

# WAQTC QAC COMMITTEE MEETING MINUTES

**LEADER:** Garth Newman, ITD  
**FACILITATOR:** Desna Bergold

**DATE:** JULY 14 - 18, 2014  
**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:** BOISE, ID

**ATTENDEES:**  
 Garth Newman, ITD  
 Sean Parker, ODOT  
 Gilbert Arredondo, UDOT  
 Linda Hughes, WSDOT  
 Greg Christensen, AKDOT  
 & PF  
 (Teleconference)

**ABSENT:**  
 Brian Legan, NMDOT  
 Ryan Hixson, FHWA

**MEETING ITEMS:**

1. Report from Executive Committee meetings – Linda
- REVIEWS OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE
2. Revision to Random Sampling
  - a. Conversion issue in ‘in-place density’ section – will be fixed in all manuals
3. Revision to Concrete Field Operating Procedures
  - a. Revisions in AASHTO Test Methods
  - b. TM 2, Sampling Concrete -
    - i. Use of the term ‘sample’ as both a verb and a noun – Desna
    - ii. Generally you don’t see bullets in a number sequence without a reference # - Linda
  - c. T 309, Temperature
  - d. T 119, Slump
  - e. T 121, Density
  - f. T 152, Air Content
  - g. T 23, Test Specimens
    - i. AASHTO revision added 4 by 4 in. beams for concretes with nominal aggregate size of 1 ½ inch (6.2) and Table 2 and 3
  - h. Exams
    - i. Exam 1 Question 11: ‘can’t have any’ is better than ‘can have no’ – Misty
    - ii. Exam 3 Question 1: could be true or false – Misty
    - iii. Exam 3 Question 24: Old calibration question – Garth
    - iv. ‘English’ on the top – Desna
  - i. PowerPoint
4. Revision to Aggregate Field Operating Procedures
  - a. Revisions in AASHTO Test Methods
  - b. T 2, Sampling Aggregate
    - i. Use of the term ‘sample’ as both a verb and a noun – Desna
  - c. T 248, Reduction
    - i. AASHTO revision
      1. Added *Combined Coarse and Fine Aggregate* method selection as proposed by WAQTC (5.3)

- 2. Added 'a minimum of four times' to rolling samples in a canvas (10.1.2)
    - 3. Fixed Figures 2 and 3
  - d. T 255, Moisture Content of Aggregate
    - i. Time intervals for uncontrolled heat source
    - ii. Look at T 318 for microwave drying
  - e. T 11/T 27, Sieve Analysis
    - i. Reporting #200 over 10 percent as on T 11 – Gilbert
    - ii. 2014 revisions to T 27
      - 1. Added language for determining and recording initial mass of sample (8.1)
      - 2. Minor language changes in 8.6
  - f. T 176, Sand Equivalent
  - g. T 335, Fractured Particles
  - h. Exams
    - i. 'English' on the top – Desna
    - i. PowerPoint
- 5. Revision to Asphalt I Field Operating Procedures
  - a. Revisions in AASHTO Test Methods
  - b. T 168, Sampling HMA
  - c. R 47, Reducing
    - i. 2014 revision - Added definition to optional noncontact thermometer (7.3)
  - d. T 329, Moisture Content
    - i. Correction to Note 2
    - ii. Performance Exam – Revise to agree with Note 2?
  - e. T 308, Asphalt Content
  - f. T 209,  $G_{mm}$ 
    - i. Porous aggregate surface dry - 0.05% does not agree with loss allowed in FOP – AASHTO Section 15.2 - January
  - g. T 166,  $G_{mb}$
  - h. T 40, Sampling Bituminous Material
  - i. T 30, Sieve Analysis
    - i. AASHTO revisions:
      - 1. Added language concerning the Mechanical Washing apparatus and comparison samples (note 2)
      - 2. Limited time mechanical washing can be agitated (7.2)
      - 3. Addressed additional sieves to avoid overloading (7.5)
      - 4. Added Table 1 maximum allowable mass of material on sieves. Other changes in 7.2 and Note 7.
  - j. Exams
    - i. 'English' on the top – Desna
  - k. PowerPoint
- 6. Revision to Asphalt II Field Operating Procedures
  - a. Revisions in AASHTO Test Methods
  - b. T 312, Gyrotory
    - i. AASHTO revisions
      - 1. Changed title from HMA to Asphalt Mixtures and use of the term throughout
      - 2. Made A3 into two section (A3 and A4)
      - 3. Added Calculation section to Appendix
      - 4. Added procedure for measuring the mold with a CMM
  - c. R 35, Superpave Volumetric Design
  - d. TM 13, Volumetric Properties
    - i. Change title to 'Asphalt Mixtures'? – Desna

