Sem

STATE OF NORTH CAROLINA
# DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

October 8, 2009

Memorandum To: Aggregate Producers and Asphalt Contractors

From: Cecil L. Jones, PE
State Materials Engineer

Subject: Implementation of NCDOT Quality Assurance Program (QAP) Computer Application

The NCDOT Quality Assurance Program (QAP) is a web based Quality Control/Quality Assurance application developed by the Department to provide web-enabled data entry of individual QC and QA test results. This program is for use by personnel from the Department and from Producers/Suppliers who provide Aggregate or Asphalt materials for highway construction projects.

The QAP application will allow for more efficient management of data from the QC/QA programs. It will allow personnel to track individual materials from specific facilities. It can also be used for statistics-based reporting to monitor performance of the QC/QA programs.

Beginning January 1, 2010, this method of data entry will be required for all testing associated with either the Aggregate QC/QA or the Asphalt QMS Program.
NOTE: For the QMS Asphalt Program, data can continue to be submitted to the local QA Laboratory for entry into the QAP Program on a temporary basis.

The QAP Application will allow users to:

- Enter individual QC and QA Aggregate Gradation or Asphalt Mix test results for materials produced at facilities for use on NCDOT construction projects.
- Upload multiple Aggregate Gradation test results from multiple quarries. This feature is useful for Aggregate Producers/Suppliers who wish to upload test results en masse from in-house software rather than re-key individual results into the QAP application.
- Enter daily Asphalt tonnage information, invoice numbers, anti-strip flow meter readings, and truck ticket information for individual Job Mix Formulas (JMF).

**MAILING ADDRESS:**
NC DEPARTMENT OF TRANSPORTATION
MATERIALS & TESTS UNIT
1563 MAIL SERVICE CENTER
RALEIGH NC 27699-1563

TELEPHONE: 919-733-7411
FAX: 919-733-8742

*WEBSITE: WWW.NCDOT.GOV*

**LOCATION:**
1801 BLUE RIDGE ROAD
RALEIGH NC 27607

- Department users will be able to correct inaccurately reported QC and QA test results and Asphalt tonnage information.
- Review individual test reports, QC/QA comparison reports, moving average reports, daily tonnage reports, and miscellaneous test summary reports by material.
- Users will also be able to run statistical reports including paired-t and F&t tests for specific Aggregate and Asphalt material properties.

Two attachments are included with this letter:

1) The NCDOT Quality Assurance Program Getting Started Guide. The directions in this document should be followed to register all users needing access to the QAP application.

2) QAP/HiCAMS User Registration Form. While the above Guide will help each user obtain an NCID User ID, additional steps must be taken by the Department to link an individual's NCID to the HiCAMS application. One registration must be completed for each user and Account Administrator with your company.

The User Registration Form must be completed, verified by your company's Account Administrator, and returned to Francine Ward with the Materials and Tests Unit. This has to done before your company can gain access to the QAP Application and begin using its features. Once all Registration Forms have been verified, please return all of the forms for your company to the following address by November 16, 2009:

NCDOT – Materials and Tests Unit
Attn.: Ms. Francine Ward
1801 Blue Ridge Road
Raleigh, NC 27607
Fax: (919) 733-8742

If you have any questions concerning this matter, please contact Ms. Ward at (919) 329-4290.

CLJ/JEC/tww

Attachments

| | | |
|---|---|---|
| cc: | E. C. Powell, PE | Division Engineers |
| | W. W. Jones, III, PE | Division Construction Engineers |
| | J. F. Sullivan, III, PE, FHWA | Division QA Supervisors |
| | J. B. Phillips, PE, FHWA | |
| | C. A. Gardner, PE, CAPA | |
| | J. G. Stem, Jr., PE, NCAA | |

NCDOT Quality Assurance Program

# Getting Started Guide

The NCDOT Quality Assurance Program (QAP) is a web based Quality Control/Quality Assurance application (available at https://apps.dot.state.nc.us/vendor/qap) used by both the Department and material Producers/Suppliers who provide Aggregate or Asphalt materials to the Department for highway construction projects. The system provides web enabled data entry of individual QC & QA test results, secure file transfer of test results, access to individual and summary test reports, and statistical analysis tools.

Depending on your security access level, the QAP application will allow you to:

- **Enter Asphalt & Aggregate QC and QA Test Results:** Enter individual QC and QA Aggregate Gradation or Asphalt Mix test results for materials produced at facilities for use on NCDOT construction projects.
- **Upload Aggregate QC and QA Test Results:** Upload multiple Aggregate QC or QA Gradation test results from multiple quarries en masse. This feature is useful for Aggregate Producers/Suppliers who use in-house software to capture test results from multiple quarries throughout the day who wish to upload those test results en masse rather than re-key individual results into the QAP application.
- **Enter Daily Asphalt Tonnage Data:** Enter daily Asphalt tonnage information, invoice numbers, anti-strip flow meter readings, and truck ticket information for JMFs produced by facilities who supply asphalt mix for use on NCDOT construction projects.
- **Correct Aggregate & Asphalt QC and QA Test Results & Tonnage Data:** Department users can correct inaccurately reported QC and QA test results and Asphalt tonnage information supplied by both Producers/Suppliers and NCDOT QA labs.
- **View Aggregate & Asphalt Test Reports:** Review individual test reports, QC/QA comparison reports, moving average reports, daily tonnage reports, miscellaneous test summary reports by material and/or date range, as well as statistical reports including paired-t and F&t tests for specific Aggregate & Asphalt material properties.

Each user needing access to the QAP application must register using the following two step process.

**STEP 1: NCID Business Registration**

NOTE: If you already do business with the state through a website protected by NCID, you do NOT need to re-register or create a new NCID User ID. Skip to STEP 2 and use your existing NCID User ID.

