

**WVDOH Materials Procedures (MP) Committee Meeting
Meeting Minutes**

Tuesday, October 6, 2026

Start Time: 10:00AM

Meeting Location: 190 Dry Branch Drive, Charleston, WV

The meeting was held both in person and virtually via Google Meet.

Voting Members in Attendance:

Contract Administration Division: Jason Hamilton

Engineering Division: Katie Hastings

MCS&T Division: Andrew Thaxton

Operations Division: Alex Kayuha

Traffic Engineering Division: Josh Hemsworth

Old Business:

ITEM	Champion
5th time to Committee. February, April, June, August, and October - MP 106.03.50 – <i>General Information Guide for Technician and Inspector Certification Program (TICP)</i> <u>Meeting Notes:</u> - The Champion reviewed the MP and addressed comments received from Industry. The Champion agreed with the comments. - No substantive changes were made to Subsection 18; revisions were limited to grammar, wording, and flow. - Variations of “Technician” throughout the MP will be revised for consistency. - FHWA requested to review the revised MP once the proposed changes are complete and prior to concurrence. Vote: Approved 5-0, with proposed changes.	S. Harper
4th time to Committee. Discussed in April, June, August, and October - MP 688.02.20 – <i>Guide for Contractor’s and Fabricator’s Quality Control Plan for Painting.</i> <u>Meeting Notes:</u> - FHWA requested clarification regarding Section 3.1.3 (Page 4 of 6), specifically the document retention requirements following construction and whether retention is the responsibility of the fabricator or DOH project staff. - The Champion will add language addressing the DOH retention policy. No Vote: Tabled for next meeting for further review and clarification.	L. Ford

4th time to Committee. Discussed in April, June, August, and October • <i>MP 688.03.20 – Guide for Development of the Contractor’s Environmental Control Plan for Spent Material Prior to Painting Existing Structures.</i> <u>Meeting Notes:</u> • FHWA expressed concern that the DEP Lab requirement in Section 1.2 could limit competition. • For Section 4.2, FHWA requested clarification and consistent terminology regarding Environmental Control Plan and Quality Control Environmental Plan. • No Vote: Tabled for next meeting for further review and clarification.	L. Ford
2nd time to Committee. Discussions in August and October • <i>MP 109.00.21 - Basis For Charges for Non-Submittal of Sampling & Testing Documentation by the Established Deadline</i> <u>Meeting Notes:</u> • A minor comment from MCS&T representative was discussed and resolved during the meeting, resulting in no changes. • Vote: Approved 5-0	I. Shaffer
2nd time to Committee. Discussions in August and October • <i>MP 700.00.53 - Procedure For the Independent Assurance Program</i> <u>Meeting Notes:</u> • MCS&T Representative noted the need to ensure the requirements are consistent with the IA section and applicable guidelines. • The MCS&T representative expressed concerns regarding the potential number of cylinder sets that could be required. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
2nd time to Committee. Discussions in August and October • <i>MP 700.00.54 - Procedure for Evaluating Quality Control Sample Test Results with Verification Quality Assurance Sample Test Results</i> <u>Meeting Notes:</u> • The Champion reviewed the MP. • No comments or discussion were received. • Vote: Approved 5-0	I. Shaffer
2nd time to Committee. Discussions in August and October • <i>MP 700.00.56 - Commercial and Potential Skid Resistant Aggregate Source Approval Procedures</i> <u>Meeting Notes:</u> • Comments from Industry were received. The item was tabled to allow the Champion to review the comments internally. • It was noted during the meeting to update the title of Section 3. • No Vote: Tabled for next meeting for further review and clarification.	T. Ross

Editorial Business:

1st time to Committee. • <i>MP 601.00.49 - Method of Test for Determining the Condition of Concrete Bridge Decks</i> <u>Meeting Notes:</u> • The formatting in the example does not match the MP. The Champion will make the necessary edits. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
1st time to Committee. • <i>MP 601.03.50 - Guide for Quality Control and Acceptance Requirements for Portland Cement Concrete.</i> <u>Meeting Notes:</u> • Reference ASTM style and documents. The term “portland” may appropriately be used in lower case throughout the document. • Suggestion to break 5.2.5.2 into sections. Industry suggested this section is hard to read. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
1st time to Committee. • <i>MP 601.03.52 - Procedural Guidelines for Maintaining Control Charts for Portland Cement Concrete.</i> <u>Meeting Notes:</u> • The Champion reviewed the MP and reconfirmed the proposed changes. • The MCS&T Representative noted Section 1.1 will stay as the original and not capitalize portland. • Vote: Approved 5-0, with the proposed changes.	I. Shaffer
1st time to Committee. • <i>MP 601.03.53 - Standard Method for Determination of Optimized Aggregate Gradation in Portland Cement Concrete.</i> <u>Meeting Notes:</u> • “Portland” will be updated, Section 3 should be titled “Referenced Documents”, and the numbering in Section 5 will be updated. • FHWA requested clarification regarding the example attachment (Page 1 of 3), specifically whether the mass total will be provided. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
1st time to Committee. • <i>MP 601.04.20 - Curing Concrete Test Specimens in the Field.</i> <u>Meeting Notes:</u> • Section 3 should be titled “Referenced Documents.” • AASHTO R 100 removing the “dash” and keeping it generic will be updated through the entire MP.	I. Shaffer

- Clarification was also requested regarding the phrase “just prior to testing,” as the timeframe is unclear and should be more specifically defined within Section 5.2. No Vote: Tabled for next meeting for further review and clarification.	
1st time to Committee. <i>MP 601.05.50 - Quality Assurance Procedures for Portland Cement Concrete.</i> <u>Meeting Notes:</u> - Comments about hauling time were received from Industry. - Section 3 should be changed to “Referenced Documents.” - The attachment pages will also be updated according to MP 100.00.00. Vote: Approved 5-0, with the proposed changes.	I. Shaffer
1st time to Committee. <i>MP 603.02.10 - Guide for Approval of Component and Ship Loose Materials Pertaining to Precast and Prestressed Concrete Item.</i> <u>Meeting Notes:</u> - Section 3 should be changed to “Referenced Documents.” Vote: Approved 4-0, with proposed changes.	I. Shaffer
1st time to Committee. <i>MP 603.06.20 - Test Method for the Determination of Bond Strength Between Prestressing Steel Strand and Self-Consolidating Concrete (SCC).</i> <u>Meeting Notes:</u> - Section 3 should be changed to “Referenced Documents.” - It was also noted to check the numbering throughout the MP Vote: Approved 5-0, with proposed changes.	I. Shaffer
1st time to Committee. <i>MP 603.10.40 - Inspection and Acceptance Procedures for Prestressed Concrete Bridge Members.</i> <u>Meeting Notes:</u> - Section 3 should be changed to “Referenced Documents.” - It was also noted to check the numbering throughout the MP Vote: Approved 5-0, with proposed changes.	I. Shaffer
1st time to Committee. <i>MP 604.02.40 - Inspection and Acceptance Procedures for Precast Concrete Products.</i> <u>Meeting Notes:</u> - Section 3 should be changed to “Referenced Documents.” Vote: Approved 5-0, with proposed changes.	I. Shaffer

1st time to Committee. • <i>MP 707.04.10 - Guide for Approval of Supplementary Cementitious Materials (SCMS).</i> <u>Meeting Notes:</u> • There were no comments or discussions. • Vote: Approved 5-0	I. Shaffer
1st time to Committee. • <i>MP 709.01.50 - Acceptance Criteria for Corrosion Resistant Steel Reinforcement Bars for Concrete.</i> <u>Meeting Notes:</u> • Headers on Pages 2 and 3 need to be corrected. • Section 3 should be changed to “Referenced Documents.” • The Metals section on Steward will be updated. • Vote: Approved 5-0, with proposed changes.	I. Shaffer
1st time to Committee. • <i>MP 711.03.23 - Mix Design for Portland Cement Concrete.</i> <u>Meeting Notes:</u> • Section 2.1 should be updated to lowercase “portland.” • Section 4.2.1 should be revised to remove the producer/supplier code. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
1st time to Committee. <i>MP 711.03.26 - Maintaining Specified Level of Strength in Portland Cement Concrete.</i> <u>Meeting Notes:</u> • In Section 1.1, “portland” should be lowercase. • Section 3 should be changed to “Referenced Documents.” • Section 3.1 should be updated to include the name of the MP. • Clarification was requested regarding whether the Cement Factor in Section 4.3.3 is based on the calculation in Section 4.3.2. Subsection references should be reviewed and updated as necessary. • No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
1st time to Committee. <i>MP 714.03.30 - Quality Assurance of Reinforced Concrete Culvert, Storm Drain, and Sewer Pipe.</i> <u>Meeting Notes:</u> • Section 3 should be changed to “Referenced Documents.” • Section 3.2 should be updated to include the name of the MP. • Formatting should be updated as necessary. • Vote: Approved 5-0, with proposed changes.	I. Shaffer

