



# Florida Department of TRANSPORTATION

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

May 26, 2021

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## Introduction

### What is a Job Guide Schedule (JGS)?

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

### What is a MAC Material?

A Material in MAC is the highest of material definition. It is made up of the Material Id and Material Description. It is the grandparent record of material acceptance. For example, FDOT Specifications Section 346 is for Structural Portland Cement Concrete. The MAC Material Id is “346” and the Material Description is “Structural Portland Cement Concrete”. Together they make up the MAC Material “346 – Structural Portland Cement Concrete”.

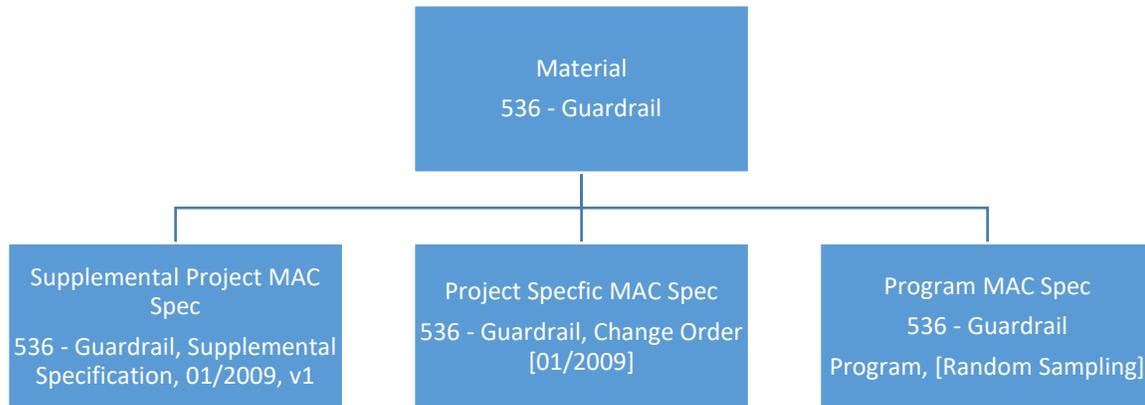
### What is a MAC Spec?

A MAC Spec is the child record of a MAC Material. A MAC Spec is an entry under the Material, where method of acceptance (MOA) requirements are documented. Some of the specific requirements on the MAC Spec entry are sample frequency, specific tests with acceptance limits, qualification requirements for sampling and testing personnel and labs and comparison criteria for Quality Control Program materials.

There are four MAC Spec categories: Project, Program, Mix Design and Research. Project MAC Specs house the information for the JGS. There are a few Program MAC Specs that are eligible for the JGS.

There are six types of MAC Specs under the Project MAC Spec Category:

- Supplemental with corresponding FDOT workbook(s)
    - A Supplemental MAC Spec can overlap multiple FDOT workbooks
  - Special Provisions
  - Developmental Specifications
  - Technical Special Provisions
  - Change Orders
  - Plan Notes
- The types of Project MAC Specs other than Supplemental MAC Specifications are described in [Chapter 1 – Project Specific MAC Specs](#). See Chapter one for more details.



### What is a standard JGS? How is it created in MAC?

The standard JGS is for contracts with conventional pay items. The Standard JGS uses Materials assigned by the State Materials Office (SMO) to pay items to associate MAC Specs for FDOT Supplemental Specification entries based on the pay items on the contract. MAC uses the contract let date to determine which MAC Spec workbook version to assign. Other types of Project MAC Specs must be assigned to the JGS manually by the SMO based on documentation provided by the PA.

### Why does the standard JGS have to be reviewed?

The PA needs to review the standard JGS regularly to ensure that it is correct and complete. The automatic assignments only address MAC for FDOT Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned. Reviewing the standard JGS regularly will ensure that there are no missing MAC Specs. A sample cannot be entered in MAC if the material is not on the JGS. That is another reason why the standard JGS needs to be reviewed for correctness and completeness.

### What is a non-standard JGS? How is it created in MAC?

The non-standard JGS 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 a non-standard JGS entry and provides the Materials, Program MAC Specs and APL Spec categories. MAC uses the Materials and the contract let date to assign the Project Supplemental MAC Specifications. Other types of Project MAC Specs must be assigned to the JGS manually by the SMO. For Lump Sum and Design Build contracts, a JGS is required to be submitted by the Contractor in Specifications Section 105 (See Chapter 2, [A. Non-standard JGS in MAC](#)).

