



WAQTC Executive Board 2026 Spring Meeting Minutes

MEETING CALLED BY: MIKE SAN ANGELO,
CHAIR
RECORDER: DESNA BERGOLD, COORDINATOR

DATE: MONDAY, APRIL 6TH, 2026
TIME: 10:00 AM MDT
LOCATION: GOOGLE.MEET

ATTENDEES:

MIKE SAN ANGELO, AKDOT & PF, CHAIR
CRAIG WIEDEN, CDOT, VICE CHAIR
KEN TALBOT, UDOT, TREASURER
CHAD CLAWSON, ITD
RANDY BOYSEN, MDT
AMY BEISE, NDDOT
LARRY ILG, ODOT
HOWARD ANDERSON UDOT
GARRET WEBSTER, WSDOT

MISTY MINER, MDT, QAC CHAIR
GILBERT ARREDONDO, UDOT,
QAC VICE CHAIR
DESNA BERGOLD, D B CONSULTING,
COORDINATOR
LORI COPELAND, D B CONSULTING
ABSENT:
MICHAEL VOTH, CFLHD

Google Drive link: [2026 Executive Board Spring Meeting](#)

OneDrive link: [2026 Executive Board Spring Meeting](#)

Agenda Items / Objectives:

1. Report on 2023 Proposed AASHTO revisions

- a. *T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c)* – Champion: None
 - i. The ‘step’ revisions the QAC put together during the 2024 Winter Meeting for Allen did not get published.

2. Report on 2024 Proposed AASHTO revisions

- a. *R 39, Making and Curing Concrete Test Specimens in the Laboratory (TS 3b)* – Champion Larry Ilg

3. Report on 2025 Proposed AASHTO revisions

- a. *T 11, Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c)* – Champion Amy Beise
- b. *T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c)* – Champion Amy Beise
- c. *R 100, Making and Curing Concrete Test Specimens in the Field (TS 3b)* – Champion Larry Ilg
- d. *R 75, Developing Soil Moisture-Density Relations (TS 1b)* – Champion Paul Bushnell
- e. *T 84, Specific Gravity and Absorption of Fine Aggregate (TS 1c)* – Champion Amy Beise
- f. *T 85, Specific Gravity and Absorption of Coarse Aggregate (TS 1c)* – Champion Amy Beise

- g. *T 90, Determining the Plastic Limit and Plasticity Index of Soils (TS 1a) – Champion Craig Wieden*
- h. *T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC) (TS 3b) – Champion Larry Ilg*
- i. *T 345, Passing Ability of Self-Consolidating Concrete by J-Ring (SCC) (TS 3b) – Champion Larry Ilg*
- j. *PP 97, Determination of Constant Mass – (TS 5c) – Champion Craig Wieden*
- 4. **2026 Proposed AASHTO revisions from the QAC**
 - a. *T 255, Total Evaporable Moisture Content for Aggregates – TS 1c*
 - b. *T 19, Bulk Density (“Unit Weight”) and Voids in Aggregate – TS 1c*
 - c. *T 119, Slump of Hydraulic Cement Concrete – TS 3b*
 - d. *T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – TS 3b*
 - e. *T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture – TS 1b*
 - f. *T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth) – TS 1b*
 - g. *T 89, Determining the Liquid Limit of Soils – TS 1a*
 - h. *T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a*
 - i. *T 106, Compressive Strength of Hydraulic Cement Mortar (Using 50-mm or 2-in. Cube Specimens) – TS 3a*
- 5. TS voting members that are not Board Members
 - a. Revisions to Operations Manual Section ‘Proposals to AASHTO Standards’ – QAC
- 6. TS 1c Task Force – ovens and sieve overloading – QAC
- 7. Style Guide revisions – QAC
- 8. Website update – QAC Winter Meeting
- 9. QAC 2027 Winter and Summer Meeting Travel – QAC Winter Meeting
- 10. Accessibility Workplan
- 11. Third-Party Written Exam Delivery progress
- 12. Administration Manual and RPIH
- 13. Sampling Module – Misty – QAC
- 14. AASHTO T 85 does not define ‘substantial’ in Section 7.2 - QAC
- 15. Funding and Budget
- 16. Task Force 16-01 T 310 procedure for Calibration Blocks – Sunset
- 17. Reciprocity audit Report
- 18. List of WAQTC developed Test Methods
- 19. Strategic Plan
 - a. Long term goals
 - b. 2025 Completed Items
 - c. 2026 Planned Work
 - d. Suggestions from the QAC
 - i. Staffing a table at regional and national meetings
 - ii. QR code on handouts
 - iii. Accessibility Workplan
- 20. Executive Board Summer Meeting and AASHTO COMP – 8/3 thru 8/7 (Mon. thru Fri.)
- 21. Other items

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY

WELCOME	Mike San Angelo, AKDOT and WAQTC Executive Board Chair, welcomed the participants to the virtual 2026 Spring Meeting. As there are new members attending this meeting, Mike asked everyone to introduce themselves. Mike introduced himself as the soon to be former board chair, as he will be retiring shortly. Craig Wieden, CDOT, current Executive Board Vice Chair, indicated that he will become the chair. Howard Anderson, UDOT, said that Scott Nussbaum, former WAQTC Treasurer, has a new position in UDOT, and he, Howard, will take Scott's former position. Howard does not know if he will become the WAQTC Executive Board Member and Treasurer as well. Garrett Webster, WSDOT, introduced himself. Chad Clawson, ITD, said that he is taking a new position at ITD, and is in the process of staffing his former position. Amy Beise, NDDOT; Randy Boysen, MDT; Larry Ilg, ODOT; Misty Miner, MDT and QAC Chair; and Gilbert Arredondo, UDOT and QAC Vice Chair, all introduced themselves in quick succession. Desna Bergold, WAQTC Coordinator, and Lori Copeland, both of D B Consulting completed the introductions.	
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REPORT ON 2023 PROPOSED AASHTO REVISIONS

T 166	<i>T 166, Bulk Specific Gravity (Gmb) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens, TS 2c – Champion: none</i> <u>Status of 2023 revision proposal</u> • Break paragraphs with multiple steps into individual steps This revision proposal will be re-balloted concurrently on the 2026 Fall Ballot. <i>D B Consulting will verify that the revision proposed in 2023 is balloted.</i>	D B CONSULTING
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REPORT ON 2024 PROPOSED AASHTO REVISIONS

