



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS



RESEARCHING MATERIALS DEFICIENCIES

Reports used for research - The following reports can be used to help research material deficiencies.

Item Posting by Item – can be used to determine DWR dates where a specific item has been posted. Used to determine materials sets posted to, quantities and whether an acceptance record was created on the item posting.

Item Posting by Item Report											Report v1		
Contract: 01C19 - SOUTH OF BOULDER - SOUTH						Date Range:		to					
Item Description: DRAINAGE PIPE 18 IN													
Suppl. Description:													
Item ID: 603010040	Current Quantity: 1636.000				Current Extended Amount: \$50,732.36								
Contract Line: 0330	Bid Quantity: 1636.000				Bid Extended Amount: \$50,732.36								
Unit: LNFT	Quantity Posted to Date: 282.000				Amount Posted to Date: \$8,744.82								
Unit Price: \$31.01	Quantity Paid to Date: 282.000				Amount Paid to Date: \$29,381.73								
Type: Original	Quantity Unpaid: 1354.000				Amount Unpaid: \$41,987.54								
Item Completed: No	Pending Change Order Quantity: 0.000				Pending Change Order Amount: \$0.00								
Comments:													
Postings													
DWR Date	Inspector	Seq. Num	Project	Catg	Proj Ln	Qty Posted	Material Set	Plan Qty	Location	Est. Num	Status	Accpt. Rcd	
5/22/2020	SandovalR	1	6097008000	0001	0330	76	CSP	No	357+50:RT - 357+50:RT South of Boulder South	5	A	N	
Contractor: 7844 - BJORN JOHNSON CONSTRUCTION, LLC						Attention Flag:							
Agency View: DWRCulverts													
Comments:													
Attachment(s):													

DWR Report – can be used to look for DWR acceptance record material acceptance information on a contract, such as source, product name and field inspection value to determine if it matches the Contract Material Acceptance Checklist Report.

Daily Work Report								Report Version: 12/4/2017	
DWR Acceptance									
Item Code	Material	Source	Product/Batch	FIV	Specs	Visual	Form 406	Witness Date	
CONCRETE-CLASS DECK	Fly Ash	Boral Resources (Jim Bridger Power Plant)	Fly Ash Class F	QPL Verified	Meets Specs				
CONCRETE-CLASS DECK	Ground Granulated Blast Furnace Slag								
CONCRETE-CLASS DECK	Microsilica/Silica Fume	BASF Construction Chemicals, LLC (US)	MasterLife SF 100	QPL Verified	Meets Specs				
CONCRETE-CLASS DECK	Portland Cement	Ash Grove Cement Co-Montana City Plant	Port Cem Type V	QPL Verified	Meets Specs				
CONCRETE-CLASS DECK	Silane Sealer	SpecChem, LLC	SpecSilane 40	QPL Verified	Meets Specs				
CONCRETE-CLASS DECK	Water	City of Great Falls		Visually Inspected		Acceptable			
MISCELLANEOUS WORK	Epoxy Bridge Deck Crack Sealant	Sika Corporation		Certification Reviewed	Meets Specs				
Comments: Approved by EPM after talking with Fred Beal, Construction Reviewer.									
PRESTRESSED BEAM-TYPE 4	Prestressed Beam	Forterra Pipe & Precast (Cretex) Billings #61	Beam 01	Pre-inspection Verified/Steel Cert Reviewed	Meets Specs			Meets Specs	
Comments: See SiteManager ID U39361964092654.									



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Contract Material Acceptance Checklist Report – real-time report of material acceptance requirements. Displays number of estimated, required (based on quantity posted), taken (satisfied) and deficient (required minus taken). Sample ID, DWR Date and Attachment Filename fields on the report are hyperlinked directly to the data in AASHTOWare Project.

Contract Material Acceptance Report

Contract: 01C19 SOUTH OF BOULDER - SOUTH

Report Upd: 11/21/2018

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
6097008000	0001	0020	103500005 ESCROW OF BID DOCUMENTS	1.000	LS	100.000	1.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def
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Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
6097008000	0001	0240	301020625 AGGREGATE TREATMENT	29,656.000	SQYD	0.260	0.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def
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713.03.00.02	1.00000	0.000	Acceptance: Dust Palliative Acpt (Satisfy 1 Option) - Disregard deficiencies on other Option												
Calcium Chloride			QPL (per source)	Daily Work Report	QPL Verified					1/Contract	1 PT	1	0	0	0
Calcium Chloride			Test and Cert (per source)	Daily Work Report	Certification Reviewed					1/Contract	1 PT	1	0	0	0
			Sample Record	Project Acceptance	Test Results	Chloride Analysis	FLD	MTRL		1/Contract	1 PT	1	0	0	0

