Florida Department of
TRANSPORTATION

Laboratory Profile Management

May 18, 2021

Contents

A laboratory profile is an entry in MAC for a laboratory that samples and tests for the FDOT materials acceptance program. The laboratory profile information is used to publish the FDOT Qualified Laboratory Listing. This list is used by contractors, producers and the FDOT to find laboratories to perform testing. It is essential that each laboratory has a person responsible for maintaining the profile information. This person is the laboratory profile manager. Keeping it up to date will ensure that people wanting to do business with your laboratory can contact you.

What are the Laboratory Roles and Personnel?

In MAC, there are several roles and people associated with laboratories. Depending on your company, these may be the same person or different people.

1. **Company Profile Manager** – this is a person who has a company role of profile manager and has been assigned as the Company Profile Manager to maintain the company profile and users in the system. The Company Profile Manager can assign users to be the Laboratory Profile Manager. The Company Profile Manager can perform all the functions of the Laboratory Profile Manager.

2. **Laboratory Profile Manager** – this is a person who has a company role of facility profile manager and has been assigned to the laboratory profile to maintain the information on the laboratory profile, requests new test methods and responds to failing steps on the laboratory evaluations. Someone needs to be assigned as the Laboratory Profile Manager, even though the Company Profile Manager can perform the functions. The Company Profile Manager can be the same person as the Laboratory Profile Manager by assigning himself on the laboratory profile.

3. **Lab Manager** – this is the person who manages the laboratory and resolves outstanding issues in the Laboratory Qualification Program with the FDOT. The Lab Manager does not need to have MAC access unless he performs the role of Company Profile Manager or Laboratory Profile Manager.

4. **Contact Person** – this is the person the company designates for people to call for business with the laboratory. It may be the Lab Manager, or it may be someone else, like a company Regional Manager.

5. **Laboratory Qualification Program (LQP) Coordinator** – the LQP Coordinator is a person working for the District Materials and Research Office (DMRO) or State Materials Office (SMO) who manages the Laboratory Qualification Program requirements. The person who performs these functions has the MAC role of Program Maintenance User.

Chapter 1 – Navigating to an Existing Laboratory Profile

1. Select the Facilities menu option.
2. Select the Labs sub menu option.

If you are assigned to only one laboratory profile, MAC will automatically default to your laboratory profile.

A.   My Labs

If you are a company profile manager or a user who has been assigned as a Laboratory Profile Manager, you can navigate to the laboratory profile in MAC by using the My Labs option.

1. Select the Facilities menu option.
2. Select the Labs sub menu option.
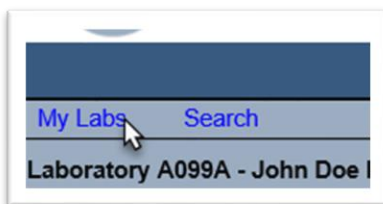
3. Select the My Labs option.

A sub screen will appear at the top of the lab profile screen with all the labs you are listed as lab profile manager on.

4. Click anywhere on the row of the lab profile you want to see to be navigated to that entry.

The lab profile will appear.

B.   Searching for an Existing Laboratory Profile using the Go To Laboratory Field

1. Select the Facilities menu option.
2. Select the Labs sub menu option.
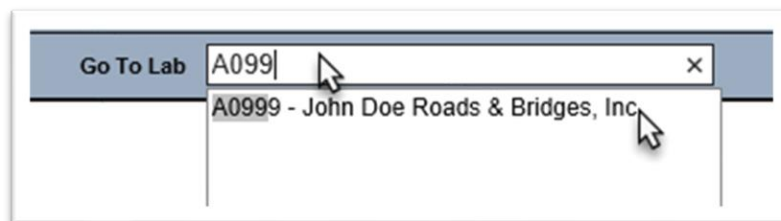
3. Enter the FDOT Lab Id or lab description in the Go To Lab field and select the appropriate lab from the returned list. You must make a selection, even if the returned list only has one entry.

C.   MAC Laboratory Profile

The laboratory profile header contains information related to the laboratory.

Laboratory I0998 - John Doe Roads & Bridges, Inc. [Qualified]

Lab ID	Company	Description		Managing District ?	Geographic District
I0998	John Doe Roads & Bridges, Inc.	This is a laboratory created in the training environment for training purposes.		SMO	District 2

Status | Status Date
Qualified | 5/24/2018

Levels
QC

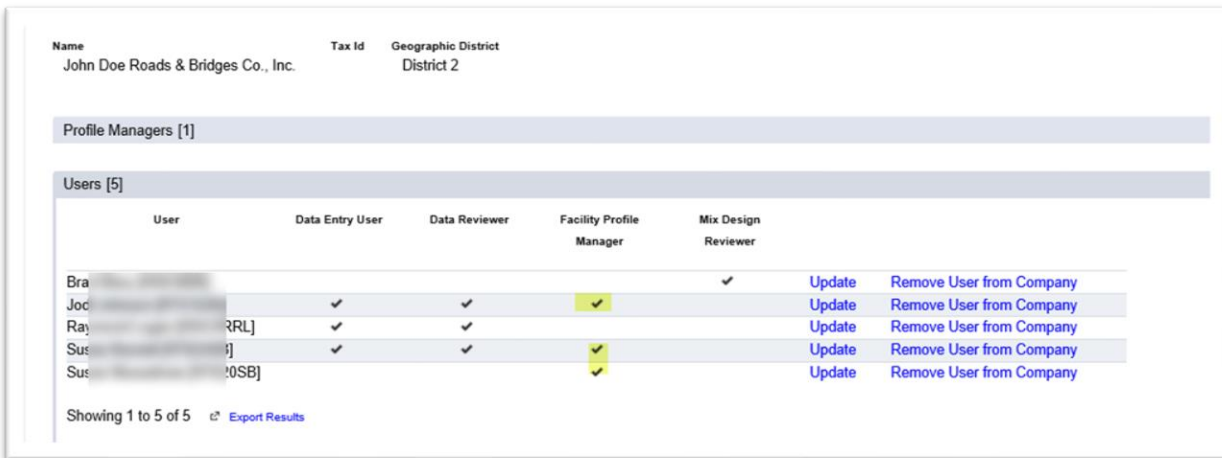Request Submitted By   Request Submitted Date

Renewal Date

1. **Lab Id** – the FDOT laboratory facility id.
2. **Company** – a hotlink from the laboratory profile to the company profile of the lab.
3. **Description** – a descriptive phrase for the laboratory.
4. **Managing District** – the District that reviews the laboratory's qualification program. For some laboratories, the State Materials Office (SMO) is the managing District.
5. **Geographic District** – the district the laboratory is in by the physical address. This is derived by the system.
6. **Status** – the overall laboratory status.
a. **Inactivate** – the lab is still qualified but has notified the FDOT that they do not want to be listed on the Laboratory Listing any longer. A laboratory with the status of Inactive also has all test methods statuses in a status of Inactive.
b. **Suspended** – the laboratory is suspended, and all test methods are suspended. This may occur if evaluations determine that the laboratory is deficient in all methods or basic laboratory quality control processes.
c. **Closed** – the lab has completely closed for all business. It will remain in the database, but no longer appear on the Laboratory Listing. Changing the laboratory status to Closed also changes all test methods to Inactive.
d. **Disqualified** – the laboratory has been found to be practicing in record falsification. The disqualification is for two years. Follow the disqualification procedure outlined in the Laboratory Qualification Program in the Materials Manual.
7. **Status Date** – the date that the latest status (#6) was assigned.
8. **Levels** – a laboratory can be designated as QC, VT or both. The designation is assigned based on most of testing that the laboratory performs.
9. **Request Submitted By** – on a new lab when the application is submitted to the Department, the name of the person submitting the application is included in this field.
10. **Request Submitted Date** – on a new lab when the application is submitted to the Department, the date the application was submitted is included in this field.
11. **Renewal Date** – an optional date that may be included as a reminder to the FDOT Laboratory Qualification Program (LQP) Coordinator (Coordinator) to review the information on the profile.

