

Materials Procedures Committee Regular Meeting

Meeting Time/Date: October 16th, 1:00 PM

Meeting Location: Contractors Association of West Virginia (CAWV - Conference Room)
2114 Kanawha Blvd E, Charleston, WV 25311

Online Meeting: Google Meet Video Conference

Online Link - (<https://meet.google.com/qaq-awvh-wcv?authuser=0>)

Files Available on ProjectWise for DOT users – See Invite or Follow P/W path:

[WVDOH ORGS\MCS&T \(0077\) - FM\Materials Procedure Committee\MP Committee Meeting Files\2025\2025 10 16 MP Meeting](#)

Files Available on Webpage:

<https://transportation.wv.gov/highways/mcst/Pages/MP-Committee-Page.aspx>

Materials Procedures – Approved at Last Meeting

1. 679.02.99 - Calibration of Concrete Continuous Mobile Mixer
2. 700.00.50 - Method for Acceptance of Compaction Testing
3. 604.02.40 - Inspection And Acceptance Procedures for Precast Concrete Products
4. 711.03.23 - Mix Design for Portland Cement Concrete
5. 715.14.01 - Quality Assurance of Laminated Elastomeric Bridge Bearing Pads with Internal Shims
6. 109.00.23 - Auto-Authorization of Industry Sample Records
7. 109.00.22 - Procedure for the Submission and Documentation of Quality Control Test Results

Materials Procedures - Old Business

Number	Champion	Title	Description
1* 106.03.50	Harper	General Information Guide for Technician and Inspector Certification Program (TICP)	Changing 3 to 5 years for certification, adds apprentice program. Clean Version also included for easier reading.
2* - 700.00.53	Boothroyd	Procedure for the Independent Assurance Program	Updated to reflect comments on the 2024 IA report, Adds the reporting of the WVDOH's 10 percent threshold for QA Verification Samples.
3* - 106.00.02	Brayack	Procedure for Evaluating Products for Use in Highway Construction	Revises our "No APL" and "Non-Approval" APL Language.
4* - 106.10.50	Brayack	WVDOH Buy America Acceptance Guidelines	Section 8.1.2 "In the event of a change order which includes the addition of new materials, a new Certificate of Compliance shall be furnished to include the new materials. " Also, adds reference to a newly available tool. Adds reference

			to MP 106.10.52 – WVDOH Buy America De Minimis Exceptions
5* - 606.03.50	Brayack	Procedure for Determining a Reduced Unit Price to Be Paid for Underdrain Aggregate Which Does Not Conform to The Grading Requirements of The Governing Specifications	Adds a sample calculation for clarity and updates the format of variables.
<u>6& - 700.04.22</u>	Wagner	Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material	Process for creating approved list for Density/Moisture Devices

Materials Procedures – Editorial Edits

-None on this Agenda

Materials Procedures - New Business with Significant or Process Updates

<u>1& – 109.00.22</u>	Brayack	Procedure for the Submission and Documentation of Quality Control Test Results	Update to allow using attachments for AWP Samples
<u>2& – 110.00.41</u>	Allison	Preparing Materials Inspection Reports	Creating a Standard Format for MIRs
<u>3& – 700.00.54</u>	Brayack	Procedure for Evaluating Quality Control Sample Test Results with Verification Quality Assurance Sample Test Results	Adds Ref Documents, cleanup and more specific language for clarity.
<u>4& – 106.10.51</u>	Chapman	WVDOH Buy America Exception and Waiver Guidelines	Adds reference to MP 106.10.52 – WVDOH Buy America De Minimis Exception.
<u>5& – 106.10.52</u>	Chapman	WVDOH Buy America De Minimis Exceptions	Set forth instructions for De Minimis Cost for Buy America Materials requirements. This procedure is only applicable if the Special Provision for De Minimis is applied at the contract.
<u>6& – 715.09.20</u>	Boothroyd	Standard Method for Determining the Stability Of Portable Sign Stands	Adds a sample calculation to show the wind force spec limit.

Note 1: **5*** Denotes this MP is up for Vote

Note 2: **&** Denotes this MP is not up for Vote

Comments

Comments are due October 8th, so the Champion may review and address them. Submit comments to Adam Nester (Adam.W.Nester@wv.gov)

Next Meeting

New or Updated MPs due to the MP Chair 3-weeks before the next meeting: November 26th

Meeting Time/Date: 10:00 AM, December 17, 2025

Meeting Location: MCS&T Library

Online Meeting: Google Meet Video Conference (Link TBD)

Additional MP Committee Meeting Information

For details of previous meetings, please visit the MCST MP Committee Webpage

<https://transportation.wv.gov/highways/mcst/Pages/MP-Committee-Page.aspx>

Tentative MP Committee Dates for 2025:

December 17