



Florida Department of TRANSPORTATION



Lab Coordinator Program Maintenance User Manual

April 22, 2026



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Updates

This section summarizes the updates in this document from the last posted version.

Description	Page #
Added link to Materials Manual 5.7 in Introduction	4
Added Reports chapter	7

Introduction

What is the Laboratory Qualification Program?

The Laboratory Qualification Program (LQP) is governed by ***Specifications Section 105 and Materials Manual Section 5.7 V1***. Laboratories performing acceptance testing must be qualified under the program. These instructions are intended to cover the MAC functionality related to the ***Materials Manual***, not supersede, or replace the program requirements. If there is a conflict between the ***Materials Manual*** and these instructions, ***Materials Manual 5.7 V1*** takes precedence.

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 LQP 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 LQP status. The Laboratory Manager may also serve as the contact person, the Laboratory Profile Manager, and/or Company Profile Manager.

Who is the Contact Person?

The Contact Person is the person listed on the Qualified Labs List. 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 – Laboratory Qualification Program Reports

There are several reports designed to assist LQP PMUs. This chapter describes the MAC LQP reports.

A. Active Labs & Inspections

This report provides a list of laboratories that have performed testing and if they have been evaluated under the LQP yet.

The screenshot shows a web form titled "Active Labs & Inspections [End User Report]". It contains the following fields:

- Start Date**: A text input field with a red star icon to its right. A blue circle with the number "1" is positioned above the field.
- End Date**: A text input field with a red star icon to its right. A blue circle with the number "2" is positioned above the field.
- District(s) (Leave blank for all)**: A dropdown menu with a red star icon to its right. A blue circle with the number "3" is positioned above the dropdown.
- Report Format**: A dropdown menu with a red star icon to its right. A blue circle with the number "4" is positioned above the dropdown.

A "Submit" button is located at the bottom right of the form, with a mouse cursor pointing to it.

1. **Start Date** – enter a beginning date for the date test performed.
2. **End Date** – enter an ending date for the date test performed.
3. **District(s)** – select a district or districts from the dropdown.
4. **Report Format** – select the file format for the report.
5. Select the Submit option.

The report will be downloaded in the format you selected.



Active Labs with Inspections

Date Ran: 12/2/2025 8:39:50 AM

11/01/2025 to 11/30/2025

District = 02

Test Method	Sample ID	Sample Level	Tester	Sample Test Date	Evaluation Number	Evaluator	Pass?	# of Evals
AASHTOT312	2001010	PCX	Cl...	11/24/2025	124330	Ca...	Y	1
FM1-T030	2001010	PCX	Cl...	11/24/2025	124330	Ca...	Y	1
FM1-T166	2001010	PCX	Cl...	11/24/2025	124330	Ca...	Y	1
FM1-T209	2001010	PCX	Cl...	11/24/2025	124330	Ca...	Y	1
FMS-563	2001010	PCX	Cl...	11/24/2025	124330	Carroll, David	Y	1

Facility = A0207 - Atlantic Coast Asphalt Co

Test Method	Sample ID	Sample Level	Tester	Sample Test Date	Evaluation Number	Evaluator	Pass?	# of Evals
AASHTOT312	1988518	V	Sp...	11/14/2025				
FM1-T030	1988518	V	Sp...	11/14/2025				
FM1-T166	1988518	V	Sp...	11/14/2025				
FM1-T209	1988518	V	Sp...	11/14/2025				
FMS-563	1988518	V	Sp...	11/14/2025				

Facility = A0651 - Anderson Columbia Company, Inc. - Plant #10

Test Method	Sample ID	Sample Level	Tester	Sample Test Date	Evaluation Number	Evaluator	Pass?	# of Evals
AASHTOT312	1974311	V	Be...	11/4/2025	123751	Ca...	Y	1
FM1-T030	1974311	V	Be...	11/4/2025	123751	Ca...	Y	1
FM1-T166	1974311	V	Be...	11/4/2025	123751	Ca...	Y	1
FM1-T209	1974311	V	Be...	11/4/2025	123751	Ca...	Y	1
FMS-563	1974311	V	Be...	11/4/2025	123751	Carroll, David	Y	1

B. Active Labs per Project

This report gives a list of the labs identified as the testing lab on a sample for a specific project or projects.

Active Labs per Project

Projects
Type Item Segment *

Report Format
2 *

The currently selected criteria will result in 0 records.

Submit

1. **Project** – enter all or part of the Financial Project Number (FPN) and select an entry from the returned list.
2. **Report Format** – select the file format for the report.
3. Select the Submit option.

The report will be downloaded in the format you selected.

FDOT

Generated: 12/2/2025 8:45:48 AM

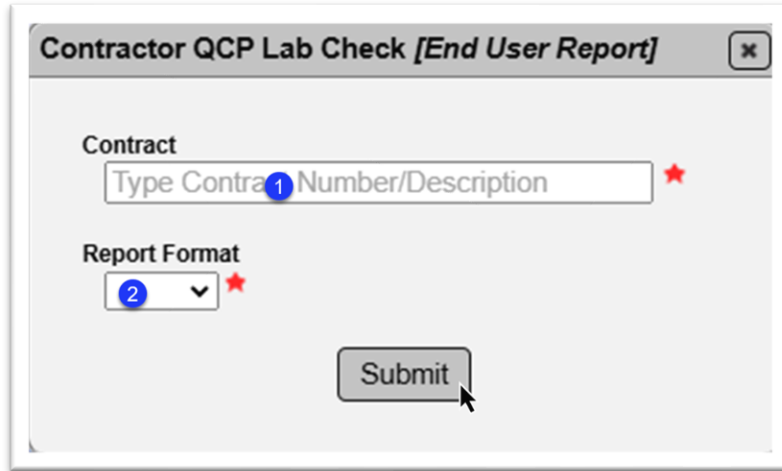
Active Labs per Project

FDOT State Materials Office, 5007 N.E. 39th Avenue, Gainesville, FL 32609 (352) 955-6600

Lab ID	Lab Description	Test Method	Test Category	Sample Id	Sample Level
Financial Project ID: 44349225201					
I07C	P...	ASTM C1231	Physical	2501912755	VT
		Number of Samples: 1			
		ASTM C39	Physical	2501912755	VT
		Number of Samples: 1			
		ASTM C617	Physical	2501912755	VT
		Number of Samples: 1			
K...	...	ASTM C1231	Physical	2501910428	QC
		Number of Samples: 1			
		ASTM C39	Physical	2501910428	QC
		Number of Samples: 1			
		ASTM C617	Physical	2501910428	QC
		Number of Samples: 1			

C. Contractor QCP Lab Check

This report gives the status of the lab(s) listed on a Contractor Quality Control Plan (QCP) by test method. For example, if the lab is listed as a structural concrete lab, the report shows the status of the concrete test methods a lab is required to have in a valid status before performing concrete lab tests.



The screenshot shows a web form titled "Contractor QCP Lab Check [End User Report]". The form has a close button in the top right corner. It contains two main sections: "Contract" and "Report Format". The "Contract" section has a text input field with the placeholder text "Type Contract Number/Description" and a red star icon to its right. The "Report Format" section has a dropdown menu with the value "2" and a red star icon to its right. Below these sections is a "Submit" button with a mouse cursor pointing to it.

1. **Contract** – enter all or part of the contract number and select an entry from the returned list.
2. **Report Format** – select the file format for the report.
3. Select the Submit option.

The report will be downloaded in the format you selected. Each material area with a lab (asphalt, earthwork, and structural concrete) will be on its own page or spreadsheet depending on the format you selected.



Contractor QCP Lab Check

FDOT State Materials | 5007 NE 39th Ave | Gainesville, FL 32609 | (352)955-6600

Asphalt

Lab ID:	Name :	Lab Status:	Suitable for Asphalt :	Test status
AASHTOT312 - Gyration Compaction		Qualified	YES	Valid
FM1-T030 - Mechanical Analysis of Extracted Aggregate				Valid
FM1-T166 - Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Specimens				Valid
FM1-T209 - Maximum Specific Gravity of Asphalt Paving Mixtures				Valid
FM5-563 - Quantitative Determination of Asphalt Content from Asphalt Paving Mixtures by the Ignition				Valid
Lab ID:	Name :	Lab Status:	Suitable for Asphalt :	Test status
AASHTOT312 - Gyration Compaction		Qualified	YES	Valid
FM1-T030 - Mechanical Analysis of Extracted Aggregate				Valid
FM1-T166 - Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Specimens				Valid
FM1-T209 - Maximum Specific Gravity of Asphalt Paving Mixtures				Valid
FM5-563 - Quantitative Determination of Asphalt Content from Asphalt Paving Mixtures by the Ignition				Valid

If the Suitable for [Material] field displays **No**, the lab is not eligible to perform acceptance testing until the test methods needed are addressed.

D. Invoice Lab Status Report

This report is for DMRO contract managers who oversee Verification Testing contracts. It provides information on MAC activity for a specific lab between dates.

Invoice Lab Status Report [End User Report]

Select Lab
Start typing Lab name or Lab ID to get a list

Start Date

End Date

Report Format

Submit

1. **Select Lab** – enter the lab id or description and select an entry from the returned list.
2. **Start Date** – enter a beginning date for the date test performed.
3. **End Date** – enter an ending date for the date test performed.
4. **Report Format** – select the file format for the report.
5. Select the Submit option.

The report will be downloaded in the format you selected.