1st time to Committee. <i>MP 715.07.20 - Standard Method of Test for Determining the Quality of Water Used with Hydraulic Cement.</i> <u>Meeting Notes:</u> - Section 3 should be changed to “Referenced Documents.” - FHWA requested clarification regarding the source of the values in Table 2 and asked that the values be verified to ensure they are still valid. No Vote: Tabled for next meeting for further review and clarification.	I. Shaffer
---	------------

New Business:

ITEM	Champion
1st time to Committee <i>MP 601.04.21 – Acceptance Use of the Maturity Method for the Estimation of Concrete Strength on WVDOT Projects</i> <u>Meeting Notes:</u> - Section 4.3.3 should be revised to remove “-19,” which indicates the year, and use a generic reference to accommodate future revisions. - The italic formatting of the referenced documents should be updated for consistency. - Champion to update and bring back to the December Meeting.	I. Shaffer
1st time to Committee <i>MP 679.03.00 – Percent of Solids in the Latex Used in Latex Modified Compositions.</i> <u>Meeting Notes:</u> - The Champion reviewed the comments received and will determine whether a Referenced Documents section is needed. - Will bring back to the December Meeting.	L. Ford
1st time to Committee <i>MP 711.40.10 – Acceptance of Glass Beads for Traffic Marking Paint.</i> <u>Meeting Notes:</u> - In Section 2.2, the AASHTO reference was updated from 246 to 346. - Champion will bring back MP to December Meeting with proposed updates.	L. Ford

Housekeeping for MP Committee:

Next Meeting – **December 1, 2026, at 10:00AM**

Location – **MCS&T Library Rm. (with Google Meet option)**

Deadline for Submissions – **November 1, 2026**

Comments for next meeting – **November 27, 2026**

Additional MP Committee Meeting Information:

- <https://transportation.wv.gov/mp-committee-page>

Tentative MP Committee Dates for 2027:

- February 2, April 6, June 1, August 3, October 5, December 7

Attendees List

In Person Meeting Attendees		
1.	Janie Adkins	EGIS
2.	Brett Austin	WVDOH – Operations Division
3.	Steven Boggs	EGIS
4.	Nicholas Broyles	WVDOH – Materials Control, Soils and Testing Division
5.	Hao Chen	FHWA
6.	John Crane	APAWV / CAWV
7.	Jason Hamilton	WVDOH – Contract Administration Division
8.	Katie Hastings	WVDOH – Engineering Division
9.	Josh Hemsworth	WVDOH – Traffic Engineering Division
10.	Kristy Huffman	WVDOH – Materials Control, Soils and Testing Division
11.	Jason Hunter	Triton
12.	Derek Johnson	FHWA
13.	Alex Kayuha	WVDOH– Operations Division
14.	Dakota Smith	GPI
15.	Andrew Thaxton	WVDOH – Materials Control, Soils and Testing Division
16.	Kiana Welch	WVDOH – Materials Control, Soils and Testing Division
Virtual Meeting Attendees		
17.	John Cummings	WVDOH – Materials Control, Soils and Testing Division
18.	Donn Cyrus	WVDOH – Materials Control, Soils and Testing Division
19.	Lorah Ford	WVDOH – Materials Control, Soils and Testing Division
20.	Andy Kincell	Ascent WV
21.	Ahmed Mongi	HDR
22.	Keith Potter	Silt Saver
23.	Calvin Ratchford	WVDOH – Materials Control, Soils and Testing Division
24.	Jason Tharp	WVDOH - Contract Administration Division
25.	Jamie Williams	HNTB
25	TOTAL ATTENDEES	