



Florida Department of
TRANSPORTATION



Rolling Straightedge Sample Life
Cycle Contracts Let On or After
07/01/2020

July 17, 2023



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Chapter 1 – Creating a QC Rolling Straightedge Sample

These instructions apply to samples on contracts let on or after July 1, 2020. They include the QC sample, the VT Witnessed By field on the QC sample and no comparison package. For contracts let before July 1, 2020 see the instructions in [Rolling Straightedge Sample Life Cycle Contracts Let Before 07/01/2020](#).

A rolling straightedge sample must be created each time FM 5-509 is performed. The sample is one day of testing if the technician performing the test and the equipment remain the same. If during the day, the technician or equipment is changed, a new sample must be created. The day's testing may take place on various locations and there may be gaps in testing locations.

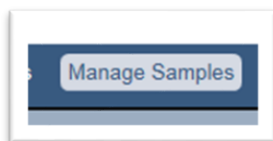
NOTE: Project personnel will not require a separate test for each location when multiple locations for the same day as long as the testing personnel and equipment are the same. FDOT personnel should not require a separate test entry for each deficiency.

NOTE: The form (675-060-10) is NOT required. It has been left on the Forms website as an optional raw data worksheet; however, it has not been updated so it does not match the MAC test screen. Users should be aware of this when opting to use this form. **PAs will not require the use of the form** since the sample and test are now required in MAC. Requiring the form as well is equivalent of double data entry.

Number	Form Title
675-060-10	Asphalt Pavement Straightedge Test Report <small>*Form not required for MAC entry. Can be used for data collection.*</small>

Contractors and QC firms can create worksheets to record the data. When used, these are considered official QC records and must be maintained in accordance with **Specifications Section 105**. It does not have to be submitted with the samples, but it must be stored and produced upon request if the Department needs to see the raw data worksheet.

To create a QC Rolling Straightedge Sample:



1. Click on Manage Samples menu option.



2. Click on Create Sample Login option.

A Create Sample Login dialog box will appear. It defaults to the sample category of Project.

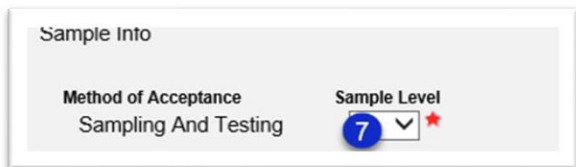
3. **Contract/Project** – begin typing in the Financial Project Id or Contract Id and select the appropriate combination from the returned list.
4. **Material/Specification** –select 330 – Hot Mix Asphalt – General Construction Requirements from the dropdown list.
5. **Pay Items** – pay Items are optional and multi-select. Click on the dropdown list to select a pay item or pay items, if desired. **Do not select pay items if the project is Lump Sum or Design Build.**

NOTE: These instructions apply to the login screen for the Supplemental MAC Spec for the 07/2020 Specification workbook or for a project specific MAC Spec with the same requirements.

Once you have selected a Material/Specification, a link to Continue to the Sample Information Screen will appear on the dialog box.

6. Click on the Continue to Sample Information Screen link to access more login fields.

As you begin to make selections, more fields will appear.



The screenshot shows a form titled "Sample Info". It contains two dropdown menus. The first is "Method of Acceptance" with the value "Sampling And Testing". The second is "Sample Level" with the value "7" and a red asterisk indicating it is a required field.

7. **Sample Level** – select QC from the dropdown list.

More fields will appear.



The screenshot shows the "Sample Info" form with more fields. "Method of Acceptance" is "Sampling And Testing", "Sample Level" is "QC", and "Category" is "Rolling Straightedge". There are three more fields: "Date Sample Taken" (8), "FDOT Sample # (for Structural start with S example S001Q for Friction start with F example F001Q)" (9), and "Witnessed By Company" (10) with a search prompt "Start typing Company name to get a list of".

