



Florida Department of TRANSPORTATION



Materials Certification Review (MC Review) Program Maintenance User Manual

December 16, 2024



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Updates

This section summarizes the updates in this document from the last posted version.

Description	Page #
Added CPAM 5.8 and 11.5 references and links to Introduction	5
Added finding statuses for surface deficiency findings with follow-up sample	11-12
Added link to MC Review for PA document in reference to surface deficiency flow	19
Updated location information for surface deficiencies	20
Updated Work Order MC Review to include work order based ERS findings	22
Added chapter for disconnecting Contracts and Projects and renumbered chapters	28 - 29
Added instructions for creating an Exception with additional findings	32
Added MC Review Reports Chapter	51 - 57

Introduction

Who is the MC Review Program Maintenance User?

The Materials Certification (MC) Review Program Maintenance User (PMU) is a person in the District Materials and Research Office (DMRO) or the State Materials Office (SMO) who reviews contracts to ensure that the method of acceptance (MOA) requirements are met. 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 5.4 Volume I (MM 5.4 V1) governs the process for the review. These instructions are intended to describe the MAC functions for the **MM 5.4 V1** processes. It is not intended to replace the program requirements. If there is a conflict between these instructions and **MM 5.4 V1**, the Materials Manual instructions supersede the instructions in this document.

The Construction Project Administration Manual (CPAM) Section 5.8 Control of Materials and *Section 11.5 - Testing and Correcting Asphalt Pavement Surface Deficiencies* describes the PA's responsibilities for material requirements.

There are separate instructions for the rest of the roles in MC Review and MAR. These instructions are intended for the users in the PMU role who will be performing the MC Review PMU functions. Where there is overlap, these instructions will provide more detail. Other instructions describe the functions for the roles of Project Administrator (PA), 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 and performing an MC Review and Quality Assurance Reviews of the MC Review program.

What is a finding?

A finding is a potential issue with the Materials Certification. A finding may or may not result in an Exception on the PMCL. Findings can be generated by the system or they can be added manually by PAs or MC Reviewers (PMUs).

What is an issue?

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

What is an Exception?

An Exception is a materials issue that meets the definition of a PMCL Exception per **MM 5.4. VI** Findings must be promoted to MAR to have the ability to create the Exception.

Chapter 1 – Initiating an MC Review

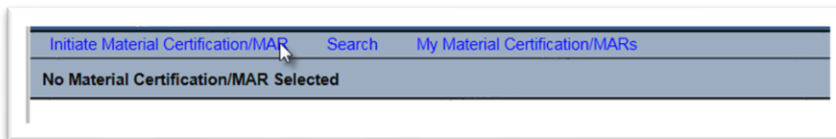
The MC Review is initiated for each project on a contract. The MC Review should be created as soon as the DMRO is notified that the contract has begun. This will allow for automatic findings to be generated and listed on the findings screen.

To initiate an MC Review:



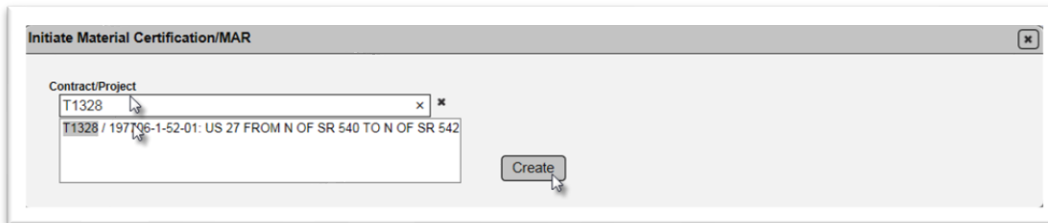
1. Select the Materials Certification/MAR menu option.
2. Select the Materials Certification/MAR submenu option.

You will be navigated to the MC Review screen.



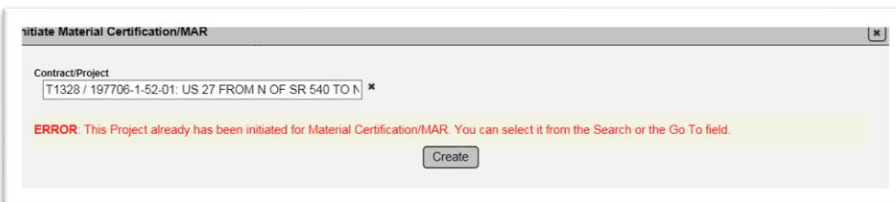
3. Select the Initiate Materials Certification/MAR option.

An Initiate Material Certification/MAR dialog box appears.

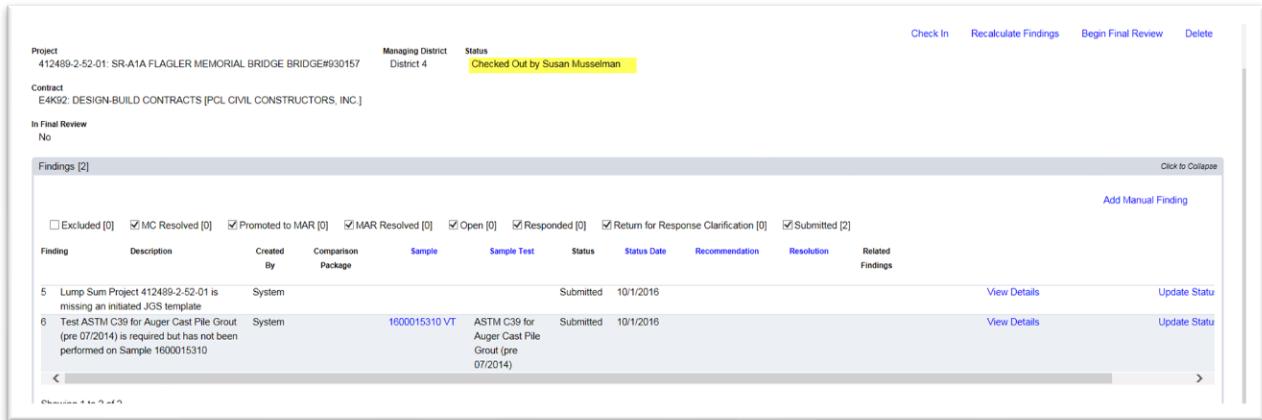


4. **Contract/Project** – enter the Contract Number or Financial Project Number (FPN) and select an entry from the returned list. The MC Review is project based, but you can use the Contract Number to locate the FPN.
5. Select the Create option.

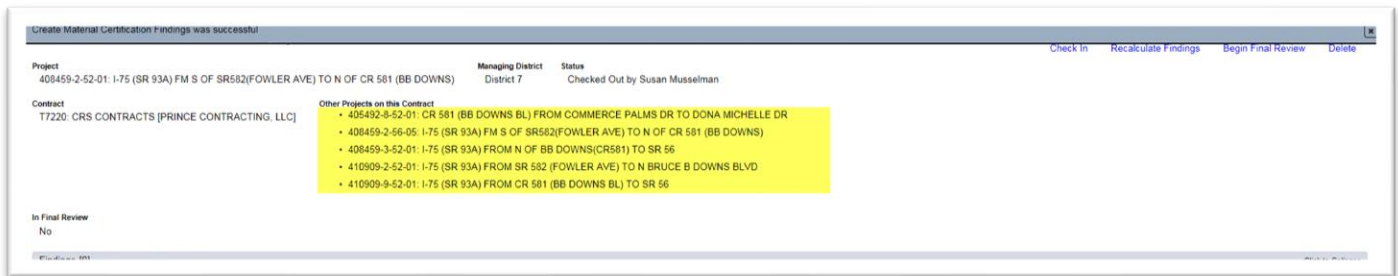
NOTE: Only one MC Review can be initiated per project. If you attempt to create a MC Review for a project that already has an MC Review initiated, you will receive an error message.



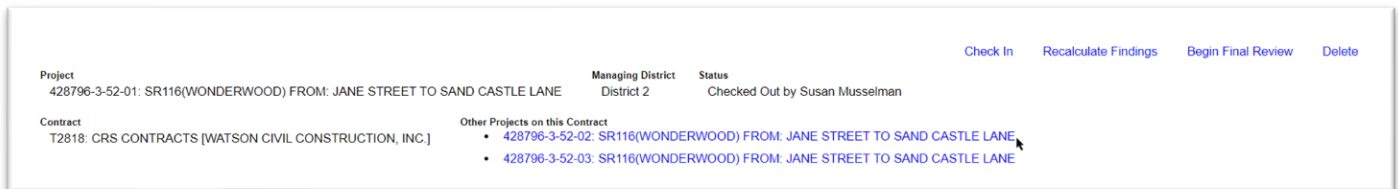
When the MC Review is initiated, the system will populate automatic findings on the findings screen. The MC Review is automatically checked out to the MC Reviewer who initiated it. See [Chapter 2 – Checking In and Checking out an MC Review](#).



For contracts with multiple projects, all the projects on the contract will appear on the header of the other projects.



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

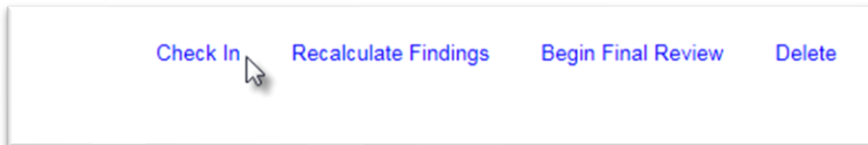


Each project has its own findings and Exceptions. The MC Reviews are conducted per project, but the PMCL is generated for the contract. Each project is included on the PMCL by selecting either Generate PMCL or PMCL not needed. See [Chapter 13 – Generating the PMCL](#) and [Chapter 14 – PMCL Not Needed](#).

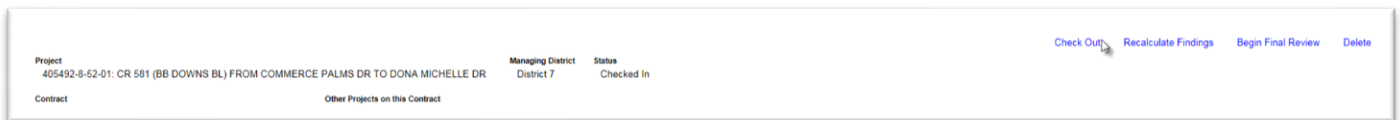
Chapter 2 – Checking In and Checking Out an MC Review

When an MC Review is initiated, it is checked out the MC Reviewer who created it. During this status, no other PMU can make modifications. PAs can continue to create manual findings, respond to findings and designate recommendations and resolutions. This function is intended to ensure no two MC Reviewers are working on the same MC Review at the same time. With the implementation of ERS IA Project Review, a subset of the MC Review, this is more likely this will occur.

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



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

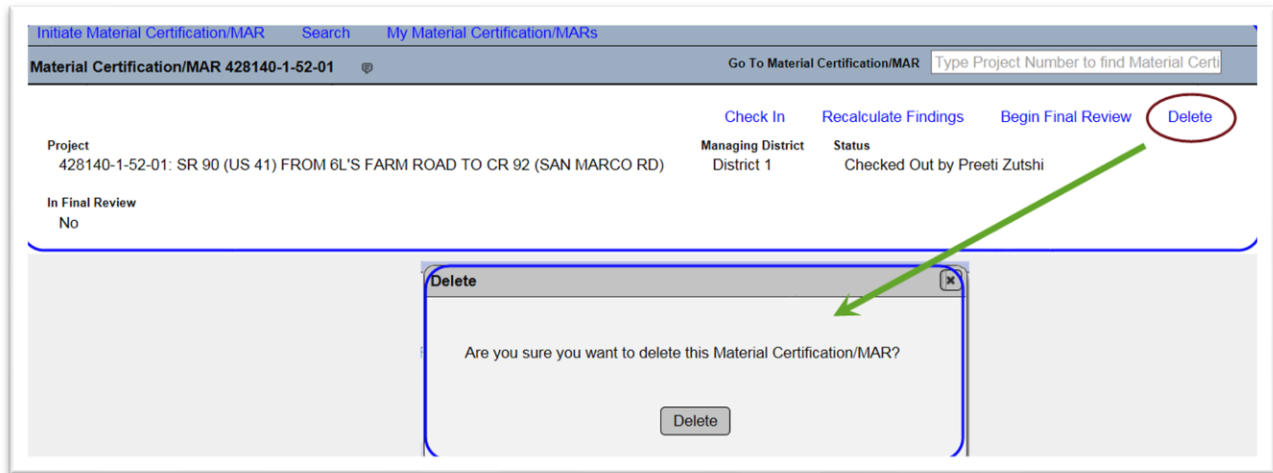


2. To check out an MC Review to indicate to other MC Reviewers that you are working on it, select the Check Out option.

NOTE: District Application Coordinators (DACs) and system administrators can also check in an MC Review if needed.

Chapter 3 – Deleting an MC Review

Some MC Reviews can be deleted.



1. Click on the Delete option.
2. A Delete dialog box will appear. Select the Delete option to delete the MC Review.
3. If you are sure you want to delete the MC Review, select the Delete option.

NOTE: The 'Material Certification/MAR' review cannot be deleted once the review has a final resolution for at least one of the findings or when a PMCL is generated.

Chapter 4 – Managing Findings

Some findings are generated by the system based on conditions 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. Some findings are created manually by the MC Reviewer or the PA.

A. Findings List

When the MC Review is initiated or when it is recalculated ([C. Recalculating Findings](#)), the system will populate the automatic findings in a list.

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 Removed [Final]		0
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
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

B. Findings Details

1098071	Sample 2301216973 has a failing result on required Test FM 1-T 166 Gmb - Roadway	System		2301216973 IV	Straightedge FM 1-T 166 Gmb - Roadway	MAR Resolved	10/31/2023	No EAR - Delineation [Final]	Partial Removal of Material [Final]
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1. To see the specific information for a finding, select the finding hotlink.

The finding details subscreen will appear over the findings list screen. The findings screen is still visible behind the findings detail subscreen.

Findings screen

Project: 430897-1-02-01: SR/RAKING (T) FROM SR/AA/AVIENDA (MENEZES) TO BAYWALL, District 2, Checked In

Contract: 623971 DISTRICT CONSTRUCTION CONTRACT (SUPERIOR CONSTRUCTION COMPANY (C))

Findings [4]

Return to List

Findings List

Finding	Finding Type	Description	Sample	FOOT Sample Number	Sample Package Ref	Status
1140003	System Generated	Sample 2301194901 has a failing result on required Test Certified Test Report	2301194901 VT		Certified Test Report	Promoted to MAR

Current Recommendation: Recommendation has not yet been made by District Materials Research Engineer

Findings Detail subscreen

Sample Info

Responses [2]

Recommendations [2]


Resolutions [2]

Locations [2]

Documents [2]

Comments [2]

PMCL Letters [2]

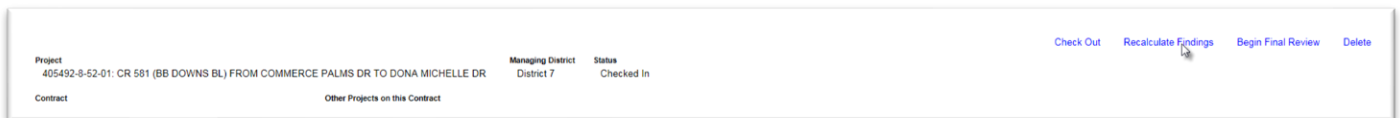


Return to List

2. Select the Return to List option to return to the list of findings.

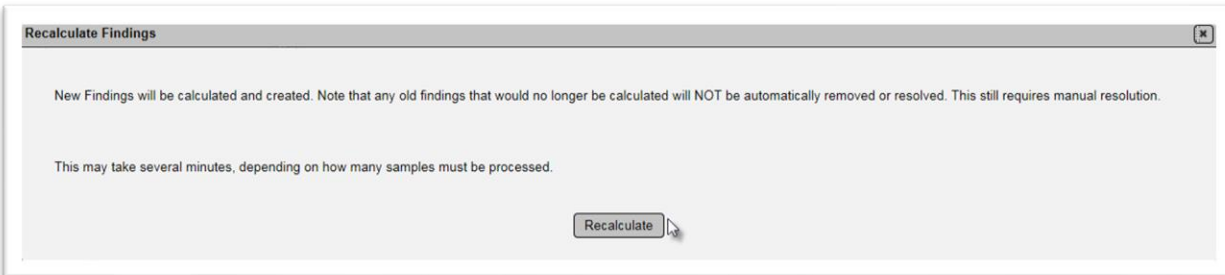
C. Recalculating Findings

MAC does not automatically refresh the findings list. An MC Reviewer needs to trigger a refresh if you want to see if any new issues have been created by the system since the last time you recalculated.