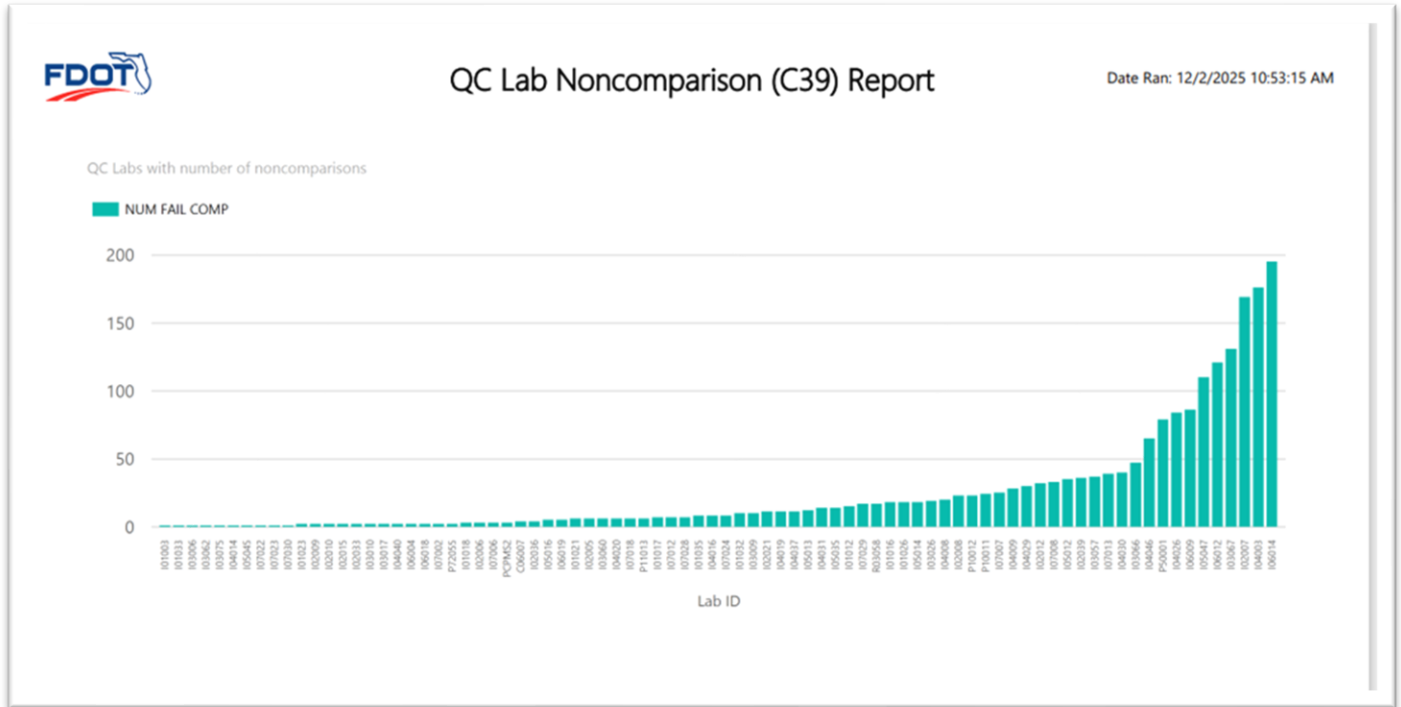
FDOT Invoice Lab Status Report Date Ran: 12/2/2025 10:50:41 AM

LAB: 10/01/2025 to 10/31/2025

Project Number	Material ID	SMPL LVL CD	Sample ID	FDOT Sample #	Test Name	Sample Date	Sample Status	Test Date
207668-3-52-01	160	V						
			1941948	S002V	AASHTO T 89 and AASHTO T 90 Liquid Plastic	10/10/2025	Finalized	10/17/2025
			1941948	S002V	FM 1-T 180 Modified Proctor	10/10/2025	Finalized	10/17/2025
			1941948	S002V	FM 1-T 267 Organic Content	10/10/2025	Finalized	10/17/2025
			1941975	L002V	FM 1-T 180 Modified Proctor	10/10/2025	Finalized	10/15/2025
			1941975	L002V	FM 5-515 Limerock Bearing Ratio	10/10/2025	Finalized	10/15/2025
			1942047	S003V	FM 1-T 180 Modified Proctor	10/10/2025	Finalized	10/17/2025
207823-3-52-01	160	V						
			1931028	S003V	AASHTO M 145 Soils Classification	10/01/2025	Finalized	10/04/2025
			1931028	S003V	AASHTO T 88 Particle Size Analysis of Soil	10/01/2025	Finalized	10/04/2025
			1931028	S003V	AASHTO T 89 and AASHTO T 90 Liquid Plastic	10/01/2025	Finalized	10/04/2025
			1931028	S003V	FM 1-T 180 Modified Proctor	10/01/2025	Finalized	10/04/2025
			1931028	S003V	FM 1-T 267 Organic Content	10/01/2025	Finalized	10/04/2025
			1931039	L003V	FM 1-T 180 Modified Proctor	10/01/2025	Finalized	10/04/2025
			1931039	L003V	FM 5-515 Limerock Bearing Ratio	10/01/2025	Finalized	10/06/2025
210269-4-52-01	120	V						
			1923680	E003V	AASHTO M 145 Soils Classification	09/26/2025	Finalized	10/01/2025

E. QC Lab Noncomparison (C39)

This report summarizes the non-comparisons for concrete compressive strength ranked least to most. There are no parameters. When the link is selected, the report is generated in pdf format.



F. Qualified Labs Report

Per the **FDOT Specifications**, the Department is required to maintain and publish a list of all qualified labs and their test method statuses.

Qualified Labs Report

Districts
1

Categories
2

Report Format
3

The currently selected criteria will result in 536 records.

Submit

1. **Districts** – select a district or districts from the dropdown.
2. **Categories** – select one or more material categories from the dropdown.
3. **Report Format** – select the file format for the report.
4. Select the Submit option.

The report will be downloaded in the format you selected.

Generated: 12/2/2025 10:57:41 AM

FDOT Qualified Laboratory Information by Category And District
FDOT State Materials Office, 5007 N.E. 39th Avenue, Gainesville, FL 32609 (352) 955-6600

Categories: Physical; District: District 1, District 7

ADDRESS	CONTACT TELEPHONE NUMBER	FAX EMAIL ADDRESS	Test Method	Status	Qualifying Agency
District: District 1; Category: Physical					
1724 Barber Road Sarasota, Florida 34240			ASTM C1231	Valid	CMEC
Physical			ASTM C39	Valid	CMEC
			ASTM C617	Valid	CMEC
1525 Centennial Drive Bartow, Florida 33830	(813) 533-0000		ASTM C1231	Valid	CMEC
Physical			ASTM C39	Valid	CMEC
			ASTM C617	Valid	CMEC
4220 Executive Circle Suite 62 Fort Myers, Florida 33916			ASTM C1231	Valid	CMEC
Physical			ASTM C39	Valid	CMEC
			ASTM C617	Valid	CMEC
			ASTM C78	Valid	CMEC
1701 Myrtle Street Sarasota, Florida 34234			ASTM C1231	Valid	CMEC
Physical			ASTM C39	Valid	CMEC

G. Test Turnaround Time

This report is not a comprehensive list of all tests and their turnaround times. It is a report designed to provide the DMREs and SMO Lead Staff with business plan key performance measures on a few key tests for verification testing only.

The screenshot shows a web form titled "Test Turnaround Time [End User Report]". The form includes the following fields:

- Start Date**: A text input field with a blue circle containing the number 1 and a red star to its right.
- End Date**: A text input field with a blue circle containing the number 2 and a red star to its right.
- Managing District**: A dropdown menu with a blue circle containing the number 3 and a downward arrow.
- Lab**: A text input field with a blue circle containing the number 4 and a red star to its right. The placeholder text reads "Start typing Lab name or Lab ID to get a list".
- Project**: A text input field with a blue circle containing the number 5 and a red star to its right. The placeholder text reads "Type Item/Its Segment".
- Report Format**: A dropdown menu with a blue circle containing the number 6 and a red star to its right.

A "Submit" button is located at the bottom center of the form.

1. **Start Date** – enter a beginning date for the date test performed.
2. **End Date** – enter an ending date for the date test performed.
3. **Managing District** – select a district or districts from the dropdown.
4. **Lab** – enter a lab id or description and select an entry from the returned list (if desired).
5. **Project** – enter the FPN and select an entry from the returned list (if desired).
6. **Report Format** – select the file format for the report.
7. Select the Submit option.

The report will be downloaded in the format you selected.

FDOT Test Turnaround Time Report
Date Ran: 12/2/2025 11:15:31 AM
11/1/2025 to 11/30/2025

Managing District = 01
Lab: ██████████

Test Method ID	MAC Sample ID	Contract	Latest Project	Sample Lvl Cd	Technician	Date Sampled	Date Received	Date Tested	Date Test Result Reported	RCVD to Tested	Tested to Reported
AASHTOT312 - Gyration Compaction											
1993560	E1W14		441950-1-52-01	QC	Mullins, Gregory	11/17/2025	11/19/2025	11/18/2025	11/19/2025	-1	1
										AVG # of Days	1
FM1-T030 - Mechanical Analysis of Extracted Aggregate											
1993560	E1W14		441950-1-52-01	QC	Mullins, Gregory	11/17/2025	11/19/2025	11/18/2025	11/19/2025	-1	1
										AVG # of Days	1
FM1-T166 - Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Specimens											
1993560	E1W14		441950-1-52-01	QC	Mullins, Gregory	11/17/2025	11/19/2025	11/18/2025	11/19/2025	-1	1
										AVG # of Days	1
FM1-T209 - Maximum Specific Gravity of Asphalt Paving Mixtures											
1993560	E1W14		441950-1-52-01	QC	Mullins, Gregory	11/17/2025	11/19/2025	11/18/2025	11/19/2025	-1	1
										AVG # of Days	1
FM5-563 - Quantitative Determination of Asphalt Content from Asphalt Paving Mixtures by the Ignition											
1993560	E1W14		441950-1-52-01	QC	Mullins, Gregory	11/17/2025	11/19/2025	11/18/2025	11/19/2025	-1	1
										AVG # of Days	1

H. State Materials Office Quality Systems PowerBI Reports

In addition to the published reports found on the MAC Reporting website, the State Materials Office Quality Systems unit has developed PowerBI reports for monitoring the LQP. They can be found on the SMO Quality Systems SharePoint site:

<https://fdot.sharepoint.com/sites/SM-MPP/SitePages/Quality-Systems.aspx>

On this site, select the Quality Systems PowerBI Report link:

<https://fdot.sharepoint.com/sites/SM-MPP/SitePages/Quality-Systems-PowerBI-Report.aspx>

Chapter 2 – Creating a New Laboratory Profile from an Application

A. Creating a Laboratory Profile

For a laboratory to appear on the **Qualified Laboratory Listing** (Chapter 1, [F. Qualified Labs Report](#)), new laboratories must submit a laboratory qualification application to the DMRO or SMO. Before you can create a 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 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.

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

1. Navigate to Lab Profile Screen



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 a web form for creating a laboratory profile. It features two 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 the right side of 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 the right side of this field. Below the 'Company' field, a dropdown list is visible, showing the selected entry 'John Doe' and another entry 'John Doe Roads & Bridges, Inc.'. A mouse cursor is hovering over the second entry in the dropdown. To the right of the 'Company' field, there is a small 'x' icon and a red star icon.

