



# MDOT State Highway Administration

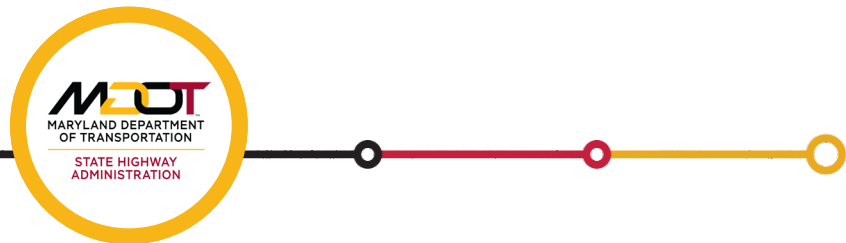
## Materials Management Systems (MMS) Updates

Imtiaz Ahmed



# MMS Overview

1. Online Resources
2. Notifications
3. New User Requests and Password Resets
4. System Enhancements and the future
5. Questions and Answers




# Qualified Producers and Products Lists (QPL)





<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=600>

Enter search term

Business Projects Commuter Safety Environment Info Center



MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION



/ ... / Manuals, Standards and Publications / Office of Materials Technology (OMT) Qualified Products

## Office of Materials Technology Qualified Products

The product lists on this page provide sources of materials that have been qualified by the Maryland Department of Transportation State Highway Administration (MDOT SHA) for use on State projects. This page is a reference for source of supply approval and does not imply that materials may be used on MDOT SHA projects without normal Quality Assurance (QA) testing and procedures.

Each list item was submitted, tested and approved. Approval procedures are posted with each material category. Contact MDOT SHA for any additional information.

When a product is approved or updates/corrections are made, an updated copy of the qualified list is posted online. Refer to the date at the bottom-right of the list for the most recent update.

Please direct any questions concerning each list to the appropriate product manager. See the related material category Product Qualification Procedure for contact information.

**MDOT SHA Specification to Material Index (PDF, 500 KB)**

**Material Quality Assurance Processes, Details and Frequencies**

**Please select a material category below:**

**Office of Materials Technology (OMT)**

Admixtures for Concrete | Asphalt Additives | Asphalt Mixtures (Qualified Producers) | Asphalt Release

Cement Materials and Bagged Mixtures | Composite Offset Blocks | Compost | Curing Compounds (Liquid Membrane)

Decorative Concrete Stain, Vertical | Decorative Reinforced Thermoplastic | Detectable Warning Surfaces

Emulsified Asphalts | Fertilizers | Form Release Compounds | Geosynthetic Materials, Geotextiles

Latex Emulsion | Liquid and Powder Protective Coatings | Pavement Marking Materials | Pavement Repair Materials

Performance Graded Asphalt Binder | Precast Concrete (Qualified Producers) | Sealers, Qualified Liquid Materials

Seed and Sod | Soil Materials, Graded Aggregate Base and Aggregate Bulletin | Soil Stabilization Matting

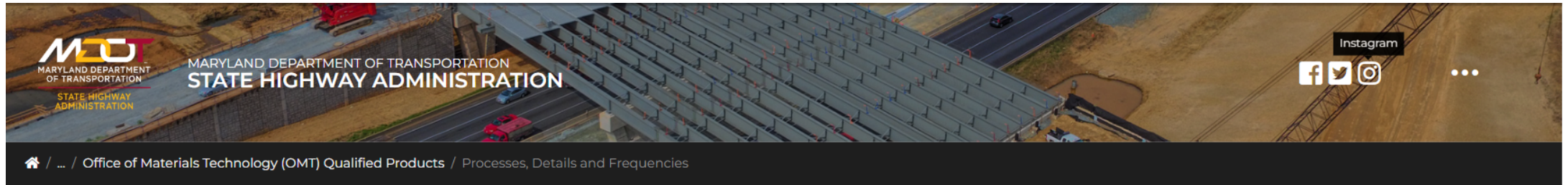
Steel Producers, Fabricators and Suppliers | Traffic Barrier End Treatments





# Quality Assurance Manual Updates

<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=284>



## Material Quality Assurance Processes, Details and Frequencies

The Material Quality Assurance Processes Manual is published online by the Office of Materials Technology (OMT) as a centralized location for tasks, procedures and frequencies for the evaluation of material quality. Use this manual along with the Maryland Department of Transportation State Highway Administration (MDOT SHA) [Standard and Supplemental Specifications for Construction and Materials](#), the [Book of Standards for Highway and Incidental Structures](#) and other specification sources. The Material Quality Assurance Process Manual does not supersede any official specification but is intended to summarize the Quality Assurance (QA) process by material.

