WAQTC QAC 2026 SUMMER MEETING MINUTES

Chair: Misty Miner, MDT **Coordinator:** Desna Bergold, D B Consulting	**Date:** July 13th through 17th **Time:** Mon 1:00 pm to 5:00 pm, Tues thru Thur 8:00 am to 5:00 pm, Fri 8:00 am to Noon **Location:** Residence Inn Seattle Downtown Lake Union
Attendees: Misty Miner, MDOT, Chair Gilbert Arredondo, UDOT, Vice Chair Dan Gettman, AKDOT & PF Madeline Enright, CDOT Isabelle Panos, ITD Adam Rose, ODOT Mark Willoughby, WSDOT Desna Bergold, D B Consulting Lori Copeland, D B Consulting Sharon Taylor, NDDOT – virtual Mike Wagner, AASHTO re:source - virtual	**Guests:** Garth Newman, WSDOT Luis Marquez, Kryterion Angela Street, Kryterion **Absent:** Eric Wilson, WFL-FHWA

Meeting Items:

2026 WAQTC Shared Folder 2026 QAC Summer Meeting (OneDrive)

2026 Meetings/Summer Meeting (GoogleDrive)

Review of AASHTO Revisions and QAC proposed Revisions for each procedure

- Welcome
    a. History of WAQTC – Garth Newman WSDOT
- Revisions to Aggregate Training Materials
    a. R 90, Sampling Aggregate Products
        i. AASHTO revisions
            1. New section in *Scope*, editorial, no impact
        ii. Stockpile 0.3 m (1 ft) – Gilbert
    b. R 76, Reduction
        i. AASHTO revisions
            1. New Date
            2. New *Scope*
            3. New *Significance* and Use
    c. T 255, Moisture Content of Aggregate
        i. AASHTO revisions – none
    d. T 27/T 11, Sieve Analysis (4/28)
        i. AASHTO revisions
            1. New date (both)
            2. T 27

a. Added and removed multiple referenced documents
b. Added T 30 language in *Significance* and Use
c. Add types of aggregate to *Scope*
d. Sieving requirements meet R 127
e. Oven revisions
f. Sampling: added extracted aggregate
g. *Procedure*: separated natural aggregates to Method A
h. Removed overloading language from *Procedure*
i. Check sum 0.2 percent

3. T 11
    a. Balance: class G
    b. Oven removed
    c. Added temperature for drying in 8.5

e. T 335, Fractured Particles
    i. AASHTO revisions – none
f. T 176, Sand Equivalent
    i. AASHTO revisions – editorial *Scope*
    ii. Create steps in the shaking sections – Lori
g. Exams
    i. Ex 3: vary the answers – Isabelle
    ii. All exams, vary the answers – Mark
    iii. Ex 2 and 3 Q 14, answer is too high – Mark

- Revisions to Asphalt I and II Training Materials
    a. R 97, Sampling Asphalt Mixtures
        i. AASHTO – none
        ii. Performance Exam Checklist (both): Rephrase Step 10 (oral) and 9 – Misty
        iii. Stockpile 4 increments – Misty
        iv. Add paver auger and stockpile to *Scope* – Lori
    b. R 47, Reducing Asphalt Mixtures
        i. AASHTO revisions – none
    c. T 329, Moisture Content
        i. AASHTO revisions– *Scope*
        ii. Thermometer says readable should be accurate to – Mark
    d. T 308, Asphalt Content
        i. AASHTO revisions
            1. New date
            2. *Apparatus*: add Class G 2 general purpose balance
        ii. ‘Gradation’ Step 1, ‘basket assembly’ – Mark
            1. Step 5 (both) ‘assembly’ – Lori
        iii. Performance Exam Step 13 and 14, ‘basket assembly’ – Mark
            1. S
        iv. Thermometer does not match AASHTO – Mark
        v. Change General Step 1 to a bullet – Desna
            1. Create two separate bullets – Lori
    e. T 209, G_{mm}
        i. AASHTO revisions – none
        ii. Thermometer needs updating – Mark
    f. T 166, G_{mb}
        i. AASHTO revisions – none
        ii. Thermometer needs updating – Mark

iii. Performance exam checklist
1. add checking overflow and balance in Method C/A – Mark
2. Break up steps SSD – Lori
3. Standard use of towel – Lori

g. R 66, Sampling Asphalt Material
i. AASHTO revisions – none
ii. Review header update
iii. Proposed revisions – Mark

h. T 30, Sieve Analysis
i. AASHTO revisions – none
ii. Blur sieve number for washing picture – Dan

i. T 312, Gyratory
i. AASHTO revisions
1. New date
2. New *Significance* long term conditioning R 121
ii. Thermometer needs updating – Mark
iii. Height requirements of specimen – Mark/D B Con
iv. Report on AASHTO drafted revisions and status – Desna

j. TM 13, Volumetrics
i. R 35 AASHTO revisions
1. New date
2. New *Scope* section
3. Added references to M 332

k. Exams
i. Asphalt II Exam 2 Q11 – Isabelle
ii. Percent fail. Asphalt II Exam TM 13 – Desna

- Revisions to Concrete Training Materials
a. TM 2 Sampling
i. AASHTO revisions to R 60 – none
ii. PowerPoint Rework Steps 1, 2, and 3 – Misty

b. T 309, Temperature
i. AASHTO revisions – none

c. T 119, Slump
i. AASHTO revisions – none
ii. Possible revisions - Adam

d. T 121, Density
i. AASHTO revisions
1. *Apparatus*: Tamping rod
2. *Apparatus*: Internal Vibrator
ii. Volume of measure is 0.0001 should be 0.001 – Adam
iii. Rework Steps 1, 2, and 3 – Misty
iv. Consolidation by vibration: how to determine too much or too little – Misty

e. T 152, Air Content
i. AASHTO revisions – none
ii. Consolidation by vibration: how to determine too much or too little – Misty

f. R 100, Test Specimens
i. AASHTO revisions
1. New Date
2. *Scope*: applicability of method,
3. Initial Cure:
a. Move within 15 minutes,

b. Protection sunlight and radiant,
c. Record minimum/maximum temperature

ii. New revision date
iii. Consolidation by vibration: how to determine too much or too little – Misty

g. Exams
i. New exam questions

- Revisions to Embankment/Base and In-Place Density Training Materials
  a. T 255/T 265, Moisture Content of Soil
     i. AASHTO revisions – none
  b. T 99/T 180, Moisture-Density Relations
     i. AASHTO revisions
        1. New date
        2. Add Note 8 (Note 4 in FOP) Moisture sample for degradable.
     ii. An oven conforming to the requirements of T 265
  c. R 75, Developing a Family of Curves
     i. AASHTO revisions
        1. New date
        2. Revise title to '*R 75, Developing a Family of Curves using Soil Moisture–Density Relations*'
        3. Change 'group' back to 'family' throughout
        4. Revise title of Figure 1
     ii. Add 'soil' in front of moisture-density relations
     iii. Add Note 2
     iv. Performance Exams – reword instructions – Desna
     v. Terminology – at least three – Dan
  d. T 272, One-Point Method
     i. AASHTO revisions – editorial
     ii. Change 'group' back to 'family' throughout
        1. Revise title of Figure 1
     iii. Reference Curve vs. Individual Curve vs. Family of Curves
  e. T 85, G_{sb} Coarse
     i. AASHTO revisions
        1. New date
        2. Terminology 'considered dry'
        3. *Apparatus*: Oven
     ii. Add thermometer for measuring the water tank
  f. T 310, In-place Density and Moisture Content of Soil-Aggregate
     i. AASHTO revisions - none
     ii. Revision proposal from Winter Meeting gauge positioning – Adam
  g. T 355 In-place Density of Asphalt
     i. AASHTO revisions
     ii. Revision proposal from Winter Meeting, gauge positioning – Adam
  h. Exams
     i. Ex1 T 85 doesn't have variables identified – Misty
     ii. Replace 'shoulds' – Mark
- Revision to Self-Consolidating Concrete Module Training Materials
  a. T 347/T 351, Slump Flow and VSI
     i. AASHTO revisions
        1. New date (both)
        2. *Apparatus* – scoop and strike-off bar
        3. Revisions consistent with WAQTC's proposals

    b. T 345, J-Ring
        i. AASHTO revisions
            1. New date
            2. Instructions on measuring
    c. TM 18, Penetration
        i. ASTM revisions - none
    d. TM 19, Column
        i. ASTM revisions - none
    e. Exams
- Revisions to General Training Materials
- Revision Strike-out colors - Mark
- FOP library
    a. T 84, G_{sb} Fine
        i. Match FOP for T 166 thermometer – Desna
    b. R 64 Performance Exam Checklist – Dan
    c. Archive WAQTC TM 17, Determination of Theoretical Maximum Dry Density
- Revision review assignments
- Training Materials Quality Assurance Plan
- Training Materials Revision and Exam Checklists

WAQTC ITEMS
- Third-Party Exam Delivery
    a. How many retests to allow – Mark
    b. Webassessor Quality Assurance Plan
- Accessibility Workplan
    a. ADA Task Force
- Website
    a. Posting protected Word files to the website
    b. WAQTC Website Update Process and Quality Assurance Plan

ORGANIZATION DOCUMENTS/OPERATIONS MANUAL
- Suspension list in Google sheets – include in Operations manual?
- Administration Manual and RPIH.
- Style Guide
    a. Use of numerals and hard spaces – Desna
    b. Terminology guidelines for FOPs – Winter meeting
    c. Guidelines for Terminology in General – Winter meeting
- Strategic Plan

QAC WINTER MEETING ACTION ITEM FOLLOW UP
- R 18 revisions – QAC Winter Meeting – Mike Wagner Wed. 10:00 am
- AASHTO proposals
    a. R 100 Task Force – Gilbert and Madeline
- ACI-CFT review – QAC Winter Meeting – Gilbert and Mark

ADDITIONAL ITEMS

- Report from Executive Board meetings
- 2027 QAC Winter and Summer Meeting locations
- Other items

Topic	Discussion / *Decision*	Action Required By:
WELCOME	Misty Miner, MDT and Qualification Advisory Committee (QAC) Chair, welcomed the committee members to Seattle. Misty asked everyone to introduce themselves. Dan Gettman, AKDOT, said hi. He said that he has been a member of the QAC since 2015. Mark Willoughby, WSDOT, joined the QAC in 2023. Gilbert Arredondo, UDOT and QAC Vice Chair, said that he joined the QAC in 2013. Misty said that she has been a member since 2009 and chair since 2023. Adam Rose, ODOT, said he just joined in 2025, and this is his first meeting in person. Isabelle Panos, ITD, also joined in 2025. Madeline Enright, CDOT, joined in 2024. Lori Copeland, D B Consulting, said that she represented ITD on the QAC from 2019 to 2025. She separated from ITD and joined D B Consulting in 2025. Desna Bergold, D B Consulting, represented UDOT from 2002 to 2007. She separated from UDOT and formed D B Consulting in 2010. Desna has been WAQTC's coordinator since. Misty indicated that Sharon Taylor, NDDOT, would join the meeting virtually when she is able. *Discussion item.*	
WAQTC HISTORY	*History of WAQTC by Garth Newman, WAQTC Founding Member.* Garth Newman, WSDOT, formerly of ITD, is a WAQTC founding member. Garth was also the first QAC Chair and remained in the position until 2018. Garth was asked by WSDOT to present a history of the WAQTC to the QAC and Executive Board. Garth discussed the Federal Highway Administration (FHWA) requirements established in 1995 under 23 CFR Part 637, which required personnel performing acceptance testing to be qualified by June 29, 2000. This prompted the creation of many formalized certification/qualification programs. He explained how	

