

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PREPARING MATERIALS PROCEDURES

1. PURPOSE

- 1.1 To set forth instructions for drafting Materials Procedures (MP) concerning sampling, testing, reporting, and inspection.
 - 1.1.1 To establish a numbering system for MPs.
 - 1.1.2 To establish a styles guideline for MPs.
- 1.2 To establish a workflow for the creation, acceptance, and approval for MPs.
 - 1.2.1 To setup a reconfirmation schedule for existing MPs.
- 1.3 To provide further guidance and clarification from that set forth in DD-105.

2. REFERENCED DOCUMENTS

- 2.1 [*WVDOH Specifications Roads and Bridges*¹](#).
- 2.2 [*AASHTO Publications Style Manual and Process Guide*²](#), current edition.
- 2.3 [*WVDOH Design Directives DD-105*³](#).

3. NUMBERING GUIDELINES

- 3.1 A MP consists of a sequence of numbers such as 120.20.01.
 - 3.1.1 The first set (three digits) of an MP are taken from the *WVDOH Specifications Roads and Bridges* to denote the general area to which the procedure applies.
 - 3.1.2 The second set (two digits) of an MP are taken from the *WVDOH Specifications Roads and Bridges* denotes the particular area to which the procedure applies.
 - 3.1.3 The third set (two digits) is defined by this Division thus:
 - .00 - .09 Field Sampling
 - .10 - .19 Pre-sampling (Source or Intermediate Points)
 - .20 - .29 Testing
 - .30 - .39 (For future designation)
 - .40 - .49 Inspection
 - .50 - .59 Quality Assurance System
 - .60 - .69 Reporting (laboratory)
 - .70 - .79 Reporting (issuance under master control)
 - .80 - .89 (For future designation)
 - .90 - .99 Miscellaneous

¹ <https://transportation.wv.gov/highways/contractadmin/specifications/Pages/default.aspx>

² <https://materials.transportation.org/>

³ <https://transportation.wv.gov/highways/engineering/Pages/Design-Directives.aspx>

4. FORMAT GUIDELINES

- 4.1 The style guides for MPs shall follow the general guidelines established in “Section 6.4.3” of [*AASHTO Publications Style Manual and Process Guide Typography in Design*](#). These guidelines are further refined in this document.
- 4.1.1 The font shall be Times New Roman, size 12, fully justified for all text except for the section title. The section title shall be all capital letters, fully justified, Times New Roman, size 12 and bold. There shall also be a horizontal line above this text.
- 4.1.2 The line numbering shall be as follows: “x.” For a section title and “x.x” for a section paragraph. From here, follow the format of “x.x.x...” for additional layers of sub paragraphs. This document provides an example of the formatting.
- 4.1.3 Links shall be [blue and clickable](#)⁴. The link path shall also be included as a footnote. An example of this is demonstrated by the “blue and clickable” text and link above and the footer at the bottom of this page.
- 4.1.3.1 Any instances of an email address shall also be clickable and adhere the guidelines for a link.
- 4.1.4 Figure labels shall follow the guidelines of “Section 2.1.4” of *AASHTO Publications Style Manual and Process Guide Typography in Design*. This section states: “The title should be succinct noun or noun phrase that describes the figure, but does not provide unnecessary background information, nor repeat information found in the text.” Do not abbreviate “Figure” and capitalize key words such; an example of this is as follows: “Conditions Determined to Be Pre-Existing.”
- 4.1.4.1 Formatting for labels shall be the same as normal body text, except that “Figure X.” shall be bold. All figure text shall be centered and located below the figure.

5. HEADER GUIDELINES

- 5.1 A standard numbering and indexing system shall appear in the upper right-hand corner shall of pages of all MPs. All header text shall be in “All Caps” format.
- 5.1.1 The letters MP shall appear first, denoting Materials Procedure. The number of the MP shall follow that text and be in the header of every page. The numbering of the MP shall follow the format as described in this document.
- 5.1.2 All MPs shall contain headers in manner described in this section. There are two instances of a header. If an MP has been reconfirmed, the header will follow the example in Figure 1. This includes the date the latest date the MP was approved, and the date of confirmation.

