WAQTC EXECUTIVE BOARD
2026 SUMMER MEETING MINUTES

MEETING CALLED BY: CRAIG WIEDEN , CHAIR **RECORDER:** DESNA BERGOLD, COORDINATOR	**DATE:** MONDAY, AUGUST 3RD, 2026 **TIME:** 1:00 PM – 5:00 PM EDT **LOCATION:** GRAND BALLROOM, RICHMOND, VA

ATTENDEES:

CRAIG WIEDEN, CDOT, CHAIR
RANDY BOYSEN, MDT, VICE CHAIR
KEN TALBOT, UDOT, TREASURER
RICH GIESSEL, AKDOT & PF
MICHAEL VOTH, CFLHD
JUSTIN PRICE, ITD
AMY BEISE, NDDOT
GARRET WEBSTER, WSDOT- VIRTUAL
MISTY MINER, MDT, QAC CHAIR
GILBERT ARREDONDO, UDOT, QAC VICE CHAIR
DESNA BERGOLD, D B CONSULTING
LORI COPELAND, D B CONSULTING

ABSENT:

JESÚS SANDOVAL-GIL, ADOT
LARRY ILG, ODOT

Agenda Items / Objectives:

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1. Welcome
2. Proposed Revisions to AASHTO
3. **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) – should be balloted in the Fall
4. **2025 Proposed AASHTO revisions from the QAC**

AASHTO proposed revisions and letters

    a. PP 97, Determination of Constant Mass – TS 5c, Propose as a Standard – Craig Wieden, Champion – should be balloted in the Fall
5. **2026 Proposed AASHTO revisions from the QAC**
    a. *T 255, Total Evaporable Moisture Content for Aggregates – TS 1c* – Champion Amy Beise – August 6th, 1:00 pm
    b. *T 19, Bulk Density ("Unit Weight") and Voids in Aggregate – TS 1c* – Champion Amy Beise – August 6th, 1:00 pm
    c. *T 119, Slump of Hydraulic Cement Concrete – TS 3b* – Champion Larry Ilg – August 5th, 3:30 pm
    d. *T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – TS 3b* – Champion Larry Ilg – August 5th, 3:30 pm
    e. *T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture – TS 1b* – Champion Craig Wieden – August 4th 10:30 am

f. *T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth) – TS 1b* – Champion Craig Wieden – August 4th 10:30 am
g. *T 89. Determining the Liquid Limit of Soils – TS 1a* – Champion Craig Wieden – August 7th, 10:00 am
h. *T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a* – Champion Craig Wieden – August 7th, 10:00 am
i. *T 106, Compressive Strength of Hydraulic Cement Mortar (Using 50-mm or 2-in. Cube Specimens) – TS 3a* – August 5th, 8:00 am

6. QAC proposed revisions to 2026 Training Materials – Misty for QAC
    a. Proposal list (attached)
7. Annual update Quality Assurance Plans
8. NEW Webassessor revision update Quality Assurance Plan
9. Pooled fund contributions and concerns

Other Items:

10. Third Party Exam Delivery
11. Administration Manual and RPIH
12. Accessibility format
13. Website
14. 2027 QAC Winter and Summer Meeting locations – Misty for QAC

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Topic	Discussion / *Decision*	Action Required By:

WELCOME	*Welcome* Craig Wieden, CDOT and WAQTC Executive Board chair, welcomed the participants to Richmond, Virginia. Craig asked everyone to introduce themselves. Misty Miner, MDT and Qualification Advisory (QAC) Chair. Gilbert Arrendondo, UDOT and QAC Vice Chair. Desna Bergold, D B Consulting. Ken Talbot, UDOT. Michael Voth, CFLHD. Rich Giessel, AKDOT. Craig Wieden, CDOT. Lori Copeland, D B Consulting Justin Price, ITD. Randy Boysen, MDOT and WAQTC Executive Board Vice Chair. Amy Beise, NDDOT *Discussion item.*	

REPORT ON 2023 PROPOSED AASHTO REVISIONS

T 166	*T 166, Bulk Specific Gravity (Gmb) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens, TS 2c – Champion: none* <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. *D B Consulting will verify that the revision proposed in 2023 is balloted.*	D B CONSULTING