713.03.00.01	1.00000	0.000	Acceptance: Dust Palliative Acpt (Satisfy 1 Option) - Disregard deficiencies on other Option												
Magnesium Chloride			QPL (per source)	Daily Work Report	QPL Verified					1/Contract	1 PT	1	0	0	0
Mag Chloride			Test and Cert (per source)	Daily Work Report	Certification Reviewed					1/Contract	1 PT	1	0	0	0
			Sample Record	Project Acceptance	Test Results	Chloride Analysis	FLD	MTRL		1/Contract	1 PT	1	0	0	0

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
6097008000	0001	0330	603010040 DRAINAGE PIPE 18 IN	1,636.000	LNFT	31.010	282.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def
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701.04.01.01	1.00000	0.000	Acceptance: Proctor												
Bedding Material			Proctor (per source)	Sample Record	Project Acceptance	Test Results	Proctor	FLD	DAL	1/Contract	77 LB	1	0	0	0
CAP			Acceptance: Sieve Analysis												
			Sieve (per source)	Sample Record	Project Acceptance	Test Results	Sieve Analysis	FLD	DAL	1/Contract	77 LB	1	0	0	0

709.07.00.01	1.00000	0.000	Acceptance: Certification												
Corrugated Aluminum Pipe			Cert	Daily Work Report	Certification Reviewed					1/Contract		1	0	0	0

701.04.01.01	1.00000	282.000	Acceptance: Proctor																												
Bedding Material			Proctor (per source)	Sample Record	Project Acceptance	Test Results	Proctor	FLD	DAL	1/Contract	77 LB	1	1	1	0																
CSP			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sample ID</th> <th>Sample Date</th> <th>Status</th> <th>Test #</th> <th>Sample Type</th> <th>Acpt Method</th> <th>Rep Qty</th> <th>Attach Filename</th> </tr> </thead> <tbody> <tr> <td>20200507102653</td> <td>03/12/2020</td> <td>In Testing</td> <td>1</td> <td>Project Acceptance</td> <td>Test Results</td> <td></td> <td>No</td> </tr> </tbody> </table>													Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename	20200507102653	03/12/2020	In Testing	1	Project Acceptance	Test Results		No
Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename																								
20200507102653	03/12/2020	In Testing	1	Project Acceptance	Test Results		No																								
			Acceptance: Sieve Analysis																												
			Sieve (per source)	Sample Record	Project Acceptance	Test Results	Sieve Analysis	FLD	DAL	1/Contract	77 LB	1	1	1	0																
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Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename																								
20200507102653	03/12/2020	In Testing	1	Project Acceptance	Test Results		No																								

709.02.00.01	1.00000	282.000	Acceptance: Steel Certification												
Corrugated Steel Pipe			Steel Cert	Daily Work Report	Steel Cert Reviewed					1/Contract		1	1	0	1
CSP															



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CMAA Basic Report – real-time report of material acceptance requirements filtering out items with no materials required, material sets flagged as not used and materials with a conversion factor of zero. Shortened and filtered report for field construction and materials personnel. Sample ID, DWR Date and Attachment Filename fields on the report are hyperlinked directly to the data in AASHTOWare Project.

Material Requirements Basic Checklist Report

Contract: 05B19 MOUNT HIGHLAND DR - BUTTE

Report Upd: 03/26/2020

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9480008000	0001	0160	608010125 DETEC WARNING DEVICES-TYPE 1	11.600	SQYD	400.000	12.400

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def	
608.02.00.01	1.00000	12.400		Acceptance: QPL Verification/Steel Certification												
Detectable Warning Devices					QPL/Steel Cert (per source)	Daily Work Report	QPL Verified/Steel Cert Reviewed			1/Contract			1	1	1	0
DWD						DWR Date	Inspector	Seq #	Field Insp Value	Comments	Rep Qty	Attach Filename				
						05/19/2020	Jordan Clary	1	QPL Verified/Steel Cert Reviewed		11.60	Yes	doc08581720200515145047.pdf			

