

2023 WAQTC QAC WINTER MEETING MINUTES

CHAIR: SEAN PARKER, ODOT
COORDINATOR: DESNA BERGOLD, D B CONSULTING

DATE: JAN 30TH THROUGH THE FEB 3RD, 2023
TIME: 1:00 TO 5:00 PM MON, 8:00 AM TO 5:00 PM TUES. THRU THUR., 8:00 AM TO 12:00 NOON FRI
LOCATION: SONESTA SELECT, TEMPE, AZ

ATTENDEES:

SEAN PARKER, ODOT, CHAIR
MISTY MINER, MDOT, VICE CHAIR
DAN GETTMAN, AKDOT & PF
CHRISTOPHER RUSSELL, CDOT
LORI COPELAND, ITD
SHARON TAYLOR, NDDOT
GILBERT ARREDONDO, UDOT
MARK WILLOUGHBY, WSDOT

KEVIN BURNS, WSDOT
NASSIM SABAHFAR, WFL
MEGAN CHATFIELD, WFL
INVITED GUESTS:
SONYA PUTERBAUGH, RE:SOURCE
BRENT CONNER, AZDOT
ABSENT:
BRIAN IKEHARA, HDOT

MEETING ITEMS:

1. Welcome
Proposed revisions to AASHTO Standards
2. Revisions to Embankment/Base and In-Place Density Test Methods
 - a. T 265, Moisture Content of Soil
 - b. T 99, Moisture/Density Relations
 - c. T 180, Moisture/Density Relations
 - d. R 75, Developing a Family of Curves
 - e. T 272, One-Point Method
 - f. T 85, G_{sb}
 - g. T 310, In-place Density and Moisture Content of Soil-Aggregate
 - i. AASHTO TS Task Force 16-01: Write procedure for Calibration Blocks – Sean
 - h. T 355 In-place Density of Asphalt
3. Revisions to Concrete AASHTO Test Methods
 - a. R 60, Sampling Concrete
 - b. T 309, Temperature
 - c. T 119, Slump
 - d. T 121, Density
 - i. Include determining the mass of the measure – Misty (Summer Meeting)
 - ii. Include cementitious material in calculations – Misty and Sean (Summer Meeting)
 - e. T 152, Air Content
 - f. R 100, Test Specimens
 - g. R 39, Making and Curing Concrete Test Specimens in the Lab
 - i. Add reference to R 100 - Misty
4. Revisions to Aggregate AASHTO Test Methods
 - a. R 90, Sampling Aggregate Products
 - b. R 76, Reduction
 - i. Status of 2022 proposed revision

- c. T 255, Moisture Content of Aggregate
- d. T 11, Washing
 - i. Reference T 255, remove temperature – Summer Meeting
- e. T 27, Sieve Analysis
 - i. Reference T 255, remove temperature – Summer Meeting
 - ii. Status of 2022 proposed revision
- f. T 335, Fractured Particles
- g. T 176, Sand Equivalent
- 5. Revisions to Asphalt AASHTO Test Methods
 - a. R 97, Sampling Asphalt Mixtures
 - b. R 47, Reducing Asphalt Mixtures
 - i. Status of 2022 proposed revision
 - c. T 329, Moisture Content
 - d. T 308, Asphalt Content
 - e. T 209, G_{mm}
 - f. T 166, G_{mb}
 - i. Refer to T 329 or allow up to JMF temp. – Summer Meeting
 - ii. Fix paragraph formatting – Misty (Summer Meeting)
 - iii. Rationale for 2022 ballot
 - g. R 66, Sampling Asphalt Material
 - h. T 30, Sieve Analysis
 - i. Status of 2022 proposed revision
 - i. T 312, Gyratory
 - j. R 35, Superpave Volumetric Design
- 6. Other AASHTO:
 - a. R 39, Making and Curing Concrete Test Specimens in the Laboratory – Misty Miner
 - i. Notes PDF (1/24)
 - b. T 88, Particle Size Analysis of Coarse Aggregate
 - i. Status of 2019 proposed revision
 - c. T 112, Clay Lumps and Friable Particles
 - i. Status of 2022 proposed revision
 - d. T 315, Determining the Rheological Properties of Asphalt Binder Using a Dynamic Shear Rheometer (DSR) – Nassim (1/24)
- 7. WAQTC FOPs
 - a. R 60, Sampling Freshly Mixed Concrete, Champion Misty
 - b. R 79, Vacuum Drying Compacted Asphalt Specimens, Champion Misty (1/24)
 - i. 2022 AASHTO revisions
 - c. T 84, Specific Gravity and Absorption of Fine Aggregate, Champion Lori
 - i. 2022 AASHTO revisions incorporated during Summer Meeting
 - d. T 89 Liquid Limit, Champion Dan (1/27)
 - i. 2022 AASHTO revisions
 - e. T 90, Plastic Limit and Plasticity Index, Champion Dan (1/27)
 - i. 2022 AASHTO revisions
 - f. T 217, Speedy Moisture in Soils, Champion Sean
 - g. T 304, Uncompacted Void Content of Fine Aggregate, Champion Kevin
 - i. 2022 AASHTO revisions
 - h. T 331, G_{mb} Using Automatic Vacuum Sealing Method, Champion Kevin
 - i. 2022 AASHTO revisions
 - i. TM 14, Asphalt Mixture Laboratory Prepared Test Specimen, Champion Sean
 - j. TM 15, Dry Density of Granular Soil and Soil/Aggregate, Champion Kevin
 - k. TM 16, Flat and Elongated Particles in Coarse Aggregate, Champion Sean

- l. TM 17, Determination of Theoretical Maximum Dry Density, Champion Kevin
8. Training Materials
 - a. Gradation questions on written exam, should be performance
 - b. TM 13 Performance Exam – Kevin
9. Third Party Exam Delivery
 - a. Quality Acceptance review
 - b. Rights and Responsibilities agreement
 - c. Exam duration
 - d. Test Aids for Kryterion Network
 - e. Catalog description (1/27)
10. Administration Manual /RPIH Revisions
 - a. Annex A, Examination Process Course Length/Course Size – Sean and Misty (Board Summer Meeting)
 - b. Radiation Safety Training language
 - c. Refund policy pg. 8 #2 and 3 – Misty
 - d. Pg. 8 Written exam, add no cellular device used during exam (for calculator) – Misty
 - e. Trial suspension revision – Kevin Burns
11. Sampling Module (Sampler qualification training) – Lori and Misty
12. Correspondence folder – Summer Meeting
13. Chair and Vice Chair Transition by July 1
 - a. AASHTO COMP Annual Meeting attendance
14. YouTube channel
 - a. [Aggregate](#) Videos playlist
 - b. [Asphalt](#) Videos playlist
 - c. [Concrete](#) Videos playlist
 - d. [Embankment & Base and In-Place Density](#) Videos playlist
15. Strategic Plan Action Items
 - a. Continue work on ‘on-going’ activities.
 - b. Evaluate existing training materials for needed improvements / updates.
 - c. Member teleconferences to share developments in training and certification platforms.
 - d. Implement virtual written examinations.
 - e. Develop online training and videos.
16. Visit with Arizona DOT – Sean Parker
17. Other

