

**Materials Procedures (MP) Committee Meeting Notes**  
**August 20, 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, Shawn Jack, Adam Boothroyd, Calvin Ratchford, Shane Harper, John Crane, Jacinda Chapman, Hao Chen, Jason Bryan, Kiana Welch, Stephen Lewis, Joshua Reese, Shawn Smith

**Online Attendees:**

Matt Crum, Scott Evans, David Withrow, Jason Taylor, Michael Terry, Jeff McGowan, Jamie Rose, George Hanna, Ted Whitmore

**Voting Members**

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic: Ted Whitmore

Operations: Jason Bryan

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**
  - Process of approving density/moisture devices
  - Question about Section 4.1 reference possibly nullifying sections 3.9 and 3.10
  - Champion Laura Wagner
2. MP 679.02.99: Calibration of Concrete Continuous Mobile Mixer  
**VOTED AND PASSED**

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

  - Now focuses on QC for verification of calibration
  - Minor fixes
  - Go through document and specify Division personnel as the verifiers
  - Add verifier field in Attachment 1 form
  - Champion Kiana Kukaua
3. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)  
**TABLED FOR NEXT MEETING**
  - Change from 3 to 5 year certifications and addition of apprenticeship requirements
  - Added acceptance of work experience for apprenticeship up to a certain amount
  - Concern in Section 6.2 over specifying full-time employees instead of general employees.

- Multiple wording and organizational fixes
  - Concern about adding leniency for failed practical exams
  - Champion Shane Harper
4. MP 700.00.50: Method for Acceptance of Compaction Testing  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
- New acceptance testing process
  - Question on the use of gauge comparison/correlation numbers in the similarity reports between QC and QA test results
  - Champion Laura Wagner
5. MP 604.02.40: Inspection and Acceptance Procedures for Precast Concrete Products  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
- Removed 6x12 cylinders
  - Added that removal from Approved fabricator list can be up to the discretion of MCS&T Director
  - Added reference to Justice Dept. if severity of list removal warrants it
  - Champion Andrew Thaxton
6. MP 711.03.23: Mix Design for Portland Cement Concrete  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
- Industry interested in movement towards allowing early reporting of surface resistivity test results. Still has to meet Spec
  - Champion Andrew Thaxton
7. MP 715.14.01: Quality Assurance of Laminated Elastomeric Bridge Bearing Pads with Internal Shims  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic: Y  
Operations: Y  
Technical Support: Y
- Editorial Edits from last version
  - Review the document with the Standards (prompted by a mistake in 8.2.2)
  - Fixes to wording, typos, and presentation

- Champion Jason Gum

8. MP 109.00.23: Auto-Authorization of Industry Sample Records

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- “Fast Pass” metric for industry sample records and subsequent payment
- Noted that 3.2 is for informational purposes only
- Specified the most recent 100 samples in section 4.2.1
- Champion Dan Brayack

9. MP 109.00.22: Procedure for the Submission and Documentation of Quality Control Test Results

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic: Y

Operations: Y

Technical Support: Y

- Adds ref to MP 109.00.23
- Minor fixes
- Champion Dan Brayack

**Editorial Edits:**

None:

**New Business:**

1. MP 700.00.53: Procedure for the Independent Assurance Program

- 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

2. MP 106.00.02: Procedure for Evaluating Products for Use in Highway Construction

- Revision of the “No APL” and “non-approval” language
- No comments
- Champion Dan Brayack

3. MP 106.10.50: WVDOH Buy America Acceptance Guidelines

- Adds that a new certificate of compliance is required upon change orders with new materials
- References a new tool
- No comments
- Champion Dan Brayack

4. 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
- Added sample calculation as attachment
  - No comments
  - Champion Dan Brayack

**Next Meeting:**

**New or Updated MPs due to the MP Chair 3-weeks before the next meeting:** September 24th

**Meeting Time/Date:** 10:00 AM, October 15, 2025

**Meeting Location:** MCS&T Library

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