



# Florida Department of TRANSPORTATION

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## Nonstandard Job Guide Schedule (JGS) User Instructions

January 12, 2023

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## Contents

Introduction.....	3
Chapter 1 – Project Specific MAC Specs .....	6
Chapter 2 – Nonstandard JGS .....	7
A. Nonstandard JGS in MAC.....	7
B. What Contracts get a nonstandard JGS?.....	7
C. Creating a nonstandard JGS.....	8
1. Materials Tab.....	10
2. Program Specs Tab.....	14
3. APL Specs Tab.....	16
D. Deleting the nonstandard JGS .....	18
E. Generating the hardcopy JGS Report.....	18
F. Initial Reports .....	19
1. Generating the Initial Report.....	19
2. Deleting the Initial Report .....	20
G. Updating Materials .....	20
1. Adding a Material after the Initial Report is Created .....	20
2. Updating the Quantities on Existing Materials .....	22
H. Generating Monthly Reports .....	22
1. Generating a Monthly Report.....	22
2. Updating a Monthly Report .....	25
3. Deleting a Monthly Report .....	27
4. Exporting a Monthly Report .....	27
I. Generating the Final Report.....	28
1. Generating the Final Report .....	28
2. Updating the Final Report.....	28
3. Deleting the Final Report.....	30
4. Exporting the Final Report .....	30
5. Finalizing the Final Report.....	31

## Introduction

### What is a Job Guide Schedule (JGS)?

The Job Guide Schedule, or JGS, is an entry in MAC that summarizes the materials acceptance requirements for a Financial Project Id (FPN). The Sampling Testing and Reporting Guide, or STRG, is a summary of all MAC Specs. Only some of the STRG requirements apply to any FPN. The JGS lists the subset of STRG entries that apply to a specific project.

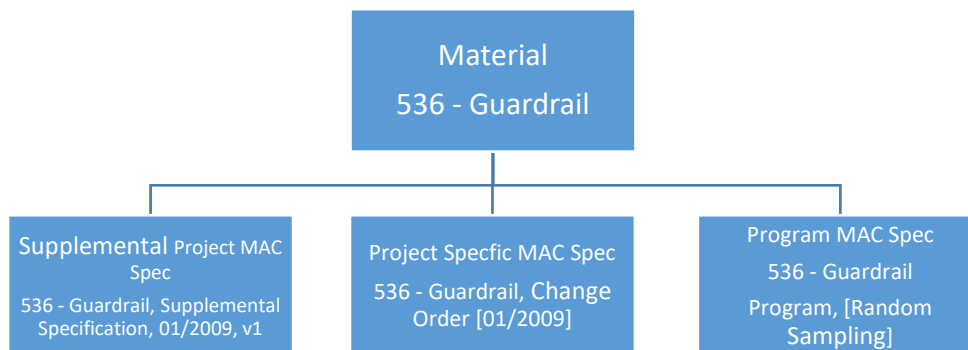
### What is a Material?

A Material in MAC is the highest level of material definition. It is made up of the Material Id and Material Description. For example, FDOT Specifications Section 120 is for Excavation and Embankment. The MAC Material Id is “120” and the Material Description is “Excavation and Embankment”. Together they make up the MAC Material “120 – Excavation and Embankment”.

### What is a MAC Spec?

A MAC Spec is the child record of a MAC Material. A MAC Spec is an entry under a Material, where the material acceptance requirements are designated. Things like sample frequency, tests and acceptance limits, qualification requirements for sampling and testing personnel and labs, and comparison criteria are examples of material acceptance requirements.

There are four MAC Spec categories: Project; Program; Mix Design; and Research. Project MAC Specs house the information for the JGS. There are also a few Program MAC Specs that are eligible for a JGS. Mix Design and Research MAC Specs are not part of a JGS.



There are six types of Project MAC Specs:

- Supplemental with corresponding FDOT workbook(s)
  - A Supplemental MAC Spec can overlap multiple FDOT workbooks.
    - For example, Project MAC Spec 200 – Rock Base [01/2009 v1] covers projects let from 01/01/2009 to 10/20/2021.
- *Special Provisions*
- *Developmental Specifications*
- *Technical Special Provisions*
- *Change Orders*
- *Plan Notes*

MAC Project Supplemental Specifications apply to all projects with that material. The last five types are *project specific* entries and only apply to the projects they are manually assigned to by the SMO. These are described in detail in [Chapter 1 – Project Specific MAC Specs](#).

## What is a nonstandard JGS? How is it created?

The nonstandard JGS is for contracts with one pay item, like Lump Sum or Design Build: or no pay items, like a Local Agency Program (LAP) on-system contract. A user creates a nonstandard JGS entry and provides the Materials, Program MAC Specs and APL Spec categories. These entries are used for the Material Certification (MC) Review and to generate the hardcopy JGS report (Chapter 2, [E. Generating the hardcopy JGS Report](#)).

**NOTE:** Projects that are not from PrC do not have a let date; for example, a LAP or Grant project. For these, MAC selects the most current workbook version of a MAC Supplemental Spec. This is not always the correct assignment. Also, if the SMO creates a new workbook version and makes it official, MAC will update to that workbook version.

- The PA must notify a DAC or a system administrator and let them know the contract language for which workbook applies and all the materials.
  - For example, the document may say something like “Construction Contract to be let on [date]”
  - If any new materials are added to the JGS, the PA must notify the SMO.

The SMO creates and assigns project specific MAC Specs to replace Supplemental Specifications on these entries.

- If the PA does not notify the SMO, there is a risk the MAC Supplemental Specifications will change workbook versions during the life of the project.
  - Samples may not be logged under the appropriate acceptance criteria.
  - The result would be some samples logged under the older workbook version and some logged under the newer workbook version.
    - Comparison packages will not be able to be created if the samples are not all under the same MAC Spec

## Why should the nonstandard JGS be reviewed?

QC and project personnel need to review the nonstandard JGS regularly to ensure that entries are correct and complete. Are all the materials being used on the project on the nonstandard JGS? As new material operations begin, the nonstandard JGS should be reviewed to ensure the material has been included.

The automatic assignments done by MAC only apply to MAC Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned manually by the SMO. Reviewing the nonstandard JGS regularly will ensure that there are no missing MAC Specs or incorrect MAC Specs being assigned.

A sample cannot be entered into MAC if the material is not on the JGS. That is another reason why the nonstandard JGS needs to be reviewed. Users must not attempt to log samples under the wrong MAC Material/Specification if the correct one isn't on the JGS. Users should notify a JGS data entry person when they cannot log a sample into MAC. For example, if the project has Integral Pile Jackets, MAC Material 457 – Integral Pile Jackets needs to be assigned to the Materials tab and the SMO Corrosion technical unit needs to assign the FPN on the Project MAC Spec 457 – Integral Pile Jackets. If the sampling and testing data entry personnel attempt to log the samples under MAC Specs for 346 – Portland Cement Concrete, a 9" slump test result for ASTM C143 would be designated as failing under MAC Material 346 when it passes under MAC Material 457.

## Chapter 1 – Project Specific MAC Specs

To understand how nonstandard JGS works, you need to know the definition of project specific MAC Specs. Project specific requirements are found in a document other than the FDOT Supplemental Specifications. They add to, alter, or delete the materials acceptance requirements in the Supplemental Specifications. When project specific requirements exist, MAC must be manually updated to include them. If a project MAC Spec is not created and assigned to the project by the SMO technical unit, the wrong requirements or no requirements may be applied in the JGS.

**NOTE:** For the purposes of MAC, a Standard FDOT Specification and a Supplemental FDOT Specification are the same thing.

The JGS automatic assignment applies to MAC Specs for **FDOT Supplemental Specifications only**. Project MAC Specs are **not** assigned automatically. They must be assigned manually by the SMO Technical unit responsible for Project MAC Spec. Examples of project specific MAC Specs are:

- Technical Special Provisions
- Special Provisions
- Developmental Specifications
- Change Orders
- Plan Notes

If one of these documents does not have any material method of acceptance requirements in it, we don't need a project specific MAC Spec. For example, a special provision for Specifications Section 120 regarding the removal of contaminated material does not have any language revising the Acceptance Program portion of Specification Section 120 so a project specific MAC Spec is not needed. As described earlier, if the project has Integral Pile Jackets for Special Provision 457, it will need the FPN to be assigned to the project specific MAC Spec.

