Florida Department of TRANSPORTATION

Materials Certification Review (MC Review) Program Maintenance User Manual

October 29, 2018

Contents

Who is the MC Review Program Maintenance User?

The MC Review Program Maintenance User (PMU) is a person working for the District Materials and Research Office (DMRO) or the State Materials Office (SMO) who reviews contracts to ensure that the method of acceptance requirements are met for the Final Project Materials Certification review. The goal of the review is to generate a Project Materials Certification Letter (PMCL). This person is described in these instructions as the MC Reviewer.

Materials Manual Section 5.4 Final Project Materials Certification governs the process for the review. These instructions are intended to describe the process for MAC functions designed around the MM 5.4 processes. It is not intended to replace the program requirements. If there is a conflict between these instructions and MM 5.4, the Materials Manual instruction supersede the instructions in this document.

There are separate instructions for the roles in MC Review and MAR. These instructions are intended for the users in the PMU role who will be performing the PMU functions. Where there is overlap, these instructions will provide more detail. The other instructions describe the functions for the roles of Project Administrator (PA) or Resident Engineer (RE); District Materials and Research Engineer (DMRE) or District Bituminous Engineer (DBE); District Construction Engineer (DCE), Director, Office of Construction (DOC).

These instructions also describe the functions for the SMO Technical Unit for creating and approving a PMCL.

What is a finding?

A finding is a potential issue with the Materials Certification. A finding may or may not result in an Exception to the Materials Certification. 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.

Chapter 1 – Initiating an MC Review

The MC Review is initiated for each project on a contract. The MC Review should be created as soon as the 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 initial review.
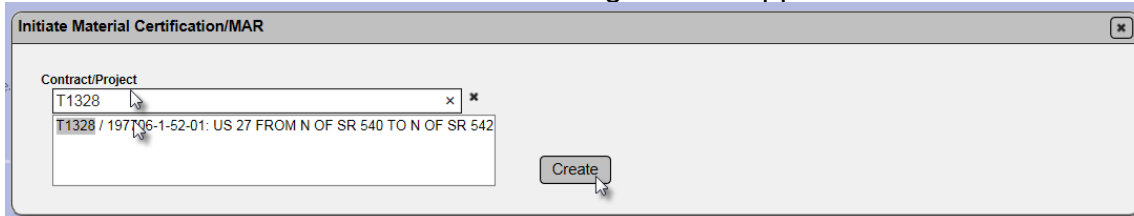
To create an MC Review:

1. Select the Materials Certification/MAR menu option.
2. Select the Materials Certification/MAR sub menu option.

You will be navigated to the MC Review screen.
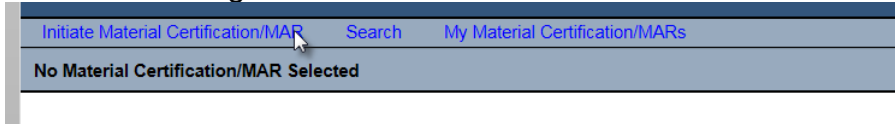
3. Select the Initiate Materials Certification/MAR option.

An Initiate Material Certification/MAR dialog box will appear.

4. Enter the Contract or Project number in the Contract/Project Field.
5. Select the appropriate entry from the list.
6. Select the Create option.

NOTE: Only one MC Review can be initiated per project.

If you attempt to create a MC Review for a project that already has an MC Review initiated, you will receive an error message.
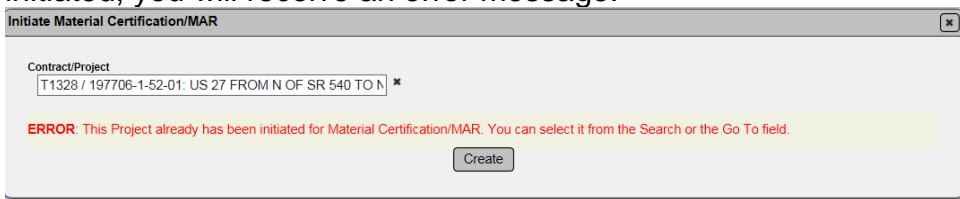
When the MC Review is created, if there are any existing samples for the contract, the system will populate the automatic findings. The MC Review is automatically checked out to the MC Reviewer who created the MC Review. See Chapter 2 – Checking In and Checking out an MC Review.

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

7. As you initiate MC Reviews for the other project, they will appear as a hyperlink on the projects reviews. Click on the hyperlink to navigate to another project's MC Review.

Each project may have its own findings and Exceptions. The MC Reviews are conducted per project, but the PMCL is generated for the contract. Each project is included by selecting either Generate PMCL or PMCL not needed. See Chapter 8 – Generating the PMCL and Chapter 9 – PMCL not needed.

Chapter 2 – Checking In and Checking out an MC Review

When an MC Review is initiated, it is checked out the MC Reviewer who created it. During this status, no other Program Maintenance User can make modifications to the review.

To allow other MC Reviewers to work on the MC Review, you should check it back in.

Check In   Recalculate Findings   Begin Final Review   Delete

1. Select the Check In option to show the MC Review as checked in.

Check Out   Recalculate Findings   Begin Final Review   Delete

Project
405492-8-52-01: CR 581 (BB DOWNS BL) FROM COMMERCE PALMS DR TO DONA MICHELLE DR

Managing District   **Status**
District 7   Checked In

Contract
T7220: CRS CONTRACTS (PRINCE CONTRACTING, LLC)

Other Projects on this Contract
• 408459-2-52-01: I-75 (SR 93A) FM S OF SR582(FOWLER AVE) TO N OF CR 581 (BB DOWNS)
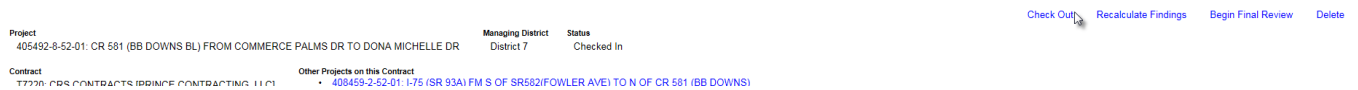
2. To check out a checked in MC Review to indicate to other MC Reviewers that you are working on it, select the Check Out option.

NOTE: DACs can also check in a checked out MC Review if it needs to be checked in.

