

# **Materials Management TAG**

**September 07, 2003**  
**Green Mountain B Room, Radisson Hotel**  
**Burlington, VT**

## **Minutes**

TAG Coordinator, Denis Glascock, called the meeting to order. Protocol for the meeting was noted. Roll call was taken. A list of those who signed the attendance sheet follows. States were encouraged to network with each other and build relationships.

### **Minutes**

The minutes of the 2002 meeting were presented. There was a motion and second to receive the minutes as presented. The motion carried. It was noted that the minutes are on the Cloverleaf website.

### **Election of Coordinator and Assistant Coordinator**

There was no election of coordinator, as Denis Glascock (MO) is currently serving the second year of his second 2-year term as Materials TAG Coordinator. Ahmed Eltahan (TX) has resigned as Assistant Materials TAG Coordinator due to reassignment. Rick Yunker (IN) was nominated and accepted by acclamation for the remainder of the 2-year term as Assistant Materials TAG Coordinator.

### **Mission Statement**

"Provide guidance, coordination, and oversight for the development, implementation, and maintenance of a modern comprehensive materials information management system within the framework of a total transportation information system.

The Mission Statement was reviewed. There was a motion and second to accept the Mission Statement as presented. The motion carried.

### **Short Term Goals**

The short-term goals were reviewed.

1. Prioritize known issues for correction and/or enhancement.
2. Continue identification of problems.
3. Maintain a sub-group to review the existing materials-related TMRs and establish priorities among these TMRs to provide the intended materials functionality of SiteManager in the most expedient time frame. Lonnie Jones will serve as Task Force Liaison. Robert Sarcinella will coordinate the group and communicate priorities in a timely fashion.

The vast number of TMRs being resolved was noted. Short term goal #3 was discussed and reworded as follows:

3. Maintain a sub-group to review the existing materials-related TMRs and establish priorities among these TMRs to provide the intended materials functionality of SiteManager in the most expedient time frame. The Trns\*Port Task Force will provide a Task Force Liaison. A coordinator will be designated.

Nebraska volunteered to coordinate the MIRT to review existing TMRs in the coming year. There was a motion and second to accept the short-term goals as modified. The motion carried.

### **Long Term Goals**

The long-term goals were reviewed.

1. Provide oversight for the development of additional Materials Management functionality in SiteManager.
2. Review current and changing regulations and methods to insure that the AASHTO Trns\*Port products support the functions necessary to comply with all regulations and evolving methods.
3. Monitor the maintenance of the Materials Management functions and pursue the resolution of problems identified by SiteManager users.

There was a motion and second to keep the long-term goals as written. The motion carried.

### **Contract Sampling and Testing Enhancement**

Six agencies (Alabama, Connecticut, Indiana, Missouri, Nebraska, and Texas) provided funding to supplement the MSE funding provided by the Task Force for this enhancement. Beta testing of this enhancement was recently completed. Denis noted he was very pleased with the testing. This enhancement will be part of the next release of SiteManager later this month. There will be a 4-month warranty period. When submitting a TMR, it is important to note whether or not it is a warranty issue. It was also noted if an agency "breaks" something that worked previously, it becomes that agency's responsibility to fix it. Denis expressed his thanks to the six agencies that funded this enhancement.

### **"Big 15" Enhancement**

The status of the SiteManager Sample Information Enhancement Proposal, commonly referred to as the "Big 15" Enhancement, was reviewed. This enhancement includes changes in the following windows: System Table Maintenance, Inspectors, Sample Information, Approved Materials, User Security, Welders, Testing Personnel, and Materials Test Template. This proposal officially went out as a solicitation to member agencies on August 29. Attendees were encouraged to look at the proposal and determine whether or not it will benefit their agencies. There was discussion regarding the cut-off date. It was believed to be October 10, or six weeks from the date the solicitation went out. The Task Force will send out a follow-up letter with the cut-off date. Agencies were encouraged to send a letter to Shirley Daugherty as soon as possible stating the amount the agency is willing to commit to the proposal. It was noted that funding for this enhancement will be needed up front. This enhancement will be very beneficial to any agency using, or intending to use, SiteManager for materials management. Agencies were encouraged to participate, even if unable to contribute.

### **Enhancement TMRs**

Current Enhancement TMRs were reviewed. Attendees were encouraged to access the website to view TMRs and make comments. It was noted TMRs are tabled if they receive no votes during a 3-year period. At that point, they must be resubmitted to receive consideration. Brad Parks (InfoTech) stated it is important to use the comments field on the website when submitting a TMR.

**TMR 3281** (easier method to retrieve sample) – This TMR is a part of the "Big 15" and should be considered a high priority if the "Big 15" does not go through.

**TMR 4048** (prevent authorization of "Pending" samples) – This TMR is a part of the "Big 15."

**TMR 4050** (add navigation between DRW window and sample information) – This TMR is desirable because it will make Construction users more amicable to Materials requirements.

**TMR 4097** (improvement of process for sending notification) – Arkansas has submitted TMR 7132 requesting an enhancement to have the In-box coordinate with an agency's external mail system. New Mexico has written a script for email notification that the user has something in the In-box.

**TMR 4366** (improve edit mask on quantity field) -- This is a system-wide issue that has been addressed in some areas but continues to be a problem in many other areas. It was suggested the edit mask be changed in the "Big 15" enhancement. The edit mask on date fields was also discussed. Since this issue has also been addressed by Construction, Denis will bring it up in the Construction TAG meeting later today.

