



# Florida Department of TRANSPORTATION

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## Certification Documents Reviewed by the State Materials Office

May 24, 2021

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## Introduction

The Job Guide Schedule (JGS) describes the certification documentation. Some certification documents are reviewed by the State Materials Office (SMO). Other not require SMO review and are to be collected and retained with the project records. The certifications that do not require SMO review are collected by the project personnel and stored with the project records. Those do NOT need to be logged into MAC.

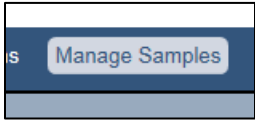
It is not easy to tell when looking at the JGS if a certification document must be reviewed by SMO. If you aren't sure, contact the SMO technical unit. You can send an email to the contact email shown on the MAC Spec. Normally a certification that does not have to be logged into MAC has STRG instructions that say something like "Collect certification and retain according to FDOT retention policy". If it is to be reviewed by SMO, the STRG instructions usually say, "Create a sample in MAC for the certification document and attach the document to the sample."

**NOTE:** Some materials require a certification document and a physical sample to be submitted together like reinforcing steel and geotextile materials. The sample and documentation are logged in as one sample under the "Sampling and Testing" method of acceptance, not one of the Certification methods of acceptance. For example, when logging in a reinforcing steel sample under the MAC Spec Material Id 931, a sample is logged for the bar of reinforcing steel, the certified mill analysis, the heat tag, and other sample requirements. The certification document is usually attached to the sample when shipping the physical sample to SMO. It isn't logged in as a separate entry.

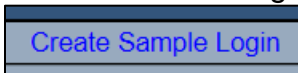
## Chapter 1 – Creating a Certification Sample Reviewed by the State Materials Office

You must be in your company roles to create a Certification sample. If you see a Select Company Role dialog box when you log in, select an option that is **not** “No Company (I’ll use my System Roles).”

To create a Certification Document Sample:

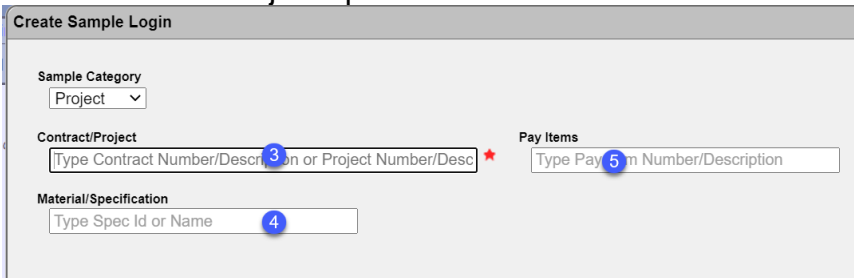


1. Select the Manage Samples menu option.



2. Click on Create Sample Login option.

The Create Sample Login dialog box will appear. It defaults to the sample category of Project. Leave it as the Project option.

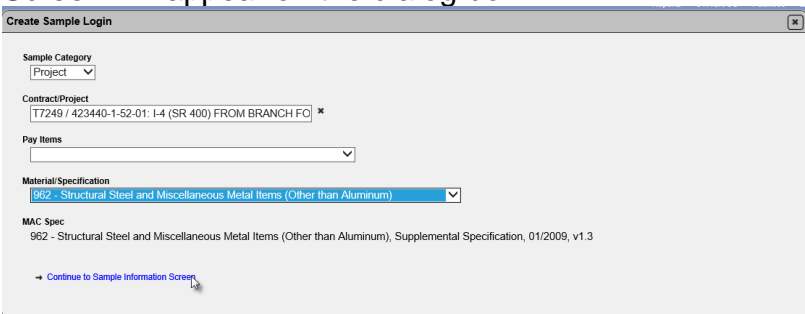
A screenshot of the "Create Sample Login" dialog box. It contains several fields: "Sample Category" with a dropdown menu set to "Project"; "Contract/Project" with a text input field containing "17249 / 423440-1-52-01: 1-4 (SR 400) FROM BRANCH FO" and a red asterisk; "Pay Items" with a text input field containing "1"; and "Material/Specification" with a text input field containing "962".

3. **Contract/Project** – begin typing in the project or contract id. MAC will search on either. MAC will return a list of entries that match the search criteria. Select the appropriate entry from the returned list.

