



# Florida Department of TRANSPORTATION

---

---



## Random Samples on FDOT Projects

May 25, 2021

---

---



## Contents

Introduction.....	3
Chapter 1 – Random Sampling Program MAC Specs on the Job Guide Schedule.....	4
A. Random Sampling Program MAC Specs on Standard JGS .....	4
B. Random Sampling Program MAC Specs on Nonstandard JGS .....	4
Chapter 2 – Logging in a Random Sample.....	6

---

---

## Introduction

### What is Random Sampling?

Materials Manual Section 5.10 - [Evaluation of Manufactured Materials and Random Sampling of Approved Products](#) - describes the Random Sampling Program. It is part of the Product Evaluation Approved Products List (APL). Products listed in Section 5.10 are sampled from FDOT projects. These products are currently on the APL so they have undergone the initial testing and evaluation for pre-approval. Testing them as they are applied in the field ensures that the product supplied is the same as the original product that was approved.

These instructions are intended for project personnel to provide guidance on getting the random sampling requirements on the Job Guide Schedule (JGS) for Non-Standard JGS and for logging the samples into MAC.

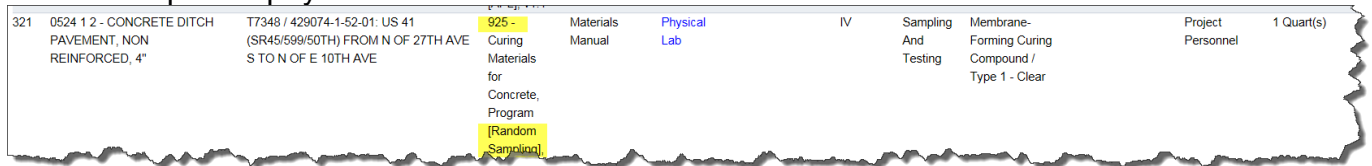
**NOTE:** With MAC implementation, the project personnel are now responsible for logging the Random Sampling sample into MAC.

## Chapter 1 – Random Sampling Program MAC Specs on the Job Guide Schedule

MAC Specs (material ids) for random sampling are not Project MAC Specs. They are Program MAC Specs. Most of the time, program MAC Specs do not belong on the JGS. For the MAC Specs for random sampling, they do belong on the JGS to remind the project personnel of the requirement to collect the sample, log the sample into MAC and send the sample to the State Materials Office (SMO). Additional instructions can be found in Materials Manual Section 5.10. These instructions are not intended to replace the Materials Manual requirements and do not include all the requirements. They are focused on the MAC specific functions for sample login data entry. Samples under Program MAC Specs may or may not be affiliated to a specific project. The results of the sample testing do not impact Materials Certification Review in most cases.

### A. Random Sampling Program MAC Specs on Standard JGS

In MAC, the contracts with conventional pay items have a JGS that is generated by MAC. When the project personnel generate the JGS, the program MAC Specs for random sampling will appear under the specific pay items.



321	0524 1 2 - CONCRETE DITCH PAVEMENT, NON REINFORCED, 4"	T7348 / 429074-1-52-01: US 41 (SR45/599/50TH) FROM N OF 27TH AVE S TO N OF E 10TH AVE	925 - Curing Materials for Concrete, Program [Random Sampling]	Materials Manual	Physical Lab	IV	Sampling And Testing	Membrane-Forming Compound / Type 1 - Clear	Project Personnel	1 Quart(s)
-----	--	---	--	------------------	--------------	----	----------------------	--	-------------------	------------

