

**Materials Procedures (MP) Committee Meeting Notes
February 24, 2026**

Start Time: 11:00AM

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

In-Person Attendees:

Andrew Thaxton, Kristy Huffman, Dan Phipps, Shawn Smith, Reese Joshua, Vincent Allison, Kiana Welch, Josh Hemsworth, Sherlyn Bartley, Calvin Ratchford, John Cummings, Donn Cyrus, Shane Harper, Stephen Lewis, Matt Crum, Mike Mance, Daniel Brayack, Adam Boothroyd

Online Attendees:

Christopher Hatcher, Ed Waterfall, Jamie Rose, Jason K Taylor, Laura Wagner, Mark Frankenfield, Michael A Terry, Scott Evans, Shawn Jack

Voting Members

MCS&T: Andrew Thaxton

Contract Administration: Shawn Smith

Traffic Engineering: Josh Hemsworth

Operations: NA

Old Business:

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

VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic Engineering: Y

Operations: NA

- Now no product can exist on both the APL or QPOM simultaneously
- Removed reference/section on Buy America
- No comments
- Champion Daniel Brayack

2. MP 100.00.00: Preparing Materials Procedures

VOTED AND PASSED

MCS&T: Y

Contract Administration: Y

Traffic Engineering: Y

Operations: NA

- Effective date of an MP will now be the first contract letting date after its FHWA affirmation
- No comments
- Champion Daniel Brayack

3. MP 401.09.40: Procedure for Asphalt Mixture Plant and Truck Inspection

VOTED AND PASSED

MCS&T: Y

- Contract Administration: Y
Traffic Engineering: Y
Operations: NA
- New document to standardize plant/truck inspections
 - No comments
 - Champion Shawn Jack
4. MP 401.02.24: Guide to Designing Asphalt Mixtures with Reclaimed Asphalt Pavement
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
- Updated guidelines for RAP mix design/production
 - Several comments from John Crane and Jason Taylor, which were addressed and voting was approved
 - Champion Shawn Jack
5. MP 401.02.28: Guide to Designing Asphalt Mixtures Using the Superpave Volumetric Design Method
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
- Updated guidelines
 - No comments
 - Champion Shawn Jack
6. MP 700.04.22: Method for Approving Devices Used for Testing Density and/or Moisture Content of In-Place Material
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
- MP stuck in Old Business for several committees having gone through several rewrites
 - Some comments from John Crane addressed and fixed by the Champion
 - Champion Laura Wagner
7. MP 106.10.51: WVDOH Buy America Exception and Waiver Guidelines
VOTED AND PASSED
MCS&T: Y
Contract Administration: Y
Traffic Engineering: Y
Operations: NA
- Updated with new information from FHWA's final rule on manufactured products for Buy America

- Now includes info from the previous MP 106.10.52 guide for using De Minimis
- Some comments and passed with proposed changes
- Champion Daniel Brayack/Adam Boothroyd

Editorial Edits:

1. MP 679.02.99: Quality Assurance Procedures for Calibration and Approval of Concrete Volumetric Mixers
 - Language changes/corrections focused in the Yield Test section
 - No comments
 - Champion Andrew Thaxton

New Business:

1. MP 100.00.03: Method of Evaluation of Non-Standard or Non-Conforming Materials in Construction Via DMIR
 - Language change to ensure no ambiguity/discrepancy in procedure for pay penalties for absent material testing
 - No comments
 - Champion Daniel Brayack
2. MP 601.03.50: Guide for Quality Control and Acceptance Requirements for Portland Cement Concrete
 - Updated guidelines in response to update to the T600 form
 - No comments
 - Champion Andrew Thaxton
3. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)
 - Adding reciprocity for ACI Cert for PCC Inspector (for apprenticeship requirements), and allow participants to attend PCC Technician class after PCC Inspector written before receiving Inspector Cert. (still need Inspector Cert to receive Technician Cert)
 - Other language and apprenticeship/practical requirement corrections
 - Discussion ensued regarding the ACI Cert reciprocity bypassing apprenticeship requirements for PCC Inspector, and how this affects Industry
 - Champion Shane Harper/Andrew Thaxton
4. MP 711.03.26: Maintaining Specified Level of Strength in Portland Cement Concrete
 - Updated the wording on the standard deviation section/calculation to ensure no discrepancies
 - No comments
 - Champion Andrew Thaxton
5. MP 106.10.50: WVDOH Buy America Acceptance Guidelines
 - No longer references MP 106.10.52 and has updated info from FHWA's final rule on manufactured products (kits and manufactured products that also have steel and iron requirements)
 - No comments
 - Champion Daniel Brayack/Adam Boothroyd

Next Meeting:

New or Updated MPs due to the MP Chair 3-weeks before the next meeting: March 31st

Meeting Time/Date: 11:00 AM, April 21, 2026

Meeting Location: MCS&T Conference Room

Online Meeting: Google Meet Video Conference (Link TBD)