- e. Exams
  - i. 'English' on the top – Desna
- f. PowerPoint
- 7. Revision to Embankment/Base and In-Place Density Field Operating Procedures
  - a. Revisions in AASHTO Test Methods
  - b. T 255/T 265, Moisture Content of Aggregate and Soil
  - c. T 99/T 180, Moisture/Density Relations
  - d. T 272, Family of Curves
  - e. T 85,  $G_{sb}$ 
    - i. AASHTO revision -
  - f. T 224, Coarse Particle Correction
  - g. T 310, In-place Density and Moisture Content of Soil-Aggregate
  - h. TM 8, In-place Density of HMA
    - i. Remove direct transmission?
    - ii. Addition of 'Thin Layer' gauge
  - i. TM 11, Obtaining Cores
  - j. Exams
    - i. Exam 1 Question 11 is a double negative – Misty
    - ii. 'English' on the top – Desna
  - k. PowerPoint
- 8. Other AASHTO revisions
  - a. T 89, Plastic Limit –
    - i. Revised passive voice
    - ii. Added specific language concerning paper
    - iii. Added reference to T 265 and removed formula
  - b. T 217, Speedy Moisture
    - i. Added alternate 'sample in cap, reagent in body' (5.2)
    - ii. Changed the determined percent moisture accuracy to 0.1 percent (6.3)
  - c. T 22, Compressive Strength; AASHTO revisions
    - i. Added perpendicularity language for 4 by 8 cylinders as proposed by WAQTC
    - ii. Added definitions for types of fracture
- 9. FOP Library work plan – approved by Executive Committee
  - a. FOP for T 196 – Wendy
  - b. FOPs for T 19, T 283, and T 84, – Sean
  - c. Champions for FOP's for T 89, T 90, T 217 - Greg and Sean
- 10. Prioritized 2014 'Planned Work' from the Strategic Plan – Executive Committee
  - a. Developing Desk Manual
    - i. Roles and Responsibilities of QAC and EC members' – Executive Committee
    - ii. Qualification for exam proctors and trainers
- 11. Archiving WAQTC historical documents – what is important – Executive Committee
- 12. SPO-01 Developing a Family of Curves - listed on the webpage, since there is not document can it go away? - Desna

PAGE 4		
TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
<b>Training Materials</b>		
Revision to Random Sampling	<p>The <i>Random Sampling of Construction Materials</i> training document included an example with mismatched SI and US Customary units in the <b>In-place Density</b> section. It was decided to update the US customary unit.</p> <p><i>Correct example to read in all modules: ‘one test per 500 m<sup>3</sup> (650 yd<sup>3</sup>)’</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>
<b>Embankment / Base</b>		
T 255 / T 265	<p>Sean Parker, ODOT, said that he has received a lot of positive feedback on the format change from last year. Successful update for 2013. Yay team!</p> <p>Revisions to the FOP include increasing the wattage of the microwave, adding a lid for the microwave container in the apparatus section. In the procedure section, the interval between mass determinations to achieve constant mass was lowered for the microwave drying process. Interval and required wattage now correspond with <i>T 318, Water Content of Freshly Mixed Concrete Using Microwave Oven Drying</i>.</p> <p>In the procedure section the interval between mass determinations using an uncontrolled heat source was also lowered. The committee decided that there is the potential to overheat the sample at the longer interval.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>
T 99 / T 180	<p>The procedure was rearranged. It was decided that the original Note 3 is actually a requirement so it needs to be included in the language under Procedure. A new Note 3 was added recommending covering the sample to minimize moisture loss.</p> <p>Other editorial revisions were also made.</p> <p>The Performance Exam Checklist was revised to include tamping the loose material before compacting.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>

