



Florida Department of TRANSPORTATION



Standard Job Guide Schedule (JGS)

January 24, 2023



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Introduction

What is a Job Guide Schedule (JGS)?

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

What is a Material, and a MAC Spec and what do they have to do with the JGS?

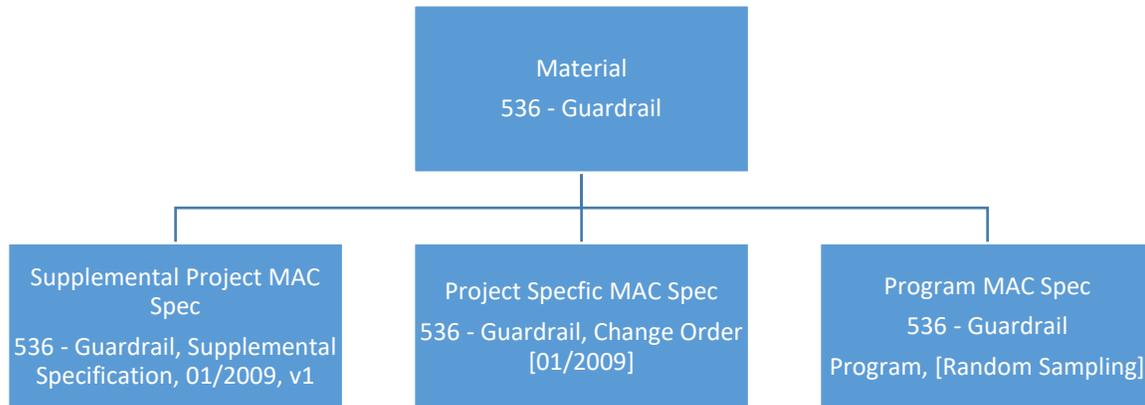
A Material in MAC is the highest level of a material definition. It is made up of the Material Id and Material Description. It is the grandparent record of material acceptance. For example, FDOT Specifications Section 346 is for Portland Cement Concrete. The MAC Material Id is “346” and the Material Description is “Portland Cement Concrete”. Together they make up the MAC Material “346 – Portland Cement Concrete”.

A MAC Spec is the child record of a MAC Material. A MAC Spec is an entry under the Material, where many requirements are documented. Some of the specific requirements on the MAC Spec entry are sample frequency, specific tests with acceptance limits, qualification requirements for sampling and testing personnel and labs and comparison criteria for Quality Control Program materials.

There are four MAC Spec categories: Project, Program, Mix Design and Research. Project MAC Specs house the information for the JGS. There are a few Program MAC Specs that are eligible for the JGS.

There are six types of MAC Specs under the Project MAC Spec Category:

- Supplemental with corresponding FDOT workbook(s)
 - A Supplemental MAC Spec can overlap multiple FDOT workbooks
 - Special Provisions
 - Developmental Specifications
 - Technical Special Provisions
 - Change Orders
 - Plan Notes
- The types of Project MAC Specs other than Supplemental MAC Specifications are described in [Chapter 1 – Project Specific MAC Specs](#). See Chapter one for more details.



What is a standard JGS? How is it created in MAC?

The standard JGS is for contracts with conventional pay items. The Standard JGS uses Materials assigned by the State Materials Office (SMO) to pay items to associate MAC Specs for FDOT **Supplemental Specification** entries based on the pay items on the contract. MAC uses the contract let date to determine which MAC Spec workbook version to assign. Other types of Project MAC Specs must be assigned to the JGS manually by the SMO based on documentation provided by the PA.

Why does the standard JGS have to be reviewed?

QC and project personnel need to review the standard JGS regularly to ensure that it is correct and complete. The automatic assignments only address MAC for FDOT Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned. Reviewing the standard JGS regularly will ensure that there are no missing MAC Specs. A sample cannot be entered into MAC if the material is not on the JGS. That is another reason why the standard JGS needs to be reviewed for correctness and completeness.

Why would a MAC Spec be missing from a Standard JGS?

