



# Florida Department of TRANSPORTATION

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## Project Administrator MC Review

April 8, 2024

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## Introduction

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

The PA is the person in responsible charge of the materials acceptance on a contract. The State Construction Office (SCO) has defined the person who will be given the role of PA in MAC. as the Project Administrator. Allowable delegates are defined the Contract Specialist, or the Lead Inspector. In some cases, the Asphalt Plant Technician or Resident Asphalt Specialist can be given the PA role in MAC for asphalt plant samples. The Lead Earthwork VT technician for the Earthwork Records System (ERS) PA functions can be a delegate for the PA role for ERS sample functions.

These instructions describe how to process MC Review findings for the PA role and other functions related to the MC Review. It also describes functions related to processing the findings through the Materials Acceptance Resolution (MAR) process. Separate instructions are also available for the other users with functions in this process, such as the MC Review Program Maintenance User who will be referred to in this document as the MC Reviewer. Some of the MC Reviewers functions are described because the PA may have follow-up functions to perform.

[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](#) describes the PA's responsibilities for material requirements.

### **What is MAR?**

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

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

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

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## What is an issue?

An issue is a finding that needs further action. It is any finding that is not Excluded or MC Resolved. It may result in an Exception. All issues must be promoted to MAR. Not all issues promoted to MAR will result in an Exception.

## What is an Exception?

An Exception is a materials issue that meets the definition of a PMCL Exception per **MM 5.4 V1**. All Exceptions must be promoted to MAR in order to have the ability to create the Exception on the PMCL.

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

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

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

The screenshot displays the MC Review interface for a project with the following details:

- Project:** 432738-1-52-01: SR 8 (0-10) FROM CHOCTAWHATCHEE RIVER TO HOLMES COUNTY LINE
- Managing District:** District 3
- Status:** Checked In
- Contract:** T3590: CRS CONTRACTS (OLDCASTLE MATERIALS SOUTHEASTER)
- Other Projects on this Contract:** 432738-2-52-01: SR 8 (0-10) FROM WASHINGTON CO. LINE TO E OF CR 173 W SUNLAKE ROAD
- In Final Review:** No

The findings table contains 19 entries:

Finding	Description	Created By	Comparison Package	Sample	Sample Text	Status	Status Date	Recommendation	Resolution	Related Findings
161	Comparison is required by the MAC Spec for Sample 1600018186 but was not performed	System	1600018186 QC	Submitted	10/25/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
162	Comparison is required by the MAC Spec for Sample 1600018189 but was not performed	System	1600018189 QC	Submitted	10/25/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
163	Comparison is required by the MAC Spec for Sample 1600018192 but was not performed	System	1600018192 QC	Submitted	10/25/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
459	Comparison is required by the MAC Spec for Sample 1600023537 but was not performed	System	1600023537 VT	Submitted	11/3/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2137	Sample 1600022193 is not Finalized	System	1600022193 PCX	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2138	Sample 1600022880 is not Finalized	System	1600022880 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2139	Sample 1600023924 is not Finalized	System	1600023924 PCX	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2140	Sample 1600032291 is not Finalized	System	1600032291 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2141	Sample 1600035727 is not Finalized	System	1600035727 IV	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2142	Sample 1600035773 is not Finalized	System	1600035773 PCX	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2143	Sample 1600035774 is not Finalized	System	1600035774 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2144	Sample 1600036136 is not Finalized	System	1600036136 PCX	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2145	Sample 1600036150 is not Finalized	System	1600036150 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2146	Sample 1600037322 is not Finalized	System	1600037322 IV	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2149	Sample 1600037345 is not Finalized	System	1600037345 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2150	Sample 1600038035 is not Finalized	System	1600038035 PCX	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2151	Sample 1600038037 is not Finalized	System	1600038037 QC	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>
2152	Sample 1600038563 is not Finalized	System	1600038563 PCS	Submitted	12/14/2016					<a href="#">View Details</a> <a href="#">Update Status</a>

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

The screenshot displays the MC Review interface for a project with the following details:

- Project:** 408459-2-52-01: I-75 (SR 93A) FM S OF SR582(FOWLER AVE) TO N OF CR 581 (BB DOWNS)
- Managing District:** District 7
- Status:** Checked Out by Susan Musselman
- Contract:** T7220: CRS CONTRACTS (PRINCE CONTRACTING, LLC)
- Other Projects on this Contract:**
  - 405492-8-52-01: CR 581 (BB DOWNS BL) FROM COMMERCE PALMS DR TO DONA MICHELLE DR
  - 408459-2-56-05: I-75 (SR 93A) FM S OF SR582(FOWLER AVE) TO N OF CR 581 (BB DOWNS)
  - 408459-3-52-01: I-75 (SR 93A) FROM N OF BB DOWNS(CR581) TO SR 56
  - 410909-2-52-01: I-75 (SR 93A) FROM SR 582 (FOWLER AVE) TO N BRUCE B DOWNS BLVD
  - 410909-9-52-01: I-75 (SR 93A) FROM CR 581 (BB DOWNS BL) TO SR 56
- In Final Review:** No

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

Other Projects on this Contract

- [408459-2-52-01: I-75 \(SR 93A\) FM S OF SR582\(FOWLER AVE\) TO N OF CR 581 \(BB DOWNS\)](#)
- 408459-2-56-05: I-75 (SR 93A) FM S OF SR582(FOWLER AVE) TO N OF CR 581 (BB DOWNS)
- 408459-3-52-01: I-75 (SR 93A) FROM N OF BB DOWNS(CR581) TO SR 56
- 410909-2-52-01: I-75 (SR 93A) FROM SR 582 (FOWLER AVE) TO N BRUCE B DOWNS BLVD
- 410909-9-52-01: I-75 (SR 93A) FROM CR 581 (BB DOWNS BL) TO SR 56

Click to go to 408459-2-52-01: I-75 (SR 93A) FM S OF SR582(FOWLER AVE) TO N OF CR 581 (BB DOWNS)

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

## Chapter 2 – Searching for an MC Review

**NOTE:** PAs may also have company roles. You must be in your system role of PA for the MC Review menu options and functions to appear.



1. Select the Materials Certifications/MAR menu option.
2. Select the Materials Certifications/MAR submenu option.
3. Use the Search option or Go To Material Certification/MAR option to navigate to the MC Review screen.

A screenshot of a web application interface for 'Material Certification/MAR 421707-2-52-01'. The page shows project details, contract information, and a list of findings. The findings table has columns for Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. There are three findings listed with their respective details and actions like 'View Details' and 'Set F'.

