



# Florida Department of TRANSPORTATION

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## Lab Coordinator Program Maintenance User Manual

July 26, 2024

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### **Who is the FDOT Laboratory Coordinator?**

The FDOT Laboratory Coordinator is a person working for the District Materials and Research Office (DMRO) or the State Materials Office (SMO) who manages the Laboratory Qualification Program requirements. The SMO Laboratory Coordinator reviews laboratories that are qualified by the SMO; for example, laboratories that perform chloride content or bearing pad testing.

### **Who is the Program Maintenance User?**

The Laboratory Coordinator's system role in MAC is the Program Maintenance User (PMU) role. Other users with the PMU role are Independent Assurance Evaluators, QC Program Coordinators, Earthwork Records System (ERS) PMUs and Final Project Materials Certification personnel.

### **Who is the Laboratory Manager?**

The Laboratory Manager is a person working for the laboratory responsible for maintaining the Laboratory Qualification Program status. The Laboratory Manager may also serve as the contact Person and/or the Laboratory Profile Manager or Company Profile Manager.

### **Who is the Contact Person?**

The Contact Person is the person listed on the Laboratory Qualification Program List of Qualified Labs. This is the person the laboratory's company designates as the contact for anyone wishing to contact the laboratory.

### **Who is the Laboratory Profile Manager?**

This is the person in the laboratory's company who has access to MAC and maintains the laboratory's profile in the system.

### **Who is the Company Profile Manager?**

This is the person in the company who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Laboratory Profile Manager.

## Chapter 1 – Creating a New Laboratory Profile from an Application

### A. Creating a Laboratory Profile

For a laboratory to appear on the **Qualified Laboratory Listing**, new laboratories must submit a laboratory qualification application to the DMRO or SMO. You use this application to create the laboratory profile. Before you create the laboratory profile, you may need to work with a District Application Coordinator (DAC) or System Administrator to ensure users have access to MAC and the company profile for the company that the laboratory belongs to has been created in MAC. This is because to create a laboratory profile, the company profile and laboratory profile manager must already exist in MAC before you will be allowed to create a laboratory profile.

After reviewing the application in accordance with [Materials Manual Section 5.7 Volume 1](#), the Lab Coordinator creates the laboratory profile in MAC.



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

You will be navigated to the Laboratory Profile screen.



3. Select the Create Lab Profile option.

The screen will update with fields to create a Lab Profile.

A screenshot of the Lab Profile creation form. It contains two main input fields. The first field is labeled 'Lab ID' with a question mark icon and contains the text 'A0888'. A blue circle with the number '4' is overlaid on this field. The second field is labeled 'Company' with a question mark icon and contains the text 'John Doe'. A blue circle with the number '5' is overlaid on this field. Below the 'Company' field, a dropdown list is visible, showing 'John Doe Roads & Bridges, Inc.' as a selectable option. A red star icon is located to the right of the 'Company' field.

4. **Lab ID** – Enter FDOT unique Lab Identifier.
5. **Company** – Enter the company name and select an entry from the returned list. You must select to populate the field even if there is only one returned result.

New fields will appear for additional Lab Information.

The screenshot shows a form titled 'Additional Lab Information'. It contains the following fields and callouts:

- Lab ID ?**: Text input with value '12345'.
- Company ?**: Text input with value 'ABC Producers'.
- Description ?**: Large text area with callout **6**.
- Managing District ?**: Dropdown menu with callout **7** and a red star.
- Levels ?**: Radio buttons for 'QC' (checked) and 'VT' with callout **8**.
- Request Submitted By ?**: Text input with callout **9**.
- Request Submitted Date ?**: Date input with callout **10**.
- Renewal Date**: Date input with callout **11**.

**6. Description** – this is an optional field that can be used to add additional information about the laboratory, such as the company's lab id or other identifying information.

**7. Managing District** – select the District inspecting and managing the laboratory's qualification from the dropdown.

**8. Levels** – Select the appropriate levels of testing, QC or VT. If a laboratory performs both QC and VT, select both levels. This information is used to determine the inspection frequency.

**9. Request Submitted By** – Enter the name of the person who submitted the application to the FDOT.

**10. Request Submitted Date** – Enter the date the application was submitted to the FDOT.

**11. Renewal Date** – this date field is optional and is used by MAC to send a reminder to the laboratory profile manager if the profile has not been updated within the time frame from the renewal date (typically one year). If you want MAC to send the laboratory profile manager a reminder, enter the date the reminder should be sent in this field.

### Profile Manager

You cannot create a new laboratory profile without a laboratory profile manager.

The screenshot shows the 'Profile Manager' form with the following fields and callouts:

- User ?**: Dropdown menu with callout **1** and a red star.
- Phone Type**: Dropdown menu with callout **2** and a red star.
- Number**: Text input with callout **3** and a red star.
- Extension**: Text input with callout **4**.
- Is Primary ?**: Radio button with callout **6**.
- +**: Plus sign button with callout **5**.
- Email**: Text input with callout **7** and a red star.

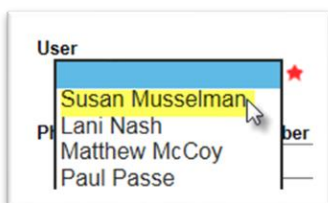
**1. User** – The laboratory profile manager must:

- Have an active FDOT User Id account or an ISA.
- Be assigned to the company profile Users tab (an existing user).

c. Be assigned the role of Facility Profile Manager on the Company Profile User(s) tab.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Chang Wang	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Update	Remove User from Company
Jennifer Murray	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Update	Remove User from Company
Lani Nash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Update	Remove User from Company
Preeti Zutshi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Update	Remove User from Company
Rashmi Jawale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Update	Remove User from Company
Susan Musselman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Update	Remove User from Company

Showing 1 to 6 of 6



To assign the user as laboratory profile manager, select the user from the dropdown. If the user is not there, contact the DAC to have a new user assigned to the profile with the facility profile manage role or have an existing user assigned the role.

2. **Phone Type** – select Office, Cell or Fax.

**NOTE:** MAC wil allow more than one of the same phone type.

3. **Number** – enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

4. **Extension** – if an extension is included as part of the phone number, enter it here.

5. **+** – If more than one phone number is needed, click on the + option to add another phone number

6. **Is Primary** – if additional numbers are provided, select the Is Primary option to designate which is the primary number.

7. **Email** – enter an email for the laboratory profile manager.

### Contact Person

The contact person does not have to have MAC access. The contact person may or may not have a valid FDOT account; either an FDOT User Id or an Internet Subscriber Account (ISA).

1. **Does this person have an FDOT User Id?** – select Yes if the person has an FDOT User Id or an ISA.

2. **User** – enter the user name. Select the user from the returned list.

**Contact Person**

Does this person have an FDOT User Id? <sup>?</sup>  
☐ Yes ☒ No <sup>3</sup>

First Name <sup>4</sup> Last Name <sup>5</sup>

Phone Type <sup>6</sup> Number <sup>7</sup> Extension <sup>8</sup> Is Primary? <sup>10</sup> + <sup>9</sup>

Email <sup>11</sup>

3. **Does this person have an FDOT User Id?** – select No if the person does not have an FDOT User Id or an ISA. The User field will change to two fields for first and last name.

4. **First Name** – enter the contact's first name. Select the user from the returned list.

5. **Last Name** – enter the contact's last name.

Phone Type <sup>6</sup> Number <sup>7</sup> Extension <sup>8</sup> Is Primary? <sup>10</sup> + <sup>9</sup>

Email <sup>11</sup>

6. **Phone Type** – select Office, Cell or Fax.

7. **Number** – enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

8. **Extension** – if an extension is included as part of the phone number, enter it here.

9. **+** – If more than one phone number is needed, click on the + option to add another phone number

10. **Is Primary** – if additional numbers are provided, select the Is Primary option to designate which is the primary number.

11. **Email** – enter an email for the contact person.

### Lab Manager

The lab manager does not have to have MAC access. The lab manager may or may not have a valid FDOT account; either an FDOT User Id or an Internet Subscriber Account (ISA). The instructions for completing the lab manager information is the same as shown above for the contact person, except if the lab manager and the contact person are the same, there is an indicator for that.

Lab Manager ☐ Same as Contact Person <sup>1</sup>

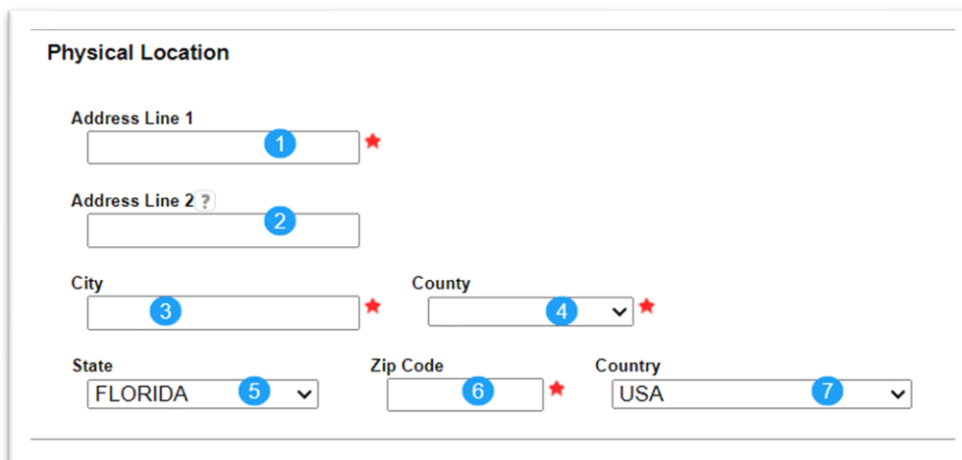
Does this person have an FDOT User Id? <sup>?</sup>  
☒ Yes ☐ No

User? <sup>?</sup> Start typing user name to get list of users <sup>?</sup>

1. **Same as Contact Person** – if the contact person and the lab manager are the same person, select the indicator.

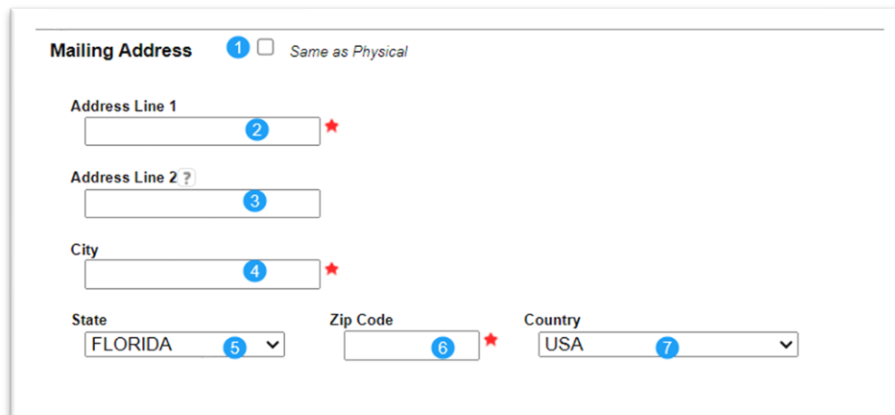
2. If they are not the same person, provide the information as described above.

## Physical Location

A screenshot of a 'Physical Location' form. It contains several input fields: 'Address Line 1' (text box with a red star), 'Address Line 2' (text box with a question mark icon), 'City' (text box with a red star), 'County' (dropdown menu with a red star), 'State' (dropdown menu showing 'FLORIDA'), 'Zip Code' (text box with a red star), and 'Country' (dropdown menu showing 'USA'). Each field is numbered with a blue circle: 1 for Address Line 1, 2 for Address Line 2, 3 for City, 4 for County, 5 for State, 6 for Zip Code, and 7 for Country.

