

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

AUTO FINALIZE CONDITION OF INDUSTRY SAMPLE RECORDS

1. PURPOSE

- 1.1. To define the AWP auto-finalize condition.
 - 1.2. To define and standardize the criteria (metric) for gaining and keeping the AWP auto-finalize condition.
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2. DEFINITIONS

- 2.1. AWP: AASHTOWare Projects, the Division's accepted materials tracking software.
 - 2.2. Auto-Finalize Condition: AWP sample record condition that allows a sample record to count towards the payment criteria. These sample records are counted toward this criteria, even though they are pending District review. If these sample records are found to be incorrect, payment may be taken back until they are corrected.
 - 2.3. Satisfactory Sample: A sample record shall be considered Satisfactory if it has been submitted in accordance with MPs 109.00.21 and 109.00.22 and it has been accepted by the District without a rejection. If a sample record has been rejected, corrected and then accepted, it does not count as a Satisfactory Sample.
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3. GAINING THE AUTO-FINALIZE CONDITION

- 3.1. In order to gain the auto-finalize condition, contractors must demonstrate their ability to submit Satisfactory Samples.
 - 3.2. Contractors are evaluated monthly for their previous two month's performance on the "Industry District Authorization Metric" report. This report is submitted to management. This is for informational purposes.
 - 3.3. A running average is also calculated on this report. This calculation evaluates the most recent 100 samples submitted by the contractor in a one-year period.
 - 3.4. If a contractor has submitted 100 or more samples in the past year, and if 97.00% of the most recent 100 samples are satisfactory, the Contractor gains the auto-finalize condition.
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4. MAINTAINING THE AUTO-FINALIZE

- 4.1. Once a contractor has gained the auto-finalize, they must continue to demonstrate their ability to submit Satisfactory Samples.
- 4.2. Revocation of the auto-finalize

- 4.2.1. If a Contractor has less than 90.00% Satisfactory Samples on the monthly report for the most recent 100 samples, their auto-finalize condition will be reviewed by the Materials Control Section at MCS&T.
- 4.2.2. If the review indicates a consistent lack in performance, the auto-finalize condition will be revoked.
- 4.2.3. If a Contractor has their auto-finalize condition revoked, they may re-gain the auto-finalize condition in accordance with Section 3 of this document.

5. AUTO-FINALIZE CONDITION BENEFITS

- 5.1. Contractors who have an active auto-finalize condition will automatically have their sample records marked as “Completed, Pending District Review” if they have not been reviewed and evaluated by the District 1 calendar day after their submission date.

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MP 109.00.23 Steward – Materials Control Section
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