TOPIC	Discussion / *Decision*	ACTION REQUIRED BY

REPORT ON 2024 PROPOSED AASHTO REVISIONS

R 39	*R 39, Making and Curing Concrete Test Specimens in the Laboratory, TS 3b – Champion Larry Ilg* Status of 2024 revision proposal • 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. *D B Consulting will verify that the revision proposed in 2024 is published in the 2026 AASHTO Materials Standards.*	D B CONSULTING

REPORT ON 2025 PROPOSED AASHTO REVISIONS

PP 97	*PP 97, Determination of Constant Mass – (TS 5c) – Champion Craig Wieden* Status of 2025 revision proposal • Promote the provisional practice to a full standard. During the 2026 Executive Board Spring Meeting, Desna asked if Craig would like a formal letter to re-propose moving the provisional practice to a full standard. He said yes. D B Consulting drafted a revision proposal letter for Craig to forward the Curt Turgeon, Technical Subcommittee (TS) 5c chair and, and Sejal Barot, TS 5c vice chair. Craig spoke to Sejal who confirmed it would be moved to a concurrent ballot. *D B Consulting will verify that the revision proposed in 2025 is on the Fall Concurrent Ballot.*	D B CONSULTING

2026 PROPOSED AASHTO REVISIONS FROM THE QAC

T 255	*T 255, Total Evaporable Moisture Content for Aggregates – TS 1c TS 1c – Champion Amy Beise – August 6th, 1:00 pm* Revision proposal • Add *PP 97, Determining Constant Mass* to Section 2, Referenced Documents • In Step 7.4, change 'is thoroughly dry' to 'has reached constant mass.'	

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	• 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 submitted the revision proposal to Matthew Beeson, TS 1c chair, and Temple Short, TS 1c vice chair. Amy said these revisions have already been added to the Fall Ballot. Amy believes that there will be no issues during the meeting. *Amy Beise will champion the revisions if necessary, during the TS 1c meeting.*	AMY BEISE
T 19	*T 19, Bulk Density ("Unit Weight") and Voids in Aggregate – TS 1c – Champion Amy Beise – August 6th, 1:00 pm* <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 Beise submitted the revision proposal to Matthew Beeson and Temple Short with those proposed for T 255. *Amy Beise will champion the revisions if necessary, during the TS 1c meeting.*	AMY BEISE
T 119	*T 119, Slump of Hydraulic Cement Concrete – TS 3b– Champion Larry Ilg – August 5th, 3:30 pm* <u>Revision proposal</u> • Step 5.1. *Mold*, 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 sent the revision proposal to Jim Reilman, TS 3b chair, and Wally Heyen, TS 3b vice chair. The proposal was TS Balloted	

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	and there was one negative vote. The negative comment says, 'As written, a base or base plate is mandatory. Is this the intent? If so, requirements for the base and base plate should be added to the apparatus section and removed from 7.1 and 7.2. If the intent is to align with ASTM C143, it should be made clear that a surface (like a warehouse floor) meeting the flat, level, rigid, etc. requirements is acceptable.' Jim asked WAQTC if they wanted to respond to the comment or let the proposal go to concurrent ballot without revisions. Desna drafted revisions to address the comment. She added both base and base plates in the apparatus section. Lori presented the revision to the board. 5.2. Base—A flat, rigid, non-absorbent surface on which to set the mold and large enough to contain all of the slumped concrete in an acceptable test. 5.3. Base Plate—A non-absorbent plate with a clamping arrangement that can be fully released without movement of the mold and large enough to contain all of the slumped concrete in an acceptable test. This proposed revision was further revised to include 'flat, rigid' in 5.3 to match 5.2. *Larry Ilg submitted the revised proposal to Jim Reilman, TS 3b chair, and Wally Heyen, TS 3b vice chair.* Note: After the board meeting there were further discussions with Jim and Rachel Cano, the TS 3b member who originally voted negative. Further minor revisions were made during the TS 3b meeting. These revisions will be on the fall concurrent ballot. *D B Consulting will confirm WAQTC's proposal is on the Fall Ballot.*	LARRY ILG D B CONSULTING
T 152	*T 152, Air Content of Freshly Mixed Concrete by the Pressure Method – TS 3b – Champion Larry Ilg – August 5th, 3:30 pm* During the spring meeting, the board decided to propose a revision to T 152 to remove the tapping from internal vibration to match T 121 and ASTM C231 instead of adding tapping to T 121 as proposed by the QAC.	

