

## MINUTES

**Time:** 9:00 am – 4:30 pm

**Location:** Online Independent Assurance Conference

**Host:** BTS, Adam Johnson

**Minutes Keeper:** NW Region, Tom Rossmann

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**Agenda Topic:** Welcome & Introductions      **Presenter:** John Brophy, Ryan Arnold/Adam Johnson

### Discussion:

- Supervisors and BTS introduced staff for roll call.
- Introduced new Statewide IA's.
  - Tom Portman-NWR
  - Brent Ferguson-NCR
  - Susan Rolbiecki-SER
  - Jeffery Bruesewitz-SER Mega
    - Reintroduced
      - Tony Rosling, Quest Engineering-Statewide
      - Theresa Janicki, Quest Engineering-Statewide

### Action Item (If Any):

None.

**Agenda Topic:** HTCP Update      **Presenter:** Jodi Pluemer

### Discussion:

- Certification
  - Only 1300 certifications this year, mostly through retest.
    - 46% Consultants
    - 36% Industry
    - 15% WisDot
  - Mostly MCT and PCC1 certifications.
- QMP Awards
  - Robert Downing-BTS
  - Mike Hammet-Trieweiler

- Jason Lauders-Corre
  
- Updates/Schedule 2021
  - Covid has presented challenges for the HTCP program.
  - No schedule released
  - Working to pivot trainings/recertifications online.
    - Ideal, online recertifications for technicians holding certification.
  - Only got through 6% of the events scheduled for HTCP.
  - Meetings and Face to Face interactions cancelled, have evolved into online meetings & classes.
  - Possible 100% online HTCP certifications.
  - Only new people who have never done material tested looking at 100% online certifications.
  - January-focus on the 1000's people already registered for certifications.
  - February-Might be open for business, training schedule released, and acceptance of registrations.
  - Fees have increased.
  - Wait and see approach

### Action Item (If Any)

Less testers next summer-again!

**Agenda Topic:** Nuclear Density

**Presenter:** Michael Bohn

### Discussion:

- Update 2020-Randoms
  - Program switched to a PWL layout method for test locations.
  - Sideroads and turnlanes used linear foot system.
  - Moving forward, we want to use the linear foot system.
- Testing times
  - Soils and base changed to a 1 minute test.
  - HMA, same as last year-two, 1 minute tests, 180degrees rotation between tests.
    - Third, 1 minute test, if the two initial tests differ by a pound or more.
  
- May have up to three hundred gauges in the state, both QV and QC.
  - Means three hundred correlations.
  - State gauges, all together on average is 0.2 % higher reading.
  - Need quality equipment when accepting materials.
  - Putting gauge life in CMM 8-15, not accepting gauges that are 30+ years old.
    - Rejecting gauges on projects over 30 years old.

- Date of device is on source tag.
- PWL dispute resolution, looking at credits for tests strips.
- Density requirements for base layer compaction may be implemented.
- Over 70 WisDOT nuclear density technicians.
- Nuclear Density will go to online with safety trainings and dept certifications.

**Action Item (If Any):**

Look for online trainings to be rolled out 2021

**Agenda Topic:** BTS HMA**Presenter:** Steve Hefel**Discussion:**

- Intro BTS HMA Staff
  - Steve Hefel-BTS Supervisor
  - Dan Kopaz-HMA Engineer
  - Richard Barden-AC/Binder
  - Jeff Anderson-HMA
  - Matt Andreini-Performance
  - Ablert Kilgore, BME-Specifications
  - Eric Lyndal-Lab Coordinator/Researcher
- Updates-CMM
  - Added Definitions
    - Butt Joint
    - Vertical Joint
    - Echelon Jointing
    - Notch Wedge Joint
    - Tandem Paving
  - Edited Definitions
    - Strikeoff Device-clean joints
- CMM Section 460
  - Corrected typo's for Grade No.6
  - Corrected issues of plasticity requirements.
  - Added reference for freeze thaw and fractured faces.
- CMM Updates
  - Section 451
    - Corrected reference to QV.
  - Section 458
    - Wedge tolerance clarified, +/- 2"
  - Longitudinal Joints-Lanes paved in Echelon were considered confined on both sides of the joint. Flushing can occur with joint being warm.

