



# Florida Department of TRANSPORTATION

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## View Project Materials Certification Letters (PMCLs)

October 25, 2023

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## Introduction

### **What is a Project Materials Certification Letter (PMCL)**

The Project Materials Certification Letter or PMCL is a letter generated by the District Materials and Research Offices (DMROs) or the State Materials Office (SMO) summarizing the audit of the materials acceptance for construction contracts. It is required on any contract with any federal funding (not just Federal Highway Administration funds). MAC is designed around the process of the Materials Certification Review and the PMCL is the outcome of that review. You could say that MAC's biggest job is to generate the PMCL.

### **Where is the PMCL actually stored?**

All documents uploaded to or generated by MAC are stored in a business area dedicated to MAC in the Department's Electronic Document Management System (EDMS). They are not stored in the MAC database. All documents in MAC are designed to be retrieved from EDMS through MAC. You don't need to go to EDMS to get a MAC document.

### **Why can't I just look up the PMCL in EDMS using the EDMS document number?**

MAC has very specific programming that control document custody. For example, any document generated by MAC (like the PMCL), cannot be deleted inside of MAC. If EDMS users, like a Retention Manager, inadvertently deleted the PMCL, it would bypass the MAC restrictions and make it impossible for anyone to retrieve the official document. Also, sometimes there is more than one PMCL on a contract. Reviewing the PMCL by only one EDMS document number may lead you to an incorrect or out of date PMCL; one that has been voided or revised, not the latest one. By searching in MAC, you can see if there are multiple PMCLs and which one is the most recent.

### **Okay, but I don't have MAC roles and I need to see the PMCL?**

MAC has a feature to allow users with a valid FDOT access account with network access to log into MAC and view the PMCLs. The account does NOT have to have MAC roles. Some users who already have roles will be able to see the PMCLs as well. There are two types of accounts: FDOT user id accounts with network access and Internet Subscriber Accounts (ISAs).

### **Why do I have to log in?**

On occasion, a PMCL may contain information that would qualify that specific PMCL to be exempt from a public records request. If you don't have a valid FDOT access account and you need a PMCL, contact a system administrator.

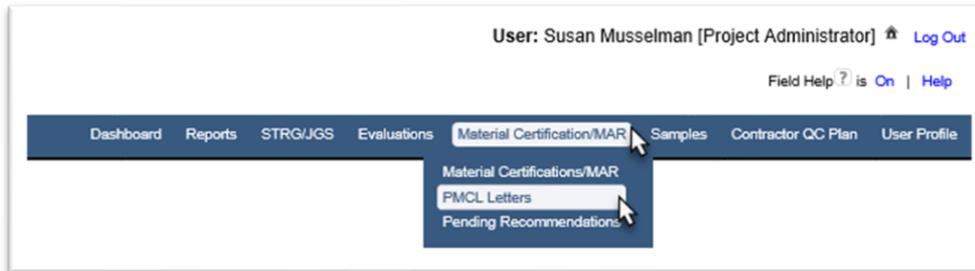
## Chapter 1 – View PMCL

If you are a user with Read only access, the menu options will appear like this:



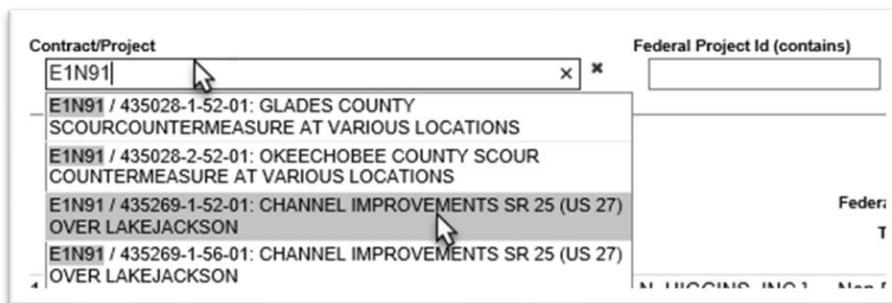
1. Select the PCML Letters option.

If you a user with roles; for example, Project Administrator, you may see a slightly different menu with different options.



1. Select the Materials Certification/MAR menu option, then select the PMCL Letters submenu option.

You will be navigated to the PMCL Letters screen. Use the filter options to retrieve the PMCL you wish to view. Most users will want to view the PMCL(s) for a specific contract.



2. **Contract/Project** – enter a Contract Number or Financial Project Number. MAC will search for all the entries that contain those characters. Select the appropriate entry from the returned list.

MAC will return any PMCLs for the provided contract number.

Contract/Project		Federal Project Id (contains)		
E1Q60 / 436145-1-52-01: DRAINAGE IMPROVEMENT : x *				
Contract	Federal Project Type	Federal Project Id	Road Number	Status
1 E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Void <a href="#">View Letter</a>
2 E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Sent <a href="#">View Letter</a>

Showing 1 to 2 of 2

This is an example of why it's important to use MAC to find PMCLs. If a user searched on the EDMS document number for the entry represented by row 1 and did not know there was another letter issued, they would be reviewing a PMCL that is Void.

1	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Void	<a href="#">View Letter</a>
2	E1Q60: DISTRICT CONSTRUCTION CONTRACT [CATHCART CONSTRUCTION COMPANY -]	Non Federal	NA	SR 600	Sent	<a href="#">View Letter</a>

3. To view a letter, select the View Letter option.

MAC will download the letter and a download dialog box will appear when the download is complete. The dialog box appearance depends on the browser you are using.



4. Select the Open option.

The PMCL will open in pdf format. You must have an application that will read pdf files.

