



# Florida Department of TRANSPORTATION

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## Project Administrator MC Review

October 26, 2018

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## Introduction

### **What are the Project Administrator's (PA's) responsibilities for Materials Certification Review (MC Review)?**

The PA is the person in responsible charge for the materials acceptance on a contract. The State Construction Office has defined the person who will be given the role of PA in MAC as the Project Administrator, the Contract Specialist, or the Lead Inspector. In some cases, the Asphalt Plant Technician or Resident Asphalt Specialist can be given the PA role in MAC.

For Sample Life Cycle (SLC), the PA must finalize project samples and create comparison packages if needed. There are separate instructions for SLC functions. Part of the SLC process may be that findings were generated from the sample data. These instructions describe how to process those findings for the PA role and other functions related to the Materials Certification Review (MC Review). It also describes functions related to processing the findings through the Materials Acceptance Resolution (MAR) process. Separate instructions are also available for the other users with functions in this process, such as the MC Review Program Maintenance User who will be referred to in this document as the MC Reviewer.

### **What is a finding?**

A finding is a potential issue with the material method of acceptance. A finding may or may not result in an Exception to the Project Materials Certification Letter (PMCL). Findings can be generated by the system or they can be added manually by PAs or MC Reviewers.

### **What is an issue?**

An issue is a finding that needs further action. It is any finding that is not Excluded or MC Resolved. It may result in an Exception. All issues must be promoted to the Materials Acceptance Resolution (MAR) process. Not all issue promoted to MAR will have an Exception created.

### **What is an Exception?**

An Exception is a materials issue that meets the definition of a PMCL Exception per Materials Manual 5.4. All Exceptions must be promoted to MAR in order to have the ability to create the Exception on the PMCL

### **What is MAR?**

Materials Acceptance Resolution (MAR) is the process for documenting material method of acceptance issues. Method of acceptance includes more than just failing material. It includes any material that does not meet the requirements needed to determine if the material is acceptable including frequency, qualified personnel, qualified labs and if the material meets the minimum specification requirements. Any material not meeting the requirements will have to be processed through MAR. Not all MAR issues require recommendations and resolutions by the District Materials and Research Engineer (DMRE), District Construction Engineer (DCE) or Director, Office of Construction (DOC).

## Chapter 1 – Initiating an MC Review by the MC Reviewer

The MC Review is initiated for each project on a contract by the MC Reviewer. The MC Review should be created as soon as the District Materials and Research Office (DMRO) is notified that the contract has begun. This will allow for automatic findings to be generated as sampling and testing begins which could happen before the review is initiated. The PA should notify the MC Reviewer if the MC Review has not yet been initiated.

When the MC Review is created, if there are any existing samples for the contract, the system will populate the automatic findings.

The screenshot shows the 'Material Certification' interface for project 432738-1-52-01. It displays a table of findings with columns for Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. The findings are listed in a table with 19 rows, showing various sample tests and their statuses.

| Finding | Description  | Created By | Comparison Package | Sample         | Sample Test | Status    | Status Date | Recommendation | Resolution | Related Findings   |
|---------|--|------------|--------------------|----------------|-------------|-----------|-------------|----------------|------------|--|
| 161     | Comparison is required by the MAC Spec for Sample 1600018186 but was not performed | System     |                    | 1600018186 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 162     | Comparison is required by the MAC Spec for Sample 1600018189 but was not performed | System     |                    | 1600018189 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 163     | Comparison is required by the MAC Spec for Sample 1600018192 but was not performed | System     |                    | 1600018192 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 459     | Comparison is required by the MAC Spec for Sample 1600023537 but was not performed | System     |                    | 1600023537 VT  |             | Submitted | 11/3/2016   |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2137    | Sample 1600022193 is not Finalized   | System     |                    | 1600022193 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2138    | Sample 1600022880 is not Finalized   | System     |                    | 1600022880 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2139    | Sample 1600023924 is not Finalized   | System     |                    | 1600023924 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2140    | Sample 1600033251 is not Finalized   | System     |                    | 1600033251 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2141    | Sample 1600035727 is not Finalized   | System     |                    | 1600035727 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2142    | Sample 1600035773 is not Finalized   | System     |                    | 1600035773 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2143    | Sample 1600037774 is not Finalized   | System     |                    | 1600037774 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2144    | Sample 1600038138 is not Finalized   | System     |                    | 1600038138 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2145    | Sample 1600036150 is not Finalized   | System     |                    | 1600036150 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2146    | Sample 1600037322 is not Finalized   | System     |                    | 1600037322 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2149    | Sample 1600037340 is not Finalized   | System     |                    | 1600037340 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2150    | Sample 1600038035 is not Finalized   | System     |                    | 1600038035 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2151    | Sample 1600038037 is not Finalized   | System     |                    | 1600038037 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2152    | Sample 1600039563 is not Finalized   | System     |                    | 1600039563 PCS |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |

For contracts with multiple projects, all the projects on the contract will appear on the MC Review header of each project.

The screenshot shows the 'Material Certification' interface for project 408459-2-52-01. It displays a table of findings with columns for Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. The findings are listed in a table with 19 rows, showing various sample tests and their statuses.

| Finding | Description  | Created By | Comparison Package | Sample         | Sample Test | Status    | Status Date | Recommendation | Resolution | Related Findings   |
|---------|--|------------|--------------------|----------------|-------------|-----------|-------------|----------------|------------|--|
| 161     | Comparison is required by the MAC Spec for Sample 1600018186 but was not performed | System     |                    | 1600018186 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 162     | Comparison is required by the MAC Spec for Sample 1600018189 but was not performed | System     |                    | 1600018189 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 163     | Comparison is required by the MAC Spec for Sample 1600018192 but was not performed | System     |                    | 1600018192 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 459     | Comparison is required by the MAC Spec for Sample 1600023537 but was not performed | System     |                    | 1600023537 VT  |             | Submitted | 11/3/2016   |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2137    | Sample 1600022193 is not Finalized   | System     |                    | 1600022193 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2138    | Sample 1600022880 is not Finalized   | System     |                    | 1600022880 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2139    | Sample 1600023924 is not Finalized   | System     |                    | 1600023924 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2140    | Sample 1600033251 is not Finalized   | System     |                    | 1600033251 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2141    | Sample 1600035727 is not Finalized   | System     |                    | 1600035727 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2142    | Sample 1600035773 is not Finalized   | System     |                    | 1600035773 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2143    | Sample 1600037774 is not Finalized   | System     |                    | 1600037774 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2144    | Sample 1600038138 is not Finalized   | System     |                    | 1600038138 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2145    | Sample 1600036150 is not Finalized   | System     |                    | 1600036150 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2146    | Sample 1600037322 is not Finalized   | System     |                    | 1600037322 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2149    | Sample 1600037340 is not Finalized   | System     |                    | 1600037340 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2150    | Sample 1600038035 is not Finalized   | System     |                    | 1600038035 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2151    | Sample 1600038037 is not Finalized   | System     |                    | 1600038037 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2152    | Sample 1600039563 is not Finalized   | System     |                    | 1600039563 PCS |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |

7. If the MC Reviews for the other project(s) have been initiated, they will appear as a hyperlink on the projects reviews. Click on the hyperlink to navigate to another project's MC Review.

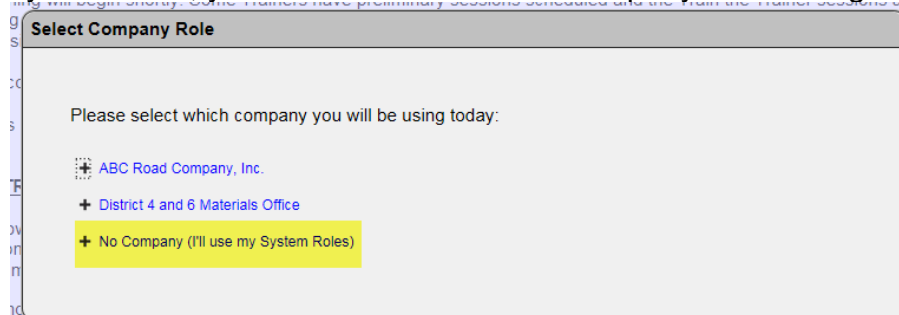
The screenshot shows the 'Material Certification' interface for project 408459-2-52-01. It displays a table of findings with columns for Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. The findings are listed in a table with 19 rows, showing various sample tests and their statuses.

| Finding | Description  | Created By | Comparison Package | Sample         | Sample Test | Status    | Status Date | Recommendation | Resolution | Related Findings   |
|---------|--|------------|--------------------|----------------|-------------|-----------|-------------|----------------|------------|--|
| 161     | Comparison is required by the MAC Spec for Sample 1600018186 but was not performed | System     |                    | 1600018186 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 162     | Comparison is required by the MAC Spec for Sample 1600018189 but was not performed | System     |                    | 1600018189 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 163     | Comparison is required by the MAC Spec for Sample 1600018192 but was not performed | System     |                    | 1600018192 QC  |             | Submitted | 10/25/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 459     | Comparison is required by the MAC Spec for Sample 1600023537 but was not performed | System     |                    | 1600023537 VT  |             | Submitted | 11/3/2016   |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2137    | Sample 1600022193 is not Finalized   | System     |                    | 1600022193 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2138    | Sample 1600022880 is not Finalized   | System     |                    | 1600022880 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2139    | Sample 1600023924 is not Finalized   | System     |                    | 1600023924 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2140    | Sample 1600033251 is not Finalized   | System     |                    | 1600033251 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2141    | Sample 1600035727 is not Finalized   | System     |                    | 1600035727 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2142    | Sample 1600035773 is not Finalized   | System     |                    | 1600035773 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2143    | Sample 1600037774 is not Finalized   | System     |                    | 1600037774 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2144    | Sample 1600038138 is not Finalized   | System     |                    | 1600038138 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2145    | Sample 1600036150 is not Finalized   | System     |                    | 1600036150 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2146    | Sample 1600037322 is not Finalized   | System     |                    | 1600037322 IV  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2149    | Sample 1600037340 is not Finalized   | System     |                    | 1600037340 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2150    | Sample 1600038035 is not Finalized   | System     |                    | 1600038035 PCX |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2151    | Sample 1600038037 is not Finalized   | System     |                    | 1600038037 QC  |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |
| 2152    | Sample 1600039563 is not Finalized   | System     |                    | 1600039563 PCS |             | Submitted | 12/14/2016  |                |            | <a href="#">View Details</a> <a href="#">Update Status</a> |

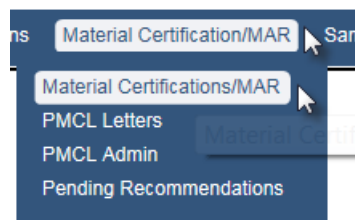
Each project may have its own findings and Exceptions. The MC Reviews are conducted per project, but the PMCL is generated for the contract.