1. **Address Line 1** – enter the physical address of the laboratory location.
- b. **Address Line 2** – if an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Address Line 1.
- c. **City** – enter the City where the laboratory is located.
- d. **County** – if the laboratory is located in Florida, select the county where the laboratory is located. If a state other than Florida is selected, this field defaults to Out of State.
- e. **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.
- f. **Zip Code** – enter the zip code where the laboratory is located.
- g. **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.

## Mailing Address

A screenshot of a 'Mailing Address' form. At the top, there is a checkbox labeled 'Same as Physical' with a blue circle containing the number 1 next to it. Below this are the same input fields as the Physical Location form: 'Address Line 1' (text box with a red star), 'Address Line 2' (text box with a question mark icon), 'City' (text box with a red star), 'State' (dropdown menu showing 'FLORIDA'), 'Zip Code' (text box with a red star), and 'Country' (dropdown menu showing 'USA'). Each field is numbered with a blue circle: 2 for Address Line 1, 3 for Address Line 2, 4 for City, 5 for State, 6 for Zip Code, and 7 for Country.

1. **Same as Physical** – if the mailing address and physical address are the same, click on the Same as Physical check box. MAC will complete the rest of the information based on the information provided in Physical Address.
2. **Address Line 1** – enter the mailing address of the laboratory location.



3. **Address Line 2** – if an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Address Line 1.
4. **City** – enter the City for the laboratory's mailing address.
5. **State** – this field defaults to Florida. If the laboratory's mailing address is in another state, change the state from Florida to the appropriate state.
6. **Zip Code** – enter the zip code for the laboratory's mailing address.
7. **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.

### Create Profile

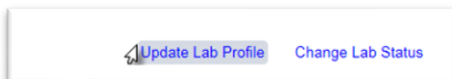


1. Select the the Create option at the bottom of the page.

If any missing required fields are not provided an error message listing the required fields will appear and the required fields in each section will be highlighted in red.

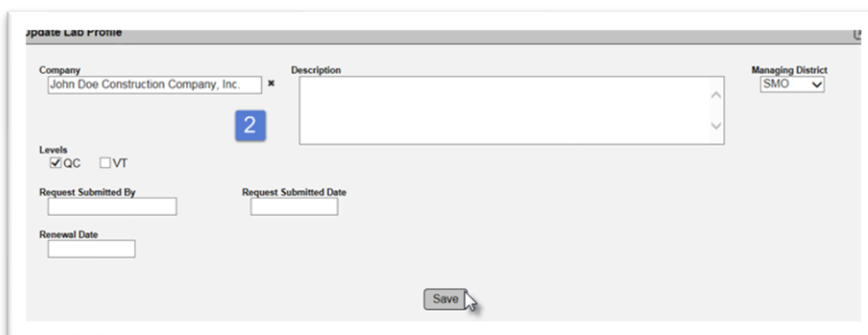


### B. Revising an Existing Laboratory Profile



1. Select the Update Lab Profile option.

An Update Lab Profile dialog box appears.



**Update Lab Profile**

Company: John Doe Construction Company, Inc. ✖

Description: [Text Area]

Managing District: SMO ▼

Levels: ☒ QC ☐ VT

Request Submitted By: [Text Field]

Request Submitted Date: [Text Field]

Renewal Date: [Text Field]

Save

2. Make changes as needed.
3. Select the Save option.

**NOTE:** If there is one or more test methods designated with SMO as the accrediting agency, the Managing District cannot be updated from SMO to any other district. Contact SMO if you need to revise the Managing District and it is set to SMO.

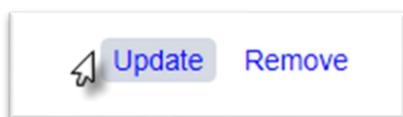
**NOTE:** Laboratories are listed on the company profile under the Facilities Tab and the Labs subtab.

Facilities [3]			Click to Collapse
Labs [1]			Click to Collapse
	Location	Description	Profile Managers
10999	Hometown, FLORIDA		Paul Passe, (555) 111-5555, <a href="mailto:ppassee@jdoeconst.net">ppassee@jdoeconst.net</a> Susan Musselman, (555) 111-2222, <a href="mailto:smuss@jdoeconst.net">smuss@jdoeconst.net</a>
Showing 1 to 1 of 1			

**NOTE:** Do not change the company name on the lab profile for a company name change or a buyout. If the name is incorrect, it is okay to revise it to the correct company. If the company is legally changing names or another company is buying it, coordinate with the State Materials Office Laboratory Coordinator and a system administrator. Changing the company name impacts child records, such as samples, Contractor Quality Control Plans and lab evaluations.

### C. Updating an Existing Profile Manager

**NOTE:** The LQP Coordinator should not update existing laboratory profile manager information. This is the responsibility of the Company Profile Manager. The functions described here should not be used except for emergency situations.



1. Select the Update option.

An Update dialog box appears.

A dialog box titled 'Update' with a close button in the top right corner. It contains the following fields: a 'User' dropdown menu with 'Susan Musselman' selected; a 'Phone Type' dropdown menu with 'Office' selected; a 'Number' text box containing '(555) 111-2222'; a blue square icon with the number '2'; an 'Extension' text box; an 'Is Primary' radio button which is selected; and an 'Email' text box containing 'smuss@dot.com'. A 'Save' button is located at the bottom right of the dialog box.

2. Make changes to the data as described in Adding a Profile Manager.
3. Select Save to save the changes.

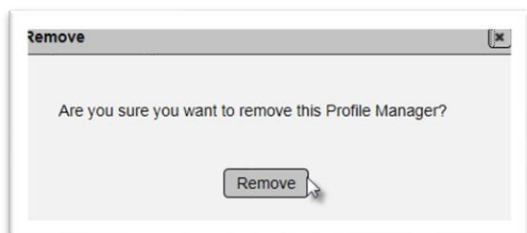
#### D. Removing an Existing Profile Manager

**NOTE:** The LQP Coordinator should not remove the existing Laboratory Profile Manager. This is the responsibility of the company profile manager. The functions described here should not be used except for emergency situations.



1. Select the Remove option.

An Remove dialog box appears asking if you're sure you want to remove the profile manager.



2. Select Remove to remove the laboratory profile manager.

**NOTE:** You will not have the option to remove a Laboratory Profile Manager if only one exists on the profile.

#### E. Updating or Deleting an Existing Contact Person or Lab Manager

The LQP Coordinator should not update or delete the existing contact person or lab manager. It is the responsibility of the Laboratory Profile Manager to update or delete this information. Since a contact person or lab manager is required, the entry cannot be deleted. However, it can be updated to a different person by selecting the Update option and revising the data, including the person listed as contact person or lab manager, if needed.

#### F. Updating the Location Information

The LQP Coordinator should not update the location information. The Laboratory Profile Manager is responsible for maintaining the location information. Because changing the physical location of a laboratory will result in warning to the laboratory profile manager, the LQP Coordinator should not update the location information, even in an emergency.

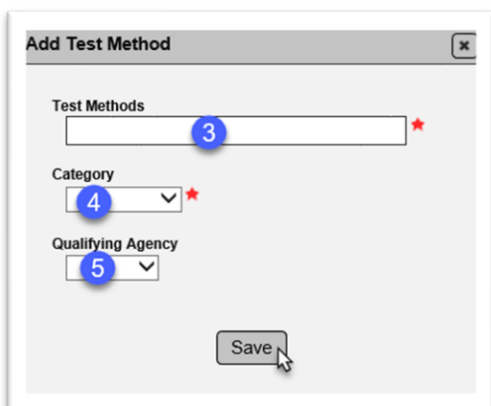
## Chapter 2 – Adding Test Methods

Once the laboratory profile has been created, you need to add the test methods to the laboratory profile.



1. Click on the Test Method(s) tab to expand it.
2. Select the Add Test Method option.

The Add Test Method dialog box appears.



3. **Test Methods** – enter the Test Method code and select it from the returned list. Continue selecting until all test methods with the same category and qualifying agency are listed.

**NOTE:** Separate entries must be made if the category and/or qualifying agency is different.

- 4 **Category** – select a category from the dropdown.
5. **Qualifying Agency** – select the Qualifying Agency from the dropdown. Available selections are AAP, CMEC, AMRL, Other. If Other is selected, you must provide a descriptive term for the accrediting agency. Examples are NTPEP and the State Materials Office.
6. Select the Save option.
7. Repeat for all test methods.

For information on test method statuses, see Chapter 7, [A. Revising the Status of a Test Method](#)

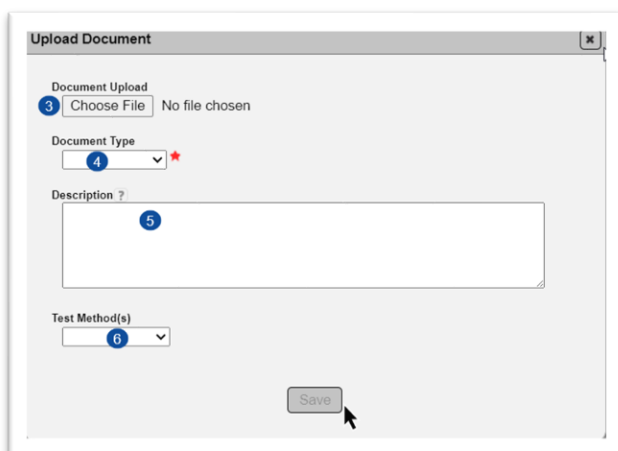
## Chapter 3 – Documents and Comments

### A. Adding Documents to a Laboratory Profile



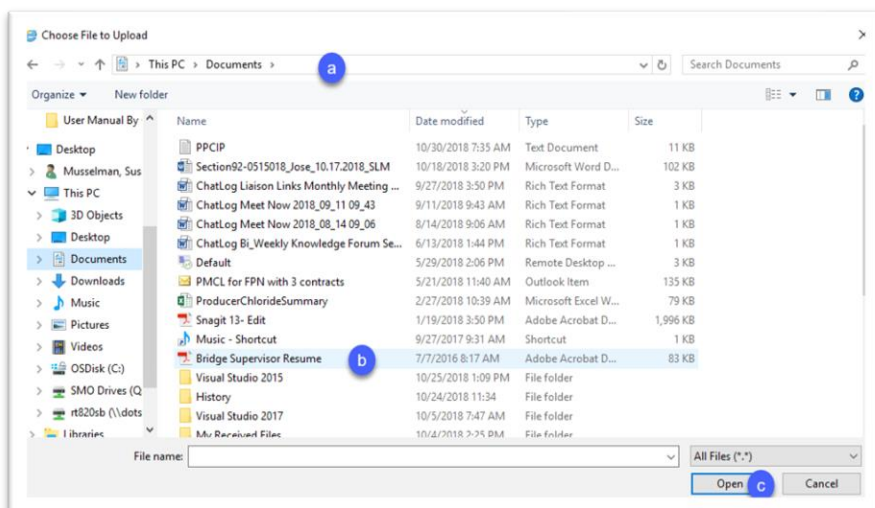
1. Click on the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box appears.



3. Select the Choose File option.

An Open dialog box will appear to navigate to the file you wish to upload.



- a. Navigate to the location where the file is stored.
- b. Select the file you wish to upload.
- c. Select the Open option.

The Upload Document dialog box reappears.

4. **Document Type** – select the appropriate document type from the dropdown.

