

**Materials Procedures (MP) Committee Meeting Notes  
December 17, 2025**

**Start Time:** 10:00AM

**Location:** MCS&T (Conference Room) – 190 Dry Branch Drive, Charleston WV,  
25301

**In-Person Attendees:**

Adam Nester, Andrew Thaxton, Shawn Smith, Dan Brayack, Adam Boothroyd, John Crane, Daniel S Harper, Donn Cyrus, Jason Hunter, Don McNutt, Mike Mance

**Online Attendees:**

Brad D Schmidt, Charles E Ramsey, Hao Chen, Ted Whitmore, Vincent Allison, Jamie Rose, John E Cummings, Kiana L Welch, Matt D Crum, Scott Evans, Shawn D Jack,

**Voting Members**

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic: Ted Whitmore

Operations: NA

Technical Support: NA

**Old Business:**

1. MP 700.04.22: Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material

**TABLED FOR NEXT MEETING**

- Big changes/rewrite being worked on
- Champion Laura Wagner

2. MP 106.10.51: WVDOH Buy America Exception and Waiver Guidelines

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: NA

Technical Support: NA

- Adds a reference to the new MP on Buy America De Minimis Exceptions
- This update status is dependent on MP 106.10.52's approval status
- Champion Dan Brayack/Jacinda Chapman

3. MP 106.10.52: WVDOH Buy America De Minimis Exceptions

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: NA

Technical Support: NA

- New MP to give instructions for if/when the new special provision for De Minimis Costs for Buy America is passed
  - Comment about making it easier to access/use the form linked in the Toolbox
  - Champion Dan Brayack/Jacinda Chapman
4. 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: NA  
Technical Support: NA
- Now will require attached QC results in pdf format to AWP sample records
  - Soft requirement above that also will allow some email submissions of the pdf/results
  - Champion Dan Brayack
5. MP 110.00.41: Preparing Materials Inspection Reports  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: NA  
Technical Support: NA
- Fixing inconsistencies and providing guidance for making MIRs
  - No comments outside of formatting
  - Champion Vince Allison
6. MP 700.00.54: Procedure for Evaluating Quality Control Sample Test Results with Verification  
Quality Assurance Sample Test Results  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: NA  
Technical Support: NA
- Revision to make the documents contents clearer and add references
  - No comments
  - Champion Dan Brayack
7. MP 715.09.20: Standard Method for Determining the Stability of Portable Sign Stands  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: NA  
Technical Support: NA

- Now relates the tested force load to the equivalent wind speed, with calculation of this relation in a new attachment
- Champion Adam Boothroyd

### **Editorial Edits:**

None:

### **New Business:**

1. MP 106.00.02: Procedure for Evaluating Products for Use in Highway Construction
  - Products will no longer be able to be on both a QPOM and APL list simultaneously
  - APL list placement will take precedence
  - Champion Dan Brayack
2. MP 100.00.00: Preparing Materials Procedures
  - Will change the effective date of a passed MP to the first contract letting date after is affirmation by FHWA
  - Champion Dan Brayack
3. MP 401.09.40: Procedure for Asphalt Mixture Plant and Truck Inspection
  - New document
  - Will standardize truck and plant inspections across the districts
  - Champion noted that two inspection reports (batch and drum) were not included in this meeting but will in the next for any comments
  - Champion Shawn Jack
4. MP 401.02.24: Guide to Designing Asphalt Mixtures with Reclaimed Asphalt Pavement
  - Cleanup of MP and various changes
  - In anticipation of elevated use of RAP in the future
  - Champion Shawn Jack
5. MP 401.02.28: Guide to Designing Asphalt Mixtures Using the Superpave Volumetric Method
  - Bigger general changes than the above MP
  - Attempt to move to single design level for gyrations
  - Attempt to increase liquid content in mixes to remedy dry cracking issues
  - Champion Shawn Jack

### **Next Meeting:**

**New or Updated MPs due to the MP Chair 3-weeks before the next meeting:** January 28th

**Meeting Time/Date:** 10:00 AM, February 18, 2026

**Meeting Location:** MCS&T Conference Room

**Online Meeting:** Google Meet Video Conference (Link TBD)