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9480008000	0001	0170	609010200 CURB AND GUTTER-CONC	251.400	LNFT	82.000	272.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def	
551.03.02.02	0.04800	13.056		Acceptance: Concrete Properties												
Class General Concrete				Concrete Properties	Sample Record	Project Acceptance	Test Results	Concrete Properties	FLD	FLD	1/24 CUYD	1 CF	1	1	1	0
General-Uses Conventional					Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename				
					20200519074200	05/18/2020	In Testing	1	Project Acceptance	Test Results	272	No				
				Acceptance: Cylinder Testing												
				Cylinder	Sample Record	Project Acceptance	Test Results	28,56-day Cylinder	FLD	MTRL	1/200 CUYD	1 CF	1	1	1	0
					Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename				
					20200519074200	05/18/2020	In Testing	1	Project Acceptance	Test Results	272	No				
					Sample Record	Project Acceptance	Test Results	7-day Cylinder	FLD	MTRL	1/200 CUYD	1 CF	1	1	1	0
					Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach Filename				
					20200519074200	05/18/2020	In Testing	1	Project Acceptance	Test Results	272	No				



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Sample Record Report – report of all sample records created and associated for each bid item on the contract. Displays sample and test information and status. Sample ID and Agency View fields on the report are hyperlinked directly to the data in AASHTOWare Project.

Sample Records Report

Rpt Version: 09/17/2019

Item Code	Description	Units	Proj Line #	Qty Posted to Date				
Sample ID	Material	Sample Type	Acpt Method	Authorized	Authorized By	Sample Dt	Witnessed By	QPL
	Test Method	Test #	Test Result	Test Status	Agency View			
551020107	CONCRETE-CLASS DECK	CUYD	0050	30.500				
20190619011412	551.03.02.06 Class Deck Concrete	Project Acceptance	Test Results	06/17/2019	Henry Henning	N		
	28,56-day Cylinder	1.0	Pass	Test Approved by Level 2	Concrete Cylinder 28/56-Day Break			
	7-day Cylinder	1.0	Pass	Test Approved by Level 2	MDT Concrete Cylinder 7-Day Break			
	Concrete Properties	1.0	Fail	Test Approved by Level 2	Concrete Properties			
	Surface Resistivity	1.0	Pass	Test Approved by Level 2	Surface Resistivity			
20190625032841	551.03.02.06 Class Deck Concrete	Project Acceptance	Test Results	06/20/2019	Henry Henning	N		
	28,56-day Cylinder	1.0	Pass	Test Approved by Level 2	Concrete Cylinder 28/56-Day Break			
	7-day Cylinder	1.0	Pass	Test Approved by Level 2	MDT Concrete Cylinder 7-Day Break			
	Concrete Properties	1.0	Pass	Test Approved by Level 2	Concrete Properties			
	Surface Resistivity	1.0	Pass	Test Approved by Level 2	Surface Resistivity			
20190625034908	701.01.02.01 Coarse Concrete Aggregate No. 2	Project Acceptance	Test Results	09/03/2019	Camaree Uljua	06/21/2019	Adam Thoroughm	N
	Sieve Analysis	1.0	Pass	Test Cancelled	Sieve Analysis of Fine and Coarse Aggregates			
20190625035943	701.01.01.01 Fine Concrete Aggregate	Project Acceptance	Test Results	06/21/2019	Adam Thoroughm	N		
	Sieve Analysis	1.0	Pass	Test Approved by Level 2	Sieve Analysis of Fine and Coarse Aggregates			
20190627072258	701.01.01.01 Fine Concrete Aggregate	Independent Assurance	Test Results	06/21/2019				N
	IA - Sieve - Dist	1.0	Pass	Test Approved by Level 2	Sieve Analysis of Fine and Coarse Aggregates			
	IA - Sieve - Mtrl	1.0		Test Approved by Level 2	Sieve Analysis of Fine and Coarse Aggregates			
	IA Grading Comp	1.0	Pass	Test Approved by Level 2	IA Grading Comparison			
20190627073732	701.01.02.01 Coarse Concrete Aggregate No. 2	Independent Assurance	Test Results	06/21/2019				N
	IA - Sieve - Dist	1.0	Pass	Test Approved by Level 2	Sieve Analysis of Fine and Coarse Aggregates			
	IA - Sieve - Mtrl	1.0		Test Approved by Level 2	Sieve Analysis of Fine and Coarse Aggregates			
	IA Grading Comp	1.0	Pass	Test Approved by Level 2	IA Grading Comparison			

MAA Comparison Report – report comparing current contract material acceptance actions to global material acceptance actions. Used by MICO to review changes at the contract level.