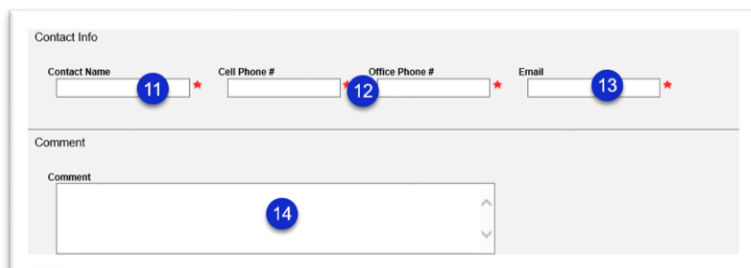
8. **Date Sample Taken** – enter the date the rolling straightedge test was performed in the Date Sample Taken field. The date sampled and the date tested are the same.

9. **FDOT Sample #** – enter the sample number as follows:

a. Structural QC – S00XQ (X = sequential sample number) – S001Q, S002Q, S003Q, etc.

b. Friction QC – F00XQ (X = sequential sample number) – F001Q, F002Q, F003Q, etc.

10. **Witnessed By Company** – Enter the MAC Company Name of the Technician who witnessed the QC Sample and select it from the returned list.



The screenshot shows a form titled "Contact Info". It has four input fields: "Contact Name" (11), "Cell Phone #" (12), "Office Phone #" (12), and "Email" (13). Below these is a "Comment" section with a text area (14).

11. **Contact Name** – enter a contact name of someone who can answer specific questions about the sample and test data.

12. **Phone** – enter either contact phone number in the Cell Phone # or Office Phone Number field. Only one is required. When one is entered, the red asterisk denoting that the field is required will disappear by the other field.

13. **Email** – enter an email address for the contact person in the Email field.

14. **Comment** – enter any comments about the sample or testing in the comments box.

Document

15 Choose File No file chosen

Description ?

16

Save Save and Submit

A screenshot of a web form titled "Document". At the top left, there is a "Choose File" button with a blue circle containing the number "15" next to it. To the right of the button, the text "No file chosen" is displayed. Below the button is a text input field labeled "Description ?" with a blue circle containing the number "16" next to it. At the bottom of the form, there are two buttons: "Save" and "Save and Submit".

15. **Choose File** – select the Choose File option to navigate to the file location and upload it to the documents tab if any documents are to be included. This is not meant to be Form 675-060-10 as it is no longer required.

16. **Description** – enter a description of the file, if desired.

17. **Save & Submit** – select Save if you are not ready to begin testing but want to save the data you have entered so far. Select Submit if you are ready to enter the test results. If you select Save, the sample will be designated as Logged and will need to be Submitted for Testing in order for the test results to be entered.

Chapter 2 – Entering QC Rolling Straightedge Test Results

A. Entering the Test Results

Associated Tests [1]							
	Lab or Field	Lab ID	Tester	Test Disposition	Test Status	Required	Which test Rules?
FM 5-509 Smoothness by 15' Rolling or Manual Straightedge							
1	Initial Test	Field			Ready for Testing	Required	Perform Test Mark Test Not Performed

1. Click on the Associated Tests tab to expand it.
2. Click on the Perform Test option next to the test.

A Perform Test dialog box will appear.

Test
FM 5-509 Smoothness by 15' Rolling or Manual Straightedge

Tester
Type Technician Name or TIN 3 *

Date Test Performed
 4 *

Has Deficiency Readings 5

Structural or Friction? 6 *

Rolling or Manual Straightedge? Rolling 7

3. **Tester** – enter the name or TIN of the QC technician performing the test in the Tester field. Select the appropriate tester from the list returned.
4. **Date Test Performed** – enter the Date the rolling straightedge test was performed in the Date Test Performed field.
5. **Has Deficiency Readings** – if the testing results show deficiencies, select the Has Deficiency Readings indicator.
6. **Structural or Friction** – select the Structural or Friction indicator from the dropdown.
7. **Rolling or Manual Straightedge** – the Rolling or Manual Straightedge field defaults to Rolling. If a manual straightedge was used, change the entry by selecting Manual from the dropdown.

Total Area Tested (formerly Overall Area) – In this section, you will enter the area(s) that the received the RSE testing. An entry is needed for the total length of each lane that was straightedged. There may be gaps.