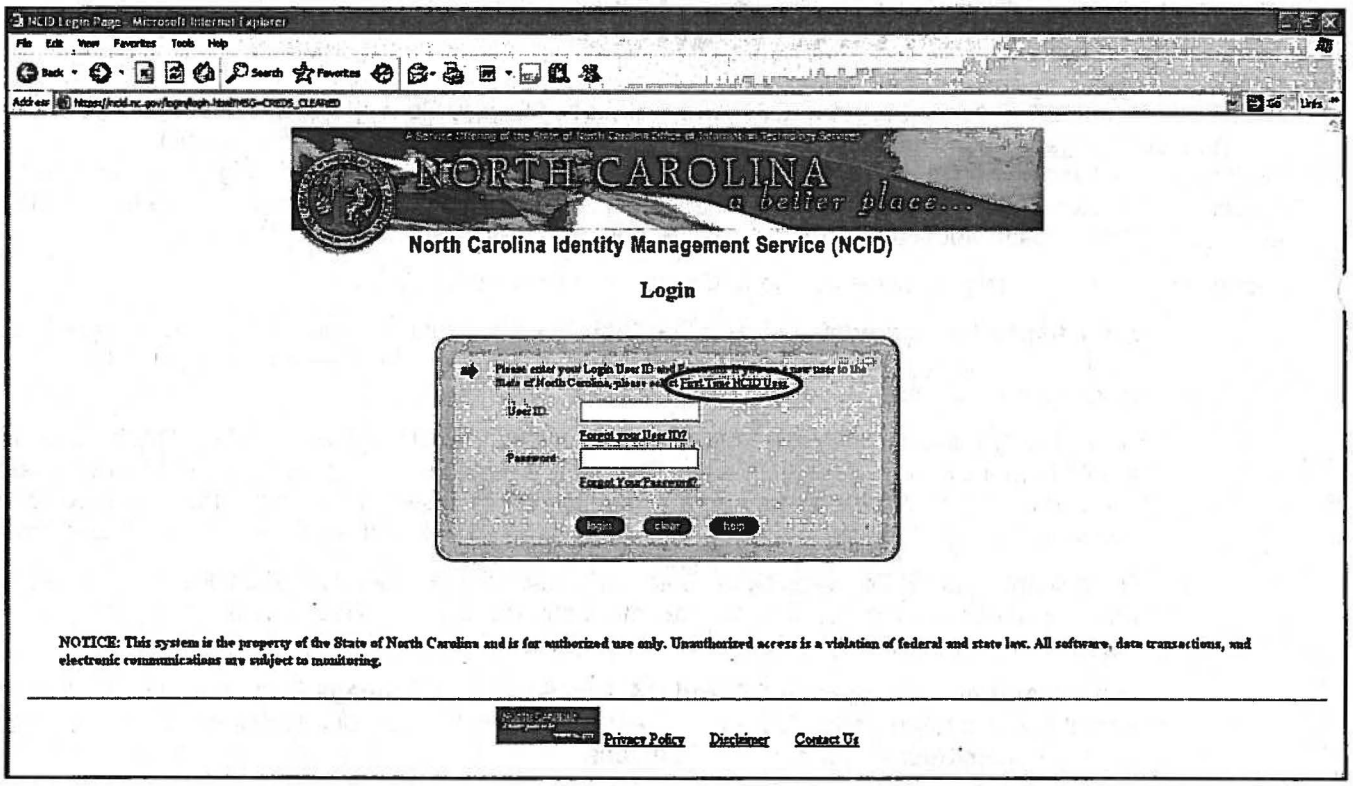
The North Carolina Identity Management Service (NCID) is the State's identity management and access service provided to state government employees, local government employees, business and individuals users. NCID provides the necessary security to ensure your privacy while doing business with various State of North Carolina government agencies. Obtaining an NCID User ID and password is the first step to accessing the QAP website.

This section of the Getting Started Guide provides the steps necessary to complete business user self-registration in NCID. If you have additional questions or need further assistance with NCID registration, please contact the State of North Carolina Office of Information Technology Services (ITS) Service Desk at **1-800-722-3946 or 919-754-6000.**

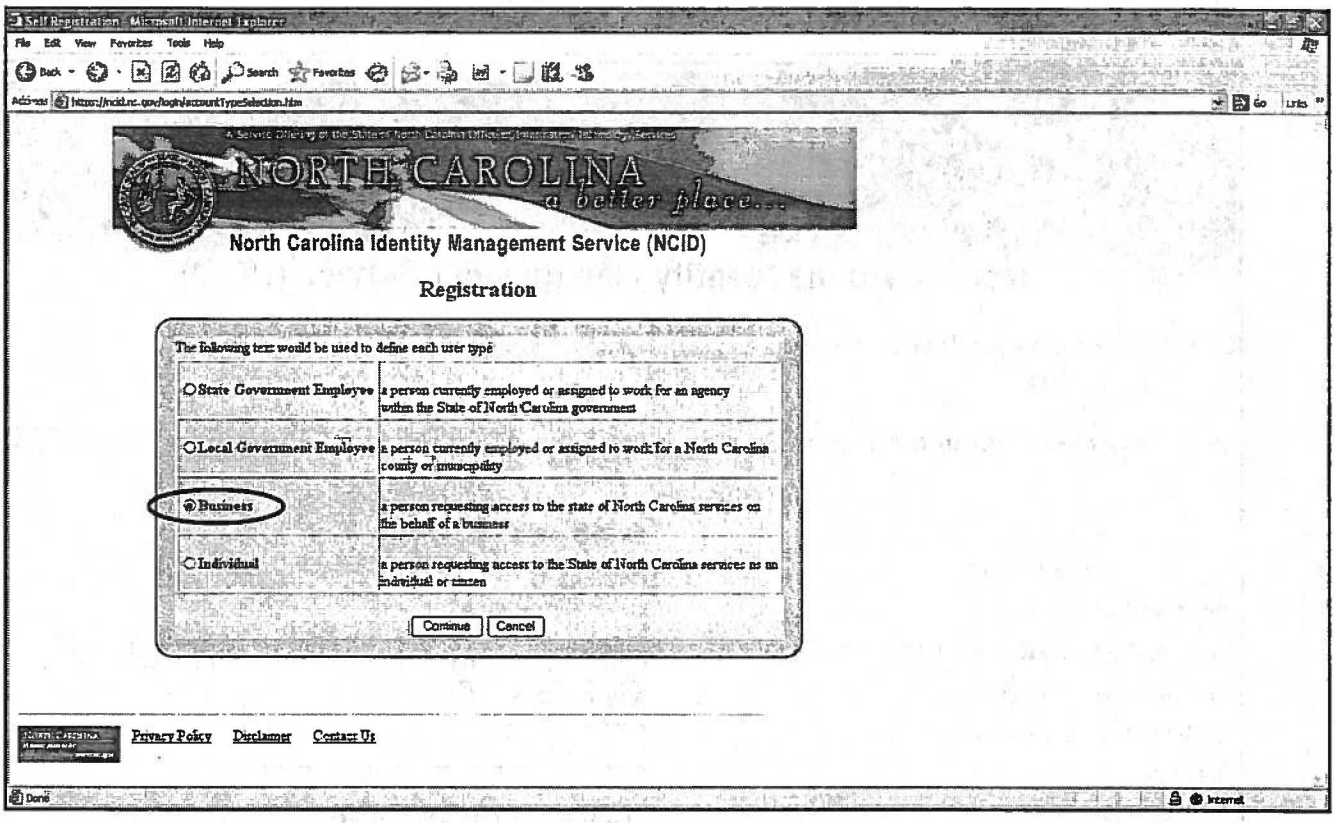
**Note:** The ITS Service Desk will only be able to help you with NCID related issues. If you are having problems with the QAP website, please contact ***Francine Ward*** with the NCDOT Materials & Tests Unit at **919-329-4290.**

