Florida Department of
TRANSPORTATION

Lab Coordinator Program Maintenance User Manual

July 26, 2024

Contents

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.

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.

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

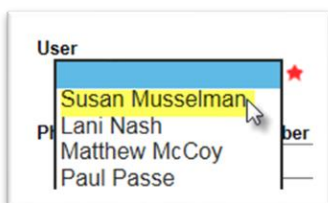You cannot create a new laboratory profile without a laboratory profile manager.

1. **User** – The laboratory profile manager must:
a. Have an active FDOT User Id account or an ISA.
b. 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.

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.

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.

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.
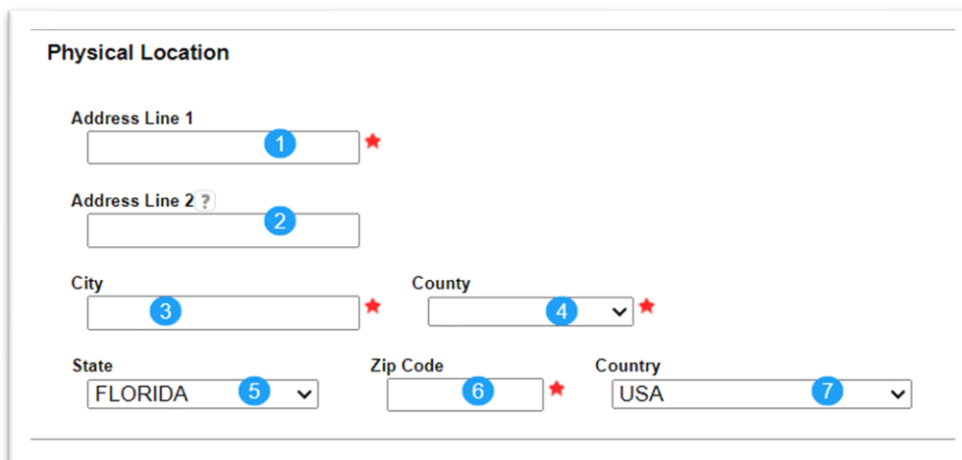

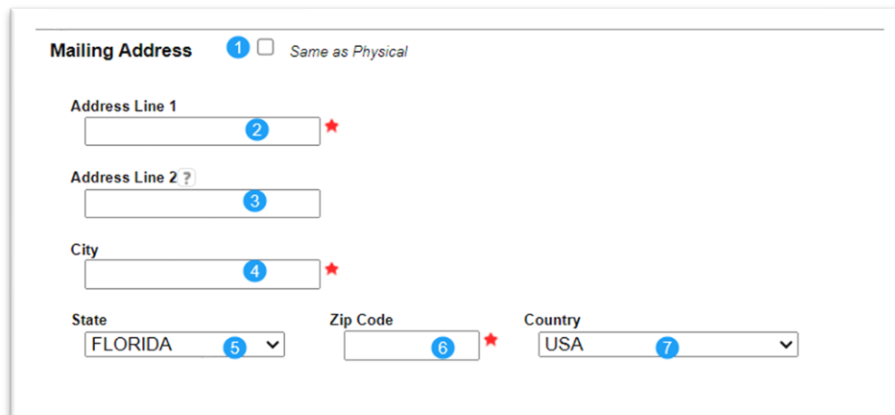1. **Same as Contact Person** – if the contact person and the lab manager are the same person, select the indicator.
2. If they are not the same person, provide the information as described above.

Physical Location

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 Adderss 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 laborotory 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

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 Adderss 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 laborotory 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.
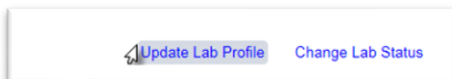
Create Profile

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.
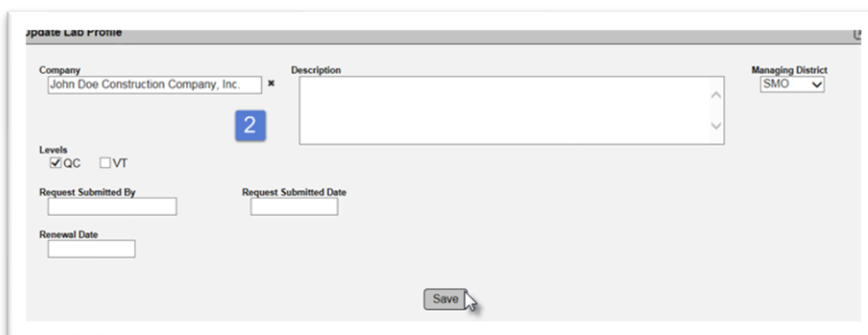

B.   Revising an Existing Laborabory Profile

1. Select the Update Lab Profile option.

An Update Lab Profile dialog box appears.

