



Florida Department of TRANSPORTATION



Materials Acceptance and Certification (MAC) Laboratory Profile Management

August 1, 2015



Table of Contents

Introduction	3
Chapter 1 - MAC Navigation	4
Chapter 2 - Navigating to an Existing Laboratory using the My Labs Option	6
Chapter 3 - Searching for an Existing Laboratory Profile using the Go To Lab Field.....	7
Chapter 4 – Maintaining a Laboratory Profile.....	8
A. Adding a Laboratory Profile Manager.....	8
B. Updating an Existing Laboratory Profile Manager	9
C. Removing an Existing Laboratory Profile Manager	9
D. Contact Information/ Laboratory Contact Person	11
E. Updating the Lab Manager.....	12
F. Updating Laboratory Physical Location/Mailing Address.....	12
Chapter 5 - Test Methods	14
A. Requesting a New Test Method.....	14
B. Updating Information on an Existing Test Method.....	16
C. Removing Test Methods	16
D. Inactivating Test Methods	17
E. Reactivating Inactive Test Methods	18
Chapter 6 - Documents on the Laboratory Profile.....	19
A. Adding a Document to the Laboratory Profile	19
B. Updating an the Description of an Existing Document on a Laboratory Profile	21
C. Viewing a Document on a Laboratory Profile	22
D. Deleting a Document from a Laboratory Profile.....	22
Chapter 7 - Comments on the Laboratory Profile	23
A. Adding a Comment to the Laboratory Profile.....	23
B. Updating an Existing Comment on the Laboratory Profile	24
C. Removing an Existing Comment from the Laboratory Profile	25
D. Responding to Comments	25
Chapter 8 – Evaluations.....	27
Chapter 9 – Lab History	27

Introduction

A laboratory profile is an entry in the MAC laboratory database representing a laboratory facility that samples and tests for the FDOT materials acceptance program. The laboratory profile information is used to publish the FDOT Qualified Laboratory Listing. This list is used by contractors, producers and the FDOT to find laboratories to perform testing. It is essential that each laboratory has a person responsible for maintaining the profile information. Keeping it up to date will ensure that people wanting to do business with your laboratory can contact you.

What are the Laboratory Roles in MAC?

In MAC, there are several roles for people associated with laboratories. Depending on your company, these roles may be performed by the same person or different people.

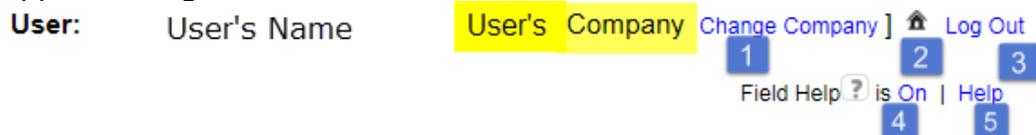
1. **Company Profile Manager** – this is a person who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Laboratory Profile Manager.
2. **Laboratory Profile Manager** – this is a person who maintains the information on the MAC Laboratory Profile and requests new test methods.
3. **Lab Manager** – this is the person who actually manages the laboratory and resolves outstanding issues in the Laboratory Qualification Program with the FDOT. The Lab Manager does not need to have MAC access unless he performs the role of company profile manager or laboratory profile manager
4. **Contact Person** – this is the person the company designates for people to call. In many cases it will be the Lab Manager. It may be someone else, like a company Regional Manager.

Chapter 1 - MAC Navigation

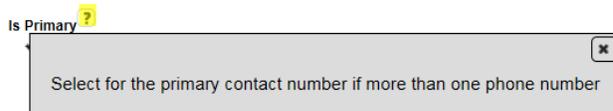
Here are some basic navigation tips for MAC.

NOTE: Because MAC is a web based program, the screen layout may be slightly different due to screen resolution and zoom. The zoom in the examples in this document is set very high to display the appropriate fields for each example. Your screen layout may be different; however, all fields should display. If you do not see all the fields, adjust your zoom or use the scroll bar until they become visible.

After login, in the top right corner of the screen, your name and Company Name will appear, along with some other icons that are described below.



1. If you are a user assigned to more than one company, use the change company option to switch from one company to another. Your access for each company will depend on your role for that company. While you are logged in under this company, all actions will be associated to your user account and that company.
2. The Home icon will take you back to the home screen on any page in MAC.
3. Log Out option will log you out of MAC and back to the home page.
4. Field Help  is On/Off – There are entries on fields in MAC known as Field Help. They are represented by a question mark in a box icon. Not all fields have Field Help.



By clicking on the On/Off toggle in #4, you can turn the Field Help on or off.

5. The Help option takes you to the State Materials Office website where you can find general assistance and additional information on specific MAC topics.

MAC screens are tab based. Each screen is subdivided into subject areas that are located under the tabs. The data under the tab may not be visible if the tab is collapsed.

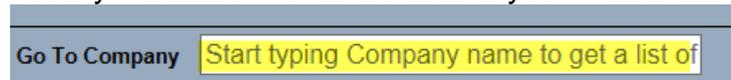
1. To view data under a collapsed tab, click on the tab to expand it.



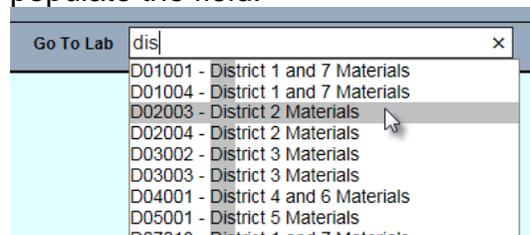
2. To hide data and see more of the screen, click on an expanded tab to collapse it.



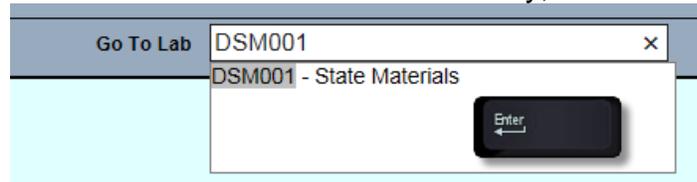
Searchable fields in MAC work on the wild card character process. These fields are usually indicated with text that tells you what to start typing.



At least 3 characters are needed to begin the search. It can be any 3 characters in the entry since the search is a "contains" search. After 3 characters have been entered, MAC will search for all existing entries that contain those characters. The more characters you provide, the shorter the list. Select the desired entry by clicking on it to populate the field.



NOTE: If the search returns one entry, use the enter key to populate the field.