Chapter 3 – Deleting an MC Review

MC Reviews can be deleted, if needed.
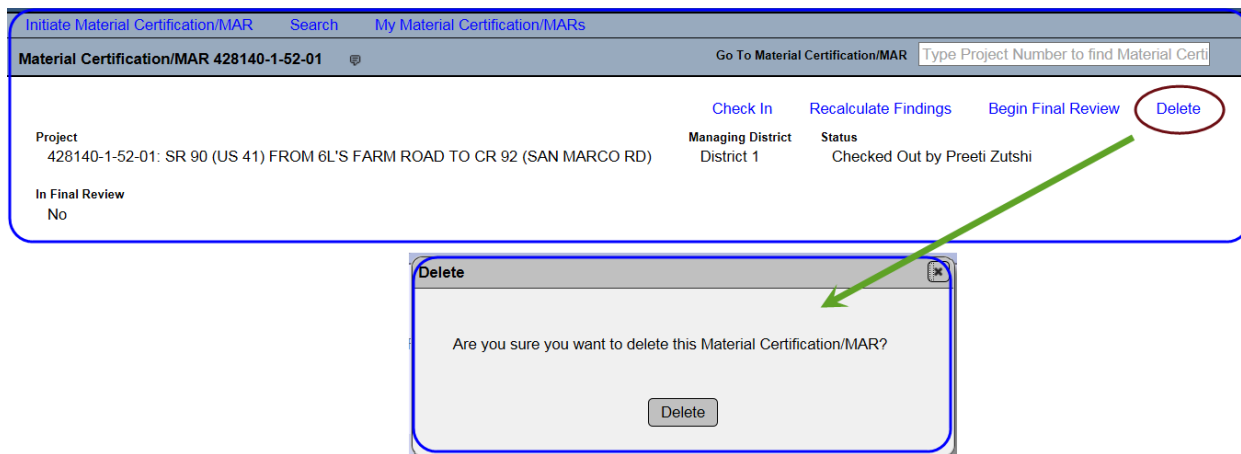
1. Click on the Delete option.
2. A Delete dialog box will appear. Select the Delete option to delete the MC Review.

NOTE: The 'Material Certification/MAR' review can be deleted only when there is no PMCL generated for the review OR the review does not have a 'Final Resolution' for at least one of the findings.

Chapter 4 – Managing Findings

Findings are potential Exceptions found during the MC Review. 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 the automatic findings for the selected project in a list.

1. 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.

B.   Recalculate Findings

1. If you want to see if any new issues have been created by the system while you are performing the MC Review, select the Recalculate Findings option.

A Recalculate Findings dialog box will appear.
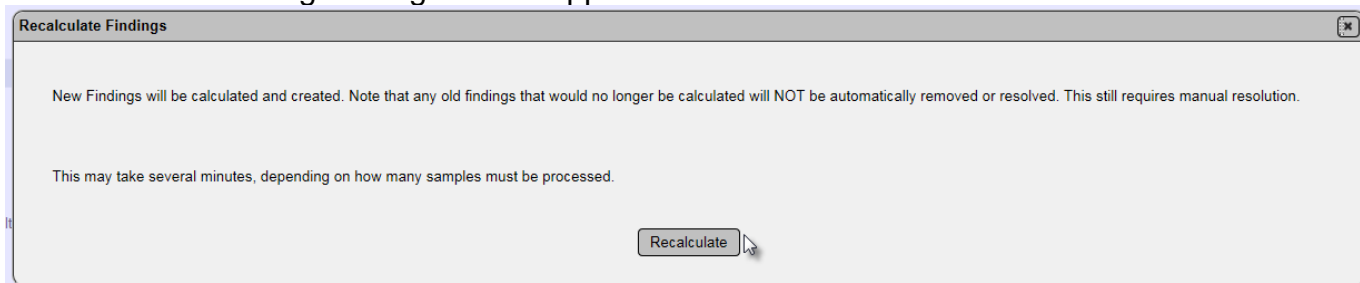

Recalculate Findings

New Findings will be calculated and created. Note that any old findings that would no longer be calculated will NOT be automatically removed or resolved. This still requires manual resolution.

This may take several minutes, depending on how many samples must be processed.

[Recalculate]

2. Select the Recalculate option. This process can take some time. The screen may appear gray while the system reviews to see if any new findings have been found.

C.   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 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.

☐ Excluded [1]   ☑ MC Resolved [0]   ☑ Promoted to MAR [2]   ☑ MAR Resolved [1]   ☑ Open [0]   ☑ Responded [0]   ☑ Return for Response Clarification [0]   ☑ Submitted [0]
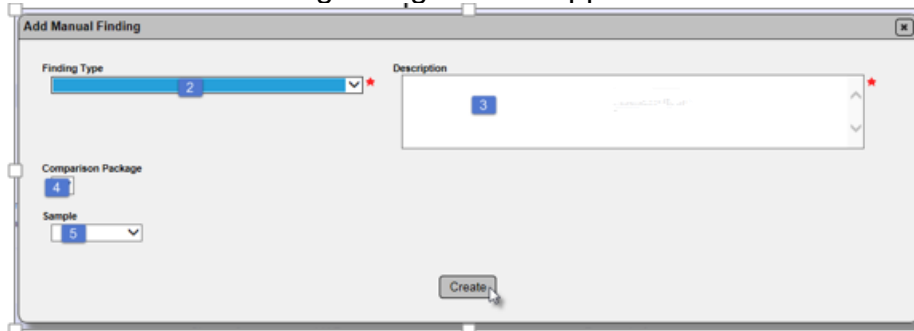
D.   Manual Findings

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 PMUs and users with the Project Administrator (PA) role. To create a manual finding:

Add Manual Finding

1. Select the Add Manual Finding option.
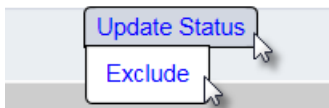
An Add Manual Finding dialog box will appear.

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.

E.   Excluding a Finding

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

1. Select the Update Status option.
2. Select the Exclude option.

☑ Excluded [1]	☐ MC Resolved [0]	☐ Promoted to MAR [2]	☐ MAR Resolved [1]	☐ Open [0]	☐ Responded [0]	☐ Return for Response Clarification [0]	☐ 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				View D

The finding will status will be changed to Excluded. The excluded findings can be seen by selecting the Excluded checkbox on the status selector.

F.   Submitting a Finding for PA Response

If you are not sure if a finding should be Excluded or MC Resolved, you 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.

Submit   Exclude   Relate to Other Findings

1. Select the Submit option to submit the finding to the PA for response.

The finding status will be submitted. The PA will add a response and submit the response. Once this has occurred, the MC Reviewer can review the PA's response.

G.   Reviewing a PA's Response

After the PA has responded, the finding status will be set to Responded and the ✐ icon will appear.

| 14 | Sampler [M24578064] on Sample 1600015454 is not Qualified | System | 1600015454 QC | Responded | 10/6/2016 | ✐ | View Details |

View Details

1. Click on the View Details option.

The findings detail screen will appear.

Findings [6]								Click to Collaps
Return to List								
					Return	Resolve	Exclude	Promote to MAR	Relate to Other Findings
Finding Type	Description		Sample	FDOT Sample Number	Status			
System Generated X	Sampler [M24578064] on Sample 1600015454 is not Qualified		1600015454 QC	CC20001Q	Responded			
Pay Items								
Sample Info								Click to Expand
Responses [1]								Click to Collapse
	Response	Status	Documents					
1	This is a response from the PA.	Submitted						
Showing 1 to 1 of 1								

2. Click on the Responses tab to expand it. The PA's response can be viewed here.

H.   Returning the Finding for Additional Clarification

If the PA's response is incomplete or unclear, you may return the finding to the PA to get additional information.