Total Area Tested						
	Lanes	Width (ft)	Station From	Station To	Description (Road/Street Name)	Comments
Reading 1	<input type="text"/> 8 *	<input type="text"/> 9 *	<input type="text"/> 10 *	<input type="text"/> 11 *	<input type="text"/> 12	<input type="text"/> 13
	<input type="button" value="+ Add Reading"/> 14					
Notes	<input type="text"/>					

8. **Lanes** – select the first lane that was straightedged, for example L1, in the Lanes field.
9. **Width** – enter the lane width in feet in the Width field.

10. **Station From** – enter the beginning station in the Station From field.
11. **Station To** – enter the ending station in the Station To field.
12. **Description** – enter location description information; for example, the Road or Street Name. Since the test can be performed on more than one road or street in the same day, this information helps in distinguishing the total tested area. For example, R1 for a state road and a side street may be tested on the same day. The row representing the R1 in the state road would have the State Road Number or Name in the Description field and the row representing the R1 on the side street would have the Street Name in the Description field.
13. **Comments** – enter any additional comments as desired.
14. **+ Add Reading** – if additional lanes were straightgedged, select the + Add Reading option to add another set of fields. Enter the data for the additional lanes

If the test has no deficiency readings, skip to 24 – Save. If Has Deficiency Readings (#5) was selected these fields will appear.

Deficiencies

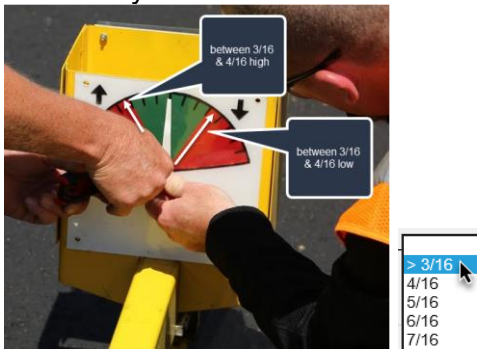
15. **Lanes** – enter the lane the deficient area represents from the Lanes dropdown list.
16. **Width** – enter the lane width in the Width (ft) field, for example 14.
17. **Begin Deficiency Station** – enter the beginning station of the deficiency.
18. **End Deficiency Station** – enter the ending station of the deficiency.

NOTE: The Total Length field is calculated as the difference between the Begin Deficiency Station field and the End Deficiency station field. A deficiency is a minimum of five feet. The fields should not be less than five feet apart. If the difference is less than five feet, the Deficiency Length field will default to 5 regardless of the Total Length calculation.

Begin Deficiency Station	End Deficiency Station	Total Length	Deficiency Length
100+00	100+01	1	5

19. **Measurement** – select the measurement from the dropdown list, for example, 4/16.
20. **High/Low** – select if the measurement was high or low from the High/Low dropdown list.

NOTE: If the reading that is greater than 3/16, but less than 4/16 high or low. This is considered a deficiency. Select > 3/16.



21. **Comments** – enter any additional information about the deficiency to help designate it, if desired; for example, end of project joint, bridge approach slab, manhole, etc.
22. **Latitude** – enter the latitude location for the center of the deficiency. This field is used in conjunction with the Longitude field to pinpoint the exact deficiency location.
23. **Longitude** – enter the longitude location for the center of the deficiency. This field is used in conjunction with the Latitude field to pinpoint the exact deficiency location.
24. **+ Add Reading** – select the + next to the Add Reading option to enter another deficiency area. Enter the fields for additional readings as described above.
25. **Test Notes** – enter notes to further provide details about the test, if desired.
26. Select Save to save the entries.

B. Witnessed By (VT Company)

When the Data Entry person saves the test, MAC sends a notification to the Data Reviewers in the Witnessed By company. See [Chapter 5 – Witnessed By Notifications](#).

QC Sample 2000589831 Needs to be
Witnessed by VT

QC Sample [2000589831](#) has been saved and is ready for VT
Witness and TIN entry.

A Data Reviewer should select the sample hotlink in the notification or navigate to the sample screen in MAC.

