



# Florida Department of TRANSPORTATION

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## Materials Acceptance and Certification (MAC) Random Samples on FDOT Projects

May 31, 2016

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## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Chapter 1 – Random Sampling MAC Specs on the Job Guide Schedule .....</b>	<b>4</b>
A. Random Sampling Program MAC Specs on Standard JGS.....	4
B. Random Sampling Program MAC Specs on Nonstandard JGS .....	4
<b>Chapter 2 – Logging in a Random Sampling Sample.....</b>	<b>6</b>

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## Introduction

### What is Random Sampling?

Materials Manual Section 5.10 describes the Random Sampling Program. These instructions are intended for project personnel to provide guidance on getting the random sampling requirements on the Job Guide Schedule (JGS) for Non-Standard JGS and for logging the samples into MAC.

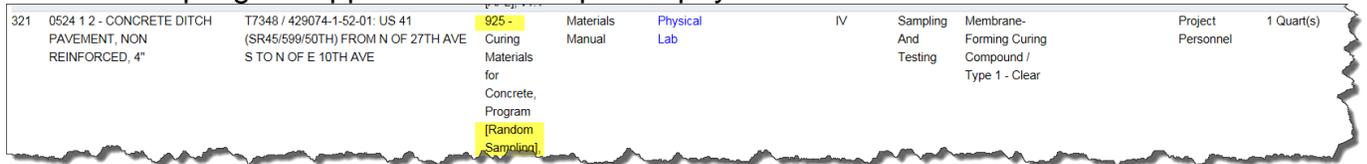
**NOTE:** With MAC implementation, the project personnel are now responsible for logging the Random Sampling sample into MAC.

## Chapter 1 – Random Sampling MAC Specs on the Job Guide Schedule

MAC Specs (material ids) for random sampling are not project MAC Specs. They are program MAC Specs. Most of the time, program MAC Specs do not belong on the JGS. For the MAC Specs for random sampling, they do belong on the JGS to remind the project personnel of the requirement to collect the sample, log the sample into MAC and send the sample to the State Materials Office (SMO). Additional instructions can be found in Materials Manual Section 5.10. These instructions are not intended to replace the Materials Manual requirements and do not include all the requirements. They are focused on the MAC specific functions for sample login data entry.

### A. Random Sampling Program MAC Specs on Standard JGS

In MAC the contracts with conventional pay items have a JGS that is generated by MAC. When the project personnel generate the JGS, the program MAC Specs for random sampling will appear under the specific pay items.



321	0524 1 2 - CONCRETE DITCH PAVEMENT, NON REINFORCED, 4"	T7348 / 429074-1-52-01: US 41 (SR45/599/50TH) FROM N OF 27TH AVE S TO N OF E 10TH AVE	925 -	Materials Manual	Physical Lab	IV	Sampling And Testing	Membrane-Forming Compound / Type 1 - Clear	Project Personnel	1 Quart(s)
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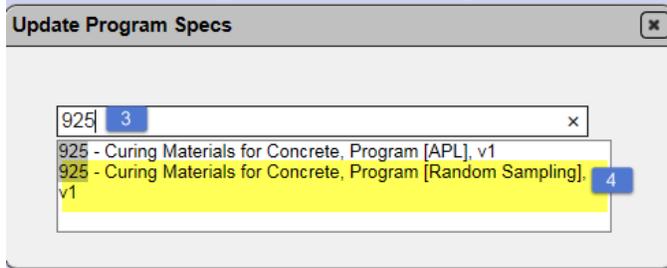
### B. Random Sampling Program MAC Specs on Nonstandard JGS

A QC data entry person is responsible for updating the nonstandard JGS for Lump Sum and Design Build contracts to include the entries for random sampling if they apply. For other types of contracts, the responsible party's data entry person will update the nonstandard JGS. Refer to the nonstandard JGS instructions for details on the full entry of a nonstandard JGS. These instructions are specific to the requirements for random sampling.



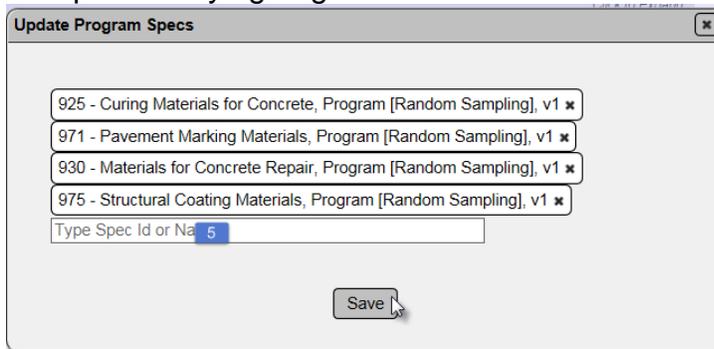
1. Click on the Program Specs tab to expand it.
2. Click on the Update Program Specs option.

