# WAQTC QAC COMMITTEE MEETING MINUTES

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

**DATE:** JULY 23RD THROUGH THE 27TH
**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:** DENVER, CO

**ATTENDEES:**
SEAN PARKER, ODOT
GILBERT ARREDONDO, UDOT
MISTY MINER, MDOT
CHRISTOPHER RUSSELL, CDOT
DAN GETTMAN, AKDOT & PF

**GUEST:**
DAVID JONES, WSDOT, EXECUTIVE BOARD CHAIR

**ABSENT:**
RANDY MAWDSLEY, WSDOT
MEGAN CHATFIELD, FHWA
KEVIN BURNS, WSDOT
BRIAN IKEHARA, HDOT
ITD REPRESENTATIVE

**MEETING ITEMS:**

REVIEWS OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE

1. Revision to Embankment/Base and In-Place Density Field Operating Procedures
    a. T 255/T 265, Moisture Content of Aggregate and Soil
        i. Revisions to PR – Chris
        ii. T 2 to R 90
    b. T 99/T 180, Moisture/Density Relations
        i. FOP revisions – Chris
        ii. T 99 PR revisions – Chris
        iii. T 180 PR revisions – Chris
        iv. Scale capacity should be greater – Dan
        v. Compacted sample should be on its face not side – Dan
        vi. New AASHTO date
    c. R 75; Developing a Family of Curves
        i. PR revisions – Chris
        ii. Put handouts in manual – Garth
        iii. PR as written and not practical - Sean
    d. T 272, One-Point Method
        i. PR revisions – Chris
        ii. Review revisions – Chris
        iii. T 99 PR revisions – Chris
        iv. T 180 PR revisions – Chris
        v. AASHTO revisions
            1. New date
            2. Reference to T 99/T 180 Annex for ‘corrected optimum moisture and maximum dry density’
            3. Corrected in reporting
    e. T 85, $G_{sb}$
        i. PR revisions – Chris
        ii. T 2 to R 90
    f. Humphres

g. T 310, In-place Density and Moisture Content of Soil-Aggregate
    i. FOP revisions – Chris
    ii. PR revisions – Chris
h. T 355, In-place Density of Asphalt Mixtures
    i. AASHTO - New date
    ii. One-direction four-minute (7/17)
    iii. Appendix examples (7/17)
i. Exams
    i. Correction to Exam 3 No. 3- Garth
j. PowerPoint

2. Revision to Concrete Field Operating Procedures
    a. TM 2, Sampling Concrete
        i. Rework PR checklist - Garth
    b. T 309, Temperature
    c. T 119, Slump
        i. New AASHTO date
        ii. New Note 7 – reuse of slump concrete
    d. T 121, Density
        i. Note 2 should be included in procedure – Sean
        ii. SCC Step 2 – one continuous lift – Sean
        iii. Note 2, start statement with 'after consolidating' – Garth
        iv. Removal of the text version of equations – Sean
        v. Tapping after vibration – fix to match AASHTO
        vi. Correction to W/C example – Dan
        vii. Step 7 of vibrating needs reworking – Desna
        viii. Step 8 of vibrating and Step 3 of SCC should match – Desna
        ix. Remove vibrator slowly as in T 152, not as notes – Desna
    e. T 152, Air Content
        i. Reformat Annex for internal standardization vessel instead of referring back – Patty and Desna
        ii. Tapping after vibration – fix to match AASHTO
        iii. Step 7 of vibrating needs reworking – Desna
        iv. Step 8 of vibrating and Step 3 of SCC should match – Desna
    f. T 23, Test Specimens
        i. New AASHTO date
    g. Exams
    h. PowerPoint

3. Revision to Aggregate Field Operating Procedures
    a. T 2R 90, Sampling Aggregate Products
        i. Oral PR – Misty
        ii. Identification and Shipping – Kevin
        iii. Table 1, kg instead of g – AASHTO
        iv. Brooms, brushes, etc.
        v. New date on review?
    b. R 76, Reduction
        i. PR revisions – Misty
        ii. Add definition of SSD not just reference – Sean
        iii. PR trade Steps 3 and 4 – Sean
        iv. T 2 to R 90
    c. T 255, Moisture Content of Aggregate
        i. PR Step 5 not needed, determined in Step 3 – Sean
        ii. T 2 to R 90

d. T 11/T 27, Sieve Analysis
    i. Calculation table change – Gilbert (3/29)
    ii. PRs don't match FOP – Garth
    iii. Multiple locations 'reasonably'? – Garth
        1. Change to 'appears'?
    iv. Check sum PP formula does not match FOP Method A – Garth
    v. Use of the term 'pan' for -#200 – Garth (3/29)
    vi. T 2 to R 90
e. T 335, Fractured Particles
    i. Example has two 'unfractured' – Garth
    ii. Remove redundant masses in the example – Desna
    iii. T 2 to R 90
f. T 176, Sand Equivalent
    i. Revise to match new revisions in AASHTO
    ii. T 2 to R 90
g. Exams
    i. Rearrange the answers on Exam 1 – Garth
    ii. T 2 to R 90, editorial?
h. PowerPoint
    i. T 2 to R 90
i. TOC, Objectives, appendix – T 2 to R 90

4. Revision to Asphalt I Field Operating Procedures
    a. T 168, Sampling HMA
    b. R 47, Reducing
    c. T 329, Moisture Content
    d. T 308, Asphalt Content
        i. ODOT requires four samples for asphalt binder correction initially – Sean
        ii. RAP and aggregate correction – Sean
        iii. Record lift test – Sean
        iv. Not all ovens have 'manufacturer requirements' for lift test – Sean
        v. Change 'oven' to 'furnace' in review – Garth
        vi. AASHTO name and date change, HMA to asphalt mixtures
    e. T 209, $G_{mm}$
        i. Add steps to PR checklist – Garth (6/26)
        ii. Instrotec autorice controller – Garth (6/26)
    f. T 166, $G_{mb}$
        i. Proposed adding R 79 – Kevin (6/28)
        ii. Ambient temperature of the lab – Dan
        iii. Volumeter soak time affect the SSD mass? – Dan
        iv. R 79 vacuum and Rice pump – Dan
    g. R 66, Sampling Asphalt Material
    h. T 30, Sieve Analysis
        i. AASHTO states to hand sieve for 60 s, Annex A does not (inferred?)
        ii. Rounding in example table – Garth
        iii. New example tables
    i. Exams
        i. T 308 name change, editorial?
    j. PowerPoint
5. Revision to Asphalt II Field Operating Procedures
    a. T 312, Gyratory
    b. TM 13, Volumetric Properties

i. Carry answers for $G_{se}$ and $P_{ba}$ to 5 decimal places in examples – Garth

c. Exams
   i. Exam 1 – Question 49 answers Question 47, need new question – Sean
   ii. TM 13 Exam 2 decimal place correction (editorial?) – Garth
   iii. T 308 name change, editorial?