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
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<p>WELCOME</p>	<p>Sean Parker, ODOT and Qualification Advisory Committee (QAC) Chair, welcomed the committee members to Tempe, AZ.</p> <p>Sean introduced himself and announced that this is his last meeting as QAC Chair. Sean stated that he is about to celebrate his 30-year anniversary with ODOT. He is considering retiring in the next year to year and a half. Sean then asked the committee members to introduce themselves.</p> <p>Christopher Russell, CDOT, said that he attends the QAC meetings for the Embankment related discussions as CDOT only uses the Embankment & Base qualification.</p> <p>Megan Chatfield, WFL, was once a QAC member who is joining Nassim Sabahfar, WFL, for this meeting. Nassim replaced Megan and has been a committee member for two years.</p> <p>Dan Gettman, AKDOT, said that he has been a member of the QAC since 2016.</p> <p>Gilbert Arredondo, UDOT, has worked for UDOT for many years and been a member of the QAC since 2013.</p> <p>Misty Miner, MDT, and Vice Chair, said that she has worked for MDT for 25 years, and been with the QAC since Jan. 2009.</p> <p>Mark Willoughby, WSDOT, is the newest QAC member, replacing Kevin Burns. Mark has 30 years with WSDOT but just started with the Quality Systems Management Team in November.</p> <p>Sharon Taylor, NDDOT, said that North Dakota recently joined WAQTC, and she has been on the QAC since they joined.</p> <p>Lori Copeland, ITD, has 28 years with ITD and been on the QAC for just a couple of years.</p> <p>Kevin Burns, WSDOT, is attending virtually, he said that he has 23 years with WSDOT and recently was promoted to Randy Mawdsley's former position.</p> <p>Everyone welcomed Mark to the committee.</p>	
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Page 5		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

<i>Proposed revision to AASHTO Standards</i>		
<i>Embankment/Base and In-Place Density</i>		
T 265	<p><i>T 265, Laboratory Determination of Moisture Content of Soils</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Misty suggested that the chart on Slide 15 of the FOP for AASHTO T 255/T 265 PowerPoint not include the drying interval times for drying to constant mass and just indicate the method of drying. These times are being confused with the time for initial drying. She recommends then adding a slide after initial drying to include the interval time frames. Desna will use the 2022 revised language from the FOP to revise the PowerPoint. These revisions will also be incorporated in the FOP for AASHTO T 255 training materials.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 99/ T 180	<p><i>T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop and</i></p> <p><i>T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO methods.</i></p>	
R 75	<p><i>R 75, Developing a Family of Curves</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>One of the curves on the Performance Exam has a point that is not supposed to be included in the curve but is located too close. Dan will identify what needs to be fixed for Desna.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD

Page 6		
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T 272	<p><i>T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
T 85	<p><i>T 85, Specific Gravity of Coarse Aggregate</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Address aggregate that is not fully submerged during soaking in the PowerPoint Instructor's notes.</p> <p>Misty discussed possibly expediting the procedure by obtaining the dry mass of the sample before soaking. Some were concerned about loss of material while drying the aggregate with a towel.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 310	<p><i>T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Discussion Item</u></p> <p>Sean told the committee that <u>AASHTO Technical Subcommittee (TS) Task Force 16-01: Write procedure for Calibration Blocks</u> was discussed during the AASHTO COMP mid-year meeting. The TS Chair, Matt Linneman, NDDOT and Executive Board Member, is considering sunseting the Task Force because it appears most agencies have their own practices. Sean told Matt during the mid-year meeting that he would discuss it with WAQTC to determine if they could provide information to the Task Force Lead, Craig Wieden, CDOT and WAQTC Executive Board Member.</p> <p>Sean suggested the committee members ask their agency's calibration technician's what practice they use for calibrating the calibration blocks.</p> <p>The committee decided to hold a virtual meeting March 27th to further discuss this and other matters. At that time, they can decide on a recommendation to present to the Board during the Spring meeting. The committee members should send their</p>	

Page 7		
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	<p>agency's practice to Desna by March 24th so that she can compile the information before the virtual meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>PowerPoint Slides 18 and 19 have repeat steps.</p> <p><i>The QAC members will send processes to Desna by March 24th. The QAC will hold a meeting March 27th to determine recommendations for the Board.</i></p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	<p>QAC MEMBERS DESNA BERGOLD</p>
T 355	<p><i>T 355, In-place Density of Asphalt Mixtures by Nuclear Methods</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Slide 18 should have the same language as the FOP Step 5.</p> <p>See Calibration Block Task Force discussion under T 310.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	<p>DESNA BERGOLD</p>
AASHTO CONCRETE TEST METHODS		
R 60	<p><i>R 60, Sampling Freshly Mixed Concrete</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Discussion item</u></p> <p>Misty said that Montana certifies technicians in WAQTC TM 2 for sampling fresh concrete, but they use AASHTO R 60 for acceptance sampling. Sean said that since ODOT used ACI for certifications and WAQTC TM 2 for acceptance sampling, they are the opposite.</p> <p><i>Discussion item, no action necessary.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
T 309	<p><i>T 309, Temperature of Freshly Mixed Hydraulic Cement Concrete</i></p> <p>No revisions proposed before the meeting.</p>	

Page 8		
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	<i>No new proposed revisions to the AASHTO method.</i>	
T 119	<p><i>T 119, Slump of Hydraulic Cement Concrete</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
T 121	<p><i>T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p><u>Revision discussion</u></p> <p>During the 2022 Summer Meeting, Misty pointed out that the AASHTO method does not have a step for determining the mass of the empty measure. The committee reviewed the procedure and decided to include emptying the dampened measure of standing water and determining mass of the measure. Also, to include a step for calculating the net mass of the material.</p> <p>The committee previously decided to reformat methods that have multiple steps in a paragraph to individual steps when proposing revisions to a method. The committee will include reformatting the paragraphs and other ‘active voice’ editorial revisions.</p> <p><u>Discussion item</u></p> <p>During the 2022 Summer Meeting, Misty said she would like to work with Sean to include cementitious material in the density calculations.</p> <p>Sean said that he would like to table this topic for now. He said that he will draft revisions for including cementitious materials for Misty to review in the coming year. He asked Desna to remind him monthly. Sean also said that there is a new Portland Cement Association publication that he would like to use as a resource.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Lori said that the Performance Exam Checklist appears to make optional steps mandatory, she offered to email Desna a list of discrepancies between FOP and Performance Exam Checklist.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> • Break paragraphs with multiple steps into individual steps. 	