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 'Lab Information' with the following fields and callouts:

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

2. Profile Manager

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

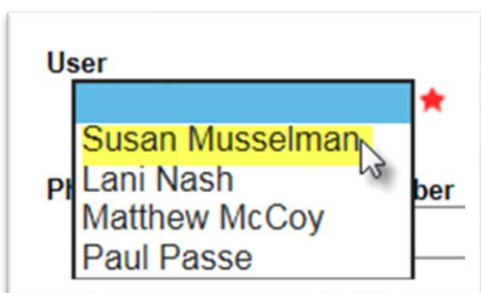
- User ?**: Dropdown menu with callout 1 and a red asterisk.
- Phone Type**: Dropdown menu with callout 2 and a red asterisk.
- Number**: Text input field with callout 3 and a red asterisk.
- Extension**: Text input field with callout 4.
- Is Primary ?**: Radio button with callout 6 and a plus sign with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

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.

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Chang Wang	✓	✓			Update	Remove User from Company
Jennifer Murray	✓	✓	✓		Update	Remove User from Company
Lani Nash	✓	✓	✓		Update	Remove User from Company
Preeti Zutshi	✓			✓	Update	Remove User from Company
Rashmi Jawale	✓	✓	✓		Update	Remove User from Company
Susan Musselman			✓		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 manager role or have an existing user assigned the role.

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

3. 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).

The screenshot shows the 'Contact Person' form. At the top, there is a question: 'Does this person have an FDOT User Id?' with radio buttons for 'Yes' (selected) and 'No'. A blue circle with the number '1' is next to the 'Yes' button. To the right is a 'User' field with a dropdown menu. A blue circle with the number '2' is next to the dropdown, and a tooltip box is open over it containing the text 'Start typing user name to get list of users'. Below this are fields for 'Phone Type' (a dropdown menu), 'Number' (a text input), 'Extension' (a text input), and 'Is Primary' (radio buttons, with 'Yes' selected). A plus sign is to the right of the 'Is Primary' field. At the bottom is an 'Email' text input field. Red stars are placed to the right of the 'Phone Type', 'Number', 'Extension', and 'Email' fields.

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.

The screenshot shows the 'Contact Person' form. The 'Does this person have an FDOT User Id?' question now has radio buttons for 'Yes' and 'No' (selected). A blue circle with the number '3' is next to the 'No' button. The 'User' field has been replaced by two text input fields: 'First Name' and 'Last Name'. Blue circles with numbers '4' and '5' are next to these fields. The 'Phone Type', 'Number', 'Extension', and 'Is Primary' fields remain the same as in the previous screenshot. The 'Email' field is also present. Red stars are placed to the right of the 'First Name', 'Last Name', 'Phone Type', 'Number', and 'Email' fields.

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.

The screenshot shows the 'Contact Person' form. The 'Phone Type' dropdown menu is selected. A blue circle with the number '6' is next to it. The 'Number' text input field has a blue circle with the number '7' next to it. The 'Extension' text input field has a blue circle with the number '8' next to it. The 'Is Primary' radio buttons have a blue circle with the number '10' next to the 'Yes' button. A plus sign is to the right of the 'Is Primary' field, with a blue circle with the number '9' next to it. The 'Email' text input field has a blue circle with the number '11' next to it. Red stars are placed to the right of the 'Phone Type', 'Number', 'Extension', and 'Email' fields.

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.

4. **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.

5. **Physical Location**

1. **Address Line 1** – enter the physical address of the laboratory location.
2. **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.
3. **City** – enter the City where the laboratory is located.

4. **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.
5. **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.
6. **Zip Code** – enter the zip code where the laboratory is located.
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.

6. **Mailing Address**

The screenshot shows a form titled "Mailing Address" with a "Same as Physical" checkbox (callout 1). Below are several input fields: "Address Line 1" (callout 2, required), "Address Line 2" (callout 3, optional), "City" (callout 4, required), "State" (callout 5, dropdown menu showing "FLORIDA"), "Zip Code" (callout 6, required), and "Country" (callout 7, dropdown menu showing "USA").

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.

7. Create Profile

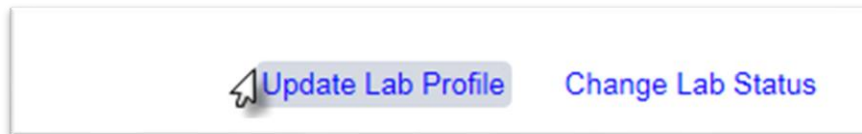


1. Select the the Create option at the bottom of the page.

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.

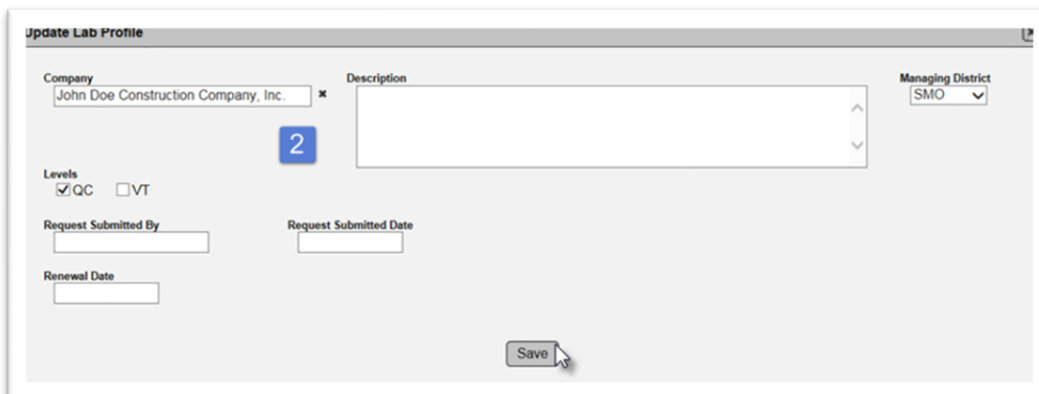


B. Revising an Existing Laborabory Profile



1. Select the Update Lab Profile option.

An Update Lab Profile dialog box appears.

A dialog box titled "Update Lab Profile". It contains several input fields and a "Save" button. The "Company" field is filled with "John Doe Construction Company, Inc." and has a red 'x' icon. The "Description" field is empty. The "Managing District" dropdown menu is set to "SMO". There are checkboxes for "Levels" with "QC" checked and "VT" unchecked. There are input fields for "Request Submitted By", "Request Submitted Date", and "Renewal Date". A blue square with the number "2" is overlaid on the "Description" field. A mouse cursor is hovering over the "Save" button.

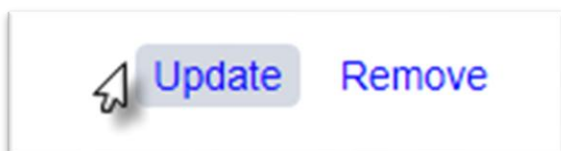
2. Make changes as needed.
3. Select the Save option.

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: 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 screenshot of a software dialog box titled 'Update'. The dialog box has a standard window title bar with a close button (X) in the top right corner. Inside the dialog, there are several input fields and controls:

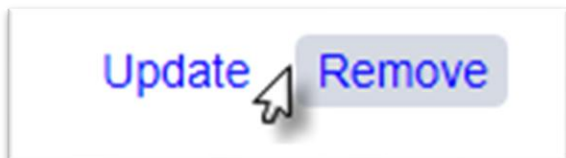
- User:** A dropdown menu with 'Susan Musselman' selected.
- Phone Type:** A dropdown menu with 'Office' selected.
- Number:** A text input field containing '(555) 111-2222'.
- Extension:** A text input field with a blue '2' in a small box to its left.
- Is Primary:** A radio button that is selected, followed by a '+' sign.
- Email:** A text input field containing 'smuss@dot.com'.
- Save:** A button at the bottom center of the dialog.

2. Make changes to the data as described in Adding a Profile Manager.

3. Select Save to save the changes.

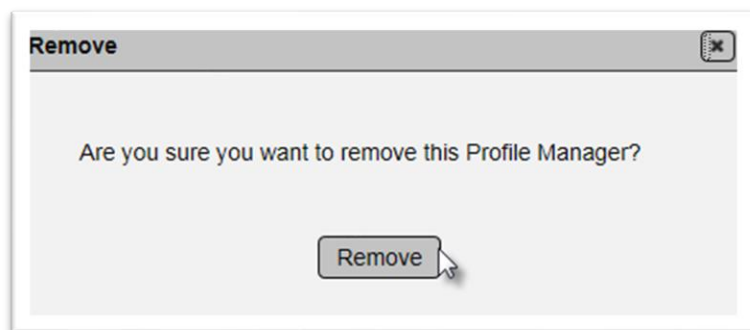
D. Removing an Existing Profile Manager

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 there is only one listed on the lab 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

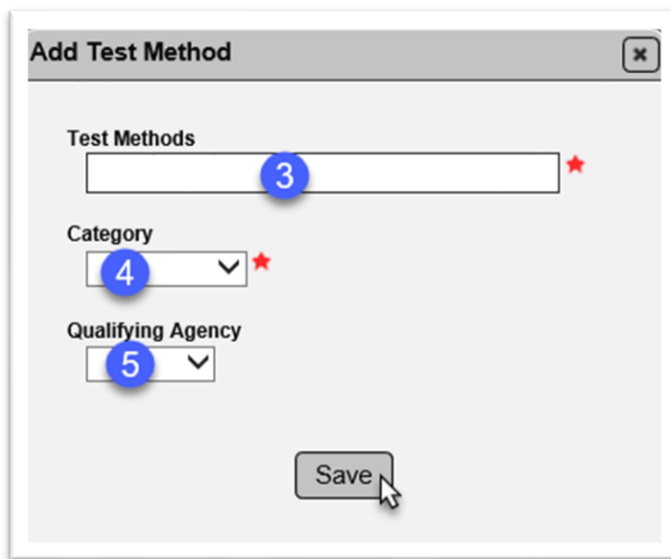
The LQP Coordinator should not update the location information. The Laboratory Profile Manager is responsible for maintaining the location information. Because changing the physical location of a laboratory will result in warning to the laboratory profile manager, the LQP Coordinator should not update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

Chapter 3 – Adding Test Methods



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 8, [A. Revising the Status of a Test Method](#).