d. PowerPoint

6. Revision to General
   a. Random Sampling – T 2 to R 90, new date?
7. Asphalt Mixture Laboratory Specimens (7/5)
8. Jump drives labeled with 'confidential'
9. ACI SCC Qualification
10. WAQTC SCC Qualification
11. Other AASHTO revisions
12. Revision review assignments
13. FOP Library
14. Media Archive – Desna
15. Administration Manual proposed revisions
    a. Penalties for negligence – Dan
    b. T 2 to R 90
16. Report from Executive Board meetings – Misty Miner
17. Other items
18. Location of upcoming meetings

| Topic | Discussion / *Decision* | ACTION REQUIRED BY: |
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| WELCOME | Misty Miner, MDT, welcomed the attendees. Sean Parker, ODOT, QAC Chair, joined the meeting in progress, his flight was delayed. | |
| **REVIEW OF THE TRAINING MATERIALS AND REVISIONS FOR EACH PROCEDURE** | | |
| **EMBANKMENT/ BASE AND IN-PLACE DENSITY (E&B/IPD)** | | |
| T 255/T 265 | *Field Operating Procedure (FOP) for AASHTO T 255/T 265, Moisture Content of Aggregate and Soil*<br><br><u>Proposed revisions to the training materials:</u><br><br>Christopher Russell, CDOT, proposed revisions to the Performance Exam Checklist to include steps on drying in the microwave and descriptions of 'controlled' and 'uncontrolled' heat sources.<br><br><u>The 2018 AASHTO methods revisions:</u><br>AASHTO adopted WAQTC's proposed *R 90, Sampling of Aggregate Products.* AASHTO T 255 was revised to reference AASHTO R 90 instead of AASHTO T 2.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>**Performance Exam Checklist:**<br>- New date<br>- Add step on heaping sample for microwave drying<br>- Add steps addressing suitable heat sources for each material<br>- Formatting<br>**PowerPoint:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 99/T 180 | *FOP for AASHTO T 99; Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop* and *T 180; Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop* | |

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| T 99/T 180 | <u>Proposed revisions to the training materials:</u><br>Chris proposed revisions to correct SI and US equivalencies and to add a step to clean off the mold before weighing. He also proposed steps for degradable material and clay.<br><br>Chris felt the moisture/density graph was incorrect and needed revising. The committee reviewed the moisture/density graph and asked Desna Bergold, D B Consulting, WAQTC Coordinator, to create a graph similar to those recently developed for the FOP for AASHTO R 75.<br><br>Dan Gettman, AKDOT, asked that the FOP address the orientation of the extruded material when slicing through the molded material to obtain a sample. The AASHTO method has a figure to represent the section of material for a sample. Desna was asked to create a similar figure for the training materials.<br><br>These revisions were approved.<br><br><u>The 2018 AASHTO methods revisions:</u><br><br>New revision date.<br><br>AASHTO T 99 and T 180 were revised in 2018. The 2 in. sieve was removed from apparatus and include the WAQTC's 2016 proposed revisions. These revisions did not impact the training materials.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New AASHTO date, new revision date<br>- Changing Note 2 to a step<br>- Revising Step 2 to include sample preparation for degradable material and plastic soil<br>- Adding a step to clean off the mold and plate before weighing<br>- Addressing not reusing a degradable or plastic sample<br>- Correcting US and SI equivalencies in the example<br>- Adding figure for obtaining a sample from the molded material<br>- Recreating the moisture/density graph<br>**Performance Exam Checklists:**<br>- New date | |

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| | - Adding step to determine weight of clean, dry mold with base plate without collar.<br>- Adding requirement to clean mold and baseplate before weighing<br>**PowerPoint:**<br>- Recreating moisture/density graph<br>- Adding figure<br>- Other revisions to match FOP revisions<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| R 75 | *FOP for AASHTO R 75; Developing a Family of Curves*<br><br><u>Proposed revisions to the training materials:</u><br><br>Chris proposed adding a statement that 'curves within a family need to be similar type and from the same source' to the Performance Exam Checklist. This was approved.<br><br>Garth Newman, formerly ITD, had recommended that the handout that was developed for training be included in the training manual. This was approved and will be included after the review.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Other revisions:</u><br>While reviewing the method and PowerPoint, it was determined that the graphs could be easier to read. Desna was asked to ignore the margins and make the graphs bigger, also to darken the lines at every whole lb. and moisture percentage.<br><br><u>Discussion item:</u><br>Sean wanted to explore making the Performance Exams written exams instead. The committee discussed how each agency administered this exam and they determined that it should remain as a performance exam.<br><br><u>Revisions to the training materials include:</u><br><br>Include Handout in manual after the review<br>**FOP:**<br>- Reformatting the graph<br>**Performance Exam Checklist:**<br>- New date<br>- Adding a line for material type and source | |

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| | **PowerPoint:**<br>- Revisions to the graphs<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 272 | *FOP for AASHTO T 272; One-point Method for Determining Maximum Dry Density and Optimum Moisture*<br><br><u>Proposed revisions to the training materials:</u><br><br>Chris recommended adding a question to the Review Questions on the limitations of using a one-point determination with a single reference curve. He also proposed revisions to the Performance Exam Checklist.<br><br>These revisions were approved.<br><br><u>The 2018 AASHTO methods revisions</u><br>- New date<br>- Reference to T 99/T 180 annex for 'corrected optimum moisture and maximum dry density'<br>- Adding the correction results in reporting<br><br><u>Other revisions:</u><br>Incorporate approved revisions from the FOP for AASHTO T 99/T 180.<br><br>Remove Step 2 under 'Individual Curve,' it is covered in Step 1.<br><br><u>Revisions to the training materials include:</u><br>**FOP:**<br>- New AASHTO date, new revision date<br>- Adding a step to clean of mold and plate before weighing<br>- Removing Step 2 under Individual Curve<br>- Adding reference to the FOP for AASHTO T 99/T 180 in Individual and Families<br>- Adding a new Step 1 in Families<br>- Adding corrected maximum density and optimum moisture in report<br>**Review Questions:**<br>- New date<br>- Adding a question on the limitations of an individual curve | |

