

# WAQTC QAC COMMITTEE MEETING MINUTES

<p><b>CHAIR:</b> GARTH NEWMAN, ITD  <b>RECORDER:</b> DESNA BERGOLD, D B CONSULTING</p>	<p><b>DATE:</b> JAN. 30<sup>TH</sup> THROUGH FEB. 3<sup>RD</sup>, 2017  <b>TIME:</b> 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  <b>LOCATION:</b> ELDORADO, RENO, NV</p>
<p><b>ATTENDING:</b>  GARTH NEWMAN, ITD AND MISTY MINER, MDOT  QAC CHAIR GILBERT ARREDONDO,  SEAN PARKER, ODOT AND UDOT  QAC VICE CHAIR MEGAN CHATFIELD, WFL-  DAN GETTMAN, AKDOT &amp; FHWA  PF RANDY MAWDSLEY,  CHRISTOPHER P. RUSSELL, WSDOT  CDOT</p>	<p><b>ABSENT:</b>  BRIAN LEGAN, NMDOT</p>

**MEETING ITEMS:**

REVIEWS OF AASHTO REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE

1. Revisions to Embankment/Base and In-Place Density AASHTO Test Methods
  - a. T 255, Moisture Content of Aggregate
  - b. T 265, Moisture Content of Soil
  - c. T 99, Moisture/Density Relations
  - d. T 180, Moisture/Density Relations
  - e. R 75, Developing a Family of Curves
    - i. Oklahoma DOT suggested an appendix for further guidance – Garth email
  - f. T 272, One-Point Method
    - i. New 8.3.6 referencing T 99 or T 180
    - ii. Correcting max. dry density and optimum moisture for coarse particles – Garth – from 2016
    - iii. Reporting accuracy and additions – Garth
    - iv. Discussion – one-point v. family – Christopher
  - g. T 85,  $G_{sb}$
  - h. T 310, In-place Density and Moisture Content of Soil-Aggregate
  - i. T 355, In-Place Density of Asphalt Mixtures by Nuclear Methods – one 4-minute test proposal – Randy
2. FOP for T 90 update – Dan Gettman
3. Revisions to Concrete AASHTO Test Methods
  - a. R 60, Sampling Concrete
  - b. T 309, Temperature
  - c. T 119, Slump
    - i. Proposed revision to section 4.2 concerning agg. size - Garth
  - d. T 152, Air Content
  - e. T 121, Density
  - f. T 23, Test Specimens

**MEETING ITEMS CONTINUED:**

4. Revisions to Aggregate AASHTO Test Methods
  - a. T 2, Sampling Aggregate
    - i. R XX from AASHTO SOM
  - b. R 76, Reduction
  - c. T 255, Moisture Content of Aggregate
  - d. T 11, Wash
  - e. T 27, Sieve Analysis
  - f. T 176, Sand Equivalent
  - g. T 335, Fractured Particles
5. Revisions to Asphalt AASHTO Test Methods
  - a. T 168, Sampling HMA
    - i. R XX Sampling Asphalt Mixtures
  - b. R 47, Reducing Asphalt Mixtures
  - c. T 329, Moisture Content
  - d. T 308, Asphalt Content
    - i. Revise to 'Asphalt Materials'
  - e. T 209,  $G_{mm}$ 
    - i. What is going on with the revisions proposed in 2014? - Garth
  - f. T 166,  $G_{mb}$
  - g. R 66, Sampling Asphalt Material
  - h. T 30, Sieve Analysis
  - i. T 312, Gyrotory
  - j. R 35, Superpave Volumetric Design
6. Other AASHTO:
  - a. T 304; Uncompacted Void Content of Fine Aggregate
    - i. Copper cylinder meeting ASTM B88 Type M or C. – Garth
  - b. T 113, Lightweight Pieces in Aggregate – follow up from 2015 –Sean
  - c. Discussion item, proposals to non WAQTC related AASHTO revisions – Garth
    - i. T 167, Compressive Strength of Hot-Mix Asphalt – method is a mess
    - ii. T 283, Resistance of Compacted Asphalt Mixtures to Moisture-Induced Damage – method is a mess
  - d. Greg Christensen's TP-XX Constant Mass