An Update Program Specs dialog box will appear.



3. Type in the MAC Spec Material Id or description to begin search for the Random Sampling MAC Specs. When you have entered 3 characters, MAC will return any MAC Specs that contain those 3 characters. The information above was derived by typing "925" in the field.

4. Select the entry on the list with "Random Sampling" in the description. Do not select the option with "APL" in the description. This is the MAC Spec used by SMO to for a new product trying to get on the APL.



5. Repeat for all materials listed in Materials Manual Section 5.10 that will be used during the life of the contract.

6. Select the Save option to add program MAC Specs to the nonstandard JGS.

You will receive a JGS was successfully updated.

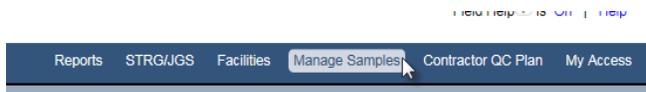
Update Project Job Guide Schedule Program Specs was successful

**NOTE:** This is not required to have be able to log the samples into MAC. These steps are to ensure that the required sampling is listed on your JGS.

## Chapter 2 – Logging in a Random Sampling Sample

Logging in a Random Sampling sample is slightly different than logging in a project sample.

**NOTE:** You must be in company roles to log samples into MAC. These instructions are intended to be a supplement to the full MAC Sample Life Cycle instructions. They assume the user has access to MAC, is familiar with SLC functions, has the correct roles to create samples (data entry or data reviewer), and is already logged into MAC.

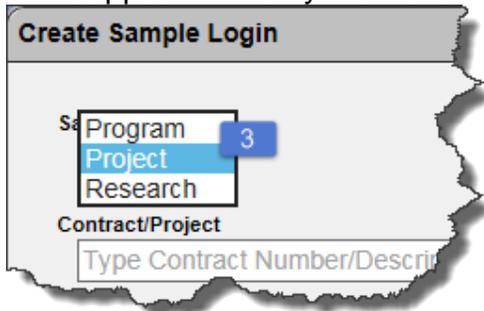


1. Select the Manage Samples option from the MAC menu.

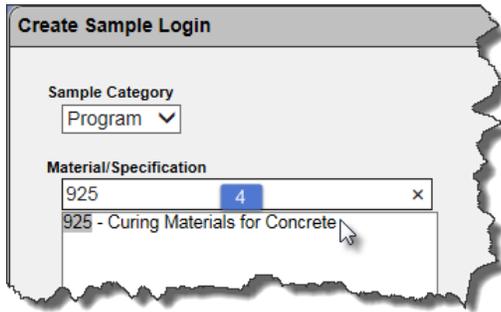


2. Select the Create Sample Login option.

A Create Sample Login screen will appear with the default of Project for the Sample Category field. Revise the default by selecting the Program option and the dialog box will reappear with only the Material/Specification option.

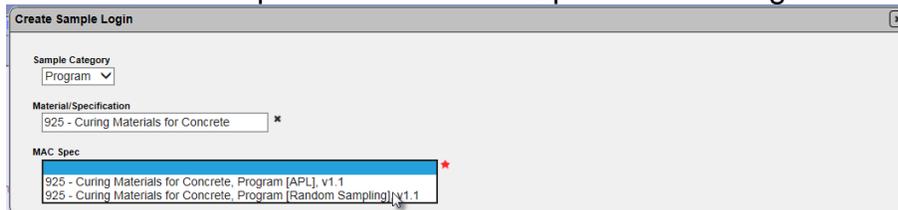


3. Revise the default by selecting the Program option.



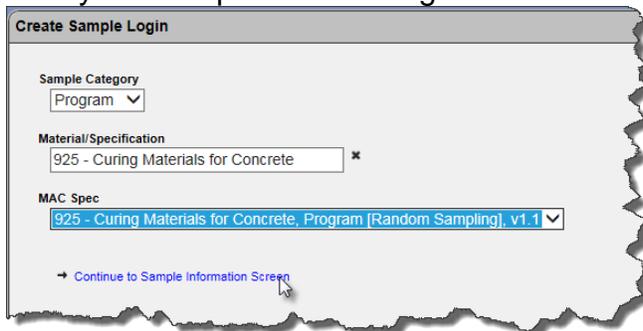
4. Enter the MAC Material you have collected the Random Sampling sample for. Make sure you select it.

You will see a drop down list of MAC Specs that belong to the material you selected.