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	representatives from Idaho, Oregon, and Washington worked under Howe Crockett, formerly FHWA Region 10, to develop a regional qualification program instead of each state creating its own program. Garth reviewed the benefits of a regional approach, including reduced costs, time, and manpower, while acknowledging the challenges of moving away from long-established individual state practices. Garth shared the development of the organization, including its original name, Northwestern Alliance for Quality Transportation Construction (NAQTC), and the creation of an Operational Agreement and Bylaws. Instead of forming a non-profit, which at least one agency was not allowed to do, they decided to form a partnership under the Transportation Pooled Fund (TPF) program. Garth discussed the contribution of the original working groups that developed the qualification modules, technician qualification requirements, and laboratory qualification procedures. He recounted the decision to adopt AASHTO standard practices and methods where possible and develop original WAQTC methods where necessary. At that time, one of the original states had legally defined ‘certification’ to exclude personnel. Because of this, the founders chose to use the term ‘qualification.’ Garth then summarized the development of the original training materials and examinations Soon after, additional agencies joined prompting the name change to the Western Alliance Quality for Transportation Construction, the current WAQTC. WAQTC began to contribute to AASHTO standards, providing standard development and revisions, as well as representation on the AASHTO Committee on Materials and Pavement (COMP), formerly the Subcommittee on Materials (SOM). Later, WAQTC began contracting consultant support. Following the presentation, the committee thanked Garth for documenting the organization's history and recounted the continued success of WAQTC and the TPF. Misty suggested that future versions of the presentation include additional information describing what is included in a	

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	qualification package, such as training materials, written and performance examinations, website support, reciprocity, QAC activities, and online testing, to better communicate the value of the program. Garth agreed and said he will be adding more content to this presentation for the Executive Board. Garth will be adding more about WAQTC funding and the TPF for a presentation to the Executive Board. *Garth's presentation will be included in the Qualification Advisory shared folder in OneDrive and Google Drive.*	D B CONSULTING

REVIEW OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE

AGGREGATE (AGTT)

R 90	*FOP for AASHTO R 90, Sampling Aggregate Products* <u>Revisions proposed before the meeting:</u> During the 2026 QAC Winter Meeting, Gilbert suggested revising the Field Operating Procedure (FOP) in the training materials to match AASHTO R 90. In the FOP 'Stockpiles Method A – Loader Sampling' section, the loader should enter the stockpile 1 ft above ground level instead of the current 6 in. The committee agreed. <u>2026 AASHTO revisions:</u> - New section in *Scope*, editorial, no impact <u>Revision discussion</u> Although the revisions in the AASHTO practice did not impact the training materials, the committee discussed the addition of the following in the *Scope* section of the AASHTO standard: > The text of this standard refers to notes and endnotes that provide explanatory material. These notes and endnotes (excluding those in tables and figures) shall not be considered as requirements of the standard. This statement has been added to many of the AASHTO standards. There is no similar statement in the WAQTC documents, although it is common practice that notes are not mandatory. Desna volunteered to find an appropriate location for the information and draft the statement.	

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	Proposed revisions to the training materials: **FOP** - New revision date - Method A – Loader sampling, change 150 mm (6 in.) to 0.3 m (1 ft) **Performance Exam Checklists (both)** - Method A – Loader sampling, change 150 mm (6 in.) to 0.3 m (1 ft) **PowerPoint** - Method A – Loader sampling, change 150 mm (6 in.) to 0.3 m (1 ft) - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *Desna will draft a statement that notes in the training materials are nonmandatory in the appropriate location for the 2027 QAC Winter Meeting.*	D B CONSULTING DESNA BERGOLD
R 76	*FOP for AASHTO R 76, Reducing Samples of Aggregate to Testing Size* There were no revisions proposed before the meeting. 2026 AASHTO revisions: - New revision date - Revisions in *Scope* and *Significance and Use* Revision discussion As with AASHTO R 90, the AASHTO revisions in *Scope* and *Significance and Use* do not affect the training materials except for the new revision date for the AASHTO practice reference. Desna noted that many years ago the committee decided that when the AASHTO standard is assigned a new revision date, the *Scope* of the FOP would list that date in its reference to the AASHTO standard. The FOP would also receive a new revision date. The FOP is not impacted when the AASHTO standard is reconfirmed, which is in parentheses after the revision date.	

Topic	Discussion / *Decision*	Action Required By:
	While reviewing the method, Gilbert pointed out that the *Alternative to Mechanical Splitter Check* splitting diagrams in the student FOP can be confusing. Technicians think they must perform both actions depicted in Figures 1 and 2. D B Consulting will consider how to improve the figures in the upcoming revision process. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - New AASHTO date **Performance Exam Checklist** - None **PowerPoint** - None *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *D B Consulting will review the student layout figures of splitting alternatives.*	D B CONSULTING
T 255	*FOP for AASHTO T 255, Total Evaporable Moisture Content for Aggregates* <u>There were no revisions proposed before the meeting.</u> <u>There are no revisions to the 2026 AASHTO</u> *There are no revisions to the 2026 Training Materials.*	
T 27/T 11	*FOP for AASHTO T 27/T 11, Sieve Analysis of Fine and Coarse Aggregates and Materials Finer Than 75-µm (No. 200) Sieve in Aggregates by Washing* <u>Revisions proposed before the meeting:</u> Desna suggested revisions in the *Significance* section of the student FOP. These revisions are mostly editorial. It states that a gradation curve is created in this test. A curve is not plotted in the procedure, but it could be from the results.	

Topic	Discussion / *Decision*	Action Required By:
	2026 AASHTO revisions: AASHTO has been working toward harmonizing AASHTO T 27 and T 30, they are both sieve analyses, the first on natural aggregate and the second on extracted aggregate. These revisions include: - New revision date (both) - T 27 ▪ Added and removed multiple referenced documents ▪ Added T 30 language in *Significance and Use* ▪ Sieving requirements meet R 127 ▪ Oven revisions ▪ Sampling: added extracted aggregate ▪ *Procedure*: separated natural aggregates ▪ Removed overloading language from *Procedure* ▪ Revised the amount of acceptable loss or gain before and after sieving to 0.2 percent (WAQTC refers to this as value and process the 'check sum') - T 11 ▪ Balance: class G ▪ Oven removed Revision discussion Desna and Lori drafted revisions in the FOP to match the AASHTO revisions. While reviewing the draft FOP, the committee discussed the addition in the AASHTO of temperature restrictions for extracted aggregate while drying after washing. The version drafted in AASHTO T 27 in the AASHTO Library, states 'Dry to constant mass according to T 255 at 110 ± 0.5°C (230 ± 0.5°F).' It does not list the temperature range for other materials. This temperature range was not in the balloted version. Misty, who was on the task force for these revisions, has been in contact with Matthew Beeson, Technical Subcommittee (TS) 1c chair. Desna pointed out that the AASHTO standard's new revisions reference *AASHTO R 127, Time Evaluation for Mechanical Shakers* instead of Annex B, which was deleted. The committee decided that WAQTC is not prepared to eliminate the annex	

Topic	Discussion / *Decision*	Action Required By:

	addressing time evaluation from the FOP at this time. D B Consulting volunteered to draft an FOP for AASHTO R 127 for incorporation in the training materials as a standalone FOP or as an annex next year.
	
	The committee discussed the potential issues related to the addition of AASHTO T 30 in AASHTO T 27. It may create a push from industry for acceptance testing personnel to be allowed to perform asphalt gradations with an AgTT certification. Some committee members said that this would require a change in their specifications.
	
	After reviewing the drafted FOP, the committee discussed the possibility of not including the steps for extracted aggregate this year as the current *AASHTO T 30, Mechanical Analysis of Extracted Aggregate*, is not being discontinued yet. The committee voted and decided that the FOP would not include the steps for extracted aggregate as the FOP for AASHTO T 30 will remain in the AsTT I and AsTT II modules.
	
	Misty advised the committee members to be prepared for the addition of the FOP for AASHTO T 30 to the FOP of AASHTO T 27/T 11 next year.
	
	<u>Proposed revisions to the training materials:</u>
	
	FOP
	
	- New revision date
	- New AASHTO date
	- Untracked: slide number text box in short accidentally pasted from Student.
	- In *Scope* add (in red):
	  ▪ This FOP covers sieve analysis of natural aggregates and other materials being used as aggregates
	  ▪ AASHTO T 27-26 covers the sieve analysis of aggregate extracted from asphalt mixtures, which is not included in this FOP.
	- Sample Preparation and Selection Procedure, add: For natural aggregates or materials being used as aggregates.
	- Change check sum to 0.2 percent	

Topic	Discussion / *Decision*	Action Required By:
	- Make sieve shaking its own step in all methods **Performance Exam Checklist** - Check sum 0.2 in all **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *D B Consulting will draft an FOP for AASHTO R 127 for incorporation in the training materials as a standalone FOP or as an annex next year.* *Misty will provide new photos of the wash sieves for student manual and PowerPoint presentation.*	D B CONSULTING MISTY MINER
T 335	*FOP for AASHTO T 335, Determining the Percentage of Fracture in Coarse Aggregate* There were no revisions proposed before the meeting. There are no revisions to the AASHTO method in 2026. *There are no revisions to the 2026 Training Materials.*	
T 176	*FOP for AASHTO T 176, Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test* Revisions proposed before the meeting: Lori proposed revisions to create sub steps for the different shaking options. Currently they are in paragraph format. She also suggested making the 'Caution' regarding the operator a note. Desna recommended breaking up the clay reading and sand reading into separate steps. 2026 AASHTO revisions: - New revision date - New section in *Scope*, editorial, no impact Revision discussion Adam brought up that ODOT is concerned that quality acceptance and quality control test results were not matching. He believes that fines are not being cleaned all the way off the coarse particles, which could alter the results. Desna suggested	

Topic	Discussion / *Decision*	Action Required By:
	that Step 2, which covers breaking up clods and cleaning the fines from coarse particles, be broken into two steps. Madeline proposed adding 'repeat as necessary' to Step 2 to indicate that it is a process. The committee agreed. Gilbert pointed out that the cylinder is described as a 'graduated plastic cylinder' in *Apparatus* and a 'graduated cylinder' thereafter. He thought it should be consistent and perhaps a 'graduated plastic cylinder' throughout. It was proposed that the listing in *Apparatus* be changed to 'Cylinder: a graduated plastic cylinder' then 'cylinder' could be used throughout. The committee agreed. Mark said that the FOP sub step edits should be proposed revisions to the AASHTO standard and asked that is be included on the 2027 QAC Winter Meeting agenda. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - Define the cylinder as 'graduated plastic cylinder' then use 'cylinder' throughout - Step 2 add 'Repeat as necessary' - Create new Step 3 from second sentence in Step 2 - Create sub steps for the three shaking methods with defined directions - Make the 'Caution' referring to additional operator qualifications a note - Create clay reading steps - Create separate sand reading steps **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING

Topic	Discussion / *Decision*	Action Required By:
	D B Consulting will add create sub steps to the 2027 QAC Winter Meeting agenda.	
EXAMS	*Aggregate Written Examinations* Revisions proposed before the meeting Revisions made to reflect changes in the procedures. Revision Discussion Misty reminded the committee to write questions for the Aggregate written exams to replace the True/False questions and to vary the answers. *Committee members: refer to the exam errata for specific revisions.* *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *QAC will revise and develop new questions for the Aggregate Exams.*	D B CONSULTING QAC MEMBERS

ASPHALT TEST METHODS (ASTT I AND II)

R 97	*FOP for AASHTO R 97, Sampling Asphalt Mixtures* Revisions proposed before the meeting: During the 2026 QAC Winter Meeting, Misty proposed updating the number of increments obtained when sampling from a stockpile to match the increments obtained from a stockpile in the FOP for AASHTO R 90. Misty also requested a revision to Step 10 of the Oral Performance Exam Checklist, Lori drafted these revisions. While reviewing the FOP for edits, Lori also noticed that the paver auger and stockpile methods were missing from the *Scope*. There are no revisions to the AASHTO practice in 2026. Revision discussion: Desna and Lori drafted the requested revisions in the FOP and Oral Performance Exam Checklist. The committee reviewed and approved the draft revisions. During the draft review of the checklist the committee decided to revise Step 8c to begin 'Obtain' instead of 'Take'.	