1. A MAC Spec for a FDOT Supplemental Specification could be missing because:

- It is a new Specification Section and the FDOT has not created the corresponding MAC Spec
- It is a new pay item and the SMO has not assigned the material to the pay item
- It is an existing MAC Spec, but SMO has the status in something other than Official

2. A MAC Spec for a FDOT Project Specific Specification or other Contract Document could be missing because:

- The PA has not notified the SMO that there is a project specific requirement
- The PA has notified the SMO, but SMO has not made the assignment
- SMO has made the assignment, but the project specific assignment is not in Official status

This document will describe how to generate a standard JGS for review. It assumes the user has access to MAC and the roles needed to review standard JGS entries. The instructions assume the user is logged into MAC.

How does a standard JGS account for Approved Products List (APL) and Build America Buy America (BABA) tracking samples?

With the implementation of BABA and the decommissioning of the Pay Item Tracking system (PTS), MAC is now the system of record for tracking products permanently installed. Since BABA is part of APL, the tracking process is the same. The instructions for APL and BABA tracking can be found in the [APL and BABA Sample Life Cycle Instructions](#). In order for the samples to be entered, the PA must ensure the Materials are assigned. This includes many Materials that were previously not assigned; for example, Materials such as Traffic Signals, Pedestrian Signals, Mast Arms and Vehicle Detection Systems. Use the [Non-Standard JGS Material Summary Worksheet by Material Category](#) which includes summary information for APL and BABA tracking.

Chapter 1 – Project Specific MAC Specs

To understand how a standard JGS works, you need to know what a project specific MAC Spec is. Project specific requirements are found in a document other than the FDOT Supplemental Specifications. They add to, alter or delete the materials acceptance requirements found in the Supplemental Specifications. If a corresponding MAC Spec is not created and assigned to the project by the SMO technical unit, the requirements will be shown on 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 based on the contract let date **only** applies to MAC Specs for **FDOT Supplemental Specifications**. MAC Specs for project specific requirements are **not assigned automatically**. They must be **assigned to the project manually** by the SMO Technical unit responsible for the project specific MAC Spec. Examples of project specific MAC Specs are:

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

If the document 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 an FDOT Specification Section that revises the basis of payment would not need a project specific MAC Spec created and assigned.

A project specific MAC Spec that needs to be assigned is Special Provision 457 - Integral Pile Jackets. It has material method of acceptance requirements that are not in the Supplemental Specifications.