Chapter 2 - Navigating to an Existing Laboratory using the My Labs Option

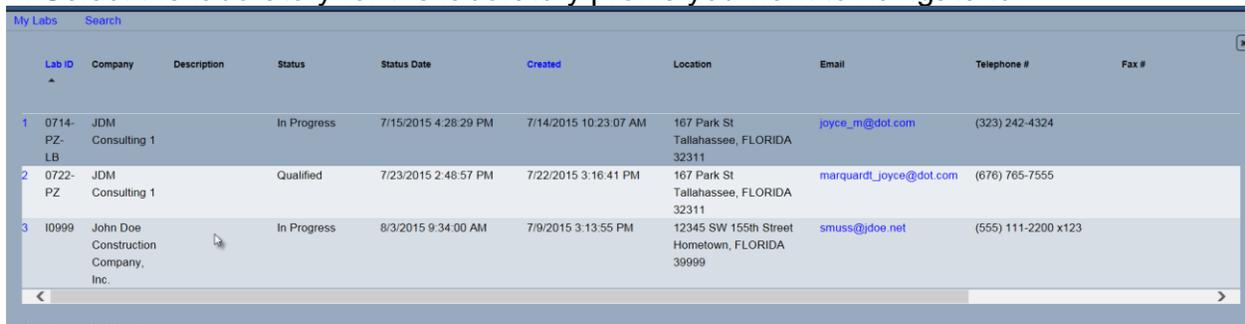
1. In MAC, select the Facilities option.
2. Select the Labs option.



3. Select the My Labs option.

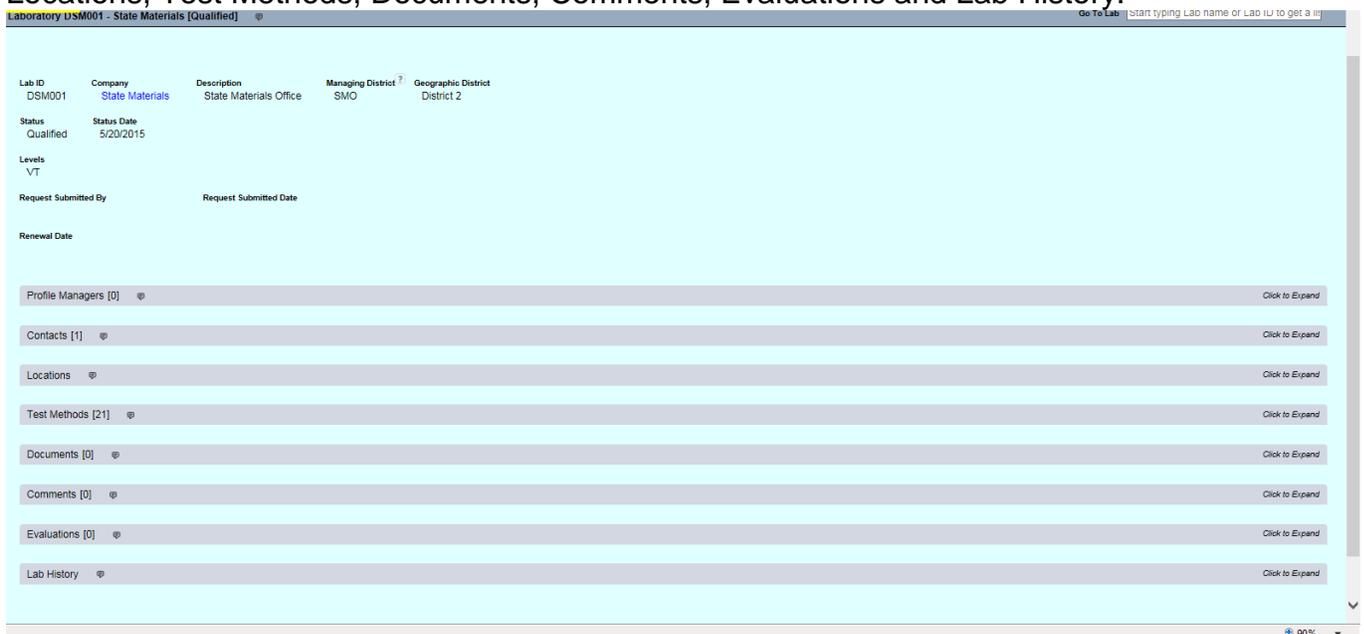


4. Select the laboratory for the laboratory profile you want to navigate to.



Lab ID	Company	Description	Status	Status Date	Created	Location	Email	Telephone #	Fax #
1 0714-PZ-LB	JDM Consulting 1		In Progress	7/15/2015 4:28:29 PM	7/14/2015 10:23:07 AM	167 Park St Tallahassee, FLORIDA 32311	joyce_m@dot.com	(323) 242-4324	
2 0722-PZ	JDM Consulting 1		Qualified	7/23/2015 2:48:57 PM	7/22/2015 3:16:41 PM	167 Park St Tallahassee, FLORIDA 32311	marquardt_joyce@dot.com	(676) 765-7555	
3 I0999	John Doe Construction Company, Inc.		In Progress	8/3/2015 9:34:00 AM	7/9/2015 3:13:55 PM	12345 SW 155th Street Hometown, FLORIDA 39999	smuss@jdoe.net	(555) 111-2200 x123	

The Laboratory Profile screen will appear with tabs for Profile Managers, Contacts, Locations, Test Methods, Documents, Comments, Evaluations and Lab History.



Laboratory DSM001 - State Materials (Qualified)

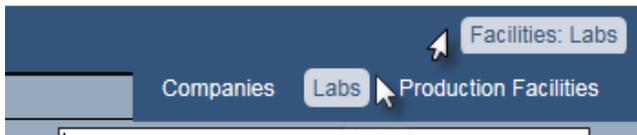
Go To Lab Start typing Lab name or Lab ID to get a list

Lab ID	Company	Description	Managing District	Geographic District
DSM001	State Materials	State Materials Office	SMO	District 2
Status	Status Date			
Qualified	5/20/2015			
Levels				
VT				
Request Submitted By		Request Submitted Date		
Renewal Date				

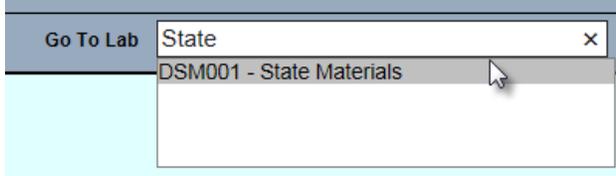
- Profile Managers [0] [Click to Expand](#)
- Contacts [1] [Click to Expand](#)
- Locations [Click to Expand](#)
- Test Methods [21] [Click to Expand](#)
- Documents [0] [Click to Expand](#)
- Comments [0] [Click to Expand](#)
- Evaluations [0] [Click to Expand](#)
- Lab History [Click to Expand](#)

Chapter 3 - Searching for an Existing Laboratory Profile using the Go To Lab Field

