



Connecticut DOT

Office of Construction

Number: CB-2023-5

Date: July 7, 2023

## CONSTRUCTION BULLETIN

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Construction Division Chief

### Materials Evaluation and Specifications Unit (MESU) COMPASS Workflows

In accordance with [ECD-2022-1](#), The MESU has developed this bulletin to provide workflow guidance to be used for future correspondence and document workflows between MESU and the Construction Districts.

The workflows are separated into three general categories:

- Originated by MESU
- Originated by District/Contractor
- COMPASS Document Filing (no response needed)

When applicable, each of the listed workflows indicate the Submitter, Submittal Name, File Location, File Name, Reviewers, Transfer Recipient, Share Envelope Recipients, Response Due Date, and Final Action.

For items under **COMPASS Document Filing (no response needed)**, these documents will be uploaded by MESU into the indicated COMPASS Project folder and the link shared to the listed email recipients.

Please note, these workflows currently rely on the use of the District Mailboxes for distribution of notifications. The notification email subjects will include the project number and description of the document at a minimum.

These workflows are subject to change and any suggestions for improvement can be communicated through your unit's COMPASS Subject Matter Expert (SME).

## MESU COMPASS Workflows

### Originated by MESU

<b>Submittal</b>	<b>Notable Observation Form MAT-107</b>	Notes
<b>Submitter</b>	MESU TE3	
<b>Submittal Name</b>	MESU MAT-107 [Material Name]	
<b>File Location</b>	211_Materials Testing	
<b>File Name</b>	0000-0000 MAT-107 [Material Name] YYYYMMDD	
<b>Reviewer</b>	District TE3	
<b>Share Envelope (Share Button)</b>	DOT.ConstrD_@ct.gov MESU (Appropriate Mailbox)	
<b>Response Due Date</b>	1 week from Submittal Date	District adds comments on resolution
<b>Final Action</b>	MESU	Completes if resolution is acceptable, otherwise adds comments and additional reviewers if further action needed.

<b>Submittal</b>	<b>Rejected Material</b>	Notes
<b>Submitter</b>	MESU TE3	
<b>Submittal Name</b>	MESU MAT-103 C0000 Rejected Material	
<b>File Location</b>	211_Materials Testing	
<b>File Name</b>	0000-0000 MAT-103 C0000 [Material Name]	MESU uploads with header info filled out
<b>Reviewer</b>	District Project Engineer (TE3)	
<b>Share Envelope (Share Button)</b>	DOT.ConstrD_@ct.gov	
<b>Response Due Date</b>	2 weeks from Submittal Date	District completes MAT-103 form
<b>Final Action</b>	MESU	Completes if resolution is acceptable, otherwise adds comments and additional reviewers if further action needed.

**Originated by District/Contractor**

<b>Submittal</b>	<b>FMC Request</b>	
<b>Submitter</b>	District	
<b>Submittal Name</b>	FMC Request	
<b>Files Location</b>	211_Materials Testing	
<b>File Name</b>	<a href="#">0000-0000 FMC Request Memo</a> 0000-0000 FMC Request Attachments	Required Attachments: SM/AWP Material Deficiency Report w/ comments Testing Waiver Memos
<b>Transfer to</b>	TE2: Justin Labossiere	
<b>Share Envelope (Share Button)</b>	Share Envelope to: Division of Construction Operations (DCO) Division Chief, <a href="mailto:DOT.MatTesting@ct.gov">DOT.MatTesting@ct.gov</a>	
<b>MESU will contact the District for additional information, if needed.            If deficiency memo is needed:</b>		
<b>File Name</b>	0000-0000 FMC Deficiency Memo	
<b>Review</b>	<ol style="list-style-type: none"> <li>1. MESU adds District Rep identified in FMC Request Memo with 2-week review period</li> <li>2. District internal workflow to address deficiencies and <b>adds 0000-0000 FMC Deficiency Memo Response</b> to 211_Materials Testing folder</li> <li>3. Once complete, workflow will return to Justin Labossiere.</li> <li>4. Repeat process if deficiencies are not fully addressed</li> </ol>	
<b>If no further deficiencies, MESU issues FMC Memo</b>		
<b>Submittal Name</b>	Final FMC	Change submittal name on existing envelope
<b>File Name</b>	0000-0000 FMC Memo	
<b>Review</b>	Internal MESU Workflow	
<b>Share Envelope</b>	(DCO) Division Chief, <a href="mailto:DOT.MatTesting@ct.gov">DOT.MatTesting@ct.gov</a> , DOT.ConstrD @ct.gov	
<b>Final Action</b>	MESU Completes workflow	