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| | **Performance Exam Checklists:**<br>- New date<br>- Adding step to determine weight of clean, dry mold with base plate without collar.<br>- Adding requirement to clean mold and baseplate before weighing<br>**PowerPoint:**<br>- Revisions to match FOP revisions<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 85 | *FOP for AASHTO T 85; Specific Gravity and Absorption of Coarse Aggregate*<br><br><u>Proposed revisions to the training materials:</u><br><br>Chris proposed a revision to Step 8 of the Performance Exam Checklist to completely submerge the basket.<br><br>This revision was approved.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>Reference to AASHTO T 2 changed to AASHTO R 90 editorially<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>**Performance Exam Checklist:**<br>- New date<br>- Adding 'completely submerged' in Step 8<br>**PowerPoint**<br>- Reference to the FOP for AASHTO T 2 changed to the FOP for AASHTO R 90<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| HUMPHRES | *Use of AKDOT & PF ATM 212, ITD 74, WSDOT TM 606, or WFLD Humphres Curve*<br><br>No revisions to the FOP were proposed before the meeting.<br><br><u>Discussion item:</u> | |

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| | At the 2017 Summer meeting, a subcommittee on using the Humphres Method was formed to start work on 'Developing Humphres Maximum Density Curves' and 'Field Use of Humphres Maximum Density Curves.' Dan, Garth and Randy Mawdsley, WSDOT, sent their agencies' methods to Megan Chatfield, WFL-FHWA. Desna was asked to follow up with Megan<br><br>*Determine the next step in* 'Developing Humphres Maximum Density Curves' *and* 'Field Use of Humphres Maximum Density Curves.' | DESNA BERGOLD |
| T 310 | *FOP for AASHTO T 310; In-place Density and Moisture Content of Soil and Soil-aggregate by Nuclear Methods*<br><br><u>Proposed revisions to the training materials:</u><br><br>Chris recommended corrections to the calculation examples in the FOP. This is approved and will be editorial.<br><br>Chris' suggested revisions to the Performance Exam Checklist were based on a 'soft conversion' of US to SI. The committee decided to leave the measurements as is.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Correcting the calculation examples editorially.<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 355 | *FOP for AASHTO T 355, In-place Density of Asphalt Mixtures by Nuclear Method*<br><br>No revisions to the training materials were proposed before the meeting.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>New revision date. | |

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| | The addition of the four-minute determination without rotating. This was a revision that WAQTC proposed to AASHTO in 2017.<br><br><u>Other revisions:</u><br><br>Reformatted and rearranged core correlation calculations and example for clarity.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>• Additional steps for using the thin-layer mode.<br>• Added steps for four-minute test<br>• Added example for four-minute test.<br>• Reformatted and rearranged core correlation calculations and example<br>**Performance Exam Checklist:**<br>- Added steps for four-minute test<br>**PowerPoint**<br>- Revisions to match FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| EXAMS | Garth had proposed a correction to Written Exam 3 this was approved.<br><br>*Committee members: refer to the exam errata for specific revisions.* | DESNA BERGOLD |
| **CONCRETE (CTT)** | | |
| TM 2 | *FOP for WAQTC TM 2; Sampling of Freshly Mixed Concrete*<br><br><u>Proposed revisions to the training materials:</u><br><br>Garth had recommended revising the Oral Performance Exam Checklist to reduce redundancy. The revision was approved.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP**:<br>- None<br>**Performance Exam Checklist:**<br>- New date<br>- Putting 'dampening the receptacle' first<br>- Changing 'test' to 'sampling' in Step 7 | |

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| | **PowerPoint:**<br>- None<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 309 | *FOP for AASHTO T 309; Temperature of Freshly Mixed Portland Cement Concrete*<br><br>No revisions to the FOP were proposed.<br><br>There are no revisions to the AASHTO method in 2018.<br><br>*The training materials will not be revised.* | |
| T 119 | *FOP for AASHTO T 119; Slump of Hydraulic Concrete*<br><br>No revisions to the training materials were proposed before the meeting.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>New date<br><br>New note 7 addressing reuse of the sample, this was already addressed in the FOP.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New AASHTO date, new revision date<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- None<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 121 | *FOP for AASHTO T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete*<br><br><u>Proposed revisions to the training materials:</u><br><br>Sean proposed changing Note 2 to a step in the procedure. Garth had recommended starting Note 2 with 'after consolidating.' | |

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| | Dan submitted corrections to the Water/Cement Ratio example.<br><br>Desna suggested reworking Steps 7 and 8 and adding tapping after vibrating to match the AASHTO. She also recommended Note 3 and 4 be added to Step 3.<br><br>These revisions were approved.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Discussion item:</u><br><br>Sean was concerned with the reformatting of the calculations and the example sections. Originally, the removal of the text version of equations gave the appearance that something was missing. Misty Miner, MDT, said she thought the reformatting was an improvement and matched the other FOPs. All agreed that it should remain as it is now.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Changing Note 2 to Step 13<br>- Making Notes 3 and 4 part of Step 3 in Internal Vibration<br>- Adding 'tap around the measure' after vibrating.<br>- Reiterating Step 3 instead of referencing in Internal Vibration<br>- Corrections in example<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 152 | *FOP for AASHTO T 152; Air Content of Freshly Mixed Concrete by the Pressure Method*<br><br><u>Proposed revisions to the training materials:</u><br><br>Patty Jones, D B Consulting, had asked if Annex A should be reformatted for internal standardization vessel instead of referencing Steps 1 through 8. The committee decided that, as | |