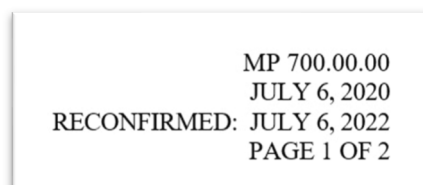
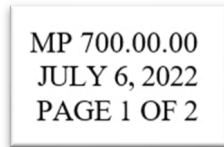


Figure 1 – MP Header with Approval Date and Reconfirmation Date

⁴ <https://transportation.wv.gov/highways/mcst/Pages/default.aspx>

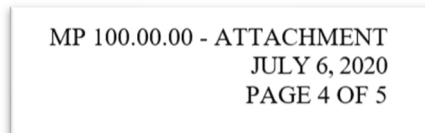
- 5.1.3 In the instance of either a new MP or an approved update to a MP, only the Director signature date (located at the end of the body section of the document) is in the header. A sample is provided in Figure 2.



MP 700.00.00
JULY 6, 2022
PAGE 1 OF 2

Figure 2 – MP Header With Approval Date

- 5.1.4 In the instance of an attachment, the first line of the MP header shall be in the format: MP XXX.XX.XX – ATTACHMENT. All other lines shall follow the guidelines previously described. This is demonstrated in Figure 3.



MP 100.00.00 - ATTACHMENT
JULY 6, 2020
PAGE 4 OF 5

Figure 3 – MP Attachment Header

- 5.1.4.1 In all instances, on all pages (do not use different first page), the text “PAGE X1 to X2” shall be last, with X1 being the current page and X2 being the total pages in the section. The main body and each attachment shall be considered a separate section; numbering shall be restarted on any new attachment instance.

6. MP APPROVAL PROCESS

- 6.1 In the instance of any MP Committee work, the champion is a person defined as the person who is the primary author, editor and/or liaison for the document. The champion is responsible for introducing and presenting the document. The champion is also responsible for addressing comments on the document.
- 6.2 Attachment 1 provides an overview of the approval process of an MP. First the document is brought to the MP committee chair (chair) by the champion. The document is distributed by the chair and discussed at the next MP committee meeting. After the document has been at a minimum of two consecutive MP meetings, the document may be approved by vote. The document is then reviewed, and if approved, signed by the Director of Materials Control, Soils and Testing Division (Director, MCS&T). The signed document is sent through DOH management for review and approval. Once the review is complete, the document is reviewed and affirmed by Federal Highways (FHWA). Once the document is affirmed by FHWA, the document is posted and distributed. If at any step an approving authority makes comments, the document is cycled back to the MP Committee meeting for review and another approval vote.

- 6.2.1 In the instance where a document has no content changes (editorial changes only), the MP committee may choose to vote to approve the document after one meeting. In this case, any voting member of the MP committee or the FHWA representative may veto this decision.
- 6.2.2 The details of the MP committee, including the submission process, distribution practices, and current voting members is available for review in Design Directive 105 and available at the [WVDOH Engineering Webpage](#)⁵

7. RECONFIRMATION PROCESS

- 7.1 Each MP shall be periodically reviewed for both relevancy and accuracy. At a minimum frequency, each MP shall be reviewed every 4 years by the applicable MCS&T Section Supervisor (Reconfirmation Champion). In the instances where there is no obvious Section Supervisor, the delegation of the review shall be the responsibility of the chair in liaison with the Director of MCS&T.
- 7.2 After reviewing the document, if the Reconfirmation Champion determines that no changes are required, they will submit the document to chair for reconfirmation. The reconfirmation shall be done by the voting members.
- 7.3 If approved by the Committee, the MCS&T Director shall review the document and if accepted, sign the document. Because no changes were made to this document, once the document is signed, it shall be posted and distributed.

8. POSTING AND DISTRIBUTION OF MPS

- 8.1 Active MPs are available on the [WVDOH MCST MP Webpage](#)⁶. The webpage shows the MP number, the title of the MP and the latest approval or reconfirmation date.

⁵ <https://transportation.wv.gov/highways/engineering/Pages/Design-Directives.aspx>

⁶ <https://transportation.wv.gov/highways/mcst/Pages/WVDOH-Materials-Procedures.aspx>

- 8.1.1 For each document (if applicable), an archived link is available to provide a documented history of updates. Figure 4 provides an example.