<b>Submittal</b>	<b><u>Special</u> Concrete Mix Design Review</b>	Notes
<b>Submitter/Owner</b>	Contractor/District	
<b>Submittal Name</b>	Concrete Special Mix Design [Concrete Class]	May Vary
<b>File Location</b>	120_Contractor_Submittals (PDF)	
<b>File Name</b>	0000-0000 Conc Mix Design [Concrete Class]	May Vary
<b>Reviewer</b>	TE2: Landon Haase	
<b>Share Envelope (Share Button)</b>	DOT.ConcreteMixDesign@ct.gov	
<b>Response Due Date</b>	1 week from Submittal Date	
<b>Final Action</b>	District finalizes comments and completes workflow	

<b>Submittal</b>	<b><u>Special</u> HMA Mix Design Review</b>	Notes
<b>Submitter/Owner</b>	Contractor/District	
<b>Submittal Name</b>	HMA Special Mix Design [HMA Name]	May Vary
<b>File Location</b>	120_Contractor_Submittals (PDF)	
<b>File Name</b>	0000-0000 HMA Mix Design [HMA Name]	May Vary
<b>Reviewer</b>	TE3: Scott Zakszewski	
<b>Share Envelope (Share Button)</b>	DOT.Materials-HMA@ct.gov	
<b>Response Due Date</b>	1 week from Submittal Date	
<b>Final Action</b>	District finalizes comments and completes workflow	

<b>Submittal</b>	<b>Weld Procedures Review</b>	Notes
<b>Submitter/Owner</b>	Contractor/District	
<b>Submittal Name</b>	Weld Procedure 00 [Description]	May Vary
<b>File Location</b>	120_Contractor_Submittals (PDF)	
<b>File Name</b>	0000-0000 WPS 00 [Description]	May Vary
<b>Reviewer</b>	TET: Chris Carlo	
<b>Share Envelope (Share Button)</b>	DOT.Steel@ct.gov	
<b>Response Due Date</b>	1 week from Submittal Date	

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<b>Final Action</b>	District finalizes comments and completes workflow	
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<b>Submittal</b>	<b>Material Stored Out of State</b>	Notes
<b>Submitter</b>	District	ADE calls DCO Division Chief first
<b>Submittal Name</b>	Material Stored Out of State Request - [Material Name]	
<b>File Location</b>	211_Materials Testing	
<b>File Name</b>	0000-0000 MSOS [Material Name] [Item No]	
<b>Reviewer</b>	TE3: David Parillo (Steel) OR TE3: Domenico Tedeschi (Precast) (2 Weeks)	MESU Provides response on inspection coverage/inspection report
<b>Share Envelope (Share Button)</b>	DOT.Steel@ct.gov	
<b>Response Due Date</b>	3 weeks from Submittal Date	
<b>Final Action</b>	District finalizes comments and completes workflow	

**COMPASS Document Filing (no response needed)**

<b>Document</b>	<b>Steel Fabrication Inspection Report</b>	
File Name	0000-0000 Steel IR 00 YYYYMMDD [MESU Consultant Inspector]	
File Location	211_Materials Testing > Inspection \Reports	
Share File Link	DOT.ConstrD_@ct.gov	
To be saved by	Steel Staff	

<b>Document</b>	<b>Precast Inspection Report</b>	
File Name	0000-0000 Precast IR 00 YYYYMMDD [MESU Consultant Inspector]	
File Location	211_Materials Testing > Inspection Reports	
Share File Link	DOT.ConstrD_@ct.gov	
To be saved by	PCC Staff	

<b>Document</b>	<b>HMA Adjustments Production</b>	
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File Name	0000-0000 Mix Adj [Mix Abbr.] Lot 00 PWL 0000-0000 Mix Adj [Mix Abbr.] Lot 00 NPWL	Mix Abbr. Examples PMA 0.375 - P0375 HMA 0.50 - H050 SMA 0.25 - S025
File Location	211 Materials Testing > Adjustments	
Share File Link	DOT.ConstrD_@ct.gov TSE: David Howley TE3: Scott Zakszewski	
To be saved by	HMA Staff	

<b>Document</b>	<b>HMA Density Adjustments</b>	
File Name	0000-0000 Density Adj [Mix Abbr.] Lot 00 PWL 0000-0000 Density Adj [Mix Abbr.] Lot 00 NPWL	Mix Abbr. Examples PMA 0.375 - P0375 HMA 0.50 - H050 SMA 0.25 - S025
File Location	211 Materials Testing > Adjustments	
Share File Link	DOT.ConstrD_@ct.gov TSE: David Howley TE3: Scott Zakszewski	
To be saved by	HMA Staff	