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

6. **Test Method(s)** – select one or more of test methods if the document pertains to test methods.

7. Select the Save option.

The document will be uploaded to MAC. The Upload Document dialog box will reappear. Continue to complete the fields as follows.

## B. Viewing a Document

To view a document any user has uploaded to the laboratory profile:

Name	Type	Description	Tests	
list.pdf	Accreditation	This is a document relate...	ASTM C39	<a href="#">View Document</a> <a href="#">Update</a> <a href="#">Delete</a>

1. Select the View Document option.

Open the downloaded file according to the browser you are using. The document will be opened in the file format in which it was saved; for example, pdf.

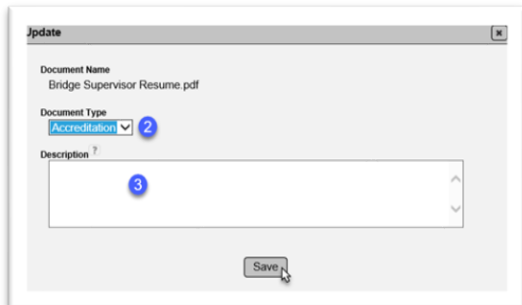
## C. Updating a Document

You can update the description of a document you uploaded to the laboratory profile. You cannot update the description of a document someone else uploaded.

ation	This is a document relate...	ASTM C39	<a href="#">View Document</a> <a href="#">Update</a> <a href="#">Delete</a>
-------	------------------------------	----------	---

1. Select the Update option.

An Update dialog box appears.



The screenshot shows an 'Update' dialog box with the following fields:

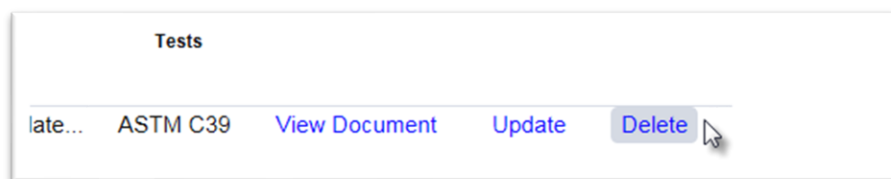
- Document Name:** Bridge Supervisor Resume.pdf
- Document Type:** Accreditation (indicated by a blue circle with the number 2)
- Description:** (indicated by a blue circle with the number 3)
- Save:** A button at the bottom right.

2. **Document Type** – revise the Document type, if applicable, by clicking on the dropdown.

3. **Description** – revise the description, if needed.

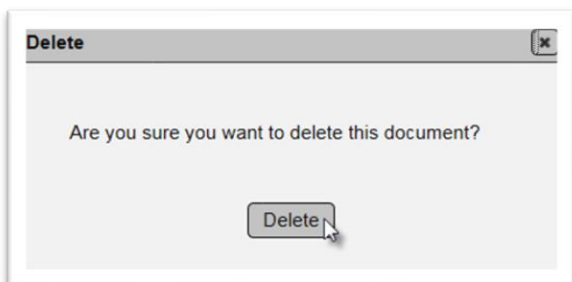
4. Select Save to save the changes.

#### D. Deleting a Document



1. Select the Delete option.

A Delete Document dialog box appears.



2. Select the Delete option to delete the document.

#### E. Adding a Comment

If you wish to add a comment to the laboratory profile:



1. Select the New Comment option.

A New Comment dialog box appears.

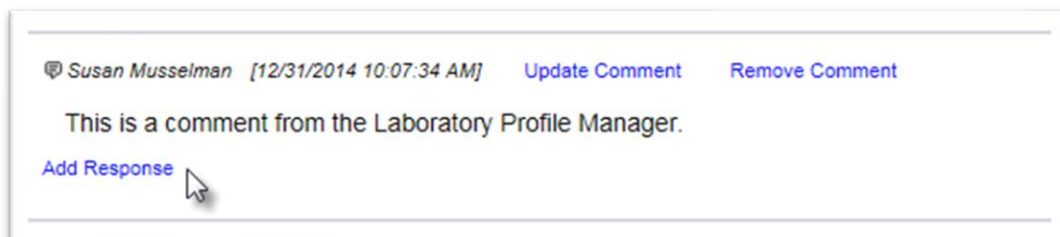


2. Type in your comment.

3. Select the Save option.

## F. Responding to a Comment

As Laboratory Coordinator, you may need to respond to a comment on a laboratory profile that was submitted by the laboratory profile manager.



1. On the comment you wish to respond to, Select the Add Response option.

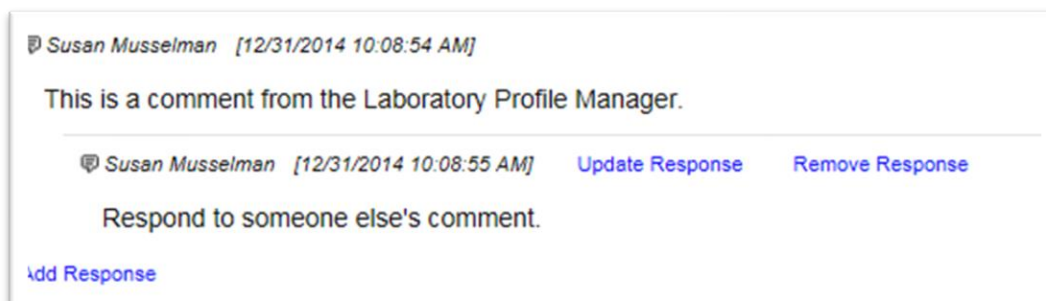
An Add Response dialog box appears.



2. Enter your response to the original comment.

3. Select the Save option.

A response to a comment looks like this in MAC.

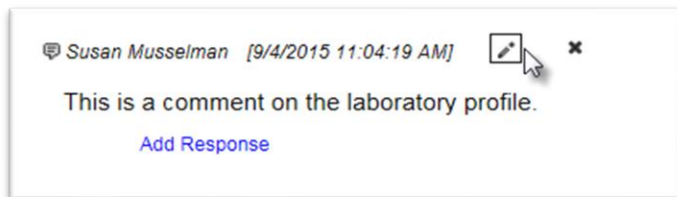



## G. Updating a Comment or Response

You can update a comment or response that you entered on a laboratory profile. You cannot update comments and responses made by others.

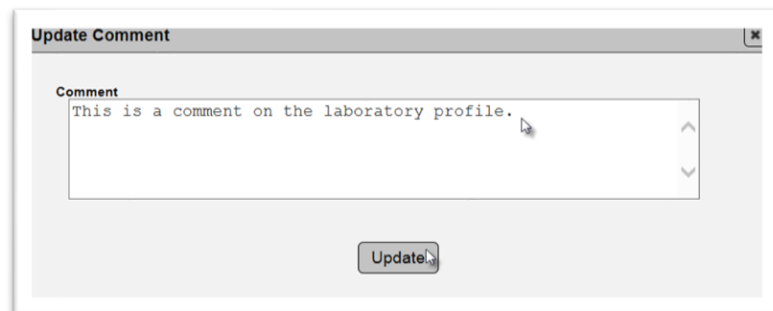


To update a comment or response:



1. Click on the Update option (  ) to select it.

An Update Comment (or Update Response) dialog box appears.



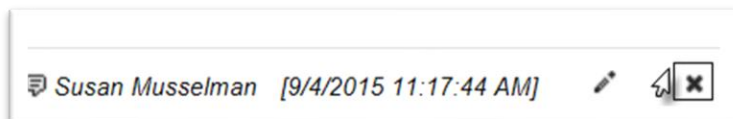
2. Revise the comment or response, as needed.


3. Select the Update option.

#### H. Deleting a Comment or Response

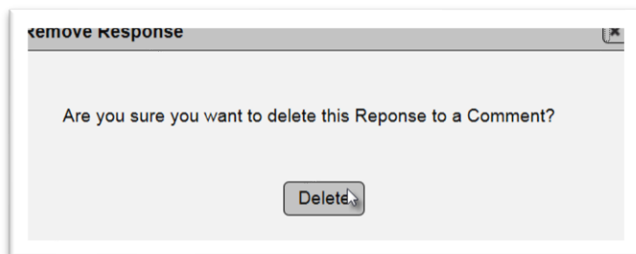
You can delete a comment or response that you entered on a laboratory profile. You cannot delete comments and responses made by others.

To delete a comment or response:



1. Click on the Delete option (  ) to select it.

A Remove Comment (or Remove Response) dialog box appears.



2. Select the Delete option.

## Chapter 4 – Performing a Laboratory Evaluation

### A. Checklists

Lab Evaluators can enter data in MAC directly if they have a device with internet connectivity. The reports can also be printed so that the evaluation can be documented manually, and the results entered when you return to the office. If the evaluation is conducted using hard copy checklists, the completed checklists should be attached to the evaluation record in MAC. If you wish to do this, you must first create the evaluation record in MAC, generate the checklists, and then print the checklists. Later, when the checklists are completed manually, return to the evaluation record and enter the results on the evaluation record. To print the checklists, see Section C, [Printing Multiple Checklists](#).

### B. Creating an Evaluation



1. Select the Evaluations menu option.
2. Select the Evaluations sub menu option.

You will be taken to the Evaluations screen.



3. Select the Create Evaluation option.

A Create Evaluation dialog box appears.



4. Select Lab Evaluation.

New fields appear.

The screenshot shows the 'Create Evaluation' form with the following fields and callouts:

- 5**: Evaluation District (dropdown menu)
- 6**: Lab Being Evaluated (text field)
- 7**: Evaluator (text field)
- 8**: Checklist Categories (dropdown menu)
- 9**: Checklist Types (radio buttons for Equipment, Inspection)
- 10**: Checklists (list of checkboxes for various ASTM standards)
- 11**: Comment (text area)
- 12**: Supporting Document (Choose File button)
- 13**: Description (text field)
- 14**: Add Another Document (link)

A blue callout box points to the 'Checklist Categories' dropdown and the list of checklists, stating: "Checklists are based on the Category".

5. **Evaluation District** – enter the district of the Lab Coordinator performing the evaluation.
6. **Lab Being Evaluated** – enter the FDOT Lab Id of the lab.
7. **Evaluator** – enter the Name or TIN of the person performing the evaluation.
8. **Checklist Categories** – select the checklist category or categories from the dropdown. You may select more than one.
9. **Checklist Types** – select from the following:
- Equipment** – if you are evaluating the lab's equipment
  - Laboratory** – if you are evaluating the lab.
  - Equipment and Laboratory** – if you are evaluating the lab and it's equipment.
  - Non-LQP** – if you are evaluation an SMO accredited lab not under the LQP. Selecting this option will remove equipment and laboratory.

**NOTE:** These may not all display depending on the laboratory selected in field #6.

10. **Checklists** – select the checklists you want to use in the evaluation. If you are going to use them all, select the Select All option.

11. **Comment** – enter any comments about the evaluation. These comments will not appear on the Laboratory Qualification Program Report (LQPR).
12. **Document** – select the Chose File option to upload a document. Follow the instructions in Chapter 3, [A. Adding Documents to a Laboratory Profile](#).
13. **Description** – enter a description of the document, if desired.
14. **+ Add Another Document** – if you wish to add more documents, select the + to repeat the steps and add additional documents.
15. Select the Save option.

### C. Performing the Evaluation

Now that you have created the evaluation record, you can perform the evaluation by completing the checklist(s) attached. You may complete the checklists one at a time or complete multiple checklists at once.