## Chapter 2 – Searching for an MC Review

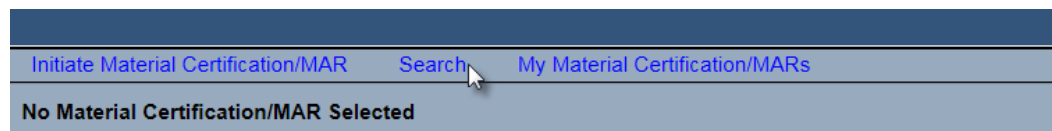
**NOTE:** PAs may also have company roles. If you have company roles and system roles, you will see the Select Company Role dialog box when you log into MAC. If you only have system roles, you will not see a Select Company Role dialog box.



1. Select the “No Company (I’ll use my System Roles) option.




2. Select the Materials Certifications/MAR menu option.
3. Select the Materials Certifications/MAR option on the submenu.



No Material Certification/MAR has been selected. Please select one from the Search List.

4. Select the Search option.

A screenshot of a 'Filter Options' form. It contains several fields: 'Managing District Code' (a dropdown menu with 'District 4' selected), 'Contract' (a text input field with placeholder text 'Type Contract Number/Description'), 'Finding Status' (a dropdown menu), 'Recommendation' (a dropdown menu), 'Resolution' (three checkboxes: 'Complete Removal of Material', 'Leave in Place', and 'Partial Removal of Material'), and 'Final Review' (a dropdown menu). There is also a 'PMCL Letter' dropdown menu. A green banner at the bottom left says 'Currently selected criteria will yield 9 results'. At the bottom right, there are 'Search' and 'Clear Search' buttons.

Use the filter options to narrow the search down.

5. Enter the managing district.
6. If you know the contract id, enter it to narrow the search down to one entry.
7. Select the search option to generate the search.

The search results will appear at the bottom of the search sub-screen.

|   | Project        | Contract   | District   | S |
|---|----------------|--|------------|---|
| 1 | 227775-1-56-01 | E4N82: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]        | District 4 | C |
| 2 | 229812-3-52-01 | T4222: CRS CONTRACTS [PAVEX CORPORATION]                       | District 4 | C |
| 3 | 415316-1-52-01 | T4216: CRS CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]          | District 4 | C |
| 4 | 421707-2-52-01 | E4N84: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]        | District 4 | C |
| 5 | 424674-1-52-01 | T4344: CRS CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]          | District 4 | C |
| 6 | 428009-1-52-01 | E4Q32: DESIGN-BUILD CONTRACTS [THE DE MOYA GROUP INC.]         | District 4 | C |
| 7 | 429785-1-52-01 | E4P04: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]        | District 4 | C |
| 8 | 432704-1-52-01 | E4P38: DESIGN-BUILD CONTRACTS [RANGER CONSTRUCTION INDUSTRIES] | District 4 | C |
| 9 | 432706-1-52-01 | E4P38: DESIGN-BUILD CONTRACTS [RANGER CONSTRUCTION INDUSTRIES] | District 4 | C |

8. Click anywhere on the row to navigate to the specific MC Review.

You will be navigated to the MC Review for that entry.

Material Certification/MAR 421707-2-52-01
Go To Material Certification/MAR
Type Project Number to find Material Certi

Check Out
Delete

Project  
421707-2-52-01: SR 931-75 ML SYSTEM FROM NW 170 STREET TO S OF HEFT INTERCHANGE
Managing District  
District 4
Status  
Checked In

Contract  
E4N84: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]
Other Projects on this Contract  
• 421707-3-52-01: SR 931-75 ML SYSTEM FR MIAMI-DADE/BROWARD CL TO S. OF MIRAMAR PARKWAY  
• 421707-8-52-01: SR 931-75 ML SYSTEM FR S. OF HEFT INTCH. TO MIAMI/DADE COUNTYLINE

In Final Review  
No

Findings [4]
Click to Collapse

☐ Excluded [0]
☒ MC Resolved [0]
☒ Promoted to MAR [1]
☒ MAR Resolved [0]
☒ Open [0]
☒ Responded [1]
☒ Return for Response Clarification [0]
☒ Submitted [2]

| Finding | Description  | Created By | Comparison Package    | Sample        | Sample Test | Status          | Status Date | Recommendation | Resolution | Related Findings |  |
|---------|--|------------|-----------------------|---------------|-------------|-----------------|-------------|----------------|------------|------------------|--|
| 1342    | Required resolution for 57 [1600014007 QC-VT] not performed                        | System     | 57 [1600014007 QC-VT] | 1600014007 QC |             | Responded       | 7/26/2016   |                |            |                  | <a href="#">View Details</a>                       |
| 1343    | Comparison is required by the MAC Spec for Sample 1600014005 but was not performed | System     |                       | 1600014005 QC |             | Submitted       | 7/26/2016   |                |            |                  | <a href="#">View Details</a>                       |
| 1344    | Comparison is required by the MAC Spec for Sample 1600014006 but was not performed | System     |                       | 1600014006 QC |             | Promoted to MAR | 8/23/2016   | EAR            |            |                  | <a href="#">View Details</a> <a href="#">Set F</a> |

When an MC Review is initiated, it is checked out the MC Reviewer who created it. During this status, no other MC Reviewer can make modifications to the review. Check in and check out does not apply to the PA. The PA does not need to check out an MC Review in order to work on the findings.

## Chapter 3 – Managing Findings

Some findings are generated by the system based on criteria such as a failing test, a required test not being performed, an unqualified technician, etc. Samples can have multiple findings. Similar findings can be related to each other.

### A. Findings List on an MC Review

When the MC Review is created or when it is checked out, the system will populate or recalculate the automatic findings. The PA cannot recalculate the findings. If findings do not appear on the findings list, check the excluded findings to ensure the MC Reviewer has not already excluded the finding.

Findings [36]

☐ Excluded [36] ☒ MC Resolved [0] ☒ Promoted to MAR [0] ☒

No results found

- Select the Excluded option on the Findings status selection to review excluded findings.
- If the findings do not appear, ask the MC Reviewer to perform the Recalculate Findings option.

| Findings [4]  |  |            |                    |               |  |                 |             |                              |                              |                  | Click to Collapse   |
|---|--|------------|--------------------|---------------|--|-----------------|-------------|------------------------------|------------------------------|------------------|---|
| <input type="checkbox"/> Excluded [1] <input checked="" type="checkbox"/> MC Resolved [0] <input checked="" type="checkbox"/> Promoted to MAR [2] <input checked="" type="checkbox"/> MAR Resolved [1] <input checked="" type="checkbox"/> Open [0] <input checked="" type="checkbox"/> Responded [0] <input checked="" type="checkbox"/> Return for Response Clarification [0] <input checked="" type="checkbox"/> Submitted [0] |  |            |                    |               |  |                 |             |                              |                              |                  | Add Manual Finding  |
| Finding   | Description  | Created By | Comparison Package | Sample        | Sample Test                                  | Status          | Status Date | Recommendation               | Resolution                   | Related Findings |   |
| 1   | Sample 1600015239 has a failing result on required Test FM 5-515 Limerock Bearing Ratio              | System     |                    | 1600015239 QC | FM 5-515 Limerock Bearing Ratio              | MAR Resolved    | 9/30/2016   | Reworked and Remixed [Final] |                              |                  | <a href="#">View Details</a> <a href="#">Update Status</a> <a href="#">Cr</a>                 |
| 2   | Sample 1600015240 has a failing result on required Test ASTM C143 Slump of Hydraulic Cement Concrete | System     |                    | 1600015240 QC | ASTM C143 Slump of Hydraulic Cement Concrete | Promoted to MAR | 9/30/2016   | No EAR [Final]               | Complete Removal of Material | 3                | <a href="#">View Details</a> <a href="#">Set Resolution</a> <a href="#">Update Status</a>     |
| 3   | Sample 1600015240 has a failing result on required Test ASTM C39 Compressive Strength                | System     |                    | 1600015240 QC | ASTM C39 Compressive Strength                | Promoted to MAR | 9/21/2016   | No EAR                       |                              | 2                | <a href="#">View Details</a> <a href="#">Set Recommendation</a> <a href="#">Update Status</a> |

Showing 1 to 3 of 3

[View Details](#)

- To see the specific information for a finding, select the View Details option.

A new window will appear with information and additional tabs for that issue.

| Findings [4]                                  |   |               |                    |                                 |              | Click to Collapse  |
|---|---|---------------|--------------------|---------------------------------|--------------|--|
| <a href="#">Return to List</a>                |   |               |                    |                                 |              |  |
| Finding Type                                  | Description   | Sample        | FDOT Sample Number | Sample Package Text             | Status       | <a href="#">Undo MAR</a> <a href="#">Create Exception</a> <a href="#">Relate to Other Findings</a> |
| System Generated                              | Sample 1600015239 has a failing result on required Test FM 5-515 Limerock Bearing Ratio | 1600015239 QC | S0001Q             | FM 5-515 Limerock Bearing Ratio | MAR Resolved |  |
| Final Recommendation                          |   |               |                    |                                 |              |  |
| Reworked and Remixed by Project Administrator |   |               |                    |                                 |              |  |
| Pay Items                                     |   |               |                    |                                 |              |  |
| Sample Info                                   |   |               |                    |                                 |              | <a href="#">Click to Expand</a>  |
| Responses [1]                                 |   |               |                    |                                 |              | <a href="#">Click to Expand</a>  |
| Recommendations [1]                           |   |               |                    |                                 |              | <a href="#">Click to Expand</a>  |
| Resolutions [0]                               |   |               |                    |                                 |              | <a href="#">Click to Expand</a>  |

## B. Findings Statuses

Findings statuses are as follows:

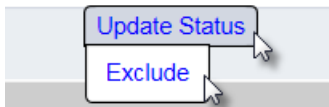
1. Excluded – The MC Reviewer has determined that the finding is not an issue. It does not have to be responded to by the PA.
2. MC Resolved – The MC Reviewer has determined without the PA's response or is satisfied with the PA's response and determined the finding is not an issue.
3. Promoted to MAR – the finding has a response from the PA and the MC Reviewer and PA agree that the finding should be processed as a Materials Acceptance Resolution (MAR) issue.
4. Open – The finding has been added to the findings list but the MC Reviewer has not yet excluded it or submitted it to the PA for response.
5. Responded – The PA has submitted a response to the MC Reviewer.
6. Returned for Response Clarification – the MC Reviewer has returned a responded finding to the PA for additional response.
7. Submitted – the MC Reviewer has submitted the finding to the PA for a response.

**NOTE:** The findings statuses can be used as filters to shorten the list that is displayed. Deselecting an option does not remove the findings. It just takes them off the view.



## C. Excluding a Finding

If the MC Reviewer determines that a finding does not need further action, it can be excluded.



| <div><input checked="" type="checkbox"/> Excluded [1] <input type="checkbox"/> MC Resolved [0] <input type="checkbox"/> Promoted to MAR [2] <input type="checkbox"/> MAR Resolved [1] <input type="checkbox"/> Open [0] <input type="checkbox"/> Responded [0] <input type="checkbox"/> Return for Response Clarification [0] <input type="checkbox"/> Submitted [1]</div> |  |            |                    |               |  |          |             |                |            |                        |
|--|--|------------|--------------------|---------------|--|----------|-------------|----------------|------------|------------------------|
| Finding  | Description  | Created By | Comparison Package | Sample        | Sample Test                              | Status   | Status Date | Recommendation | Resolution | Related Findings       |
| 4  | Tester [P34081368] on Sample 1600015240/Test FM 5-501 - Early Sampling for W/CM Ratio is not Qualified | System     |                    | 1600015240 QC | FM 5-501 - Early Sampling for W/CM Ratio | Excluded | 9/28/2016   |                |            | <a href="#">View D</a> |

The excluded findings can be seen by selecting the Excluded checkbox on the status selector.