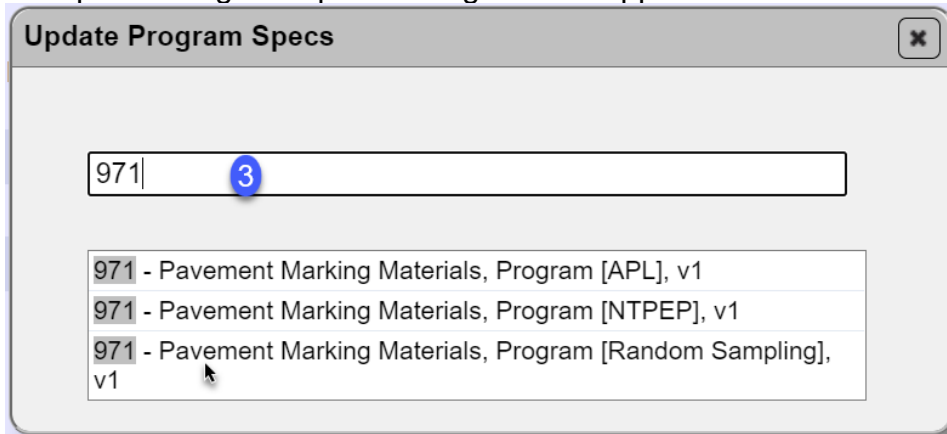
### B. Random Sampling Program MAC Specs on Nonstandard JGS

A QC data entry person is responsible for updating the nonstandard JGS for Lump Sum and Design Build contracts to include the entries for random sampling if they apply. For other types of contracts, the responsible party's data entry person will update the nonstandard JGS. Refer to the nonstandard JGS instructions for details on the full entry of a nonstandard JGS. These instructions are specific to the requirements for random sampling.



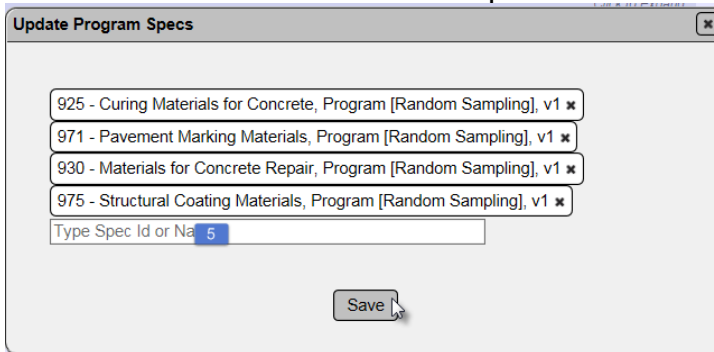
1. Click on the Program Specs tab to expand it.
2. Click on the Update Program Specs option.

An Update Program Specs dialog box will appear.



3. Type in the MAC Spec Material Id or description in the field to begin search for the Random Sampling MAC Specs and select the entry from the returned list.

4. Select the entry on the list with "Random Sampling" in the description. Do not select the option with "APL" or NTPEP in the description.



5. Repeat for all materials listed in Materials Manual Section 5.10 that will be used during the life of the contract.

6. Select the Save option to add program MAC Specs to the nonstandard JGS.

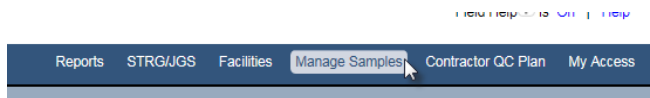
You will receive a JGS was successfully updated.

Update Project Job Guide Schedule Program Specs was successful

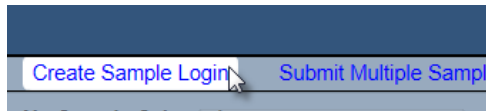
**NOTE:** This is not required to be able to log the samples into MAC. These steps are to ensure that the required sampling is listed on your JGS. It is required to meet the definition of a complete nonstandard JGS as described in [PA Instructions for Lump Sum JGS](#).

## Chapter 2 – Logging in a Random Sample

You must be in company roles to log samples into MAC. These instructions are intended to be a supplement to the full MAC Sample Life Cycle (SLC) instructions. They assume the user has access to MAC, is familiar with SLC functions, has the correct roles to create samples (data entry or data reviewer), and is already logged into MAC.