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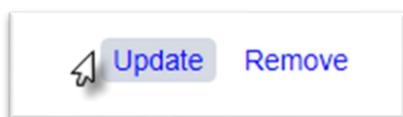
NOTE: Laboratories are listed on the company profile under the Facilities Tab and the Labs subtab.

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.

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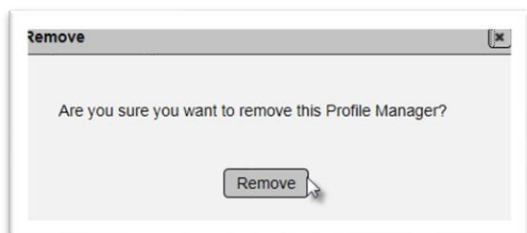3. Select Save to save the changes.

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.
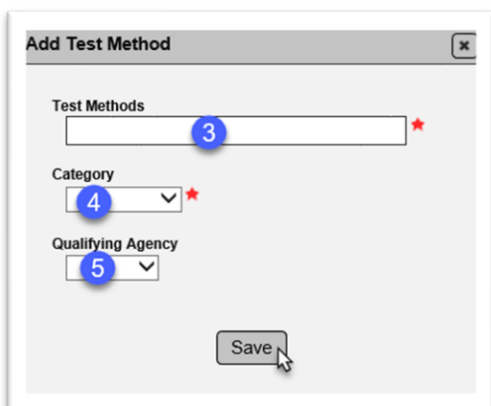
Chapter 2 – Adding Test Methods

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.
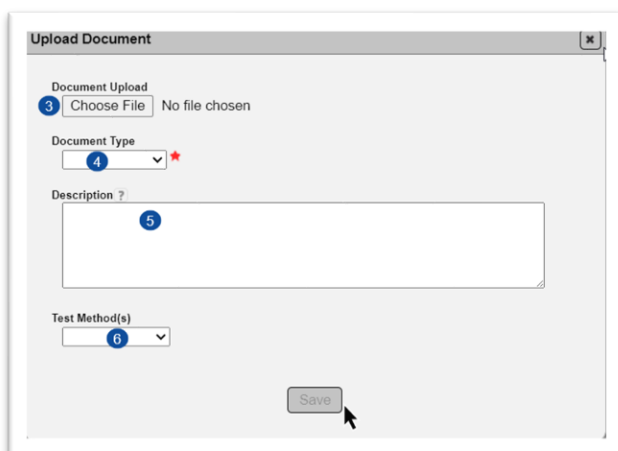
3. Select the Choose File option.

An Open dialog box will appear to navigate to the file you wish to upload.
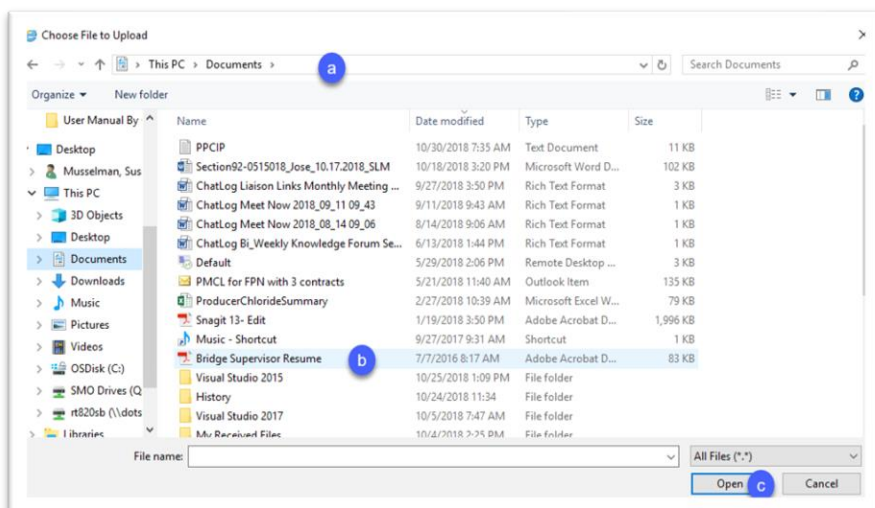
a. Navigate to the location where the file is stored.
b. Select the file you wish to upload.
c. Select the Open option.