1. Select the Recalculate Findings option.

A Recalculate Findings dialog box appears.



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. There will be several status messages as the process completes subroutines. If there are any issues with the recalculate, there will be an error message at the end. The error message may not be readily understood so MC Reviewers should report any error messages to a system administrator.

D. Findings Statuses

Findings statuses are as follows:

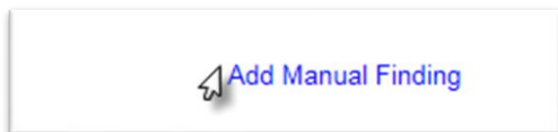
1. **Excluded** – the MC Reviewer has determined that the finding is not an issue. It does not have to be responded to by the PA.
2. **MC Resolved** – the MC Reviewer has determined without the PA's response or is satisfied with the PA's response that the finding is not an issue.
3. **Promoted to MAR** – the finding has a response from the PA and the MC Reviewer and PA agree that the finding should be processed as a MAR issue.

4. **MAR Resolved** – the finding has made it to the end of MAR process and has a final resolution.
 - a. **MAR Resolved [Reason for no Follow Up Sample]** – when the finding is a surface tolerance deficiency and the PA designates that no follow-up sample was performed, the status is MAR Resolved with the reason the PA provided for there being no follow-up sample within the brackets.
 - b. **MAR Resolved & Follow Up Sample hotlink** – when the finding is a surface tolerance deficiency and the PA designates the follow-up sample, the status is MAR Resolved with a hotlink to the follow-up sample.
5. **Open** – The MC Review submitted a manual to the PA for response or excluded it.
6. **Responded** – The PA has submitted a response to the MC Reviewer.
7. **Returned for Response Clarification** – the MC Reviewer has returned a responded finding to the PA for additional response.
8. **Submitted** – the MC Reviewer has submitted the finding to the PA for a response.
9. **Waiting For Follow Up Sample** – when a surface tolerance deficiency has a final recommendation of Remove and Replace, the status is Waiting For Follow Up Sample until the PA designates the follow-up sample or that a follow-up sample was not performed.

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.

E. Manual Findings

Not all issues can be detected by the system. Manual finding can be added to document MOA conditions not detected by MAC. These can be created by MC Reviewers and PAs. To create a manual finding:



1. Select the Add Manual Finding option.

An Add Manual Finding dialog box appears.

2. **Finding Type** – select the finding type from the dropdown.
 - a. **ERS** – select this type to put the finding under the ERS tab.

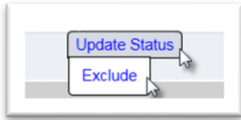
- b. **Final Commercial Inspection Report** – select this to create a manual finding for a missing report or one with unresolved deficiencies. This is considered to be non-standard material because without a report with no unresolved deficiencies, we don't know that the steel element that was inspected meets the requirements of the commercial inspection program.
 - c. **Final Construction Compliance with Specifications and Plans form** – select this to create a manual finding for a missing Contractor Final Construction Compliance report (**Form No 700-020-02**).
 - d. **Final Quantity of Reinforcing Steel on the Contract** – select this if the PA has not provided the final quantity of reinforcing steel on the contract. This is needed to confirm minimum frequency for MAC Spec 931.
 - e. **Final Sign Inspection Report** – select this to create a manual finding for a missing or final sign inspection report.
 - f. **Missing Frequency** – select this type if there is a missed frequency indicated in the MC Review that was not designated by an automatic finding. Some examples are missed tests that cannot be retaken, or not enough samples taken.
 - g. **Missing Certifications** – select this to create a manual finding for missing certifications.
 - h. **Process Open MAR Issues** – select this type if there is a MAR issue that has not yet been processed to remind the PA to complete the MAR issue.
 - i. **Process Open Samples** – select this type if there are open samples that have not yet been processed to remind the PA to close the samples. When the Final Review ([Chapter 11 - Conducting a Final Review](#)) is initiated, each open sample will have a finding.
 - i. **Project Administrator's Material Statement** – select this to create a manual finding if the PA has not submitted the Project Administrator's Material Statement.
 - j. **Quantities Not Being Reported** – select this to create a manual finding for missing quantities.
 - k. **Sample Data Issues** – select this type if sample data appears to be incorrect or incomplete. Samples cannot be updated once the PMCL is generated so any questionable data should be addressed with the PA.
 - l. **Other** – select this type to indicate any other issues and include information in the description field.
3. **Description** – enter a detailed description of the issue.
 4. **Comparison Package** – if the manual finding is for a specific comparison package, select it from the dropdown.
 5. **Sample** – if the manual finding is for a specific sample, select it from the dropdown.

NOTE: If the sample selected is an ERS sample, MAC will group the manual finding under the ERS findings tab.

6. Select the Create option.

F. Excluding a Finding

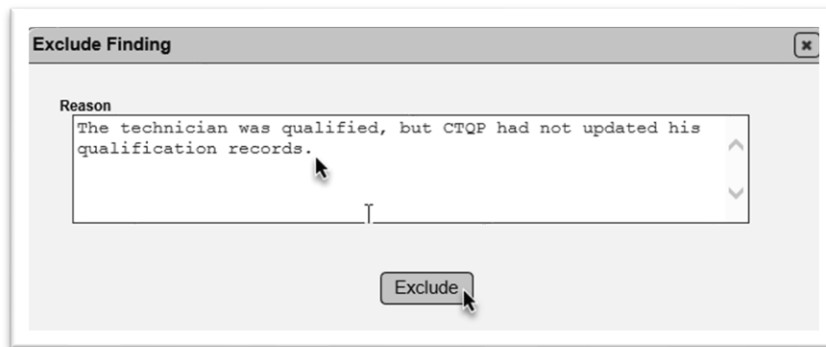
If the MC Reviewer determines that a finding does not need further action, it can be excluded.



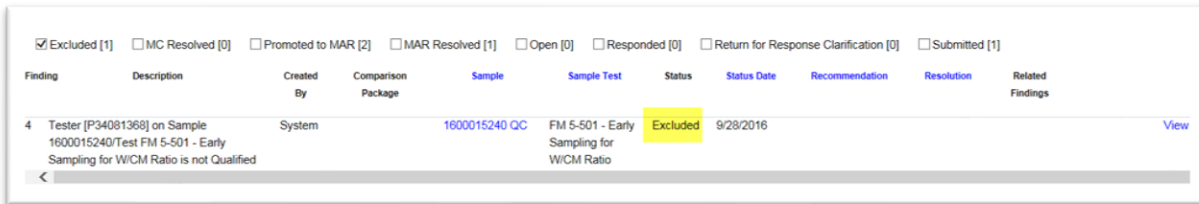
1. Select the Update Status option.
2. Select the Exclude option.

NOTE: You may need to use the scroll bar at the bottom of the screen to see these options.

An Exclude Finding dialog box appears.

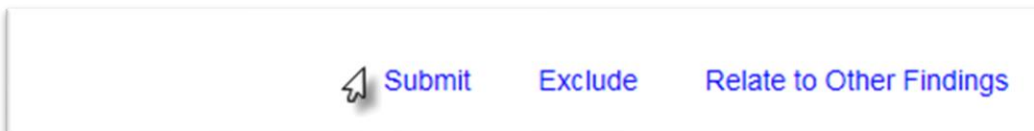


3. **Reason** – enter a reason, if desired. It is a good practice to include the reason for excluding the finding for future reference.
4. Select the Exclude option.



The finding status will be changed to Excluded. The excluded findings can be seen by selecting the Excluded checkbox on the status selector. Excluded findings are considered to have final resolution.

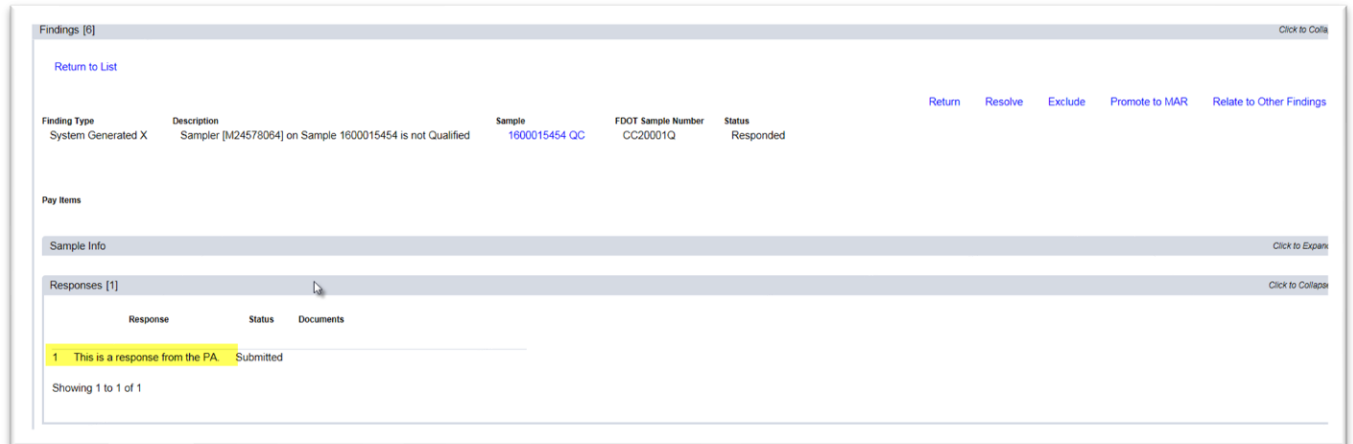
G. Submitting an Open Finding for PA Response



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

The finding status will be Submitted.

H. Reviewing a PA's Response



The screenshot shows a web interface for finding management. At the top, it says "Findings [6]" with a "Click to Colla" link. Below this is a "Return to List" link. A table lists findings with columns for Finding Type, Description, Sample, FDOT Sample Number, and Status. One finding is shown: "System Generated X" with description "Sampler [M24578064] on Sample 1600015454 is not Qualified", sample "1600015454 QC", FDOT Sample Number "CC20001Q", and Status "Responded". To the right of the table are links: "Return", "Resolve", "Exclude", "Promote to MAR", and "Relate to Other Findings". Below the table is a "Pay Items" section. Underneath is a "Sample Info" section with a "Click to Expand" link. Below that is a "Responses [1]" section with a "Click to Collapse" link. A table shows one response with columns "Response", "Status", and "Documents". The response text is "This is a response from the PA" and the status is "Submitted". At the bottom, it says "Showing 1 to 1 of 1".

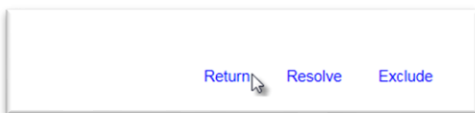
1. Click on the Responses tab to expand it. The PA's response can be viewed here. Any documents the PA has attached can also be viewed here. PAs cannot currently attach documents to the response, but on existing MC Reviews, there may still be some historical documents.



The screenshot shows a close-up of the "Responses [1]" section. It has a table with columns "Response" and "Status". One response is shown: "This area removed and replaced 12/13/2022 as part of Asphalt Lot 2. See page 2 of attached PDF of QCRR." with status "Submitted". To the right of the status is a link "Lot 2 12-13-22 QCRR.pdf View Document". At the bottom, it says "Showing 1 to 1 of 1".

I. 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.



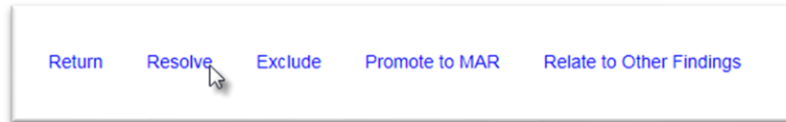
The screenshot shows three blue buttons: "Return", "Resolve", and "Exclude". A mouse cursor is hovering over the "Return" button.

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 updated back to Responded.

J. Resolving a Finding with MC Resolved

If after the MC Reviewer determines that a finding needs no further action, it can be updated to MC Resolved status. Like excluded findings, MC resolved findings cannot be promoted to MAR and cannot have an Exception created from the finding.



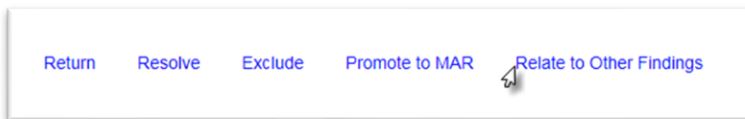
1. Select the Resolve option.

The status of the finding will be designated as MC Resolved. MC Resolved findings are considered to have final resolution.

NOTE: Resolving the finding does not allow you to include a reason. It can be included in the comments or the finding can be Excluded.

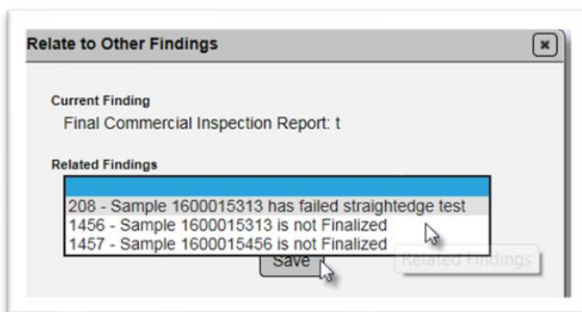
K. Relating a Finding to other Findings

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.



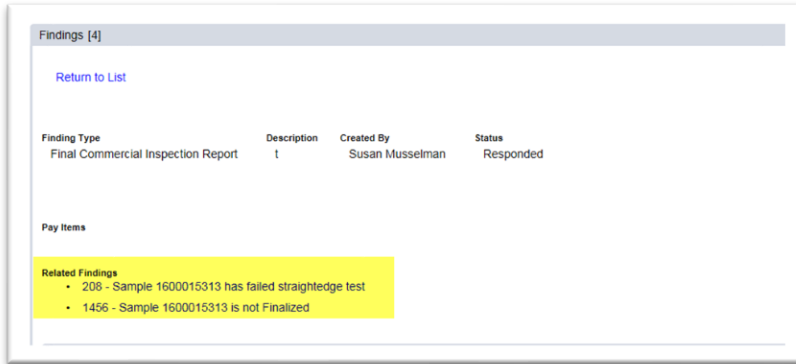
1. Select the Relate to Other Findings option.

A Relate to Other Findings dialog box will appear.



2. **Related Findings** – select the finding(s) that is/are related.
3. Select the Save option.

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



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

Test ID	Status	Status Date	Recommendation	Resolution	Related Findings	Actions
9	MAR	9/28/2016	Leave in Place		1456, 1466	View Details Update
	Resolved		Reduced Payment [Final]			
	Responded	10/11/2016			208, 1456	View Details Update

NOTE: Each finding must still be processed to final resolution.