Page 9		
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	<ul style="list-style-type: none"> • Add ‘and remove any standing water from the bottom’ after ‘dampen the measure.’ • Add ‘Determine the mass of the empty measure using a balance that meets the requirements of Section 4.1.’ • Add ‘Determine the net mass by subtracting the mass of the empty measure (Section 7.2), from the mass of the measure and concrete (Section 7.12)’ • Other ‘active voice’ revisions <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>Revisions to T 121 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	DESNA BERGOLD
T 152	<p><i>T 152, Air Content of Freshly Mixed Concrete by the Pressure Method</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>PowerPoint Step 2 Slides 20 to 23, are missing Step 4. It would be better to include all the steps for both layers including how many times the vibrator is inserted.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
R 100	<p><i>R 100, Making and Curing Concrete Test Specimens in the Field</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>In the AASHTO practice, Section 9.2 states, ‘In placing the final layer, add the amount of concrete that will fill the mold after consolidation.’</p> <p>The FOP allows addition of concrete if the mold is not completely full. Correction in Step 6 of the FOP was drafted during the meeting.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD

Page 10		
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AASHTO AGGREGATE TEST METHODS		
R 90	<p><i>R 90, Sampling Aggregate Products</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
R 76	<p><i>R 76, Reducing Samples of Aggregate to Testing Size</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO R 76 in 2021. There were significant comments and three negative votes. The QAC and the Executive Board addressed the negative votes, and the revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item. These revisions should be published in 2023.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>The upcoming AASHTO revisions should be drafted into the training materials for approval during the upcoming 2023 Summer Meeting.</p> <p><i>Desna will confirm the revisions are published in 2023.</i></p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 255	<p><i>T 255, Total Evaporable Moisture Content for Aggregates</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>See discussion under AASHTO T 265.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 11	<p><i>T 11, Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing</i></p> <p><u>Revision discussion</u></p> <p>During the 2022 Summer Meeting, the committee discussed the maximum temperature allowed for drying samples before and</p>	

Page 11		
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	<p>after wash. The AASHTO method states, ‘Dry the test sample to constant mass at a temperature of $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ The method does not include all the components to determine constant mass. Including a reference to T 255 to dry the sample to constant mass was discussed at the 2022 AASHTO COMP Annual Meeting. Revisions for T 11 and T 27 were drafted to reference T 255 and presented to Matt Beeson TS 1c Chair by Scott Nussbaum, UDOT and WAQTC Treasurer. This proposal was not discussed during the midyear webinar.</p> <p>The committee then discussed removing the temperature requirement. T 255 allows drying at a higher temperature but states in Section 7.2, ‘Use a controlled temperature oven when excessive heat may alter the character of the aggregate, or where more precise measurement is required.’ Sean has concerns with removing the temperature language as it may be controversial, but he will support the committee’s decision.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> • Section 2.1, Referenced Documents, add ‘T 255, Total Evaporable Moisture Content of Aggregate by Drying’ • Section 8.1 add ‘according to T 255’ and remove ‘at a temperature of $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ • Section 8.5 add ‘according to T 255’ and remove ‘at a temperature of $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ <p><i>Revisions to T 11 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	SEAN PARKER
T 27	<p><i>T 27, Sieve Analysis of Fine and Coarse Aggregates</i></p> <p><u>Revision discussion</u></p> <p>See constant mass and temperature discussion under T 11.</p> <p>As with T 11, including a reference to T 255 to dry the sample to constant mass was discussed at the COMP Annual Meeting.</p> <p>The committee also determined that the temperature range could be removed because T 255 Section 7.2 covers aggregate breakdown. T 27 addresses higher temperatures if it doesn’t cause degradation in Note 5, this can be removed because it is covered in T 255.</p>	

Page 12		
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	<p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> • Section 2.1, Referenced Documents, add ‘T 255, Total Evaporable Moisture Content of Aggregate by Drying.’ • Section 8.1 add ‘according to T 255’ and remove ‘at a temperature of 110 ± 5°C (230 ± 9°F).’ • Remove final sentence in Note 5. <p><i>Revisions to T 27 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	SEAN PARKER
T 335	<p><i>T 335, Determining the Percentage of Fracture in Coarse Aggregate</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Misty said that she has revisions for the training materials. She will forward them to Desna.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 176	<p><i>T 176, Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>The steps in PowerPoint Slides 33, 35, and 36 need to be renumbered.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
AASHTO ASPHALT TEST METHODS		
R 97	<p><i>R 97, Sampling Asphalt Mixtures</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Lori said that many of her students are unclear when Asphalt Mixtures would be sampled from a stockpile. Misty explained</p>	

Page 13		
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	<p>that Recycled Asphalt Pavement (RAP) used in mix designing and ‘Cold Mix’ used in roadway patching could be sampled from a stockpile. It was suggested that an instructor’s note in the PowerPoint be added to indicate when stockpile sampling is appropriate.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
R 47	<p><i>R 47, Reducing Samples of Asphalt Mixtures to Testing Size</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Status of previous proposal</u></p> <p>In 2021, WAQTC proposed revisions updating the figures and formatting, and use of ‘active voice.’ The revisions were submitted before the mid-year webinar and were discussed at the 2022 COMP Annual Meeting. These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2023.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>The upcoming AASHTO revisions should be drafted into the training materials for approval during the upcoming 2023 Summer Meeting.</p> <p><i>Desna will confirm the revisions are published in 2023.</i></p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
T 329	<p><i>T 329, Moisture Content of Asphalt Mixtures by Oven Method</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Revision discussion</u></p> <p>The committee reviewed the most recent version from the AASHTO Materials Library. There are some instances where revisions to ‘active voice’ would help clarify the method.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>The committee also reviewed the FOP. Revisions were drafted to mimic those being proposed for the AASHTO method. The committee also agreed that the steps to determine constant mass</p>	

Page 14		
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	<p>are more concise in the FOP for AASHTO T 255. Desna was asked to draft revisions for the FOP for AASHTO T 329 that mimic the constant mass steps in the FOP for AASHTO T 255.</p> <p><u>Discussion item</u></p> <p>Nassim asked about the default drying temperature range when a mixing temperature range is not supplied. She said that $163 \pm 14^{\circ}\text{C}$ ($325 \pm 25^{\circ}\text{F}$) seems high. Megan said that she and Nassim will research the default drying temperature range.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> • Break paragraphs with multiple steps into individual steps • Remove ‘Preheat the oven’ in the new 6.5 and revise to ‘active voice’ <p><i>Nassim and Megan will research the temperature range for drying asphalt mixtures.</i></p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>Revisions to T 329 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	<p>NASSIM SABAHFAR</p> <p>MEGAN CHATFIELD</p> <p>DESNA BERGOLD</p> <p>SEAN PARKER</p>
T 308	<p><i>T 308, Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>In the FOP, Methods A and B both have a step for preheating the furnace. The committee determined these could be combined in a ‘General’ section before ‘Procedure,’</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	<p>DESNA BERGOLD</p>
T 209	<p><i>T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	