**NOTE:** Some contracts do not have a let date; for example, a LAP contract. For these, MAC selects the most current workbook version of a MAC Spec for the material.

- If the contract does not say that the most recent requirements apply, the PA must notify a DAC or system administrator
  - Additional steps must be taken to ensure the appropriate MAC Spec requirements are assigned
- If the latest requirements do apply, but MAC Spec gets updated during the life of the contract, the PA must notify a DAC or system administrator
  - MAC will automatically switch the JGS to the newer official version
  - This needs to be overwritten manually

### **Why should the nonstandard JGS be reviewed?**

The PA needs to review the nonstandard JGS regularly to ensure that entries are correct and complete and for contract compliance with Specifications Section 105.

Are all the materials being used on the project on the non-standard JGS?

Are the materials assigned, but the MAC Spec are missing during sample login?

The automatic assignments only address MAC Specs for FDOT Supplemental Specifications. [Chapter 1 – Project Specific MAC Specs](#) describes how contract specific materials acceptance requirements get assigned. Reviewing the non-standard JGS regularly will ensure that there are no missing MAC Specs. A sample cannot be entered in MAC if the material is not on the JGS. That is another reason why the non-standard JGS needs to be reviewed for correctness and completeness.

## 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 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, a Standard FDOT Specification and a Supplemental FDOT Specification 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
- Special Provisions
- Developmental Specifications
- Change Orders
- Plan Notes

If a document 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 an FDOT Specification Section 327 that revises the basis of payment would not need a project specific MAC Spec created and assigned.

An example of a project specific MAC Spec that needs to be assigned is Special Provision 457 - Integral Pile Jackets. It has material method of acceptance requirements that are not in the Supplemental Specifications.

Material Spec Id	Material Title	Specification Category	Spec Type	Number/ID	Workbook Id	Version	Version Reason	Status
457	Integral Pile Jackets	Project	Special Provision	457	01/2009	1.5	Update Comparison Definition for C39 to Version 2	Official
<b>Method of Acceptances</b>		<b>Sample Levels</b>						
Certification, Certified Test Report, Sampling And Testing		IV, QC, QR, VT, VR						
<b>Owner (Technical Unit)</b>	<b>Contact Email</b>	<b>Last Updated By</b>	<b>Last Updated On</b>					
Corrosion	SM-MACCorrosion	Matt Duncan	3/30/2016 4:00:09 PM					
<b>Project List</b>								
218762-2-52-01: SR 65 OVER CASH CREEK BRIDGE NO. 490033 [Full Replacement]								
230406-9-52-01: DISTRIBUTION CANALS BRIDGE REPAIR CONTRACT [Full Replacement]								
407478-5-52-01: SR 10 (US 90) WHITERIVER BRIDGE REPAIR CONTRACT [Full Replacement]								
409462-3-52-01: SR 30 (US 98) YENT BAYOU BRIDGE BRIDGE NO. 499999 [Full Replacement]								
417883-4-52-01: SR 30 (US 98) OVER EAST PASS BRIDGE NO. 570054 [Full Replacement]								
419886-1-52-01: SR 55US 301 AT HERNANDO DESOTO BRIDGE #130053 OVER MANATEE RIVER [Full Replacement]								
421314-1-52-01: SR-A1A BRIDGE #940085 OVER FPL DISCHARGE CANAL [Full Replacement]								
423588-2-52-01: SR 20 (US 19US 27)AUCILLA RIVER BRIDGE NO.540069 [Full Replacement]								
424422-1-52-01: I-295 (SR 9A)BUCKMAN & ST. JOHNS RIVER BRIDGE #720249 SB & #720343 NB [Full Replacement]								
426169-1-52-01: SR 5 (US 17/PHILIPS) OVER TROUT RIVER & ROADBRIDGE #720011 [Full Replacement]								
428267-1-52-01: SR 5US-1 OVERSEAS HWY OVER BOCA CHICA CHNL BRGS# 900003 & 900074 [Full Replacement]								
428400-1-52-01: SR-5US-1 FED HWY FR N OF CR-A1A(MP 10.68) TO S OF BEACH RD(MP 10.84) [Full Replacement]								
430009-1-52-01: INDEFINITE QUANTITYCONTRACT FOR BRIDGE REPAIR [Full Replacement]								
430258-1-52-01: SR15(US17)(ROOSEVELT BLVD) @ ORTEGA RIVER BRN0720052 SB/53 NB [Full Replacement]								
430706-1-52-01: LONG BRIDGE REPAIR HILLSBOROUGH COUNTY VARIOUS LOCATIONS [Full Replacement]								
430707-1-52-01: SR 666 WELCH CAUSEWAY BR# 150028 INTRACOASTAL WATERWAY [Full Replacement]								
431703-1-52-01: US 41 (SR 45) AT CALOOSAHATCHEE RIVER BRIDGENUMBER 120002 [Full Replacement]								
431705-1-52-01: COLLIER COUNTY SUBSTRUCTURE REPAIR AT VARIOUS LOCATIONS [Full Replacement]								
431709-1-52-01: INDEFINITE QUANTITYPROJECT FOR BRIDGE REPAIRS [Full Replacement]								
431750-2-52-01: SUNSHINE SKYWAY PIER REPAIR BR# 159008 [Full Replacement]								
431750-3-52-01: SUNSHINE SKYWAY PIER REPAIR BR# 139003 [Full Replacement]								
432194-1-52-01: SR 24 AT #3 CHAINELBR. NO. 340003 & 340001 [Full Replacement]								
432432-1-52-01: SUBSTRUCTURE REPAIRPINELLAS COUNTY VARIOUS LOCATIONS [Full Replacement]								