L. Findings Icons

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

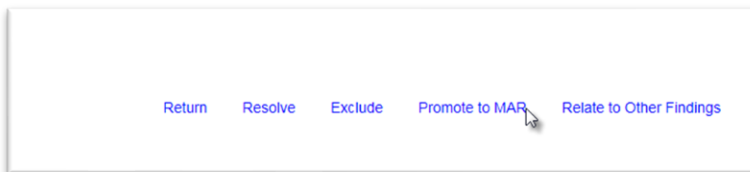
Icon	What it indicates
	Has a finding response from the PA
	Has a comment on the finding from the PMU
	Finding has a document attached
	Finding has an Exception
	Finding has location information
1040398, 1051599, 1051604	Finding is related to other finding(s) (Finding number(s))

M. Promoting a Finding to MAR

MAR stands for 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 findings that potentially could be an Exception must be promoted to MAR for the Exception to be created.

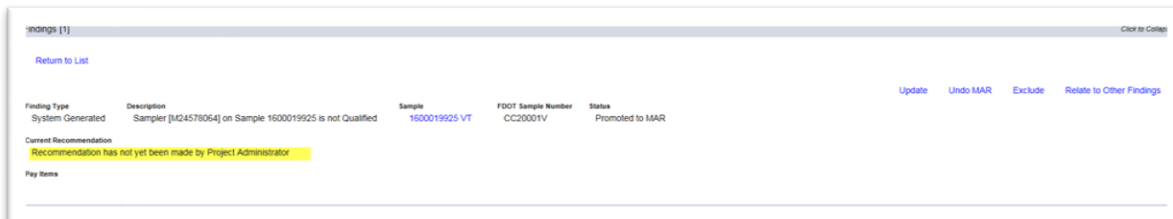
NOTE: Any finding that needs MAR resolution **MUST** be promoted to even if it does not result in an Exception.

To promote an issue to MAR:



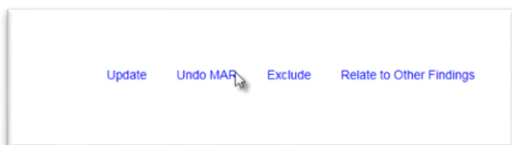
1. Select the Promote to MAR option.

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



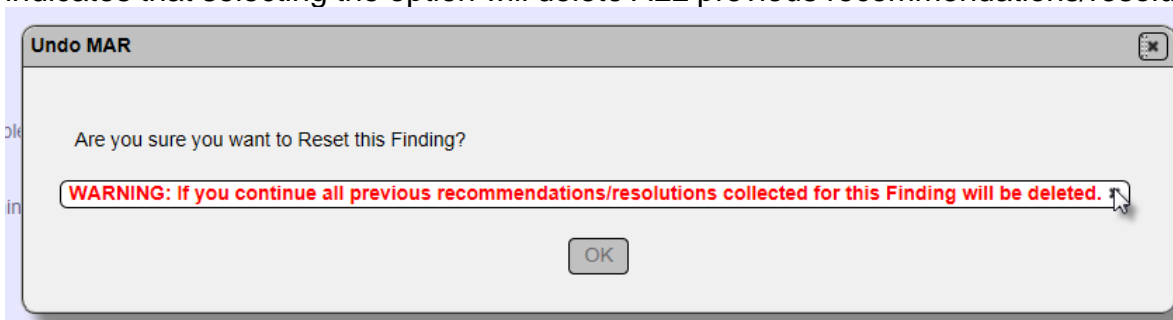
N. Undoing a MAR Promotion

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.

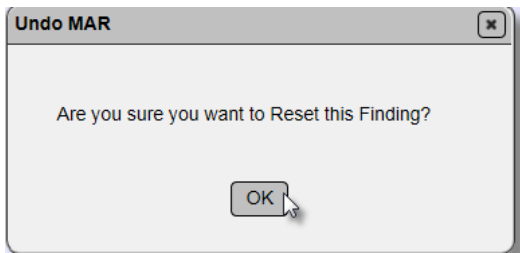


1. Select the Undo MAR option.

An Undo MAR dialog box appears with a warning message. The warning message indicates that selecting the option will delete ALL previous recommendations/resolutions.

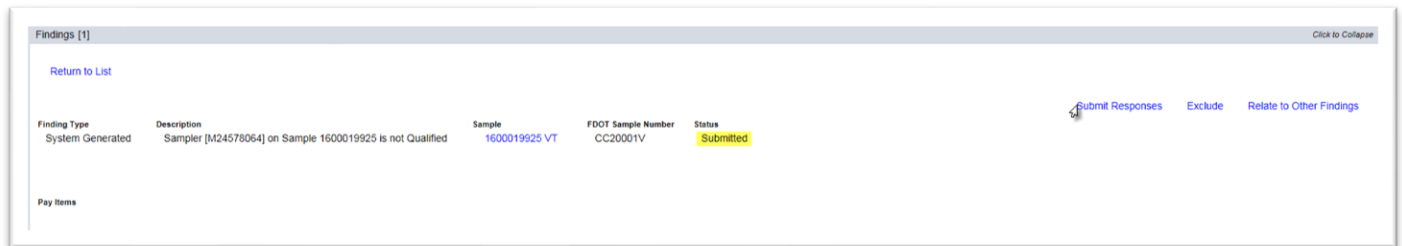


2. If you are sure you wish to undo the MAR, select the x by the warning message to acknowledge it.



3. Select OK to undo the MAR.

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



NOTE: At this time, a finding Promoted to MAR cannot be rolled back within the MAR status, for example, pending DCE recommendation to pending DMRE recommendation when the DMRE selects an incorrect option. It must be rolled back to Submitted and responses resubmitted.

O. Processing an Issue through MAR

The MC Reviewer has no MAC functions in MAC for the MAR process. The MAR process users are the PA, DMRE, DCE, and sometimes RE and DBE. The MC Reviewer may be a delegate for the DMRE. The MC Reviewer may be asked to help users in the MAR process. For additional information on the MAR process, see the PA, DMRE, and DCE MAR instructions on the [Materials Acceptance and Certification](#) 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 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. For findings promoted to MAR this is indicated by a status of MAR Resolved. MAR Resolved findings are considered to have final resolution.

Asphalt pavement surface deficiencies are processed through MAR in accordance with [CPAM Section 11.5 - Testing and Correcting Asphalt Pavement Surface Deficiencies](#). MC Reviewers should familiarize themselves with the process. The PA instructions can be found here [MC Review for the PA](#). MC Reviewers should confirm that the follow-up sample provided shows no deficiencies in the location of the original deficiency that was corrected.

P. Reviewing MAR Location Information

As part of PAs' responsibilities for processing the MAR issue, they must include the location information on the location tab for any material Promoted to MAR that is left in place. The location information should be included even if an Exception is not created. If an Exception is created, MAC uses this information in the PMCL. The MC Reviewer should review the information before creating an Exception.

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

Total Affected Quantity	Total Affected Quantity Units	Accumulative Quantity
5,000.00	Ton(s)	3,500

Accumulated quantity does not match total affected quantity

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.

Straightedge deficiencies may need fields from the QC test results. If QC does not include results in the fields, the PA should return the sample for test corrections, and request the information be provided. It should be included in all deficiencies being left in place that are MAR Resolved.

Deficiency Readings											
	Lanes	Width (ft)	Begin Deficiency Station	End Deficiency Station	Total Length	Deficiency Length	Measurement	High/Low	Comments	Latitude	Longitude
Reading 1	L1	12	159+25	159+18	7	7	7/16	High	Mill and Replace		
Reading 2	L1	12	159+09	158+99	10	10	5/16	High	Mill and Replace		
Reading 3	L1	12	158+83	158+81	2	5	5/16	Low	Mill and Replace		

Chapter 5 – Conducting Monthly Reviews

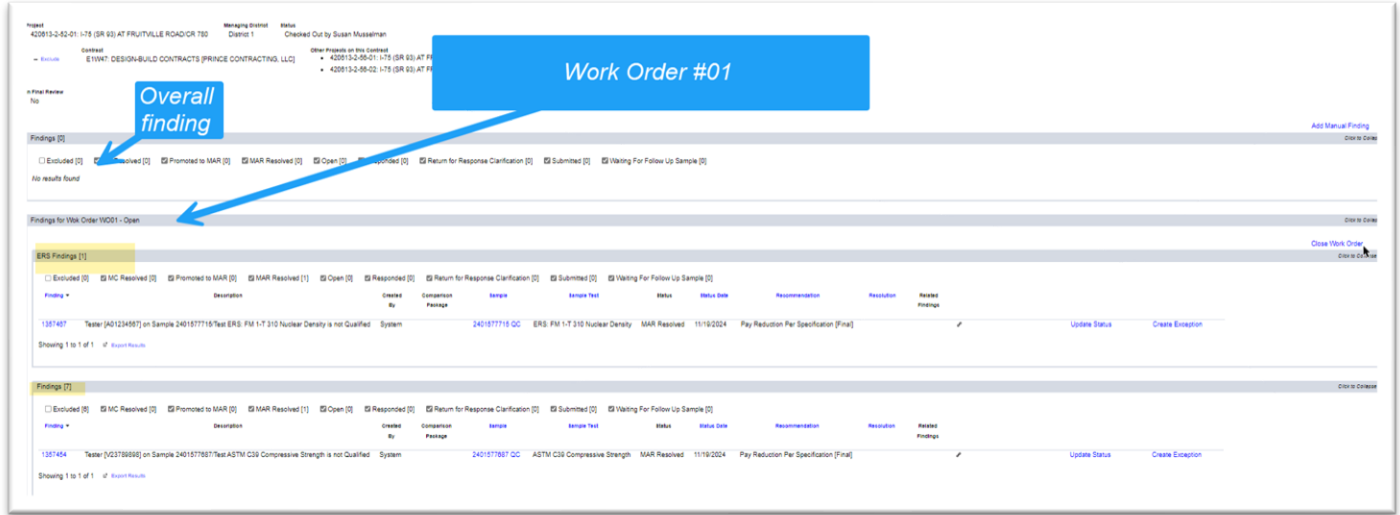
MC Reviews can be performed on a monthly basis to assist with tracking MC Review issues during the life of the contract. MC Reviewers and PAs can address findings as they occur and do not have to wait until the final review.

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 – Work Order and Permit Project MC Reviews

With the implementation of Work Order NSJGS, MC Reviews can be conducted per Work Order.

On an MC review with a Work Order NSJGS, each Work Order will have its own tab under the Findings tab. There is a tab for overall findings that apply at the project level and one for each work order. Under the Work Order tab, there are subtabs for ERS findings and MC Review findings for that work order.

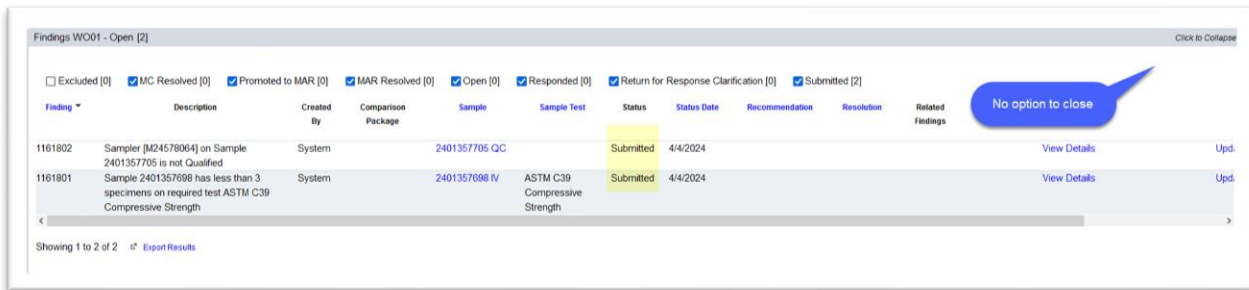


Each Work Order is meant to function as its own MC Review; however since the PMCL is contract based; it will require only one PMCL to be generated. Because of the nature of the Design Build Phased contracts, the primary reason for Work Order NSJGS, the MC Review may be open for years. MC Reviewers can close Work Order reviews as the work is completed for that Work Order.

A. Closing an Open Work Order MC Review

The Close option will not appear until all of the finding statuses are:

- MC Resolved
- MAR Resolved
- Excluded



Findings WO01 - Open [2] Click to Collapse

[Close Work Order](#)

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

Finding	Description	Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings
1161802	Sampler [M24578064] on Sample 2401357705 is not Qualified	System		2401357705 QC		MC Resolved	4/4/2024			View Details
1161801	Sample 2401357698 has less than 3 specimens on required test ASTM C39 Compressive Strength	System		2401357698 IV	ASTM C39 Compressive Strength	MAR Resolved	4/4/2024	Pay Reduction Per Specification [Final]		View Details

1. Select the Close Work Order option.

The Work Order tab is set to Close. No dialog box appears.

When a Work Order is closed:

- No additional samples can be added to the system for that Work Order
- No changes can be made to existing samples
- Existing samples cannot be deleted
- Work Order NSJGS cannot be updated or deleted and entries on the NSJGS cannot be deleted
- The Contractor QC Plan can be updated or deleted since it is contract based and needs to remain open until the PMCL is generated.

B. Reopening a Close Work Order MC Review

Findings WO01 - Close [0] Click to Collapse

[Reopen Work Order](#)

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

No results found

1. On a Work Order designated as Close, select the Reopen Work Order option.

The Work Order MC Review will be reset to Open. All records that were previously locked down are reopened.

C. Permit Project MC Review

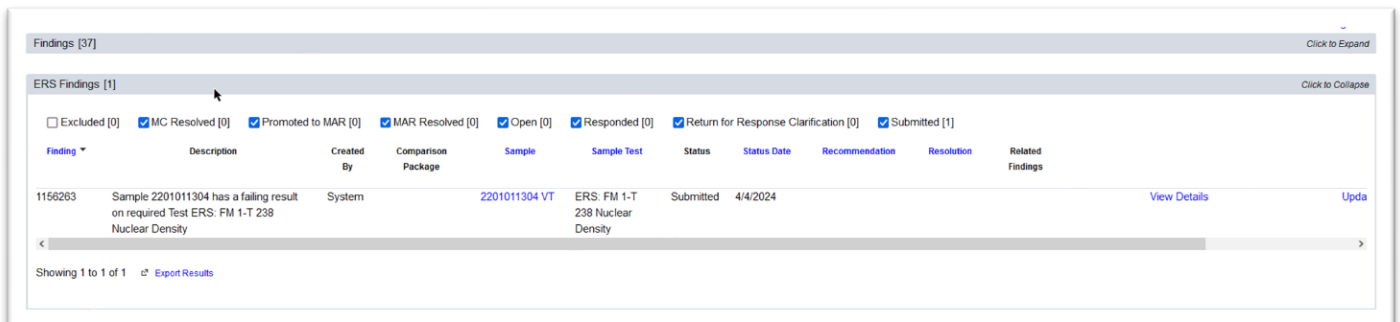
With the implementation of permit project in MAC, an MC Review can now be created for some permit projects, for example, a pedestrian bridge being constructed outside FDOT right of way but crossing over the state highway system. The review and processing of findings is the same for these entries. In most cases, an MC Review for a permit project will not also be Work Order based.

Chapter 7 – ERS MC Review

The MC Review for projects with an ERS project will appear in the MC Review as a tab with ERS findings. The ERS MC Review process is the same as the functions described in this manual. There is an abbreviated manual for IA ERS PMUs who will be responsible for processing the ERS findings ([ERS Program Maintenance User Materials Certification Review](#)).