4. **Material/Specification** – select the Material from the dropdown list; for example, 962 – Structural Steel and Miscellaneous Metals (Other than Aluminum).

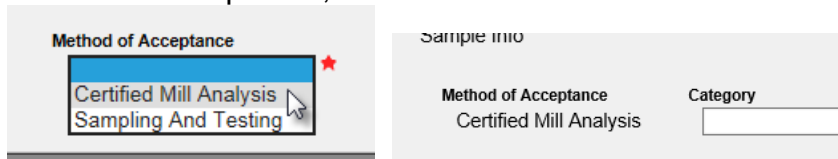
5. **Pay Items** – this field is optional and multi-select. Click on the drop down list to select a pay item or pay items, if desired. Do **NOT** select the pay item if the contract is Lump Sum or Design Build.

Once you have selected a Material/Specification, a link to Continue to the Sample Information Screen will appear on the dialog box.

A screenshot of the "Create Sample Login" dialog box. The "Sample Category" dropdown is set to "Project". The "Contract/Project" field contains "17249 / 423440-1-52-01: 1-4 (SR 400) FROM BRANCH FO". The "Pay Items" dropdown is empty. The "Material/Specification" dropdown is set to "962 - Structural Steel and Miscellaneous Metal Items (Other than Aluminum)". Below this, the "MAC Spec" is listed as "962 - Structural Steel and Miscellaneous Metal Items (Other than Aluminum), Supplemental Specification, 01/2009, v1.3". At the bottom, there is a link that says "Continue to Sample Information Screen".

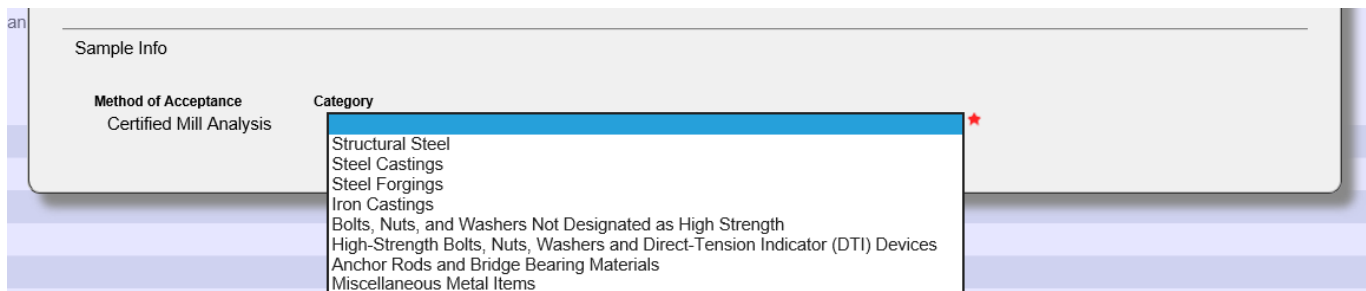
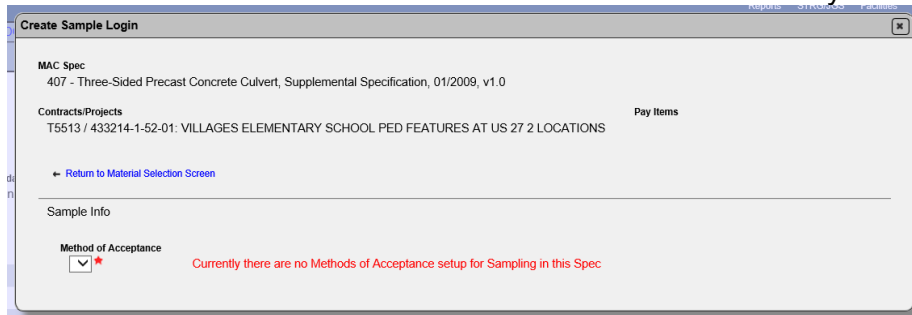
6. Click on the Continue to Sample Information Screen link to access more login fields.

As you begin to make selections, more fields will appear. The first to appear should be Method of Acceptance. If the MAC Spec has both certification document requirements and sampling and testing, you will see a dialog box for method of acceptance. If it only has a certification document method of acceptance, it will default to the certification document method of acceptance.