Material Spec Id	Material Title	Specification Category	Spec Type	NumberID	Workbook Id	Version	Version Reason	Status
457	Integral Pile Jackets	Project	Special Provision	457	01/2009	1.5	Update Comparison Definition for C39 to Version 2	Official
Method of Acceptances								
Certification, Certified Test Report, Sampling And Testing			Sample Levels IV, CC, QR, VT, VR					
Owner (Technical Unit)	Contact Email	Last Updated By		Last Updated On				
Corrosion	SMAACCorrosion	Matt Duncan		3/30/2018 4:00:09 PM				
Project List								
218782-2-52-01: SR 65 OVER CASH CREEK BRIDGE NO. 490033 [Full Replacement]								
230406-9-52-01: DISTRICT 10 BRIDGE REPAIR CONTRACT [Full Replacement]								
407478-5-52-01: SR 10 (US 90) WHITERIVER BRIDGE [Full Replacement]								
409462-3-52-01: SR 30 (US 90) YENT BAYOU BRIDGE BRIDGE NO. 480000 [Full Replacement]								
417683-4-52-01: SR 30 (US 90) OVER EAST PASS BRIDGE NO. 570054 [Full Replacement]								
419688-1-52-01: SR 55/US 301 AT HERNANDO DESOTO BRIDGE #130053 OVER MANATEE RIVER [Full Replacement]								
421314-1-52-01: SR-A1A BRIDGE #940005 OVER FPL DISCHARGE CANAL [Full Replacement]								
423588-2-52-01: SR 20 (US 19/US 27)AUCILLA RIVER BRIDGE NO.540069 [Full Replacement]								
424422-1-52-01: I-295 (SR 9A)BUCKMAN & ST. JOHNS RIVER BRIDGE #720249 SB & #720343 NB [Full Replacement]								
426169-1-52-01: SR 5 (US 17)PHILLIPS) OVER TROUT RIVER & ROADBRIDGE #720011 [Full Replacement]								
428267-1-52-01: SR 5/US-1 OVERSEAS HWY OVER BOCA CHICA CHNL BRGS# 900003 & 900074 [Full Replacement]								
428400-1-52-01: SR-SUS-1 FED HWY FR N OF CR-A1A(MP 10.68) TO S OF BEACH RD(MP 10.84) [Full Replacement]								
430009-1-52-01: INDEFINITE QUANTITYCONTRACT FOR BRIDGE REPAIR [Full Replacement]								
430258-1-52-01: SR15(US17)ROOSEVELT BLVD) @ ORTEGA RIVER BRN0720052 SB/53 NB [Full Replacement]								
430706-1-52-01: LONG BRIDGE REPAIR HILLSBOROUGH COUNTY VARIOUS LOCATIONS [Full Replacement]								
430707-1-52-01: SR 666 WELCH CAUSEWAY BR# 150028 INTRACOASTAL WATERWAY [Full Replacement]								
431703-1-52-01: US 41 (SR 45) AT CALOOSAHATCHEE RIVER BRIDGENUMBER 120002 [Full Replacement]								
431705-1-52-01: COLLIER COUNTY SUBSTRUCTURE REPAIR AT VARIOUS LOCATIONS [Full Replacement]								
431709-1-52-01: INDEFINITE QUANTITYPROJECT FOR BRIDGE REPAIRS [Full Replacement]								
431750-2-52-01: SUNSHINE SKYWAY PIER REPAIR BR# 159008 [Full Replacement]								
431750-3-52-01: SUNSHINE SKYWAY PIER REPAIR BR# 159003 [Full Replacement]								
432194-1-52-01: SR 24 AT #3 CHANNELBR. NO. 340003 & 340001 [Full Replacement]								
432470-1-52-01: INDEFINITE QUANTITYPROJECT FOR BRIDGE REPAIRS [Full Replacement]								

FPN must be assigned for it to show on the JGS

If you find materials or MAC Specs are missing, it may be because project specific entries have not been made. Get with the PA to have him notify the SMO. If you are the PA, contact the SMO Technical unit.

If a project specific MAC Spec already exists, SMO needs to assign the FPN to it to get it on the JGS. If it doesn't exist yet, it must be created and then the FPN assigned. Sometimes research must be done to clarify the project specific requirements before the MAC Spec can be made. PAs should allow for this when notifying the SMO so that there is enough time to research the requirements, create the entry and assign the MAC Spec to the project.

Chapter 2 – Viewing a Standard JGS

A standard JGS can be reviewed at any time online. Once this is done, a JGS hard copy report can be printed for users who don't have access to MAC ([C. Generating the JGS Report](#)).

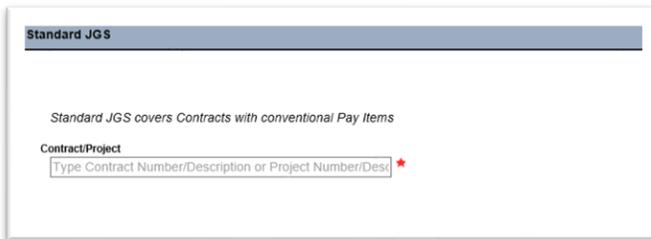
A. Generating the Online Standard JGS

To generate an online standard JGS:



1. From the MAC Menu, select the STRG/JGS menu option.
2. Select the Standard JGS sub menu option.

The Standard JGS screen will appear.

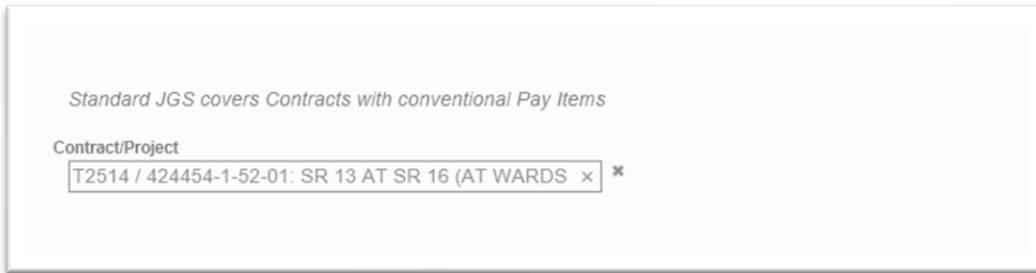


JGS is project specific. You may use either the contract number or the project number to find the standard JGS data.



