

**Materials Procedures (MP) Committee Meeting Notes**  
**June 25, 2025**

**Start Time:** 10:00AM

**Location:** MCS&T (Conference Rm.) - 190 Dry Branch Drive, Charleston, WV 25306 Charleston WV, 25301

**In-Person Attendees:**

Adam Nester, Dan Brayack, Andrew Thaxton, Donn Cyrus, Josh Hemsworth, Adam Boothroyd, Hao Chen, Jacinda Chapman, Mike Mance, Shawn Smith, Mark Dickson, Kiana Kukaua, Jason Hunter

**Online Attendees:**

Bill Murray, Matt Crum, Jamie Rose, Shawn Jack, Laura Wagner, Steve Williams

**Voting Members**

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic: Josh Hemsworth

Operations: Bill Murray

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**
  - Champion not present
  - No comments
  - Champion Vincent Allison
2. MP 679.02.99: Calibration of Concrete Continuous Mobile Mixer  
**TABLED FOR NEXT MEETING**
  - Rewrite from previous committee meeting
  - Now focuses on QC for verification of calibration now after last committee meeting's discussion
  - Champion Kiana Kukaua
3. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)  
**TABLED FOR NEXT MEETING**
  - Champion not present
  - industry/internal concerns on apprenticeship program including timing, logistics, and reciprocity
  - Champion Shane Harper
4. MP 700.00.50: Method for Acceptance of Compaction Testing  
**TABLED FOR NEXT MEETING**
  - Comment on referencing soil/stone compaction in addition to asphalt compaction for better clarity in purpose of document
  - Language cleanup in section 4.3
  - Champion Laura Wagner

5. MP 700.00.54: Procedure for Evaluating Quality Control Sample Test Results with Verification Sample Test Results  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
  - Clarification on who/what does what and shows background calculations
  - Make Attachment 2 example anonymous
  - Champion Dan Brayack
6. MP 601.00.49: Method of Test for Determining the Condition of Concrete Bridge Decks  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
  - Several updates/revision added to the previously approved version
  - Champion Andrew Thaxton

**Editorial Edits:**

1. MP 700.04.23: Operation and Emergency Procedures for Nuclear Gauges  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
  - Renamed from MA -1
  - Champion Ben Whelan
2. MP 307.00.51: Procedure for Monitoring the Activities Related to Sieve Analysis of Fine and Coarse Aggregate  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
  - Renamed from ML-25
  - Champion Thomas Ross
3. MP 601.05.50: Quality Assurance Procedures for Portland Cement Concrete  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y

Operations: Y

Technical Support: Y

- Formatting related edits
- Changed from New Business to Editorial Edit
- Champion Andrew Thaxton

**New Business:**

1. MP 604.02.40: Inspection and Acceptance Procedures for Precast Concrete Products
  - Removed 6x12 cylinders
  - Discussion about language surrounding the use of 6x12 cylinders for dry cast concrete
  - Champion Andrew Thaxton
2. MP 711.03.23: Mix Design for Portland Cement Concrete
  - Change from 2 to 3 samples and 28 day curing period for surface resistivity testing
  - Champion Andrew Thaxton
3. MP 715.14.01: Quality Assurance of Laminated Elastomeric Bridge Bearing Pads with Internal Shims
  - Champion not present
  - Editorial edits
  - Champion Jason Gum
4. MP 109.00.23: Auto-Authorization of Industry Sample Records
  - Added “fast pass” metric for industry sample record payment
  - Aiming to streamline sample record entry and subsequent payments to industry
  - Review document language
  - Champion Dan Brayack
5. MP 109.00.22: Procedure for the Submission and Documentation of Quality Control Test Results
  - Added reference to MP 109.00.23
  - Champion Dan Brayack

**Next Meeting:**

**New or Updated MPs due to the MP Chair 2-weeks before the next meeting:** July 30th

**Meeting Time/Date:** 10:00 AM, August 20, 2025

**Meeting Location:** MCS&T Conference Meeting

**Online Meeting:** Google Meet Video Conference (Link TBD)