



Florida Department of TRANSPORTATION



PA Review for Job Guide Schedule (JGS) Standard and Non-Standard

December 16, 2024



Contents

Updates	3
Introduction	4
Chapter 1 – Project Specific MAC Specs	7
Chapter 2 – Reviewing a Standard JGS	8
A. Generating the Online Standard JGS	8
B. Exporting the JGS Search Results	13
C. Standard JGS Missing Materials	14
D. Generating the hard copy Standard JGS Report	15
Chapter 3 – What Contracts get an NSJGS?	16
Chapter 4 – Reviewing a NSJGS	17
A. PA Review of NSJGS for Materials Requirements	17
B. Work Order NSJGS	17
C. NSJGS for LS contracts	18
D. Generating the hardcopy NSJGS Report	18

Updates

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

Update	Page(s)
Added general information on permits in the Introduction	4
Added information on TSPs not in MAC	7
Added note on viewing Standard JGS and materials	10
New information on what jobs get an NSJGS, including permit jobs	16

Introduction

What is a Job Guide Schedule (JGS)?

The Job Guide Schedule, or JGS, is an entry in MAC that summarizes the materials acceptance requirements for a Financial Project Id (FPN). The Sampling Testing and Reporting Guide, or STRG, is a summary of all MAC Specs. The JGS lists the subset of STRG entries that apply to a specific project.

What is a Material?

A Material in MAC is the highest level of material definition. It is made up of the Material Id and Material Description. For example, **FDOT Specifications Section 120** is for Excavation and Embankment. The MAC Material Id is “120” and the Material Description is “Excavation and Embankment”. Together they make up the MAC Material “120 – Excavation and Embankment”.

What is a MAC Spec?

A MAC Spec is the child record of a MAC Material. A MAC Spec is where the material acceptance requirements are designated, sample frequency, tests and acceptance limits, qualification requirements for sampling and testing personnel and labs, and comparison criteria. A MAC Material can have many MAC Specs.

There are four MAC Spec categories: Project; Program; Mix Design; and Research. Project MAC Specs contain the information for the JGS. There are also a few Program MAC Specs that are eligible for a JGS. Mix Design and Research MAC Specs are not part of a JGS.

There are six types of Project MAC Specs:

- Supplemental Specifications with corresponding FDOT workbook(s)
 - A Supplemental MAC Spec can overlap multiple FDOT workbooks.
 - For example, Project MAC Spec 200 – Rock Base [01/2009 v1] covers projects let from 01/01/2009 to 10/01/2021
- *Special Provisions (including Modified Special Provisions)*
- *Developmental Specifications*
- *Technical Special Provisions*
- *Change Orders*
- *Plan Notes*

MAC Project Supplemental Specifications apply to all projects with that material. The last five types are *project specific* entries and only appear on projects they are manually assigned to by the SMO. These are described in detail in [Chapter 1 – Project Specific MAC Specs](#).

What is a nonstandard JGS (NSJGS)? How is it created? Who creates it?

The nonstandard JGS, also known as an NSJGS, is for contracts with one pay item, like Lump Sum or Design Build: or no pay items, like a Local Agency Program (LAP) on-system contract. A user creates an NSJGS entry and provides the Materials and Program MAC Specs. NSJGS can be used for certain permit jobs that warrant MAC entry; for example a pedestrian bridge being constructed outside FDOT right of way but crossing over the state highway system. These entries are used for the Material Certification (MC) Review and to generate the hardcopy JGS report.

NOTE: Projects that are not from AASHTOWare Project Construction (PrC) do not have a let date; for example, a LAP or Grant project. For these, please contact a District Application Coordinator (DAC) to create the NSJGS entry and assign it to your company. The DACs can set a let date when creating the entry. The PA needs to provide the correct date as shown in the contract documents.

This is the Create NJSGS dialog box available to DACs. It is used for Work Order NJSGS and non-PrC projects with no let date.

Create New Non Standard JGS

Project: 414731-3-58-01: CR 934/NW 74 STREET F ✕

Company: Start typing Company name to get a list of ✕

Work Order Eligible? ☐

Contract Let Date: ✕

Provide DAC with contract let date.

Create

When a project has a let date that MAC has retrieved from PrC it will appear on the Create NSJGS dialog box for the DAC.

