



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

March 4, 2025

Mr. John Crane
Executive Director
Asphalt Pavement Association of WV
2114 Kanawha Blvd., East
Charleston, West Virginia 25311

Dear Mr. Crane,

AWP INDUSTRY SAMPLE RECORD DISTRICT REVIEW

With the incorporation of the 2024 Supplemental Specification and MP 109.00.21, Contractors are now responsible for starting sample records and entering their test data into AASHTOWare Projects (AWP). By default, for most materials, payment for the items represented by the sample record is withheld until it has been reviewed and authorized by the District.

Upon request from Industry, the West Virginia Division of Highways (WVDOH) has performed an internal audit on the District review of contractor-submitted sample records. Districts have been asked to complete the review within 7 calendar days. Also, additional training, as well as reporting metrics have been implemented to track and improve their review time.

If the sample record is not submitted correctly by the contractor or if the sample record contains errors, the District will mark the sample as “rejected.” Once a sample record has been marked “rejected” this status will remain even after the sample record has been corrected and resubmitted. The WVDOH is developing a process to allow “auto-finalization” of sample records for contractors who consistently submit these with no errors; this rejection data will be used to document which contractors are entering “error-free” sample records.

In an effort to streamline the process, MP 109.00.22 is pending at the [MP Committee](#). This document provides specific submission instructions, as well as the submission email for each District. This list of District email addresses is available on the [WVDOH MCS&T Toolbox](#) webpage and is attached.

Should you have any questions or require additional information, you may contact Mr. Daniel Brayack at Daniel.A.Brayack@wv.gov, or by phone at (304) 549-2017.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael A. Mance".

Michael A. Mance, P. E.
Director
Materials Control, Soils & Testing Division

MAM:Bd

ATTACHMENT

cc: FM (MAM, DB)

District Email Addresses for Sample Record Submission

District	Email Address
01	dotd01construction@wv.gov
02	dohd2materials@wv.gov
03	dohd3materials@wv.gov
04	dohd4materials@wv.gov
05	dohd5materials@wv.gov
06	dohd6materials@wv.gov
07	dotd07construction@wv.gov
08	dotd08construction@wv.gov
09	dohd9materials@wv.gov
10	dohd10materials@wv.gov