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| | internal standardization vessels were not common, adding the steps instead of referencing would not be necessary.<br><br>Desna suggested reworking Steps 7 and 8 and adding tapping after vibrating to match the AASHTO. These revisions were approved.<br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Changing Note 2 to Step 13<br>- Making Notes 3 and 4 a part of Step 3 in Internal Vibration<br>- Adding 'tap around the measure' after vibrating.<br>- Reiterating Step 3 instead of referencing in Internal Vibration<br>- Corrections in example<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 23 | *FOP for AASHTO T 23; Making and Curing Concrete Test Specimens in the Field*<br><br>No revisions to the training materials were proposed before the meeting.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>New date<br><br>Revised for equivalency and includes WAQTC proposed revision to remove references to cardboard molds.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New AASHTO date, new revision date<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- None | DESNA BERGOLD |

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| | *These revisions will be included in the 2018 training materials.* | |
| EXAMS | *There are no revisions to the written exams.* | |
| **AGGREGATE (AGTT)** | | |
| R 90 | *FOP for AASHTO R 90; Sampling Aggregate Products*<br><br><u>Proposed revisions to the training materials:</u><br><br>Misty proposed revisions to the Oral Performance Exam Checklist to clarify stockpile sampling. The Performance Exam Checklist will be revised to match the Oral Performance Exam Checklist revisions.<br><br>Kevin Burns, WSDOT, proposed adding a section for *Identification and Shipping* of the sample.<br><br>These revisions were approved.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>AASHTO adopted WAQTC's proposed new method 'Sampling Aggregate Products' to replace AASHTO T 2; Sampling of Aggregates. The new method has been assigned the designation R 90. The FOP will be revised to match except that Table 1 will remain in grams instead of kilograms.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- New title and number<br>- Adding Identification and Shipping section<br>– Adding brooms, brushes, etc. to apparatus<br>- Adding sampling method, material type, and supplier to report section.<br>**Performance Exam Checklist (both):**<br>- New revision date<br>- Title and number change<br>- Adding step in stockpile Method A for loader back dragging<br>- Adding clarification in Steps 7 and 8<br>**Review Questions:**<br>- New revision date<br>- New title and number<br>**PowerPoint:** | |

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| | - Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| R 76 | *FOP for AASHTO R 76; Reducing Samples of Aggregate to Testing Size*<br><br><u>Proposed revisions to the training materials:</u><br><br>Misty and Sean proposed revisions to the Performance Exam Checklist. These revisions were approved.<br><br>Sean wanted to consider adding the definition for Saturated Surface Dry (SSD) instead of referencing AASHTO T 84. The committee determined that the reference and discussion in the FOP is sufficient.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Other revisions:</u><br>- The student FOP references AASHTO T 2, this will be replaced with AASHTO R 70.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>**Performance Exam Checklist:**<br>- New date<br>- Adding Step 1 Method A about chutes<br>- Adding Step 5 Method A about effectiveness of splitting<br>- Adding 'without loss of material' in Steps 3 and 6 of Quartering<br>- Reversing Steps 4 and 5 of Quartering<br>**PowerPoint:**<br>- Reference to the FOP for AASHTO T 2 changed to the FOP for AASHTO R 90<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |

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| T 255 | *FOP for AASHTO T 255; Total Evaporable Moisture Content of Aggregate by Drying*<br><br><u>Proposed revisions to the training materials:</u><br><br>Sean recommended that Step 5 of the Performance Exam Checklist be removed, it is redundant. This was approved.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>Reference to AASHTO T 2 changed to AASHTO R 90 editorially.<br><br><u>Other revisions:</u><br><br>Pertinent revisions to the Performance Exam Checklist for the FOP for AASHTO T 255/T 265 will be included.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>**Performance Exam Checklist:**<br>- New revision date<br>- Removing Step 5<br>- Adding step for heaping material when drying in a microwave<br>- Formatting steps<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 27/T 11 | *FOP for AASHTO T 27 /T 11; Sieve Analysis of Fine and Coarse Aggregates and Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing*<br><br><u>Proposed revisions to the training materials:</u><br><br>In 2017, Gilbert Arredondo, UDOT, introduced a training tool they were using that showed the calculation steps in the gradation examples. All felt that this was a great tool and Desna was instructed to draft the revision for the 2018 update. | |

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| T 27/T 11 | Garth had pointed out that using the term 'pan' for the material remaining in the pan after grading was confusing. Desna drafted a revision address this. Garth had also pointed out that the PowerPoint 'check sum' formula did not match the FOP. Desna fixed this also.<br><br>These revisions were approved.<br><br>Garth also had asked that the committee discuss the term 'reasonably' when directing how clear the wash water should be upon completion. He had suggested 'appears.' The committee decided that the terms were interchangeable and decided not to change from 'reasonable.'<br><br>Garth had also sent an email stating that the Performance Exam Checklists did not match the FOP. As Garth was not in attendance the committee was unsure what he was referring to. Desna was asked to look into it while updating the training materials.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>Reference to AASHTO T 2 changed to AASHTO R 90 editorially.<br><br><u>Other revisions:</u><br><br>The committee asked Desna to make the example tables as large as possible.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Updating example tables with intermediate calculations<br>- Revising the term 'pan' when it is describing the material in the pan<br>- Enlarging the example tables<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Fixing the 'check sum' formula<br>- Revisions to match the FOP | |

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| | *These revisions will be included in the 2018 training materials.*<br><br>*Desna Bergold will review the Performance Exam Checklists and make recommendation if necessary.* | DESNA BERGOLD |
| T 335 | *FOP for AASHTO T 335; Determining the Percentage of Fracture in Coarse Aggregate*<br><br><u>Proposed revisions to the training materials:</u><br><br>Garth had pointed out that the calculation example called two of the givens 'unfractured' with no 'fractured.' Desna fixed this. The committee approved the correction.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>Reference to AASHTO T 2 changed to AASHTO R 90 editorially.<br><br><u>Other revisions:</u><br><br>While viewing the example calculations the committee noticed that they are formatted differently that other examples. Desna will reformat to the standard formatting.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>- Correcting and reformatting the calculation examples<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 176 | *FOP for AASHTO T 176; Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test*<br><br>No revisions to the training materials were proposed before the meeting. | |