Create New Non Standard JGS

Project: 440108-1-52-01: SR-25/US-27 FROM MILE ✕

Company: Start typing Company name to get a list of ✕

Work Order Eligible? ☐

Contract Let Date(Associated with Contract): 5/26/2021

Create

PAs with non PrC projects or projects that are eligible for work orders should work with the appropriate DAC to create the initial NSJGS entry. In some cases, MAC will allow the data entry person to create the entry, but none of the special programming will be applied and the entry will have to be deleted and recreated by a DAC (Chapter 4, [B. Work Order NSJGS](#)).

What contracts get an NSJGS?

All FDOT Lump Sum contracts must have a NSJGS per **Specification Section 105**. Other contract types may include **Specifications Section 105**. An example would be an on-system LAP contract.

Contract types such as Small County Outreach Program (SCOP), Small County Road Assistance Program (SCRAP), and County Incentive Grant Program (CIGP) may also require an NSJGS. Some Permit jobs may have an NSJGS in MAC. The contract documents should indicate who will be responsible for creating and maintaining the NSJGS, the Contractor or the Local Agency. See [Chapter 3 – What Contracts get an NSJGS?](#) for more details.

Why should the NSJGS be reviewed regularly?

QC and project personnel need to review an NSJGS regularly to ensure that entries are correct and complete. Are all the materials being used on the project on the NSJGS? As new material operations begin, the NSJGS should be reviewed to ensure the material has been included.

The automatic assignments done by MAC only apply to MAC Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned manually by the SMO. Reviewing the NSJGS regularly will ensure that there are no missing MAC Specs or incorrect MAC Specs being assigned.

A sample cannot be entered into MAC if the material is not on the JGS. That is another reason why the NSJGS needs to be reviewed. Users must not attempt to log samples under the wrong MAC Material/Specification if the correct one isn't on the JGS. Users should notify a JGS data entry person when they cannot log a sample into MAC. For example, if the project has Integral Pile Jackets, MAC Material 457 – Integral Pile Jackets needs to be assigned to the Materials tab and the SMO Corrosion technical unit needs to assign the FPN on the Project MAC Spec 457 – Integral Pile Jackets. If the sampling and testing data entry personnel attempt to log the samples under MAC Specs for 346 – Portland Cement Concrete, a 9" slump test result for ASTM C143 would be designated as failing under MAC Material 346 when it passes under MAC Material 457.

Chapter 1 – Project Specific MAC Specs

To understand how a JGS is compiled, you need to know what a project specific MAC Spec is. Project specific requirements are found in a document other than the **FDOT Supplemental Specifications**. They add to, alter, or delete the materials acceptance requirements found in the **FDOT Supplemental Specifications**. If a corresponding MAC Spec is not created and assigned to the project by the SMO technical unit, the requirements will not be added to the JGS.

NOTE: For the purposes of MAC, **FDOT Standard Specifications** and **FDOT Supplemental Specifications** are the same thing.

The JGS automatic assignment based on the contract let date **only** applies to MAC Specs for **FDOT Supplemental Specifications**. MAC Specs for project specific requirements are **not** assigned automatically. They must be assigned to the project manually by the SMO Technical unit responsible for the project specific MAC Spec. Examples of project specific MAC Specs are:

- Technical Special Provisions (TSPs)
- Special Provisions (including Modified Special Provisions)
- Developmental Specifications
- Change Orders
- Plan Notes

If one of these documents does not have any material method of acceptance requirements in it, we don't need a project specific MAC Spec. For example, a special provision for **Specifications Section 120** for the removal of contaminated material does not have any language revising the Acceptance Program portion of **Specification Section 120** so a project specific MAC Spec is not needed. In contrast, if the project has Integral Pile Jackets for **Special Provision 457**, it will need the FPN to be assigned to the project specific MAC Spec.

Per the **Construction Project Administration Manual (CPAM) 5.8**, the Project Administrator (PA) reviews the contract documents to determine the materials acceptance requirements and coordinate with the State Materials Office (SMO).

If a MAC Spec doesn't already exist and needs to be created, this will take some time. The SMO may need to review the contract specific requirements and coordinate with the Engineer of Record to clarify any method of acceptance requirements that are not clearly defined. TSPs need additional review time. If you have a TSP with material method of acceptance requirements, get with the SMO as soon as possible. TSPs must be reviewed by the SMO and the District Materials Certification Reviewer. They may not be added to the JGS depending on the nature of the TSP. When there is no project specific MAC Spec for a TSP with material acceptance requirements assigned to the JGS, the compliance with the acceptance criteria are still to be met, but they are documented and tracked outside of MAC.