1 Go to the NCID Login page located at https://ncid.nc.gov/login/login.html to begin the NCID Self Registration process.

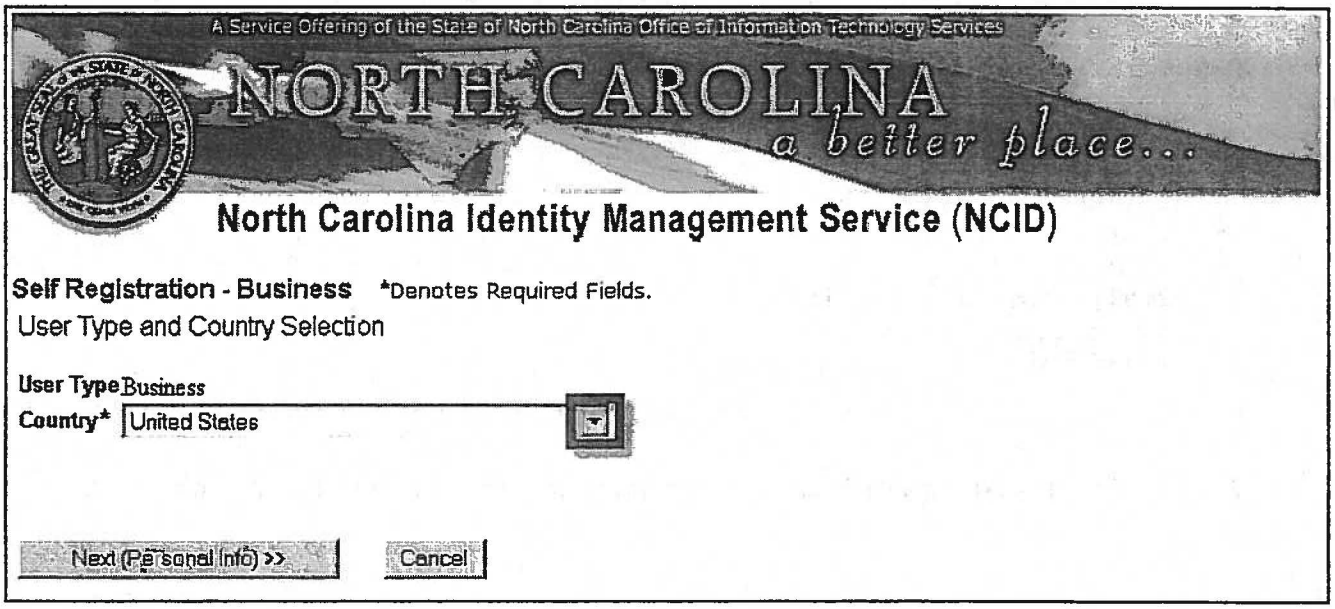
**NOTE: Do not bookmark the link above! You will need to bookmark the** https://apps.dot.state.nc.us/vendor/qap **page for future access to the QAP application.**