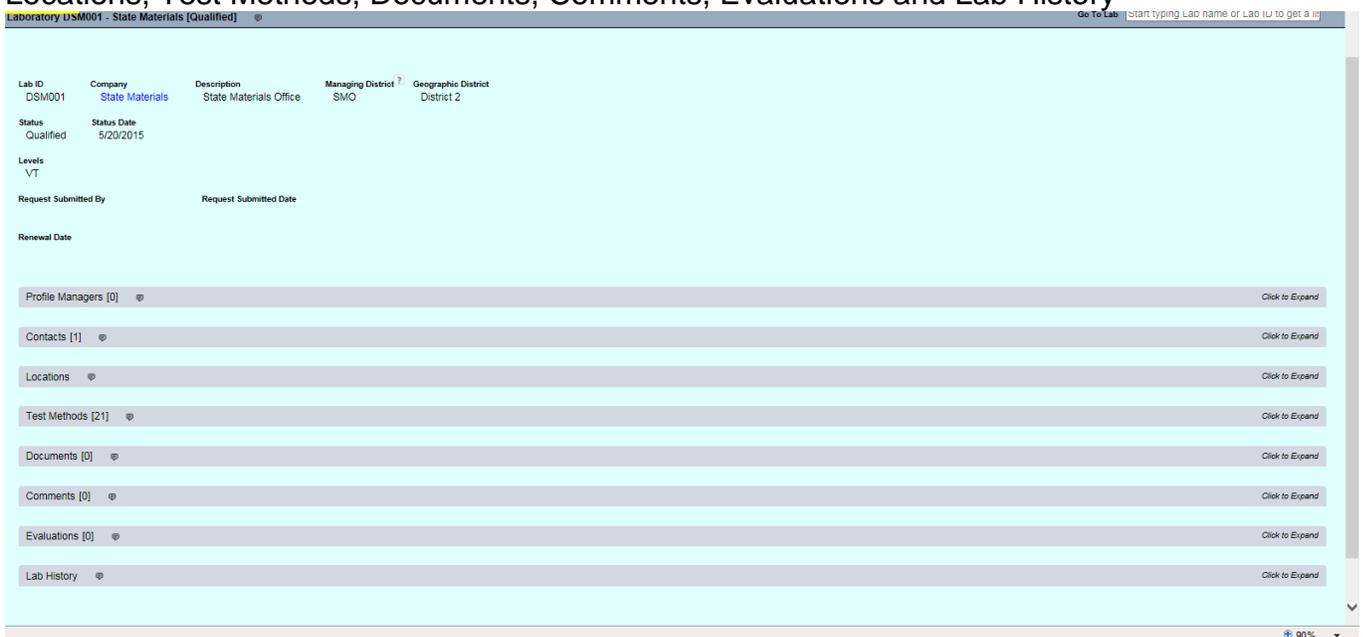
3. In MAC, select the Facilities option.
4. Select the Labs option.



5. In the Go To Lab field, search for the appropriate lab by Lab Id or name.
6. Select the correct lab by clicking on it to populate the Go To Lab field.



The Laboratory Profile screen will appear with tabs for Profile Managers, Contacts, Locations, Test Methods, Documents, Comments, Evaluations and Lab History



Chapter 4 – Maintaining a Laboratory Profile

The Laboratory Profile Manager should occasionally review the laboratory profile information to ensure that it is current. When any of the information changes, the Laboratory Profile Manager should update the profile to reflect the most current information. Some profile changes (such as physical address) may affect the laboratory status and may require additional follow up work with the FDOT Laboratory Qualification Program Coordinator.

To make revisions to an existing laboratory profile:

1. Navigate to the appropriate laboratory by either searching for it or using the Go To Lab field.

The Laboratory Profile will appear.

2. Change any information as needed for each tab as described below.

NOTE: A ★ indicates a required field.

A. Adding a Laboratory Profile Manager

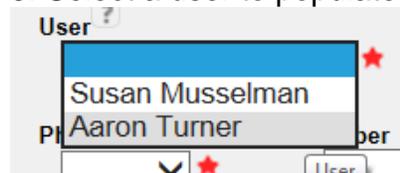
1. Select the Add Profile Manager option to add a Laboratory Profile Manager.



An Add Profile Manager dialog box will appear. Because the Laboratory Profile Manager must be a user with the role of Facility Profile Manager on the Company Profile, you will be prompted to select a user.

2. Click on the drop down arrow on the User field to select an eligible user from the Facility Manager users on the Company Profile.

3. Select a user to populate the field.



NOTE: If there is only one eligible user who is not already assigned to this profile, the system will default this field to the last eligible user.

4. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.

When you select the phone type, additional fields will appear for the phone number.

5. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.

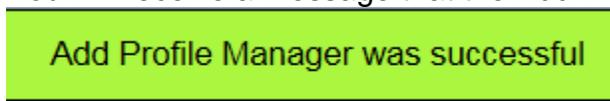
6. **Extension** – provide the extension if applicable.

7. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.

8. + – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.
9. **EmailAddress** – Enter the email address provided for the contact person.
10. Click on the Save option to save the update to MAC.

The screenshot shows a dialog box titled "Add Profile Manager". The "User" field is filled with "Susan Musselman". Below it, there are several input fields: "Phone Type" with a dropdown menu showing "4", "Number" with "5", "Extension" with "6", "Is Primary" with a radio button selected next to "7", and "Email" with "9". A "Save" button is located at the bottom right of the dialog box.

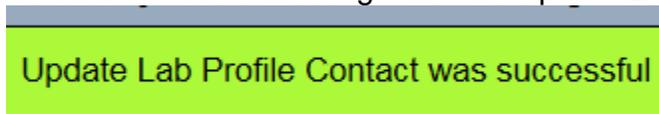
You will receive a message that the Add Profile Manager was successful.



B. Updating an Existing Laboratory Profile Manager

1. Select the Update option.
- A dialog box will appear with the user and the existing contact information.
2. Update the information for the fields as described in d through j above.
 3. Click on the Save option to save the updates.

You will receive a message that the Update Lab Profile Contact was successful.



C. Removing an Existing Laboratory Profile Manager

1. If one or more laboratory profile manager is present, you may remove any of the profile managers, until there is only one laboratory profile manager present.

a. Select the Remove option.