Material Acceptance Action Comparison Report

Contract: 05B19 MOUNT HIGHLAND DR - BUTTE

Report Upd: 11/21/2018

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9480008000	0001	0150	608010050 SIDEWALK-CONCRETE 6 IN	122.300	SQYD	150.400	151.200

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type	Acpt Method	Test Method	Field Inspection Value	Rate/Freq
551.02.01.01 Portland Cement General-Uses Conventional	1.000	151.20		Acceptance: QPL Verification					
				QPL (per source)	Global: Daily Work Report			QPL Verified	1/Contract
					Contract: Daily Work Report			QPL Verified	0/Contract
					Zeroed action rate because blended cement used instead of Portland cement				
551.02.01.02 Blended Cement General-Uses Conventional	1.000	0.00		Acceptance: QPL Verification					
				QPL (per source)	Global: Daily Work Report				N/A
					Contract: Daily Work Report			QPL Verified	1/Contract
					Acceptance Action added on Contract - No Global				
551.02.02.01 Fly Ash General-Uses Conventional	1.000	151.20		Acceptance: QPL Verification					
				QPL (per source)	Global: Daily Work Report			QPL Verified	1/Contract
					Contract: Daily Work Report			QPL Verified	0/Contract
					Zeroed action rate because fly ash not used in this mix design				
551.02.05.01 Concrete Admixture General-Uses Conventional	1.000	151.20		Acceptance: Concrete Admixture QPL Verification					
				Concrete Admixture (per source)	Global: Sample Record	Project Acceptance	Test Results	Concrete Admixture	1/Contract
					Contract: Sample Record	Project Acceptance	Test Results	Concrete Admixture	1/Contract



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Contract Deficiency Report (Jasper) – report with specific sections highlighting deficiencies or data that needs to be addressed prior to finalization. **Please note that CEI crews will need to be on their MDT laptop connected via VPN to access this report or have an MDT employee run it for them.** Refer to the Help Guide for this report: https://www.mdt.mt.gov/other/webdata/external/css/aashtoware-cm/Cheat-Sheets/Contract_Deficiency_Report_-_Jasper.pdf



Montana Department of Transportation
AASHTOWare Project Construction & Materials

Contact Information
AASHTOWare Project
Help Desk
Phone: 1-877-406-4338

Date : 12/30/2020

Contract Deficiency Report

Report Name: AASHTOC0N014

Contract: 03A20 - WISDOM - WEST		EPM: U2653 - Jeffrey Harrison	
Unauthorized DWRs			
User ID	User Name	DWR Date	Status
--- There are no Unauthorized DWRs for this contract. ---			
Draft or Pending Change Orders			
Change Order #	Status	Description	
--- There are no draft or pending change orders for this contract. ---			
Overrun Exceptions			
Category	Line No	Item / Description	Description
--- There are no overrun exceptions for this contract. ---			
Line Items with No Materials Requirements			
Category	Line No	Item / Description	
--- There are no line items missing required materials for this contract. ---			
Materials Exceptions			
Line No	Item / Description	Material / Material Set	
--- There are no material exceptions for this contract. ---			
Recorded Work Items using multiple material sets (warning – info only)			
Line No	Item / Description	Units	Qty Posted to Date
--- There are no warnings for this contract. ---			
Recorded Work Items with 'Project Specific' Material Set:			
Line No	Item / Description	Units	Current Qty
--- There are no 'Project Specific' material set work items for this contract. ---			
Bid Items without Material Sets at time of posting:			
Line No	Item / Description	Units	Current Qty
--- There are no work items without material sets at time of posting for this contract. ---			

Reasons for deficiencies:

Insufficient DWR acceptance records – the record must match Bid item, Material Set, Material Code, and Field Inspection Value for it to display on the report and count toward acceptance.

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9401012000	0001	0070	403010257 CRACK FILLING-MASTIC	50,684.000	LB	1.900	52,980.000

Material Material Set	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/Units	Est Req	Tkn Def
713.00.00.00	1.00000	52,980.000		Certification						1/Contract		1	1
Miscellaneous Material Accepted on Cert				Cert	Daily Work Report	Certification Reviewed						1	1
Mastic					DWR Date	Inspector	Seq #	Field Insp Value	Comments	Rep Qty	Attach	Filename	
					05/02/2020	Michael Livergood	1	Certification Reviewed	Mastic One	52,980.00	Yes	mastic.1.pdf	

Insufficient Sample records – the record must match Bid Item, Material Set, Material Code, Sample Type, Test Method and Sample Status = In Testing, Pending Authorization, Complete or Approved
****Tests must be assigned and received by Lab unit and the Sample date must be on or after the Award date on the contract for it to count toward acceptance.**