Page 15		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

T 166	<p><i>T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens</i></p> <p><u>Revisions discussion</u></p> <p>The committee feels that drying the core in Method C, Rapid Test, at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$) isn't very rapid. The core is intended to be destroyed. T 329 allows the mix to be dried up to the job-mix formula (JMF) mixing temperature. That temperature would speed up the rapid test. The committee decided to propose drying the specimen up to JMF mixing temperature range or dry according to T 329.</p> <p>Also, during the 2022 Summer Meeting, the committee noticed that there are apparatus sections in both Methods A and B but not in Method C even though the oven is different. The committee corrected this in the FOP and will propose an apparatus section for Method C for the AASHTO method.</p> <p>Lori said that in the apparatus for the oven in Section 5.5 it states, 'capable of maintaining a uniform temperature of $52 \pm 3^{\circ}\text{C}$ ($126 \pm 5^{\circ}\text{F}$)' but in Section 6.1 is states, 'Dry the specimen to a constant mass at a temperature of $52 \pm 3^{\circ}\text{C}$ ($125 \pm 5^{\circ}\text{F}$).' This seems an odd discrepancy.</p> <p>In a later conversation with Sonya Puterbaugh, AASHTO re:source, she said that she is on a task force to address issues introduced with the new oven language. Sonya requested that these discrepancies be forwarded to her. T 166 will be included on a list to be sent to Sonya and will also be addressed in the revision proposal.</p> <p>The committee previously decided to reformat methods that have multiple steps in a paragraph to individual steps when proposing other revisions to a method. The committee will include reformatting the paragraphs and other 'active voice' editorial revisions.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> • Break paragraphs with multiple steps into individual steps • Change '$52 \pm 3^{\circ}\text{C}$ ($126 \pm 5^{\circ}\text{F}$)' to '$52 \pm 3^{\circ}\text{C}$ ($125 \pm 5^{\circ}\text{F}$)' in Section 5.5 • Add apparatus section in Method C, include: 	
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Page 16		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> ○ Forced-Air, Ventilated, or Convection Oven—capable of maintaining the temperature surrounding the sample at $163 \pm 14^{\circ}\text{C}$ ($325 \pm 25^{\circ}\text{F}$). ○ For other equipment, see Methods A or B. ● Remove sentence describing apparatus in Procedure. ● New Section 12.2.2, add ‘and dry according to T 329’ and remove ‘at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$)’ ● New Section 12.2.4, add ‘and dry to constant mass according to T 329’ remove ‘‘at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$)’ and following oven sentence. ● Move the ‘More than one oven may be used . . .’ into a note. <p><i>Revisions to T 166 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	SEAN PARKER
R 66	<p><i>AASHTO R 66, Sampling Asphalt Materials</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
T 30	<p><i>T 30, Mechanical Analysis of Extracted Aggregate</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Revisions discussion</u></p> <p>This method also restricts the drying temperature to ‘$110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ As T 255 already addresses degradation, the committee decided to propose drying the sample according to T 255. (See discussion under T 11).</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> ● Break paragraphs with multiple steps into individual steps. ● Add (in red) ‘Dry the sample to constant mass according to T 255, if necessary,’ remove redundant constant mass language ● Remove first sentence in Note 3. ● Remove second ‘add wetting agent.’ 	SEAN PARKER

Page 17		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> Minor ‘active voice’ revisions. <p><i>Revisions to T 30 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	
T 312	<p><i>T 312, Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor</i></p> <p>No revisions proposed before the meeting.</p> <p><u>FOP and training materials revisions discussion</u></p> <p>Desna was asked to revise the illustration of device movement to add Pressure Range and remove 150 mm dimension for the mold.</p> <p><i>Desna will include revisions to the training materials on the 2023 Summer Meeting Agenda.</i></p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	DESNA BERGOLD
R 35	<p><i>R 35, Superpave Volumetric Design for Asphalt Mixtures</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new proposed revisions to the AASHTO method.</i></p>	
OTHER AASHTO		
R 39	<p><i>AASHTO R 39, Making and Curing Concrete Test Specimens in the Laboratory</i></p> <p><u>Revision discussion</u></p> <p>Misty presented comments and revision proposals from her coworkers. Upon review it was noted that many of the comments were addressed in recent revisions but there are some outstanding discrepancies between R 39 and R 100.</p> <p>The committee discussed revising the current R 39, but the most current version contains markup for the next edition. The committee noted that cardboard molds are still referenced, M 205 does not allow cardboard molds.</p> <p>Misty suggested tabling revisions to R 39 until everyone can discuss it with their agency’s subject matter experts. All agreed.</p> <p><i>QAC members will ask their agency’s concrete mix design specialists for comments and revision proposals.</i></p>	QAC MEMBERS

Page 18		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 88	<p><i>AASHTO T 88, Particle Size Analysis of Coarse Aggregate</i></p> <p><u>Status of previous proposals</u></p> <p>In 2019, WAQTC proposed revisions to T 88 to address discrepancies in apparatus requirements. These revisions were published in the <i>2022 AASHTO Standards</i>.</p> <p><i>Desna will list the published revision as a Completed Item on the 2022 Strategic Plan.</i></p>	DESNA BERGOLD
T 112	<p><i>AASHTO T 112, Clay Lumps and Friable Particles</i></p> <p><u>Status of previous proposals</u></p> <p>In 2022, WAQTC proposed revisions to T 112 to address formatting and typos. This was on the COMP ballot with other revisions. No negatives.</p> <p>The 2023 version in the AASHTO Materials Library does not include the editorial revisions. Sean is the Champion of these revisions and will alert Matt Beeson, TS 1c Chair.</p> <p><i>Sean will alert the TS Chair that the revisions are not incorporated into the method.</i></p>	SEAN PARKER
T 315	<p><i>AASHTO T 315, Determining the Rheological Properties of Asphalt Binder Using a Dynamic Shear Rheometer (DSR)</i></p> <p>Nassim proposed revisions to address inconsistent use of terms for the thermometers and their calibration. Sonya, who joined the meeting for this topic, said that AASHTO re:source has been reviewing this procedure, in part because of differences between the AASHTO Method and the ASTM. She is a member of the Task Force on Asphalt Standards Harmonization (TFASH) and she said that they will be addressing issues with this method. She asked to have these concerns sent to her.</p> <p>Nassim agreed.</p> <p><i>Desna will send the files for AASHTO T 315 revision to Sonya who will work with TFASH on revisions.</i></p>	DESNA BERGOLD
FOP LIBRARY		
R 60	<p><i>FOP for AASHTO R 60, Sampling Freshly Mixed Concrete, Misty Miner</i></p> <p>There were no revisions to the AASHTO method.</p>	

Page 19		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>No revisions to the FOP proposed before the meeting.</p> <p><i>No new revisions to the FOP.</i></p>	
R 79	<p><i>FOP for AASHTO R 79, Vacuum Drying Compacted Asphalt Specimens, Champion Misty Miner</i></p> <p>2022 revisions to the AASHTO method include:</p> <ul style="list-style-type: none"> • New date • Revisions to thermometer requirements and inclusion of new specification AASHTO M 339 <p><u>FOP revision discussion</u></p> <p>Misty introduced revisions to the FOP for AASHTO R 79 to incorporate revisions to the AASHTO method.</p> <p><u>FOP revision proposal:</u></p> <ul style="list-style-type: none"> • New revision date • New AASHTO date • Change ‘Thermometric device’ to ‘thermometer’ • Add Thermometer requirements from AASHTO • Add Note from AASHTO <p>These revisions were approved by the committee.</p> <p><i>Revisions to the FOP for AASHTO R 79 will be presented to the Executive Board for approval and inclusion in the FOP Library.</i></p>	SEAN PARKER
T 84	<p><i>FOP for AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate, Champion Lori Copeland</i></p> <p>The FOP for AASHTO T 84 was revised during the 2022 Summer meeting to incorporate the 2022 revisions to the AASHTO method.</p> <p><i>No new revisions to the FOP.</i></p>	
T 89	<p><i>FOP for AASHTO T 89 Liquid Limit, Champion Dan Gettman</i></p> <p>2022 revisions to the AASHTO method include:</p> <ul style="list-style-type: none"> • New date • Revisions to thermometer requirements and inclusion of new specification AASHTO M 339 	