## D. Manual Findings

Because not all issues that are possible exceptions can be detected by the system, there is a way to add a manual finding. These can be created by MC Reviewers PAs. To create a manual finding:



#### 4 Add Manual Finding

1. Select the Add Manual Finding option.

An Add Manual Finding dialog box will appear.

**NOTE:** A ★ indicates a required field.

2. Select the finding type from the Finding Type drop down list.

3. Enter a description.

4. If the manual finding is for a specific comparison package, select it from the Comparison Package drop down list.

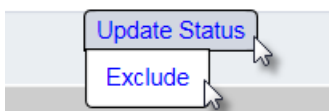
5. If the manual finding is for a specific sample, select it from the Sample drop down list.

**NOTE:** When a MC Reviewer adds a manual finding, the finding status is Submitted and the PA must respond to the manual finding. When a PA adds a manual finding, the finding status is automatically set to Promoted to MAR. The PA does not need to respond or submit a response.

**NOTE: DO NOT** create a Manual finding for materials that can be resolved using delineation (like asphalt) or for straightedge deficiencies. These two automatic findings have their own special programming that is triggered from an automatic finding. Creating a manual finding will not allow for the special programming to be triggered and the manual finding will not be able to be processed correctly.

#### E. Excluding a Finding

If the MC Reviewer determines that a finding does not need further action, it can be excluded.



| <input checked="" type="checkbox"/> Excluded [1] <input type="checkbox"/> MC Resolved [0] <input type="checkbox"/> Promoted to MAR [2] <input type="checkbox"/> MAR Resolved [1] <input type="checkbox"/> Open [0] <input type="checkbox"/> Responded [0] <input type="checkbox"/> Return for Response Clarification [0] <input type="checkbox"/> Submitted [1] |  |            |                    |               |  |          |             |                |            |                        |
|---|--|------------|--------------------|---------------|--|----------|-------------|----------------|------------|------------------------|
| Finding   | Description  | Created By | Comparison Package | Sample        | Sample Test                              | Status   | Status Date | Recommendation | Resolution | Related Findings       |
| 4   | Tester [P34081368] on Sample 1600015240/Test FM 5-501 - Early Sampling for W/CM Ratio is not Qualified | System     |                    | 1600015240 QC | FM 5-501 - Early Sampling for W/CM Ratio | Excluded | 9/28/2016   |                |            | <a href="#">View D</a> |

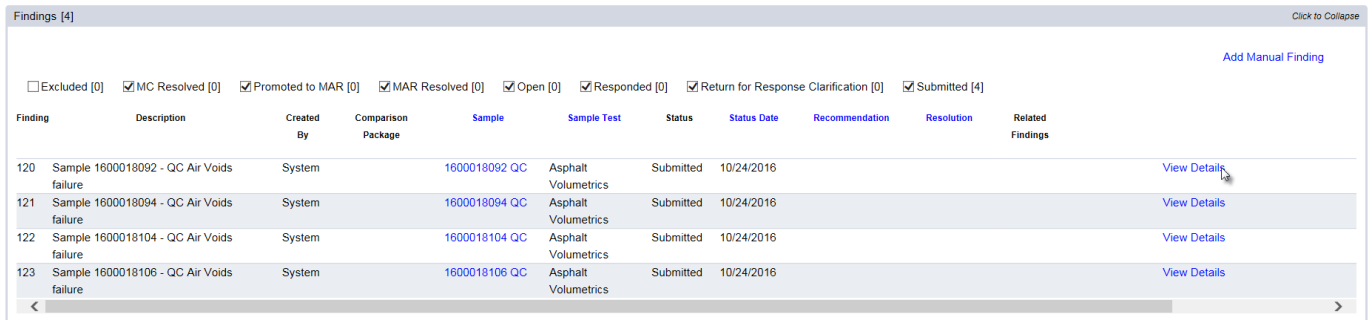
The excluded findings can be seen by selecting the Excluded checkbox on the status selector.

## F. Submitting a Finding for PA Response

If the MC Reviewer is not sure if a finding should be excluded, he can submit the finding to the PA for a response. The PA's response should provide more detail about the finding to assist the MC Reviewer and PA determine if the finding warrants more action, like promoting it to MAR.

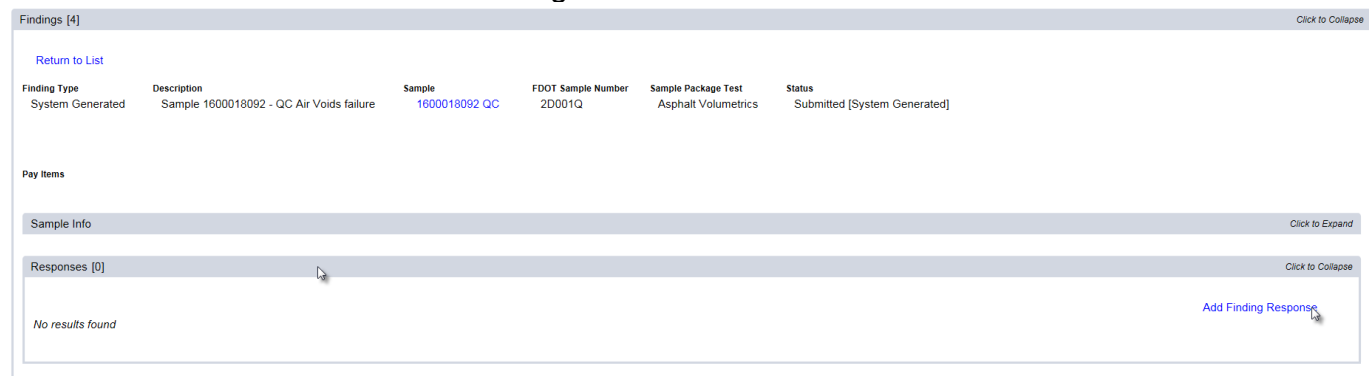
## G. Responding to a Finding in Submitted Status

To respond to a submitted finding:



| Finding | Description                              | Created By | Comparison Package | Sample        | Sample Test         | Status    | Status Date | Recommendation | Resolution | Related Findings             |
|---------|--|------------|--------------------|---------------|---------------------|-----------|-------------|----------------|------------|------------------------------|
| 120     | Sample 1600018092 - QC Air Voids failure | System     |                    | 1600018092 QC | Asphalt Volumetrics | Submitted | 10/24/2016  |                |            | <a href="#">View Details</a> |
| 121     | Sample 1600018094 - QC Air Voids failure | System     |                    | 1600018094 QC | Asphalt Volumetrics | Submitted | 10/24/2016  |                |            | <a href="#">View Details</a> |
| 122     | Sample 1600018104 - QC Air Voids failure | System     |                    | 1600018104 QC | Asphalt Volumetrics | Submitted | 10/24/2016  |                |            | <a href="#">View Details</a> |
| 123     | Sample 1600018106 - QC Air Voids failure | System     |                    | 1600018106 QC | Asphalt Volumetrics | Submitted | 10/24/2016  |                |            | <a href="#">View Details</a> |

### 1. Select the View Details on the finding.



Findings [4] [Click to Collapse](#)

[Return to List](#)

| Finding Type     | Description                              | Sample        | FDOT Sample Number | Sample Package Test | Status                       |
|------------------|--|---------------|--------------------|---------------------|------------------------------|
| System Generated | Sample 1600018092 - QC Air Voids failure | 1600018092 QC | 2D001Q             | Asphalt Volumetrics | Submitted [System Generated] |

Pay Items

Sample Info [Click to Expand](#)

Responses [0] [Click to Collapse](#)

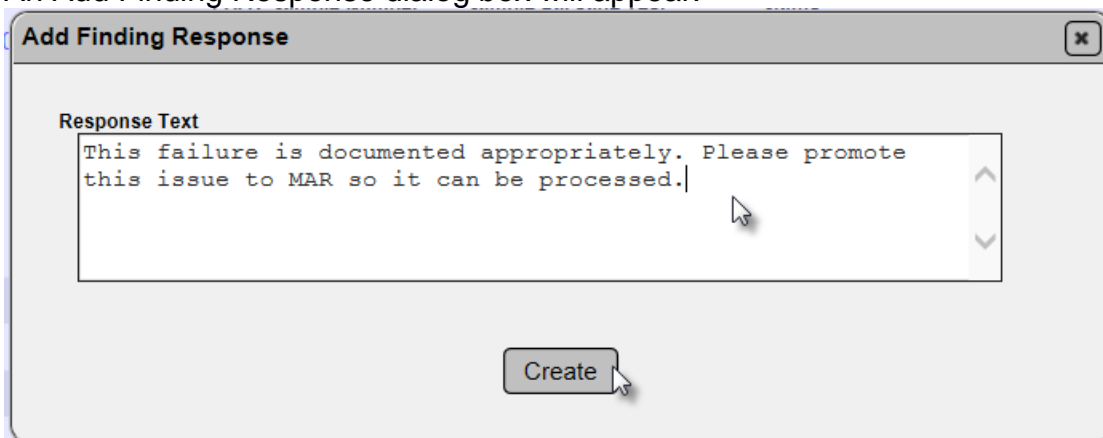
No results found

[Add Finding Response](#)

### 2. Click on the Responses tab to expand it.

### 3. Click on the Add Findings Response option.

An Add Finding Response dialog box will appear.



**Add Finding Response** [X](#)

**Response Text**

This failure is documented appropriately. Please promote this issue to MAR so it can be processed.

[Create](#)

4. Enter the description of the finding in the Response Text field. The information should include any additional details for the MC Reviewer to assist with determining if the finding is a potential exception. The needed information will depend on the finding itself.
5. Select the Create option.

Findings [5] Click to Collapse

[Return to List](#)

[Submit Responses](#)

| Finding Type       | Description                                    | Sample        | FDOT Sample Number | Sample Package Test                                       | Status                       |
|--------------------|--|---------------|--------------------|---|------------------------------|
| System Generated X | Sample 1600020103 has failed straightedge test | 1600020103 QC |                    | FM 5-509 Smoothness by 15' Rolling or Manual Straightedge | Submitted [System Generated] |

Pay Items

6. Once you have response entered, select the Submit Responses option.

The response status will be changed to Responded.