## Chapter 2 – Nonstandard JGS

### A. Nonstandard JGS in MAC

Specifications Section 105 requires the Contractor to submit a JGS for Lump Sum (including Design Build) contracts for each project on the contract. It also requires an initial report, monthly updates, and a final report. Because MAC requires a JGS for samples to be entered, contractors are not permitted to use alternate formats to report the JGS. The Department is not permitted to require Contractors to maintain alternate formats, like spreadsheets, because this is double data entry on contracts that require a MAC JGS.

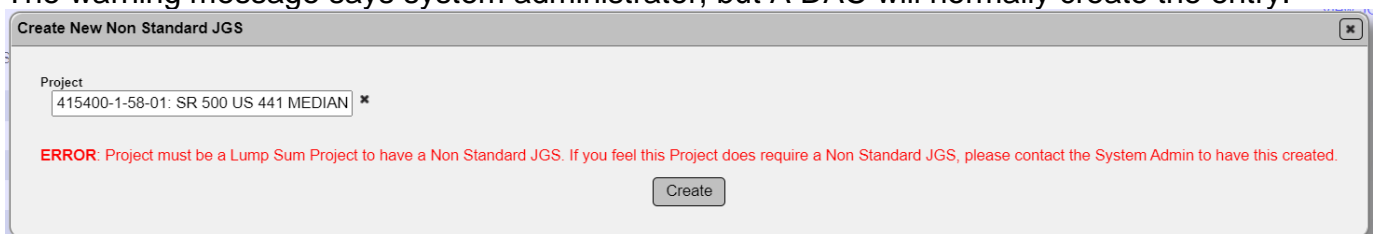
### B. What Contracts get a nonstandard JGS?

All FDOT Lump Sum contracts require a nonstandard JGS as required in Specification Section 105. Other contract types may include Specifications Section 105. An example would be an on-system LAP contract.

Contract types such as Small County Outreach Program (SCOP), Small County Road Assistance Program (SCRAP), and County Incentive Grant Program (CIGP) may also require a JGS. The contract documents should indicate who will be responsible for creating and maintaining the JGS, the Contractor or the Local Agency.

There are many requests to have a project added to MAC. Not all will be approved. Any FDOT FPN can potentially have a nonstandard JGS created. But data entry users won't be able to create a nonstandard JGS for all entries. Sometimes it takes a District Application Coordinator (DAC) or a system administrator to create the entry.

The warning message says system administrator, but A DAC will normally create the entry.



Create New Non Standard JGS

Project  
415400-1-58-01: SR 500 US 441 MEDIAN \*

**ERROR:** Project must be a Lump Sum Project to have a Non Standard JGS. If you feel this Project does require a Non Standard JGS, please contact the System Admin to have this created.

Create

When a user asks to have a DAC or system administrator create a nonstandard JGS, this question must be answered to determine if the contract belongs in MAC:

Will the contract have a Final Project Materials Certification (MC) Review performed by the District Materials and Research Office (DMRO) or SMO?

If the answer is yes, the DAC will create the nonstandard JGS entry for the project. If the answer is no, the DAC will not create the entry.

Finally, if the contract is not an FDOT contract; for example, a Department of Agriculture contract being administered with FDOT resources, it will not be able to be entered into MAC without programming from Central Office Transportation Technology Application Support section because it would not be in the Department's contract system of record even if the FPN is in the Work Program. Contact a system administrator for requests for non-FDOT contracts. If you are unsure of whether a contract should have a nonstandard JGS created, contact your local DAC for further assistance.

### C. Creating a nonstandard JGS

To create a nonstandard JGS:

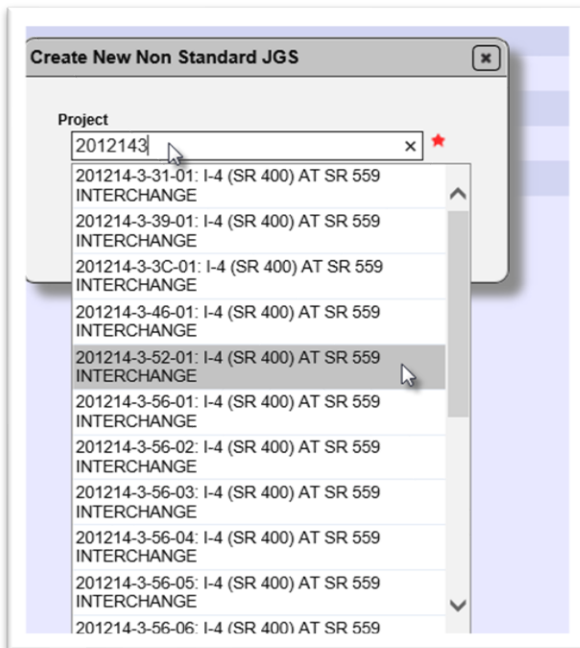


1. Select the STRG/JGS menu option.
2. Select the Non Standard JGS submenu option.



3. Select the Create New Non Standard JGS option.

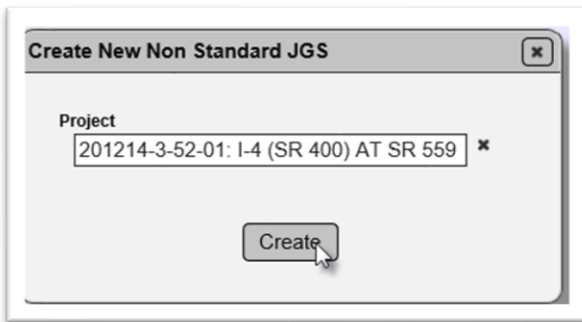
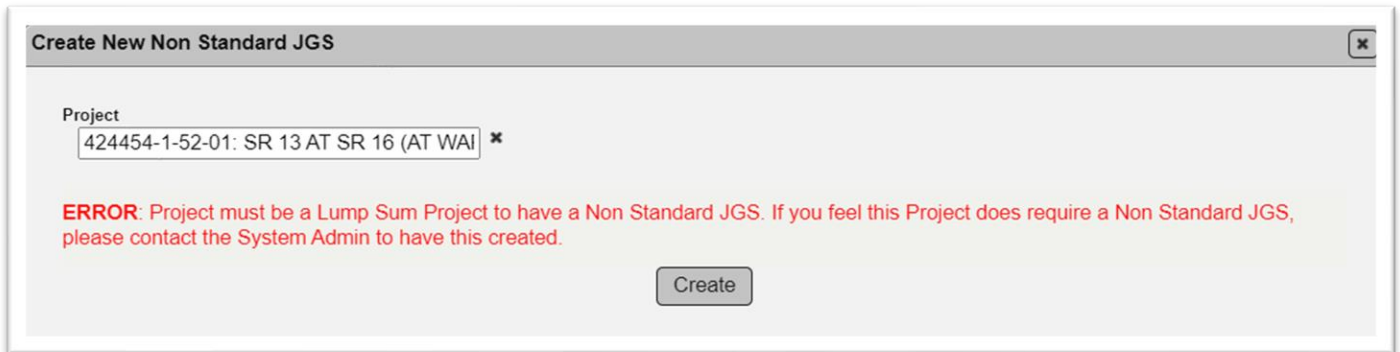
A Create New Non Standard JGS dialog box will appear.



4. **Project** – begin typing in the FPN. Select the entry from the returned list.



**NOTE:** Since MAC interfaces with other FDOT applications, ANY project in the Work Program can be seen by MAC. Not all are eligible for a nonstandard JGS. Some that can be selected will result in error messages when you attempt to create the entry. If you select an FPN that has conventional pay items, you will receive an error message:



5. Select the Create option to create the nonstandard JGS.

The nonstandard JGS will appear on the screen.



There are three tabs on the entry; Materials, Program Specs, and APL Specs. Each one must be completed. There are instances when an entry will show up under all 3 tabs. For example, if the project uses guardrail:

- Material 536 should be selected under the Materials tab.
- Program MAC Spec 536 – Guardrail [Random Sampling] should be selected under the Program MAC Specs tab.
- APL Spec Category 536 – Guardrail should be selected under the APL Specs tab.

## 1. Materials Tab

On a nonstandard JGS, you assign materials to the project. There are a lot of materials in MAC. You need to be familiar with the contract to be able to select the ones that apply to your FPN(s).

There is a summary that shows materials based on general categories, like base, asphalt, concrete, guardrail or signs ([Non-Standard JGS Materials Summary Worksheet by Material Category](#)). These are intended to provide guidance to ensure the JGS is complete. They list all the MAC materials available for selection in MAC along with guidance for a specific material. They include detailed directions for entries under the tabs.