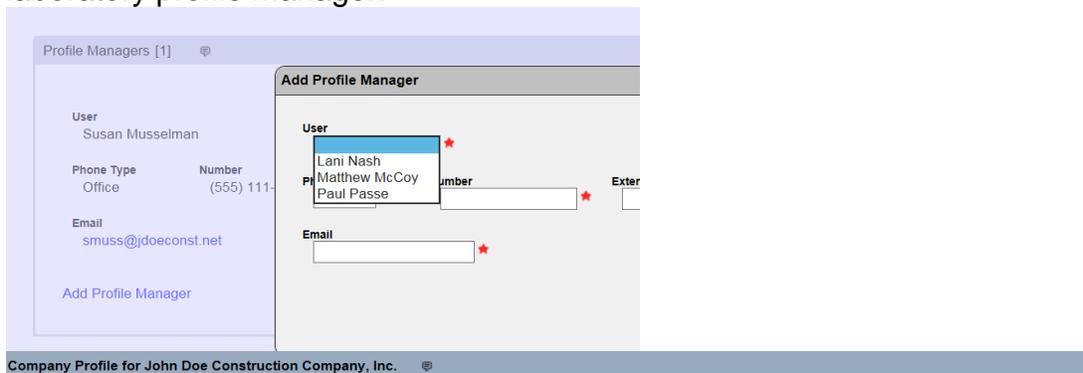
The screenshot shows a window titled "Profile Managers [2]". It contains two entries for profile managers. The first entry is for "Susan Musselman" with phone number "(555) 111-2222" and email "smuss@doeconst.net". The second entry is for "Susan Burnett" with phone number "(111) 222-2222" and email "sburnett@doeconst.net". The "Remove" button for Susan Burnett is highlighted in yellow. There are "Update" and "Remove" buttons for each entry.

b. Select the Remove option to remove the user as a laboratory profile manager.

You will receive a message the delete lab profile contact was successful.

Delete Lab Profile Contact was successful

If there is only one laboratory profile manager, you may remove the laboratory profile manager by revising the user you wish to remove to another user eligible to be the laboratory profile manager. Users eligible to be the laboratory profile manager can be found on the company profile under the Users tabs. The list of eligible users is any user on this list with the role of Facility Profile Manager who are not already assigned as the laboratory profile manager.



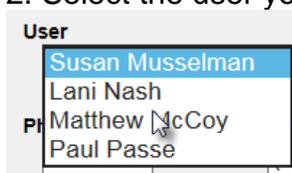
Name
John Doe Construction Company, Inc.
Tax Id
Geographic District
District 2

Profile Managers [2]

Users [5]

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Lani Nash	✓		✓	✓	Update	Remove User from Company
Matthew McCoy	Removed 7/9/2015	✓	✓	✓	Update	Remove User from Company
Paul Passe	Removed 7/25/2015	Removed 7/25/2015	✓	Removed 7/25/2015	Update	Remove User from Company
Susan Burnett	Removed 7/9/2015	✓	Removed 8/3/2015	✓	Update	Remove User from Company
Susan Musselman	already assigned	✓	✓	✓	Update	Remove User from Company

1. Select the Update option to remove a single laboratory profile manager.
2. Select the user you wish to replace the existing laboratory profile manager with.



3. Revise the phone number(s) and email for the new user.
4. Select the Save option to remove the old laboratory profile manager and replace with the new laboratory profile manager.

You will receive a message that the Update Lab Profile Contact was successful.

Update Lab Profile Contact was successful

D. Contact Information/ Laboratory Contact Person

1. Click on the Contacts tab to select it.
2. Click on the Update option to make changes to the Contact information.

This area behaves differently if the contact person has an FDOT user account or has access to MAC through an Internet Subscription Account (ISA).

c. **Does this person have an FDOT User Id** Yes/No – No – The contact person may not be a user in MAC. If the contact person does not have an FDOT User Id or is not a MAC user, select the No option.

The information needed will change from a field where you can supply a full or partial name to a field for the First Name and a field for the Last Name.

d. **First Name and Last Name** - provide the first and last name of the contact person in these fields.

e. **Does this person have an FDOT User Id** Yes/No – Yes – if the contact person has an FDOT User Id or is a MAC user, select the Yes option.

The information needed will change from First Name and Last Name to a field where you can supply a full or partial name.

f. Type in a full or partial name. MAC will provide a list of users that match the partial name. Select the appropriate user from the list. MAC will populate the user field with the selected name.

g. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.

When you select the phone type, additional fields will appear for the phone number.

h. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.

i. **Extension** – provide the extension if applicable.

j. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.

k. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.

l. **EmailAddress** – Enter the email address provided for the contact person.

Click on the Save option to save the update to MAC.

If any required fields are left blank, the system will notify you of the missing required fields.



The system will notify you that the update was successful.



E. Updating the Lab Manager

Complete the Lab Manager information in the same way as described for the Contact Person.

Lab Manager

F. Updating Laboratory Physical Location/Mailing Address

a. Click on the Locations tab to select it.

b. Click on the Update option on the right side of the screen to make revisions.

The Update dialog box will appear.

The screenshot shows a window titled "Update" with a close button in the top right corner. The window contains the following fields and controls:

- Physical Location** section:
- Address Line 1**: Text input field containing "123 N Main Street".
- Address Line 2**: Text input field, currently empty.
- City**: Text input field containing "Gainesville".
- County**: Dropdown menu showing "ALACHUA".
- State**: Dropdown menu showing "FLORIDA".
- Zip Code**: Text input field containing "32609-".
- Country**: Dropdown menu showing "USA".
- Mailing Address**: A checkbox labeled "Same as Physical" which is checked.
- Save**: A button with a plus icon.

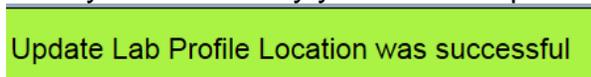
- c. **Address Line 1** – Enter the physical address of the laboratory location.
 - d. **Address Line 2** – If there is additional address information enter it in address line 2, for example Suite Number or Box Number.
 - e. **City** – Enter the City where the laboratory is located.
 - f. **County** – If the laboratory is located in Florida, select the county where the laboratory is located. If another State is selected, this field defaults to Out of State.
 - g. **State** – This field defaults to Florida. If the laboratory is in another state, change the state from Florida to the appropriate state where the laboratory is located.
 - h. **Zip Code** – Enter the zip code where the laboratory is located.
 - i. **Country** – This field defaults to USA. If the laboratory is in another country, select the country where the laboratory is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.
 - j. **Mailing Address** – If the mailing address is the same as the Physical Address leave this box checked. If it is different, uncheck the box. The Mailing Address fields will then become available. The instructions for updating the fields for the mailing address are the same as for the Physical Address.
 - k. Click on the Save icon to save the revisions to the address.
- If any required fields are left blank, the system will notify you of the missing required fields.

NOTE: The Materials Office Laboratory Qualification Program Coordinator is notified of changes to the physical address

If any required fields are left blank, the system will notify you of the missing required fields.



The system will notify you that the update was successful.



Chapter 5 - Test Methods

A. Requesting a New Test Method

You can request new test methods on your laboratory profile. Once the accreditation is received, request the test method as follows:

1. Click on the Test Methods tab to select it.



The Test Methods and their statuses will appear. There are five possible test method statuses.