R 39	<i>R 39, Making and Curing Concrete Test Specimens in the Laboratory, TS 3b – Champion Larry Ilg</i> <u>Status of 2024 revision proposal</u> Remove ‘cardboard molds’ from Section 7.5.3.1.1 This revision was approved on Committee on Materials and Pavement (COMP) ballot and should be published in 2026. <i>D B Consulting will verify that the revision proposed in 2024 is published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
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REPORT ON 2025 PROPOSED AASHTO REVISIONS

T 11	<i>T 11, Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing, TS 1c – Champion Amy Beise</i> <u>Status of 2025 revision proposal</u> - Remove Section 5.5, the oven is included in T 255 - Remove Note 1, the thermometer used to monitor the oven temperature should also be removed These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
T 27	<i>T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c) – Champion Amy Beise</i> <u>Status of 2025 revision proposal</u> - Remove Section 5.4, the oven is included in T 255 - Remove Note 3, the thermometer used to monitor the oven temperature should also be removed These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING

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R 100	<i>R 100, Making and Curing Concrete Test Specimens in the Field (TS 3b) – Champion Larry Ilg</i> <u>Status of 2025 revision proposal</u> • Table 3, remove the ‘equal to’ for vibrating • Change Table 4 to ‘See Section 9.3.’ • Remove reference to ASTM C1758 in 8.4 and reference Section 8.2 instead. The first two revisions were approved on COMP ballot and should be published in 2026. During the AASHTO COMP 2025 Annual Meeting, there was a discussion regarding removing ‘as a single layer without consolidation’ and using ‘without layers or consolidation’ instead. The Technical Subcommittee (TS) felt that there was more in the ASTM reference that needed to be captured. They decided to keep the ASTM C1758 reference for now. CO, UT, TX formed a Task Force (3b 25-01) to work on this. WAQTC offered to resubmit revisions with TS feedback. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
R 75	<i>R 75, Developing Soil Moisture-Density Relations (TS 1b) – Champion Paul Bushnell</i> • Revise the title to ‘<i>R 75, Developing a Family of Curves using Soil Moisture–Density Relations</i>’ • Revert, where appropriate, to 2016 language • Change ‘group’ back to ‘family’ throughout • Note 1, use ‘Intermediate curves’ and remove ‘template’ • Revise title of Figure 1 and relabel ‘incremental curves’ to ‘intermediate curves.’ These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING

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T 84	<i>T 84, Specific Gravity and Absorption of Fine Aggregate (TS 1c) – Champion Amy Beise</i> <u>Status of 2025 revision proposal</u> • Remove Section 5.5, the oven is included in T 255 • Remove Note 1, the thermometer used to monitor the oven temperature should also be removed • Section 7.1.1 add, dry ‘to constant mass according to T 255’ • Sections 8.3 and 8.3.1 add ‘dry to constant mass according to T 255’ These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
T 85	<i>T 85, Specific Gravity and Absorption of Coarse Aggregate (TS 1c) – Champion Amy Beise</i> <u>Status of 2025 revision proposal</u> • Remove Section 6.6, the oven is included in T 255 • Remove Note 1, the thermometer used to monitor the oven temperature should also be removed These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
T 90	<i>T 90, Determining the Plastic Limit and Plasticity Index of Soils (TS 1a) – Champion Craig Wieden</i> • Remove Section 3.6, the oven is included in T 265 • Remove Note 2, the thermometer used to monitor the oven temperature should also be removed • Section 6.4, break into individual steps, creating two additional sections and two subsections.	

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	The edits were balloted and received a negative vote from ITD. The TS 1c chair has tabled the proposed edits until the negative is resolved. The QAC is proposing revised edits to the board for approval. <i>See T 90 under 2026 Proposed AASHTO Revisions from the QAC.</i>	
T 351	<i>T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC) (TS 3b) – Champion Larry Ilg</i> <u>Status of 2025 revision proposal</u> • ‘Using the criteria in Section 8 Table 1, rate the stability of the mixture on a scale of 0 to 3 by visual examination’ This revision was approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
T 345	<i>T 345, Passing Ability of Self-Consolidating Concrete by J-Ring (SCC) (TS 3b) – Champion Larry Ilg</i> • Remove Note 2 reference in 7.8 • Remove the note designation on Note 2 and create 7.8.1 These revisions were approved on COMP ballot and should be published in 2026. <i>D B Consulting will verify that the revisions proposed in 2025 are published in the 2026 AASHTO Materials Standards.</i>	D B CONSULTING
PP 97	<i>PP 97, Determination of Constant Mass – (TS 5c) – Champion Craig Wieden</i> <u>Status of 2025 revision proposal</u> • Promote the provisional practice to a full standard. During the 2025 COMP Annual Meeting, WAQTC made a motion to move this provisional standard to a full standard. Although the TS approved, it appears to be editorially revised and reconfirmed as PP 97. It was not balloted to move to a full standard. The board was unsure if moving to a full standard requires balloting.	

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	Desna asked if Craig would like a formal letter to repropose moving the provisional practice to a full standard. He said yes. <i>D B Consulting will draft a revision proposal letter for Craig to forward the Curt Turgeon, TS 5c chair and, and Sejal Barot, TS 5c vice chair.</i>	D B CONSULTING