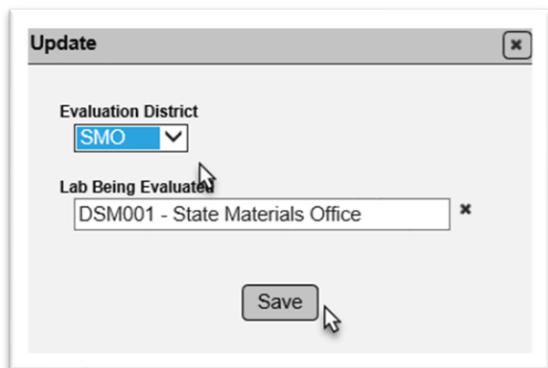
#### ***Updating the Evaluation Record***

If you entered the wrong Lab Id or evaluation district, you can change it by using the Update option.



1. Select the Update option.

An Update dialog box appears.



2. Make changes to the district, Lab Id or both as needed.
3. Select the Save option.

**NOTE:** This **cannot** be changed once the LQPR is generated ([D. Generating the Laboratory Qualification Performance Report \(LQPR\)](#))

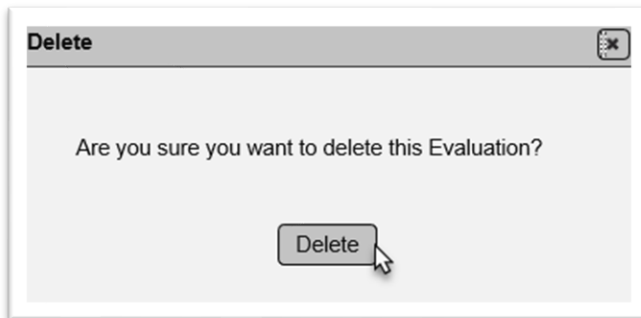
## Deleting an Evaluation Record

If you need to delete a record you can use the delete option. You cannot delete a record if the LQPR has been generated. The delete option will not appear if the LQPR has been generated.



1. Select the Delete option.

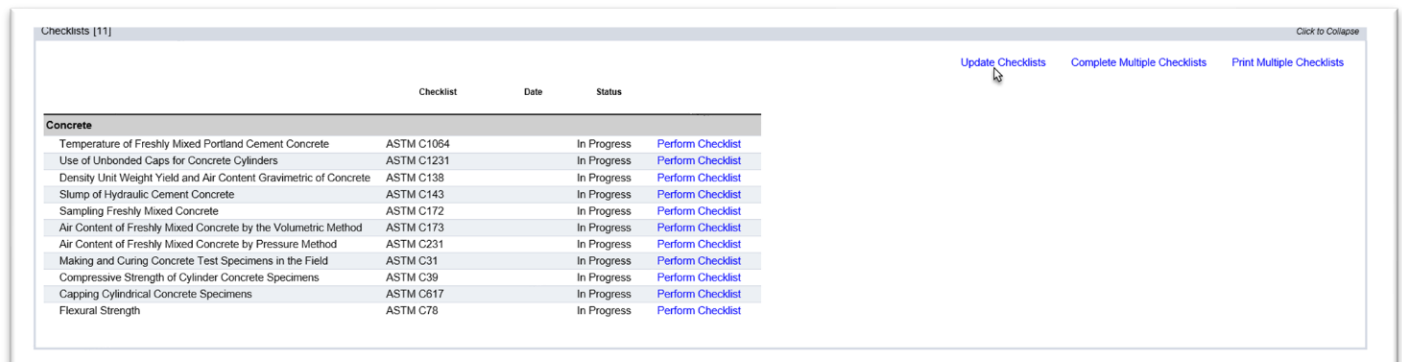
A Delete dialog box appears.



2. Select Delete.

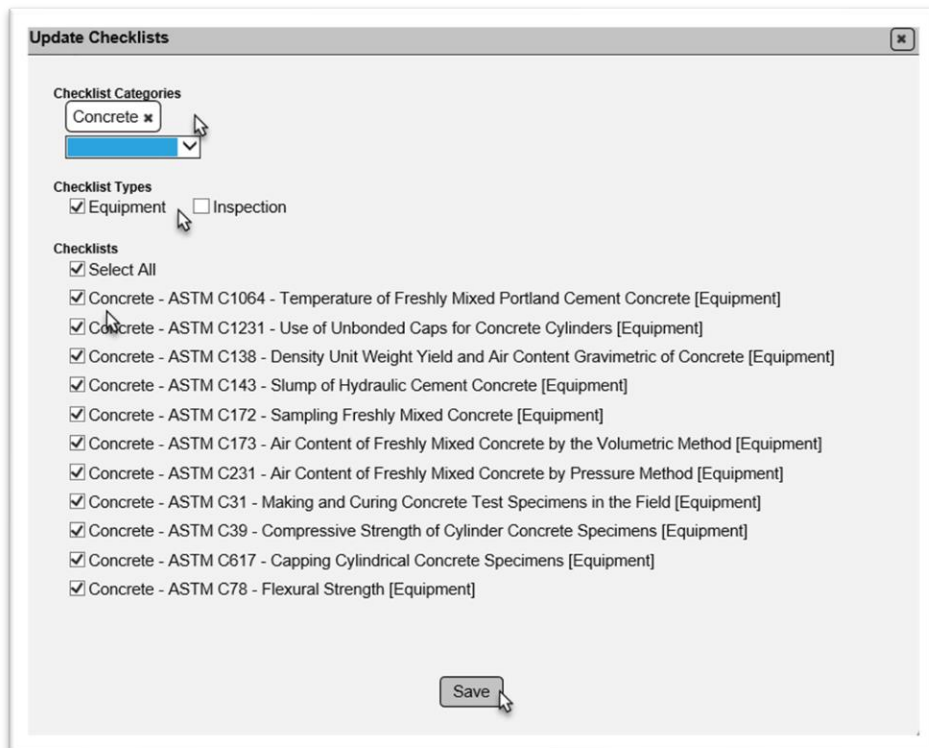
## Updating the Checklists

If you need to revise the checklists that are on the evaluation, use the Update Checklists option.



1. Select the Update Checklists option.

An Update Checklists dialog box appears.



The 'Update Checklists' dialog box contains the following sections:

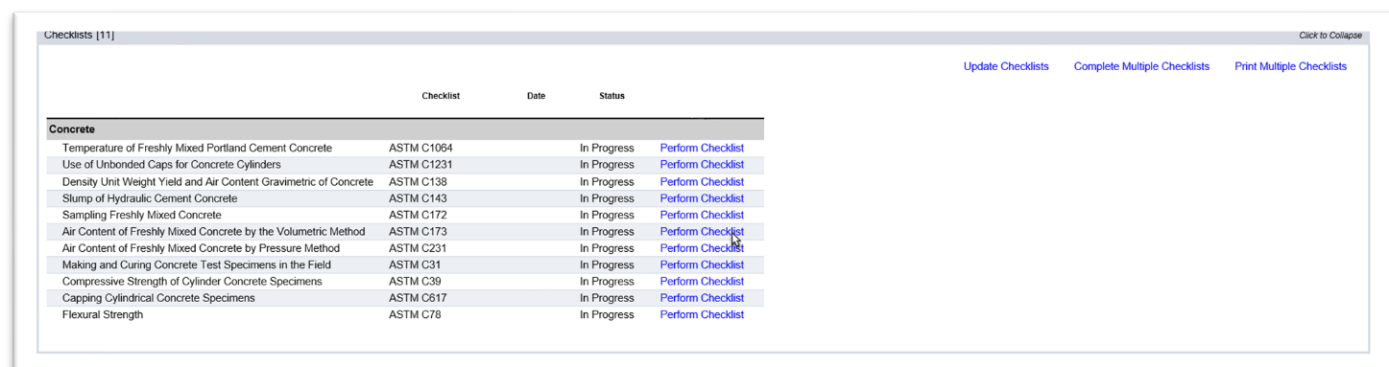
- Checklist Categories:** A dropdown menu with 'Concrete' selected.
- Checklist Types:** Two checkboxes: 'Equipment' (checked) and 'Inspection' (unchecked).
- Checklists:** A list of 11 items, all with checked boxes:
  - Select All
  - Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]
  - Concrete - ASTM C1231 - Use of Unbonded Caps for Concrete Cylinders [Equipment]
  - Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Equipment]
  - Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Equipment]
  - Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]
  - Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Equipment]
  - Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Equipment]
  - Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Equipment]
  - Concrete - ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]
  - Concrete - ASTM C617 - Capping Cylindrical Concrete Specimens [Equipment]
  - Concrete - ASTM C78 - Flexural Strength [Equipment]

A 'Save' button is located at the bottom right of the dialog box.

2. **Checklists Categories** – select or unselect the checklist categories to revise the list of available checklists.
3. **Checklist Types** – select or unselect the checklist types to revise the list of available checklists.
4. **Checklists** – select or unselect the checklists to add or delete them from the evaluation record.
5. Select Save to save the new checklists to the inspection record.

### Performing a Single Checklist

You can perform the checklists one at a time or multiple at a time. To perform one checklist:



The 'Checklists [11]' window displays a table of checklists. At the top right, there are links: 'Update Checklists', 'Complete Multiple Checklists', and 'Print Multiple Checklists'. A 'Click to Collapse' link is also present.

Checklist	Date	Status	
<b>Concrete</b>			
Temperature of Freshly Mixed Portland Cement Concrete	ASTM C1064	In Progress	<a href="#">Perform Checklist</a>
Use of Unbonded Caps for Concrete Cylinders	ASTM C1231	In Progress	<a href="#">Perform Checklist</a>
Density Unit Weight Yield and Air Content Gravimetric of Concrete	ASTM C138	In Progress	<a href="#">Perform Checklist</a>
Slump of Hydraulic Cement Concrete	ASTM C143	In Progress	<a href="#">Perform Checklist</a>
Sampling Freshly Mixed Concrete	ASTM C172	In Progress	<a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by the Volumetric Method	ASTM C173	In Progress	<a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by Pressure Method	ASTM C231	In Progress	<a href="#">Perform Checklist</a>
Making and Curing Concrete Test Specimens in the Field	ASTM C31	In Progress	<a href="#">Perform Checklist</a>
Compressive Strength of Cylinder Concrete Specimens	ASTM C39	In Progress	<a href="#">Perform Checklist</a>
Capping Cylindrical Concrete Specimens	ASTM C617	In Progress	<a href="#">Perform Checklist</a>
Flexural Strength	ASTM C78	In Progress	<a href="#">Perform Checklist</a>

1. Select the Perform Checklist option on the row of the checklist you want to perform.

A Perform Checklist dialog box appears.

	P	F	N/A
<b>Apparatus</b>			
1. Sieves, as designated, conforming to Specification E11.	✓	○	○
<b>Receptacle</b>			
2. A container of suitable size having a nonabsorbent surface.	✓	○	○
<b>Hand Tools</b>			
3. Shovels, hand scoops, plastering trowels, and rubber gloves as required.	✓	○	○

Remarks

Date: 10/31/2018

Technician: Type Technician Name or TIN

IA Observer: Type Technician Name or TIN

Save Submit

2. **P / F / N/A** – the checklist items on an inspection checklist default to P for passing the step.

- If a step fails, change the P to F.
- If a step is not applicable, change the P to N/A.

3. **Remarks** – enter any remarks about the evaluation. These remarks will not appear on the LQPR.

4. **Date** – the date defaults to the date on the evaluation ([A. Creating an Evaluation](#)). If this is not correct, revise the date.

5. **Technician** – if a technician was observed during the evaluation, enter the name or TIN of the person who was observed.

When you enter the technician, two new fields will appear.

