# **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.

|               | MOTMARYLAND DEPARTMENT OF TRANSPORTATION<br>STATE HIGHWAY ADMINISTRATION Quality Assurance Toolkit       |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
|---------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------|-------------------------------------------|-------------------------------------------|------------------------------------------|--------------------------------------|---------------------------------------|-------------------|-------|------------------------|--------------------------|--------------|
| Inspections   | Projects                                                                                                 | Permits                                      | Reference                               | Docs                                      |                                           |                                          |                                      |                                       |                   |       | Se                     | ettings Log O            | ut 💄         |
| Project List  | Project List Modifications SWM As-Built                                                                  |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
|               | Project List                                                                                             |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
| Search Pa     | Search Panel                                                                                             |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
| - rosearch    | re to search for a specific term, open the search panel by clicking the "+" symbol.                      |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
| Contract #▲   | FMIS                                                                                                     | E&S Per.                                     |                                         |                                           | E                                         | Description                              | l.                                   |                                       | Co.               | Dist. | Mods                   | Grades                   |              |
| AA1515188     | AA151B51                                                                                                 | I Y                                          | MD 170 fro                              | m MD 648                                  | to MD 762                                 | 2. Bicycle R                             | etrofit                              |                                       | AA                | 5     |                        | Average: A;<br>Recent: A |              |
| AA1545180     | AA154B51                                                                                                 | I N                                          | Cleaning at<br>0208203, 0<br>0210304 o  | nd Painting<br>208204, 02<br>n various re | ) of Existin<br>208403, 02<br>putes in A4 | g Bridge #'s<br>208404, 020<br>A county  | 0211011, 0<br>8503, 0208             | 201102, 0208000,<br>504, 02100303 and | AA                | 5     | REQ.STATUS:<br>Pending | Average: A;<br>Recent: A | <b>/</b>     |
| AA1575132     | AA157B51                                                                                                 | I N                                          | MD 177 to                               | MD 695- T                                 | raffic Barri                              | er Replacer                              | ment in AA C                         | County                                | AA                | 5     | REQ.STATUS:<br>Pending | Average: A;<br>Recent: A | Ø <u>9</u> , |
| Selection     | Select the edit icon to enter or update the project record as allowed by your user role. Project Dataila |                                              |                                         |                                           |                                           |                                          |                                      |                                       |                   |       |                        |                          |              |
| Contract N    | umber WA                                                                                                 | 43445272                                     |                                         |                                           |                                           |                                          | FMIS WA3                             | 44D51                                 |                   |       |                        |                          |              |
| Desc          | ription Imp                                                                                              | provements                                   | along I-81                              | from South                                | n of US 11                                | in WV to N                               | orth of MD 6                         | 3/68 ir                               |                   |       |                        |                          |              |
| Projec        | t Type Bri                                                                                               | idge Replac                                  | ement                                   | ~                                         | ] ()                                      |                                          | Stage Cons                           | struction V                           |                   |       |                        |                          |              |
| (             | County Wa                                                                                                | ashington                                    | ~                                       |                                           |                                           | Di                                       | istrict 6                            | $\checkmark$                          |                   |       |                        |                          |              |
| Project Sta   | rt Date 1/6                                                                                              | 6/2017 🚽                                     | p                                       | Team Ind                                  | ex                                        | ✓ Ce                                     | ntroid                               | NE                                    |                   | ~     |                        |                          |              |
| Com           | Titl<br>No<br>Iments rep                                                                                 | le from IFB:<br>orth of MD 6<br>placement fo | Improvem<br>3/68 in MD<br>or dual bridg | ents along<br>including v<br>ges 21 078   | I-81 from<br>videning ar<br>in I-81 ove   | South of US<br>nd Superstr<br>er Potomac | S 11 in WV to<br>ucture<br>River and | ~                                     |                   |       |                        |                          |              |
|               |                                                                                                          | E&S Permi                                    | it Required                             |                                           | spections                                 | on Hold                                  | 🗆 Proj                               | ect Closed                            |                   |       |                        |                          |              |
|               |                                                                                                          | Wetlands a                                   | and Waterw                              | vays ∐ Se                                 | evere Wea                                 | ther                                     |                                      |                                       |                   |       |                        |                          |              |
| Co            | ntractor                                                                                                 | riton Const                                  | ruction                                 |                                           |                                           |                                          | 2 Wooka N                            |                                       |                   |       |                        |                          |              |
| QA Inspection | on Form Q                                                                                                | QA1 (02/18/                                  | 2015) 🔨                                 | <ul> <li>Q/</li> </ul>                    | A Inspection                              | on Priority                              | Z Weeks V                            |                                       |                   |       |                        |                          |              |
| Proj          | ject Rep Je                                                                                              | effrey Forer                                 | man                                     | ()                                        | Ye                                        | ellow Card                               | 11-375                               | Exp. Date 07/2                        | 1/202             | 20    |                        |                          |              |
| ESC M         | Manager S                                                                                                | helby Kuh                                    |                                         | ()                                        | Ye                                        | ellow Card                               | 17-177                               | Exp. Date 04/0                        | 3/202             | 20    |                        |                          |              |
| Superin       | ntendent M                                                                                               | latthew Ske                                  | en                                      | ()                                        | Ye                                        | ellow Card                               | 16-212                               | Exp. Date 05/1                        | 2/20 <sup>-</sup> | 19    |                        |                          |              |
| QA Incentive  | Mileston                                                                                                 | nes Sheets                                   | /Plates Do                              | cuments S                                 | takeholders                               | e Permits                                | Resources                            | Inspections Mods                      | QA                | Concu | rrence 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 n                                                | 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 #: 11<br>Charles Holtz<br>4/3/2018 3:04<br>Sheet: ES 5.3 | apple Jr.<br>PM<br>3, 5.4 and 5.                                                                                                                                                                                                     | Package Sta<br>After installa<br>11-1 through<br>5 Click here to | tus: Packa<br>tion of Pipe I<br>11-6 (CE-0<br>view 2 respo | ge Submitt<br>Run from EW<br>11). We would<br>nse(s)/comme | ted;<br>11-1 to In<br>work this<br>nt(s) | Final Mod<br>let 1 / 11-1;<br>bioswale fr | Request Status<br>we would like to<br>om check damn | s: Subr<br>fill Sedi<br>to checl | mitted for Review by HHD<br>ment Trap 11-1 prior to installation and construction of check dams<br>( dam with same day stabilization. |