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

## Chapter 3 – Managing Findings

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

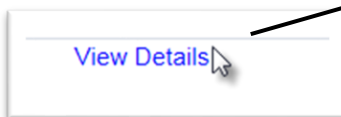
### A. Findings List on an MC Review

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



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

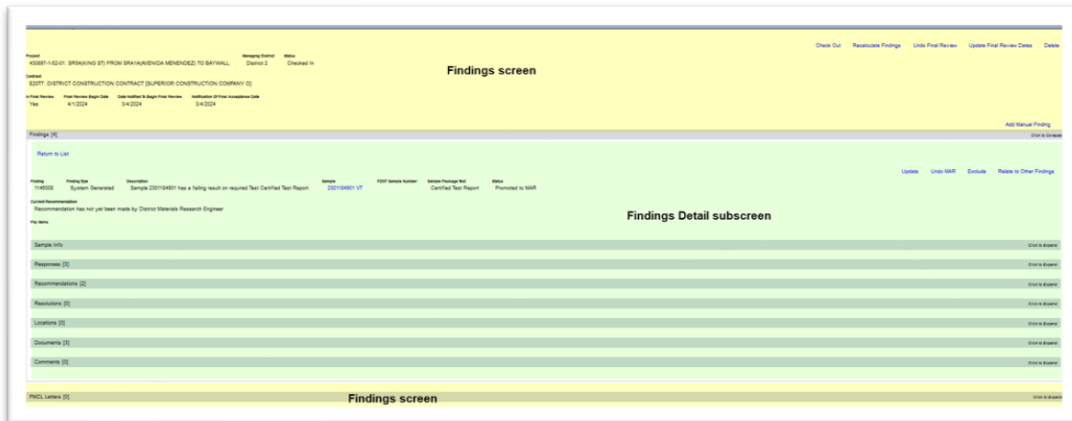
Finding	Description	Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings
1	Sample 1600015239 has a failing result on required Test FM 5-515 Limerock Bearing Ratio	System		1600015239 QC	FM 5-515 Limerock Bearing Ratio	MAR Resolved	9/30/2016	Reworked and Remixed [Final]		
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



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



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



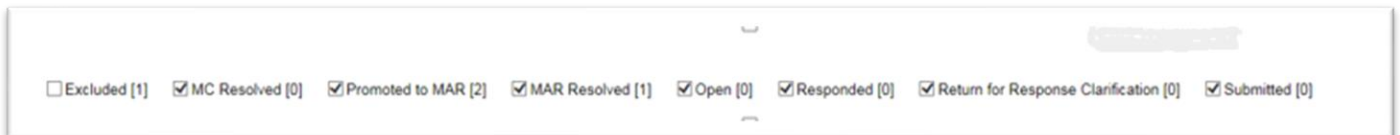
2. Select the Return to List option to return to the findings list.

### B. Findings Statuses

Findings statuses are as follows:

1. **Excluded** – the MC Reviewer has determined that the finding is not an issue. It does not have to be responded to by the PA.
2. **MC Resolved** – the MC Reviewer has determined without the PA’s response or is satisfied with the PA’s response 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.
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.

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



## C. Manual Findings

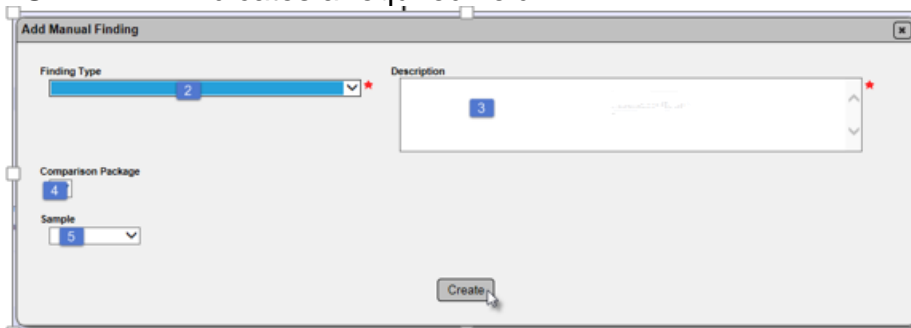
Because not all issues that are possible exceptions can be detected by the system, there is a way to add a manual finding. These can be created by MC Reviewers or PAs. To create a manual finding:



1. Select the Add Manual Finding option.

An Add Manual Finding dialog box appears.

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



2. **Finding Type** – select the finding type from the dropdown.

**NOTE:** Selecting the ERS finding type will put the finding under the ERS findings tab.

3. **Description** – enter a *brief* description of the issue. No more than two sentences. You will have the opportunity to add a response and other details on the findings detail screen.

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. the finding/issue.

6. Select the Create option to create the manual finding.

**NOTE:** Selecting an ERS Sample will put the finding under the ERS findings tab.

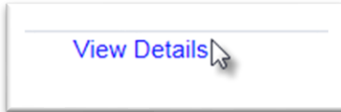
**NOTE: DO NOT** create a Manual finding for materials that can be resolved by delineating (like asphalt) or for straightedge deficiencies. These two automatic findings have their own special programming that is triggered from an automatic finding. Creating a manual finding will not allow for the special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

## D. Submitting an Open Manual Finding for PA Response (MC Reviewer)

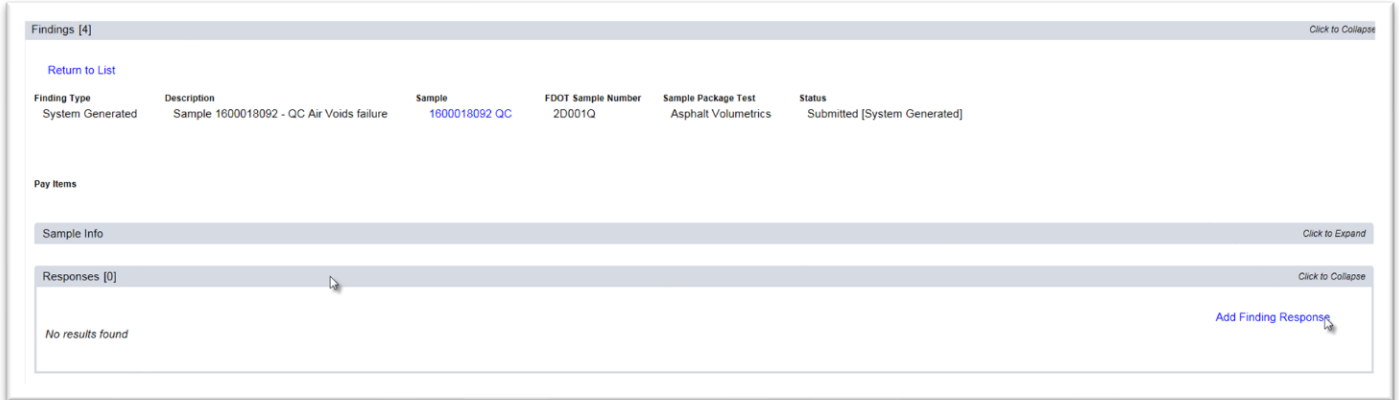
All manual findings start with an Open status. This gives the MC Reviewer the opportunity to review the finding before processing further. If the MC Reviewer agrees the finding is an MC Review issue, they can submit the finding for the PA to respond.

E. Responding to a Finding in Submitted Status (PA)

To respond to a submitted finding:

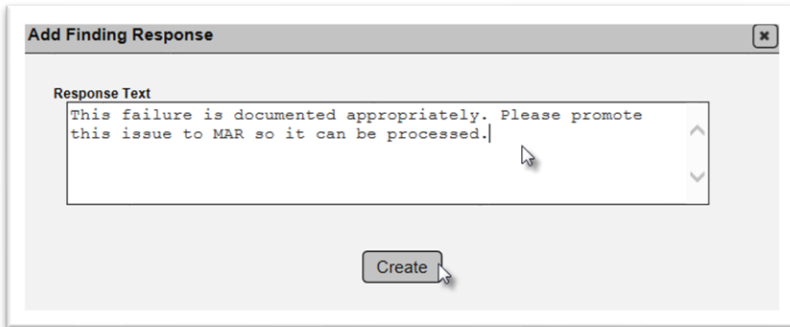


1. Select the View Details on the finding.



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

An Add Finding Response dialog box appears.