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| | The 2018 AASHTO methods revisions<br><br>Reference to AASHTO T 2 changed to AASHTO R 90 editorially.<br><br>Revisions to the training materials include:<br><br>**FOP:**<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| EXAMS | Garth had suggested that the answers on Exam 1 be rearranged. The committee decided that this was not necessary.<br><br>Revisions to the exams include:<br><br>- Changing the reference to the FOP for AASHTO T 2, Sampling of Aggregates to the FOP for AASHTO R 90, Sampling Aggregate Products<br>- New revision date<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| TOC, OBJECTIVES, APPENDIX | *Table of Contents, Course Objectives and Schedule, and Appendix*<br><br>All will be revised to reference FOP for AASHTO R 90, *Sampling Aggregate Products*<br><br>*These revisions will be included in the 2018 training materials.* | |
| **ASPHALT (ASTT I AND II)** | | |
| T 168 | *FOP for AASHTO T 168; Sampling Bituminous Paving Mixtures*<br><br>No revisions to the training materials were proposed before the meeting.<br><br>There are no revisions to the AASHTO method in 2018. | |

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| | Discussion item:<br><br>In 2017, WAQTC had proposed a new AASHTO method for Sampling Asphalt Materials. There was also another method proposed and balloted that year. The Technical Section (TS) Chair asked that the two methods be combined. A task force combined the two methods and the result was recently balloted in the TS with 26 affirmative and no negative votes. There were some comments which we assume will be addressed and the result will be balloted in the full Committee on Materials and Pavement (COMP) soon.<br><br>*There will be no revisions to the training materials.* | |
| R 47 | *FOP for AASHTO R 47; Reducing Samples of Hot Mix Asphalt (HMA) to Testing Size*<br><br>No revisions to the training materials were proposed before the meeting.<br><br>There are no revisions to the AASHTO method in 2018.<br><br>Other revisions:<br><br>Sean had proposed revisions from last year's update review that didn't get on the agenda. He recommended adding 'from job mix formula' to Step 1 of the Quartering method to indicate where to find the maximum mixing temperature.<br><br>Note 2 in Quartering states that straight edges could be used instead of a template. As this alters the procedure Note 2 will be removed and steps to use the straight edges were incorporated into the procedure. Additional steps will be added instead of referencing to previous steps. Clarification of the 'Apex' method will be added.<br><br>The template graphic in the PowerPoint and student manual needs to be replaced. It does not depict a flattened sample. Gilbert volunteered to get some new pictures using the template for both full quartering and the 'Apex' method.<br><br>The committee reviewed the 'Incremental Method' and determined that as the method requires setting aside the first quarter of the 'loaf' the last quarter should also be set aside. This section was completely revised in the meeting. | |

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| | The committee also reviewed the PowerPoint and decided that the video for the 'Incremental Method' did not depict proper technique. The video will be removed.<br><br>WSDOT uses the 'Incremental Method' and their representative could not attend. Desna emailed the revisions to Randy Mawdsley, WSDOT, and asked him to review the proposed revisions. He approved the proposed revisions.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Adding language in Step 1 of Quartering<br>- Removing Note 2 and adding language in the steps to address the use of straight edges<br>- Adding the steps instead of referencing in Full Quartering<br>- Identifying the 'diagonally' opposite quarter in the 'Apex' method<br>- Revising the 'Incremental Method' extensively<br>**Performance Exam Checklist:**<br>- New revision date<br>- Revisions to match the FOP<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*Gilbert Arredondo will provide pictures for the Quartering Method by August 30th.*<br><br>*These revisions will be included in the 2018 training materials.* | GILBERT ARREDONDO<br><br>DESNA BERGOLD |
| T 329 | *FOP for AASHTO T 329; Moisture Content of Asphalt Mixtures by Oven Method*<br><br>No revisions to the training materials were proposed before the meeting.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Other revisions:</u><br><br>Sean had proposed revisions from last year's update review that didn't get on the agenda. In the Student FOP, the Significance section references a 'nuclear content gauge,' Sean suggesting clarifying this so that it would not be confused with the in-place | DESNA BERGOLD |

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| | density gauge. As WAQTC no longer has a FOP for using the nuclear asphalt content gauge, it was decided the term could be removed.<br><br>Sean also suggested adding a 'Tip' concerning the release media.<br><br>These revisions were approved.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Removing reference to nuclear content gauge in the Student manual<br>- Adding 'Ensure release media is included in the mass of the sample container' in Tips.<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | |
| T 308 | *FOP for AASHTO T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method*<br><br><u>Proposed revisions to the training materials:</u><br><br>Sean felt that performing the lift test without recording it seemed pointless. The committee decided that recording the lift test results and action taken should be addressed by the laboratory's Quality Systems Manual.<br><br>Sean also pointed out that not all furnaces have a manufacturer's requirement to perform the lift test. It was decided to add 'if applicable.'<br><br>Garth had pointed out that in the Review, the term 'oven' should be replaced with the term 'furnace.' This will be revised editorially.<br><br><u>The 2018 AASHTO methods revisions</u><br><br>AASHTO T 308 was revised to replace the term 'hot mix asphalt' and 'HMA' with 'asphalt mixtures' in the title and throughout. | |

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| | Reference to AASHTO T 2 changed to AASHTO R 90.<br><br><u>Other revisions:</u><br><br>Sean proposed revising Step 5 in both Methods A and B to include determining the mass of the sample and basket 'at room temperature.' The committee reviewed the AASHTO method and decided to include the revision to match AASHTO.<br><br>Sean asked what the 'Temperature Compensation Factor' in the Report section was referring to. This is recorded on the tape for Method A and refers to the factor used to compensate for weighing the sample and basket hot. It was decided to change 'if applicable' to 'Method A' after this requirement.<br><br><u>Discussion item</u><br><br>Sean indicated that ODOT requires four samples to be prepared for asphalt binder correction in case the first two were too far apart. All agreed that this was a good practice but as only two within 0.15 percent are required to establish the correction factor it was unnecessary for the FOP to require four be prepared initially.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Title change, HMA to Asphalt Mixtures<br>- HMA changed to asphalt mixtures throughout<br>- Adding 'if applicable' after lift test<br>- Adding 'at room temperature' in both Steps 5<br>- Adding 'Method A' after temperature compensation factor<br>- Changing the reference to the FOP for AASHTO T 2 to the FOP for AASHTO R 90<br>**Review Questions:**<br>- Changing 'oven' to 'furnace' editorially<br>**Performance Exam Checklist:**<br>- New revision date<br>- Title change, HMA to Asphalt Mixtures<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |

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| T 209 | *FOP for AASHTO T 209; Theoretical Maximum Specific Gravity ($G_{mm}$) and Density of Hot Mix Asphalt (HMA)*<br><br><u>Proposed revisions to the training materials:</u><br><br>Garth discovered that the Instrotec Autorice Controller releases the vacuum at a different rate than is required in the FOP. He recommended that the FOP be revised to allow automatic vacuum control units.<br><br>Garth had also recommended the Performance Exam Checklist be revised to address releasing the vacuum.<br><br>These revisions were approved.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Discussion item</u><br><br>The revisions to the AASHTO method WAQTC proposed in 2014 have been balloted and appear to be prepared for 2019 Release 3.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Adding 'automatic vacuum control unit (optional)' in apparatus<br>- Adding 'if the vacuum release is not automated' in Step 11<br>**Performance Exam Checklist:**<br>- New revision date<br>- Adding steps addressing vacuum release and turning of the pump<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 166 | *FOP for AASHTO T 166; Bulk Specific Gravity ($G_{mb}$) of Compacted Hot Mix Asphalt (HMA)Using Saturated Surface-Dry Specimens* | |

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| T 166 | <u>Proposed revisions to the training materials:</u><br><br>Kevin proposed allowing vacuum drying of the specimen according to AASHTO R 79. The AASHTO test method now allows this.<br><br>This revision was approved.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Other revisions:</u><br><br>The Performance Exam Checklist was reviewed, and it was determined to add 'oven dried overnight' to clarify that it is not 'vacuum dried overnight.'<br><br><u>Discussion items</u><br><br>Dan asked if there were problems with maintaining laboratory temperatures in other member agencies. All agreed that in some field conditions it could be an issue. Some recommendations were discussed.<br><br>Dan also asked about the 10-minute soaking time for Method B (Volumeter) specimens. Would the additional soaking time affect the SSD mass determination? It is assumed that this is a possibility. Note 2 indicates that this method is not for use with specimens that have more than 6 percent air voids.<br><br>Dan then discussed the similarity between the vacuum pump from AASHTO T 209 and the vacuum pump from R 79.<br><br>No action required from discussion items.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Adding steps to allow using AASHTO R 79, Vacuum Drying of Compact Asphalt Specimens<br>**Performance Exam Checklist:**<br>- Adding 'oven dried' in Step 1<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |

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| R 66 | *FOP for AASHTO R 66; Sampling Asphalt Materials*<br><br>No revisions to the FOP were proposed before the meeting.<br><br>There are no revisions to the AASHTO method in 2018. | |
| T 30 | *FOP for AASHTO T 30; Mechanical Analysis of Extracted Aggregate*<br><br><u>Proposed revisions to the training materials:</u><br><br>Desna drafted revisions to the gradation example table to match the revisions in the FOP for AASHTO T 27/T 11. The table will show the calculation steps in the gradation examples.<br><br>Garth had pointed out some rounding revisions in the example table. In the past, WAQTC rounded a five with nothing following it to the even number. In recent years, the practice has been to round all fives up.<br><br>These revisions were approved.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Discussion item</u><br><br>Desna pointed out that AASHTO T 30 requires hand sieving for 1 minute during the shaker time evaluation. The FOP implies this by stating, 'Hand-shake each sieve by striking the side of the sieve sharply and with an upward motion against the heel of the other hand at the rate of about 150 times per minute, turning the sieve about one sixth of a revolution at intervals of about 25 strokes.' The committee decided the FOP did not need to be more explicit than this.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- New revision date<br>- Updating example tables with intermediate calculations<br>- Revising the term 'pan' when it is describing the material in the pan<br>- Enlarging the example tables<br>**Performance Exam Checklist:**<br>- Adding 'if applicable' | |

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| | **PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| T 312 | *FOP for AASHTO T 312; Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor*<br><br>No revisions to the FOP were proposed before the meeting.<br><br>There are no revisions to the AASHTO method in 2018.<br><br><u>Other revisions:</u><br><br>Sean would like to reference AASHTO R 35 under 'Laboratory Prepared Asphalt Mixtures' where it discusses designing asphalt mixtures. This reference was approved.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Adding a reference to AASHTO R 35 editorially<br>**Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| TM 13 | *WAQTC TM 13; Volumetric Properties of Hot Mix Asphalt (HMA)*<br><br><u>Proposed revisions to the training materials:</u><br><br>Garth proposed that the results of intermediate calculations in the examples be carried to five decimal places as the Performance Exam indicates this accuracy.<br><br>This revision was approved.<br><br><u>Revisions to the training materials include:</u><br><br>**FOP:**<br>- Carrying results of intermediate calculations out to five decimal places | |

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| | **Performance Exam Checklist:**<br>- None<br>**PowerPoint:**<br>- Revisions to match the FOP<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| EXAMS | The name change for AASHTO T 308 will be carried through all of the exams editorially. The exam key references were updated.<br><br>Garth sent in revisions to the answer keys for the Performance Exam 2, carrying all calculation out to 5 decimal places. This was approved as an editorial revision.<br><br>*Committee members: refer to the exam errata for specific revisions.* | DESNA BERGOLD |
| APPENDIX, TOC, OBJECTIVES | *Table of Contents, Course Objectives and Schedule, and Appendix*<br><br>Revising the title of AASHTO T 308 to Asphalt Mixtures.<br><br>*These revisions will be included in the 2018 training materials.* | DESNA BERGOLD |
| OTHER ASPHALT DISCUSSION | While searching the internet for references to WAQTC and the use of its logo, Desna found videos on YouTube labeled WAQTC methods. The videos were posted by Jessica Drye who was once qualified by ITD.<br><br>The videos are well done but not sanctioned by WAQTC. Perhaps WAQTC should ask Jessica Drye to post a disclaimer to the effect that WAQTC did not approve the videos.<br><br>Sean would like to discuss this at the Executive Board meeting in Cincinnati on August 5th.<br><br>*This will be included on the agenda for the upcoming Executive Board meeting.* | DESNA BERGOLD |
| **GENERAL FILES** | | |
| RANDOM SAMPLING | The Random Sampling section of all modules references AASHTO T 2.<br><br>Revisions to the training materials include: | DESNA BERGOLD |

