

WAQTC QAC 2025 SUMMER MEETING MINUTES

CHAIR: MISTY MINER, MDT
RECORDER: DESNA BERGOLD, D B CONSULTING

DATE: JULY 14TH THROUGH 18TH
TIME: MON 1:00 PM TO 5:00 PM, TUES THRU
 THURS 8:00 AM TO 5:00 PM, FRI 8:00
 AM TO NOON
LOCATION: SPRINGHILL SUITES, BOISE ID

ATTENDEES:
 MISTY MINER, MDOT, CHAIR
 GILBERT ARREDONDO, UDOT, VICE CHAIR
 DAN GETTMAN, AKDOT & PF
 MADELINE ENRIGHT, CDOT
 ISABELLE PANOS, ITD
 SHARON TAYLOR, NDDOT
 ADAM ROSE, ODOT

MARK WILLOUGHBY, WSDOT
 DESNA BERGOLD, D B CONSULTING
 LORI COPELAND, D B CONSULTING
 CHAD CLAWSON, ITD
ABSENT:
 BRENT CONNER, ADOT
 ERIC WILSON, WFL-FHWA

MEETING ITEMS:

REVIEWS OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE

1. Welcome
2. Revisions to Aggregate Training Materials
 - a. R 90, Sampling Aggregate Products
 - i. AASHTO revisions – none
 - ii. PowerPoint – Slide #14 fix numbering – Misty
 - b. R 76, Reduction
 - i. AASHTO revisions – none
 - ii. Reformat quartering to same as sectoring – Lori
 - iii. PowerPoint Slide 35 add relevant directions to diagram slides – Lori
 - c. T 255, Moisture Content of Aggregate
 - i. AASHTO revisions
 1. New AASHTO date
 - ii. Move Table 2 to Step 5 – Lori
 - d. T 27/T 11, Sieve Analysis
 - i. AASHTO revisions (T 11 only)
 1. New date
 2. New title
 3. New Note 3 on Mechanical washers
 4. New Annex A
 - e. T 335, Fractured Particles
 - i. AASHTO revisions - none
 - f. T 176, Sand Equivalent
 - i. AASHTO revisions
 - g. Exams
 - i. Exam 2 Method B – check sum

- ii. New T 11 title
- 3. Revisions to Asphalt I and II Training Materials
 - a. R 97, Sampling Asphalt Mixtures
 - i. AASHTO – none
 - b. R 47, Reducing Asphalt Mixtures
 - i. AASHTO revisions – none
 - ii. Add back Quartermaster – Sean (4/2 and 6/26)
 - iii. Rework some steps - Dan
 - iv. Note 1: Several small increments – Eric
 - c. T 329, Moisture Content
 - i. AASHTO revisions – none
 - d. T 308, Asphalt Content
 - i. AASHTO revisions
 - 1. New date
 - 2. Revised Step 9 in Annex
 - 3. Revised Determining Specimen batch weights
 - e. T 209, G_{mm}
 - i. AASHTO revisions
 - 1. New date
 - 2. New thermometer requirements
 - 3. New note on water bath circulators
 - ii. Move last sentence in Step 11 down – Dan
 - f. T 166, G_{mb}
 - i. AASHTO revisions
 - 1. New date
 - 2. New note about water bath circulators
 - g. R 66, Sampling Asphalt Material
 - i. AASHTO revisions – none
 - h. T 30, Sieve Analysis
 - i. AASHTO revisions
 - 1. New date
 - 2. Added automated extractor
 - ii. Appendix B should match T 27/T 11 Appendix B
 - iii. Add statement for mass verification example – Desna
 - iv. Performance Exam Checklist Step 1 should be ‘basket is cleaned . . . ’ – Misty
 - v. T 308 says to test a blank according to T 30 – T 30 doesn’t address it – Chad
 - i. T 312, Gyrotory
 - i. AASHTO revisions – none
 - j. TM 13, Volumetrics
 - i. R 35 AASHTO revisions – none
 - k. Exams
 - i. Exam 3 Q 6 Remove AASHTO 74/ put all options- if possible – Misty
 - ii. Exam 2 Q 32 B & D correct take not off of B – Misty
 - iii. Exam 1 Q 33 have 1/2, 1, 1 1/2, 2 – Misty
 - iv. Exam 1 Q 5 – replace with formerly approved question
 - v. Exam 2 – Q 11 T 329, ‘drives away’, ‘dries away’ or ‘removes’ - Sharon
- 4. Revisions to Concrete Training Materials
 - a. TM 2 Sampling
 - i. AASHTO revisions – none to R 60
 - ii. Performance Exam Checklist Step 10b does not match the step in the FOP – Dan
 - iii. Add continuous batching mixer – 2025 Winter Meeting

- b. T 309, Temperature
 - i. AASHTO revisions – none
- c. T 119, Slump
 - i. AASHTO revisions
 - ii. Performance Exam Checklist Step 2 – Misty
- d. T 121, Density
 - i. AASHTO revisions
 - 1. New date
 - 2. Added references
 - ii. Table 2 revisions – Dan
- e. T 152, Air Content
 - i. AASHTO revisions – none
 - ii. Action taken when air meter leaks – 2025 Winter Meeting
- f. R 100, Test Specimens
 - i. AASHTO revisions
 - 1. New date
 - 2. New title
 - 3. Max/min thermometer
 - 4. Wet sieving equipment
 - 5. Remove fresh concrete tests section
 - 6. Messed up SCC
 - 7. Additional cleanup
 - ii. Add tables – 2025 Winter Meeting
 - iii. Slump table to match ASTM C31 – Spring Executive Board Meeting
 - iv. PowerPoint – corrections – Misty
 - v. Clarify wet sieving and sieve to use – Lori
- g. Exams
 - i. New exam questions
 - 1. Exam 2 Q 16 – two correct answers?
- 5. Revisions to Embankment/Base and In-Place Density Training Materials
 - a. T 255/T 265, Moisture Content of Soil
 - i. AASHTO revisions (T 255 only)
 - 1. New AASHTO date
 - ii. Move Table 2 to Step 5 – Lori
 - b. T 99/T 180, Moisture-Density Relations
 - i. AASHTO revisions
 - 1. New date
 - 2. Revisions proposed by WAQTC
 - 3. New Method titles
 - ii. Annex PowerPoint – is slide 3 necessary? – Dan
 - iii. Step 2b add ‘stand for **at least** 12 hrs.’ – Dan
 - iv. Example does not carry the lb. to 0.005 – Garth
 - c. R 75, Developing a Family of Curves
 - i. AASHTO revisions – none
 - ii. PowerPoint – Slide 10 – Remove extra points – Misty
 - d. T 272, One-Point Method
 - i. AASHTO revisions – none
 - ii. Method selection table – Lori
 - iii. Shaded area – Madeline
 - e. T 85, G_{sb}
 - i. AASHTO revisions

1. New date
2. Definitions
3. Significance and use
- f. T 310, In-place Density and Moisture Content of Soil-Aggregate
 - i. AASHTO revisions – none
- g. T 355 In-place Density of Asphalt
 - i. AASHTO revisions
- h. Exams
 - i. Correct ‘ Developing **Soil** Moisture-Density Relations
6. Revision to Self-Consolidating Concrete Module Training Materials
 - a. T 347/T 351, Slump Flow and VSI
 - i. AASHTO revisions – none
 - ii. PowerPoint Need picture with a plate that shows the central location of the mold – Sean
 - b. T 345, J-Ring
 - i. AASHTO revisions
 1. New date
 2. Changed apparatus dimensions
 3. Brackets to parentheses
 - c. TM 18, Penetration
 - i. 2024 ASTM revisions
 - d. TM 19, Column
 - i. 2024 ASTM revisions
 - ii. Add strike-off of middle and bottom sections
 - e. Exams
7. Revisions to General Training Materials
 - a. 01_Gen_preface – Revisions to match Admin Manual revisions
 - b. Terminology – smartly tap – Gilbert
8. Revision Review Assignments
9. FOP Library
 - a. TM 15 revisions – Mark
 - b. T 84, T 217, TM 14, and TM 16 Champion
 - c. T 331 revisions
 - d. Performance Exam Checklists – 2025 Winter Meeting
 - i. R 66 – Mark
 - e. Gravimetric air content calculation – Dan
 - f. Spreadsheet for SCC testing
 - g. Add FOP for R 64 - Dan