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	D B Consulting revised T 152 instead of T 121 and the proposal letter for Larry to submit to TS 3b. <u>Revision proposal</u> Remove the final sentence of Section 9.1.3 ‘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 submitted the proposed revisions to Jim Reilman, TS 3b chair, and Wally Heyen, TS 3b vice chair May 14th, 2026. The proposal was TS balloted and passed. *Larry Ilg will champion the proposal during the TS 3b meeting.* Note: After the board meeting there were further discussions. There was one comment on the ballot. The comment says ‘I disagree with removal of the tapping of the vessel in 9.1.3, even when using a vibrator. It's good insurance and I don't see a downside. It also retains consistency for testers - one less thing to think about while testing. However, there is good content in this update, and I don't want this to stop the whole process.’ Misty, Craig, and Larry discussed the comment. The proposed revisions were withdrawn by Larry during the TS 3b meeting. Larry and Misty asked D B Consulting to add proposed revisions to T 121 to the 2027 QAC Winter Meeting agenda. *D B Consulting will include revisions to T 121 revision to the 2027 QAC Winter Meeting agenda.*	LARRY ILG D B CONSULTING
T 272	*T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture – TS 1b – Champion Craig Wieden – August 4th, 10:30 am* <u>Revision proposal</u> • Add *T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth),* to Section 2 Referenced Documents • Step 6.1 add reference to T 310 This proposal was returned to the QAC to respond to questions from Kelly Shishlova, the new TS 1b vice chair. The QAC briefly discussed it during the 2026 QAC Summer Meeting while discussing the training materials for the Field	

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	Operating Procedure (FOP) for AASHTO T 272. The QAC did not provide additions to the proposal. Misty asked D B Consulting to add these items to the 2027 QAC Winter Meeting agenda. *D B Consulting will include addressing the comments and revisions to T 272 and T 310 to the 2027 QAC Winter Meeting agenda.*	D B CONSULTING
T 310	*T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth) – TS 1b – Champion Craig Wieden – August 4th, 10:30 am* <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/m^3 (2.0 lb/ft^3). The gauge may be rotated 90 degrees about the axis of the source rod to obtain additional readings. 'For multiple 1-min readings in two different directions, the wet density readings should be within 50 kg/m^3 (3.0 lb/ft^3). 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.' This proposal was returned to the QAC to respond to questions from Kelly Shishlova, the new TS 1b vice chair. The QAC briefly discussed it during the 2026 QAC Summer Meeting while discussing the training materials for the FOP for AASHTO T 272. The QAC did not provide additions to the proposal. Misty said the QAC focused additionally on how to prevent manipulation of the nuclear gauge readings. Misty asked D B Consulting to add these items to the 2027 QAC Winter Meeting agenda. Misty asked D B Consulting to add these items to the 2027 QAC Winter Meeting agenda. *D B Consulting will add the revisions to T 272, T 310 and high-sticking to the 2027 QAC Winter Meeting agenda.*	D B CONSULTING

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T 89	*T 89. Determining the Liquid Limit of Soils – TS 1a – Champion Craig Wieden – August 7th, 10:00 am* Revision proposal: • 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 • 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 The proposal passed the TS ballot. The board reviewed the comments and proposed additional revisions to step 12.5 and 12.6 to include cleaning and drying the cup before repeating the procedure. Lori noticed that the reference to repeat the steps should also include 12.2. • Obtain a preliminary closure between 22 and 28 blows, immediately return the soil in the cup to the mixing dish and mix soil without adding any additional water. **Note 7** — For accuracy equal to that obtained by the standard three-point method, the acceptable range of blows for groove closure is restricted to 22 through 28 blows. • Clean and dry the cup. Repeat as directed in Sections 12.2, 12.3 and 12.4. *Craig Wieden will champion the proposed revisions if necessary, during the TS 1a meeting.* Note: After the board meeting there were further discussions with Misty. Misty pointed out that Section 6.9 contains the language for washing. Craig agreed. Lori revised the proposal to mimic step 6.9. Craig resubmitted the revision to Charles A. Babish for discussion during the TS 1a meeting. These revisions were reviewed and a voice vote taken during the TS 1a meeting where they passed. The revisions will go to a full COMP ballot	CRAIG WIEDEN