Findings [4] Click to Collapse

[Add Manual Finding](#)

☐ Excluded [0]
 ☒ MC Resolved [0]
 ☒ Promoted to MAR [0]
 ☒ MAR Resolved [0]
 ☒ Open [0]
 ☒ Responded [3]
 ☒ Return for Response Clarification [0]
 ☒ Submitted [1]

| Finding | Description                              | Created By | Comparison Package | Sample        | Sample Test         | Status    | Status Date | Recommendation | Resolution | Related Findings             |
|---------|--|------------|--------------------|---------------|---------------------|-----------|-------------|----------------|------------|------------------------------|
| 120     | Sample 1600018092 - QC Air Voids failure | System     |                    | 1600018092 QC | Asphalt Volumetrics | Responded | 12/14/2016  |                |            | <a href="#">View Details</a> |
| 121     | Sample 1600018094 - QC Air Voids failure | System     |                    | 1600018094 QC | Asphalt Volumetrics | Responded | 12/14/2016  |                |            | <a href="#">View Details</a> |
| 122     | Sample 1600018104 - QC Air Voids failure | System     |                    | 1600018104 QC | Asphalt Volumetrics | Submitted | 10/24/2016  |                |            | <a href="#">View Details</a> |
| 123     | Sample 1600018106 - QC Air Voids failure | System     |                    | 1600018106 QC | Asphalt Volumetrics | Responded | 12/14/2016  |                |            | <a href="#">View Details</a> |

## H. Returning the Finding for Additional Clarification

If the PA's response is incomplete or unclear, the MC Reviewer may return the finding to the PA to get additional information. The finding will be placed in the status Return for Response.

Findings [4] Click to Collapse

[Add Manual Finding](#)

☐ Excluded [0]
 ☒ MC Resolved [0]
 ☒ Promoted to MAR [0]
 ☒ MAR Resolved [0]
 ☒ Open [0]
 ☒ Responded [2]
 ☒ Return for Response Clarification [1]
 ☒ Submitted [1]

| Finding | Description                              | Created By | Comparison Package | Sample        | Sample Test         | Status                            | Status Date | Recommendation | Resolution | Related Findings             |
|---------|--|------------|--------------------|---------------|---------------------|-----------------------------------|-------------|----------------|------------|------------------------------|
| 120     | Sample 1600018092 - QC Air Voids failure | System     |                    | 1600018092 QC | Asphalt Volumetrics | Return for Response Clarification | 12/14/2016  |                |            | <a href="#">View Details</a> |
| 121     | Sample 1600018094 - QC Air Voids failure | System     |                    | 1600018094 QC | Asphalt Volumetrics | Responded                         | 12/14/2016  |                |            | <a href="#">View Details</a> |
| 122     | Sample 1600018104 - QC Air Voids failure | System     |                    | 1600018104 QC | Asphalt Volumetrics | Submitted                         | 10/24/2016  |                |            | <a href="#">View Details</a> |
| 123     | Sample 1600018106 - QC Air Voids failure | System     |                    | 1600018106 QC | Asphalt Volumetrics | Responded                         | 12/14/2016  |                |            | <a href="#">View Details</a> |

1. Select the View Details option to see the finding details.

The MC Reviewer's comment can be seen under the status heading. You may need to contact the MC Reviewer to coordinate the needed information in the response.

The screenshot shows a web interface titled "Findings [4]" with a "Click to Collapse" link. It includes a "Return to List" link and a "Relate to Other Findings" link. A table lists findings with columns: Finding Type, Description, Sample, FDOT Sample Number, Sample Package Test, and Status. The first finding is "System Generated" with description "Sample 1600018094 - QC Air Voids failure", sample "1600018094 QC", FDOT Sample Number "2D001Q", and Sample Package Test "Asphalt Volumetrics". The Status is "Return for Response Clarification [The explanation is not complete. Please provide more detail about how the finding was addressed.]". Below the table is a "Pay Items" section and a "Sample Info" section with a "Click to Expand" link. At the bottom, there is a "Responses [0]" section with a "Click to Collapse" link and a "No results found" message. An "Add Finding Response" link is visible in the bottom right corner.

| Finding Type     | Description                              | Sample        | FDOT Sample Number | Sample Package Test | Status   |
|------------------|--|---------------|--------------------|---------------------|--|
| System Generated | Sample 1600018094 - QC Air Voids failure | 1600018094 QC | 2D001Q             | Asphalt Volumetrics | Return for Response Clarification [The explanation is not complete. Please provide more detail about how the finding was addressed.] |

2. Click on the Responses tab to expand it.
3. Click on the Add Findings Response option.

An Add Findings Response dialog box will appear.

The screenshot shows a dialog box titled "Add Finding Response" with a close button (X) in the top right corner. Inside the dialog, there is a "Response Text" label and a text area. The text area contains the text "This is additional information for further clarification." and a character count "57 of 2000". Below the text area is a "Create" button.

4. Enter the description of the finding in the Response Text field. Since the finding has been returned for additional information, you may need to include new details or more descriptive information.
5. Select the Create option.

Findings [4] Click to Collapse

[Return to List](#)
Submit Responses

| Finding Type     | Description                              | Sample                        | FDOT Sample Number | Sample Package Test |
|------------------|--|-------------------------------|--------------------|---------------------|
| System Generated | Sample 1600018094 - QC Air Voids failure | <a href="#">1600018094 QC</a> | 2D001Q             | Asphalt Volumetrics |

**Status**  
 Return for Response Clarification [The explanation is not complete. Please provide more detail about how the finding was addressed.]

**Pay Items**

Sample Info Click to Collapse

6. Click on the Submit Responses option.

The issue status will be changed to Responded.

#### I. Setting a Finding as MC Resolved

If after the MC Reviewer and the PA determine that the finding needs no further action, the finding can be designated with the status of MC Resolved. Similar to excluded findings, MC Resolved findings cannot be promoted to MAR and cannot have an Exception created from the finding. MC Resolved means that after further review and comment by the PA and MC Reviewer, the finding does not warrant additional action.

#### J. Relating a Finding to other Findings

Often times, findings will be similar in nature and will be resolved with the same disposition. The MC Reviewer can connect findings together by relating them to each other.

The finding details will be updated to show the related findings.

Findings [4]

[Return to List](#)

| Finding Type                       | Description | Created By      | Status    |
|------------------------------------|-------------|-----------------|-----------|
| Final Commercial Inspection Report | t           | Susan Musselman | Responded |

**Pay Items**

**Related Findings**

- 208 - Sample 1600015313 has failed straightedge test
- 1456 - Sample 1600015313 is not Finalized

Response P1



## M. Undoing a MAR Promotion

If an item is inadvertently sent to MAR, or if one of the users in the MAR process selects the incorrect recommendation or resolution, the MC Reviewer can undo the process.

The finding status will be taken all the way back to the Submitted status. The PA will need to resubmit the responses. All users will need to reperform the steps up to the action that required the MAR promotion to be undone.

| Findings [1]                   |   |               |                    |           | Click to Collapse   |  |  |
|--------------------------------|---|---------------|--------------------|-----------|---|--|--|
| <a href="#">Return to List</a> |   |               |                    |           |   |  |  |
|                                |   |               |                    |           | <a href="#">Submit Responses</a> <a href="#">Exclude</a> <a href="#">Relate to Other Findings</a> |  |  |
| Finding Type                   | Description   | Sample        | FDOT Sample Number | Status    |   |  |  |
| System Generated               | Sampler [M24578064] on Sample 1600019925 is not Qualified | 1600019925 VT | CC20001V           | Submitted |   |  |  |
| Pay Items                      |   |               |                    |           |   |  |  |

## Chapter 4 – Processing an Issue through MAR

The PA is responsible for coordinating the steps of the MAR issue through to final resolution. MAC does not currently notify the specific users that need to make a recommendation or resolution. The PA should let the users know if the issue needs further action from the user. These instructions will describe the process for issues that may require an EAR or delineation. They follow the requirements of Construction Project Administration Manual (CPAM) Section 5.8. Straightedge deficiencies have a different MAR process with different users. They are processed according to CPAM Section 11.5. [Chapter 5 – Processing a MAR Issue for Straightedge Deficiencies](#) describes the process for straightedge deficiencies.

### A. Making an Initial Recommendation from the Finding Details

When an issue is promoted to MAR, the first step is for the PA to enter an initial recommendation. There are two ways to get to the functions. This section describes how to make the initial recommendation from the findings details. By doing this, the PA has the option to review the information, comments and documents associated to the finding. Section [D. Making an Initial Recommendation from the Findings List](#) describes how to make the finding recommendation from the findings list. Because additional steps are usually needed, this is the preferred method.

Findings [4]

☐ Excluded [0] ☒ MC Resolved [0] ☒ Promoted to MAR [1] ☒ MAR Resolved [0] ☒ Open [0] ☒ Responded [2] ☒ Return for Response Clarification [0] ☒ Submitted [1]

| Created By | Comparison Package | Sample                        | Sample Test         | Status          | Status Date | Recommendation | Resolution | Related Findings             |
|------------|--------------------|-------------------------------|---------------------|-----------------|-------------|----------------|------------|------------------------------|
| System     |                    | <a href="#">1600018092 QC</a> | Asphalt Volumetrics | Promoted to MAR | 12/14/2016  |                |            | <a href="#">View Details</a> |
| System     |                    | <a href="#">1600018094 QC</a> | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            | <a href="#">View Details</a> |
| System     |                    | <a href="#">1600018104 QC</a> | Asphalt Volumetrics | Submitted       | 10/24/2016  |                |            | <a href="#">View Details</a> |
| System     |                    | <a href="#">1600018106 QC</a> | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            | <a href="#">View Details</a> |

1. On a finding with the status of Promoted to MAR, select the View Details option.

Sample Info [Click to Expand](#)

Responses [2] [Click to Expand](#)

Recommendations [1] [Click to Collapse](#)

| Recommendation        | Comment                              | Asphalt Sample | Final Pay (\$) | Final Pay (%) |
|-----------------------|--------------------------------------|----------------|----------------|---------------|
| Project Administrator | Recommendation has not yet been made |                |                |               |

[Set Recommendation](#)

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

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

2. On the findings details, click on the Recommendations tab to expand it.
3. Click on the Set Recommendations option.



A Set Recommendation dialog box will appear.

Recommendation

Comment

Final Pay Type

Save

Recommendation

- Asphalt Follow Up Sample Passed
- Complete Removal and Replacement
- EAR
- Material Rejected for Use
- No EAR
- No EAR - Delineation
- Pay Reduction Per Specification
- Reworked and Remixed

4. From the Recommendation drop down, select the appropriate recommendation.

a. Asphalt Follow up Sample Passed – if the follow up sample as described in Materials Manual Section 3.1.

b. Complete Removal and Replacement – the material that the finding represents has been removed and replaced before the Contractor requested an EAR to leave in place. If the Contractor voluntarily removes and replaces immediately, this option should be selected.

c. EAR – the material meets the definition of defective material and the Contractor has requested the material be left in place and an EAR performed. The PA's recommendation is to allow the Contractor to perform an EAR.

d. Materials Rejected for Use – The material has been tested before placement, like a stockpile, and the material was not placed.

e. No EAR – the material meets the definition of defective material and the Contractor has requested the material be left in place and an EAR performed. The PA recommends that the Contractor not be allowed to perform an EAR or the EAR is not needed.

f. No EAR – Delineation – The material allows for delineation as an option to the EAR and the delineation option is being used instead of an EAR.