MC Reviewers are responsible for creating Exceptions for ERS findings and generating the PMCL.

In order for the ERS findings tab to appear, MC Reviewers may need to recalculate the MC Review. If the tab does not appear upon recalculation, there are no ERS findings yet.



The screenshot displays a web interface for ERS Findings. At the top, there is a header for 'Findings [37]' with a 'Click to Expand' link. Below this is a sub-header for 'ERS Findings [1]' with a 'Click to Collapse' link. A row of filters is visible, including 'Excluded [0]', 'MC Resolved [0]', 'Promoted to MAR [0]', 'MAR Resolved [0]', 'Open [0]', 'Responded [0]', 'Return for Response Clarification [0]', and 'Submitted [1]'. The main table has columns for 'Finding', 'Description', 'Created By', 'Comparison Package', 'Sample', 'Sample Test', 'Status', 'Status Date', 'Recommendation', 'Resolution', and 'Related Findings'. A single finding is listed with ID 1156263, description 'Sample 2201011304 has a failing result on required Test ERS: FM 1-T 238 Nuclear Density', created by 'System', comparison package '2201011304 VT', sample test 'ERS: FM 1-T 238 Nuclear Density', status 'Submitted', and status date '4/4/2024'. There are 'View Details' and 'Update' links for this finding. At the bottom, it says 'Showing 1 to 1 of 1' and 'Export Results'.

Finding	Description	Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings
1156263	Sample 2201011304 has a failing result on required Test ERS: FM 1-T 238 Nuclear Density	System	2201011304 VT	ERS: FM 1-T 238 Nuclear Density	Submitted	4/4/2024				View Details

Chapter 8 – Nonstandard JGS Completeness

It is primarily the responsibility of the PA to ensure the nonstandard JGS (NSJGS) is correct and complete. MC Reviewers may need to remind PAs that the NSJGS needs attention when during their monthly or final reviews they discover missing or incorrect entries. The primary use of the NSJGS is for MC Reviewers to ensure the material MOA and minimum frequency has been met.

There are instructions to the PA on ensuring the entry is complete ([PA Instructions for Lump Sum JGS](#)). Many times, PAs don't realize the entry is incomplete. MC Reviewers should provide input for items such as:

- Material quantities do not appear to reflect the total amount placed
- Materials are missing
 - For example, drilled shaft sign footers have MAC Material 346 selected, but not 925 or 931
 - Materials for APL tracking samples are not included
 - These impact MC Review (see [Chapter 9 – Review for APL MOA](#))
- The Program MAC Specs are not selected
 - These do not impact the MC Review
 - Missing Program Specs are not considered Missed Frequency

Chapter 9 – Review for APL MOA

The Approved Products List is a subset of the Certification MOA. To review for APL MOA, generate the APL Project Tracking Summary report.

Project Click to Collapse	
Active Contract Details	A summary of contracts that are active in MAC. These have a Contractor QCP initiated but do not have a completed MC Review.
All Material Comparisons	Provides Comparison package status of "Compares" or "Does not Compare" with Resolution status for non-comparing packages. Also provides non-comparing percentages by producer.
APL Project Tracking Summary	A Summary of the MAC Specs with APL & BABA Tracking requirements and the samples on a project under those entries.
Asphalt Control Chart	Provides Gradation, Air Voids, & Asphalt Content results in a graph. The graph also plots the spec limits & tolerance.

1. Select the report hotlink.

APL Project Tracking Summary [End User Report] ✕

Financial Project
Type Item/Item Segment ★

Report Format
3 ★

Submit

2. **Financial Project** – enter the FPN.
3. **Report Format** – select the desired report format.
4. Select the Submit option.

The report will be downloaded. Open the download according to your browser.

FDOT APL & BABA Project Tracking Summary
Generated on: 4/4/2024 9:55:41 AM

Project: 441771-1-52-01 **Let Date: 4/27/2022**

415 - Reinforcing for Concrete
Spec: Supplemental Specification, 07/2016, v1.3
Categories:
APL & BABA Tracking / Mechanical Rebar Splice
APL & BABA Tracking / Plastic Chair and Bolster

527 - Detectable Warnings
Spec: Supplemental Specification, 01/2009, v1.1
Categories:
APL & BABA Tracking / Detectable Warnings on Walking Surfaces
MAC Sample ID | APL Product
2401332826 | TuFile Polymer (wet-set) Replaceable by TuFile, Inc. [527-000-046 - Detectable Warnings on Walking Surfaces]

620 - Grounding and Lightning Protection
Spec: Supplemental Specification, 01/2009, v1.0
Categories:
APL & BABA Tracking / Surge Protective Device at Point of Use
APL & BABA Tracking / Surge Protective Device for 120V or 120_240V Power
APL & BABA Tracking / Surge Protective Device for Low Voltage Power, Control, Data and Signal Systems

635 - Pull, Splice, and Junction Boxes
Spec: Supplemental Specification, 01/2009, v1.0
Categories:
APL & BABA Tracking / Pull Box and Cover
MAC Sample ID | APL Product
2401329731 | Quazite, Pull Box and Cover, PG1324BAxx by Quazite (Division of Hubbell) [635-001-025 - Pull Box and Cover]
2401329735 | Quazite, Pull Box and Cover, PG3048BAxx by Quazite (Division of Hubbell) [635-001-061 - Pull Box and Cover]

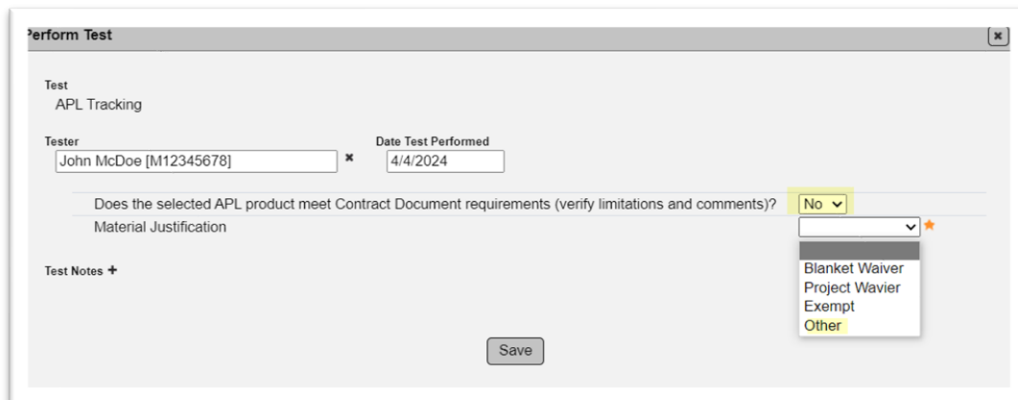
646 - Aluminum Poles, Pedestals and Posts
Spec: Supplemental Specification, 01/2009, v1.0

5. If there is no MAC sample for a MAC Spec (415 – Reinforcing for Concrete in the example above), it may mean the product was not used on the project. Confirm with the PA.

6. If there is one or more MAC sample(s), the MAC Sample Id will appear. This is an indicator of the product category. APL Specs may have multiple product categories. Not all product categories may be used on a project. Confirm with the PA.

7. If the MAC Sample Id is highlighted red:

a. The MAC sample fails – this occurs when the data entry person selects No on the test and select “Other” for the reason. This will cause an Other Description field to appear where the project personnel should give a reason the product was placed. Confirm that the product was not approved to be used on the project. This is an Exception if the product is permanently left in place.



The screenshot shows a web form titled "Perform Test". The form includes the following fields and elements:

- Test:** APL Tracking
- Tester:** John McDoe [M12345678]
- Date Test Performed:** 4/4/2024
- Does the selected APL product meet Contract Document requirements (verify limitations and comments)?**: A dropdown menu with "No" selected.
- Material Justification:** A dropdown menu with "Other" selected. The dropdown list also includes "Blanket Waiver", "Project Wavier", and "Exempt".
- Test Notes:** A plus sign icon indicating a collapsed section.
- Save:** A button at the bottom center of the form.

b. The APL product is designated as not eligible. This may or may not be an Exception, depending on the product and it's limitations.

The MC Reviewer will not be able to tell if there are enough products. If there are no products for an APL Spec, ask the PA if there were any products used under that APL Spec category.

Chapter 10 – Disconnecting Contracts and or FPNs from the MC Review

There are times when Contract Ids and FPNs are cross connected in the system(s) of record. Since MAC reads contract/project data from other systems, sometimes it is not possible to have corrections made to the official data in the system of record so that MAC can be corrected. In some cases, the connections are a typographical error in the system of record. Other times they may occur when payment is made on a “B” contract with an FPN in the construction phase.

Example of a Contract Id typo that connected the FPN to two contracts:

Project 445494-1-52-01: I-275/SR 93 FROM S OF BEARSS AVE TO S OF NEBRASKA AVE	Managing District District 7	Status Checked In
<p>Contract</p> <p>+ Include T5706: CRS CONTRACTS [SUPERIOR CONSTRUCTION COMPANY O]</p> <p>- Exclude T7506: CRS CONTRACTS [HUBBARD CONSTRUCTION COMPANY]</p>		

In the Enterprise Information Portal, the FPN is associated with Contract Id T5706. The T7506 is a typo.

Search Criteria							
Primary Option Contract Financial Project = 445494-1-52-01							
Refine Search							
Contracts 1 through 2 of 2 Top of Page							
Contract	Type	Status				Status Date	
T5706	CONSTRUCTION CONTRACTS	EXECUTED CONTRACTS				5/14/2020	
	Advertised	Awarded	Begin	End	Executed	Letting	
	1/24/2020	4/28/2020	5/13/2020	6/30/2099	5/13/2020	3/25/2020	

Example of a construction phase FPN with an encumbrance on a “B” contract:

<p>Contract</p> <p>- Exclude BDR31: HAZARDOUS MATERIAL SERVICES [NORTHSTAR CONTRACTING GROUP, IN]</p>	<p>Other Projects on this Contract</p> <ul style="list-style-type: none"> • 217895-1-52-02: SR 77 COVE/MLK BLVD FROM SR 30 (US BUS 98) TO SR 75 (US 231) - Exclude • 218603-1-4B-02: SR 95 (US 29) FROM SR 8 (I-10) TO N OF SR 10 (US 90A) 9 MILE ROAD - Exclude • 219372-1-4B-01: SR 10 (US 90) @ RUSS STREET IN MARIANNA - Exclude • 219776-1-52-03: SR 61 (US 319) FROM MT. ZION CHURCH TO GEORGIA STATE LINE - Exclude • 220679-1-4B-01: SR 83 (US 331) FROM N END OF RELIEF BR TO SOUTH OF SR 20 - Exclude • 220679-1-52-02: SR 83 (US 331) FROM N END OF RELIEF BR TO SOUTH OF SR 20 - Exclude • 220679-1-56-04: SR 83 (US 331) FROM N END OF RELIEF BR TO SOUTH OF SR 20 - Exclude • 220773-4-52-02: SR 79 FROM STRICKLAND ROAD TO N OF MILL BRANCH BR. - Exclude • 220773-5-4B-01: SR 79 FROM N OF MILL BRANCH BR. TO N OF REEDY BRANCH BR. - Exclude • 220773-6-4B-01: SR 79 FROM N OF REEDY BRANCH BR TO COURT STREET - Exclude • 220773-6-4B-02: SR 79 FROM N OF REEDY BRANCH BR TO COURT STREET - Exclude • 220773-9-52-02: SR 79 FROM N OF MILL BRANCH BRIDGE TO SR 8 (I-10) - Exclude • 220976-1-4B-03: DISTRICTWIDE PD&E HAZARDOUS MATERIALS CONSULTANT - Exclude • 414032-3-52-02: SR 375 (US 319) OCHLOCKNEE BAY PHASE 5B - Exclude • 415381-2-52-01: SR 10 (US 90) FROM E OF SR 4 BAKER HWY TO YELLOW RIVER BRIDGE - Exclude • 422907-1-52-02: SR 10 (US 90) OVER MACAVIS BAYOU BRIDGE NO. 580013 - Exclude • 423067-1-52-02: SR 20 BLOUNTSTOWN HW FROM OCHLOCKNEE RIVER BR. TO SR 263 CAPITAL CIRCL - Exclude • 424105-3-52-01: SR 83 (US 331) @ BRUCE AVENUE INTERSECTION - Exclude • 427649-1-4B-01: SR 10 (US 90) @ SR 4 INTERSECTION - Exclude • 427649-1-52-02: SR 10 (US 90) @ SR 4 INTERSECTION - Exclude • 430002-1-56-01: 12TH AVENUE BAYOU TEXAR BRIDGE BRIDGE NO. 485005 - Exclude • 430777-1-4B-03: SR 30A (US 98) 15TH FROM W OF JENKS AVENUE TO SR 389 EAST AVENUE - Exclude
<p>Contract</p> <p>T3386: CRS CONTRACTS (ANDERSON COLUMBIA CO. INC 1</p>	<p>Other Projects on this Contract</p> <p>220679-1-56-03: SR 83 (US 331) FROM N END OF RELIEF BR TO SOUTH OF SR 20</p>

Project	Managing District	Status
445494-1-52-01: I-275/SR 93 FROM S OF BEARSS AVE TO S OF NEBRASKA AVE	District 7	Checked In
<p>+ Include Contract T5706: CRS CONTRACTS [SUPERIOR CONSTRUCTION COMPANY O]</p> <p>- Exclude Contract T7506: CRS CONTRACTS [HUBBARD CONSTRUCTION COMPANY]</p>		

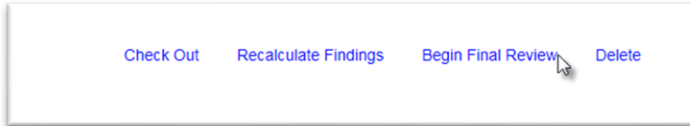
1. **Exclude** – when the Contract Id is the incorrect number, select the Exclude option.

This designates to MAC that for the purposes of MC Review, this is not a valid contract/project relationship. There are times when the assignment is valid, for example a settlement agreement. For the purpose of The MC Review, unless the settlement agreement includes MOA requirements, it would not be part of the MC Review and ultimately generating the PMCL. When those instances occur, the MC Review can Exclude the invalid contract/project connections by Excluding the Contract or the FPN, whichever needs to be removed from the MC Review process.

Chapter 11 - Conducting a Final Review

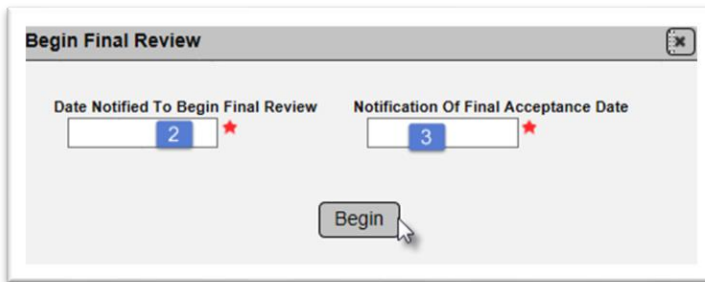
The Final Review is conducted when the PMCL is ready to be generated. This chapter will describe how to begin the Final Review and how to create an Exception.

A. Beginning the Final Review



1. Select the Begin Final Review option.

A Begin Final Review dialog box appears.



2. **Date Notified to Begin Final Review** – enter the date you were notified by the PA that the final review could begin.

3. **Notification of Final Acceptance Date** – enter the date you were notified of the Final Acceptance (not the actual Final Acceptance date).