Topic	Discussion / *Decision*	Action Required By:
	Proposed revisions to the training materials: **FOP** - New date - *Scope* – Add paver augers and stockpile - Stockpiles – Method 1 – Loader: ▪ Add new Step 5: Visually divide the flat surface into four quadrants. ▪ Add to 'each quadrant' in new Step 6 **Performance Exam Checklist** - New date - Repeat Step 9 'Increments combined to form a sample?' in all the applicable locations **Oral Performance Exam Checklist** - New date - New Step 8c.: Visually divided into four quadrants? - Add to new Step 8d: four increments . . . each quadrant - New Step 10: What is the last step after increments are obtained? **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
R 47	*FOP for AASHTO R 47, Reduction of Asphalt Materials* There were no revisions proposed before the meeting. There are no revisions to the AASHTO method in 2026. *There are no revisions to the 2026 Training Materials.*	
T 329	*FOP for AASHTO T 329, Moisture Content of Asphalt Mixtures by Oven Method* Revisions proposed before the meeting: Mark proposed updating the thermometer description to match the AASHTO standard.	

Topic	Discussion / *Decision*	Action Required By:
	Isabelle asked about questions on the written exams that are based on content in the *Significance* section. The *Significance* section is included in the student version of the FOP, not the shortform. 2026 AASHTO revisions: - New section in *Scope*, editorial, no impact Revision discussion The committee reviewed the requirements for the thermometer in the AASHTO standard. Mike Wagner, AASHTO re:source, shared re:source's definitions of 'readable' and 'accurate,' which are not the same. Mark proposed matching the AASHTO language and temperature range. The committee agreed. The committee discussed Isabelle's question about a written exam question based on content in the *Significance* section and decided that in order use the question on the written exam the related language will be moved to the *Overview* section which is in all versions of the FOP. D B Consulting will draft a revised *Significance*. Misty suggested that WAQTC should propose changing the Fahrenheit range conversion to 4°F instead of 3.6°F in the requirements for a thermometer in the statement 'accurate to ±2°C (±3.6°F)' in the AASHTO standard. Misty asked that it be included on the 2027 QAC Winter Meeting agenda. Proposed revisions to the training materials: **FOP** - New date - Move paragraph on moisture remaining in asphalt mixtures from *Significance* in the Student version to the *Overview* in both. - Revise thermometer in *Apparatus* to accurate to ±2°C (±3.6°F) **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP	

Topic	Discussion / *Decision*	Action Required By:
	These revisions will be included in the 2026 Training Materials pending Executive Board approval. *D B Consulting will add thermometer accuracy to the 2027 QAC Winter Meeting agenda.* *D B Consulting will draft a revised* Significance *statement in the student version of the FOP.*	D B CONSULTING
T 308	*FOP for AASHTO T 308, Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method* <u>Revisions proposed before the meeting:</u> Mark proposed that *Gradation* step 1 should read 'basket assembly' instead of 'baskets.' He also proposed that Performance Exam Checklist use the term 'basket assembly' instead of 'baskets.' While reviewing Mark's proposed revisions, Lori noticed that the term 'sample basket assembly' was used inconsistently throughout the FOP and Performance Exam Checklist and she proposed further revisions. Mark also had this FOP on his list of revisions to the thermometer requirements in *Apparatus*. Desna proposed splitting *General* Step 1 into two bullet points to avoid the presentation having consecutive slides with Step 1. <u>2026 AASHTO revisions:</u> - New date - *Apparatus*: add Class G 2 general purpose balance <u>Revision discussion</u> During the committee review of the draft proposed edits, Misty proposed that the FOP match the AASHTO standard's use of 'specimen' and 'specimen basket assembly' instead of 'sample' and 'sample basket assembly.' The committee agreed and decided to change all references across the training materials in the FOP for AASHTO T 308. Misty also asked to add the review of standard use of 'specimen' and 'specimen basket assembly' in the AASHTO standard to the 2027 QAC Winter Meeting agenda.	

Topic	Discussion / *Decision*	Action Required By:
	Proposed revisions to the training materials: **FOP** - New revision date - New AASHTO date - Change ‘sample’ to ‘specimen’ throughout - Use ‘basket assembly’ instead of basket throughout - Revise the ignition furnace description in *Apparatus* - Change General section to bulleted list **Performance Exam Checklist** - New revision date - Change ‘sample’ to ‘specimen’ throughout - Steps 13 and 14 ‘basket assembly’ instead of ‘basket(s)’ **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *D B Consulting will add ‘specimen’ and ‘specimen basket’ review to the 2027 QAC Winter Meeting agenda.*	D B CONSULTING
T 209	*FOP for AASHTO T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures* Revisions proposed before the meeting. Mark also had this FOP on his list of revisions to the thermometer requirements in *Apparatus*. There are no revisions to the AASHTO method in 2026. Revision discussion D B Consulting proposed a draft revision of the thermometer in the *Apparatus* in the FOP. The committee reviewed the draft revisions. Mike helped to draft language in the *Apparatus* section to include the readability and accuracy from the standard. Misty proposed changing the listed temperature range to ‘that includes the test temperature range’ instead. The committee agreed.	

Topic	Discussion / *Decision*	Action Required By:
	Proposed revisions to the training materials: **FOP** - New revision date - Revise thermometer requirements in *Apparatus* to: Thermometer: An immersion thermometer readable to at least 0.1°C (0.2°F), with a range that includes the test temperature range, and accurate to 0.5°C (1°F). **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 166	*FOP for AASHTO T 166, Bulk Specific Gravity (Gmb) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens* Revisions proposed before the meeting: Mark proposed updating the thermometer to match AASHTO. Mark also proposed adding 'checking the overflow' and 'zeroing the balance' in Method C/A of the Performance Exam Checklist. While reviewing Mark's proposed edits to the Performance Exam Checklist, Lori saw that in the section for 'determining SSD,' the reference to 'towel' was different in each of the methods. She drafted a proposal to break up the steps and used 'damp cloth towel' from the *Apparatus* section. There are no revisions to the AASHTO method in 2026. Revision discussion The committee reviewed the thermometer requirements in the FOP and decided to use the same as used in the FOP for AASHTO T 209. The committee also reviewed the drafted Performance Exam Checklist. Misty suggested updating all references of 'sample' to 'specimen.' The committee agreed with the revisions and approved the draft.	

Topic	Discussion / *Decision*	Action Required By:
	Proposed revisions to the training materials: **FOP** - New revision date - Revise thermometer requirements in *Apparatus* to: Thermometer: An immersion thermometer readable to at least 0.1°C (0.2°F), with a range that includes the test temperature range, and accurate to 0.5°C (1°F). - Change 'sample' to 'specimen' throughout **Performance Exam Checklist** - New date - Change 'sample' to 'specimen' throughout - Create sub steps for steps with multiple criteria - Add checking the overflow and balance in Method C/A **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
R 66	*FOP for AASHTO R 66, Sampling Asphalt Materials* Revisions proposed before the meeting: During the 2026 QAC Winter Meeting, Mark proposed overhauling the FOP to be more like other FOPs. WSDOT and D B Consulting drafted the proposed revisions into standard FOP format and proposed additional revisions that are similar to the AASHTO standard and other FOPs for sampling. Desna suggested including the safety statement from the FOP for AASHTO R 97. She also recommended changing the *Apparatus* title back to *Containers* to match the AASHTO standard. Lori suggested including 'emulsifier' in the definition of 'emulsified asphalt.' Revisions discussion Adam suggested revising 'skin' to 'skin formation' in Step 3. Dan pointed out that the note should not be a note and instead proposed adding, 'Do not submerge the sample container in	

Topic	Discussion / *Decision*	Action Required By:
	solvent or wipe it with a solvent saturated cloth,' to the container requirement. The committee agreed. The committee reviewed and approved the proposed revisions. The committee also reviewed the FOP Library Performance Exam Checklist but did not revise it. <u>There are no revisions to the AASHTO method in 2026</u>. **FOP** - New revision date - Revised paragraphs to steps and further revisions to flow more like other FOPs - Add the safety disclaimer in *Scope* - Remove Note - After container requirement add 'Do not submerge the sample container in solvent or wipe it with a solvent saturated cloth'. - Revised 'formation' to 'skin formation' in Step 3. **Review Questions (editorial)** - Header revise 'T 66' to 'R 66' **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 30	*FOP for AASHTO T 30, Mechanical Analysis of Extracted Aggregate* <u>Revisions proposed before the meeting:</u> Dan requested that the sieve number be blurred in the washing picture, it does not conform to this method <u>There are no revisions to the AASHTO method in 2026.</u> <u>Revisions discussion</u> Desna blurred the current sieve number in the student manual for now. The committee agreed with that proposal.	

Topic	Discussion / *Decision*	Action Required By:
	Misty volunteered to provide new sieve photos for the FOP for AASHTO T 27/T 11 PowerPoint presentation and a complete series for the sieve analysis of a burned aggregate for the FOP for AASHTO T 30 PowerPoint presentation. <u>Proposed revisions to the training materials:</u> **FOP (editorial)** - Student pg. 10-3 blur sieve number in the picture **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *Misty will provide new photos for the student manual and PowerPoint presentation.*	D B CONSULTING MISTY MINER
T 312	*FOP for AASHTO T 312, Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor* <u>Revisions proposed before the meeting.</u> Mark proposed updating the thermometer to match AASHTO. Mark asked to replace 'should' with 'shall' in *Sample Preparation*, so that the specimen is required to meet the specified height. As this statement is in sample reduction, the amount required to achieve the specified height may not yet be known. D B Consulting proposed a different revision. <u>2026 AASHTO revisions:</u> - New date <u>Revision discussion</u> Mark proposed leaving the statement as 'should' but making Note 7 required instead of a note. Note 7 says, 'If the specimen is not 115 ±5 mm, follow agency requirements.' Desna explained that the AASHTO section that includes the required height is for mix design purposes. The FOP refers to the AASHTO standard for laboratory produced specimens but does not include the steps. Desna suggested removing the note and	

Topic	Discussion / *Decision*	Action Required By:
	revising the statement to 'If the specimens are to be used for the determination of volumetric properties, the compacted specimen must be 115 ±5 mm in height at the desired number of gyrations. If the compacted specimen is not 115 ±5 mm, follow agency requirements.' The committee approved the draft edits proposed. <u>Proposed revisions to the training materials:</u> **FOP** - New date - New AASHTO date - Revise thermometer range to match AASHTO - Remove Note 7 - After Step 12 add: If the specimens are to be used for the determination of volumetric properties, the compacted specimen must be 115 ±5 mm in height at the desired number of gyrations. If the compacted specimen is not 115 ±5 mm, follow agency requirements. **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
TM 13	*WAQTC TM 13, Volumetric Properties of Asphalt Mixtures* <u>No revisions proposed before the meeting.</u> <u>2026 related AASHTO R 35</u>. - New date - New *Scope* section - Added references to *M 332, Performance-Graded Asphalt Binder Using Multiple Stress Creep Recovery (MSCR) Test* <u>Revision discussion</u> Desna suggested the committee keep an eye on AASHTO R 35. Misty agreed and thanked Desna for the reminder. There are no updates recommended.	