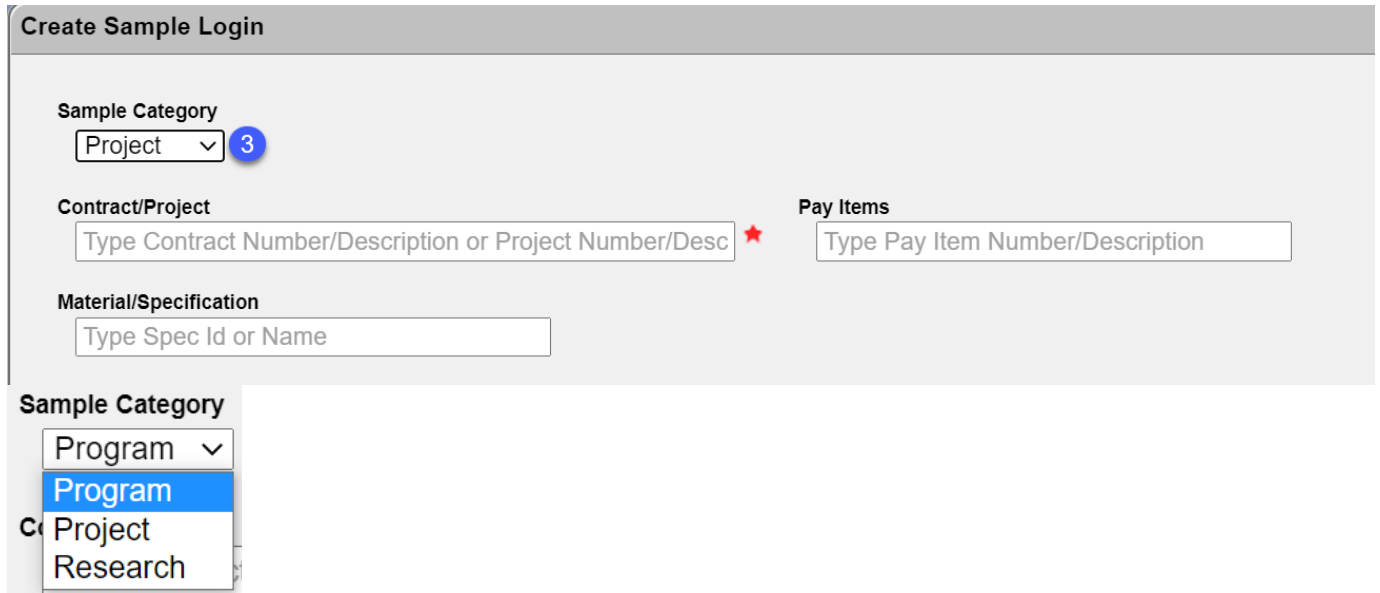


1. Select the Manage Samples option from the MAC menu.



2. Select the Create Sample Login option

A Create Sample Login screen will appear with the default of Project for the Sample Category field.

A screenshot of the 'Create Sample Login' form. The form has a light gray background and a title bar that says 'Create Sample Login'. It contains several input fields: 'Sample Category' (a dropdown menu with 'Project' selected and a blue circle with the number '3' next to it), 'Contract/Project' (a text box with placeholder text 'Type Contract Number/Description or Project Number/Desc' and a red star icon), 'Pay Items' (a text box with placeholder text 'Type Pay Item Number/Description'), and 'Material/Specification' (a text box with placeholder text 'Type Spec Id or Name'). Below the form, the 'Sample Category' dropdown menu is open, showing a list of options: 'Program' (highlighted in blue), 'Project', and 'Research'.

3. **Sample Category** – select the Program option and the dialog box will reappear with only the Material/Specification option.

**Create Sample Login**

Sample Category  
 Program ▾

Material/Specification  
 4  
 970 - Materials for Raised Retroreflective Pavement Markers & Bituminous Adhesive

4. **Material/Specification** – enter the MAC Material you have collected the Random Sampling sample for. You must select an entry from the returned list to populate the field, even if the list only has one entry. Click on the entry to populate the field.