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| | Changing all references to the FOP for AASHTO T 2 to the FOP for AASHTO R 90 editorially.<br><br>*These revisions will be included in the 2018 training materials.* | |
| **ADDITIONAL ITEMS** | | |
| ASPHALT MIXTURE | *WAQTC TM 14, Asphalt Mixture Laboratory Prepared Test Specimen*<br><br>The committee has been working on a new practice for preparing asphalt mixture test specimens in the laboratory for use by member agencies.<br><br>The most recent version was reviewed with comments from some of the agencies' asphalt labs. Responses to the recommendations were prepared. The committee also revised the most recent version of the practice.<br><br>Desna was asked to send out a clean file with the approved revisions. Committee members will send it to their subject matter specialists and return any additional comments to Desna.<br><br>*Committee members will distribute the most recent version to their subject matter specialist and return comments to Desna.*<br><br>*Deadline for comments is October 15th.* | QAC MEMBERS<br><br>DESNA BERGOLD |
| JUMP DRIVES | Desna was asked to put 'Confidential' on the training materials update jump drive mailing envelopes. She will start with this year's revisions.<br><br>*The training materials update's envelope will be labeled with 'Confidential.'* | DESNA BERGOLD |
| ACI SCC / WAQTC QUALIFICATION | The effort to create a Self-consolidating Concrete Technician Qualification has been put on hold until the copyright question with AASHTO is settled. The committee reviewed Garth's notes from the teleconference he and Scott Andrus, UDOT, had with Katheryn Malusky and Bob Cullen, AASHTO.<br><br>There will be further discussion at the 2018 AASHTO COMP Annual meeting starting Aug. 5th.<br><br>*The Executive Board will discuss the copyright issues with AASHTO at the upcoming meeting.* | EXECUTIVE BOARD |

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| OTHER AASHTO REVISIONS | *AASHTO T 113, Lightweight Particles in Aggregate*<br><br>WAQTC 2017 proposed revisions will be included in Release 3.<br><br>*No action required.* | |
| REVISION REVIEW ASSIGNMENTS | Action Item:<br><br>The revision review assignments are as follows:<br><br>EB/DTT: Chris Russell and Dan Gettman<br><br>Concrete/General: Randy Mawdsley and Gilbert Arredondo<br><br>Aggregate: Kevin Burns and Misty Miner<br><br>Asphalt: Gilbert Arredondo and Sean Parker<br><br>Administration Manual and RPIH and AASHTO name change revisions: Sean Parker<br><br>The committee members will review all the training materials: student and short form FOPs, Review Questions, Performance Exams, Written Exams, and PowerPoint presentations for the module they are assigned.<br><br>Any corrections will be sent to Desna.<br><br>*Desna will send the revisions out by the first week of Sept. Review deadline is Sept. 23rd.*<br><br>*Committee members will review the draft revisions of the modules assigned. Corrections will be sent to Desna.* | DESNA BERGOLD<br><br>QAC MEMBERS |
| FOP LIBRARY | Dan had updated the FOP for AASHTO T 90, *Plastic Limit and Plasticity Index of Soils*. It still needs to be posted to the website.<br><br>The FOP for AASHTO T 217, *Determination of Moisture in Soils by Means of a Calcium Carbide Gas Pressure Moisture Tester* needs to be addressed. Sean is the Champion for this FOP and will review and update if necessary.<br><br>*The FOP for T 90 will be posted to the WAQTC website.* | DESNA BERGOLD |

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| | *Sean Parker will review and revise the FOP for AASHTO T 217.* | SEAN PARKER |
| MEDIA ARCHIVE | Garth sent Desna all the WAQTC archived media. She prepared a list for the QAC. She asked if the committee wanted her to get the Betamax and VHS tapes converted. They are labeled as the original introductory videos.<br><br>Desna was asked to try to determine what is on the VHS tapes if she can find a working VHS machine.<br><br>Desna was asked to see if she can transfer the CDs to a jump drive. She will try to determine how many gigabytes this will require and if she can supply the jump drives under the current contract.<br><br>*Desna will try to determine what is on the VHS tapes and advise.*<br><br>*Desna will have a recommendation on the CDs by the Executive Board meeting.* | DESNA BERGOLD |
| ADMINISTRATION MANUAL & RPIH | *WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)*<br><br>The committee reviewed revisions approved by the Executive Board at the Spring meeting.<br><br>Additional revisions will be drafted to revise the AASHTO title and number revisions.<br><br>The committee also noticed that the Executive Board contact list need to be updated, Oak Metcalfe, MDT, needs to be added for MDT, Megan Chatfield, WFLHD will replace Howe Crockett, WFLHD.<br><br>*Desna will draft these revisions for review by the Executive Board.*<br><br>Dan had sent an email asking about the *Administration Manual* and 'Revocation or Suspension or Denial of Certification.' Policies.<br><br>Dan's questions:<br><br>Does WAQTC have a position on the following: | DESNA BERGOLD |

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| | 1) Some manner of "sunset clause" defining a time after which the discipline schedule resets. Do we intend a second offense of negligence, five, ten, fifteen years after a first to result in the 30-day suspension?<br>2) Who resolves a complaint affecting qualification of a reciprocally qualified technician? The appeal process?<br>3) Can a technician appeal beyond their own state's AQC?<br>4) What if a suspended technician moves to another state and challenges the qualification process?<br><br>The committee members tried to answer his questions as they are interpreted in their respective agencies.<br><br>1) Sean indicated that once the punishment has been dealt the technician has new slate but later stated that there were repercussions for additional infractions. Misty indicated that in Montana a second finding of negligence will be construed as abuse.<br>2) If an agency's AQC addresses the issue, other agencies will abide by their decision.<br>3) There is no process to appeal decisions to WAQTC.<br>4) All agencies uphold the suspension of a technician suspended by one agency. This is why notification of suspensions and revocations is so important.<br><br>*No further action required at this time.* | |
| REPORT FROM EXECUTIVE BOARD SPRING MEETING | **QAC Chair and Vice Chair**<br><br>Misty attended the Executive Board meeting for MDT and reported on the Spring meeting.<br><br>She explained that the QAC Chair position is now limited to five years, at the end of the term the Vice Chair will take over for the Chair. The new Chair will then solicit committee members for their interest in the Vice Chair position.<br><br>Recently, Sean, the new Chair, asked committee members to send him letters of interest for the Vice Chair position. Misty was the only one who sent one to him. The committee approved Misty as Vice Chair and will submit her name to the Executive Board for confirmation.<br><br>*Misty Miner will be the new QAC Vice Chair upon confirmation by the Executive Board.* | SEAN PARKER |