A. Requested means that the test method has been requested to be added to the laboratory profile. The FDOT LQP Coordinator may or may not perform an evaluation on the test method before changing the status.

B. In Progress means that the test method has been added to the laboratory profile by the FDOT LQP Coordinator. The LQP Coordinator may or may not perform an evaluation on the test method before changing the status.

C. Approved means that the FDOT LQP Coordinator has approved the test method to be assigned to the laboratory profile.

D. Suspended means that the FDOT LQP Coordinator has suspended the test method on the laboratory profile. If all test methods are suspended, the laboratory profile is automatically suspended.

E. Inactive means that the Laboratory Profile Manager has indicated to the FDOT that the laboratory no longer wishes to be listed as qualified to perform a specific test method.

2. To request a new method be added with a status of In Progress, click on the Request Test Method option on the right side of the screen.

[Request Test Method](#)

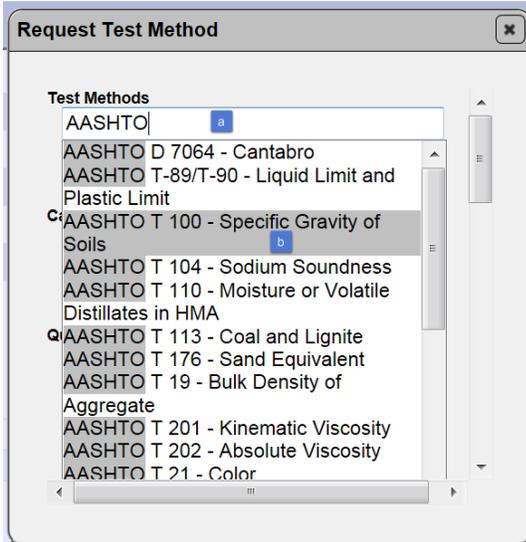
2

A Request Test Method dialog box will appear.

3. Enter the Test Method.

a. Begin typing the test method to perform a search on the test methods in MAC.

b. Select the appropriate entry from the list to populate the field. You may need to scroll down to select the correct test method



4. Select the appropriate material category.

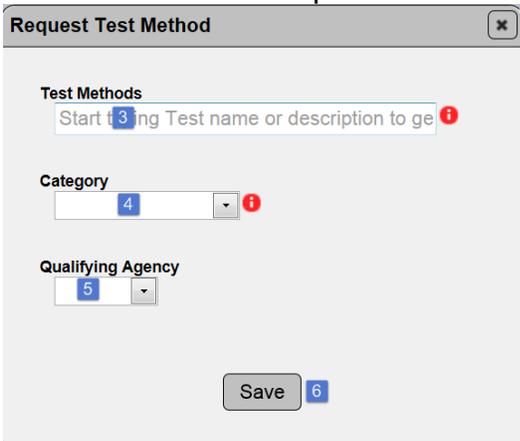
5. Select the qualifying agency.



a. If other is selected you will be required to input a qualifying agency.

b. Type in the agency that accredited your laboratory in the test method. Contact your District FDOT LQP Coordinator if you are unsure of what to use.

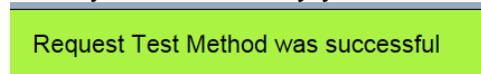
6. Click on the Save option to send the request to FDOT.



If any required fields are left blank, the system will notify you of the missing required fields.



The system will notify you that the request was successful.

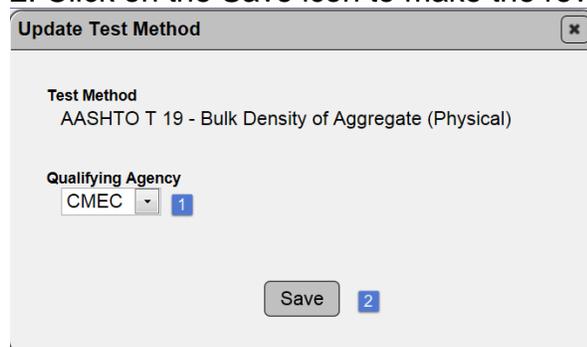


Test Method	Qualifying Agency	Physical	Requested	Approved	Updated	Options
4 AASHTO T 19 - Bulk Density of Aggregate	CMEC	Physical	Requested	5/21/2014	Update	

Should you find you need to make changes to a requested test method, use the Update option to open the Update Test Method dialog box.

B. Updating Information on an Existing Test Method

1. You will be able to revise the qualifying agency in this dialog box.
2. Click on the Save icon to make the revision.



The system will notify you that the update was successful.

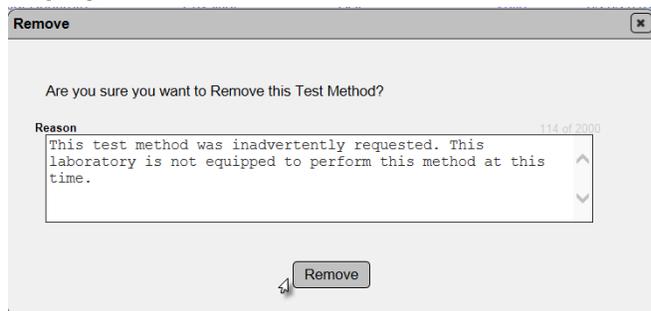


C. Removing Test Methods

The Laboratory Profile Manager can remove a requested test method before it is approved by the FDOT. Once a test method is approved, the Laboratory Profile Manager cannot remove the test method.

1. To remove a requested test method, click on the Remove option next to the requested test method.
A Remove dialog box will appear prompting you before the test method is removed.
2. Enter the reason you are removing the requested method.

3. Click on the Remove option to remove the requested test method from the Laboratory Profile.



You will receive a message that the test method was successfully removed.

Delete Lab Test Method was successful

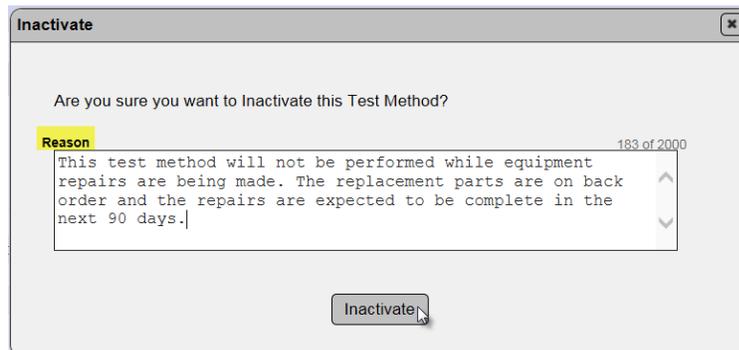
D. Inactivating Test Methods

The Laboratory Profile Manager can inactivate a test method to notify the FDOT that laboratory no longer wishes to perform the test method. This inactivation may be temporary; for example, waiting to have equipment repaired or replaced. Or it can be permanent; for example, an associated laboratory will be the only laboratory performing that test method in the future.