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9398089000	0001	0280	620014000 STRIPING-YELLOW PAINT	196.000	GAL	27.500	176.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/Units	Est Req	Tkn Def
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714.08.00.01	1.00000	176.000	Acceptance: Glass Bead Acceptance							
Reflective Glass Beads - Type 1	Test and QPL (per source)	Daily Work Report	QPL Verified							
High Durable-Type 1 Beads		1/Contract	1 QT 1 1 1 0							
		DWR Date	Inspector	Seq #	Field Insp Value	Comments	Rep Qty	Attach	Filename	
		07/14/2020	Kris Harris	1	QPL Verified		0.00	Yes	02420_Type 1 Reflective Glass Beads (July 14).pdf	
		Sample Record	Project Acceptance	Test Results	Glass Bead Gradation	FLD MTRL	1/Contract	1 QT	1 1 0 1	
		Sample ID	Sample Date	Status	Test #	Sample Type	Acpt Method	Rep Qty	Attach	Filename
		20200714073943	07/10/2020	Logged	1	Project Acceptance	Test Results		Yes	02420_Type 1 Reflective Glass Beads (July 14).pdf

**** Acceptable statuses for Sample Record to count toward material acceptance are: In Testing, Pend Auth, Complete or Approved ****

If the sample status is Logged, it is likely that the sample is in transit or has not been received in the lab unit for testing. Samples will display but will not count as 'Taken' until received for testing which will change the sample status to In Testing and then be counted toward acceptance. When a sample is received by Helena Materials it is logged and delivered to the testing lab unit within 48 hours. If you are receiving an exception, it is likely a timing issue for that estimate period and will be resolved within the next estimate cycle.

****Remember when sending samples that are BOTH project acceptance and IA Comparison, put BOTH sample labels on the same tag (separate sample records must be created for these because they have different sample types) so that both samples can be logged appropriately and linked together. This will also help eliminate delays and exceptions.**

Per Source frequency – can cause issues when multiple sources are entered with invalid Field Inspection Values. The system will expect an acceptance action for each distinct source entered in a DWR acceptance record. Can change the Contract acceptance action to Per Contract to resolve this.

****New contracts generated are not setup using Per Source anymore.**

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions > Acceptance Actions Tab
2. Locate the correct row for material set and material and expand

Q fume Advanced Showing 21 of 21 No Filter

0 changed Expand All

Project - Description	Catg	Item	Description	Line#	Material	Material Set
9590017000 - FOX FARM ROAD - WEST (I-315)	0001	104030010	MISCELLANEOUS WORK	0010	551.02.04.01 - Microsilica/Silica Fume	Barrier Rail-Deck Uses Optimiz
Acceptance Action		Record Type		Record ID		
QPL Verification -		Material		551.02.04.01-Microsilica/Silica Fume		



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3. Click on the Acceptance Action link
4. Change ONLY the Frequency Type to Contract
**DO NOT change or blank the Action Frequency
5. Click Save.

The screenshot shows the 'Daily Work Report' form in AASHTOWare Project. The 'Frequency Type' dropdown menu is open, and 'Contract' is selected. A red arrow points to the dropdown menu. Other fields visible include 'Action Type' (QPL - QPL Verification), 'Action Documentation Type' (Daily Work Report), 'Expiration Date', 'Action Rate' (1), 'Action Relationship Description' (QPL Verified), 'Effective Date' (01/01/2019), 'Action Frequency' (1.000), 'Minimum Quantity Required', 'Comments', and 'Source ID'.

Common deficiencies:

1. **Tests not performed** (i.e. IA – Fld tests) – If the lab performing the IA Comparison testing is doing a 2-way and there is no field test, you can zero the Action Rate with a remark.

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
8995040000	0001	0070	301020340 CRUSHED AGGREGATE COURSE	26.000	CUYD	115.000	26.000

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/Units	Est	Req	Tkn	Def	
701.02.04.02	1.00000	26.000		Acceptance: IA Comparison - Fracture												
Crushed Base Coarse Grade 6A				IA - Fracture	Sample Record	Independent Assurance	Test Results	IA Fracture Comp	DAL	MTRL	1/31250 CUYD	77 LB	1	1	1	0
CBC 6A					Sample ID	Sample Date	Status	Test #	Sample Type	Accept Method	Rep Qty	Attach Filename				
					20200617012354	06/05/2020	Pend Auth	1	Independent Assurance	Test Results	26	No				
					Sample Record	Independent Assurance	Test Results	IA - Fracture - Dist	DAL	DAL	1/31250 CUYD	77 LB	1	1	1	0
					Sample ID	Sample Date	Status	Test #	Sample Type	Accept Method	Rep Qty	Attach Filename				
					20200617012354	06/05/2020	Pend Auth	1	Independent Assurance	Test Results	26	No				
					Sample Record	Independent Assurance	Test Results	IA - Fracture - Mtrl	DAL	MTRL	1/31250 CUYD	77 LB	1	1	1	0
					Sample ID	Sample Date	Status	Test #	Sample Type	Accept Method	Rep Qty	Attach Filename				
					20200617012354	06/05/2020	Pend Auth	1	Independent Assurance	Test Results	26	No				
					Sample Record	Independent Assurance	Test Results	IA - Fracture - Fld	DAL	DAL	0/31250 CUYD	77 LB	0	0	0	0
					2-way, No Field Test											