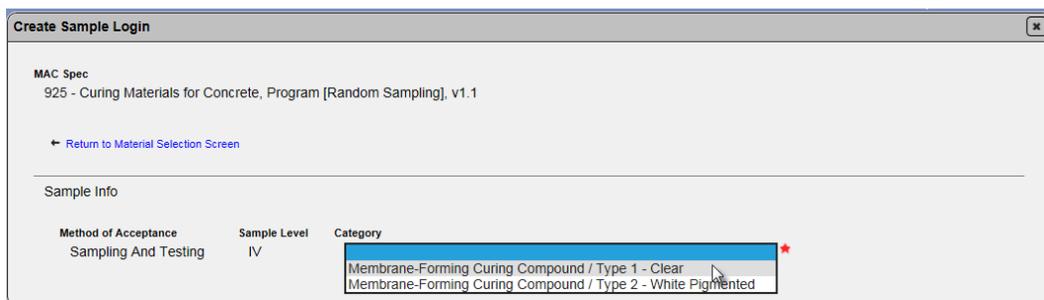


5. Select the option for Random Sampling. The option for APL is used by SMO to document the results of a new product not yet on the APL. This is not the correct option for Random Sampling. If you don't select the Random Sampling option, the sample will have to be deleted and reentered.

Now you have provided enough information to get the specific login screen.



6. Click on the Continue to Sample Information Screen to see the login screen.



7. Select the appropriate category/type for the material sampled.

NOTE: Login screens will vary. There may be other required fields depending on the material category and type. The typical required fields are described below. A required field is indicated by a ★.

Sample Info

Method of Acceptance	Sample Level	Category
Sampling And Testing	IV	Membrane-Forming Curing Compound / Type 1 - Clear

Contract/Project  
Type Cont 8 Number/Description or Project Number/Desc

APL Number  
Start typing product n 9 to get list of pro ★

Sampled By  
10 ★

Date Sample Taken  
11 ★

FDOT Sample Number

LOT #  
12

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Testing Lab

Testing Lab  
DSM001 - State Materials Office

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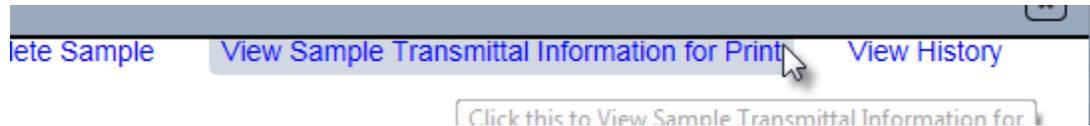
Contact Info

Contact Name	Cell Phone #	Office Phone #	Email
13 ★	<input type="text"/> ★	<input type="text"/> ★	<input type="text"/> ★

8. Contract/Project – Enter the contract or FPN where the sample was taken. This is collected for informational purposes.
9. APL Number – Enter the APL number for the project sampled.
10. Sampled By – Enter the name of the person taking the sample. No TIN is needed.
11. Date Sample Taken – Enter or select the date the sample was taken.
12. LOT # - Enter the manufacturer's lot or batch number.
13. Contact Information – Enter the contact name, either cell phone number or office phone number (only one is required) and email address.



14. Select Save if you want to save your work, create the sample and come back later to complete the sample entry.
15. Select Save and Submit if you are ready to submit the sample to the SMO.

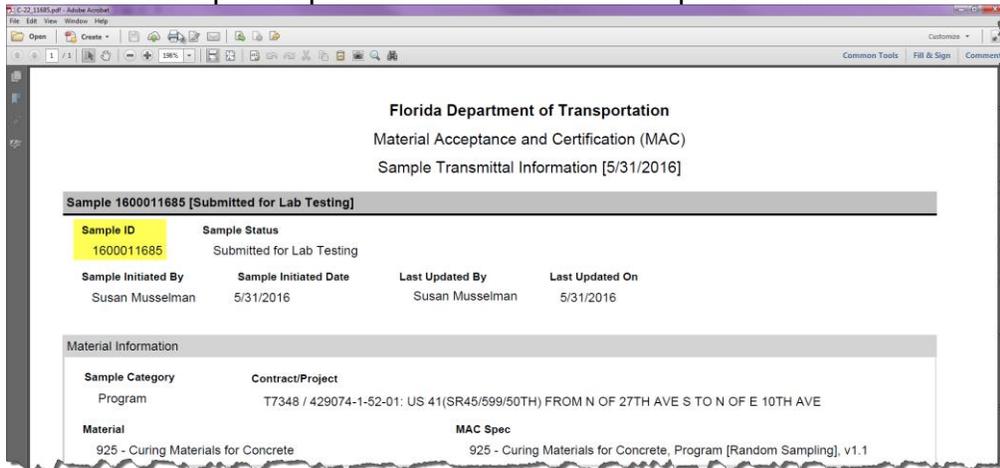


16. Select the View Sample Transmittal Information for Print option to print a copy to attach to the sample.



17. When the prompt appears after the document has downloaded, select the Open option.

The form will open in pdf format. The MAC Sample Id is included on the form.



18. Print the form and attach it to the sample.
19. Send the sample to the SMO.

The appropriate technical section will test the material, submit the sample to FDOT for verification and finalize the sample.