Topic	Discussion / *Decision*	Action Required By:
	Adam asked why WAQTC has WAQTC TM 13 and doesn't just use AASHTO R 35. Misty explained that ODOT originally proposed removing the additional requirements and using just what is necessary to determine volumetric properties of plant produced asphalt mixtures. *There are no revisions to the 2026 Training Materials.*	
EXAMS	*Asphalt Written Examinations* <u>Revisions proposed before the meeting:</u> - Editorial revisions. *Committee members: refer to the exam errata for specific revisions.* *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING

CONCRETE (CTT)

TM 2	*WAQTC TM 2, Sampling of Freshly Mixed Concrete* <u>Revisions proposed before the meeting:</u> Misty requested a revision to the PowerPoint presentation. On Slide 11, she would like 'Obtain representative sample' and 'requirements' bulleted and Step 1 to be 'Dampen the receptacle.' <u>There are no revisions to the related AASHTO R 60 in 2026</u>. <u>Revision discussion</u> The committee reviewed the procedure and the PowerPoint presentation and decided that on Slide 11, Step 1 will be 'Use every precaution to obtain representative samples' followed by the requirements. Step 2 will be 'Dampen receptacle, empty excess water;' and Step 3 will be 'Obtain the sample…' <u>Proposed revisions to the training materials:</u> **FOP** - None **Performance Exam Checklists** - None	

Topic	Discussion / *Decision*	Action Required By:
	PowerPoint - Revisions to Slide 11 ▪ Step 1 ‘Use every precaution to obtain representative samples’ ▪ Step 2 ‘Dampen receptacle, empty excess water’ ▪ Step 3 ‘Obtain the sample using one of the following methods.’ *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 309	*FOP for AASHTO T 309, Temperature of Freshly Mixed Hydraulic Cement Concrete* There were no revisions proposed before the meeting. Discussion item Misty recommended that the committee keep an eye on the upcoming thermometer requirements revisions in the AASHTO standards Mike mentioned. They could affect this FOP. There are no revisions to the AASHTO method in 2026. *There are no revisions to the 2026 Training Materials.*	
T 119	*FOP for AASHTO T 119, Slump of Hydraulic Cement Concrete* Revisions proposed before the meeting: The committee proposed revisions to the AASHTO standard during the 2026 QAC Winter Meeting. The Executive Board revised the proposal during the 2026 Executive Board Spring Meeting. Generally, the FOPs can add directions in the training materials that do not conflict with the AASHTO standard, the revisions proposed for the AASHTO standard can be incorporated into the FOP now. There are no revisions to the AASHTO method in 2026. Revision discussion The committee determined that there was nothing in the AASHTO proposals that conflicts with the AASHTO standard, and as the board has already approved the revisions to propose to AASHTO, the FOP can be revised to match.	

Topic	Discussion / *Decision*	Action Required By:
	While reviewing the proposed updates to the performance exam, Dan pointed out the word 'deep' needed to be removed from Steps 5 and 8. The committee agreed. <u>Proposed revisions to the training materials:</u> **FOP** - New revisions date - Step 2, add 'nonabsorbent base or base plate' - Create Step 3 from the second half of Step 2 and revise to 'Place the base or base plate on a stable, rigid, flat surface. Ensure the base or base plate is level, firm, and free of shifting or vibration.' - Renumber remaining steps **Performance Exam Checklist** - New revision date - Step 1, replace floor with base - New Step 2 'Base or base plate placed on a stable rigid, flat surface?' - New Step 3, add or 'base plate' in first sentence and 'level and' in second. - Create sub steps for steps with multiple criteria - Remove 'deep' from Steps 5 and 8 **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 121	*FOP for AASHTO T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete* <u>Revisions proposed before the meeting:</u> Adam pointed out that the volume of the measure is reported to the thousandths, the example in the FOP is in the ten thousandths. Misty asked to rework Steps 1, 2, and 3 of the Performance Exam Checklist. Lori drafted Steps 3, 6, and 9 with sub steps.	

Topic	Discussion / *Decision*	Action Required By:
	Misty also asked for the PowerPoint presentation to be revised. The sampling slide has Step 1, and the next slide is from *Procedure*, with another Step 1. Desna suggested that the sampling Step 1 be revised to a bullet in the FOP and on the slides. Misty also proposed that the instructor's notes on Slide 17 include instructions on identifying proper vibratory consolidation and over-consolidation. She would like to add: How do you know you have vibrated enough or what over vibration looks like? • Proper vibration is indicated when large air bubbles stop rising and the surface looks relatively smooth and glossy. • Insufficient vibration is indicated by visible voids, honeycombing, or uneven consolidation. • Over-vibration indicated by segregation, excessive mortar at the surface, may result in loss of entrained air. On the Performance Exam Checklist, Lori recommended creating sub steps from the steps with multiple actions. <u>2026 AASHTO revisions:</u> - New Date - *Scope* added 'applicability of method' - Revised tamping rod diameter requirement to 0.625 ± 0.0625 in. - Added vibratory frequency check time frame. <u>Revision discussion</u> The committee decided that changing the diameter of the rod from a fraction to a decimal was unnecessary and decided the FOP would not follow suit. The committee discussed the vibrator check and decided they would prefer to include it as a note. The committee decided that the information on proper internal vibration would be a good addition to the instructor's notes in the PowerPoint presentation. Gilbert liked the new sub steps on the Performance Exam Checklist and asked D B Consulting to carry those into the	

Topic	Discussion / *Decision*	Action Required By:
	Performance Exam Checklists for the FOPs for AASHTO T 152 and R 100. The committee agreed. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - New AASHTO date - Add Note 1: Check the vibrating frequency at least every two years unless the manufacturer recommends a shorter interval. - Make Step 1 under *Sampling* a bullet instead of a number. - Revise the volume of the measure in examples to a thousandth decimal place - Correct values in examples **Performance Exam Checklist** - New date - Create sub steps for Steps 3, 6, and 9 **PowerPoint** - Revisions to match the FOP - Instructor's notes to include information on over-vibrating *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *D B Consulting will include the sub steps in the Performance Exam Checklist for T 152 and R 100*	D B CONSULTING
T 152	*FOP for AASHTO T 152, Air Content of Freshly Mixed Concrete by the Pressure Method* <u>Revisions proposed before the meeting:</u> Misty also proposed that the instructor's notes include instructions on identifying proper vibratory consolidation and over-consolidation. <u>There are no revisions to the AASHTO method in 2026</u>.	

Topic	Discussion / *Decision*	Action Required By:
	Revision Discussion Revisions to the Performance Exam Checklist to match those in the FOP for AASHTO T 121. The PowerPoint presentation will be revised to match those made in the FOP for AASHTO T 121 except for the instructor's note on over vibration. The committee decided that it was sufficient to include it in the first related PowerPoint presentation in the series. The committee discussed the vibrator check and decided they would prefer to include it as a note. Gilbert said that the concrete used for this test should not be reused. He proposed adding a step after the test was complete and before cleaning the air meter to 'discard the material.' The committee agreed and drafted Step 19 'Discard sample and thoroughly clean air meter.' Proposed revisions to the training materials: **FOP** - New revision date - Add Note 1: Check the vibrating frequency at least every two years unless the manufacturer recommends a shorter interval. - Make Step 1 under Sampling a bullet instead of a number. - Add Step 19: Discard sample and thoroughly clean air meter. **Performance Exam Checklist** - New revision date - Create sub steps for Steps 3, 6, and 9 **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING

Topic	Discussion / *Decision*	Action Required By:
R 100	*FOP for AASHTO R 100, Casting and Curing Concrete Strength Test Specimens in the Field* <u>Revisions proposed before the meeting:</u> Misty requested revisions to the PowerPoint presentation: Include the entire title of the standard on the title slide and the size of the cylinder being cast included in the header of the slide. <u>2026 AASHTO revisions:</u> - New revision date - Added 'Definitions of Terms Specific to this Standard' in Terminology - Applicability of method in *Scope* - Initial Cure: move specimens to Initial Cure location within 15 minutes - Record minimum and maximum temperature during initial curing period <u>Revision discussion</u> The committee discussed the vibrator check and decided they would prefer to include it as a note. The committee reviewed the draft revisions including the revisions from the AASHTO updates and agreed. Gilbert recommended incorporating the same revisions from the other Performance Exam Checklists, creating sub steps, into the two checklists for this practice. Adam asked Mark about the WSDOT cure boxes and transport procedure. Mark shared that this information is included in WSDOT specifications. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - New AASHTO date - In *Scope*, add: This practice is not intended for concrete not having measurable slump and not applicable to lightweight insulating concrete or controlled low strength material (CLSM).	

Topic	Discussion / *Decision*	Action Required By:
	- Add Note 1: Check the vibrating frequency at least every two years unless the manufacturer recommends a shorter interval. - Rearrange Initial Cure and add: ▪ Protect from direct exposure to sunlight and radiant heating devices. ▪ Record the minimum and maximum temperature during initial cure **Performance Exam Checklists** - New revision date - Create sub steps for rodding steps **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
EXAMS	*Concrete Written Exams* *There are no revisions to the 2026 Training Materials.*	

EMBANKMENT & BASE AND IN-PLACE DENSITY (EBTT/DTT)

TABLE OF CONTENTS OBJECTIVES APPENDIX	<u>Proposed revisions to the training materials:</u> Revise the *FOP for AASHTO R 75, Developing a Family of Curves using Soil Moisture–Density Relations* title. *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 255/T 265	*Field Operating Procedure (FOP) for AASHTO T 255, Total Evaporable Moisture Content of Aggregate by Drying and T 265 Laboratory Determination of Moisture Content of Soils* <u>No revisions were proposed before the meeting.</u> <u>There are no revisions to the AASHTO practice in 2026</u> <u>Revision discussion:</u> Adam suggested that Note 1 shouldn't be non-mandatory information. Misty proposed designating the note as a 'Caution' statement. The committee agreed.	

Topic	Discussion / *Decision*	Action Required By:
	Proposed revisions to the training materials: **FOP** - Change Note 1 to Caution Statement: Caution: Soils containing gypsum or significant amounts of organic material require special drying. For reliable moisture contents dry these soils at 60°C (140°F). For more information see AASHTO T 265 **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 99/T 180	*FOP for AASHTO T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop and T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop* Revisions proposed before the meeting: D B Consulting drafted proposed revisions to change the oven requirements in *Apparatus* to 'meeting the requirements of the FOP for AASHTO T 255/T 265.' Lori recommended adding Note 8 from the AASHTO standard which allows using the entire specimen for moisture determination. 2026 AASHTO revisions: 2025 revisions are still tracked on the version in library. New revisions appear to be - New revision date - New Technical Subcommittee name - Two sections in *Scope*, 1.8 and 1.9 - Editorial in Sections 1.4, 3.9 'and so on', Figure 3, 5.5, - R 76 references	

Topic	Discussion / *Decision*	Action Required By:
	Revision discussion The committee reviewed the AASHTO revisions and decided not to include the additional oven requirements as 'meeting the requirements of the FOP for AASHTO T 255/ T 265' is sufficient. The committee also discussed the proposed added note and decided to clarify the procedure for obtaining a representative moisture sample based on the type of soil. Madeline suggested separate steps in the *Procedure* for each instance. The committee agreed and revised and separated Steps 10, 11. and 12. Desna pointed out that the *Annex* notes should also include an 'A' in the note numbering according to the AASHTO guide. Proposed revisions to the training materials: **FOP** - New revision date - New AASHTO date - Reference the FOP for AASHTO T 255/T 265 for oven - Rework Step 10 into multiple steps, shorten to: Extrude the material from the mold. - New Step 11: Slice vertically through the center for soil and soil-aggregate mixtures and remove an entire cut face for a representative moisture content sample. - New Step 12: For granular materials, a vertical face will not exist. Take a representative sample ensuring that all layers are represented. This sample must meet the sample size requirements of the test method used to determine moisture content. - Add Note 3: When a separate sample is prepared for each point, the entire specimen may be used to determine the moisture content following extrusion. - Renumber remaining steps - Add 'A' to note numbering in Annex A **Performance Exam Checklist** - Revise Steps 24 (T 99) and 30 (T 180) to have two sub steps	

