

Materials Procedures Committee Regular Meeting

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

Meeting Location: MCS&T (Conference Room) – 190 Dry Branch Drive, Charleston WV, 25301

Online Meeting: Google Meet Video Conference

Online Link - (<https://meet.google.com/qaq-awvh-wcv?authuser=0>)

Files Available on ProjectWise for DOT users – See Invite or Follow P/W path:

[WVDOH ORGS\MCS&T \(0077\) - FM\Materials Procedure Committee\MP Committee Meeting Files\2025\2025 12 17 MP Meeting](#)

Files Available on Webpage:

<https://transportation.wv.gov/highways/mcst/Pages/MP-Committee-Page.aspx>

Materials Procedures – Approved at Last Meeting

1. 700.00.53 – Procedure for the Independent Assurance Program
2. 106.03.50 – General Information Guide for Technician and Inspector Certification Program (TICP)
3. 106.00.02 – Procedure for Evaluating Products for Use in Highway Construction
4. 106.10.50 – WVDOH Buy America Acceptance Guidelines
5. 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

Materials Procedures - Old Business

Number	Champion	Title	Description
1* – 106.10.51	Brayack/ Chapman	WVDOH Buy America Exception and Waiver Guidelines	Adds reference to MP 106.10.52 – WVDOH Buy America De Minimis Exception.
2* – 106.10.52	Brayack/ Chapman	WVDOH Buy America De Minimis Exceptions	Set forth instructions for De Minimis Cost for Buy America Materials requirements. This procedure is only applicable if the Special Provision for De Minimis is applied to the contract.
3* – 109.00.22	Brayack	Procedure for the Submission and Documentation of Quality Control Test Results	Update to allow using attachments for AWP Samples
4* – 110.00.41	Allison	Preparing Materials Inspection Reports	Creating a Standard Format for MIRs

<u>5* - 700.00.54</u>	Brayack	Procedure for Evaluating Quality Control Sample Test Results with Verification Quality Assurance Sample Test Results	Adds Ref Documents, cleanup and more specific language for clarity.
<u>6& - 700.04.22</u>	Wagner	Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material	Process for creating approved list for Density/Moisture Devices On Hold
<u>7* - 715.09.20</u>	Boothroyd	Standard Method for Determining the Stability of Portable Sign Stands	Adds a sample calculation to show the wind force spec limit.

Materials Procedures – Editorial Edits

-None on this Agenda

Materials Procedures - New Business with Significant or Process Updates

<u>1& - 106.00.02</u>	Brayack	Procedure for Evaluating Products for Use in Highway Construction	Product cannot be on both the APL and the QPOM. Also removed reference/section on Buy America.
<u>2& - 100.00.00</u>	Brayack	Preparing Materials Procedures	The effective date of an MP is on the next contract letting date after the date of its FHWA affirmation.
<u>3& - 401.09.40</u>	Jack	Procedure for Asphalt Mixture Plant and Truck Inspection	New document, SJ to discuss
<u>4& - 401.02.24</u>	Jack	Guide to Designing Asphalt Mixtures with Reclaimed Asphalt Pavement	Updated guidelines for reclaimed asphalt pavement mix design and production.
<u>5& - 401.02.28</u>	Jack	Guide to Designing Asphalt Mixtures Using the Superpave Volumetric Design Method	SJ to discuss.

Note 1: * Denotes this MP is up for Vote

Note 2: & Denotes this MP is not up for Vote

Comments

Comments are due December 10th, so the Champion may review and address them.

Submit comments to Adam Boothroyd (adam.o.boothroyd@wv.gov)

Next Meeting

New or Updated MPs due to the MP Chair 3-weeks before the next meeting: January 28th

Meeting Time/Date: 10:00 AM, February 18, 2026

Meeting Location: MCS&T Conference Room

Online Meeting: Google Meet Video Conference (Link TBD)

Additional MP Committee Meeting Information

For details of previous meetings, please visit the MCST MP Committee Webpage

<https://transportation.wv.gov/highways/mcst/Pages/MP-Committee-Page.aspx>

Tentative MP Committee Dates for 2026:

February 18, April 15, June 17, August 19, October 21, December 16