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	View Document	Update	Delete

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 is was saved; for example, pdf.
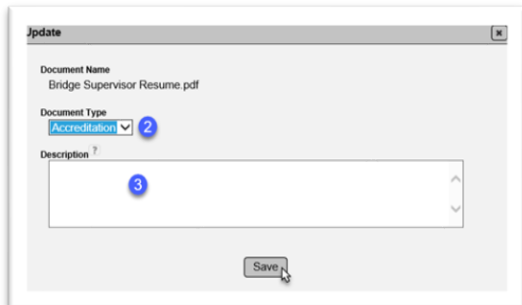
C.   Updating a Document

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	View Document	Update	Delete

1. Select the Update option.

An Update dialog box appears.

Update

Document Name
Bridge Supervisor Resume.pdf

Document Type
Accreditation ▾ **2**

Description ?
3

Save

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

Tests

| late... | ASTM C39 | View Document | Update | Delete |
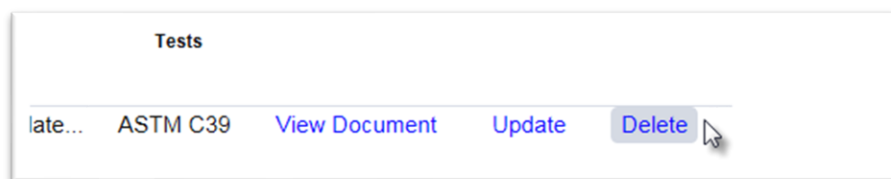
1. Select the Delete option.

A Delete Document dialog box appears.

Delete

Are you sure you want to delete this document?
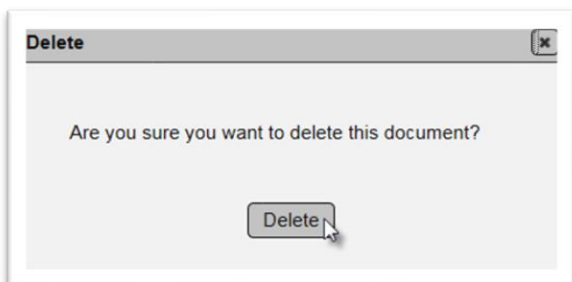
Delete

2. Select the Delete option to delete the document.

E.   Adding a Comment

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

New Comment

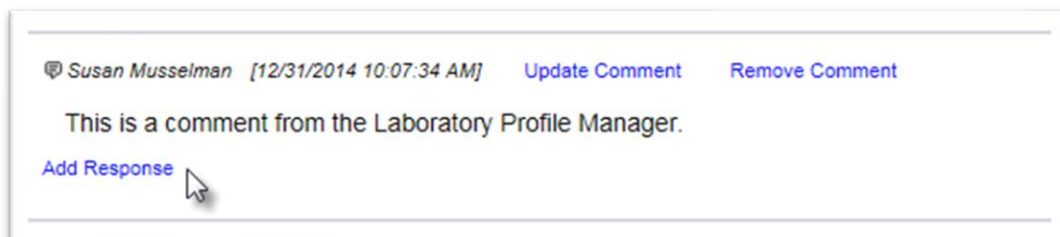1. Select the New Comment option.

A New Comment dialog box appears.

New Comment

Comment   0 of 2000

Save

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.

> 🗨 *Susan Musselman [12/31/2014 10:07:34 AM]*   Update Comment   Remove Comment
>
>   This is a comment from the Laboratory Profile Manager.
>
> Add Response

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

An Add Response dialog box appears.

Add Response [✖]

0 of 2000 ★

[   ]

Save

2. Enter your response to the original comment.
3 Select the Save option.

 A response to a comment looks like this in MAC.

> 🗨 *Susan Musselman [12/31/2014 10:08:54 AM]*
>
>   This is a comment from the Laboratory Profile Manager.
>
>   🗨 *Susan Musselman [12/31/2014 10:08:55 AM]*   Update Response   Remove Response
>
>   Respond to someone else's comment.
>
> Add Response
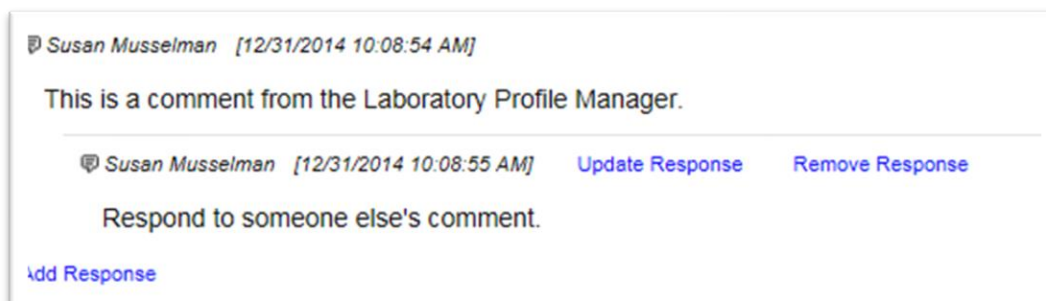
G. Updating a Comment or Response