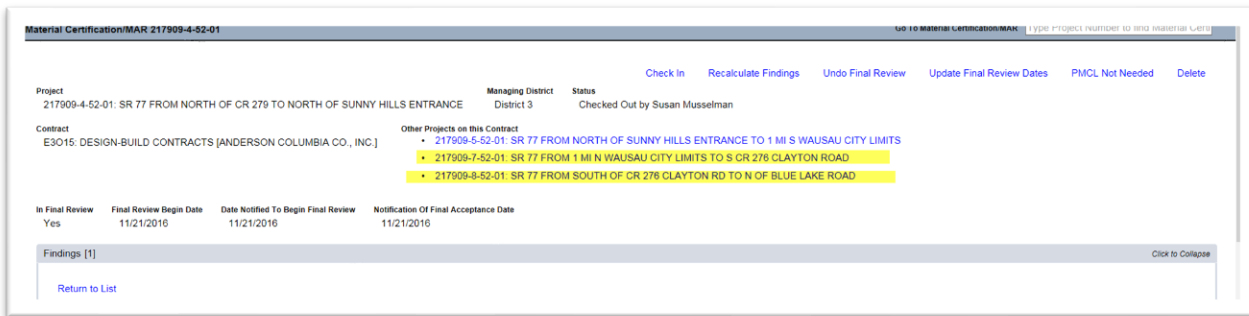
4. Select Begin.

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

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 initiated for all FPNs on the contract, the hotlinks will not be active (appear in blue).



B. Creating an Exception

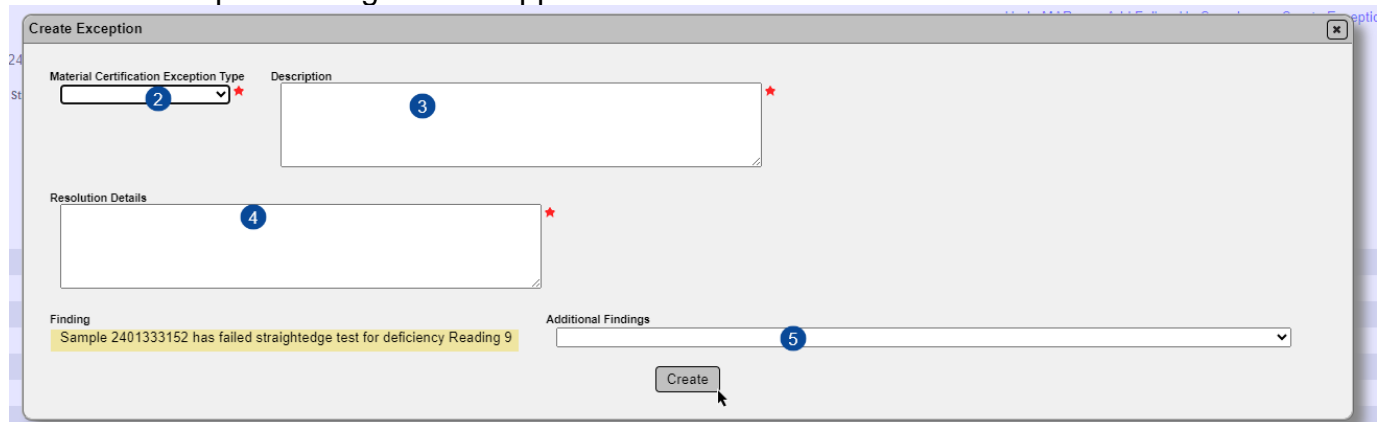
For any MAR Resolved issue, an Exception can be created.

NOTE: The PMCL can be generated if none of the MAR Resolved findings have Exceptions created.



1. Select the Create Exception option.

A Create Exception dialog box will appear.



2. **Material Certification Exception Type** – select the Exception Category from the dropdown.
3. **Description** – enter the description of the Exception. Later this will appear on the PMCL.
4. **Resolution Details** – enter the Exception resolution. Later this will appear on the PMCL.

5. **Additional Findings** – if there are other findings that fall under this Exception, select them from the dropdown. All findings must be MAR Resolved.

Create Exception

Material Certification Exception Type: **Non Standard Materials**

Description: The following areas exceed the 3/16" surface tolerance allowed by the Specifications.
Lane Station(s) Reading
R2 859+09 to 859+12 6/16" High
R2 918+54 to 918+58 5/16" Low
R2 948+66 to 948+74 6/16" High

Resolution Details: 431 of 4000
The three straightedge deficiencies that were identified on this project occurred at drainage structures. Since these a factor outside the control of the Contractor, the Resident Engineer recommended that the straightedge requirements in these areas be waived, and the material be left in place at

Finding: Sample 2401472706 has failed straightedge test for deficiency Reading 1

Additional Findings: Sample 2401472706 has failed straightedge test for deficiency Reading 2 Sample 2401472706 has failed straightedge test for deficiency Reading 3

Create

6. Select the Create option.

The Exception will appear on the PMCL as follows. Single Exception:

EXCEPTIONS FOR PROJECT PIN: 418605-3-04-01

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

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.

Location information is entered by the PA during the MAR

Exception with multiple findings:

Non Standard Materials

The following areas exceed the 3/16" surface tolerance allowed by the Specifications.
Lane Station(s) Reading
R2 859+09 to 859+12 6/16" High
R2 918+54 to 918+58 5/16" Low
R2 948+66 to 948+74 6/16" High

- Sample 2401472706 has failed straightedge test for deficiency Reading 1**
Ref Material ID: 330 - Hot Mix Asphalt – General Construction Requirements
Sample Level: QC
- Sample 2401472706 has failed straightedge test for deficiency Reading 2**
Ref Material ID: 330 - Hot Mix Asphalt – General Construction Requirements
Sample Level: QC
- Sample 2401472706 has failed straightedge test for deficiency Reading 3**
Ref Material ID: 330 - Hot Mix Asphalt – General Construction Requirements
Sample Level: QC

Chapter 12 – Maintaining PMCL Admin Information

Before a PMCL can be generated, the MC Reviewer must enter the letter template information in the PMCL Admin screen. This information is used by the system to create the PMCL header, signature and address blocks. This information is entered once and updated when there is a change in the information, such as recipients, addresses or carbon copy recipients.



1. Select the Materials Certification/MAR menu option.
2. Select the PMCL Admin submenu option.

There is a tab for each managing district and SMO with three entries: Federal Full Oversight; Federal Not Full Oversight; and Non-Federal. SMO maintains the information under the Federal Full Oversight entry on each District tab. DMROs maintain the Federal Not Full Oversight and Non-Federal entries.

District 3							
Federal Full Oversight	James Christian, P.E. Division Administrator Federal Highway Administration-Florida Division	3500 Financial Plaza, Suite 400 Tallahassee, FLORIDA 32312	Mr. Christian	Timothy J. Ruelke, P.E. Director, Office of Materials	5007 NE 39th Avenue Gainesville, FLORIDA 32609	Blair Martin, P.E. [Blair.Martin@dot.state.fl.us] Jason Peters, P.E. [Jason.Peters@dot.state.fl.us] David Bradford [David.Bradford@dot.state.fl.us] Khoa Nguyen, P.E. [Khoa.Nguyen@dot.gov] Tim Counts [tim.counts@dot.state.fl.us] Malcolm Minchin, P.E. [Malcolm.Minchin@dot.state.fl.us]	Update
Federal Not Full Oversight	Mr. Jason Peters, P.E. District Three Director of Transportation	Post Office Box 607 Chipley, FLORIDA 32428-9990	Mr. Peters	Blair Martin, P.E. District Materials Engineer	Post Office Box 607 Chipley, FLORIDA 32428-9990	Adam Smith [adam.smith@dot.state.fl.us] David Bradford [david.bradford@dot.state.fl.us] Adam Smith [adam.smith@dot.state.fl.us]	Update
Non Federal	Mr. Jason Peters, P.E. District Three Director of Transportation	Post Office Box 607 Chipley, FLORIDA 32428-9990	Mr. Peters	Blair Martin, P.E. District Materials Engineer	Post Office Box 607 Chipley, FLORIDA 32428-9990	Tim Counts [tim.counts@dot.state.fl.us] David Bradford [david.bradford@dot.state.fl.us] Adam Smith [adam.smith@dot.state.fl.us]	Update

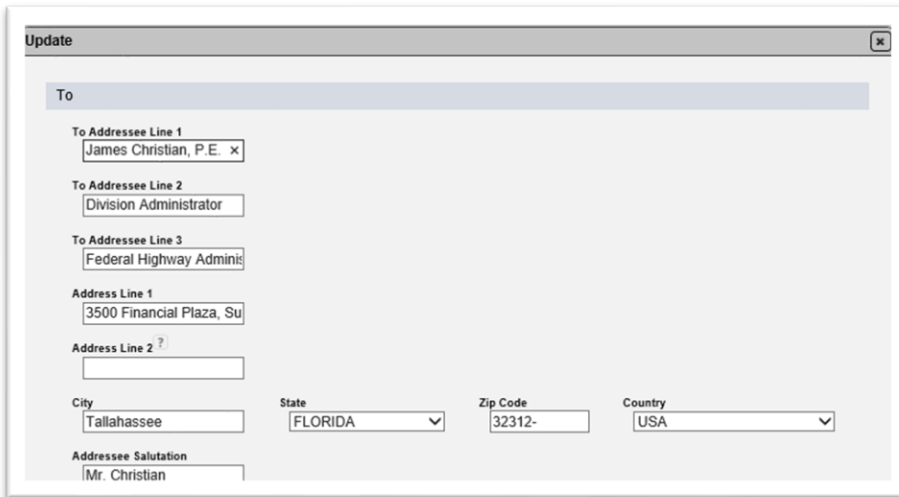
SMO maintains all 3 entries on the SMO tab.

Initial setup for the information was entered for MAC implementation. MC Reviewers may need to make updates.

District 3							
Federal Full Oversight	James Christian, P.E. Division Administrator Federal Highway Administration-Florida Division	3500 Financial Plaza, Suite 400 Tallahassee, FLORIDA 32312	Mr. Christian	Timothy J. Ruelke, P.E. Director, Office of Materials	5007 NE 39th Avenue Gainesville, FLORIDA 32609	Blair Martin, P.E. [Blair.Martin@dot.state.fl.us] Jason Peters, P.E. [Jason.Peters@dot.state.fl.us] David Bradford [David.Bradford@dot.state.fl.us] Khoa Nguyen, P.E. [Khoa.Nguyen@dot.gov] Tim Counts [tim.counts@dot.state.fl.us] Malcolm Minchin, P.E. [Malcolm.Minchin@dot.state.fl.us] Adam Smith [adam.smith@dot.state.fl.us]	Update
Federal Not Full Oversight	Mr. Jason Peters, P.E. District Three Director of Transportation	Post Office Box 607 Chipley, FLORIDA 32428-9990	Mr. Peters	Blair Martin, P.E. District Materials Engineer	Post Office Box 607 Chipley, FLORIDA 32428-9990	Adam Smith [adam.smith@dot.state.fl.us] David Bradford [david.bradford@dot.state.fl.us] Adam Smith [adam.smith@dot.state.fl.us]	Update
Non Federal	Mr. Jason Peters, P.E. District Three Director of Transportation	Post Office Box 607 Chipley, FLORIDA 32428-9990	Mr. Peters	Blair Martin, P.E. District Materials Engineer	Post Office Box 607 Chipley, FLORIDA 32428-9990	Tim Counts [tim.counts@dot.state.fl.us] David Bradford [david.bradford@dot.state.fl.us] Adam Smith [adam.smith@dot.state.fl.us]	Update

1. Select the Update option on the row of the information that needs to be revised.

An Update dialog box appears with a To, From and Carbon Copies section.



The screenshot shows a window titled "Update" with a close button in the top right corner. The main content area is titled "To" and contains several input fields and dropdown menus. The fields are: "To Addressee Line 1" with the text "James Christian, P.E." and a small 'x' icon; "To Addressee Line 2" with the text "Division Administrator"; "To Addressee Line 3" with the text "Federal Highway Adminis"; "Address Line 1" with the text "3500 Financial Plaza, Su"; "Address Line 2" with a question mark and a small 'x' icon; "City" with the text "Tallahassee"; "State" with a dropdown menu showing "FLORIDA"; "Zip Code" with the text "32312-"; "Country" with a dropdown menu showing "USA"; and "Addressee Salutation" with the text "Mr. Christian".

2. Make changes to the information as needed.

a. **Addressee Line 1** – enter the name of the primary recipient.

b. **Addressee Line 2** – enter the primary recipient’s title.

c. **Address Line 1** – enter the address the letter will be mailed to.

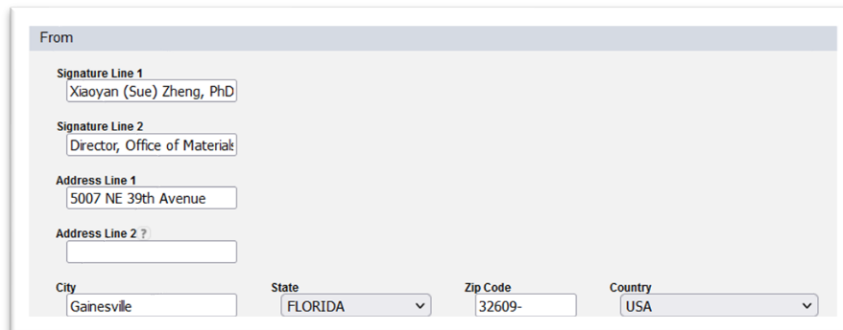
d. **Address Line 2** - enter additional address information is needed, like Suite Number or Mail Station.

e. **City** – enter the primary recipient’s City.

f. **State** – select the primary recipient’s State from the dropdown.

g. **Country** – select the primary recipient’s Country from the dropdown.

h. **Addressee Salutation** – Enter the Salutation line without the “Dear”, for example, Mr. Jones or Ms. Smith.



The screenshot shows a window titled "From" with a close button in the top right corner. The main content area is titled "From" and contains several input fields and dropdown menus. The fields are: "Signature Line 1" with the text "Xiaoyan (Sue) Zheng, PhD"; "Signature Line 2" with the text "Director, Office of Material"; "Address Line 1" with the text "5007 NE 39th Avenue"; "Address Line 2" with a question mark and a small 'x' icon; "City" with the text "Gainesville"; "State" with a dropdown menu showing "FLORIDA"; "Zip Code" with the text "32609-"; and "Country" with a dropdown menu showing "USA".

3. Make changes to the From information as needed.

a. **Signature Line 1** – enter the name of the signer.

b. **Signature Line 2** – enter the signer’s title.

c. **Address Line 1** – enter the signer’s address.

d. **Address Line 2** - enter additional address information is needed, like Suite Number or Mail Station.

e. **City** – enter the signer’s City.

f. **State** – select the signer’s State from the dropdown.

g. **Zip Code** – enter signer’s zip code.

g. **Country** – select the primary recipient’s Country from the dropdown.

4. Make changes to the Carbon Copies list as needed.
 - a. Update existing recipients' names or emails, if needed by revising the data in each field.
 - b. To remove a recipient, select the x on the row of the recipient.
 - c. To add a recipient, select the + Add Carbon Copy option. A new row will appear. Enter the information: First Name, Last Name and Email.

NOTE: The addressee's email address must be included in the Carbon Copy list to receive the PMCL.

The screenshot shows a web interface titled "Carbon Copies". It features a table with three columns: "First Name", "Last Name", and "Email". Each row represents a recipient, and there is a small "x" icon to the right of each email address, likely for removal. Below the table is a "To" field with "To Addressee Line 1" and "To Addressee Line 2". The first addressee line contains the text "James DeSanto, P.E. (OH)". A blue arrow points from the "To" field area up to the "James" entry in the table.