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

The finding is still in Submitted status. MAC does not know if you saved the response for now and will update it more or if it's ready to be submitted. You must indicate that the response is ready to be submitted to get it out of Submitted status.

Findings [5] Click to Collapse

[Return to List](#)

[Submit Responses](#)

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

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6. Once your response is complete, select the Submit Responses option.

The response status will be changed to Responded.

Findings [4] Click to Collapse

[Add Manual Finding](#)

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

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

#### F. Respond to a Finding Returned for Additional Clarification (PA)

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

Findings [4] Click to Collapse

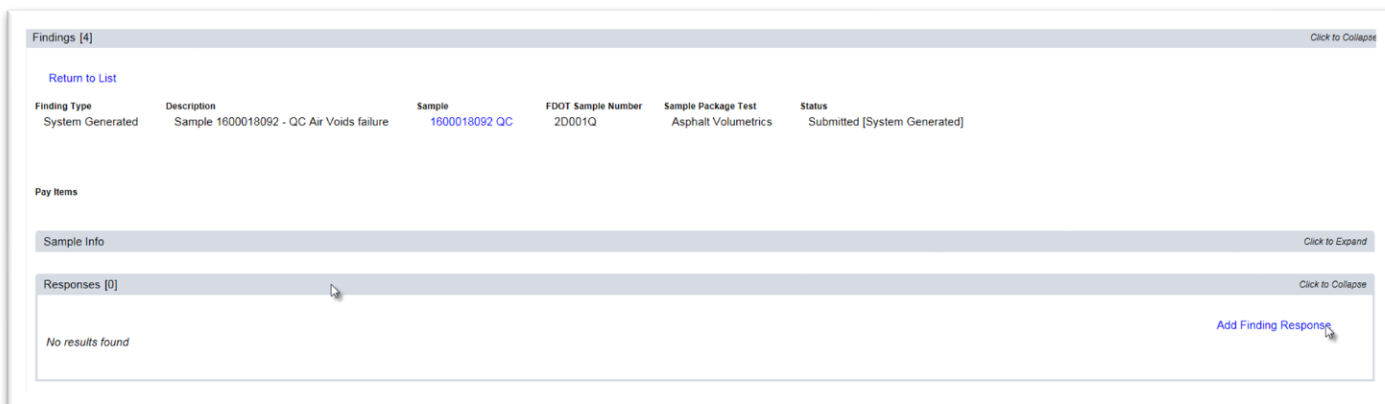
[Add Manual Finding](#)

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

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

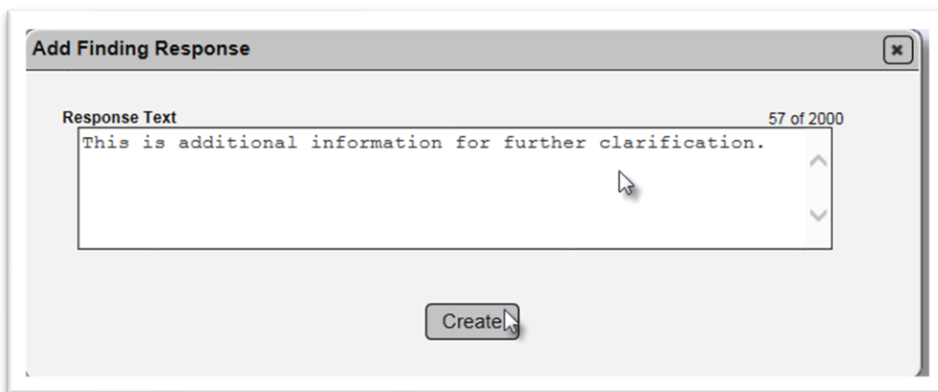
1. Select the View Details option to see the finding details.

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

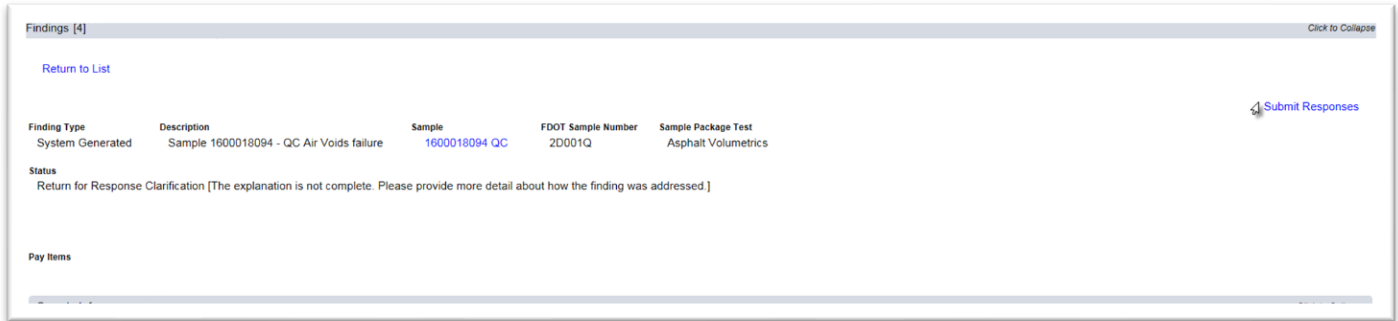


2. Click on the Responses tab to expand it.
3. Click on the Add Findings Response option.

An Add Findings Response dialog box appears.



4. **Response Text** – enter additional information about the finding.
5. Select the Create option.



6. Click on the Submit Responses option.

The issue status will be changed to Responded.

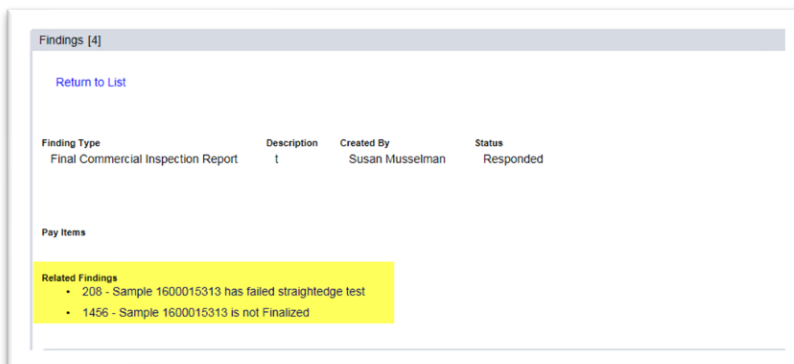
**G. Setting a Finding as MC Resolved (MC Reviewer)**

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

**H. Relating a Finding to other Findings (MC Reviewer)**

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

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








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

File Test	Status	Status Date	Recommendation	Resolution	Related Findings		
9	MAR	9/28/2016	Leave in Place		1456, 1466	✓	<a href="#">View Details</a>
ness by	Resolved		Reduced Payment				<a href="#">Update</a>
ng or			[Final]				
edge	Responded	10/11/2016			208, 1456	✓	<a href="#">View Details</a>
							<a href="#">Update</a>

**NOTE:** This does not assign the MAR resolution or create an exception for the related findings. It only connects the findings together. Each finding must still be processed individually. The MC Reviewer will work with the PA on the primary issue and will resolve related issues with the appropriate status (Excluded or MC Resolved).