Under the Materials tab, you don't select a MAC Spec. You select Materials and the system assigns MAC Specs for those materials. The Materials tab is used to list all the materials used on the project, regardless of MAC Spec type or method of acceptance. Some users think you only need to show materials that are sampled and tested under this tab. That is not the case.

Also, you must select all materials, even those with project MAC Specs. For example, if you have integral pile jackets on your project, you must select MAC Material 457 – Integral Pile Jackets under the Materials tab. The SMO must also assign the FPN to the Project MAC Spec. Without both, the samples for the integral pile jackets cannot be logged into MAC.

Data entry must enter the Material:

Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1 120 - Excavation and Embankment	100	0	Cubic Yard(s)	11/15/2018	<a href="#">Update</a>
2 160 - Stabilizing	1,600	1,031.55	Square Yards	10/11/2017	<a href="#">Update</a>
3 200 - Rock Base	1,600	1,031.55	Square Yards	10/11/2017	<a href="#">Update</a>
4 285 - Optional Base Course	1,600	1,331.55	Square Yards	10/11/2017	<a href="#">Update</a>
5 330 - Hot Mix Asphalt – General Construction Requirements	665	644.68	Ton(s)	10/11/2017	<a href="#">Update</a>
6 334 - Superpave Asphalt Concrete	128	83.96	Ton(s)	10/11/2017	<a href="#">Update</a>
7 337 - Asphalt Concrete Friction Courses	537	560.78	Ton(s)	10/11/2017	<a href="#">Update</a>
8 339 - Miscellaneous Asphalt Pavement	91	0	Ton(s)	10/11/2017	<a href="#">Update</a>
9 346 - Portland Cement Concrete	100	352	Cubic Yard(s)	10/22/2018	<a href="#">Update</a>
10 347 - Portland Cement Concrete - Class NS	740	0	Linear Feet	10/11/2017	Curb & Gutter <a href="#">Update</a>
11 455 - Structures Foundations	0	5,142.67	Linear Feet	3/19/2018	Piles <a href="#">Update</a>
12 457 - Integral Pile Jackets	45	10	Linear Feet	3/6/2020	<a href="#">Update</a>
13 522 - Concrete Sidewalk and Driveways	389	0	Square Yards	10/11/2017	<a href="#">Update</a>
14 570 - Performance Turf	3,700	0	Square Yards	10/11/2017	<a href="#">Update</a>
15 925 - Curing Materials for Concrete	200	25	Gallon(s)	12/18/2018	<a href="#">Update</a>
16 932 - Nonmetallic Accessory Materials for Concrete Pavement and Concrete Structures	0	2,500	Pound(s)	5/9/2018	<a href="#">Update</a>
17 932FRP - Fiber Reinforced Polymer (FRP) Reinforcing Bars	10,000	34,259	Pound(s)	9/19/2018	<a href="#">Update</a>
18 993 - Object Markers & Delineators	1	0	Product	1/25/2019	<a href="#">Update</a>

SMO Corrosion Technical Unit must enter the FPN on the MAC Spec:

Material/Spec Id	Material Title	Specification Category	Spec Type ?	NumberID	Workbook Id	Version	Version Reason	Status
457	Integral Pipe Jackets	Project	Special Provision	457	01/2009	1.6	Add Category Type 'Special (Pre-Bagged)'	Office
<b>Method of Acceptances</b>		<b>Sample Levels</b>						
Certification, Certified Test Report, Sampling And Testing		IV, QC, QR, VT, VR						
<b>Owner (Technical Unit)</b>	<b>Contact Email</b>	<b>Last Updated By</b>	<b>Last Updated On</b>					
Corrosion	SM-MACCorrosion	Matt Duncan	1/22/2020 9:10:31 AM					
<b>Project List</b>								
218699-2-52-01: SR 30 (US 98/319) CARRABELLE RIVER BRIDGE NO. 490023 [Full Replacement]								
218762-2-52-01: SR 65 OVER CASH CREEK BRIDGE NO. 490033 [Full Replacement]								
230406-9-52-01: DISTRICTWIDE "ON-CALL" BRIDGE REPAIR CONTRACT [Full Replacement]								
406196-2-52-01: SR 85 JUNIPER CREEKBRIDGE NOS. 570077 & 570086 [Full Replacement]								
407310-7-52-01: SR 87 YELLOW RIVER BRIDGE NO. 580094 [Full Replacement]								
407478-5-52-01: SR 10 (US 90) WHITERIVER BRIDGE NO. 580005 [Full Replacement]								
409462-3-52-01: SR 30 (US 98) YENT BAYOU BRIDGE BRIDGE NO. 490012 [Full Replacement]								
415573-2-52-01: SR 75 (US 231) BAYOU GEORGE BRIDGE NO. 460028 & 460079 [Full Replacement]								
417683-4-52-01: SR 30 (US 98) OVER EAST PASS BRIDGE NO. 570054 [Full Replacement]								

If either is missing, the samples cannot be logged into MAC.

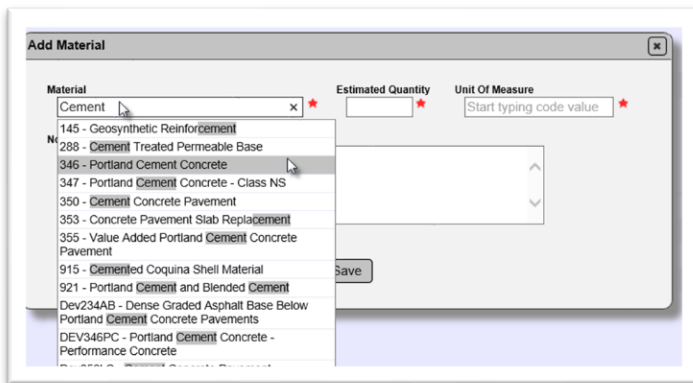
Beginning in January 2023 on any active contract in MAC, the Materials Tab must be updated to include any Material needed for project personnel to be able to log in APL and Build America Buy America (BABA) tracking samples. The [Non-Standard JGS Materials Summary Worksheet by Material Category](#) has been updated to include a worksheet for the Materials that have an APL & BABA Tracking Category and Types.

To add materials to the nonstandard JGS:



1. Click on the Materials tab to expand it.
2. Click on the Add Material option.

An Add Material dialog box will appear.



3. **Material** – begin typing in the Material Id or Description. A list will appear with the entries matching the information you supplied. Select the material from the returned list.
4. **Estimated Quantity** – enter the estimated total quantity that will be placed. For example, if the estimated total quantity is to be placed is 10,000 cubic yards, enter 10,000.
5. **Unit of Measure** – enter the unit of measure for the estimated quantity and select it from the returned list. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter Cubic Yard(s).

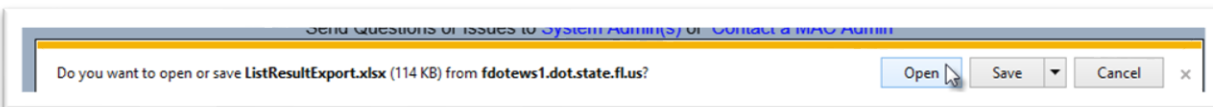
**NOTE:** Sometimes a material represents multiple products or areas that may not have the same unit of measure. For example, MAC Material 346 may be in cubic yards, linear feet, or assemblies. Designate the overall quantity and unit of measure in terms that match the LOT definition. If you're not sure what unit of measure to use, contact the local MC Reviewer.

6. **Comment** – include a comment, if desired.
7. Select the Save option to add the material to the nonstandard JGS.
8. Repeat steps 2-7 for each material on the project.



9. To export the data into an Excel spreadsheet, select the Export option. This is not the official nonstandard JGS report but can be useful for other things.

The system will download the data into Excel. A download dialog box will appear, depending on the browser you are using.



10. Select the Open option to open the file. The file will be opened in Excel.

The Materials tab information entered by the user is shown on the JGS hardcopy report under the Project Specs header.