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	in the fall with the changes made to T89 including cleaning and drying the cup and the step revisions. *D B Consulting will confirm WAQTC's proposal is on the Fall ballot.*	D B CONSULTING
T 90	*T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a – Champion Craig Wieden – August 7th, 10:00 am* <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 Wieden submitted the revision proposal to Charles A. Babish, TS 1a chair, and Griffin Sullivan, TS 1a vice chair. *Craig will champion the proposed revisions if necessary, during the TS 1a meeting.*	CRAIG WIEDEN
T 106	*T 106, Compressive Strength of Hydraulic Cement Mortar (Using 50-mm or 2-in. Cube Specimens) – TS 3a – August 5th, 8:00 am* <u>Revision proposal</u> - Section 5.9.2 revise [2.83 and $3^1/_8$ in.]' to '[2.83 and 3.13 in.].' *Craig Wieden submitted the revision proposal to Sue Zheng, TS 3a chair, and Richard Barenzinsky, TS 3a vice chair.* *The TS ballot passed with editorial comments.*	CRAIG WIEDEN

ADDITIONAL ITEMS

QAC PROPOSED REVISION TO THE TRAINING MATERIALS	<u>*Revisions to the 2027 Training Materials*</u> <u>Board discussion</u> The board reviewed the revisions proposed by the QAC to the *2027 Transportation Technician Qualification Program (TTQP) Training Materials.*	

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	Michael Voth, CFLHD, asked why AASHTO is combining T 27 and T 30. Desna explained that AASHTO has been working to harmonize the methods because they both provide a means to perform a sieve analysis (gradation) on aggregate. T 27 is used for natural aggregate and T 30 is used for extracted aggregate. Mike said AASHTO should do away with T 30 if they have the procedures combined into one. Desna pointed out that currently acceptance of extracted aggregate in most states is specified as T 30.
	
	One of the revisions to T 27 is to make the percentage of acceptable loss or gain before and after sieving 0.2 percent to match the current T 30. T 27 was originally 0.3 percent. WAQTC refers to this value and process as the 'check sum.'
	
	Misty said there was at least one state, Alaska, that might have an issue with the smaller tolerance for the check sum. Rich Giesell, AKDOT, agreed and said that they have a lot of softer aggregates.
	
	Misty shared that the QAC would like the FOP for AASHTO T 27 to continue to address natural aggregates and the FOP for AASHTO T 30 continue to address extracted aggregates. The board agreed.
	
	Craig suggested revising the FOP for AASHTO T 119 based on the comments for the proposed AASHTO revisions. Rich suggested adding something to clarify that the base can be a warehouse floor. The board agreed.
	
	- Apparatus:
	  ▪ Base requirements to 'Base: a level, flat, rigid, non-absorbent surface on which to set the slump mold.'
	  ▪ Add 'Base plate: a non-absorbent plate with a clamping arrangement that can be fully released without movement of the mold and large enough to contain all of the slumped concrete in an acceptable test.'
	- Remove 'non-absorbent' from Step 2.
	- Revise Step 3 to read 'Place the mold on 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.'
	
	Ken Talbot, UDOT, moved to approve the proposed revisions to the *2027 TTQP Training Materials*. Rich seconded. Craig called	

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	for further discussion and a vote. There was no further discussion, and the motion was approved unanimously. *The QAC proposed revisions to the* TTQP Training Materials *were approved and will be incorporated in 2026.*	D B CONSULTING
ANNUAL UPDATE QUALITY ASSURANCE PLANS	*TTQP Training Materials Quality Assurance Plan* Desna told the committee that Lori drafted a WAQTC Process Calendar based on the WAQTC Events Calendar and D B Consulting's schedule. Although this is a list of D B Consulting activities, included on the process calendar is a copy of the AASHTO Balloting Schedule for reference. Desna shared with the board that the QAC liked having the balloting schedule available and requested that the names of the pertinent technical subcommittees and the standards they are responsible for be added. D B Consulting will add this information and include the schedule in the *Operations Manual*. D B Consulting has begun to send reminders, also called 'action items follow up' to the QAC and Executive Board members for any outstanding action items. They are being sent on the first Friday of the month, Desna asked the board if there was another preferred day of the week. The board agreed Fridays are fine. After Lori began creating the process calendar, D B Consulting decided to formalize the *Training Materials Quality Assurance Plan*. D B Consulting has always had a non-specific quality control plan and uses a quality control spreadsheet for tracking all the revisions made to the training materials as well as a checklist for high level quality control used by another member of staff. All of which is available in the annual update package. These pieces were included in the quality assurance plan. The *Training Materials Quality Assurance Plan* was also presented. The plan consists of D B Consulting's quality control plan, the process for the QAC's quality acceptance of the draft training materials, and presentation of the proposed revisions to the Executive Board for approval. The board agreed that having the quality assurance spelled out is a great idea.	