The PA should include discussion for any project specific materials requirements in the preconstruction conference or preplacement meetings. For example, if you have a Developmental Specification for asphalt material, you may want to discuss the specific requirements and your action plan to ensure the requirements are included on the project's JGS at the pre-paving meeting.

Chapter 2 – Reviewing a Standard JGS

If the contract has conventional pay items, the JGS created by MAC can be reviewed at any time by generating an online standard JGS. Once this is done, a JGS report can be printed for people who don't have access to the online JGS in MAC ([D. Generating the hard copy standard JGS Report](#)).

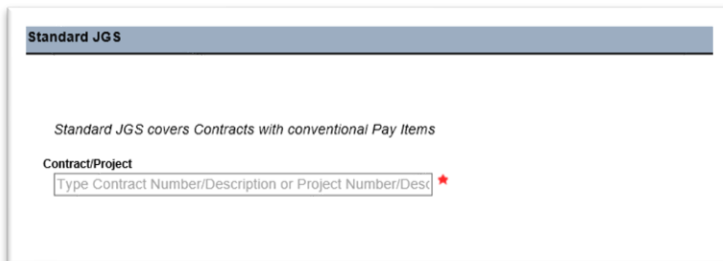
A. Generating the Online Standard JGS

To generate an online standard JGS:



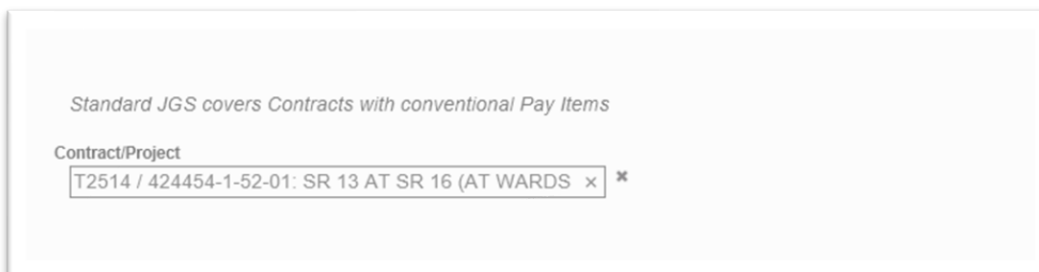
1. From the MAC Menu, select the STRG/JGS menu option.
2. Select the Standard JGS submenu option.

The Standard JGS screen will appear.



3. **Contract/Project** – the standard JGS is project specific. You may use either the contract number or the project number to find the standard JGS data. Enter the contract number or Financial Project Number (FPN) in the Contract/Project Field and select the appropriate entry from the list.

The Standard JGS screen will retrieve the project specific JGS entries. This may take a while. The screen may appear gray during the retrieval.



Once the data is retrieved, it will appear on the screen.

View JGS Report

Current Project
T2514 / 424454-1-52-01 SR 13 AT SR 16 (AT WARDS CR) ▼

Filter by Material(s) Filter by Pay Item(s)

Sample Level Method of Acceptance Normally Sampled By Normally Tested By Owner (Technical Unit) Tests

Select View ☒ All Fields ☐ Sample Fields ☐ Test Fields (Click to open Test name or description in pop)

Select Spec Type(s) ☒ Project Specs ☒ Program Specs ☒ APL Specs

Clear Criteria

Pay Item	Project	APL Specs	APL Instructions	Spec	Spec Authority	Owner	Spec Instructions	Sample Level	Method of Acceptance	Category	Sample Purpose	Normally Sampled By	Sample Size	Sample Instructions	Qualified Sample Required	Qualifications
59 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BR# 730078			Specification, 012009, v1.9 120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork	RT		Sampling And Testing	Alternate Soil and RAP Layer Construction / RAP Material		Project Personnel		100 Pound (5)		Yes	QQ090301 - EARTH CONSTRUCTION P 1
60 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BR# 730078			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork	VT		Sampling And Testing	Embankment Material using Standard Proctor		Project Personnel		100 Pound (5)		Yes	QQ090301 - EARTH CONSTRUCTION P 1
61 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BR# 730078			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork	VT		Sampling And Testing	Embankment Material using Standard Proctor		Project Personnel		100 Pound (5)		Yes	QQ090301 - EARTH CONSTRUCTION P 1
62 0120 1 - REGULAR EXCAVATION	T2514 / 424454-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BR# 730078			120 -	Earthwork	VT		Sampling	Embankment		Project Personnel		100 Pound (5)		Yes	QQ090301 - EARTH CONSTRUCTION P 1