Chapter 2 – Laboratory Profile Managers

One key responsibility for Laboratory Profile Managers is ensuring that the information is up to date. The Laboratory Profile Manager should occasionally review the laboratory profile. When any of the information changes, the Laboratory Profile Manager should update the profile to reflect the most current information. Some profile changes (such as physical address) may affect the laboratory status and may require additional follow up work with the Coordinator.
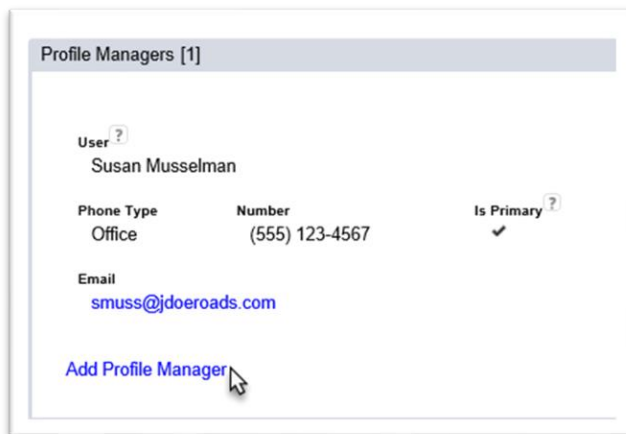
A.   Adding a Laboratory Profile Manager

Every lab profile must have at least one user assigned as the profile manager. There can be more than one user assigned as lab profile manager. The users eligible to be assigned as a profile manager are users on the company profile with the company role of Facility Profile Manager.

1. Click on the Profile Managers tab to expand it.
2. Select the Add Profile Manager option.

An Add Profile Manager dialog box will appear.

NOTE: A red star (⭐) indicates a required field.

3. **User** – select the User dropdown list to get a list of users who have the facility profile manager role on the company profile who have not yet been assigned to this lab profile. Select the user from the list to populate the field.
4. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.
When you select the phone type, additional fields will appear for the phone number.
5. **Number** – provide the full phone number including area code. MAC will format the   numbers to (XXX) XXX-XXXX.
6. **Extension** – provide the extension if applicable.
7. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
8. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.
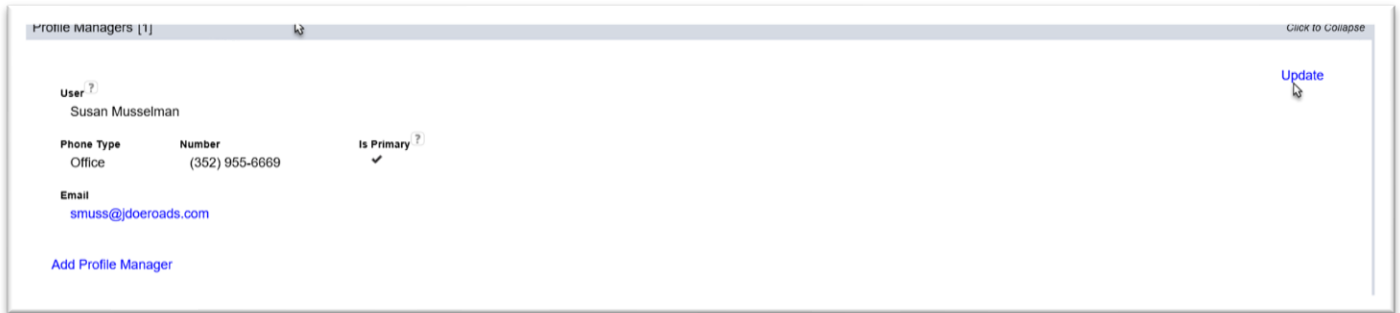9. **EmailAddress** – Enter the email address provided for the contact person.
10. Click on the Save option to save the new profile manager.

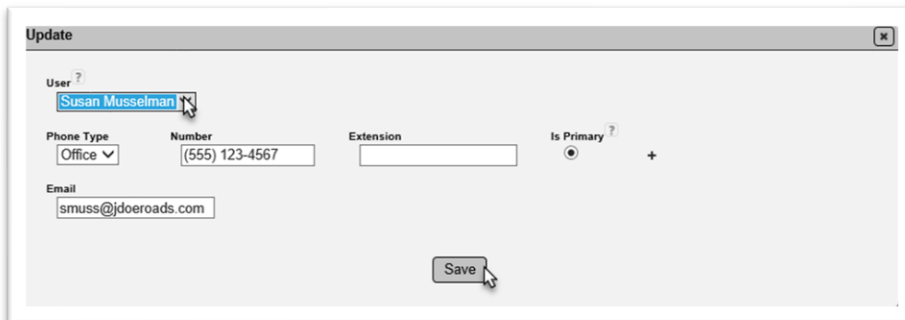You will receive a message that the lab profile manager was successfully added.

Add Profile Manager was successful

B.   Updating an Existing Laboratory Profile Manager

1. Click on the Profile Managers tab to expand it.
2. Select the Update option to update the information for a currently listed lab profile manager or to revise the current profile manager to another user.

An Update dialog box will appear.

3. To revise the user, select the dropdown list by the user field. This will be populated with the list of users who have the facility profile manager role on the company profile who have not yet been assigned to the lab profile. Select the user from the list to revise the current profile manager to a new manager.
4. Update the information contact information following the instructions listed in Section A above.
5. Select the Save option to save the updated information.

You will receive a message that the lab profile manager was successfully updated.