FPN must be assigned for it to show on the JGS

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It is the PA's responsibility to review the contract documents to determine if there are project specific materials acceptance requirements and coordinate with the SMO to ensure they are assigned to the JGS. The SMO cannot determine when the project specific MAC Specs are needed. The PA must communicate with SMO to ensure they are aware of the requirements and know to make the assignment.

If a MAC Spec doesn't already exist and needs to be created, this will take some time. The SMO Technical unit may need to review the contract specific requirements and sometimes get with the Engineer of Record to clarify any method of acceptance requirements that are not clearly defined. Technical Special Provisions (TSPs) particularly need additional review time. So, if you have a TSP with material method of acceptance requirements, get with the SMO Technical unit as soon as possible.

The PA should review the contract before the contract work begins and include discussion for any project specific materials requirements in the preconstruction conference or pre-placement 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. This will make sure that the QC and VT personnel are aware of the special requirements and know to look for them in the JGS.

## Chapter 2 – Standard JGS Review

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 ([C. Generating the JGS Report](#)).

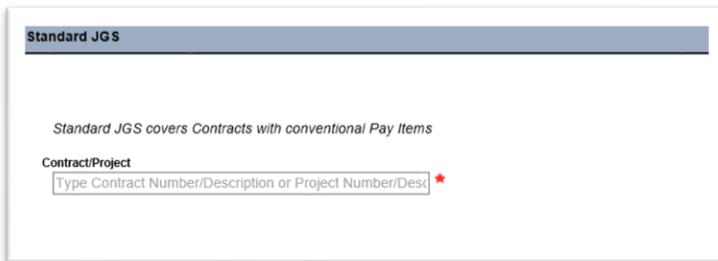
### A. Generating the Online Standard JGS

To generate an online standard JGS:



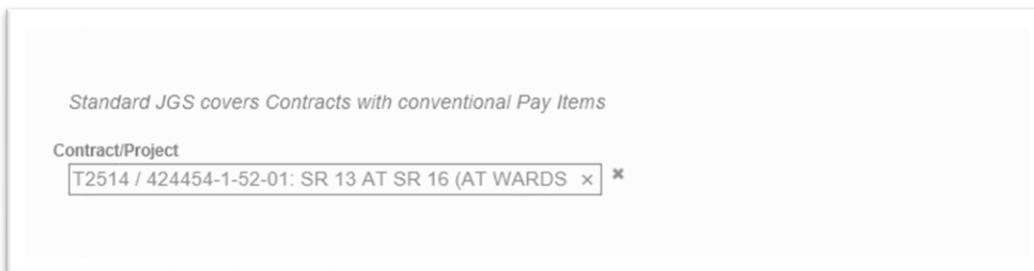
1. From the MAC Menu, select the STRG/JGS menu option.
2. Select the Standard JGS sub menu option.

The Standard JGS screen will appear.

A screenshot of the 'Standard JGS' screen. The title bar reads 'Standard JGS'. Below the title bar, there is a text area with the message 'Standard JGS covers Contracts with conventional Pay Items'. Underneath, there is a label 'Contract/Project' followed by a text input field containing the placeholder text 'Type Contract Number/Description or Project Number/Des'. A red asterisk is visible to the right of the input field.

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.