Showing 1 to 250 of 10354 [Show Next 250 of 10354 Results](#)

A few things to note:

- MAC is web based. Depending on your settings, your screen may be different
- There could be several sets of scroll bars
 - There could be two on the side of the screen
 - One scrolls the entire screen
 - One scrolls the entries that were retrieved from the search
 - There could be a scroll bar on the bottom
 - This scrolls across the screen to display the entire width of the data
- The bottom left corner of the screen will show the number of rows retrieved for the project

Showing 1 to 250 of 8736 [Show Next 250](#) [Export Results](#)

- The display only retrieves 250 rows at a time. If the data you wish to see is not in the first 250 rows, you will need to select the Show Next 250 option until the data displays
- You will not be permitted to export any entries over 1,000 rows (see [B. Exporting the JGS Search Results](#) below)

Once the entire JGS data is retrieved, you can use the additional filters to reduce the data to specific entries, if desired.

The screenshot shows a web-based filter interface for JGS data. At the top, there is a 'Contract/Project' field with the value 'T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CR)'. Below this are two main filter sections: 'Filter by Material(s)' and 'Filter by Pay Item(s)'. The 'Filter by Material(s)' section includes dropdowns for 'Sample Level', 'Method of Acceptance', 'Normally Sampled By', 'Normally Tested By', and 'Owner (Technical Unit)'. There are also radio buttons for 'Select View' (All Fields, Sampler Fields, Tester Fields) and checkboxes for 'Select Spec Type(s)' (Project Specs, Program Specs, APL Specs). A 'Clear Criteria' button is located at the bottom right of the filter section.

4. Filters – enter additional filters, as desired.

a. **Material(s)** – this field is multi-select; however, the system will perform a new search for each entry selected. If you want to review the information for MAC Material 334 and MAC Material 337 for example, select MAC Material 334. The system will filter to MAC Material 334 data. Then select MAC Material 337. The system will add the entries for MAC Material 337.

NOTE: Based on the pay item, more than one Material may appear on the Material dropdown. That does not mean there is a MAC Spec assigned for both Materials. For example, the pay items on this contract have both versions of MAC Material 346 assigned, so both appear in the Material dropdown. However, MAC is only assigning Supplemental MAC Specs for the 346 – Portland Cement Concrete Material based on this contract's let date. If you search for any project Specs for 346 – Structural Portland Cement Concrete, no results will be found unless there is a project specific MAC Spec assigned in addition to any Supplemental MAC Specs.

This screenshot shows the same filter interface as the previous one, but with a different 'Contract/Project' value: 'T3714 / 217875-2-52-01: SR 390 ST ANDREWS FROM SR'. A blue callout box points to the 'Contract/Project' field with the text 'Contract Let Date = 10/30/2019'. Another blue callout box points to the 'Filter by Material(s)' dropdown, which is open and showing a list of materials. The list includes items like '104 - Prevention, Control, and Abatement of Erosion and Water Pollution', '105 - Incidental Precast Concrete Product Certification', '120 - Excavation and Embankment', '160 - Stabilizing', '200 - Rock Base', '204 - Graded Aggregate Base', '234 - Superpave Asphalt Base', '330 - Hot Mix Asphalt - General Construction Requirements', '334 - Superpave Asphalt Concrete', '337 - Asphalt Concrete Friction Courses', '346 - Portland Cement Concrete', '346 - Structural Portland Cement Concrete', '347 - Portland Cement Concrete - Class NS', '415 - Reinforcing for Concrete', '449 - Precast Concrete Drainage Products', '527 - Detectable Warnings', '530 - Retention Systems', '530 - Riprap', and '548 - Retaining Wall Systems'. The '346 - Structural Portland Cement Concrete' item is highlighted in yellow. A blue callout box points to this highlighted item with the text 'Searching on 346 - Structural Portland Cement Concrete (begin date 01/01/2020) returns no Project MAC Specs'.

b. **Pay Items** – this field is multi-select. If MAC Material is selected first, the system will filter on the pay items assigned to that Material.