2026 PROPOSED AASHTO REVISIONS FROM THE QAC

T 255	<i>T 255, Total Evaporable Moisture Content for Aggregates – TS 1c</i> During the 2025 Executive Board Spring Meeting, the board found that T 255 does not include a definition for constant mass, nor does it include all the components as defined by <i>PP 97, Determining Constant Mass</i>. Because T 255 has multiple methods of drying at a variety of temperatures, it does not define the time interval that is necessary to reach constant mass but does define the maximum mass loss after subsequent drying. <u>QAC discussion</u> The QAC proposed removing ‘thoroughly dry,’ changing the initial reference to ‘reached constant mass’ as that would define the action, and adding a reference to PP 97 in Section 7.4 as that would incorporate the time and heating parameters. <u>Revision proposal</u> • Add PP 97, Determining Constant Mass to Section 2, Referenced Documents • In Step 7.4, change ‘is thoroughly dry’ to ‘has reached constant mass.’ • At the end of Step 7.4, add, ‘For information on determining length of time for further heating to determine constant mass, see PP 97.’ Amy volunteered to champion the revision proposal. <i>Amy Beise will submit the revision proposal to Matthew Beeson, TS 1c chair, and Temple Short, TS 1c vice chair.</i>	AMY BEISE
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T 19	<i>T 19, Bulk Density (“Unit Weight”) and Voids in Aggregate – TS 1c</i> <u>QAC discussion</u> T 19 describes the oven in Section 7, Test Sample, but not in the Apparatus section. The oven description in Section 7 follows instructions to dry the sample according to T 255 and then lists the oven requirements which are included in T 255. <u>Revision proposal</u> • Section 5.2, Apparatus add ‘Oven—An oven conforming to the requirements of T 255.’ • Section 7, remove oven description • Remove Note 4 Amy volunteered to champion the revision proposal. <i>Amy Beise will submit the revision proposal to Matthew Beeson, TS 1c chair, and Temple Short, TS 1c vice chair.</i>	AMY BEISE
T 119	<i>T 119, Slump of Hydraulic Cement Concrete – TS 3b</i> <u>QAC discussion</u> The QAC proposed language to clarify ‘stabilizing’ the base in the procedure. In the ‘Apparatus’ section it refers to a ‘clamping base plate, instead of the one illustrated.’ There is not one illustrated. The test method does not address where the base or base plate should be placed before testing. <u>Revision proposal</u> • Step 5.1. <i>Mold</i>, remove ‘instead of the one shown.’ There is no base plate shown in the figure. • Step 7.1, add (in red), ‘Dampen the inside of the mold and nonabsorbent base or base plate.’ • Create a new Step 7.2 with the remaining portion of 7.1 and change to read, ‘Place the base or base plate on a stable, rigid, surface that is level and firm.’ The board discussed the proposed revisions and felt that, as written, the proposed revision in 7.2 is incomplete without a	

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	definition of ‘stable.’ Misty explained that the intent is to ensure that the surface is stable, as written it has been interpreted that a truck tailgate is appropriate because it is rigid. A truck tailgate is not stable, if the engine is running or someone leans against the truck, the mold could be shifted during testing. Craig suggested referring to the ASTM method for ideas. ASTM includes the phrase ‘free of vibration.’ This language would address the stable surface issue. The board did not approve a revision for the new Step 7.3. They do not want to change ‘hold’ to ‘secure.’ The board approved the new 7.2, ‘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.’ D B Consulting was asked to revise the proposal and proposal letter and send them to Larry, Adam Rose, ODOT, Misty and Gilbert for final approval. <u>Revised proposal</u> • Step 5.1. <i>Mold</i>, remove ‘instead of the one shown.’ There is no base plate shown in the figure. • Step 7.1, add (in red), ‘Dampen the inside of the mold and nonabsorbent base or base plate.’ • Create a new Step 7.2 with the remaining portion of 7.1 and change to read, ‘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.’ Larry agreed to champion the revised proposal. <i>D B Consulting will revise the proposal and proposal letter and send it to Larry Ilg, Adam Rose, Misty Miner, and Gilbert Arredondo.</i> <i>Larry Ilg will submit the revision proposal to Jim Reilman, TS 3b chair, and Wally Heyen, TS 3b vice chair.</i>	D B CONSULTING LARRY ILG

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T 121	<i>T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – TS 3b</i> <u>QAC discussion</u> T 121 and T 152, <i>Air Content of Freshly Mixed Concrete by the Pressure Method</i> differ when consolidating by internal vibration. <u>Revision proposal</u> • Add Step 7.7.2.6, ‘After each layer is vibrated, tap around the perimeter of the measure smartly 10 to 15 times with the mallet using such force so as to close any voids left by the vibrator and to release any large bubbles of air that may have been trapped.’ Larry and Craig asked why one would need to hit the outside of the measure if you are consolidating with a vibrator. Misty explained that the density test is generally performed in conjunction with the air test. Because the method of consolidation is different when vibrating, the density test concrete must be dumped, the measure cleaned out and filled again to perform the air test. Craig referenced the ASTM methods and found that neither of the methods require tapping the air meter base when using a vibrator to compact the concrete. The board suggested proposing a revision to T 152 to match T 121. Misty agreed that it may be easier to explain the revision because it would harmonize with ASTM. D B Consulting was asked to make the revisions to T 152 instead of T 121 and revise the proposal letter. Larry agreed to champion the revision proposal. Misty asked the board to consider that when using the air meter base to perform a density test the allowed nominal maximum size of the aggregate is 1 in. When wet sieving the sample to perform the air test the maximum size is 1 ½ in. The board agreed that it is a logical question. Perhaps it could be discussed with the technical subcommittee. Misty decided to table the discussion at this time but asked Desna to put it on the 2027 QAC Winter Meeting Agenda.	

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	<i>D B Consulting will include the aggregate size discrepancy between T 121 and T 152 on the 2027 Winter Meeting Agenda.</i> <i>D B Consulting will revise the proposal and proposal letter and send it to Larry Ilg.</i> <i>Larry Ilg will submit the revision proposal to Jim Reilman, TS 3b chair, and Wally Heyen, TS 3b vice chair.</i>	DB CONSULTING LARRY ILG
T 272	<i>T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture – TS 1b</i> <u>QAC discussion</u> A technician following T 310 does not have enough material to develop a full T 99 or T 180 if the one-point determination does not fit an existing family of curves or a single reference curve. The QAC proposed adding references to 6.1 ‘Sampling’ to include T 310 as a source of the sample. <u>Revision proposal</u> • Add T 310, <i>In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i>, to Section 2 Referenced Documents • Step 6.1 add reference to T 310 Craig Wieden agreed to champion the proposal. <i>Craig Wieden will submit the revision proposal to Nicholas Van Den Berg, TS 1b chair, and Joseph Blair, TS 1b vice chair.</i>	CRAIG WIEDEN
T 310	<i>T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth) – TS 1b</i> <u>QAC discussion</u> The QAC proposed adding a tolerance between two readings and including multiple readings in a single direction and two different directions to Note 5 and adding a note to prompt a technician to obtain more material when needed. <u>Revision proposal:</u> • Expand Note 5, ‘For multiple 1-min readings in a single direction, the wet density readings should be within 32 kg/m³ (2.0 lb/ft³). The gauge may be rotated 90 degrees about the axis of the source rod to obtain additional readings.’	

