



MEMORANDUM

GENERAL SUBJECT: Materials Information Tracking System (MITS) /Producer Laboratory Analysis and Information Details (PLAID) updates to Chapter VIII of the Manual of Instructions	NUMBER: MD 371-14
SPECIFIC SUBJECT: Revisions to TL-50 and TL-52 Forms in Sections 803.34, 803.36, 803.37, 803.38, 803.48 and 803.49 for use in the MITS/PLAID database	DATE: April 7, 2014
DIRECTED TO: District Materials Engineers	SIGNATURE: Charles A. Babish, PE <i>Signature on original copy of memorandum</i>

This Memorandum notifies the users of the Materials Division Manual of Instructions that Sections 803.34, 803.48, 803.49, 803.36, 803.37, and 803.38 have been revised due to implementation of Asphalt Concrete Mixture /Central Mix Aggregate web based Materials Information Tracking System (MITS) using newly developed electronic HMA TL-50 and CMA TL-52 forms. Specifically, Section 803.34 provides details required to complete the online TL-50 form and the timeframe for completion; Section 803.48 provides lot completion and closeout information required on the lot details form and Section 803.49 provides details to enter VDOT projects on the project details form. Section 803.36 provides details required to complete the online TL-52 form and the timeframe for completion; Section 803.37 provides lot completion and closeout information required on the lot details form and Section 803.38 provides details to enter VDOT projects on the project details form. Revised sections are shown below.

Sec. 803.34 Form TL-50, Report on Asphalt Concrete Mixtures

~~Form TL-50 is used to report test results of asphalt concrete mixtures, primarily conventional gradation and asphalt content using the Reflux Extractor, Marshall stability, Abson Recovery, and density tests, among others. Occasionally, physical tests of aggregate for use in asphalt concrete are reported on this form, also. This form is used when the tests are performed in the District or Central Office laboratories. In reporting test results, sieve analyses are to be reported to the nearest 1.0 percent, and asphalt contents are to be reported on the 0.1 percent. Show the job mix range to the right of test results. Form TL-50 is to be signed or initialed by the State or District Materials Engineer or their representatives, depending on which Laboratory conducts the test. Show whether the sample passes or fails. All samples, whether passing or failing, must be recorded. On all failing samples, a notation must be made as to the action taken.~~

~~Samples are to be given consecutive numerical numbers.~~

~~Distribution shall be as outlined in Section 801.02, except that one additional copy of the report shall be prepared and distributed to or retained by the Materials Division—Elko. For additional details, see also Sections 202.03 and 502.04. (See specimen form in Section 805.)~~

Form TL-50, which is established on the “Producer Lab Analysis and Information Details” (PLAID) website <https://plaid.vdot.virginia.gov>, shall be used by the Producers to report test results of asphalt concrete mixtures, primarily conventional gradation and asphalt content. In reporting test results, sieve analyses are to be reported to the nearest 1 percent, and asphalt contents are to be reported on the 0.01 percent. Volumetric properties of the asphalt concrete mixture shall also be entered on this form under the volumetrics tab. All acceptance samples, whether passing or failing, must be recorded. On all failing samples, a notation must be made as to the action taken. The following information shall be provided on the TL-50 for each sample along with the test results:

- *District, Production Year;*
- *Producer Name, Plant Name;*
- *Mix Type, Contract Job Mix Number;*
- *Lot Number, Sample Number, Sample Date, Sample Time, Sampled By, Tonnage;*
- *Project Number, Route Number, Producer Lab location, Tested By.*
- *Locality Code (optional),*

Test results and information shall be entered and submitted by the producer within 24 hours of sampling through the PLAID Website. The State or District Materials Engineer or their representatives will review, certify and release the results.

Form TL-50 shall also be used by the District and Central Office Asphalt Laboratories to report the laboratory test results on independent monitor samples (split samples). VDOT’s lab technician will enter test results of split samples through the “Materials Information Tracking System” (MITS)

website <https://mits.virginia.gov>. Test results of split samples will be reviewed and compared to those of the producer's acceptance samples.

Sec. 803.36 Form TL-52, Report on Dense Graded Central Mix Aggregates

~~Form TL-52 will be used by the District and Central Office Soil Laboratories to report the laboratory test results on dense graded aggregates. This test report is reviewed and compared to the production test report for agreement. The original shall be retained by the Laboratory conducting the test. There is no further distribution of this report, unless requested.~~

Form TL-52, which is available on the "Producer Lab Analysis and Information Details" (PLAID) website <https://plaid.vdot.virginia.gov>, shall be used by the producer to report test results of dense graded aggregate samples for gradation, moisture content, Atterberg limits and cement content. The following information shall be provided on the TL52 for each sample:

- *District, Production Year;*
- *Producer Name, Plant Name;*
- *Size Aggregate, Mix Type, Job Mix Number;*
- *Lot Number, Sample Number, Sample Date, Sample Time, Sampled by, Tonnage;*
- *Project Number, Producer Lab location and Tested by.*
- *Route Number and Locality Code are (optional).*

Such test results and information shall be entered and submitted by the producer within 48 hours of sampling through the PLAID website.

Form TL-52 shall be used by the VDOT Laboratories to report the laboratory test results on independent assurance samples (split or monitor samples). VDOT's lab technician will enter test results of split samples through the "Materials Information Tracking System" (MITS) website <https://mits.virginia.gov>. Test results of split sample will be reviewed and compared to those of the producer's acceptance samples.