**WAQTC ISSUES**

7. Revisions to the Administration Manual - Sean
8. Archiving historical documents - Garth to send hard copies to Brad Neitzke and disks to Desna
9. Report from Executive Board meetings – Garth Newman
10. AMRL response to questions on R 18 from Executive Board meeting – Garth
11. Formatting the training materials common front pieces as WAQTC instead of each module being formatted differently – Misty
12. Revision to Roles and Responsibilities of QAC member – Dan

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
Welcome	<p>Garth Newman, ITD and Qualification Advisory Committee (QAC) Chair, welcomed the committee members to Reno.</p> <p>Desna Bergold, D B Consulting, verified that all attendees had received and downloaded the most recent agenda and working documents.</p>	
REVIEWS OF AASHTO 2016 REVISIONS AND QAC PROPOSED REVISIONS FOR EACH PROCEDURE		
AASHTO TEST METHODS COVERED IN THE WAQTC EMBANKMENT/BASE AND IN-PLACE DENSITYMODULES		
T 255	<p><i>AASHTO T 255; Total Evaporable Moisture Content of Aggregate by Drying</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 265	<p><i>AASHTO T 265; Laboratory Determination of Moisture Content of Soils</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 99/T 180	<p><i>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></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
R 75	<p><i>AASHTO R 75; Developing a Family of Curves</i></p> <p>Garth told the committee that Oklahoma DOT suggested an appendix should be drafted to the practice that provides guidance in selecting related compaction curves that belong in a Family. The committee reviewed the practice and determined that the <i>Significance and Use</i> Section in R 75 and T 272 covered the topic pretty well.</p> <p><i>No proposed revisions to the AASHTO practice at this time.</i></p> <p>Garth asked which agencies have begun training and qualifying on this new practice using WAQTC's Field Operating Procedure (FOP). Chris Russell, CDOT, said that they have given some courses with the new materials and it has gone</p>	

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	<p>pretty well, but they felt it was beneficial to walk through a Performance Exam together before the actual testing.</p> <p>Understanding how helpful that could be, it was determined that an example similar to the Performance Exam would be useful in the training.</p> <p>Desna was asked to create an example, based on the current Performance Exam #3, as soon as possible with a PowerPoint soon to follow so that they would be available for supplemental training materials this training season.</p> <p>Randy Mawdsley, WSDOT, volunteered to develop a new performance exam #3 for review and incorporation in to the training materials for 2018.</p> <p><i>Desna will send the R 75 training example worksheet for review by Feb. 10<sup>th</sup> and the PowerPoint by March 1.</i></p> <p><i>Randy will develop a new Performance Examination No. 3 by April 1<sup>st</sup>, and Desna will distribute for review.</i></p> <p><i>Committee will review the Performance Examination for final approval at the Summer meeting.</i></p>	<p>DESNA BERGOLD</p> <p>RANDY MAWDSLEY</p> <p>QAC MEMBERS</p>
T 272	<p><i>AASHTO T 272; One-Point Method for Determining Maximum Dry Density and Optimum Moisture</i></p> <p>Garth drafted and proposed a revision to the method to include references to T 99 and T 180 when oversized particles are removed while performing the one-point determination. He also proposed additions and corrections in the Report section.</p> <p>Proposal included adding in Sections 8.2.3 and 8.3.4:</p> <p style="padding-left: 40px;">When oversized particles have been removed, it is necessary to use the annex from T 99 or T 180 to determine the corrected maximum dry density and optimum moisture content.</p> <p>Additions / revisions in Section 9 <i>Report</i>:</p> <p>9.1. <i>The report shall include the following:</i></p> <p>9.1.1. The standard (T 99 or T 180) and method used</p>	