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

[WRespond] 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.

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



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.

| Package Status:           | Pre-Submittal        | The Modification Request has been entered into the system and is in cursory review awaiting submittal   |  |  |  |  |  |
|---------------------------|----------------------|---------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|                           | Package Submitted    | The Package has been submitted for a formal review                                                      |  |  |  |  |  |
|                           | Package Withdrawn    | The Request has been withdrawn for reasons listed                                                       |  |  |  |  |  |
|                           |                      |                                                                                                         |  |  |  |  |  |
| Final Mod Request Status: | Pending              | The Modification Request has been entered into the system and is in a cursory review awaiting submittal |  |  |  |  |  |
|                           | Submitted for Review | The Request has been submitted for a formal review                                                      |  |  |  |  |  |
|                           | Approved             | The Request has been approved and is complete                                                           |  |  |  |  |  |
|                           | Denied               | The Request has been denied for the reason listed                                                       |  |  |  |  |  |
|                           | Request Withdrawn    | The Request has been withdrawn for reasons listed                                                       |  |  |  |  |  |

#### **Quality Assurance Toolkit**

## **A New Modification Request**

|                                          | Modification Reques                                               | t Form                                                                                                                                          | () HELP |
|------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Project                                  |                                                                   |                                                                                                                                                 |         |
| Test- mod requests                       |                                                                   |                                                                                                                                                 |         |
| Nature of Revision (1000 character limit | t)                                                                | Ensure all sections of the request are complete<br>and upload all the necessary documents<br>including a legible plan sheet markup. Photos      |         |
|                                          |                                                                   | can also be helpful in the review process.<br>To sign the request, click the proper button at<br>the lower left of the page and then enter your |         |
| Original Drawing Sneet Number(s)         | Original stamp Date                                               | name and password when prompted.                                                                                                                |         |
| Contract Items                           |                                                                   | Be sure to click on the "Save & Submit" button                                                                                                  |         |
|                                          |                                                                   | click the button once and wait for the screen to                                                                                                |         |
|                                          |                                                                   | refresh.                                                                                                                                        |         |
| Peason of Pavision (1000 character lim   |                                                                   |                                                                                                                                                 |         |
| Reason of Revision (1000 character init  |                                                                   |                                                                                                                                                 |         |
|                                          | ·                                                                 |                                                                                                                                                 |         |
|                                          | `                                                                 | -                                                                                                                                               |         |
| ACTIVITY LOCATION: Does the modific      | cation 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 concernation) | 1)                                                                                                                                              |         |
| 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  | y) 🗆 Stormwater Management                                        |                                                                                                                                                 |         |
| Other(Explain)                           |                                                                   |                                                                                                                                                 |         |
| Documents                                |                                                                   | •                                                                                                                                               |         |
| Uploaded                                 | Туре                                                              | Description                                                                                                                                     | Date    |
| Upload Request Document                  |                                                                   |                                                                                                                                                 |         |
| X Contr.                                 | ]                                                                 |                                                                                                                                                 |         |
| ∭ SHA R.E.                               | I have reviewed and concur with this request                      |                                                                                                                                                 |         |
| QA/REC                                   | ]                                                                 |                                                                                                                                                 |         |
| Save & CLOSE                             |                                                                   |                                                                                                                                                 |         |