A screenshot of the 'Standard JGS' screen, similar to the previous one. The title bar reads 'Standard JGS'. Below the title bar, there is a text area with the message 'Standard JGS covers Contracts with conventional Pay Items'. Underneath, there is a label 'Contract/Project' followed by a text input field containing the text 'T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS x)'. A red asterisk is visible to the right of the input field.

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

The screenshot shows a web-based interface for data retrieval. At the top, there is a search bar with the text '72514 / 42464-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK)'. Below the search bar are several filter options, including 'Filter by Material', 'Filter by Pay Item', 'Sample Level', 'Method of Acceptance', 'Normally Sampled By', 'Normally Tested By', and 'Owner (Facility Unit)'. There are also radio buttons for 'Select Item' (All Fields, Sampler Fields, Tester Fields) and checkboxes for 'Select Spec Types' (Project Specs, Program Specs, APL Specs). A 'Clear Filters' button is located below the filters. The main part of the screen is a table with the following columns: 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 Samples Required, and Qualifiers. The table contains four rows of data, each representing a different excavation project. The bottom of the screen shows 'Showing 1 to 250 of 1054' and a 'Show Next 250' button.

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 Samples Required	Qualifiers
59 0120 1 - REGULAR EXCAVATION	T2514 / 42464-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BRP 730078			Specification, 012009, v1.9 120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork			BT	Sampling And Testing	Alternate Soil and RAP Layer Construction / RAP Material	Project Personnel	(S)	100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
60 0120 1 - REGULAR EXCAVATION	T2514 / 42464-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BRP 730078			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork			VT	Sampling And Testing	Embankment Material using Standard Proctor	Project Personnel	(S)	100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
61 0120 1 - REGULAR EXCAVATION	T2514 / 42464-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BRP 730078			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork			VT	Sampling And Testing	Embankment Material using Standard Proctor	Project Personnel	(S)	100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1
62 0120 1 - REGULAR EXCAVATION	T2514 / 42464-1-52-01 SR 13 AT SR 16 (AT WARDS CREEK) BRP 730078			120 - Excavation and Embankment, Supplemental Specification, 012009, v1.9	Earthwork			VT	Sampling	Embankment	Project Personnel	(S)	100 Pound		Yes	02060301 - EARTH CONSTRUCTION P 1

A few things to note:

- MAC is web based. Depending on your settings, your screen may be different.
  - For example, if your zoom is higher, you may not have scroll bars.
- 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 [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 filter interface with the following elements:

- Contract/Project: T2514 / 424454-1-52-01: SR 13 AT SR 16 (AT WARDS CR)
- Filter by Material(s): A dropdown menu.
- Filter by Pay Item(s): A dropdown menu.
- Sample Level: A dropdown menu.
- Method of Acceptance: A dropdown menu.
- Normally Sampled By: A dropdown menu.
- Normally Tested By: A dropdown menu.
- Owner (Technical Unit): A dropdown menu.
- Tests: A text input field with the placeholder "Start typing Test name or description to go".
- Select View: Radio buttons for "All Fields", "Sampler Fields", and "Tester Fields".
- Select Spec Type(s): Checkboxes for "Project Specs", "Program Specs", and "APL Specs".
- Clear Criteria: A button.

#### 4. Filters – enter additional filters, as desired.

- 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.
- 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 the filter interface with the following selected entries:

- Filter by Material(s): 334 - Superpave Asphalt Concrete, 337 - Asphalt Concrete Friction Courses
- Filter by Pay Item(s): 0334 1 23 - SUPERPAVE ASPH CONC, TRAFFIC C, PG76-22, PMA; 0337 7 43 - ASPHALT CONCRETE FRICTION COURSE, TRAFFIC C, FC-12.5, PG 76-22, PMA

- 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.
- 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.
- 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.
- 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
- 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.
- 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
- All fields** – selecting this option will retrieve all fields will show both sampling and testing fields.
- Sampler Fields** – selecting this option will show only fields related to sampling requirements. Some example sampler fields are:
  - Normally sampled by – who usually takes the sample
  - If a qualified sampler is required and what qualification area the sampler must hold
  - 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.

**NOTE:** There are very few program MAC Specs that are assigned to JGS.

- 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.

As soon as one search criteria is supplied, the system will begin the search. The screen will appear gray until the results are returned.

The system will display the new results meeting the additional search requirements.