Materials [8]

	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	100	100	Cubic Yard(s)	7/8/2019	
2	121 - Flowable Fill	50	50	Cubic Yard(s)	7/8/2019	
3	330 - Hot Mix Asphalt – General Construction Requirements	100	100	Ton(s)	7/8/2019	
4	334 - Superpave Asphalt Concrete	100	100	Ton(s)	7/8/2019	
5	337 - Asphalt Concrete Friction Courses	100	100	Ton(s)	7/8/2019	
6	347 - Portland Cement Concrete - Class NS	20	20	Cubic Yard(s)	7/8/2019	
7	449 - Precast Concrete Drainage Products	160	160	Linear Feet	7/8/2019	
8	916 - Bituminous Materials	100	100	Gallon(s)	7/8/2019	

Showing 4 to 9 of 9



Project Specs

Material ID: 120 - Excavation and Embankment

Spec: Supplemental Specification, 01/2009, v1.15  
 Owner: Earthwork  
 STRG Instructions:

Sampling And Testing

Embankment Material using Standard Proctor / IV

STRG Instructions:  
 Normally Sampled By: Project Personnel Sample Size: 100 Pound(s)  
 Standard Frequency: 1 per 1 Engineer's Option Reduced Frequency: N/A

AASHTO M 145 Soils Classification [Version 8]

Normally Tested By: Verification Laboratory Test Size: Required: No

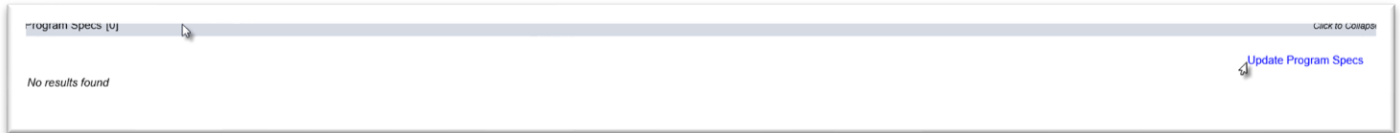
Test STRG Instructions: Engineer may forego resolution testing if QC & VT test results are within tolerable limits specified in AASHTO T-88.

AASHTO T-88 Part 1 Method A Soils Classification

## 2. Program Specs Tab

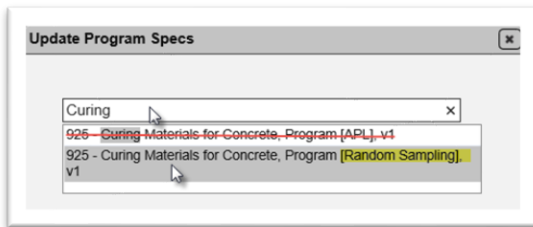
There are a few Program MAC Specs that may need to be selected. The JGS report needs to include the sampling requirements for all samples taken on the project. They are for the Random Sampling Program or for liquid asphalt or ground tire rubber QC Program samples.

To add a Program MAC Spec:



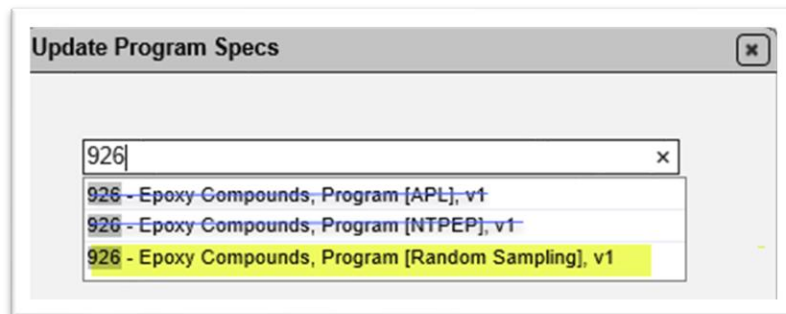
1. Click on the Program Specs tab to expand it.
2. Select the Update Program Specs option.

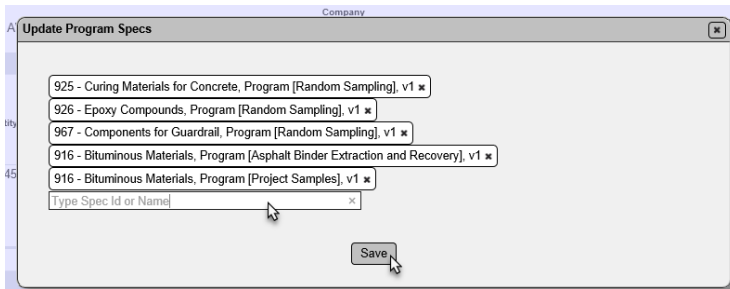
An Update Program Specs dialog box will appear.



3. Enter the Material Number (such as 925) or Description (such as Curing Compound) in the field and select the entry from the returned list.

**NOTE:** For materials under the Random Sample Program (see [Materials Manual 5.10](#)), there is a corresponding Program MAC Spec used to evaluate new materials requesting to be added to the Approved Products List (APL). There may also be a Program MAC Spec for NTPEP testing. This screenshot shows the example data for Program MAC Specs for FDOT Section 925 – Curing Materials for Concrete. If the material is on your project, be sure to select the [Random Sampling] entry, not the [APL] or [NTPEP] entry.





4. The field is multi-select. Continue to enter the Program MAC Spec entries for all the materials on the project.
5. Select the Save option to save the entries to the nonstandard JGS.

The Program Specs tab information entered by the user is shown on the JGS hardcopy report under the Program Specs header. This shows the field personnel how often to sample and how much sample is needed.

Program Specs [2]			
	Spec	Program Type	Spec Authority
1	925 - Curing Materials for Concrete, Program [Random Sampling], v1	Random Sampling	Materials Manual
2	971 - Pavement Marking Materials, Program [Random Sampling], v1	Random Sampling	Materials Manual

Showing 1 to 2 of 2



**Program Specs**

**Material ID: 925 - Curing Materials for Concrete**

Spec: **Program [Random Sampling], v1.4**

Owner: Physical Lab

STRG Instructions:

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**Sampling And Testing**

**Membrane-Forming Curing Compound / Type 1 - Clear / IV**

STRG Instructions:

Normally Sampled By: Project Personnel      Sample Size: **1 Quart(s)**

Standard Frequency: **1 per 1 Product**      Reduced Frequency: N/A

ASTM E1252 Infrared Identification [Version 1]

Normally Tested By: State Materials Office      Test Size:      Required: No

Test STRG Instructions:

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**Membrane-Forming Curing Compound / Type 2 - White Pigmented / IV**

STRG Instructions:

Normally Sampled By: Project Personnel      Sample Size: 1 Quart(s)

Standard Frequency: 1 per 1 Product      Reduced Frequency: N/A

ASTM E1252 Infrared Identification [Version 1]

Normally Tested By: State Materials Office      Test Size:      Required: No

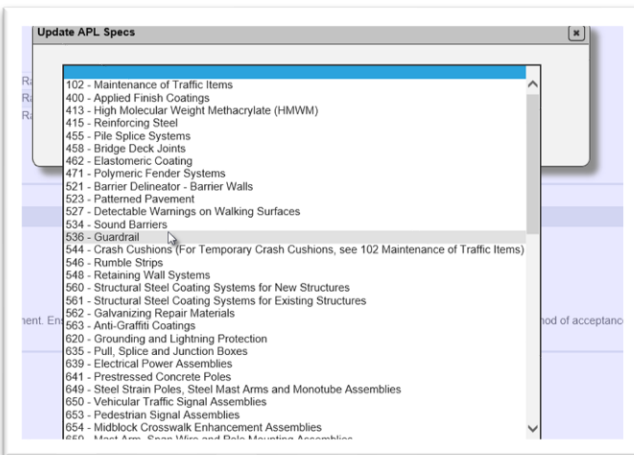
### 3. APL Specs Tab

The final tab is the APL Specs tab. This information adds a reminder on the hardcopy JGS about the materials acceptance for products under the APL Spec Categories. With the implementation of APL Tracking in MAC, the MAC Materials are entered under the Materials tab so the samples can be logged in. In this section, the corresponding APL Specs need to be entered so this reminder identifies the APL Specs that are part of the APL tracking on a project. There are a few instances where the MAC Material selected under the Materials tab will not be the same as the APL Spec. See the [APL Tracking Sample Life Cycle Instructions](#) Chapter 6 for a list of those instances.

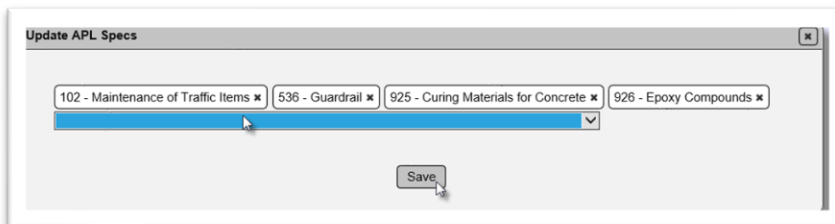


1. Click on the APL Specs tab to expand it.
2. Click on the Update APL Specs option.

An Update APL Specs dialog box will appear.



3. Select the Spec Categories for the APL products that are on your project from the dropdown list.



4. This field is multi-select. Continue selecting the categories until they are all selected.
5. Select the Save option.



The APL Specs tab information entered by the user is shown on the JGS hardcopy report under the APL Specs header along with the general instructions for APL products.

