

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PROCEDURE FOR THE SUBMISSION AND DOCUMENTATION
OF QUALITY CONTROL TEST RESULTS

1. PURPOSE

- 1.1 To provide guidance for the streamline submission of test results documentation from the Contractor to the District.

2. REFERENCED DOCUMENTS

- 2.1 MP 109.00.21 – Basis for Charges for Non-Submittal of Sampling & Testing Documentation by the Established Deadline
- 2.2 MP 109.00.23 - Auto Finalize Condition of Industry Sample Records

3. DEFINITIONS

- 3.1 AWP: AASHTOWare Projects – The Division Approved Sampling and Testing Documentation Software.
- 3.2 Authorize: In AWP, the action in which a sample record is “completed” or “finished”, regardless of the final sample status.

4. SCOPE

- 4.1 As required by MP 109.00.21, contractors must submit their Quality Control test results by the deadline specified in that document.
- 4.2 The submission of results includes the following steps: (A) generating the sample in the Division Approved Sampling and Testing software (SiteManager, AASHTOWare Projects, etc.), (B) entering all data into this system, (C) presenting the data to the District for review and (D) providing all testing documentation.
- 4.2.1 This procedure expands on each of these points.

5. GENERATION OF A SAMPLE RECORD IN AASHTOWARE PROJECTS

- 5.1 Test results shall be documented in AWP (or the current Division Approved Sampling and Testing Documentation Software) using the live version of the training guides available on the WVDOH MCS&T [Webpage](#)¹. A sample of these guides is provided in Attachment 1.

6. ENTERING OF TEST DATA.

- 6.1 All applicable data shall be entered into AWP. This shall include all required fields as shown in the live version of the training guides available on the WVDOH MCS&T [Webpage](#). A sample of these guides is provided in Attachment 1.

¹ <https://transportation.wv.gov/highways/mcst/Pages/AWP.aspx>

- 6.1.1 This data includes test results such as compacted density, or percentage of material passing a specific sieve.
- 6.1.2 Figure 1 shows an example of test data entered into AWP.

Figure 1 – An Example of Test Data Entered into AWP.

Air Content (%)	Slump (in)
6.60	2.50
Plastic Conc Temp	Cylinders Created...
70.0	10/14/2024 9:10:00 A

Mix ID

Q 2301318-PCC

Results

Pass

7. PRESENTING THE DATA TO THE DISTRICT FOR REVIEW AND SUBMITTING TESTING DOCUMENTATION

- 7.1 Once the test data has been entered, the data must be submitted to WVDOH.
- 7.2 An email shall be sent by the Contractor to the District Approved email submission inbox. An example of this email is shown in Attachment 2. A list of these inboxes is available on the WVDOH MCST Toolbox [Webpage](https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx)².
- 7.2.1 The title of the email shall contain the Contract ID and the Name of the Project, as well as “QC Test Results”.
- 7.2.2 The email shall contain, but not be limited to the following information:
1. Contract ID
 2. Name of the Project
 3. Lab Reference Number
 4. Sample ID
 5. Material Name
 6. Line Number(s)

² <https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx>

7. Final Status of the Material (Pass/Fail/Information Only)
 8. A direct link to the AWP Sample Record
- 7.3 The contractor may send multiple tests in a single email as long as each is on the same contract, for the same material and for the same testing day.
- 7.4 Once the sample record is ready to be submitted, the user will mark the test complete on the Sample Record. An example of this action is shown in Figure 2.

Figure 2 – An Example of a Submitted Sample Record into AWP.

Sample Record: KFin20250724083356 C4252234

Save

?

Tests

Test Results

Sample Verification

Material Code - Name

Q

402.002.002.03

12.5 mm Skid Asphalt Mix, Superpave

Field Technician

Q

Farnsworth, Bruce

Clarksburg Asphalt

Purchase Order Project?

No - Contract Job

Sample Size

779.76

Sample Size Units

TN - TON

Link To

Q

LMill20250714020458

Industry Approved

☐

Industry Rejected

☐

Sample Status

QC/QAD - Pass

Sample Type

Q

QC

Quality Control

Acceptance Method

Q

TR

Test Results

Authorized By

Lloyd Miller

Authorized Date

07/29/2025

Link From

Q

Mark as Industry Completed

☒

Sample Record: TAWP20241016022520 M212345-L

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Test Results

Material

601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cemen

Sample Type

QC - Quality Control

Assign Tests

0 marked for del

Description	Test Method	Destination Lab	Test Data
Compressive Strength - Cylinders	T22	IDEST-02	1.0
Sample - Ready	Sample - Accepted	Sample - Rejected	
Yes			
Sample - Ready Date	Sample - Accepted Date	Sample - Rejected Date	
10/16/2024			
Notes			

8. ATTACHMENT OF TESTING DOCUMENTATION

- 8.1 Testing documentation shall be attached to the Sample Record in AWP. A training guide for this process is available on the [WVDOH MCST Webpage](#)³.
- 8.1.1 This documentation shall be in PDF format and contains all data to document the entire test.
- 8.1.2 The file size limit for this documentation is 25mB per file.
- 8.2 Missing test documentation shall constitute a “rejection”. No payment for a line item for the material represented by a sample record test shall be made without the required testing documentation.

