



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

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Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

May 20, 2024

MEMORANDUM

TO: D1-10 DISTRICT ENGINEER/MANAGERS

FROM: FM MM

THRU: HF
5/22

SUBJECT: AWP CONTRACTOR MATERIAL SAMPLE RECORD ENTRY

With the incorporation of the 2024 Supplemental Specification and MP 109.00.21, Contractors are now responsible for starting sample records and entering their test data into AASHTOWare Projects (AWP). According to Section 2.1.1.2 of MP 109.00.21, the contractor may request a waiver for this requirement.

As the contractor sample record process is new and not all contractors have been thoroughly trained in the process, MCS&T will assume final authority over the approval of the waivers. The Districts will continue to process waivers, but the contractors may choose to dispute the rejection of a waiver by contacting MCS&T at dohmcstapwaiver@wv.gov. If a waiver is granted, the test data shall be entered by applicable DOH Project personnel.

Until this onboarding process is completed, the \$700 penalty assessed in Section 2.2 of MP 109.00.21 will be waived for all Projects.

Should you have any questions or require additional information, you may contact Mr. Daniel Brayack of this division at Daniel.A.Brayack@wv.gov or by phone at (304) 549-2017.

MAM:Bd

cc: FM (MM, DB), D1-10 DISTRICT CONSTRUCTION ENGINEERS, FC (Smith)