WAQTC ITEMS

10. Third-Party Exam Delivery update
11. Sampling module
12. ADA compliance work plan
 - a. Preserve slide Nos?

ORGANIZATION DOCUMENTS/OPERATIONS MANUAL

13. Administration Manual and RPIH.
 - a. Reciprocity language
14. Style Guide
15. Strategic Plan

2025 QAC WINTER MEETING ACTION ITEM FOLLOW UP

16. Logo

17. Website

- a. Related links selection
- b. 'Private' page – Unlist Posts & Pages Plugin

ADDITIONAL ITEMS

- 18. Report from Executive Board meetings
- 19. 2026 Winter and Summer Meeting locations
- 20. Other items

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Topic	Discussion / <i>Decision</i>	Action Required By:

WELCOME	Misty Miner, MDT and Qualification Advisory Committee (QAC) Chair, welcomed the committee members to Boise. Misty asked everyone to introduce themselves, starting around the table and then those joining virtually. Lori Copeland, D B Consulting, said it was great to see everyone. Lori was formerly a QAC member and recently retired from ITD. She now works as a WAQTC consultant. Desna Bergold, D B Consulting and WAQTC Coordinator, expressed how happy she is to welcome Lori on board. Desna has been WAQTC's consultant for 15 years and, before this, worked for UDOT and was a QAC member. Madeline Enright, CDOT, explained that she has been a QAC member for three years. Isabelle Panos, ITD, is new to the QAC, replacing Lori who she worked with at ITD. Mark Willoughby, WSDOT, said he has been with the QAC for over three years but with WSDOT for many more. Gilbert Arredondo, UDOT, said he joined the QAC in 2013. Dan Gettmna, AKDOT, joined the QAC in 2015. Misty has worked with MDT for nearly 30 years and joined the QAC in 2009. Sharon Taylor, NDDOT, who joined the meeting virtually, said that she has been on the QAC for three plus years and with the NDDOT Materials Division since 2020. Adam Rose, ODOT, is new to the QAC, replacing Sean Parker, former QAC Chair. Adam has worked in the construction materials field for 25 years, working for an asphalt mixture supplier, private testing firm, and a general contractor. As the committee has two new members, Misty began by explaining how the two QAC meetings, Summer and Winter, work. The primary purpose of the Summer Meeting is to discuss and agree on revisions to the WAQTC training materials as well as review and incorporate the soon to be published revisions to the related AASHTO Standards. Other agenda items are discussed as time allows.	
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Topic	Discussion / <i>Decision</i>	Action Required By:

	The Winter Meeting's focus is on member agencies' proposals to the AASHTO Standards. Secondly, the revisions to FOP Library documents and incorporation of the revisions made to the related AASHTO Standards in the previous year. More agenda items are discussed as time allows. Desna displayed the WAQTC Events Calendar section of the Operations Manual for reference. Isabelle asked how the agencies manage reciprocity. Desna explained that the reciprocity audit was currently being conducted and once all the questionnaires are received, she will create a report on the findings. There was further discussion on this topic, which is covered under other agenda items. <i>Discussion item.</i>	
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REVIEW OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE

AGGREGATE (AGTT)

R 90	<i>FOP for AASHTO R 90, Sampling Aggregate Products</i> <u>Revisions proposed before the meeting.</u> Misty submitted a correction to the PowerPoint presentation; on Slide 14 the numbering needs to be corrected. <u>There are no revisions to the AASHTO practice in 2025.</u> <u>Revision discussion</u> Dan submitted revisions for consideration shortly before the meeting. In the Field Operating Procedure (FOP), Procedure – General section, Dan recommended revising the second sentence to active voice. Dan also suggested rewriting the steps to Method B (From the Belt Discharge). The committee agreed with the proposed revisions and approved the draft. The committee also reviewed and revised the Performance Exam Checklists to match the FOP revisions. <u>Proposed revisions to the training materials:</u> FOP: - New revision date	
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Topic	Discussion / <i>Decision</i>	Action Required By:
	- Active voice revisions in Procedure – General - Reformatting in Method B (From the Belt Discharge) Performance Exam Checklists (editorial): - Remove ‘at least twice’ in Step 6 and Step 2b (oral). PowerPoint: - Renumber Slide 14 - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
R 76	<i>FOP for AASHTO R 76, Reducing Samples of Aggregate to Testing Size</i> <u>Revisions proposed before the meeting.</u> During the 2025 Winter Meeting, Lori suggested reformatting the quartering section and combining quartering on a hard surface with the tarp the same as the formatting of the sectoring section. She also recommended adding the steps to Slides 34, 36, and 37. <u>Revision discussion</u> Dan’s late suggestions were to rewrite the splitter information at the bottom of the Apparatus Mechanical Splitter section; this sentence was rewritten and moved to the top of the section. Dan also questioned underlining ‘two diagonal sections’ in Quartering Step 7. The underline will be removed in the reformatting. During discussion of the proposed revisions, the committee decided to add ‘place the splitter on a level surface’ to Method A, Mechanical Splitter. <u>There are no revisions to the AASHTO practice in 2025.</u> <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Active voice revisions in Apparatus	

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Topic	Discussion / <i>Decision</i>	Action Required By:
	- Add Step 1, in Method A – Mechanical Splitter, ‘Place the splitter on a level surface.’ - Reformat Method B Quartering to match Method B Sectoring, combining tarp and surface instructions. - Removed underline from ‘two diagonally opposite’ Performance Exam Checklist: - New revision date - Update title for Method A and Method B to match title in FOP - Add Step 1 ‘Place the splitter on a level surface,’ in Method A - Mechanical Splitter PowerPoint: - Revise slides 34, 36, and 37 to include the Steps. - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	
T 255	<i>FOP for AASHTO T 255, Total Evaporable Moisture Content for Aggregates</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, Lori had recommended that Table 2, Instructions on Drying, be moved to Step 5 in the procedure. The committee reviewed the proposal and decided the table would fit better under Step 9. <u>2025 AASHTO revisions:</u> • New revision date • Revisions proposed by WAQTC <u>Revision discussion</u> Dan proposed revising the Apparatus balance section to match AASHTO. The balance should be ‘readable’ to 0.1 percent or 0.1 g. Desna pointed out that 0.1 g is not in the AASHTO Standard, although ‘or better’ is. The committee decided that 0.1 g should remain.	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	Dan had some editorial recommendations for the description of the heat source, uncontrolled, and the container, which were approved. The committee also approved the AASHTO date and Table revisions. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Balance description changed to ‘readable’ - Heat source description revised. - Table 2 moved to Step 9 Performance Exam Checklist: - New revision date - Break Step 10 to two steps and include mass loss. PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 27/T 11	<i>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</i> <u>There were no revisions proposed before the meeting.</u> <u>2025 AASHTO revisions (T 11 only):</u> • New revision date • New title (removed ‘mineral’ from T 11 title) • Note 3 on mechanical washers • Annex A on mechanical washers <u>Revision discussion</u> Dan suggested editorial and active voice revisions which were approved. He also pointed out that in the Example for Method C,	

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Topic	Discussion / <i>Decision</i>	Action Required By:
	the Cumulative Mass retained does not match the value used in the check sum calculation. The committee approved Dan's revisions and added Note 3 on mechanical washers from the AASHTO Standard to the FOP. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - New title (remove the word mineral) - Revise Note 1 to active voice - Revise Sample Sieving bullet 4 to active voice - Add note 'See AASHTO T 11 <i>Annex A for Mechanical Washer Comparison</i> if there is potential aggregate degradation.' - Renumber notes - Correct Method C Example - Add to PP. Performance Exam Checklist: - New revision date - Title change PowerPoint: - Title change - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	
T 335	<i>FOP for AASHTO T 335, Determining the Percentage of Fracture in Coarse Aggregate</i> <u>There were no revisions proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	