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	- For multiple 1-min readings in two different directions, the wet density readings should be within 50 kg/m³ (3.0 lb/ft³). The average of the two wet densities and moisture contents will be used to compute dry density.' - Add Note 6, 'Additional adjacent material may be needed to establish a full soil moisture-density relation according to T 99 or T 180.' Craig asked where the tolerances came from for the two readings in Note 5. Desna said that the tolerances are those used in the Field Operating Procedure (FOP) for AASHTO T 310 in the training materials. Misty pointed out that they are supported by the precision and bias statement in the procedure. Many of the board were unsure of the tolerances. Desna pointed out that the proposal is in a note which is non-mandatory. Craig thinks that as it is just a note, it could be presented to the TS to see what kind of discussion it starts. Larry concurred. Craig Wieden agreed to champion the proposal. <i>Craig Wieden will submit the revision proposal to Nicholas Van Den Berg, TS 1b chair, and Joseph Blair, TS 1b vice chair.</i>	CRAIG WIEDEN
T 89	<i>T 89. Determining the Liquid Limit of Soils – TS 1a</i> <u>Revision discussion</u> Multiple terms are used interchangeably in the standard; 'squeeze' and 'press', 'shock(s)' and 'blow(s)', and 'cake' and 'pat'. The QAC proposed using one of each of the terms. The QAC also proposed replacing the oven requirements with: 'Oven—An oven conforming to the requirements of T 265'. <u>Revision proposal:</u> - Section 2 – Remove oven and thermometer references - Section 3.8 – Change to read, 'An oven conforming to the requirements of T 265.' - Section 3.8 – Remove additional requirements for the oven - Revise throughout to 'active voice' - Break paragraphs into individual steps throughout	

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	• Use 'soil cake' throughout, this has variously been called: 'soil,' 'soil sample,' 'soil pat,' etc. • Revise use of the term 'shocks' to 'blows' for consistency, these terms were used interchangeably • Include all the steps required in Sections 11 and 12 Craig volunteered to champion the revision proposal. <i>Craig Wieden will submit the revision proposal to Charles A. Babish, TS 1a chair, and Griffin Sullivan, TS 1a vice chair.</i>	CRAIG WIEDEN
T 90	<i>T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a</i> Revisions to this method were originally proposed in 2025. During the TS ballot a TS member voted negatively. The TS chair decided not to put it on the full COMP ballot. The original proposal removed the oven requirements in apparatus completely. Based on discussions at the 2025 COMP Annual Meeting, the QAC would like to revise the original proposal and request the board to resubmit it to the TS 1a chair. <u>Revised revision proposal</u> • Revise the oven requirements in Section 3.6 to read 'Oven—An oven conforming to the requirements of T 265'. • Remove Note 2, the thermometer used to monitor the oven temperature. • Section 6.4, break into individual steps, creating two additional sections and two subsections. Craig volunteered to champion the revision proposal. <i>Craig Wieden will submit the revision proposal to Charles A. Babish, TS 1a chair, and Griffin Sullivan, TS 1a vice chair.</i>	CRAIG WIEDEN

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T 106	<i>T 106, Compressive Strength of Hydraulic Cement Mortar (Using 50-mm or 2-in. Cube Specimens) – TS 3a</i> <u>Revision proposal</u> Section 5.9.2 revise [2.83 and 3¹/₈ in.] to '[2.83 and 3.13 in.]' <u>Revision discussion</u> In Section 5.9.2, the diameter or diagonal dimensions of upper block bearing surface is [2.83 and 3¹/₈ in.]. This is the only dimension left in a fraction. QAC proposes revising it to 3.13 in. Craig said he will talk to Eric Prieve, CDOT, who is on this technical subcommittee. He believes CDOT may be able to champion the proposal or send a letter concerning the possible oversight. <i>Craig Wieden will discuss the proposal with Eric Prieve and one of them will follow up with Sue Zheng, TS 3a chair, and Richard Barenzinsky, TS 3b vice chair.</i>	CRAIG WIEDEN

ADDITIONAL ITEMS FROM THE QAC

TS VOTING MEMBERS	<i>Revisions to Operations manual section 'Proposals to AASHTO Standards'</i> <u>QAC proposed revisions</u> During the QAC Winter Meeting the QAC discussed a recent negative vote from a WAQTC member agency. The QAC referred to the 'Proposals to AASHTO Standards' guide in the Operations Manual. The guide states that after the Executive Board has approved a proposal, the coordinator writes a letter to the TS chair for the assigned champion to present. The QAC proposed including instruction for an agency's board member to distribute the proposal and letter to the TS voting member in their agency when they are not a member of the board. A list of member agency TS voting members has been added to the AASHTO Revision Proposals Tracking spreadsheet and is attached. <u>Board discussion</u> Larry asked for clarification on the proposal made by the QAC. Misty explained that requests for revisions often come from	
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	technicians that are performing the tests, the QAC drafts the revisions and presents them to the board. When they are approved, a board member is assigned as champion. The TS voting member may not be a member of the QAC or Executive Board and may not be aware of the proposal until it is balloted. Misty added that if the revised process is followed, it creates the opportunity to provide the TS voting member with details and reasoning for the proposed revisions and allows for feedback from the voting member before the TS or COMP ballots. Craig asked if there is feedback from the voting member should the revisions go back to the QAC. Desna said that once the proposed revision is at the Executive Board level, it's their decision. If the board decides the QAC should revise the proposal, Misty and Gilbert, as members of the board, can take it back to the QAC, or the board can revise it. Craig suggested adding the steps to assign a champion and what the board does if the champion is unable to present the proposal during the TS meeting. Craig also proposed that if a board member is not the TS voting member, they discuss the revision with their agency's voting members. Ken Talbot, UDOT, and Larry agreed. Ken pointed out that the step for coordination with the technical subcommittee voting member should be moved before the step to send the proposal to the TS chair. Approved revisions to the operations manual section 'Proposals to AASHTO Standards' 1. The Executive Board assigns a Champion a. The Champion will be the member of the board who is also a member of the AASHTO Technical Subcommittee (TS) or the member of the board representing the proposing agency, preferably both. 2. The Coordinator writes a letter, template attached, outlining the purpose of the proposed revisions 3. The Champion presents the proposal and letter to the TS Chair 4. The Champion discusses the revisions with the TS voting members from WAQTC agencies.	