Topic	Discussion / *Decision*	Action Required By:
	PowerPoint - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
R 75	*FOP for AASHTO R 75, Developing a Family of Curves Using Soil Moisture-Density Relations* <u>Revisions proposed before the meeting:</u> While reviewing the method for updates, Desna suggested adding 'soil' in front of moisture-density relations as the AASHTO standards and the FOP for AASHTO T 99/T 180 reference them as 'soil moisture-density relations' and 'curves.' Lori proposed the addition of Note 2 from the AASHTO *Procedure*; it may be helpful for a technician to know the direction of the spine and how the curves fit together. Dan recommended adding 'at least three' referencing the number of curves to the definition of the family of curves in the *Terminology* section. Desna drafted a revision to the Performance Exam instructions. D B Consulting drafted revisions to match the 2026 AASHTO revisions. <u>2026 AASHTO revisions</u> - New date - Revise title to *R 75, Developing a Family of Curves using Soil Moisture–Density Relations* - Change 'group' back to 'family' throughout - Revise title of Figure 1 <u>Revision discussion</u> The committee reviewed and approved the draft revisions to the FOP. Madeline asked to add 'concave' to the definition of the spine in the *Terminology* section. Madeline also asked the committee for ideas to assist technicians in understanding that the points for the '80 percent of optimum moisture' line is an additional calculated point. This point is added to a soil moisture-density curve and used to draw a line	

Topic	Discussion / *Decision*	Action Required By:
	intersecting the 80 percent of optimum moisture points on other soil moisture-density curves. Dan asked to add the moisture-density points that would be used to draw the curve. Desna added three points below optimum moisture on each of the curves on the family graph to match the data supplied. Desna used green dots for the points of the curve approximately 2 percent apart and a red 'x' for the calculated 80 percent of optimum moisture points. Gilbert suggested making the spine ('smooth line extending through the point of maximum density and optimum moisture content of a family of soil moisture-density curves') points larger and a different color. Desna drafted initial revisions to the figure in the meeting. The committee liked Desna's draft. D B Consulting will finalize the draft for the figure to be included in the training materials and PowerPoint. Misty recommended combining the practice family of curves PowerPoint presentation with the main PowerPoint presentation for the FOP for AASHTO R 75. She shared part of the presentation that she combined. The committee agreed with Misty's idea. Misty will work with D B Consulting to combine the practice and procedure PowerPoints for the FOP for AASHTO R 75 for the committee's review. Gilbert recommended that WAQTC propose the new family of curves drafted for the FOP for AASHTO R 75 to AASHTO as a revision and asked D B Consulting to add it to the 2027 QAC Winter Meeting agenda. The committee reviewed the proposed revisions to the Performance Exam instructions. Gilbert asked to add additional instructions for labeling the family of curves to the Performance Exams. Misty agreed that it is often missed. Lori recommended the changes be included in the FOP. Desna suggested a bulleted list of the items to be labeled under a heading. Madeline suggested the heading be 'Identify and label.' The committee agreed with the proposed revisions. <u>Proposed revisions to the training materials:</u> **FOP** - New date - Revise title to *R 75, Developing a Family of Curves using Soil Moisture–Density Relations* - Change 'group' back to 'family' throughout	

Topic	Discussion / *Decision*	Action Required By:
	- Revise title of Figure 1 - Add ‘soil’ in front of moisture density relations - Add ‘concave’ to the definition of the spine. - Add ‘at least three’ to the definition of ‘family of curves’ - Add Note 2 from AASHTO practice: Generally, the soil moisture-density curves of higher density soils have steeper slopes with maximum dry densities at lower optimum moisture contents, while the soil moisture-density curve of lower density soils have flatter, more gently sloped curves with higher optimum moisture contents **Performance Exam Checklist and Review Questions** - Revise title to *R 75, Developing a Family of Curves using Soil Moisture–Density Relations* **Performance Exam** - Revise instructions - Revise title to *R 75, Developing a Family of Curves using Soil Moisture–Density Relations* **PowerPoint** - Revisions to match the FOP *Misty will work with D B Consulting to combine the practice and procedure PowerPoints for R 75 for the committee’s review.* *D B Consulting will add R 75 Figure revision to the 2027 QAC Winter Meeting agenda.* *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING MISTY MINER
T 272	*FOP for AASHTO T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture* <u>Revisions proposed before the meeting:</u> Untracked revision centering ‘18 in.’ in Table 1 Change ‘group’ and 'soil density relations' back to ‘family’ throughout. Isabelle pointed out that there were errors in the material size determination table for the T 99 and T 180 methods A, B, C, D.	

Topic	Discussion / *Decision*	Action Required By:
	D B Consulting drafted correction for Tables 1 and 2: A and B are No. 4 minus, C and D are ¾ in. minus. Lori noticed that the points that were plotted on the reference curve and family of curves graphs were in the wrong location. Desna proposed moving Steps 3a and b to Steps 1a and b because these steps immediately disqualify a one-point determination making further steps unnecessary. There are no revisions to the AASHTO method in 2026. Revision discussion The committee reviewed the draft revisions and approved them with additions. Adam said the note stating that a new curve drawn on a family of curves derived from a one-point determination cannot be permanently added to a family of curves shouldn't be a note. Madeline suggested revising the note and Step 4 and creating sub steps under Step 3. The committee agreed and found that the note repeated a previous statement in a sub step which could be revised to include both. The committee also discussed the proposed added note and decided to clarify the procedure for obtaining a representative moisture sample based on the type of soil. Madeline suggested separate steps in the *Procedure* for each instance. The committee agreed and revised and separated Steps 10, 11. and 12. Proposed revisions to the training materials: **FOP** - New revision date - Revise references to the *FOP for AASHTO R 75, Developing a Family of Curves using Soil Moisture–Density Relations* - Change 'group' back to 'family' throughout - Fix material sizes in Table 1 - Rework Step 10 into multiple steps, shorten to: Extrude the material from the mold. - New Step 11: Slice vertically through the center for soil and soil-aggregate mixtures and remove an entire cut face for a representative moisture content sample.	

Topic	Discussion / *Decision*	Action Required By:
	- New Step 12: For granular materials, a vertical face will not exist. Take a representative sample ensuring that all layers are represented. This sample must meet the sample size requirements of the test method used to determine moisture content. - Add Note 2: When a separate sample is prepared for each point, the entire specimen may be used to determine the moisture content following extrusion. - Renumber remaining steps - Change reference curve to individual moisture-density curve - Reorganize Plotting section to flow better **Performance Exam Checklist** - New date - Revise Steps 23 (T 99) and 29 (T 180) to have two sub steps **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval. D B Consulting*	D B CONSULTING
T 85	*FOP for AASHTO T 85, Specific Gravity of Coarse Aggregate* <u>Revisions proposed before the meeting.</u> Desna drafted the oven revision in the FOP but instead of the full AASHTO definition, she suggested replacing it with 'The aggregate is considered "dry" when it has reached constant mass according to the FOP for AASHTO T 255/T 265.' Isabelle had asked to add a thermometer in *Apparatus* for measuring water bath. <u>2026 AASHTO revisions:</u> - New date - Terminology, added 'The aggregate is considered "dry" when it has reached constant mass according to T 255 at 110 ± 0.5°C (230 ± 0.9°F).' - Oven	

Topic	Discussion / *Decision*	Action Required By:
	Revision discussion The committee discussed the thermometer for the water bath and decided to add the thermometer to match AASHTO. Madeline asked the committee why the towel used to dry the aggregate after soaking is not required to be damp. Misty said she thought it was recently removed. Gilbert agreed and said the towel should be in the same condition as the one in the FOP for AASHTO T 166. Madeline suggested adding a Note: 'The large absorbent cloth may be dampened to avoid removing water from aggregate pores.' Misty also asked to add this statement to the instructor's notes. Misty asked to remove the drying temperature from the Performance Exam Checklist Step 5. The committee agreed with the proposed revisions. Misty said that the damp towel is a possible revision proposal to AASHTO and asked D B Consulting to add it to the 2027 QAC Winter Meeting agenda. Desna said she would research when the towel was removed from the *Apparatus*. Proposed revisions to the training materials: **FOP** - New revision date - New AASHTO date - Add sentence from AASHTO in the definition of absorption: The aggregate is considered "dry" when it has reached constant mass according to the FOP for AASHTO T 255/T 265. - Change requirements for the thermometer to: Thermometer: An immersion thermometer readable to at least 0.1°C (0.2°F), with a range that includes the test temperature range, and accurate to 0.5°C (1°F). - Add: Oven: oven conforming to the requirements of FOP for AASHTO T 255/T 265 - Add new Note 4: The large absorbent cloth may be dampened to avoid removing water from aggregate pores. - Renumber the rest of the notes	

Topic	Discussion / *Decision*	Action Required By:
	Performance Exam Checklist - New date - Remove drying temperature in Step 5 **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *Desna will research the condition of the towel. The condition of the towel will be added to the 2027 QAC Winter Meeting agenda.*	D B CONSULTING DESNA BERGOLD
T 310	*FOP for AASHTO T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)* <u>Revisions proposed before the meeting:</u> During the 2026 QAC Winter Meeting, Adam proposed adding a note to the FOP that addresses the potential need to take additional material from under the gauge if a reference curve isn't available. D B Consulting drafted Note 3 'If the correct density standard is not identified, additional adjacent material may be needed to establish a full soil moisture-density relation according to the FOP for AASHTO T 99/T 180.' Adam also proposed adding 'Adjust source rod to final position with an open hand' to Step 7. <u>There are no revisions to the AASHTO method in 2026</u>. <u>Revision discussion</u> Misty pointed out inconsistencies in Methods A and B concerning what to do if the readings are not within the tolerances. She proposed moving the last part of Step 10b to a new Step 11 and revising Methods A and B to include the recommended process if the tests were not within the tolerances. The committee also decided to add that density calculations are performed on the 'average wet density.' The committee discussed the practice of operators tilting the gauge back and exposing the source rod to assist in lowering it into the hole. Gilbert suggested adding a step to trace the edge of the plate as Step 7 and include graphics like those used by the gauge manufacturer indicating the footprint of the gauge. This would guide lowering the source rod into the hole without	

Topic	Discussion / *Decision*	Action Required By:
	exposing the source rod. D B Consulting will produce a graphic representing the gauge outline. Misty pointed out the references to several outdated state specific density standards. The committee agreed that most no longer exist and the statement should be modified. Desna suggested 'Refer to Agency standard' and the committee liked that revision. Desna said that Step 14 of the Performance Exam Checklist should not reference 'other than the nuclear gauge.' The committee agreed. Further discussion of this proposed revision is addressed in the FOP for AASHTO T 355 section. <u>Proposed revisions to the training materials:</u> **FOP** - New revisions date - Add New Step 7 'Trace the edges of the plate or indicate the hole location.' and include graphic. - Reword Step 10a: A valid test consists of two wet density readings within 32 kg/m3 (2.0 lb/ft3). If the tests do not agree within the limits, move to a new location. - Reword Step 10b: Remove final sentence and replace with: If the tests do not agree within the limits, move to a new location. - Add New Step 11: The average of the two wet density readings and moisture contents will be used to compute dry density. - New Note 3: If the correct density standard is not identified, additional adjacent material may be needed to establish a full soil moisture-density relation according to the FOP for AASHTO T 99/T 180. - Renumber remaining notes. - In Percent Compaction, remove references to AKDOT&PF's ATM 212, ITD's T 74, WAQTC TM 15, or WFLHD's Humphres and replace with: See appropriate agency policies for use of density standards. - In Calculations, replace 'wet density' with 'average wet density' and 'moisture content' with 'average moisture content.'	