#### I. 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 MC Reviewer
	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))

#### J. Promoting a Finding to MAR (MC Reviewer)

All findings that are determined to be an issue must be promoted to MAR so the resolution of the issue can be documented. All Exceptions must be promoted to MAR in order for the Exception to be created. See [Chapter 4 – Processing an Issue through MAR](#) for details.

When the MC Reviewer promotes the issue to the MAR process, the finding recommendation will be updated to “Promoted to MAR, Recommendation has not yet been made by the Project Administrator”.

Finding Type	Description	Sample	FDOT Sample Number	Status
System Generated	Sampler [M24578064] on Sample 1600019925 is not Qualified	1600019925 VT	CC20001V	Promoted to MAR

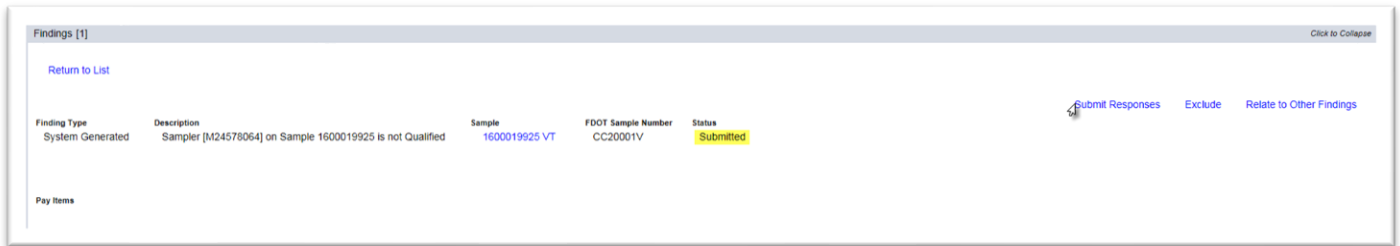
Current Recommendation  
 Recommendation has not yet been made by Project Administrator

Pay Items

## K. Undoing a MAR Promotion (MC Reviewer)

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.

At this time, MAC cannot roll the finding status back one step, for example if the DCE selects the wrong recommendation, MAC cannot back it up the DMRE's recommendation. Undoing a MAR takes the finding status all the way back to the Submitted status and you start over. The PA will need to resubmit the responses. All users will need to reperform the steps up to the action that required the MAR promotion to be undone.



Finding Type	Description	Sample	FDOT Sample Number	Status
System Generated	Sampler [M24578064] on Sample 1600019925 is not Qualified	1600019925 VT	CC20001V	Submitted



## Chapter 4 – Processing an Issue through MAR

The PA is responsible for coordinating the steps of the MAR issue through to final resolution. These instructions will describe the process for issues that may require an EAR or delineation. They follow the requirements of **Construction Project Administration Manual (CPAM) Section 5.8**.

Straightedge deficiencies have a different MAR process with different users. They are processed according to **CPAM Section 11.5**. [Chapter 5 – Processing a MAR Issue for Straightedge Deficiencies](#) describes the process for straightedge deficiencies.

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

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

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

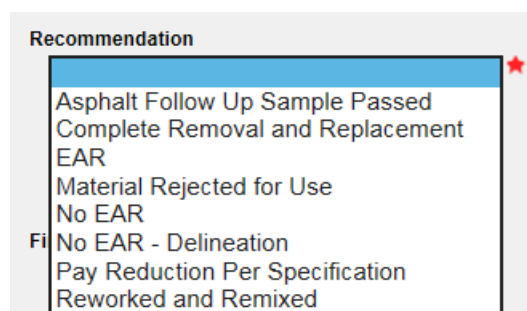
1. On a finding with the status of Promoted to MAR, select the View Details option.

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

2. On the findings details, click on the Recommendations tab to expand it.

3. Click on the Set Recommendations option.

A Set Recommendation dialog box appears.



4. **Recommendation** – select the appropriate recommendation from the dropdown.
  - a. **Asphalt Follow up Sample Passed** – if the follow up sample as described in *Materials Manual Section 3.1 V1*.
  - b. **Complete Removal and Replacement** – the material that the finding represents has been removed and replaced before the Contractor requested an EAR to leave in place. If the Contractor voluntarily removes and replaces immediately, this option should be selected.
  - c. **EAR** – the material meets the definition of defective material and the Contractor has requested the material be left in place and an EAR performed. The PA's recommendation is to allow the Contractor to perform an EAR.
  - d. **Materials Rejected for Use** – The material has been tested before placement, like a stockpile, and the material was not placed.
  - e. **No EAR** – the material meets the definition of defective material and the Contractor has requested the material be left in place and an EAR performed. The PA recommends that the Contractor not be allowed to perform and EAR or the EAR is not needed.
  - f. **No EAR – Delineation** – The material allows for delineation as an option to the EAR and the delineation option is being used instead of an EAR.

**NOTE:** This option does not appear on all findings. The material must allow for the use of delineation on the MAC Spec. If the PA created a manual finding, this option would not appear. For this reason, **DO NOT** create a manual finding for materials that allow the use of delineation as a resolution.
  - g. **Pay Reduction Per Specification** – a pay reduction has been applied per specifications that addressed the material resolution; for example, a structural concrete compressive strength failure 500 psi or less than the minimum required strength.
  - h. **Reworked and Remixed** – the material represented by the finding has been reworked and remixed and there are samples that represent the material that do not have any findings.

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

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

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

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

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

The screenshot displays a software interface for finding management. At the top, it shows 'Findings [4]' with a 'Click to Collapse' link. Below this is a 'Return to List' link and a set of action buttons: 'Update', 'Undo MAR', 'Exclude', and 'Relate to Other Findings'. The main data row includes columns for 'Finding Type', 'Description', 'Sample', 'FDOT Sample Number', 'Sample Package Test', and 'Status'. The 'Current Recommendation' section is highlighted in yellow and states 'Recommendation has not yet been made by Director Office of Construction'. Below this are sections for 'Pay Items', 'Sample Info', 'Responses [2]', and 'Recommendations [4]'. The 'Recommendations [4]' section contains a table with columns for 'Recommendation', 'Comment', 'Asphalt Sample', 'Final Pay (\$)', and 'Final Pay (%)'. The table lists four recommendations from different roles: Project Administrator (EAR), District Materials Research Engineer (EAR), District Construction Engineer (No EAR), and Director Office of Construction (Recommendation has not yet been made). Each row has a 'Set Recommendation' link.