3. Enter the contract number or Financial Project Number (FPN) in the Contract/Project Field. At least 3 characters must be provided to return results. If contract number is used, both the contract number and FPN will be displayed. Contracts with multiple FPNs will have more than one entry.
4. Select the appropriate entry from the list.

The Standard JGS screen will retrieve the project specific JGS entries. This may take a while. The screen may appear gray during the retrieval.



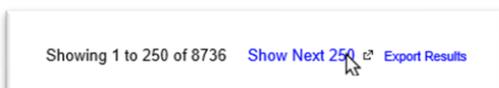
Once the data is retrieved, it will appear on the screen.

Pay Item	Project	AP# Specs	AP# Instructions	Spec	Spec Authority	Owner	Spec Instructions	Sample List	Method of Acceptance	Category	Sample Purpose	Normally Sampled By	Sample Size	Sample Instructions	Qualified Sampler Required	Qualifies
59 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CREEK) SR# 790075			Specification, 012009, v1.9 120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9		Earthwork		BT	Sampling And Testing	Alternate Soil and RAP Layer Constructed / RAP Material	Project Personnel (S)		100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
60 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CREEK) SR# 790075			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9		Earthwork		VT	Sampling And Testing	Embankment Material using Standard Proctor	Project Personnel (S)		100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
61 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CREEK) SR# 790075			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9		Earthwork		VT	Sampling And Testing	Embankment Material using Standard Proctor	Project Personnel (S)		100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
62 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01: SR 13 AT SR 16			120 -		Earthwork		VT	Sampling	Embankment	Project		100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1

Showing 1 to 250 of 1054 Show Next 250 Export Results

A few things to note:

- MAC is web based. Depending on your settings, your screen may be different.
 - For example, if your zoom is higher, you may not have scroll bars.
- There could be several sets of scroll bars.
 - There could be two on the side of the screen
 - One scrolls the entire screen
 - One scrolls the entries that were retrieved from the search
 - There could be a scroll bar on the bottom
 - This scrolls across the screen to display the entire width of the data
- The bottom left corner of the screen will show the number of rows retrieved for the project



- The display only retrieves 250 rows at a time. If the data you wish to see is not in the first 250 rows, you will need to select the Show Next 250 option until the data displays.
- You will not be permitted to export any entries of 1,000 rows (see [B. Exporting the JGS Search Results](#)).

Once the entire JGS data is retrieved, you can use the additional filters to reduce the data to specific entries, if desired.

5. Enter additional filters, as desired.

- a. Material Id(s) – This field is multi-select; however the system will perform a new search for each entry selected. If you want to review the information for MAC Material 334 and MAC Material 337 for example, select MAC Material 334. The system will filter to MAC Material 334 data. Then select MAC Material 337. The system will add the entries for MAC Material 337.
- b. Filter by Pay Items – This field is multi-select. If MAC Material is selected first, the system will filter on the pay items assigned to that Material.

- c. Sample Level – This field is single select and will include all sample levels available in MAC. Some sample levels on the drop down may not be included on the MAC Spec.
- d. Method of Acceptance – This field is single select and will include all methods of acceptance available in MAC. Some methods of acceptance on the drop down may not be included on the MAC Spec.
- e. Normally Sampled By – This field is single select. It can be used to filter the data to the person who normally takes the sample. This is general information, such as QC personnel, project personnel, and is not an actual person.
- f. Normally Tested By – This field is single select. It can be used to filter the data to the person who normally tests the sample. This is general information, such as QC laboratory Verification laboratory, and is not an actual person
- g. Owner (Technical Unit) – This field is single select. It can be used to filter the data to the specific SMO area that is responsible for the material. This can be helpful if you have questions related to the entries on a specific MAC Spec or if you need to know who to contact if you have a project specific MAC Spec that is similar to a material already assigned to your project.
- h. Tests - This field is multi-select; however the system will perform a new search for each entry selected. You need at least 3 characters from the test identifier or description
- h. All fields – Selecting this option will retrieve all fields will show both sampling and testing fields.
- i. Sampler Fields will show only fields related to sampling requirements. Some example sampler fields are:
 - i. Normally sampled by – who usually takes the sample
 - ii. If a qualified sampler is required and what qualification area the sampler must hold
 - iii. Sample size, sample frequency, etc.

