



# Florida Department of TRANSPORTATION

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## Project Administrator Notifications

April 8, 2024

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## Chapter 1 – Contractor QC Plans

The PA's appropriate filter is either contract number or Financial Project Number (FPN), depending on the notification. Users with the role of PA who want to receive notifications should indicate all applicable contract or FPNs for each notification. As PAs get assigned to new contracts or projects, they should add them to their filters. This is how MAC knows which users get which PA notifications. Users with the PA role may not be the actual PA and MAC does not rely on another system to see who the PA is. All CQCP notifications should be filtered on **contract number(s)**.

### Contractor QC Plan has been Created

When a QC data entry person creates a new Contractor QC Plan, the PA can be notified. The QC data entry person may have some additional work to perform. The intent is to let the PA know that the work has begun.

### Contractor QC Plan has been Submitted with Unapproved Production Facilities

This is a subset of Contractor QC Plan Material Submitted. You will get two notifications, but this one is important because it indicates a production facility needs additional attention before products or materials can be produced or delivered to the project. PAs should coordinate with the appropriate DMRO or SMO PMU. PMUs and Contractor QC Managers also receive the notification so all parties should communicate with each other to determine the next course of action.

### Contractor QC Plan Mix Designs No Longer Approved

When the QC data entry person selects structural concrete mix designs on the CQCP, they must be in approved status to be selected. After the structural concrete material type is submitted, reviewed by a PMU and accepted by the PA, the SMO Concrete users can change the mix design status from Approved to something else. This notification is meant to let the PA know that a mix design that was initially okay is no longer okay to use.

### All Contractor QC Plan Mix Designs have been Reviewed

Before the PA can accept the structural concrete submittal or addendums, a user with the role of PMU must review the mix designs and structural concrete production facilities and confirm that the production facility has the mix design components on hand or on order. When the last mix design that has not yet been reviewed is reviewed, MAC will notify the PA.

### Contractor QC Plan's Mix Design Designated Material Not Available

This is triggered when the PMU's review designates that a structural concrete production facility does not have the has the mix design components on hand or on order and designates one or more mix designs with Material Not Available.

## Contractor QC Plan's Lab or Lab Test Method has been Suspended or Closed

This one is a little complicated. Labs are listed on the CQCP along with the Lab's status. Test methods are listed on the Lab's profile and are not connected to the CQCP. If a lab status changes, it does impact the CQCP.

If the test methods status changes, it may or may not. For example, if a lab that is listed as the Earthwork Lab has test method AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates suspended and there is no backup lab listed, the PA needs to know that samples tested by that lab will end up with a finding and ultimately an Exception to the Project Materials Certification Letter (PMCL). If the same lab test method for ASTM C39 is suspended, it would not impact a CQCP if the lab is only performing Soils testing. The notification is intended to give the PA a "heads up" so no samples are sent to the lab to avoid the Exception. Just because you receive a notification, doesn't mean it's going to end up as an Exception. Review the specific test methods to determine if the lab is performing that test for acceptance on the contract.

1. If the lab status is changed, are there other labs already listed that can take new samples until the lab can be reinstated (if it can be)?
2. If a test method is changed, is it one needed for the type of material the lab is testing?
  - a. If it is, is there a backup lab?
  - b. If it is not, the notification doesn't impact the CQCP

## Contractor QC Plan's Production Facility not Approved

This gets triggered when a PMU changes the production facility status on an aggregate production facility under the Earthwork tab or the Producer QC Plan (PQCP) status of production facilities under any other material type tab. The PA should not allow material or product to be accepted from that facility until the status is Approved for aggregate production facilities or PQCP Accepted for other facilities. Either the material or product needs to come from a production facility already listed or the Contractor needs to identify a new production facility and give the Department time to review the addendum before the material is produced or delivered to the project.

## Commercial Inspection has been Updated

Initially this was intended for the SMO Structural Materials Commercial Inspection group. They will get notified at the same time as the PAs so they know a new contract has been identified with possible commercial inspection. Because the PA needs to complete part of the tab after the Contractor has indicated which items require commercial inspection, PAs were added as recipients.