Page 20		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> • Revisions to the oven requirements in Apparatus <p><u>FOP revision discussion</u></p> <p>Dan introduced revisions to the FOP for AASHTO T 89 to incorporate revisions to the AASHTO method and other revisions.</p> <p>Dan asked if the committee wanted to add the flat grooving tool from the ASTM method. The grooving tool is also in the recent AASHTO. The committee agreed and decided to include pictures of the flat and standard grooving tools.</p> <p>Dan also proposed adding a No. 40 sieve in apparatus, steps to determine the dry empty mass of the container and lid, and instructions to use Method A for referee samples. These revisions were approved.</p> <p><u>FOP revision proposal:</u></p> <ul style="list-style-type: none"> • New revision date • New AASHTO date • Add flat grooving tool to apparatus • Add sieve in apparatus • Remove ‘FOP for’ in Sample section and revise T 87 to R 58 and T 146 to R 74 • Add steps to determine the dry empty mass of the container and lid • Add ‘Remove lids and keep with containers while drying.’ • Add ‘Use Method A for any referee samples to settle a dispute.’ <p><i>Revisions to the FOP for AASHTO T 89 will be presented to the Executive Board for approval and inclusion in the FOP Library.</i></p>	SEAN PARKER
T 90	<p><i>FOP for AASHTO T 90, Plastic Limit and Plasticity Index, Champion Dan Gettman</i></p> <p>2022 revisions to the AASHTO method include:</p> <ul style="list-style-type: none"> • New date • Revisions to thermometer requirements and inclusion of new specification AASHTO M 339 	

Page 21		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> • Revisions to the oven requirements in Apparatus <p><u>FOP revision discussion</u></p> <p>Dan introduced revisions to the FOP for AASHTO T 90 to incorporate revisions to the AASHTO method and other revisions.</p> <p><u>FOP revision proposal:</u></p> <ul style="list-style-type: none"> • New revision date • New AASHTO date • Add sieve in apparatus • Add ‘Remove lids and keep with containers while drying.’ <p>These revisions were approved by the committee.</p> <p><i>Revisions to the FOP for AASHTO T 90 will be presented to the Executive Board for approval and inclusion in the FOP Library.</i></p>	SEAN PARKER
T 217	<p><i>FOP for AASHTO T 217, Speedy Moisture in Soils, Champion Sean Parker</i></p> <p>No new AASHTO revisions.</p> <p>No revisions proposed to the FOP before the meeting.</p> <p><i>No new revisions to the FOP.</i></p>	
T 304	<p><i>FOP for AASHTO T 304, Uncompacted Void Content of Fine Aggregate, Champion Kevin Burns</i></p> <p>2022 revisions to the AASHTO method include:</p> <ul style="list-style-type: none"> • New date • Revisions to thermometer requirements and inclusion of new specification AASHTO M 339 <p><u>Revisions discussion</u></p> <p>Other than the date the AASHTO revisions do not impact the FOP.</p> <p><u>FOP revision proposal:</u></p> <ul style="list-style-type: none"> • New revision date • New AASHTO date 	

Page 22		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>These revisions were approved by the committee.</p> <p><i>Revisions to the FOP for AASHTO T 304 will be presented to the Executive Board for approval and inclusion in the FOP Library.</i></p>	SEAN PARKER
T 331	<p><i>FOP for AASHTO T 331, G_{mb} Using Automatic Vacuum Sealing Method, Champion Kevin Burns</i></p> <p>2022 revisions to the AASHTO method include:</p> <ul style="list-style-type: none"> • New date • Revisions to thermometer requirements and inclusion of new specification AASHTO M 339 • Revisions to the oven requirements in Apparatus <p>The oven temperature and drying temperature requirements have a discrepancy as in T 166. This will be included on a list for Sonya.</p> <p><u>Revisions discussion</u></p> <p>Other than the date, the AASHTO revisions do not impact the FOP.</p> <p><u>FOP revision proposal:</u></p> <ul style="list-style-type: none"> • New revision date • New AASHTO date <p>These revisions were approved by the committee.</p> <p><i>Revisions to the FOP for AASHTO T 331 will be presented to the Executive Board for approval and inclusion in the FOP Library.</i></p>	SEAN PARKER
TM 14	<p><i>WAQTC TM 14, Asphalt Mixture Laboratory Prepared Test Specimen, Champion Sean Parker</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new revisions to the FOP.</i></p>	
TM 15	<p><i>WAQTC TM 15, Laboratory Maximum Dry Density of Granular Soil and Soil/Aggregate.</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new revisions to the FOP.</i></p>	

Page 23		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
TM 16	<p><i>WAQTC TM 16, Flat and Elongated Particles in Coarse Aggregate, Champion Sean Parker</i></p> <p>No revisions proposed before the meeting.</p> <p><i>No new revisions to the FOP.</i></p>	
TM 17	<p><i>WAQTC TM 17, Determination of Theoretical Maximum Dry Density, Champion Kevin Burns</i></p> <p>No revisions proposed before the meeting.</p> <p><u>Discussion item</u></p> <p>Mark said that WSDOT will be proposing revisions to this FOP in the coming year. Nassim asked to be included in the revision work.</p> <p><i>Mark and Nassim will prepare revisions to the FOP for future consideration.</i></p> <p><i>No new revisions to the FOP.</i></p>	<p>MARK WILLOUGHBY</p> <p>NASSIM SABAHFAR</p>
WAQTC Items		
Training Materials		
WRITTEN EXAMS	<p>Desna said that as the written exam questions include the formulas, the calculation questions are more like ‘open book questions.’ Perhaps calculation questions should be replaced with questions that measure the technicians understanding of the method and the Performance Exam should be used to assess a technician’s ability to perform the calculations.</p> <p>A specific issue with the calculations in the written exam is a technician can pass the FOP for AASHTO T 85 without understanding the test method if they can plug in the given values appropriately.</p> <p>Misty said that she thinks there should be a maximum of one calculation question in the written.</p> <p>Kevin brought up another issue with the written exams. The FOP for AASHTO T 355 has two questions on each exam from the Appendix. The Appendix is nonmandatory information. Core correlation is important but perhaps there should only be one question based on non-mandatory information.</p>	

