

Submitting for a QA Concurrence

QA Concurrences are to be submitted through the QA Toolkit for review by the REC assigned to the project. This system is not to be utilized for Modifications. The following is a step by step description of the process in the Toolkit.

Select the “Projects” Tab at the top of the page to see a list of your assigned projects.

The screenshot shows the 'Quality Assurance Toolkit' interface. At the top, there's a header with the MDT logo and 'MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION'. Below this is a navigation bar with tabs: 'Inspections', 'Projects' (selected), 'Permits', and 'Reference Docs'. On the right of the navigation bar are 'Settings' and 'Log Out' links. Below the navigation bar is a sub-header 'Project List' with tabs: 'Project List', 'Modifications', and 'SWM As-Built'. A 'Search Panel' is located below the sub-header, with a note: 'To search for a specific item, open the search panel by clicking the "+" symbol.' Below the search panel is a table with the following data:

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

The screenshot shows the 'Project Details' interface. It contains the following fields and sections:

- Contract Number:** WA3445272
- FMIS:** WA344D51
- Description:** Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in
- Project Type:** Bridge Replacement (dropdown menu)
- Stage:** Construction (dropdown menu)
- County:** Washington (dropdown menu)
- District:** 6 (dropdown menu)
- Project Start Date:** 1/6/2017
- Team Index:** (dropdown menu)
- Centroid:** N (dropdown menu)
- Comments:** Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and
- Checkboxes:**
 - ☐ E&S Permit Required
 - ☐ Inspections on Hold
 - ☐ Project Closed
 - ☐ Wetlands and Waterways
 - ☐ Severe Weather
- Contractor:** Triton Construction
- QA Inspection Form:** QA1 (02/18/2015) (dropdown menu)
- QA Inspection Priority:** 2 Weeks (dropdown menu)
- Project Rep:** Jeffrey Foreman (dropdown menu) (Yellow Card 11-375) (Exp. Date 07/21/2020)
- ESC Manager:** Shelby Kuh (dropdown menu) (Yellow Card 17-177) (Exp. Date 04/03/2020)
- Superintendent:** Matthew Skeen (dropdown menu) (Yellow Card 16-212) (Exp. Date 05/12/2019)

At the bottom, there is a navigation bar with tabs: QA Incentives, Milestones, Sheets/Plates, Documents, Stakeholders, Permits, Resources, Inspections, Mods, QA Concurrence (selected), and SWM.

The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.

QA Concurrency Sub-Tab

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	Inspections	Mods	QA Concurrency	SWM
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Existing QA Concurrency Requests

Charles Holtzapple Jr. STATUS:

10/24/2017 6:28 AM Removal of Diversion Fence

View

Respond

The **QA Concurrency** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action



The New Request button is utilized to create a new concurrence request. This button should not be used to respond to an existing request.



The View button will open the request input form submitted by the contractor representatives or the CPE. This will allow you to see the request details and status.



The Respond button is utilized to post new comments, questions or responses to a request. This is also how the REC will approve or deny concurrence

Clicking on **# Responses** will expand the information to include all the comments and responses related to the specific modification request.



Select the magnifying glass to view the details of the comment

A New QA Concurrency Request

QA Concurrency Request Form

Project
TMDL New SWM Design in Cecil County - Group 1

Title:

Request Text (1000 character limit)

Notify

- ☐ Allera-Bohlen, Barbara - EPD Project Manager
- ☐ Buettner, Bill - EPD Project Manager
- ☐ Walls, Nick - Reviewer
- ☐ Knauer, Erin - EPD Project Manager
- ☐ Bartell, Joe - HHD SWM reviewer
- ☐ Helms, Glen - HHD Team Leader
- ☐ Sharar-Salgado, Daniel - Permit Reviewer HHD
- ☐ wingender, rachel - Developer
- ☐ Ferreri, Paul - Division Chief - MDE Eastern Div.
- ☐ Anderson, Robert - HHD Reviewer

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QA Response

Documents

Uploaded	Type	Description	Date
<div>Upload Request Document</div>			

Save & Submit

CLOSE

Click on the “New Request” button will open a QA Concurrent Request Form. Fill in the needed information and then click “Save and Submit”. The REC will automatically be notified that a concurrence request is in the system for review.