j. Tester Fields will show only fields related to testing requirements. Some example tester fields are:

- i. Normally tested by – who usually tests the sample
- ii. If a qualified tester is required and what qualification area the sampler must hold
- iii. Test size (in some cases)
- iv. If a qualified lab is required
- v. If the test is required or not

k. Select Spec Type(s)

- i. Selecting Project Specs will include any project MAC Specs under the MAC Material. If no material is provided, it will retrieve all project MAC Specs. Deselecting it will exclude project MAC Specs from the data retrieval.
- ii. Selecting Program Specs will include any program MAC Specs under the MAC Material. If no material is provided, it will retrieve all program MAC Specs. Deselecting it will exclude program MAC Specs from the data retrieval.
- iii. Selecting APL Specs will include any APL materials that have a method of acceptance of APL. Deselecting it will exclude the APL materials from the data retrieval.

As soon as one search criteria is supplied, the system will begin the search. The screen will appear gray until the results are returned. The system will display the new results meeting the additional search requirements.

NOTE: For MAC Specs that have a method of acceptance that is a certification document, it is not easy to tell if it needs to be reviewed by SMO. One way to tell is if the STRG instructions have wording to retain the documents according to FDOT retention policy. That means you don't have to enter the document into MAC on a sample. If you see instructions to submit a sample to SMO, that is how you know. Also, there is a MAC report that will summarize the materials that have a certification document submitted to SMO.

Not reviewed by SMO:

OVERLAY- STRUCTURES REHAB	INDIAN RIVER HUBERT HUMPHREY BRIDGES 700061 & 700137	Compounds, Supplemental Specification, 07/2014, v2.1	Lab	certifications and certified test reports, and retain according to FDOT retention policy.	Personnel
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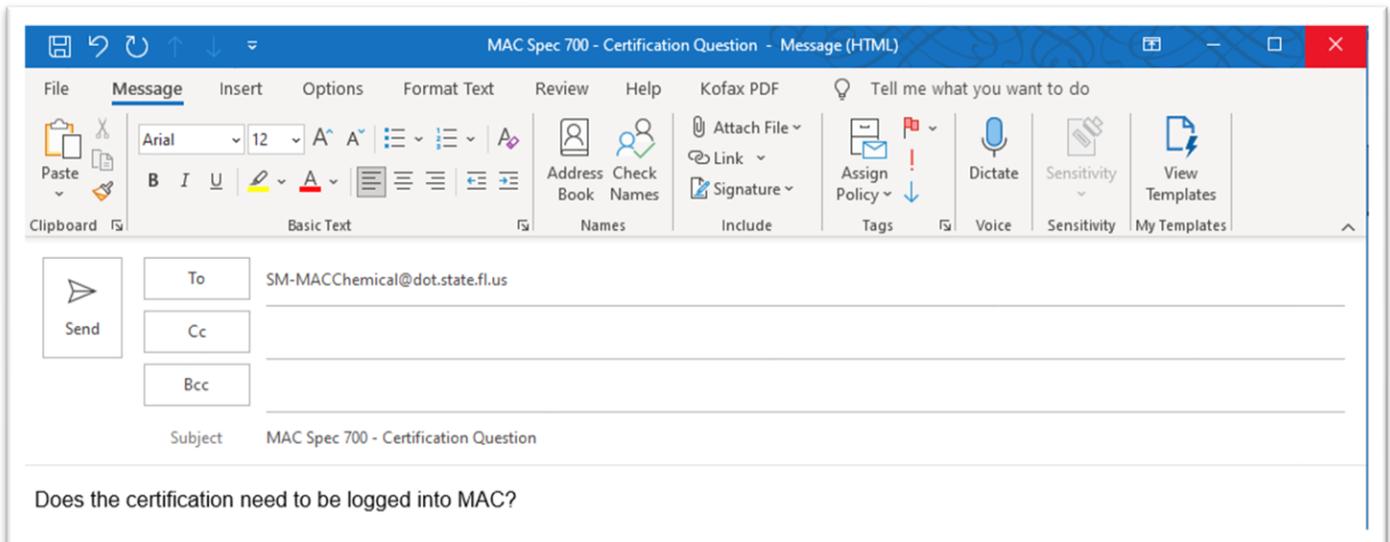
Reviewed by SMO:

1 0536 2 - GUARDRAIL- SHOP-BENT PANELS	T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CREEK) BR# 790078	967 - Rail Elements for Guardrail, Supplemental Specification, 01/2009, v1.1	Physical Lab	Create a sample in MAC for the certification document and attach the document to the sample.	Certified Mill Analysis	Guardrail Steel Elements / Steel Beams, Supports, Fastenings and Accessories
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Clear Criteria

Pay Item	Project	Spec	Spec Authority	Owner	Spec Instructions	Sample Level	Method of Acceptance	Category	Sample
1 0700 1 12 - SINGLE POST SIGN, F&I GROUND MOUNT, 12-20 SF	T2721 / 437819-1-52-01: SR55(US19) FROM: CROSS CITY TO: OLD TOWN	700 - Highway Signing, Supplemental Specification, 01/2016, v3.1		Chemistry Lab	Collect certification and retain according to FDOT retention policy.		Certification	Highway Sign	

If you are not sure, you can click on the blue hotlink under the Owner column. That will create an email to the appropriate distribution list of the entry that would review the certification document if you needed to submit it to SMO. In the email you can ask if the entry needs to be entered into MAC for SMO Review or if you just need to collect it and keep it with the project records.



B. Exporting the JGS Search Results

The results can be exported from the retrieval to an Excel file. It is not recommended to export the results. The JGS almost always exceed 1000 rows and only a system administrator can export the results. Instead you should use the standard JGS report if you need a printout ([C. Generating the JGS Report](#)). If you do decide to use the export option:

1. Select filtering to reduce the number of rows to less than 1000 rows



2. Select the Export Results option.

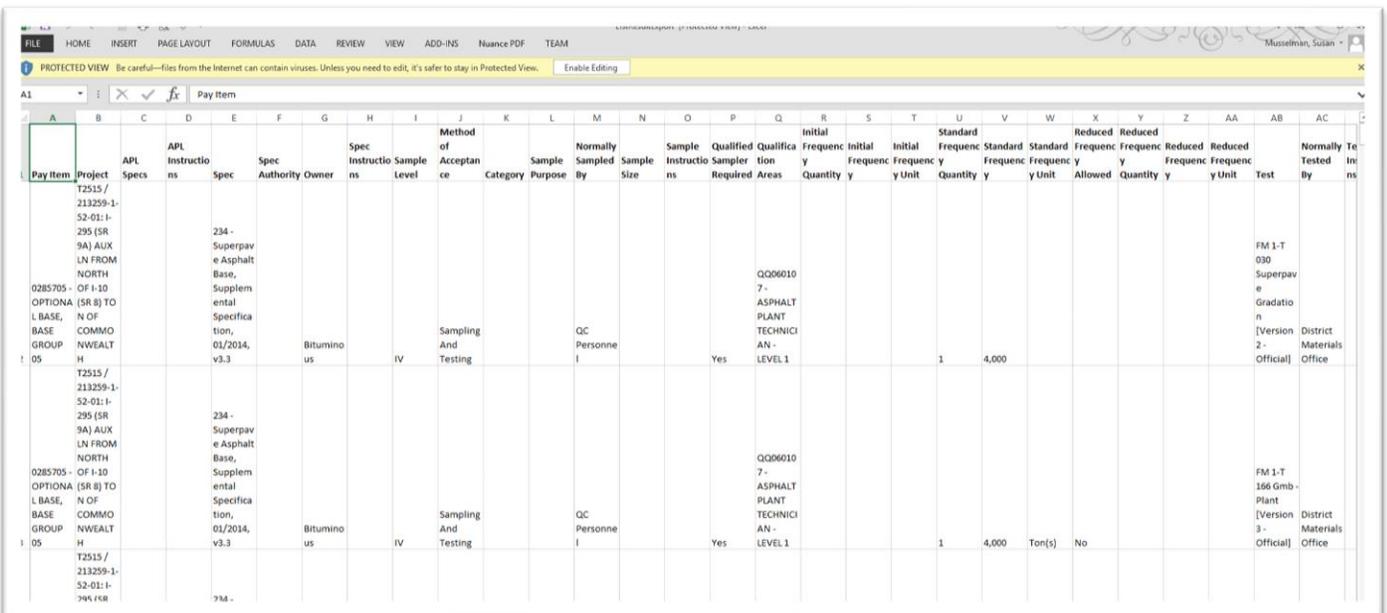
The system will download the results into a file. Please be patient as this may take a while.