7. Method of Acceptance – if there is no default, select the appropriate entry for the document, Certified Mill Analysis, Certified Test Report, Certification from the dropdown list.

**NOTE:** If you select a MAC Spec that is not designated as reviewed by SMO (doesn't need to have the certification logged into MAC), you get this error message. This is one way to know that the certification document does not need to be reviewed by SMO.



8. **Category** – select the Category or Category and Type, if applicable. If the MAC Spec has categories and types, this field will concatenate to one selection for both as Category / Type.

9. **Date Sample Taken** – enter the date the certification document was received from the Contractor.

10. **Contact Name** – enter a contact name. This is someone who can answer specific questions about the certification document.

11. **Cell Phone # or Office Phone Number** – enter either contact phone number in one of these fields. Only one is required. When one is entered the red asterisk will disappear by the other field.

12. **Email** – enter an email address for the contact person in the field.

Comment

**Comment**

13

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Document

14 Choose File No file chosen

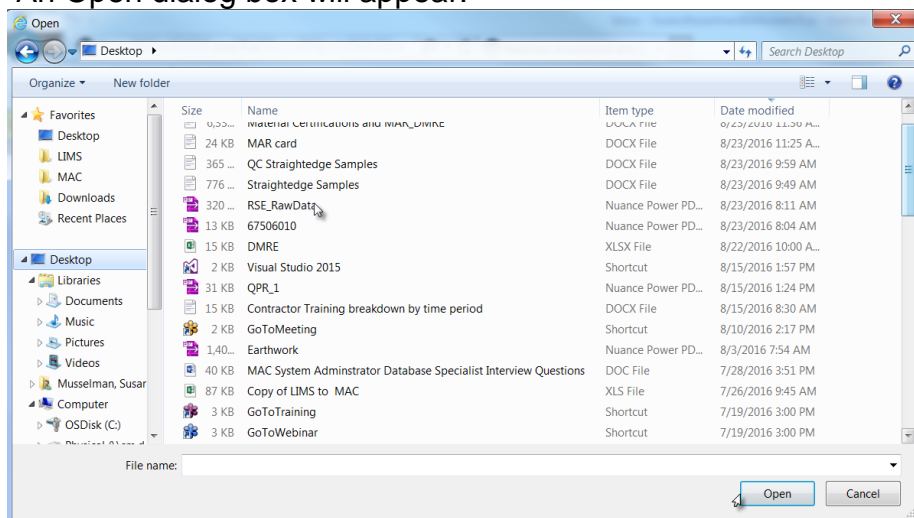
**Description ?**

15

Save Save and Submit

13. **Comments** – enter any comments about the certification document.

14. **Choose File** – select this option to upload the certification documents to the sample. An Open dialog box will appear.



a. Navigate to the location where the document is stored.

b. Click on the document to select it.

c. Click on the Open option to upload the document to the sample.

The document will appear as attached to the sample.

d. Enter any comments about the document in the Description field.

Save Save and Submit

15. **Save & Submit** – select Save if you are not ready to submit the certification document but want to save the data you have entered so far. Select Save & Submit if you are ready for the SMO to review the certification document.

## Chapter 2 – Entering Certification Review Test Results by SMO

1. Navigate to the MAC Sample screen. If you know the MAC Sample Id, you can use the Go To field to navigate to the sample.

Lab	Reason for Routing	Status	Type	Date Sample Received	Comment
DSM001 - State Materials Office	Initial Routing	Waiting on Receipt	Full		

[Acknowledge Sample Receipt](#) [Request Addit](#)

2. Click on the Laboratory Information tab to expand it.
3. Click on the Acknowledge Sample Receipt option.

An Acknowledge Sample Receipt dialog box will appear.

**Acknowledge Sample Receipt**

Date Received  \*

Comment

Save

4. **Date Received** – enter the date SMO began the document review.
5. **Comments** – enter any comments, if applicable.
6. Select the Save option to designate the sample as received.