Return   Resolve   Exclude

1. Select the Return option.

The finding will be placed in the status Return for Response. The PA will be required to provide additional information. When the PA submits additional information, the finding status will be Responded.

I.   Resolving a Finding with MC Resolved

If after the MC Reviewer reads the PA's response and determines that the finding needs no further action, the finding can be denoted as 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 attention.

Return   Resolve   Exclude   Promote to MAR   Relate to Other Findings

1. Select the Resolve option.

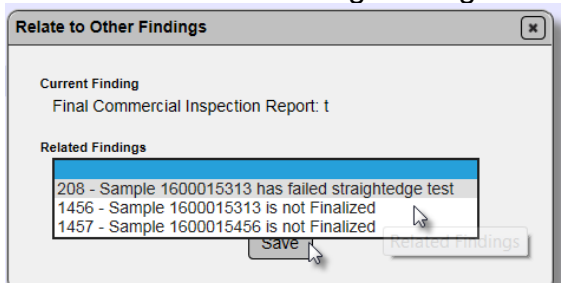The status of the finding will be designated as MC Resolved.

J.   Relating a Finding to other Findings

Often times, findings will be similar in nature and will be resolved with the same disposition. You can connect findings together by relating them to each other.
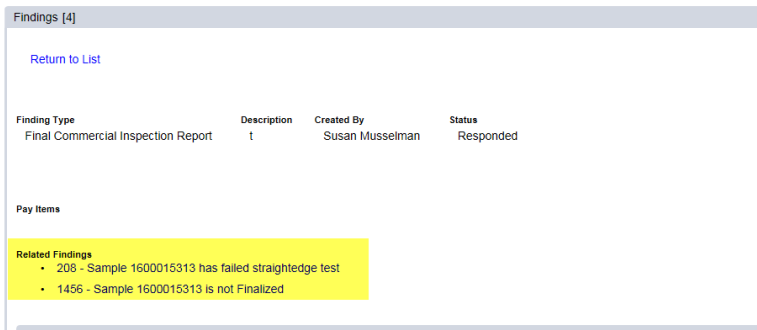
Return   Resolve   Exclude   Promote to MAR   Relate to Other Findings

1. Select the Relate to Other Findings option.

A Relate to Other Findings dialog box will appear.

Relate to Other Findings ☒

Current Finding
  Final Commercial Inspection Report: t

Related Findings

| 208 - Sample 1600015313 has failed straightedge test |
| 1456 - Sample 1600015313 is not Finalized |
| 1457 - Sample 1600015456 is not Finalized |

Save   Related Findings

2. Select the finding(s) that are related.

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

Responses [2]

The related findings will be listed on the findings listing under the Related Findings header.

ple Test	Status	Status Date	Recommendation	Resolution	Related Findings				
09 nness by ling or l tedge	MAR Resolved	9/28/2016	Leave in Place Reduced Payment [Final]		1456, 1466	🔧 ✓		View Details	Update S
	Responded	10/11/2016			208, 1456	🔧		View Details	Update S

NOTE: This does not assign the MAR resolution or create an exception for the related findings. It only connects the findings together. Each finding must still be processed.

K.   Findings Icons

The following are icons related to findings and what they mean.

Icon	What it indicates
🔧	Has a finding response from the PA
💬	Has a comment on the finding from the PMU
🗋	Finding has a document attached
✓	Finding has an Exception
⚑	Finding has location information
76	Finding is related to another finding (Finding number(s))

L.   Promoting a Finding to MAR

MAR is Materials Acceptance Resolution. All findings that are determined to be an issue must be promoted to MAR so the resolution of the issue can be documented. All Exceptions must be promoted to MAR in order for the Exception to be created.

If the PA's response is sufficient and the MC Reviewer and PA agree the issue needs to be promoted to MAR. To promote an issue to MAR:

Return   Resolve   Exclude   Promote to MAR   Relate to Other Findings

1. Select the Promote to MAR option.

The finding recommendation will be updated to "Recommendation has not yet been made by the Project Administrator".


M.   Undoing a MAR Promotion

If an item is inadverently 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.
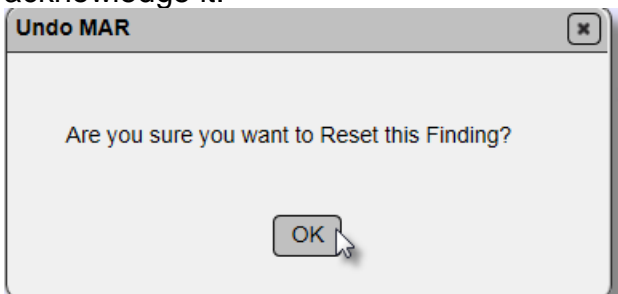

1. Select the Undo MAR option.

An Undo MAR dialog box will appear with a warning message. The warning message indicates that selecting the option will delete ALL previous recommendations/resolutions.
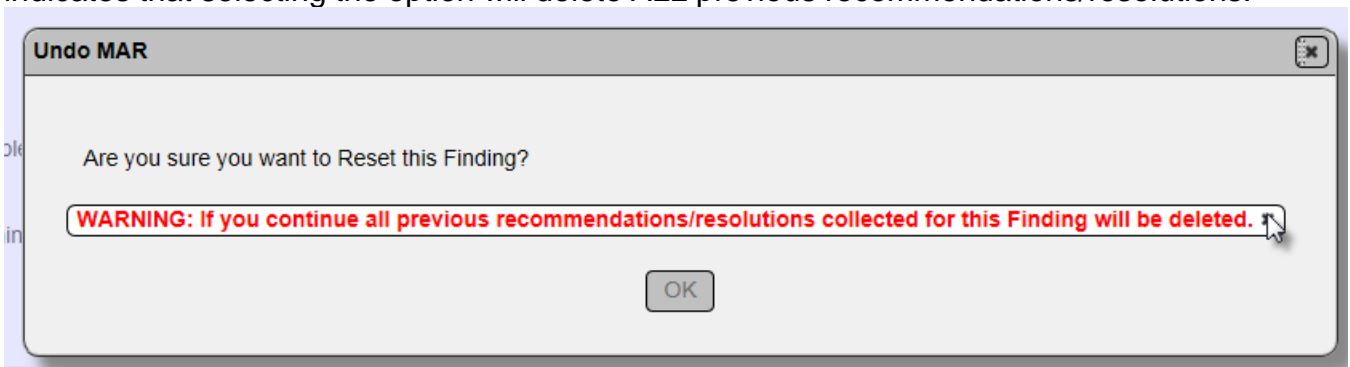
2. If you are sure you wish to undo the MAR, select the x by the warning message to acknowledge it.

3. Select OK to undo the MAR.

The finding status will be changed to submitted. The PA will need to resubmit the responses.

N.   Processing an Issue through MAR

The MC Reviewer has no functions in MAC for the MAR process. The MAR process users are the PA, DMRE, DCE, and sometimes RE, DBE, or DOC. The MC Reviewer may be a delegate for the DMRE. The MC Reviewer may be asked to provide assistance to the users in the MAR process. For additional information on the MAR process, see the PA, DMRE, and DCE MAR instructions on the SMO MAC Training Website.

