

WAQTC QAC COMMITTEE MEETING MINUTES

LEADER: Garth Newman, ITD
FACILITATOR: Desna Bergold

DATE: NOVEMBER 12, 2014
TIME: 10:00 AM MOUNTAIN
LOCATION: TELECONFERENCE

MEMBERS:
Garth Newman, ITD Brad Neitzke, FHWA
Sean Parker, ODOT Misty Miner, MDOT
Gilbert Arredondo, UDOT Christopher P. Russell,
Linda Hughes, WSDOT CDOT
Richard Giessel, AKDOT Desna Bergold, DB
& PF Consulting

ABSENT:
Brian Legan, NMDOT

MEETING ITEMS:

1. TP 83 is now R 64 but there are two curing methods (from AASHTO SOM) – Garth
2. FOP's T 89 and T 90 Greg's revisions for the Field Operating Procedure (FOP) library – July meeting
3. Roles and responsibilities of QAC members – July meeting
4. Qualification for exam proctor trainers – July meeting
5. Sean's T 272 Word and PowerPoint (distributed in July) – July meeting
6. Answers to review question – July meeting
7. Updates and meeting schedule / process – Garth

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
TP 83 IS NOW R 64	<p>Garth Newman, ITD, began the meeting by informing the group that AASHTO TP 83, <i>Sampling and Fabricating 50-mm (2-in.) Cube Specimens Using Grout (Non-Shrink) or Mortar</i> has been adopted as a full Standard Practice and is now AASHTO R 64. This is another AASHTO method that began as a WAQTC TM. Garth also told the group that there will be a proposed revision to the practice to include final cure in a moist room as well as a water-bath. The ballot for this should be out in December.</p> <p>Garth pointed out that any agency that specifies AASHTO TP 83 needs to change the reference to AASHTO R 64.</p> <p><i>Review specifications for possible revision.</i></p>	QAC
FOP'S FOR T 89 AND T 90	<p>Field Operating Procedures (FOPs) for AASHTO T 89, <i>Determining the Liquid Limit of Soils</i> and AASHTO T 90, <i>Determining the Plastic Limit and Plasticity Index of Soils</i></p> <p>Greg Christensen, AKDOT ret., was the champion for these FOPs. He sent revised / updated documents to the committee in July, 2014. The committee reviewed these procedures and approved them for the FOP library with one editorial revision.</p> <p>Garth noticed that AASHTO T 90 was revised in 2014 after Greg revised the FOP. Desna Bergold will review the AASHTO revisions and ensure that any changes are represented in the FOP. She will then send the final version to the QAC and post it in the WAQTC FOP library (webpage).</p> <p><i>FOPs approved. Final revisions will be distributed and posted in the library.</i></p>	DESNA BERGOLD
ROLES AND RESPONSIBILITIES	<p>The committee developed a categorized list of Roles and Responsibilities for QAC members during the July meeting.</p> <p>After reviewing the list and adding heading clarification, the committee decided to seek Executive Committee (EC) approval of the direction before proceeding.</p> <p>The list will be sent to the EC for review and discussion during the December teleconference.</p> <p><i>Desna will distribute the list to the EC and include it on the agenda for EC December teleconference.</i></p>	DESNA BERGOLD

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
INTELLIGENT COMPACTION	<p>Richard Giessel, AKDOT, had to leave the teleconference early but wanted to quickly discuss an item that isn't on the agenda. He asked if anyone else is moving toward an intelligent compaction specification. In Alaska they intend to start building roads with more open graded base materials, in the process they will no longer use the 'proctor' test and start using resilient modulus. Idaho will likely to move that direction when they are convinced it works. Oregon has pilot programs under construction at this time. Rich would like to discuss this further.</p> <p><i>Intelligent compaction will be on the January agenda.</i></p>	<p>DESNA BERGOLD</p>
QUALIFICATION FOR EXAM PROCTOR TRAINERS	<p>Desna sent the applicable section of the Administration Manual to the committee members for review.</p> <p>Misty Miner, MDT, provided her 'Examiner / Proctors Training Plan' which she produced as an intermediate step between the WAQTC's <i>Administration Manual</i> and MDT's 'Certified Examiner Guidebook.' The 'Training Plan' appears to be a 'best practices' and is a good start on this section of the 'WAQTC Operations Manual.'</p> <p>Desna will distribute these documents for review.</p> <p><i>The committee will review MDT's manuals and discuss at the January meeting.</i></p> <p><i>This will be included on the January agenda.</i></p>	<p>QAC DESNA BERGOLD</p>
SEAN'S T 272	<p>Sean Parker, ODOT, distributed ODOT's process for developing a family of curves related to AASHTO T 272, <i>Family of Curves</i>, during the July meeting.</p> <p>Sean will review and address the comments. This will be further developed for inclusion in the library as an SOP and, in the future, an appendix or introduction to the FOP for T 272.</p> <p><i>The QAC will provide any further comments to Sean by December 5th. Revised versions will be sent to the committee for discussion at the January meeting.</i></p>	<p>QAC SEAN PARKER DESNA BERGOLD</p>
ANSWERS TO REVIEW QUESTION	<p>In the technician training materials there are review questions at the end of each FOP. It was decided at the July meeting that the Instructor materials should include answers and FOP references to the review questions for reference in the classroom setting.</p>	

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	<p>Sean has the review questions and answers in hard copy form and will either send them to Desna as .pdfs or have them converted into Word documents. He will see what he can do.</p> <p>Christopher Russell, CDOT, has the answers for Embankment FOP's as .pdfs and sent them to Desna during the meeting. Desna will forward them to Sean.</p> <p><i>Desna will follow up with Sean.</i></p>	<p>SEAN PARKER</p> <p>DESNA BERGOLD</p>
<p>UPDATES AND MEETING SCHEDULE / PROCESS</p>	<p>Garth told the attendees that the Executive Committee is in the process of re-advertising the consultant contract. He asked that the committee inform any firm that has expressed an interest in the project that the RFP will be posted on the UDOT website soon. The plan is to have someone ready to step in when the current project is complete.</p> <p>Chris asked that the schedule for the Reno meeting be adjusted to discuss Embankment topics at the beginning since CDOT only uses the Embankment module. Garth explained that since the winter meeting is to discuss revision proposals to AASHTO test methods, not WAQTC training materials, CDOT may want a representative to attend the entire winter meeting. Chris will discuss this with CDOT's Executive Committee representative.</p> <p><i>No action required.</i></p> <p>Brad Neitzke, FHWA, said that he and Megan Marshall, FHWA, will be attending the winter meeting. Desna will put them both on the distribution list for the QAC. She asked if Ryan Hixson should be removed, Brad thought it would be good to remove him for the time being.</p> <p><i>Brad and Megan will be added to the distribution list and Ryan will be removed.</i></p>	<p>DESNA BERGOLD</p>
<p>OTHER</p>	<p>Linda Hughes, WSDOT, noted that the PowerPoint title slides do not include the name of the test procedure, only the number (example: FOP for AASHTO T 40). She thought perhaps the names should be included. This was discussed briefly. The group will address this at the July meeting.</p> <p><i>Desna will include PowerPoint title slides on the agenda for July.</i></p>	<p>DESNA BERGOLD</p>

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
FOLLOW-UP	After the teleconference Garth asked Richard Giessel, AKDOT, to champion the T 89 and T 90 FOPs that his predecessor, Greg had championed. Rich agreed. <i>Richard Giessel will champion T 89 and T 90.</i>	

Roles and Responsibilities of QAC members

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