<b>PAGE 5</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
T 272	<p>No proposed revisions to the FOP.</p> <p><i>FOP will not be revised.</i></p> <p>How to develop a family of curves has not been addressed. Sean put together a procedure for ODOT that he is willing to share. This procedure could eventually be an SOP for the library and an appendix to the FOP for T 272.</p> <p>Chris Russell, CDOT, suggested that Sean send ODOT's procedure to the committee for feedback and comments. It was decided that the committee should have a teleconference meeting in the fall to discuss the proposed additions to the FOP Library.</p> <p><i>Sean distributed a Word document and Power Point presentation to the committee that describes the procedure</i></p> <p><i>The committee will send comments to Sean by October 1<sup>st</sup>.</i></p> <p><i>Desna will schedule a teleconference in November.</i></p>	<p><b>SEAN PARKER</b></p> <p><b>COMMITTEE</b></p> <p><b>DESNA BERGOLD</b></p>
T 85	<p>The committee reviewed the 2014 AASHTO revisions to the T 85 test method. The major revision added a requirement for maintaining the water bath level while weighing (8.4). Step 6 was revised slightly in the FOP to include this change.</p> <p>The revised step was also added to the Performance Exam Checklist.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA BERGOLD</b></p>
T 224	<p>No proposed revisions to FOP.</p> <p><i>FOP will not be revised.</i></p>	
T 310	<p>No proposed revisions to FOP.</p> <p><i>FOP will not be revised.</i></p>	
TM 8	<p>Linda Hughes, WSDOT, proposed including a procedure for using the 'Thin Layer' gauge. This gauge is different from earlier gauges in that the gauge can be programmed to provide a reading for a desired depth of pavement. The depth desired must be entered into the gauge.</p>	

PAGE 6		
TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>There was much discussion on the proposal and the gauge including review of some <i>Manufacturer's Product Information</i>.</p> <p>The group determined that in Thin Layer mode, the gauge was still performing a Backscatter reading and the Backscatter procedure could still be used. Linda decided to withdraw her proposal.</p> <p>There was also some question whether the 'Direct Transmission' method could be removed from the FOP. Linda reported that WSDOT is still using Direct Transmission. The Direct Transmission method will stay in.</p> <p><i>FOP will not be revised.</i></p>	
TM 11	<p>Although the WSDOT procedure was used to develop the TM, Linda remembers that there is some conflict between the WSDOT procedure and the current TM 11. She will research this.</p> <p>No proposed revisions to FOP.</p> <p><u>Follow up 7/25/14:</u> Linda determined that WSDOT does not use TM 11 because they require measuring the core to 1/8 in. not 1/10 in. Garth recommended revising the procedure to read to '1/8 in., 0.01 ft., or 3 mm.' The group was quickly polled and all agreed to the revision.</p> <p><i>The FOP will be revised to read 'Measure the thickness . . . . to 1/8 in., 0.01 ft., or 3 mm.'</i></p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
Exams	<p>All of the written exams have the term 'English' on the top to differentiate between the version using SI units (Metric) and English Standard units. As the 'Metric' exam is no longer in use Desna asked if the term 'English' could be removed. The committee agreed that it can be removed because it is no longer necessary.</p> <p><i>Desna will remove the word 'English' from the top of all the written exams.</i></p> <p>Misty Miner, MDT, brought up that some of the questions on</p>	<b>DESNA BERGOLD</b>