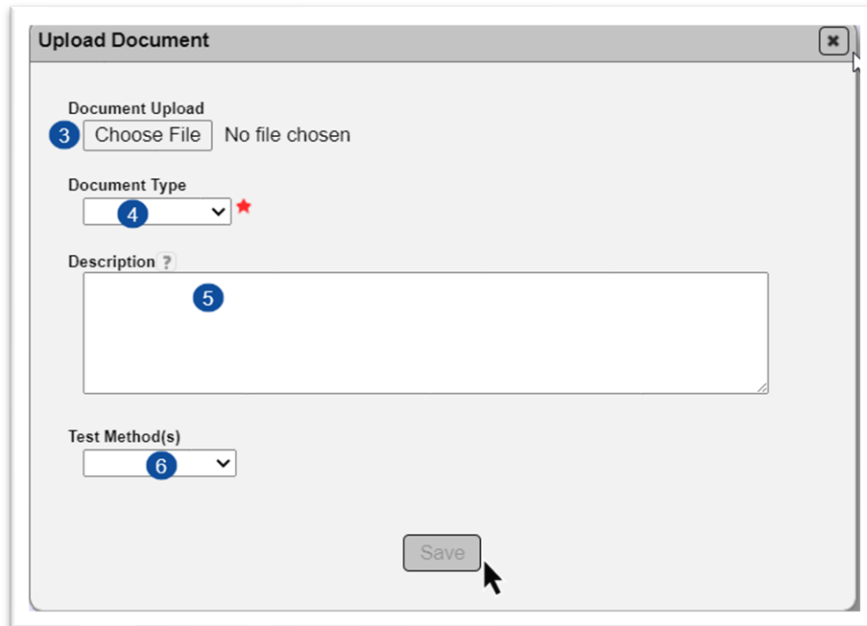
Chapter 4 – Documents and Comments

A. Adding Documents to a Laboratory Profile



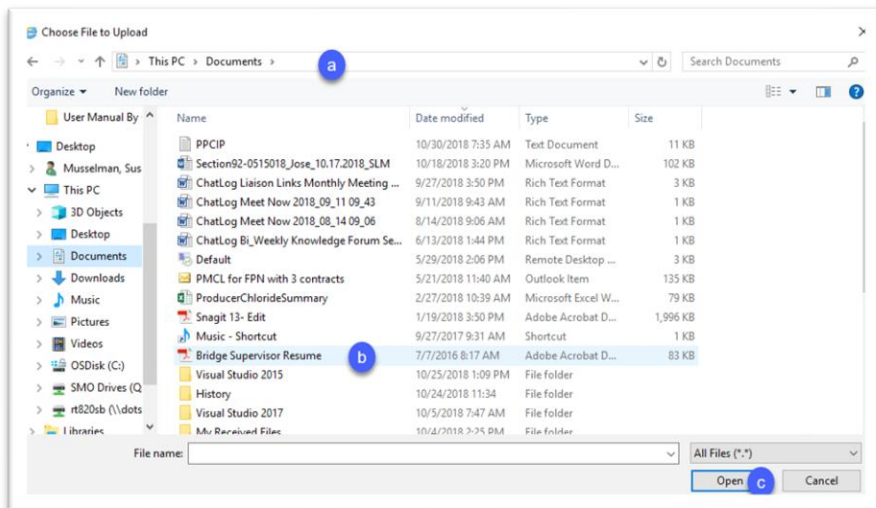
1. Click on the Documents tab to expand it.
2. Select the Upload Document option.

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.

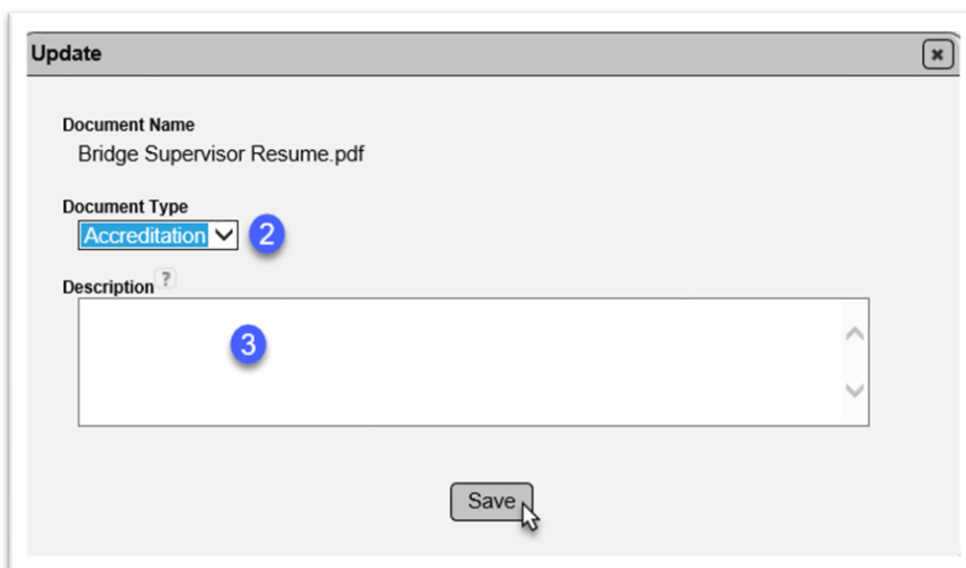
C. Updating a Document

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.



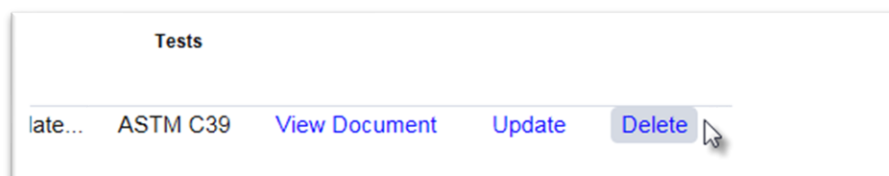
1. Select the Update option.

An Update dialog box appears.



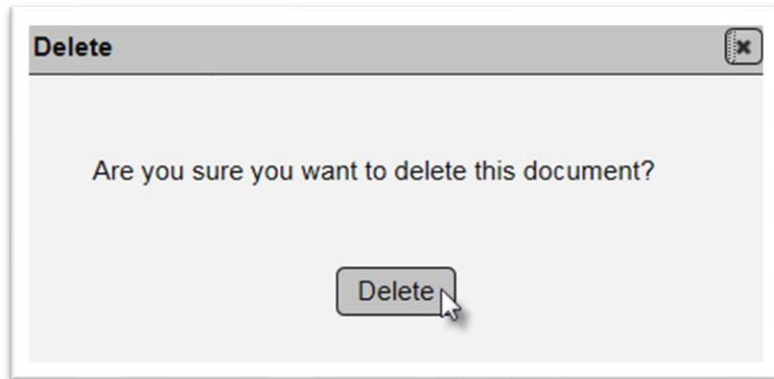
2. **Document Type** – revise the Document type, if applicable, by clicking on the dropdown.
3. **Description** – revise the description, if needed.
4. Select Save to save the changes.

D. Deleting a Document



1. Select the Delete option.

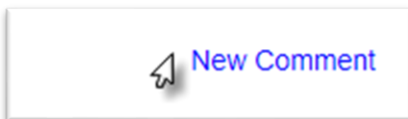
A Delete Document dialog box appears.



2. Select the Delete option to delete the document.

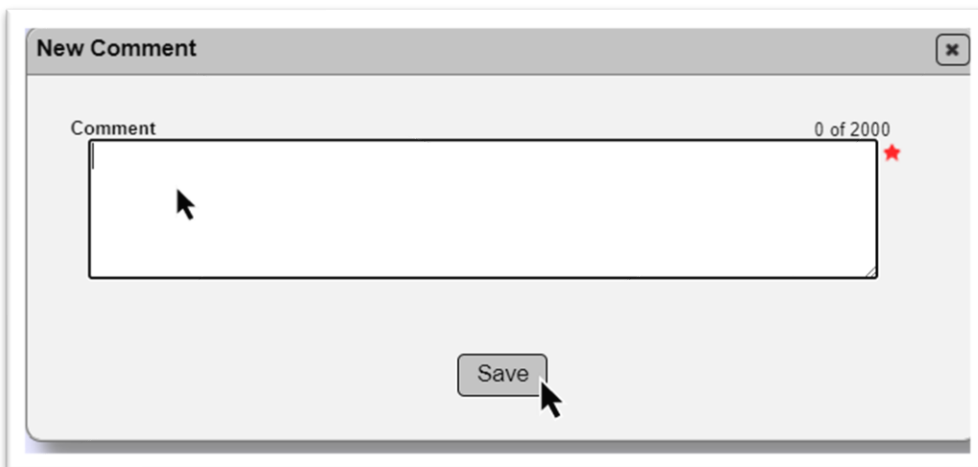
E. Adding a Comment

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



1. Select the New Comment option.

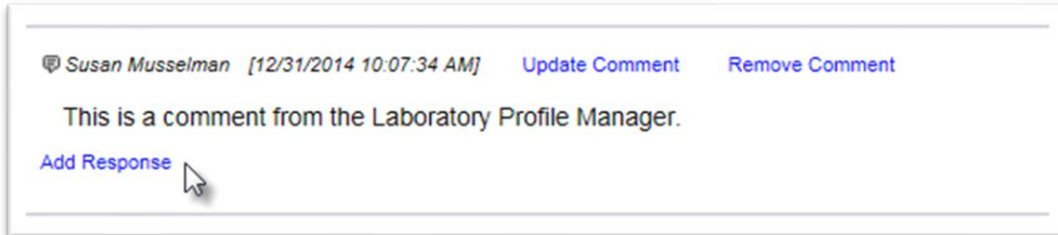
A New Comment dialog box appears.



2. Type in your comment.
3. Select the Save option.

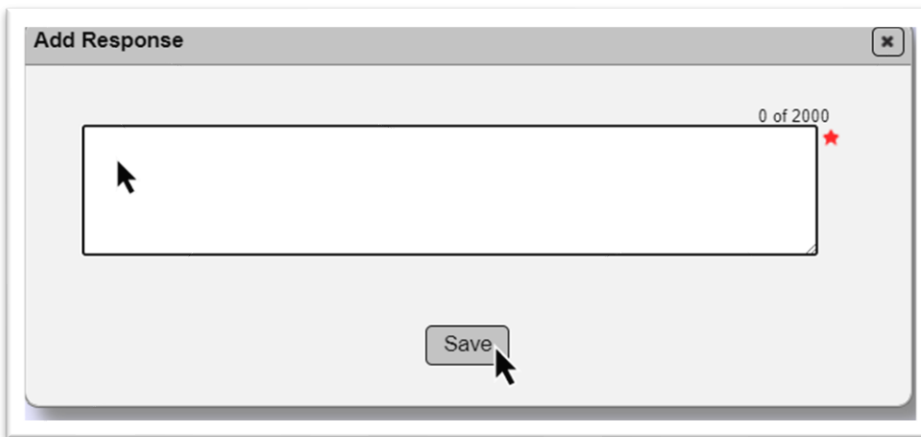
F. Responding to a Comment

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.