This manual has been updated as noted below under Revision History. MDOT SHA does not print hard copies of the manual for distribution.

## Material Quality Assurance Processes Manual



### Build America Buy America

For Federally funded projects advertised after November 10, 2022, certificates of compliance with the Build America, Buy America Act will be required from product manufacturers or producers for all iron, steel, and construction materials.

A "construction material," per BIL/IIJA section 70914, is defined as "An article, material, or supply — that is or consists primarily of non-ferrous metals; plastic and polymer-based products (including polyvinylchloride other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall. Based on BIL/IIJA section 70914, cement and cementitious materials, and aggregate binding agents or additives are excluded from the definition of 'construction materials.'"

- [Introduction](#) (PDF, 300 KB)
- [Table of Contents](#) (PDF, 200 KB)



# Frequently Asked Questions

<https://www.roads.maryland.gov/OMT/MMSFAQ.pdf>



## Topics

### I. MMS Purpose

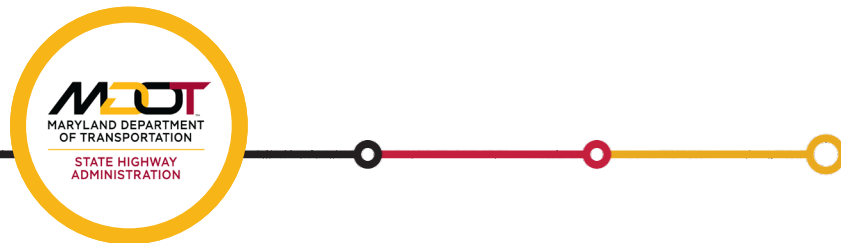
1. [Why use the MMS?](#)
2. [Why do sources need to be submitted and approved before usage?](#)
3. [Why does materials clearance need to be performed?](#)
4. [Why should payment be withheld if a certification wasn't received?](#)

### II. User Accounts

5. [How do I become a system user?](#)
6. [How do I reset my password? Why is there a delay?](#)
7. [Are there tutorial videos?](#)

### III. Contractor Usage

8. [How can I tell when MMS needs a supplier and not a producer?](#)
9. [What do the Task Initiating emails mean? How do I make them stop?](#)
10. [Why are there two lists of Qualified Producers of Steel Reinforcement Bar?](#)
11. [How can I easily find a specific plant when a producer/supplier has many?](#)
12. [How do I create a new source when there is already a source present?](#)



# Task Initiating Notifications

- Automatically generated when a user has not completed a task to which they are assigned. Sent daily.
  - For instance, contractor initiates a source submission but does not submit the source for review

## *Task Schedule:*

## Source of Supply

Source Submission 974 (Geotextile Materials)	TESTCONT			Task Initiating
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# Completed/Reviewed SOS Notifications

- Generated every day on reviewed sources of supply submissions.
- This notification will include plants. If the plant has a contact listed in MMS, then that contact will be emailed.

Source Submission Notifications as of 02/21/2020

[↩ Reply](#)
[↩ Reply All](#)
[→ Forward](#)
[...](#)

Fri 02/21/2020 7:09 AM

**Do not respond to this email, it will not be received!**

If you have any questions please contact your MMS Representative (Materials Engineer or AME).

**Note: This notification is for informational purposes only.**

When submitting source(s) for HMA or Concrete Mixes it is the responsibility of the Prime Contractor to contact that source to ensure they can provide the Mix approved, quantity requested and the expected date of delivery to the project.