First Name	Last Name	Email
Sam	Joseph, P.E.	sam.joseph@dot.state.fl.us
Jon	Sands, P.E.	Jon.Sands@dot.state.fl.us
Jos	Thomas	Jos.Thomas@dot.state.fl.us
Cristina	Croft	Cristina.Croft@dot.state.fl.us
James	Stricklin	james.stricklin@dot.state.fl.us
Project	Solve	mcl@portal2pbid.com
Mark	Conley, CPM	mark.conley@dot.state.fl.us
James	Christian	Jamie.christian@dot.gov
Hayley	Seymour	Hayley.Seymour@dot.state.fl.us
Jim	DeSanto	James.DeSanto@dot.gov
Rafiq	Darji	Rafiq.Darji@dot.gov

To
 To Addressee Line 1
 James DeSanto, P.E. (OH)
 To Addressee Line 2

NOTE: For projects with SMO as the managing district, MC Reviewers from the DMROs may need to update the SMO tab for a specific letter for the Federal Not Full Oversight or Non Federal rows.

SMO							
Federal Full Oversight	James DeSanto, P.E. (OH) Acting Director of Technical Services Federal Highway Administration-Florida Division	3500 Financial Plaza, Suite 400 Tallahassee, FLORIDA 32312	Mr DeSanto	Xiaoyan (Sue) Zheng, PhD, P.E. Director, Office of Materials	5007 NE 39th Avenue Gainesville, FLORIDA 32609	Cristina Croft [Cristina.Croft@dot.state.fl.us] Final Estimates [D2-CONF@dot.state.fl.us] Curtis Becker [curtis.becker@dot.state.fl.us] Mystery Easter [Mystery.Easter@dot.state.fl.us] Jose Hernandez [jose.hernandez@dot.state.fl.us] Scott Leri [scott.leri@dot.state.fl.us] Jim DeSanto [James.DeSanto@dot.gov] Rafiq Darji [Rafiq.Darji@dot.gov]	Update
Federal Not Full Oversight	Mr. Travis N. Humphries, P.E. District 2 Construction Engineer	1109 South Marion Avenue, Mail Station 2001 Lake City, FLORIDA 32025-8574	Mr Humphries	Jose L. Hernandez, P.E. District 2 Materials and Research Engineer	1109 South Marion Avenue, Mail Station 2011 Lake City, FLORIDA 32025-8574	Final Estimates [D2-conf@dot.state.fl.us] Curtis Becker [curtis.becker@dot.state.fl.us] Mystery Easter [mystery.easter@dot.state.fl.us] Cristina Croft [cristina.croft@dot.state.fl.us]	Update
Non Federal	John Hatfield, P.E. District Five Construction Engineer	719 South Woodland Boulevard Deland, FLORIDA 32720	Mr Hatfield	Mark A. Garcia, P.E. District Materials and Research Engineer	1650 N Kepler Road Deland, FLORIDA 32724	Cristina Croft [cristina.croft@dot.state.fl.us] John Hatfield, P.E. [john.hatfield@dot.state.fl.us] D5-Final Estimates Staff [D5-FESTAFF@dot.state.fl.us]	Update

For the Federal Not Full Oversight row, the last DMRO MC Reviewer to generate a PMCL for a contract managed by SMO was District 2. For the Non Federal, it was District 3. Update all information as needed. It can remain as is until the next PMCL needs to be initiated with different information. Do not update the Federal Full Oversight row.

The Signers address appears at the top of the PMCL.



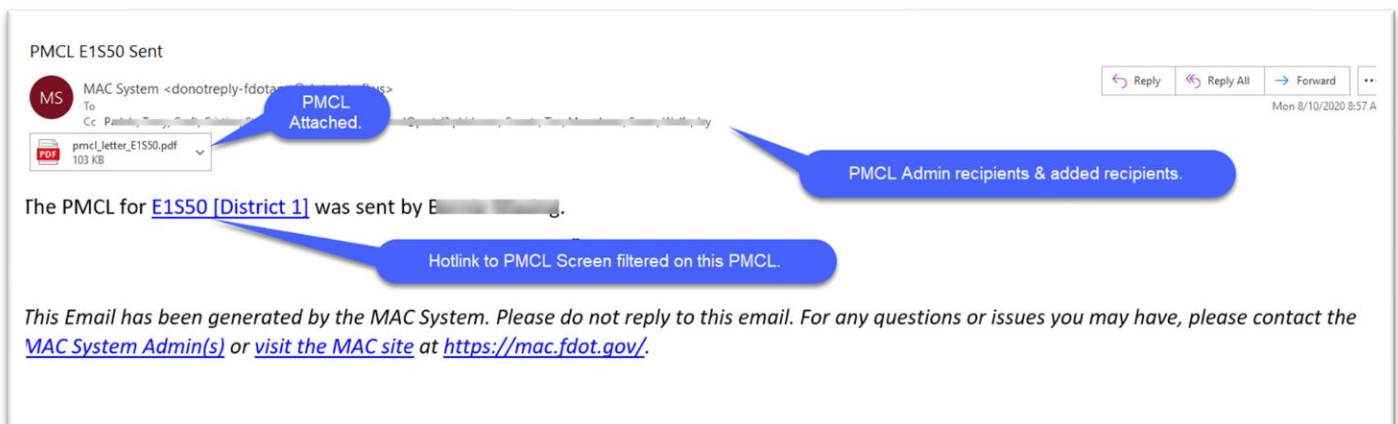
The primary recipient and Salutation appear in the header.

The signer(s) appear under the signature block. The PMCLs are electronically signed when the DMRE and DOM accepts the letter.



The carbon copies appear at the bottom of the page or the next page.

When the PMCL is generated, the primary recipient and all carbon copy recipients receive an email from MAC with the PMCL attached. The information to process that notification comes from these entries.



Chapter 13 – Generating the PMCL

The PMCL consists of a cover letter and the exception list from MAC, if applicable. The PMCL states that all materials comply 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 either the Generate PMCL Letter or the PMCL Not Needed option selected. In order to generate a PMCL:

1. The Final Review must be initiated for all projects on the contract (see [Chapter 11 - Conducting a Final Review](#)).
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.

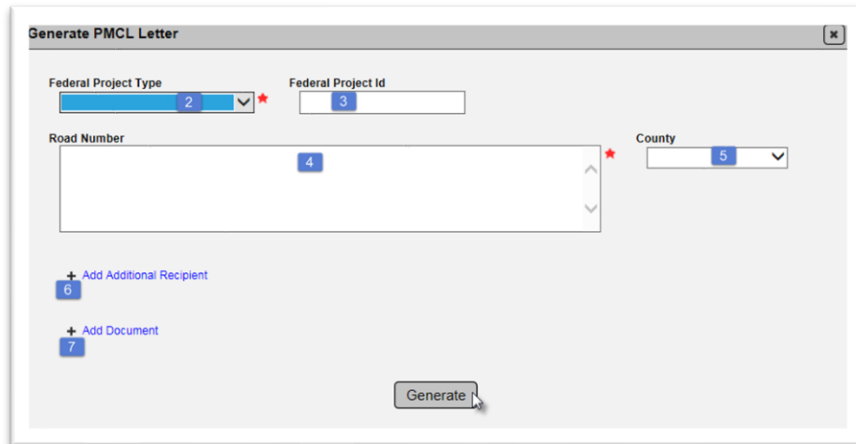
To generate a PMCL from a MC Review where the Final Review has begun:

The screenshot displays a software interface for project management. At the top, there are several action buttons: 'Check In', 'Recalculate Findings', 'Undo Final Review', 'Update Final Review Dates', 'Generate PMCL Letter' (which is highlighted with a mouse cursor), 'PMCL Not Needed', and 'Delete'. Below these buttons, the project details are shown: Project ID '217909-4-52-01', Project Name 'SR 77 FROM NORTH OF CR 279 TO NORTH OF SUNNY HILLS ENTRANCE', Managing District 'District 3', and Status 'Checked Out by Susan Musselman'. A section titled 'Other Projects on this Contract' lists three related project IDs and names. Below this, a table shows review dates: 'In Final Review' (Yes), 'Final Review Begin Date' (11/21/2016), 'Date Notified To Begin Final Review' (11/21/2016), and 'Notification Of Final Acceptance Date' (11/21/2016). A 'Findings [1]' section is expanded, showing a table of findings. The table has columns for Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. One finding is listed: '210 Minimum Frequency: Didn't take enough samples.' with a status of 'MAR Resolved' and a recommendation of 'Reworked and Remixed [Final]'. There are also checkboxes for various finding statuses like 'Excluded', 'MC Resolved', 'Promoted to MAR', 'MAR Resolved', 'Open', 'Responded', 'Return for Response Clarification', and 'Submitted'. A 'View Details' link is present for the finding.

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, Final Review not begun or both.

A Generate PMCL dialog box appears.



2. **Federal Project Type** – select the type of federal project from the dropdown.

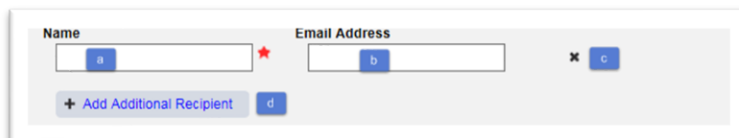
NOTE: This selection is used to indicate the PMCL header and footer information as described in [Chapter 12 – Maintaining PMCL Admin Information](#).

3. **Federal Project Id** – if Federal Full Oversight or Federal Not Full Oversight was selected, enter the Federal Project Id.

4. **Road Number** – enter the State Road Number information.

5. **County** – select the County from the drop down.

6. **Add Additional Recipient** – if additional recipients besides the ones entered in the cc's on the PMCL Admin data are needed, select this option.



a. **Name** – enter the recipient's name.

b. **Email Address** – enter the recipient's email address.

c. **Remove a recipient** – if you inadvertently add a recipient you need to remove, select the x.

d. Repeat until all additional recipients are included.

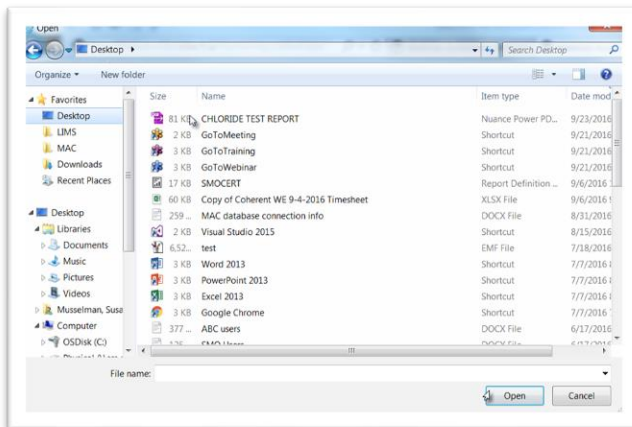


7 **Add Document** – select the + next to the Add Document option. New fields appear.



a. Select the Choose 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 steps 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 or selecting No PMCL needed for all FPNs on the contract will indicate that the contract/project review is complete.

- No additional samples can be added to the system

Create Sample Login

Sample Category: Project

Contract/Project: E7H90 / 256931-2-52-01: SR 694 (GANDY BLVD)FROM V *

Pay Items: [Dropdown]

Material/Specification: [Dropdown]

Project E7H90 / 256931-2-52-01: SR 694 (GANDY BLVD)FROM W OF 9TH ST NORTH EOF 4TH ST NORTH cannot be used to create Samples at this time, due to its Material Certification having already been completed. If Samples need to be created for this project, the Material Certification must first be recertified.

- No changes can be made to existing samples
- Existing samples cannot be deleted

Sample ID	Sample Status	Sample was Auto-Finalized	Comparison Required
1600016683	Finalized	No	Yes
Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On
Jason Rappe	10/17/2016	Robert Walker	1/18/2017
Material Certification			
256931-2-52-01 [Finalized]			

No option to return or delete

- If the FPN(s) has/have a nonstandard JGS, no changes can be made, and the entry/entries cannot be deleted

Project: 256931-2-52-01: SR 694 (GANDY BLVD)FROM W OF 9TH ST NORTH EOF 4TH ST NORTH Company: Condotte America, Inc. View JGS Report

Materials [32] Click to Expand

Initial [2/19/2017] Click to Expand

Monthly Reports [13] Click to Expand

Final [4/20/2018] Click to Collapse

Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
120 - Excavation and Embankment	603 200	Cubic Yards	0	603 100 3	603 100 3	Final

No option to delete

Can't update or delete Final Report

- No changes can be made to the Contractor QC Plan and the entry cannot be deleted

1998: CRS CONTRACTS [GUYMANN CONSTRUCTION OF FLORIDA] Go to: [Type Contract Number/Description]

Contract	Contract Letting Date	Company	Status
T1998: CRS CONTRACTS [GUYMANN CONSTRUCTION OF FLORIDA]	7/30/2014	Tierra, Inc.	All Materials are Accepted
Material Types			
Asphalt, Earthwork, Structural Concrete			
Related Projects [2] Click to Expand			

No option to delete

Copy Plan View for Print

If changes to are needed, the only way is to recertify the contract (See [Chapter 16 – Recertifying a Contract](#)). In most cases, the revision may not warrant a recertification. The person requesting the change, must satisfy the MC Reviewer that the change is needed because it impacts the PMCL.

Chapter 14 – 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.

The screenshot shows a software interface for project management. At the top, there are navigation buttons: Check In, Recalculate Findings, Undo Final Review, Update Final Review Dates, Generate PMCL Letter, PMCL Not Needed (highlighted), and Delete. Below this, project details are shown: Project 217909-4-52-01: SR 77 FROM NORTH OF CR 279 TO NORTH OF SUNNY HILLS ENTRANCE, Managing District District 3, Status Checked Out by Susan Musselman. Contract details include E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.] and a list of other projects on the contract. A table shows review dates: In Final Review (Yes), Final Review Begin Date (11/21/2016), Date Notified To Begin Final Review (11/21/2016), and Notification Of Final Acceptance Date (11/21/2016). A Findings section shows one finding: 210 Minimum Frequency: Didn't take enough samples, created by Susan Musselman, with a status of MAR Resolved and a recommendation of Reworked and Remixed [Final].