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TOPIC	Discussion / Decision	ACTION REQUIRED BY
	5. The Champion follows the proposal through the balloting procedure and reports to the QAC and the Executive Board Craig moved to approve the proposed revisions; Larry seconded. Mike called for comments and a reverse vote. The motion carried unanimously. <i>The revisions to the WAQTC Style Guide will be included in the 2026 annual updates.</i>	D B CONSULTING
TS 1C TASK FORCE	<i>TS 1c Task Force – ovens and sieve overloading</i> During the AASHTO COMP Midyear Meeting there was a discussion about removing the oven and thermometer requirements from Section 5.5 in T 11 as proposed by WAQTC. Some attendees wanted to include the oven in the apparatus. Larry is leading the task force to determine what language to include for oven requirements. Larry was also asked to lead a task force for sieve overloading in T 27, addressing a concern brought forward at the same Midyear Meeting. It is possible there is a conflict with the table in A1.4 and the calculation in A1.3.3.1. The concern included the calculated sieving area and the sieving area in the table which subtracts the band around the outside edge of the sieve as non-sieving surface. During the QAC Winter Meeting, Larry asked the QAC to draft a list of aggregate standards in TS 1c that include ovens in the apparatus section and propose language for the oven requirements. The QAC drafted a statement and sent it to Larry: ‘Oven—An oven conforming to the requirements of T 255.’ <u>Board discussion</u> Desna presented the proposed language that the QAC developed for the oven task force and the list of TS 1c test methods that include oven requirements. Desna also presented a spreadsheet that calculates the ‘Maximum Allowable Mass of Material Retained on a Sieve’ using the overload formula and the sieving area from the table in T 27. She included the table from T 27 in the spreadsheet, for comparison, the calculated values and the values in the table match. Larry thanked the QAC for the work and asked Desna to send him the documents via email.	

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
	<i>Desna will send Larry the QAC proposed oven language, the list of TS 1c methods that include ovens, and the sieve overload spreadsheet.</i>	D B CONSULTING
STYLE GUIDE	<i>WAQTC Style Guide Revisions</i> <u>Proposed revisions to the Style Guide</u> These revisions are to add guidance for the Terminology section in the FOPs. Desna presented the QAC proposed revisions to the WAQTC Style Guide. Craig asked if the revision for hard hyphen guidance is consistent with AASHTO Style Rules. Desna responded that AASHTO Publications Author Guide does not address numeral styles or hard spaces and hyphens; the numeral guidance is from Specification Writers' Guide FLH. General guidelines: • Use numerals for the value of a measurement. Use a hard space between the numeral and measurement unit. • When quantity and size are expressed together, always use words for the quantity and numerals for the size. • Use a hard space between the letter and number for standards references, example AASHTO R 90 (hard space between the R and 90) • Notes are non-mandatory additional information. • A hard space prevents the number and symbol from becoming separated across lines of text. To insert a hard space in a Word document press Ctrl + Shift + Spacebar • A hard hyphen prevents a hyphenated term from becoming separated across lines of text, example J-ring (hard hyphen between the J and ring) To insert a hard hyphen in a Word document press Alt+Shift+- Craig moved to approve the proposed revisions; Garrett seconded. Mike called for comments and a reverse vote. The motion carried unanimously. <i>The revisions to the WAQTC Style Guide will be included in the 2026 annual updates.</i>	D B CONSULTING

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
WEBSITE UPDATE WAQTC.org	<u>QAC and Board recommended revisions</u> • Combine or remove redundant information on Home and About pages. • Add a brief history to About page in Background • Add links to Organizational documents on About page • Add ‘Completed Items’ to About page • Add Agency contact button along with Misty titled ‘Contact Agency TTQP Representative Directly’ on the footer of all pages. <u>Board discussion</u> Desna shared an overview of the changes to the website the QAC and the Executive Board recommended. Craig said he liked the changes and thanked Desna for her work on the website. <i>Discussion item only.</i>	
2027 QAC MEETINGS	<i>QAC 2027 Winter and Summer Meeting Travel</i> <u>Board Discussion</u> Misty shared that the QAC decided to propose the next full year meeting locations at this Spring Executive Board meeting to allow time for planning and travel approval for member Agency QAC representatives. The 2027 QAC Winter Meeting is scheduled to be held Jan 25th through 29th. During the 2026 QAC Winter Meeting, Madeline Enright, CDOT, suggested they could host the QAC in Denver. The QAC accepted and is proposing Denver CO for this meeting. The 2027 QAC Summer Meeting is scheduled to be held July 19th through 23rd. Adam Rose, ODOT, said that they could host and suggested the Hyatt Place Portland Airport as the venue. Larry asked what is required from the host state. Misty said the host state assists the consultant with selecting a location with a hotel in good proximity to the airport and within walking distance of restaurants. Craig moved to approve the proposed locations; Ken seconded. Mike called for comments and a reverse vote. The motion carried unanimously <i>D B Consulting will work with the host QAC members to secure 2027 QAC meeting locations.</i>	D B CONSULTING

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
ACCESSIBILITY WORKPLAN	<i>Accessibility Workplan</i> During the 2026 QAC Winter Meeting, the QAC discussed the challenges in making the TTQP student training materials accessible. Most of the text in tables, the pictures are in layered text boxes, and because of reformatting over the years, there are some odd relicts. The QAC decided that the training materials should be reformatted and that each member and D B Consulting would draft a student FOP in an accessible format for the 2026 QAC Summer Meeting. <u>Board Discussion</u> Desna said that the decision by the QAC to redesign the format of the training materials to address accessibility provided a clear path for the Accessibility Workplan. She then presented the proposed Accessibility Workplan (attached) which was approved by the QAC chair and vice chair. Craig asked if the referenced ‘front facing’ documents are the pdf’s posted to the website. Desna said yes. Craig asked if the WAQTC website itself is accessible, Desna said that she didn’t know. Craig shared that CDOT recently discovered that when CDOT provides links to documents from another website, CDOT is not required to ensure the documents are accessible because CDOT doesn’t own them. Larry asked if the workplan includes using an accessibility consultant to check the documents or if the revisions will rely on the Word Accessibility Investigator. Desna shared that the accessibility investigation tools in Word and Adobe will be used. Misty mentioned that the workplan replicates the process Madeline uses to produce compliant documents for CDOT. Craig said that CDOT has tried to check with different compliance experts, and they have received mixed results. Misty shared that the goal of the QAC is to start over and create accessible documents to aid the member states with compliance. Craig motioned to approve the Accessibility Workplan and allow the QAC to move forward, Ken seconded. Larry asked for an amendment to include tracking the cost for this task. Desna stated that a separate line can be isolated on billing. Mike called for comments and a reverse vote. There were no objections. The motion carried as amended. <i>QAC members and D B Consulting will move forward with the Accessibility Workplan.</i>	QAC MEMBERS D B CONSULTING