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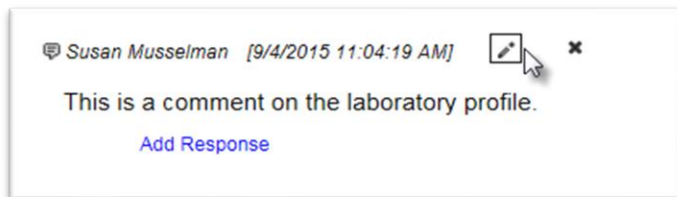
1. Click on the Update option (✎) to select it.

An Update Comment (or Update Response) dialog box appears.
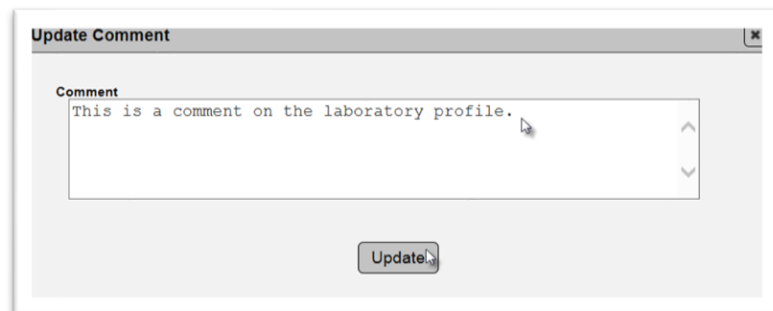
2. Revise the comment or response, as needed.
3. Select the Update option.

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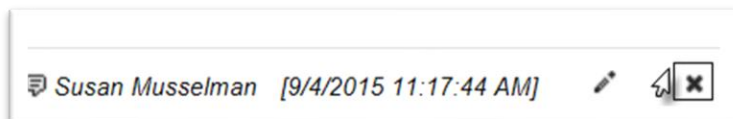
1. Click on the Delete option (✖) to select it.

A Remove Comment (or Remove Response) dialog box appears.
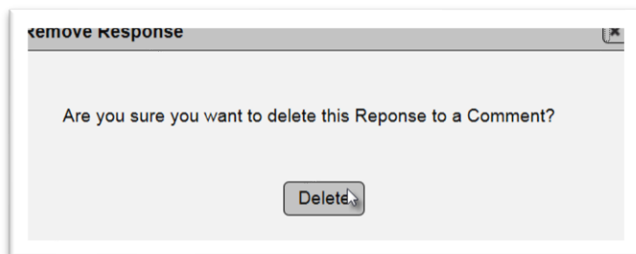
2. Select the Delete option.

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.

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:
a. **Equipment** – if you are evaluating the lab's equipment
b. **Laboratory** – if you are evaluating the lab.
c. **Equipment and Laboratory** – if you are evaluating the lab and it's equipment.
d. **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.
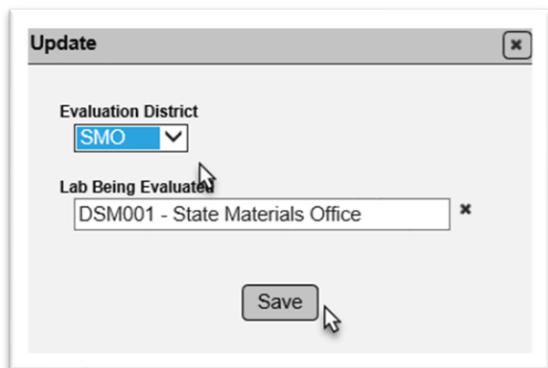
2. Make changes to the district, Lab Id or both as needed.
3. Select the Save option.

NOTE: This <mark>cannot</mark> 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.

Update   Delete

1. Select the Delete option.

A Delete dialog box appears.