The screenshot shows a software interface with two filter sections. The 'Filter by Material(s)' section has two dropdown menus: the first is set to '334 - Superpave Asphalt Concrete' and the second is set to '337 - Asphalt Concrete Friction Courses'. Below these is a small downward arrow icon. The 'Filter by Pay Item(s)' section is a multi-select dropdown menu showing two items: '0334 1 23 - SUPERPAVE ASPH CONC, TRAFFIC C, PG76-22, PMA' and '0337 7 43 - ASPHALT CONCRETE FRICTION COURSE, TRAFFIC C, FC-12.5, PG 76-22, PMA'.

c. **Sample Level** – this field is single select and will include all sample levels available in MAC. Some sample levels on the drop down may not be included on the MAC Spec.

d. **Method of Acceptance** – this field is single select and will include all methods of acceptance available in MAC. Some methods of acceptance on the drop down may not be included on the MAC Spec.

e. **Normally Sampled By** – this field is single select. It can be used to filter the data to the person who normally takes the sample. This is general information, such as QC personnel, project personnel, and is not an actual person.

f. **Normally Tested By** – this field is single select. It can be used to filter the data to the person who normally tests the sample. This is general information, such as QC laboratory Verification laboratory, and is not an actual person.

g. **Owner (Technical Unit)** – this field is single select. It can be used to filter the data to the specific SMO area that is responsible for the material. This can be helpful if you have questions related to the entries on a specific MAC Spec or if you need to know who to contact if you have a project specific MAC Spec that is like a material already assigned to your project.

h. **Tests** – this field is multi-select; however, the system will perform a new search for each entry selected. You need at least 3 characters from the test identifier or description.

h. **All fields** – selecting this option will retrieve all fields will show both sampling and testing fields.

i. **Sampler Fields** – selecting this option will show only fields related to sampling requirements. Some example sampler fields are:

- i. Normally sampled by – who usually takes the sample.
- ii. If a qualified sampler is required and what qualification area the sampler must hold.
- iii. Sample size, sample frequency, etc.

j. **Tester Fields** – selecting this field will show only fields related to testing requirements. Some example tester fields are:

- i. Normally tested by – who usually tests the sample
- ii. If a qualified tester is required and what qualification area the sampler must hold
- iii. Test size (in some cases)
- iv. If a qualified lab is required.
- v. If the test is required or not.

k. **Select Spec Type(s)**

- i. Selecting Project Specs will include any project MAC Specs under the MAC Material. If no material is provided, it will retrieve all project MAC Specs. Deselecting it will exclude project MAC Specs from the data retrieval.
- ii. Selecting Program Specs will include any program MAC Specs under the MAC Material. If no material is provided, it will retrieve all program MAC Specs. Deselecting it will exclude program MAC Specs from the data retrieval.
- iii. Selecting APL Specs will include any APL materials that have a method of acceptance of APL. Deselecting it will exclude the APL materials from the data retrieval.

MAC no longer automatically searches as this was slowing the system and the search down.

Standard JGS

Standard JGS covers Contracts with conventional Pay Items

Contract/Project
T3714 / 217875-2-52-01: SR 390 ST ANDREWS FROM SR *

Filter by Material(s)
346 - Portland Cement Concrete *

Filter by Pay Item(s)

Sample Level
VT

Method of Acceptance

Normally Sampled By

Normally Tested By

Owner (Technical Unit)

Tests
Start typing Test name or description to ge

Select View
☒ All Fields
 ☐ Sampler Fields
 ☐ Tester Fields

Select Spec Type(s)
☒ Project Specs
 ☐ Program Specs
 ☐ APL Specs

Clear Criteria Search

5. **Search** – select the Search option once you are done selecting the search criteria.

The system will display the results meeting the search requirements.

6. **Clear Criteria** – select the Clear Criteria to search for a different contract or project.

NOTE: For MAC Specs that have a method of acceptance that is a certification document, it is currently hard to tell if the certification document needs to be reviewed by SMO. One way to tell is if the STRG instructions have wording to retain the documents according to FDOT retention policy. That usually means you don't have to enter the document into MAC on a sample for SMO to review. If you see instructions to submit a sample to SMO, that is how you know. Also, there is a MAC report that will summarize the materials that have a certification document submitted to SMO.