**TMR 5123** (change screen display to 800x600 pixels) – This is currently in process as changes are made to the windows. InfoTech will be asked to check whether or not enough windows have already been upgraded to change the scope of this TMR.

**TMR 5461** (In-box messages do not filter down) – This is primarily a Construction issue.

**TMR 5648** (add regeneration option to contract S&T requirements) – The TAG will submit an additional TMR to allow for regeneration on line item level and an item code option.

**TMR 6403** (ability to modify Mat'l. Test Template labels at any time) – Indiana withdrew this TMR in order to retain version control.

**TMR 6500** (no link between P/S Materials and P/S Plants) – This has merit but is likely a large scope issue.

**TMR 6501** (expiration date not editable) – This enhancement is part of the “Big 15.”

**TMR 6542** (enhancement to Summary to Contractor Report) – There was a question about working on RTF reports. It was noted Construction would like to add all items to this report. Brad Parks (InfoTech) noted a flag could be added to the estimate window at generation. It was noted there is an area of the TUG website where agencies may share their RTF reports.

**TMR 6567** (ability to name a gradation) – It was noted that this TMR is worthy of consideration.

**TMR 6574** (change table structure of Mat'l. Test Template to be like DWR templates) – This would allow a one-to-many relationship as on the DWRs.

**TMR 6575** (ability to add fields to templates currently in use) – The DWR templates have this capability. It was noted that previously created items should not be changed when fields are added.

TMRs included in the “Big 15” are on the ballot. TAG members will be notified by October 15 if sufficient funding is received to proceed with this enhancement. Members were encouraged to return to their agencies and advocate the importance of the “Big 15” enhancement.

### **New Enhancement Proposals**

- New York proposed the ability to add attachments functionality to P/S window, noting this TMR is already on the Cloverleaf website as TMR 7159. There was discussion on the possibility of adding this to the “Big 15.”
- Connecticut proposed: See TMR 5648. The users would like to be able to re-generate Contract Sampling and Testing Requirements throughout the life of a contract. Between Contract Award and Notice to Proceed, not all S&TR are known or have been entered into SiteManager. This is especially true of items related to special provisions or where the item is new to Item Master. The users would like to be able to generate a contract (as they can now) but also be able to generate the same contract additional times as the 'global' S&TR are updated. A means to limit the regeneration process to only the Line Items needing regeneration should be included. For example, only S&TR with a last modified date more recent than the date the contract was generated would be updated. Nebraska has code that will re-generate a contract or specific Line Item Numbers from a contract. This enhancement is different from 5648 in that it limits the regenerate process to lines 'needing' to be regenerated due to changes in the global S&TR.
- Texas proposed: See MAT TAG 03-1 and TMR 5648. The users would like to be able to re-generate Contract Sampling and Testing Requirements throughout the life of a contract. This variation would allow the agency to select a specific Bid Item Code or Bid Item Codes to be re-generated.
- Texas proposed: The users would like to be able to change an existing material in CS&TR to another material. The user would be allowed to select a material and a single Line Item Number, a single Bid Item Number, or ALL to be affected. (A Bid Item might occur in a contract more than once. All instances of the Bid Item Number would be affected. If ALL is selected, all instances of the material, throughout the contract, would be replaced.) This function would be similar to the 'copy record' function except that the information 'copied' would then be deleted.
- Texas proposed: The users would like to be able to select alternate Sampling and Testing Requirements to be added by the Generate process. Some means would be included to identify global Sampling and Testing Requirements wherein the several requirements for a Bid Item are mutually exclusive, that is, only one of the three, for example, would apply. During Generation, the process would stop when alternatives were provided and the user would be prompted to selected the S&TR appropriate for the target line, based on the contract parameters.
- Texas proposed: The users would like to be able to associate a specific Testor to a specific Lab. At this time, only the Geographical Area is tracked with regard to Testing Personnel. It would be useful to also tie the Testor to a specific Lab. It would be logical to consider this change in concert with the Sample Information Enhancement, if that effort is funded and moves forward.

Denis expressed appreciation to those attending. With no further business, a motion was made and seconded to adjourn.

Respectfully submitted,  
Wilma J. DeGraffenreid

### **Attendance\***

Denis Glascock – MODOT

Wilma DeGraffenreid – MODOT

Rick Yunker – INDOT

Sheri Meyerhoff – INDOT

Bob Atchinson – VAOT

Tim Pockette – VAOT

Mark Peloquin – VAOT

Bill Ahearn – VAOT

Mike Ondrak – NDOR

Lee Burbach – NDOR

Charles Thurman - OKDOT

Duane Thompson – ALDOT

Tracy Fagan – ALDOT

Jim Johnson – FDOT

Marty Foster – Mich DOT

John Giannini – CTDOT

Joe Bouchey – CTDOT

Bruce Stapleton - NBDOT

Rosana Ruiz – NMDOT

Brandon Crowley – TDOT

Quincy Honaker – KYTC

Leah Brigman – SCDOT

David Bernard – NYSDOT

Stewart DeWitt – TXDOT

David Henning – AK HTD

Norma Stephens – InfoTech

Brad Parks – InfoTech

John Carpenter – InfoTech

Diane Menz – InfoTech

\* A number of people attended parts of the meeting but did not sign the attendance sheet.