**NOTE:** This option does not appear for all findings. The material must allow for the use of delineation on the MAC Spec. If the PA created a manual finding, this option will not appear. For this reason, **DO NOT** create a manual finding for materials that allow the use of delineation as a resolution.

f. Pay Reduction Per Specification – a pay reduction has been applied per specifications that addressed the material resolution; for example, a structural concrete compressive strength failure 500 psi or less than the minimum required strength.

g. Reworked and Remixed – the material represented by the finding has been reworked and remixed and there are samples that represent the material that do not have any findings.

**NOTE:** When the PA selects a, b, d, f, or g, the PA's recommendation becomes the final resolution and there are no other actions needed by other users such as the District Materials and Research Engineer (DMRE) or District Construction Engineer (DCE). The PA should enter the final payment information [H. Entering the Final Pay Information](#) and the location information [I. Entering the MAR Location Information](#).

5. Select the Save option to save the initial recommendation.

#### B. Making a Recommendation of EAR, No EAR or No EAR - Delineation

If the PA selects c, e, or f (EAR, No EAR or No EAR – Delineation), he should coordinate with the other users in the process to ensure the MAR issue recommendations and resolutions are designated.

1. If the PA selects EAR or No EAR, the PA should notify the DMRE that the finding is awaiting DMRE initial recommendation.
2. Once the DMRE makes an initial recommendation, the DCE needs to make an initial recommendation. The PA should not notify the DCE that the finding is awaiting DCE initial recommendation.
3. If the DMRE and DCE do not concur, in some cases, the Director, Office of Construction (DOC), may need to make an initial recommendation. The finding will indicate if the DOC's initial recommendation is needed.

The screenshot shows a web interface for finding management. At the top, there's a 'Findings [4]' header with a 'Click to Collapse' link. Below it is a 'Return to List' link. A table displays finding details: Finding Type (System Generated), Description (Sample 1600018092 - QC Air Voids failure), Sample (1600018092 QC), FDOT Sample Number (2D001Q), Sample Package Test (Asphalt Volumetrics), and Status (Promoted to MAR). Below the table, there's a 'Current Recommendation' section with a yellow highlight stating 'Recommendation has not yet been made by Director Office of Construction'. Further down, there are sections for 'Pay Items', 'Sample Info', 'Responses [2]', and 'Recommendations [4]'. The 'Recommendations [4]' section contains a table with columns: Recommendation, Comment, Asphalt Sample, Final Pay (\$), and Final Pay (%). It lists recommendations from Project Administrator, District Materials Research Engineer, District Construction Engineer, and Director Office of Construction. The Director Office of Construction entry has a yellow highlight and a 'Set Recommendation' link.

| Recommendation                       | Comment                              | Asphalt Sample | Final Pay (\$) | Final Pay (%)                      |
|--------------------------------------|--------------------------------------|----------------|----------------|------------------------------------|
| Project Administrator                | EAR                                  |                |                | <a href="#">Set Recommendation</a> |
| District Materials Research Engineer | EAR                                  |                |                | <a href="#">Set Recommendation</a> |
| District Construction Engineer       | No EAR                               |                |                | <a href="#">Set Recommendation</a> |
| Director Office of Construction      | Recommendation has not yet been made |                |                | <a href="#">Set Recommendation</a> |

The PA should notify the DOC that the finding is awaiting the DOC's initial recommendation.

#### C. Processing the EAR or Delineation

Once the initial recommendation of EAR, No EAR or No EAR – Delineation is selected, the process goes outside of MAC. The PA should return to MAC when the final resolution is ready to be documented.

Outside of MAC:

1. If the Recommendation is **EAR**:
  - a. The Contractor submits the scope of the EAR to the PA.

b. The PA submits the EAR scope to the DMRE for his review.

**NOTE:** The scope can be attached as a document in MAC, but it does not have to be. See [E. Attaching the EAR and other documents to the Finding](#) for attaching documents to the finding.

c. The DMRE reviews the scope and makes recommendations to the scope.

d. The DMRE returns the scope with recommendations to the PA.

e. The PA returns the updated scope to the Contractor.

f. The Contractor performs the EAR.

g. The Contractor submits the EAR to the PA.

h. The PA comes back into MAC to continue the process.

i. The PA attaches the EAR to the finding ([E. Attaching the EAR and other documents to the Finding](#)).

2. If the Recommendation is **No EAR – Delineation**:

a. The Contractor performs the delineation.

b. The Contractor submits the delineation summary to the PA.

c. The PA comes back into MAC to continue the process.

d. The PA attaches the any delineation documentation to the finding ([E. Attaching the EAR and other documents to the Finding](#)).

3. If the Recommendation is **No EAR**:

a. The PA goes directly to making the final recommendation ([F. Making the Final Recommendation from the Finding Details](#) or [G. Making a Final Recommendation from the Findings List](#))

#### D. Making an Initial Recommendation from the Findings List

The PA can make a recommendation for a finding directly from the findings list. By selecting the initial recommendation from the finding listing, the PA has does not have the option to review the information, comments and documents associated to the finding.

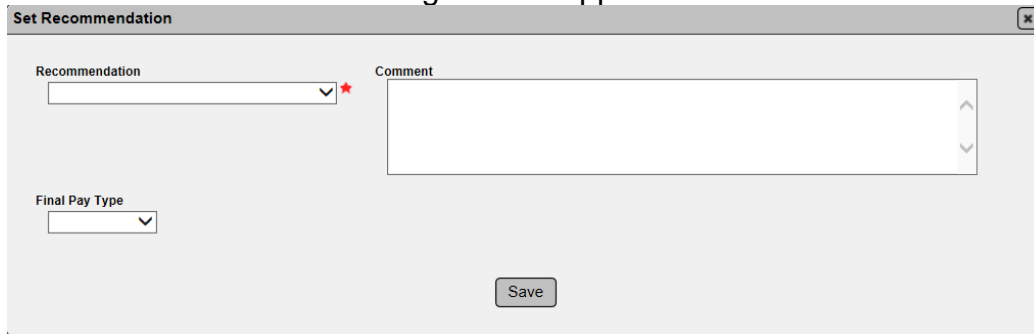
From the findings list:

| Findings [4]   |                    |               |                     |                 |             |                |            |                  |                              | Click to Collapse                  |
|--|--------------------|---------------|---------------------|-----------------|-------------|----------------|------------|------------------|------------------------------|------------------------------------|
| <input type="checkbox"/> Excluded [0] <input checked="" type="checkbox"/> MC Resolved [0] <input checked="" type="checkbox"/> Promoted to MAR [1] <input checked="" type="checkbox"/> MAR Resolved [0] <input checked="" type="checkbox"/> Open [0] <input checked="" type="checkbox"/> Responded [2] <input checked="" type="checkbox"/> Return for Response Clarification [0] <input checked="" type="checkbox"/> Submitted [1] <a href="#">Add Manual Finding</a> |                    |               |                     |                 |             |                |            |                  |                              |                                    |
| Created By   | Comparison Package | Sample        | Sample Test         | Status          | Status Date | Recommendation | Resolution | Related Findings |                              |                                    |
| System   |                    | 1600018092 QC | Asphalt Volumetrics | Promoted to MAR | 12/14/2016  | No EAR         |            |                  | <a href="#">View Details</a> | <a href="#">Set Recommendation</a> |
| System   |                    | 1600018094 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            |                  | <a href="#">View Details</a> | <a href="#">Update Status</a>      |
| System   |                    | 1600018104 QC | Asphalt Volumetrics | Submitted       | 10/24/2016  |                |            |                  | <a href="#">View Details</a> | <a href="#">Update Status</a>      |
| System   |                    | 1600018106 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            |                  | <a href="#">View Details</a> | <a href="#">Update Status</a>      |
| < >  |                    |               |                     |                 |             |                |            |                  |                              |                                    |

Showing 1 to 4 of 4

1. Select the Set Recommendations option next to the finding that is promoted to MAR.

A Set Recommendation dialog box will appear.

A screenshot of a 'Set Recommendation' dialog box. It has a title bar with a close button. Inside, there are two dropdown menus: 'Recommendation' and 'Final Pay Type'. The 'Recommendation' dropdown has a red asterisk next to it. To the right of the 'Recommendation' dropdown is a large text area labeled 'Comment'. At the bottom center is a 'Save' button.

From here, the steps are the same as described in [A. Making an Initial Recommendation from the Finding Details](#). If the PA selects c, e, or f, additional steps are required as described above.

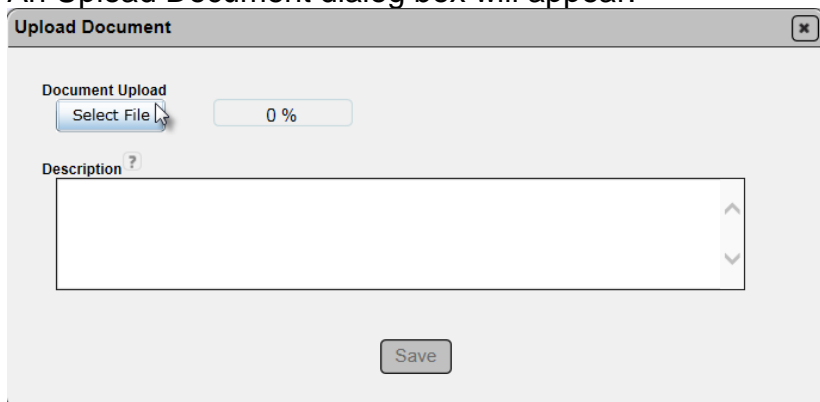
#### E. Attaching the EAR and other documents to the Finding

If an EAR or delineation is used, the PA must attach the EAR or delineation documentation to the finding. This process can be used for any document that needs to be attached to the finding.

A screenshot of a web interface showing two sections. The top section is titled 'Documents [0]' and has a 'Click to Collapse' link on the right. Below the title bar, it says 'No Documents have been added' and there is a blue link 'Upload Document' with a small icon. The bottom section is titled 'Comments [0]' and has a 'Click to Expand' link on the right.

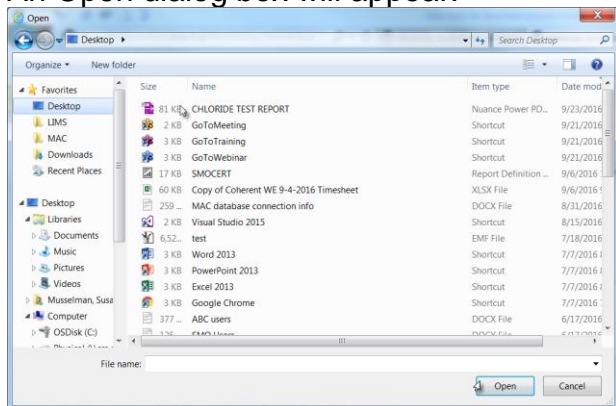
1. Click on the documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box will appear.