- Section 815.2,
- 30-year-old or older gauges, to not be used on state work.
  - Example for QMP.
- Section 836
  - Contractor wants a more flexible correction factor.
  - Cores and/or Gmb for SMA you need to use a corelock system.
- SPV 460.075
  - Longitudinal Joint Density STSP, clarify joints must also include density incentive pay item. Echelon paving- make sure it's required in the contract that this spec doesn't apply to those joints. If it is not required in the contract, the contractor may pave in echelon to help increase his density, remaining eligible for the incentive. Its clear that we wouldn't have to pay extra work involved for echelon, because they would be eligible for the incentive. Simplifying the joint density table.
  - Lanes paved in echelon, contractor may use longitudinal vertical or notched wedge. Paved in echelon both joints, are considered confined and compact against each other.
  - Unconfined along walls and concrete barriers, reason being that screed and roller cannot overlap for correct compaction.
  -
- Future Updates
  - Ignition oven correct factor rewrite is an ongoing process. Allowing contractor ignition factor to be re-done on short notice-contractor contacts us, then the department will witness the samples and correlate them during next correction factor process. We are also allowing auto extractors, they enable contractor to omit the use of ignition ovens.
  - Balance mix design, working on a pilot spec., finalizing next week. Will require performance requirements along with existing volumetric requirements. Hopefully get this into the 2021 projects.
  - Pilot coring projects. Using cores rather than gauges to measure density.
    - Trying to get each region to do one.
    - Help understand everything involved prior to implementing coring specification.
- PWL
  - Increased contract numbers, pushing 60 projects.
  - Tonnage increased...2.5 to 3 million tons per year, over 50% of all mix placed.
  - 2019 considered a success, many densities in the 103-104lbsft<sup>3</sup>. Vast majority in the 103% pay factor.
  - Airvoids were doing very well and looked very good, consistent mix produced. Vast majority 103 to 104% pay factor. Lowest 99%
  - Recap on the three year, 2017,18 &19 payfactors for:
    - Air voids-matched up.
    - Densities-didn't maintain high number, couple lousy projects (2017&2019) pulled down the average.

- Longitudinal joint construction
  - Different equipment to compact that joint.
    - Rubber tire Roller
    - Vibratory pan
  - Max Density-According to traffic level, LT, MT and HT. Doing well on mainline densities, especially do well with the LT's.
  - Many incentives are available to contractor for joint construction.
    - 432K given out in 2019 as incentive.
    - LT's .34\$ per lineal foot
    - HT's and MT's .25\$ per linear foot.
- Performance Based Testing
  - Collecting PWL data from 2020 PWL projects.
  - Main two tests-
    - Cracking number
    - Hamburg wheel
  - Reading pavement graph (binder grade).
    - High to the right is good a mix, rut resistant.
    - Back in the day, the mixes would show to the right and down-not so good.
  - Future, keep collecting data, over time-eliminate the mixes that fall on the far left.

**Action Item (If Any):**

Question came up on how we were going to research pavement performance data on these PWL projects versus a regular QMP project.

Project had performance testing done that had low results. How does this compare to another project that had the same HMA mix, but good performance results? How will those pavements be analyzed? HTH was his best performer, while he also had 2- LTS binders that were the next two best.

**Agenda Topic:** BTS Aggregate Unit Updates    **Presenter:** Russ Frank/Eric Lyngdhl/Dan Reid

**Discussion:**

- CMM updates.
  - 730.0-Electronic submittal of test results.
  - 730.3.1-Stockpile source changed to a 120 day expiration date.
  - 730.3.2-Increase reporting time for HMA recycle-two business days.
    - Rap-increased test time, to two business days.

- 730.4-Revised testing requirements for small quantities
  - Revisions to small quantities-
  - Reasons
    - 86% of testing base covered less than 11% of the base placed.
    - 60% of testing effort was going into less 1% of the base being placed.
    - 36% of the projects have less than 6000tons. Only 10% of what was placed.
  - Anything less than 500 tons, contractor can submit two production records. If there are no production records then single stockpile test.
  - From the 500 tons to the 6000 tons, one stockpile test and two production tests, or one stockpile and one loadout.
- Reprocessed base-
  - Wear and soundness testing to include freeze thaw. Contractors figured out if they move the amount of RAP in the material to 20%+, then we could skip freeze-thaw testing.
- Aggregate for concrete-
  - No longer accept production records for aggregates other than for small quantities. Small quantities for concrete class 1 defined as less than 600CY , Class 2, 200CY or less.
  - QV-Requirement is 1 QV test for every 5 QC tests-covered in SS 710.
- Fine aggregate source approval
  - All concrete will need a fine aggregate source approval.
- Eric Lyngdal- talking about upcoming initiatives for the aggregate technical team.
  - Statewide initiative for freeze thaw testing...CMM 860-Changed referencing to AASHTO T103 as modified in CMM 860.
  - Specification Guidance task force-
    - Many specifications need interpreted consistency, this includes:
      - Recycled Concrete
      - Marginal sources
      - Carryover projects
      - Offsite crushing and processing
      - Stockpiles for source approval
      - Stockpiles for QMP
      - Contractor notification
      - Communication effort
    - Task force members:
      - Eric Lyngdal
      - BTS-Dan Reid
      - BTS-Russ Frank
      - 3-PDS Representatives
      - TSS-Melissa