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	<p>(A, B, C, or D).</p> <p>9.1.2. The optimum moisture content as a percentage to the nearest <b>0.1 percent</b></p> <p>9.1.2.1. <b>The corrected optimum moisture, if applicable.</b></p> <p>9.1.3. The maximum dry density to the nearest <b>1 kg/m<sup>3</sup> (0.1 lb/ft<sup>3</sup>).</b></p> <p>9.1.3.1. <b>The corrected maximum density, if applicable.</b></p> <p><i>Revisions to T 272 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
T 85	<p><i>T 85, Specific Gravity of Coarse Aggregate</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 310	<p><i>T 310; In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 355	<p><i>T 355; In-place Density of Asphalt Mixtures by Nuclear Methods</i></p> <p>Randy presented WSDOT's proposal to include an alternate method to determine in-place density:</p> <p>9.3.3. <i>Alternate Method No. 3:</i></p> <p>9.3.3.1. Place the gauge on the test site parallel to the direction of travel of the rollers. Using a crayon or chalk, mark the outline or footprint of the gauge. Then place the probe in the backscatter position.</p> <p>9.3.3.2. Take a 4-min test and record the (wet) density reading.</p> <p>While reviewing the method the committee determined that rephrasing Section 9.3 to read '<i>Thin layer, Backscatter or Backscatter/Air-Gap Ratio Mode of In-Place Nuclear Density</i>' is more accurate.</p> <p><i>Revisions to T 355 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 90	<p><i>T 90, Determining Plastic Limit and Plasticity Index</i></p> <p>The committee decided to discuss updates to the FOP for T 90 for the WAQTC Library while discussing the Embankment and Base related methods.</p> <p>Dan Gettman, AKDOT, is the champion for T 90 and has reviewed recent revisions in the AASHTO Test Method and recommended the updates in the FOP</p> <p><i>Desna will incorporate Dan’s revisions in the FOP for T 90 and send to the committee for review and eventual posting in the WAQTC Library.</i></p>	DESNA BERGOLD
CONCRETE		
R 60	<p><i>R 60; Sampling Freshly Mixed Concrete</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 309	<p><i>T 309; Temperature of Freshly Mixed Hydraulic Cement Concrete</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 119	<p><i>T 119, Slump of Hydraulic Cement Concrete</i></p> <p>Garth proposed revisions to Section 4.2 in <i>Significance and Use</i>, to clarify removing aggregate retained on the 37.5 mm [1.5 in.] sieve.</p> <p>The committee agreed with the proposed revision. While reviewing the method to clarify the reference to R 60, it was decided to revise Sections 6, <i>Sample</i>, and 7, <i>Procedure</i>.</p> <p>Section 6 to read:</p> <p>6.1. Obtain a representative sample according to R 60. If any aggregate is retained on the 37.5mm (1½ in.) sieve, the aggregate must be removed according to “Additional Procedures for Large Maximum Size Aggregate Concrete” in R 60.</p> <p><b>Note 1</b>—Testing shall begin within five minutes of obtaining the sample.</p>	

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	<p>Section 7 was rewritten into a ‘Step’ method, much like the WAQTC FOP.</p> <p><i>Revisions to T 119 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
T 152	<p><i>T 152; Air Content of Freshly Mixed Concrete by the Pressure Method</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 121	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 23	<p><i>T 23; Making and Curing Concrete Test Specimens in the Field</i></p> <p>The committee reviewed recent revisions to the AASHTO method, most of which were proposed by WAQTC. The proposed requirement to use the mold lids was removed during the Technical Section (TS) 3c meeting.</p> <p>During the review a discrepancy was noted, the final sentence in Section 10.1.2 addresses the use of cardboard molds; M 205 does not allow paper molds.</p> <p>Proposed revisions include removing the sentence from Section 10.1.2 and making <i>Note 8</i> into two paragraphs because it discusses two distinct topics,</p> <p><i>Revisions to T 23 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
AGGREGATE		
T 2	<p><i>T 2; Sampling of Aggregates</i></p> <p>WAQTC’s <i>R XX; Sampling of Aggregates</i> was balloted by AASHTO TS 1c in 2016, there was one negative vote and multiple comments.</p> <p>The QAC reviewed the negative vote and comments and addressed revisions in response to the comments and no vote.</p>	

