

COLORADO DEPARTMENT OF TRANSPORTATION CP 16, PRETESTING MEETING AGENDA The purpose of this meeting is to clarify the expectations of CDOT for the consultant materials tester and to review some of the common issues that arise during typical projects. This form shall be used for consultants and may be used when CDOT is performing the testing.	Region:	Residency:
	Contract ID:	Date
	Project No.:	
	Proj. location:	

Attendance: It is recommended that the following people be in attendance:

CDOT Project Engineer:	Consultant materials tester's supervisor:
CDOT head tester:	Contractor quality control tester:
Region Laboratory representative (if available):	Contractor representative(s):
Consultant materials tester:	Supplier representative(s):
It is recommended this meeting occur one week prior to the need for testing. If some of the issues brought up at the meeting are not initially resolved, then there will be time to address them.	

1) Test result distribution:

Payment to the contractor is dependent on test results of materials. Therefore, it is critical that test results are distributed before the next day of production . Computer printout of the Moving Quality Level (MQLs) needs to be sent as well.			
Have all forms for reporting test results been provided to the consultant materials tester and contractor? yes no		Test results will be distributed by:	
Test results will be distributed to:	E-Mail Address:	CDOT Form #626* yes no	QLs** yes no
1)			
2)			
3)			
4)			
5)			
*When test results fail, a CDOT Form #626 (Field Laboratory Test Results) shall be sent to the above people that request it. **When QLs (Quality Levels) and pay factors are calculated, they shall be sent to the above people that request it.			
What mix designs have been submitted and approved?			
Who is authorized to sign the Form #626?		Who will calculate the QLs and pay factors?	
Who will distribute the QLs and pay factors?		How often will the QLs and pay factors be distributed?	
Which versions of software will be used to calculate pay factors?			
Does the consultant have this software installed? yes no		Does the contractor have copies of this software? yes no	
Who from the contractor will be responsible for maintaining the MQLs?			

Previous editions are obsolete and may not be used.

2) Special reports

In some instances that involve a long testing procedure (volumetrics, cylinders, etc.), the results need to be distributed no later than the day after the test is completed. The following protocol should be used for the distribution of these tests.

	Distributed by	Distributed when
Concrete cylinder breaks:		
Asphalt volumetrics:		
Rice:		

3) Procedural review

These are common areas of concern for testing materials on CDOT projects. It is recommended to review these during this meeting.

Forms:	Does the consultant materials tester have the Form #250?	Does the consultant materials tester have the Form #379?	Does the consultant materials tester have the Confidential Random Sampling Schedule?
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Concrete: Time constraints and procedures for making cylinders and beams (AASHTO T 141, 23, and 97)

Acceptance cylinders and/or beams:	Field cured cylinders:
Sampling location within load:	Special requirements:
Sampling method (divert entire stream): (i.e. wheelbarrow preferred)	
Location of water tank for initial cure (first 24 hours):	Bridge Deck Curing Measures (thermocouples etc.):
Weekend pours (sampling and handling after 24 hours):	Maturity meter calibrations for fast track paving, completed by?
Location of cure (after 24 hours):	
Transportation (how and when):	

Asphalt:	Gradation	AC/Rice	Binder	Density
Sample location:				
Sample taken by:				
Sample witnessed by:				
Sample method:				
Sample split by:				
Sample delivered by:				
Test location:				
Tested by:				
Review sample size:	Aggregate:	Binder:	HBP:	

Special sampling requirements:

4) Protocol for Failing Tests

During production of materials, it is possible that test results of materials could fail. It is desirable to understand the protocol that will be followed when this happens. Typical actions could include: meeting, coring, retest, third party testing, check testing program, price reduction, correction methods, suspension of production, test saved splits, etc.

Concrete	
Slump:	Air:
Compressive Strength (CP 65):	Yield:
Flexural Strength:	Sand Equivalent
How will the QLs and pay factor be handled?	

Asphalt	
Density:	Gradation:
Asphalt Content:	Stability:
Volumetrics:	Binder:
How will the QLs and pay factor be handled?	