Technician's E-mail Address

Employer's/Supervisor's E-mail Address

6. **Technician's Email** – enter the email address of the technician. This may be auto-populated by CTQP data. Ensure that any auto-populated information is current and correct.

7. **Supervisor's Email** – enter the email for the technician's supervisor.

8. **IA Observer** – the Evaluator is not populated from the evaluation when performing a single checklist. Enter the name of the Evaluator who performed this checklist.

9. **Save or Submit**

a. Select the Save option to save the changes made to the checklist, but not submit it to the LQPR.

b. Select the Submit option to submit the checklist to the LQPR.

## Performing Multiple Checklists

To complete more than one checklist at a time:

Checklists [11] Click to Collapse

[Update Checklists](#) [Complete Multiple Checklists](#) [Print Multiple Checklists](#)

Checklist	Date	Status
<b>Concrete</b>		
Temperature of Freshly Mixed Portland Cement Concrete	ASTM C1064	In Progress <a href="#">Perform Checklist</a>
Use of Unbonded Caps for Concrete Cylinders	ASTM C1231	In Progress <a href="#">Perform Checklist</a>
Density Unit Weight Yield and Air Content Gravimetric of Concrete	ASTM C138	In Progress <a href="#">Perform Checklist</a>
Slump of Hydraulic Cement Concrete	ASTM C143	In Progress <a href="#">Perform Checklist</a>
Sampling Freshly Mixed Concrete	ASTM C172	In Progress <a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by the Volumetric Method	ASTM C173	In Progress <a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by Pressure Method	ASTM C231	In Progress <a href="#">Perform Checklist</a>
Making and Curing Concrete Test Specimens in the Field	ASTM C31	In Progress <a href="#">Perform Checklist</a>
Compressive Strength of Cylinder Concrete Specimens	ASTM C39	In Progress <a href="#">Perform Checklist</a>
Capping Cylindrical Concrete Specimens	ASTM C617	In Progress <a href="#">Perform Checklist</a>
Flexural Strength	ASTM C78	In Progress <a href="#">Perform Checklist</a>

1. Select the Complete Multiple Checklists option.

A Complete Multiple Checklists dialog box appears.

**Complete Multiple Checklists**

Select Checklists to Perform

- ☒ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]
- ☒ Concrete - ASTM C1231 - Use of Unbonded Caps for Concrete Cylinders [Equipment]
- ☒ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Equipment]
- ☒ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Equipment]
- ☒ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]
- ☒ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Equipment]
- ☒ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Equipment]
- ☒ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Equipment]
- ☒ Concrete - ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]
- ☒ Concrete - ASTM C617 - Capping Cylindrical Concrete Specimens [Equipment]
- ☒ Concrete - ASTM C78 - Flexural Strength [Equipment]
- ☒ Concrete - ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]

ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]

	P	F	N/A
<b>Container</b>			
1. Container shall be large enough to provide at least 3 inches [75 mm] of concrete in all directions around the sensor of the temperature measuring device; concrete cover must also be at least three times the nominal maximum size of the coarse aggregate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Temperature Measuring Device</b>			
2. Shall be capable of accurately measuring the temperature of freshly mixed concrete to $\pm 1^\circ \text{F}$ [ $\pm 0.5^\circ \text{C}$ ] throughout a range of $30^\circ$ to $120^\circ \text{F}$ [ $10^\circ$ to $50^\circ \text{C}$ ].	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The design of the temperature measuring device shall be such that it allows 3 inches [75 mm] or more immersion during operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Partial immersion liquid-in-glass thermometers and possibly other types shall have a permanent mark to which the device must be immersed without applying a correction factor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reference temperature measuring device shall be readable and accurate to $\pm 0.5^\circ \text{F}$ [ $\pm 0.2^\circ \text{C}$ ] at the verification points at two temperatures at least $30^\circ \text{F}$ [ $15^\circ \text{C}$ ] apart. A certificate or report that verifies the accuracy shall be available in the laboratory for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks

Date: 11/4/2015 Technician: [Name or TIN] In Observer: [Name or TIN]

ASTM C1231 - Use of Unbonded Caps for Concrete Cylinders [Equipment]

	P	F	N/A
<b>Apparatus</b>			
1. Grinding or sawing equipment necessary to produce ends that conform to planeness requirements of ASTM C31 and C617.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. **Checklists to Perform** – deselect any checklists you are not completing now. This does not remove the checklists. It only deselects them for display.



3. **P / F / N/A** – the checklist items on an inspection checklist default to P for passing the step.
  - a. If a step fails, change the P to F.
  - b. If a step is not applicable, change the P to N/A.
4. **Remarks** – enter any remarks about the evaluation. These remarks will not appear on the LQPR.
5. **Date** – the date defaults to the date on the evaluation ([A. Creating an Evaluation](#)). If this is not correct, revise the date. For example, the evaluation took two days and this checklist was performed on the second day.
6. **Technician** – if a technician was observed during the evaluation, enter the name or TIN of the person who was observed.

When you enter the technician, two new fields will appear.

Technician's E-mail Address      Employer's/Supervisor's E-mail Address

a       b

- a. **Technician's Email** – Enter the email address of the technician. This may be auto-populated by CTQP data. Ensure that any auto-populated information is current and correct.
  - b. **Supervisor's Email** – Enter the email for the technician's supervisor.
7. **IA Observer** – the Evaluator is not populated from the evaluation when performing a single checklist. Enter the name of the Evaluator who performed this checklist.

After the first checklist, you will be given the option to revise the checklist footer information.

☒ Use the Footer Info from First Checklist

Date      Technician      IA Observer  
11/4/2015      D46574071      M24578064

Technician's E-mail Address      Employer's/Supervisor's E-mail Address  
rdel@dot.com      smuss@dot.com

8. **Use the Footer info from the First Checklist** – the field defaults to selected. Unselect the checkbox to get updateable fields.

Date      Technician      IA Observer  
11/4/2015      Richard DeLorenzo [D46574071] \*      Susan Musselman [M24578064] \*

Technician's E-mail Address      Employer's/Supervisor's E-mail Address  
rdel@dot.com      smuss@dot.com

9. Make changes as needed.
11. **Save or Submit** –
  - a. Select the Save option to save the changes made to the checklist, but not submit it to the LQPR.
  - b. Select the Submit option to submit the checklist to the LQPR.

## Printing Multiple Checklists

You can print the checklists on an evaluation record if you need to perform the evaluation manually and enter the results later.

Checklists [11] Click to Collapse

[Update Checklists](#) [Complete Multiple Checklists](#) [Print Multiple Checklists](#)

Checklist	Date	Status
<b>Concrete</b>		
Temperature of Freshly Mixed Portland Cement Concrete	ASTM C1064	In Progress <a href="#">Perform Checklist</a>
Use of Unbonded Caps for Concrete Cylinders	ASTM C1231	In Progress <a href="#">Perform Checklist</a>
Density Unit Weight Yield and Air Content Gravimetric of Concrete	ASTM C138	In Progress <a href="#">Perform Checklist</a>
Slump of Hydraulic Cement Concrete	ASTM C143	In Progress <a href="#">Perform Checklist</a>
Sampling Freshly Mixed Concrete	ASTM C172	In Progress <a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by the Volumetric Method	ASTM C173	In Progress <a href="#">Perform Checklist</a>
Air Content of Freshly Mixed Concrete by Pressure Method	ASTM C231	In Progress <a href="#">Perform Checklist</a>
Making and Curing Concrete Test Specimens in the Field	ASTM C31	In Progress <a href="#">Perform Checklist</a>
Compressive Strength of Cylinder Concrete Specimens	ASTM C39	In Progress <a href="#">Perform Checklist</a>
Capping Cylindrical Concrete Specimens	ASTM C617	In Progress <a href="#">Perform Checklist</a>
Flexural Strength	ASTM C78	In Progress <a href="#">Perform Checklist</a>

1. Select the Print Multiple Checklists option.

A Print Multiple Checklists dialog box will appear.

**Print Multiple Checklists**

Select Checklists to Print

☒ Select All

- ☒ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]
- ☒ Concrete - ASTM C1231 - Use of Unbonded Caps for Concrete Cylinders [Equipment]
- 2** ☒ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Equipment]
- ☒ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Equipment]
- ☒ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]
- ☒ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Equipment]
- ☒ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Equipment]
- ☒ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Equipment]
- ☒ Concrete - ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]
- ☒ Concrete - ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]
- ☒ Concrete - ASTM C617 - Capping Cylindrical Concrete Specimens [Equipment]
- ☒ Concrete - ASTM C78 - Flexural Strength [Equipment]

[Create Printable Checklist Sheet](#)

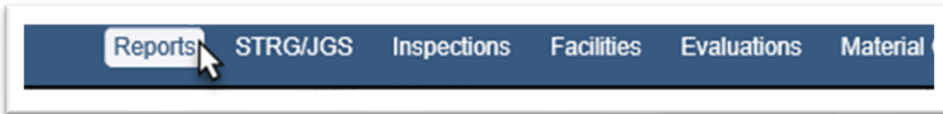
2. To print all the checklists on the inspection record, leave the checkboxes selected. To print only some of them, deselect the checklists you don't want to print.

3. Select the Create Printable Checklist Sheet option.

The checklists will download. Open the downloaded file according to the browser you are using. The reports will open in a program that will read pdf formats, for example, Adobe Reader. You can print the reports by using the program's print function.

## Using the Current Checklist Report

There is an option to print the most current checklist using a MAC report.



1. Select the Reports menu option.

The report can be used to print production facility inspection checklists and laboratory evaluation and IA evaluation (they use the same checklists). Because the report can only be shown in one tab on the Report screen, it is located under the Production Facility tab.



2. Under the Production Facility tab, select the Inspect/Eval Checklists option.

An Inspect/Eval dialog box appears.

A screenshot of a dialog box titled 'Inspect/Eval Checklists (End User Report)'. The dialog box has a light gray background and a standard window border with a close button in the top right corner. It contains four input fields, each with a red asterisk indicating it is required: 'Checklist Type' (a dropdown menu with a blue selection), 'Checklist Category' (a dropdown menu), 'Optional - Qualification Area' (a text input field), and 'Report Format' (a dropdown menu). At the bottom center of the dialog box is a 'Submit' button.

3. **Checklist Type** – select Equipment or Procedure. If both are needed, generate two reports, one for each.

4. **Checklist Category** – select the material category for the qualification. Be careful as this dropdown includes materials for Production Facility Inspections. For example, use concrete for a Concrete Field Level I evaluation. Structural concrete is for the production facility inspections.

5. **Optional – Qualification Area** – select the qualification area.

6. **Report Format** – select the appropriate format, Excel or pdf. If you select Excel, each checklist will appear on its own worksheet tab.

7. Select Submit to generate the report.

MAC will download the data. Open the downloaded file according to the browser you are using.

**NOTE:** If you already created an evaluation, use the [Print Multiple Checklists](#) option instead of this report. You may find that the checklists do not match what is on the evaluation record if the checklists in MAC have been updated since you created the evaluation.

D. Generating the Laboratory Qualification Performance Report (LQPR)

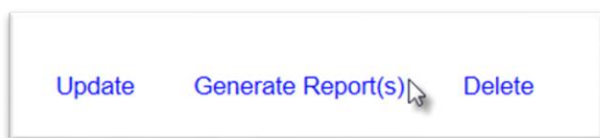
When you have completed the checklists, you can generate the final evaluation report from MAC and send it to the appropriate laboratory personnel and other recipients.