<b>PAGE 7</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<p>T 224 procedure actually ‘answered’ some of the other questions. The group agreed that some new questions could be developed. Misty volunteered to draft some new questions to present at the 2015 summer meeting.</p> <p><i>Misty will develop new questions for T 224 that are not so connected for consideration at the 2015 meeting.</i></p> <p><i>Committee Members: See exam errata for revisions.</i></p>	<b>MISTY MINER</b>
PowerPoint	<p>Included a title on slide 22 for the FOP for T 99/T 180. PowerPoint for the FOP for T 255/T 265 was updated to include 2014 revisions.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
<b>Concrete</b>		
TM 2	<p>Linda proposed that a new Step 3 be included, as the bulleted sampling options were not prefaced.</p> <p>Desna proposed revisions to eliminate use of the term ‘sample’ as both a noun and a verb. Although both uses are appropriate, the dual usage could create confusion in a training document. Language should be changed such that the term ‘sample’ is used only as a noun where possible.</p> <p><i>Proposed revisions were approved and will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 309	<p>No proposed revisions to FOP.</p> <p><i>FOP will not be revised.</i></p>	
T 119	<p>No proposed revisions to FOP.</p> <p><i>FOP will not be revised.</i></p>	
T 121	<p>Greg Christensen, AKDOT, caught errors in the calculation examples. The group verified the correct values and revised the examples.</p> <p><i>Editorial revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>

<b>PAGE 8</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
T 152	<p>The committee determined that there were pertinent instructions for performing the procedure contained in some of the notes. Notes formerly designated as 4, 5, 8, and 9 were moved to the body of the procedure as they are mandatory requirements..</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 23	<p>The committee reviewed the 2014 AASHTO revisions to the T 23 test method. This revision added 4 by 4 in. beams for use with concretes with a nominal aggregate size of 1 ½ in.</p> <p>The apparatus section was revised to include this equipment.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
Exams	<p>Misty pointed out that the answer format in the written exams is inconsistent. Some of the short answers are in two columns while others are in one. It was agreed a consistent format is better.</p> <p><i>Answers will be in two columns unless the answers are too long. Desna will revise exams for consistent answer format.</i></p> <p><i>Committee Members: See exam errata for revisions.</i></p>	<b>DESNA BERGOLD</b>
PowerPoint	<p>The group discussed the video demonstrations for T 119; some members felt that the video should be better. Everyone will see if they have a better video to make available.</p> <p>Note to committee members: If anyone has better video and photos for performing any procedure, please make it available.</p> <p>In the video for vibrating cylinders the sides of the mold are not tapped before the second layer is added. This should be corrected. .</p> <p><i>Gilbert Arredondo, UDOT, will provide new video.</i></p> <p>Revisions were made to T 152 to reflect FOP revisions.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>GILBERT ARREDONDO</b>  <b>DESNA BERGOLD</b>

PAGE 9		
TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
<b>Aggregate</b>		
T 2	<p>Desna proposed revisions to eliminate use of the term ‘sample’ as both a noun and a verb, and to use only as a noun, when possible. Proposed changes reviewed and revised by the committee.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 248	<p>The committee reviewed the 2014 AASHTO revisions to the T 248 test method which was originally proposed by WAQTC.</p> <p>The FOP was revised to include mixtures of fine and coarse aggregate. Table 1 was added for clarity.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 255	<p>Revisions to the FOP include increasing the wattage of the microwave and adding a lid for the microwave container in the apparatus section. In the procedure the interval between mass determinations to achieve constant mass was lowered for the microwave drying process. Interval and required wattage now corresponds with <i>T 318, Water Content of Freshly Mixed Concrete Using Microwave Oven Drying.</i></p> <p>In the procedure section the interval between mass determinations using an uncontrolled heat source was also lowered. The committee decided that there is the potential to overheat the sample at the longer interval.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 11 / T 27	<p>The committee reviewed the 2014 AASHTO revisions to the T 27 test method. The major revision in AASHTO addresses determining and recording initial mass of sample. This language does not need to be addressed in the FOP as it is already covered.</p> <p>Gilbert brought up a discrepancy in reporting between the AASHTO T 11 method and the FOP. The AASHTO states to report #200 sieve to 0.1 percent for percent passing less than 10 percent and the whole percentage for those over 10 percent. The group discussed this and remembered that this was an intentional deviation that is considered stricter than the AASHTO.</p>	