Project	Material or Mix Number	Submission Description	Decision	Organization	Plant
HO1625181RSBE	GA-49-1-18	Source Submission 42 (Graded Aggregate Base)	Approved For Use	Savage Stone, LLC	GA-49 (Savage Stone)

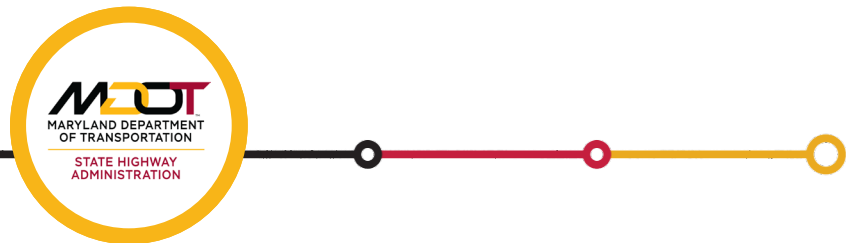
Project	Description	Prime Contractor	Area Material Engineer
HO1625181RSBE	West Lot Park-N-Ride Expansion on MD 32 at Broken Land Parkway	DSM Properties, LLC	<a href="#">Kris Wells</a>

Material Management Division  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, MD 21076



# MMS New User Requests

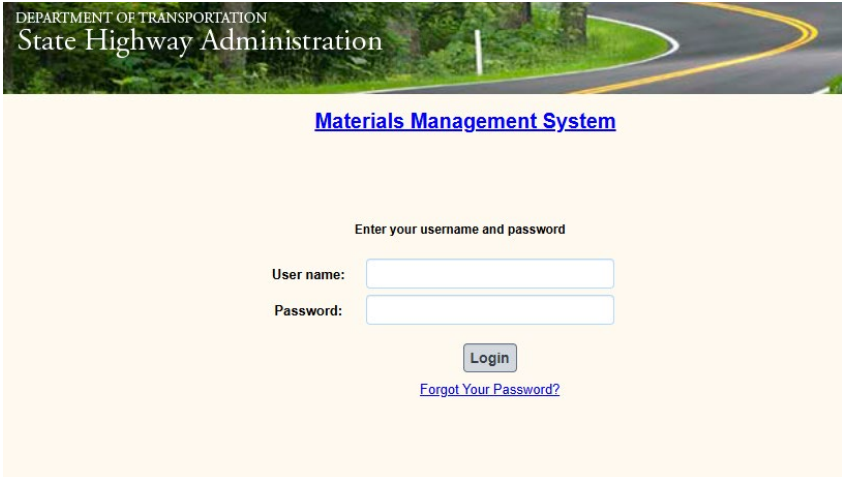
1. Contact Area Material Engineer (AME) to confirm your involvement on a specific contract. AME will need your contact info: email address, company name, position within company, role on project (source submittal/review, etc.)
2. Once confirmed, AME will then initiate the New User Setup on your behalf
3. Your new Username and Temporary Password will be emailed to you from the Office of Information Technology (OIT) ([support.application@mdot.maryland.gov](mailto:support.application@mdot.maryland.gov))
4. Go to <https://materials.sha.maryland.gov/> to login (Firefox, Chrome or Edge) and follow onscreen directions



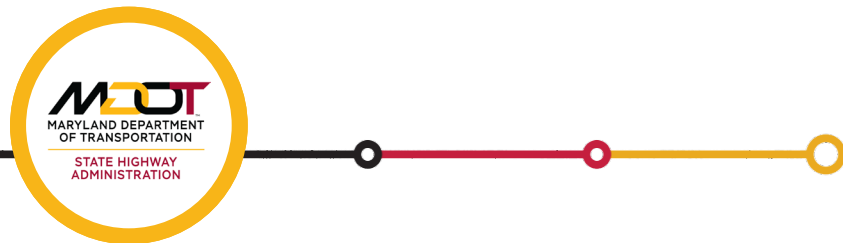


# Password Resets

1. If account **is not locked**, use “**Forgot Your Password**” feature on MMS login page
2. If account **is locked**, you may use the self-reset page by clicking the “Forgot Your Password” link, but if you are locked due to 60 days inactivity, contact your AME to initiate the password reset process.
3. Your new Username and Temporary Password will be sent via email (typically within 1 business day from reset request)
4. Go to <https://materials.sha.maryland.gov/> to login (Firefox, Chrome or Edge) and follow onscreen directions.