Topic	Discussion / *Decision*	Action Required By:
	Performance Exam Checklist - New date **PowerPoint** - Revisions to match the FOP - Fix PowerPoint calculation slide, Steps 11 and 12 and add note. *These revisions will be included in the 2026 Training Materials pending Executive Board approval.* *D B Consulting will create a graphic for marking the gauge.*	D B CONSULTING
T 355	*FOP for AASHTO T 355, In-place Density of Asphalt Mixtures by Nuclear Methods* <u>Revisions proposed before the meeting.</u> During the 2026 Winter Meeting, Adam proposed adding a step to prevent manipulation of the gauge readings (called high sticking). He drafted the proposed final step as 'Adjust source rod to final position with an open hand.' <u>Revisions to the AASHTO method (editorial):</u> - Added to *Scope*: The text of this standard refers to notes and endnotes that provide explanatory material. These notes and endnotes (excluding those in tables and figures) shall not be considered as requirements of the standard. <u>Revision discussion</u> The committee discussed the proposal to make final adjustments to the source rod position with an open hand. During the discussion, Dan and Mark both mentioned that there are issues with the proposed statement. Adam shared that he was no longer concerned with the FOP as ODOT had modified their specifications and withdrew the proposal. *There are no revisions to the 2026 Training Materials.*	
EXAMS	*Embankment & Base and In-Place Density Written Examinations* <u>Revisions proposed before the meeting.</u> Revise title to the *FOP for AASHTO R 75, Developing a Family of Curves using Soil Moisture–Density Relations.* <u>Discussion item</u>	

Topic	Discussion / *Decision*	Action Required By:
	Adam mentioned that some exam questions are related to notes in the FOPs. He didn't think notes were mandatory information and wondered if it is appropriate to have exam questions on them. Misty agreed and asked Adam and the rest of the committee to keep this in mind when reviewing the exams and start a list of questions that may need to be revised. *Keep a list of questions based on notes during exam reviews.* *Committee members: refer to the exam errata for specific revisions.* *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	QAC MEMBERS D B CONSULTING

SELF-CONSOLIDATING CONCRETE TESTING TECHNICIAN (SCCTT) MODULE

T 347 / T 351	*FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)* <u>No revisions were proposed before the meeting.</u> <u>2026 AASHTO revisions:</u> - New date (both) - *Apparatus* – scoop and strike-off bar - Revisions consistent with WAQTC's proposals <u>Revision discussion</u> Desna drafted the revisions in the FOP to match those in the AASHTO standard. Lori presented the drafted revisions and the committee approved. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - New AASHTO date - Add new Note 3: This measurement method provides consistency between tests. - Renumber the rest of the notes - Change stability rating to on a scale of 0 to 3 in whole numbers	

Topic	Discussion / *Decision*	Action Required By:
	Performance Exam Checklist - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
T 345	*FOP for AASHTO T 345, Passing Ability of Self-Consolidating Concrete by J-Ring* <u>There were no revisions proposed before the meeting.</u> <u>2026 AASHTO revisions</u> - New date - Instructions on measuring <u>Revision discussion</u> Desna drafted the new date revisions in the FOP, the other revisions from the AASHTO standard are already covered in the FOP. Lori presented the drafted revisions and the committee approved. <u>Proposed revisions to the training materials:</u> **FOP** - New revision date - New AASHTO date **Performance Exam Checklist** - None **PowerPoint** - Revisions to match the FOP *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
TM 18	*WAQTC TM 18, Penetration Test for Static Segregation Resistance of Self-Consolidating Concrete (SCC)* <u>There were no revisions proposed before the meeting.</u> <u>There were no revisions to ASTM C1712 in 2025</u>	

Topic	Discussion / *Decision*	Action Required By:
	There are no revisions to the 2026 Training Materials.	
TM 19	*WAQTC TM 19, Static Segregation of Self-Consolidating Concrete (SCC) Using the Column Method* There were no revisions proposed before the meeting. There were no revisions to ASTM C1610 in 2025 *There are no revisions to the 2026 Training Materials.*	
EXAMS	*There are no revisions to the 2026 Training Materials.*	

OTHER DOCUMENTS AND REVISION DISCUSSIONS

GENERAL FILES	*General Files* No revisions were proposed before the meeting *There are no revisions to the 2026 Training Materials.*	
REVISION TRACK CHANGES COLORS	*Annual revisions track changes* Mark pointed out that when reviewing the errata files, some of the colors for tracked changes are harder to see than others, especially now that there are multiple people making the revisions. Desna found that the track changes colors are a setting that individual users can establish for their Word files. The easiest may be to set it to red for all insertions and deletions. She provided this link with instructions: https://support.microsoft.com/en-US/Word/change-the-track-changes-color *Discussion item.*	

FOP LIBRARY

T 84 REVISIONS	*FOP for AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate* Revisions proposed before the meeting: Desna proposed changing the thermometer requirements to match the FOP for AASHTO T 166 thermometer.	

Topic	Discussion / *Decision*	Action Required By:
	Revision discussion The committee determined that the thermometer requirements for this FOP should match those proposed for the FOP for AASHTO T 85. Proposed revisions to the training materials: **FOP** - New revision date - Apparatus – Thermometer: An immersion thermometer readable to at least 0.1°C (0.2°F), with a range that includes the test temperature range, and accurate to 0.5°C (1°F). - Other revisions approved during the 2026 QAC Winter Meeting *These revisions will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING
R 64 PERFORMANCE EXAM	*FOP for AASHTO R 64, Sampling and Fabrication of 50 mm (2 in.) Cube Specimens Using Grout (Non-Shrink) or Mortar, Champion Dan Gettman* Discussion item Dan proposed a new Performance Exam Checklist for this FOP. The Performance Exam Checklists for FOP Library procedures are included in a separate folder in the library for member agency use but are not used for WAQTC certifications. Misty said that she has used this checklist and the only issue is the bottom plate is called a 'cover plate.' She didn't propose any changes as that is the way it is labeled in the AASHTO standard and the FOP. The committee reviewed and approved the new Performance Exam Checklist. *The new Performance Exam Checklist will be included in the 2026 Training Materials pending Executive Board approval.*	D B CONSULTING

Topic	Discussion / *Decision*	Action Required By:
TM 17	*WAQTC TM 17, Determination of Theoretical Maximum Dry Density* During the 2026 QAC Winter Meeting, the committee discussed discontinuing this test method as there is no champion and no one is using it. Desna informed Eric Wilson, WFL-FHWA, that TM 17 will be archived June 24, 2026. Eric did not have an issue with archiving this method. Based on discussions over the last year, Misty directed D B Consulting to archive TM 17. Although this will be available to WAQTC members through their own older Training Materials and upon request from D B Consulting, the FOP will no longer be included in the annual materials. *D B Consulting will archive* WAQTC TM 17, Determination of Theoretical Maximum Dry Density *and remove it from the website.*	D B CONSULTING

QUALITY ASSURANCE AND REVISION REVIEW ASSIGNMENTS

REVISION REVIEW ASSIGNMENTS	The committee reviews the modules they are assigned for two years. This is the year that the modules are reassigned. The 2026 revision review assignments are: General: Madeline Enright and Mark Willoughby Embankment & Base and In-place Density: Madeline Enright and Adam Rose Concrete: Gilbert Arredondo, Dan Gettman, and Sharon Taylor Aggregate: Mark Willoughby, and Misty Miner Asphalt: Adam Rose, Isabelle Panos, and Sharon Taylor SCC: Isabelle Panos and Dan Gettman Sampling & Reduction: Dan Gettman and Misty Miner Webassessor exam updates: Madeline Enright, Dan Gettman, Mark Willoughby, Isabelle Panos will review their respective module assignment exams. Website updates: Misty Miner, Gilbert Arredondo, Sharon Taylor	

Topic	Discussion / *Decision*	Action Required By:
	Administration Manual and RPIH: Misty Miner and Gilbert Arredondo The committee members will review all the training materials: Student and Short FOPs, Review Questions, Performance Exams, Written Exams, and PowerPoint presentations for the module(s) they are assigned. Corrections will be sent to Desna and Lori. *D B Consulting will send the QAC Members the revision draft links by Sept. 6th. QAC Quality Acceptance Review deadline is Sept. 20th.*	QAC MEMBERS D B CONSULTING
QA PLANS AND PROCESS CALENDAR	*Training Materials Quality Assurance Plan* Desna told the committee that Lori drafted a WAQTC Process Calendar based on the WAQTC Events Calendar and the less documented schedule D B Consulting has followed. Desna presented the calendar and explained that although this is a list of D B Consulting activities the committee may be interested. Included on the process calendar is a copy of the AASHTO Balloting Schedule for reference. The committee liked having the balloting schedule available and requested that the names of the pertinent technical subcommittees and which standards they are responsible for be added. Desna said that D B Consulting would add this information and include the AASHTO Balloting Schedule in the *Operations Manual*. Desna said that D B Consulting has begun to send reminders, also called 'action items follow up' to the QAC and Executive Board members for any outstanding items. They are being sent on the first Friday of the month. Desna asked if there was another preferred day of the week. The committee said Fridays are fine but requested that reminders be sent only to those that haven't responded or completed their tasks. Desna agreed. Desna indicated that after Lori began creating the process calendar, they agreed that D B Consulting should formalize the Training Materials Quality Assurance Plan. Desna said that D B Consulting has always had a non-specific quality control plan and she has used a spreadsheet for tracking all the revisions made to the training materials for quality control as well as a checklist for high level quality control used by another member of their staff. All of which was available in the	

Topic	Discussion / *Decision*	Action Required By:
	annual update package. These pieces were included in the quality assurance plan. Desna and Lori presented the Training Materials Quality Assurance Plan and indicated that although the plan mostly consists of D B Consulting quality control, it includes the quality acceptance performed by the committee on the draft training materials, and a section for board approval of the proposed revisions. The committee agreed that having the quality assurance fully spelled out was a great idea. *D B Consulting will add the pertinent technical subcommittees and the standards they are responsible for and include the AASHTO balloting schedule to the D B Consulting Process Calendar.* *The D B Consulting Process Calendar and Training Materials Quality Assurance Plan will be included in the Qualification Advisory shared folder in OneDrive and Google Drive.*	D B CONSULTING
QA CHECKLISTS	*Training Materials Revision and Exam Checklists* Desna then discussed Quality Acceptance Checklists. She presented an example based upon the 2025 AsTT Training Materials revisions. The checklist is an Excel spreadsheet with tabs for the instructions, the revisions, and the written exams. The checklists will be developed from the annual Quality Control Spreadsheet completed by D B Consulting. There will be one for each module and they will include the specific revisions for the training materials, which documents the revisions are to be incorporated, and instructions on what each column means and what is to be verified. The Quality Acceptance Checklists are being provided as a tool for the committee members to use but are not required. *D B Consulting will include Quality Acceptance Checklists with the draft training materials.*	D B CONSULTING

WAQTC ITEMS

THIRD-PARTY EXAM DELIVERY	<u>Discussion item</u> Mark said that WSDOT had an issue with a candidate failing the written exam through Webassessor multiple times. When they	

Topic	Discussion / *Decision*	Action Required By:
	reached eight attempts, the system would not allow them to register again. Mark worked with Desna and reset the retake rules to ten, the maximum Webassessor allows, and the candidate finally passed. Mark asked how many retakes should be allowed; the committee has decided to set the Webassessor retake rules at eight. Desna was asked if the Webassessor limit of ten is the limit for the life of the account, Desna said yes. If there is a candidate that needs to exceed that limit and the agency approves, there may be a way to work around it. The committee discussed whether to change the retake from eight to ten and decided against it. They determined that the current rule, allowing two attempts, waiting for a period of 30 days, and repeating, up to eight, is sufficient. If necessary, the agency can address it on an individual basis. Mark said that WSDOT has already changed their policy to match this setting. Adam asked if a candidate could retake just one test method after a failure and was told that the WAQTC exams are not set up that way. If a test method is failed, the entire exam must be retaken. WSDOT and CDOT have begun delivery of agency specific exams though Webassessor. WSDOT has some WSDOT exams in Webassessor that are individual test methods. Desna asked that Mark identify the WSDOT exams as agency specific. Mark thought they were and made the change before the end of the meeting. CDOT is delivering Embankment & Base and In-place Density combined with an agency specific exam. Adam said that ODOT may be interested in delivering some agency specific exams and asked how they could get started and how much it cost. Desna explained that WAQTC is already covering the annual Kryterion fee and that D B Consulting can help get WSDOT set up. The current WAQTC exams are to be taken in a testing center. The candidate cost is $85, and the agency pays the eCommerce fees. There are other ways to deliver the exams such as online with or without a proctor. She will be happy to share the fee schedule if anyone needs it. Desna was asked to give Adam rights to access Webassessor to evaluate whether ODOT will add agency specific exams. Misty recalled that Kryterion talked about the exam accessibility accommodations. (See Kryterion presentation under Additional	