Lab or Field	Lab ID	Tester	Test Disposition	Test Status	Required	Which test Rules?
Certified Mill Analysis	1	Initial Test	Lab	Ready for Testing	Required	

Showing 1 to 1 of 1

[Perform Test](#) [Mark Test Not Performed](#)

7. Click on the Associated Tests tab to expand it.
8. Click on the Perform Test option next to the test.

A Perform Test dialog box will appear.

9. **Tester** – enter the name of the person who is reviewing the document. The document reviewer does not need to be qualified.

10. **Date Test Performed** – enter the date the document was reviewed in the field.

11. **Is the certified document satisfactory?** – if the certification document is correct and complete and is for the appropriate material, select Yes in the “If it is not, select No.

**NOTE:** Some tests may have additional fields; for example, is the certification for the correct application?

12. **Test Notes** – if you selected No, enter test notes to describe the deficiency.

a. Click on the plus sign (+) by the Test Notes.

b. Enter the comments in the test notes.

13. Click on the Save option to save the results of your review.

A Data Reviewer should review the sample to ensure the appropriate document is attached and the satisfactory question was answered appropriately.

[Submit to FDOT](#)    [Create New Sample](#)

**Sample Status**

14. When the sample is confirmed, the Data Reviewer should select the Submit to FDOT option. Certification samples are auto finalize. By selecting the Finalize option, the sample status will be updated to Finalized.

**NOTE:** MAC does not provide notifications to the users when the sample is completed by SMO. If the review is unsatisfactory, email or call the person listed as the contact on the sample to let them know the certification document is unsatisfactory and what needs to be done; for example a new certification document needs to be submitted.



## Chapter 3 – Certification Document Reports

There are two reports in MAC for certification documents reviewed by SMO.

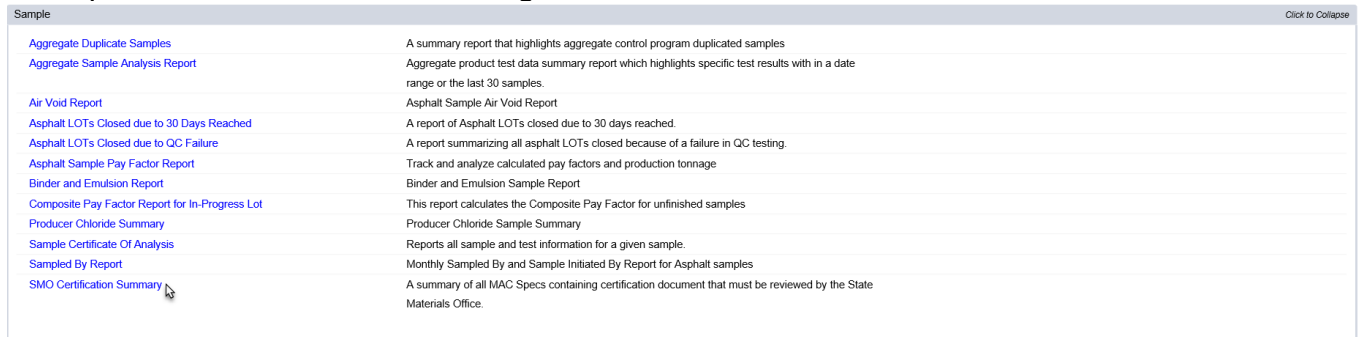
### A. Certification Summary Report

This report is a summary of all the certification documents that need a sample submitted for SMO review. Because the JGS and STRG do not clearly indicate the difference between certification documents that are collected and kept with the project records and ones that are submitted for SMO review, a summary report was created.



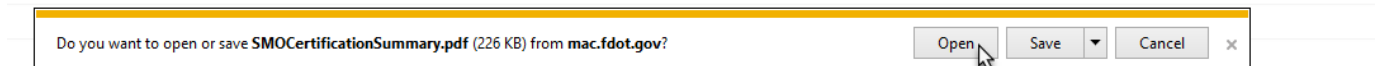
1. Select the Reports option from the menu.

The reports page is the only page in MAC where the tabs are already expanded so you can see the reports listed under each heading.