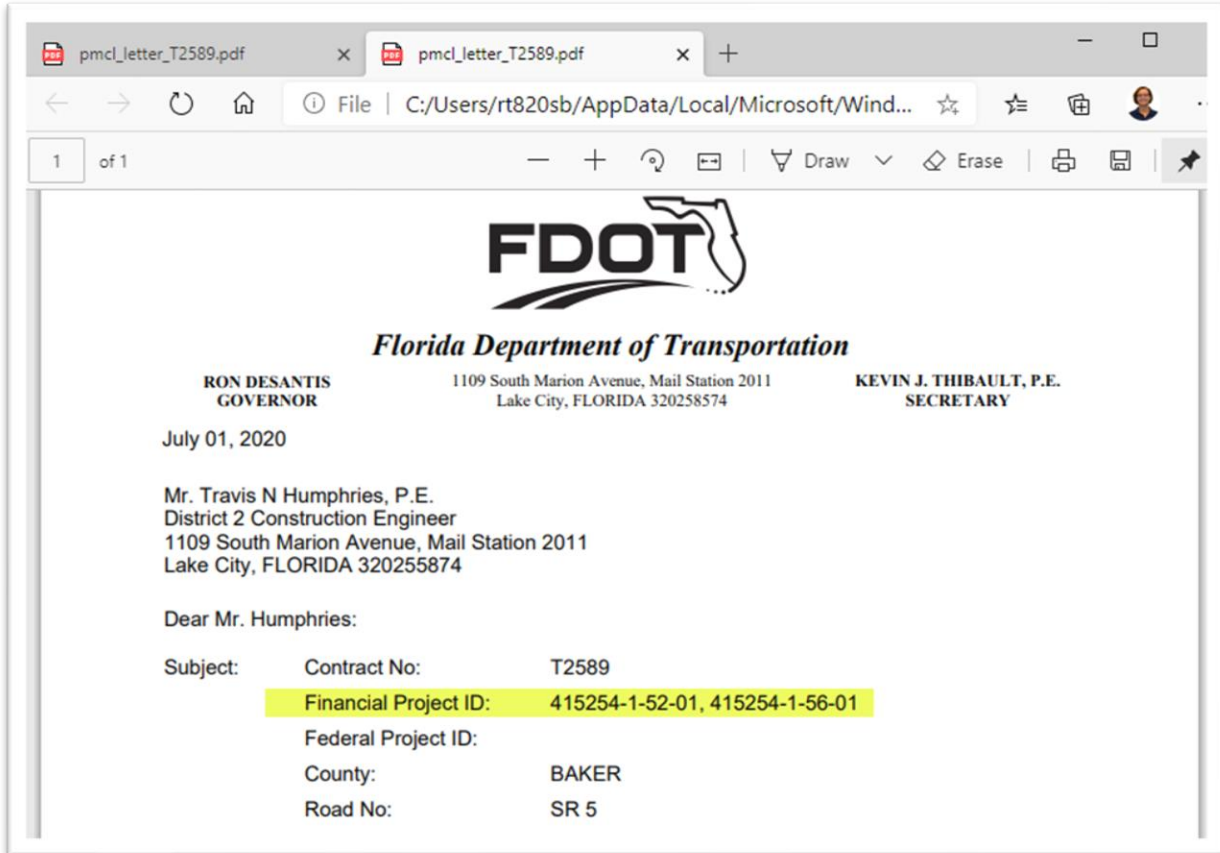
Selecting PMCL Not Needed on FPNs for Contracts with multiple FPNs will impact the PMCL.

This is an example of a contract with two FPNs. The Primary FPN had the PMCL generated and the secondary had PMCL Not Needed Selected. The secondary FPN does not appear on the PMCL.

The screenshot shows a software interface on the left and a PDF document on the right. The software interface displays project details for 415254-1-59-01: NEWNAN ST/HUBBARD ST OVER HOGAN CREEK BRIDGE#724171, Managing District District 2, and Status Findings Complete [No PMCL Needed]. It also shows a list of PMCL Letters with one entry: 1 T2589: CRS CONTRACTS [HAL JONES CONTRACTOR, INC.] Non Federal SR 5 Generated. The PDF document is titled 'pmcl_letter_T2589.pdf' and is from the Florida Department of Transportation (FDOT). It is addressed to Mr. Travis N. Humphries, P.E., District 2 Construction Engineer, 1109 South Mather Avenue, Mail Station 2011, Lake City, FLORIDA 320255874. The subject is Contract No: T2589 and Financial Project ID: 415254-1-59-01. A red arrow points from the 'PMCL Letters' table in the software to the 'Contract No' field in the PDF. A blue callout bubble says 'FPNs with PMCL Not Needed will not appear on the PMCL'.

If you want all FPNs to appear on the PMCL, you must perform a Final Review on each FPN and not select PMCL Not Needed on any of the FPNs.

Here is the same contract with both FPNs on the letter because both had a Final Review and neither had PMCL Not Needed selected.



Chapter 15 – PMCL Acceptance Flow

A. Viewing the PMCL

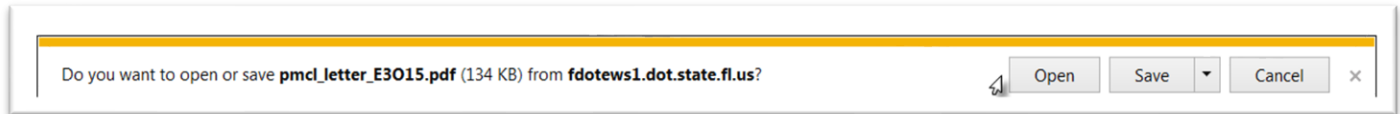
After a PMCL is generated, it may be viewed from the MC Review page.



	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Non Federal		SR-5	Generated	View Letter Accept Reject

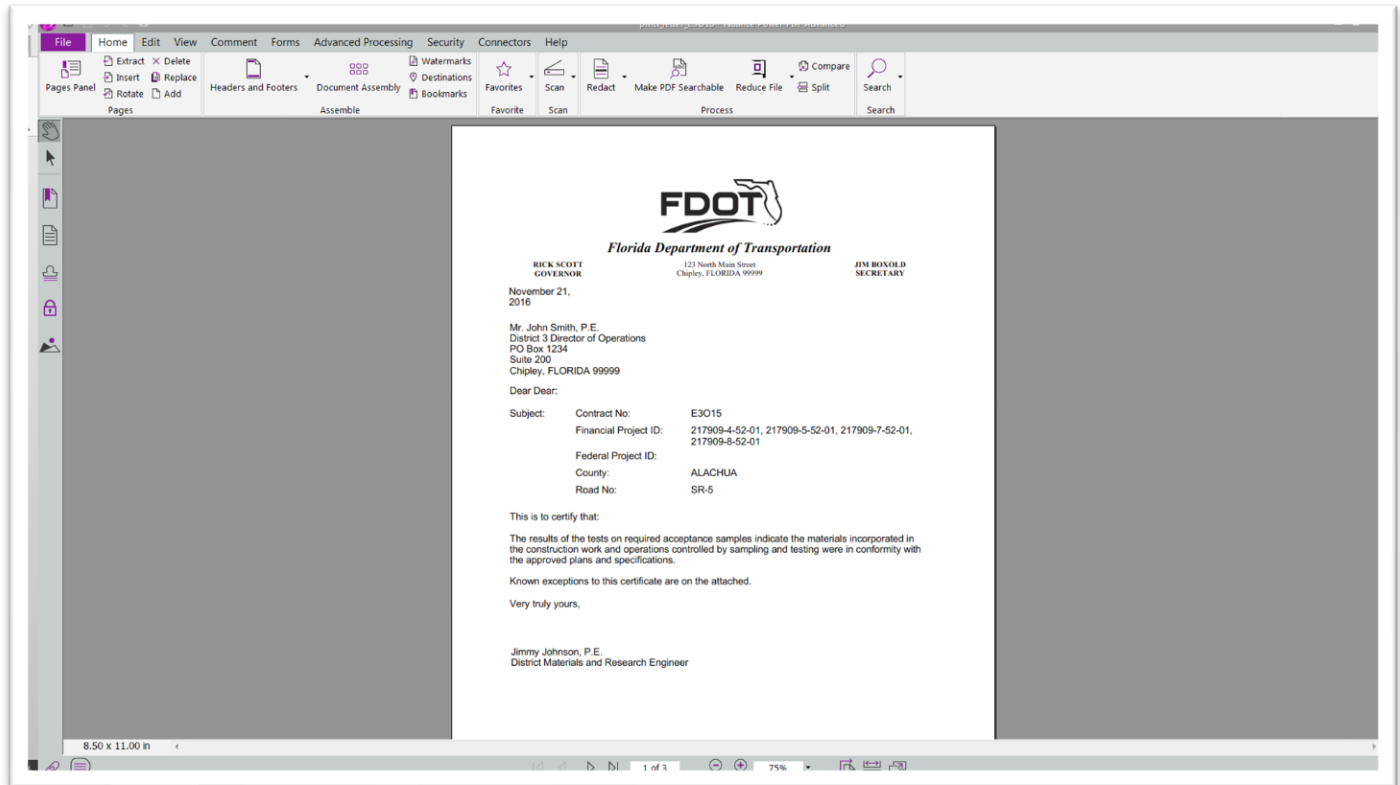
Showing 1 to 1 of 1

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	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Non Federal		SR-5	Generated	View Letter Accept Reject

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.

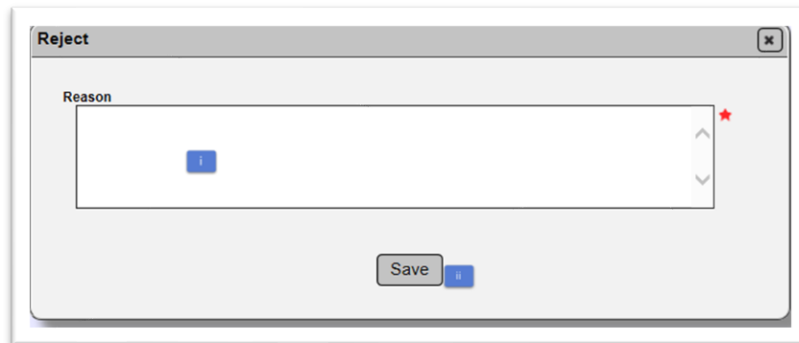
The PMCL Status will be updated to PMU Accepted and it will be forwarded to the DMRE for review.

b. If additional changes are needed, select the Reject option.

A Reject dialog box appears.

i. Enter the reason the PMCL is rejected.

ii. Select the Save option.



Reject

Reason

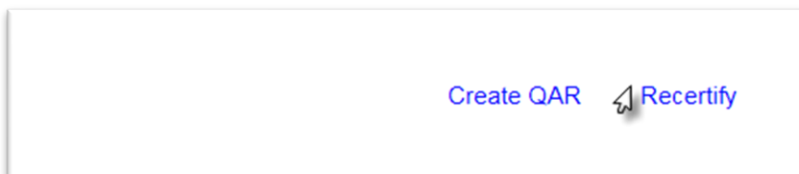
[Save](#)

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

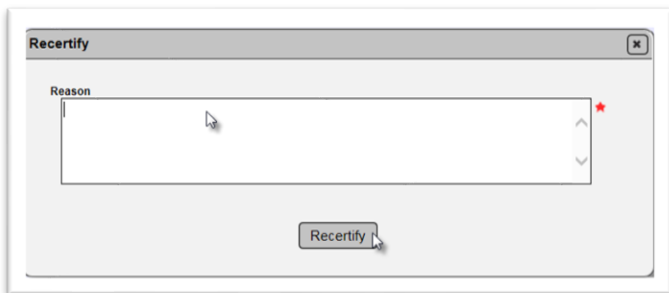
Showing 1 to 1 of 1



[Create QAR](#) [Recertify](#)

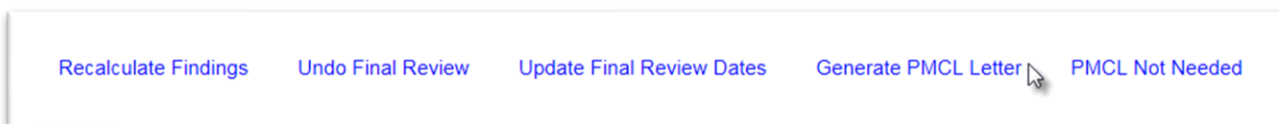
3. In order to make changes, you must select the Recertify option.

A Recertify dialog box appears.



- 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 [Chapter 11 - Conducting a Final Review](#). As part of the new final review, make the necessary changes to the Exceptions to revise the PMCL.

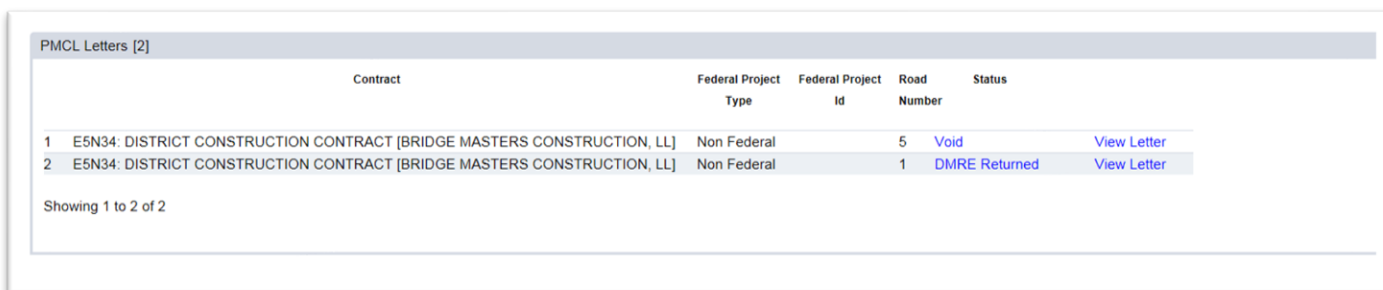


- 5. When the changes are made, select the Generate PMCL Letter option to generate a revised PMCL.
- 6. Complete the Generate PMCL dialog box. See [Chapter 13 – Generating the PMCL](#).

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.



	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 revise 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

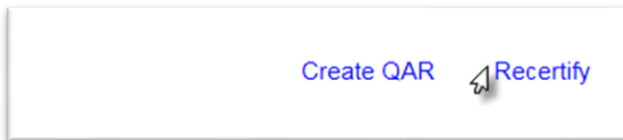
DOM Reviews

Accepts	PMCL Sent
Rejects	DOM Returned. Must be recertified

Chapter 16 – Recertifying a Contract

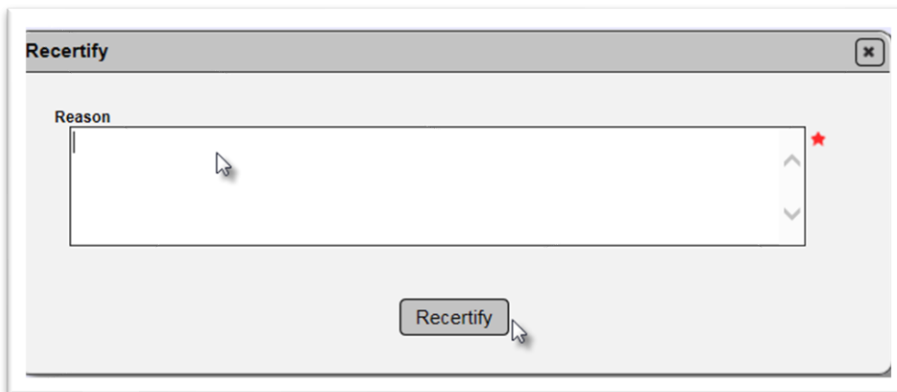
There will be occasions when a PMCL is generated and sent and a contract will need to be recertified. The Recertify process is used in the PMCL review as described in [Chapter 15 – PMCL Acceptance Flow](#), but it was originally designed to allow for the regeneration of a PMCL when a contract has to be recertified.

To recertify a previously certified PMCL:



1. Select the Recertify option.

A Recertify dialog box appears.



2. Enter the reason for the recertification.

3. Select the Recertify option.

4. Select the Begin Final Review option. Follow the instructions in [Chapter 11 - Conducting a 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 17 – State Materials Office Quality Assurance Review (QAR)

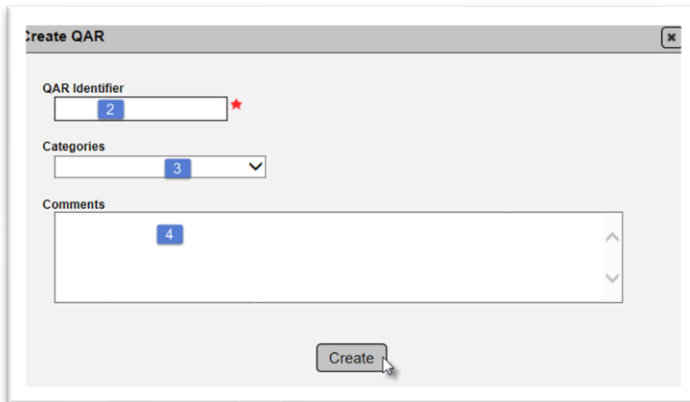
The State Materials Office conducts QARs on MC Reviews. The information in the MC Review is reviewed by the SMO and findings are documented in the QAR. This function is performed by a user with the SMO Technical Unit system role.