1. Select the Update Status option next to the test method you wish to inactivate.
2. Select the Inactivate the option.



3. Provide a reason for inactivating the test method.
4. Select the Inactivate the option.



You will receive a message the the test method was inactivated successfully.

Inactivate Lab Test Method was successful

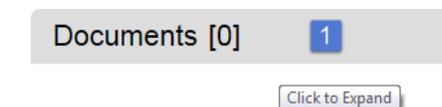
E. Reactivating Inactive Test Methods

To reactivate a test method that you have inactivated, you must request the test method. Follow the instructions in **A. Requesting a New Test Method** to request a test method that you have inactivated by reapproved on your laboratory profile. The FDOT LQP Coordinator may or may not inspect the facility before approving the test method.

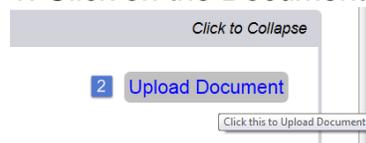
Chapter 6 - Documents on the Laboratory Profile

A. Adding a Document to the Laboratory Profile

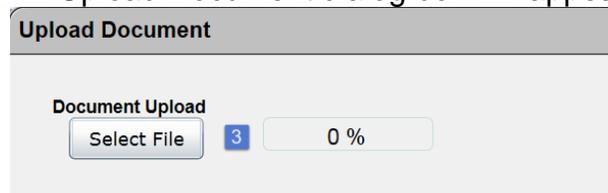
There may be times you want to add documentation to the laboratory profile under the Documents section.



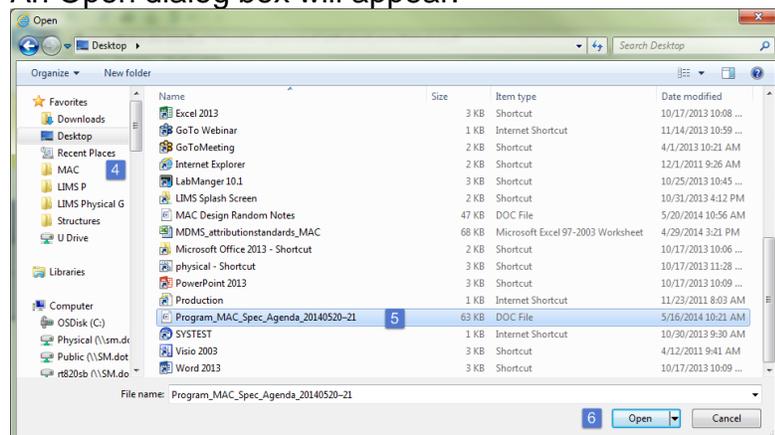
1. Click on the Documents tab to select it.



2. Click on the Upload Document option on the right side of the screen. An Upload Document dialog box will appear.



3. Click on the Select File option. An Open dialog box will appear.



4. Navigate to the location where the document is stored on your computer, network or appropriate location.

5. Click on the file name to select it.

6. Click on the Open option to upload the document.

The Upload Document dialog box will reappear.

Document Upload

Select File Program_MAC_Spec_Agenda_20140520-21.doc 100 % 7 Upload Complete ✕

Document Type 8

Description 9

Test Method(s) 10

Save 11

7. The dialog box will indicate that the document was successfully uploaded.

8. Select the document type.

9 Provide a description if appropriate.

10. Select a test method on the laboratory profile that the document is associated to, if appropriate.

11. Click on the Save option to complete the upload.

You will receive an error message if the document type is not selected.

ERROR: Document Type is required

Save

The system will notify you that the document upload was successful.

Add Document to Lab was successful

The document will appear on the listing under the Documents Section.

Documents [1] Click to Collapse

[Upload Document](#)

	Name	Type	Description	Tests
1	Program_MAC_Spec_Agenda_20140520-21.doc	Supporting		View Document Update Delete

Showing 1 to 1 of 1

B. Updating an the Description of an Existing Document on a Laboratory Profile

If you need to update the profile information on an existing document:

1 Program_MAC_Spec_Agenda_20140520-21.doc Supporting [View Document](#) [Update](#) [Delete](#)
Click this to Update

Showing 1 to 1 of 1

1. Select the Update option on the document you wish to update the information or replace.

An Update dialog box will appear.

The screenshot shows a dialog box titled "Update" with a close button (X) in the top right corner. The dialog contains the following fields:

- Document Name:** Program_MAC_Spec_Agenda_20140520-21.doc
- Document Type:** A dropdown menu currently showing "Supporting".
- Description:** A large text area with a blue "2" in the top right corner, indicating where to make changes.
- Test Method(s):** A dropdown menu.
- Save:** A button with a blue "3" next to it, indicating where to click to save changes.

2. Make changes to each field as described in Section A.

3. Click on the Save option to save the changes.

The system will notify you that the update was successful.

Update Lab Document was successful

C. Viewing a Document on a Laboratory Profile

1 Program_MAC_Spec_Agenda_20140520-21.doc Accreditation [View Document](#) [Update](#) [Delete](#)

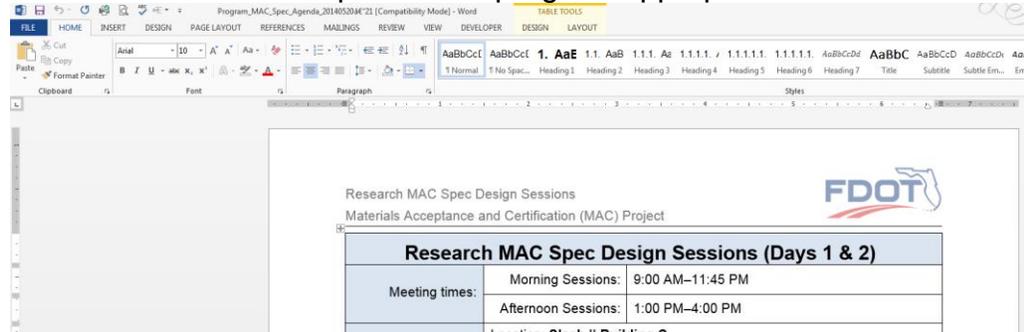
1. Select the View Document option on the document you wish to view.

A dialog box will appear.



2. Select the Open option.

The document will be opened in a program appropriate for the file format.