Sample	
<a href="#">Aggregate Duplicate Samples</a>	A summary report that highlights aggregate control program duplicated samples
<a href="#">Aggregate Sample Analysis Report</a>	Aggregate product test data summary report which highlights specific test results with in a date range or the last 30 samples.
<a href="#">Air Void Report</a>	Asphalt Sample Air Void Report
<a href="#">Asphalt LOTS Closed due to 30 Days Reached</a>	A report of Asphalt LOTS closed due to 30 days reached.
<a href="#">Asphalt LOTS Closed due to QC Failure</a>	A report summarizing all asphalt LOTS closed because of a failure in QC testing.
<a href="#">Asphalt Sample Pay Factor Report</a>	Track and analyze calculated pay factors and production tonnage
<a href="#">Binder and Emulsion Report</a>	Binder and Emulsion Sample Report
<a href="#">Composite Pay Factor Report for In-Progress Lot</a>	This report calculates the Composite Pay Factor for unfinished samples
<a href="#">Producer Chloride Summary</a>	Producer Chloride Sample Summary
<a href="#">Sample Certificate Of Analysis</a>	Reports all sample and test information for a given sample.
<a href="#">Sampled By Report</a>	Monthly Sampled By and Sample Initiated By Report for Asphalt samples
<a href="#">SMO Certification Summary</a>	A summary of all MAC Specs containing certification document that must be reviewed by the State Materials Office.

2. Under the Sample Tab, select the SMO Certification Summary option. Since this is a summary report of all the MAC Specs, there are no parameters to select. The download will begin immediately.



3. When the download is complete, select the Open option in the download dialog box.

The report will open in pdf format. You will need an application that reads pdf files.



## SMO Certification Summary Report

7/13/2017 8:44:59 AM

**Specification/Material ID** 120 - Excavation and Embankment, Technical Special Provision, [1], v1.0

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Alternate Soil and RAP Layer Construction	1 for every 1 Type	Certified Test Report
Alternate Soil and RAP Layer Construction/Embankment Material	1 for every 1 Type	Certified Test Report
Alternate Soil and RAP Layer Construction/RAP Material	1 for every 1 Type	Certified Test Report
Deep Ground Improvement	1 for every 1 Type	Certified Test Report
Deep Ground Improvement/Cert. Package	1 for every 1 Type	Certified Test Report
Deep Ground Improvement/Compressive Strength	1 for every 1 Type	Certified Test Report
Embankment Material using Modified Proctor	1 for every 1 Type	Certified Test Report
Embankment Material using Standard Proctor	1 for every 1 Type	Certified Test Report

**Specification/Material ID** 145 - Geosynthetic Reinforcement, Supplemental Specification, 01/2009, v1.3

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Backfill using Modified Proctor	1 for every 1 Type	Certified Test Report
Backfill using Standard Proctor	1 for every 1 Type	Certified Test Report
Cert. Package for Select Backfill Before Placement	1 for every 1 Type	Certified Test Report

**Specification/Material ID** 333 - High Friction Surface Treatment, Developmental Specification, 07/2014, v1.0

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Friction Test	1 for every 1 Product	Certified Test Report

**Specification/Material ID** 415 - Reinforcing for Concrete, Supplemental Specification, 07/2016, v1.0

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Metal Chairs & Bolsters	1 for every 1 Product	Certification
Metal Chairs & Bolsters/Plastic Tips	1 for every 1 Product	Certification
Plastic Chairs and Bolsters	1 for every 1 Product	Certification

**Specification/Material ID** 415 - Reinforcing Steel, Supplemental Specification, 01/2009, v1.1

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Metal Chairs & Bolsters	1 for every 1 Product	Certification
Metal Chairs & Bolsters/Plastic Tips	1 for every 1 Product	Certification
Plastic Chairs and Bolsters	1 for every 1 Product	Certification

**Specification/Material ID** 415 - Reinforcing Steel, Supplemental Specification, 01/2013, v3.0

MAC SPEC CATEGORY/TYPE	FREQUENCY	DOCUMENT TYPE
Metal Chairs & Bolsters	1 for every 1 Product	Certification
Metal Chairs & Bolsters/Plastic Tips	1 for every 1 Product	Certification
Plastic Chairs and Bolsters	1 for every 1 Product	Certification

Review the summary for any MAC Specs that might be on your project. This summary has any MAC Spec with a certification document reviewed by SMO. Some (like the project specific Technical Special Provisions), may or may not be on your JGS.