Sample ID: 2000589831 Sample Status: Submitted for Lab Testing

Sample Initiated By: Susan Musselman Sample Initiated Date: 3/20/2020 Last Updated By: Susan Musselman Last Updated On: 3/20/2020

Material Certification: 437610-1-52-01 [Pending]

Material Information [Click to Expand](#)

Sample Information [Click to Expand](#)

Contact Information [Click to Expand](#)

Sample Comments [0] [Click to Expand](#)

Documents [0] [Click to Expand](#)

Associated Tests [1] [Click to Expand](#)

1. Click on the Associated Tests tab to expand it.

Associated Tests [1]

	Lab or Field	Lab ID	Tester	Test Disposition	Test Status	Required	Which test Rules?
FM 5-509 Smoothness by 15' Rolling or Manual Straightedge							
1	Initial Test	Field	M24578064 *	Pass	Test Complete	Required	View

Showing 1 to 1 of 1

2. Click on the View option to view the test.

View

Test
FM 5-509 Smoothness by 15' Rolling or Manual Straightedge

Tester **Date Test Performed**
M24578064 3/19/2020

Has Deficiency Readings **No**

Structural or Friction? Structural

Rolling or Manual Straightedge? Rolling

Overall Area

	Lanes	Width (ft)	Station From	Station To
Reading 1	L1	14	100+00	200+00
Reading 2	L2	14	100+10	200+50

+ Add Reading - Remove Last Reading

Test Notes

3. Review the test data to ensure it has been entered appropriately according to what the VT witnessed. If there is a raw data worksheet attached under the Documents tab, you may want to use it as part of the review.

If there are errors, the Data Reviewer of the Witnessed By company cannot send the sample back. Instead, do not enter the VT TIN and enter a comment in the comment field. Notify the sample contact person that the sample needs to be updated before the VT TIN can be entered.

Sample ID: 2000589831 Sample Status: Submitted for Lab Testing

Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On
Susan Musselman	3/20/2020	Susan Musselman	3/20/2020

Material Certification: 437810-1-52-01 [Pending]

- Material Information [Click to Expand](#)
- Sample Information [Click to Expand](#)
- Contact Information [Click to Expand](#)
- Sample Comments [0] [Click to Expand](#)
- Documents [0] [Click to Expand](#)
- Associated Tests [1] [Click to Expand](#)

4. If the data is correct, click on the Sample Information tab to expand it.

Sample Information

Company: ABC Roads & Bridges, Inc.

Method of Acceptance	Sample Level	Category
Sampling And Testing	QC	Rolling Straightedge

Date Sample Taken: 3/18/2020

FDOT Sample # (for Structural start with S example S001Q for Friction start with F example F001Q): S0100X

Witnessed By Company: XYZ Testing Witnessed By: [Update Witnessed By](#)

5. Select the pencil icon next to the Update Witnessed By option. Only Data Entry and Data Reviewers in the Witnessed by company have this option.

An Update Witnessed By dialog box appears.

Update Witnessed By

Witnessed By: [6](#)

6. **Witnessed By** – enter the name or TIN of the VT who witnessed the QC test and select the entry from the returned list.

C. Submit Sample for FDOT Verification (QC Company)

When a user for the Witnessed By company enters the VT's TIN, the Data Reviewers for the QC company will get a notification from MAC. See [Chapter 5 – Witnessed By Notifications](#).

2000589831 Witnessed by Updated [2000589831](#) Witnessed By was updated by XYZ Testing and is ready for the Data Reviewer to confirm the data and submit to FDOT for Verification when ready.

A Data Reviewer should select the sample hotlink in the notification or navigate to the sample screen in MAC. The Data Reviewer reviews the sample and test data to ensure it is correct. If not, make changes as needed and Save the test. If the test data is correct or after corrections are made, the Data Reviewer can submit the sample to FDOT for Verification.

[Submit for FDOT Verification](#) [Create New Sample Login from this Sample](#) [Delete Sample](#) [View Sample Transmittal Information](#)

1. Select the Submit for FDOT Verification option to submit the sample to the PA and put it in Pending Finalization status.