2 Click on the **"First Time NCID User"** link. The Registration page will be displayed.

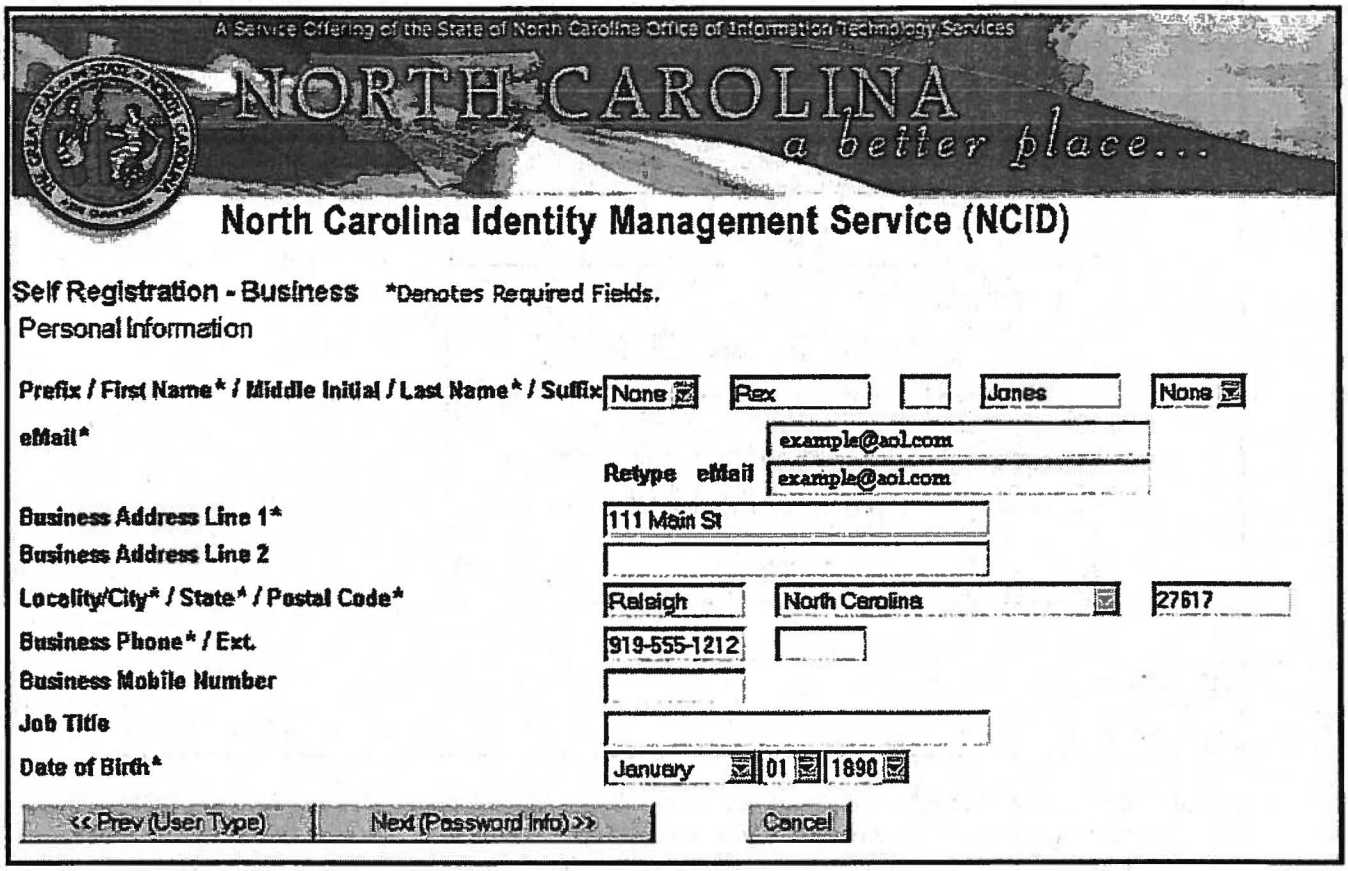



3 Click on the **"Business"** user button and then click on **"Continue"**. This will start the NCID – Business User self registration and continue to the next screen.




4 Select the country in which you are located by clicking on the drop down arrow. (United States is the default)

5 Select **Next (Personal Info)>>.** The Self Registration page displays.

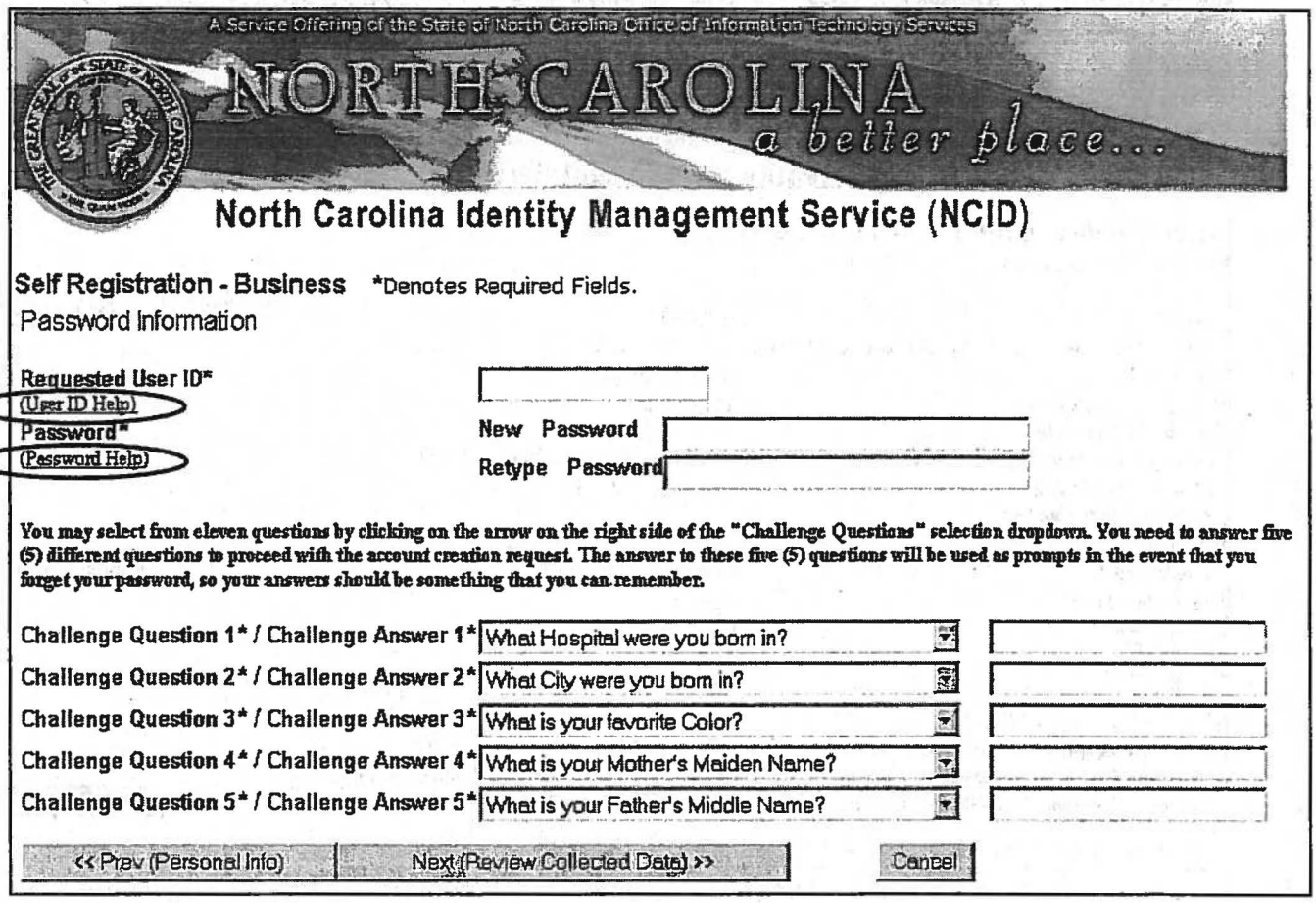



6 Enter required fields indicated by a red asterisk. (*)

**Required and recommended fields are listed below for the Business user type:**

| Business |
|---|
| • First Name<br>• Last Name<br>• Email<br>• Address<br>• Locality/City/State/Postal Code<br>• Business Phone<br>• Date of Birth |