An issue is considered to be processed when it has a final resolution. Sometimes final resolution can be indicated by the PA and no other users are needed. When the material is defective and should be removed and replaced, but the Contractor requests to leave the material in place by use of an EAR, the DMRE, DCE and possibly the DOC need to designate **both** a recommendation for the use of the EAR and a final resolution.

Once the issue has a final resolution, the MC Reviewer can determine if it qualifies as an Exception to the PMCL.

N.   Reviewing 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 MC Reviewer should review the information before creating and Exception from the MAR issue.

The PA fills out the Add Location of Representative Material dialog box.

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.

If the areas do not match, notify the PA that revisions are needed. This information will be used as the Location Information on the PMCL and cannot be updated anywhere but here if the data is incorrect.

Locations [3]

Accumulated quantity does not match total affected quantity

	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 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

No entries for L2

Stationing not fully represented.

Lat/Long not fully represented.

NOTE: For straightedge deficiencies, the PA should enter the overall information and select Remove and Replace (so that partial removal programming is not initiated). The PA should enter the overall location of the deficiencies. The MC Reviewer should confirm that the entry covers the entire area represented by the deficiencies. In the near future, SMO will develop and publish a report that summarizes the deficiencies. This can be added as an attachment to the PMCL. Future enhancements will add new functionality to address both the resolution of each deficiency and the location information.

Chapter 5 – Conducting Monthly Reviews

MC Reviews can be performed on a monthly basis to assist with tracking MC Review issues during the life of the contract. MC Reviewers and PAs can address findings as they occur and do not have to wait until the final review.

There is no special indicator for a monthly review. The process is done through checking in and checking out the MC Review and responding to findings.
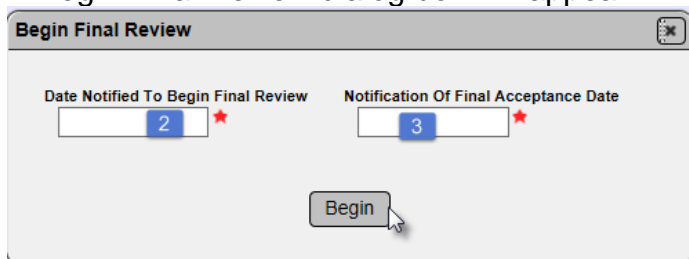
Chapter 6 – Conducting a Final Review

The Final Review is conducted when the PMCL is ready to be generated. This chapter will describe how to begin the Final Review and how to create an Exception.

A.   Beginning the Final Review

Check Out   Recalculate Findings   Begin Final Review   Delete

1. Select the Begin Final Review option.

A Begin Final Review dialog box will appear.

Begin Final Review

Date Notified To Begin Final Review   Notification Of Final Acceptance Date

[2] ★   [3] ★

[Begin]

2. Enter the date you were notified by the PA that the final review could begin in the Date Notified to Begin Final Review field.
3. Enter the date you were notified of the Final Acceptance (not the actual Final Acceptance date) in the Notification of Final Acceptance Date field.
4. Select Begin.

NOTE: These two fields are required and are designed to be used in the PMCL process tracking time. The Notification to Begin Final Review date is compared to the system date the Begin Final Review is processed for MC Review Lag Time. The Notification of Final Acceptance date is compared to the actual Final Acceptance date for Construction Lag Time.

The MC Review is updated to reflect that it is in Final Review.

In Final Review	Final Review Begin Date	Date Notified To Begin Final Review	Notification Of Final Acceptance Date
Yes	11/16/2016	11/1/2016	11/2/2016

Findings [0]

NOTE: If there are multiple Financial Project Numbers (FPNs) on the contract, use the hotlink to the other FPNs and repeat steps 1-4 for each FPN on the contract. If a MC Review has not yet been generated for all FPNs on the contract, the hotlinks will not be active (appear in blue).

B.   Creating an Exception

For any MAR Resolved issue, an Exception can be created. This is the only way to get an Exception on the PMCL.

1.   Select the Create Exception option.

A Create Exception dialog box will appear.

2. Select the Exception Category from the Material Certification Exception Type drop down list.
3. Enter the description of the Exception in the Description Field. Later this will appear on the PMCL.
4. Enter the Exception resolution in the Resolution Details Field. Later this will appear on the PMCL.
5. Select Create.

The Exception will appear on the PMCL as follows:

Exceptions for Project FIN: 218605-3-52-01

Missed Frequency

This is where the DESCRIPTION is shown on the PMCL.

- **Missing Certifications: Not enough samples.**

Ref Material ID:	-		
Sample Level:	-		
Total Quantity:	1,000 Linear Feet	**Accumulative Quantity:**	1,000

Location information is entered by the PA during the MAR

RCI Options (Lanes):	L1	**From Station:**	4100+00	**To Station:**	4300+00
Beginning Latitude:	20.123456	**Longitude:**	-80.987654		
Ending Latitude:	20.456789	**Longitude:**	-81.987654		
Placement Designation:	Left in Place	**Quantity:**	1,000 Linear Feet		

This is where the RESOLUTION is shown on the PMCL.

Chapter 7 – Maintaining PMCL Admin Information

Before a PMCL can be generated, the MC Reviewer must enter the template information in the PMCL Admin screen. This information is used by the system to create the PMCL header, signature and address blocks.
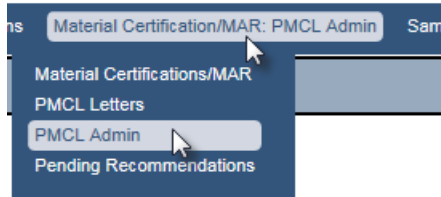
1. Select the Materials Certification/MAR menu option.
2. Select the PMCL Admin submenu option.

There is a tab for each managing district. There is a tab for the SMO and the SMO maintains one of the 3 entries on each district tab. The entries for each tab are Federal Full Oversight, Federal Not Full Oversight, and Non-Federal. SMO maintains the information under the Federal Full Oversight entry. DMROs maintain the Federal Not Full Oversight and Non-Federal entries.

If the information has not yet been added to the system, there will be a Set Up option.

4. Select the Set Up option to add new information.

A Set Up dialog box will appear. In the To subtab:

5. Enter the addressee's name in Addressee Line 1
6. Enter the addressee's title in Addressee Line 2.
7. If additional information is needed about the addressee, enter it in Addressee Line 3.
8. Enter the address the letter would be mailed to in Address Line 1.

9. If additional address information is needed, like a Suite Number or Mail Station, enter it in Address Line 2.
10. Enter the addressee's city in the City field.
11. Enter the State in the State field.
12. Enter the zip code in the Zip Code field.
13. The Country field defaults to USA. Change only if the addressee's address is not within the USA.
14. Enter the salutation in the Addressee Salutation field, for example Mr. Jones. MAC will add the "Dear" by default.

