

**Materials Procedures (MP) Committee Meeting Notes
December 18, 2024**

Start Time: 10:00AM

Location: MCS&T (Conference Rm.) - 190 Dry Branch Drive, Charleston, WV 25306 Charleston WV, 25301

In-Person Attendees:

Adam Nester, Dan Brayack, Andrew Thaxton, Donn Cyrus, Josh Hemsworth, Evan Bailey, Shawn Jack, Loura Wagner, Gary Mullins, Adam Boothroyd, Jason Gum, Will Titus, Calvin Ratchford, Shane Harper, John Crane, Vince Allison, George Hanna

Online Attendees:

Mike Mance, Bill Murray, Carter Berry, Janie Adkins, John Cummings, Shawn Smith, Matt Crum, Paul Williams, Potesta KS, Jason (Contractor), Hao Chen, Jacinda Chapman, Jamie Rose

Voting Members

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic: Josh Hemsworth

Operations: Bill Murray

Technical Support: Janie Adkins

Old Business:

1. MP 106.10.50: WVDOH Buy America Acceptance Guidelines
TABLED FOR NEXT MEETING
 - Removing the waiver for Manufactured Products in anticipation of the FHWA update
 - The FHWA is trying to wrap this up by the end of the year
 - Still waiting on the FHWA
 - Champion Daniel Brayack
2. MP 106.10.51: WVDOH Buy America Waiver Guidelines
VOTED AND PASSED

MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: Y
Technical Support: Y

 - Updated with a flowchart and organizational changes to make easier to follow
 - No comments
 - Champion Daniel Brayack/ Adam Boothroyd
3. MP 700.04.22: Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material
TABLED FOR NEXT MEETING
 - Will create a process for creating an approved list for Density/Moisture Devices
 - Currently still being heavily worked on
 - Confirmed that the title designation will be 700.04.22
 - Champion Vincent Allison

4. MP 106.03.51: Policy for Materials Certification Reciprocity
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: Y
Technical Support: Y
- Adds PCC technician certification reciprocity
 - Discussion about adding similar reciprocity for other materials technician certifications such as Asphalt
 - Added the inclusion of states outside of border states to use for comparable certifications
 - Champion Shane Harper
5. MP 109.00.21: Basis for Charges for Nonsubmittal of Sampling & Testing Documentation by the Established Deadline
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: Y
Technical Support:
- Voted alongside MP 109.00.22
 - Minor change to reference MP 109.00.22
 - Champion Daniel Brayack
6. MP 109.00.22: Procedure for the Submission and Documentation of Quality Control Test Results
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: Y
Technical Support:
- Defines the procedure for the submission of QC samples by the contractor
 - Helps bring uniformity to sample submissions in the different Districts
 - Added that the contractor could send multiple samples within the same email when sample is the same contract, material, and day
 - Discussion about the email submissions and them possibly being more work now
 - Discussion about the assigned email inboxes that will be created for each District
 - Sites will auto generate reports that allow copy/pasting results into the email body
 - Champion Dan Brayack
7. MP 109.00.21: Basis for Charges for Nonsubmittal of Sampling & Testing Documentation by the Established Deadline
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: Y
Technical Support:
- Voted alongside MP 109.00.22
 - Minor change to reference MP 109.00.22

- Champion Daniel Brayack

8. MP 604.02.40: Inspection and Acceptance Procedures for Precast Concrete Products
VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- Reduced the cylinder fabrication frequency for dry cast concrete in Section 4.3.2 due to it not needing as much testing
- No comments
- Champion Adam Gillispie

9. MP 712.21.26: Procedure for Establishing the Random Location of Aggregate and Soil Compaction Tests
VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- Added Aggregate and Soil to both the title and scope to identify what the MP covers
- Champion Thomas Ross/ Daniel Brayack

10. MP 106.00.03: Guidelines for Establishing and Maintaining Approved Product Lists of Materials, Systems and Sources
VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- Removed an outdated NTPEP reference
- No comments
- Champion Daniel Brayack

11. MP 212.02.20: Procedure for Determining a Reduced Unit Price to be Paid for Select Material for Backfilling which does not Conform to Grading Requirements of Governing Specifications

TABLED FOR NEXT MEETING

- Removed Table 1 to avoid conflicts after possible future Specification changes
- Wording changed to avoid possible conflicts after future Specification changes
- Discussion about why this MP's existence is necessary
- Discussion about the consequences of not performing a special investigation within the time frame possibly leading to problems

Editorial Edits:

1. MP 603.10.40: Inspection and Acceptance Procedures for Prestressed Concrete Bridge Members

VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- Voted on whether this was an editorial edit
- No comments

New Business:

1. **MP 718.00.00: Sewer and Waterline Materials Procedure**
 - Will define specifications, standards, and requirements for materials used in sewer and waterline construction projects
 - Fully new MP
 - Provides a general procedure for all the related materials
 - Should add or make sure info about tests and which tests pertain to the specific materials
 - Need to review the Specifications this MP is based on to see if they are up to date and usable
 - Champion Will Titus
2. **MP 715.14.01: Quality Assurance of Laminated Elastomeric Bridge Bearing Pads with Internal Shims**
 - Will set forth procedures that govern the quality assurance testing of laminated (with internal shims) elastomeric bridge bearing pads
 - New MP
 - In 9.5.1.1 changed it from add data to worksheet to just record data to avoid putting a standardized worksheet in the attachments
 - Champion Jason Gum
3. **MP 401.02.29: Guide for Quality Control and Acceptance Requirements for Superpave Asphalt Mixtures**
 - Will remove the VFA calculation
 - Will attempt to recover lost info in a previous version of the MP
 - Add a referenced documents section
 - Champion Shawn Jack
4. **MP 100.00.00: Preparing Materials Procedures**
 - Added definitions for “shall” and “should”
 - Possibly add more definitions for “may” etc
 - Champion Adam Boothroyd

Next Meeting:

New or Updated MPs due to the MP Chair 2-weeks before the next meeting: February 5, 2025

Meeting Time/Date: February 19, 2025

Meeting Location: MCS&T Conference Meeting

Online Meeting: Google Meet Video Conference (Link TBD)