okay to be blank if the MAC Spec is not on your contract. When the entry for a MAC Spec is blank, double check to see if the material is in the contract. If it is, make sure you enter the document. If it is not, you can ignore that category.

12. Why do I get a message “No Pay Items found related to all selected projects/materials” when I enter a sample on a Lump Sum, Design Build or LAP project?

Unlike LIMS where pay items were required, they are optional on in MAC. They are included in MAC for the project personnel to use for contract administration purposes. There is little value in using a pay item on a sample for a contract with only one pay item (LS/DB) or no pay items (LAP). Simply leave the pay item blank on the sample and you will be able to create the sample with no issues.

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Job Guide Schedule

1. Will MAC select the appropriate Spec Year for each MAC Spec on the Job Guide Schedule?

Yes, for Supplemental Specifications based on the contract's let date. For contract specific requirements, such as Special Provisions, Technical Special Provisions, etc., the let date is not used. These are assigned specifically to each project with no consideration for pay item or let date (see #3 below). There is one exception to this rule. For a non-standard JGS for a contract with no let date (like Local Agency Program contracts), the PA **MUST** inform the SMO when it is created or when new materials are selected on an existing JGS. SMO will need a contract document (like the key sheet) that tells what workbook is being used for the contract. SMO will then need to assign project specific MAC Specs for the Materials. This is because there is no let date to trigger the programming that picks the right MAC Spec version. MAC just assigns the most recent MAC Supplemental Specification which may not be the right one. If it is not, then the project specific entry will be assigned to overwrite the programming selecting the wrong one.

2. Why do I get an error message “No Specs found related to all selected Projects”?

This is because for a sample to be logged into MAC, the material must be on the contract JGS. There is no option like Material Id on Spec in LIMS. Most likely this is due to the contract being Lump Sum or Design Build and there is no non-standard JGS created yet. The PA **MUST** review the contract for project specific requirements and have them assigned to the JGS **BEFORE** the

sample is taken. The preferable time to do this is before the preconstruction conference so that any project specific requirements can be discussed with the Contractor and the SMO can be notified of the project specific requirements.

3. What is a “project specific requirement”? Why doesn’t MAC assign them to the JGS automatically like it does for Supplemental Specifications?

A project specific requirement is a Special Provision including a Modified Special Provision, a Technical Special Provision, a Developmental Specification, a Change Order or a Plan Note. There are many of these and not all of them will be needed for MAC. If the project specific requirement is **not** related to **material method of acceptance**, you **don’t need** a project MAC Spec for it. For example, a Special Provision requiring sampling and testing changes from the Supplemental Specification would need a project MAC Spec, but a Special Provision related to method of measurement or basis of payment would not. All project specific assignments must be made manually as follows:

- a. The PA contacts the SMO technical unit when there is a project specific requirement on a contract. See the [MAC Contacts](#) for the list of SMO technical unit contacts.
- b. The SMO technical unit may request electronic copies of the requirement (SP, TSP, change order, etc.)
- c. The SMO technical unit determines if there is an existing project specific MAC Spec that will meet the requirements in the document.
 - i. If there is not, the SMO technical unit creates the project specific MAC Spec and assigns the appropriate Financial Project Id(s).
 - ii. If there is, the SMO technical unit assigns the appropriate Financial Project Id(s).

4. How do I get a Materials Bulletin or Construction Memo that revises the method of acceptance requirements on my JGS?

Bulletins and/or memos with language that allows for a revision to the contract requirements by way of a no-cost change order do not automatically get revised in MAC. Based on the statutory requirements to revise contract language, project personnel must generate a no-cost change order to revise the language. It is with this change order, not the memo, that the project specific MAC Spec assignment can be made. The SMO Technical unit that manages the material will create a MAC Spec that entails the bulletin/memo changes. It is then assigned to each project as the PA notifies the SMO Technical unit that the change order has been processed for that project. The PA must provide a copy of the change order to the SMO.

5. Do Technical Special Provisions (TSPs) have special requirements?

Yes, typically TSPs need longer time to review and process. TSPs are developed by the Engineer of Record (EOR) on a project by project basis. They usually cover highly specialized materials and/or application processes. Because of this, they may not include all the method of acceptance details typically seen in a Supplemental Specification. These elements are needed to create the MAC Spec like frequency and the definition of a LOT size. For the SMO Technical unit to have all the information needed, the EOR must be consulted on the method of acceptance definition. This may take some time. For any project specific requirement, the PA needs to notify the SMO as soon as possible. For TSPs this is more important because of the coordination needed with the EOR. Do **NOT** wait until the material is being placed to let SMO know about the TSP. Do not assume that because you had a similar TSP on another project that

the same MAC Spec can be used for all TSPs. The SMO will work with the PA and the EOR to ensure each TSP's requirements are documented in MAC according to the EOR's intent.