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	<p>Revisions include:</p> <p>Changing the name to <i>Sampling Aggregate Products</i>, to indicate that the practice is not intended to address sampling at sources and for preliminary site investigations.</p> <p>Added reference to ASTM D 75 for sampling at sites and for preliminary site investigations.</p> <p>Removing definition for Nominal Maximum Size, any accepted definition will result in the same size sample.</p> <p>Multiple editorial revisions.</p> <p><i>Revisions to the R XX; Sampling Aggregate Products, will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
R 76	<p><i>R 76; Reducing Samples of Aggregate to Testing Size</i></p> <p><i>No proposed revisions to the AASHTO practice at this time.</i></p>	
T 255	<p><i>T 255, Total Evaporable Moisture Content for Aggregates</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 11	<p><i>T 11; Materials Finer Than 75-<math>\mu</math>m (No. 200) Sieve in Mineral Aggregates by Washing</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 27	<p><i>T 27; Sieve Analysis of Fine and Coarse Aggregates</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
T 176	<p><i>T 176; Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	



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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 335	<p><i>T 335; Determining the Percentage of Fracture in Coarse Aggregate</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	
ASPHALT		
T 168	<p><i>T 168; Sampling Bituminous Paving Mixtures</i></p> <p>During the Executive Board Fall teleconference the Board instructed the QAC to develop a new <i>R XX; Sampling of Asphalt Mixtures</i>.</p> <p>Desna created a draft <i>R XX</i> for the committee to review and propose revisions before the meeting. The committee addressed the comments and approved the new <i>R XX; Sampling of Asphalt Mixtures</i> to be presented to the Board.</p> <p><i>Revisions to the R XX; Sampling Asphalt Mixtures, will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
R 47	<p><i>R 47; Hot Mix Asphalt (HMA) to Testing Size</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 329	<p><i>T 329; Moisture Content of Hot Mix Asphalt (HMA) by Oven Method</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 308	<p><i>T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method</i></p> <p>The committee recognized that the term ‘hot mix asphalt (HMA)’ needs to be changed to ‘asphalt materials,’ as ‘asphalt materials’ is now the preferred term.</p> <p>Garth felt that this could be done editorially by the AASHTO technical writers. The committee agreed to ask the Board to make this request.</p> <p><i>Garth will present the QAC request to the Board.</i></p> <p><i>No other proposed revisions to the AASHTO method.</i></p>	GARTH NEWMAN

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 209	<p><i>T 209; Theoretical Maximum Specific Gravity (<math>G_{mm}</math>) and Density of Hot Mix Asphalt (HMA)</i></p> <p>The WAQTC proposed extensive revisions to this method in 2014. There were quite a few comments from TS 2c members so the Chair created a Task Force to review the proposal and address the comments. Garth is a member of the Task Force and reported on their progress to the committee.</p> <p>The Task Force has resolved all the comments but one. The remaining issue is Figure 1, <i>Example of Correct Arrangement of Testing Apparatus</i>. The intermediate water vapor traps are not required for ‘oil-less’ vacuum pumps. Another issue is the figure is described in a note, which implies that it is not mandatory information. But, saying that it is the ‘correct’ arrangement implies that the illustrated arrangement is required.</p> <p>The Task Force asked WAQTC if they have any suggestions.</p> <p>The committee reviewed the method and their earlier proposed revisions and made some suggestions for the Task Force:</p> <p>Where Section 6.4.1 addresses the water vapor trap, add ‘oil’ in front of vacuum pump because this section does not apply to ‘oil-less’ pumps.</p> <p>Redraw the figure to indicate which traps in the train are optional and which are required by 6.4.1 and rename the figure ‘Example of Suitable Arrangement of Testing Apparatus.’</p> <p>Also, revise Note 4 to say ‘suitable’ instead of ‘correct’ and remove last line.</p> <p><i>Garth will forward the suggestions to the Task Force.</i></p> <p>The committee agreed that it would be a good idea for Garth to discuss the history of the 2014 proposed revisions and explain their status to the Board.</p> <p><i>Garth will discuss the 2014 proposals and their status with the Executive Board.</i></p> <p><i>No proposed revisions to the AASHTO method at this time.</i></p>	GARTH NEWMAN

