

Materials Procedures (MP) Committee Meeting Notes
April 21, 2026

Start Time: 10:00AM

Location: MCS&T (Conference Room) – 190 Dry Branch Drive, Charleston WV,
25301

In-Person Attendees:

Joshua Reese, Kristy Huffman, Andrew Thaxton, Ian Shaffer, Stephen Lewis, Daniel Shane Harper, Janie Adkins, Jacinda Chapman, Shawn Smith, John Crane, Sherlyn Bartley, Calvin Ratchford, Josh Hemsworth, Kiana Welch, Dan Brayack, Adam Boothroyd, Mike Mance

Online Attendees:

Hao Chen, Ed Waterfall, Jamie Rose, Jason Taylor, John Cummings

Voting Members

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic Engineering: Josh Hemsworth

Operations: NA

Old Business:

1. MP 100.00.03: Method of Evaluation of Non-Standard or Non-Conforming Materials in Construction Via DMIR

VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic Engineering: Y

Operations: NA

- Language changes to eliminate ambiguity/discrepancy pertaining to pay penalties for the absence of material testing
- Comment about potentially adding a new DMIR item number to allow MCS&T to better track DMIRs
- Champion Daniel Brayack

2. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)

TABLED FOR NEX MEETING

- Was not up for vote this meeting
- Switching from “apprenticeship” to “on-the-job training (OJT)”
- Comment about “OJT” already being used by the Civil Rights Division, will switch to “hands-on training”
- Discussion about who determines whether the qualified person is familiar with WVDOH testing procedures
- Champion Adam Boothroyd

3. MP 106.10.50: WVDOH Buy America Acceptance Guidelines
TABLED FOR NEXT MEETING
 - Comments on the application of the final assembly and 55% cost rules to kits, as well as rewording the requirements for precast concrete products and ITS products/cabinets for clarity purposes
 - Champion Dan Brayack/ Adam Boothroyd

4. MP 601.03.50: Guide for Quality Control and Acceptance Requirements for Portland Cement Concrete
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
 - Update based on the updates to the T600 form
 - Comment on whether there was a problem with people's rounding for calculations
 - Champion Andrew Thaxton

5. MP 711.03.26: Maintaining Specified Level of Strength in Portland Cement Concrete
TABLED FOR NEXT MEETING
 - Made sure the description of the standard deviation calculation matched what was performed in AWP/SiteManager
 - Comment on wording needing to be fixed in Section 3.2.1
 - Comment on the calculation of the range needed for the average strength of the concrete; will be ensuring whether the calculation is correct or not
 - Champion Andrew Thaxton

Editorial Edits:

1. MP 711.03.23: Mix Design for Portland Cement Concrete
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
 - Changed the SAM number units from "psi" to "unitless"
 - No comments
 - Champion Andrew Thaxton

New Business:

1. MP 100.00.00: Preparing Materials Procedures
 - Update to further standardize MPs by dictating the structure of the starting Sections of an MP
 - No comments
 - Champion Daniel Brayack/ Adam Boothroyd

2. MP 601.00.49: Method of Test for Determining the Condition of Concrete Bridge Decks
 - Revision allowing Infrared Thermography testing instead of GPR and restricting the use of ASTM C876 for corrosion potential of embedded rebar for subsurface investigations
 - Due to potentiometers not getting accurate readings when embedded rebar is coated in epoxy
 - No comments
 - Champion Andrew Thaxton

3. MP 603.06.20: Test Method for the Determination of Bond Strength Between Prestressing Steel Strand and Self-Consolidating Concrete (SCC)
 - Specifies the Peterman Beam test is conducted after 28 days of curing
 - No comments
 - Champion Joshua Reese

4. MP 604.02.40: Inspection and Acceptance Procedures for Precast Concrete Products
 - States a frequency for audits on Approved Sources and initial acceptance audit upon first approval with new audit check sheet. Also specifies PCC Inspector requirement for Fab Plant QC personnel
 - No comments
 - Champion Joshua Reese

5. MP 688.02.20: Guide for Contractor's and Fabricator's Quality Control Plan for Painting
 - Adds a procedure for the approval of contractor's quality control plan
 - Comment on referenced Spec number needing to be changed due to new Spec changes
 - Comment on what documentation should be required with the Quality Control Paint Plan Form
 - Champion Calvin Ratchford

6. MP 106.10.50: WVDOH Buy America Acceptance Guidelines
 - Adds a procedure for the approval of contractor's environmental protection/control plan
 - Comment same as above regarding referenced Spec
 - Comment on the need to define what a "minor repair or touch up" is
 - Champion Calvin Ratchford

Next Meeting:

New or Updated MPs due to the MP Chair 3-weeks before the next meeting: May 12th

Meeting Time/Date: 11:00 AM, June 2, 2026

Meeting Location: MCS&T Conference Room

Online Meeting: Google Meet Video Conference (Link TBD)