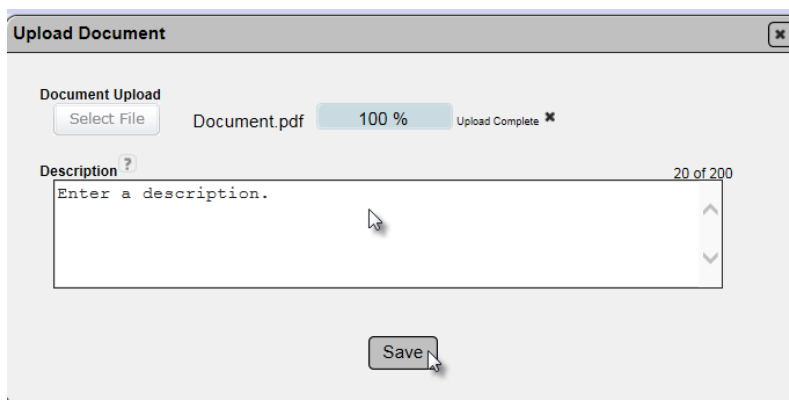
A screenshot of an 'Upload Document' dialog box. It has a title bar with a close button. Inside, there is a 'Document Upload' section with a 'Select File' button and a progress indicator showing '0 %'. Below this is a text area labeled 'Description' with a question mark icon. At the bottom center is a 'Save' button.

3. Click on the Select File option.

An Open dialog box will appear.



4. Navigate to the file location and click on it to select it.
5. Select the Open option to upload the document.



6. Enter a description in the description field, if desired. This is an optional field.
7. Select the Save option to upload the document to MAC.

## F. Making the Final Recommendation from the Finding Details

If EAR, No EAR or No EAR – Delineation is selected, the PA must document the resolution of the material disposition in the final recommendation.

**NOTE:** If any other option for the initial recommendation is selected, such as Pay Reduction per Specification, it becomes the final resolution.

| Findings [4]  |  |            |                    |               |                     |                 |             |                |            |   |
|---|--|------------|--------------------|---------------|---------------------|-----------------|-------------|----------------|------------|---|
| <input type="checkbox"/> Excluded [0] <input checked="" type="checkbox"/> MC Resolved [0] <input checked="" type="checkbox"/> Promoted to MAR [1] <input checked="" type="checkbox"/> MAR Resolved [0] <input checked="" type="checkbox"/> Open [0] <input checked="" type="checkbox"/> Responded [2] <input checked="" type="checkbox"/> Return for Response Clarification [0] <input checked="" type="checkbox"/> Submitted [1] |  |            |                    |               |                     |                 |             |                |            |   |
| Finding   | Description                              | Created By | Comparison Package | Sample        | Sample Test         | Status          | Status Date | Recommendation | Resolution | Related Findings  |
| 120   | Sample 1600018092 - QC Air Voids failure | System     |                    | 1600018092 QC | Asphalt Volumetrics | Promoted to MAR | 12/14/2016  | No EAR [Final] |            | <a href="#">View Details</a> <a href="#">Set Resolution</a> |
| 121   | Sample 1600018094 - QC Air Voids failure | System     |                    | 1600018094 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            | <a href="#">View Details</a>                                |
| 122   | Sample 1600018104 - QC Air Voids failure | System     |                    | 1600018104 QC | Asphalt Volumetrics | Submitted       | 10/24/2016  |                |            | <a href="#">View Details</a>                                |
| 123   | Sample 1600018106 - QC Air Voids failure | System     |                    | 1600018106 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            | <a href="#">View Details</a>                                |

1. Select the View Details option.

Resolutions [1] Click to Collapse

| Resolution            | Comment                          |
|-----------------------|----------------------------------|
| Project Administrator | Resolution has not yet been made |

[Set Resolution](#)

2. On the finding detail, click on the Resolutions tab to expand it.
3. Click on the Set Resolution option.

A Set Resolution dialog box will appear.

**Set Resolution**

Resolution \* Comment

Save

**Set Resolution**

Resolution \* Comment

- Complete Removal of Material
- Leave in Place
- Partial Removal of Material

4. Select the appropriate resolution from the drop down list.
  - a. Complete Removal of Material – The Department’s decision is to direct the Contractor to remove the material.
  - b. Leave in Place – The Department’s decision is to allow the Contractor to leave the material in place.
  - c. Partial Removal of Material - The Department’s decision is to allow the Contractor to leave the some of the material in place but some of the material must be removed.
5. Make any comments, if desired.
6. Select the Save option to save the PA’s recommendation for final resolution.

#### G. Making a Final Recommendation from the Findings List

The PA can set his final resolution directly on the findings list. This option does not allow the PA to enter the Final Pay information, the Location information or review any of the finding details before selecting the final recommendation.

Findings [4] Click to Collapse

[Add Manual Finding](#)

☐ Excluded [0]
 ☒ MC Resolved [0]
 ☒ Promoted to MAR [1]
 ☒ MAR Resolved [0]
 ☒ Open [0]
 ☒ Responded [2]
 ☒ Return for Response Clarification [0]
 ☒ Submitted [1]

| Finding | Description                              | Created By | Comparison Package | Sample        | Sample Test         | Status          | Status Date | Recommendation | Resolution | Related Findings |   |
|---------|--|------------|--------------------|---------------|---------------------|-----------------|-------------|----------------|------------|------------------|---|
| 120     | Sample 1600018092 - QC Air Voids failure | System     |                    | 1600018092 QC | Asphalt Volumetrics | Promoted to MAR | 12/15/2016  | No EAR [Final] |            |                  | <a href="#">View Details</a> <a href="#">Set Resolution</a> |
| 121     | Sample 1600018094 - QC Air Voids failure | System     |                    | 1600018094 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            |                  | <a href="#">View Details</a>                                |
| 122     | Sample 1600018104 - QC Air Voids failure | System     |                    | 1600018104 QC | Asphalt Volumetrics | Submitted       | 10/24/2016  |                |            |                  | <a href="#">View Details</a>                                |
| 123     | Sample 1600018106 - QC Air Voids failure | System     |                    | 1600018106 QC | Asphalt Volumetrics | Responded       | 12/14/2016  |                |            |                  | <a href="#">View Details</a>                                |

1. Select the Set Resolution option on the appropriate finding row.  
A Set Resolution dialog box will appear.

**Set Resolution**

Resolution: Complete Removal of Material \*

Comment:

**Set Resolution**

Resolution: Complete Removal of Material  
Leave in Place  
Partial Removal of Material \*

2. Select the appropriate resolution from the drop down list.
  - a. Complete Removal of Material – The Department’s decision is to direct the Contractor to remove the material.
  - b. Leave in Place – The Department’s decision is to allow the Contractor to leave the material in place.
  - c. Partial Removal of Material - The Department’s decision is to allow the Contractor to leave the some of the material in place but some must be removed.
3. Make any comments, if desired.
4. Select the Save option to save the PA’s recommendation for final resolution.

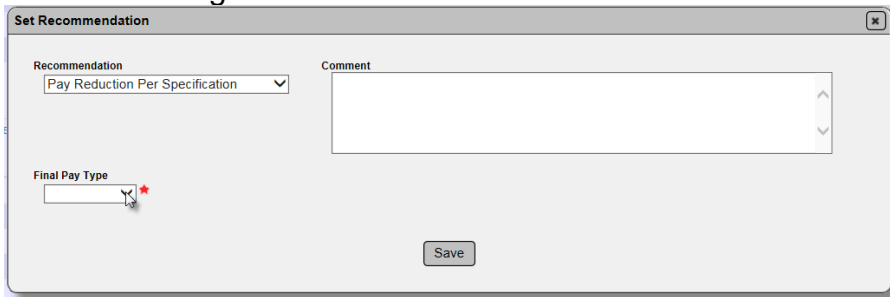
#### H. Entering the Final Pay Information

The PA is the appropriate person to enter the final pay information. The information entered for final pay is not used in the MC Review process. The fields are available in MAC to document any payment issues from the final resolution; for example, reduced payment per Specification or left in place at reduced or no pay.

**NOTE:** The final pay information will appear in the dialog box for the DMRE, DCE and DOC. These users are not expected to enter the information. It is expected that the PA will record the final pay information.

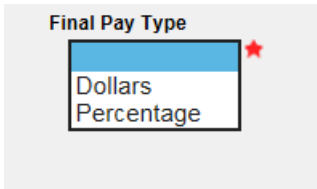
There are two times when the final payment can be entered:

## 1. When setting the initial recommendation:



The 'Set Recommendation' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Recommendation' dropdown menu with 'Pay Reduction Per Specification' selected. To the right is a 'Comment' text area. Below the recommendation is a 'Final Pay Type' dropdown menu. At the bottom center is a 'Save' button.

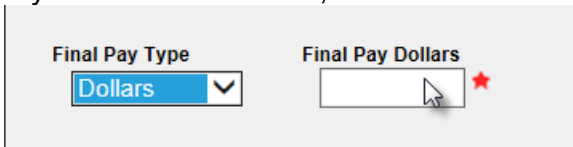
a. Select the Final Pay Type from the drop down list:



The 'Final Pay Type' dropdown menu is open, showing two options: 'Dollars' and 'Percentage'.

- i. Dollars – if you want to record the final dollar amount paid, select Dollars.
- ii. Percentage – if you want to record the final percentage paid, select Percentage.

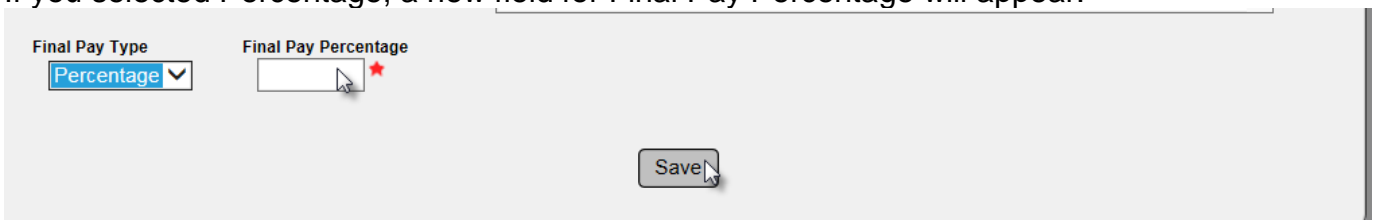
If you selected Dollars, a new field for Final Pay Dollars will appear.



The 'Final Pay Type' dropdown menu is now set to 'Dollars'. A new field, 'Final Pay Dollars', has appeared next to it.

iii. Enter the final dollars paid. For example, if the final payment amount is ten thousand dollars, select Dollars from the Final Pay Type drop down list, then enter 10,000 in the Final Pay Dollars field.

If you selected Percentage, a new field for Final Pay Percentage will appear.



The 'Final Pay Type' dropdown menu is now set to 'Percentage'. A new field, 'Final Pay Percentage', has appeared next to it.

iv. Enter the final percentage paid. For example, if the final payment amount is 50%, select Percentage from the Final Pay Type drop down list, then enter 50 in the Final Pay Percentage field.

b. After entering either the Final Pay Dollars or Final Pay Percentage, select the Save option.