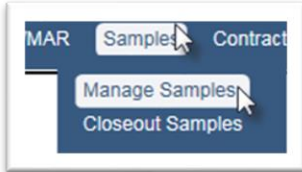
Chapter 3 – VT Rolling Straightedge Sample & Comparison Package

There is no longer a requirement for a separate VT Rolling Straightedge sample and creation of a comparison package because the Witnessed By feature replaces this.

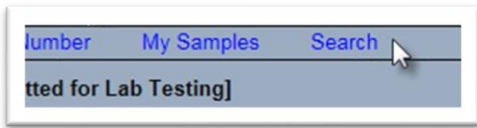
Chapter 4 – Finalizing the QC Rolling Straightedge Samples

You must be in your system roles and have the PA role to finalize rolling straightedge samples.

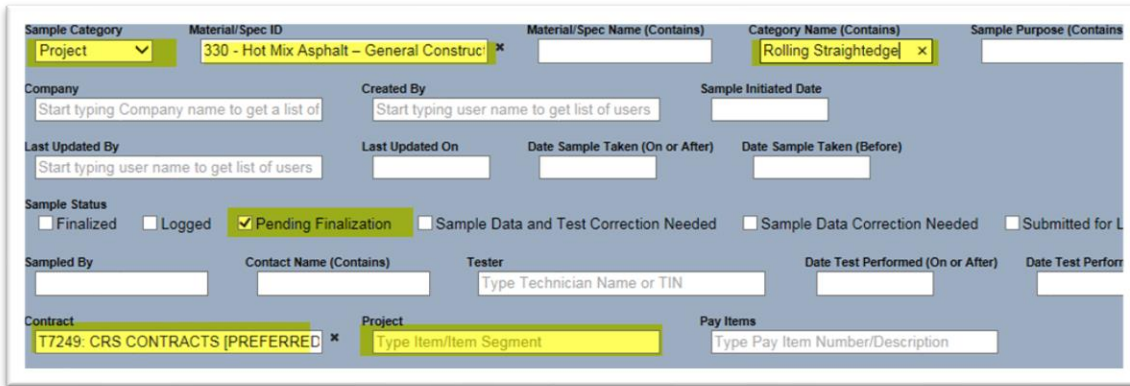
A. Finding Rolling Straightedge Samples Pending Finalization



1. To find the rolling straightedge samples that need finalization, select the Samples menu option.
2. Select the Manage Samples submenu option.



3. Select the Search option.

A screenshot of a search criteria form. The form has several fields and checkboxes. The 'Sample Category' is set to 'Project'. The 'Material/Spec ID' is '330 - Hot Mix Asphalt - General Construc'. The 'Material/Spec Name (Contains)' is empty. The 'Category Name (Contains)' is 'Rolling Straightedge'. The 'Sample Purpose (Contains)' is empty. The 'Company' field has a placeholder 'Start typing Company name to get a list of'. The 'Created By' field has a placeholder 'Start typing user name to get list of users'. The 'Sample Initiated Date' is empty. The 'Last Updated By' field has a placeholder 'Start typing user name to get list of users'. The 'Last Updated On', 'Date Sample Taken (On or After)', and 'Date Sample Taken (Before)' are empty. The 'Sample Status' section has checkboxes for 'Finalized', 'Logged', 'Pending Finalization' (checked), 'Sample Data and Test Correction Needed', 'Sample Data Correction Needed', and 'Submitted for L'. The 'Sampled By', 'Contact Name (Contains)', 'Tester' (placeholder 'Type Technician Name or TIN'), 'Date Test Performed (On or After)', and 'Date Test Perform' are empty. The 'Contract' field is 'T7249: CRS CONTRACTS [PREFERRED]'. The 'Project' field is 'Type Item/Item Segment'. The 'Pay Items' field is 'Type Pay Item Number/Description'.

4. Enter the following search criteria:
 - a. **Material/Spec Id** – 330 – Hot Mix Asphalt – General Construction
 - b. **Category Name** – Rolling Straightedge
 - c. **Sample Status** – select Pending Finalization
 - d. **Contract** – enter the Contract IdOr
 - e. **Project** – enter the Financial Project Id
5. To retrieve the samples, select the Search option.