6. There are APL materials on the JGS. This tells when an APL product is needed, but not which ones were used. How does MAC track the actual APL products used?

The materials for APL on the JGS reports are for the Contractor and project personnel's convenience. It's meant to add a reminder that the method of acceptance for these materials is the APL. The APL product tracking doesn't happen in MAC. Project personnel must include the APL product id and other information in the State Construction Office Pay Item Tracking System (PTS). The Materials Certification personnel will review the APL materials listed on the JGS and the APL products entered in PTS to determine if the method of acceptance for these materials has been met.

7. Does that mean I don't have to log samples into MAC for APL?

Yes and no. Since the product usage is tracked in PTS, there is no value in having the products used on a specific project entered in MAC as well. So, for product tracking purposes, nothing is entered in MAC. However, for some APL products, there is a random sampling requirement. These samples are logged into MAC as a program sample.

8. When MAC assigns a MAC Spec to my sample, it doesn't have the same workbook date as my contract let date. Is that okay?

MAC Specs cover multiple workbooks. A new MAC Spec is only created when the FDOT Specification Section is updated for changes to the method of acceptance. Many times, FDOT Specifications Sections change but the method of acceptance remains the same. So, a contract let in 2015 may very well have MAC Specs shown as 01/2009. That is okay. If you think there is an error in the MAC Specs being assigned to your JGS, contact the SMO MAC System Administrator or your local DAC.

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Is it in MAC?

1. Is PROABS data entered in MAC?

No. PROABS worksheets should be sent to the State Construction Office. There is no MAC Spec Material Id to collect the information. It is intended to be reported in the State Construction Office "As Built" application when the application is completed.

2. Is Rolling Straight Edge data entered in MAC?

Yes, rolling straight edge samples for QC and VT are entered in MAC and the PA creates a comparison package that links the QC and VT together. The PA needs to ensure he manually sets the comparison status to Compares so a finding isn't sent to the Material Certification Review.

3. Is Rock Base Thickness and Concrete Pavement Thickness data entered in MAC?

Concrete pavement thickness is entered in MAC. Rock Base thickness will be part of the Electronic Earthwork Records system enhancement. Until then, ENGMENU should be used to record the base thickness measurements.

4. Are Cross Slope measurement entered in MAC?

No. Cross slope measurements do not meet the minimum requirements for MAC data entry. They are not taken using a specified test method and the person taking the measurements does not have to be qualified in a qualification that is evaluated under the Independent Assurance Program. The results are an inspection item and not required to be entered in MAC.

5. Are Asphalt Quality Control Roadway reports entered in MAC?

Yes and no. During construction, the QC personnel complete the FDOT form and when it is complete, they submit it to the PA. The PA submits the original file as part of the lot submittal package for Final Estimates. **The original file is a site source record and must be maintained according to FDOT retention requirements. This file should not be sent to SMO.** After the file has been reviewed for correctness and completeness, a **copy** of the form is submitted to the SMO Bituminous Section for upload into MAC. This uploaded data is a copy and is not considered to meet the FDOT record retention requirements.

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Reports

1. What is the difference between a Standard Report and a Published Report?

A standard report is any report that is in MAC under the Report menu option or is embedded in the application, like the Qualification Performance Report or the Mix Design Report. These were developed by the MAC application programmers and require a programmer to update. A published report is a report developed by the SMO that is also embedded in MAC, and does not need a programmer to update the report. Most users will not see any difference between a standard report or a published report.

2. When I navigate to the SMO Producer or Lab listings, I don't see the static reports any more, just a link to the MAC reports. Why is this?

The Production Facility Listing and Laboratory Listing can be generated by anyone at any time with customized parameters. Don't want to see the entire state? Select the districts you are interested in. When the production facility information is updated in the system, the reports will reflect the most current information. No more waiting 24 hours for updated information to be posted.

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Project Solve

1. Does MAC interface with Project Solve?

Not at this time. The implementation schedules for both projects did not align for a Project Solve to MAC interface. This will be designated as a future enhancement. For VT data entry personnel there will be a slight duplication of effort in Project Solve and MAC until we can implement the interface enhancement. This is for Certification Documents (Certified Test Reports, Certified Mill Analysis, etc.) reviewed by SMO. The documents have a Project Solve work process. The VT data entry person will need to create a sample in MAC with the certification document attached so that the SMO can review the document.

2. Are there documents in Project Solve and CDMS that MAC replaces?

There are documents that are currently stored in Construction Document Management System (CDMS) that will be housed in MAC that will not need to be entered into Project Solve or CDMS. These are:

- a. Project Materials Certification Statement
- b. Contractor Quality Control Plan
- c. Lump Sum/Design Build Job Guide Schedule
- d. Concrete Pavement Thickness Report
- e. Disposition of Defective Materials

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