

## Submitting a Modification Request

Field Modifications are to be submitted through the QA Toolkit for review by the appropriate Office/Agencies. This system is not to be utilized for Red-Line revisions or Design Submittals on Design Build Projects. 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 for the Maryland Department of Transportation State Highway Administration. The 'Projects' tab is selected in the top navigation bar. Below the navigation bar, the 'Project List' section is displayed. It includes a search panel with a '+' icon and 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' form in the Quality Assurance Toolkit. The form contains the following information:

**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 **Stage:** Construction

**County:** Washington **District:** 6

**Project Start Date:** 1/6/2017 **Team Index:** **Centroid:** N E

**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

☐ E&S Permit Required ☐ Inspections on Hold ☐ Project Closed

☐ Wetlands and Waterways ☐ Severe Weather

**Contractor:** Triton Construction

**QA Inspection Form:** QA1 (02/18/2015) **QA Inspection Priority:** 2 Weeks

**Project Rep:** Jeffrey Foreman **Yellow Card:** 11-375 **Exp. Date:** 07/21/2020

**ESC Manager:** Shelby Kuh **Yellow Card:** 17-177 **Exp. Date:** 04/03/2020

**Superintendent:** Matthew Skeen **Yellow Card:** 16-212 **Exp. Date:** 05/12/2019

**QA Incentives:** Milestones Sheets/Plates Documents Stakeholders Permits Resources Inspections Mods QA Concurrence 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.

## Mods Sub-Tab





QA Incentives | Milestones | Sheets/Plates | Documents | Stakeholders | Permits | Resources | QA Inspections | **Mods** | QA Concurrence | SWM





### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.



<b>MOD #: 11</b>	<b>Package Status:</b> <b>Package Submitted;</b>	<b>Final Mod Request Status:</b> <b>Submitted for Review by HHD</b>	QA-3 PDF
Charles Holtzaple Jr. 4/3/2018 3:04 PM Sheet: ES 5.3, 5.4 and 5.5	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization. <a href="#">Click here to view 2 response(s)/comment(s)</a>		Add comment or response --> Respond

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

-  The Respond button is utilized to post new comments, questions or responses to a request.
-  The PDF button will generate a printable QA-3 form in its most recent version including all related responses and attachments. This will be a complete modification record in PDF format.
-  The QA-3 button will open the QA-3 input form that can be edited by contractor representatives or the Construction PE. This form remains editable until the request is submitted for review.
-  The New Request button is utilized to create a new modification request. This button should not be used to respond to an existing request.

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Polly Soliday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?	 	
Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.	 	

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.
-  Select the download icon to download a PDF of the response and associated attachments.

In the Existing Modification Requests section, the top line of information shows the Package Status and the Final Mod Status. This is important in keeping track of where the request currently is in the process. The possible status's and their definitions are listed below.

<b>Package Status:</b>	Pre-Submittal	<i>The Modification Request has been entered into the system and is in a cursory review awaiting submittal</i>
	Package Submitted	<i>The Package has been submitted for a formal review</i>
	Package Withdrawn	<i>The Request has been withdrawn for reasons listed</i>

<b>Final Mod Request Status:</b>	Pending	<i>The Modification Request has been entered into the system and is in a cursory review awaiting submittal</i>
	Submitted for Review	<i>The Request has been submitted for a formal review</i>
	Approved	<i>The Request has been approved and is complete</i>
	Denied	<i>The Request has been denied for the reason listed</i>
	Request Withdrawn	<i>The Request has been withdrawn for reasons listed</i>

## A New Modification Request



### Modification Request Form

**Project**  
Test- mod requests

**Nature of Revision (1000 character limit)**

**Original Drawing Sheet Number(s)**  **Original Stamp Date**

**Contract Items**

**Item Location**

**Reason of Revision (1000 character limit)**

**ACTIVITY LOCATION: Does the modification affect any of these locations on the project:**

☐ Tidal Waters

☐ Areas Beyond the approved LOD

☐ Tidal Wetlands

☐ 100-foot buffer (non-tidal wetland of special State concern)

☐ AASCD

☐ In Stream Channel - Tidal

☐ Critical Area

☐ In Stream Channel - Non - Tidal

☐ Non-tidal Wetland





☐ 100 year floodplain (outside stream channel)

☐ 25-Foot buffer (non-tidal wetlands only)

☐ Stormwater Management

☐ Other(Explain)

**Documents**


Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
			
		I have reviewed and concur with this request	
QA/REC			
<div style="display: flex; justify-content: space-between;"> <span> Save &amp; Submit</span> <span> CLOSE</span> </div>			

When starting a new request, the user will see the modification request form. This form should be completed entirely to provide as much information to the reviewers as possible. This information is no different than if the user were completing a paper version of the QA-3 except the system already has many of the project details so the user does not have to enter that basic information.