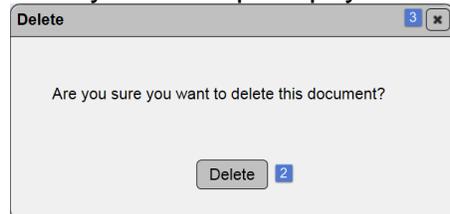
D. Deleting a Document from a Laboratory Profile

If you inadvertently add the wrong document to a profile, you may remove it.

1 Program_MAC_Spec_Agenda_20140520-21.doc Accreditation [View Document](#) [Update](#) [Delete](#)

1. Select the Delete option on the document you wish to delete.

The system will prompt you before deleting the document.



2. If you wish to continue, click on the Delete option.

The system will notify you that the delete was successful.

Delete Lab Document was successful

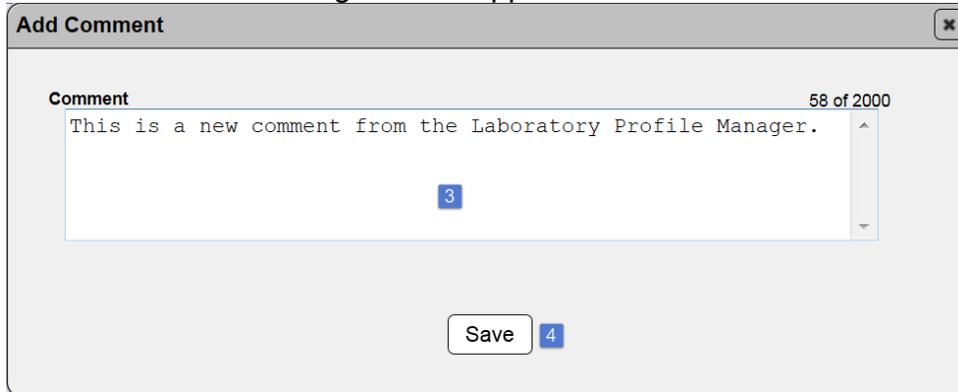
Chapter 7 - Comments on the Laboratory Profile

A. Adding a Comment to the Laboratory Profile

1. Click on the Comments tab to select it.
2. Select the New Comment option on the right side of the screen.



An Add Comment dialog box will appear.

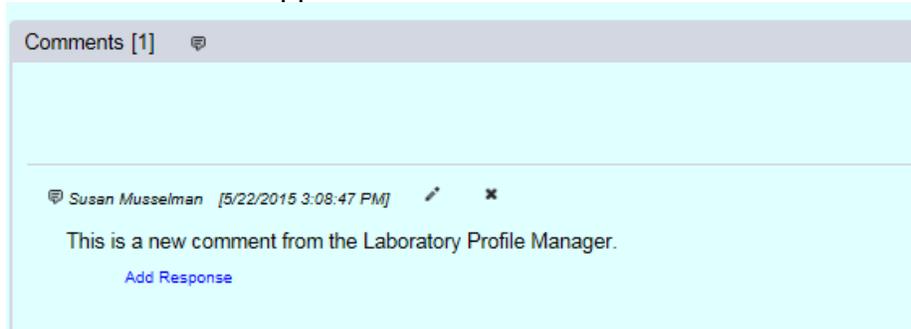


3. Enter the comment, up to 2,000 characters.
4. Click on the Save option to save the comment.

The system will notify you that the comment was added.

Create Lab Comment was successful

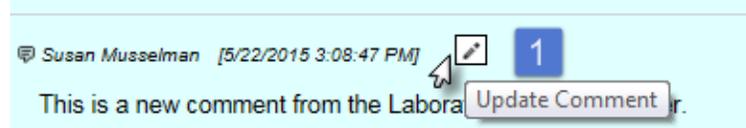
The comment will appear in the Comments Section.



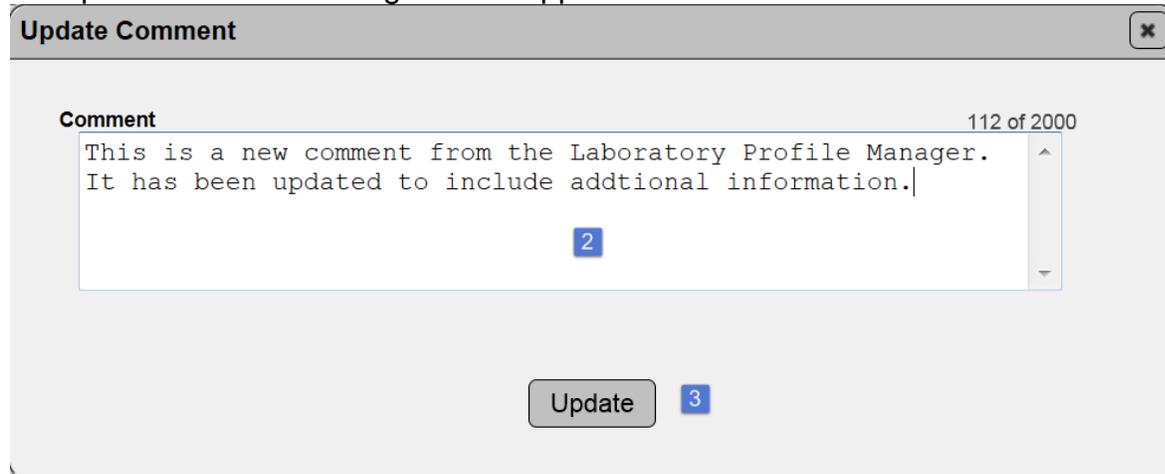
B. Updating an Existing Comment on the Laboratory Profile

You may revise comments you entered into the system. You cannot revise comments made by others.

1. Select the Update Comment option on the comment you wish to revise.



An Update Comment dialog box will appear.

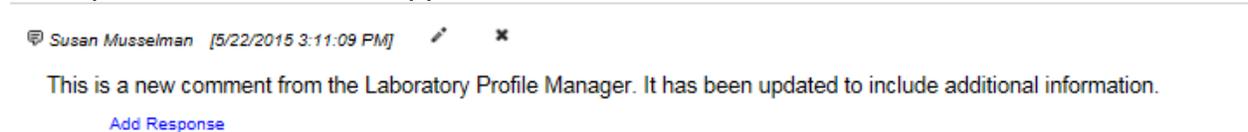


2. Revise the existing comment.
3. Click on the Update option to save the revisions.

The system will notify you that the update was successful.



The updated comment will appear in the Comments Section.



C. Removing an Existing Comment from the Laboratory Profile

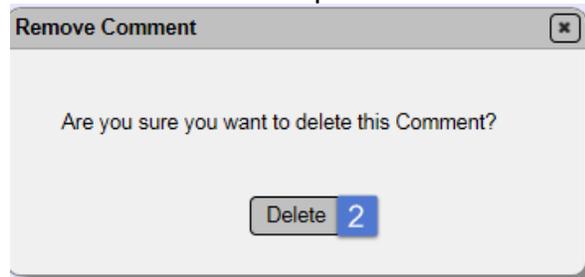
You can remove any comment you added to the profile. You cannot remove comments made by others.