The "To" information will appear on the PMCL as follows:

> Ms. Debora Rivera, P.E.
> District Six Director of Transportation Operations
> 1000 North West 111th Avenue
> Miami, FLORIDA 33172
>
> Dear Ms. Rivera:

In the From subtab:

15. Enter the name of the DMRE or Director (as applicable) in the Signature Line 1 field.
16. Enter any additional information, such as title, in the Signature Line 2 field.
17. Enter the signer's address in Address Line 1 field.
18. If additional address information is needed, like a Suite Number or Mail Station, enter it in Address Line 2.
19. 10. Enter the signer's city in the City field.
20. Enter the State in the State field.
21. Enter the zip code in the Zip Code field.
22. The Country field defaults to USA. Do not change as all DMREs and the Director's addresses are within the USA.

23. If there are personnel who receive a carbon copy of the PMCL on a standard basis, select the + next to the Add Carbon Copy option.

24. Enter the cc's first name in the First Name field.
25. Enter the cc's last name in the Last Name field.
26. Enter the cc's email in the Email field.
27. If more carbon copy recipients are needed, select the + and repeat
28. When all cc's are indicated, select the Save option.

The From information is used to input the return address and signature line on the PMCL.

When the PMCL is created, if the user selects Non Federal, the Non Federal To and From information is used on the PMCL. If the user select the Federal Not Full Oversight, the Federal Not Full Oversight To and From information is used on the PMCL. If the Federal Full Oversight is select, the PMCL uses the Federal Full Oversight To information and a combination of the Federal Full Oversight and Federal Not Full Oversight for the signature line.

NOTE: Once the information is entered, it must be maintained by the DMRO or SMO as changes are needed.

Chapter 8 – Generating the PMCL

The PMCL consists of a cover letter and the exception list from MAC, if applicable. The PMCL states that all materials are in compliance with the contract documents and lists all known exceptions.

The PMCL is generated for each contract. On contracts with multiple FPNs, each FPN must have a PMCL generated or the FPN must be indicated as No PMCL needed. In order to generate a PMCL:

1. The Final Review must be initiated (see Chapter 6 – Conducting a Final Review) for all projects on the contract
2. All findings must be in one of the following statuses:
   - MC Resolved
   - MAR Resolved
   - Excluded
3. The PMCL Admin data must be entered into the system.

To generate a PMCL from a MC Review where the Final Review has begun:

1. Select the Generate PMCL option.

NOTE: This option does not appear until all criteria above is met on all projects. If you don't see the Generate PMCL option, check other projects for findings not in the appropriate status or Final Review not begun or both.

A Generate PMCL dialog box will appear.

2. Select the type of federal project from the Federal Project Type drop down list: Federal Full Oversight; Federal Not Full Oversight; or Non-Federal

NOTE: This selection is used to indicate the PMCL header and footer information.

3. If Federal Full Oversight or Federal Not Full Oversight was selected, enter the Federal Project Id.
4. Enter the State Road Number information.
5. Select the County from the drop down.
6. If additional recipients besides the ones entered in the cc's on the PMCL Admin data are needed, select the + next to Add Additional Recipient option.

a. Add the recipient's name in the Name field.
b. Add the recipient's email address in the Email Address field.
c. If a recipient needs to be removed, select the x.
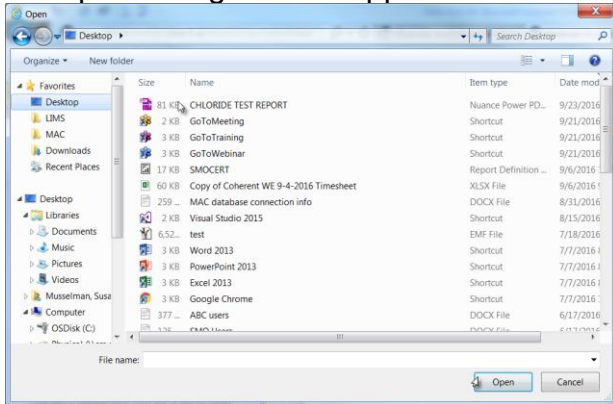d. Repeat until all additional recipients are included.
7 To add a document, select the + next to the Add Document option.

a. Click on the Select File option.

An Open dialog box will appear.

b. Navigate to the file location and click on it to select it.

c. Select the Open option to upload the document to the PMCL.

d. Repeat if additional documents need to be attached to the PMCL.

8. Select the Generate option to generate the PMCL.

The attached document(s) is/are shown on the PMCL tab along with the option to view the letter. The attachments are included with the PMCL email to the recipients and carbon copies.

PMCL Letters [1]								Click to Collapse
	Contract	Federal Project Type	Federal Project Id	Road Number	Status			
1	T1654: CRS CONTRACTS [BLACKTIP SERVICES INCORPORATED]	Federal Not Full Oversight	3511022P	Sr 33	Sent	Sam - Interim Director Delegation letter.pdf	View Letter	

Showing 1 to 1 of 1

NOTE: Generating the PMCL will indicate in the system that the contract/project review is complete. No additional samples can be added to the system. No changes can be made to existing samples. If changes to existing samples or new samples are needed, the only way to accomplish this is to recertify the contract (See Chapter 11 – Recertifying a Contract).

Chapter 9 – PMCL not needed

If there will not be PMCL on any or all of the projects on the contract, select the PMCL not needed option. Typically the PMCL is generated from the lead project or if the contract is eligible not to receive a PMCL, you may select the PMCL not needed to indicate that the MC Review is complete and there will be no PMCL generated for the contract.

NOTE: Selecting PMCL Not Needed will indicate in the system that the contract/project review is complete. No additional samples can be added to the system. No changes can be made to existing samples. No changes can be made to existing samples. If changes to existing samples or new samples are needed, the only way to accomplish this is to recertify the contract (See Chapter 11 – Recertifying a Contract).

Chapter 10 – PMCL Acceptance Flow

A.   Viewing the PMCL

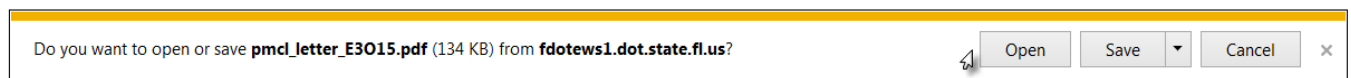After a PMCL is generated, it may be viewed from the MC Review page.