Sec. 803.37 Form TL-52A, Central Mix Aggregates – Test Results Input Form

~~Form TL-52A is to be filled out by the Producer's Technician. The records (A & B) are self explanatory, and you need only enter the codes and/or test data. Note that there are four (4) (B) data records which allow for the entry of the test data for four (4) tests, which is normally the lot size. Also, note the record (A) has room for listing four (4) contracts. A list of codes for project numbers will be furnished by the Information Systems Division and may be obtained from the District Terminal Operators. If it is not feasible to furnish each Plant Technician a code list, the Technician may write the project number at the top of the form and the code can be entered later by the District Materials Engineer. Most contract code numbers are six (6) digit numbers. Record them from right to left (e.g. _ _ 3 2 3 1). In the case of maintenance repair or some other unusual number, show it as it is when it is a six digit number (e. g. _ 3 0 1 2 3). If it is not, put a dash in the blank in front of the~~

~~number (e.g. _ _ 4 0 6 4 or _ _ 3 2 4). This will prevent the number from being used by the computer as current or future project code. (See specimen form in Section 805).~~

Sec. 803.37 Lot Details Form, Central Mix Aggregates

The lot details form, which is available on the PLAID, shall be used by the producer to report total tonnage of dense graded aggregates shipped for all VDOT projects from this lot.

At the completion of the lot, the projects shipped to and tonnage for each project in the lot shall be entered by the producer. The lot should be completed once all the test results of four acceptance samples and the tonnage information shipped to VDOT projects is entered into Lot Details. With VDOT approval, if a producer elects to keep private work in the same lots with VDOT projects, then the tonnage information shipped for private work must be entered into Lot Details.

A lot may be closed with less than 2,000 tons (or 4,000 tons, if applicable) by direction of the District Materials Engineer.

The lot detail form for the lot completed by the producer will be reviewed by the respective District Materials Section through MITS and closed out upon completion of review.

Sec. 803.38 Form TL-52C, Central Mix Aggregates Test Results Input Form Monitor Phase

~~Form TL-52C is completed by the District Materials Section and is self-explanatory. (See specimen form in Section 805).~~

Sec. 803.38 Project Details Form, Central Mix Aggregates

The project details form shall be used by VDOT to enter all VDOT projects into the MITS and assign the TL-127's related to that project so that the project numbers are available on TL-52 form and lot details form.

For tonnage shipped to private work, VDOT shall enter a project number titled "Private-two digit VDOT district number-four digit year" (i.e. Private-04-2014) so that the producer can select that description for non- VDOT projects.

At the completion of the project, the project detail form shall be reviewed by the respective District Materials Section through MITS and closed out upon completion of review.

Sec. 803.48 Form TL-100A, Asphalt Concrete Test Results Input Form

~~Form TL-100A is to be filled out by the Producer's Technician. With the exception of the Job-Mix ID (procedure same as for TL-127B), the records (A & B) are self-explanatory, and you need only enter the codes and/or test data. Note that there are four (4) (B) data records which allow for the entry of the test data for four (4) tests, which is normally the lot size. Also, note that record (a) has room for listing four (4) contracts or schedules. A list of codes for project numbers will be furnished by the~~

~~Information Systems Division and may be obtained from the District Terminal Operators. If it is not feasible to furnish each plant Technician a code list, the technician may write project number at the top of the form and the code can be entered later by the District Materials Engineer. Most contract code numbers are six (6) digit numbers. Record them from right to left (e.g. __ 1 2 3 4). For maintenance schedules, show the whole number (e.g. 7 0 5 7 8) and item number (e.g. A _). In the case of maintenance repair or some other unusual number, show it as is when it is a six (6) digit number (e.g. _ 3 0 1 2 3). If it is not, put a dash in the blank in front of the number (e.g. _ 4 0 6 4 or __ 3 2 4). This will prevent the number from being used by the computer as current or future project code. (See specimen form in Section 805).~~

Sec. 803.48 Lot Details Form, Asphalt Concrete Mixtures

The lot details form, which is established on the PLAID, shall be used by the producer to report total tonnage of asphalt concrete mixtures shipped for all VDOT projects from this lot.

At the completion of the lot, the projects shipped to and tonnage for each project in the lot shall be entered by the producer. The lot should be completed once all the test results of eight acceptance samples and the tonnage information shipped to VDOT projects is entered into Lot Details.

A lot may be closed with less than 4,000 tons by direction of the District Materials Engineer.

The lot detail form for the lot completed by the producer shall be reviewed by the respective District Materials section through MITS and closed out upon completion of review.

Sec. 803.49 Form TL-100C, Asphalt Concrete Test Results Input Form Monitor Phase Form TL-100C

~~*Form TL-100C is completed by the District Materials Section and is self-explanatory. (See specimen form in Section 805).*~~

Sec. 803.49 Project Details Form, Asphalt Concrete Mixtures

The project details form shall be used by VDOT's technicians to enter all VDOT projects into the MITS and assign the TL-127's related to that project so that the project numbers are available on TL-50 form and lot details form.

At the completion of the project, the project detail form shall be reviewed by the respective District Materials section through MITS and closed out upon completion of review.

cc: Commissioner
Chief Engineer
Deputy Chief Engineer

Division Administrators
Residency Administrators
District Materials Engineers

District Construction Engineers
District Maintenance Engineers
Area Construction Engineers
Virginia Asphalt Association

Virginia Center for Transportation Innovation and
Research
Virginia Ready-Mixed Concrete Association
Precast Concrete Association of Virginia
Virginia Transportation Construction Alliance
Virginia Dept. of Minority Business Enterprise
Federal Highway Administration
American Concrete Paving Association
NE Chapter, Southern Region
Old Dominion Highway Contractors Association