Delete

Are you sure you want to delete this Evaluation?
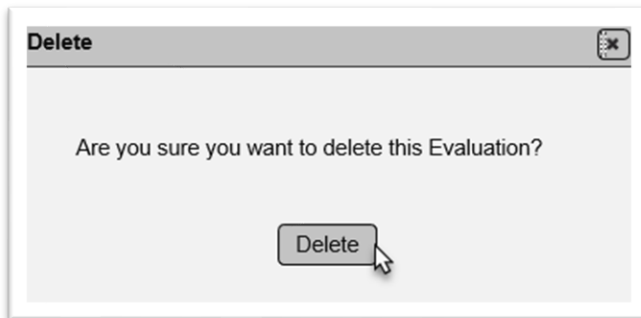
Delete

2. Select Delete.
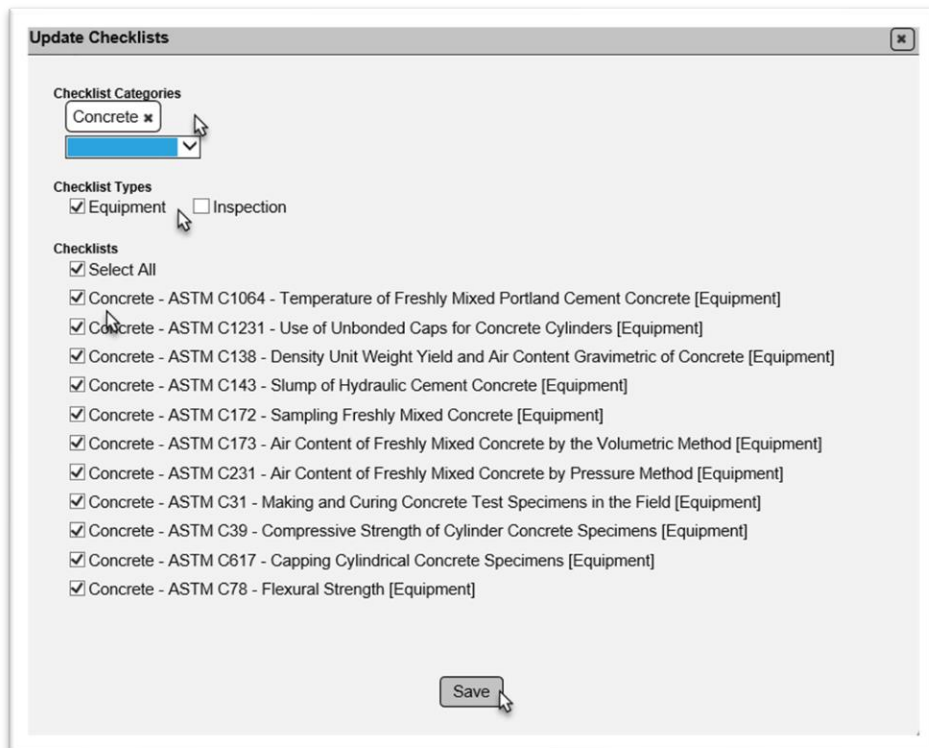
Updating the Checklists

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

Checklists [11]				Click to Collapse
			Update Checklists Complete Multiple Checklists Print Multiple Checklists	
	Checklist	Date	Status	
Concrete				
Temperature of Freshly Mixed Portland Cement Concrete	ASTM C1064		In Progress	Perform Checklist
Use of Unbonded Caps for Concrete Cylinders	ASTM C1231		In Progress	Perform Checklist
Density Unit Weight Yield and Air Content Gravimetric of Concrete	ASTM C138		In Progress	Perform Checklist
Slump of Hydraulic Cement Concrete	ASTM C143		In Progress	Perform Checklist
Sampling Freshly Mixed Concrete	ASTM C172		In Progress	Perform Checklist
Air Content of Freshly Mixed Concrete by the Volumetric Method	ASTM C173		In Progress	Perform Checklist
Air Content of Freshly Mixed Concrete by Pressure Method	ASTM C231		In Progress	Perform Checklist
Making and Curing Concrete Test Specimens in the Field	ASTM C31		In Progress	Perform Checklist
Compressive Strength of Cylinder Concrete Specimens	ASTM C39		In Progress	Perform Checklist
Capping Cylindrical Concrete Specimens	ASTM C617		In Progress	Perform Checklist
Flexural Strength	ASTM C78		In Progress	Perform Checklist

1. Select the Update Checklists option.

An Update Checklists dialog box appears.

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:

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

A Perform Checklist dialog box appears.