1. Click on the PMCL Letters tab to expand it.
2. Click on the View Letter option.

3. Select the Open option.

The PMCL will be opened in pdf format.
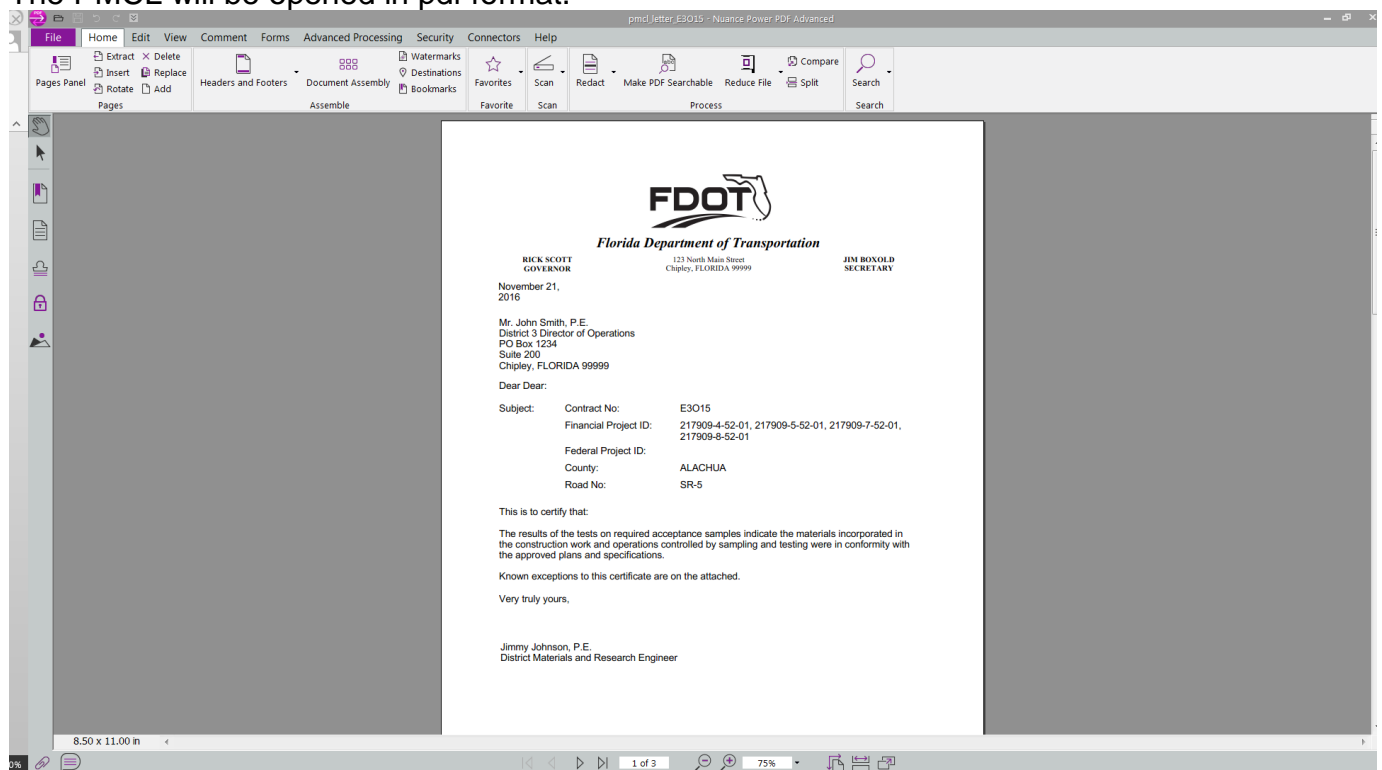
B.   MC Reviewer PMCL Acceptance

The MC Reviewer acceptance or rejection of the PMCL is the same for all types of PMCLs, Non-Federal, Federal Not Full Oversight and Federal Full Oversight.

	Contract	Federal Project Type	Federal Project Id	Road Number	Status			
1	E3O15: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Non Federal		SR-5	Generated	View Letter	Accept	Reject

PMCL Letters [1]   Click to Collapse

Showing 1 to 1 of 1

On the PMCL Letters tab, the MC Reviewer should view the letter. Ensure that the exception information is correct and complete, including location information.
2. Accept or Reject
a. If the information is correct and complete, select the Accept option.
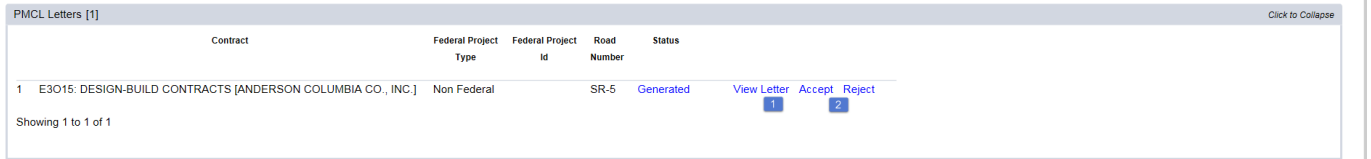The PMCL Status will be updated to PMU Accepted and it will be forwarded to the DMRE for review. See C. DMRE Review of PMCL.
b. If additional changes are needed, select the Reject option.
 A Reject dialog box will appear.
        i. Enter the reason the PMCL is rejected.
        ii. Select the Save option.
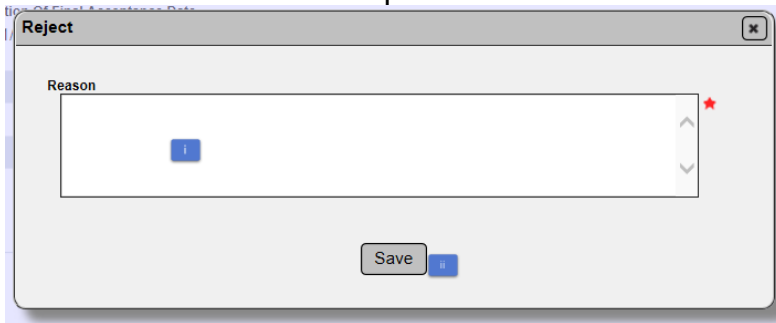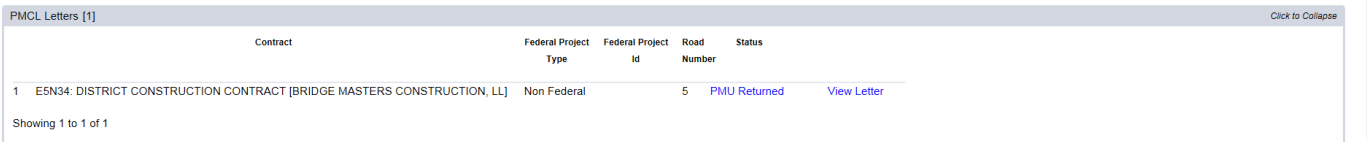
Reject

Reason

Save

The PMCL status will be PMU returned.

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		5	PMU Returned	View Letter

PMCL Letters [1]   Click to Collapse

Showing 1 to 1 of 1

Create QAR   Recertify

3. In order to make changes, you must select the Recertify option.

A Recertify dialog box will appear.

Recertify ☒

Reason

[text box with red star]
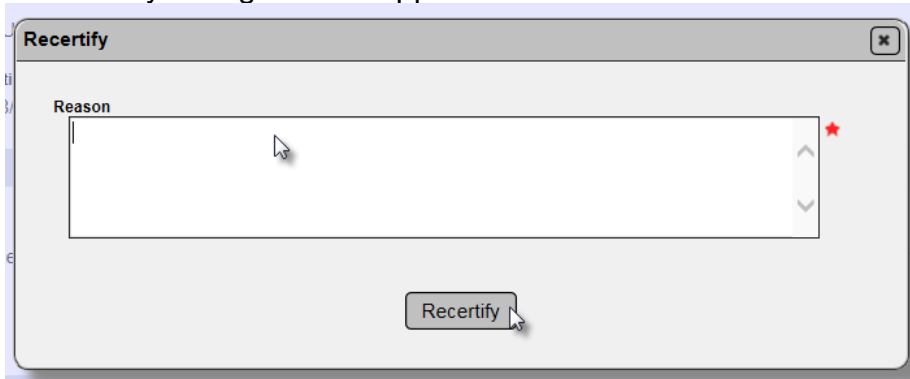
[Recertify]

a. Enter a reason why the PMCL needs to be recertified.
b. Select the Recertify option.

