



What to do Before MAC Go Live – Industry and Construction Personnel

Contractor and project personnel need to take steps in MAC before the Go Live date to ensure that samples can be entered into the system on the first day.

All Companies:

1. All companies need a company profile manager to manage existing user roles.
2. Companies with production facilities need to have users assigned as production facility profile manager. Production facility profile managers need to review data in MAC for correctness and completeness.
3. Companies with laboratories need to have users assigned as laboratory profile manager. Laboratory profile managers need to review data in MAC for correctness and completeness.
4. **TRAINING** – **Do not delay** requesting training for sample data entry users. The delay in Go Live is for the purpose of providing ample time to train. Once the training delay is elapsed, Go Live will be scheduled and users will have to proceed without sufficient time to train and practice. Contact your local DAC or register online for training [MAC Training Registration Form Survey](#).

Contractor QC data entry:

1. Lump Sum / Design Build / LAP on-system – Create a Non-Standard JGS [Non-standard JGS How To](#)
2. All Contracts – Create a Contractor QC Plan [Contractor QC Plan How To](#)

Project Administrator

1. Review contract for project specific requirements – ones that are related to material method of acceptance and notify the State Materials Office [FDOT: State Materials Office - MAC Contacts](#) to have the MAC Specs created and assigned:

- a. Special Provisions (including modified special provisions)
- b. Technical Special Provisions
- c. Developmental Specifications
- d. Change Orders
- e. Plan Notes

2. Review MAC JGS

- a. Standard pay item contracts – Are all the materials showing up?

If not, contact SMO technical expert to ensure pay item to material assignment is in MAC or project assignments or both [FDOT: State Materials Office - MAC Contacts](#)

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- b. Non-standard JGS
 - i. Has contractor created a non-standard JGS?
 - ii. Are all materials showing up? If not, contact SMO technical expert
- 3. Review Contractor QC Plan entries
 - a. Are all current QC Program Materials accounted for?
 - b. Has District Materials and Research Office concrete personnel reviewed the structural concrete production facilities and mix designs?
 - c. Discuss any unacceptable qualification statuses with QC Manager and appropriate Materials personnel.
 - i. Qualified personnel
 - ii. Qualified Labs
 - iii. Production Facilities