To perform a QAR on a PMCL:



1. Select the Create QAR option.

A Create QAR dialog box appears.

A screenshot of a 'create QAR' dialog box. It has a title bar with the text 'create QAR' and a close button. The dialog contains three main sections: 'QAR Identifier' with a text input field containing the number '2' and a red asterisk; 'Categories' with a multi-select dropdown menu containing the number '3'; and 'Comments' with a large text area containing the number '4'. At the bottom right of the dialog is a 'Create' button.

2. **QAR Identifier** – enter the QAR identifier, up to 40 characters; for example March 2017, Asphalt.

3. **Categories** – select a category or categories from the dropdown. 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.

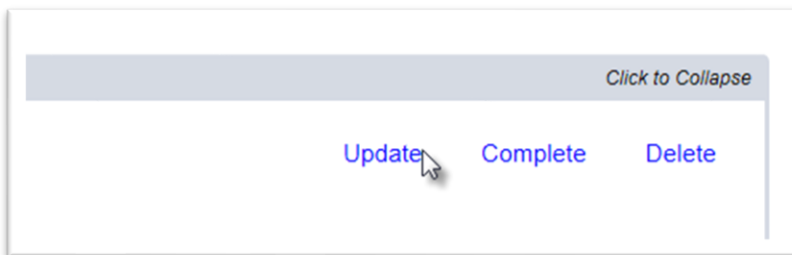
The information will be stored in the QAR tab. To view the QAR information:



1. Click on QAR tab to expand it.

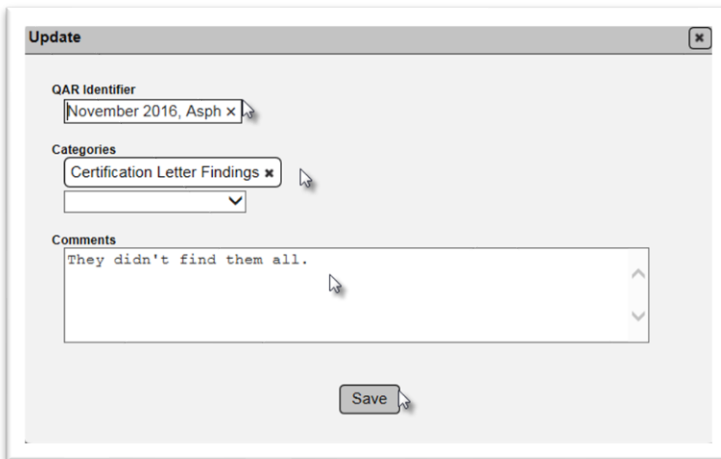
NOTE: A PMCL can only have one QAR. The PMCL must be generated to be eligible for a QAR.

To Update a QAR:



1. Select the Update option.

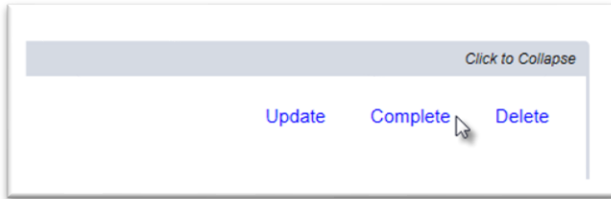
An Update dialog box appears.



2. Make changes to the existing data.

3. Select the Save option to save the updates.

To Complete a QAR:



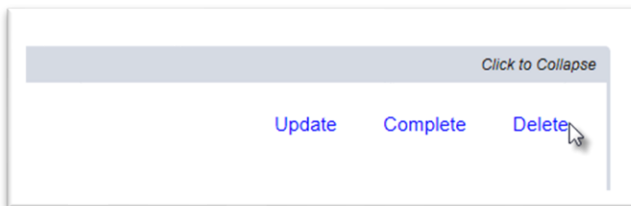
1. Select the Complete option.

The status will be updated to Complete.

A screenshot of a table with the following data:

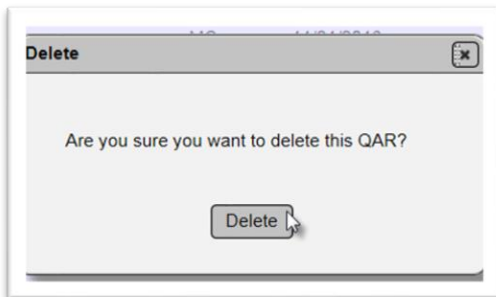
QAR Identifier	Status	Categories
1	Complete	Certification Letter Findings

To Delete a QAR:



1. Select the Delete option.

A Delete dialog box appears.



2. Select Delete.

The Create QAR option will reappear.

Chapter 18 – MC Review Reports

There are several reports designed to assist the PA and MC Reviewer with identifying MC Review issues. Some are designed for processes related to MC Review, such as open sample reports and other are specific to the MC Review such as Project Findings. Here are the MAC reports and how they can be used for MC Review.

A. Missed Frequency

These reports can be found on the Reports Page under the Sample Tab.

1. ***APL/BABA Tracking Spec Summary***

This report provides a list of all the project MAC Specs with a category of APL and BABA tracking and categories that align with the APL Spec categories. It can be used to determine if there are requirements in MAC that may not have been assigned to their JGS entries. For more information, see the [APL Tracking and Materials Certification Review](#) instructions.

2. ***QCP Materials Versus***

This report is specifically for Materials 948 (Flexible Pipe), 967 (Guardrail), and 932FRP (Fiber Reinforced Polymers). It serves two purposes. If there are these material types on the Contractor Quality Control Plan, it identifies if there are samples in MAC for them. These material types are used less frequently and tend to be overlooked. The second purpose is when there are samples, it identifies if the material type is listed on the Contractor QC Plan. This assists with ensuring compliance with **Specifications Section 105**. See the [FDOT Contractor QC Plan Review](#) instructions.

3. ***SMO Certification Summary***

Not all MAC Specs with a certification document require the document to be logged into MAC for SMO review. This report provides a list of all the project MAC Specs with a certification MOA that designates it is to be reviewed by SMO. It can be used to determine if there are requirements in MAC that may not have been assigned to their JGS entries. For more information, see the [Certification Documents Reviewed by the State Materials Office](#) instructions.

These Reports can be found under the Project tab.

4. ***APL Project Tracking Summary***

This report sounds similar to the APL/BABA Tracking Spec Summary report, but it differs in that it is specific to a single Project JGS entry. This report can be used to see what may require an APL MOA of acceptance, determine if the requirement applies to their project and if the sampling frequency of 1 per product has been met.

5. ***Asphalt Sample Number – Lot Number Report***
6. ***Concrete Sample Number – Lot Number Report***
7. ***Earthwork Sample Number – Lot Number Report***

The sample number lot number reports work with the material sample numbering systems. The numbering systems are designed so that when the samples appear in the report, it can be relatively easy to see that there is a missed frequency for asphalt plant, structural concrete or Earthwork / Soils lab samples.

Things to watch for are:

- If it appears that a sample is missing within the LOT, check the FDOT Sample Number
 - Samples not following the numbering system will be thrown out of order, maybe at the top or bottom of the list depending on the error
 - CC1001V mistyped as CC101V will sort closer to the top
 - CC1001V mistyped as CC100001V will sort closer to the bottom
- The report is meant to quickly show missed samples with whatever samples exist
 - It cannot identify when samples should have been taken and were not
 - For example, the last four lots of a material were not sampled

8. *Reduced Lot Analysis*

This report is used by QC Manager and PAs to confirm that a project is eligible for concrete reduced lots as specified in ***Specifications Section 346***. Using this report ensures the analysis meets the requirements spelled out in the Specifications consistently across the state.

9. *SMO Certification Tracking*

This report sounds similar to the SMO Certification Tracking Spec Summary report, but it differs in that it is specific to a single Project JGS entry. This report can be used to see what may require a certification document to be reviewed by SMO, determine if the requirement applies to a project and if the sampling frequency has been met.

B. Non-standard Material

These reports can be found on the Reports Page under the Sample Tab.

1. *Asphalt Content Test Report*

This report was originally developed to identify asphalt content results, particularly those that are failing. Previously, MAC MC Review finding programming related to QC sample failures did not catch all the potential findings. Recent updates have corrected this. The report is still a good summary of the test results: passing, failing or both.

2. Asphalt Roadway Density Report

Like the Asphalt Content Test Report, this report was originally developed to identify asphalt roadway density results, particularly those that are failing. Previously, MAC MC Review finding programming related to QC sample failures did not catch all the potential findings. Recent updates have corrected this. The report is still a good summary of the test results: passing, failing or both.

3. Asphalt Sample Pay Factor Report

Not all users have access to the Close Out Sample comparison package screen. This report can be used to summarize the Pay Factor from many aspects, including by project.

NOTE: The Composite Pay Factor Report for In-Progress Lot is intended for the QC Manager as a way to monitor a LOT that is still in progress and is not intended for Lots that have been completed.

4. Gradation Failure Report

Like the Asphalt Content Test Report and Asphalt Roadway Density Report, this report was originally developed to identify asphalt gradation results, particularly those that are failing. Previously, MAC MC Review finding programming related to QC sample failures did not catch all the potential findings. Recent updates have corrected this. The report is still a good summary of the test results: passing, failing or both.

5. Rolling Straightedge Summary

This report is designed to provide a summary of the rolling straightedge samples. PAs can use this report to summarize all the samples, or just the samples with deficiencies.

These Reports can be found under the Project tab.

6. All Materials Compares

This report is not specifically for project information and does not necessarily indicate non-standard material. It can be used by the PA to summarize any existing comparison package on the project and if it compared or not. It will summarize the comparisons by facility id to assist in determining if non-comparisons may be related to the production facility.

7. Asphalt Segregation Report

This report provides a summary of any asphalt segregation samples and results.

8. Concrete Pavement Core-Out Averages

Prior to MAC implementation, PAs had to develop their own summary for concrete pavement cores and designate pavement deficiencies. Now that the test is recorded in MAC, this report is designed to document both MC Review deficiencies and information required for Final Estimates average thickness calculations. By utilizing the report, PAs do not need to develop an alternate method. In fact, this is discouraged. PAs should utilize this report to ensure the calculations are consistent on every project. Also, there are no failing test results for these samples. **PAs need to generate this report when the concrete pavement is completed and create manual findings for any deficient thicknesses left in place.**

9. Concrete Project Test Results

This report summarizes the finalized concrete sample test results and highlights any that do not meet the Specification limits. MAC should be flagging these samples. The report is meant to provide the PA with an overall summary. It also assists with failures to help determine if a failure might be eligible for a pay reduction per Spec or if it is severe enough to require a structural analysis. The report itself cannot be used for this determination but it does indicate if the psi portion of the determination is < or > 500 psi.

10. Earthwork Sample Analysis

This report provides a summary of finalized earthwork / soils lab samples including graphs of any proctor curves. It highlights issues with the samples in bold, red font.

11. ERS – Base Thickness Report

Like the Concrete Pavement Core-Out Averages report, the ERS – Base Thickness report is intended for both MC Review and Final Estimates purposes. It differs in three ways:

- Instead of PAs having to come up with their own calculations, PAs previously used the Construction ENGMENU program for the Final Estimates Final Report
 - This report replaces that process and entries into ENGMENU are no longer required
- It can be generated as the project is progressing for issues related to the ERS Project or PA functions or it can be generated at the end of the project for Final Estimates payment purposes
 - Use the Earthwork Office View for on-going monitoring
 - Use the Estimates Office View for the final report that replaces what would have been generated by ENGMENU
- Samples with deficient thickness are flagged as findings in the MC Review
 - PAs do not need to create manual findings

12. ERS – Density

This report provides a summary of earthwork ERS field samples. It does include information for samples that are not yet finalized to assist the PA with determining if a sample is open. It highlights many issues, including many of the paper logbook review items that may not be an MC Review issue.

C. Open Samples

These reports can be found on the Reports Page under the Sample Tab.

1. Open Sample Report

This report is designed for the PA as a way to determine open samples. There is no indicator on any sample in MAC that states if the sample is “open” or “closed”. It is a business definition based on whether the sample has completed all required steps. Some of those steps are within the sample life cycle. For some samples, there are additional steps after the samples are finalized. See the [Project Sample User Manual](#) Chapter 1 for more information. The report has many options. For a PA who wishes to find all the open samples on a contract or project, the following options should be selected:

1. Contract or Project Id
2. Sample Status = All But Finalized
3. Missing Comparison/Resolution = Both

Additional filters can narrow down the list to a specific subset. For example, if the PA is looking for all the MAC Material 346 project samples that are open, so they can finalize them:

1. Contract Id – concrete project sample comparison packages can cross FPNs if they are in the same contract.
2. Sample Status – Pending Finalization
3. Material IDs – 346 – Portland Cement Concrete or 346 – Structural Portland Cement Concrete, depending on the material on your project.

D. Qualifications

There is one report under the Projects tab that is specific to asphalt or ERS samples with a Witnessed By TIN.

1. Witnessed by Technicians

This report summarizes the samples with a requirement to enter a Witnessed By TIN. It will flag instances when the QC Technician’s TIN and the VT Witnessed By TIN are the same TIN.

E. MC Review Reports

These reports sound similar and appear to be for the same thing, but they are for different purposes. Some reports are for all findings, some are for those promoted to MAR and some are for those that have Exceptions created.



1. ***MCR – Cert Process Time***

This report is intended for MC Reviewers and tabulates the time for processing the Project Materials Certification Letter (PMCL). PAs can review it to determine how long it takes the District Materials and Research Office, the State Materials Office or both to send the PMCL once it has been generated.

2. ***MCR – Exception by Category***

This report summarizes any Exception and groups by Exception Categories of Missed Frequency, Non-Standard Materials or Qualification. While this report can be generated for a specific project, it is meant to be used by the Materials Offices for feedback to identify potential problem areas that can be addressed by improvements in the Materials Certification review process.

3. ***MCR – Exceptions Report***

This report is designed to summarize the Exceptions for a specific project or the managing districts of projects. It is a subset of the MAR findings (link) that have had an Exception created.

4. MCR – MAR Findings

The purpose of This report is to summarize and track turnaround times for project findings that have been Promoted to MAR. It shows the recommendation/ resolution status and the user who made the recommendation or resolution. It can also be run on a district basis for the purpose of tracking statuses district wide. PAs can use it to see what the latest status is of each recommendation or resolution. It is helpful with findings awaiting recommendation or resolution but can be generate for both open and closed findings.

5. MCR – MAR Process Time

Like the MCR – MAR Findings report, this report tracks MAR findings recommendation and resolution statuses, but it has a different purpose. While the MAR Findings report lists detailed information on each finding, like the finding description and users performing the recommendations and resolutions, this report is focused on how long it takes the Department (both the PA and Materials personnel) to process a finding. It is intended to assist the PA and Materials personnel with ensuring findings are being processed in a timely manner.

6. MCR – Project Findings

Like the MCR Exceptions report and the MAR Findings report, this report provides detailed information on findings and their statuses. Those are both subsets of this report. This report allows the PA to review all findings. Here is a visual depiction of what each report includes.