# STOP

## Do NOT generate the LQPR until you have confirmed all the data is correct and complete

**NOTE: Once a LQPR is generated it CANNOT be deleted. Some key fields cannot be updated. Make sure all data is correct before you generate the LQPR. If incorrect data cannot be updated, the evaluation needs to be deleted and reentered with the corrected data. This cannot be done once the LQPR is generated.**



1. Select the Generate Report(s) option.

A Generate Report(s) dialog box appears.

2. Complete the LQPR distribution list. It may overridden by deselecting the checkbox next to the the title. Lab Managers cannot be deselected because they needs to respond to any failing steps.

3. **Other** – if there are additional recipients, the Other field may be used to add the name and email of the recipient.

4. **+ Add Recipient** – if more than one Other recipient is needed, click on the + next to the Add Recipient option to provide additional fields for names and emails.

5. **Comment** – enter comments that you want to include in the LQPR in this comments section. The comments you entered on the checklist(s) will not appear on the LQPR. Only the comments entered in this comment field will appear on the LQPR.

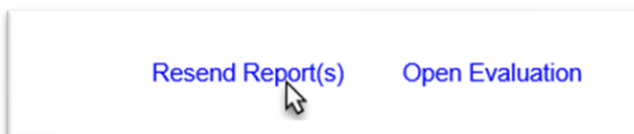
6. If you would like to include an attachment to the LQPR, use the Select File option to navigate to the doucment and the Description field, desired.

7. Select the Generate option.

**NOTE:** Once this option is selected, the LQPR is distributed to the recipients. The system cannot delete an official Department record once it has been distributed. You will not be able to delete an evaluation that has an LQPR generated. Make sure you are confident the entries are correct before you select the Generate option.

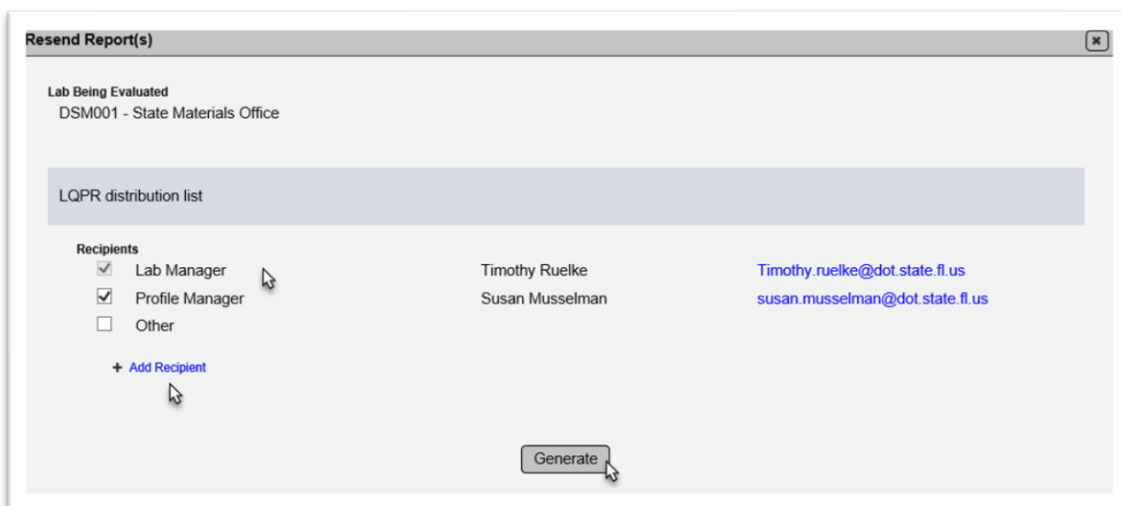
#### E. Resending the LQPR

If you missed a recipient or made an error in a recipient's email, use the Resend option to resend the LQPR. This resends the LQPR as it is without any changes to the report or evaluation.



1. Select the Resend Report(s) option.

A Resend Reports dialog box appears.



2. Make changes to the distribution list as needed.
3. Select the Generate option to resend the existing report.

#### F. Viewing an LQPR

Once a LQPR is generated, the report cannot be deleted. The viewable report can be found under the Report History Tab.



## STOP

### Do NOT use the Open Evaluation option to view LQPRs

This will reset the status from Report Generated to In Progress and require you to make a change and regenerate the LQPR to get the evaluation out of In Progress.

Report History					
Evaluation Status	Date	LQPR Status	LQPR	Previously Generated Reports	Attachments
In Progress	10/31/2018				
Report Generated	10/31/2018	Unsatisfactory	<a href="#">10/31/2018</a>		

1. Select the Report History tab to expand it.
2. Click on the blue date link under the LQPR header to open a specific report.

Open the downloaded file according to the browser you are using.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
LABORATORY QUALIFICATION PERFORMANCE REPORT

Laboratory Information

Lab ID:  
Lab Name:  
Lab Address:  
Lab Manager:  
Email Address:  
Telephone No:

MAC Evaluation ID: 000028536

Evaluation Type: Laboratory Evaluation

Evaluation District: District 7

Date(s) of Evaluation: 10/3/2018

Evaluation Area(s): Concrete

Evaluation Status: Unsatisfactory

Checklist: ASTM C1231 - Use of Unbonded Caps for Concrete Cylinders [Equipment]

PASSED

Checklist: ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]

PASSED

Checklist: ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]

FAILED

Failed Step : 1

The reference temperature measuring device used to verify the temperature recorder, must be accurate and readable to 0.5 °C.

Failed Step : 3

Temperature recorder data shall be evaluated at a minimum of once each week and a record of this evaluation with date checked and data within temperature range shall be maintained in the laboratory.

Comments:

Signature of Independent Assurance Evaluator/Observer

October 03, 2018

Date Approved

Recipients:

Lab Manager

Profile Manager

Other

If a checklist has all items are “P” or “P” and “N/A”, the LQPR will show the checklist as PASSED and show no items on the report. If the report contains a checklist where any item is designated as “F”, the report will document the checklist as FAILED and show the failed steps.

## G. Revising (Opening) an Existing LQPR

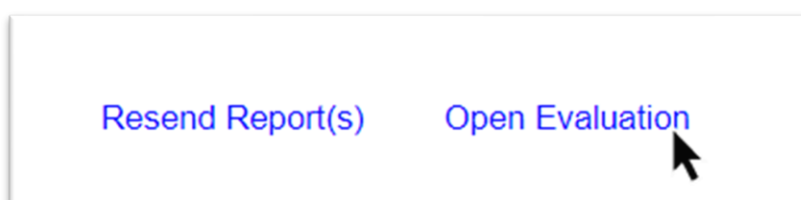


### STOP

## Do NOT use the Open Evaluation option to view LQPRs

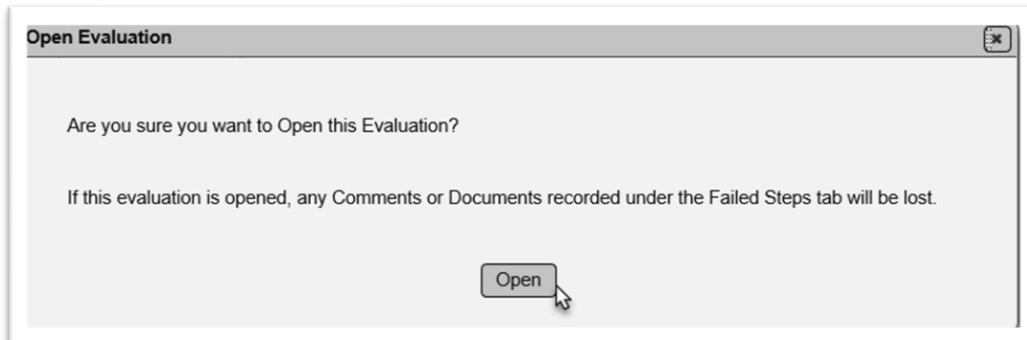
If you need to view the report, see [F. Viewing an LQPR](#).

Sometimes a revision needs to be made to an LQPR that was already generated. The Open Inspection Item will **REQUIRE** you to revise the report and then resend the revised report.



1. Select Open Evaluation.

Because you are reopening the evaluation and it will be indicated as “Revised”, you will see a dialog box asking you if you are sure.



2. Select Open **ONLY** if you need to make changes.

Now you **must** to make changes. Follow the instructions for revising checklists as found in [Performing a Single Checklist](#) or [Performing Multiple Checklists](#). Regenerate the report as shown in [C. Generating the Laboratory Qualification Performance Report \(LQPR\)](#).

**NOTE:** If you do not make at least one change, you will not receive the option Generate Report(s). You **MUST** make a change to have the ability to regenerate the LQPR and get the Evaluation status out of “In Progress”. You cannot update a checklist and then update it again back to the original entries. For example, you can’t change a step that is “P” to “N/A” and back to “P”. MAC will recognize this and the Generate Report(s) option will not appear.



When you regenerate the report the header will be shown with “Revised”.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
LABORATORY QUALIFICATION PERFORMANCE REPORT

(Revised)

Laboratory Information

Lab ID: DSM001

Lab Name: State Materials Office

## Chapter 5 – Navigating to an Existing Lab Evaluation

When you need to return to an existing evaluation, there are several ways to get there.

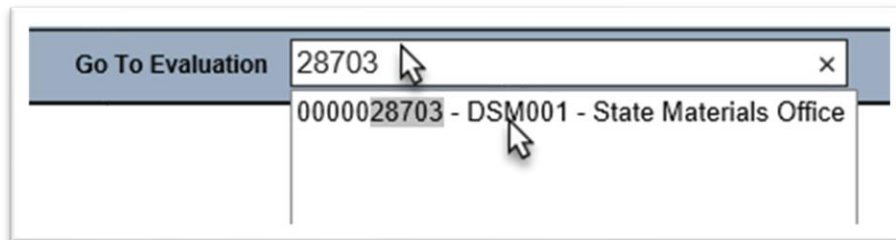
### A. Go To Evaluation Field

If you know the Evaluation Id, you can use the Go To Evaluation field.



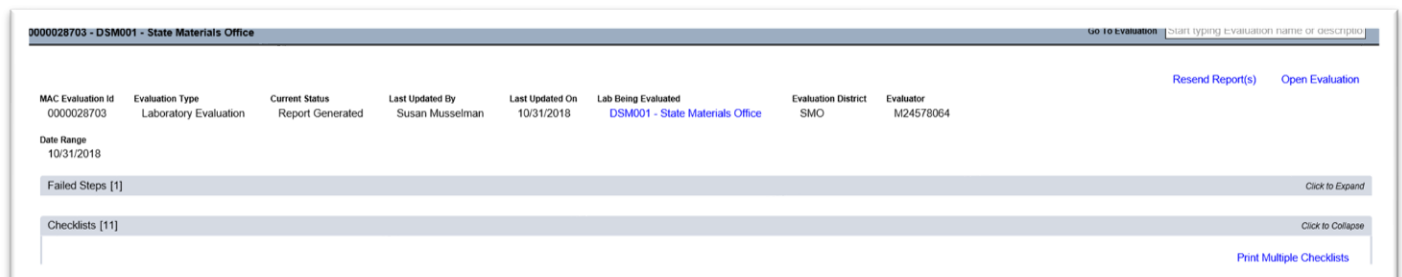
1. Select the Evaluations menu option.
2. Select the Evaluations sub menu option.

You will be navigated to the Evaluations screen.



3. Enter the Evaluation Id in the Go To Evaluation field and select the appropriate entry from the returned list.

You will be navigated to that entry on the Evaluation screen.



## B. Searching for Evaluations

If you don't know the Evaluation Id, you can use the search screen to find evaluations.



