Mix Design – Review and Approve

Background:

A Mix Design is stamped and approved outside of AWP. If there is a testable quantity, then the Mix Design needs to be entered into AASHTOWare and approved in order to be used on a Contract and referenced on Sample Records.

Roles:

Material Mix Design Approvals

Navigation:

Materials > Mix Design

1. On the Mix Design Overview page, use the search field at the top to find the desired mix design, and click the **Mix Design ID** hyperlink.

2. To view the Mix Design AV, click on the blue arrow in the upper right to open the **Component Actions Menu** and click the name of the mix design AV.

3. When you have finished reviewing the mix design AV, click **Previous** to return to the Mix Design Summary page.

4. Review the **General** Tab for the appropriate Material and Source.

5. Review the **Aggregate Blend** Tab if applicable.

6. Review the **Contracts** Tab to ensure the appropriate Contracts are associated and have the appropriate approved Mix Design attached.

7. To see attachments, click the **Row Actions Menu** of the Contract, and click **Attachments**.

8. If the mix design is ready for approval, return to the **General** Tab and populate the **Approval Date** and **Approved By** fields.

9. Click **Save**.

Note: The mix design is now approved and can no longer be modified. If for some reason it needs to be unapproved, delete the **Approval Date** and **Approved By** and click **Save**. If you do not have the appropriate permissions to do this, contact your CM Admin for permission.

Next Steps:

N/A