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Topic	Discussion / <i>Decision</i>	Action Required By:

T 176	<i>FOP for AASHTO T 176, Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</i> <u>No revisions were proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
Exams	<i>Aggregate Written Examinations</i> <u>Revisions proposed before the meeting</u> FOP for AASHTO T 11 title change carried throughout the exams. Exam 2 Method B, check sum, does not follow the data given. A correction was drafted. <u>Revision discussion</u> Misty asked if it is necessary to maintain the nine exams which were created when the calculations questions for each FOP for AASHTO T 27/T 11 Method were incorporated. She suggested one calculation exam question that would be the same for each method. New questions could be drafted based on how the test method is performed. Adam agreed, he would like new questions to focus on sieves loss and sieve overloading. Adam volunteered to write three new questions for review and incorporation by Thursday. New exam questions were incorporated, and redundant method exams are no longer to be used. All exams will have a new revision date. <i>Committee members: refer to the exam errata for specific revisions.</i> <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING

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Topic	Discussion / <i>Decision</i>	Action Required By:

ASPHALT TEST METHODS (ASTT I AND II)

R 97	<i>FOP for AASHTO R 97, Sampling Asphalt Mixtures</i> <u>There were no revisions proposed before the meeting.</u> <u>There are no revisions to the AASHTO practice in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
R 47	<i>FOP for AASHTO R 47, Reduction of Asphalt Materials</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, Sean Parker proposed reincorporating the quartermaster splitter in the FOP. This was drafted and distributed before the meeting. Eric Wilson, WFL-FHWA, suggested that Note 1 applies to all methods listed, not just the final incremental section. He is concerned that technicians ‘fine tune’ the sample mass by adding or removing non representative material. <u>There are no revisions to the AASHTO practice in 2025.</u> <u>Revision discussion</u> The committee agreed with the proposed revisions and added the following statement at the beginning of the procedure: ‘If the reduced sample mass does not fall within the test sample size limits, continue reducing to achieve the correct sample mass. Do not adjust sample mass by adding or removing material after reduction.’ Dan recommended slight revisions to the language of the draft revisions. Reworked former Steps 3 and 6 (new Steps 4 and 7) in Quartermaster and Step 4 in incremental. These were approved. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Add Mechanical Splitter Type A (Quartermaster) in Apparatus and Selection of Method sections - Procedure: ▪ Active voice revisions	

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Topic	Discussion / Decision	Action Required By:
	▪ Add reduction statement ▪ Remove redundant sample size statement ▪ Add procedure to reduce using the Mechanical Splitter Type A (Quartermaster) ▪ New Step 1 in Mechanical Splitter Type B: Place the splitter on a level surface. ▪ Add 'of the sheeting' in Step 4 of the Incremental Method Performance Exam Checklist: - New revision date - Add steps for Mechanical Splitter Type A (Quartermaster) - Add new Step 1 in Mechanical Splitter Type B PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	
T 329	<i>FOP for AASHTO T 329, Moisture Content of Asphalt Mixtures by Oven Method</i> <u>No revisions proposed before the meeting:</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
T 308	<i>FOP for AASHTO T 308, Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method</i> <u>No revisions proposed before the meeting.</u> <u>2025 AASHTO revisions:</u> - New date - Annex ▪ Reworked calculating the asphalt binder content correction factor	

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Topic	Discussion / <i>Decision</i>	Action Required By:
	▪ Reworked Determining Correction Specimen batch weights <u>Revision discussion</u> Step 9 in the Annex will be revised to match the AASHTO method. The committee decided that a formula and example of the calculation for the asphalt binder correction factor would be a good addition. This was drafted. Misty had recommended that the Performance Exam Checklist in the FOP for AASHTO T 30 include a step to verify that the burn-off basket is clean. The committee decided it should be the last step for this test method's Performance Exam Checklist. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Annex ▪ Revise Step 9 ▪ Add formula and example for calculating the asphalt binder correction factor Performance Exam Checklist: - New revision date - Add Step 14 'All residual fines are cleaned from the basket(s)' PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 209	<i>FOP for AASHTO T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures</i> <u>Revisions proposed before the meeting:</u> Dan proposed moving the last sentence in Procedure Step 11 down to the beginning of Procedure – Pycnometer or Volumetric Flask.	

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Topic	Discussion / <i>Decision</i>	Action Required By:
	<u>2025 AASHTO revisions:</u> - New date - New thermometer requirements - New note about water bath circulator <u>Revision discussion</u> The committee agreed with Dan's recommendation for Procedure Step 11. The committee also agreed to incorporate the AASHTO revisions into the FOP. Desna asked if the oven requirements, although not new, should be included in the Apparatus. The committee decided not to include it just for warming the material until it is pliable but decided to add 'do not exceed Job Mix Formula (JMF) compaction temperature' in parentheses in Procedure – General Step 1. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Apparatus ▪ Add new note 1 on water bath circulator ▪ Revise thermometer to match AASHTO - Renumber notes - Add JMF language to Procedure – General Step 1. - Move 'Complete steps 12B through 16B within 10 ±1 minute' to Procedure – Pycnometer or Volumetric Flask Performance Exam Checklist: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING

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Topic	Discussion / Decision	Action Required By:
T 166	<i>FOP for AASHTO T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures</i> <u>No revisions were proposed before the meeting.</u> <u>2025 AASHTO revisions:</u> - New date - New note about water bath circulator - New Methods titles <u>Revision discussion</u> The committee agreed to incorporate most of the AASHTO revisions into the FOP. They decided not to add the lengthier titles to Methods A and B but did remove 'for Method A or B' in Method C's title. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Add new Note 1 on water bath circulator in apparatus - Renumber notes - Change title of Method C (Rapid Test for Method A and B) Performance Exam Checklist: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
R 66	<i>FOP for AASHTO R 66, Sampling Asphalt Materials</i> <u>No revisions were proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	

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Topic	Discussion / <i>Decision</i>	Action Required By:

T 30	<i>FOP for AASHTO T 30, Mechanical Analysis of Extracted Aggregate</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, it was mentioned that Appendix B for this method should match Appendix B for the FOP for AASHTO T 27/T 11 as both addresses overloading the sieves. Desna recommended adding a statement after the mass verification example like the one after the check sum examples. ‘This is not more than 0.1 percent therefore the results can be used for acceptance purposes.’ Misty suggested that Step 1 on the Performance Exam Checklist should be ‘basket is cleaned.’ (The committee decided that this step should be the last on the FOP for AASHTO T 308 Performance Exam Checklist.) Chad Clawson, ITD and Executive Board Member, said that the FOP for AASHTO T 308 states to test the ‘blank’ aggregate specimen according to this FOP. This FOP only covers material taken from the burn-off basket and does not address the possibility of absorbed moisture in a prebatched specimen. <u>2025 AASHTO revisions:</u> - New date - Added automated extraction device <u>Revisions discussion</u> The committee approved the revisions to Appendix B and mass verification example. They did not approve adding a new Step 1 to dry the sample if necessary. They decided to include ‘If necessary, dry the sample to constant mass according to the FOP for AASHTO T 255’ under Procedure; and add a new Note 1 to explain when it is necessary. ‘Note 1: If more than 24 hr. has passed after completion of the FOP for AASHTO T 308, the sample may have absorbed moisture.’ The committee also decided to table the inclusion of the automated extractor until the 2026 Summer Meeting. This equipment is not currently being used for project testing.	
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Topic	Discussion / <i>Decision</i>	Action Required By:

	<u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Add instructions to dry the sample if necessary - Add a new Note 1 to describe when drying is necessary - Renumber notes - Add statement under mass verification example - Revise Annex B Overload Determination to match the FOP for AASHTO T 27/T 11 Performance Exam Checklist: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
T 312	<i>FOP for AASHTO T 312, Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor</i> <u>No revisions were proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
TM 13	<i>WAQTC TM 13, Volumetric Properties of Asphalt Mixtures</i> <u>No revisions proposed before the meeting.</u> <u>There are no revisions to the related AASHTO R 35 in 2025.</u> There are no revisions to the 2025 Training Materials.	
EXAMS	<i>Asphalt Written Examinations</i> <u>Revisions proposed before the meeting:</u> Misty asked that distractors in Exam 3 Question 6 be revised. She also pointed out that Exam 2 Question 32 could have two	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	answers, and Exam 1 Question 3 should have the answer and distractors rearranged. Sharon proposed an editorial revision to Exam 2 Exam 1 Q 5, True/False will be replaced with formerly approved question. <i>Committee members: refer to the exam errata for specific revisions.</i> <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
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CONCRETE (CTT)

TM 2	<i>WAQTC TM 2, Sampling of Freshly Mixed Concrete</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting the committee decided to add sampling from continuous mixers to the Test Method (TM), Review, and Performance Exam Checklists. This revision was drafted and distributed before the meeting. Dan submitted a revision to the Performance Exam Checklists, Steps 8 and 8b do not match the relevant step in the FOP. Revisions to the Performance Exam Checklists were drafted to match the FOP Dan also proposed an active voice revision to the language in ‘Sampling from stationary mixers’ third sentence. <u>There are no revisions to the related AASHTO R 60 in 2025.</u> <u>Revision discussion</u> The committee decided that the units of measure for the continuous mixers be changed from L and ft³ to m³ and yd³ for consistency. Misty proposed removing the statement cautioning obtaining the increments from very first or last as the statement is already included in general procedure. Revised drafts were approved.	
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Topic	Discussion / Decision	Action Required By:
	<u>Proposed revisions to the training materials:</u> FOP: - New revision date - Scope: ▪ Add ‘and continuous mixing equipment as described in AASHTO M 241, Concrete Made by Volumetric Batching and Continuous Mixing.’ - Procedure: ▪ Active voice revision to ‘Sampling from stationary mixers’ third sentence. ▪ Add procedure to ‘Sampling from continuous mixers (volumetric batching or mobile mixers) ▪ Convert units from 140 L (5 ft³) to ¼ m³ (1/4 yd³) - Renumber notes Performance Exam Checklists: - New revision date - Add ‘continuous mixer (volumetric batching or mobile mixers)’ to Procedure Step 6 and Step 7 (oral) of the checklists - Add ‘Which portions of the batch are avoided when obtaining sample? From first or last portions of the batch.’ - Revise new Steps 10 and Step 11b (oral) - Reformat remaining steps PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 309	<i>FOP for AASHTO T 309, Temperature of Freshly Mixed Hydraulic Cement Concrete</i> <u>Revisions proposed before the meeting:</u> Misty proposed switching Step 5 and 6. New Step 5 ‘Record temperature to nearest 0.5°C (1°F)?’ New Step 6 ‘Complete	

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	temperature measurement within 5 minutes of obtaining sample?’ <u>There are no revisions to the AASHTO methods in 2025.</u> <u>Revision discussion</u> The committee reviewed the proposed revision to the Performance Exam Checklist and agreed to reverse Steps 5 and 6. They also decided that the new Step 6 should be rewritten to ‘Temperature measurement completed within 5 minutes of obtaining sample?’ The committee then discussed the placement of the time parameter in the steps of the FOP and decided to move it to the beginning of Procedure. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Remove ‘or smaller’ from Thermometer in Apparatus - Move ‘Complete the temperature measurement of the freshly mixed concrete within 5 minutes of obtaining the sample,’ from Step 5 to the beginning of Procedure Performance Exam Checklist: - New revision date - Revise the new Step 6 ‘Temperature measurement completed within 5 minutes of obtaining sample?’ PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 119	<i>FOP for AASHTO T 119, Slump of Hydraulic Cement Concrete</i> <u>Revisions proposed before the meeting:</u> Misty proposed revisions to the Performance Exam Checklist to include not allowing the slump mold to shift in any way while filling. <u>There are no revisions to the AASHTO method in 2025.</u>	

Topic	Discussion / <i>Decision</i>	Action Required By:
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	<u>Revision discussion</u> The committee discussed Misty's proposal and agreed to add 'without allowing it to shift' to Step 14 of the Performance Exam Checklist. The committee reviewed the AASHTO Standard and found that it doesn't really address not allowing the mold to shift during filling, strike-off, and cleaning around the mold. Desna was asked to include this as an item on the 2026 Winter Meeting Agenda. She will ask a committee member if anyone would draft the revision to the AASHTO before the meeting. Gilbert said that he would like to address Step 3 in the FOP. He is concerned with the statement, 'Stand on both foot pieces' as many technicians use a clamping base plate and do not need to stand on the foot pieces. The committee revised Step 3 and Step 11 of the procedure to 'secure' and 'clean' without allowing the mold to shift as Misty proposed. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Procedure • Revise Step 3 'Stand on both foot pieces to hold the mold firmly in place' to 'Secure both foot pieces, holding the mold firmly in place until removal of the mold.' • Revise Step 11 'Clean overflow concrete away from the base of the mold' to 'Clean excess concrete away from the base of the mold without allowing the mold to shift.' Performance Exam Checklist: - New revision date - Add 'without allowing it to shift' to Step 14 of Procedure. PowerPoint: - Revisions to match the FOP <i>Not allowing the mold to shift during the procedure will be on the 2026 Winter Meeting Agenda.</i>	
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Topic	Discussion / <i>Decision</i>	Action Required By:

	<i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
T 121	<i>FOP for AASHTO T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i> <u>Revisions proposed before the meeting:</u> Dan recommended revisions to Table 2, Liquid Conversion Factors, to identify US fluid and avoirdupois ounces. <u>2025 AASHTO revisions:</u> - New revision date - Added references <u>Revision discussion</u> The committee discussed revision to Liquid Conversion Factors in Table 2 proposed by Dan. The committee decided not to add the US fluid and avoirdupois identifiers but found that the fluid ounces to milliliters was incorrect. Lori suggested adding a statement that directs the technician to standardize the measure according to the Annex in the FOP. The committee agreed that would be good to include in the Apparatus for the measure. Desna explained the ‘FOP for’ should be removed from the WAQTC TM 2 reference, TM 2 is the test method not an FOP, this is not in the FOPs for AASHTO T 309 and T 119. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Remove ‘FOP for’ from WAQTC TM 2 references. - Add reference for Measure in Apparatus ‘Standardized according to FOP for AASHTO T 121 Annex Standardization of Measure.’ - Correct the ounce to milliliters conversion in Table 2 Performance Exam Checklist” - None	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	PowerPoint: - Add 'For thorough consolidation of a concrete layer, increase or decrease the amount of force from the mallet for each tap around the perimeter to close the voids and release trapped air,' to Slide 14 - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 152	<i>FOP for AASHTO T 152, Air Content of Freshly Mixed Concrete by the Pressure Method</i> <u>No revisions proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <u>Discussion item</u> During the 2025 Winter Meeting, the committee discussed what each agency recommends when an air meter leaks air during the performance of the test. The responses were essentially to try again and then take the air meter out of service until it is repaired. <u>Revision discussion</u> Dan proposed adding a spreadsheet to calculate the gravimetric air content to the FOP Library. Misty suggested adding 'when the needle stabilizes' to Step 15 of Strike off and Air Content to help identify a leak at that stage. Dan will draft a proposal to protect the air chamber from getting fines in it when conducting an aggregate correction for the 2026 Winter Meeting. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Add 'When the needle stabilizes' and removed 'and then' in Step 15 of Strike off and Air Content. Performance Exam Checklist: - New revision date	