- BPD-Representative
- Industry individuals
- Any specification issues/new ideas- that information should be brought to the task force.
- Goal of group: A direction to start addressing these issue topics- start to see how much work required, by the end of next year 2021- address these things that cannot be corrected by a simple specification provision.
- Come up with guidance for and consistency moving forward.
- Transfer knowledge from more experienced individuals that know how to deal with these issues from the spec.
- Base Compaction STSP
  - Want to increase the number of projects we are hitting.
    - Current-FDM guidance
      - Requires contracts over 30,000 tons- 1 ¼" Base.
      - Below HMA and above Subgrade improvement or QMP Subgrade special provision.
    - Future changes
      - Reducing quantity threshold to 10,000 tons, 1 ¼" Base.
      - 40 bids in the last few years with over 30,000 tons.
      - Over 90 projects with over 10,000 tons during the same timeframe.
      - Changing the FDM now.
      - Also adding more flexibility with setting up lots.
    - Overall, the base compaction STSP is a cost effective item.

**Action Item (If Any):**

Hot button issues that came up during aggregate presentation:

Production records-How do we accept these? Are we going to start IA'ing aggregate production for all aspects for QMP? Production records shouldn't be accepted unless certified tester performed testing, QMP plan needs to be provided with random sampling plan.

Sampling Stockpiles-Many issues with this. Experienced field staff acclimated to placement testing-so this is relatively new. Not enough information in the Agg1 HTCP training. Sample is completely loader operator dependent for a homogenous sample. Supposed to be QC technician directed. Others talked about the responsibility of making sure the sampling is done correctly. If IA starts direction for the sampling, Independent Assurance evaluations need to be ceased-and it becomes a project acceptance decision-IA can no longer perform sampling evaluations for that project on that day.

There after Jim Parry interjected and said that “this area needs more follow up for further discussion”, that we “needed to get through the set agenda for the day”.

Toward the end of Eric’s presentation, Dan Reid reiterated and talked about the authenticity of the sample and sampling and made a very valid point-that we need to acquire samples as prescribed from QMP. He referred to this issue as a “no brainer”, yet this overlooked topic created the most hand raising of anything brought up during the day. In looking at the QV aggregate failures in the past year, a majority-almost half, are stockpile samples.

**Agenda Topic:** Materials Updates

**Presenter:** Barry Paye

**Discussion:**

- Normal check in with us, very busy times for BTS.
- HTCP-It is an important program to keep an educated staff.
  - We know its important for material qualification and QMP.
  - We are trying to keep an open mind with the current situation.
  - May have to be flexible to get the certs filled, and a try to get a good training through the system.
  - Think of ways to get this HTCP program out, ideas needed and welcomed.
  - How to conduct a lab practical that has value
  - How to handle the exam
  - Might not be a one size fits all
- Credit to Amy and Jodie keeping HTCP program intact-working hard at alternatives.
- Trying to get the virtual program going in 2021.
- Appreciates everyone’s effort, rather than ignoring it, and suffer the consequences later.
- CMM Cleanup-Future
  - Structural issues within CMM-required tests in different locations.
  - Create a Manual of Tests for materials testing:
    - Establishes a directory of material tests and their corresponding Asshto test procedure-then directed to modifications by wisdot methods. A component to Asshto ware.
  - Thus far trying to accomplish this through the CMM or through STSP’s or SPV’s.
  - Goal putting all the tests in one spot.
  - A step in the right direction.
- Another step in the right direction-Strategic Pathways
  - Try to model on how we do business
  - How do we do business with the resources provided.