## B. Certification Tracking Report

The other report for SMO certifications is a tracking report of all the samples on a specific project that have been entered into MAC. It can be used by the project personnel and Materials Certification Review personnel to confirm that the certification documents have been submitted to SMO, reviewed by SMO and are satisfactory.

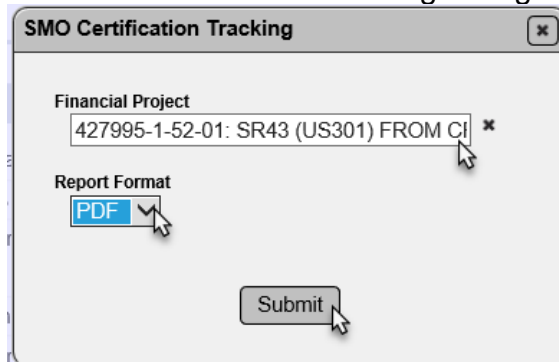


### 1. Select the Reports option from the menu.

Project	
<a href="#">Asphalt Sample Number – Lot Number Report</a>	Lists all asphalt mix design samples on a specific project(s).
<a href="#">Concrete Pavement Core-out Averages</a>	Summary of the measurements of cores taken for concrete pavement on a given project.
<a href="#">Concrete Project Mix</a>	Lists the results of approved concrete strength samples for a given Financial Project Id and Mix design between a given date range.
<a href="#">Concrete Sample Number – Lot Number Report</a>	Lists all concrete mix design samples on a specific project(s).
<a href="#">Earthwork Maximum Density Report</a>	Summary of the soils maximum density reports for a specific project.
<a href="#">Earthwork Sample Analysis</a>	Detailed EWK sample analysis report with test results and comparison package results.
<a href="#">Reduced Lot Analysis</a>	A statistical analysis of concrete results for a specific project that is used to help determine if the project QC can use reduced lots.
<a href="#">Rolling Straightedge Sample</a>	Rolling Straightedge Sample Summary Report with Parameters
<a href="#">SMO Certification Tracking</a>	A summary of samples for a specific project for the certification documents reviewed by the State Materials Office.
<a href="#">Structural Concrete Mix Designs used on a Project</a>	Summary of all of the concrete mix designs used on a specific project.

### 2. Under the Project tab, select the SMO Certification Tracking option.

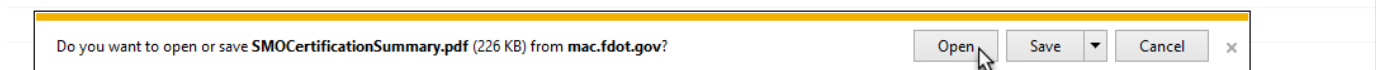
An SMO Certification Tracking dialog box will appear.