**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.

9	0400136 - EPOXY CONCRETE OVERLAY- STRUCTURES REHAB	E5Y07 / 436936-1-52-01: SR 520 OVER INDIAN RIVER HUBERT HUMPHREY BRIDGES 700061 & 700137	926 - Epoxy Compounds, Supplemental Specification, 07/2014, v2.1	<a href="#">Chemistry Lab</a>	Collect certifications and certified test reports, and retain according to FDOT retention policy.	Certification	Type M	Project 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.

## B. Exporting the JGS Search Results

The results can be exported from the retrieval to an Excel file. It is not recommended to export the results. Most of the time, the JGS entries exceed 1000 rows and you will need a system administrator to export the results for you. Instead you should use the standard JGS report if you need a printout ([C. Generating the JGS Report](#)). If you do decide to use the export option:

1. Select filtering to reduce the number of rows to less than 1000 rows

Showing 1 to 21 of 21 [Export Results](#)

2. Select the Export Results option.

The system will download the results into a file. Please be patient as this may take a while.

A download dialog box will appear.



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

The Excel file will open with the results.

Pay Item	Project	APL Specs	APL Instructions	Spec Authority	Owner	Method of Acceptance	Sample Category	Purpose	Sample Size	Sample Instruction	Sample Size	Sample Instruction	Qualified Sampler	Qualification Required	Initial Frequency	Initial Frequency Unit	Standard Frequency	Standard Frequency Unit	Standard Frequency	Standard Frequency Unit	Reduced Frequency Allowed	Reduced Frequency	Reduced Frequency Unit	Reduced Frequency	Reduced Frequency Unit	Normally Tested	Test Instructions	
1	0285705 - OPTION A	213259-1-52-01-1-295 (SR 9A) AUX LN FROM NORTH	234 - Superpave Asphalt Base, Supplemental Specification, 01/2014, v3.3	Bituminous	IV	Sampling And Testing	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel
2	0285705 - OPTION A	213259-1-52-01-1-295 (SR 9A) AUX LN FROM NORTH	234 - Superpave Asphalt Base, Supplemental Specification, 01/2014, v3.3	Bituminous	IV	Sampling And Testing	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel
3	0285705 - OPTION A	213259-1-52-01-1-295 (SR 9A) AUX LN FROM NORTH	234 - Superpave Asphalt Base, Supplemental Specification, 01/2014, v3.3	Bituminous	IV	Sampling And Testing	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	Yes	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel	QC Personnel

The user must format the file for things like column width, etc. This is intended to be used as a quick data dump for the retrieved results and is not considered to be the official JGS report.

## 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** – normally 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 ask is it assigned to the pay item.

Contract/Project  
T2515 / 213259-1-52-01: I-295 (SR 9A) AUX LN FROM NC \*

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

Filter by Pay Item(s)

Sample Level Method of Acceptance Normally Sampled By Normally T...

Select View  
 All Fields  Sampler Fields  Tester Fields

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

Loading...

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"  
0700 1 12 - SINGLE POST SIGN, F&I GROUND MOUNT, 12-20 SF

Is the pay item here?

option to go

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 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 a 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 JGS Report

The JGS report option allows the user to create a hardcopy 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.

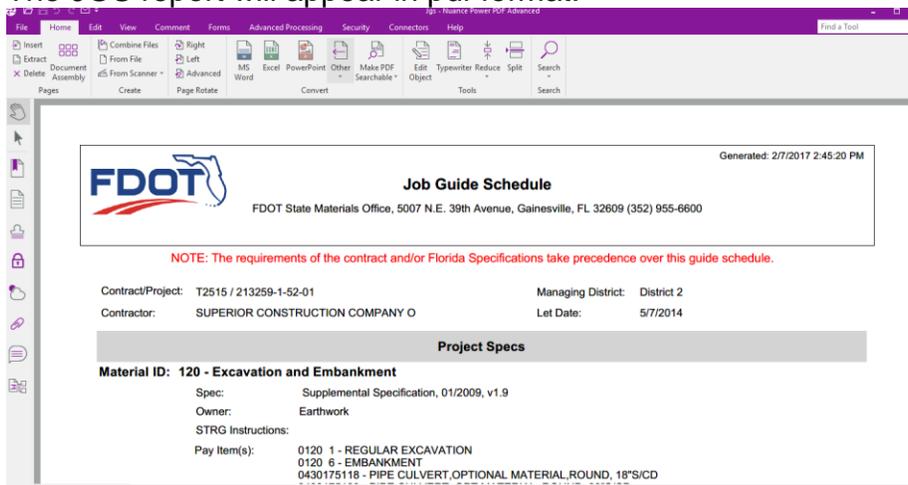
The system will download the JGS data into the report. Please be patient as this may take a while.