A list of samples will appear at the bottom of the search sub-screen.

Sample ID	MAC Spec	Sample Level	Sample Status	Contract/Project(s)	FDOT Sample Number	Mix Desig
1 1600014910	330 - Hot Mix Asphalt - General Construction Requirements, Supplemental Specification, 01/2009, v1.4	QC	Submitted for Lab Testing	T7249 / 423440-1-52-01: 1-4 (SR 400) FROM BRANCH FORBES RD TO POLK COIL	RSE	
2 1600014911	330 - Hot Mix Asphalt - General Construction Requirements, Supplemental Specification, 01/2009, v1.4	VT	Submitted for Lab Testing	T7249 / 423440-1-52-01: 1-4 (SR 400) FROM BRANCH FORBES RD TO POLK COIL	RSE	

6. Click on a sample to navigate to it.

B. Sample Review

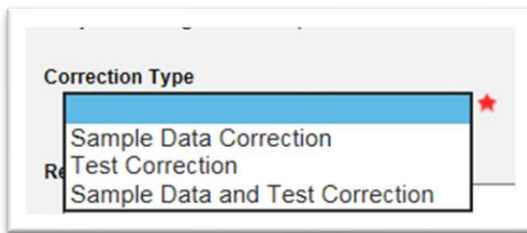
On the sample screen, review the information. If a raw data worksheet was completed during the data collection, it should be attached to the sample under the documents tab.

NOTE: The form (675-060-10) is **NOT** required. It has been left on the Forms website as an optional raw data worksheet; however, it has not been updated so it does not match the MAC test screen. **PAs should not require the use of the form** as the sample and test are now required in MAC. Requiring the form as well is equivalent of double data entry. The Contractor may opt to use the form or may develop a raw data worksheet for his company.

Number	Form Title
675-060-10	Asphalt Pavement Straightedge Test Report *Form not required for MAC entry. Can be used for data collection.*

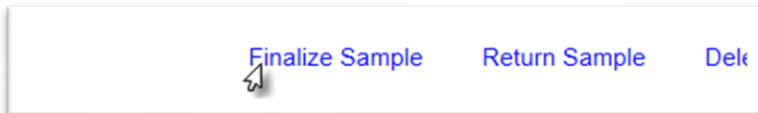
[Finalize Sample](#) [Return Sample](#) [Delete](#)

1. If any information is incorrect, select the Return Sample page level action to send the sample back to the data entry person for corrections.



- Sample Data Correction** – sends the sample back any QC data entry person in the company of the data entry person who created the sample.
- Test Correction** – since Rolling Straightedge is a field test, this also sends the sample back to any QC data entry person in the company of the data entry person who created the sample. It opens the test data for corrections.
- Sample and Test Correction** – this also sends the sample back to any QC data entry person in the company of the data entry person who created the sample. This opens both the sample and test data for correction.

When the sample and/or test data is corrected, the data entry person resubmits it for review and sends it back for finalization.

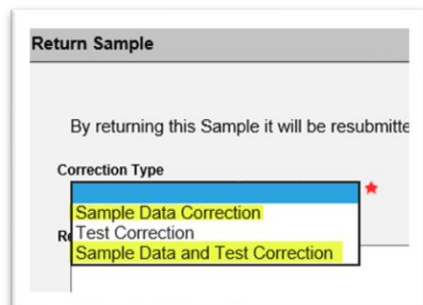


2. If all information is correct, select the Finalize Sample page level action.

C. Returning a Sample with Witnessed By for Updates

When a PA returns a sample for a change and there is a Witnessed By TIN, he needs to communicate with the QC company, the Witnessed By company or both, depending on what needs to be revised.

On the Return Sample dialog box, you have three options for returning a sample. The Witnessed By TIN can be updated by the appropriate company with any of these selections.



1. Correction Type –

- a. if the Witnessed By TIN is the only data that needs to be updated, or if the Witnessed By TIN and other sample data needs to be corrected, select the Sample Data Correction option.
- b. if Witnessed By TIN and other changes need to be made, select the appropriate change type for the incorrect data.