Topic	Discussion / *Decision*	Action Required By:
	Items). Kryterion can provide accommodations through the testing centers providing they have 30 days' notice; some testing centers may not be equipped with everything that may be required so it is possible that the location may even need to be changed. Madeline said that she has included instructions on requesting assistance in the description of the CDOT exam. Misty asked D B Consulting to add the applicable information to WAQTC's exam descriptions. *D B Consulting will add Special Accommodation information to the WAQTC exam description.* *D B Consulting will give Adam access to Webassessor administration; and work on the rescheduling notification with Kryterion.*	D B CONSULTING
WEBASSESSOR QA PLAN	*Webassessor Quality Assurance Plan* Desna said that the issues regarding incorporating the written exam revisions in Webassessor for 2026 prompted reassessment of the timeline and led to the development of a Webassessor Quality Assurance Plan. She was asked to explain the issues. She said that, among other more easily fixed errors, the original Sampling and Reduction exams did not have all the questions. At that time, D B Consulting was not allowed to stop delivery of the written exams and incorporated the revisions during the last week of the year to be able to replace questions and make the new exam available on Jan. 1. On December 31st, D B Consulting's contract with WAQTC, managed through UDOT, expired. Although a new contract had been negotiated it had not been approved. D B Consulting is not allowed to work on WAQTC's project when not under contract. The ensuing problems went unnoticed for a while. At that point, WSDOT requested a meeting. Dan was also invited, as the issue affected some candidates that work with AKDOT. During the meeting, Desna presented the proposed new timeline and Webassessor Quality Assurance Plan. The new plan calls for a halt in exam delivery for two weeks, December 25th through	

Topic	Discussion / *Decision*	Action Required By:
	January 7th, and outlines D B Consulting's responsibilities and QAC members' quality acceptance responsibilities. The quality assurance plan was well received during the meeting with WSDOT and AKDOT. The plan also met with approval from the committee members. Desna further explained that D B Consulting will provide a checklist for quality acceptance of the exams in Webassessor based on the checklist for the written exams from the training materials annual update. Mark asked that D B Consulting provide instructions for the exam review process in Webassessor. Misty agreed. *D B Consulting will provide instructions for reviewing Webassessor exams.* *The Webassessor Quality Assurance Plan is approved and will be available in the QAC shared folders.*	D B CONSULTING
ADA COMPLIANCE WORKPLAN	*Accessible Training Materials* During the 2026 QAC Winter Meeting, the committee discussed reformatting the training materials. During the 2026 Executive Board Spring Meeting, the board approved the Accessibility Workplan which had been reviewed by the QAC chair and vice chair. Desna told the committee that she spoke with a professor of special education, Melina Alexander, Ph.D., from Weber State University, who said that the Accessibility Checker in Word is the industry standard, other programs may not be as current. Desna felt that this confirmed the direction that the Accessibility Workplan is taking. An assignment from the 2026 QAC Winter Meeting was to create an accessible document for a starting place to develop a format for the training materials. Examples developed by members of the committee were displayed. The first decision is whether to keep the slide number references that are in a column down the middle of the Student FOPs. Most of the students and instructors do not know what the numbers represent. Gilbert suggested that the related page number be	

Topic	Discussion / *Decision*	Action Required By:
	included in the notes on a slide. The committee decided that would be helpful and allow for more accessible documents. The committee looked at the fonts, line and letter spacing, figure placement on the Student FOPs, and heading fonts and colors. The committee chose the formatting for the renewed training materials. D B Consulting will draft an example Student FOP and the specifications for the formatting for the Executive Board to review during their upcoming summer meeting. The Accessibility Workplan advised the committee to select a task force to support the consultant throughout the reformatting process. Misty, Gilbert, Madeline, and Adam volunteered to be on the task force. *Misty, Gilbert, Madeline, and Adam will serve on the Accessibility Task Force.* *D B Consulting will provide Misty with a reformatted FOP and a current FOP for side-by-side comparison to present to the Executive Board.*	MISTY MINER GILBERT ARREDONDO MADELINE ENRIGHT ADAM ROSE D B CONSULTING
WEBSITE	*Posting protected Word files to the website* During a teleconference with D B Consulting, Misty asked if there were any restrictions on file types posted to the website. She suggested that posting protected Word versions of the shortforms would be more convenient. Desna said that this should be possible. Later Desna tried posting a restricted word file for TM 17. Both Misty and Gilbert confirmed it worked as intended. Desna downloaded a Word document from the website on her phone. The format was not quite the same in 'view' format. She indicated that the meeting minutes should still be posted as PDFs, the postings are a bit different than the button downloads. The committee discussed the value of posting the Word FOPs. The full workbooks would still be in PDF format, but for individual FOPs it would be easier to maintain accessibility. Misty asked D B Consulting to post one of the methods in word to test the automatic download function. Misty asked if anyone else is using the updated training materials before January. MDT begins using the updated training materials	

Topic	Discussion / *Decision*	Action Required By:
	as soon as they are available in October. The other agencies are waiting until January to switch to the revised training materials. Last season, D B Consulting created a separate page for the updated modules that she then linked to the current year's module page to be available for MDT but to also allow access to current materials. Misty asked how the agency's provide training materials to their technicians and Adam asked who delivers just WAQTC training and who adds state specific content. Isabelle said that ITD provides manuals internally and points to the WAQTC website for access externally. They do not add state specific content to the WAQTC certifications. Madeline said CDOT uses their own website and adds CDOT content to the Embankment & Base and In-pace Desnsity certification. This is the only WAQTC certification that CDOT uses. Dan said that AKDOT links the training materials on the AKDOT website and does not add to the content. Mark indicated that WSDOT maintains a materials manual and also provides links to the WAQTC website. WSDOT does have some added content. Gilbert said they use the UDOT website but also use links to the WAQTC website. Gilbert said that they certify in the WAQTC modules but have additional UDOT specific certifications. Adam said that ODOT uses their own manual but also links to the WAQTC webpage. ODOT adds state specific content to the WAQTC certifications. Misty said that MDT provides a printable version of the WAQTC manuals but also links to the website. Misty does not add to the WAQTC certifications. *Discussion item.* *D B Consulting will load a word document into the website and test one of the methods.*	D B CONSULTING
WEBSITE QA PLAN AND CHECKLIST	*Website Update Process and Quality Assurance Plan* Desna shared the Website Update Process and Quality Assurance Plan which includes the QAC Website Oversight Team Quality Acceptance. The website oversight team members are Gilbert	

Topic	Discussion / *Decision*	Action Required By:
	and Sharon. Desna said that this document may be revised as D B Consulting and the oversight team work through the training materials update. She also indicated that there is a checklist spreadsheet that could be used for the annual updates. Misty indicated that the website is still evolving, making it more user friendly and accessible. Desna said that D B Consulting keeps a list of suggestions and revisions, which they implement when approved. *The Website Update Process and Quality Assurance Plan is approved and will be available in the QAC shared folders.*	D B CONSULTING

ORGANIZATION DOCUMENTS/OPERATIONS MANUAL

SUSPENSION LIST	*Suspension list in Google sheets* During the 2026 Winter Meeting, the committee developed a shared suspensions list in Google sheets. Desna asked if the suspension list and its use should be included in the *Operations Manual*. Misty felt that the list is just for QAC use and that it doesn't need to be formalized but it should stay as an item on the QAC meeting agendas for review. The committee agreed. While reviewing the list, Lori added tabs to separate active and past suspensions. *The Google sheets suspension list will remain available for committee use information only.* *D B Consulting will add 'Suspension List' to the QAC Winter and Summer Meeting agendas moving forward.*	D B CONSULTING
ADMINISTRATION MANUAL & RPIH	*WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)* Desna said that the only drafted revisions to the *Administration Manual* and *Registration, Policies, and Information Handbook (RPIH)* are revising the title in references to AASHTO R 75. The current title is *Developing a Family of Curves using Soil Moisture-Density Relations.* She asked if there were any revisions that the committee would like to propose. There were none. *The title changes in the references to* AASHTO R 75, Developing a Family of Curves using Soil Moisture-Density Relations *will be presented to the Executive Board for approval.*	D B CONSULTING

Topic	Discussion / *Decision*	Action Required By:
STYLE GUIDE	*WAQTC Style Guide* Desna discussed revisions to the *WAQTC Style Guide*. The revisions from the 2026 QAC Winter Meeting were presented to the board during the Executive Board Spring meeting and were approved. Desna also indicted that when a new accessible format for the training materials is approved, much of the formatting section of the style guide will be revised. *The revisions to the WAQTC Style Guide will be included in the 2026 annual updates.*	D B CONSULTING
STRATEGIC PLAN	*2026 Planned Work* Desna presented the 2026 Strategic Plan approved during the Executive Board Spring Meeting. Every year, the completed items are moved to an appendix. The plan includes the previous four years of completed items, the items five years old and older are archived. The annual lists of completed items are posted on the WAQTC website. The Executive Board approved the addition of the Accessibility Workplan. They also included the recommendation of the committee to add a short-term goal to communicate with non-member agencies on the benefits of membership, which is to 'Attend regional and national construction related meetings. Staff a presentation booth/table to communicate with non-member agencies on the benefits of membership.' Priorities of the Executive Board, from the *2026 Strategic Plan*: • Continue work on 'on-going' activities. • Evaluate existing training materials for needed improvements / updates. • Member teleconferences to share developments in training and certification platforms. • Develop online training and videos. • Format training materials to be ADA accessible following the Accessibility Workplan. *Discussion item.*	

Topic	Discussion / *Decision*	Action Required By:
2026 WINTER MEETING ACTION ITEM FOLLOW UP		
R 18 REVISIONS	*Presentation by Mike Wagner* The committee asked Mike Wagner, AASHTO re:source to present on the upcoming revisions to *AASHTO R 18, Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories*. Mike agreed but said it would need to be limited information because he was told he needed to wait until the revisions were published. Mike was able to attend part of the meeting virtually but was still not sure what he could discuss. The committee decided they would ask Mike to present on AASHTO R 18 during the 2027 QAC Winter Meeting. The standard will be published by then. *D B Consulting will invite Mike to present during the 2027 QAC Winter Meeting.*	D B CONSULTING
AASHTO PROPOSALS	*AASHTO R 100, Casting and Curing Concrete Strength Test Specimens in the Field Task Force* WAQTC proposed revisions to the AASHTO standard in 2025. WAQTC's revisions were intended to remove the reference to the ASTM standard and include the necessary instruction. During the Annual Committee on Materials and Pavement (COMP) Meeting, the technical subcommittee (TS) formed a task force to review the ASTM standard to ensure that all the instructions for casting self-consolidating concrete specimens were included. The task force revisions were balloted in the technical subcommittee in July. There were three negatives, which will be addressed and the revisions will be balloted to the entire COMP this fall. The task force's proposal is: *Self-Consolidating Concrete, SCC*—Cast specimens with a maximum aggregate size of 1 in. and a slump flow of at least 20 in. as described in the following filling procedure, instead of the procedures in Section 8.2 (for cylinders) and Section 8.3 (for beams). The pouring vessel for SCC must be watertight and large enough to contain a representative sample. Position the pouring vessel no more 5 in. above the top of the specimen container when pouring SCC into the specimen container. Distribute SCC evenly inside the specimen container by	