Page 24		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Desna volunteered to write new questions for consideration during the 2023 Summer Meeting. The committee decided that each member should write new questions based on their Quality Assurance review assignments from the 2022 Summer Meeting.</p> <p>Nassim offered to help with writing exam questions. Desna will send a reminder with a list of which sections the questions are to be based on according to <i>ASTM D3740, Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering</i>.</p> <p>The 2022 revision review assignments are:</p> <p style="padding-left: 40px;">EB/DTT: Chris Russell and Lori Copeland General: Gilbert Arredondo and Sharon Taylor Concrete: Kevin Burns and Misty Miner Aggregate: Lori Copeland and Sharon Taylor Asphalt: Dan Gettman and Gilbert Arredondo Administration Manual and RPIH: Sean Parker and Misty Miner</p> <p>During the 2022 Summer Meeting, the committee decided that the example inputs in the training material should be updated in 2023. Sean and Lori said that they would prefer the exams inputs be updated this year.</p> <p><i>QAC members will provide Desna with new inputs for the calculations in the training materials by May 1st, 2023.</i></p> <p><i>QAC members provide Desna with new questions for the FOPs that have calculation questions, and the FOPs for AASHTO T 310, and T 355 by June 26th, 2023.</i></p>	QAC MEMBERS
TM 13	<p><i>WAQTC TM 13, Volumetric Properties of Asphalt Mixtures</i></p> <p>Kevin suggested that the Performance Exams for TM 13 include a Pass/Fail check box and places to indicate if each calculation has been passed or failed. He also said that there isn't a line for percent stone (P_s) and that some other lines were out of order.</p> <p>The committee is unsure that the pass/fail boxes are necessary but agreed to try it.</p> <p><i>Desna will draft revisions to the Performance Exams for approval during the 2023 Summer Meeting.</i></p>	DESNA BERGOLD

Page 25		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

THIRD-PARTY EXAM DELIVERY		
QUALITY ACCEPTANCE REVIEW	<p>Desna demonstrated Kryterion’s Webassessor and showed how to navigate to the Test Forms for the Quality Assurance review.</p> <p>Desna explained that it is unnecessary to review all the iterations of ‘redundant’ exams. For example, only Asphalt II will need to be reviewed, the duplicate questions on Asphalt I cannot be different than on Asphalt II and Aggregate Methods A, B, and C, differ only on questions 19 and 20.</p> <p><i>Quality Acceptance review assignments from the Task Force meeting minutes:</i></p> <p style="padding-left: 40px;">Lori Copeland: Asphalt II</p> <p style="padding-left: 40px;">Gilbert Arredondo: Aggregate</p> <p style="padding-left: 40px;">Dan Gettman: Concrete and Self-Consolidating Concrete</p> <p style="padding-left: 40px;">Mark Willoughby and Garth Newman, WSDOT: Embankment & Base and In-place Density.</p> <p>Sharon and Nassim volunteered to assist in reviewing the written exams in Webassessor.</p> <p>The committee discussed a ‘go live’ date for the Third-Party exams. Kevin said that he would like to have the Aggregate exams live by the end of the month. Desna said that she will try to get it ready by then. The Quality Assurance review must be done a couple of weeks ahead of Feb. 28th. The committee agreed to a Quality Assurance deadline of Feb. 17th.</p> <p><i>The deadline for the Quality Assurance review is February 17th, 2023.</i></p> <p><i>The target date for Third-Party Exam delivery is February 28th, 2023.</i></p>	<p>LORI COPELAND</p> <p>GILBERT ARREDONDO</p> <p>DAN GETTMAN</p> <p>MARK WILLOUGHBY</p> <p>GARTH NEWMAN</p> <p>SHARON TAYLOR</p> <p>NASSIM SABAHFAR</p>
RIGHTS AND RESPONSIBILITIES AGREEMENT	<p>Misty recommended requiring a signature agreeing to the ‘Rights and Responsibilities’ at the end of the exams. Most use an agency specific ‘Rights and Responsibilities’ agreement which may pose a problem.</p> <p>Misty included a final question on her exams that requires the candidate to agree to a generic ‘Rights and Responsibilities’ agreement that includes the consequences for abuse and neglect. She thinks it would be a good idea for the Third-Party Exam Delivery platform.</p>	

Page 26		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<p>The group discussed having a similar generic agreement with the written exams and an agency specific agreement with the Performance Exams.</p> <p>Desna suggested that if the committee wants acknowledgement of an agreement in Webassessor it could be required when the candidate registers.</p> <p>While discussing the ‘Catalog Description,’ the committee agreed that information on the ‘Rights and Responsibilities’ agreement should be added to each description so that the technician could be aware of it before registering for an exam.</p> <p><i>Desna will include a general statement in the Catalog in Webassessor.</i></p> <p><i>Desna will consult Kryterion on including a generic agreement upon registration for a written exam.</i></p>	DESNA BERGOLD
EXAM DURATIONS	<p><i>Excerpt from Task Force Meeting Minutes</i></p> <p>Desna asked what the duration (time limit) of the exams should be. The Kryterion contract allows for up to 120 minutes for the base \$85 fee. She said that the duration can be exam specific. Currently, some agencies are allowing one hour for shorter exams and 90 minutes for exams with more questions.</p> <p>Misty said that when MDT started delivering their exams electronically, they found that one hour was sufficient for all exams.</p> <p>Gilbert said that UDOT has been allowing 90 minutes for exams since they started delivering them using electronic tablets. He asked why, if the time frame does not impact agency resources, shouldn’t we allow the maximum 120 min. Lori said that ITD is going to deliver the written exam in house for ITD personnel and use the on-line delivery for private companies. She wants the duration to be the same for both.</p> <p>Everyone agreed that 90 minutes for all the exams would work but that the QAC should discuss it further.</p> <p>The committee agreed with the Task Force that 90 minutes for the written exam is acceptable.</p> <p><i>The written exams in Webassessor will have a 90-minute time limit.</i></p>	DESNA BERGOLD

Page 27		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

TEST AIDS/ PROCTOR INSTRUCTIONS	<p>Desna displayed the <i>Test Aids for Kryterion Network</i> document that the Task Force filled out. This information will be used at the testing facilities to tell the proctors how to deliver the exam and what items the candidate can use.</p> <p>All agreed that breaks should not be allowed. The onscreen calculator and any non-programmable calculator provided by the candidate should be allowed and the proctor should provide scratch paper and collect it upon completion.</p> <p><i>The committee approved the Task Force’s entries on the Test Aids for Kryterion Network document.</i></p>	DESNA BERGOLD
CATALOG DESCRIPTIONS	<p>Desna presented the Catalog descriptions for each exam. This is the information a candidate will use to select an exam for registration. Desna drafted the descriptions from the qualification process section in Annex A of the <i>Registration, Policies, and Information Handbook (RPIH)</i> and listed the test methods covered by each exam.</p> <p>Everyone felt that the Catalog description should indicate if an agency prefers or requires a certain iteration such as ITD prefers Aggregate Exam Method B and WSDOT requires Asphalt II.</p> <p>The committee agreed with the Catalog descriptions with the inclusion of a section on the ‘Rights and Responsibilities’ agreement discussed above.</p> <p><i>Desna will enter the Catalog descriptions in Webassessor.</i></p>	DESNA BERGOLD

WAQTC ADMINISTRATION MANUAL AND REGISTRATION, POLICIES, AND INFORMATION HANDBOOK (RPIH)

