

**Materials Procedures (MP) Committee Meeting Notes
October 16, 2025**

Start Time: 1:00PM

Location: Contractors Association of West Virginia (CAWV - Conference Room)
2114 Kanawha Blvd. E, Charleston, WV 25311

In-Person Attendees:

Adam Nester, Daniel Phipps, Andrew Thaxton, Shawn Smith, Dan Brayack, Adam Boothroyd, John Crane

Online Attendees:

Daniel S Harper, Calvin Ratchford, George Hanna, Hao Chen, Jacinda Chapman, John Cummings, Michael Terry, Ted Whitmore, Vincent Allison

Voting Members

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic: Ted Whitmore

Operations: NA

Technical Support: Jacinda Chapman

Old Business:

1. MP 700.04.22: Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material
TABLED FOR NEXT MEETING
 - Big changes/rewrite being worked on
 - Champion Laura Wagner

2. MP 700.00.53: Procedure for the Independent Assurance Program
VOTED AND PASSED

MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: NA
Technical Support: Y

 - Corrected information on the tests and types of testing for the different materials
 - Added process and metric for what is too many non-satisfactory results
 - Added inclusion of ratio of QA tests to QC tests
 - Champion Adam Boothroyd

3. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)
VOTED AND PASSED

MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: NA
Technical Support: Y

 - Contractor's Association had comments about 1 try on practicals, now gives discretion to section heads

- Added reference to Department of Justice for severe enough infractions (section 24.4)
 - Fixed radiation safety requirements
 - Champion Shane Harper
4. MP 106.00.02: Procedure for Evaluating Products for Use in Highway Construction
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: NA
Technical Support: Y
 - Revision of the “No APL” and “non-approval” language
 - No comments
 - Champion Dan Brayack
 5. MP 106.10.50: WVDOH Buy America Acceptance Guidelines
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: NA
Technical Support: Y
 - Adds that a new certificate of compliance is required upon change orders with new materials
 - References a new tool
 - No comments
 - Champion Dan Brayack
 6. MP 606.03.50: Procedure for Determining a Reduced Unit Price to be Paid for Underdrain Aggregate Which Does Not Conform to the Grading Requirements of the Governing Specifications
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic: Y
Operations: NA
Technical Support: Y
 - Added sample calculation as attachment
 - Small editorial comment
 - Champion Dan Brayack

Editorial Edits:

None:

New Business:

1. MP 109.00.22: Procedure for the Submission and Documentation of Quality Control Test Results
 - Will allow attachments to be attached to AWP samples
 - Champion Dan Brayack
2. MP 110.00.41: Preparing Materials Inspection Reports

- Fixing inconsistencies and providing guidance for making MIRs
 - Comment on addressing labels for tables, figures, etc. in MIRs
 - Champion Vince Allison
3. MP 700.00.54: Procedure for Evaluating Quality Control Sample Test Results with Verification Quality Assurance Sample Test Results
 - Adds reference documents
 - Cleans up and makes more specific instructions
 - Champion Dan Brayack
 4. MP 106.10.51: WVDOH Buy America Exception and Waiver Guidelines
 - Will references new MP 106.10.52 WVDOH Buy America De Minimis Exceptions, which is based on a new special provision
 - No comments
 - Champion Dan Brayack
 5. MP 106.10.52: WVDOH Buy America De Minimis Exceptions
 - Will provide instructions for using the special provision for De Minimis Costs for Buy America
 - No comments
 - Champion Dan Brayack
 6. MP 715.09.20: Standard Method for Determining the Stability of Portable Sign Stands
 - Will add a sample calculation as an attachment for showing the related wind speed to the measured force
 - No comments
 - Champion Adam Boothroyd

Next Meeting:

New or Updated MPs due to the MP Chair 2-weeks before the next meeting: November 26th

Meeting Time/Date: 10:00 AM, December 17, 2025

Meeting Location: MCS&T Library

Online Meeting: Google Meet Video Conference (Link TBD)