C.   Removing a Laboratory Profile Manager when there is only one Profile Manager

Because there must be at least one user assigned as the lab profile manager, there is no Remove option for a laboratory profile with only one profile manager listed. You must replace the current person with a new person using the Update option as described in B. Updating an Existing Laboratory Profile Manager above.
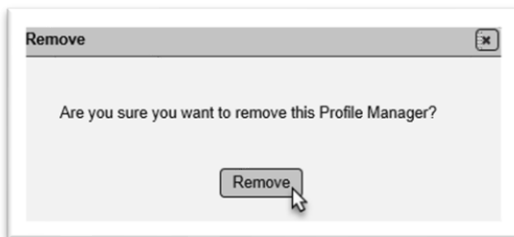
D.   Removing a Laboratory Profile Manager when there is more than one Profile Manager

When more than one profile manager is listed, you will have a remove option on each of the listed profile managers. This will remain until you have removed all but one profile manager.
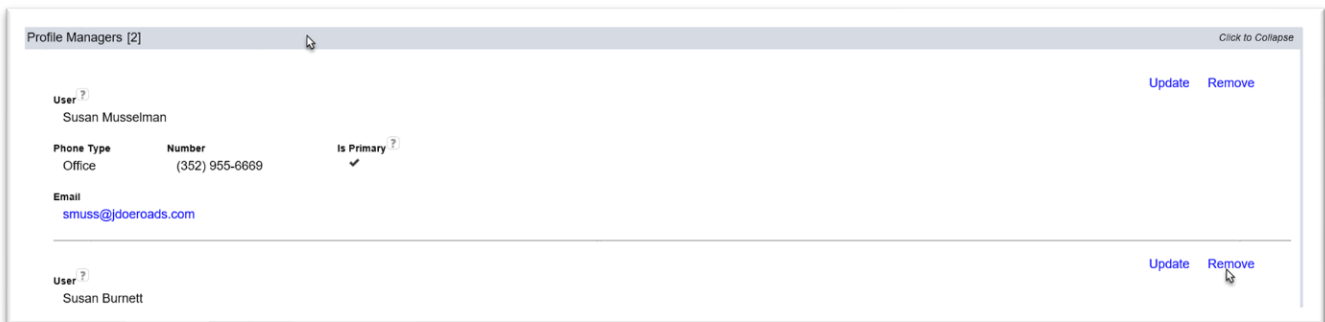
1. Click on the Profile Managers tab to expand it.
2. Select the Remove option associate with the profile manager you want to remove.

A Remove dialog box will appear.

3. Select the Remove option.

You will receive a message that the profile manager was successfully removed.

Delete Lab Profile Contact was successful

Chapter 3 – Contacts

The next tab on the laboratory profile is the contacts tab.

1. Click on the Contacts tab to expand it.

There are two different entries for Contacts: one for the contact person; and one for the lab manager. They can be the same person as the Laboratory Profile Manager or different people. The definition of each is described in the Introduction. The instructions for updating a contact is the same for both contacts. These fields are required fields. Because of this, you cannot remove either contact. You can update an existing contact's information or update a contact to a new person.

2. Select the Update option.

An Update dialog box will appear.
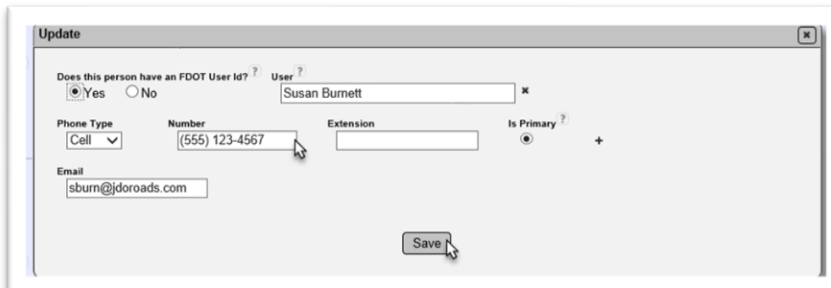
3. To update the contact information for an existing person, make the necessary changes and select the Save option.

4. To change this person to another person, you need to know if the new person has MAC access. The MAC Access indicator displays as "Does this person have an FDOT User Id?". That is slightly misleading. The person may have an FDOT User Id or an Internet Subscriber Account (ISA). If the person has either, select Yes. If they do not, select No.

5. If you select Yes, the User field will appear. Type in the first and last name of the user and MAC will review the account databases to return the account information for the user. Select the user from the returned list.

6. If you select No, the field changes from User to two fields, one for First Name and one for Last Name. Enter the contact's first and last names in the field.

7. Make additional changes to the data as needed.
8. Select the Save option.

You will receive a message that the contact was successfully updated.

Update Lab Profile Contact was successful

Chapter 4 – Locations

The locations tab records the laboratory's physical location and mailing address.

1. Click on the locations tab to expand it.

You will see an entry for physical location and mailing address. If you make changes to the physical location, MAC will notify the Coordinator. Changes to physical location for a laboratory usually results in an inspection to continue qualification. The system will provide a related warning and the entry will have a View History option showing the date the location was changed and the user who made the change.

2. Select the Update option to change the physical location or mailing address.

An Update dialog box will appear.

3. **Address Line 1** – Enter the physical address of the laboratory location.
4. **Address Line 2** – If there is additional address information enter it in address line 2, for example Suite Number or Box Number.
5. **City** – Enter the City where the laboratory is located.

6. **County** – If the laboratory is located in Florida, select the county where the laboratory is located. If another State is selected, this field defaults to Out of State.

7. **State** – This field defaults to Florida. If the laboratory is in another state, change the state from Florida to the appropriate state where the laboratory is located.

8. **Zip Code** – Enter the zip code where the laboratory is located.

9. **Country** – This field defaults to USA. If the laboratory is in another country, select the country where the laboratory is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.

10. **Mailing Address** – If the mailing address is the same as the Physical Address leave this box checked. If it is different, uncheck the box. The Mailing Address fields will then become avaialble. The instructions for updating the fields for the mailing address are the same as for the Physical Address.

11. Click on the Save icon to save the revisions to the adress.

If any required fields are left blank, the system will notify you of the missing required fields.

NOTE: The Coordinator is notified of changes to the physical address

The system will notify you that the update was successful.

Update Lab Profile Location was successful

Chapter 5 – Test Methods

Test methods are assigned to laboratories to track the test methods a laboratory has been accredited or approved to perform.

A. Requesting a New Test Method

You can request new test methods on your laboratory profile. Once the accreditation is received, request the test method as follows:

1. Click on the Test Methods tab to expand it.

The Test Methods and their statuses will appear. There are five possible test method statuses.
a. **Requested** – the test method has been requested by the Laboratory Profile Manager. The Coordinator may or may not perform an evaluation on the test method before changing the status.
b. **In Progress** – the test method has been added profile by the Coordinator. The Coordinator may or may not perform an evaluation on the test method before changing the status.
c. **Approved** – the Coordinator has approved the test method.
d. **Suspended** – the Coordinator has suspended the test method on the laboratory profile. If all test methods are suspended, the laboratory profile is automatically suspended. If the laboratory status is suspended, all test methods will be suspended.
e. **Inactive** – the Laboratory Profile Manager has indicated to the FDOT that the laboratory no longer wishes to be listed as qualified to perform a specific test method.

2. To request a new method be added with a status of In Progress, click on the Request Test Method option on the right side of the screen.

