

## **Minutes from Pilot MP Committee Meeting – December 19, 2016**

Attendance: Greg Bradford, Kimberly Hoover, Vince Allison, George Hanna, Ron Stanevich, Matt Daly – FHWA

This Committee was reformed by the Director of Materials Control, Soils and Testing Division – WVDOH and will follow revised (as yet unpublished) procedures in DD-105, section 30 Materials Procedures.

This pilot run of the committee looked at 8 different MPs provided by the Director:

- 1) MP 105.03.20 – GUIDE FOR PREPARING AND SUBMITTING A DISTRICT MATERIALS INSPECTION REPORT (DMIR)
- 2) MP 105.03.49 - PROCEDURE FOR PROCESSING DISTRICT MATERIALS INSPECTION REPORTS (DMIR)
- 3) MP 307.00.50 - GUIDE FOR QUALITY CONTROL AND ACCEPTANCE PLANS FOR SUBGRADE, BASE COURSE, AND AGGREGATE ITEMS
- 4) MP 601.03.50 - GUIDE FOR QUALITY CONTROL AND ACCEPTANCE REQUIREMENTS FOR PORTLAND CEMENT CONCRETE
- 5) MP 700.00.52 – GUIDE FOR SOURCE RATING SYSTEM RELATIVE TO MAINTENANCE CONTRACTS
- 6) MP 700.10.01 – NON-DESTRUCTIVE THICKNESS DETERMINATION OF PAVEMENTS USING MAGNETIC IMAGING TOMOGRAPHY TECHNOLOGY
- 7) MP 717.04.21 – GUIDE FOR QUALITY CONTROL OF COMPACTION
- 8) MP FOR STEEL WIRE REINFORCEMENT – New, No Number

Thoughts for the Committee review process were such:

1. The agenda should list whether the presented MP is New, Revised, or otherwise
2. The number of times the MP has been to the Committee
3. The person who championed the MP should be invited and present at the respective Committee meeting.
4. MPs shall be thoroughly reviewed by the respective section/group and its supervisor before being presented to the Committee
5. Word usage and formatting for the MPs should be consistent across MCS&T. Who is responsible for finalizing formatting?
6. It was suggested that MP700.00.00 – “Preparing Materials Procedures” be rewritten. It was thought by the Committee that this should be more of a document that provides guidance in development and formatting, than just one that provides a guide for numbering MPs. Kimberly Hoover volunteered for beginning this task.

The Committee will determine the MP number for the Metals Group MP on Welded Wire Reinforcing. Suggestions will be asked of the current members of the Pilot MP Committee.

The MPs that were reviewed during this meeting will be returned to the respective Groups for correction and/or clarification as noted in the marked-up versions.