4. You must begin the Final Review again. See <u>A. Beginning the Final Review</u>.

As part of the new final review, make the necessary changes to the Exceptions to revise the PMCL.

Recalculate Findings   Undo Final Review   Update Final Review Dates   Generate PMCL Letter   PMCL Not Needed

5. When the changes made, select the Generate PMCL Letter option to generate a revised PMCL.

Generate PMCL Letter ☒

Federal Project Type   Federal Project Id
[dropdown] ★   [text box]

Road Number   County
[text box] ★   [dropdown]

＋ Add Additional Recipient

＋ Add Document
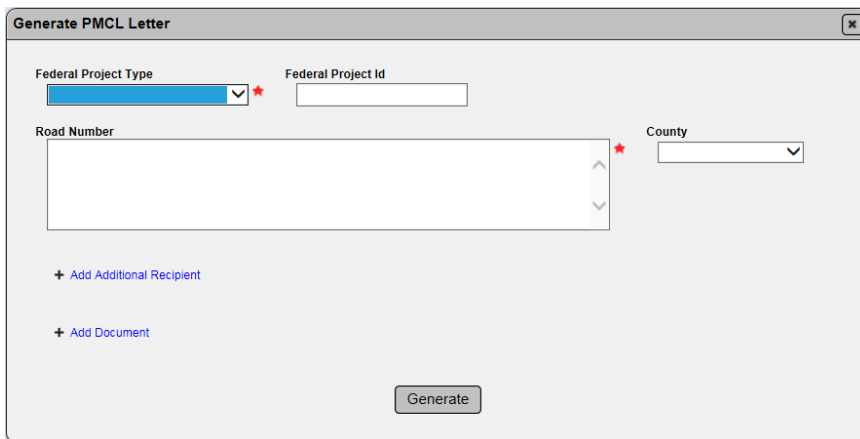
[Generate]

6. Complete the Generate PMCL dialog box. See <u>Chapter 8 – Generating the PMCL</u>.

C.   DMRE Review of PMCL of Non-Federal PMCL

After the Non-Federal PMCL has been accepted by the MC Reviewer, the DMRE reviews and accepts or rejects the PMCL.

If the DMRE rejects the PMCL, the status of the PMCL will be updated to DMRE returned.

| PMCL Letters [2]						
	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		5	Void	View Letter
2	E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		1	DMRE Returned	View Letter

Showing 1 to 2 of 2

The MC Reviewer must recertify the PMCL to make the needed changes.

If the DMRE accepts the PMCL, the PMCL status will be updated to Sent. MAC will send the PMCL via email to the recipients.

D.   PMCL Acceptance of Federal Not Full Oversight

Federal Not Full Oversight PMCLs are reviewed by the MC Reviewer, the DMRE, the SMO Technical Expert for MC Review and the Director, Office of Materials. This is because there are two signature lines on the PMCLs that are not Full Oversight, the DMRE and the Director, Office of Materials.

Each user has the option to accept or reject the PMCL.

If any of the users rejects the PMCL, the MC Reviewer will have to recertify in order to make revisions to the PMCL.

The statuses are:

MC Reviewer Reviews:
Accepts   Sent to DMRE for review
Rejects   Must be recertified

DMRE Reviews
Accepts   sent to SMO Technical Unit for review
Rejects   DMRE Returned. Must be recertified

SMO Technical Unit Reviews
Accepts   Sent to Director, Office of Materials Unit for review
Rejects   SMO Returned. Must be recertified

Director Reviews:
Accepts   PMCL Sent
Rejects   DOM Returned. Must be recertified

E.   PMCL Acceptance of Federal Contracts Full Oversight

For Federal Contracts Full Oversight, the acceptance flow is the same as the Non-Federal except that the PMCL goes from the SMO MC Reviewer directly to the Director, Office of Materials.

MC Reviewer Reviews:
Accepts   Sent to DOM for review
Rejects   Must be recertified

DOM Reviews
Accepts   PMCL Sent
Rejects   DOM Returned. Must be recertified
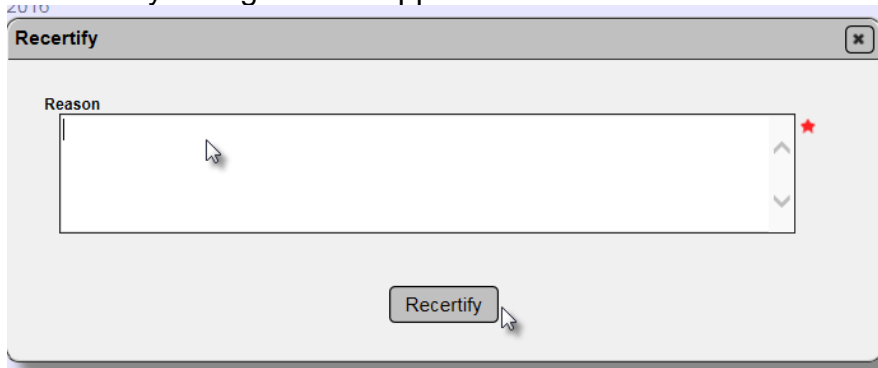
Chapter 11 – Recertifying a Contract

There will be occasions when a PMCL is generated and sent that a contract will need to be recertified. The Recertify process is used in the PMCL review as described in Chapter 10 – PMCL Acceptance Flow, but it was originally designed to allow for the regeneration of a PMCL when a contract has to be recertified.

To recertify a previously certified PMCL:

Create QAR   Recertify

1. Select the Recertify option.

A Recertify dialog box will appear.

Recertify

Reason

Recertify

2. Enter the reason for the recertification.
3. Select the Recertify option.

< Out   Recalculate Findings   Begin Final Review

4. Select the Begin Final Review option. Follow the instructions in A. Beginning the Final Review.

NOTE: Once the Recertify option is selected, new samples can be added to FPNs on the contract and existing samples can be revised. If there is a PMCL generated or all FPNs are designated as PMCL Not Needed, the sample life cycle for the FPNs on the contract is locked down. Also, Contractor QC Plans and Non-Standard JGS entries cannot be updated.