2. **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.
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 evalutation, enter the name or TIN of the person who was observed.

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

6. **Technician's Email** – enter the email address of the technician. This may be auto-popluated 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:

1. Select the Complete Multiple Checklists option.

A Complete Multiple Checklists dialog box appears.

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 evalutation, enter the name or TIN of the persone who was observed.

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

a. **Technician's Email** – Enter the email address of the technician. This may be auto-popluated 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.

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

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.

1. Select the Print Multiple Checklists option.

A Print Multiple Checklists dialog box will appear.

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.
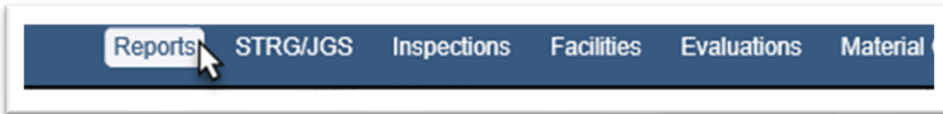
1. Select the Reports menu option.

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.

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.*
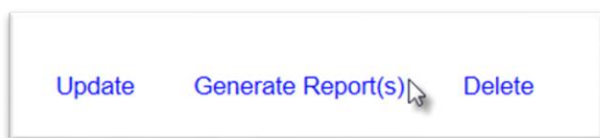
Update   Generate Report(s)   Delete

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.
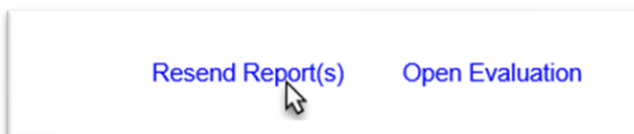
1. Select the Resend Report(s) option.

A Resend Reports dialog box appears.
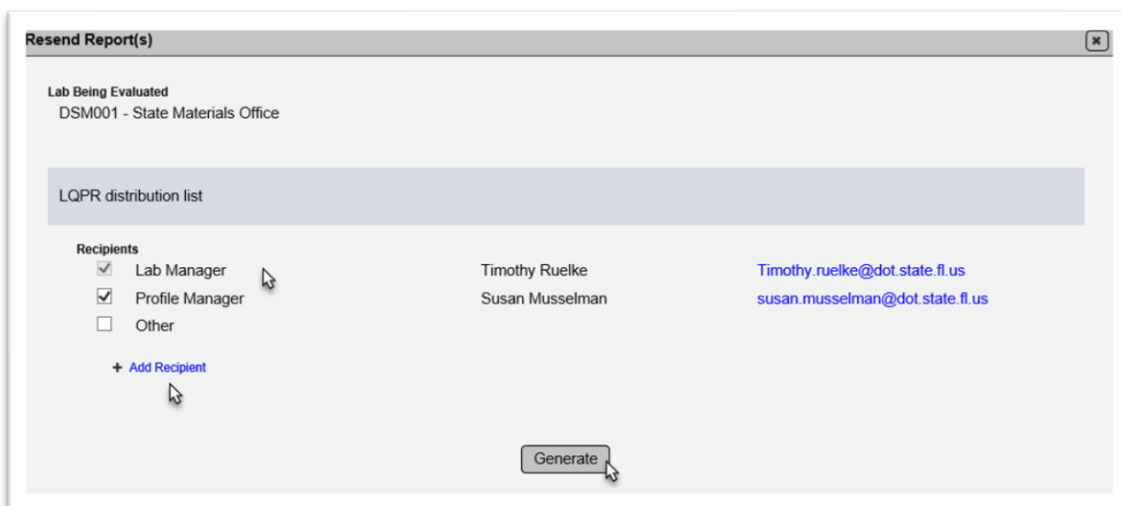
2. Make changes to the distribution list as needed.
3. Select the Generate option to resend the existing report.

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.

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.

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.
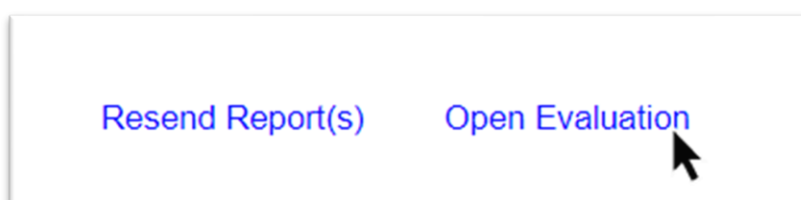
1. Select Open Evaluation.