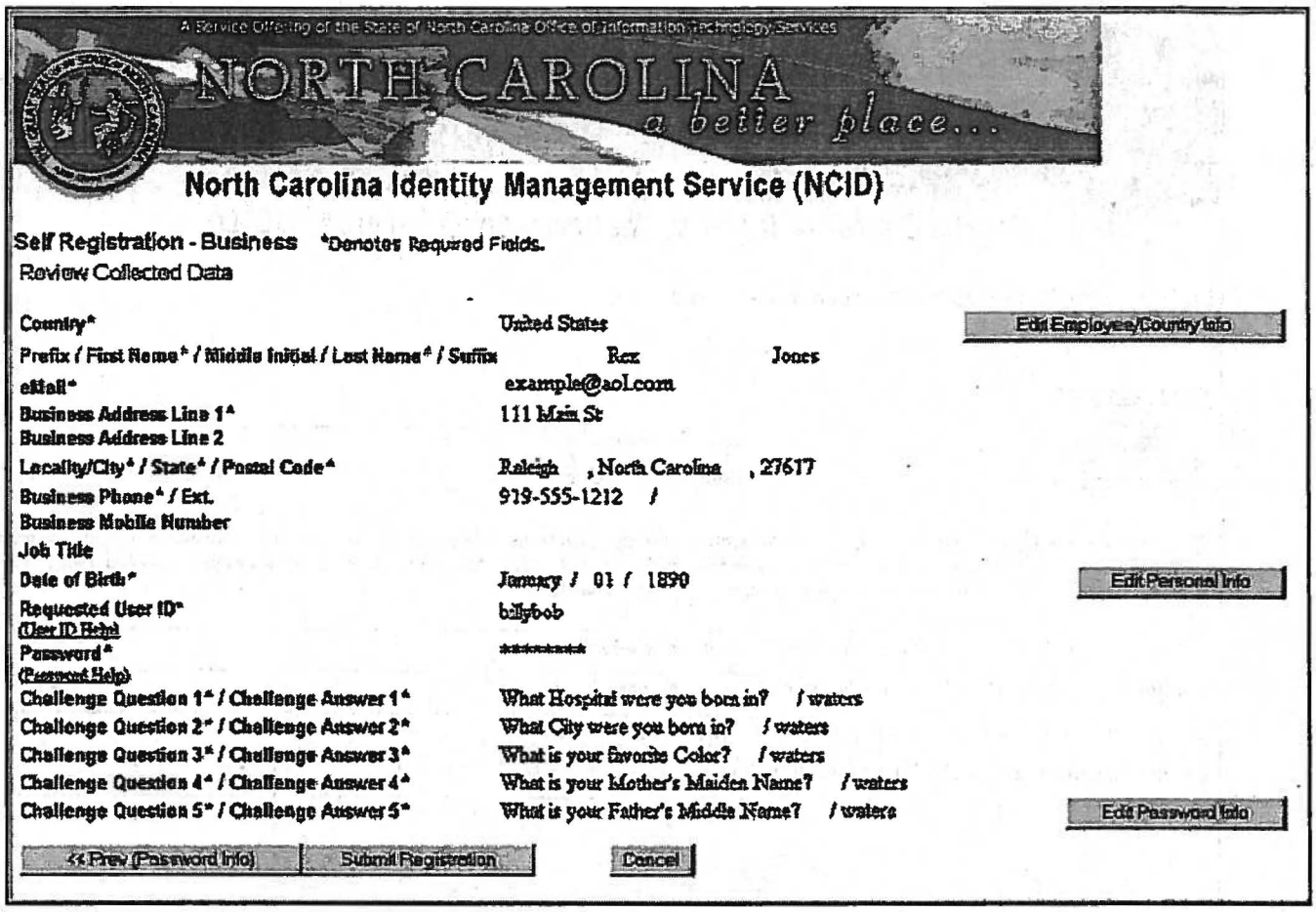
7 Select **Next (Password Info)>>.** The Password Information screen will be displayed.




If you are having problems creating an acceptable User ID or Password, click on the "User ID Help" and "Password Help" links for rules in creating acceptable User IDs and passwords.

The Challenge Questions will also assist you in the future should you forget your password. Make sure to select questions from the dropdown lists with answers that will be easy for you to remember.

8 Select **NEXT (Review Collected Data)>>** for the final edit screen.



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**North Carolina Identity Management Service (NCID)**

