**SOUTHEAST REGION**

**HMA PRE-PAVING MEETING**

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| **Project Information****Program Type**: [ ]  State Program [ ]  Local Program |
| Date: |       | Highway/ Road |       | State I.D: |       |
| State Project mngr: |       | Phone #: |       | Email address: |       |
| State Leader: |       | Phone #: |       | Email address: |       |
| Prime contractor: |       |  | Paving Contractor: |       |
| Prime Cont.contact |       | Phone #: |       | Email address: |       |
| Paving Cont. Contact |       | Phone #: |       | Email address: |       |
| Start Date: |       |  |  | Plant name/#: |       |
| End Date: |       | Day Or night work: |  | Night work start time |       |
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| 1) HMA Size & Type: |       | Plan Quantity: |       | Dept. 250# |       |
| 2 HMA Size & Type: |       | Plan Quantity: |       | Dept. 250# |       |
| 3 HMA Size & Type: |       | Plan Quantity: |       | Dept. 250# |       |
| 4) HMA Size & Type: |       | Plan Quantity: |       | Dept. 250# |       |

 **QV Density Responsibility**: [ ]  TSS (Technical Services) [ ]  PDS (Project Staff)

 **Test Strips required:** [ ]  **YES** [ ]  **No**

 Date of first Test Strip:

 Proposed test strip start time:

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**Notification of Paving:**

**Contractor:** Notify Project staff electronically the day before paving. Discuss and document lead time here.

**Project Staff:** Notify Technical Services Section (TSS) by 3pm the day before paving, M-F electronically using current pantry scheduling worksheet template at dottsshma@dot.wi.gov. Notification after 3pm M-F: TSS staff will not receive this notification until the following business day. In the case of late notification, any required HMA QV mix samples should be obtained by Project staff and delivered to the West Allis Asphalt Lab (there is a drop box available outside the HMA lab door). In the case of late notice, TSS will make every effort to cover this work. **Local program contracts always obtain/deliver all HMA samples**.

**Department Material sampling:**

Materials include: Asphaltic Tack, Asphalt Cement, & Hot Mix Asphalt.

**Tack Sampling and placement**

* Project staff is required to obtain and witness sampling.
* One sample per contract required with more than 2,500 gallons (CMM 8-50) (WTM R66)
* Sample required: [ ]  Yes [ ]  No
* Latest version of shipping tag (DT1352) and BOL is required to accompany the sample
* Tack must break and cure before paving.
* Full surface coverage is required (no stripes). (Specification .050 to .070 gallons per sq yard)
* Anticipated application Rate:
	+ Both vertical and horizontal surfaces must have Tack
	+ Tracking of the tack must be controlled.
* Type of tack to be used: [ ]  Slow Set [ ]  Quick Set [ ]  Other (explain)

**Binder Sampling:**

* Samples are taken in-line at the plant. Project staff required to obtain and witness sampling.
* All sources must be sampled. If contractor changes their source they must notify project staff so that an additional sample can be obtained.
* Contracts < 1000 ton: Samples are not required. Sampling is at the engineer’s discretion.
* Contracts > 1000 ton: One in-line sample per 15,000 ton of mix or fraction thereof.
* Latest version of shipping tag (DT1352) and a BOL is required to accompany the sample when submitted.

**Mix Sampling:**

* **Test Strip:** Mix sampling and delivery to SE Region Lab is the responsibility of Project Staff. Discuss/coordinate with TSS staff before paving.

* **Production**: Mix sampling under PWL or QMP will be performed by TSS staff with proper notification. Project staff can opt to sample and deliver. Proper notification is still required.
* Local program contracts obtain/deliver all HMA samples. Proper notification is still required.