The **Activity location** is very important as it will help to determine who must review the request.

Attachments should be added to help the reviewers understand the changes being requested.

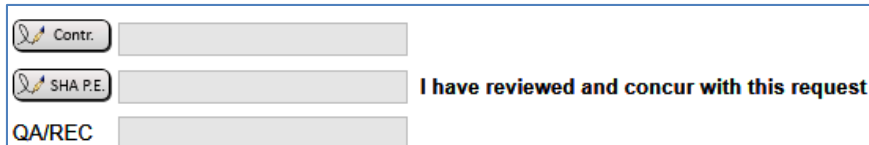
**Documents**

Uploaded	Type	Description	Date
<b>Upload Request Document</b>			
<div style="display: flex;"> <div style="flex: 1;"> <p><b>Document Type</b> <span style="border: 1px solid black; padding: 2px;">GPS/Waypoint</span></p> <p><b>Description</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span></p> <p><b>File</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> <span style="border: 1px solid black; padding: 2px 5px;">Browse...</span></p> <p><b>Date</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span> </p> </div> <div style="flex: 0.5; text-align: center;"> <p><span style="border: 1px solid black; padding: 2px 5px;">Cancel</span> <span style="border: 1px solid black; padding: 2px 5px;">Add</span></p> </div> </div>			

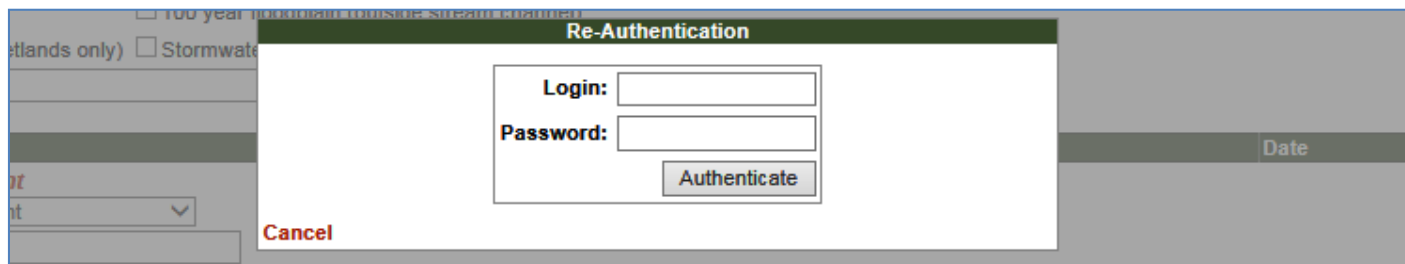
Clicking on **Upload Request Document** will provide a menu for uploading files to the QA-3 form.

 **Click the Save & Submit button to ensure entered information is saved by the system.**

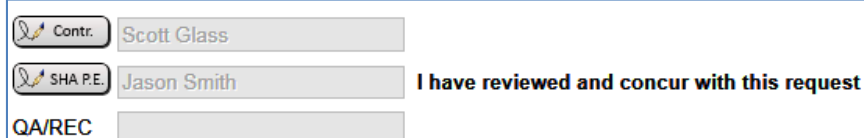
Even though you have clicked the save and submit button, the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA Program is satisfied the package is complete and in a state ready for formal review.




The Contractor must sign the request and the Construction PE must concur with a signature before the request can be sent for review. Click on the appropriate button to electronically sign the request.



A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign the request.



The users name will then appear on the modification request form.

 Click the Save & Submit button to ensure entered information is saved by the system.

**It is only necessary to click the Save and Submit button one time. Clicking buttons in the system multiple time in rapid succession may introduce duplicate or erroneous information.**

**Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA program is satisfied the package is complete and in a state ready for formal review.**

When the package is complete and ready for review the QA program package reviewer will sign the request and send it to the appropriate reviewers.