- What detailed task proportions of the your position are done on a daily basis.
  - How do these tasks relate to program size.
  - How does it relate to how the program operates.
    - Example cited: Being that the DOT is always short on full time employees, people don't really realize how much our agency depends on the consultant industry. Beinke, for example, we "rely on" to do some of our lab audits, prestressed inspections and audits of pipe facility.
  - Don't take the Strategic Pathways as a job reducing action. Its about modeling on how we do business. What activities are critical in house and what tasks can be contracted out to keep the process moving forward.
  - Seeing trends that make sense to the agency.
  - How do we model our efforts as an agency.
  - Agency reliant on outside resources.
  - Understand the variation in the program-how would the SE Region handle a issue versus the NW...
- Thank you to the IA team for your efforts this year.
- Made big improvements as a group.
  - Coordinated efforts are helping the program.
  - Noticing the stockpile issues and noticing the trend of failed tests.
  - As a group can target certain issues and notice common problems in the process.
  - Last year several issues of non-certified testers on state construction projects.
  - Having bad testers that are certified, that may need a little direction-is certainly better than uncertified testers.
  - We have a level of confidence with the FHWA because of our strong IA program.
  - Adam Johnson providing good leadership, taking the IA program in the right direction.
  - Appreciates the flexibility that the IA group.
  - See's the value of the program.
  - Thanks to all the IA's!
  - Raise the bar and keep doing the good work.

**Action Item (If Any):**

Goal is to raise bar. Keep up our good work.

**Agenda Topic:** CO PCC Updates

**Presenter:** Mark Finnel

**Discussion: PCC Updates**

- Five pairs of trial batch cylinders for mix design. If using previous approved mix design, then field testing is ok.
- Sublots, contractors can include into the previous lot, smaller sublots less than 25% of the subplot can be included in the previous lot-both for length and volume.
- Small quantities-**bullet point 2**-engineer can accept aggregate from previous testing and non-random sampling, and dependent on 710.5.6.1 says.
- Ancillary Concrete-The dept will allow startup tests for quantities under 50CY. QC will cast 1-set of two cylinders.
  - If the contract doesn't specify the desired compressive strength, the dept has a minimum compressive strength of 3000psi.
- ASP6-Updates
  - 710.4-Refereeing to ASP 6-to 715.2.2. Ignore 2020 spec, referring ASP6 instead.
  - 715
    - Aggregate testing-What is considered Small Quantities, what is not.
      - Combined gradations-use WS3012 document.
      - Frequencies QV-1 Sample per 5 days of placement.
      - Bullet point 2, deals with the #1 & #2 Stone.
- Future changes-
  - Pushing for the 2022 construction season.
    - Optimized gradations limited to **pavements**.
      - Will expand to other applications as time go forward.
  - New testing-Surface resistivity testing and formation factor
    - Measures durability and chemical resistance.
    - Asshto standard test.
    - Will help contractors to fine tune their mix design for imperviousness. These days fly ash is being used for so many things, it is a becoming harder to obtain as time goes on.
    - PDM study has been looking into this, data showing promise, but need more data.
  - Super air meter
    - QV testing done this last season.
    - Comparing with QC data
    - SAM number limits being established
    - Vibrating table to be implemented next year.
      - Less variation in SAM numbers

- Table not available yet
  - Looking into future use of table for beams and cylinders.
- Superair meter presentation:
  - Measures freeze-thaw durability of the concrete. The quality of the air void system in the concrete.
  - Air volume alone cannot determine these properties.
  - Air bubbles create a pressure relief system for concrete.
  - Measures differences in pressures in the bowl, at three set pressures releases-this is done twice a total of 6 readings.
  - **See presentation** for technical explanation of SAM meter and how the smaller and bigger bubbles relate to one another.
  - Air volume is not a good measure for freeze thaw.
  - Spreadsheet.... look at the differences in the numbers, first run to next run.
  - The second set of pressures should be higher than the first.
  - Very important to record all numbers for the SAM test to see what the concrete is doing. Hard to say what happened to a undesirable SAM number without seeing all data...
- Tips and tricks for running SAM
  - Allow SAM meter to sit out for 15mins., to acclimate to testing temperatures, environment & conditions.
  - Run leak check or run first SAM with water to check for pressure leaks.
  - Cleaning rim with wet sponge, take a wet sponge-use the edge of sponge to make a slight indentation. This indentation should be no deeper than a 1/16<sup>th</sup> on a inch all the way around the surface on the edge of the SAM bowl.
  - Orientate petcocks with the handles, “parallel with the petcocks”
    - Makes meter easier to run, easier to purge and tip.
  - Use Funnel- has advantages to mustard bottles.
    - Funnel has a constant flow.
    - Ketchup or squeeze bottles, flow is dependent on squeeze pressure variable and can accidentally reintroduce air into meter.
    - During initial purge of meter-look at flow rate of discharge petcock, need a good strong constant flow.
    - Two ways to relieve pressure on SAM. Needle valve for large drops in pressure...Use Schrader valve for small changes to target pressure.
    - Orientate the SAM so you don't hit the release with you wrists. “Peace Sign Method”-as you look down from top of meter, position your hand so you don't bump the release accidentally.
      - Toms Tip-use black marker line to mark orientation of meter lid to bowl to ensure consistency.
    - Pressurizing the SAM, try to get as close to the target pressures as possible. If your 14.5 is 14.54....may have to carry that .04 along for the next two pressures. Try to get as close as possible, will reduce variability.