Recommendation	Comment	Asphalt Sample	Final Pay (\$)	Final Pay (%)
Project Administrator	EAR			
District Materials Research Engineer	EAR			
District Construction Engineer	No EAR			
Director Office of Construction	Recommendation has not yet been made			

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

C. Processing the EAR or Delineation steps outside of MAC

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

If the Recommendation is **EAR**:

1. The Contractor submits the scope of the EAR to the PA
2. The PA submits the EAR scope to the DMRE for their review
3. The DMRE reviews the scope and makes recommendations to the scope
4. The DMRE returns the scope with recommendations to the PA
5. The PA returns the updated scope to the Contractor
6. The Contractor performs the EAR
7. The Contractor submits the EAR to the PA
8. The PA comes back into MAC to continue the process
9. The PA attaches the EAR to the finding ([E. Attaching the EAR and other documents to the Finding](#))
10. The Department makes a final determination if the material must be removed or if all or part of the material can be left in place
11. The PA makes the final recommendation in MAC ([F. Making the Final Recommendation from the Finding Details](#) or [G. Making a Final Recommendation from the Findings List](#))

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

- a. The Contractor performs the delineation
- b. The Contractor submits the delineation summary to the PA
- c. The PA comes back into MAC to continue the process
- d. The PA attaches the any delineation documentation to the finding ([E. Attaching the EAR and other documents to the Finding](#))
- e. The Department makes a final determination if the material must be removed or if all or part of the material can be left in place
- f. The PA makes the final recommendation in MAC ([F. Making the Final Recommendation from the Finding Details](#) or [G. Making a Final Recommendation from the Findings List](#))

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

- a. The Department makes a final determination if the material must be removed or if all or part of the material can be place
- b. The PA goes directly to making the final recommendation ([F. Making the Final Recommendation from the Finding Details](#) or [G. Making a Final Recommendation from the Findings List](#))

D. Making an Initial Recommendation from the Findings List

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

From the findings list:

Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings				
System		1600018092 QC	Asphalt Volumetrics	Promoted to MAR	12/14/2016	No EAR				<a href="#">View Details</a>	<a href="#">Set Recommendation</a>	<a href="#">Update Status</a>
System		1600018094 QC	Asphalt Volumetrics	Responded	12/14/2016					<a href="#">View Details</a>		<a href="#">Update Status</a>
System		1600018104 QC	Asphalt Volumetrics	Submitted	10/24/2016					<a href="#">View Details</a>		<a href="#">Update Status</a>
System		1600018108 QC	Asphalt Volumetrics	Responded	12/14/2016					<a href="#">View Details</a>		<a href="#">Update Status</a>

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

A Set Recommendation dialog box appears.

**set Recommendation**

Recommendation:  \*

Comment:

Final Pay Type:

From here, the steps are the same as described in [A. Making an Initial Recommendation from the Finding Details](#).

E. Attaching the EAR and other documents to the Finding

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

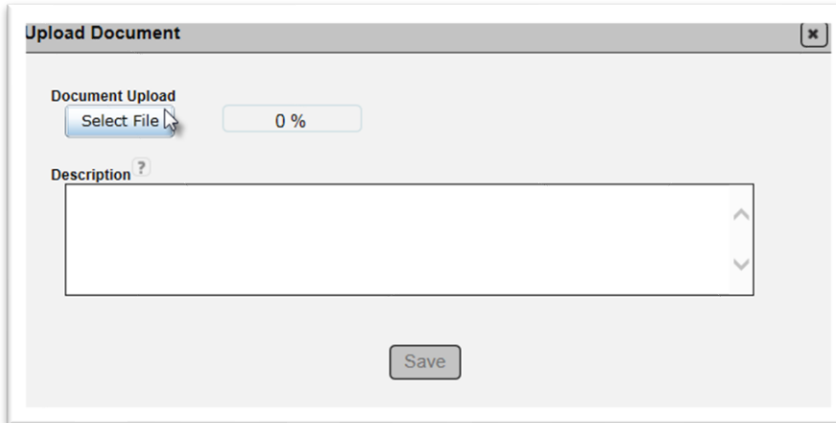
Documents [0] [Click to Collapse](#)

No Documents have been added

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

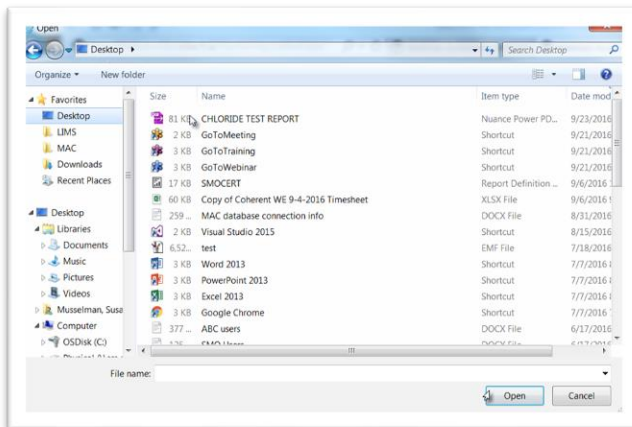
1. Click on the documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box appears.



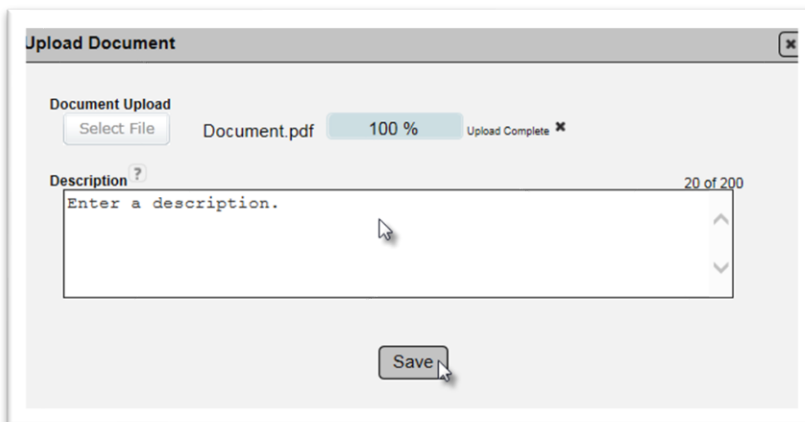
3. Click on the Select File option.

An Open dialog box will appear.



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

5. Select the Open option to upload the document.



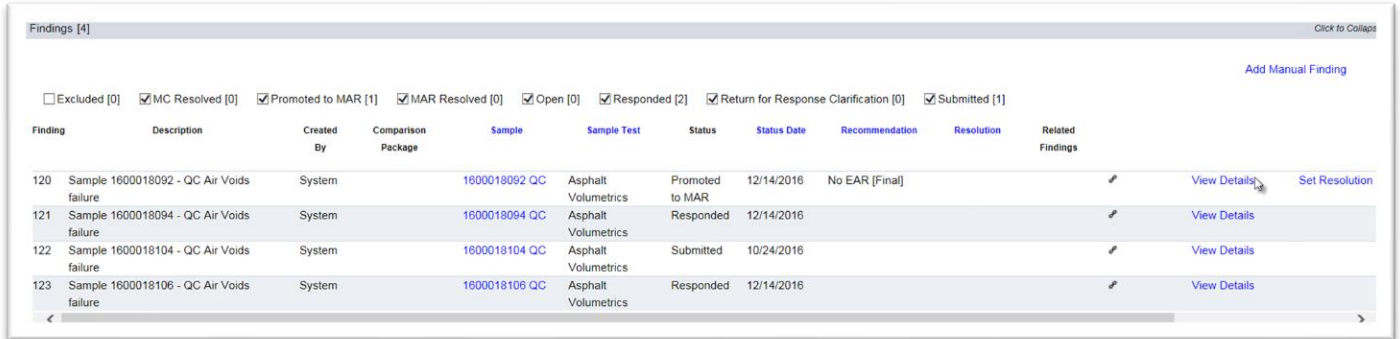
6. **Description** – enter a description if desired.