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	AASHTO Balloting Schedule with names of the Technical Subcommittees and the pertinent AASHTO Standards will be included in the Operations Manual. *The D B Consulting Process Calendar and TTQP Training Materials Quality Assurance Plan will be included in the Qualification Advisory shared folder in OneDrive and Google Drive.*	D B CONSULTING
NEW WEBASSESSOR REVISION UPDATE QUALITY ASSURANCE PLAN	*Webassessor Quality Assurance Plan* Desna said that the issues regarding the Webassessor revisions this year prompted reassessment of the timeline and led to development of a *Webassessor Quality Assurance Plan*. At the time of the issues, D B Consulting was not allowed to stop delivery of the exams, therefore the exams in Webassessor were revised on December 31st and were available for delivery on Jan. 1st. On December 31st, D B Consulting's contract with WAQTC, which is managed through UDOT, expired. Although a new contract had been negotiated it was not approved. D B Consulting cannot work on WAQTC's project unless under contract. While working on solutions to the issue with WSDOT and AKDOT, D B Consulting proposed a new timeline and a *Webassessor Quality Assuerance Plan*. Desna presented the proposed new timeline and *Webassessor Quality Assurance Plan* to the board. The new plan calls for a halt in exam delivery for two weeks, December 25th through January 7th, and outlines D B Consulting's quality control responsibilities and QAC members' quality acceptance responsibilities. Desna shared that the quality assurance plan was well received during the meeting with WSDOT and AKDOT and later when it was presented to the QAC during the 2026 QAC Winter Meeting. 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 *TTQP Training Materials* annual update to the individuals responsible for reviewing each of the exams. The board approved the new quality assurance plan. *The approved Webassessor Quality Assurance Plan will be available in the QAC shared folders.*	D B CONSULTING

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POOLED FUND CONTRIBUTIONS AND CONCERNS	Ken said that there is currently nothing to report. He shared that the person managing the account initially had concerns, but Ken does not agree. Desna offered to send Ken the reports that Scott Nussbaum, UDOT and the previous treasurer, provided in the past to the board for reference. Ken said that he has access to those reports. Larry Ilg, ODOT, asked Ken to resend the most recent bill to ODOT. Ken said he would get that esent. *Ken will send Larry a copy of the bill for ODOT.*	KEN TALBOT
THIRD PARTY EXAM DELIVERY	*Agency Specific Exams* Desna shared that WSDOT and CDOT have begun delivery of agency specific exams though Webassessor. Desna also said that Kryterion representative Luis Marquez, Strategic Account Manager, and Angela Street, Kryterion Chief Customer Officer, met with the QAC and presented the 'Quarterly Business Report' during the 2026 QAC Summer Meeting. Rich asked about the fee structure in Kryterion. Desna explained that the examinee pays $85 for a 90-minute exam and that Kryterion charges an eCommerce fee of 3 percent for a card charge plus a processing fee. She clarified that Kryterion is not absorbing the eCommerce fee, it is billed to the member states. Some states charge a sales tax; the sales tax is also charged at a 3 percent credit card fee plus additional fees. There is also an ecommerce fee for refunds. Desna said Kryterion is going to start accepting other possible payment sources including PayPal and Venmo. Desna shared that ITD recently used Vouchers for the first time and they do not include eCommerce fees, they are directly billed to the agency. *Discussion item*	
ADMINISTRATION MANUAL AND 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)* since the Executive Board Summer Meeting are revising the title in references to AASHTO R 75. The current title is *Developing a Family of Curves using Soil Moisture-Density Relations.*	