- Timely test.
- Stay in the shade when testing and to protect gauge.
- Clean super air meter very well in between uses.
- Dry as much as possible, Electronics will corrode with moisture.

**Action Item (If Any):**

Question came up about getting a vibrating table made for the IA's as soon as possible with the implementation of the super air meter specification.

**Agenda Topic:** BTS Update-Asshtoware      **Presenter:** John Rublein/James Parry

**Discussion:**

- John Rublein-
  - AASHTOWare is on its way, and already being used on the construction program.
  - Beginning implementation now.
    - 8-Pilot let contracts
    - 4-Pilot PBM contracts
      - Headed up by David Castleburg, BDM
        - Contracts for construction started in 2020.
        - Using Legacy systems
          - Field manager
          - Field book
          - Field Net
          - Project tracking
          - EWP Construction administrative system
          - Field information tracking
- AASHTOWare a more comprehensive machine.
  - Implemented over the next couple of years with PDS.
    - It will include a whole materials component
      - 3 years away from user engagement.
    - Materials side-we used analysis from the last 1 ½ year.
      - Went through the different use implementation.
      - 1 ½ year of collaborative workshops between the IT consultant that manages the platform for the website.
      - System is generic in nature, need to overlay our system onto theirs.

- Designated a new Quality Assurance to handle this objective. Materials Automation Engineer-John Rublein.
- Consultant onboard-Heidi Jalinek taking data from our spec and integrating.
- Replaces atwood systems.
- Should include everything, using the HTCP lists for testers
- Goal is “realtime validation for material quality for pay and minimize necessary administrative activity during closeout and finals.”
- Biggest challenge for this is that our documentation does not look like other states.
  - Uses master material list
  - Destination will ultimately be in Chapter 8.
  - New language for process review.
- Jim Parry-Brief Summary
  - Materials list side-
    - Have a list of different Materials that will be related to a bid item.
      - Bid item related to the specification reference.
    - Some CMM material will be transitioned into the standard specifications for proper documentation flow.
    - Asshtoware has its own eguide that will reflect realtime changes so the proper documentation will be acquired.
    - Bid item acceptance will be dependent on the required documentation for the item.
    - Brought in Judie Ryan to help put in preliminary steps for this implementation.
    - Special thanks to John Rublein to manage both the new products side and engineering automation-Asshtoware.
- John Rublein-Closing
  - Program will be delivered
  - Thanks to Jim for his efforts.
  - It is coming...process improvement tool.
  - IA's are stakeholders.

**Action Item (If Any):**

None

**Agenda Topic:** FHWA Updates**Presenter:** Jeff Pforr**Discussion:**

- Started with PowerPoint presentation on Quality
  - Review CFR.
  
  - Quality Assurance Powerpoint

- Everyone is responsible.
- How did we get here
  - First quality processes were called “method specifications”- those Method specs went on for 100years
  - Owner agency bought and owned the raw materials and rented equipment and manpower. No responsibility of quality on contractor, all on agency.
- Over time, as more improvements were made, a road tax was implemented, 1916 federal aid road act.
  - Public not necessarily in support of it.
    - Country roads to nowhere being improved.
- States were not adequately staffed to handle to the demand that transportation infrastructure demanded, so the Bureau of Public Roads was created in 1956.
  - Developed a review process called “inspection in depth.”
  - Asho road test done after projects were completed.
    - Targeted use was to help determine a trucking tax.
    - Unintended consequence, helped determine “Quality Assurance.”
    - Variability in materials helped tighten the acceptance limits.
- During this time, as transportation dollars increased- fraud, waste and abuse was being claimed by the media, because of the large amounts of money being used for highway improvement projects- not highly supported.
- The Blatnik committee, headed by Minnesota Representative John Blatnik investigated the charges of fraud and corruption. The people that were accused of the fraud, were brought up in front of congress and were questioned about these material testing issues. Turned out to be a mess, but also helped start form accountability, transparency and documentation standards in place-required to define the expenditures of the taxpayers money. Helped start the need for a quality system.
- This lead to development of the “Program and Procedural Manual”, precursor to the “CFR”(Code of Federal Regulations).
- Moving forward out of method specifications-rather than the state controlling every aspects of the project, we started to transition, “quality” meant allowing contractors to determine their means and methods, while the owner moves more toward “end result” spec.
- 1960’s Chuck Hughes helped modern quality spec development the CFR.