OVERLAY- STRUCTURES REHAB	INDIAN RIVER HUBERT HUMPHREY BRIDGES 700061 & 700137	Compounds, Supplemental Specification, 07/2014, v2.1	Lab	certifications and certified test reports, and retain according to FDOT retention policy.	Personnel
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If you are not sure, you can click on the blue hotlink under the Owner column. That will create an email to the appropriate distribution list of the entry that would review the certification document if you needed to submit it to SMO. In the email, you can ask if the entry needs to be entered into MAC for SMO Review or if you just need to collect it and keep it with the project records.

C. Standard JGS Missing Materials

The PA should review the entries on the standard JGS to ensure all Materials are included. There are several reasons a material may be missing from a standard JGS:

1. MAC Specs for FDOT Supplemental Specifications

These are missing because the SMO has not assigned the material to the pay item. SMO Technical units are responsible for assigning their Materials to pay items. If a material is missing, the first question you may be asked is it part of a pay item.

The screenshot shows a web-based search interface for Standard JGS materials. On the left, there are filters for 'Contract/Project' (T2515 / 213259-1-52-01: I-295 (SR 9A) AUX LN FROM NC), 'Filter by Material(s)' (346 - Portland Cement Concrete), 'Sample Level', 'Method of Acceptance', 'Normally Sampled By', 'Select View' (All Fields, Sampler Fields, Tester Fields), and 'Select Spec Type(s)' (Project Specs, Program Specs, APL Specs). On the right, a list of pay items is displayed, including '0400 2 4 - CONC CLASS II, BRIDGE SUPERSTRUCTURE', '0400 2 10 - CONCRETE CLASS II, APPROACH SLABS', '0400 4 5 - CONCRETE CLASS IV, BRIDGE SUBSTRUCTURE', '0400 4 11 - CONC CLASS IV, RETAINING WALLS', '0425 1501 - INLETS, DT BOT, TYPE A, <10'', '0425 1503 - INLETS, DT BOT, TYPE A, J BOT, <10'', '0425 1505 - INLETS, DT BOT, TYPE A, PARTIAL', '0425 1543 - INLETS, DITCH BOTTOM, TYPE D, J BOT, <10'', '0425 1549 - INLETS, DT BOT, TYPE D, MODIFY', '0425 1569 - INLETS, DITCH BOTTOM, TYPE F, MODIFY', '0425 1701 - INLETS, GUTTER, TYPE S, <10'', '0425 1703 - INLETS, GUTTER, TYPE S, J BOTTOM <10'', '0425 2 61 - MANHOLES, P-8, <10'', '0425 2 63 - MANHOLES, P-8, PARTIAL', '0425 2 71 - MANHOLES, J-7, <10'', '0425 2 91 - MANHOLES, J-8, <10'', '0425 3 43 - JUNCTION BOX, DRAINAGE, P-7, PARTIAL', '0521 5 1 - CONCRETE TRAFFIC RAILING, BRIDGE 32" F - SHAPE', '0521 72 10 - SHOULDER CONCRETE BARRIER WALL, RIGID SHOULDER 42"', and '0700 1 12 - SINGLE POST SIGN, F&I GROUND MOUNT, 12-20 SF'. A blue arrow points to the list with the text 'Is the pay item here?'. A 'Loading...' indicator is at the bottom left.

You can confirm this by performing a search for the Material and Pay Item on the Standard JGS screen. If the pay item is missing, contact the SMO Technical unit in charge of the MAC Spec.

2. Project Specific MAC Specs

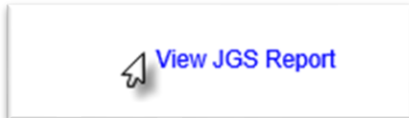
In [Chapter 1 – Project Specific MAC Specs](#) we described what a project specific MAC Spec is. Most of the time, this will be why the material is not on the Standard JGS. There are two possibilities:

- The MAC Spec is not created for the project specific requirement – The SMO is unaware of the project specific requirement and has not yet created the MAC Spec entry to represent the requirement.
- The MAC Spec is created, but your project is not assigned to it. The SMO has created a MAC Spec entry but is unaware that it applies to your project.

In either case, the PA must notify the SMO technical unit in charge of the material. If you are not sure which SMO technical unit to contact, call or email the MAC system administrator for assistance.

D. Generating the hard copy Standard JGS Report

The JGS report option allows the user to create a printed version of the JGS for use by personnel who may not have direct access to MAC such as field inspectors. It provides more detail and better formatting than the export feature.