**Density Determination (X applicable):**

* [ ]  **Acceptance testing:** Department staff is to layout sublots and perform density testing. Gauge comparison is not required but is typically done to allow the contractor to participate.
* [ ]  **QMP (SPV):** Contractor to layout sublots and perform density tests. Department is required to test 10% of contractors completed sublots.Contractor and Department gauge comparison must be performed. Determine Reference block site.
* [ ]  **PWL (SPV).** Test strip andCoring is required. Nuclear gauges are required to be correlated with the cores. Project staff is required to follow the chain of custody procedure for the cores as defined in the Special Provision. Input the core and gauge test data into the most current spreadsheet found in Pantry. Contractor is responsible for Lot and Sublot layout. QV testing is the responsibility of project staff at a rate of 1 test per sublot.
* [ ]  **SMA (SPV).** Coring is required and nuclear gauges are required to be correlated with the cores. Project staff is required to follow the chain of custody procedure for the cores as defined in the Special Provision. Input the core and gauge test data into the most current spreadsheet found in Pantry. In production SMA is handled as a QMP item (not PWL). This can be either acceptance or QMP depending on whether or not your project has the QMP density item in the Special Provisions.
* [ ]  **Core / Core Pilot (SPV).** Density will be determined by cores only. Density test strips are not required. Density determination in a volumetric test strip will be considered as production density.
* [ ]  **PWL Lite.** To be determined

* **Nuclear Density lot determination**: Refer to, **SS 460.3.3.2, CMM 8-15 & WTM T355.**
* **Material Changes:** Submit JMF change requests with all supporting documents directly to SE Region TSS Representative using the established formats. Submittal guidance is referenced at the end of this document.
* **Corrective Action:** Varies by Item type. Adhere to Standard Specifications 460.2.8.2.1.7. and SPV guidance.

**Waiving Testing:**

**QC and QV Mix testing:** Testing may be waived for bid items with less than 500 tons (460.2.8.2.1.3.3 & 460.2.8.3.1.4)

**Density testing:**

**460.3.3.3 Waiving Density Testing**

(1) The engineer may waive density testing for one or more of the following reasons:

 1. It is impracticable to determine density by the lot system.

 2. The contract contains less than 750 tons of a given mixture type placed within the same layer and target

 maximum density category.

* **Cold weather paving:** (450, 460) Plan required at pre-pave meeting. Written engineer acceptance required. Paving season is April 15 to November 1 & >35°F upper & >31°F non-upper. Applies to Asphaltic Surface items also (465). Apply tack >31°F.
* **Joints:** (450.3.2.8) See Standard Detail Drawing. Notched wedge joint is required for mainline paving where the HMA layers are 1.75 inches or greater. Submit notch documentation for Longitudinal Joint. Discuss Transverse Joint. I.E sawing/milling/blocking, tacking, tapers.
* Joint to be used: [ ]  Notched Wedge [ ]  Vertical
* If not using the notched wedge state the reason:
* **Equipment:** (450.3.2.8 (5) submit documentation to the engineer that includes the brand name and model of each extruding and compacting device proposed for notched wedge joint construction.
* **Surface Preparation:** Cleaning (sweep, vacuum, compressor). Result approved by engineer.
* **Haul Route:**
* **Work Restrictions:**
* **Traffic Control:**
* **Accident Plan:**
* **Paving Completion:** (460.2.8.2.1.4.1(1)) Submit testing records & control charts to the engineer in a neat and orderly manner within 10 days after paving is completed. Include all source documents, (handwritten and electronic) used to compute final results. All documents must be legible.

**End End End**

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**REFERENCES:**

\*\* **Request for JMF Change summary**

* Must use form
* Each request must be submitted individually with supporting documents.
* Control charts will accompany form
* Must include Mix design.
* Must include blend history
* PBR changes must include most recent test records
* Must include sample test number when change becomes effective
* Must have completed 3 individual production tests first
* Further changes not allowed until 6 additional individual tests, according to normal sampling frequency, for affected property
* Change may become effective up to four individual tests before request was made if electronic documentation exists
* New target value must meet design requirement
* Can’t eliminate or add aggregate component
* Asphalt cement can’t be reduced by 0.1% or more
* PG changes must meet CMM 8-66 2.3.2 and be approved by Engineer
* Additive changes require JMF change except for compaction aid (warm mix additive used for HMA). Changes of an additive identified on a JMF, or the dosing rate, requires an approved JMF change

\* **Required HMA Truck Load Ticket Information**

* Gross weight
* Tare weight
* Net weight
* Load count
* Cumulative tonnage
* Date
* Time
* Ticket number
* WisDOT project ID
* Mix 250 number
* Mix type
* including the traffic, binder, and mix designation codes specified in 460.3.1
* If mixture will be under cold weather paving
* identify the warm mix additive and dosage rate required under 450.3.2.1.2.2