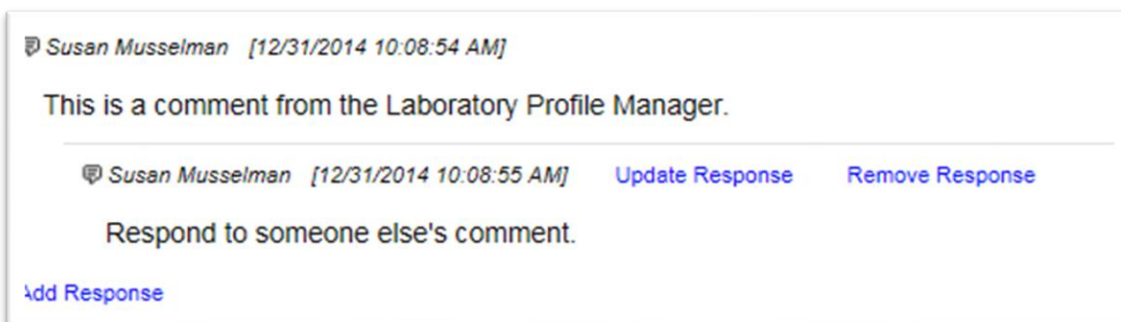
An Add Response dialog box appears.



2. Enter your response to the original comment.

3. Select the Save option.

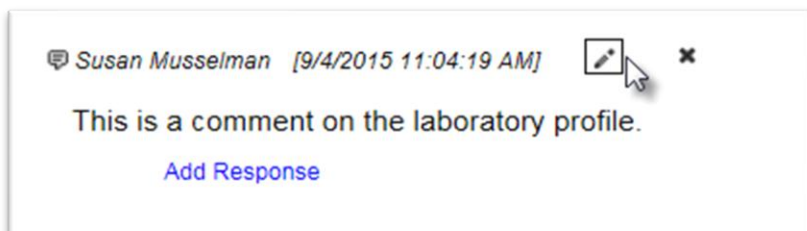
A response to a comment looks like this in MAC.




G. Updating a Comment or Response

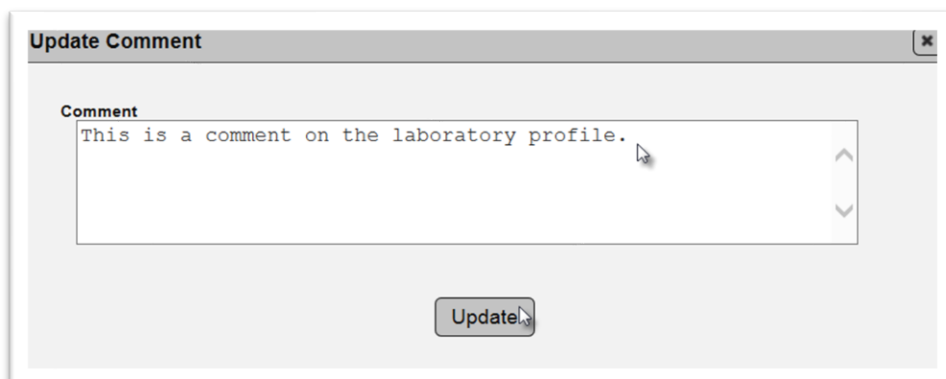
You can update a comment or response that you entered on a laboratory profile. You cannot update comments and responses made by others.

To update a comment or response:



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

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

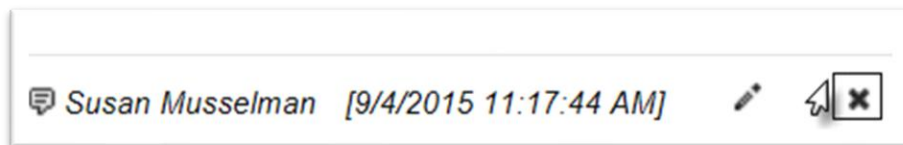



2. Revise the comment or response, as needed.
3. Select the Update option.

H. Deleting a Comment or Response

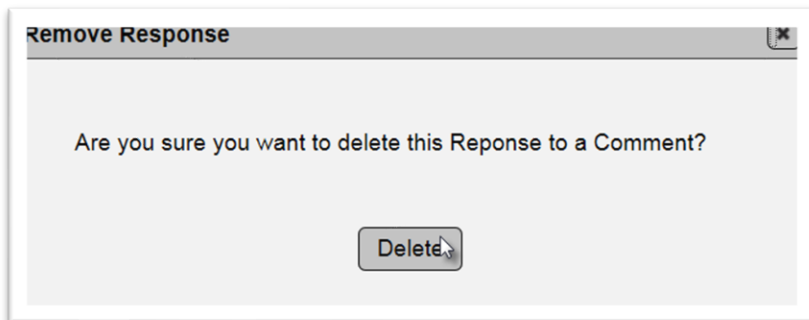
You can delete a comment or response that you entered on a laboratory profile. You cannot delete comments and responses made by others.

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 5 – 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 be printed so the evaluation can be documented manually, and the results entered later. If the evaluation is conducted using hard copy checklists, the completed checklists should be attached to the evaluation record in MAC.

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 a '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 (checkboxes for Equipment and 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 (button)

A blue callout box on the right contains the text: "Checklists are based on the Category". Two blue arrows point from this box to the 'Checklist Categories' dropdown and the 'Checklists' list.

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 4, [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.

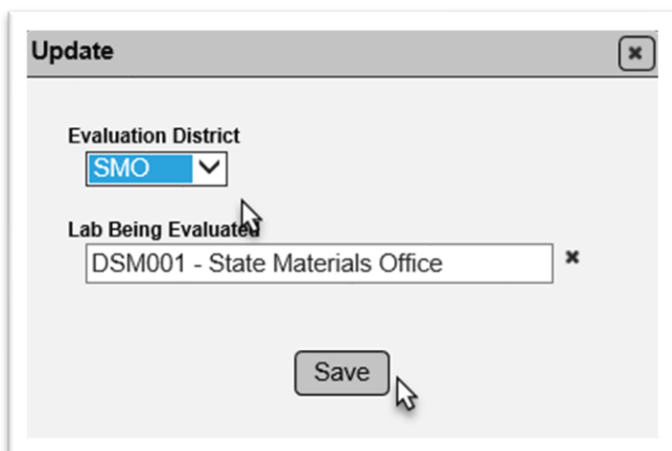
1. *Updating the Evaluation Record*

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.



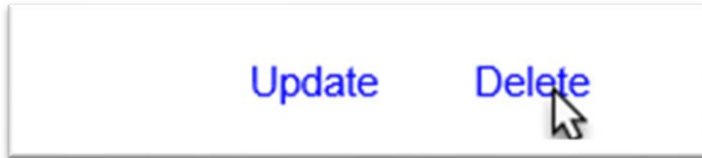
2. Make changes to the district, Lab Id or both as needed.

3. Select the Save option.

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

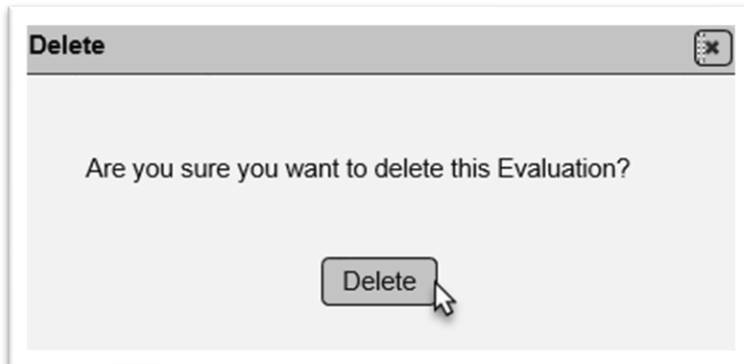
2. *Deleting an Evaluation Record*

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.

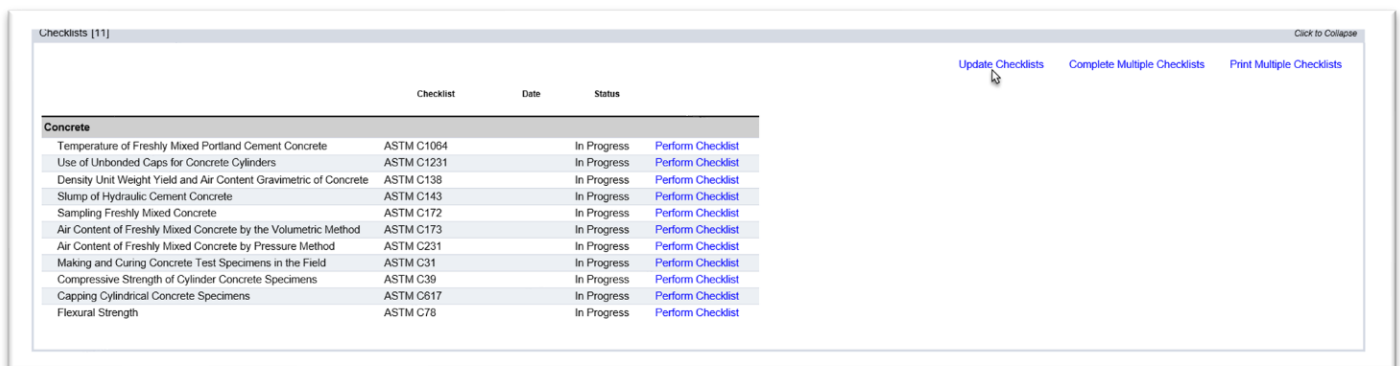
A Delete dialog box appears.