APL Specs [4]

Spec

- 1 102 - Maintenance of Traffic Items
- 2 925 - Curing Materials for Concrete
- 3 971 - Pavement Marking Materials
- 4 985 - Geosynthetic Materials

Showing 1 to 4 of 4

**APL Instructions**  
 Ensure product is on the Approved Products List (APL) at the time of placement. Ensure any additional documentation or labeling is collected or documented, if required. In some cases, the APL method of acceptance pertains to proprietary products only.



**APL Specs**

Ensure product is on the Approved Products List (APL) at the time of placement. Review contract documents to ensure additional labeling, documentation is met, if applicable.

**102 - Maintenance of Traffic Items**

-----

**925 - Curing Materials for Concrete**

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**971 - Pavement Marking Materials**

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**985 - Geosynthetic Materials**

**NOTE:** APL Spec **Categories** are not the same as APL **products**. There may be more than one product on the project under each APL Spec Category. Review each category to denote which products under that category are on the project.

NOT an APL Product:

4 985 - Geosynthetic Materials

<p>985 - Geosynthetic Materials</p> <p style="text-align: center;"><i>APL Website with specific product types under APL SPEC Category</i></p>	<p><b>Resource Links:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">FDOT Standard Specifications for Road and Bridge Construction</a></li> <li>• <a href="#">NTPEP</a></li> <li>• <a href="#">Construction Stormwater, Erosion and Sediment Control Manuals</a></li> <li>• <a href="#">Geotextile Product Form (Drainage/Structural)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Drainage Geotextiles, D-1</a></li> <li>• <a href="#">Drainage Geotextiles, D-2</a></li> <li>• <a href="#">Drainage Geotextiles, D-3</a></li> <li>• <a href="#">Drainage Geotextiles, D-4</a></li> <li>• <a href="#">Drainage Geotextiles, D-5</a></li> <li>• <a href="#">Erosion Control, Type E-1 (Silt Fence)</a></li> <li>• <a href="#">Erosion Control, Type E-2 (Wind Screen)</a></li> <li>• <a href="#">Erosion Control, Type E-3 (Plastic Erosion Mat Type 1)</a></li> <li>• <a href="#">Erosion Control, Type E-4 (Plastic Erosion Mat Type 2)</a></li> <li>• <a href="#">Erosion Control, Type E-5 (Plastic Erosion Mat Type 3)</a></li> <li>• <a href="#">Structural Geosynthetic, R-1</a></li> <li>• <a href="#">Structural Geosynthetic, R-2</a></li> <li>• <a href="#">Structural Geosynthetic, R-3</a></li> <li>• <a href="#">Structural Geosynthetic, R-4</a></li> <li>• <a href="#">Structural Geosynthetic, R-5</a></li> </ul>
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#### D. Deleting the nonstandard JGS

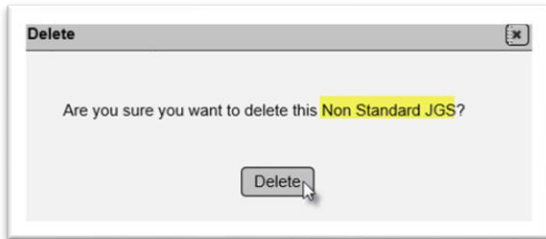
It is possible for the user who creates the nonstandard JGS to delete it as long as the initial and no other reports are generated. If an initial, monthly and/or final report is generated, the report(s) must be deleted before the nonstandard JGS can be deleted.

To delete a nonstandard JGS:



1. Select the Delete option.

A Delete dialog box will appear.



2. Select the Delete option to delete the nonstandard JGS. If you don't wish to delete it, you can click on X on the dialog box to close it.

#### E. Generating the hardcopy JGS Report

The JGS report option allows the user to create a hardcopy version of the JGS for use by personnel who may not have direct access to MAC such as field inspectors.

To generate the JGS Report:



1. Select the View JGS Report option.

The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear, depending on the browser you are using.



2. Select the Open option to open the downloaded file. The JGS report will appear in pdf format. It can be saved, printed, and distributed as needed.

**NOTE:** The current report embedded in MAC has known issues and is being revised. Until the revised report can be published, this report is still being made available to users. Known issues include:

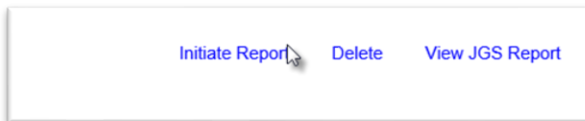
- Repetitive information
- Missing information
  - Certification documents not submitted to SMO for review do not appear on the JGS report.

F. Initial Reports

1. **Generating the Initial Report**

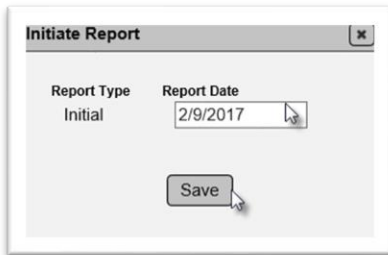
The initial JGS report generation allows for the monthly and final reports to be generated.

To create the initial JGS report:



1. Select the Initiate Report option.

An Initiate Report dialog box will appear.



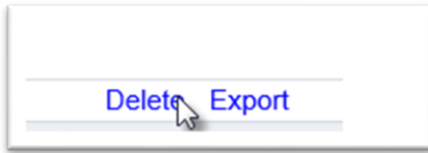
2. **Report Date** – enter the report date or select it from the calendar.

3. Select the Save option.

A new Initial tab will appear with the date. The materials and quantities entered will be populated under the tab. These entries cannot be revised.

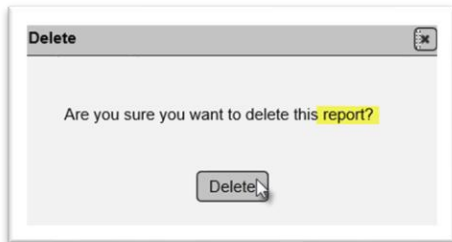
Materials [8]						
Initial [2/9/2017]						
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	N/A	N/A	N/A	Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	N/A	N/A	N/A	
160 - Stabilizing	1,000	Square Yards	N/A	N/A	N/A	
200 - Rock Base	25,000	Square Yards	N/A	N/A	N/A	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	N/A	N/A	N/A	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	N/A	N/A	N/A	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	N/A	N/A	N/A	
457 - Integral Pile Jackets	25	Feet	N/A	N/A	N/A	

## 2. *Deleting the Initial Report*



1. If the report was created in error, select the Delete option to delete it.

A delete dialog box will appear.



2. Select the Delete option to delete the report.

**NOTE:** Once an initial report is generated, a material cannot be deleted from the Materials tab. This is why most users don't want to generate the initial report. If Materials are included that are not needed and the initial report has been generated, the quantity under the Materials tab can be set to zero and a note added that the material was selected inadvertently.

- Example: user selected 160 and 914
  - 160 is needed.
  - 914 is not – set quantity to zero and add a note that it's covered under Material 160.

## G. *Updating Materials*

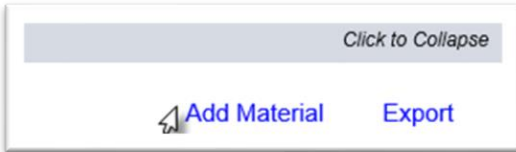
As materials are placed and quantities are tracked, the nonstandard JGS must be updated on a monthly basis.

### 1. *Adding a Material after the Initial Report is Created*

Sometimes all the materials used on the project may not be included in the initial report. It is possible to add materials to the nonstandard JGS after the initial report is generated.