**Self Registration - Business** *Denotes Required Fields.

Review Collected Data

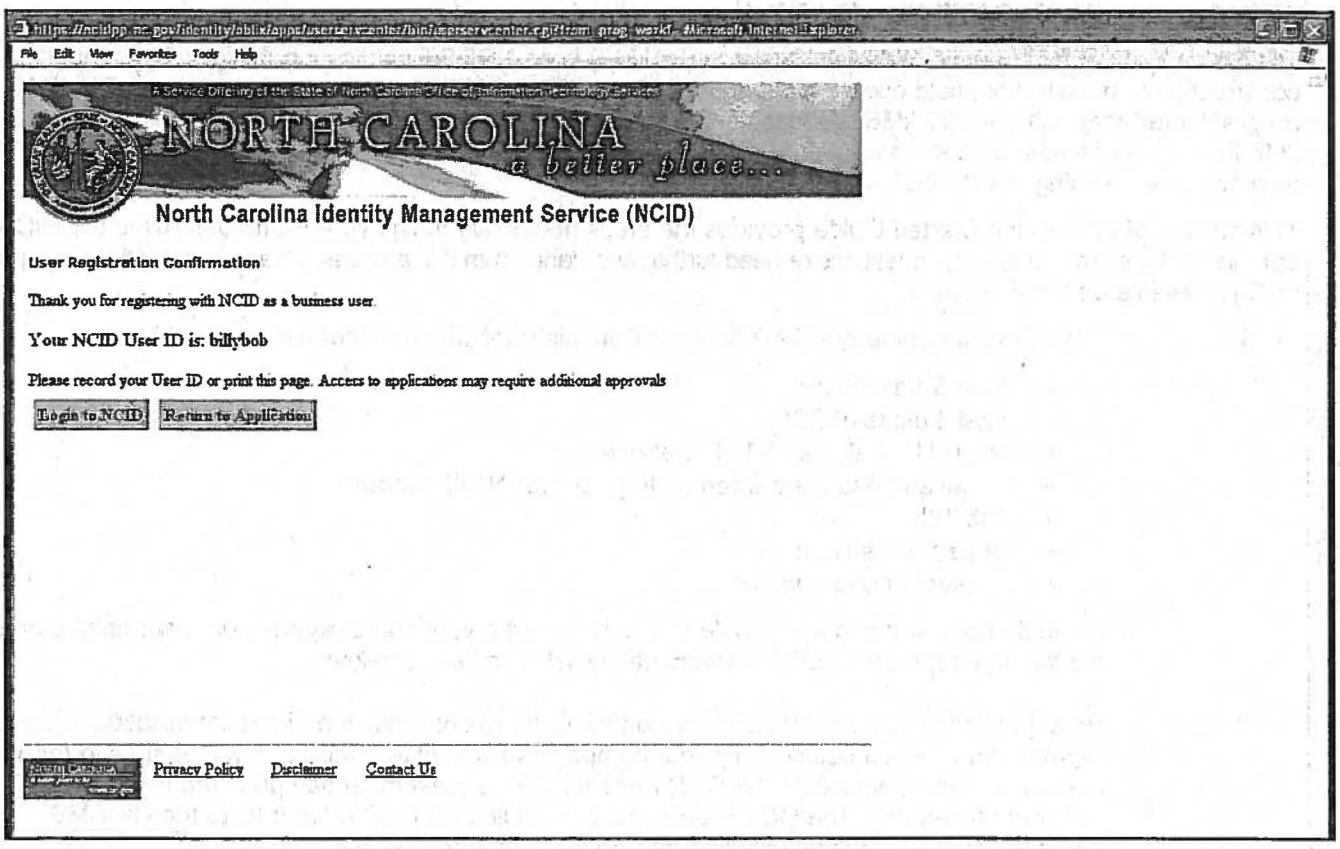
| | | |
|---|---|---|
| Country* | United States | Edit Employee/Country Info |
| Prefix / First Name* / Middle Initial / Last Name* / Suffix | Rex Jones | |
| eMail* | example@aol.com | |
| Business Address Line 1* | 111 Main St | |
| Business Address Line 2 | | |
| Locality/City* / State* / Postal Code* | Raleigh , North Carolina , 27617 | |
| Business Phone* / Ext. | 919-555-1212 / | |
| Business Mobile Number | | |
| Job Title | | |
| Date of Birth* | January / 01 / 1890 | Edit Personal Info |
| Requested User ID* (User ID Help) | billybob | |
| Password* (Password Help) | ********** | |
| Challenge Question 1* / Challenge Answer 1* | What Hospital were you born in? / waters | |
| Challenge Question 2* / Challenge Answer 2* | What City were you born in? / waters | |
| Challenge Question 3* / Challenge Answer 3* | What is your favorite Color? / waters | |
| Challenge Question 4* / Challenge Answer 4* | What is your Mother's Maiden Name? / waters | |
| Challenge Question 5* / Challenge Answer 5* | What is your Father's Middle Name? / waters | Edit Password Info |

<< Prev (Password Info) | Submit Registration | Cancel

9 Make any final edits/corrections.

This Review Collected Data screen allows you to make any final changes to your information before you submit this information to NCID. To make any changes, select the appropriate edit button to the right of the information.

10 Select **Submit Registration** to submit your information. A "User Confirmation" notice will appear. Make note of your **User ID** displayed!




**11** After you have obtained your User ID and password, click **"Return to Application"**.

**STEP 2: QAP/HiCAMS User Registration**

The Highway Construction and Materials System (HiCAMS) is an NCDOT application designed to support construction administration, field operations, and material testing on highway construction projects. The QAP program interfaces with the HiCAMS database for Producer/Supplier account administration, valid material & JMF lists, target values, data storage and reporting. Linking your NCID User ID to the HiCAMS database is the next step in accessing the NCDOT's QAP website.

This section of the Getting Started Guide provides the steps necessary to link your NCID User ID to the HiCAMS database. If you have additional questions or need further assistance with this process, please contact the appropriate DOT representative listed below:

1 Provide your company's QAP Account Administrator with the information listed below.

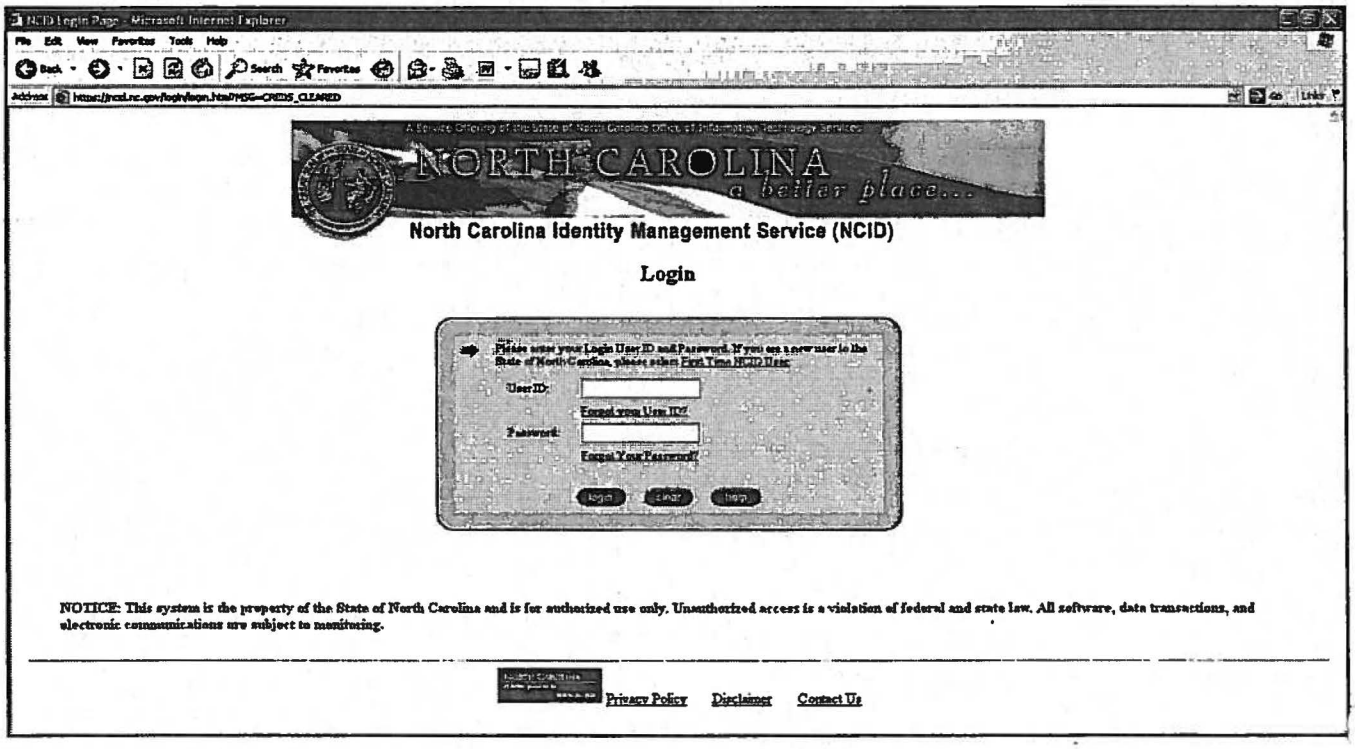
- First & Last Name
- Last 4 digits of SSN
- NCID User ID from STEP 1 above
- Email address used when setting up your NCID account
- Job Title
- Supervisor's Name
- Contact phone number

If you do not know and are unable to determine who your company's account administrator is, contact the appropriate DOT representative listed in item 2 below.

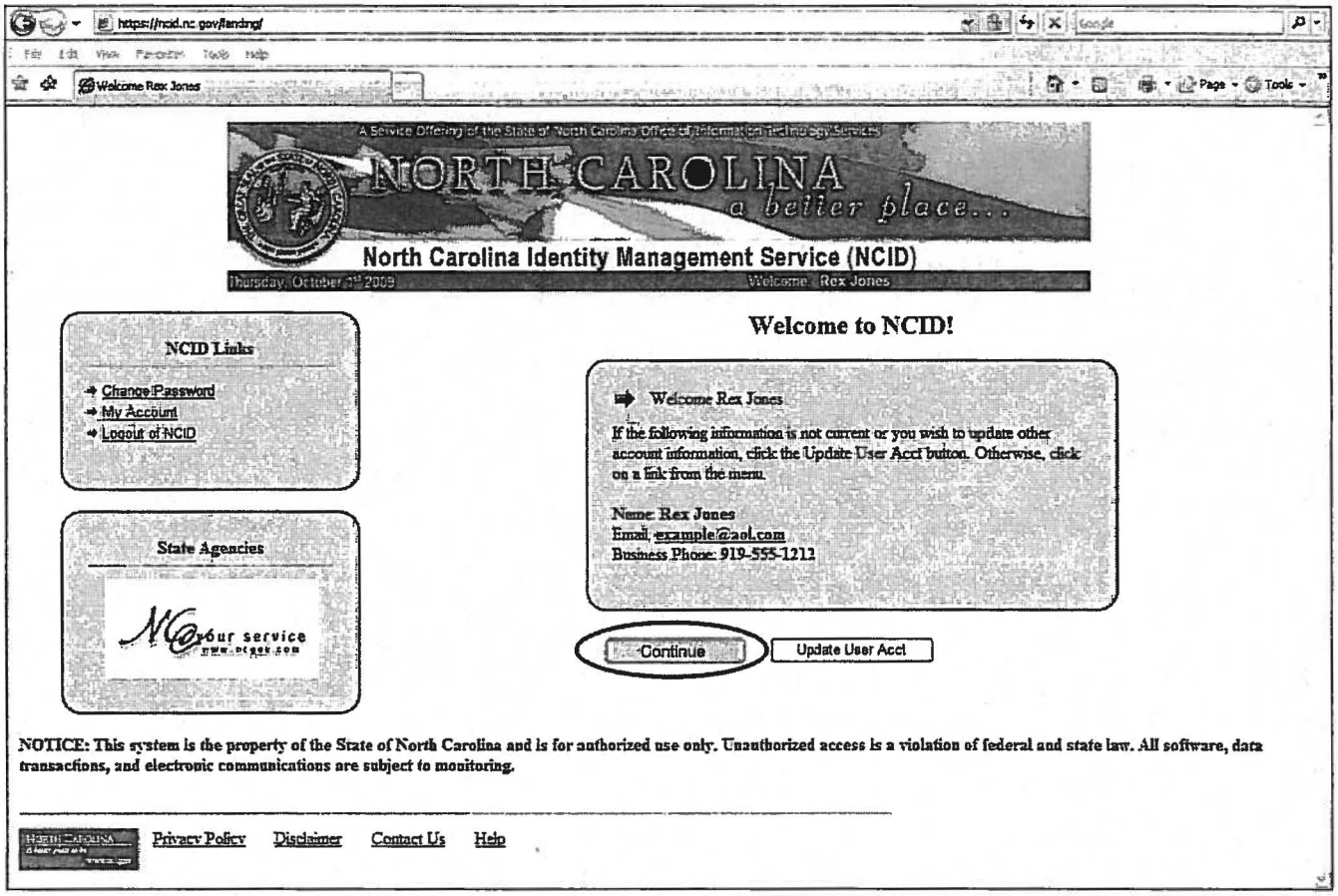
2 Have your company's QAP Account Administrator fax or email the above information to the DOT representative listed below. Only your company's account administrator will be able to request that you be given access to the QAP website. The request must be submitted in writing by either fax or email request. The DOT representative will link your NCID User ID to the HiCAMS database and provide you with secure access to the QAP website.