2. Select Delete.

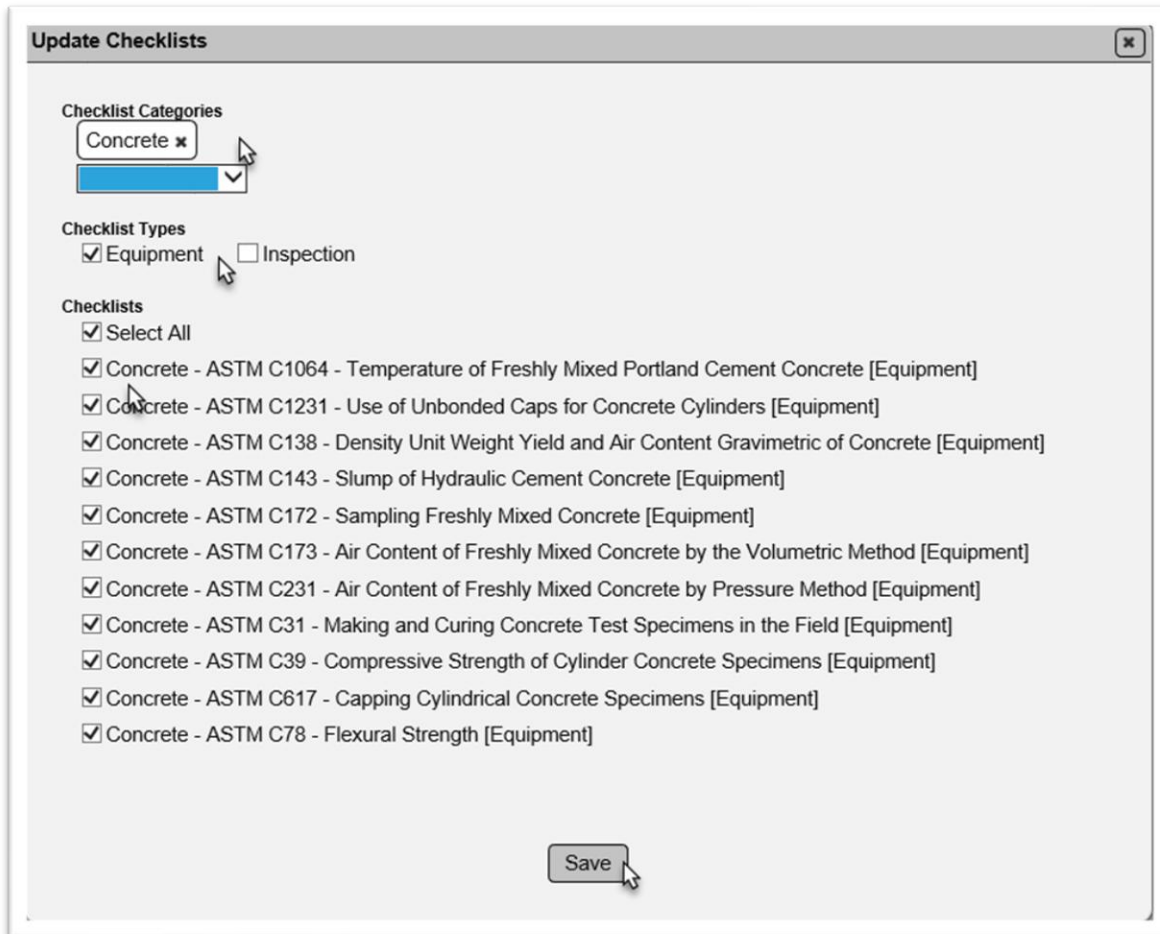
3. *Updating the Checklists*

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.



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.

4. Performing a Single Checklist

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

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

A Perform Checklist dialog box appears.

Perform Checklist

ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]

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

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.

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.

5. *Performing Multiple Checklists*

To complete more than one checklist at a time:

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 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 C817 - 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
Container				
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.	✓	○	○
Temperature Measuring Device				
2.	Shall be capable of accurately measuring the temperature of freshly mixed concrete to ± 1° F [± 0.5° C] throughout a range of 30° to 120° F [0° to 50° C].	✓	○	○
3.	The design of the temperature measuring device shall be such that it allows 3 inches [75 mm] or more immersion during operation.	✓	○	○
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.	✓	○	○
5.	Reference temperature measuring device shall be readable and accurate to ± 0.5 °F [0.2 °C] at the verification points at two temperatures at least 30 °F [15 °C] apart. A certificate or report that verifies the accuracy shall be available in the laboratory for review.	✓	○	○

Remarks

Date: 11/4/2015 Technician: Type Tech IA Observer: Type Technician Name or TIN *

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

		P	F	N/A
Apparatus				
1.	Grinding or sawing equipment necessary to produce ends that conform to planeness requirements of ASTM C-39 and C-617.	✓	○	○

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 ([B. 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.

- 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.

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

9. Make changes as needed.

Date	Technician	IA Observer
12/3/2025		
<input type="button" value="Save"/> <input type="button" value="Submit"/>		

11. Save or Submit –

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

6. 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.

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

- 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]

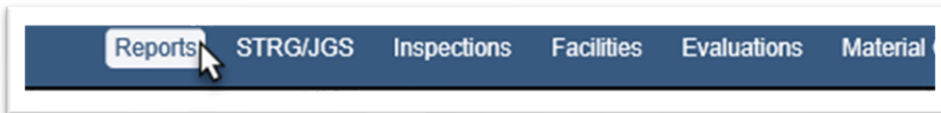
- To print all the checklists on the inspection record, leave the checkboxes selected. To print only some of them, deselect the checklists you don't want to print.

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.

7. 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.

Production Facility	
Aggregate Production Facility Listing	Lists all Aggregate Production Facilities
All Producers (Excel)	Lists all non-expired Production Facilities in an Excel file
Approved Aggregate Products For Friction Course	Lists all Aggregate Friction Course Products by Geological Type and Facility
Approved Aggregate Products From Mines or Terminals Listing	Lists Approved Aggregate Products for Mines or Terminals
Approved Products at Expired Mines or Terminals	A summary report to identify Approved Products at Expired Facilities, and approved Products at Terminals Expired at Mine
Asphalt Production Facility Listing	Lists all Asphalt Production Facilities
Asphalt Recycled Products [End User Report]	Approved Asphalt Recycled Products Report by Plant
Asphalt Targets	A listing of the asphalt gradation and gravity (Gsb) data for Asphalt Products per mine or terminal
Cementitious Materials Production Facility Listing	Lists Cementitious Materials Production Facilities
Coatings Production Facility Listing	Lists all Coatings Production Facilities
Fiber Reinforced Polymer Production Facility Listing	Lists all Fiber Reinforced Polymer Production Facilities
Flexible Pipe Production Facility Listing	Lists all Flexible Pipe Production Facilities
Incidental Precast Concrete Production Facility Listing	Lists all Incidental Precast Concrete Production Facilities
Inspect/Eval Checklists [End User Report]	This report allows the user to select the most current version of checklist(s) by category for production facility inspections (QCPIR), laboratory evaluations (LQPR) or Independent Assurance technician and equipment evaluations (QPR).
Metals Production Facility Listing	Lists all Metals Production Facilities
Non Structural Concrete Production Facility Listing	Lists all Non Structural Concrete Production Facilities
Precast Pipe and Precast Drainage Structures Production Facility Listing	Lists all Precast Pipe and Precast Drainage Structures Production Facilities
Prestressed Concrete Products Production Facility Listing	Lists all Prestressed Concrete Products Production Facilities
Production Facility Listing	Lists Production Facilities by various parameters

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 Section C, [6. Printing 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

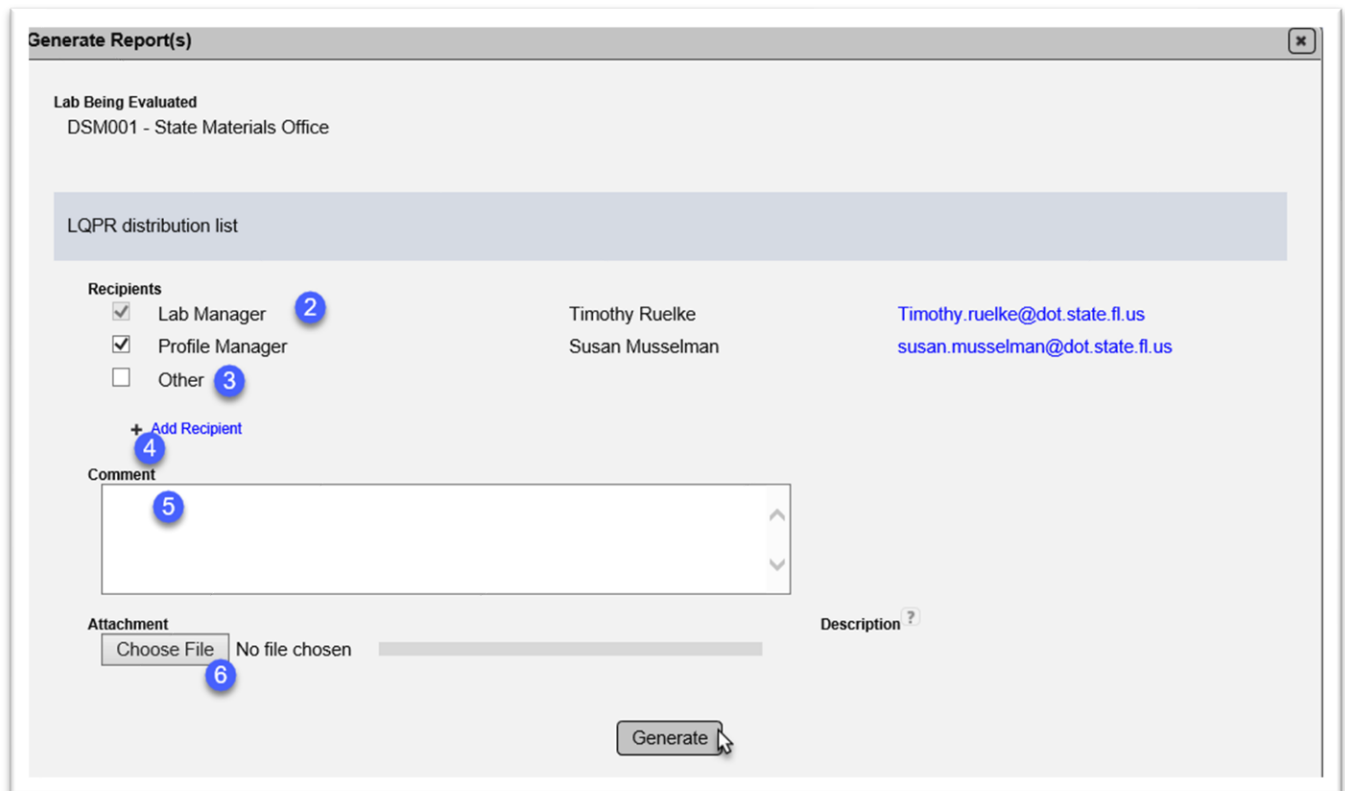
Do NOT generate the LQPR until you have confirmed all the data is correct and complete

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.