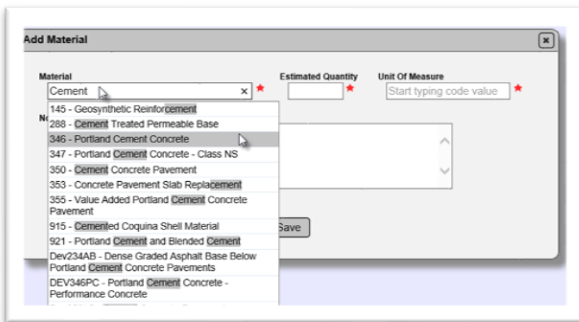
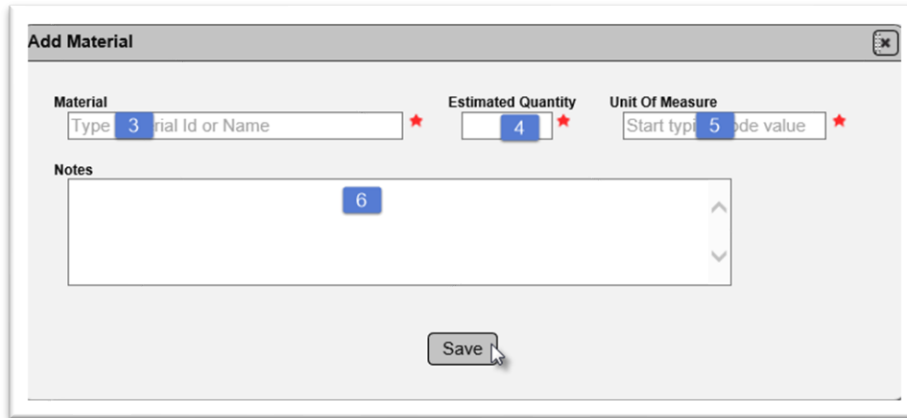


1. Click on the Materials tab to expand it.



2. Click on the Add Material option.

An Add Material dialog box will appear.



3. **Material** – begin typing in the Material Id or description. A list will appear with the entries matching the information you supplied. Select the material from the returned list.
4. **Estimated Quantity** – enter the estimated total quantity that will be placed. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter 10,000. This information can be updated later if the estimated quantity changes.
5. **Unit of Measure** – enter the unit of measure for the estimated quantity and select it from the returned list. For example, if the estimated total quantity to be placed is 10,000 cubic yards, enter Cubic Yard(s).
6. **Comment** – include a comment, if desired.
7. Select the Save option to add the material to the nonstandard JGS.
8. Repeat steps 2-7 for each new material to be added.

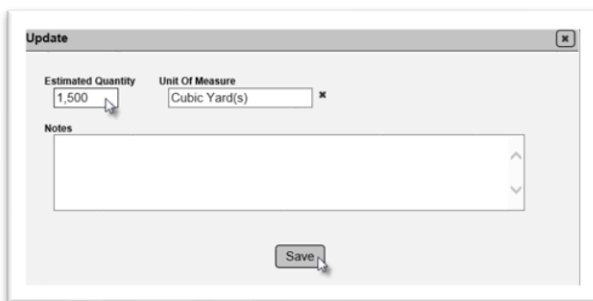
## 2. Updating the Quantities on Existing Materials

The total quantity provided as an estimate may need to be revised on occasion. For example, additional material may be added by Change Order. To revise the total estimated quantity:

	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	1,000	0	Cubic Yard(s)	2/8/2017	<a href="#">Update</a>
2	125 - Excavation for Structures and Pipe	5,000	0	Cubic Yard(s)	2/8/2017	<a href="#">Update</a>
3	160 - Stabilizing	1,000	0	Square Yards	2/8/2017	<a href="#">Update</a>

1. Select the Update option on the row of the material you want to revise.

An Update dialog box will appear.



The Update dialog box contains the following fields:

- Estimated Quantity: 1,500
- Unit Of Measure: Cubic Yard(s)
- Notes: (empty text area)
- Save button

2. **Estimated Quantity** – revise the quantity as needed.
3. **Unit of Measure** – revise the unit of measure as needed.
4. Select the Save option.

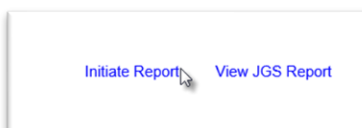
The system will revise the Estimated Quantity and the highlight the row that was revised.

	Material	Estimated Quantity	Current To Date Quantity	Unit of Measure	Last Updated On	Notes
1	120 - Excavation and Embankment	1,500	0	Cubic Yard(s)	2/16/2017	<a href="#">Update</a>
2	125 - Excavation for Structures and Pipe	5,000	0	Cubic Yard(s)	2/8/2017	<a href="#">Update</a>

## H. Generating Monthly Reports

### 1. Generating a Monthly Report

On a monthly basis, the Contractor must report how much of the total estimated quantity has been placed so far. This can be accomplished through the MAC nonstandard JGS entries. To report the quantities used on a monthly basis:

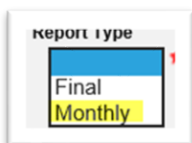
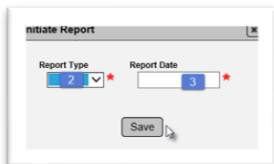


Buttons: [Initiate Report](#), [View JGS Report](#)

1. Select the Initiate Report option.

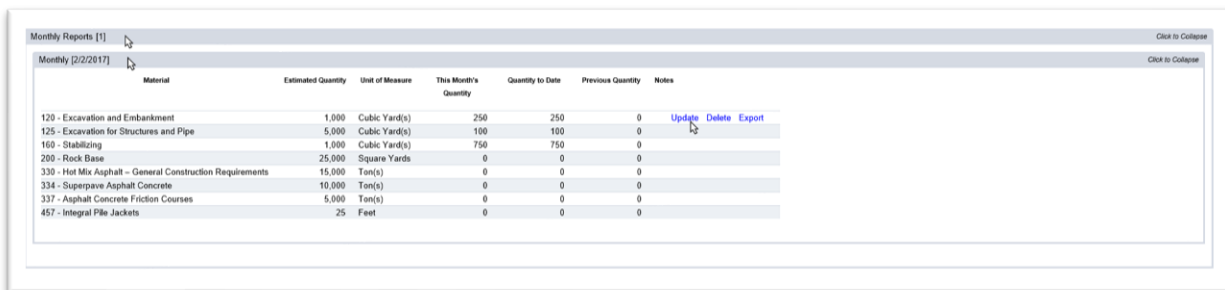
**NOTE:** This option appears only after the initial report has been generated.

An Initiate Report dialog box will appear.



2. **Report Type** – select Monthly from the Report type dropdown list.
3. **Report Date** – enter a report date or select it from the calendar feature.
4. Select the Save option.

Now you will be able to provide the monthly quantities. When the Initiate Report option is selected and saved, a new Monthly Reports tab is added and automatically expanded. The next step is to provide the quantities.



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt - General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

5. Click on the Monthly Reports tab to expand it.
6. Click on the appropriate Monthly report tab to expand it.
7. Select the Update option.

An Update dialog box will appear.

- 8. **This Month's Quantity** – enter the quantity used that month on any material that were placed. Not all materials will have a quantity placed every month.
- 9. **Notes** – add notes, if desired.
- 10. Select the save option to save the monthly quantities.

The system will update the previous quantity. In the first monthly report, all previous quantities will be zero. It will also calculate to Quantity to date.

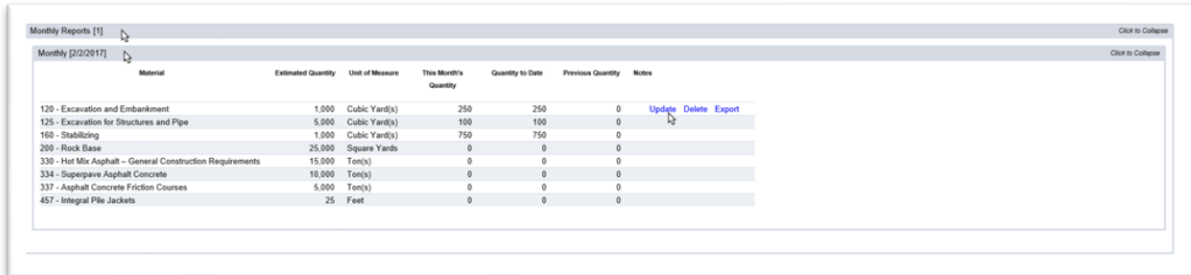
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	250	250	0	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Square Yards	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	

- 11. On a monthly basis, repeat steps 1-9.