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- Materials in a material set not used** (i.e. Temporary Seed) – if a material in a material set is not going to be used you can zero the Action rate with a remark. If there are multiple acceptance actions for the material, you can zero the Conversion Factor (not blank) on the material instead of zeroing all the acceptance actions.

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
9250224000	0001	0030	208010150 TEMPORARY EROSION CONTROL - LS	1.000	LS	12,985.310	0.900

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est	Req	Tkn	Def
208.02.00.01	1.00000	0.900		Acceptance: Certification											
Temporary Rolled Erosion Control															
Cert	Daily Work Report	Certification Reviewed								1/Contract		1	1	1	0
Temp EC															
DWR Date Inspector Seq # Field Insp Value Comments Rep Qty Attach Filename															
11/13/2019 Sophie Knudson 1 Certification Reviewed 0.40 Yes wattles-straw_certs.pdf															
208.02.00.02	1.00000	0.900		Acceptance: Certification											
Temporary Seed															
Cert	Daily Work Report	Certification Reviewed								0/Contract		0	0	0	0
Temp EC															
Material not used on the project (01/14/20 - M Ostertag).															
716.06.00.01	1.00000	0.900		Acceptance: Certification											
Temporary Silt Fence															
Cert	Daily Work Report	Certification Reviewed								0/Contract		0	0	0	0
Temp EC															
Material not used on the project (01/14/20 - M Ostertag).															

Project	Description	Catg	Item	Description	Ln#	Matl Set to Dt	Material Set*	Not Using	Mtrls
9038011000	VARNEY BRIDGE - 8 M S ENNIS	0001	208010150	TEMPORARY EROSION CONTROL - LS	0120	1.000	Temp EC	<input type="checkbox"/>	3

Material	Material Units	Conversion Factor
208.02.00.01 - Temporary Rolled Erosion Control		0.00000

Material	Material Category
208.02.00.01	Stream - Stream Preservation
Temporary Rolled Erosion Control	Contract Estimated Material Quantity
	0.00000
Source	Reported Material Quantity
Begin typing to search or press Enter	0.90000
Conversion Factor	Satisfied Represented Material Quantity
0.00000	0.90000
Material Units	Special Instructions
	Comments
	Not used on the project.

3. Accepting on small quantity

Refer to the Help Guide on documenting small quantity acceptance:

https://www.mdt.mt.gov/other/webdata/external/css/aashtoware-cm/Cheat-Sheets/Small_Quantity_Material_Acceptance.pdf

4. DWR quantities posted to incorrect material sets

If incorrect material sets are posted to in a DWR, this can cause discrepancies and payment estimate exceptions. Refer to the Newsflash on marking material sets Not Used to help prevent accidental selection of an incorrect material set in a DWR posting:

http://mdtinfo.mdt.mt.gov/other/WebData/Internal/AASHTOWare/newsflash/AASHTOWare_CM/2020_03-31_Basic_Checklist-Not_Using_Checkbox.pdf

How to correct:

DWR is not locked on an estimate

1. Reject the DWR and Change to Draft (if Approved or Pending Approval)
2. Click on the Acceptance Records tab
3. Find the appropriate item row and click > to expand the materials
4. On each material row, click the Row Action and select Delete]

Line Num	Item ID	Item Description	Project ID	Catg	Seq#	Loc/Desc	Seq	Qty Posted
0400	609010200	CURB AND GUTTER-CONC	8935029000	0001	1	Test	1	0.000
Material Set		Materials						
Q General-Uses Optimized		8						
Material		Represented Qty	Source		SMFMI			
> 701.01.03.01 - Combined Concrete Agg		0.00000	-					
Material Units		Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty			
CUYD		0.04800	219.74400	218.88480	219.74400			
> 717.01.04.01 - Concrete Cure and Seal		0.00000	-					
		1.00000	4,578.00000	4,560.10000	4,578.00000			
Actions		<ul style="list-style-type: none"> Copy Copy DWR Acceptance Records to Items Create New Sample Record Delete Views 						