1. Select the Evaluations menu option.
2. Select the Evaluations sub menu option.

You will be navigated to the Evaluations screen.



3. Select the Search option.

A Search sub screen will open in front of the Evaluations screen. Use filter options to narrow the returns. You can use any combination of filters to find evaluations.

A screenshot of the 'Search' sub-screen. It has a light blue background and is titled 'Filter Options'. It contains several filter sections: 'Evaluation Type' with checkboxes for 'IA Observation', 'IA Split', 'IA Split/Observation', and 'Laboratory Evaluation' (the last one is checked and numbered 4); 'Checklist Categories' with a dropdown menu; 'Qualification Area' with a dropdown menu; 'Checklist' with a text input field; 'Checklist Completed On or After' with a date input field (numbered 5); 'Checklist Completed Before' with a date input field (numbered 6); 'Lab Being Evaluated' with a text input field (numbered 7); 'Evaluator' with a text input field (numbered 8); 'Evaluation Status' with a dropdown menu (numbered 9); and 'Report Status' with a dropdown menu (numbered 10). At the bottom, it says 'Currently selected criteria will yield 11025 results' and has 'Search' and 'Clear Search' buttons.

4. **Laboratory Evaluation** – select this to only see Evaluations for laboratories.
5. **Checklist Completed On or After** – enter a begin date for a date range or all evaluations from that date.
6. **Checklist Completed Before**– enter an end date for a date range or all evaluations before that date.
7. **Lab Being Evaluated** – enter the FDOT Lab Id for all the evaluations for that lab.
8. **Evaluator** – enter the Evaluator's name to find all the evaluations performed by that person.
9. **Evaluation Status** – select In Progress to find evaluations that do not have an LQPR generated. Select Report Generated for evaluations that have an LQPR.
10. **Report Status** – if an evaluation has an LQPR and you want to see a specific subset, select Satisfactory, Unsatisfactory or Unsatisfactory/Resolved.

Filter Options

Evaluation Type  
☐ IA Observation   ☐ IA Split   ☐ IA Split/Observation   ☒ Laboratory Evaluation

Checklist Categories  Qualification Area

Checklist  
 Start typing Checklist name or description

Checklist Completed On or After  10/1/2018 Checklist Completed Before  10/14/2018

Lab Being Evaluated  Start typing Lab name or Lab ID to get a li

Evaluator  Type Technician Name or TIN

Evaluation Status  Report Generated

Report Status  Satisfactory

Currently selected criteria will yield 7 results

11. Select Search to find the evaluations that meet the criteria.

The Search sub screen will populate a list of the results at the bottom of the sub screen. You may have two sets of scroll bars now: one for the search results and one for the evaluation screen in the background.

Currently selected criteria will yield 7 results

Search

Clear Search

Evaluation	Type	Initial/Revision Date	Lab	Evaluator	Technician	Categories	Qualification Area	Evaluation Status	QPR Status	LQPR Status
1 0000028423	Laboratory Evaluation	10/1/2018	I03026 - Ardaman & Associates, Inc.	C20028357		Corrosion		Report Generated	Not Required	Satisfactory
2 0000028471	Laboratory Evaluation	10/2/2018	I03060 - Nova Engineering and Environmental	C20028357		Soils		Report Generated	Not Required	Satisfactory
3 0000028539	Laboratory Evaluation	10/3/2018	M11283 - Cemex, Inc. - Aggregate Division	A45043070		Aggregate, Lab Inspection		Report Generated	Not Required	Satisfactory
4 0000028548	Laboratory Evaluation	10/3/2018	MGA713 - Martin Marietta Aggregates	C65579572		Aggregate		Report Generated	Not Required	Satisfactory
5 0000028561	Laboratory Evaluation	10/4/2018	I02005 - AMEC Foster Wheeler	H40080475		Corrosion		Report Generated	Not Required	Satisfactory

00028703 - DSM001 - State Materials Office

Go To Evaluation

Start typing Evaluation name or description

Comments [0]

Click to Expand

Documents [0]

Click to Expand

12. To navigate to a specific evaluation, click on the row of the evaluation.

The search subscreen will disappear, and you will be navigated to that entry. The search and results will remain in the subscreen until you navigate away from the Evaluations screen or clear or revise the search filters.

[Create Evaluation](#)   [Search](#)   [Search Strikes](#)

13. To return to the list, select the Search option.

The same results will still be there.

Currently selected criteria will yield 7 results

Search

Clear Search

Evaluation	Type	Initial/Revision Date	Lab	Evaluator	Technician	Categories	Qualification Area	Evaluation Status	QPR Status	LGPR Status
1	0000028423	Laboratory Evaluation	10/1/2018	I03026 - Ardaman & Associates, Inc.	C20028357	Corrosion		Report Generated	Not Required	Satisfactory
2	0000028471	Laboratory Evaluation	10/2/2018	I03060 - Nova Engineering and Environmental	C20028357	Soils		Report Generated	Not Required	Satisfactory
3	0000028539	Laboratory Evaluation	10/3/2018	M11283 - Cemex, Inc. - Aggregate Division	A45043070	Aggregate, Lab Inspection		Report Generated	Not Required	Satisfactory
4	0000028548	Laboratory Evaluation	10/3/2018	MGA713 - Martin Marietta Aggregates	C65579572	Aggregate		Report Generated	Not Required	Satisfactory
5	0000028561	Laboratory Evaluation	10/4/2018	I02005 - AMEC Foster Wheeler	H40080475	Corrosion		Report Generated	Not Required	Satisfactory

00028703 - DSM001 - State Materials Office

Go To Evaluation

Start typing Evaluation name or description

Comments [0]

Click to Expand

Documents [0]

Click to Expand

## Chapter 6 – Laboratory Evaluation Deficiencies

If an LQPR has failing steps it is an unsatisfactory evaluation. The Lab Profile Manager must respond to the deficiencies. Navigate to the Laboratory Evaluation using the steps in [Chapter 5 – Navigating to an Existing Lab Evaluation](#).

### A. Reviewing Responses to Failed Steps

If an LQPR is unsatisfactory, the Evaluation will have a failed steps tab.

Failed Checklist Step	Comments	Documents	Status
ASTM C78 - Flexural Strength [Equipment] 4 The angle subtended by the curved surface of each block shall be at least 45° [0.80 rad]. The load-applying and support blocks shall be maintained in a vertical position and in contact with the rod or ball by means of spring-loaded screws that hold them in contact with the pivot rod or ball. The uppermost bearing plate and center point ball may be omitted when a spherically seated bearing block is used, provided one rod and one ball are used as pivots for the upper load-applying blocks.	The equipment has been serviced and parts are on order to repair this deficiency. The parts will be delivered in 3 weeks. The technician is scheduled to make the repair in 4 weeks. Until that time, we will not perform this test method. - Susan Musselman ✓ + Add Comment	Invoice for parts on backorder ✕ Email from service tech with appointment details ✕ + Add Documents	Approve Reject

1. Click on the Failed Steps tab to expand it.

The Lab Profile Manager should have made comments and added backup documentation explaining the action plan to address the failed steps. This must be done before the Turn Around Time expires.

2. Review the Lab Profile Manager's response and documentation.

3. **Approve or Reject** – approve or reject the information as appropriate.

a. **Approve** – selecting Approve sets the Failed Step status to Approved. The Generate Report(s) option appears.

b. **Reject** – selecting Reject sets the Failed Step status to Rejected. The Generate Report(s) option will not appear. Contact the Lab Profile Manager to discuss why the comment is not accepted; for example, if additional information or backup documentation is needed.

**NOTE:** Once a failed step is approved or rejected, it can be revised if the LQPR is not generated.

## B. Generating an Unsatisfactory/Resolved LQPR

Once all the failed steps are approved, you can generate an LQPR. This one will change the status of the Lab Evaluation from Unsatisfactory to Unsatisfactory/Resolved.

The screenshot displays the LQPR system interface. At the top, there are tabs for 'Generate Report(s)', 'Resend Report(s)', and 'Open Evaluation'. Below these, a header section contains fields for 'MAC Evaluation Id' (000028704), 'Evaluation Type' (Laboratory Evaluation), 'Current Status' (Report Generated), 'Last Updated By' (Susan Musselman), 'Last Updated On' (10/31/2018), 'Lab Being Evaluated' (DSM001 - State Materials Office), 'Evaluation District' (SMO), and 'Evaluator' (M24578064). A 'Date Range' of '10/31/2018' is also shown.

The main section is titled 'Failed Steps [5]' and includes a 'Turn Around Time' of '11/15/2018 - 15 days left'. Below this is a table with columns for 'Failed Checklist Step', 'Comments', 'Documents', and 'Status'. The table lists three failed steps:

Failed Checklist Step	Comments	Documents	Status
<b>ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]</b> 10 The bottom bearing block shall be at least 1 inch [25 mm] thick when new and at least 0.9 inch [22.5 mm] thick after any resurfacing operations.	+ Add Comment	+ Add Documents	Approved
<b>ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]</b> 1 The reference temperature measuring device used to verify the temperature recorder, must be accurate and readable to 0.5 °C. 8 Maintain the atmosphere in a moist cabinet or moist room at a temperature of 23.0 ± 2 °C and a relative humidity of not less than 95%.	+ Add Comment + Add Comment	+ Add Documents + Add Documents	Approved Approved
<b>Laboratory Paperwork - Checklist for Laboratory Paperwork [Inspection]</b> 1 Blue or Color Ink Used on all worksheets 9 Calculation Error	+ Add Comment + Add Comment	+ Add Documents + Add Documents	Approved Approved

Below the table, there are sections for 'Checklists [3]', 'Report History', and 'Attachments'. The 'Report History' section shows a table with columns for 'Evaluation Status', 'Date', 'LQPR Status', 'LQPR', 'Previously Generated Reports', and 'Attachments'. The table shows a report generated on 10/31/2018 with a status of 'Unsatisfactory'.

1. Select the Generate Report(s) option.

A Generate Reports dialog box appears.

The 'generate report(s)' dialog box is shown. It has a title bar with 'generate report(s)' and a close button. The main content area displays 'Lab Being Evaluated' as 'DSM001 - State Materials Office'. Below this is a section titled 'LQPR distribution list'. Under 'Recipients', there are three checkboxes: 'Lab Manager' (checked), 'Profile Manager' (checked), and 'Other' (unchecked). To the right of these checkboxes are the names 'Timothy Ruelke' and 'Susan Musselman', and their email addresses 'Timothy.ruelke@dot.state.fl.us' and 'susan.musselman@dot.state.fl.us'. There is a '+ Add Recipient' link below the checkboxes. A 'Comment' text area is located below the recipients. At the bottom, there is an 'Attachment' section with a 'Choose File' button and a 'Description' field. A 'Generate' button is at the bottom right.

2. Complete the LQPR distribution list. It may overridden by deselecting the checkbox next to the title.

3. **Other** – if there are additional recipients, the Other field may be used to add the name and email of the recipient.
4. **+ Add Recipient** – if more than one Other recipient is needed, click on the + next to the Add Recipient option to provide additional fields for names and emails.
5. **Comment** – enter comments that you want to include in the LQPR in this comments section. The comments you entered on the checklist(s) will not appear on the LQPR. Only the comments entered in this comment field will appear on the LQPR.

6. If you would like to include an attachment to the LQPR, use the Select File option to navigate to the document and the Description field, desired.
7. Select the Generate option.

The Failed Steps tab disappears and a new tab for Failed Steps History appears. This is so that the Lab Profile Manager and Evaluator have a record of the steps and the actions taken. This information can be used to provide to an accreditation agency during inspections for reaccreditation. The Report History tab will be updated to show the follow-up LQPR with a status of Unsatisfactory/Resolved.

