Responsibilities: District to Commercial Lab

Responsibilities:

- Approve the use of shared equipment (when allowed by specification).
- Ensure the Commercial Lab attends the pre-pave meeting when required by the District.
- Provide expectations for communication and coordination with all project plant and roadway staff.
- Ensure that the QC raw data will not be received by the Commercial Lab QA technician for entry into SiteManager.
- Communicate the requirements of the Commercial Lab at the plant beyond performing tests, specification, and District requirements to include:
    - Timely reporting requirements,
    - Witness all samples,
    - Custody of samples and test data,
    - Care of samples,
    - Care of random sampling locations, and
    - Approval authority.
- Ensure the Commercial Lab QA technicians meet with Contractor's plant QC technicians prior to testing to:
    - Provide the approved mix design and current JMF# to the QC technician for concurrence.
    - The Commercial Lab QA technician will confirm with the QC technician target JMF properties. Document this confirmation on the TxDOT/HMAC supplied checklist. The Commercial Lab will provide a copy to the District.
    - As a best practice Districts should provide Commercial Lab representatives with a guidance document outlining their responsibilities, level of authority, and District point(s) of contact.
- Ensure the following practices are maintained by the District including your Commercial Lab representatives:
    - District and/or its representative will enter all QC (Quality Control) and QA (Quality Assurance) data into SiteManager.
    - District and/or its representative will always be responsible for reviewing all data prior to uploading to SiteManager.
    - TxDOT Technicians, including Technicians representing TxDOT performing QA testing are responsible for making sure test data submitted for entry into SiteManager is correct.
    - TxDOT Technicians, including Technicians representing TxDOT performing QA testing will not rely on the QC staff to enter QA test data into a spreadsheet for entry into SiteManager.
    - QC test data and QA test data for each day's production will be placed in "clean" separate excel templates then submitted directly to the person responsible for entry into SiteManager. The QC staff will not have access to the QA template.
    - When the QA Technician that performed the test does not enter their data directly into SiteManager, the Technician's signed and dated raw data calculation sheet (not the excel spreadsheet) will be attached within the Basic Sample tab in SiteManager.