- Francine Ward: fax **919-733-8742** OR email **fdward@ncdot.gov**

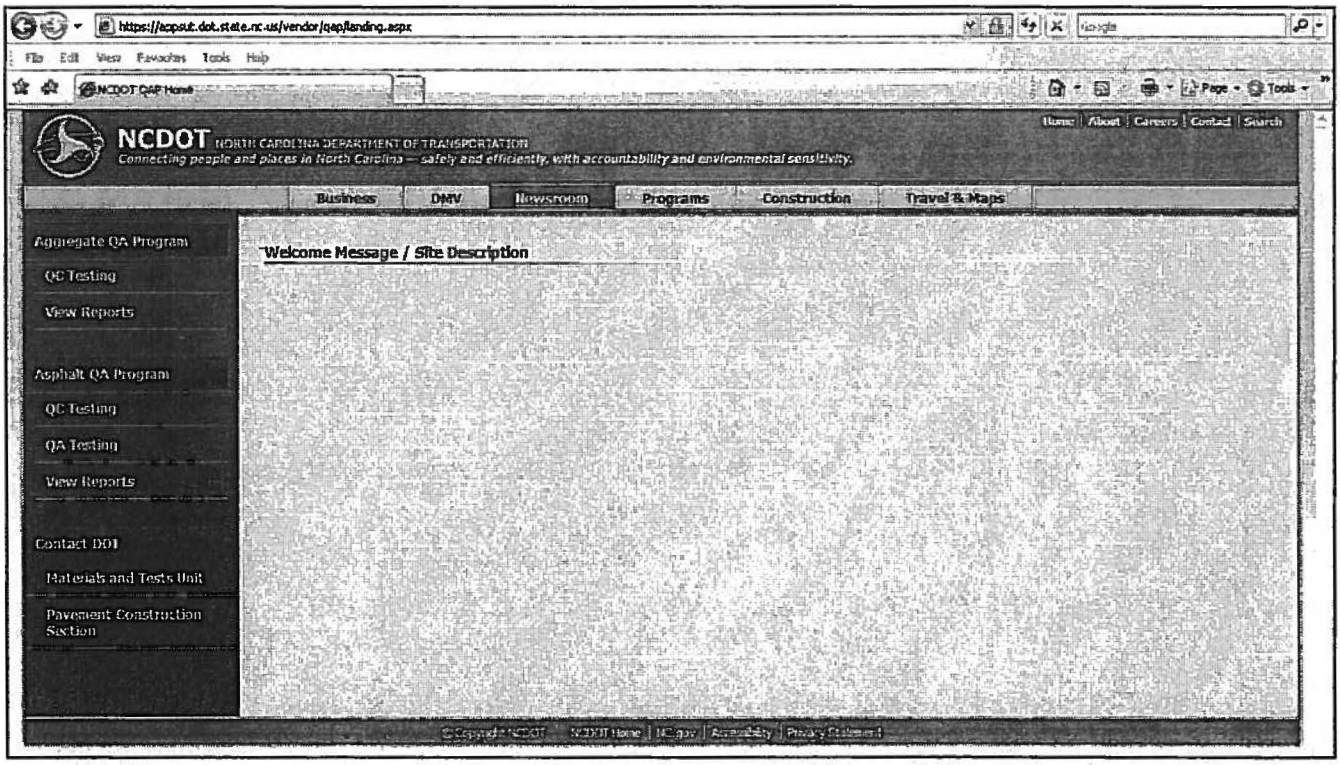
3 Navigate to the QAP website located at https://apps.dot.state.nc.us/vendor/qap. [This is the link that should be bookmarked for future QAP access.] The NCID login screen will be displayed.



4 Enter your NCID User ID and password. Once the NCID User ID has been authenticated, you will be redirected to the NCID Welcome screen.




5 Click the **"Continue"** button. The QAP Welcome screen will appear.



# QAP/HiCAMS User Registration Form

The following information is required to link each Quality Assurance Program (QAP) user's NCID with the HiCAMS application. Please fill out this form completely and return it to your company's QAP Account Administrator.

## COMPANY INFORMATION

| | |
|---|---|
| Business Name | |
| Business Address | |
| | |
| Contact Phone Number | |

## USER INFORMATION

| | |
|---|---|
| Last 4 Digits of SSN | |
| Last Name | |
| First Name | |
| Middle Name/Initial | |
| Job Title | |
| User ID from NCID | |
| Email Address Linked to NCID Account | |

| | |
|---|---|
| Supervisor's Name | |
| Supervisor's Title | |

---

*For Use by Company Account Administrator Only*

| | |
|---|---|
| Account Administrator Name | |
| Administrator NCID User ID | |

*I hereby confirm that I am a designated Account Administrator for the above company and do authorize the above person to have access to my company's information available via the NCDOT QAP Application. I also verify the accuracy of the above user information.*

*Signed:* _____

bcc: J. E. Cowsert, PE
R. K. Pace, PE
W. C. Garbee, II, PE
V. O. Cordle
M. Haeri
T. W. Whittington, PE
P. L. Stanberry
S. J. Frederick
F. D. Ward
Section Materials Specialists
Section Materials Inspectors
Asphalt Pavement Specialists
Independent Assessment Inspectors