When starting a new request, the user will see the modification request form. This form should be competed 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      |              |            | Туре | Description | Date |
| 🖃 Upload Requ | est Document |            |      |             |      |
| Document Type | GPS/Waypoint | ~          |      |             |      |
| Description   |              |            |      |             |      |
| File          |              | Browse     |      |             |      |
| Date          | 9            |            |      |             |      |
|               |              | Cancel Add |      |             |      |

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

Save & 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.

| 🔎 Contr.   |                                              |
|------------|----------------------------------------------|
| 🔎 SHA P.E. | I have reviewed and concur with this request |
| QA/REC     |                                              |

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.

| utlanda anlu) | Re-Authentication |      |
|---------------|-------------------|------|
|               |                   |      |
|               |                   |      |
|               |                   | Date |
| nt            | Authenticate      |      |
| 1t 🔨          | Cancel            |      |
| '             |                   | f    |

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.

| Scott Glass            |                                              |
|------------------------|----------------------------------------------|
| 𝒴 sha P.E. Jason Smith | I have reviewed and concur with this request |
| QA/REC                 |                                              |

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

Submit 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                                                                | l Comment                                                                                                                                                                                                                                                           |                                                             |                                                            |                                                     |                                            |                                                      |                                 |                                                          |                                       |                                                                           |                             |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------|------------------------------------------------------|---------------------------------|----------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------|-----------------------------|
| QA Incentives Miles                                                       | tones Sheets/Plates                                                                                                                                                                                                                                                 | Documents                                                   | Stakeholders                                               | Permits Re                                          | esources                                   | QA Inspections                                       | Mods                            | QA Concurrence                                           | SWM                                   |                                                                           |                             |
| To submit a new Mo                                                        | 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 #: 11<br>Charles Holtzapple<br>4/3/2018 3:04 PM<br>Sheet: ES 5.3, 5.4 | Package Sta<br>Jr. After installa<br>11-1 through<br>and 5.5 Click here to                                                                                                                                                                                          | tus: Packa<br>Ition of Pipe I<br>11-6 (CE-0<br>view 2 respo | ge Submitt<br>Run from EW<br>11). We would<br>nse(s)/comme | ted; Fi<br>11-1 to Inlet<br>work this bio<br>ent(s) | <b>inal Mod</b><br>1 / 11-1;<br>ioswale fr | Request Status<br>we would like to<br>rom check damn | s: Subr<br>fill Sedi<br>to chec | mitted for Rev<br>ment Trap 11-1 pr<br>k dam with same o | <b>iew b</b><br>rior to ir<br>day sta | <b>y HHD</b><br>nstallation and construction of check dams<br>bilization. | Add comment<br>or response> |

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

Respond) 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                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                           |                                                                                                        | HELP |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------|
| 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 damn 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 Michenzi: Party Smith Polly Solitav | Package Approver:<br>Package Status:<br>Quality Assurance Program<br>Landscape Operations Div<br>Plan Review Div                                                                                                          | Package Submitted ✓<br>☐ Environmental Programs Div<br>☑ Highway Hydraulics Div<br>☐ Other             |      |
| Modification Response Text (1000 character limit)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Request Approver:<br>Final Modification Request Status:                                                                                                                                                                   | Submitted for Review                                                                                   |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | HHD                                                                                                                                                                                                                       | Submitted for Review $\smallsetminus$                                                                  |      |
| Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Notify in addition to those listed ab<br>Allera-Bohlen, Barbara - EPD F<br>Anderson, Robert - HHD Revie<br>Ansalvish, Kate - Compliance S<br>Baker, Michael - Environmenta<br>Ballard, Clayton - Regional Env<br>(Senior) | ove<br>Project Manager<br>wer<br>Specialist - MDE<br>I Construction Manager<br>vironmental Coordinator |      |
| Uploaded     Type     Description     Date            • Upload Document           • Save & Submit           • CLOSE                                                                                                                                                                                                                                                                                                                                                                                                                       | Barben, Jake - EPD Project Ma<br>Bartell, Joe - HHD SWM review<br>Bogale, Tesfamichael - PRD To<br>Boone, Virginia (Ginny) - Proje<br>Boylan, Scott - Division Chief -                                                    | anager<br>ver<br>eam Leader<br>et Manager<br>MDE Western Div                                           |      |
| Previous Responses for modification # 11<br>Response Date Response Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | :                                                                                                                                                                                                                         |                                                                                                        |      |
| Promy Solidary     HTL: Is grading complete from 23+00 to 27+50? Is the area stabilized? Can you send photos?     4/13/2018 12:44 PM     Clavton Ballard     Submitted to HHD for review                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                           |                                                                                                        |      |
| 4/10/2018 12:30 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                           |                                                                                                        |      |

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 competed 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

Save & Submit

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; Request change phase 1 to phase 2
 Final Mod Request Status: Approved
 Image: Package Status in the phase 2

 %/23/2017 1:04 PM. Click here to view 3 response(s)/comment(s)
 Sheet: EN - 01
 Image: Package Status in the phase 2
 Image: Package Status in the phase 2

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.