<b>PAGE 11</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
R 47	<p>The committee reviewed the 2014 AASHTO revisions to the R 47 test method. The AASHTO revisions included the addition of a definition for the optional non-contact thermometer. This addition is already addressed in the FOP.</p> <p><i>No revisions besides the AASHTO revision date.</i></p>	
T 329	<p>Language in Note 2 was revised to match language being proposed to AASHTO.</p> <p><i>Editorial revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
T 308	<p>The AASHTO procedure states the ignition furnace “must be capable of maintaining the temperature at 578°C (1072°F)”. Maintaining a precise temperature in lieu of a temperature range may be problematic. The committee would like to discuss a possible temperature range proposal to AASHTO.</p> <p>The procedure provides a temperature tolerance of <math>\pm 5^{\circ}\text{C}</math> (<math>\pm 8^{\circ}\text{F}</math>) in the correction factor section (Annex)). Perhaps this tolerance should be included in the apparatus section.</p> <p><i>Discussion of a temperature range for ignition furnace will be included on the agenda for the January meeting.</i></p> <p>No proposed revisions to FOP.</p> <p><i>FOP will not be revised.</i></p>	<b>DESNA BERGOLD</b>
T 209	<p>AASHTO directs drying porous aggregate before a fan until mass loss is less than 0.05 percent after 15 minutes. The FOP for T 209 requires drying until mass loss is less than 0.5 g after 15 minutes. 0.5 g is less than 0.05 percent of the smallest allowable sample. The FOP is stricter than AASHTO so the FOP will remain.</p> <p><i>FOP will not be revised.</i></p>	
T 166	<p>Editorial revisions were made in the reporting section. Text was changed to numerical examples.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>

PAGE 12		
TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
T 40	<p>Gilbert mentioned that many technicians ask the trainer to define the terms ‘emulsion’ and ‘cutback.’ Many of the other committee members have had the same experience. Upon determining that the terms are not included in the ‘Terminology’ section of the training materials, it was decided to add a terminology section to the FOP. Definitions for asphalt binder, asphalt emulsion, and cutback asphalt were included.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>
T 30	<p>The committee reviewed the 2014 AASHTO revisions to the T 30 test method. Revisions include adding language concerning the Mechanical Washer apparatus and a time limit for agitation. Other revisions include adding sieves during shaking to avoid overloading screens, and a table for maximum allowable mass on sieves.</p> <p>The FOP already included the table and some of the language concerning additional sieves. Added the option of using sieves with larger sieving areas to avoid overloading. Also added the mechanical washer as an option in the apparatus section, and a maximum time limit to the procedure section.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>
Exams	<i>Committee Members: See exam errata for revisions.</i>	
PowerPoint	<p>The presentation for T 40 and T 30 were updated to reflect revisions to the FOPs.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<p><b>DESNA</b> <b>BERGOLD</b></p>
<b>Asphalt II</b>		
T 312	<p>The committee reviewed the 2014 AASHTO revisions to the T 312 test method. Revisions include changing the term ‘Hot Mix Asphalt (HMA)’ to ‘Asphalt Mixtures’ throughout, and a procedure for measuring the mold with a <i>Coordinate Measuring Machine (CMM)</i>. Other revisions were editorial.</p> <p>The FOP was revised, replacing the term ‘Hot Mix Asphalt (HMA)’ to ‘Asphalt Mixtures’ throughout. As the FOP refers to the AASHTO for mold requirements, no adjustment needs to be made to the FOP for the CMM.</p>	<p><b>DESNA</b> <b>BERGOLD</b></p>