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Topic	Discussion / Decision	ACTION REQUIRED BY:
T 166	<p><i>T 166; Bulk Specific Gravity (<math>G_{mb}</math>) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
R 66	<p><i>R 66; Sampling Bituminous Materials</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 30	<p><i>T 30; Mechanical Analysis of Extracted Aggregate</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
T 312	<p><i>T 312; Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
R 35	<p><i>R35; Superpave Volumetric Design for Asphalt Mixtures</i></p> <p><i>No proposed revisions to the AASHTO method.</i></p>	
<b>OTHER AASHTO</b>		
T 304	<p><i>T 304, Uncompacted Void Content of Fine Aggregate</i></p> <p>During the 2016 winter meeting the committee wondered why the copper tube needs to meet ASTM B88 Type M or C when the device is brass when purchased from a laboratory supply source.</p> <p>Garth was asked to contact Scott Seiter, TS 1c Chair about this requirement.</p> <p>Garth reported that Scott would look into it and determine if the method should be revised.</p> <p><i>Discussion item, no action necessary.</i></p>	
T 113	<p><i>T 113; Lightweight Pieces in Aggregate</i></p> <p>In 2015, WAQTC submitted revisions to this test method. The revisions were balloted and there were some comments that needed to be addressed.</p>	

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	<p>North Dakota DOT suggested shortening the settlement time in 7.1.3. WAQTC proposed 2 to 5 minutes and NDDOT uses 2 minutes maximum. After discussion the committee determined that a 1 to 2 minute settlement would be sufficient and assist in repeatability.</p> <p>Georgia DOT was concerned about removing the option of the various hazardous ‘heavy liquids.’ They indicated that there were other liquids introduced in the recent revised ASTM C 123, and asked if WAQTC would review it. After reviewing the ASTM method and determining that it included other very hazardous materials, Sean Parker, ODOT and QAC Vice Chair, proposed leaving the extremely hazardous materials out of the proposed revisions.</p> <p>The committee then addressed comments provided by Casey Soneira, AASHTO Re:Source.</p> <p>The proposed revisions need to be moved to the more recent 2015 dated AASHTO test method.</p> <p><i>Sean will recreate the WAQTC’s proposed revisions in the 2015 AASHTO T 113 test method.</i></p> <p><i>Revisions to the T 113 will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	<p>SEAN PARKER</p> <p>GARTH NEWMAN</p>
T 11	<p><i>T 11; Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing</i></p> <p>WAQTC proposed revisions to this AASHTO method addressing the use of the mechanical washer. The revisions were balloted and there were some persuasive ‘no’ votes. The TS 1c Chair formed a Task Force to address these concerns. Garth served on the Task Force and reported that the WAQTC proposal was revised by the Task Force to include a reference to NCHRP reports on the mechanical washer.</p> <p><i>Discussion item, no action necessary.</i></p>	
TP XX CONSTANT MASS	<p><i>TP XX, Determining Constant Mass</i></p> <p>In 2016, the QAC approved this proposed new practice to be presented to the Board but it did not get presented at the spring</p>	

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	<p>meeting. When distributing to the Board after the meeting, it was determined that further edits were necessary before submitting to AASHTO.</p> <p>The QAC addressed the comments and revisions and is ready to present the proposed new practice to the Board.</p> <p><i>The new TP XX, Determining Constant Mass, will be presented to the Executive Board for approval and submittal to AASHTO.</i></p>	GARTH NEWMAN
REVISIONS TO OTHER	<p>Garth asked the committee if WAQTC should establish a process for member agencies to seek WAQTC's support on revisions to AASHTO test methods and practices that may not be commonly used, or possibly proposals for new test methods.</p> <p>The committee discussed possible processes for seeking such support.</p> <p>They agreed that initially, it should be determined if there are other WAQTC member agencies interested in the subject revision/proposal. If so, then ask the Board if they would allow the QAC to assist with drafting the revision/proposal, with eventual support from the WAQTC member agencies with the AASHTO SOM.</p> <p>The QAC will ask the Board if they agree and have further input.</p> <p><i>Garth will present these recommendations to the Executive Board and determine the next step.</i></p>	GARTH NEWMAN
T 167 & T 283	<p><i>T 167, Compressive Strength of Hot-Mix Asphalt</i> <i>T 283, Resistance of Compacted Asphalt Mixtures to Moisture</i></p> <p>ITD has determined that these methods need revising. There are multiple issues with both of them.</p> <p>For example, in T 283, Section 9 indicates that the specimen is destroyed to determine <math>G_{mm}</math>, but the intact specimen is necessary to complete the test. In T 167, Section 5.6 directs the technician to 'compact the specimen' but in Section 7 there are further directions for placing the material into the mold before compacting.</p>	