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	The title changes in the references to *AASHTO R 75, Developing a Family of Curves using Soil Moisture-Density Relations* were approved. *The* Administration Manual *and* RPIH *will be revised with the new title.*	D B CONSULTING
ACCESSIBILITY FORMAT	*Accessible Training Materials* Desna reminded the board that 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. Misty said the QAC had the opportunity to bring ideas and examples of an FOP created in accessible fonts and styles. They were displayed during the 2026 Summer Meeting and the QAC worked together to select the proposed accessible format. Desna shared the draft example of the Student FOP and the specifications for the formatting that the QAC selected. Misty pointed out that all the elements of the example are accessible including font, font color, font spacing, and style. Ken asked if the design was selected from students' input. Gilbert said no, it was selected by the teachers in the interest of the learner. Gilbert also shared that accessible materials would enable more hyperlink style tablet and phone navigation possibilities. Desna told the board 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 are not as current. Misty mentioned that the read aloud function is a great test. She also shared that creating accessible documents in Word allows easier handling before creating a PDF. The board agreed that the formatting looks much more up to date and easier to read. Desna pointed out that the QAC decided not to keep the slide number references that are in a column down the middle of the Student FOPs because most of the students and instructors do not know what the numbers represent. The QAC decided that the related FOP page number will be included in the notes on a slide. Misty cautioned that accessibility compliance is going to be a huge lift and will possibly take a couple years. Randy said that now everything posted online is required to be accessible. Desna said D B Consulting will create templates that will ensure clean documents.	

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	Desna said the Accessibility Workplan advises that the QAC select a task force to support the consultant throughout the reformatting process. Desna informed the board that Misty, Gilbert, Madeline Enright, CDOT, and Adam Rose, ODOT, volunteered to be on the task force. Desna said the task force's next step will be to come up with an Accessibility Workplan Schedule. Desna also recommended that all materials eventually move to the new format. The board liked that idea. Amy moved to approve the proposed accessible format for the WAQTC materials. Ken seconded. Craig said he understood it would take time and called for further discussion and a vote. There was no further discussion, and the motion was approved unanimously. *D B Consulting will move forward with the Accessibility Workplan and scheduling an Accessibility Task Force meeting.*	ACCESSIBILITY TASK FORCE D B CONSULTING
WEBSITE	*Posting protected Word files to the website* Misty shared with the board that the QAC had discussed the value of posting the FOPs as Word Documents on the website. The full workbooks would still be in PDF format, but for individual FOPs it would be easier to maintain accessibility of Word files. Desna posted a restricted Word file to determine test the restrictions. Misty and Gilbert confirmed it worked as intended. D B Consulting downloaded the Word file onto a phone and tablet, and it did not work as well. The board asked D B Consulting to upload an FOP Word Document for them to determine how well downloading from the website works. Desna agreed. The board will decide on the format of files posted to the website during a follow up meeting. *D B Consulting will upload FOP Word files to the website and add a discussion to the agenda for the WAQTC history meeting.*	D B CONSULTING
ADDITIONAL BOARD MEETING FOR WAQTC HISTORY	*WAQTC History follow up meeting.* Garrett asked Garth Newman, WSDOT, to present the history of the WAQTC to the Executive Board. Garth is a WAQTC founding member and former ITD QAC member. He was also the first QAC Chair and remained in the position until 2018.	

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	D B Consulting was asked to arrange a virtual meeting for the presentation. *D B Consulting will coordinate a meeting with Garth and the WAQTC Executive Board.*	D B CONSULTING
2027 QAC MEETING LOCATIONS	Desna confirmed that D B Consulting is already coordinating the approved 2027 QAC Winter Meeting arrangements with Madeline in Denver, Colorado, and the Summer Meeting with Adam in Portland, Oregon. Misty thanked the board and shared that having locations approved a year in advance works really well for planning. *Discussion item*	
2027 EXECUTIVE BOARD SPRING MEETING.	Craig said that he thinks 'in person' meetings are very helpful for the board. He would like to schedule the 2027 Executive Board Spring Meeting in conjunction with the WASHTO COCM being held March 9th through March 11th in Salt Lake City, Utah. He asked who would be attending WASHTO. Most think they can make it, a few were unsure. Craig said there will be a virtual option as well. Justin was concerned that those that don't get approval may be traveling during the virtual meeting. Craig suggested holding the Executive Board Spring Meeting after COCM concludes on Wednesday, March 11th, and continue through the first half of Thursday, March 12th. Randy sent contact information to Desna and Lori for assistance in coordinating the meeting. He said Tonia Andree from Nevada DOT is the meeting coordinator for WASHTO. *D B Consulting will work with WASHTO to set up meeting and room location.*	D B CONSULTING
RIDESHARE	Gilbert shared with the board a Google spreadsheet that the QAC used to coordinate flights and rideshares from the Seattle airport for the 2026 QAC Summer Meeting. He pointed out that there was approximately $550 saved. The board liked the spreadsheet and appreciated the QAC working to save money where it was reasonable. *Discussion item*	
QAC VICE CHAIR	Misty mentioned that she would like to solicit letters of interest for the QAC vice chair during the 2027 QAC Winter Meeting to be prepared to select a vice chair during the 2027 QAC Summer	