5. When all acceptance record material rows are marked delete, click Save

Line Num	Item ID	Item Description	Project ID	Catg	Seq#	Loc/Desc	Seq	Qty Posted
0400	609010200	CURB AND GUTTER-CONC	8935029000	0001	1	Test	1	0.000
Material Set		Materials						
Q General-Uses Optimized		8						
701.01.03.01 - Combined Concrete Agg		0.00000	-					
CUYD		0.04800	219.74400	218.88480	219.74400			
717.01.04.01 - Concrete Cure and Seal		0.00000	-					
		1.00000	4,578.00000	4,560.10000	4,578.00000			
713.01.00.01 - Water		0.00000	-					
		1.00000	4,578.00000	4,560.10000	4,578.00000			
707.01.03.01 - Preformed Expansion Jo		0.00000	-					
		1.00000	4,578.00000	4,560.10000	9,156.00000			

6. In the Material Set field of the item you are working with (still on the Acceptance Record tab), blank out the incorrect material set and select the correct one.

Line Num	Item ID	Item Description	Project ID	Catg	Seq#	Loc/Desc	Seq	Qty Posted
> 0400	609010200	CURB AND GUTTER-CONC	8935029000	0001	1	Test	1	0.000
Material Set		Materials						
Q		0						
Begin typing to search or press Enter								
General-Uses Conventional								
General-Uses Optimized								
Showing 2 of 2								

7. Click Save
8. The correct materials for the material set selected will be added and the material set will be updated in the item posting.
9. Re-enter any acceptance record data as applicable (Source, Field Inspection Value, etc.)

DWR is locked on an estimate

1. Create a Service Desk incident or contact the AASHTOWare Project Help Desk. They can create a zero placed quantity DWR to move the incorrect material quantity posting to the correct material set.

Correcting DWR Acceptance Records:

Incorrect sources or Field Inspection values will cause discrepancies and payment estimate exceptions (See the section on Reasons for Deficiencies above). Follow the steps to make corrections for these scenarios:

Scenario A – DWR is locked on a previous estimate

A new DWR, item posting and DWR acceptance record will need to be created to enter the correct acceptance record data since a DWR locked on an estimate cannot be modified.

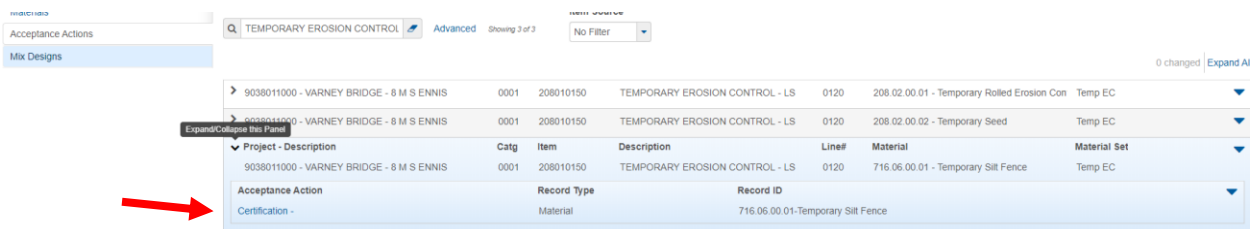
1. Create a new DWR with the same DWR Date as the original incorrect DWR (this is to avoid payroll exceptions). This will create a new sequence number for that date.
2. Add the appropriate work item(s).
3. Create a zero placed quantity item posting and select the correct material set.
4. Enter the correct Source (and product name if QPL), Field Inspection Value and Certification values in the DWE Acceptance record.

Scenario B – DWR is not locked on a previous estimate

1. If Approved or Pending Approval status, Reject and Change the DWR to Draft.
2. Make the appropriate corrections to the DWR Acceptance record.

Proper steps to zero an Acceptance Action:

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions > Acceptance Actions Tab
2. Locate the correct row for material set and material and expand



3. Click on the Acceptance Action link
4. Change ONLY the Action Rate to 0 (not blank)
**DO NOT change the Action Frequency
5. Enter a remark in the Comments field



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



Name: Certification

Description: [Empty]

Evaluation Method: Record Count

Project ID: 9038011000

Contract: 05219 - VARNEY BRIDGE - 8 M S ENNIS

Project Item Line Number: 0120

Item: 208010150 - TEMPORARY EROSION CONTROL - LS

0 added | 0 marked for deletion | 1 changed

Option Name: Cert | Option Description: Certification Reviewed

Action Type: CERT - Certification

Action Relationship Description: Certification Reviewed

Action Documentation Type: Daily Work Report

Effective Date: 01/01/2019

Expiration Date: [Empty]

Action Frequency: 1,000

Action Rate: 0

Minimum Quantity Required: [Empty]

Frequency Type: Contract

Comments: Material not used on the project

Missing attachments for material acceptance:

Attachments required can still be added to sample records and/or DWR acceptance records even if they are locked or authorized.