106.00.02	Procedure for Evaluation of New Products for Use In Highway Construction	November 2016
Archive		

Figure 4 – MP Committee Webpage Example

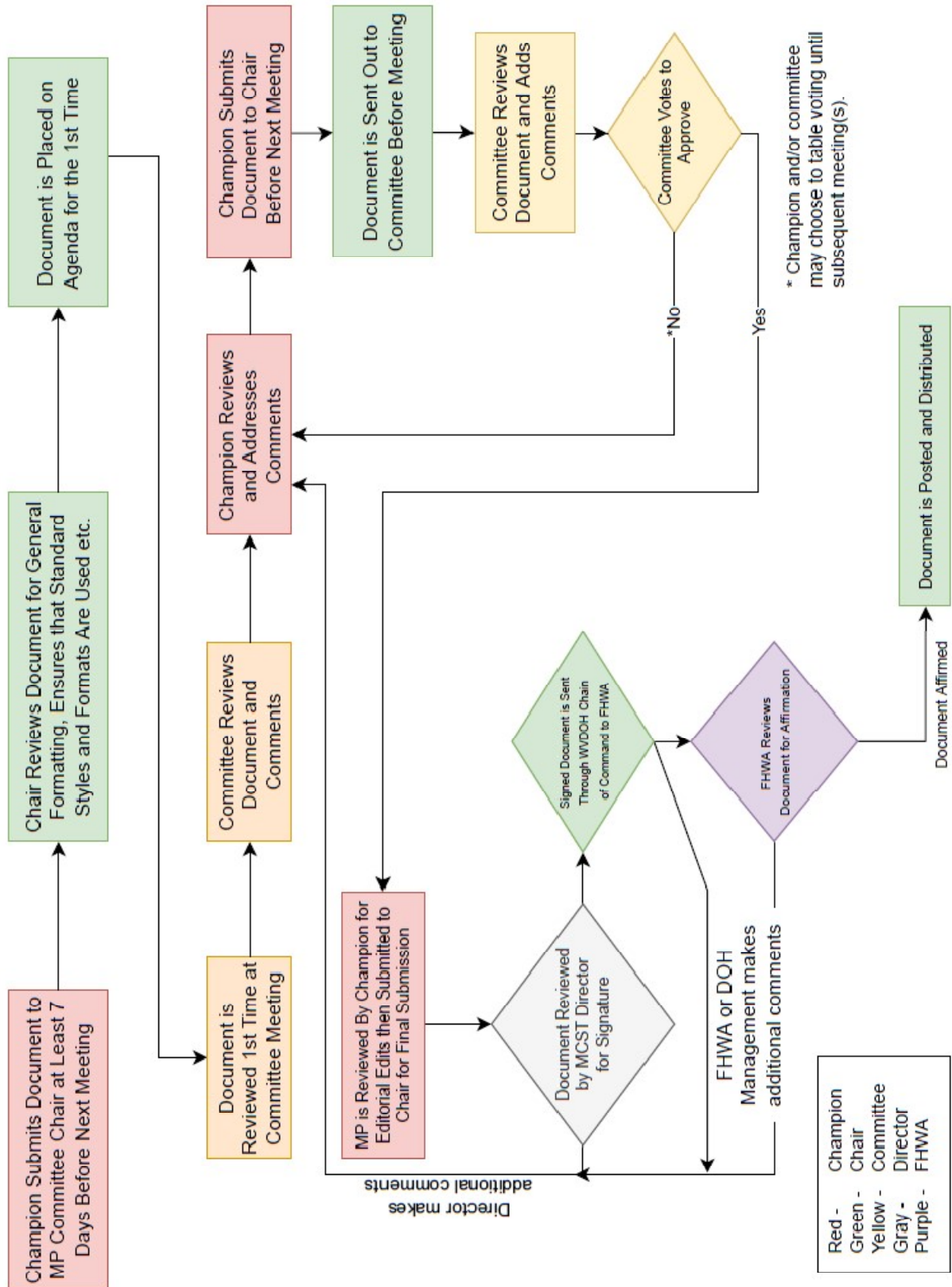
- 8.2 When a document is affirmed by FHWA, the documents will be distributed to applicable Division Directors, District Engineer/Managers and District Material Supervisors.



08/31/2022

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Materials Control, Soils & Testing Division

MP 100.00.00 Steward – Materials Control Section
RLS:B
ATTACHMENT



ATTACHMENT 1 – MP Committee Meeting Flowchart