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
THIRD-PARTY WRITTEN EXAM DELIVERY	<i>Third-party Exam Delivery through Webassessor</i> Desna shared an update on the individual state exams. Washington is live in Webassessor with state specific exam delivery. CDOT has uploaded state specific exams and is in the process of vetting them. Desna said billing may get more interesting, but it is okay so far. Craig said CDOT will have a mid-April trial and if all goes well, they will adopt Webassessor exam delivery by July 1st. <i>Discussion item</i>	
ADMINISTRATION MANUAL AND RPIH	<i>WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)</i> Desna shared that the title references to AASHTO R 75 in both the <i>Administration Manual and Registration, Policies, and Information Handbook (RPIH)</i> will need to be revised because the soon to be published AASHTO practice title will be revised. Craig said that this is an editorial change, all agreed. <i>D B Consulting will revise the Administration Manual and RPIH accordingly.</i>	D B CONSULTING
SAMPLING MODULE	<i>Sampling Module</i> Misty updated the board on the new Sampling Module. The module became 'live' January 2026. The certification is recognized by the Alaska, Washington, and Idaho DOTs. Desna said there have been nine registrations for exams in Webassessor so far. <i>Discussion item only.</i>	
T 85	<i>T 85, Specific Gravity and Absorption of Coarse Aggregate – TS 1c</i> <u>QAC 2026 Winter Meeting discussion</u> The QAC is concerned that Section 7.2 of T 85 does not define 'substantial.' It is also unclear where the line is that would trigger using the No. 8 sieve when performing T 85 or performing T 84 instead. Section 7.2: If the coarse aggregate contains a substantial quantity of material finer than the 4.75-mm (No. 4) sieve (such as for Size No. 8 and 9 aggregates in M 43), use the 2.36-mm (No. 8) sieve in place of the 4.75-mm (No. 4)	

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	sieve. Alternatively, separate the material finer than the 4.75-mm (No. 4) sieve and test the finer material according to T 84. <u>Board discussion</u> Misty outlined the QAC concerns for the board and said they are looking for better direction or clarifying language. Larry suggested that the QAC put together a few questions related to defining the term ‘substantial’ and send out for AASHTO feedback survey. Larry said he suspects there will be a lot of variability and this may be a large long-term task that the Technical Subcommittee may decide to take up and assign a task force. Craig agreed and recommended adding AASHTO T 84 to the inquiry. <i>Misty Miner will reach out to Matt Beeson, TS 1c chair, to determine if there is a process or template for sending a survey.</i>	MISTY MINER
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ADDITIONAL ITEMS

FUNDING AND BUDGET	<i>Funding and Budget</i> Howard said he is getting up to speed on WAQTC’s budget. He met with David Stephens, UDOT and pooled fund contact, and everything looks good for now. Howard said with the recent reduction to a \$10,000 annual contribution, and the commitment on a 4-year cycle that David seems unsure if the budget is sustainable for four to five years. There may be a need to shift back to the \$12,000 contribution. Howard said he will work with Ken and David to present a funding report for the Executive Board Summer Meeting. Larry said that he is still waiting for his department’s finalized budget. Once his budget is finalized, he will need an invoice. Ken said that they would provide one. <i>Howard Anderson or Ken Talbot will prepare a funding report to share at the 2026 Executive Board Summer Meeting.</i> <i>Larry Ilg will inform Howard and Ken once he has a finalized budget so they can send an invoice to ODOT.</i>	HOWARD ANDERSON KEN TALBOT LARRY ILG
TASK FORCE 16-01	<i>Task Force 16-01 T 310 procedure for Calibration Blocks</i> During the midyear TS 1b meeting the Task Force 16-01 on calibration blocks and a calibration process was sunset (discontinued). <i>Discussion item only.</i>	

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
RECIPROCITY AUDIT REPORT	<i>Reciprocity Questionnaire</i> Desna shared that the 2025 Reciprocity Questionnaire Summary is in the Executive Board folder on Google Drive and OneDrive. Desna reported that the QAC discussed reciprocity and reviewed the summary and determined that a few of the questions don't capture the intended information. Craig asked if the QAC could propose revisions to the questions they were concerned about. Misty said that the QAC will review and propose revisions. <i>D B Consulting will include this item on the 2026 Summer Meeting agenda</i>	D B CONSULTING
WAQTC TMs	<i>WAQTC Developed Test Methods List</i> Desna mentioned that she recently was asked for a list of WAQTC developed test methods (TM). She said that she did a little research and developed a list of all the TMs and what became of them (attached). She showed the list and pointed out that out of 17 test methods, ten have been adopted by AASHTO, two are still in use in the qualification modules, four are in the FOP Library, although one may be archived this year, and one was discontinued in 1999. The QAC asked that the Test Methods List be included in the training materials and posted on the Website. <i>Discussion item only.</i>	
CHAIR	<i>Executive Board Chair & Vice Chair</i> Mike said he will be retiring at the end of May. As it is an incomplete term, Craig as the vice chair will complete Mike's term and begin his own as chair. The member from the next state in alphabetical order becomes the vice chair, although there are provisions in the bylaws if that board member cannot assume the position. Craig will check with Chad, who had already signed out of the meeting, as Idaho is the next in line but since Chad recently was promoted to Chief Engineer, he may decline. Randy would be next in line and said he is willing to be vice chair. Craig thanked Mike for his service and wished him well in his retirement. <i>Craig Wieden will reach out to Chad Clawson to determine if he will accept the vice chair.</i>	CRAIG WIEDEN

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY

STRATEGIC PLAN

LONG TERM GOALS	<i>Long Term Goals</i> <i>No additional long-term goals proposed.</i>	
2025 COMPLETED ITEMS	<i>2025 Completed Items</i> • Evaluated membership funding needs Determined the optimum annual member contribution could be dropped by 17 percent. • Developed a module for sampling The QAC determined the FOPs to incorporate into a Sampling and Reduction module to address sampling and reduction of aggregate and asphalt. The Sampling and Reduction module was incorporated into the TTQP program in Jan. 2026. <i>AASHTO revisions:</i> • <i>T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop</i> – The WAQTC QAC worked with AASHTO re:source to clarify the oven and thermometer in the apparatus section and its impact on the procedure. • <i>T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop</i> – The QAC worked with AASHTO re:source to clarify the oven and thermometer in the apparatus section and its impact on the procedure. • <i>T 255, Total Evaporable Moisture Content for Aggregates</i> – The QAC worked with AASHTO re:source to clarify the oven in the apparatus section and its impact on the procedure. The revisions apply the same requirements to the ventilated oven as the ‘other sources of heat’ and define the set temperature range in the procedure. • <i>T 331, G_{mb} Using Automatic Vacuum Sealing Method</i> – The conversion temperature allowance for Fahrenheit has been changed to $\pm 2^{\circ}\text{F}$ to match many of the asphalt mixture test methods. • <i>T 134, Moisture–Density Relations of Soil–Cement Mixture</i> – The QAC worked with AASHTO re:source to	