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	- Added 'When the needle stabilizes' to Step 25 in Using a Type B Meter. PowerPoint: - Add 'For thorough consolidation of a concrete layer, increase or decrease the amount of force from the mallet for each tap around the perimeter to close the voids and release trapped air,' to Slide 18 - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
R 100	<i>FOP for AASHTO R 100, Making Casting and Curing Concrete Strength Test Specimens in the Field</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, Desna was asked to draft tables similar to the those in the AASHTO Standard to incorporate into the FOP. During the Executive Board Spring Meeting, the board found that the method for consolidation for concrete with a 1 in. slump is either rodding or consolidation in ASTM C31, the AASHTO Standard is unclear. The FOP has stated that the method of consolidation for a 1 in. slump is only vibration. This revision was drafted. Misty proposed some edits to the PowerPoint presentation, Slide 34 steps were not numbered correctly and some slides list 6 x 12 cylinders inconsistently. <u>2025 AASHTO revisions:</u> - New revision date - New title - Max/min thermometer - Wet sieving equipment - Remove fresh concrete tests section - Messed up SCC - Additional cleanup	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	<u>Revision discussion</u> The committee approved revisions to match the AASHTO Standard's requirements for the maximum/minimum thermometer. They decided not to add the wet sieving equipment because it is addressed in WAQTC TM 2, which is referenced. The committee agreed with the board's recommendation to follow ASTM C31 in Table 1, Method of Consolidation. The committee reviewed the drafted tables. Madeline recommended separating the rodding and vibration sections of Table 2, the committee agreed. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - New title, FOP for AASHTO R 100, Making Casting and Curing Concrete Strength Test Specimens in the Field. - Revise max/min thermometer from 'registering' to 'recording'. - Remove 'FOP for' in front of WAQTC TM 2. - Change 'making' to 'casting' throughout - Revise Consolidation Selection to a slump of 1 in. can either be rodded or vibrated and Table 1 to match - Add Table 2 for diameter of cylinder, number of layers and number of strokes or insertions per layer. Performance Exam Checklist: - New revision date - New title - Change 'Making' to 'Casting' in Procedure Step 3 PowerPoint: - Add 'For thorough consolidation of a concrete layer, increase or decrease the amount of force from the mallet for each tap around the perimeter to close the voids and release trapped air.' to Slide 18.	
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Topic	Discussion / <i>Decision</i>	Action Required By:
	- Corrected 4 x 8 and 6 x 12 and standardized unit designation - Renumber Slide 34 - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
FRONT AND APPENDIX	<u>Revisions proposed before the meeting</u> Revise references to the FOP for AASHTO R 100 to reflect the name change.	D B CONSULTING
EXAMS	<i>Concrete Written Exams</i> <u>Revisions proposed before the meeting</u> The committee revised multiple exam questions which Desna drafted and sent to the committee for review. Revise references to the FOP for AASHTO R 100 to reflect the name change. <u>Revision discussion</u> Gilbert suggested adding a question on the continuous mixer, one was added. During the review, a new question had two correct answers, this question was rewritten. Desna explained that the exams will be revised in Webassessor to be 'live' Jan. 1st. She asked Mark to help her review them at that time to ensure that they are correct. Mark agreed. <i>Mark will work with Desna on the exam revisions in Webassessor.</i> <i>Committee members: refer to the exam errata for specific revisions.</i> <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	MARK WILLOUGHBY D B CONSULTING

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Topic	Discussion / <i>Decision</i>	Action Required By:

EMBANKMENT & BASE AND IN-PLACE DENSITY (EBTT/DTT)

T 255/T 265	<i>Field Operating Procedure (FOP) for AASHTO T 255, Total Evaporable Moisture Content of Aggregate by Drying and T 265 Laboratory Determination of Moisture Content of Soils</i> <u>No revisions proposed before the meeting.</u> <u>2025 AASHTO revisions (T 265 only):</u> - New revision date - Revisions proposed by WAQTC <u>Revision discussion</u> Revisions will be made to match those made in the FOP for AASHTO T 255. While reviewing the move of Table 3 from the end of the Procedure to after Step 9, the committee agreed that the table should be split into two tables, Methods of Drying Aggregate and Methods of Drying Soil. The committee decided to revise the Performance Exam Checklist and have Step 12 broken into two steps, one for determining the mass of the sample and one for calculating constant mass. This revision was also drafted in the FOP for AASHTO T 255 Performance Exam Checklist. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Balance description changed to ‘readable’ - Heat source description revised. - Table 3 moved to Step 9 - Separate Table 3 into two tables, one for aggregate and one for soils Performance Exam Checklist: - New revision date - Break Step 12 to two steps and include mass loss.	
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Topic	Discussion / <i>Decision</i>	Action Required By:

	PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
T 99/T 180	<i>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</i> <u>Revisions proposed before the meeting:</u> Dan suggested adding ‘stand for at least 12 hrs.’ to Procedure Step 2b. Garth Newman, WSDOT, submitted a revision to the calculation example. The example does not carry the pounds to the accuracy required in the Procedure Step 1. <u>2025 AASHTO revisions:</u> - New revision date - Revisions proposed by WAQTC - New method title (T 180 only) <u>Revision discussion</u> AASHTO T 180 included title for each ‘Method’ that lists the size of the mold and the passing sieve size. The committee decided not to adopt the revision at this time. They also decided not to adopt the temperature range of the oven; the FOP’s is more restrictive. The committee agreed to the proposed revisions. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - In Procedure Step 2b, add ‘stand for at least 12 hrs.’ - Calculation example, to the nearest 0.005 lb. - Balance description changed to ‘readable’	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	- Heat source description revised. - Table 3 moved to Step 9 - Separate Table 3 into two tables, one for aggregate and one for soils Performance Exam Checklists: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
R 75	<i>FOP for AASHTO R 75, Developing a Family of Curves Soil-Moisture Density Relations</i> <u>Revisions proposed before the meeting:</u> Misty proposed removing the extra points from the PowerPoint presentation on Slide 10. <u>There are no revisions to the AASHTO practice in 2025.</u> <u>Revision discussion</u> The extra points are labeled for removal on Slide 12. They should be removed before the curve is drawn on the graph. The committee decided that Slide 9 should include the step to remove the extra points. Slide 10 will include the label to remove them and Slide 12 will have them removed. The committee also decided to include ‘Family of Curves’ in parentheses after the title and on all the curve titles in the FOP and PowerPoint presentation. <u>Proposed revisions to the training materials:</u> FOP (editorial): - Add (Family of Curves) after the title - Add (Family of Curves) on graph Performance Exam Checklist: - Add (Family of Curves) after the title	

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	PowerPoint: - Add (Family of Curves) after the title - Add (Family of Curves) on all graphs - Revise Slide 9 to include the step to remove curves - Slide 10 will include label to remove extra points - Slide 12 will have them removed - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
T 272	<i>FOP for AASHTO T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, Lori suggested adding a table to help identify the method to be used when pounding the one-point proctor. Madeline submitted the ‘individual’ and ‘family’ graphs with the area that the one-point must fall within to be usable shaded for easier identification. <u>There are no revisions to the AASHTO method in 2025.</u> <u>Revision discussion</u> The committee members reviewed the drafted table and decided that the common cells should be merged. They also agreed with adding ‘for full apparatus requirements’ to the FOP for AASHTO T 99/T 180 reference in Apparatus. The committee decided that when using an individual moisture – density curve, Step 1 should be reformatted to Steps 1, 1a, and 1b, and revised. The committee likes Madeline’s proposed shaded area on the ‘individual’ and ‘family’ graphs and felt it would be a good training aid. Madeline agreed to provide graphs in Excel to Desna for incorporation into the training materials. They also instructed Desna to change the title of the ‘Reference Curve’ to ‘Individual Reference Curve’ for consistency.	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	<u>Discussion item</u> There was a lengthy discussion on how to determine if the appropriate ‘individual curve’ is used with a one point determination. Adam provided ODOT’s ‘Appendix A Guidelines for selecting a single curve.’ This will be added to the reference folder in the FOP Library. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - Add Table 1, Field Selection of Apparatus – English - Add shaded areas on the graph showing the area that the one-point determination must fall within - Revise Step 1 in the Maximum Dry Density and Optimum Moisture Content Determination Using an Individual Moisture – Density Curve section - Change title of the ‘Reference Curve’ to ‘Individual Reference Curve’ Performance Exam Checklist: - None. PowerPoint: - Add shaded area to graphs - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval. D B Consulting</i>	
T 85	<i>FOP for AASHTO T 85, Specific Gravity of Coarse Aggregate</i> <u>No revisions proposed before the meeting.</u> <u>2025 AASHTO revisions:</u> - New date - Definitions - Significance	