You will see a dropdown list of MAC Specs for the material you selected.

Material/Specification  
 ✕

MAC Spec  
 5 ▾ ★  
 971 - Pavement Marking Materials, Program [APL], v1.4  
 971 - Pavement Marking Materials, Program [Random Sampling], v1.8  
 971 - Pavement Marking Materials, Program [NTPEP], v1.0

5. Select the option for Random Sampling. The options for APL and NETPEP are used by SMO to document the results of a new product not yet on the APL. Not all Materials will have a NTPEP option.

Now you have provided enough information to get the specific login screen.

**Create Sample Login**

Sample Category  
 Program ▾

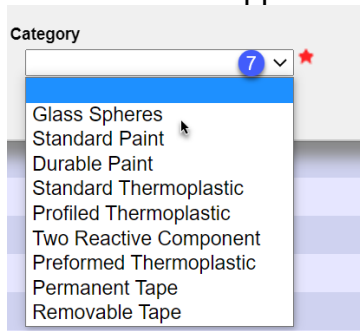
Material/Specification  
 ✕

MAC Spec  
 ▾

→ [Continue to Sample Information Screen](#)

6. Click on the Continue to Sample Information Screen to see the login screen.

More fields will appear. The fields will vary depending on the material selected.



7. **Category** – select the appropriate category/type for the material sampled.

**NOTE:** Login screens will vary. There will be more fields depending on the material category and type. The typical required fields are described below. A required field is indicated by a **★**.

For Random Samples, the lab id defaults to the State Materials Office Lab Id and you can't change it.

8. Contact Name – enter the name of the sample contact person. This may or may not be the same person as the sampler. It is a person the laboratory can call or email if there are questions about the sample.

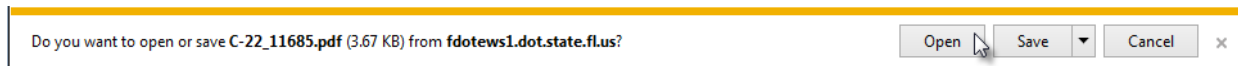
9. Cell Phone # or Office Phone # – enter either the Cell Phone # or Office Phone # in the appropriate field. Only one is required. As soon as one is entered, the other required field designator disappears. Both can be provided for informational purposes.

10. Email – enter the email address of the contact person in the Email field.

11. Save & Submit – select Save if you are not ready send the sample for testing and want to save the data you have entered so far. Select Submit if you are ready to send the sample for testing. If you select Save, the sample will be designated as Logged and will need to be Submitted for Testing in order for the test results to be entered on the lab tests.

[Create New Sample Login from this Sample](#)   [Delete Sample](#)   [View Sample Transmittal Information for Print](#)   [View Sample C](#)

12. Select the View Sample Transmittal Information for Print option to print a copy to attach to the sample.



13. When the prompt appears after the document has downloaded, select the Open option.



The form will open in pdf format. The MAC Sample Id is included on the form.

Florida Department of Transportation  
Material Acceptance and Certification (MAC)  
Sample Transmittal Information [5/31/2016]

**Sample 1600011685 [Submitted for Lab Testing]**

Sample ID	Sample Status
1600011685	Submitted for Lab Testing

Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On
Susan Musselman	5/31/2016	Susan Musselman	5/31/2016

**Material Information**

Sample Category	Contract/Project
Program	T7348 / 429074-1-52-01: US 41(SR45/599/50TH) FROM N OF 27TH AVE S TO N OF E 10TH AVE

Material	MAC Spec
925 - Curing Materials for Concrete	925 - Curing Materials for Concrete, Program [Random Sampling], v1.1

27. Print the form and attach it to the sample.

28. Send the sample to the SMO.

The appropriate technical section will test the material, submit the sample to FDOT for verification and finalize the sample.