If the sample is returned for changes to only the Witnessed By TIN:

Notify the QC company and Witnessed by Company that the only data that needs to be updated is the Witnessed By TIN.

- The Witnessed By company must update the TIN
- The Witnessed By company must notify the QC company when the TIN is updated
- The QC company must designate the Sample as Correction Made to get the sample back in Pending Finalization

Correction Made - Submit for FDOT Verification

- The QC company must allow the Witnessed By company time to revise the TIN before submitting the sample to FDOT
- The PA should coordinate the update to ensure it is completed in a timely manner

If the sample is returned for all other changes along with the Witnessed By TIN:

Notify the QC company and Witnessed by Company that sample and/or test data needs to be updated and the Witnessed By TIN needs to be updated.

- The Witnessed By company must update the TIN
- The Witnessed By company must notify the QC company when the TIN is updated
- The QC company must any other sample and or test changes, including changing the Witnessed By company if it is incorrect
- The QC company must designate the Sample as Correction Made to get the sample back in Pending Finalization

Correction Made - Submit for FDOT Verification

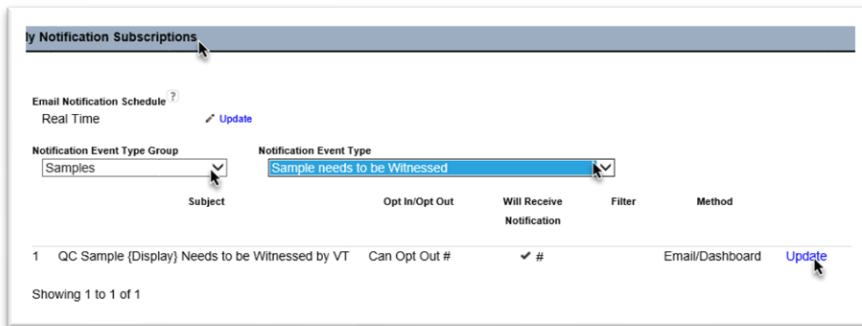
- The QC company must allow the Witnessed By company time to revise the TIN before submitting the sample to FDOT
- The PA should coordinate the updates to ensure they are completed in a timely manner

Chapter 5 – Witnessed By Notifications

There are two notifications for the Witnessed By feature. The first is designed to let the Witnessed By company know that a sample is ready to have the TIN entered. The second is for the QC company to know the Witnessed By company entered the TIN and the sample can be submitted to FDOT if the VT did not make any comments about the data.

Like other notifications where a Data Reviewer is a recipient, any user with the role of Data Reviewer in the Witnessed By company or QC Company will receive this notification. Detailed instructions can be found in the [Data Reviewer Company Role Notifications](#) document.

Most Data Reviewers are only interested in certain samples, not all the samples for their company. Data Reviewers should Opt In and add filters.

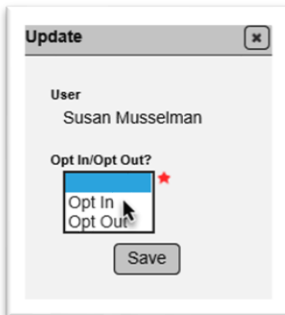


1. Navigate to your Notifications Subscriptions.
2. Select the Samples Notifications Event Type Group.
3. Select the Sample needs to be Witnessed Notification Event Type for Data Reviewers of the Witnessed By Company



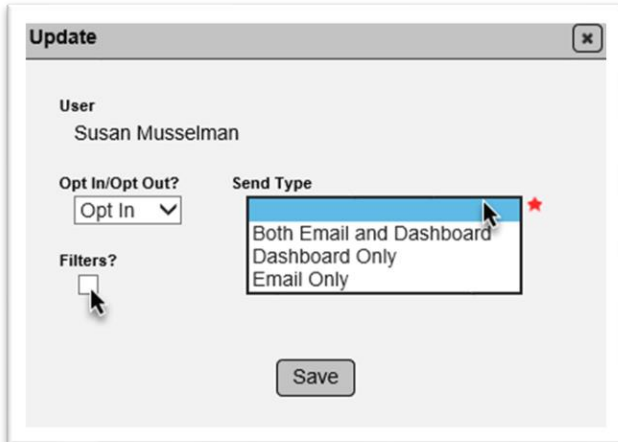
- or Sample Witnessed By has been updated Event Type for Data Reviewers for the QC Company
4. Select the Update option.