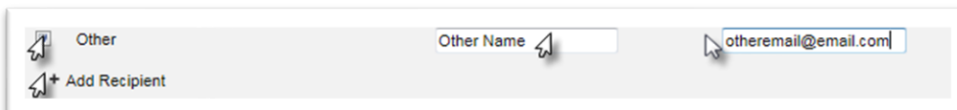


1. Select the Generate Report(s) option.

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.

Comment

This is a comment that will appear on the LQPR.

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.

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.

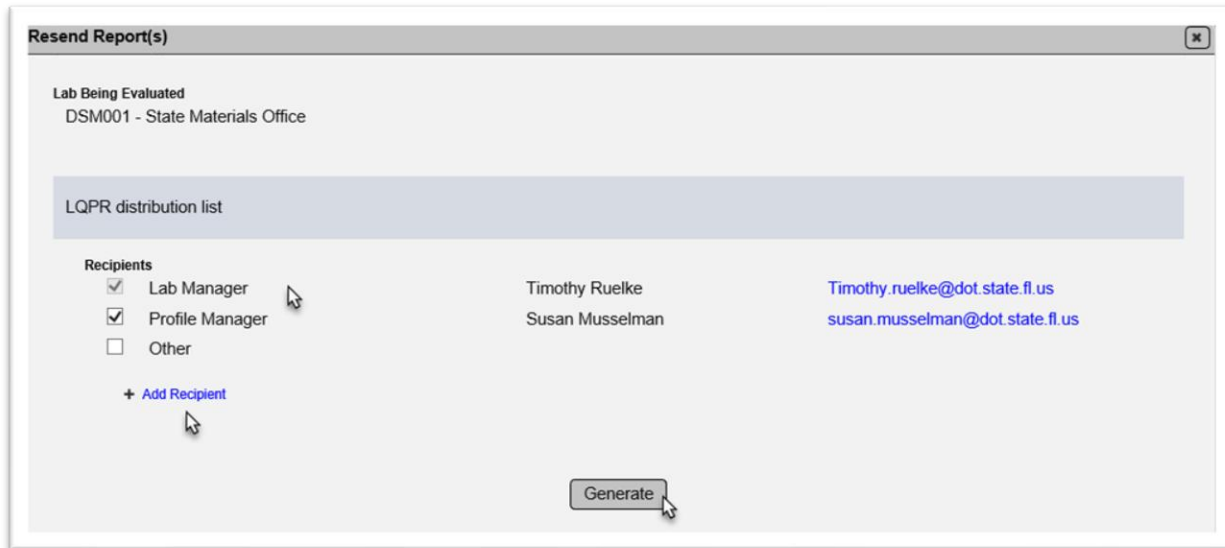
E. Resending the LQPR

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.

[Resend Report\(s\)](#) [Open Evaluation](#)

1. Select the Resend Report(s) option.

A Resend Reports dialog box appears.



The dialog box is titled "Resend Report(s)" and shows the lab being evaluated as "DSM001 - State Materials Office". It lists recipients for the LQPR distribution: Lab Manager (checked), Profile Manager (checked), and Other (unchecked). Recipients listed include Timothy Ruelke (timothy.ruelke@dot.state.fl.us) and Susan Musselman (susan.musselman@dot.state.fl.us). There is an "Add Recipient" link and a "Generate" button.

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

F. Viewing an LQPR

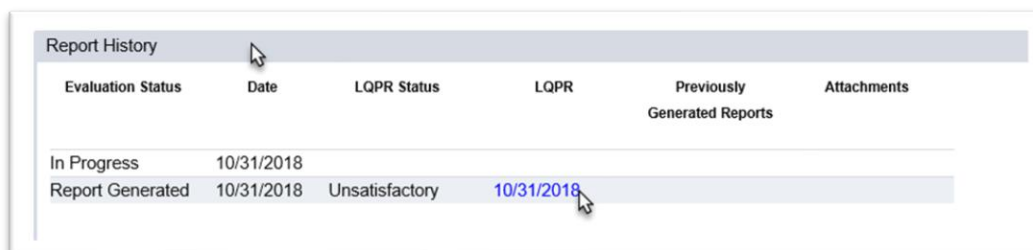
Once a LQPR is generated, the report cannot be deleted. The viewable report can be found under the Report History Tab.



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.



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

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: [REDACTED]
Lab Name: [REDACTED]
Lab Address: [REDACTED]
Lab Manager: [REDACTED]
Email Address: [REDACTED]
Telephone No: [REDACTED]

MAC Evaluation ID:	0000028536	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

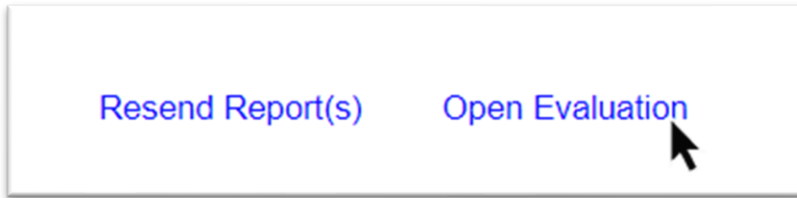


STOP

Do NOT use the Open Evaluation option to view LQPRs

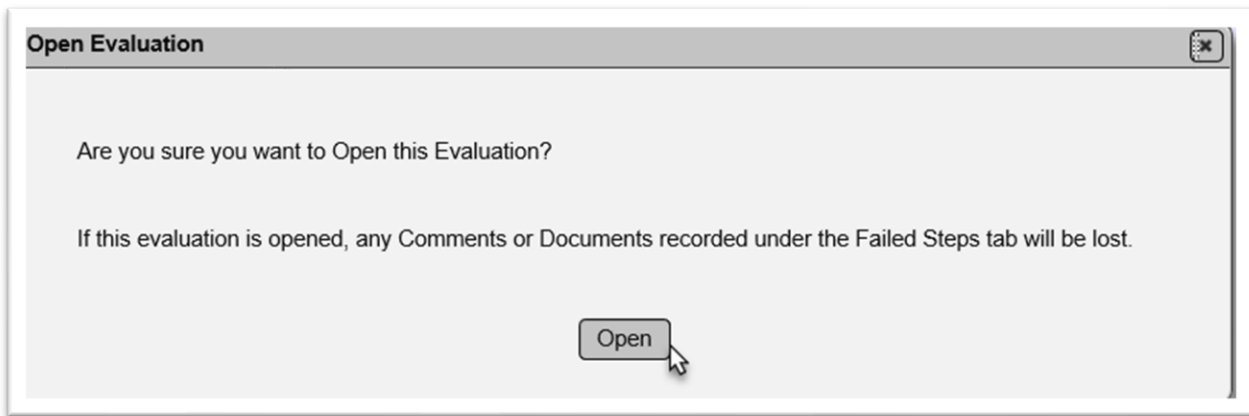
If you need to view the report, see [F. Viewing an LQPR](#).

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.

3. Follow the instructions for revising checklists as found in [4. Performing a Single Checklist](#) or [5. Performing Multiple Checklists](#).

4. Regenerate the LQPR as shown in [D. 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)
<u>Laboratory Information</u>		
Lab ID:	DSM001	
Lab Name:	State Materials Office	

Chapter 6 – Navigating to an Existing Lab Evaluation

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

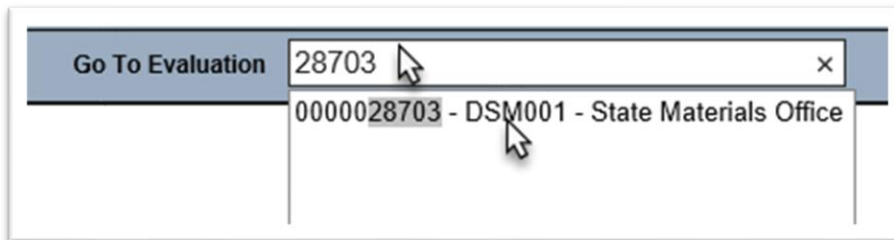
A. Go To Evaluation Field

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



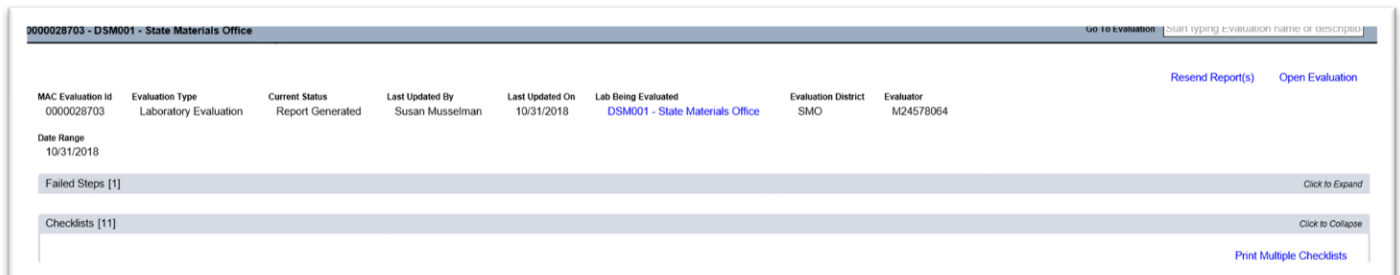
1. Select the Evaluations menu option.
2. Select the Evaluations sub menu option.

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.



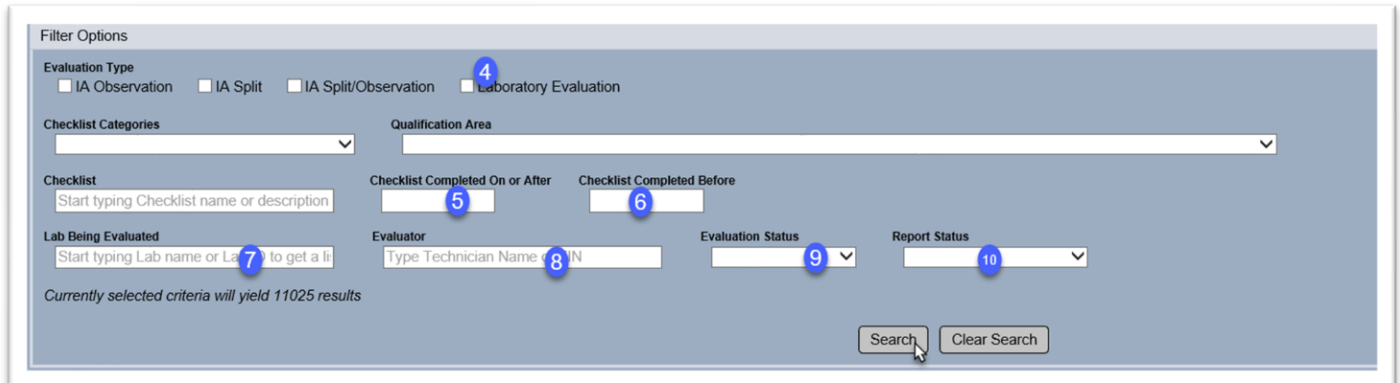
1. Select the Evaluations menu option.
2. Select the Evaluations sub menu option.