## 2. Updating a Monthly Report

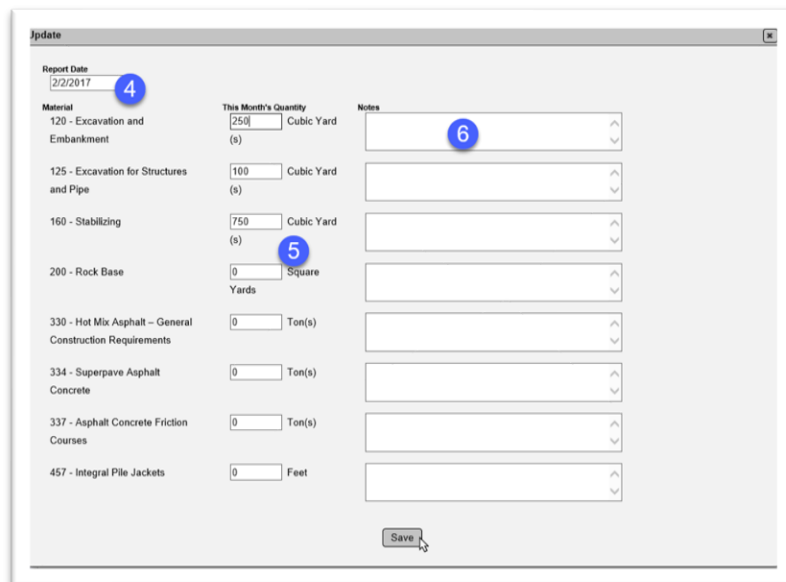
You have the ability to update the entries in a monthly report as long as another monthly report has not yet been generated. For example, you cannot update the entries in February's report if March's report has been generated.



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report subtab to expand it.
3. Select the Update option.

An Update dialog box will appear.



Update

Report Date: 2/2/2017 (4)

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	250 Cubic Yard (s)	(6)
125 - Excavation for Structures and Pipe	100 Cubic Yard (s)	
160 - Stabilizing	750 Cubic Yard (s)	
200 - Rock Base	0 Square Yards	
330 - Hot Mix Asphalt – General Construction Requirements	0 Ton(s)	
334 - Superpave Asphalt Concrete	0 Ton(s)	
337 - Asphalt Concrete Friction Courses	0 Ton(s)	
457 - Integral Pile Jackets	0 Feet	

Save

4. **Report Date** – revise the report date if needed.
5. **This Month's Quantity** – revise any quantities as needed.
6. **Notes** – revise or make notes, if desired.
7. Select the Save option to save the updates.

If an error is found, simply fix the quantity to date by entering a new monthly quantity in the next report to revise the data.

February's report is incorrect. The quantity can be corrected on March's report.

Monthly Reports [2] Click to Collapse

Monthly [3/1/2017] Click to Collapse

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	0	250	250	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	0	100,000	100,000	
160 - Stabilizing	1,000	Square Yards	0			
200 - Rock Base	25,000	Square Yards	0			
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0			
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0			
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0			
457 - Integral Pile Jackets	25	Feet	0			

March quantity = 250. Quantity to date should be 1,250. Enter this month's quantity of -98,750.

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Monthly [2/16/2017] Click to Collapse

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	250	250	0	<a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100,000	100,000	0	
160 - Stabilizing	1,000	Square Yards	750			Should have been 1,000
200 - Rock Base	25,000	Square Yards	0			
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

**Update**

Report Date: 3/1/2017

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	500 (s)	
125 - Excavation for Structures and Pipe	-98,750 (s)	
160 - Stabilizing	250 Yards	

The Quantity to Date (running total) now reflects appropriate amount.

Monthly Reports [2]

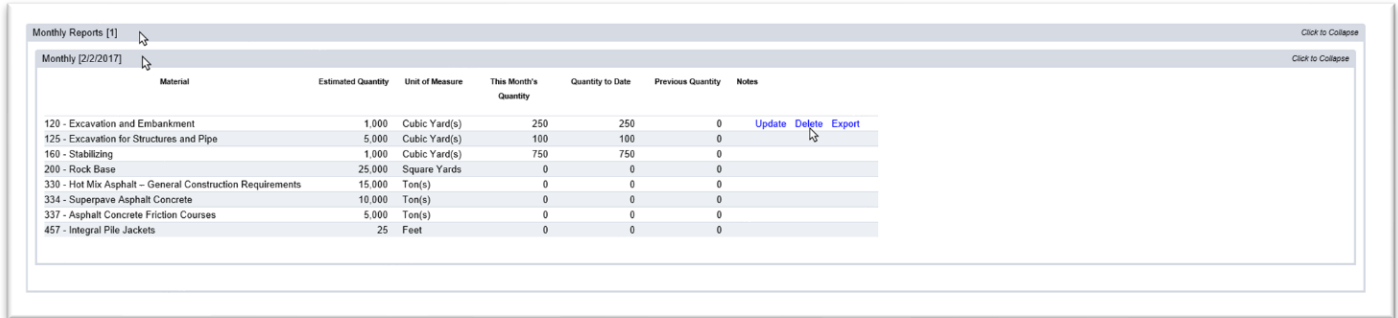
Monthly [3/1/2017]

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	500	750	250	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	-98,750	1,250	100,000	
160 - Stabilizing	1,000	Square Yards	250	1,000	750	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

### 3. Deleting a Monthly Report

Sometimes there will be a need to delete a report. For example, you entered the quantities for an incorrect FPN.

To Delete a Monthly Report:

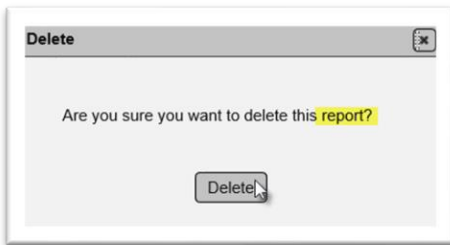


The screenshot shows a web application interface for 'Monthly Reports'. The main window is titled 'Monthly Reports [1]' and contains a sub-window for 'Monthly [2/2/2017]'. Below the sub-window header is a table with the following columns: Material, Estimated Quantity, Unit of Measure, This Month's Quantity, Quantity to Date, Previous Quantity, and Notes. The table lists several materials with their respective quantities and units. At the end of each row, there are three links: 'Update', 'Delete', and 'Export'. A mouse cursor is hovering over the 'Delete' link for the first row.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt - General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report tab to expand it.
3. Select the Delete option.

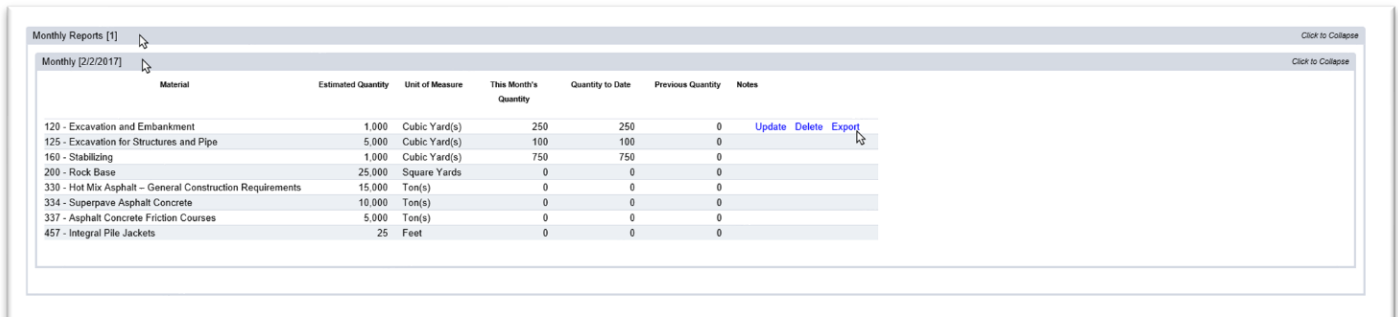
A Delete dialog box will appear.



4. Select the Delete option to delete the report. If you don't wish to delete, you can click on X on the dialog box to close it.

### 4. Exporting a Monthly Report

You may wish to export the entries in the report to an Excel spreadsheet.

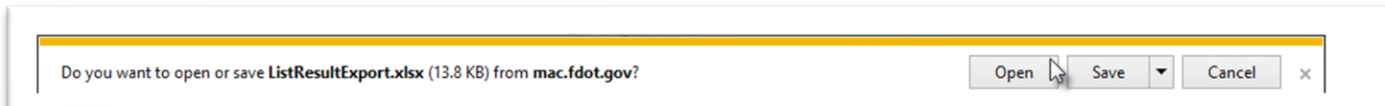


The screenshot shows the same 'Monthly Reports' interface as above, but with the mouse cursor hovering over the 'Export' link for the first row.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,000	Cubic Yard(s)	250	250	0	Update Delete Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	100	100	0	
160 - Stabilizing	1,000	Cubic Yard(s)	750	750	0	
200 - Rock Base	25,000	Square Yards	0	0	0	
330 - Hot Mix Asphalt - General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	0	0	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	0	0	
457 - Integral Pile Jackets	25	Feet	0	0	0	

1. Click on the Monthly Reports tab to expand it.
2. Click on the appropriate Monthly report tab to expand it.
3. Select the Export option.

A download dialog box will appear, depending on the browser you are using.