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
4070062000	0001	0120	208010150 TEMPORARY EROSION CONTROL-LS	1.000	LS	3,000.000	0.800

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/ Units	Est Req	Tkn Def
208.02.00.01	1.00000	0.200		Acceptance: Certification									
Temporary Rolled Erosion Control				Cert	Daily Work Report	Certification Reviewed				1/Contract		1	1
Temp EC													

DWR Date	Inspector	Seq #	Field Insp Value	Comments	Rep Qty	Attach	Filename
05/22/2020	Dustin Gregory	1	Certification Reviewed		1.00	No	

208010150 TEMPORARY EROSION CONTROL-LS

Material Set: Temp EC

Materials: 3

208.02.00.01 - Temporary Rolled Erosion Control

208.02.00.02 - Temporary Seed

Material: 716.06.00.01 - Temporary Silt Fence

Material Units: Conversion Factor 1.00000, Reported Matl Qty 0.70000, Cont Est Matl Qty 1.00000, Sat Rep Matl Qty 0.10000

Source ID: SHDNGLP (Shandong Leihua Plastic Engineering Co., Ltd.)

Product Name/Seal#/Batch/Lot: SF100

Field Inspection Value: CERT - Certification Reviewed

Certification comparison to MDT Specs: Meets Specs

Sample Type: [Empty]

Actions menu: Copy, Create New Sample Record, Delete, Views, **Attachments**, Links, Material, SMFMI, Source, Tracked Issues

Do not need to add the same certification as an attachment on multiple DWR acceptance records if it applies to all. Just add the attachment to the first acceptance record.



MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Project CONSTRUCTION and MATERIALS



DWR Date	Seq #	Field Insp Value	Comments	Rep Qty	Attach	Filename
05/09/2019	1	Steel Cert Reviewed		232.00	Yes	CSP 406 & Cert.pdf
05/09/2019	2	Steel Cert Reviewed		70.00	Yes	CSP 406 & Cert.pdf
04/17/2020	1	Steel Cert Reviewed		124.00	Yes	24 Inch CSP 406 & Cert #1.pdf
04/17/2020	1	Steel Cert Reviewed		124.00	Yes	24 Inch CSP 406 & Cert #2.pdf
04/30/2020	1	Steel Cert Reviewed			Yes	24 Inch CSP 406 & Cert #2.pdf
04/30/2020	1	Steel Cert Reviewed			Yes	24 Inch CSP 406 & Cert #1.pdf
05/15/2020	1	Steel Cert Reviewed		124.00	Yes	24 Inch CSP 406 & Cert #1.pdf
05/15/2020	1	Steel Cert Reviewed		124.00	Yes	24 Inch CSP 406 & Cert #2.pdf

Do not need to add the same certification as an attachment on other items if it applies. Add the attachment to the first item and then put a remark in the DWR Acceptance record indicating which item the attachment is on. Then you can use the Copy DWR to Items function to automatically create the acceptance records for the other items and copy the remark. Refer to the Help Guide on Attachments for Material Acceptance: https://www.mdt.mt.gov/other/webdata/external/css/aashtoware-cm/Cheat-Sheets/Attachments_For_Material_Acceptance.pdf

Options are not a deficiency as long as one option is satisfied

The report will display options as a deficiency but will not create a payment estimate exception. A remark has been added to the report to indicate that only 1 of the options needs to be satisfied.

Project	Catg	Line#	Item	Current Qty	Unit	Unit Price	Qty Posted to Date
7668066000	0001	0260	301020625 AGGREGATE TREATMENT	152,852.000	SQYD	0.350	50,283.300

Material	Conv Factor	Material Qty	Option	Acceptance Type	Sample Type / Field Insp Value	Acpt Method	Test Method	Smpl Resp	Test Resp	Rate/Freq	Size/Units	Est	Req	Tkn	Def
713.03.00.01	1.00000	8,401.700		Acceptance: Dust Palliative Acpt (Satisfy 1 Option) - Disregard deficiencies on other Option											
Magnesium Chloride				QPL (per source)	Daily Work Report	QPL Verified				1/Contract	1 PT	1	1	1	0
Mag Chloride				Test and Cert (per source)	Daily Work Report	Certification Reviewed				1/Contract	1 PT	1	1	0	1
				Sample Record	Project Acceptance	Test Results	Chloride Analysis	FLD	MTRL	1/Contract	1 PT	1	1	0	1