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### Contractor QC Plan Material Submitted

This notification is triggered when a data entry person submits any Material type original submittal or addendum. For Earthwork and Asphalt, PAs must review and accept or reject. For structural concrete, they must also accept or reject, but cannot until the PMU completes the material availability review. For other material types, the notification is so the PA will know which materials are being added to assist with the CQCP review.

### Contractor QC Material Accepted/Rejected

PAs trigger this notification so they do not need to subscribe.

### Contractor QC Plan Material Removed

This notification is triggered when a data entry person removes any Material type originally added to the CQCP. If this action occurs after the material type has been submitted, all record of the entries, reviews, addendums, etc. are erased from MAC. When this event occurs, the PA may want to coordinate with the QC Manager on why the material was removed. Many times, it is inadvertently removed and needs to be added back.

## Chapter 2 – Materials Certification (MC) Review / MAR

For PA notifications, the PAs need to filter on **contract number(s) or FPN(s)**. If contract number is used, all FPNs in the contract will be triggered. It takes less entries to filter on contract number, especially on a contract with multiple FPNs.

### Finding awaiting Recommendation/Resolution

These notifications are serial. They are meant to let a user who needs to record a recommendation or resolution know that one is waiting for him. The same one is used for all roles in the recommendation and resolution flow. On each notification, PAs need to filter on the **PA role** awaiting recommendation and contract number(s) or FPN(s).

### Material Certification Findings Created

This notification is triggered when the MC Reviewer initiates the MC Review.

### Findings Recalculated

This notification is triggered when the MC Reviewer recalculates the MC Review

This approach for these two notifications means the PA only gets one notification, instead of a notification for each finding. However, it also means the PA may be notified when there is no action needed.

### Contract Designated as PMCL Not Needed

PAs are not eligible to subscribe to this notification as it is intended for District and State Construction Final Estimates personnel.

### Location Information for Final Recommendation

This notification is triggered when a finding that was Promoted to MAR is designated as MAR Resolved. It is at this point that the PA should navigate to the findings detail screen and complete the information under the Locations tab. This notification is a good way to know when that is ready on a specific finding.

### Finding Responses Submitted

PAs trigger this notification so they do not need to subscribe.

### Finding awaiting resolution

This notification is triggered when the last user in the Recommendation flow enters their recommendation. Since PAs typically enter the first resolution, they should subscribe to this notification for those awaiting the PAs resolution.

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### Final Recommendation/Resolution Set

PAs may want to subscribe to these notifications for when the process is complete. They are triggered when the last user who needs to make a recommendation or resolution makes a selection. Sometimes PAs trigger this when they are the only user who needs to make a recommendation/resolution, for example, Pay Reduction per Spec.

### Final Review Begun

This notification is triggered when the MC Reviewer indicates that Final Review has begun. PAs need to review the findings tab on MC Reviews in Final Review. It is the PA's signal that any outstanding issues need to be resolved so the PMCL can be generated.

### Manual Finding Added by Project Administrator

PAs trigger this notification so they do not need to subscribe.



## Chapter 3 – Project JGS

### Non Standard JGS Created

This notification is triggered when a user creates a JGS that PAs have as indicated on their filters the **FPN(s)**. If you add the FPN after the JGS is created, you won't receive the notification. It is intended to be subscribed to in the initial contract start up so the PA knows when the JGS has been created.

### Non Standard JGS Material Added

This notification is intended to let a PA know when the Contractor has added a new material to the non standard JGS. The filter is **FPN(s)**.

## Chapter 4 – Samples

All sample notification filters should be **FPN(s)**. PAs may also want to select the Sample Category of **Project** only if they are **not** interested in receiving notifications about program samples. If they are interested in Program samples, they should select both Program and Project Sample Categories.

### Sample Submitted for FDOT Verification

This is triggered by a Data Reviewer submitting a sample to FDOT. Samples with this trigger are pending finalization. The PA needs to review the sample to determine if it is ready to be finalized.

### Sample Finalized

PAs trigger this notification so they do not need to subscribe.