A Request Test Method dialog box will appear.
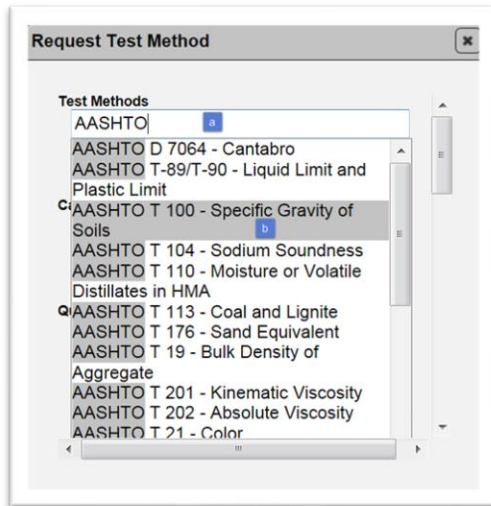
3. Enter the Test Method.
a. Begin typing the test method to perform a search on the test methods in MAC.
b. Select the appropriate entry from the list to populate the field. You may need to scroll down to select the correct test method

4. Select the appropriate material category.
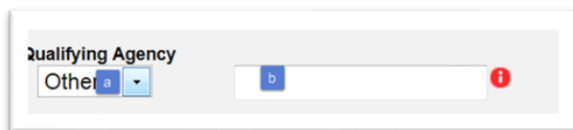
5. Select the qualifying agency.
a. If other is selected you will be required to provide a qualifying agency in the text field.
b. Type in the agency that accredited your laboratory in the test method. Contact the Coordinator of the managing district if you are unsure of what to use.
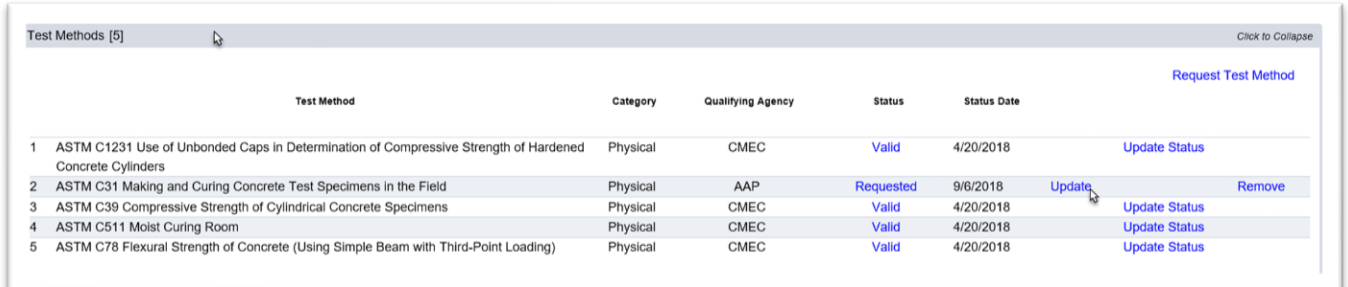
6. Click on the Save option to send the request to FDOT.

The system will notify you that the request was successful.

B. Updating the Qualifying Agency on an Existing Test Method
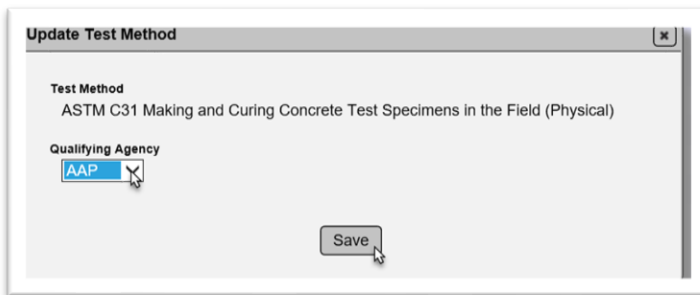
If the qualifying agency is incorrect, you can revise it if the status is requested. The Update option will not appear if the Coordinator has already processed the request to add the test method.

1. Click on the Test Methods tab to expand it.
2. Select the Update option next to the requested test method.

An Update Test Method dialog box will appear.

3. Revise the qualifying agency.
4. Click on the Save icon to make the revision.

The system wil notify you that the update was successful.

C. Removing Test Methods

The Laboratory Profile Manager can remove a requested test method before it is approved by the FDOT. Once a test method is approved, the Laboratory Profile Manager cannot remove the test method.

1. Click on the Test Methods tab to expand it.
2. Select the Remove option next to the requested test method.

A Remove dialog box will appear prompting you before the test method is removed.

3. Enter the reason you are removing the requested method.
4. Click on the Remove option to remove the requested test method from the Laboratory Profile.

You will receive a message that the test method was successfully removed.

Delete Lab Test Method was successful

D. Inactivating Test Methods

The Laboratory Profile Manager can inactivate a test method to notify the FDOT that laboratory no longer wishes to perform the test method. This inactivation may be temporary; for example, waiting to have equipment repaired or replaced. Or it can be permanent; for example, an associated laboratory will be the only laboratory performing that test method in the future.

Test Methods [5]   Click to Collapse

Request Test Method

	Test Method	Category	Qualifying Agency	Status	Status Date		
1	ASTM C1231 Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders	Physical	CMEC	Valid	4/20/2018		Update Status
2	ASTM C31 Making and Curing Concrete Test Specimens in the Field	Physical	AAP	Requested	9/6/2018	Update	Remove
3	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens	Physical	CMEC	Valid	4/20/2018		Update Status
4	ASTM C511 Moist Curing Room	Physical	CMEC	Valid	4/20/2018		Update Status
5	ASTM C78 Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading)	Physical	CMEC	Valid	4/20/2018		Update Status

1. Click on the Test Methods tab to expand it.
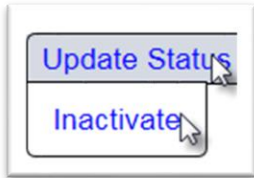
2. Select the Update Status option next to the test method you wish to inactivate.
3. Select the Inactivate the option.

An Inactivate dialog box will appear.

4. Enter a reason.
5. Select the Inactivate option.

You will receive a messsage the the test method was inactivated successfully.

E. Reactivating Inactive Test Methods

To reactivate a test method that you have inactivated, you must request the test method. Follow the instructions in A. Requesting a New Test Method to request a test method that you have inactivated be reapproved on your laboratory profile. The Coordinator may or may not inspect the facility before approving the test method.

Chapter 6 – Documents

Documents are often stored on a laboratory profile for both the profile manager and Department's use.