7. Select the Save option to upload the document to MAC.

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

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

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



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

1. Select the View Details option.



Resolution	Comment
Project Administrator	Resolution has not yet been made

2. On the finding detail, click on the Resolutions tab to expand it.

3. Click on the Set Resolution option.

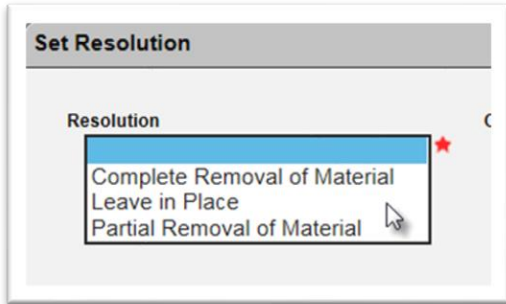
A Set Resolution dialog box appears.



**Set Resolution**

Resolution:

Comment:



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

G. Making a Final Recommendation from the Findings List

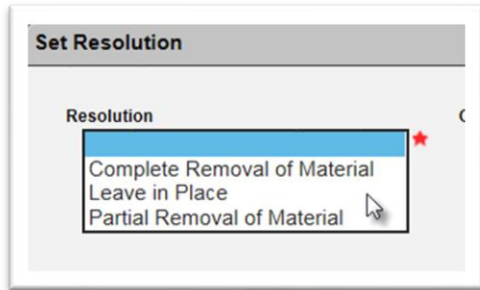
PAs can set their final resolution directly on the findings list. This option does not allow the PA to enter the Final Pay information, the Location information or review any of the finding details before selecting the final recommendation.

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

1. Select the Set Resolution option on the appropriate finding row.



A Set Resolution dialog box appears.

The image shows a software dialog box titled "Set Resolution". It contains a "Resolution" dropdown menu with a red asterisk to its right, a "Comment" text area with a vertical scrollbar, and a "Save" button at the bottom center.This image shows the "Set Resolution" dialog box with the "Resolution" dropdown menu open. The menu lists three options: "Complete Removal of Material", "Leave in Place", and "Partial Removal of Material". A red asterisk is visible to the right of the dropdown.

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

#### H. Entering the Final Pay Information

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

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

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

1. When setting the initial recommendation:

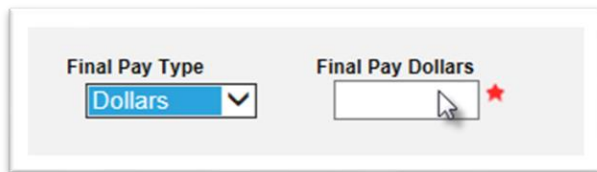


a. Select the Final Pay Type from the drop down list:



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

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



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

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



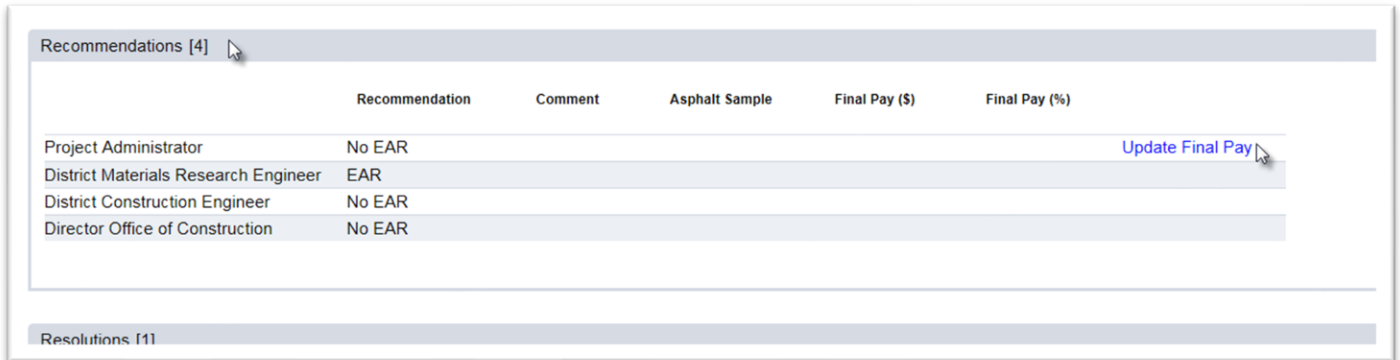
- iv. Enter the final percentage paid. For example, if the final payment amount is 50%, select Percentage from the Final Pay Type drop down list, then enter 50 in the Final Pay Percentage field.

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

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

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

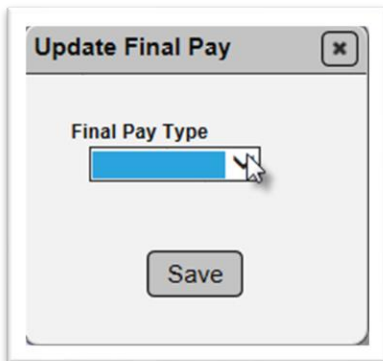
Sometimes the final pay amount may not be known when the initial recommendation is made. The information can be left blank and updated later when it is known.



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

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

An Update Final Pay dialog box will appear.



Follow the instructions listed above.

#### I. Entering the MAR Location Information

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

MAC populates the PMCL Exception with the information from the Location tab.

Locations [1]

Total Affected Quantity	Total Affected Quantity Units	Accumulative Quantity
10.60	Cubic Yard(s)	10.6

RCI Lanes	From Station	To Station	Latitude	Longitude	Ending Latitude	Ending Longitude	Offset Distance	Offset Direction	Reference Line	Placement Designation	Quantity	Units
1 Left Roadway	2211+09	2212+09	30.063204	-81.873771	30.063399	-81.873576	69	Left	Centerline of Construction	Left in Place	10.60	Cubic Yard(s)

**Non Standard Materials**

CONCRETE, CLASS IV  
COMPRESSIVE STRENGTH

Results for the following sample were less than the 5500 (PSI) minimum compressive strength allowed by specifications.

MAC ID	Sample ID	STRENGTH (PSI)
2200915161	CC40004Q	4810

- Sample 2200915161 has a failing result on required Test ASTM C39 Compressive Strength

Ref Material ID: 346 - Portland Cement Concrete  
Sample Level: QC

Total Quantity: 10.6 Cubic Yard(s)      Accumulative Quantity: 10.6

---

RCI Options (Lanes): Left Roadway      From Station: 2211+09      To Station: 2212+09  
Beginning Latitude: 30.063204      Longitude: -81.873771  
Ending Latitude: 30.063399      Longitude: -81.873576  
Offset Distance: 69      Offset Direction: Left      Reference Line: Centerline of Construction

Placement Designation: Left in Place      Quantity: 10.6 Cubic Yard(s)

In accordance with 346-10, the Contractor performed an Engineering Analysis Report (EAR). The Specialty Engineer requested the original design calculations for these spread footings and reanalyzed these footings with the average 4810 PSI concrete strength. Original calculations utilized FDOT Rectangular Spread Footing MathCad version 1.0 program. Using the same input values as the original design (except for the concrete strength), the Engineer utilized the newer version (version 1.1) of the same FDOT program for reanalysis, which is the current version available. Our

**NOTE:** PAs should subscribe to the Locations Notification ([PA Notification for Location MAR Resolved Location Tab](#)).