### Sample has Failing Concrete Tests

This is triggered when a sample with at least one failing test is Submitted to FDOT. It is intended for the DMRO structural concrete PMUs to be aware of the failing concrete. There are only two notifications triggered when a sample is submitted to FDOT; this one and Sample Failed Test(s) for Higher in lieu of Lower. That is because PMUs may want to act as soon as the failure is known. PAs can subscribe so they will know immediately when a failure occurs. All data on the sample should be reviewed to ensure there is a true failure and not one triggered by data entry error before action is taken. The PA may wish to consult with the DMRO PMU.

### Sample Failed Test(s) for Higher In lieu of Lower

This is triggered when a sample is Submitted to FDOT with the higher in lieu of lower designation and at least one test fails the higher limit. It is intended for the DMRO Structural concrete PMUs so they can review the producer's Quality Control Program, if needed. PAs do not need to be concerned when a sample fails the higher limit. Acceptance at the project is based on the lower limit. If the lower limit passes, the PA can ignore this notification. The PA will be notified if the test fails the lower limit based on Sample has Failing Concrete Tests.

#### Sample Returned for Lab Test Corrections

PAs trigger this notification so they do not need to subscribe.

#### Sample Returned for Sample Corrections

PAs trigger this notification so they do not need to subscribe.

#### Sample Returned for Test Corrections

PAs trigger this notification so they do not need to subscribe.

#### Sample Returned for Sample and Test Corrections

PAs trigger this notification so they do not need to subscribe.

#### Sample Deleted

This notification is triggered when a data entry person, a DAC or a system administrator deletes a sample.

#### Sample Submitted for Lab Testing

This is triggered when a sample is submitted for testing. It is meant exclusively for the State Materials Office which has one Lab Id in MAC, but more than one laboratory.

#### Sample Resubmitted

This is triggered when a Data Reviewer resubmits a sample to FDOT after the PA has returned the sample. It is the next step after the PA selects one of functions that returns samples for corrections. PAs should subscribe so they know when a returned sample is resubmitted.

#### Additional Information Required

This notification is triggered when a data entry person at the company of the laboratory on the sample returns a sample to the company that created it. It indicates that additional information is needed about the sample and the lab cannot begin testing until the information is submitted. It is not intended for PAs, but they can subscribe if they want to know when samples are sent back for more information.

#### Sample Routed to Lab

This notification is triggered when a data entry person routes a sample to another lab. The PA may want to know when this occurs to ensure the lab is listed on the CQCP if it is a QC lab.

## Chapter 5 – Specs

There is a notification in MAC related to Random Sampling set up so that if the SMO Technical Unit designates the Random Sample Quota has been met, the PA can be notified.

### ***Random Sample Quota Met for Spec Category***

If PAs are interested in being notified when SMO designates a Random Sample Spec category as Quota Met, they should opt into this notification with ***no filters***.

When SMO designates a Spec Category as Quota Met, the PA will be notified that samples from that category are no longer needed for the rest of the fiscal year.

I24 - Admixtures for Concrete, Program [Random Sampling], v1.0		
Air-Entraining	Accepting Samples	<a href="#">Mark Quota Met</a>
Type A	Accepting Samples	<a href="#">Mark Quota Met</a>
Type C	Accepting Samples	<a href="#">Mark Quota Met</a>
Type D	Accepting Samples	<a href="#">Mark Quota Met</a>
Type E	Accepting Samples	<a href="#">Mark Quota Met</a>
Type F	Accepting Samples	<a href="#">Mark Quota Met</a>
Type G	Accepting Samples	<a href="#">Mark Quota Met</a>
Type I	Accepting Samples	<a href="#">Mark Quota Met</a>
Type II	Accepting Samples	<a href="#">Mark Quota Met</a>
Corrosion Inhibiting	Accepting Samples	<a href="#">Mark Quota Met</a>

The PA will not be notified when the category is reactivated for the next fiscal year. Each fiscal year, all categories start over so the PA should be aware that samples may be needed. Before collecting and submitting random samples, the PA should contact the appropriate SMO Technical unit to see if a sample for a specific product is still needed.