A.   Adding a Document

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

An Upload Document dialog box will appear.
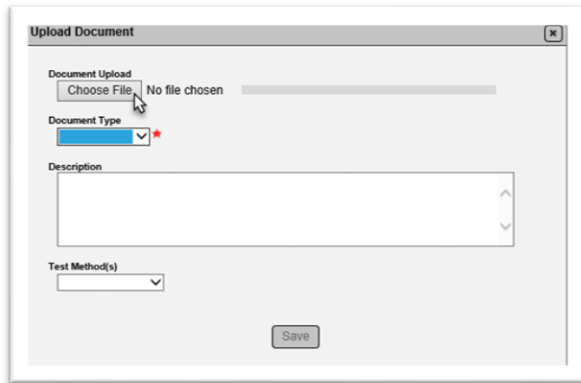
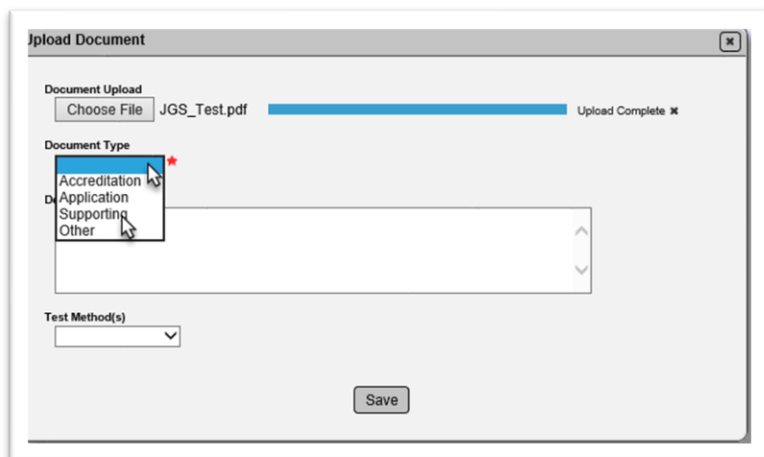3. Select the Choose File option.

An Open dialog box will appear.
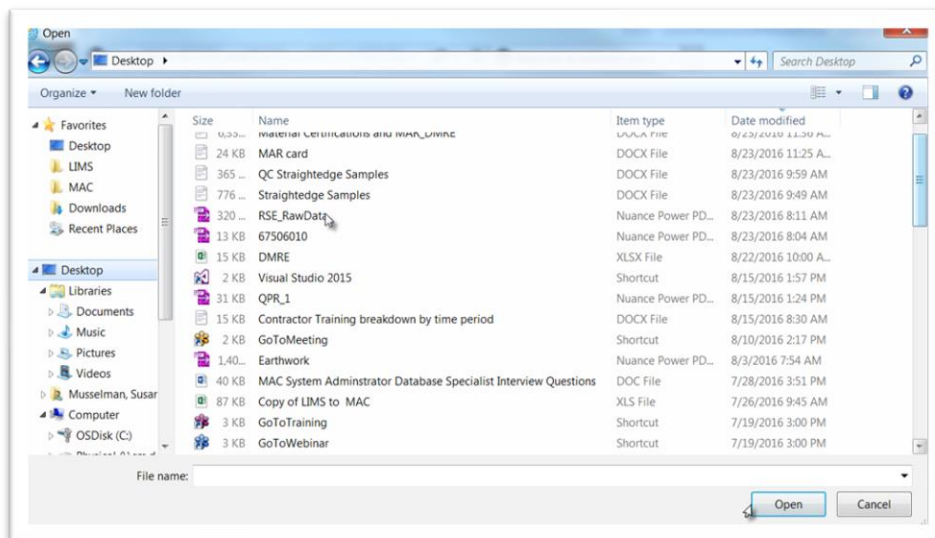
4. Navigate to the location where the document is stored.

5. Click on the document to select it.
6. Click on the Open option to upload the document.

The Upload Document dialog box will reappear with the file attached and upload progress at 100%.

7. Select the appropriate document type from the dropdown list.
8. Enter any comments about the doucment in the Description field.
9. The test methods field will be populated with the test methods assigned to the laboratory profile. Select the appropriate test mehtod from the dropdown field if the document is related to a specific test method.
10. Select the Save option to save the document.

You will receive a message that the document was successfully added.

Add Document to Lab was successful

B.   Viewing a Document

To view a document:
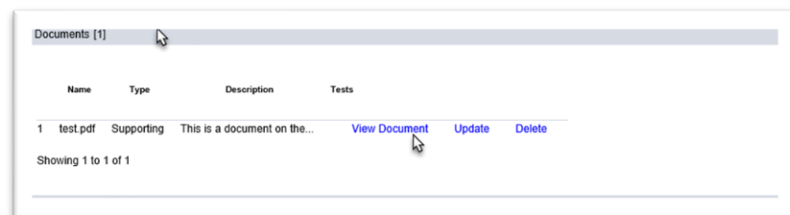
1. Click on the Documents tab to expand it.
2. Select the View Document option.

MAC will download the document. When the download is complete, a dialog box will appear.

> Do you want to open or save **test.pdf** (235 KB) from **mactest.fdot.gov**?   Open   Save ▼   Cancel   ✕
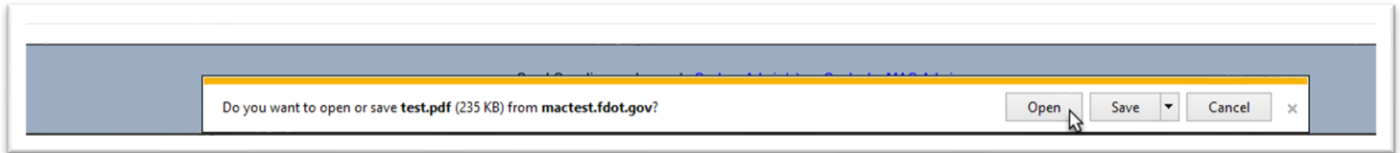
3. Select the Open option.

The document will be opened in a pdf format. You must have an application installed that reads pdf files.

C.   Updating Information about an Existing Document

You can use the Update option to update the document type, description or test method.
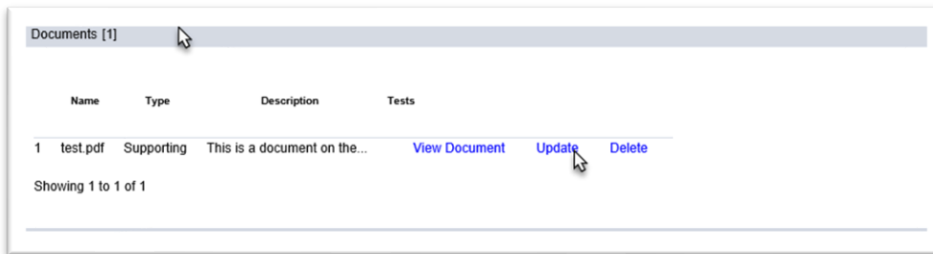
Documents [1]						
Name	**Type**	**Description**	**Tests**			
1 test.pdf	Supporting	This is a document on the...		View Document	Update	Delete
Showing 1 to 1 of 1						

1. Click on the Documents tab to expand it.
2. Select the Update option.

An Update dialog box will appear.

Update

Document Name
test.pdf

Document Type
Supporting ▾

Description
This is a document on the laboratory profile.

Test Method(s)
▾
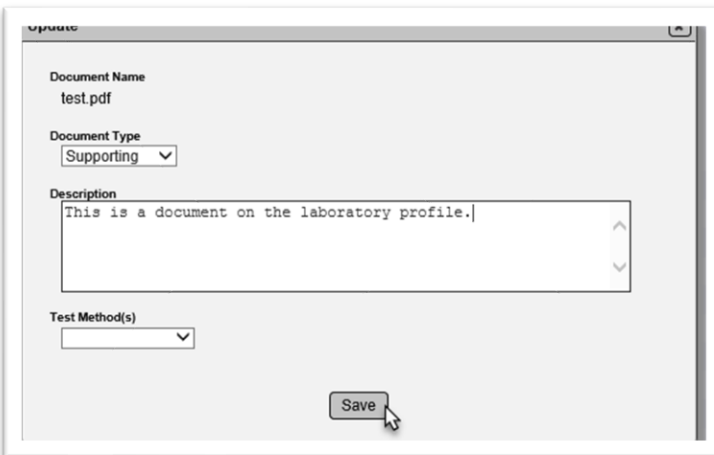
Save

3. Make any changes as desired.
4. Select the Save option.

You will receive a message that the document was successfully updated.