1. Select the Remove option on the comment you wish to remove.



The system will prompt you before removing the comment.

2. Select the Delete option to remove the comment.



The system will notify you that the comment was removed.

Remove lab Comment was successful

D. Responding to Comments

The FDOT LQP Coordinator may make comments on the laboratory profile. You cannot update or remove these comments, but you can provide responses.

1. Select the Add Response option on the comment you wish to respond.

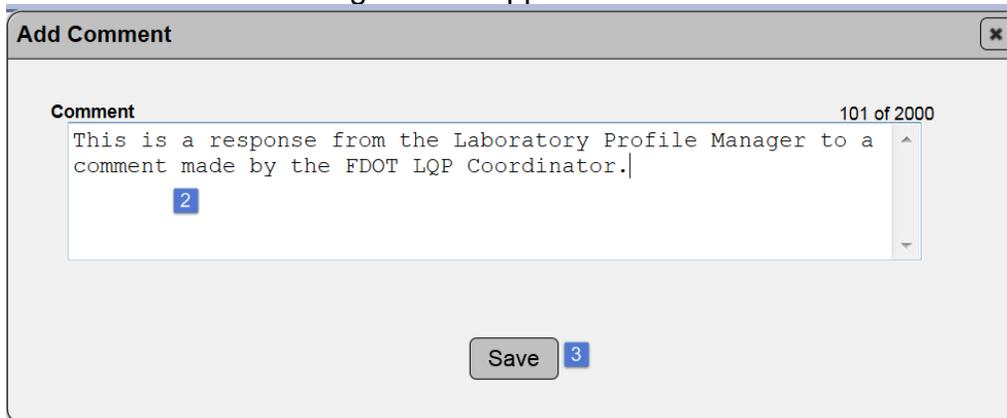
Lani Nash [5/21/2014 1:20:03 PM]

This is a comment from the FDOT Laboratory Qualification Program Coordinator.

Add Response 1

Click this to Add Response

The Add Comment dialog box will appear.



2. Enter your response.

3. Click on the Save option to add the response to the comment.

The system will notify you that the response to comment was added.

Add Comment To Lab Comment was successful

The response to the comment will appear under the comment.

 Lani Nash [5/21/2014 1:29:39 PM]

This is a comment from the FDOT Laboratory Qualification Program Coordinator.

 Susan Blazo [5/21/2014 1:29:39 PM]

[Update Comment](#)

[Remove Comment](#)

This is a response from the Laboratory Profile Manager to a comment made by the FDOT LQP Coordinator.

NOTE: You can update and remove responses. The steps for this are the same as updating and removing comments.

NOTE: *Additional items will be added to these instructions after Implementation 1 for review and management of Laboratory Evaluations.*

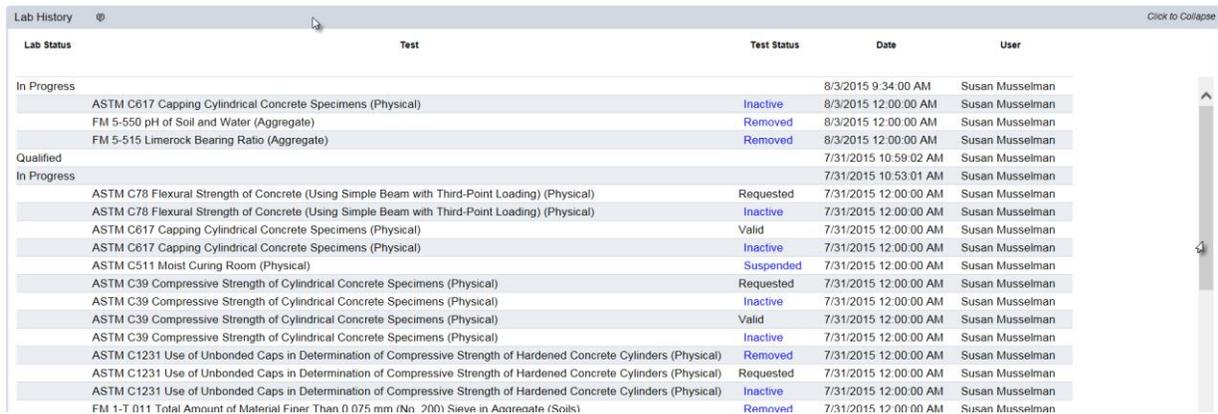
Chapter 8 – Evaluations

This tab currently does not have any data related to it. In the next implementation, there will be functionality introduced for the Laboratory Profile Manager to review Laboratory Qualification Performance Reports (LQPRs) from laboratory evaluations performed by the FDOT and respond to LQPR findings, if needed.

Chapter 9 – Lab History

In MAC major changes to the laboratory profile are listed under the Lab History tab.

To view the laboratory history, click on the tab to expand it. You may need to use the scroll bar to view the entire list.



Lab Status	Test	Test Status	Date	User
In Progress			8/3/2015 9:34:00 AM	Susan Musselman
	ASTM C617 Capping Cylindrical Concrete Specimens (Physical)	Inactive	8/3/2015 12:00:00 AM	Susan Musselman
	FM 5-550 pH of Soil and Water (Aggregate)	Removed	8/3/2015 12:00:00 AM	Susan Musselman
	FM 5-515 Limerock Bearing Ratio (Aggregate)	Removed	8/3/2015 12:00:00 AM	Susan Musselman
Qualified			7/31/2015 10:59:02 AM	Susan Musselman
In Progress			7/31/2015 10:53:01 AM	Susan Musselman
	ASTM C78 Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading) (Physical)	Requested	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C78 Flexural Strength of Concrete (Using Simple Beam with Third-Point Loading) (Physical)	Inactive	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C617 Capping Cylindrical Concrete Specimens (Physical)	Valid	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C617 Capping Cylindrical Concrete Specimens (Physical)	Inactive	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C511 Moist Curing Room (Physical)	Suspended	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens (Physical)	Requested	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens (Physical)	Inactive	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens (Physical)	Valid	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C39 Compressive Strength of Cylindrical Concrete Specimens (Physical)	Inactive	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C1231 Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders (Physical)	Removed	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C1231 Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders (Physical)	Requested	7/31/2015 12:00:00 AM	Susan Musselman
	ASTM C1231 Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders (Physical)	Inactive	7/31/2015 12:00:00 AM	Susan Musselman
	FM 1-T 011 Total Amount of Material Finer Than 0.075 mm (No. 200) Sieve in Aggregate (Soils)	Removed	7/31/2015 12:00:00 AM	Susan Musselman