1. After retrieving an online JGS, select the View JGS Report option.

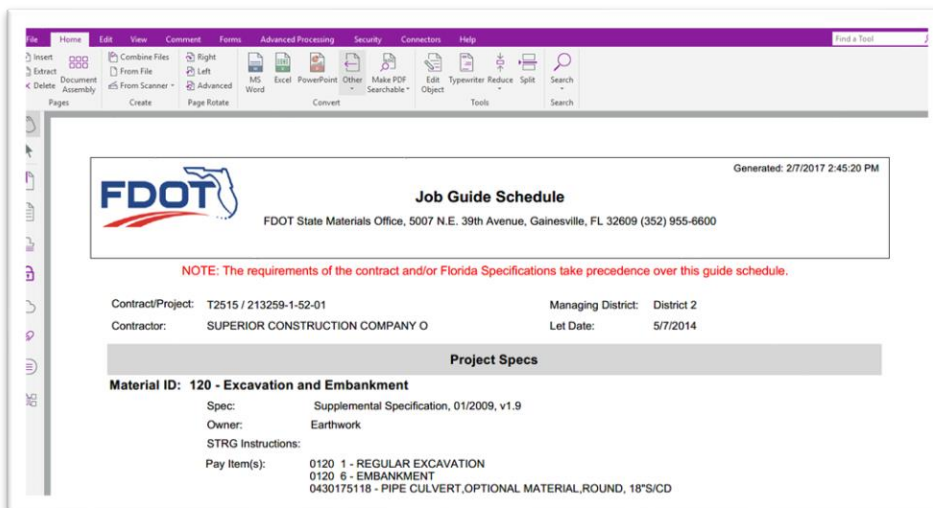
The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear. The appearance of the dialog box is a function of the browser you are using.



2. Select the Open option to open the downloaded file.

The JGS report will appear in pdf format.



It can be saved, printed, and distributed as needed.

Chapter 3 – What Contracts get an NSJGS?

All FDOT Lump Sum contracts get an NSJGS. Other contract types also use this function to create a JGS entry. Some examples are Local Agency Program (LAP), Small County Outreach Program (SCOP), Small County Road Assistance Program (SCRAP), and County Incentive Grant Program (CIGP). MAC now has the ability to have an NSJGS for certain permit projects. The difference between these and an FDOT LS contract is the person creating and maintaining the NSJGS may not be a Contractor QC data entry personnel.

There are many requests to have a project added to MAC. Any FDOT contract can potentially have an NSJGS created. Sometimes it takes a DAC or a system administrator to create the JGS.

When a user asks to have the DACs or system administrator to add the NSJGS, they will ask a question:

- Will the contract have a Final Project Materials Certification (MC) Review performed by the District Materials and Research Office (DMRO) or SMO?
 - If the answer is yes, the DAC will create the non-standard JGS entry for the project.
 - If the answer is no, the DAC will not create the entry.

If you are unsure of whether a contract should have an NSJGS created, contact your local DAC for further assistance. The NSJGS for any projects needing the following special features must be created by a DAC in order for the features to be used. MAC will allow some NSGJS's that need these features to be created by a data entry. If that happens, the entry will not use the special features and must be deleted in order to allow the DAC to create it:

- Design/Build Phased jobs
 - MAC will allow multiple NSJGS entries for the same FPN if it is designated as a Work Order NSJGS
 - If the FPN also needs ERS project(s), the WO NSJGS **MUST** be created first
- Non-PrC projects (LAP, SCRAP, SCOP, Grant)
 - These projects do not have a let date to determine
 - MAC will allow a begin date to be assigned
- Permit Jobs
 - Some permit job FPNs are associated with a Contract Id
 - It may not be a "T" or "E" contract
 - Some permit job FPNs do not have a Contract Id
 - They have a permit number that MAC does not have access to
 - If the DAC does not create the NSJGS and the permit FPN does not have a Contract Id
 - A Contractor QC Plan cannot be created, if one is needed
 - Samples cannot be logged in even with an NSGJS

Chapter 4 – Reviewing a NSJGS

A. PA Review of NSJGS for Materials Requirements

There is no difference in the PA's review for an NSJGS than for a standard JGS. The PA should ensure all materials are included. The difference is the way MAC compiles the MAC Specs based on the Materials on the Materials tab on the NSJGS. For this reason, it is more likely that Materials will be missing or the incorrect Materials might be selected on an NSJGS. PAs need to ensure the Materials tab is correct and complete. There is a Excel spreadsheet that summary designed to assist uses in creating a complete NSJGS ([Non-Standard JGS Materials Summary Worksheet by Material Category](#)). It is intended to provide guidance to data entry to ensure the JGS is complete, including Program MAC Specs. The Random Sampling Program or for liquid asphalt or ground tire rubber QC Program samples are examples of program samples that need to be taken by project personnel. PAs can use it to determine if the NSJGS is complete.