Update Lab Document was successful

D.   Deleting a Document

If you uploaded a document, you can delete it. If you did not, you may not have access to delete the document.

Documents [1]

	Name	Type	Description	Tests			
1	test.pdf	Supporting	This is a document on the...		View Document	Update	Delete

Showing 1 to 1 of 1
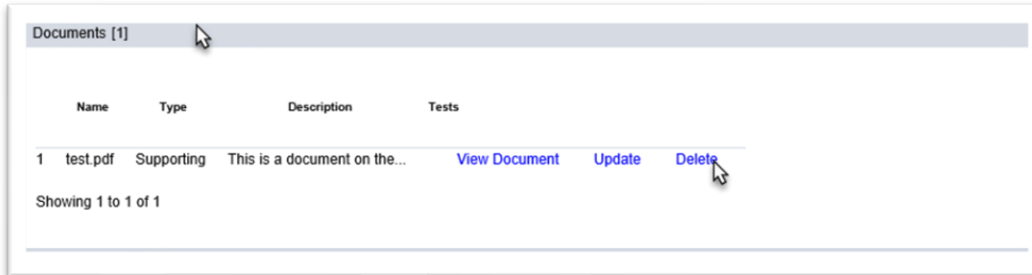
1. Click on the Documents tab to expand it.
2. Click on the Delete option.

A Delete dialog box will appear.

Delete   ⊠

Are you sure you want to delete this document?
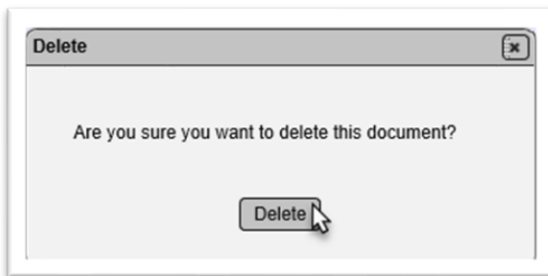
Delete

3. Select the Delete option.

You will receive a message that the document was deleted.

Delete Lab Document was successful

Chapter 7 – Comments and Responses

You can make comments on the laboratory profile.

A.   Adding a Comment

1. Click on the Comments tab to expand it.
2. Click on the New Comment option.

A New Comment dialog box will appear.
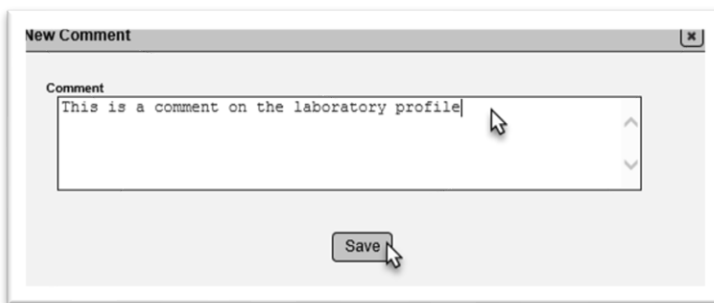
3. Enter the comment in the comment box.
4. Select the Save option.

You will receive a message that the comment was successfully created.

B.   Viewing a Comment

Comments are shown under the comments tab.

1. Click on the comments tab to expand it.
2. The comments default sorted from the oldest to the newest. If you wish to reorder, deselect the default.

C.   Adding a Response to a Comment

You cannot revise or delete someone else's comment. You can add a response to a comment.

1. Click on the comments tab to expand it.
2. Click on the Add Response option.

An Add Response dialog box will appear.
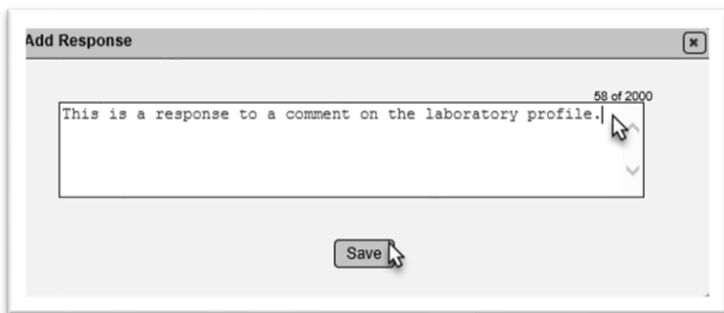
3. Enter the response in the response field.
4. Select the Save option.

You will receive a message that the response (comment) was successful.

D.   Updating a Comment or Response

The steps for updating and deleting comments and responses are the same. You may or may not be able to update or delete comments or responses. You cannot update or delete a comment with responses until the response has been update.

Comments [2]

Susan Musselman   [9/5/2018 10:19:09 AM]
This is a comment on the laboratory.

Susan Musselman   [9/5/2018 10:20:59 AM]
This is a response to a comment on the laboratory profile.
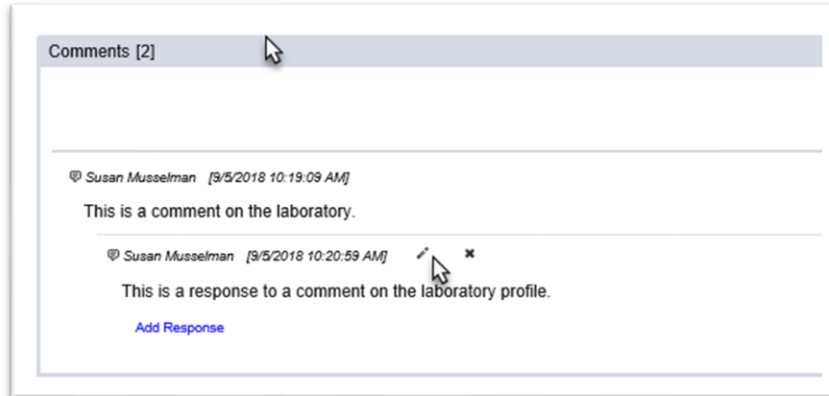
Add Response

1. Click on the Comments tab to expand it.
2. Select the Update pencil icon ( ).

An Update Comment/Response dialog box will appear.