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	<p>Both of these methods are under TS 2d, Oak Metcalfe, MDT, is the Chair.</p> <p>ITD would like to determine how to address these methods. Garth intends to ask the Board for input. Options include: WAQTC QAC working on them, WAQTC asking the TS Chair to assign the methods' Steward to work on them, or ITD to work on them.</p> <p><i>Garth will ask the Executive Board for input and help determining the next step.</i></p>	GARTH NEWMAN
WAQTC ISSUES		
REVISION TO ROLES AND RESPONSIBILITIES OF QAC MEMBER	<p>Dan proposed a revision to the approved <i>Roles and Responsibilities of a QAC Member</i>. In the 'Meeting Specific Expectations,' one of the expectations is 'attend a meeting in person or electronically.' Dan would like to strike the 'or electronically.' Electronic attendance to a five day meeting is not viable and he would not want to give the impression that it is a valid option. The committee agreed that as attendance in person is preferred it would be good to remove the other option.</p> <p>Garth pointed out that the same language is in the <i>Roles and Responsibilities of an Executive Board Member</i>. He will suggest that the Board revisit this statement.</p> <p><i>The proposed revision will be presented to the Executive Board.</i></p>	GARTH NEWMAN
REPORT FROM EXECUTIVE BOARD MEETINGS	<p>Garth began by discussing the organization and challenges of the Executive Board meetings.</p> <p>He then reported on the August meeting at the AASHTO SOM meeting and the Fall teleconference by reviewing the meeting minutes.</p> <p>He also noted that Brian Ikehara, HDOT, attended the teleconference and expressed an interest in Hawaii DOT remaining a member of WAQTC. Desna was instructed to include Hawaii on the invitation to the QAC Summer meeting.</p> <p>Garth will follow up with a personal invitation and an explanation of the meeting's focus with Brian.</p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p><i>Desna will include HDOT on the QAC Summer meeting invitation.</i></p> <p><i>Garth will call Brian Ikehara, HDOT.</i></p>	<p>DESNA BERGOLD GARTH NEWMAN</p>
<p>AASHTO RE:SOURCE (AMRL) RESPONSE TO QUESTIONS ON R 18</p>	<p>While discussing the Board meeting minutes, Garth reported on AASHTO Re:Source's (AMRL) response to the request for clarification of Section 6.7.2 and 6.7.2.5 of <i>R 18, Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories</i>: 'The laboratory shall prepare test reports that clearly and accurately present the following information: Deviations from, additions to, or exclusions from the test method.'</p> <p>Casey Soneira indicated at the Board meeting that AMRL and CCRL have no expectations that a test method needs to be traced to an AASHTO or ASTM method. Any referenced standard method is acceptable. If a laboratory is using a state method, reference to that method is sufficient. If a technician is instructed to do something other than stated in the method, they need to note it on the report.</p> <p>The committee recommends revising section 6.7.2.5 to read: 'Deviations from, additions to, or exclusions from the <b>referenced</b> test method.'</p> <p>Perhaps this revision could be added editorially if the Board approves it.</p> <p><i>Revisions to R 18 will be presented to the Executive Board for approval and submittal to AASHTO Re:Source for possible editorial revision.</i></p>	<p>GARTH NEWMAN</p>
<p>REVISIONS TO ADMIN MANUAL</p>	<p>During the Fall Board meeting, while discussing the proposed <i>Performance Exam Examiner Orientation</i> document, ODOT indicated that they were unable to meet one of the requirements. As the document quotes the <i>WAQTC Administration Manual</i>, it was determined that the Administration Manual would need to be revised, not just the Examiner Orientation document.</p> <p>Sean volunteered to draft a revision to the Administration Manual that ODOT would be able to meet.</p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Sean proposed revising, on page 9: The performance examination will occur in the direct presence of the Examiner; to</p> <p>The Examiner will <b>provide direct oversight</b> of the performance examination.</p> <p>Garth pointed out that this revision could be interpreted to mean the same thing as the original and if it doesn't mean the same thing, what does it actually mean?</p> <p>The intent is to allow ODOT's process, which consists of an examiner travelling between two laboratory trailers to observe the performance exam meaning that every step may not be performed in the direct presence of the examiner.</p> <p>Some interpretations of the proposed language do not allow it while other interpretations could open the requirement further to allow many different processes.</p> <p>Garth explained that for legal reasons, ITD needs the requirements clearly defined and that any revisions will need to be approved by ITD's lawyers before ITD could accept qualifications.</p> <p>Misty Miner, MDT, said that Montana would be interested in having a defined alternative to direct presence as an option.</p> <p>Defining the alternative posed a problem, as there are so many variables and they want there to be only one alternative.</p> <p>Randy feels that the point is ensuring the examiner has 'confidence' that the examinee is capable of performing the test.</p> <p>Garth wants to be certain the agency has 'confidence' that when granting reciprocity, the technician is held to a legally defensible process.</p> <p>Through discussion the committee felt that revising the section to read: 'The performance examination will occur in the direct presence of the Examiner <b>or the combination of performance samples and Examiner oversight at an Agency qualification facility.</b>'</p>	