Topic	Discussion / *Decision*	Action Required By:
	moving the pouring vessel while pouring. Do not rod, tap, or vibrate the SCC. The pouring vessel may be refilled and used multiple times to completely fill the specimen container. *Discussion item*	
ACI-CFT REVIEW	*American Concrete Institute (ACI) Concrete Field-Testing Technician (CFT)* During the 2026 QAC Winter Meeting, Misty said that American Concrete Institute (ACI) is no longer certifying technicians in the ASTM test methods. Adam and Gilbert volunteered to review the ACI-CFT to determine if there can still be reciprocity. Adam reported that ACI still certifies in ASTM standards but the training materials that include copies of ASTM standards cost more. Gilbert agreed and said that ACI is still valid for reciprocity. *Discussion item*	

ADDITIONAL ITEMS

EXECUTIVE BOARD MEETINGS	Executive Board Meetings and their content were discussed under the relevant items. *No further action required.*	
KRYTERION PRESENTATION	*Kryterion/WAQTC Quarterly Business Report* Kryterion representative Luis Marquez, Strategic Account Manager, requested time to present the Quarterly Business Report and meet with the committee. Luis and Angela Street, Kryterion Chief Customer Officer, met with committee Tuesday, July 14th. Angela and Luis presented an overview of Kryterion that included recent company updates, structure, product enhancements, exam delivery statistics, and future capabilities. Kryterion reported continued growth in WAQTC examination delivery from 200 exams in the startup year 2023. The next years, 2024 and 2025 had over 1000, and 2026 had 800 exams delivered in the first 6 months.	

Topic	Discussion / *Decision*	Action Required By:
	Angela talked about the exam accessibility accommodations and said that Kryterion can provide accommodation through the testing centers providing they have 30 days' notice. They also shared information about additional testing options, including online proctored exams, readiness exams, and group proctored on-site exams. Angela asked if the current testing center locations meet the participating states' needs and if the states have any questions or concerns. Dan said that Juneau would be a better location than their provided Sitka location. Madeline said the Durango location in Colorado was the only area that wasn't supported and a center recently opened. Madeline shared that they expect 400 to 500 exam deliveries a year. Isabelle said there have been a few complaints about Kryterion rescheduling registrations through Webassessor. Many candidates have been confused and felt like they didn't have sufficient notice or choices. She asked what causes Kryterion to reschedule. Angela said a center without power or water or something similar would cause them to reschedule. She also shared that the email sent to the candidate with a rescheduled test time includes the option to modify the rescheduled date if needed. Mark said the candidate may not realize they have a choice to reschedule for other available times and dates. Luis said the email informing them can be revised. Luis recommended modifying the WAQTC system reminder email to include the option to select a different time or location by 72 hours before the scheduled exam. Desna said that D B Consulting will work with Webassessor users and Kryterion to see if there is something that needs to be addressed. Misty asked about the online process. Desna reminded the group that WAQTC does not currently support that method. Misty recommended Kryterion show the committee what the online testing process looks like. Adam said Oregon is curious and would like to learn more about hosting online center exams due to recent paper exam security	

Topic	Discussion / *Decision*	Action Required By:
	issues. Desna said she can meet with Adam to walk him through the system. Gilbert said UDOT is still interested in WAQTC and UDOT specific exams, but they aren't quite there yet. Mark shared that WSDOT has fully implemented third party exam delivery for both internal and external candidates. They use WAQTC and WSDOT specific exams. He also said that Richland, WA, needs a test center location. Luis shared that there are un-proctored maintenance quizzes that can be set up to help examinees get familiar with new materials. Once set up the non-proctored exams are $8 per person. Desna said this might be an opportunity to quiz technicians about new changes each year. Misty pointed out that technicians need to be responsible for updates. Madeline and Misty both agreed that the exams could be daunting. Angela mentioned that there is a video that examinees can view to get familiar with the center, what to expect, and the exam process. She will send the link to Desna to possibly add to WAQTC landing page or emails. The committee thanked Luis and Angela for their time. Desna asked Luis to schedule a follow-up meeting to discuss the billing process. *Luis' PowerPoint presentation will be included in the Qualification Advisory shared meeting folder in OneDrive and Google Drive.* *D B Consulting will review email reminders for possible addition of 'reschedule' guidance.* *D B Consulting will work with Kryterion to schedule a review of the 'online testing' video offered so the QAC can see what the process contains.*	
2027 QAC MEETING LOCATIONS	*QAC 2027 Winter and Summer Meeting Travel* The board approved the following locations for the 2027 QAC meetings: The 2027 QAC Winter Meeting is scheduled to be held Jan 25th through 29th, Denver CO. The 2027 QAC Summer Meeting is scheduled to be held July 19th through 23rd, Portland OR. Madeline and Adam have provided a list of locations for D B Consulting to begin working from when arranging the meetings.	

Topic	Discussion / *Decision*	Action Required By:
	Misty suggested that 2028 meeting locations be included on the 2027 QAC Winter Meeting agenda. *D B Consulting will work with the host QAC members to secure 2027 QAC meeting locations.* *D B Consulting will add 2028 meeting locations to the 2027 Winter Meeting Agenda.*	D B CONSULTING
OTHER ITEMS	*Travel Spreadsheet* Misty asked how the committee felt about using the travel spreadsheet and meeting at the airport to ride share. Most said that everyone was pleased. They were fine with the brief wait at the airport to share a ride and save money. Misty asked Desna to track the cost of the ridesharing versus if the trips were by individual. *D B Consulting will track the cost of ride sharing and the potential cost savings.*	D B CONSULTING

2026 QAC Summer Meeting Action Items

QAC Member Follow Up

- Develop new exam questions to replace some of the true/false exams in Aggregate. Check for questions referencing notes. Mix up answers (not everything is B). Submit questions to D B Consulting by Dec. 16th
- Follow AASHTO R 35 for possible updates to WAQTC TM 13
- Keep an eye out for thermometer updates AASHTO T 309

D B Consulting

- Register Adam in Webassessor and work with him
- Identify proper location for addition of AASHTO *Scope* 'note' disclaimer in the WAQTC materials
- Items for 2027 Winter Meeting Agenda
    - Finalize draft for the FOP for AASHTO R 75 graph and propose to AASHTO
    - Draft FOP for AASHTO R 127 as standalone or annex next year
    - Draft AASHTO T 176 with steps instead of paragraph format
    - Review the use of 'specimen' and 'specimen basket assembly' in AASHTO T 308
    - Research 'damp' towel removal from AASHTO T 85. Draft revision proposal for AASHTO.
    - Talk to Mike Wagner about presenting R 18 revisions
- Verify blur of washing sieve photo in PowerPoints (T 27/T 11, T 30)
- Work with Misty to draft combined FOP for R 75 PowerPoint and practice.
- Draft R 76 with QAC proposed accessible format. Send Misty proposed format, current format and draft template with new accessible format.
- Follow up on R 100 ballots
- Arrange 2027 QAC Winter and Summer Meetings
- Mirror Onedrive to match Google. (especially Kryterion)
- Research best option for moving slide numbers to PowerPoint notes
- Research 'live hyperlink' in table of contents pdf posted online
- Draft WAQTC Style Guide with approved accessible format.

2026 Training Materials Revisions

Create errata and final documents for the following approved revisions.

Aggregate

- FOP for AASHTO R 90, Sampling Aggregate Products
- FOP for AASHTO R 76, Reducing Samples of Aggregate to Testing Size
- FOP for AASHTO T 27/T 11, Sieve Analysis of Fine and Coarse Aggregates and Materials Finer Than 75-µm (No. 200) Sieve in Aggregates by Washing

Asphalt

- FOP for AASHTO R 97, Sampling Asphalt Mixtures
- FOP for AASHTO T 329, Moisture Content of Asphalt Mixtures by Oven Method
- FOP for AASHTO T 308, Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method

- FOP for AASHTO T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures
- *FOP for AASHTO T 166, Bulk Specific Gravity (Gmb) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens*
- FOP for AASHTO R 66, Sampling Asphalt Materials
- FOP for AASHTO T 30, Mechanical Analysis of Extracted Aggregate
- FOP for AASHTO T 312, Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor

Concrete

- FOP for AASHTO T 119, Slump of Hydraulic Cement Concrete
- FOP for AASHTO T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
- FOP for AASHTO T 152, Air Content of Freshly Mixed Concrete by the Pressure Method
- FOP for AASHTO R 100, Casting and Curing Concrete Strength Test Specimens in the Field

Embankment & Base and In-Place Density (EBTT/DTT)

- Table of Contents & Objectives
- FOP for AASHTO T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop and T 180, Moisture-Density Relations of Soils Using a 4.54-kg
  (10-lb) Rammer and a 457-mm (18-in.) Drop
- FOP for AASHTO R 75, Developing a Family of Curves Using Soil-Moisture Density Relations
- FOP for AASHTO T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture
- FOP for AASHTO T 85, Specific Gravity of Coarse Aggregate
- FOP for AASHTO T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)

SCC

- FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)
- FOP for AASHTO T 345, Passing Ability of Self-Consolidating Concrete by J-Ring
- FOP Library
- FOP for AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate
- FOP for AASHTO R 64, Sampling and Fabrication of 50 mm
  (2 in.) Cube Specimens Using Grout (Non-Shrink) or Mortar, Performance Exam Checklist
- Archive WAQTC TM 17, Determination of Theoretical Maximum Dry Density
- Present QA Plans and Checklists to the board

Third-Party Exam Delivery

- Update Exams Dec. 25th through Jan. 1
- Copy pertinent aspects of Madeline's accommodation language in all WAQTC exams

- Modify rescheduling language to system exam reminder and reschedule notice (72 hours and that it can be further rescheduled if center reschedule doesn't work).
- Provide instructions on how to export and check exams in Webassessor.
- Follow up with Kryterion about 'exam readiness' video link Angela referenced. Add to landing page or exam schedule email.

Website

- Update website with 2027 training materials
- Load a Word redline and FOP to the website for review

Misty Miner

- Accessibility Task Force Member
- Present accessibly template to the board during the Executive Board Summer Meeting
- Posting Word files to the website review
- Present cost saving of ride-share and associated efforts to the board
- Obtain updated pictures for wash sieves
- Obtain new wash sequence pictures for burned sample wash.
- Provide example of combined PowerPoint FOP for AASHTO R 75 with practice and main PowerPoint. Review D B Consulting draft.

Revision review assignment

- Aggregate
- Sampling and reduction
- Administration Manual and RPIH
- Website

Gilbert Arredondo

- Present cost saving of ride-share
- Accessibility Task Force Member

Revision review assignment

- Concrete
- Administration Manual and RPIH
- Website

Dan Gettman

Revision review assignment

- Concrete
- SCC
- Sampling and Reduction
- Associated Exams in Webassessor

Madeline Enright

- Accessibility Task Force Member
- Work with D B Consulting on Winter Meeting arrangements

Revision review assignment

- Embankment & Base and In-place Density
- General
- Associated Webassessor exams

Isabelle Panos

Revision review assignment

- Asphalt
- SCC
- Associated Webassessor exams

Sharon Taylor

Revision review assignment

- Concrete
- Asphalt
- Website

Adam Rose

- Compile a list of exam questions based on a note.
- Play in Webassessor and work with Desna and Lori on what ODOT may want to add
- Work with D B Con on Summer Meeting
- Accessibility Task Force Member

Revision review assignment

- Asphalt
- Embankment & Base/In-Place Density

Mark Willoughby

- Label WSDOT exams in Webassessor

Revision review assignment

- General
- Aggregate
- Associated Webassessor