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	<u>Revision discussion</u> The committee decided to remove the second sentence in the absorption definition, which matches the revision in the AASHTO Standard. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Remove ‘The aggregate is considered “dry” when it has been maintained at a temperature of 110 ±5°C (230 ±9°F) for sufficient time to remove all uncombined water,’ from the absorption definition. Performance Exam Checklist: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	DB CONSULTING
T 310	<i>FOP for AASHTO T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i> <u>No revisions proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
T 355	<i>FOP for AASHTO T 355, In-place Density of Asphalt Mixtures by Nuclear Methods</i> <u>There were no revisions proposed before the meeting.</u> <u>There are no revisions to the AASHTO method in 2025.</u> <i>There are no revisions to the 2025 Training Materials.</i>	
EXAMS	<i>Embankment & Base and In-Place Density Written Examinations</i> Correct ‘Developing Soil Moisture-Density Relations,’ some references do not have the hyphen.	

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Topic	Discussion / <i>Decision</i>	Action Required By:

	Misty reminded the committee to write questions to replace the True/False questions. She asked Desna to schedule a meeting to discuss the new questions. Desna sent a meeting invitation for Aug. 25th and requested that the new questions be submitted to her by Aug. 20th. The committee also decided to replace some of the calculation questions for the FOP for AASHTO T 85. Each exam currently has three calculation questions. Near the end of the meeting, Isabelle submitted new questions for the committee to review. These questions were incorporated into the exams. Madeline had some formatting revisions which were fixed. Madeline also asked that 'Family of Curves' be incorporated where appropriate and requested Exam 3, Question 14 be modified for clarity. These were approved. <i>The committee members will draft new exam questions and send them to Desna by August 20th, and review during the meeting on August 25th.</i> <i>Committee members: refer to the exam errata for specific revisions.</i> <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	QAC MEMBERS D B CONSULTING
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SELF-CONSOLIDATING CONCRETE TESTING TECHNICIAN (SCCTT) MODULE

T 347 / T 351	<i>FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)</i> <u>Revisions proposed before the meeting:</u> During the 2025 Winter Meeting, Sean said that the PowerPoint presentation needs a picture with a plate that shows the central location of the mold. <u>There are no revisions to the AASHTO methods in 2025.</u> <u>Discussion</u> Adam, Isabelle, and Dan agreed to get pictures of the bullseye plate for the training materials. Desna said that if they are	ADAM ROSE
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Topic	Discussion / <i>Decision</i>	Action Required By:

	provided soon, they will be included in the 2025 Training Materials. <i>Adam, Isabelle, and Dan will provide pictures on the bullseye board.</i> <i>There are no revisions to the 2025 Training Materials.</i>	DAN GETTMAN ISABELLE PANOS D B CONSULTING
T 345	<i>FOP for AASHTO T 345, Passing Ability of Self-Consolidating Concrete by J-Ring</i> <u>There were no revisions proposed before the meeting.</u> <u>2025 AASHTO revisions</u> - New date - Changed apparatus dimensions - Brackets to parentheses - Figure 1 revisions <u>Revision discussion</u> The committee approved the revisions to the FOP to match the AASHTO Standard's revisions. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - Revise apparatus dimensions - Crop Figure 1 to match AASHTO revision Performance Exam Checklist: - None PowerPoint: - Revisions to match the FOP <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING

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Topic	Discussion / <i>Decision</i>	Action Required By:

TM 18	<i>WAQTC TM 18, Penetration Test for Static Segregation Resistance of Self-Consolidating Concrete (SCC)</i> <u>There were no revisions proposed before the meeting.</u> <u>2024 ASTM C1712 revisions</u> These revisions did not affect the training materials. FOP: - New revision date - New ASTM date Performance Exam Checklist: - None PowerPoint: - None <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
TM 19	<i>WAQTC TM 19, Static Segregation of Self-Consolidating Concrete (SCC) Using the Column Method</i> <u>There were no revisions proposed before the meeting.</u> <u>2024 ASTM C1610 revisions</u> - Added strike-off of middle and bottom sections. <u>Revision discussion</u> The committee approved the revisions to the FOP to match the ASTM Standard's revisions. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New ASTM date - Add steps to strike off the middle and bottom sections Performance Exam Checklist: - New revision date - Add steps to strike off the middle and bottom sections PowerPoint: - Revisions to match the FOP	

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	<i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
EXAMS	<i>There are no revisions to the 2025 Training Materials.</i>	

GENERAL FILES

01_GEN_PREFACE	<i>Preface</i> <u>Revisions proposed before the meeting:</u> Desna drafted revisions to the preface to match revisions the Board approved in the Mission Statement section the <i>Administration Manual</i>. The committee reviewed the revisions and approved. <u>Proposed revisions to the training materials:</u> - Revise Mission Statement to match Mission Statement in the Administration manual. - Editorial edits in the Background and Objectives sections <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
TERMINOLOGY	<i>Terminology</i> <u>Revisions proposed before the meeting:</u> Gilbert suggested that the term ‘smartly’ be defined in Terminology. Based on the usage, the part of the definition that is appropriate is ‘quickly and usually done with force.’ The committee also wanted to further address how concrete should be consolidated in the tapping step after rodding in the FOP’s for AASHTO T 121, T 152, and R 100. It was decided to add the following statement to the appropriate PowerPoint slides in the notes. ‘For thorough consolidation of a concrete layer, increase or decrease the amount of force from the mallet for each tap around the perimeter to close the voids and release trapped air.’ <u>Proposed revisions to the training materials:</u> - Add definition of ‘smartly’ in Terminology.	

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	<i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
BACKGROUND	<i>Background</i> During discussions, it was mentioned that the Background section that is in all the training modules has not been reviewed for a long time. There are concepts that are discussed that may or may not be relevant. Misty asked committee members to volunteer to review the section, decide what is relevant, and suggest revisions. Sharon and Adam volunteered to review it, and Misty volunteered for herself and Gilbert. She also recommended that the rest of the committee keep it in mind while training and keep a list of suggestions. <i>Sharon, Adam, Gilbert, and Misty will review the Background section of the General files for possible revision in 2026.</i>	SHARON TAYLOR ADAM ROSE GILBERT ARREDONDO MISTY MINER QAC MEMBERS
REVISION REVIEW ASSIGNMENTS	The 2026 revision review assignments are: General: Gilbert Arredondo and Sharon Taylor Embankment & Base and In-place Density: Madeline Enright and Dan Gettman Concrete: Mark Willoughby and Misty Miner Aggregate: Isabelle Panos, Adam Rose, and Sharon Taylor Asphalt: Dan Gettman, Gilbert Arredondo, and Mark Willoughby SCC: Isabelle Panos and Adam Rose Administration Manual and RPIH: Misty Miner and Gilbert Arredondo The committee members will review all the training materials: Student and Short FOPs, Review Questions, Performance Exams, Written Exams, and PowerPoint presentations for the module(s) they are assigned. Corrections will be sent to Desna and Lori. Desna was asked to include links to the shared folder in the Google Drive when draft revisions are sent. She agreed.	QAC MEMBERS

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Topic	Discussion / <i>Decision</i>	Action Required By:

	<i>Desna will send the draft revisions with links out by Sept. 6th. Review deadline is Sept. 20th.</i>	D B CONSULTING
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FOP LIBRARY

TM 15 REVISIONS	<i>WAQTC TM 15, Laboratory Maximum Dry Density of Granular Soil and Soil/Aggregate, Champion Mark Willoughby</i> <u>Revisions proposed before the meeting:</u> Mark indicated during the 2025 Winter Meeting that WSDOT may have additional revisions to propose and, if they are approved, would like to have them incorporated during the Summer Meeting. <u>Revision discussion</u> The committee approved the proposed revisions to the apparatus. Additional revisions to the FOP were approved during the 2025 Winter Meeting. <u>Proposed revisions to the training materials:</u> FOP: - New revision date - New dimensions and criteria for the small and large mold assemblies in Apparatus <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
CHAMPION(S)	<i>FOP for AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate</i> <i>FOP for AASHTO T 217, Speedy Moisture in Soils</i> <i>WAQTC TM 14, Asphalt Mixture Laboratory Prepared Test Specimen</i> <i>WAQTC TM 16, Flat and Elongated Particles in Coarse Aggregate</i> Due to Sean Parker and Lori Copeland's departure from their respective DOT's, there are multiple FOPs in the FOP Library that need champions. According to the FOP Library Work Plan: 1. When an FOP champion departs from the QAC	

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	a. The champion's replacement decides whether to assume these duties. b. If this individual will not assume the duties for the FOP i. Open the position to volunteers 1. Co-champions 2. Other stakeholders c. If no champion is assigned, the FOP is 'discontinued' i. Date of last revision appended to link title d. Removed from library after three years Isabelle agreed to champion future revisions to the FOP for AASHTO T 84. Sharon agreed to Champion the FOP for AASHTO T 217; and Adam agreed to champion WAQTC TMs 14 and 16. <i>These QAC members will be listed as the champions of their respective FOPs</i>	SHARON TAYLOR ISABELLE PANOS ADAM ROSE
T 331	<i>FOP for AASHTO T 331, G_{mb} Using Automatic Vacuum Sealing Method, Champion Mark Willoughby</i> Desna was asked to confirm expected revisions to AASHTO T 331. <u>2025 AASHTO revisions:</u> - New date - Oven in Apparatus - Thermometer in Apparatus - Bag dimensions in Procedure <u>Revision discussion</u> The committee decided to add the same note on the water bath circulator that will be added in the FOPs for AASHTO T 209 and T 166. The committee also decided to approve the revisions for 2025 training materials instead of waiting for 2026 Winter Meeting.	

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Topic	Discussion / <i>Decision</i>	Action Required By:
	<u>Proposed revisions to the training materials:</u> FOP: - New revision date - New AASHTO date - New Note 1 about water bath circulators - Revise requirement for the thermometer - Revise plastic bag dimensions <i>These revisions will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING
R 66 PERFORMANCE EXAM CHECKLIST	<i>Performance Exam Checklists</i> Mark proposed a Performance Exam Checklist for this FOP during the 2025 Winter Meeting. At that time the committee decided that the draft needed more work. Mark repropoed a revised checklist that was approved. <i>This Performance Exam Checklist will be included in the 2025 Training Materials FOP Library subfolder pending Executive Board approval.</i>	D B CONSULTING
REFERENCE FOLDER	During a discussion on what items are included in the library and on the website, the committee decided that there should be a subfolder for items that are for committee members to reference but not included on the website. <i>The FOP Library will include a 'Reference' folder holding items that are not universal training materials.</i>	D B CONSULTING
GRAVIMETRIC AIR CONTENT CALCULATION	<i>Gravimetric Concrete Air Content Calculation Spreadsheet</i> Dan told the committee that he was developing a gravimetric concrete air content spreadsheet during the 2025 Winter Meeting. He submitted the finished spreadsheet for inclusion in the FOP Library Reference folder. The committee reviewed the spreadsheet and agreed that it would be nice to have it available if needed. <i>The Gravimetric Concrete Air Content Calculation Spreadsheet will be included in the Reference folder of the FOP Library.</i>	D B CONSULTING

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SPREADSHEET FOR SCC TESTING	<u>Discussion item</u> During the 2025 Winter Meeting, Lori indicated that she used a spreadsheet to record the measurements while testing SCC. She was unable to clean it up and provide it to the committee before she left ITD. Misty asked Isabelle if she had access to it and if it was useful. Isabelle said she hadn't seen it. Misty said that since ITD is testing SCC, if someone develops a spreadsheet, it would be Isabelle's to share. Isabelle agreed. Lori emailed Isabelle the original draft version for reference. <i>SCC Spreadsheet is tabled.</i>	
NEW FOP FOR AASHTO R 64	<i>FOP for AASHTO R 64, Sampling and Fabrication of 50-mm (2-in.) Cube Specimens Using Grout (Non-Shrink) or Mortar</i> Dan suggested that WAQTC develop an FOP for AASHTO R 64 for the FOP Library. This AASHTO Standard was originally a WAQTC test method that was adopted by AASHTO. Mark indicated that WSDOT has a practice they use instead of the AASHTO practice. He said he would be interested in helping Dan develop an FOP. <i>Mark and Dan will develop an FOP for AASHTO R 64. They will have a draft ready for distribution by November 14th</i>	DAN GETTMAN MARK WILLOUGHBY

WAQTC ITEMS

THIRD-PARTY EXAM DELIVERY	<u>Discussion item</u> Isabelle asked what the time frames are for retesting in Webassessor. Desna explained that the <i>WAQTC Administration Manual</i> allows the agency to decide their retesting rules. Webassessor rules were agreed upon by those agencies using it. Webassessor allows two registrations in a row and then 30 days before the technician can register again a third and fourth time, then another 30 days. Desna also said that if there is a reason the agency wants to waive this there is a way she can arrange another registration in Webassessor.	
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	<u>Action items</u> Mark said that the technicians are not contacting the agencies when there are questions. Desna reviewed the emails that Webassessor sends and found that the contact information is incomplete on some of the emails. She said that she would get it corrected. Madeline asked if agency specific exams could be delivered through Webassessor. Desna said that it has been discussed. The board would need to decide how to address any added expense that would be incurred. She recommended that Craig Wieden, CDOT and Executive Board member, discuss it with the board. Desna said that she will review the contract with Kryterion to see if there are limitations on the number of exams that can be offered through Webassessor. <i>Desna will get the emails from Webassessor to the candidates revised with better agency member contact information.</i> <i>Desna will review the WAQTC contract with Kryterion for more information on additional exams.</i>	DESNA BERGOLD
SAMPLING MODULE	During the 2025 Winter Meeting, Misty told those on the committee who want a WAQTC sponsored Sampling Module to decide which FOPs it would include and how long the certification would last. Misty also said she had a discussion with the board during the Executive Board Spring Meeting, and they are in favor of offering a Sampling Module. Desna showed the committee the list that Dan provided of the module AKDOT offers. The list included sampling aggregate, asphalt mixtures, and asphalt binder, and reduction of aggregates and asphalt mixtures. Gilbert said that UDOT offers a similar sampling and reduction, they also have a module that includes sampling, reduction, and density. Mark said that they only offer the sampling portion but not the reduction. Mark was asked if he could agree to sampling and reduction. He said he would work with WSDOT to approve it. The proposed Sampling and Reduction module will include:	