### 3. Enter the FPN and select it from the returned list.

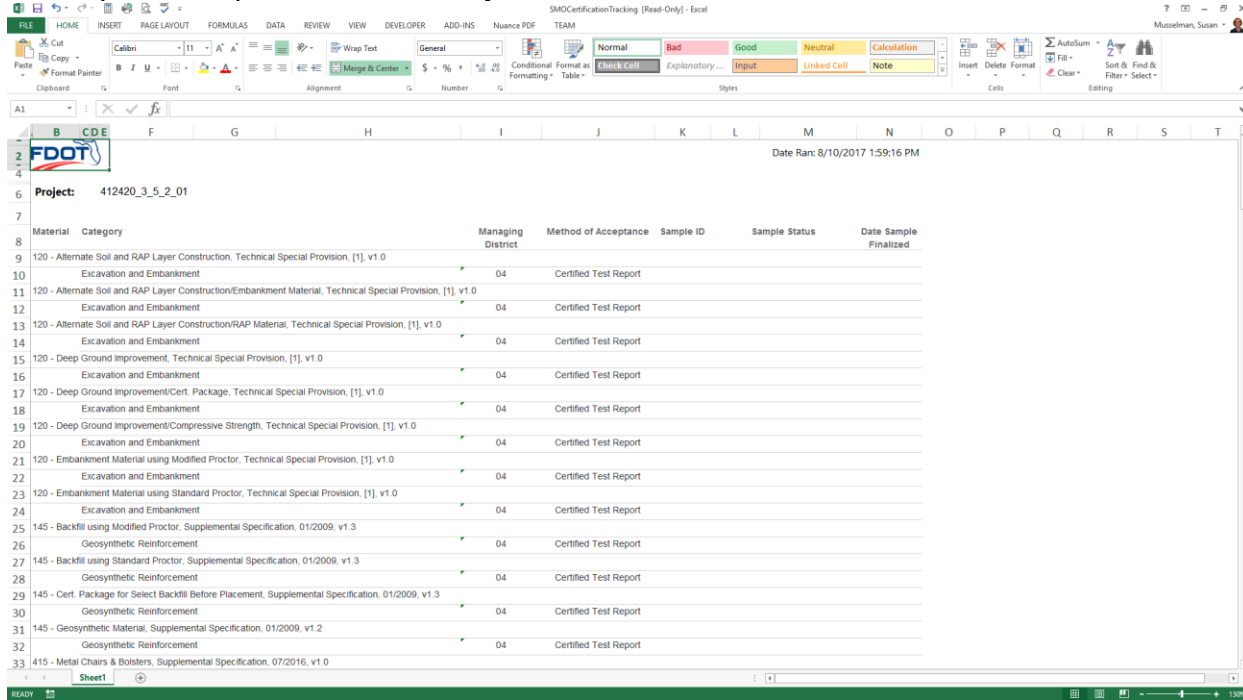
### 4. Select the report format, Excel or pdf.

### 5. Select the Submit option to download the data.



### 3. When the download is complete, select the Open option in the download dialog box.

The report will open in the format you selected.



Like the summary report ([A. Certification Summary Report](#)), this lists all possible MAC Specs. If there are no samples for a specific entry, the report shows that there are no samples. As the PA, you will need to confirm that:

1. The MAC Spec is/is not on your JGS.
  - a. If it is, you need at least one sample for the MAC Spec, possibly more depending on the frequency the certification is required to be collected. Review status of existing samples to ensure they are being completed in a timely manner.
  - b. If it is not, you can ignore that there are no samples on the MAC Spec.

Material	Category	Managing District	Method of Acceptance	Sample ID	Sample Status	Date Sample Finalized
2	931 - Reinforcement - Carbon Steel Bars/Grade 60, Special Provision, 01/2009, v1.0					
3	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
4	931 - Reinforcement - Carbon Steel Bars/Grade 60, Supplemental Specification, 01/2009, v1.1					
5	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	113246	Pending Finalization	
6	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	128876	Pending Finalization	
7	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	31975	Finalized	2017-02-23
8	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	31981	Finalized	
9	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	46222	Pending Finalization	
0	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	65483	Finalized	2017-05-15
1	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	65487	Finalized	2017-05-15
2	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	68444	Finalized	2017-05-02
3	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	68446	Finalized	2017-05-02
4	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis	87412	Finalized	2017-05-15
5	931 - Reinforcement - Carbon Steel Bars/Grade 75, Special Provision, 01/2009, v1.0					
6	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
7	931 - Reinforcement - Carbon Steel Bars/Grade 75, Supplemental Specification, 01/2009, v1.1					
8	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
9	931 - Reinforcement - Carbon Steel Bars/Grade 80, Special Provision, 01/2009, v1.0					
0	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
1	931 - Reinforcement - Carbon Steel Bars/Grade 80, Supplemental Specification, 01/2009, v1.1					
2	Metal Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
3	932 - Bearing Pads, Supplemental Specification, 01/2011, v2.0					
4	Nonmetallic Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
5	932 - Compression Seals and Adhesive Lubricant, Supplemental Specification, 07/2016, v5.0					
6	Nonmetallic Accessory Materials for Concrete Pavement and Concrete Structures	04	Certified Mill Analysis			
7	932 - Fiber Reinforced Polymer (FRP) Reinforcing Bars, Supplemental Specification, 07/2016, v5.0					
8	Nonmetallic Accessory Materials for Concrete Pavement and Concrete Structures	04	Certification			

Dowel bar sample status

Bearing pads on project. Need at least one sample.

No FRP bars on project. Okay to ignore.