ANNEX A	<p><i>Annex A, Examination Process Course Length/Course Size – Sean and Misty (Board Summer Meeting)</i></p> <p>During the 2022 Executive Board Summer Meeting, Sean said that he didn’t know if the listed Course Length and Course Size is appropriate anymore. Misty suggested that she and Sean review these statements and possibly propose a revision next year.</p> <p>Misty said that although the course length and course size are just recommendations she wonders if it is needed. Sean said that if member agencies are using the recommendation for a guideline, then it should be left in Annex A.</p>	
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Page 28		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Misty then pointed out the ‘Course Objectives and Schedule’ in the training materials for each module could be updated. Lori agreed. Misty and Lori volunteered to be a Task Force to propose revisions to the ‘Course Objectives and Schedule.’</p> <p><i>No new proposals to Annex A currently.</i></p> <p><i>Lori and Misty will draft revisions for the ‘Course Objectives and Schedule’ for each module.</i></p>	<p>LORI COPELAND MISTY MINER</p>
RADIATION SAFETY	<p>During the 2022 Executive Board Fall Meeting, the Board decided that it is important to indicate that radiation safety training is required for use of the nuclear density gauge but that it is a separate certification and not the responsibility of the WAQTC trainer.</p> <p>The Board revised the section to read:</p> <p style="padding-left: 40px;">Embankment & Base/In-Place Density testing:</p> <ul style="list-style-type: none"> • Participants and their employer(s) are responsible to independently meet all safety, training, and certification requirements for the transportation and use of a nuclear density gauge. <p>The Board has asked that this revision be presented to the QAC for their opinion.</p> <p>Chris said that CDOT supports the Board proposed revision.</p> <p>If any agency would like to require proof of radiation training before certification, they should include the requirement in the agency specific RPIH.</p> <p><i>The committee agreed with the Board’s proposed revision. This revision will be included in the next Administration Manual and Registration, Policies, and Information Handbook (RPIH).</i></p>	<p>DESNA BERGOLD</p>
REFUND POLICY	<p>Misty wondered if the refund policy on Page 8 of the <i>Administration Manual</i> should be revised.</p> <p>The committee reviewed the section and decided that the topic should be tabled until any issues with the third-party exam administration are worked through.</p> <p><i>Agenda item tabled.</i></p>	

Page 29		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
WRITTEN EXAM	<p><i>Written exam, add no cellular device used during exam.</i></p> <p>Misty proposed explicitly excluding cellular devices for use as a calculator. The committee reviewed the Written Examination section on Page 8 of the <i>Administration Manual</i> and agreed.</p> <p>The committee also decided to make further revisions because some of the wording seemed a bit outdated.</p> <p>Revisions to the Written Examination section:</p> <p>The examination is closed book which requires that no technical materials, or notes, or cellular devices are allowed in the room to be accessed during the examination. Calculations may be required for some questions; therefore, a battery powered pocket calculator (non-cellular) may be brought to the examination. Calculators may not be shared. The individual must bring No. 2 pencils and erasers and clean scratch paper if desired.</p> <p><i>These revisions will be presented to the Executive Board for approval.</i></p>	SEAN PARKER
TRIAL SUSPENSION	<p><i>Trial suspension revision</i></p> <p>Kevin proposed adding a section in the Performance Examination section to allow the technician to suspend the performance examination if they realize they had made a mistake. This is similar to what ACI does during their performance exam. Kevin would also like to add a column on the Performance Exam Checklist to indicate if the test was ‘restarted.’</p> <p>Dan said that this option sounded familiar and found that it is covered in the ‘Examiner Orientation’ in the <i>Operation Manual</i>. It doesn’t appear anywhere else.</p> <p>Sean was concerned that restarting the performance exams could take a long time. The committee agreed that restarting should not restart the time allowed to perform the entire exam.</p> <p>Proposed revision to the <i>Administration Manual</i>:</p> <p>During a test method trial if an examinee realizes they have made an error they can request to voluntarily suspend that trial and immediately start the test method over from the beginning. Voluntarily suspending and restarting a test method will not be counted as a trial failure. The examinee must state that they want to suspend the trial and start over</p>	

Page 30		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>without prompting. Voluntary suspension of a trial is allowed only once per test method.</p> <p>Proposed revisions to the Performance Exam Checklist are to add a check column after the Trial 1 and Trial 2 column headed ‘Restart’ with instructions at the top to explain when it is used.</p> <p>The committee asked Desna to draft a Performance Exam Checklist and distribute for committee approval before the Executive Board Spring Meeting.</p> <p><i>Desna will draft revisions to the Performance Exam Checklist for committee approval before the 2023 Executive Board Spring Meeting.</i></p> <p><i>Revisions to the Administration Manual and Performance Exam Checklists will be presented to the Executive Board for approval.</i></p>	<p>DESNA BERGOLD SEAN PARKER</p>
SAMPLING MODULE	<p>Lori asked which agencies have a certification for sampling construction materials.</p> <p>Sharon said the NDDOT does. Sean said that ODOT does not.</p> <p>Dan said that AKDOT does, and they just excerpt the WAQTC sampling methods.</p> <p>Gilbert said UDOT has Sampling, Reduction, and Density (SRDTT) and Sampling and Reduction (SRTT) certifications. He feels that this fast track has not served them well. Technicians performing sampling and density without a greater understanding of the materials properties can be problematic.</p> <p>Misty said that MDT does have a sampling certification for new field technicians, but they then must have full certifications for advancement.</p> <p><i>Discussion item, no further action at this time.</i></p>	
CORRESPONDENCE	<p>During the 2022 Summer Meeting, Sean suggested that the <i>Training Materials and Organizational Documents</i> that are distributed annually should include a correspondence folder with any permissions and information that have a lasting impact on the program. Desna showed the committee the existing folder and its current contents. It is currently in the shared folder and will be included on the jump drive with the annual updated materials.</p> <p><i>A correspondence folder will be included in the yearly ‘Training Materials and Org. Docs’ distribution.</i></p>	<p>DESNA BERGOLD</p>

Page 31		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
CHAIR	<p><i>Chair and Vice Chair Transition by July 1</i></p> <p>According to the ‘QAC Chair/ Vice Chair Process’ in the <i>Operations Manual</i>, Sean’s term as Chair will be ending July 1 and Misty, as current Vice Chair, will assume the Chair. Misty suggested that the committee select a new Vice Chair during the Winter Meeting so that the Board can approve the selection before the transition.</p> <p>Sean sent a request to the committee for letters of interest in the position on December 22, 2022.</p> <p>Lori and Gilbert submitted letters of interest that were then distributed to the committee members. The committee was asked to send their selection to Desna by Thursday (Feb. 2nd) morning.</p> <p>Gilbert was chosen to become Vice Chair.</p> <p>Misty suggested the Board be asked to approve the former Chair, current Chair, and Vice Chair attend the AASHTO COMP Annual Meeting.</p> <p><i>The QAC’s selection for Vice Chair, Gilbert Arredondo, will be presented to the Executive Board for approval.</i></p> <p><i>Request the Executive Board approve the former Chair, Chair, and Vice Chair attend the AASHTO COMP Annual Meeting.</i></p>	SEAN PARKER
YOUTUBE CHANNEL	<p>YouTube channel</p> <ul style="list-style-type: none"> Aggregate Videos playlist Asphalt Videos playlist Concrete Videos playlist Embankment & Base and In-Place Density Videos playlist <p>During the 2022 Summer Meeting, the committee discussed the videos provided by Misty and the subsequent WAQTC YouTube channel.</p> <p>The committee still needs to review and approve the videos before the video links are put on WAQTC’s webpage.</p> <p>The committee was also asked to review CDOT’s videos at a https://www.codot.gov/programs/waqtc. If the committee would like to link these videos from the WAQTC website, formal permission should be requested.</p> <p>Misty invited committee members to send their video clips to her and she will edit and process them.</p>	