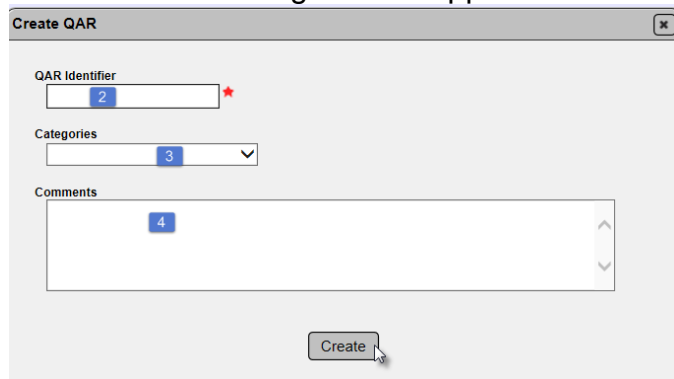## Chapter 12 – State Materials Office Quality Assurance Review (QAR)

The State Materials Office conducts QARs on MC Reviews. The information in the MC Review is reviewed by the SMO and findings are documented in the QAR. This function is performed by a user with the SMO Technical Unit system role.
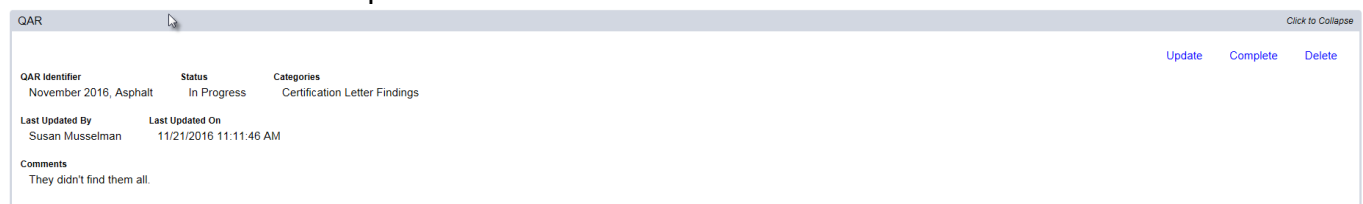
To perform a QAR on a PMCL:

Create QAR   Recertify

1. Select the Create QAR option.

A Create QAR dialog box will appear.

Create QAR

QAR Identifier
[2] ★

Categories
[3 ▼]

Comments
[4]

[Create]

2. Enter the QAR Identifier, up to 40 characters; for example March 2017, Asphalt.
3. Select a category or categories from the Categories drop down list. This is multi-select. Because there is only one QAR per PMCL, select all that apply.
a. Non-standard Material
b. Minimum Frequency
c. Qualification
d. Quality of Data
e. Certification Letter Findings.
4. Enter comments if applicable. The comments should include a description of all QAR findings for all categories selected.
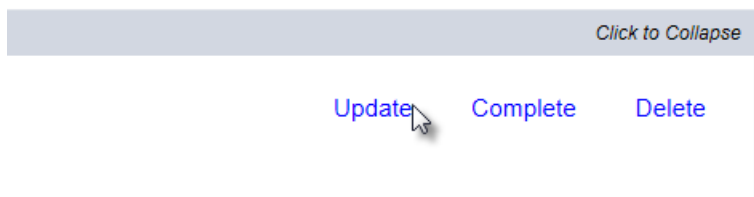5. Select the Create option.

The information will be stored in the QAR tab. To view the QAR information:

1. Click on QAR tab to expand it.

QAR					Click to Collapse
			Update	Complete	Delete

QAR Identifier | Status | Categories
November 2016, Asphalt | In Progress | Certification Letter Findings

Last Updated By | Last Updated On
Susan Musselman | 11/21/2016 11:11:46 AM

Comments
They didn't find them all.

NOTE: A PMCL can only have one QAR. The PMCL must be generated to be eligible for a QAR.

To Update a QAR:

|			
			Click to Collapse
	Update	Complete	Delete

1. Select the Update option.

An Update dialog box will appear.

Update   [x]

QAR Identifier
November 2016, Asph ×

Categories
Certification Letter Findings ×

Comments
They didn't find them all.
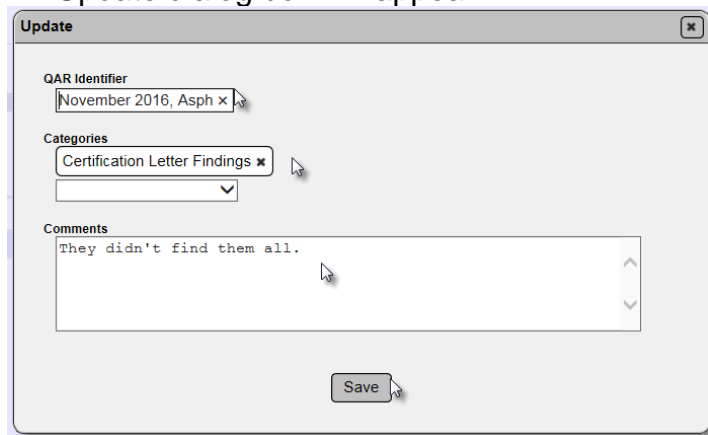
Save

2. Make changes to the existing data.
3. Select the Save option to save the updates.

To Complete a QAR:

			Click to Collapse
	Update	Complete	Delete
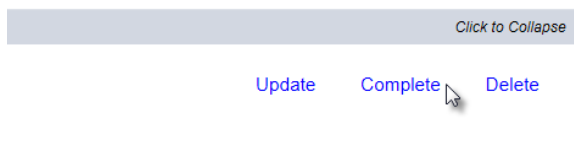
1. Select the Complete option.

The status will be updated to Complete.

QAR

QAR Identifier	Status	Categories
1	Complete	Certification Letter Findings

You will receive a message that the QAR was completed successfully.
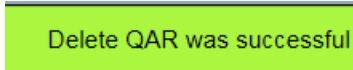
Complete QAR was successful

To Delete a QAR:

Click to Collapse

Update   Complete   Delete
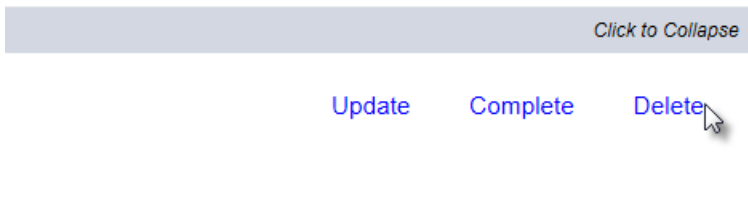
1. Select the Delete option.

A Delete dialog box will appear.

Delete

Are you sure you want to delete this QAR?
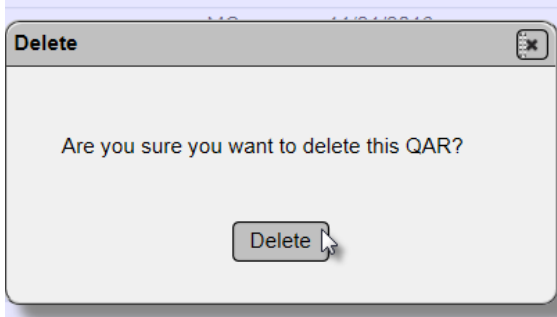
Delete

2. Select Delete.

The QAR will be deleted. You will receive a message that the QAR was successfully deleted.

Delete QAR was successful

The Create QAR option will reappear.

Create QAR   Recertify