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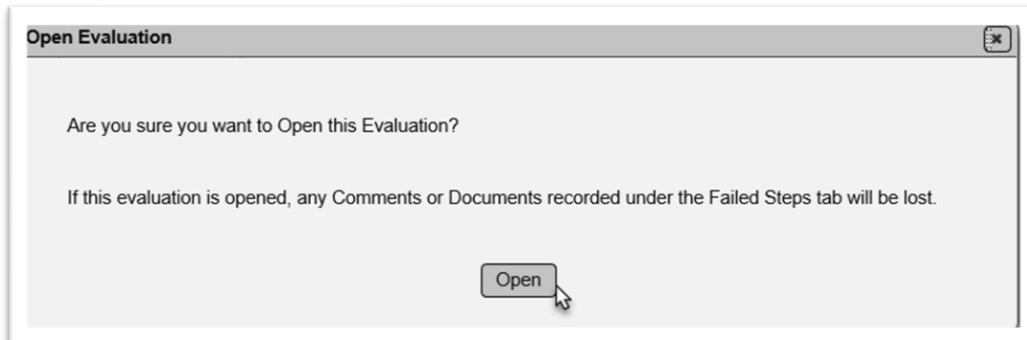
2. Select Open **ONLY** if you need to make changes.

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".

Chapter 5 – Navigating to an Existing Lab Evaluation

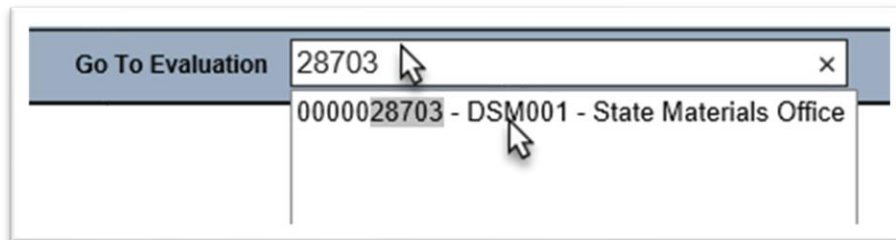When you need to return to an existing evaluation, there are several ways to get there.

A.   Go To Evaluation Field

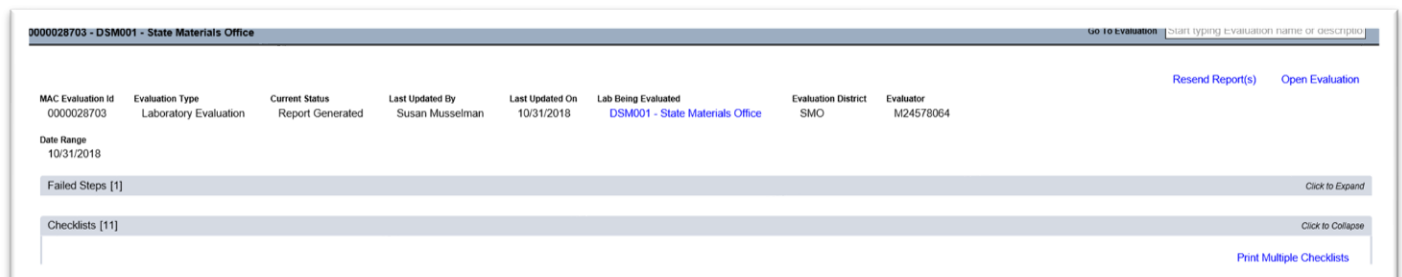If you know the Evaluation Id, you can use the Go To Evaluation field.

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.

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.

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.

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.

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

The same results will still be there.

	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

Currently selected criteria will yield 7 results

Search   Clear Search

00028703 - DSM001 - State Materials Office   Go To Evaluation   Start typing Evaluation name or descriptio

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.

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.

1. Select the Generate Report(s) option.

A Generate Reports dialog box appears.

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

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

C.   Modifying Turn Around Time

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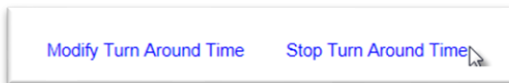
A Modify Turn Around Time dialog box appears.