Update Response

Comment   86 of 2000
This is a response to a comment on the laboratory profile
made by the profile manager.
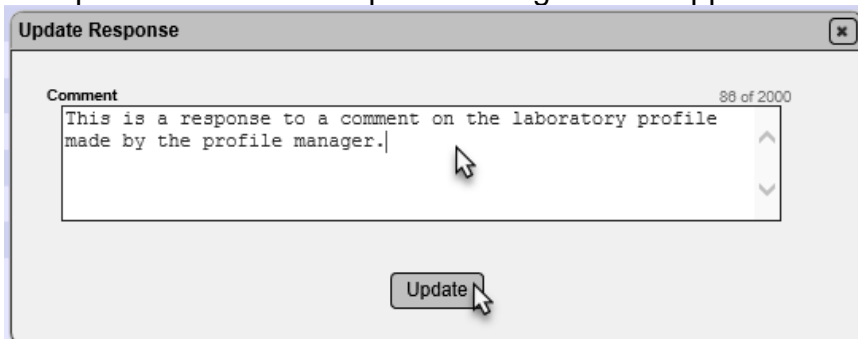
Update

3. Make updates to the comment or response.
4. Select the Update option.

You will receive a message that the comment or response was updated successfully.

Update lab Comment was successful

E.   Deleting a Comment or Response

1. Click on the Comments tab to expand it.
2. Select the Delete icon (✳).

A Remove Comment/Response dialog box will appear.
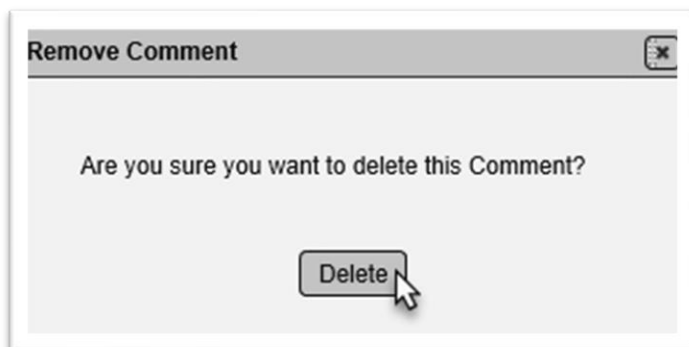
3. Select the Delete option.
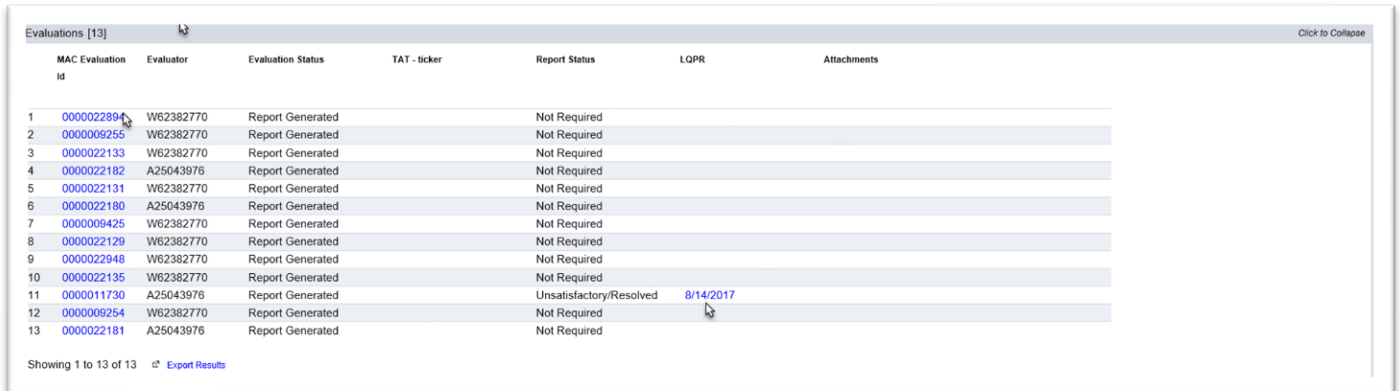
You will receive a message that the comment or response was removed successfully.

Chapter 8 – Evaluations

This tab includes both laboratory evaluations and IA evaluations that have the lab id on them. IA evaluations for field tests or IA proficiency evaluations will not appear on the Evaluations tab.

A.   Viewing Evaluations

1. Click on the Evaluations tab to expand it.
2. To navigate to the Laboratory Qualification Program Report (LQPR), select the date hotlink for the LQPR you wish to view.

The LQPR will be downloaded.
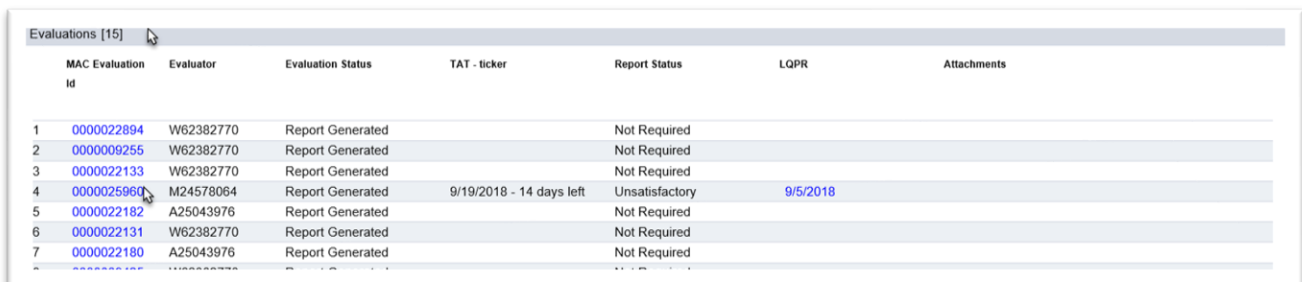
3. Select the Open option to view the LQPR.

The LQPR will be opened in pdf format.

B.   Responding to Unsatisfactory Evaluations

When an evaluation is unsatisfactory, the Laboratory Profile Manager must respond to the failing steps. The evaluations have a response turnaround time.

1. Click on the Evaluations tab to expand it.
2. Click on the Evaluation Id to be navigated from the laboratory profile to the evaluation.

You will be taken to the Evaluation screen. The response turnaround time will be identified on the top left of the tab. The Coordinator can revise the turnaround time based on responses if needed.

1. *Adding Comments to a Failed Step*

The first step is to make a comment on each failed step. Include detailed information on the actions being taken to respond to the failing step.

1. Click on the Failed Steps tab to expand it.
2. Select the Add Comment option.

An Add Comment dialog box will appear.

3. Describe the actions to be taken to address the failing step.
4. Select the Add option.

The comment will be added to the step. Additional comments can be made. The comment can be updated following or deleted following the instructions in Chapter 7 – Comments.

You will receive a message that the comment was successfully added.