Soils	
Density:	Moisture:
Soil Bearing Value:	
Soil Profile:	Soil type:

5) Head tester commitments

The CDOT head tester will assist the consultant materials tester with a limited amount of help. This assistance will be scheduled between the two testers. This will include: review of the Field Materials Manual, setting up the book for project documentation, reviewing the book throughout the project, new CDOT tests and protocols, and one copy of the project plans and specifications.

The CDOT head tester will not assist in training the consultant materials tester in test procedures or protocol. Consultants will provide cylinder molds (Jatco), asphalt binder cans, and 3 ring binders (all shall be new). Current copies of the specification book, Field Materials Manual, and other publications/materials needed for the project will also be provided by the consultant.

Head tester:	Phone:	Cell:	E-Mail Address:
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6) Protocol for switching consultant materials testers

It is desirable for the consultant materials tester to be the same throughout the entire project. However, it is understood that situations arise that create the need for the consultant to switch the tester. This should be minimized. When a switch does occur, the following Protocol is required for a smooth transition.

If known in advance - A reduced check testing program (at least 3 samples) needs to be performed. The replacement tester needs to spend at least one day on the project with the original tester.

If not known in advance

- A reduced check testing program (at least 3 samples) needs to be performed within one week. Additionally, the replacement tester's supervisor needs to be present for at least one full day or night of testing with the replacement tester and until the replacement tester is familiar with the project.
- The replacement tester's supervisor needs to be present for the days or nights of testing with the replacement tester until the original tester returns.

Short Term (Only 1 or 2 days)
Any additional supervision costs incurred because of switching consultant materials testers will not be charged to the project.

Materials consultant tester's immediate supervisor is:	Supervisor's phone number:	Cell:
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7) Equipment Change

The same equipment (nuclear moisture/density gauge, air meter, etc.) needs to be used throughout the project. When a tester is switched, the new tester needs to use equipment that was used previously on the project. If the equipment breaks down or is replaced, it has to be calibrated or correlated appropriately before use.

8) Check testing program

The check testing program needs to be completed before production begins.	
Check testing started on:	Check testing completed on:
What was the average of the differences in each of the tests?	
Gradation:	Rice:
Asphalt content:	Density:
Did it correlate?	If not, then what is the next step?

9) Independent Assurance Tests

The Form #379 indicates the number of Independent Assurance Tests (IAT) that are required. It is the responsibility of the materials consultant to schedule these tests. It is necessary to schedule the tests a minimum of 24 hours in advance. To schedule the test contact:		
Contact:	Phone:	Cell:
Additionally, the tests should be scheduled (when possible) during a large or typical production operation - not the end of a job or small quantity. If there are problems with the test results, it is better to schedule the IAT sooner rather than later.		

10) Qualified laboratory

The consultant laboratory needs to be qualified in order to perform verification testing. The equipment serial numbers to be used on the project will also be documented and given to the head tester. In order to get the laboratory inspected, so that it may become qualified, contact:		
Contact:	Phone:	Cell:
Date laboratory was qualified:	By:	
AASHTO accredited laboratories will be considered qualified.		

11) Certified personnel

Do the testers have the appropriate certifications for concrete testing (ACI Lab Tech I, Lab Tech II or Field Tech I), asphalt testing (LabCAT Level A, Level B or Level C), and soils (WAQTC, Embankment and Base)?	
Tester:	Certifications:
Tester:	Certifications:

12) Resolution of testing issues

Issues may develop on the project between the contractor, consultant, and/or CDOT as a result of test results or test procedures. It is recommended that the issues be dealt with appropriately. The CDOT Head Tester or Project Engineer should deal with all issues that arise from the testers. The consultant tester should not try to resolve issues with the contractor. If the problem is not resolved, then the two supervisors should meet. Every effort should be made to resolve the issue at the lowest possible level.

13) Materials consultant supervisor

The materials consultant tester project supervisor is:	Supervisor's phone number:	Cell or Mobile:
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14) Weekly meetings

The purpose of weekly meetings is to ensure that an adequate job is being performed. If there are any issues, they need to be addressed. This meeting can be a regularly scheduled meeting or can occur sporadically depending on the progress on the project and the consultant's expertise.			
Attendance: CDOT representative, consultant tester, and contractor representative.		Where:	
Day:		Time:	
Who will attend?	Name	Company	Phone
1)			
2)			
3)			
4)			