TOPIC	Discussion / *Decision*	ACTION REQUIRED BY
	Meeting. Craig mentioned that the board vice chair rotates among member states in alphabetical order and the chair serves for 2 years. He asked if the QAC operates differently than the board. Misty said yes, the QAC chair serves for 5 years. To fill the vice chair position, the chair calls for a letter of interest from QAC members interested in serving as the vice chair and the QAC members vote. *D B Consulting will add this to the 2027 QAC Winter Meeting Agenda.*	D B CONSULTING
ADJOURN	*Craig adjourned the meeting at 2:53 pm EDT.*	

QAC 2026 Proposed Revisions to the WAQTC Training Materials

General files

No revisions

Sampling and Reduction

- Revisions to match
    - FOP for AASHTO R 90
    - FOP for AASHTO R 76
    - FOP for AASHTO R 97
    - FOP for AASHTO R 47

Aggregate (AgTT)

FOP for AASHTO R 90, Sampling Aggregate Products

FOP

- New revision date
- Method A – Loader sampling, change 150 mm (6 in.) to 0.3 m (1 ft)
- Performance Exam Checklist (both practical and oral)
- 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

FOP for AASHTO R 76, Reducing Samples of Aggregate to Testing Size

AASHTO revisions in Scope and Significance and Use. These revisions do not affect the Field Operating Procedure (FOP). When AASHTO revised their revision date it is reflected in the FOP and the WAQTC practice is to also update the FOP date.

FOP

- New revision date
- New AASHTO date

Performance Exam Checklist

- None

PowerPoint

- None

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

AASHTO included sieve analysis of aggregate extracted from asphalt mixtures. After reviewing a drafted FOP that included the AASHTO addition, the committee determined that the FOP would not include the steps for extracted aggregate. The current T 30, Mechanical Analysis of Extracted Aggregate, is not being discontinued and the FOP for AASHTO T 30 will remain in the AsTT and AsTT Modules.

FOP

- New revision date
- New AASHTO date
- Editorial revisions in the Significance section of the Student version
- untracked: slide number text box in short accidentally pasted from Student.
- In Scope add:
    - This FOP covers sieve analysis of natural aggregates and other materials being used as aggregates,
    - AASHTO T 27-26 covers 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
- Make sieve shaking its own step in all methods

Performance Exam Checklist

- New date
- Check sum 0.2 percent in all

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 176, Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test

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 step 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

Exams

- Revise questions on the check sum to 0.2 percent

Asphalt (AsTT I and II)

FOP for AASHTO R 97, Sampling Asphalt Mixtures

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
- New Step 26: Visually divided into four quadrants?
- Add to new Step 27 'each quadrant'

- Repeat, ‘Increments combined to form a sample?’ in all the locations applicable

Oral Performance Exam Checklist

- New date
- New Step 8c.: Visually divided into four quadrants?
- Add to new Step 8d: four increments . . . each quadrant

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 329, Moisture Content of Asphalt Mixtures by Oven Method

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

FOP for AASHTO T 308, Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method

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

FOP for AASHTO T 209, Theoretical Maximum Specific Gravity (Gmm) and Density of Asphalt Mixtures

FOP

- New revision date
- Revise thermometer requirements in Apparatus: 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

FOP for AASHTO T 166, Bulk Specific Gravity (Gmb) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens

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 overflow and balance in Method C/A

PowerPoint

- Revisions to match the FOP

FOP for AASHTO R 66, Sampling Asphalt Materials

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.