**NOTE:** This information is not used for the purposes of the MC Review and is not needed by Materials personnel. The fields are available to Construction personnel for the purposes of documenting information that may be needed for contract administration related to the material acceptance issue.



2. To update the information after the initial recommendation is made:

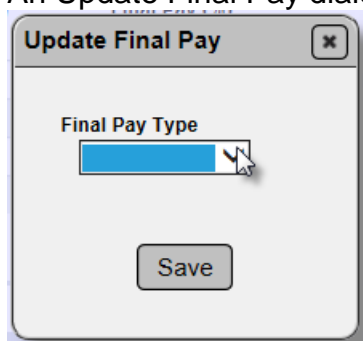
Sometimes the final pay amount may not be known when the initial recommendation is made. The information can be left blank and updated later when it is known.

| Recommendations [4]                  |                |         |                |                |                                  |
|--------------------------------------|----------------|---------|----------------|----------------|----------------------------------|
|                                      | Recommendation | Comment | Asphalt Sample | Final Pay (\$) | Final Pay (%)                    |
| Project Administrator                | No EAR         |         |                |                | <a href="#">Update Final Pay</a> |
| District Materials Research Engineer | EAR            |         |                |                |                                  |
| District Construction Engineer       | No EAR         |         |                |                |                                  |
| Director Office of Construction      | No EAR         |         |                |                |                                  |

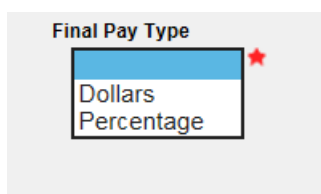
Resolutions [1]

- Click on the Recommendations tab to expand it.
- Select the Update Final Pay option on the Project Administrator's row.

An Update Final Pay dialog box will appear.

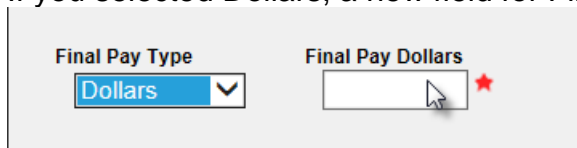
A dialog box titled "Update Final Pay" with a close button (X) in the top right corner. Inside the dialog, there is a label "Final Pay Type" above a dropdown menu. The dropdown menu is currently showing a blue bar with a downward arrow. Below the dropdown is a "Save" button.

- Select the Final Pay Type from the drop down list:

A close-up of the "Final Pay Type" dropdown menu. The menu is open, showing two options: "Dollars" and "Percentage". A red star icon is visible to the right of the dropdown.


- Dollars – if you want to record the final dollar amount paid, select Dollars.
- Percentage – if you want to record the final percentage paid, select Percentage.

If you selected Dollars, a new field for Final Pay Dollars will appear.

A close-up of the "Final Pay Dollars" field. It shows a dropdown menu labeled "Final Pay Type" with "Dollars" selected. To the right of the dropdown is a text input field labeled "Final Pay Dollars" with a red star icon next to it.

- Enter the final dollars paid. For example, if the final payment amount is ten thousand dollars, select Dollars from the Final Pay Type drop down list, then enter 10,000 in the Final Pay Dollars field.

If you selected Percentage, a new field for Final Pay Percentage will appear.



The screenshot shows a form with two fields: 'Final Pay Type' and 'Final Pay Percentage'. The 'Final Pay Type' field is a dropdown menu with 'Percentage' selected. The 'Final Pay Percentage' field is a text input box with a red asterisk next to it, indicating it is required. Below these fields is a 'Save' button.

iv. Enter the final percentage paid. For example, if the final payment amount is 50%, select Percentage from the Final Pay Type drop down list, then enter 50 in the Final Pay Percentage field.

d. After entering either the Final Pay Dollars or Final Pay Percentage, select the Save option.

**NOTE:** This information is not used for the purposes of the MC Review and is not needed by Materials personnel. The fields are available to Construction personnel for the purposes of documenting information that may be needed for contract administration related to the material acceptance issue.

#### I. Entering the MAR Location Information

As part of the PA's responsibilities for processing the MAR issue, he must include the location information on the location tab. The information may not be available until after the final recommendation is complete and the material is removed or partially removed. It must be completed before the finding can be designated as an Exception. This information is used by MAC to enter the location information of the exception on PMCL. Because of this, the MC Reviewer may notify the PA if additional entries are needed or if there are issues with the current location entries.



The screenshot shows the 'Locations' tab in a system. The tab is titled 'Locations [0]' and has a 'Click to Collapse' link. Below the tab is a table with three columns: 'Total Affected Quantity', 'Total Affected Quantity Units', and 'Accumulative Quantity'. The table is currently empty, and a message 'No results found' is displayed. There is a link 'Add Location of Representative Material' in the top right corner of the table area.

1. Click on the Locations tab to expand it.
2. Click on the Add Locations of Representative Material option.

An Add Location of Representative Material dialog box will appear. Enter the information for the entire area that it represented by the finding.

3. Select all the RCI Lanes the material was placed on.
4. Select the beginning station for the material placement.
5. Select the ending station for the material placement.
6. Enter the beginning Latitude entry for the material placement to 6 decimal places; for example, 21.123456.
7. Enter the beginning Longitude entry for the material placement to 6 decimal places; for example, -81.123456.
8. Enter the ending Latitude entry for the material placement to 6 decimal places; for example, 21.987654.
9. Enter the ending Longitude entry for the material placement to 6 decimal places; for example, -81.987654.
10. Enter the offset distance.
11. Enter the offset direction.
12. Enter the surveyed reference line.

**NOTE:** Offset Distance, Offset Direction and Reference Line are the only optional fields on the dialog box.

13. Select the Placement Designation. This is the same information as the final resolution. It is selected again here to drive additional programming for the location information. Make sure your selection matches the final resolution.
14. Enter the material quantity. For example if the material quantity represented is 2,000 tons, enter 2000 in the material quantity field.
15. Enter the unit of measure for the material quantity. For example if the material quantity represented is 2,000 tons, enter Ton(s) in the unit of measure field.
16. Select the Save option.

**NOTE:** If the Placement Designation selected is Left in Place or Removed, this one overall entry is sufficient. If the Placement Designation selected is Partial Removal and Replacement, subentries must now be made for each area removed and each area left in place. There may need to be more than two entries, one for all the material removed and one for all the material replaced. The overall area must be broken down by each area that was removed and each that was left in place.

| 1+00 | 2+00   | 3+00   | 4+00   | 5+00    |
|------|--------|--------|--------|---------|
| [L1] | Area 1 | Area 2 |        | Area 3  |
| [L2] | Area 4 | Area 5 | Area 6 |         |
| [L3] | Area 7 | Area 8 | Area 9 | Area 10 |

Overall Locations = L1, L2, L3 1+00 – 5+00

Orange areas were removed

Green areas were left in place

In MAC this would be represented by 11 entries – one for the overall area for L1, L2, and L3 from 1+00 to 5+00 and 10 more for each sub area removed or left in place.

To enter a sub area after the Placement Designation is Partial Removal and Replacement:

1. Select the Add Location of Representative Material option.

2. Select all the RCI Lanes for the first sub area.

3. Select the beginning station for the first sub area.

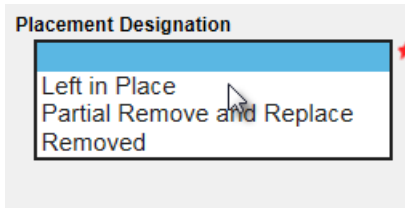
4. Select the ending station for the first sub area.

5. Enter the beginning Latitude entry for the first sub area to 6 decimal places; for example, 21.123456.

6. Enter the beginning Longitude entry for the first sub area to 6 decimal places; for example, -81.123456.

7. Enter the ending Latitude entry for the first sub area to 6 decimal places; for example, 21.987654.
8. Enter the ending Longitude entry for the first sub area to 6 decimal places; for example, -81.987654.
9. Enter the offset distance for the first sub area.
10. Enter the offset direction for the first sub area.
11. Enter the surveyed reference line for the first sub area.

**NOTE:** Offset Distance, Offset Direction and Reference Line are the only optional fields on the dialog box.



12. Select the Placement Designation. Select either Left in Place or Removed. From our example above, the first sub area was Removed.
13. Enter the material quantity for the first sub area. For example if the material quantity represented is 200 tons, enter 200 in the material quantity field.
14. Enter the unit of measure for the material quantity. For example if the material quantity represented is 200 tons, enter Ton(s) in the unit of measure field.
15. Select the Save option.

The Locations tab will be update to include both the original overall area and the new sub area information. Fields will appear for the Total Affected Quantity and the Accumulated Quantity. The Accumulated Quantity should add up to the Total Affected Quantity when all the sub areas are entered.

Locations [2]

Click to Collapse

Location of Representative Material

| Total Affected Quantity |                | Total Affected Quantity Units |            | Accumulative Quantity |            |                 |                  |                 |                  |                |                            |           |        |   |
|-------------------------|----------------|-------------------------------|------------|-----------------------|------------|-----------------|------------------|-----------------|------------------|----------------|----------------------------|-----------|--------|---|
| 10,000.00               |                | Ton(s)                        |            | 200                   |            |                 |                  |                 |                  |                |                            |           |        |   |
|                         | RCI Lanes      | From Station                  | To Station | Latitude              | Longitude  | Ending Latitude | Ending Longitude | Offset Distance | Offset Direction | Reference Line | Placement Designation      | Quantity  | Units  |   |
| 1                       | L1<br>L2<br>L3 | 1+00                          | 2+00       | 21.123456             | -81.123456 | 21.987654       | 21.987654        |                 |                  |                | Partial Remove and Replace | 10,000.00 | Ton(s) | <a href="#">Update</a>                        |
| 2                       | L1             | 1+00                          | 2+00       | 21.123456             | -81.123456 | 21.125123       | -81.123456       |                 |                  |                | Removed                    | 200.00    | Ton(s) | <a href="#">Update</a> <a href="#">Delete</a> |

Showing 1 to 2 of 2

16. Repeat steps 1-15 for each sub area.

When the entries are complete, if the areas do not match, the PA should correct the entries so that the sub areas indicated show fully how the overall area was designated. This information will be used as the Location Information on the PMCL and cannot be updated anywhere but here if the data is incorrect. The MC Reviewer may ask the PA for corrections or additional information if the sub areas do not fully represent the overall area of if the sub areas fall outside the overall area.