Information below has been committed to the system and is read-only

**Modification Request Form**

**Project**  
Geometric Improvements at MD-32 and MD-97

When a request has been sent to review the QA-3 form can no longer be edited by any user, Comments, Question or additional attachment can be added through the response system.

## Repond and Comment

QA Incentives | Milestones | Sheets/Plates | Documents | Stakeholders | Permits | Resources | QA Inspections | **Mods** | QA Concurrence | SWM

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Charles Holtzapple Jr. 4/3/2018 3:04 PM	After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.		Add comment or response -->
Sheet: ES 5.3, 5.4 and 5.5 <a href="#">Click here to view 2 response(s)/comment(s)</a>			

A response or comment can be added in the **Mods** subtab



Click the Respond button to post new comments, questions or responses to a request.

### Modification Response Page

Project: CE2725282 - TMDL New SWM Design in Cecil County - Group 1

**Original Request:** After installation of Pipe Run from EW 11-1 to Inlet 1 / 11-1; we would like to fill Sediment Trap 11-1 prior to installation and construction of check dams 11-1 through 11-6 (CE-011). We would work this bioswale from check dam to check dam with same day stabilization.

**Stakeholders who will be notified of this response: (Select additional if needed)**  
 Clayton Ballard; Tad Daniel; Corey Gilson; Scott Griswold; Don Hoey; Charles Holtzapple Jr.; Brian McGrath; Andrew Michenzy; Harry Smith; Polly Sollday

**Modification Response Text (1000 character limit)**

**Documents**

Uploaded	Type	Description	Date
<a href="#">Upload Document</a>			

[Save & Submit](#) [CLOSE](#)

**Package Approver:**  
 Package Status: **Package Submitted**  
☐ Quality Assurance Program ☐ Environmental Programs Div  
☐ Landscape Operations Div ☒ Highway Hydraulics Div  
☐ Plan Review Div ☐ Other

**Request Approver:**  
 Final Modification Request Status: **Submitted for Review**  
 HHD **Submitted for Review**

**Notify in addition to those listed above**

- ☐ Allera-Bohlen, Barbara - EPD Project Manager
- ☐ Anderson, Robert - HHD Reviewer
- ☐ Ansalvish, Kate - Compliance Specialist - MDE
- ☐ Baker, Michael - Environmental Construction Manager
- ☒ Ballard, Clayton - Regional Environmental Coordinator (Senior)
- ☐ Barben, Jake - EPD Project Manager
- ☐ Bartell, Joe - HHD SWM reviewer
- ☐ Bogale, Tesfamichael - PRD Team Leader
- ☐ Boone, Virginia (Ginny) - Project Manager
- ☐ Bowlan, Scott - Division Chief - MDE Western Div

**Previous Responses for modification # 11**

Response Date	Response Text
Polly Sollday 4/13/2018 12:44 PM	HHD: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?
Clayton Ballard 4/10/2018 12:30 PM	Submitted to HHD for review.

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the request is approved or denied.

The upper right section shows the current package status and who is currently reviewing the information. This area also shows the **Final Modification Request Status**, when multiple groups or agencies must approve a request the Final Status will not show Approved or Denied until all the groups or agencies have completed review. The information in this area may only be changed by a package reviewer or a request reviewer.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **Modification Request Text** field. Attachments may be added to the response in the lower section as in other parts of the Toolkit.

When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record. Notifications of a new response comment will be sent to those listed in the stakeholder field.

If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the modification is completed



**When the response has been saved by the user it can no longer be edited or deleted. It is a permanent part of the modification record.**

#### Existing Modification Requests

To submit a new Modification request, click the "New Request" button at the lower right of the page. To comment on an existing active request, click the "Respond" button to the right of the specific request from within the grid.

**MOD #: 1**    **Package Status:** *Package Submitted;*    **Final Mod Request Status:** *Approved*  
 Antonio Couto    Request change phase 1 to phase 2  
 8/23/2017 1:04 PM    [Click here to view 3 response\(s\)/comment\(s\)](#)  
 Sheet: EN - 01



Always refer to the “**Final Mod Request Status**” to know if the request has been approved or not, never proceed with work based on a single comment as multiple parties may need to approve a modification request. When a modification request is complete and has been approved or denied then responses may no longer be entered in to the system and the modification may no longer be edited by any stakeholder.