

**Materials Procedures (MP) Committee Meeting Notes  
June 2, 2026**

**Start Time:** 11:00AM

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

**In-Person Attendees:**

Daniel Shane Harper, Josh Hemsworth, Joshua Reese, Raymond Keith, Andrew Thaxton, Jacinda Chapman, Janie Adkins, Russell Kees, Kyle Stollings, Ian Shaffer, Calvin Ratchford, Kristy Huffman, Kimberly Trent, Jason Bryan, Adam Boothroyd, Dan Brayack, Mike Mance

**Online Attendees:**

Hao Chen, John Crane, Dave Hill, Shawn Jack, Laura Wagner

**Voting Members**

MCS&T: Andrew Thaxton

Contract Administration: Russel Kees

Traffic Engineering: Josh Hemsworth

Operations: Kimberly Trent

**Old Business:**

1. MP 100.00.00: Preparing Materials Procedures

**TABLED FOR NEXT MEETING**

- Update to further standardize the general structure of MPs, focused on the beginning sections
- Remove outdated links in Sections 2.3 and 8.2.2
- Discussion on including industry as recipients in Section 10.2
- Discussion on using old abbreviations in place of the ones currently in MP
- Champion Dan Brayack/ Adam Boothroyd

2. MP 106.03.50: General Information Guide for Technician and Inspector Certification Program (TICP)

**TABLED FOR NEX MEETING**

- Switching from “apprenticeship” to “Hands-On Training”
- Defines qualified person when referring to who approves 40 hours of training and new form to certify the completion of 40 hours of training
- Champion Adam Boothroyd

3. MP 106.10.50: WVDOH Buy America Acceptance Guidelines

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic Engineering: Y

Operations: Y

- Now includes new info as a result of FHWA’s final rule on manufactured products, with a focus on kits, the removal of the general waiver on manufactured products, etc.
- Champion Dan Brayack/ Adam Boothroyd

4. 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 Engineering: Y  
Operations: Y
  - Revised to allow Infrared Thermography instead of GPR for subsurface investigations
  - Restricts the use of ASTM C876 for Corrosion Potential of embedded rebar due to the error associated with epoxy coatings on the rebar
  - Champion Andrew Thaxton
  
5. MP 603.06.20: Test Method for the Determination of Bond Strength Between Prestressing Steel Strand and Self-Consolidating Concrete (SCC)  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic Engineering: Y  
Operations: Y
  - Now specified the time frame when the Peterman Beam test is conducted (28 days of cure time)
  - Champion Joshua Reese
  
6. MP 604.02.40: Inspection and Acceptance Procedures for Precast Concrete Products  
**VOTED AND PASSED**  
MCS&T: Y  
Contract Administration: Y  
Traffic Engineering: Y  
Operations: Y
  - Stated the frequency for audits on Approved Sources and the inclusion of a first time audit upon initial addition to the Approved Sources list
  - Specified that Fab Plant QC personnel must have a WVDOH PCC Inspector certification
  - Champion Joshua Reese
  
7. MP 688.02.20: Guide for Contractor's and Fabricator's Quality Control Plan for Painting  
**TABLED FOR NEX MEETING**
  - Adds procedure for the approval of contractor's quality control plan
  - Removed section that discusses required documents for paint systems not in the APL
  - Now lists required documents for paint systems on the APL
  - Comment on changing wording to make clear that the paint system must be on the APL
  - Champion Calvin Ratchford
  
8. MP 688.03.20: Guide for Development of the Contractor's Environmental Control Plan for Spent Material Prior to Painting Existing Structures  
**TABLED FOR NEX MEETING**
  - Adds procedure for the approval of contractor's environmental protection/control plan
  - Added Contractor's Environmental Protection and Work Plan as required documentation for field painting

- Champion Calvin Ratchford

9. MP 711.03.26: Maintaining Specified Level of Strength in Portland Cement Concrete

**VOTED AND PASSED**

MCS&T: Y

Contract Administration: Y

Traffic Engineering: Y

Operations: Y

- Investigated and updated the standard deviation wording/calculation to address discrepancies in the calculation between the document and software like AWP
- After comments from last committee the origin of the K factors in Attachment 1 were investigated and verified
- Champion Andrew Thaxton

**Editorial Edits:**

None

**New Business:**

None

**Next Meeting:**

**New or Updated MPs due to the MP Chair 3-weeks before the next meeting:** July 14th

**Meeting Time/Date:** 11:00 AM, August 4th, 2026

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

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