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| | **Use of the WAQTC Copyrighted Logo**<br><br>The Board had discussed the unauthorized use of the WAQTC logo on consultant engineering firm's websites. David Jones sent a letter to the three firms we were aware of asking them to remove the logo or request permission for it's use. One company requested to use the logo, it appears the other two have removed the logo from their websites.<br><br>*No further action required.*<br><br>**Strategic Plan**<br><br>The committee reviewed the 2018 Strategic Plan.<br><br>*No action required.* | |
| OTHER ITEMS | **AASHTO COMP TS 'Friend'**<br><br>Misty and Dan asked how they could get information on AASHTO COMP ballots, agendas, and other information. Desna explained that members of the Board sent letters of request to the individual TS Chairs on her behalf to request her to be a 'friend.' As DOT employees, Misty and Dan may be considered 'technical experts.' Desna recommended that they ask their respective Board members to facilitate the request to the TS Chairs.<br><br>Desna volunteered to find more information.<br><br>*Desna Bergold will research the steps to become a 'friend' or 'technical expert' of the Technical Sections.*<br><br>**Brochure**<br><br>The committee reviewed the *WAQTC Brochure* and asked Desna to make certain she brings some to the AASHTO COMP Annual meeting. Misty thought that it would be good to put some near the meeting check-in station. She will ask the Board for approval. Misty also pointed out that Garth needs to be replaced as a point of contact. Desna will work correct the brochure.<br><br>*Desna will update brochure, print a few to take with her to the AASHTO COMP Annual meeting.* | DESNA BERGOLD<br><br>DESNA BERGOLD<br><br>MISTY MINER |

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| | *Misty Miner will ask the Executive Board for recommendations on the best way to distribute them.*<br><br>**Upcoming work**<br><br>Sean asked what the committee members felt they should work on in the coming year.<br><br>Misty recommended looking at alternative presentation programs that may be more appealing than the standard PowerPoint. She has recently worked with 'Prezi' but she is aware there are other programs available.<br><br>*Desna Bergold and Misty Miner will explore other presentation programs.*<br><br>Sean suggested that the committee could work on test method for flat and elongated particles in coarse aggregate for field testing. All thought this may be a good addition to the training materials. Right now, many agencies are using their own method based on the ASTM method.<br><br>*Sean Parker will ask the Executive Board for permission to develop a Flat and Elongated Particles Test Method.*<br><br>Desna asked if WAQTC was interested in branching out into laboratory qualifications. Many agencies rely on private laboratories to perform mix designs, both asphalt mixtures and concrete. She suggested that SuperPave consensus properties be addressed. Sean agreed and thought that training and qualifications on *AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate* would be useful for all agencies.<br><br>Sean felt that the Laboratory Qualification module could be revisited. This was just recently removed from the website until further action is taken. Sean suggested the QAC could look at minimum requirements for field labs.<br><br>*Laboratory test methods qualifications may be a long-term goal.*<br><br>Sean decided that the committee members should review the PowerPoint presentations and determine if there are pictures and figures that should be updated. This will be an agenda item at the upcoming meeting, time permitting. | DESNA BERGOLD<br>MISTY MINER<br><br>SEAN PARKER |

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| | He asked the committee members to ask their trainers to keep a list of recommendations, with slide numbers.<br><br>*QAC Members will ask their trainers for PowerPoint recommendations.*<br><br>*PowerPoint review and revision assignments will be on the QAC Winter Agenda.*<br><br>Dan asked if the committee would be interested in developing training on the Super Air-Meter. This is AASHTO TP 118, *Test for Characterization of the Air-Void System of Freshly Mixed Concrete by the Sequential Pressure Method*. The committee thought this may be something to explore.<br><br>*A FOP for AASHTO TP 118 will be on the QAC Winter agenda.* | QAC MEMBERS<br><br>DESNA BERGOLD<br><br><br><br><br><br><br><br>DESNA BERGOLD |
| QAC WINTER MEETING | Misty recommended that the committee members discuss the AASHTO methods that each agency uses and if there are any their subject matter experts feel need revising.<br><br>Also review any AASHTO standards that their agency modifies, are these revisions that can be introduced at AASHTO?<br><br>*QAC Members will ask their subject matter experts for recommendations on AASHTO standards revisions*.<br><br>At the QAC Winter meeting, Garth had discussed proposing revisions to *AASHTO T 283, Resistance of Compacted Asphalt Mixtures to Moisture.*<br><br>Garth was going to draft revisions with Sean and Gilbert. Desna was asked to follow up on this.<br><br>*Desna will review UDOT's FOP for AASHTO T 283 and make recommendations.*<br><br>Garth had sent an email concerning *AASHTO T 134, Moisture Density Relations of Soils*. He indicated that there is a lot of the method that should be referenced to *AASHTP T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop.* Desna was asked to review the method and make recommendations.<br><br>*Desna will review AASHTO T 134 and make recommendations.* | QAC MEMBERS<br><br><br><br><br><br>DESNA BERGOLD<br><br><br><br><br><br>DESNA BERGOLD |

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| LOCATION OF UPCOMING MEETINGS | The QAC will propose Reno, NV, for the location of the 2019 Winter meeting to be held January 28th through February 1st.<br><br>Chris indicated that CDOT will be able to contribute to the 2019 Summer Meeting as they did this year. Sean and Chris recommended it be held in Anchorage, AK. The additional funds would offset any additional cost. The committee did a quick search on flight costs and determined that flights are comparable to the cost to travel to Denver.<br><br>Desna was asked to make further cost comparisons for the upcoming Executive Board meeting.<br><br>*Desna will compare travel and lodging costs and provide information at the Board meeting.*<br><br>The QAC will propose Anchorage, AK, for the location of the 2019 Summer meeting to be held either July 15th through the 19th, or July 22nd through the 26th.<br><br>*The locations of the next two meetings and dates of the Summer meeting will be put on the Executive Board agenda.* | DESNA BERGOLD |