<b>PAGE 13</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<i>Revisions will be included in the 2014 training materials.</i>	
R 35	<p>The committee reviewed the 2014 AASHTO revisions to the R 35 standard practice. Revisions include changing the term ‘Hot Mix Asphalt (HMA)’ to ‘Asphalt Mixtures’ throughout. Other revisions were editorial.</p> <p><i>Reviewed for information.</i></p>	
TM 13	<p>The committee discussed changing the term ‘HMA’ to ‘Asphalt Mixtures’ and determined that the TM would not be changed until the new nomenclature is more universal.</p> <p>Garth recommended that additional performance exams be generated and volunteered to provide the data.</p> <p><i>Garth will provide new data for additional performance exams.</i></p> <p><i>FOP will not be revised.</i></p>	<b>GARTH NEWMAN</b>
Exams	<i>Committee Members: See exam errata for revisions.</i>	
PowerPoint	<p>T 312 presentation revised to reflect terminology change.</p> <p><i>Revisions will be included in the 2014 training materials.</i></p>	<b>DESNA BERGOLD</b>
<b>Other training materials discussion</b>		
	<p>Gilbert explained that his group has included page number references to the exam answer sheets. This makes it easier for the instructor to provide the reference for the correct answer when asked. The group thought this would be a helpful, but the page number reference would be FOP manual (student or short form) specific. It was decided that using the section title and paragraph or step numbers would cover both versions of the FOPs.</p> <p>The group felt that having the answers to the Review Questions with reference information would also be good. It was decided that the review questions and answers in the notes section of the ‘Q&amp;A’ slide on the PowerPoint would work, along with a separate Word document for the Instructor. Sean has much of this information included in his files. He will provide the answers and references to supplement the training materials at a later date.</p> <p>It was agreed to assign the cross referencing to committee</p>	

<b>PAGE 14</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<p>members as follows:  Misty – Aggregate.  Gilbert – Asphalt I and II  Garth – Concrete  Linda – Embankment/In-place Density</p> <p><i>Desna will send errata exams after the meeting.</i></p> <p><i>This material will not be included in the 2014 training materials package. It will be disseminated upon completion.</i></p>	<b>SEAN PARKER</b> <b>MISTY MINER</b> <b>GILBERT</b> <b>ARREDONDO</b> <b>GARTH</b> <b>NEWMAN</b> <b>LINDA HUGHES</b> <b>DESNA</b> <b>BERGOLD</b>
<b>Other AASHTO</b>		
T 89	<p>The committee reviewed the 2014 AASHTO revisions to the T 89 test method.</p> <p><i>Reviewed for information.</i></p>	
T 217	<p>The committee reviewed the 2014 AASHTO revisions to the T 217 test method.</p> <p><i>Reviewed for information.</i></p>	
T 22	<p>The committee reviewed the 2014 AASHTO revisions to the T 22 test method.</p> <p><i>Reviewed for information.</i></p>	
<b>Other Items</b>		
<b>FOP Library and Work Plan – reviewed EC revisions</b>		
T 196	<p>Gilbert reported that UDOT has not moved forward on the FOP for the T 196 proposal following Wendy Tripp changing positions.  Gilbert will move forward with the proposal following the Work Plan.</p> <p><i>Gilbert will follow up on UDOT's proposal.</i></p>	<b>GILBERT</b> <b>ARREDONDO</b>
T 19	<p>Sean originally sent the FOP draft for procedures T 19, T 84 and T 283 in January before there was an approved Work Plan. Now that there is an approved process, the committee has committed to following it.</p> <p><i>The QAC will provide feedback and comments as per the library</i></p>	<b>QAC</b>