4. Select the Open option to open the downloaded file. The Excel file will open with the results.

### I. **Generating the Final Report**

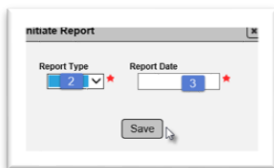
Specifications Section 105 requires the Contractor to submit a final JGS with quantities that reflect the material quantity actually placed. This can be accomplished through the MAC nonstandard JGS entries.

#### 1. **Generating the Final Report**

[Initiate Report](#) [View JGS Report](#)

1. Select the Initiate Report option.

An Initiate Report dialog box will appear.



2. **Report Type** – select Final from the dropdown list.
3. **Report Date** – enter a date or select it from the calendar feature.
4. Select the Save option.

#### 2. **Updating the Final Report**

You can update the Final Report up until the point you finalize it ([5. Finalizing the Final Report](#)). Once the final report is created, the final report tab stays expanded even if you navigate away from the nonstandard JGS.

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	0	1,500	1,500	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Finalize</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	0	5,000	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Update option.

An Update dialog box will appear. This time the dialog box will have the quantities you entered when you created the final report.

**Update**

Report Date: 5/21/2017 2

Material	This Month's Quantity	Notes
120 - Excavation and Embankment	<input type="text" value="100"/> Cubic Yard(s)	<input type="text" value="4"/>
125 - Excavation for Structures and Pipe	<input type="text" value="45"/> Cubic Yard(s)	<input type="text"/>
160 - Stabilizing	<input type="text" value="17"/> Square Yards	<input type="text"/>
200 - Rock Base	<input type="text" value="250"/> Square Yards	<input type="text"/>
330 - Hot Mix Asphalt – General Construction Requirements	<input type="text" value="50"/> Ton(s)	<input type="text"/>
334 - Superpave Asphalt Concrete	<input type="text" value="0"/> Ton(s)	<input type="text"/>
337 - Asphalt Concrete Friction Courses	<input type="text" value="0"/> Ton(s)	<input type="text"/>
457 - Integral Pile Jackets	<input type="text" value="0"/> Feet	<input type="text"/>

2. **Report Date** – revise the date, if needed.

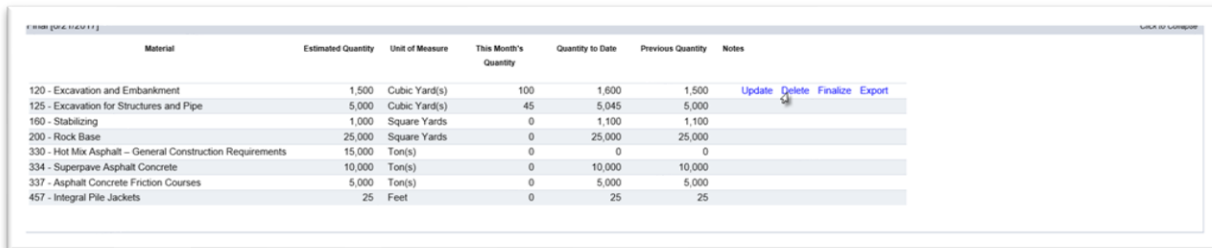
3. **This Month's Quantities** – update any quantities that need to be revised so that the total quantity placed matches the final material quantity placed.

4. **Notes** – add any notes, if desired.

5. Select the Save option.

### 3. Deleting the Final Report

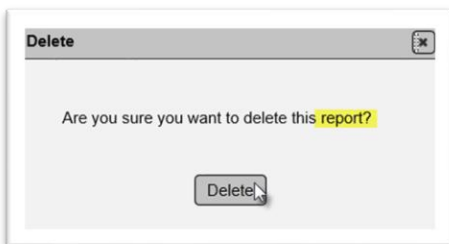
If you need to delete the final report, you may do so up until you finalize it ([5. Finalizing the Final Report](#)).



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Delete option.

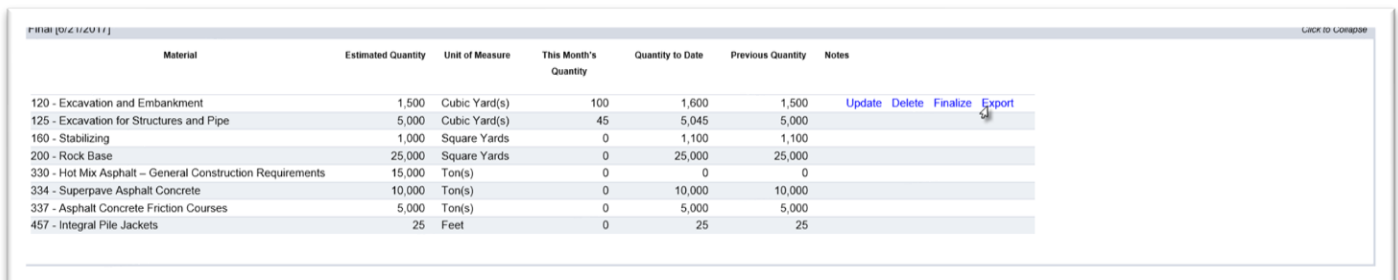
A delete dialog box will appear.



2. Select the Delete option to delete the report.

### 4. Exporting the Final Report

If you want to export the final report data into an Excel spreadsheet, you can be selecting the Export option.



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	Update Delete Finalize Export
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt – General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Export option.

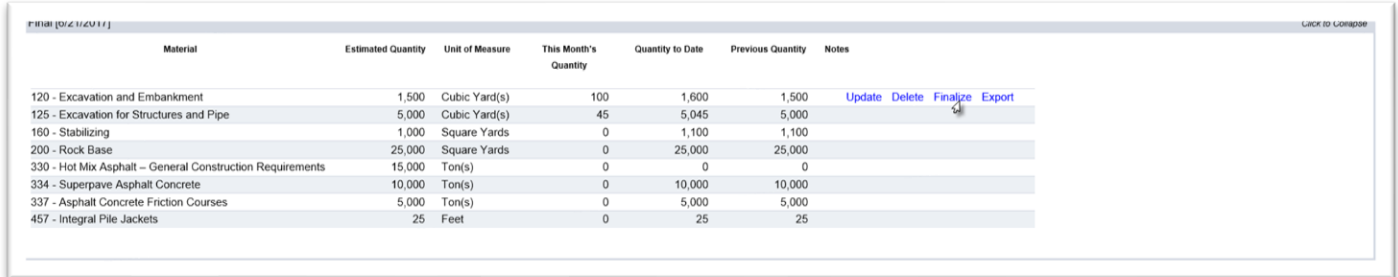
A download dialog box will appear, depending on the browser you are using.



2. Select the Open option to open the downloaded file. The report will open in Excel.

## 5. Finalizing the Final Report

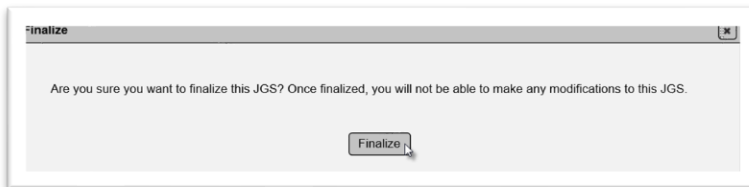
When all the final quantities are correctly entered, you can finalize the Final Report. This lets the FDOT know you are done working on it and it is available for use in the Final Project Materials Certification (MC) Review.



Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	1,500	Cubic Yard(s)	100	1,600	1,500	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Finalize</a> <a href="#">Export</a>
125 - Excavation for Structures and Pipe	5,000	Cubic Yard(s)	45	5,045	5,000	
160 - Stabilizing	1,000	Square Yards	0	1,100	1,100	
200 - Rock Base	25,000	Square Yards	0	25,000	25,000	
330 - Hot Mix Asphalt - General Construction Requirements	15,000	Ton(s)	0	0	0	
334 - Superpave Asphalt Concrete	10,000	Ton(s)	0	10,000	10,000	
337 - Asphalt Concrete Friction Courses	5,000	Ton(s)	0	5,000	5,000	
457 - Integral Pile Jackets	25	Feet	0	25	25	

1. Select the Finalize option.

A Finalize dialog box will appear warning you that by finalizing the Final Report, you will no longer be able to revise the entries.



2. Select the Finalize option. If you are not ready to finalize, you can select the X on the dialog box to close it.

Once a Final Report has been finalized, it can still be reopened for additional changes or deleted by a system administrator. If you inadvertently finalize a Final Report and need it reopened or deleted, contact MAC Support or your local DAC.