9. RECEIVING OF SAMPLES BY THE WVDOH

- 9.1 Once the District has received and accepted the sample record, they will “authorize” the sample. Whether the test data passes or fails, the sample record is still authorized.
- 9.1.1 If the sample record has been submitted to the District, and if the Contractor has an active “Auto-Finalize” status as described in MP 109.00.23, the sample record will be counted toward payment the next calendar day if it has not been reviewed by the District.
- 9.2 The District will also mark the sample as “Sample-Accepted” on the sample record tests tab. An example of the completed screen is shown in Figure 3.

Figure 3 – An Example of an Accepted Sample Record into AWP.

▼ Sample Record: TAWP20241016022520 M212345-L

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Test Results

Material

601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cemen

Sample Type

QC - Quality Control

Assign Tests

0 marked for deletion

Description	Test Method	Destination Lab	Test Data
Compressive Strength - Cylinders	T22	iDEST-02	1.0
<div>Sample - Ready</div> <div> <div>Yes</div> <div>▼</div> </div>	<div>Sample - Accepted</div> <div>Yes</div>	<div>Sample - Rejected</div>	
<div>Sample - Ready Date</div> <div> <div>10/16/2024</div> <div>📅</div> </div>	<div>Sample - Accepted Date</div> <div>10/16/2024</div>	<div>Sample - Rejected Date</div>	
<div>Notes</div> <div></div>			

- 9.3 Once accepted, the District shall reply to the submission email stating that the sample record has been accepted.
- 9.4 If rejected, the District will mark the Sample as “rejected” with the rejection date. The District will then reply to the original email, stating the reasons for the rejection.
- 9.5 If a sample is rejected, the Contractor must correct the sample. Once corrected the Contractor will reply to the email stating that the sample has been corrected. The sample

³ <https://transportation.wv.gov/highways/mcst/Pages/AWP.aspx>

will then be reviewed by the District. If found acceptable, the District will process the sample.

- 9.6 If a sample record is once again rejected, the process shall repeat until the sample is correct.
- 9.6.1 In the case where a sample record has been rejected, the total number of days (timeframe) specified in MP 109.00.21 will be the sum of the days until submitted and the number of days between rejection(s) and resubmission(s).
- 9.6.1.1 For example, if the original submission takes 5 days and the sample is rejected, the correction(s) take an additional 5 days, the total number of days is 10. If the 10 days is greater than the allowable days in MP 109.00.21, the penalty will be applicable even if the original submission was within the allowable timeframe.

**Michael
Mance**

Digitally signed by
Michael Mance
Date: 2026.01.08
13:08:18 -05'00'

Michael A. Mance, PE
Director
Materials Control, Soils & Testing Division

MP 109.00.22 Steward – Materials Control Section
MM:B
ATTACHMENTS

ATTACHEMNT 1

AWP Training Manual
Section 1-1
(Rev. 03-20-2024)

11-3 GENERAL TAB

Enter all the information (in Yellow) as it is Required.

NOTE: The Green Fields **MAY** be used based on the Sample Type and your District's workflow.

If you have the information, you can fill in the Green Fields.

Add Sample Record

▼ Add Sample Record Save ?

General

Lab Reference Number
C423456

Material Code - Name
Q 601.003.005.02
Concrete, Class D, With Fly Ash, Slag Cement, Natural SCM

Field Technician
Q Farley, Tabitha
CD Smith

Sample Size
5

Sample Size Units
CF - CUBIC FEET

Sample Date
01/20/2024

Sample Type
Q QC
Quality Control

Acceptance Method
Q TR
Test Results

(11-5)

Go to the Next Step

ATTACHMENT 2 – Sample Email Submission

Subject Line: 20240001243 – Contract Name – QC Test Results

Dear Robert,

I am submitting the following Sample Record(s):

20240001243
WV 19 to Allen's Run
C1N-1234
TAWP20241016022520
Class B Concrete with Fly Ash
LN 0020, LN 0030
Pass

20240001243
WV 19 to Allen's Run
C1N-1235
TAWP20241016022530
Class B Concrete with Fly Ash
LN 0020, LN 0030
Pass

<https://wvXXX-pr-prod.infotechinc.com/#/SampleRecord/44209/Summary>

<https://wvXXX-pr-prod.infotechinc.com/#/SampleRecord/44209/Summary>

(These links are examples; they are not a live sample record.)

The testing documentation is attached to the Sample Record.

Very Truly Yours,

Jimmy John, from Tom's Construction.