Page 32		
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	<p>Sean asked what support Misty will need. Misty said that it depends on what the committee decides is necessary. The committee needs to determine if the videos should cover the entire method or if just snips of certain steps, or both. She also asks if the videos should include audio.</p> <p>She said that the more content that needs to be developed the more support she will need. She said that she can do all the editing.</p> <p>Misty also suggested that the committee review her full training videos at WAQTC Qualified Technician's Registry (mt.gov).</p> <p>Everyone agreed that the best option is a continuous video of the entire method with audio. Then, if desired, the videos can be segmented for in-class presentation and inclusion in the training materials PowerPoint.</p> <p>Gilbert said that UDOT has some video for Self-Consolidating Concrete. Desna asked Gilbert to send it to her and she will incorporate it into the training materials for approval during the 2023 Summer Meeting. Gilbert also said that he can provide more content for the WAQTC YouTube Channel.</p> <p>Desna reminded the committee that the Board asked for a timeline to develop the videos. It would be good to have something to present to the Board during the Spring Meeting.</p> <p>All agreed to review the videos Misty developed and return comments to Desna by March 24th. Desna will compile the comments for Misty. The committee will hold a virtual meeting on March 27th to discuss a timeline.</p> <p>The committee agreed that the review comments should be specific and constructive. Comments should include:</p> <ul style="list-style-type: none"> • What content is missing? • What content should be added? • Are there mistakes? • Can you get the result needed from the video for training? <p>Desna will include these instructions at the top of the spread sheet and redistribute.</p> <p><i>The QAC members will review the YouTube Videos and provide comments by March 24th, 2023.</i></p>	<p>QAC MEMBERS</p>

Page 33		
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	<i>The QAC members will hold a virtual meeting March 27th, 2023, to discuss a timeline.</i>	
2022 STRATEGIC PLAN	<p><i>Strategic Plan Action Items</i></p> <ul style="list-style-type: none"> a) Continue work on ‘on-going’ activities. b) Evaluate existing training materials for needed improvements / updates. c) Member teleconferences to share developments in training and certification platforms. d) Implement virtual written examinations. e) Develop online training and videos. <p>The committee reviewed the Strategic Plan.</p> <p>Misty suggested that WAQTC interview Board members on the benefits of being a WAQTC Member Agency and create a video. The committee could draft questions from which a Board member could select and respond on camera. The committee thought this could be an asset.</p> <p><i>A video of Executive Board members discussing the benefits of WAQTC membership will be included on the Executive Board Spring Meeting agenda.</i></p>	SEAN PARKER MISTY MINER
VISIT WITH ARIZONA DOT	<p><i>Visit from Brent Conner, AZDOT.</i></p> <p>Sean welcomed Brent and thanked him for accepting the invitation. Sean then asked the committee to introduce themselves. The committee members reiterated their agency and time of service as in the Welcome.</p> <p>Desna presented the <i>Benefits of WAQTC Pooled Fund Membership</i>. She stressed the value of ‘Contributing Membership’ and the support of member agencies at the national AASHTO level. WAQTC has made 60 revisions to the AASHTO Standards in the last 8 years and developed 12 new Standards.</p> <p>Sean then discussed the Transportation Technician Qualification Program (TTQP) that is a benefit of becoming an ‘Accredited Contributing Member Agency,’</p> <p>Desna was asked to send an information package to Brent.</p> <p><i>Desna will compile a package with WAQTC information and benefits and send to Brent.</i></p>	DESNA BERGOLD

Page 34		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

OTHER ITEMS

<p>OTHER: PERFORMANCE EXAM CHECKLISTS FOR FOP LIBRARY</p>	<p>Kevin asked if anyone was interested in developing Performance Exam Checklists for FOPs in the FOP Library. He said that WSDOT has developed some for his championed items.</p> <p>The committee agreed that this is a good idea and reviewed the list of FOP's and their Champions.</p> <p>Misty said that she will develop a checklist for the FOP for AASHTO R 60. ITD, UDOT, and WSDOT all have Performance Exam Checklists for the FOP for AASHTO T 84. Lori will combine these checklists where appropriate.</p> <p>UDOT and WSDOT have Performance Exam Checklists for the FOPs for AASHTO T 89 and T 90. Dan as Champion will collect and combine them.</p> <p>The WAQTC training materials once had a Performance Exam Checklist for the FOP for AASHTO T 217. Sean will find it and update it. Sean will also develop a checklist for WAQTC TM 16.</p> <p>Kevin said that WSDOT already has checklists for the FOPs for AASHTO R 79, T 304, T 331, and WAQTC TM 14. He said they will work on one for WAQTC TM 17. Gilbert offered to share UDOT's checklist for the FOP for AASHTO T 304 with Kevin.</p> <p>Dan asked if the committee is considering developing written exam questions for standalone certifications. The committee decided this may be a good idea but decided to table it for now.</p> <p><i>Champions will work with Desna on developing Performance Exam Checklists for the July meeting.</i></p>	<p>FOP CHAMPIONS DESNA BERGOLD</p>
<p>FUTURE MEETINGS</p>	<p>The committee discussed the location of upcoming QAC meetings. Sean thought that they should consider other states that may be interested in becoming a WAQTC member agency. There are significant benefits to becoming a 'Contributing Member' even if an agency is not prepared to become and 'Accredited Contributing Member Agency' and commit to the qualification program and reciprocity.</p> <p>Sean wondered if New Mexico, who was once a WAQTC member, might be interested in rejoining as a 'Contributing Member Agency.'</p> <p>WAQTC has had conversations with Greg Millburn, WYDOT, in the past. Greg indicated that WYDOT is not ready to become an 'Accredited Contributing Member Agency,' perhaps we could reopen</p>	

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	<p>the conversation by stressing the value of a ‘Contributing Member Agency.’</p> <p>Sean volunteered to talk to NMDOT, WYDOT, and NDOT members during the upcoming WASHTO meeting to determine if anyone is interested in the QAC having a Winter Meeting in their state.</p> <p>Sharon said that she is often in contact with SDDOT and will begin discussions with them.</p> <p>Desna was asked to look at GSA per diem rates for the various options.</p> <p>The committee decided that if another location does not seem beneficial, they would like to propose Phoenix again as the 2024 Winter Meeting location.</p> <p><i>Sean and Sharon will discuss WAQTC and the 2024 Winter Meeting with surrounding DOT agencies.</i></p>	<p>SEAN PARKER</p> <p>DESNA</p> <p>BERGOLD</p>