A download dialog box will appear.



3. Select the Open option to open the downloaded file.

The Excel file will open with the results.



Pay Item	Project	APL Specs	APL Instructions	Spec	Spec Authority	Owner	Spec Instruction	Sample Level	Method of Acceptance	Category	Purpose	Sample	Normally Sampled	Sample Size	Sample Instruction	Qualified Sampler	Qualification Required	Initial Frequency	Initial Frequency Unit	Initial Frequency	Initial Frequency Unit	Standard Frequency	Standard Frequency Unit	Standard Frequency	Standard Frequency Unit	Reduced Frequency Allowed	Reduced Frequency	Reduced Frequency Unit	Reduced Frequency	Reduced Frequency Unit	Test	Normally Tested By
0285705-05	T2515 / 213259-1-52-01-I-295 (SR 9A) AUX LN FROM NORTH	0285705-05	OPTIONAL (SR 8) TO L BASE, N OF BASE COMMO GROUP NWEALT H	234 - Superpave Asphalt Base, Supplemental Specification, 01/2014, v3.3	Bituminous	IV	Sampling And Testing	QC Personnel	Yes	LEVEL 1	1	4,000	Ton(s)	No	FM 1-T 030 Superpave Gradation [Version 3 - District Materials Official]	District Office																

The user must format the file for things like column width, etc. This is intended to be used as a quick data dump for the retrieved results and is not considered to be the official JGS report so it's not formatted in Excel. You can format it yourself to whatever format you like.

C. Generating the 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. It provides more detail and better formatting than the export feature.

To generate the JGS Report:

1. Retrieve the Financial Project information as described in [A. Generating the Standard JGS](#).



2. Select the View JGS Report option.

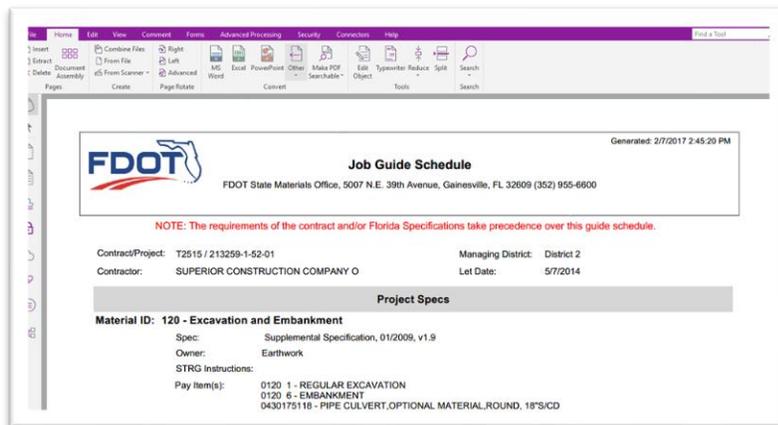
The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear.



3. Select the Open option to open the downloaded file.

The JGS report will appear in pdf format.



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. Some known issues are:

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