Failed Steps History [5]

Failed Checklist Step	Comments	Documents	Status
ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]			
10	The bottom bearing block shall be at least 1 inch [25 mm] thick when new and at least 0.9 inch [22.5 mm] thick after any resurfacing operations.		Approved 10/31/2018
ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]			
1	The reference temperature measuring device used to verify the temperature recorder, must be accurate and readable to 0.5 °C.		Approved 10/31/2018
8	Maintain the atmosphere in a moist cabinet or moist room at a temperature of 23.0 ± 2 °C and a relative humidity of not less than 95%.		Approved 10/31/2018
Laboratory Paperwork - Checklist for Laboratory Paperwork [Inspection]			
1	Blue or Color Ink Used on all worksheets		Approved 10/31/2018
9	Calculation Error		Approved 10/31/2018

Report History

Evaluation Status	Date	LQPR Status	LQPR	Previously Generated Reports	Attachments
In Progress	10/31/2018				
Report Generated	10/31/2018	Unsatisfactory	10/31/2018		
Report Generated	10/31/2018	Unsatisfactory/Resolved	10/31/2018		



The LQPR shows the status as Satisfactory. Original checklists with failing steps now show as PASSED.

**FDOT** STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
LABORATORY QUALIFICATION PERFORMANCE REPORT

Laboratory Information  
Lab ID: DSM001  
Lab Name: State Materials Office  
Lab Address: 5007 NE 39th Avenue State of Florida, Gainesville, FL 32609  
Lab Manager: Timothy Ruelke  
Email Address: Timothy.ruelke@dot.state.fl.us  
Telephone No: (352) 955-6620

MAC Evaluation ID:	0000028704	Evaluation Type:	Laboratory Evaluation
Evaluation District:	SMO		
Date(s) of Evaluation:	10/31/2018	Evaluation Area(s):	Concrete
Evaluation Status:	Satisfactory		

Checklist: ASTM C39 - Compressive Strength of Cylinder Concrete Specimens [Equipment]	PASSED
Checklist: ASTM C511 - Mixing Rooms, Moist Cabinets, Moist Rooms, and Water Storage Tanks Used in the Testing of Hydraulic Cements and Concretes [Inspection]	PASSED
Checklist: Laboratory Paperwork - Checklist for Laboratory Paperwork [Inspection]	PASSED

Comments:

### C. Modifying Turn Around Time

Turn Around Time  
6/2/2014 - 17 days left

[Modify Turn Around Time](#) [Stop Turn Around Time](#)

1. If additional time needs to be granted to the Turn Around Time, select the Modify Turn Around Time option.

A Modify Turn Around Time dialog box appears.

**Modify Turn Around Time**

Turn Around Time  
11/10/2015

Modification Reason  
Equipment repairs awaiting part on backorder. Expected delivery date is 14 working days.

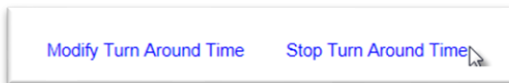
Modify

2. Enter the Turn Around Time Date.

3. Enter a Modification Reason. Reasons for extending the turn around time include waiting for ordered equipment or parts to arrive, waiting for an accreditation inspection to be performed, etc.

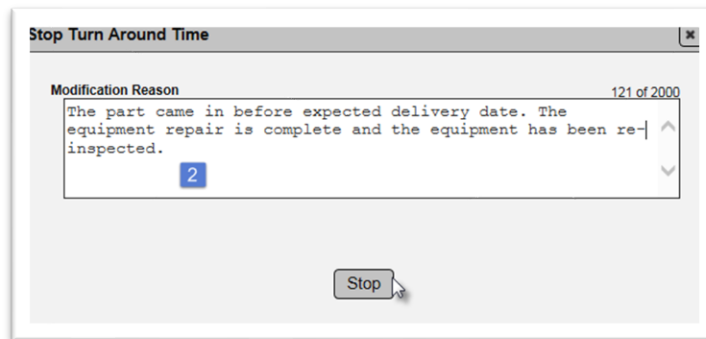
4. Select the Modify option to revise the Turn Around Time date.

#### D. Stopping Turn Around Time



1. If the turnaround time needs to be stopped, select the Stop Turn Around Time option.

A Stop Turn Around Time dialog box appears.



2. Enter the reason the turnaround time was stopped.
3. Select the Stop option to stop the turnaround time.

## Chapter 7 – Laboratory Status and Test Method Status

In MAC, each test method has its own status, and the laboratory has an overall status. In some cases, it will be appropriate to revise the test method status. In other cases, you will revise the laboratory status and all test method statuses will be affected by the change.

**NOTE:** Currently there is no effective date for test methods. The system considers the lab to be qualified when the LQP PMU sets the test method status to valid.

### A. Revising the Status of a Test Method

	Test Method	Category	Qualifying Agency	Status	Status Date			
1	AASHTO T 104 Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate	Aggregate	AAP	In Progress	12/31/2014	Update	Update Status	Remove
2	AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Approve	Remove
3	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens	Physical	AAP	In Progress	12/31/2014	Update	Inactivate	Remove
4	FM 5-515 Limerock Bearing Ratio	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Suspend	Remove

Showing 1 to 4 of 4

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

2. Change the status as appropriate.

A. **Approved** means the laboratory is qualified to perform the test method.

B. **Inactivate** means the laboratory has not lost their accreditation but has requested to have the test method removed from their listing. Laboratory profile managers may select this for the laboratory.

C. **Suspended** means that the laboratory has lost the qualification to perform that test method.

1	AASHTO T 104 Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate	Aggregate	AAP	Valid	12/31/2014	Update	Update Status	Remove
2	AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Update Status	Remove
3	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens	Physical	AAP	In Progress	12/31/2014	Update	Update Status	Remove
4	FM 5-515 Limerock Bearing Ratio	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Update Status	Remove

Selecting Approve will change the status to "Valid".

Selecting Suspend will cause a Suspend dialog box to appear.

Reasons for Status Change

Delay in reporting results

Did not correct def. in time

Did not supply info in time

Incomplete/inaccurate results

Loss of accredited status

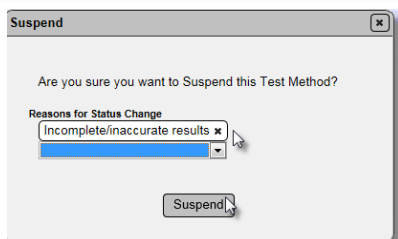
Moved without notification

Unsatisfactory performance

Using unqualified technicians

Other

3. Select the reason(s) for the suspension from the dropdown. You may select more than one. Selecting Other will require a reason to be provided.



Suspend

Are you sure you want to Suspend this Test Method?

Reasons for Status Change

Incomplete/inaccurate results

Suspend

4. Select the Suspend option.

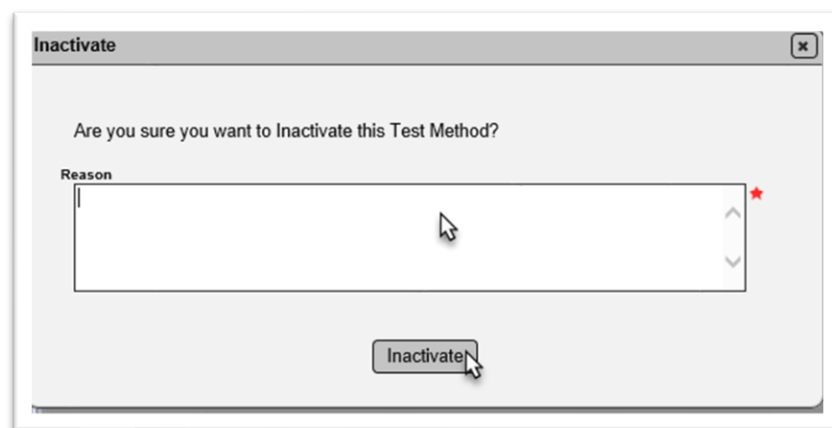
Test Methods [3] 1 Click to Collapse

[Add Test Method](#)

	Test Method	Category	Qualifying Agency	Status	Status Date			
1	AASHTO T-89/T-90 - Liquid Limit and Plastic Limit	Aggregate	CMEC	Approved	5/19/2014	Update	Update Status <span>2</span>	Remove
2	FM 1-T 085 - Coarse Aggregate Specific Gravity	Aggregate	CMEC	Approved	5/16/2014	Update	Inactivate	Remove
3	FM 5-515 - Liquid Limit Plasticity	Aggregate	CMEC	Approved	5/19/2014	Update	Suspend	Remove

**NOTE:** Suspending all test methods on a laboratory profile will cause the laboratory status to be changed to Suspended. If this happens, you must reactivate the laboratory before you can unsuspend the test methods.

Selecting Inactive will cause an Inactive dialog box to appear where you will need to provide a reason for revising the status to Inactive. The test method status will change to "Inactive".



Inactivate

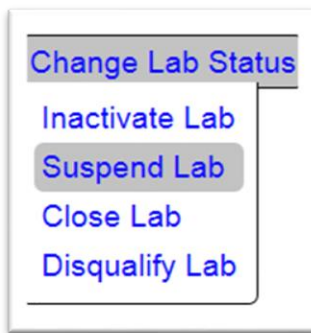
Are you sure you want to Inactivate this Test Method?

Reason

Inactivate

## B. Revising the Status of a Laboratory

When a new laboratory profile is added to MAC, the laboratory status is automatically set to "In Progress". As soon as one test method is approved, the laboratory status automatically changes to "Qualified". Changing the laboratory status affects the statuses of all test methods assigned to the laboratory profile.



1. Select the Change Lab Status option.

2. Select one of the appropriate statuses.

A. **Inactivate Lab** means that the lab is still qualified but has notified the FDOT that they do not want to be listed on the Laboratory Listing any longer. Changing the laboratory status to Inactive also changes all test methods to Inactive.

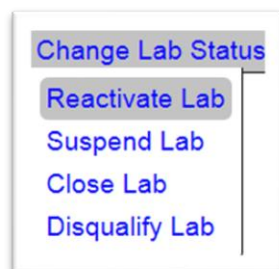
B. **Suspend Lab** means that the laboratory and all test methods will be suspended. This may occur if evaluations determine that the laboratory is deficient in all methods or basic laboratory quality control processes. Changing the laboratory status to Suspended also changes all test methods to Suspended.

C. **Close Lab** means that 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. **Disqualify Lab** means 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.

C. Reactivating a Laboratory Status

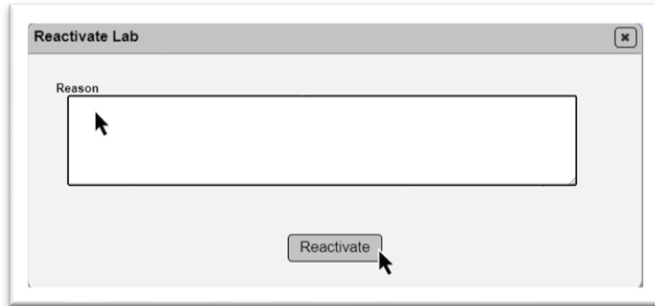
**NOTE:** For some laboratory status changes, you may need to revise the test method statuses as well.



1. Select the Change Lab Status option.

2. Select the Reactive Lab option.

A Reactivate Lab dialog box appears.



3. Provide a reason for reactivation if applicable.
4. Select the Reactivate option.

The laboratory status will change from Inactive to In Progress and the test methods will change from Inactive to In Progress