<b>PAGE 15</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<i>work plan 2a. Sept. 15.</i>	
T 283	<i>The QAC will provide feedback and comments as per the library work plan 2a. Sept. 15.</i>	<b>QAC</b>
T 84	<i>The QAC will provide feedback and comments as per the library work plan 2a. Sept. 15.</i>	<b>QAC</b>
T 89 / T 90	<p>Greg Christensen was made Champion of these two FOPs during the January meeting. He agreed to update and submit the revisions to the committee. Greg did not have an opportunity to review the AASHTO revisions to T 89. He will do so, and get the FOP ready to send to the committee.</p> <p><i>Greg will send out the FOPs by Aug. 31. The comments will be discussed during the next teleconference.</i></p>	<b>GREG CHRISTENSEN</b>
T 217	<p>Sean will review the AASHTO revisions and get the FOP ready to send to the committee.</p> <p><i>Sean will send out the revised FOP. The QAC will provide feedback and comments as per the library work plan 2a. Sept. 15.</i></p>	<b>SEAN PARKER</b>
<b>Prioritized 2014 Planned work</b>		
Report from Executive Committee meeting	Desna and Linda reported on the Spring Executive Committee (EC) meeting using the meeting the minutes as a reference.	
Developing Desk Manual	<p>The EC agreed that a Desk Manual was a good idea, renamed it ‘Operations Manual’, and included it in the Strategic Plan as a long-term goal. The EC feels that developing an operations manual is a large undertaking, and the QAC should develop smaller pieces, one at a time. Two pieces were included as short term goals in the Strategic Plan; Training for Exam Proctors and Trainers, and Roles and Responsibilities.</p> <p><i>The Operations Manual will be developed by the QAC one piece/topic at a time as directed by the EC.</i></p>	<b>QAC</b>
Archiving historical documents	<p>There has been a lot of discussion concerning the disposition of WAQTC’s historical documents that are in Garth’s possession.. The EC asked the QAC to identify documents that should be archived and how to accomplish it.</p> <p>The committee developed a draft list of the documents that</p>	

<b>PAGE 16</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<p>should be archived (attached). Garth will review the documents he has on file and determine what meets the criteria discussed, and if there should be additions to the list.</p> <p><i>Garth will determine if list is complete. This will be on the January meeting agenda.</i></p>	<p><b>GARTH NEWMAN DESNA BERGOLD</b></p>
Roles and Responsibilities of QAC and EC members'	<p>The committee brainstormed a list Roles and Responsibilities for QAC members. The list was then categorized under subheadings (attached).</p> <p><i>This will be on the teleconference agenda to determine the next step.</i></p>	<p><b>DESNA BERGOLD</b></p>
Qualification for exam proctors and trainers	<p>Members will review the <i>Administration Manual</i>, Page 31 sections titled <i>Instructor Qualifications</i> and <i>Course or Exam Administrator, Scorer, and Examiner Qualifications</i>. The group will determine if anything needs to be added to or clarified in the Operations Manual. The requirements may need to be more specific. The group will also provide thoughts on how a person would achieve the qualifications.</p> <p>The QAC members will respond to Desna with their reviews and lists by September 15<sup>th</sup>.</p> <p>Desna will compile the reviews and send the list to the members for discussion during the next teleconference.</p> <p><i>Committee members will review the Administration Manual and provide comments to Desna by Sept. 15<sup>th</sup>.</i></p> <p><i>Desna will compile comments and disseminate before the teleconference.</i></p>	<p><b>QAC DESNA BERGOLD</b></p>
Teleconference	<p>The group will try to hold a teleconference in October. Desna will set it up using UDOT's Adobe Connect. She will also set up a trial meeting to test and ensure connectivity.</p> <p><i>Desna will send a poll to determine member availability during the first three weeks in October.</i></p>	<p><b>DESNA BERGOLD</b></p>
SOP - 01	<p>There is a listing for this SOP on the WAQTC Library Page, but no corresponding link to a document. Desna asked if she should have it removed. The group agreed that if there is no link to a document the listing should be removed, but the section title, '<i>Standard Operating Procedures</i>', should remain.</p>	<p><b>DESNA BERGOLD</b></p>