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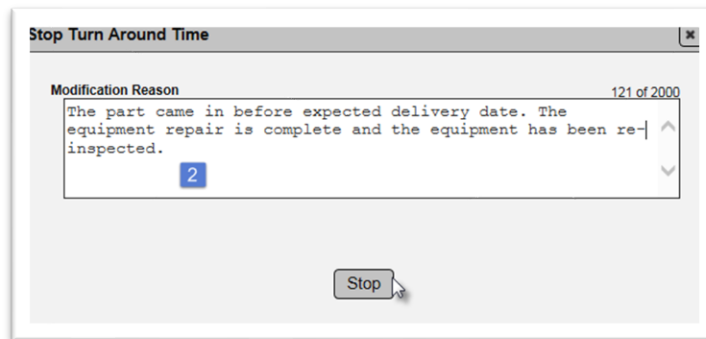4. Select the Modify option to revise the Turn Around Time date.

D.   Stopping Turn Around Time

Modify Turn Around Time   Stop 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.

Stop Turn Around Time

Modification Reason   121 of 2000

The part came in before expected delivery date. The
equipment repair is complete and the equipment has been re-
inspected.
2

Stop

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

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

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.

Selecting Approve will change the status to "Valid".

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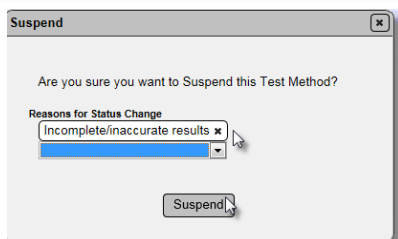
3. Select the reason(s) for the suspension from the dropdown. You may select more than one. Selecting Other will require a reason to be provided.

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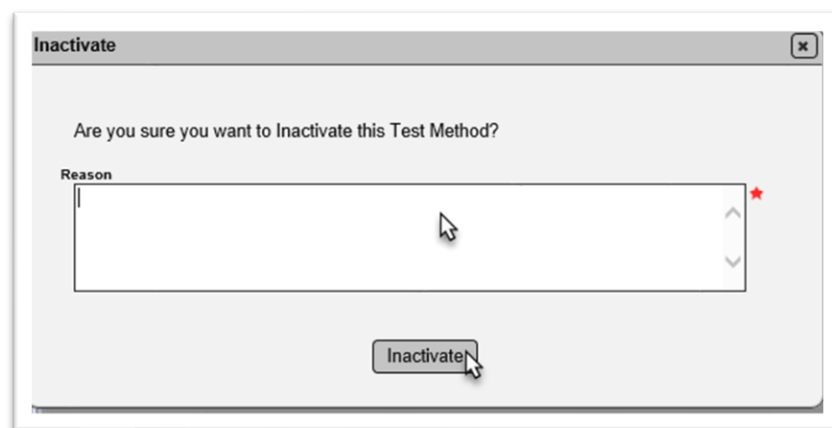
NOTE: Suspending all test methods on a laboratory profile will cause the laboratory status to be changed to Suspended. If this happens, you must reactivate the laboratory before you can unsuspend the test methods.

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".

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.

Change Lab Status
Inactivate Lab
Suspend Lab
Close Lab
Disqualify Lab
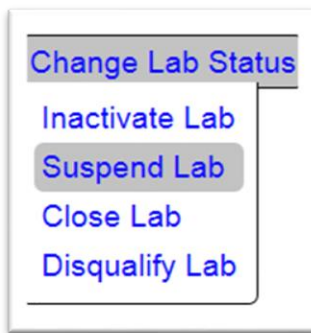
1. Select the Change Lab Status option.

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.
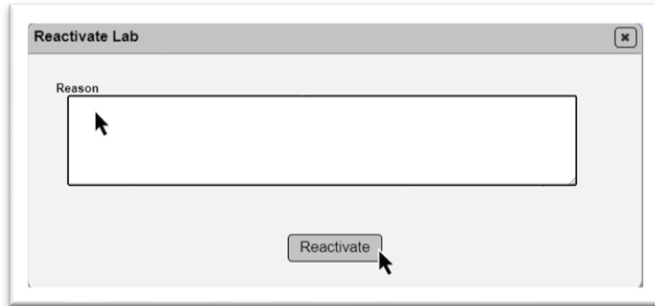
C.   Reactivating a Laboratory Status

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

Change Lab Status
Reactivate Lab
Suspend Lab
Close Lab
Disqualify Lab
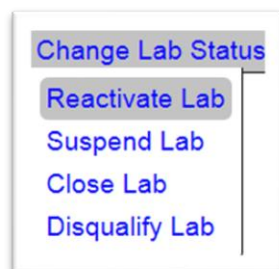
1. Select the Change Lab Status option.
2. Select the Reactive Lab option.

A Reactivate Lab dialog box appears.

Reactivate Lab

Reason

Reactivate

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 mehtods will change from Inactive to In Progress