An Update dialog box appears.



5. **Opt In/Opt Out** – select Opt In to add filters. Even though you are already opted in, this will allow you to set a send type and filters.

New fields appear.



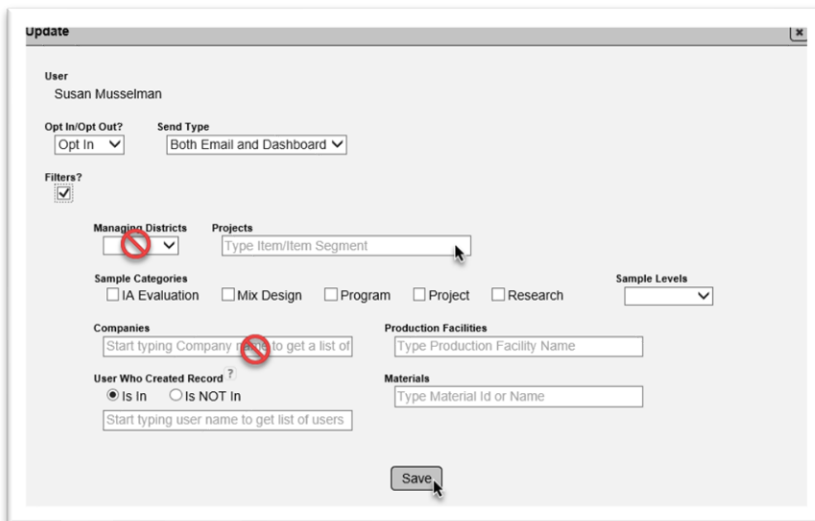
The screenshot shows a window titled "Update" with a close button (X) in the top right corner. The window contains the following fields and controls:

- User:** Susan Musselman
- Opt In/Opt Out?:** A dropdown menu currently set to "Opt In".
- Send Type:** A dropdown menu that is open, showing three options: "Both Email and Dashboard" (highlighted in blue), "Dashboard Only", and "Email Only". A red asterisk is visible to the right of this dropdown.
- Filters?:** An unchecked checkbox.
- Save:** A button at the bottom center.

6. **Send Type** – select the way you want MAC to send you the notification, both on your dashboard and an email, dashboard only (no email) or email only (no dashboard).

7. **Filters?** – select this indicator to see the filters used for this notification.

The filter fields appear.



The screenshot shows the "Update" dialog box with the "Filters?" checkbox checked. The following filter fields are visible:

- Managing Districts:** A dropdown menu with a red circle around it.
- Projects:** A text input field with the placeholder "Type Item/Item Segment" and a search icon.
- Sample Categories:** A group of checkboxes for "IA Evaluation", "Mix Design", "Program", "Project", and "Research".
- Sample Levels:** A dropdown menu.
- Companies:** A text input field with the placeholder "Start typing Company name to get a list of" and a search icon.
- Production Facilities:** A text input field with the placeholder "Type Production Facility Name".
- User Who Created Record?:** Radio buttons for "Is In" (selected) and "Is NOT In". Below it is a text input field with the placeholder "Start typing user name to get list of users" and a search icon.
- Materials:** A text input field with the placeholder "Type Material Id or Name".
- Save:** A button at the bottom center.

8. **Projects** – enter the first Financial Project Id and select it from the returned list. A new field will appear. Continue selecting projects until you have all the active projects listed. As you get assigned to new projects, you can update this list by adding the new Financial Project Id.

NOTE: Do not use Managing District in conjunction with the Projects field. It may cause a conflict in the filters that results in you not receiving notifications.

NOTE: You do not need to filter on your company name as that is a filter already applied by MAC on this notification.