Add Comment To Checklist Response was successful

2.   *Adding Documents to the Failed Step*

You may also add backup documentation for the comments. Some types of documentation might be an invoice for a repair part, an inspection report, raw data worksheets, etc.
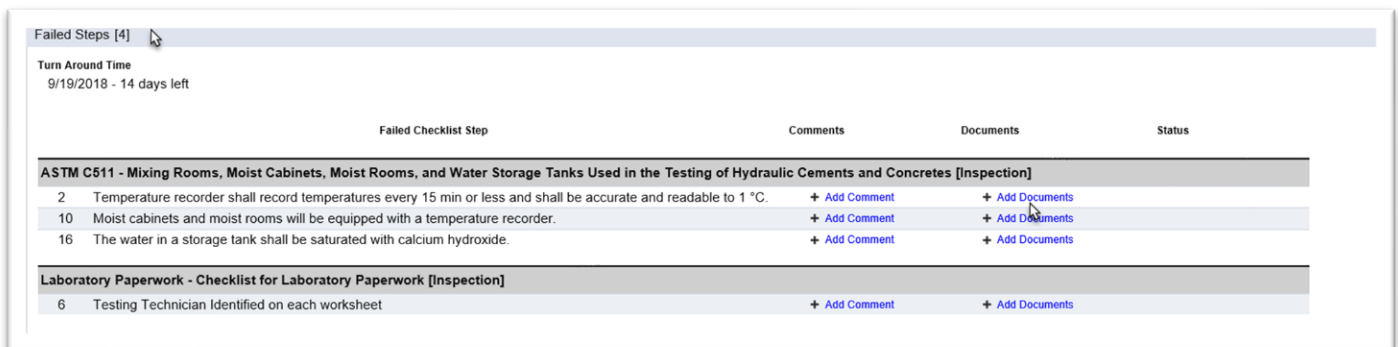
1. Click on the Failed Steps tab to expand it.
2. Select the Add Documents option.

An Add Documents tab will appear.
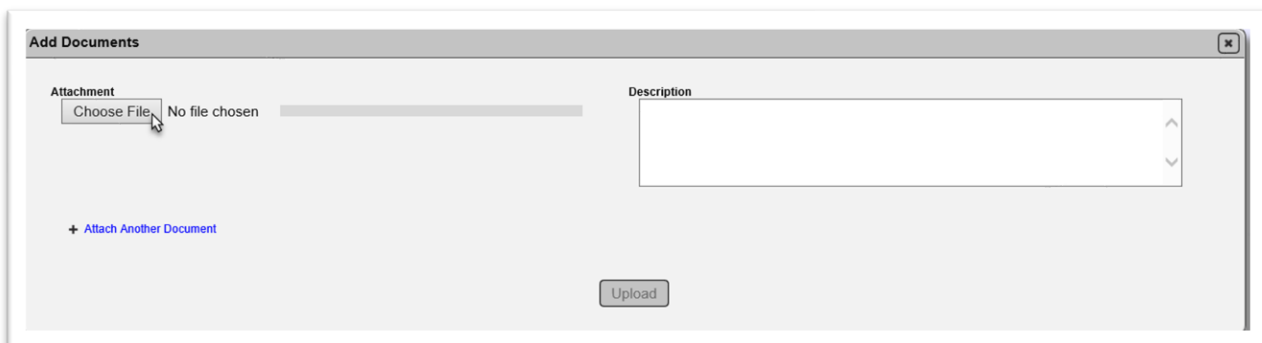
3. Select the Choose File option.

An Open dialog box will appear.
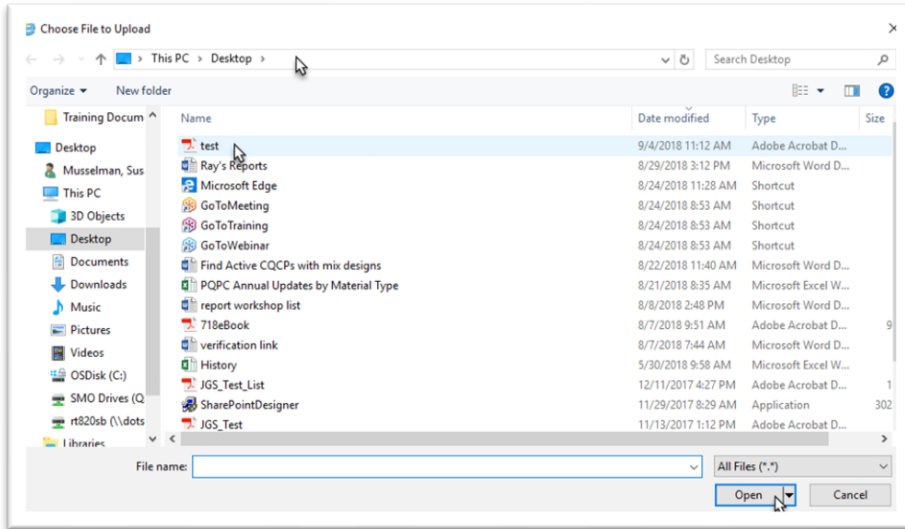
4. Navigate to the file location.
5. Select the file.
6. Select the Open option.

The dialog box will reappear with the document upload at 100%.
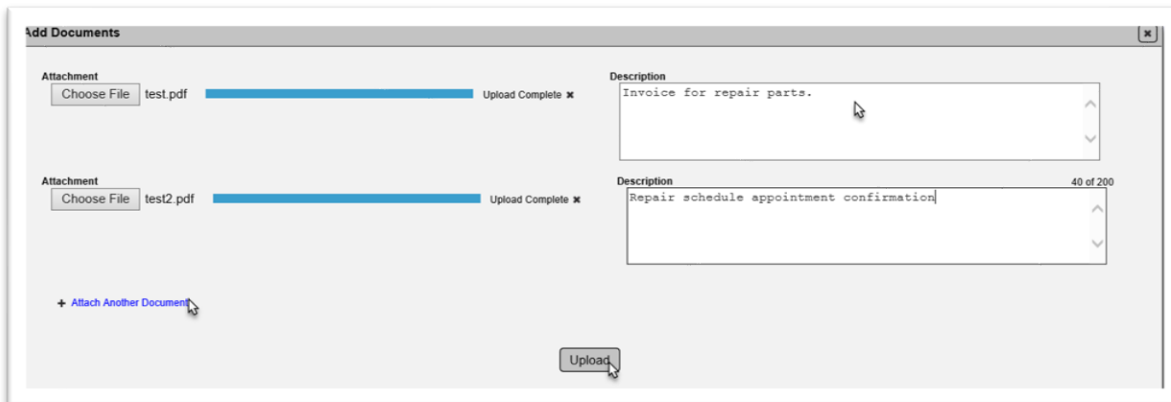
7. Enter a description of the document in the Description field.
8. If you wish to add more documents, select the Attach Another Document option.
9. Repeat steps 4 – 7 for each document.
10. Select the Upload option.

You will receive a message that the document was uploaded successfully.

Add Document to Checklist Response was successful

C.   Reviewing Failed Steps on Past Evaluations

When a laboratory is inspected under the Lab Qualification Program and receives an Unsatisfactory LQPR, the accrediting agency may wish to review the steps the laboratory personnel took to receive a satisfactory LQPR. The Failed Steps tab that is active during the resolution of the unsatisfactory QPR disappears once a satisfactory LQPR is generated. A new tab appears on the evaluation – Failed Steps History. This can be shown to the accrediting agency during the inspection.

1. Click on the Failed Steps History tab to expand it.
2. Review the information with the accrediting agency inspector.

Chapter 9 – Lab History

In MAC, major changes to the laboratory profile are listed under the Lab History tab.

To view the laboratory history, click on the tab to expand it. You may need to use the scroll bar to view the entire list.