Topic	Discussion / Decision	Action Required By:
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	- FOP for AASHTO R 90, Sampling Aggregate Products - FOP for AASHTO R 76, Reducing Samples of Aggregate to Testing Size - FOP for AASHTO R 97, Sampling Asphalt Mixtures - FOP for AASHTO R 47, Reduction of Asphalt Materials - FOP for AASHTO R 66, Sampling Asphalt Materials <i>The new Sampling and Reduction Module will be included in the 2025 Training Materials pending Executive Board approval.</i>	D B CONSULTING MISTY MINER
ADA COMPLIANCE WORKPLAN	Desna said that she started revising some of the concrete FOPs to comply with accessibility requirements. She used the Word Accessibility Assistant to investigate the documents. The Word files needed few revisions, mostly alternate text for pictures in the student files. She said that she needed to get a better grasp on the process in Adobe PDFs. Madeline offered some advice and explained that the multiple text boxes for each picture cause a great deal of problems. The text boxes need to be unstacked in Word before converting to PDF. Desna said she will continue to track the steps and time to make the concrete FOPs accessible. This information will be used to create a workplan. <i>D B Consulting will continue gathering information for the workplan.</i>	D B CONSULTING
DUAL UNITS IN THE FOPS	Misty was asked to discuss removing the dual units from the training materials and using the most common single units. In some cases, this would be the Imperial units and in other cases metric units (such as grams). <i>Misty will discuss dual units and single units with the Executive Board during the Executive Board Summer meeting.</i>	MISTY MINER

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ORGANIZATION DOCUMENTS/OPERATIONS MANUAL

ADMINISTRATION MANUAL & RPIH	<i>WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)</i> The board revised the proposed reciprocity language during the Executive Board Spring Meeting. The committee reviewed the board revisions. <i>Discussion item.</i>	
STYLE GUIDE	<i>WAQTC Style Guide</i> The board reviewed and approved the proposed revisions to the Style Guide. <i>Discussion item.</i>	
STRATEGIC PLAN	2025 Planned Work Priorities of the Executive Board, from the <i>2025 Strategic Plan</i>: • Continue work on ‘on-going’ activities. • Evaluate existing training materials for needed improvements / updates. • Member teleconferences to share developments in training and certification platforms. • Develop online training and videos. • Develop a work plan to address training materials for Americans with Disabilities Act (ADA) compliance. • Determine whether to develop a sampling module • Evaluate membership funding needs <i>Discussion item.</i>	

2025 WINTER MEETING ACTION ITEM FOLLOW UP

LOGO	The new WAQTC logo and banner are available for committee members’ use. The logo on the WAQTC.org webpage has been changed.	
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	Desna said that D B Consulting will change the logo on the covers of the training manuals and the WAQTC letterhead. <i>D B Consulting will update the logo wherever used.</i>	D B CONSULTING
WEBSITE	<i>WAQTC.org</i> During review of the recent revisions to the WAQTC.org website, the subcommittee discussed the related links section and asked if they all should remain. The committee said that as long as the links are current, they should remain. While reviewing the webpage, it was pointed out that the titles for the FOPs for AASHTO R 100 and T 11 need to be revised. Desna said that when the updates are uploaded to the website, she will make sure the titles are also updated. Desna was asked to find out if the website can have a private page for WAQTC members. Desna found a plugin, 'Unlist Posts & Pages Plugin,' that could be used to create an unsearchable page that can be shared with a link. She believes that this would have limited use as each file would need to be uploaded and linked to the page. Desna was also asked to have the links on the website open in a new tab instead of the same tab. She was able to change all the links except those in line with the text. She hasn't tried the links in the map, she said she would try. She was then asked if she could make the registries list buttons instead of a bulleted list. She said she would. It was recommended that the presentations used in training have website information. Desna asked which PowerPoint presentations should have the information. It was decided that each module's basics and the final slide of the module have a website slide. <i>D B Consulting will revise the website and PowerPoint presentation as directed.</i>	
SHARED DRIVE	Adam asked about the Google shared drive that has been mentioned during the meeting. Desna explained that UDOT set up a Google shared drive that the board and committee members can use. Sean, Adam's predecessor, was unable to access it. Adam requested access and will see if he can work out a means	

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	to use it. Adam's access to the shared drive was requested from UDOT. Desna was requested to add the Google Drive links when sending both the draft and final training materials announcement. She agreed. <i>Desna will include the shared drive links when announcing the draft and final training materials are prepared.</i>	
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ADDITIONAL ITEMS

EXECUTIVE BOARD MEETINGS	Executive Board Meetings and their content were discussed under the relevant items. <i>No further action required.</i>	
2026 QAC MEETING LOCATIONS	<i>2026 QAC Winter and Summer Meeting Locations</i> The committee discussed locations for the upcoming 2026 QAC Meetings. The committee considered the options and decided to request approval from the board for the following locations for each meeting. The 2026 QAC Winter Meeting will be held Jan. 26th to the 30th. Proposed locations: - Tempe, Arizona - Reno, NV - Farmington, UT The 2026 QAC Summer Meeting will be held July 13th through the 17th. Proposed locations: - Seattle, WA - Denver, CO - Bend, OR <i>Misty Miner and Gilbert Arredondo will discuss the meetings' locations with the Executive Board.</i>	MISTY MINER GILBERT ARREDONDO
OTHER ITEMS	<i>There were no other items to discuss.</i>	

2025 QAC Summer Meeting Action Items

QAC Member Follow Up

- Develop Embankment & Base/In-place Density new exam questions to replace some of the true/false exams.
- Submit the questions by August 20th
- Review *Background on Measurements and Calculations* in the General folder for updates. Identify information that may not be relevant to deliver.

Desna Bergold/Lori Copeland

- Meeting to review Embankment & Base/In-place Density new exam questions scheduled Monday August 25th.

FOP for AASHTO R 47, Reducing Samples of Asphalt Mixtures to Testing Size

- Send Performance Exam Checklist to QAC for review, request quick response.

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

- Send Performance Exam Checklist to QAC for review, request quick response.

FOP for AASHTO R 75, Developing Soil-Moisture Density Relations

- Modify slides with graphics. Add 'Family of Curves' after FOP for AASHTO R 75.

Third-Party Exam Delivery

- Exams will be updated and go 'live' January 1st

Sampling and Reduction Module

- Draft Module: Short, Student, Review, Performance Exam, Written Exam, PowerPoint, Admin Manual.

QC Spreadsheet Update

- Add page for list of documents that need updated when the title or number is changed

Website:

- Fix links behind Isabelle and Adam's contact
- Add reference to website in basics PowerPoint for each module and last slide of last method in each module.
- Related Links Tab: Remove redundancies.
- Update with new logos.

2025 QAC Summer Meeting Action Items

Misty Miner

Background

- Review *Background on Measurements and Calculations* in the General folder for updates. Identify information that may not be relevant to deliver.
 - Mass vs. weight
 - Real world limitations (FOP for AASHTO T176)

Revision review assignment

- Concrete
- Administration Manual and RPIH

Gilbert Arredondo

Background

- Review *Background on Measurements and Calculations* in the General folder for updates. Identify information that may not be relevant to deliver.
 - Mass vs. weight
 - Real world limitations (FOP for AASHTO T176)

Revision review assignment

- General
- Administration Manual and RPIH

Dan Gettman

FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)

- Provide pictures of the bullseye board.

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

- Develop FOP for FOP Library. Submit draft by November 14th

Revision review assignment

- Embankment & Base and In-place Density
- Asphalt

Madeline Enright

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

- Provide excel graph with shaded areas

2025 QAC Summer Meeting Action Items

Revision review assignment

- Embankment & Base and In-place Density

Isabelle Panos

FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)

- Provide pictures of the bullseye board. Revision review assignment
- Self-Consolidating Concrete
- Aggregate

Sharon Taylor

Background

- Review *Background on Measurements and Calculations* in the General folder for updates. Identify information that may not be relevant to deliver.
 - Mass vs. weight
 - Real world limitations (FOP for AASHTO T176)

Revision review assignment

- General
- Aggregate

Adam Rose

FOP for AASHTO T 347, Slump Flow of Self-Consolidating Concrete (SCC) and AASHTO T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)

- Provide pictures of the bullseye board.

Revision review assignment

- Aggregate
- Self-Consolidating Concrete

Mark Willoughby

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

- Develop FOP for Library. Submit Draft to Desna by November 14th

Revision review assignment

- Concrete
- Asphalt