A download dialog box will appear.



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.

**NOTE:** The current report embedded in MAC has known issues and is being revised. Until the revised report can be published, this report is still being made available to users. Known issues include:

- Repetitive information
- Missing information
  - Certification documents not submitted to SMO for review do not appear on the JGS report

## Chapter 3 – What Contracts get a nonstandard JGS?

All FDOT Lump Sum contracts get a nonstandard JGS. 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). The difference between these and an FDOT LS contract is the person creating and maintaining the non-standard JGS may not be a Contractor QC data entry personnel.

There are many requests to have a project added to MAC. Not all will be approved. Any FDOT contract can potentially have a nonstandard JGS created. But Data Entry personnel may not be able to create a nonstandard JGS for all contract entries. Sometimes it takes a District Application Coordinators (DAC) or a system administrator to create the JGS.

When a user asks to have the DACs or system administrator to add the nonstandard JGS, 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.

Finally, if the contract is not an FDOT contract; for example, a Department of Agriculture contract being administered with FDOT resources, it will not be able to be entered into MAC because it would not be in the Department's contract systems of records without programming from the Central Office Transportation Technology Office.

If you are unsure of whether a contract should have a nonstandard JGS created, contact your local DAC for further assistance.

There is a Excel spreadsheet that summary designed to assist users in creating a complete nonstandard JGS ([Non-standard JGS Materials Summary by Material Category](#)). It is intended to provide guidance to ensure the JGS is complete, including Program MAC Specs that need to be entered. 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. It also includes APL Specs. Including those entries on the nonstandard JGS ensure the JGS report lists all samples needed, not just those for project materials acceptance.

## Chapter 4 – Reviewing a Nonstandard JGS

### A. PA Review of Nonstandard JGS for Materials Requirements

There is no difference in the PA's review for a nonstandard JGS than for a standard JGS. The PA should ensure all materials are included. The difference is instead of MAC compiling the Materials based on pay items, a user is entering Materials on the Materials tab on the nonstandard JGS. For this reason, it is more likely that Materials will be missing or the incorrect Materials might be selected.

**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. For example, with projects that have Optional Base, users select MAC Material 285 – Optional Base. The [Non-standard JGS Materials Summary by Material Category](#) has this Material listed as one that should not be selected. In many cases, the contractor selects limerock as the option. If the contractor is using limerock, the user should select MAC Material 200 – Rock Base. The same is true for sidewalk or concrete pavement. Users select 522 – Concrete Sidewalk and Driveways or 524 – Concrete Ditch and Slope Pavement. These are also listed as “Do Not Select”. The Material that should be selected is 347 – Portland Cement Concrete Class NS.

Another 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 a 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.

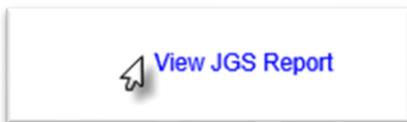
### A. Nonstandard JGS for LS contracts

PA's have additional review for a nonstandard JGS to ensure it is contract compliant. 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 [PA Review of Lump Sum JGS](#)). These

**NOTE:** If a nonstandard JGS is created for a contract that does not include Specifications Section 105, some requirements may not apply. Please consult with the local District Application Coordinator if you have questions about what is needed for a nonstandard JGS on a contract that does not include Section 105.

### C. Generating the JGS Report

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1. Select the View JGS Report option.

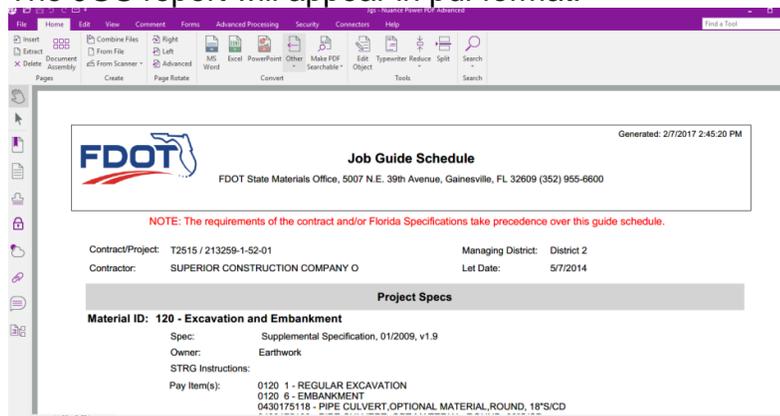
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