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 30, Mechanical Analysis of Extracted Aggregate

FOP (editorial)

- Student pg. 10-3 blur sieve number in the picture

Performance Exam Checklist

- None

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 312, Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor

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

Exams

- Editorial revisions

Concrete (CTT)

FOP for AASHTO T 119, Slump of Hydraulic Concrete

FOP

- New revision date
- Step 2, add 'nonabsorbent base or base plate'
- Create Step 3 from the second half of Step 2 and revise to say, '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

FOP for AASHTO T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete

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 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 with multiple criteria

PowerPoint

- Revisions to match the FOP
- Instructor's notes to include information on over-vibrating

FOP for AASHTO T 152, Air Content of Freshly Mixed Concrete by the Pressure Method

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 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 with multiple criteria

PowerPoint

- Revisions to match the FOP

FOP for AASHTO R 100, Casting and Curing Concrete Strength Test Specimens in the Field

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).
- 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 steps with multiple criteria

PowerPoint

- Revisions to match the FOP

Embankment/ Base and In-place Density (E&B/IPD)

Table of Contents

- FOP for AASHTO R 75, Developing a Family of Curves Using Soil-Moisture Density Relations

Objectives

- FOP for AASHTO R 75, Developing a Family of Curves Using Soil-Moisture Density Relations

Appendix

- FOP for AASHTO R 75, Developing a Family of Curves Using Soil-Moisture Density Relations

FOP for AASHTO T 255 Total Evaporable Moisture Content of Aggregate by Drying and T 265 Laboratory Determination of Moisture Content of Soils

FOP (editorial)

- Change Note 1 to Caution statement
- 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

PowerPoint

- Revisions to match the FOP

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

- New revision date
- New AASHTO date
- Referencing 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

PowerPoint

- Revisions to match the FOP

FOP for AASHTO R 75, Developing a Family of Curves Using Soil-Moisture Density Relations

FOP

- 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
- Add 'soil' in front of moisture density relations
- Revise the definition of 'family of curves' to include 'at least three' after'.
- Add 'concave' to define the spine.
- 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

FOP for AASHTO T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture

FOP

- 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 sieve 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.
- 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

- None

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 85, Specific Gravity and Absorption of Coarse Aggregate

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

Performance Exam Checklist

- New date
- Remove drying temperature in Step 5

PowerPoint

- Revisions to match the FOP

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

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.’

Exams

- Revise title to ‘R 75, Developing a Family of Curves Using Soil Moisture–Density Relations’
- Change ‘group’ back to ‘family’ throughout
- Revisions to multiple exam questions, revising True/False questions to multiple choice

Self-Consolidating Concrete Testing Technician (SCCTT) Module

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

- 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

Performance Exam Checklist

- None

PowerPoint

- Revisions to match the FOP

FOP for AASHTO T 345, Passing Ability of Self-Consolidating Concrete by J-Ring

FOP

- New revision date
- New AASHTO date

Performance Exam Checklist

- None

PowerPoint

- None

WAQTC TM 18, Penetration Test for Static Segregation Resistance of Self-Consolidating Concrete (SCC)

FOP

- New revision date
- New ASTM date

Performance Exam Checklist

- None

PowerPoint

- None

FOP Library

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

- New FOP
- New Performance Exam Checklist

FOP for AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate

FOP

- New date
- Add: Apparatus: 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).
- Sample Preparation
- In Step 7, add (in red), 'Cover sample with water or add at least 6 percent moisture and protect from moisture loss.
- Create new Step 8 with the rest of Step 7
- Procedure
- Step 7, add 'Manually roll, invert, and agitate or mechanically agitate'
- Note 2, add 'Dipping the tip of a paper towel or adding a few drops of isopropyl alcohol just before bringing the water level to its calibrated capacity
- Performance Exam Checklist
- Step 7, add 'or at least 6 percent moisture added, and precautions taken to prevent the loss of moisture?'
- Create new Step 8 with the rest of Step 7

- Step 16 (new Step 17) add manually or mechanically agitating options

FOP for AASHTO T 89 Determining the Liquid Limit of Soils

FOP (editorial)

- Use ‘soil cake’ throughout
- Revise use of the term ‘shocks’ to ‘blows’ for consistency

Performance Exam Checklist (editorial)

- Use ‘soil cake’ throughout
- Revise use of the term ‘shocks’ to ‘blows’ for consistency

WAQTC TM 17, Determination of Theoretical Maximum Dry Density, Champion Mark Willoughby

- Archived

WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)

- Revise title to ‘R 75, Developing a Family of Curves Using Soil Moisture–Density Relations’