<b>PAGE 17</b>		
<b>TOPIC</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION REQUIRED BY:</b>
	<i>Desna will have the listing removed.</i>	
Flyer	<p>The group reviewed the final version of the marketing brochure and thought it was good. Garth will have brochures printed for the EC to have at the AASHTO SOM.</p> <p><i>Printed brochures will be made available to be taken to the AASHTO SOM.</i></p>	<b>GARTH NEWMAN</b>
Other	<p>The Style Guide should provide guidelines to distinguish an SOP (Standard Operating Procedure) and an FOP (Field Operating Procedure). This will be a topic on the January meeting agenda.</p> <p><i>A discussion on Style Guide and FOP v SOP will be included on the January agenda.</i></p>	<b>DESNA BERGOLD</b>
	<p>Sean asked if anyone would be interested in WAQTC developing a materials sampling qualification. Everyone thought that it was worth discussing.</p> <p><i>A discussion on developing a Sampling Qualification will be included on the January agenda.</i></p>	<b>DESNA BERGOLD</b>
Next meetings locations	<p>2015 QAC Winter meeting: January 26 through 30 – Reno NV – Look at El Dorado</p> <p>2015 QAC Summer meeting: July 20 to 24 – check with AASHTO SOM dates – Portland (downtown), Jantzen Beach, or Vancouver (Residence Inn, Homewood)</p> <p><i>Desna will begin scheduling the 2015 QAC meetings.</i></p>	<b>DESNA BERGOLD</b>

# WAQTC Historical Documents Archive

---

## Things to Archive:

- Meeting minutes (electronic)
- Original states agreements (paper)
- Contract documents for the creation of the material (Agra) and copyright information
- Feds expectation and involved (paper)
- All iterations of the Administration manual (electronic)
- Copies of the WAQTC TM (paper)
- All the proposals to AASHTO (electronic)
- Consultant Request for Qualifications – Scope of Work (electronic)
- Consultant contract info? Garth will identify what information he has regarding this.
- Original training materials (paper) other iteration five most recent years

## Archival media

- Original state agreements paper and electronic
- Original contract documents for the creation of the material (Agra) and copyright information paper and electronic

## Archival guidelines

- Electronic data archived as .pdf
- Contract data .pdf and paper
- Training materials most recent five years in Microsoft Office format

QAC July Meeting Minutes Attachments

*Roles and Responsibilities of QAC members*

<b>Agency's Position Responsibilities</b>	<b>Committee Operating Rules (Possibly a packet received upon assignment to QAC)</b>	<b>Meeting Specific Expectations (Norms)</b>	<b>Individual Experience / Skills</b>
Able to act as the agent of the agency – make decisions for the agency	How WAQTC is funded	Able to provide support outside of the meeting	Familiarity WAQTC.org
QAC program standards followed in the agency	QAC membership requires use of TTQP	Has authority to make changes in the agency	Experience and knowledge
Personally involved or linked to the AQC	Majority rules, consensus preferred	Able to be separated from their duties during the meetings	Be the actual trainer and / or the lead trainer
Represent the QAC and WAQTC professionally, positively, and with respect	Member can only vote on subject that is exercised in their agency	Attend the meetings in person or electronically	Physical materials testing experience
Works in the capacity that fits with the committee work (Works in Materials Training etc.)	Knowledge of WAQTC, QAC, and EC structure	Need to be prepared in the agenda items and participate	Qualified all in all modules
Implement or involved in the trainer training or proctor technician training	Understanding of the WAQTC Admin. Manual	Contribute to the Strategic Plan – submit changes and revisions to the committee	Have reviewed and / or used the training materials
Agency allows / Able to travel	QAC Programs Standards Followed by Agency	Bring suggestions of changes to the procedures with solutions	Experience with training delivery