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 a search filter interface. It includes several sections: 'Filter Options' with radio buttons for 'IA Observation', 'IA Split', 'IA Split/Observation', and 'Laboratory Evaluation' (marked with a blue circle 4); 'Checklist Categories' and 'Qualification Area' dropdown menus; 'Checklist' with a text input field; 'Checklist Completed On or After' (marked with a blue circle 5) and 'Checklist Completed Before' (marked with a blue circle 6) date input fields; 'Lab Being Evaluated' (marked with a blue circle 7) with a text input field; 'Evaluator' (marked with a blue circle 8) with a text input field; 'Evaluation Status' (marked with a blue circle 9) and 'Report Status' (marked with a blue circle 10) dropdown menus. 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 **Checklist Completed On or After** 10/1/2018 **Checklist Completed Before** 10/14/2018

Lab Being Evaluated **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

Evaluation	Type	Initial/Revision Date	Lab	Evaluator	Technician	Categories	Qualification Area	Evaluation Status	QPR Status	LGPR Status
1 000028423	Laboratory Evaluation	10/1/2018	I03026 - Ardaman & Associates, Inc.	C20028357		Corrosion		Report Generated	Not Required	Satisfactory
2 000028471	Laboratory Evaluation	10/2/2018	I03060 - Nova Engineering and Environmental	C20028357		Soils		Report Generated	Not Required	Satisfactory
3 000028539	Laboratory Evaluation	10/3/2018	M11283 - Cemex, Inc. - Aggregate Division	A45043070		Aggregate, Lab Inspection		Report Generated	Not Required	Satisfactory
4 000028548	Laboratory Evaluation	10/3/2018	MGA713 - Martin Marietta Aggregates	C85579572		Aggregate		Report Generated	Not Required	Satisfactory
5 000028561	Laboratory Evaluation	10/4/2018	I02005 - AMEC Foster Wheeler	H40080475		Corrosion		Report Generated	Not Required	Satisfactory
00028703 - DSM001 - State Materials Office									Go To Evaluation	<input type="text"/> 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

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	C85579572	Aggregate		Report Generated	Not Required	Satisfactory
5	0000028561	Laboratory Evaluation	10/4/2018	I02905 - AMEC Foster Wheeler	H40080475	Corrosion		Report Generated	Not Required	Satisfactory

00028703 - DSM001 - State Materials Office

Comments [0]

Documents [0]

Chapter 7 – 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 6 – 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 shows the LQPR system interface. At the top right, there are buttons for "Generate Report(s)", "Resend Report(s)", and "Open Evaluation". Below this, a header row contains fields for "MAC Evaluation Id", "Evaluation Type", "Current Status", "Last Updated By", "Last Updated On", "Lab Being Evaluated", "Evaluation District", and "Evaluator".

The main content area is titled "Failed Steps [5]" and includes a "Turn Around Time" section showing "11/15/2018 - 15 days left". Below this is a table with columns for "Failed Checklist Step", "Comments", "Documents", and "Status".

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.	+ Add Comment	+ Add Documents	Approved
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.	+ Add Comment	+ Add Documents	Approved
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 Documents	Approved
Laboratory Paperwork - Checklist for Laboratory Paperwork [Inspection]			
1 Blue or Color Ink Used on all worksheets	+ Add Comment	+ Add Documents	Approved
9 Calculation Error	+ Add Comment	+ Add Documents	Approved

Below the table are sections for "Checklists [3]", "Report History", and "Attachments".

1. Select the Generate Report(s) option.

A Generate Reports dialog box appears.

The "generate Report(s)" dialog box is shown. It includes the following fields and options:

- Lab Being Evaluated:** DSM001 - State Materials Office
- LQPR distribution list:** (Empty list)
- Recipients:**
 - Lab Manager Timothy Ruelke Timothy.ruelke@dot.state.fl.us
 - Profile Manager Susan Musselman susan.musselman@dot.state.fl.us
 - Other
- + Add Recipient** (button)
- Comment:** (Text area)
- Attachment:** Choose File (button) No file chosen
- Description ?** (Text field)
- Generate** (button)

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

Other

+ Add Recipient

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.

Attachment Description


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.



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	Evaluation Area(s):	Concrete
Date(s) of Evaluation:	10/31/2018		
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

raised steps (0)
Click to Collapse

Modify Turn Around Time
 Stop Turn Around Time

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

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 2

Modification Reason 88 of 2000
Equipment repairs awaiting part on backorder. Expected delivery date is 14 working days. 3

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

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.

Chapter 8 – 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 us Remove
3 ASTM C39 Compressive Strength of Cylindrical Concrete Specimens	Physical	AAP	In Progress	12/31/2014	Update	Inactivate us Remove
4 FM 5-515 Limerock Bearing Ratio	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Suspend us 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.

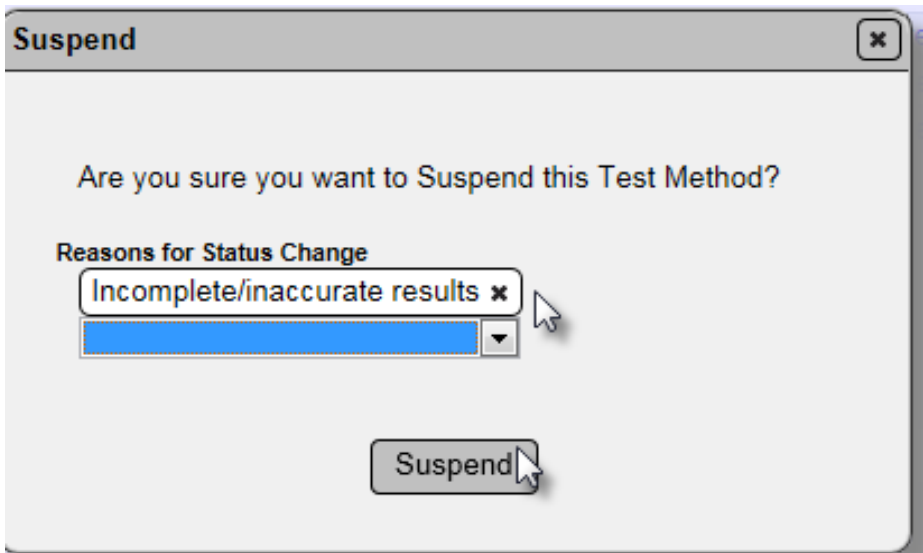
1 AASHTO T 104 Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate	Aggregate	AAP	Valid	12/31/2014	Update	Update Status	Remove
2 AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates	Earthworks/Soils	AAP	In Progress	12/31/2014	Update	Update Status	Remove
3 ASTM C39 Compressive Strength 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.



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.

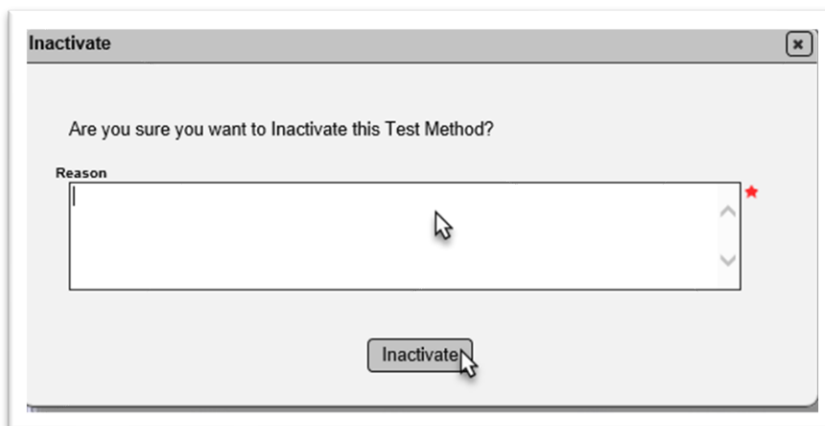


4. Select the Suspend option.

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	Remo
2 FM 1-T 085 - Coarse Aggregate Specific Gravity	Aggregate	CMEC	Approved	5/16/2014	Update	Inactivate	Remo
3 FM 5-516 - Ungraded Base Data	Aggregate	CMEC	Approved	5/19/2014	Update	Suspend	Remo

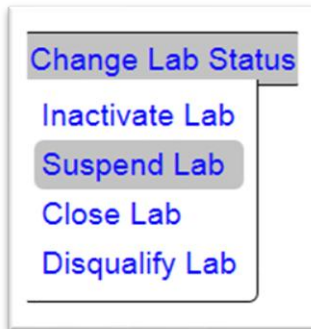
NOTE: Suspending all test methods on a laboratory profile will cause the laboratory status to be changed to Suspended. If this happens, you must reactivate the laboratory before you can unsuspend the test methods.

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.



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.

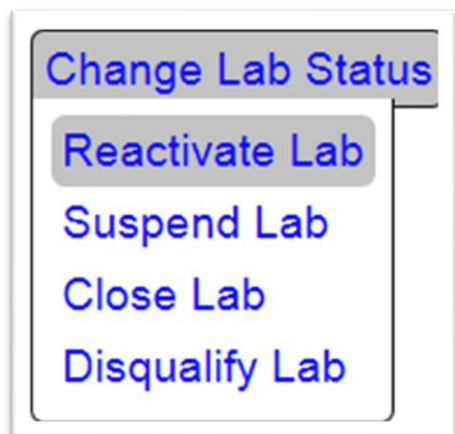
B. **Suspend Lab** means that the laboratory and all test methods will be suspended. This may occur if evaluations determine that the laboratory is deficient in all methods or basic laboratory quality control processes. Changing the laboratory status to Suspended also changes all test methods to Suspended.

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.