Locations [0] Click to Collapse

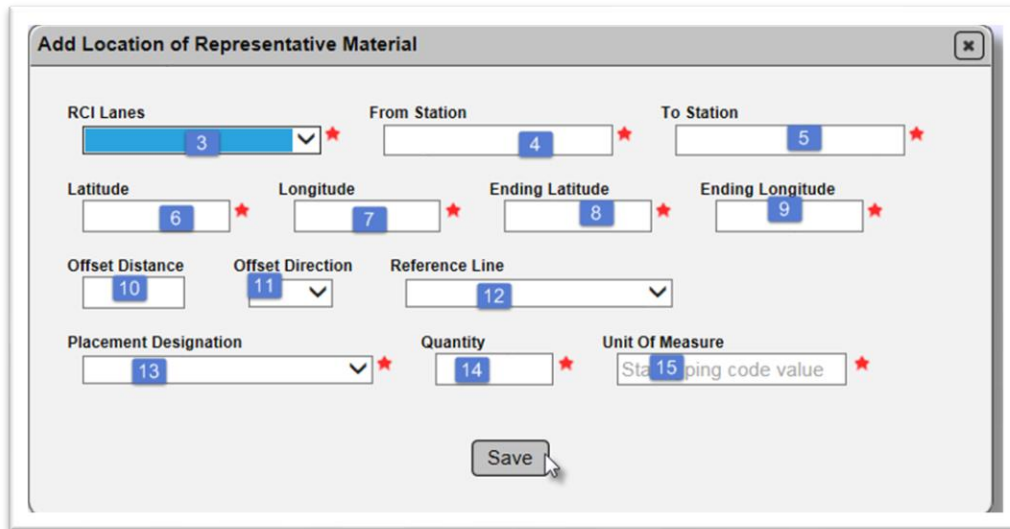
[Add Location of Representative Material](#)

Total Affected Quantity    Total Affected Quantity Units    Accumulative Quantity


No results found

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

An Add Location of Representative Material dialog box appears. Enter the information for the entire area that is represented by the finding.



3. **RCI Lanes** – select all the lanes material was placed on.
4. **From Station** – select the beginning station for the material placement.
5. **To Station** – select the ending station for the material placement.
6. **Latitude** – enter the latitude entry for the material placement to 6 decimal places; for example, 21.123456.
7. **Longitude** – enter the beginning longitude entry for the material placement to 6 decimal places; for example, -81.123456.
8. **Ending Latitude** – enter the ending latitude entry for the material placement to 6 decimal places; for example, 21.987654.
9. **Ending Longitude** – enter the ending longitude entry for the material placement to 6 decimal places; for example, -81.987654.
10. **Offset Distance** – enter the offset distance from the surveyed reference line.
11. **Offset Direction** – enter the offset direction from the surveyed reference line.
12. **Reference Line** – enter the surveyed reference line.



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

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

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

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

Orange areas were removed

Green areas were left in place

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

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

Locations [1]												
Total Affected Quantity		Total Affected Quantity Units		Accumulative Quantity								
10,000.00		Ton(s)		0								
RCI Lanes	From Station	To Station	Latitude	Longitude	Ending Latitude	Ending Longitude	Offset Distance	Offset Direction	Reference Line	Placement Designation	Quantity	Units
L1 L2 L3	1+00	2+00	21.123456	-81.123456	21.987654	21.987654				Partial Remove and Replace	10,000.00	Ton(s)

1. Select the Add Location of Representative Material option.

The Add Location of Representative Material dialog box appears again. Enter the information for the first sub area.

2. **RCI Lanes** – select all the lanes for the first sub area.

3. **From Station** – select the beginning station for the first sub area.
4. **To Station** – select the ending station for the first sub area.
5. **Latitude** – enter the beginning Latitude entry for the first sub area to 6 decimal places; for example, 21.123456.
6. **Longitude** – enter the beginning Longitude entry for the first sub area to 6 decimal places; for example, -81.123456.
7. **Ending Latitude** – enter the ending Latitude entry for the first sub area to 6 decimal places; for example, 21.987654.
8. **Ending Longitude** – enter the ending Longitude entry for the first sub area to 6 decimal places; for example, -81.987654.
9. **Offset Distance** – enter the offset distance from the surveyed reference line for the first sub area.
10. **Offset Direction** – enter the offset direction from the surveyed reference line for the first sub area.
11. **Reference Line** – enter the surveyed reference line for the first sub area.
12. **Placement Designation** – select the placement designation for the first sub area. Select either Left in Place or Removed. From our example above, the first sub area was Removed.
13. **Quantity** – enter the material quantity for the first sub area. For example if the material quantity represented is 200 tons, enter 200.
14. **Unit of Measure** – enter the unit of measure for the material quantity. For example if the material quantity represented is 200 tons, enter Ton(s).
15. Select the Save option.

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

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

Showing 1 to 2 of 2

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

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

Locations [3]

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

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.

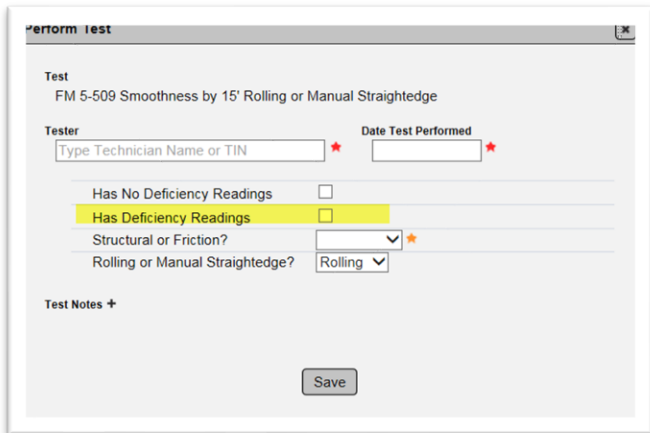
Lat/Long not fully represented.



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

### A. How MAC designates Straightedge Deficiencies

Straightedge Deficiencies are processed according to **CPAM 11.5**. They have a different flow in MAR and a different set of users.



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

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

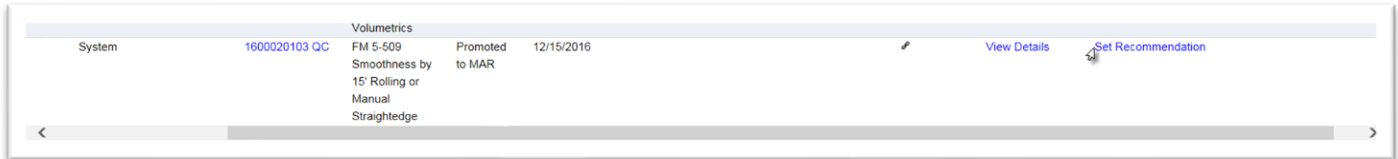
Showing 1 to 1 of 1

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

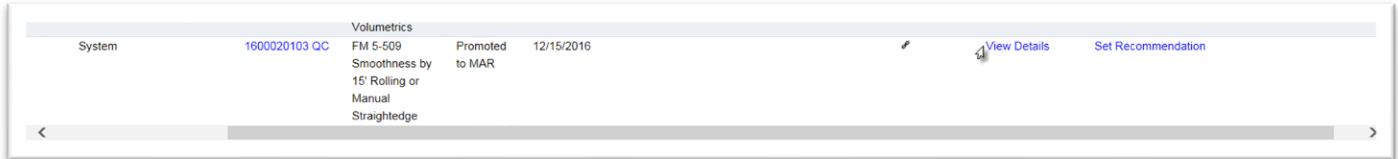
The PA must respond to the automatic findings and submit the response Chapter 3, [F. Responding to a Finding in Submitted Status](#).