- 1970's FHWA relied on certifications acceptance and process review. Split sampling replaced by Independent Assurance
- By the 1970's the Federal Government started to hand over highway building responsibilities to the states.
- 1990's the regional FHWA started the use of QC tests for materials acceptance.
- 1991 updated the Federal Highway Guide
  - Required the central laboratory to be inspected and be qualified
- 1995 in the upper Midwest states, Federal Highway allowed the use of QC results for acceptance.
  - Brought on Lab Certifications/Qualifications
  - HTCP Certifications.
  - Dispute resolution process requirement defined.
  - Pollution requirement
- 1995 onward
  - CFR remains unchanged
  - Hard to find skilled individuals
  - Reluctance to spend money on testing and engineering.
  - Increase in volume of projects and workload.
  - Increase use of consultants.
- What does all this mean?
  - Balance of the "risk" of final product to these testing and inspection costs.
  - Wisconsin Dept of Trans example:
    - 2019 Construction costs were 1.18Billion
      - Materials costs approximately 50%-
      - About 590million dollars spent on materials
      - Spread out over the statewide IA program 39million per IA representative.
  - Independent Assurance Representatives are insuring accountability-that the sampling and testing are being done according state accordance.
  - Materials Testing costs are well worth while pennies compared to dollars.
  - Contractor responsibility has increased.
  - Contractor are completely in control and responsible of the quality of the material. Much better off letting expertise do it's job.
  - Agency has the responsibility make sure the quality assurance measures are being completed.

- Departments responsibilities to enforce quality system.
- Acceptance is the end result.
- Controlling acceptance is controlling quality.
- Agency can influence the quality with what they are willing to pay and willing to accept.
- PWL considered the “gold standard” for acceptance testing.
- Fundamentals of Independent Assurance
  - WI uses Systems approach, uses HTCP list.
  - IA program approach aiming for 100%.
  - A IA annual report.
  - First course of action is education.
  - IA Representative is not project representative.
  - IA tests not used for acceptance.
  - IA insures sampling and testing is being done independently and correctly.
- Best practices:
  - Observations of split sampling
- What Labs are required to be accredited?
  - Central Laboratory.
  - Qualification internal, determined by:
    - Central Laboratory Inspections.
    - Use of proficiency samples.
    - Use of engineering firms for lab audits.
- Idaho Corruption story.
  - Moral of the story-Be honest and forthright. Honesty is the best policy.
  - If you don't know ask....don't let presumptions rule time.

**Action Item (If Any):**

None.

**Agenda Topic:** IAP Presentation**Presenter:**

Adam  
Johnson

**Discussion:**

- Adam went over IAP numbers and Region IA number comparisons.
- Goals for 2021



- Continue bi-monthly meetings.
- Wants to do check-ins with IA's more often than last season.
- Needs IA's to try to attend pre-pour meetings.
- Wants to keep stressing the importance of the IA function.
- Don't hesitate to call him or your neighboring IA if you have a question.
  - Asking questions build trust.
- Tracking HTCP certified testers challenge.
  - If you figured out a way or know more about this please bring up ideas, thoughts.
  - Improve this process.
- "Teach not Bust"
  - We want to be welcomed on projects...Hey, there's Adam, he will know how to deal with this material's issue....
- We are trainers, need to all work together.
- Call if you don't know or can't find it.
- Keep using MTS to track testers.
- Raise your bar.

**Action Item (If Any):**

Looking for options for tracking testers.

**Presenter:**

IA's from regions.

**Agenda Topic:** IAP Presentations

**Discussion: NCR-John Brophy**

**NER-Brian Jandrin**

**NWR-Tom Portman**

**SER-**

**SWR-Janette Frasier**

**BTS-Tony Rosling**

Discussion of next IA meeting Location and responsibilities.

NW Region coordinates the conference.

SWR taking the minutes.....