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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>An additional section further defining what ‘performance samples’ and ‘Examiner oversight’ is needed.</p> <p>The committee then worked on defining those terms and developing a potential legally defensible process.</p> <p>Sean indicated that he cannot commit to any defined alternate procedure and Greg Stellmach, ODOT and WAQTC Executive Board Chair, may not agree to support anything but a simple revision. If the WAQTC adopts something similar to what the QAC is working on, ODOT may not be able to comply and may decide to surrender their reciprocity.</p> <p>The committee decided that they need more direction from the Board before proceeding.</p> <p><i>This discussion and the options will be presented to the Executive Board.</i></p>	<p>GARTH NEWMAN</p> <p>SEAN PARKER</p>
ARCHIVING HISTORICAL DOCUMENTS	<p>Garth will eventually send the materials needing to be scanned for the archive to Brad Nietzke, WFL, and send the old training CDs to Desna for upload.</p> <p><i>Garth will work with Brad and Desna on the hard copies and disks. The QAC will review and make recommendations.</i></p>	<p>GARTH NEWMAN</p>
FORMATTING THE TRAINING MATERIALS	<p>Misty recommended formatting the training materials common to every qualification area with common headers and footers instead of the current module-specific identifiers.</p> <p>Everyone thought this was a great idea and felt it would help in the yearly revising and updating of the modules.</p> <p>The committee discussed how to format the training material files.</p> <p>It was decided that the common files did not need the publishing date in the footer; this information could be included in the title of the first document, the Copyright. The common files will need to include the revision date like the FOPs, all to have 2017 as the revision date until further revised.</p> <p>The committee all agreed on this proposal.</p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<i>Desna will update the WAQTC Style Guide for presentation to and approval of the Executive Board.</i>	DESNA BERGOLD
OTHER	<p>During the 2015 Spring meeting, the Board decided to send a letter with a list of the AASHTO ‘C’ methods, those methods that are owned by ASTM and referenced by AASHTO, which WAQTC considers at risk if discontinued. The Board member who is on a given Technical Section was asked send the letter and the pertinent portion of the list to the TS Chair.</p> <p>The QAC would like to ask the Board if there were any responses and what is the status of the remaining ‘at risk’ methods.</p> <p><i>Garth will ask the Board for information pertaining to the AASHTO ‘C’ method request for information letter.</i></p>	GARTH NEWMAN