



MAC Quick Sheet

January 16, 2025

Entering a Laser Profile Ride Acceptance Request (RN or IRI) for the State Materials Office

These instructions assume you have MAC access and Data Entry and/or Data Reviewer roles. If you are not able to access the Sample screen or if you see “Readonly” by your name on the MAC screen, contact your local DAC ([FDOT: State Materials Office - MAC Contacts](#)) for access instructions.

How to enter a Laser Profile Ride Acceptance request for RN or IRI:

1. From the MAC home screen, select the Manage Samples menu option.
2. Select the Create Sample Login page level action on the left side of the screen.

A Create Sample dialog box will appear. A red star (★) indicates a required field.

3. The **Sample Category** defaults to Project. Leave it as is.
4. Begin typing the contract number or Financial Project Id (FPN) in the **Contract/Project** field. Either can be supplied.

NOTE: Each Roadway ID (or County Section Number) that requires laser profiler acceptance needs its own MAC Sample. If the project crosses county lines or has multiple Roadway IDs, a MAC sample for each Roadway ID is needed. See field # 15 instructions.

One MAC sample can have more than one FPN (Financial Project Number) but only one Roadway ID. If the Roadway ID is associated with multiple FPNs, multiple MAC Samples are not needed. (Add a note stating that the Roadway ID is also associated with the other FPNs).

5. Skip the Pay Item field and enter 330 in the **Material/Specification** field next.

NOTE: If the project falls under the IRI Developmental specification, please select the DEV330SM option. If the project falls under the IRI developmental specification and the MAC spec DEV330SM is not an available option to choose, please contact Nick Zakoske, State Materials Office Pavements Section Nick.Zakoske@dot.state.fl.us at 352-955-2906.

NOTE: For contracts let on or after July 1, 2020, there will be an option for Ride Number or IRI.

6. If desired, you can select the pay item in the **Pay Item** field, but it is optional. Do NOT select the pay item if the contract is Lump Sum or Design Build.

When this information is complete, an option to Continue to the Sample Information Screen will appear.

7. Select the **Continue to Sample Information Screen** option to continue.

The dialog box will be expanded to show more fields. Additional fields will be added as more information is provided.

8. Select Sample Level VT from the **Sample Level** drop down list.

- 9a. For contracts let before July 1, 2020, select Laser Profile from the **Category** dropdown.
- 9b. For contracts let on or after July 1, 2020, select RN for Ride number or IRI, depending on the contract document requirements.

Fields for requesting the Laser Profile Ride Acceptance will appear. The same fields apply to IRI.

10. Enter today's date in the **Date Sample Taken** field.
11. Enter the date the project will be ready for testing in the **Date Requested** field.
12. Enter the time you would like to schedule the Laser Profile Ride Acceptance @ field.

NOTE: If traffic volume and/or signalized intersections are of concern, testing may be more appropriate for night testing.

13. Select the appropriate selection from the **Paving Time** dropdown for the time which a majority of the paving took place.
14. Select the **Design Speed** which the typical sections of the project were designed.

NOTE: The design speed and posted speed are not always the same. If multiple design speeds are present, select the predominate design speed that is 55 mph or above.

15. Enter the RCI Roadway ID (not the State or County Road Number) in the **RCI Roadway ID** field. This field can be found on the project key sheet.
16. Enter the project beginning mile post according to FDOT roadway characteristics in the **Beginning Mile Post** field.
17. Enter the project ending mile post according to FDOT roadway characteristics in the **Ending Mile Post** field.
18. Enter the project beginning station number in the **Station From** field.
19. Enter the project ending station number in the **Station To** field.
20. Select the lane(s) that require testing from the **Lane** drop down list.
21. Enter the name of the contact person requesting the Laser Profile Ride Acceptance in the **Contact Name** field. The final report will be sent to this individual.
22. Enter the cell phone number in the **Cell Phone #** field or office phone number in the **Office Phone #** field of the contact person. Both may be entered, but only one is required. When one is entered, the red star by the other field goes away. It is better to supply both if possible.
23. Enter the contact person's email in the **Email** field.

NOTE: If another individual is to be onsite during testing, please submit their contact information in the comments section.

24. Enter a comment, if desired. Please include any pertinent information needed for this project. Information could include location information such as traffic level and signalized intersections that could require night testing and/or a police escort. Also, if you are not planning to be onsite during testing, please include information about project personnel who will be onsite for laser profile acceptance testing.
25. Documents are **required** for Laser Profile samples. **Please upload both the Key Sheet(s) and Typical Sections for the project(s).** Testing cannot be schedule until both documents are received.
26. Click on the Select File option.

An Open dialog box will appear.

- a. Navigate to the file location and click on it to select it.
- b. Select the Open option to upload the document to the sample.

26. Select Save or Save and Submit to create the sample.

- a. Selecting **Save** will set the sample status to **Logged**. You can make changes to the data without losing what you have entered so far. You can save the sample without all required fields, but you will receive a warning message.
- b. Selecting **Save and Submit** will set the sample status to **Submitted for Lab Testing**. The State Materials Office will be able acknowledge the sample and confirm the requested schedule. If you have any questions or issues submitting the project, please contact the State Materials Office for assistance.