

## Variations in Standard Operating Procedures for Materials QC/QA

Interim Guidance

April 1, 2020

**The following interim guidance allows variations to NYS Department of Transportation standard operating procedures for Materials QC/QA in light of current operating conditions, social distancing and health guidance from the Center for Disease Control and NYS Department of Health. Standard operating procedures should be followed to the extent possible.**

**Note:** The Contractor and Producer are responsible for the quality of the product and ensuring qualified staff are used for all NYSDOT work, regardless of the alternate methods employed.

### **CERTIFICATIONS & INSPECTOR TRAININGS**

#### **Recertification HMA QC/QA Technician: (NYCMA/Alfred State) -**

Technicians whose certifications expire between January 1, 2020 and June 30, 2020 shall register for recertification before April 30, 2020. Alfred will issue an extension to their existing certification which will expire on March 31, 2021. The technician will be subject to additional IAST certification. Alfred State will provide the Department a list of technicians that were granted an extension.

#### **New HMA QC/QA Technician Temporary Certification: (NYCMA/Alfred State) -**

Technicians not previously certified will register for the NY Materials QCQA Technician Temporary Certification through Alfred. This will be a maximum one-year Certification period. Alfred will administer an on-line test to mimic the existing written portion of the Program and ensure the Technician has knowledge of all tests and procedures. Alfred will prepare an online video training to serve as a guide/study aide.

An officer of the Technician's Company will be required to Certify that the Technician was the person who took the written portion of the Certification Program. Alfred will supply the Certifying Document.

The Sponsoring Company will ensure that the Technician Temporary Certification candidate(s) has sufficient resources, including hands on training, in all required HMA Plant Production Materials Test procedures, to a point where the candidate demonstrates proficiency with these test methods. The Company Officer, and a certified QC-QA Technician, will also sign a second document that the Technician is proficient in all required tests and procedures. Alfred will supply this document as well.

NYSDOT's IAST Representative from each Region shall make every effort to test each new Certified Technician with-in 30 days of issuance of the Certification. This Certification will expire on March 31, 2021. The Department may rescind the Temporary Certification for any individuals who do not pass the IAST testing.

**Supervision:** Ensure that Temporary Certified QCT's are under the immediate supervision of a Certified QCT that is present during all DOT project production. Certified QCT will review and approve all Material Test Records conducted by a Temporary Certified staff member. If staffing levels do not allow this, the HMA plant will report that only a Temporary Certified Technician will be signing documents when calling in the next day's order.

**Reciprocity:** Individuals with valid NETTCP Certification can receive a NY Materials QCQA Technician Certification by successfully passing the online Alfred Course.

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## **Density Training Inspector: (AGC/Alfred State)**

The AGC Density Training Inspector program will be conducted for the 2020 season without the “in-person” workshop. Course content will be available online. The examination for both new and renewal certifications will be completed online. The sponsoring company will certify that the technician has completed the prepared materials for the class (online) and validate the person’s identity as the online test taker. Alfred will supply the Certifying Document.

## **American Concrete Institute Re-Certification**

Industry and Contractor staff whose American Concrete Institute (ACI) certifications expire between January 1, 2020 and June 30, 2020 will be granted an extension until June 30, 2020 for the following programs:

- Concrete Field Testing Technician - Grade I
- Post-Installed Concrete Anchor Installation Inspector
- Concrete Flatwork Associate, Finisher, and Advanced Finisher

This will only be in place until June 30, 2020 unless new guidance is provided.

## **PLANT AND EQUIPMENT CERTIFICATION**

### **Annual Plant Automation/Scale Checks.**

Annual checks are required to ensure that plant operations are in control and the reporting systems accurately reflect material being purchased by the Department.

The Department should attempt to perform these “Annuals” in accordance with established procedures. Portions of some facilities may not allow sufficient room to perform this inspection and be in line with current social distancing and health guidance. If the Regional Material Engineer deems the site to have insufficient space to safely perform the inspection, then alternate methods may be allowed to approve the scale/facility (Skype, Facetime, etc.)

If an alternate procedure is used, the RME will document the following:

- The reason for the alternate procedure.
- The procedural modifications made.
- Who is present on site, and who is inspecting for the Department.
- A record of all screen shots, printouts, etc.
- All additional BR’s and additional paperwork required.

The truck scale should be considered the vital inspection point at this time for any HMA facility with a silo. Batch Plants and Concrete Plants will require a more complete scale check to validate the quantity on the delivery ticket.

With RME approval, producers are encouraged to perform their 90-day recertification checks in accordance with *Materials Procedure 01-01, Scale and Meter Accuracy Inspections for HMA and PCC Production Facilities.*

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## Ready Mix & Recycling Equipment Annuals

Truck inspection should allow enough space to perform our annual inspection without violating social distancing and health guidance.” If the RME agrees there is a concern, alternative methods allowed for Plant Automation/Scale Checks, may be considered with appropriate documentation.

## ROUTINE PRODUCTION

### PCC Production

Department staff will perform normal duties at PCC facilities unless it violates the social distancing and health guidance. When these instances are documented, the RME and the Director of the Materials Bureau will ensure proper QA may be performed.

### HMA Production

QC/QA for HMA may require a significant amount of shared space. Operations should be conducted under normal QC/QA requirements, with appropriate precautions for social distancing. The facility will provide a cleaning procedure as an amendment to the approved Control Plans and will provide PPE as needed to protect all internal and agency representatives.

If adequate space is not available to allow the normal procedures without violating social distancing and health guidelines the following procedures can be considered:

- QA witnesses a sample and takes loose mix to the Regional Lab. While this method limits exposure, it may reach the limit of what our lab can perform. If this occurs, we may have to adjust our QA frequency. There could also be an issue of inter-laboratory tolerances.
- Contractor and Producer may opt to produce under pilot AC/gradation testing program. The Department would take all samples from the field. Contractor and Producer would accept a QAF of 1.00 for in spec material.

If one of these alternate procedures are used, the following documentation is required:

- The reason for the alternate procedure.
- The procedural modifications made.

**Note:** During this time, QATs should be assigned to the same production facility, when possible, to minimize exposure.