Locations [3]

|                             |           |                               |            |                       |            |                 |                  |                 |                  |                |                            |          |        |
|-----------------------------|-----------|-------------------------------|------------|-----------------------|------------|-----------------|------------------|-----------------|------------------|----------------|----------------------------|----------|--------|
| Total Affected Quantity     |           | Total Affected Quantity Units |            | Accumulative Quantity |            |                 |                  |                 |                  |                |                            |          |        |
| 5,000.00                    |           | Ton(s)                        |            | 3,500                 |            |                 |                  |                 |                  |                |                            |          |        |
|                             | RCI Lanes | From Station                  | To Station | Latitude              | Longitude  | Ending Latitude | Ending Longitude | Offset Distance | Offset Direction | Reference Line | Placement Designation      | Quantity | Units  |
| 1                           | L1<br>L2  | 100+00                        | 700+00     | 21.000000             | -80.000000 | 21.500000       | -80.000000       |                 |                  |                | Partial Remove and Replace | 5,000.00 | Ton(s) |
| 2                           | L1        | 100+00                        | 200+00     | 21.000000             | -80.000000 | 21.200000       | -80.000000       |                 |                  |                | Left in Place              | 1,000.00 | Ton(s) |
| 3                           | L1        | 250+00                        | 600+00     | 21.000000             | 80.000000  | 21.000000       | -80.000000       |                 |                  |                | Removed                    | 2,500.00 | Ton(s) |
| Showing 1 to 3 of 3 entries |           |                               |            |                       |            |                 |                  |                 |                  |                |                            |          |        |

Accumulated quantity does not match total affected quantity

No entries for L2

Stationing not fully represented.

Lat/Long not fully represented.

Accumulated quantity does not match total affected quantity

No entries for L2

Stationing not fully represented.

Lat/Long not fully represented.

## Chapter 5 – Processing a MAR Issue for Straightedge Deficiencies

### A. How MAC designates Straightedge Deficiencies

Straightedge Deficiencies are processed according to CPAM 11.5. Because of this, they have a different flow in MAR and a different set of users. This chapter describes the process for MAR findings for straightedge deficiencies. For information on entering straightedge samples and test results (which trigger the MAR finding) see the [Rolling Straightedge Sample Life Cycle](#) information.

Perform Test

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

Tester  Date Test Performed

Has No Deficiency Readings ☐

Has Deficiency Readings ☐

Structural or Friction?

Rolling or Manual Straightedge?

Test Notes +

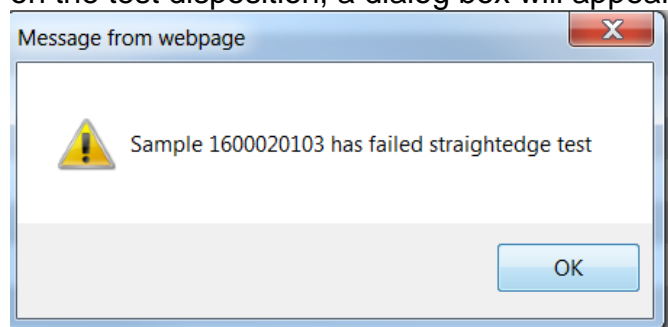
Save

**NOTE:** When the QC data entry selects Has Deficiency Readings on the FM 5-509 test definition, it triggers an automatic finding that follows the CPAM 11.5 process. **DO NOT** create a manual finding for straightedge deficiencies. A manual finding does not get the special programming that is generated from this selection and it will not be able to be processed in accordance with CPAM 11.5.

| FM 5-509 Smoothness by 15' Rolling or Manual Straightedge |              |       |           |        |               |          |
|---|--------------|-------|-----------|--------|---------------|----------|
| 1   | Initial Test | Field | M26579266 | Pass * | Test Complete | Required |

Showing 1 to 1 of 1

**NOTE:** When the QC data entry select the **Has Deficiency Readings** option, the Test Disposition will appear as **Pass\***. This is because there are no limits set on the test definition on the MAC Spec. So it technically it does pass the targets and limits programming. However, the special programming that detects this selection as an automatic finding indicates it as a failure. If you click on the test disposition, a dialog box will appear describing the test as failing.



The automatic finding generated appears on the findings list in a Submitted status.

|     |  |        |               |   |           |            |                              |
|-----|--|--------|---------------|---|-----------|------------|------------------------------|
| 123 | Sample 1600018106 - QC Air Voids failure       | System | 1600018106 QC | Asphalt Volumetrics                                       | Responded | 12/14/2016 | <a href="#">View Details</a> |
| 246 | Sample 1600020103 has failed straightedge test | System | 1600020103 QC | FM 5-509 Smoothness by 15' Rolling or Manual Straightedge | Submitted | 12/15/2016 | <a href="#">View Details</a> |

The PA must respond to the automatic findings and submit the response [F. Responding to a Finding in Submitted Status](#).

If the finding is promoted to MAR it has a different flow and users.

## B. Making an Initial Recommendation by Resident Engineer

The first difference between a straightedge MAR finding and any other MAR finding is the initial recommendation is made by a user with the MAC system role of Resident Engineer (not the PA).

|        |               |             |   |                 |            |                              |                                    |
|--------|---------------|-------------|---|-----------------|------------|------------------------------|------------------------------------|
| System | 1600020103 QC | Volumetrics | FM 5-509 Smoothness by 15' Rolling or Manual Straightedge | Promoted to MAR | 12/15/2016 | <a href="#">View Details</a> | <a href="#">Set Recommendation</a> |
|--------|---------------|-------------|---|-----------------|------------|------------------------------|------------------------------------|

1. The recommendation can be made from the findings list by selecting the Set Recommendation option. The RE cannot review the finding details, like PA's response or any documents and comments when this selection is used. A Set Recommendations dialog box will appear. Go to step 5.

|        |               |             |   |                 |            |                              |                                    |
|--------|---------------|-------------|---|-----------------|------------|------------------------------|------------------------------------|
| System | 1600020103 QC | Volumetrics | FM 5-509 Smoothness by 15' Rolling or Manual Straightedge | Promoted to MAR | 12/15/2016 | <a href="#">View Details</a> | <a href="#">Set Recommendation</a> |
|--------|---------------|-------------|---|-----------------|------------|------------------------------|------------------------------------|

2. The recommendation can be made from the findings details by selecting the View Details option.

| Recommendations [1] |                                      |                |                |               |                                    |
|---------------------|--------------------------------------|----------------|----------------|---------------|------------------------------------|
| Recommendation      | Comment                              | Asphalt Sample | Final Pay (\$) | Final Pay (%) |                                    |
| Resident Engineer   | Recommendation has not yet been made |                |                |               | <a href="#">Set Recommendation</a> |

- On the details screen, click on the Recommendations tab to expand it.
- Click on the Set Recommendation option.



A Set Recommendation dialog box will appear.

The image shows a 'Set Recommendation' dialog box and a 'Recommendation' dropdown list. The dialog box has a 'Recommendation' dropdown menu with '5' selected, a 'Comment' text area with '6' entered, a 'Final Pay Type' dropdown menu with '7' selected, and a 'Save' button. The 'Recommendation' dropdown list shows four options: 'Leave in Place Full Payment', 'Leave in Place No Payment', 'Leave in Place Reduced Payment', and 'Remove and Replace'.

5. Select the Recommendation from the Recommendation drop down list.

**NOTE:** Currently there is no way for the RE to set more than one overall recommendation. Select the one option that most represents the straightedge deficiencies. Future enhancements to the MC Review process will address this. If Leave in Place Full Payment or Leave in Place Reduced Payment is selected, the Director, Office of Construction will be required to make the final recommendation.

**NOTE:** The current programming does not account for when the deficiencies are left in place at full pay and waived per Specifications Section 330. Future enhancements will address this.

- a. Leave in Place Full Payment – if the deficiencies were left in place at full payment.
  - b. Leave in Place No Payment – if the deficiencies were left in place at no payment.
  - c. Leave in Place Reduced Payment - – if the deficiencies were left in place and payment was reduced.
  - d. Remove and Replace – if the deficiencies were removed and replaced.
6. Enter comments, if desired.
7. Select the Final Pay Type from the drop down list:

The image shows a 'Final Pay Type' dropdown menu with two options: 'Dollars' and 'Percentage'.

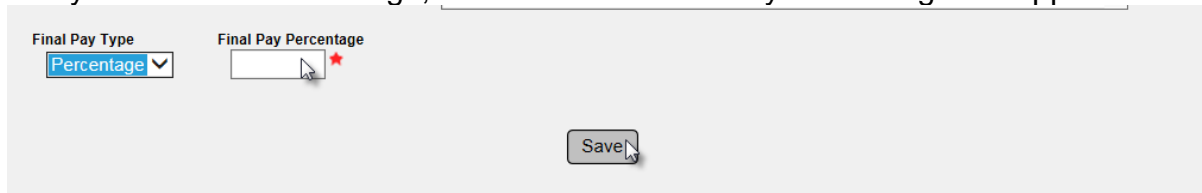
- a. Dollars – if you want to record the final dollar amount paid, select Dollars.
- b. Percentage – if you want to record the final percentage paid, select Percentage.

If you selected Dollars, a new field for Final Pay Dollars will appear.

The image shows the 'Final Pay Type' dropdown menu with 'Dollars' selected and a new 'Final Pay Dollars' text field appearing next to it.

c. Enter the final dollars paid.

d. If you selected Percentage, a new field for Final Pay Percentage will appear.

A screenshot of a web form. On the left, there is a dropdown menu labeled 'Final Pay Type' with 'Percentage' selected. To its right is a text input field labeled 'Final Pay Percentage' with a red asterisk icon to its right. Below these fields is a 'Save' button.

e. Enter the final percentage paid.

8. After entering either the Final Pay Dollars or Final Pay Percentage, select the Save option.

#### C. Making an Initial Recommendation by District Materials Bituminous Engineer (DBE), DCE and DOC

The next phase is the Initial Recommendation made by the DBE (instead of the DMRE), the DCE and if needed, the DOC. The PA should coordinate the recommendations with each user in the process.

Once the initial recommendation is made by the DCE (or DOC, if needed), the finding status is set to Final Recommendation.

A screenshot of a web application showing a 'Findings [5]' page. At the top right is a 'Click to Collapse' link. Below the header is a 'Return to List' link. The main content area has a table with columns: Finding Type, Description, Sample, FDOT Sample Number, Sample Package Test, and Status. The table contains one row: 'System Generated X', 'Sample 1600020103 has failed straightedge test', '1600020103 QC', 'FM 5-509 Smoothness by 15' Rolling or Manual Straightedge', and 'MAR Resolved'. Below the table is a 'Final Recommendation' section with a yellow background and the text 'Remove and Replace by District Construction Engineer'. Underneath is a 'Pay Items' section. At the bottom are expandable/collapsible sections: 'Sample Info' (Click to Expand), 'Responses [1]' (Click to Expand), 'Recommendations [3]' (Click to Expand), and 'Resolutions [0]' (Click to Collapse) which shows 'No results found' on a yellow background.

That ends the MAR process for straightedge deficiencies. This is the final difference between a straightedge finding and any other MAR finding. The Resolution tab appears on the findings details, but there is no function to enter the final resolution because the initial recommendation becomes the final resolution.

#### D. Straightedge Deficiency Location Information

Because the straightedge test entries for deficiencies do not transfer to the MAR location tab, the PA needs to enter one entry on the Location tab for the overall area where the deficiencies were located. There is no need to enter a location for each deficiency. A report will be created to summarize the deficiencies and the MC Reviewer will attach the report to the PMCL.

**NOTE:** The future enhancements for the MC Review process will also address the location requirement for straightedge deficiencies.