### B. Making an Initial Recommendation by Resident Engineer

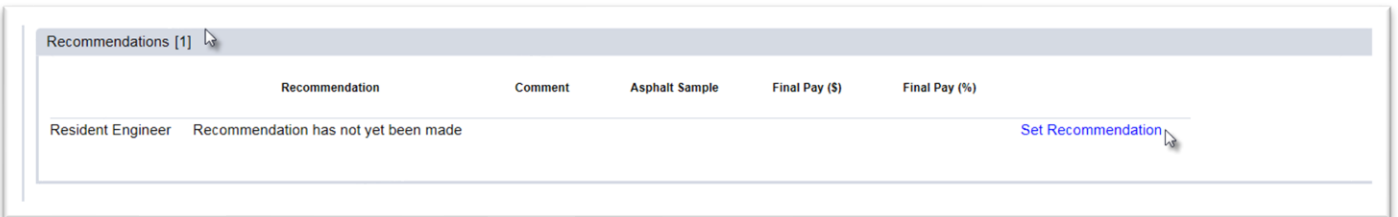
The first difference between a straightedge MAR finding and any other MAR finding is the initial recommendation is made by a user with the MAC system role of Resident Engineer (RE), not the PA.



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



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



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

A Set Recommendation dialog box appears.



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

- Leave in Place Full Payment** – if the deficiencies were left in place at full payment.
- Leave in Place No Payment** – if the deficiencies were left in place at no payment.
- Leave in Place Reduced Payment** – if the deficiencies were left in place and payment was reduced.
- Remove and Replace** – if the deficiencies were removed and replaced.

**NOTE:** Currently the RE can only set one overall recommendation. Select the option that most represents the straightedge deficiencies except when one of the deficiencies is left in place with pay. If Leave in Place Full Payment or Leave in Place Reduced Payment is selected, the Director, Office of Construction will be required to make the final recommendation. To trigger that programming, select one of these options if any one of the deficiencies is left in place with pay, even if all other deficiencies are removed.

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

6. Enter comments, if desired.
7. Select the Final Pay Type from the dropdown as described in Chapter 4, [H. Entering the Final Pay Information](#).
8. Select the Save option.

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

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

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

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

**Final Recommendation**  
Remove and Replace by District Construction Engineer

**Pay Items**

**Sample Info**

**Responses [1]**

**Recommendations [3]**

**Resolutions [0]**  
No results found

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

D. Straightedge Deficiency Location Information

Straightedge deficiencies need information location tab as well. The instructions for entering the location information are the same as in Chapter 4, [I. Entering the MAR Location Information](#).

You may need fields from the QC test results. If QC does not include the fields, return the sample for test corrections, and request the information be provided. It should be included in all deficiencies regardless of being removed or left in place.

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 6 – Earthwork Records System (ERS) MC Review

Some ERS MC Review issues are automatically identified by MAC. The ERS portion of the MC Review appears on the MC Review as a tab with ERS findings. The ERS MC Review process is the same as the functions for MC Review findings as described in this manual.

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. Any regular finding detected by MAC such as failing test results or unqualified technician will appear as an automatic finding.

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				

MAC sends a finding to the ERS tab when:

- An automatic finding on an ERS sample
  - Example of a failing test notification on a sample with an ERS test
    - Populated under the ERS Findings tab

1160984	Sample 2301136657 has a failing result on required Test ERS: FM 1-T 238 Nuclear Density	System	2301136657 VT	ERS: FM 1-T 238 Nuclear Density	Submitted	3/28/2024				
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- Example of a failing test notification on a sample that is not an ERS sample or with an ERS test
  - Populated under the Findings tab

1161103	Sample 2401334565 has a failing result on required Test FM 1-T 166 Gmb - Roadway	System	2401334565 IV	FM 1-T 166 Gmb - Roadway	Submitted	3/28/2024				
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- A manual finding is created on an ERS sample regardless of the Finding Type

The screenshot shows the 'Add Manual Finding' form. The 'Finding Type' dropdown is set to 'Sample Data Issues'. A blue callout bubble points to the 'Description' text area with the text 'Does not have to be ERS when an ERS sample is selected'. The 'Sample' field contains the value '2301061113' and has a blue callout bubble pointing to it with the text 'This is an ERS sample'. The 'Sample Package Test' dropdown is empty. A 'Create' button is at the bottom right.

- A manual finding is created for the ERS finding type

The screenshot shows the 'Add Manual Finding' form. The 'Finding Type' dropdown is set to 'ERS'. The 'Description' text area is empty. The 'Sample' field contains the placeholder text 'Type Sample Id'. The 'Sample Package Test' dropdown is empty. A 'Create' button is at the bottom right.

ERS IA Project Reviewers evaluate many items in the ERS data. Not all will appear as an ERS finding in the MC Review. They may find issues with the plots being incorrect. The MAC ERS reports used by the ERS IA Project Reviewers detect issues with gauges, test depth, etc. PAs should expect to coordinate resolving to ensure that they will not result in an ERS finding for example, incorrect plots that result in a missed field density test.

## Chapter 7 – Work Order MC Reviews

With the implementation of Work Order nonstandard JGS (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.

The screenshot shows the top section of the MC Review interface. At the top right, there are buttons for 'Check In', 'Recalculate Findings', 'Begin Final Review', and 'Delete'. Below this, project information is displayed: Project 420007-1-58-01: CR 17 (OLD SR 8) FROM 8.88 MI S OF SR 70 TO SR 70, Managing District District 1, Status Checked Out by Susan Musselman. Contract information includes ACIN16: PROJ PARTICIPATION [HIGHLANDS COUNTY BOARD OF COUNT] and 'In Final Review' set to 'No'. A 'Findings [0]' section contains several filter checkboxes: Excluded [0], MC Resolved [0], Promoted to MAR [0], MAR Resolved [0], Open [0], Responded [0], Return for Response Clarification [0], and Submitted [0]. Below the filters, it says 'No results found'. A list of finding tabs is shown: 'Findings WO01 - Open [2]', 'Findings WO03 - Open [1]', 'ERS Findings [1]', and 'PMCL Letters [0]'. A blue callout bubble points to the 'PMCL Letters [0]' tab with the text 'May need to recalculate'.

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.

### A. Closing an Open Work Order MC Review (MC Reviewers

When an MC Reviewer has determined that all of the work in a specific work order is completed and the data for materials acceptance is completed, they may close the work order MC Review.

The screenshot shows the 'Findings WO01 - Open [2]' tab. At the top right, there is a 'Close Work Order' button. Below the button are filter checkboxes: Excluded [0], MC Resolved [1], Promoted to MAR [0], MAR Resolved [1], Open [0], Responded [0], Return for Response Clarification [0], and Submitted [0]. A table of findings is displayed with the following columns: Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. The table contains two rows of data.

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			<a href="#">View Details</a>
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]		<a href="#">View Details</a>

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

On a Work Order designated as Close, the MC Review can select Reopen Work Order option. The Work Order MC Review will be reset to Open. All records that were previously locked down are reopened.

C. ERS MC Review on Work Order MC Reviews

ERS projects are not work order based. When an FPN has multiple Work Order NSJGS entries, the Specs may be the same or different. PAs need to ensure that the samples are under the correct MAC Spec. ERS MC Review findings may be generated falsely if the user selected the wrong MAC Spec when creating the sample. This is the only difference between an ERS MC Review on a Work Order NSJGS and a single NSJGS or standard JGS project.