1. *MAC Specs for FDOT Supplemental Specifications*

Normally these are missing because the user did not select the Material, or they selected the wrong Material. One example is for drilled shaft footers. Many times, the user selects 346 – Structural Portland Cement Concrete, but forgets to select 931 – Reinforcing for Concrete.

2. *Project specific MAC Spec*

In [Chapter 1 – Project Specific MAC Specs](#) we described what a project specific MAC Spec is. Most of the time, this will be why the material is not on the Standard JGS. There are two possibilities:

- a. The MAC Spec is not created for the project specific requirement – The SMO is unaware of the project specific requirement and has not yet created the MAC Spec entry to represent the requirement.
- b. The MAC Spec is created, but your project is not assigned to it. The SMO has created a MAC Spec entry but is unaware that it applies to your project.

In either case, the PA must notify the SMO technical unit in charge of the material. If you are not sure which SMO technical unit to contact, call or email the MAC system administrator for assistance.

B. Work Order NSJGS

The Work Order NSJGS feature is for Design Build Phased projects but can be used for any project that is paid by work orders or invoices. Sometimes, it may also be used for push-button contracts instead of a standard JGS even though they have pay items. If your project needs a Work Order NSJGS, contact the appropriate DAC. The PA review for a Work Order NSJGS is the same as any JGS expect the materials listed are related to a specific work order.

C. NSJGS for LS contracts

PA's have an additional review for an NSJGS to ensure it is compliant with **Specification Section 105**. There are instructions from the State Construction Office on the other items to be reviewed by the PA to ensure the entry meets the requirements of **Specifications Section 105**. Follow the guidelines shown in the PA's instructions for reviewing LS contracts (see the [PA instruction for LS JGS \(contract compliance requirements\)](#)). These instructions guide the PA in the contract compliance for **Specification Section 105**.

NOTE: If an NSJGS is created for a contract that does not include **Specification Section 105**, some requirements may not apply. Please consult with the local DAC if you have questions about what is needed for an NSJGS on a contract that does not include **Specification Section 105**.

D. Generating the hardcopy NSJGS Report

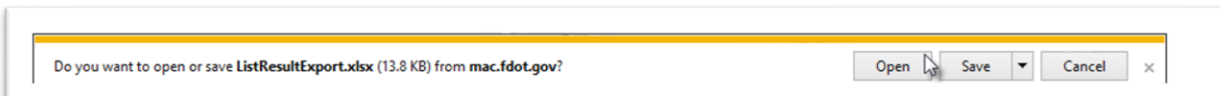
The JGS report option allows the user to create a printed version of the JGS for use by personnel who may not have direct access to MAC such as field inspectors.



1. Select the View JGS Report option.

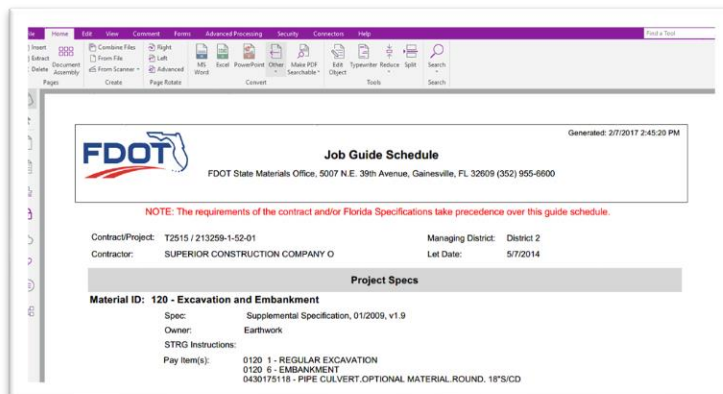
The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear.



2. Select the Open option to open the downloaded file.

The JGS report will appear in pdf format.



It can be saved, printed, and distributed as needed.