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	clarify the oven and thermometer in the apparatus section and its impact on the procedure. <i>The Executive Board approved the 2025 Completed Items as an attachment to the Strategic Plan.</i>	
2026 PLANNED WORK	<i>2026 Planned Work</i> Priorities of the Executive Board: • 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. • Develop a work plan to address training materials for Americans with Disabilities Act (ADA) compliance. • Format training materials to be ADA accessible according to Work Plan. <u>Board discussion</u> Craig asked if the Accessibility Workplan is a short- or long-term goal. Desna said it could be completed for 2028 training materials. Craig agreed that 2 years is a short-term goal. <i>The Executive Board approved the 2026 Planned Work in the Strategic Plan.</i>	
SUGGESTIONS FROM THE QAC	<u>Board discussion</u> During the QAC Winter Meeting, Misty asked if the QAC had any suggestions for additions to the Strategic Plan to send to the board. Mark Willoughby, WSDOT, had attended a technical exchange sponsored by WASHTO and said there was potential to promote WAQTC membership. Misty added the idea to include the website QR code to stickers and the brochure. Larry brought up the possibility of an introduction to WAQTC that the QR code links to. Desna said that D B Consulting, on behalf of WAQTC, had staffed a table at WASHTO Committee on Construction and	

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	Materials annual meeting twice before. Craig asked what additional regional or national conferences or technical groups might be appropriate. The board suggested WASHTO technical exchange, WASHTO Committee on Construction and Materials, AASHTO re:source exchange, and AASHTO Product Evaluation and Audit Solutions Annual Meeting. Amy thought the two WASHTO meetings would be good. Misty asked what the QAC could do to help. Craig suggested possibly sending someone from the QAC to staff the table. Craig supports a table handing out items at COMP. Larry brought up the potential of producing a video. Desna said there is one, but no one has a VHS player anymore. Craig moved to add staffing a table at related meetings to the short-term goals; Garrett seconded. Mike called for comments and a reverse vote. There were no objections. The motion passed unanimously. <i>The revisions to the WAQTC Strategic will be included in the 2026 annual updates.</i>	DB CONSULTING

EXECUTIVE BOARD SUMMER MEETING

SUMMER MEETING	<i>Executive Board Summer Meeting</i> Desna said that the main COMP Annual Meeting doesn't start until Tuesday, Aug. 4th, although there are closed meetings and the networking reception on Monday Aug. 3rd. The new agenda may allow for an in-person Executive Board Summer Meeting before the annual COMP meeting. Larry said he is on the AASHTO Steering Committee and they will be meeting from 8:00 am to 12:00 pm on Monday. Craig shared the COMP Annual Meeting Agenda: https://web.cvent.com/event/0e8eacbe-c58e-44ff-b241-c88a894b93a5/websitePage:667baa07-d31d-4af3-bb49-7ad2be97afe8. Craig supports meeting at the COMP annual meeting and proposed the board meet during and after the ATG meeting, Monday 1:00 to 5:00 pm EDT, as there are no board members on the ATG.	
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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
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	Craig asked Desna to send a survey to the Executive Board members, including Misty, Gilbert, Desna, and Lori, to see who can make it. <i>D B Consulting will survey the board members to for an in-person meeting and work with the AASHTO COMP meeting coordinator for a meeting room.</i>	D B CONSULTING
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OTHER ITEMS

MEETING ADJOURNED	<i>Meeting Adjourned</i> Craig motioned to adjourn the meeting; Garrett seconded. Mike called for comments and a reverse vote. There were no objections. The motion passed unanimously. <i>Meeting adjourned at 3:50 pm MDT.</i>	
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Technical Subcommittee Voting Member (bolded names are not members of the Executive Board)

A list of member agency TS voting Members has been added to the AASHTO Revision Proposals Tracking spreadsheet.

TS 1a:

Anthony Beauchamp, ITD
Scott Wutzke, NDDOT
Mike San Angelo, AKDOT
Larry Ilg, ODOT
Scott Nussbaum, UDOT (?)

TS 1b:

Anthony Beauchamp, ITD
Craig Wieden, CDOT
Amy Beise, NDOT
Scott Nussbaum, UDOT (?)

TS 1c:

Jesus Sandoval-Gil ADOT
Anthony Beauchamp, ITD
Matt Needham MDOT
Scott Wutzke NDDOT
Michael San Angelo, AKDOT
Larry Ilg, ODOT
Scott Nussbaum, UDOT (?)

TS 2c:

Jesus Sandoval-Gil ADOT
Vincent Battista, CDOT
Matt Needham, MDT
Tyler Wollmuth, NDDOT
Christopher Duman, ODOT
Kurt Williams, WSDOT
Michael San Angelo, AKDOT
Chad Clawson, ITD
Scott Nussbaum, UDOT (?)

TS 2d:

Jesus Sandoval-Gil ADOT
Vincent Battista, CDOT
Matt Needham, MDT

Tyler Wollmuth, NDDOT

Kurt Williams, WSDOT

Michael San Angelo, AKDOT

Chad Clawson, ITD

Amy Beise, NDDOT

Larry Ilg, ODOT

Scott Nussbaum , UDOT (?)

TS 3a:

Eric Prieve, CDOT

Dana Dietz, ITD

Matt Needham, MDOT

Jason Richins, UDOT

Kurt Williams, WSDOT

TS 3b:

Jesus Sandoval-Gil, ADOT

Richard Giessel, AKDOT

Eric Prieve, CDOT

Dana Dietz, ITD

Matt Needham, MDT

Scott Wutzke, NDDOT

Jason Richins, UDOT

Kurt Williams, WSDOT

Larry Ilg, ODOT

TS 3c:

Jesus Sandoval-Gil, ADOT

Richard Giessel, AKDOT

Eric Prieve, CDOT

Dana Dietz, ITD

Matt Needham, MDT

Jason Richins UDOT

Kurt Williams WSDOT

Amy Beise, NDDOT



Accessibility Workplan

Steps for implementation of the accessibility revisions

1. Select a revised Student Format, revisions to include:
 - a. Remove the formatting table
 - b. Select an ADA friendly font and spacing
 - c. Use 'Insert Caption' for Tables and Figures
 - d. Insert picture (figures) without the text box
 - e. Caption used as 'Alt Text' for pictures
2. Create templates based on approved format for:
 - a. General files
 - b. Student FOP
 - c. Short FOP
 - d. Performance Exam Checklists
 - e. Review Questions
 - f. Exams: to maintain consistent formatting
3. QAC and consultant will agree on a revision schedule
4. For each method:
 - a. Short FOPs will be converted to new format (including those in the FOP Library)
 - b. The reformatted FOP checked by Word's Accessibility Investigator
 - c. Address all issues found by Word's Accessibility Investigator
 - d. Create Student FOP from clean short FOP
 - e. Recheck and address issues
 - f. Reformat Performance Exam Checklists and Review Questions
5. Create front facing (posted on the website) documents in PDF format
 - a. Short form FOPs
 - b. Student Workbook
 - c. FOP Library FOPs
6. Perform Adobe accessibility checker and address all issues

Accessibility Workplan

7. Exams converted to new format in Word and checked
8. Quality assurance will be performed on each module upon completion
9. New files will be published in October of the following year upon approval.
10. Revise WAQTC Style Guide to reflect new formatting

QAC WILL:

1. Create a selection of reformatted Student FOPs with accessibility in mind
2. Select the new format and present it to the board for approval
3. Select a task force to provide support to the consultant
4. Approve WAQTC Style Guide revisions

TASK FORCE WILL:

1. Work with the consultant on a schedule for implementation of the accessibility revisions
2. Provide input and direction when necessary
3. Review and approve Word documents upon reformatting of each module and FOP Library methods
4. Review and approve front facing documents in PDF format upon completion of each module

CONSULTANT WILL:

1. Submit one or two reformatted Student FOPs for QAC consideration
2. Work with the task force on a schedule for implementation of the accessibility revisions
3. Create templates based on the selected format
4. Reformat training materials based on the approved templates according to an agreed upon schedule
5. For each method in a module:
 - a. Short FOPs will be converted to new format
 - b. The reformatted FOP checked by Word's Accessibility Investigator
 - c. Address all issues found by Word's Accessibility Investigator
 - d. Create Student FOP from clean short FOP
 - e. Recheck and address issues
 - f. Reformat Performance Exam Checklists and Review Questions

Accessibility Workplan

6. FOP Library documents formatted and checked
7. Submit each module in Word upon completion to the task force for approval
8. Submit FOP Library documents in Word to the task force for approval
9. Create front facing (posted on the website) documents in PDF format
 - a. Short form FOPs
 - b. Student Workbook
 - c. FOP Library FOPs
10. Perform Adobe accessibility checker and address all issues
11. Submit complete front facing documents in PDF for each module to the task force for approval
12. Exams converted to new format in Word and checked and issues addressed
13. Submit converted exams to the task force for approval
14. Revise WAQTC Style Guide to reflect new formatting
15. Submit revised WAQTC Style Guide to the QAC for approval.

EXECUTIVE BOARD WILL:

1. Review and approve accessibility workplan
2. Review and approve selected format and schedule
3. Approve final training materials during the Executive Board Summer Meeting of the year following format approval
4. Approve Style Guide revisions

DELIVERABLES:

- Reformatted accessible training materials in Word
- Reformatted accessible front facing documents in Adobe PDF
- Revised WAQTC Style Guide to produce accessible WAQTC materials.



WAQTC Developed Test Methods

WAQTC TM 1; Determining the Percentage or Fracture in Coarse Aggregate

Adopted by AASHTO in 2009

Currently *AASHTO T 335, Determining the Percentage or Fracture in Coarse Aggregate*

WAQTC TM 2; Sampling Freshly Mixed Concrete

Currently in use in CTT

WAQTC TM 3; Sample Preparation for and Calibration of Nuclear Asphalt Content Gauges and

WAQTC TM 4; Asphalt Binder Content of Bituminous Mixtures by the Nuclear Method

Both adopted by AASHTO in 2015

Currently *AASHTO T 355; Asphalt Binder Content of Asphalt Mixtures by the Nuclear Methods*

WAQTC TM 5; Reducing Samples of Hot Mix Asphalt to Testing Size

Adopted by AASHTO in 2005 as T 328, changed to a practice in 2008

Currently *AASHTO R 47, Reducing Samples of Asphalt Mixtures to Testing Size*

WAQTC TM 6; Moisture Content of Bituminous Mixes by Oven

Adopted by AASHTO in 2005

Currently *AASHTO T 329, Moisture Content of Asphalt Mixtures by Oven Method*

WAQTC TM 7; In-Place Density of Embankment and Base Using the Nuclear Moisture-Density Gauge

Adopted by AASHTO in 2000

Currently *AASHTO T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)*

WAQTC Developed Test Methods

WAQTC TM 8; In-Place Density of Bituminous Mixes Using the Nuclear-Moisture Density Gauge

Adopted by AASHTO in 2015

Currently *AASHTO T 355, In-Place Density of Asphalt Mixtures by Nuclear Methods*

WAQTC TM 9; Using the Harvard Miniature Compaction Apparatus

Discontinued in 1999

WAQTC TM 10; Temperature of Freshly Mixed Portland Cement Concrete

Adopted by AASHTO in 1999, removed in 2012, reinstated in 2015

Currently *AASHTO T 309, Temperature of Freshly Mixed Portland Cement Concrete*

WAQTC TM 11; Sampling Hot Mix Asphalt (HMA) After Compaction (Obtaining Cores)

Adopted by AASHTO in 2015

Currently *AASHTO R 67, Sampling Asphalt Mixtures after Compaction (Obtaining Cores)*

WAQTC TM 12; Sampling and Fabrication of 50-mm (2-in.) Cube Specimens Using Grout (Non-Shrink) or Mortar

Adopted by AASHTO in 2014

Currently *AASHTO R 64, Sampling and Fabrication of 50-mm (2-in.) Cube Specimens Using Grout (Non-Shrink) or Mortar*

WAQTC TM 13; Volumetric Properties of Asphalt Mixtures

Currently in use in AsTT II

WAQTC TM 14; Laboratory Prepared Asphalt Mixture Specimens

Currently in the FOP Library

WAQTC TM 15; Laboratory Theoretical Maximum Dry Density of Granular Soil and Soil/Aggregate

Currently in the FOP Library

WAQTC TM 16; Determining the Percentage of Flat and Elongated Particles in Coarse Aggregate

Currently in the FOP Library

WAQTC TM 17; Determination of Theoretical Maximum Dry Density of Granular Soil and Soil/Aggregate for Use as a Density Standard

Currently in the FOP Library may be archived in 2026