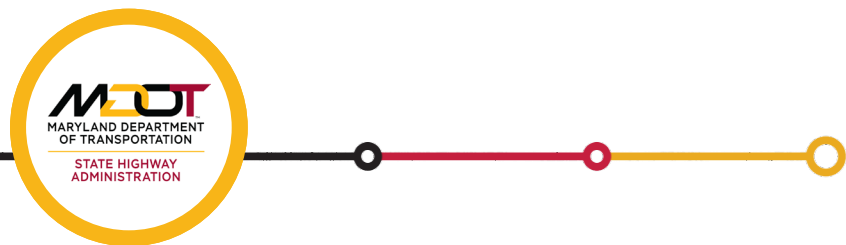


The screenshot shows the login interface for the Materials Management System. At the top, there is a header with the text "DEPARTMENT OF TRANSPORTATION State Highway Administration" and a background image of a winding road. Below the header, the title "Materials Management System" is displayed in blue. The main content area is a light yellow background. It contains the instruction "Enter your username and password" followed by two input fields: "User name:" and "Password:". Below these fields is a "Login" button. At the bottom of the form, there is a blue link labeled "Forgot Your Password?".



# Password Rules

1. Must be a minimum of twelve (12) characters
2. Must include at least one (1) capital letter
3. Must include at least one (1) number
4. Must include at least one (1) special character (! “ # \$ % & ‘ ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~)
5. Account will be locked after 4 consecutive failed login attempts. Use the “Forgot Your Password” link to reset account
6. Prohibited from using passwords similar to previous password
7. **Prohibited from using any of your previous 10 passwords. (Must be significantly different)**
8. Account will be locked after **60 days** of inactivity. Contact AME to reset
9. Password must be changed every 90 days after which an account will be automatically locked due to expiration. User is redirected to the self-reset page to create a new password or use the “Forgot Your Password” link.



# MMS Login Issues and Custom Messaging

## ➤ 4 invalid attempts

- If user makes 4 invalid attempts, the user will be locked out for 15 minutes. The user may try and login again after 15 minutes with the correct username and password
- Users may do a self-reset if they forgot their passwords or contact their AME to reset their passwords.

## ➤ 90 Days Password Expiration

- MMS users must change their password every 90 days or when prompted that their password has expired, or password will expire.
- MMS users must proceed with creating a new password that is significantly different from previously used passwords
- Users can do a self-reset by clicking the “Forgot Your Password?” link from the MMS login page or contact their AME to reset their passwords.
- If the user uses an expired password to login, user is redirected to the self-reset page to create a new password that is significantly different from the previous passwords.

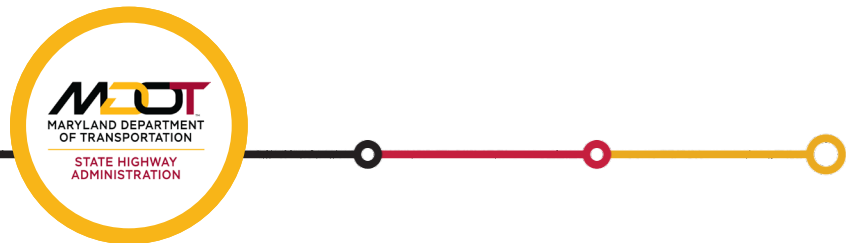
## ➤ 60 Days Inactive

- MMS users must log into their account every 60 days or their account will be lock due to inactivity.
- Users will need to contact their AME to reset their passwords because they are ineligible for self-reset



# System Enhancements and Future Plans

- Per request from the Office of Construction (OOC) MMS is now equipped to import bid items prior to NTP to facilitate material Sourcing
- System enhancements are in-place to ensure compliance with Build America Buy America (BABA) Act on Federally funded projects
- Currently working with MDOT SHA's Office of Information Technology (OIT) on the 2<sup>nd</sup> phase of the MMS (Laboratory Information system – LIMS) which is anticipated to go live with OMT specific features by spring of CY2026



# LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

## Overview

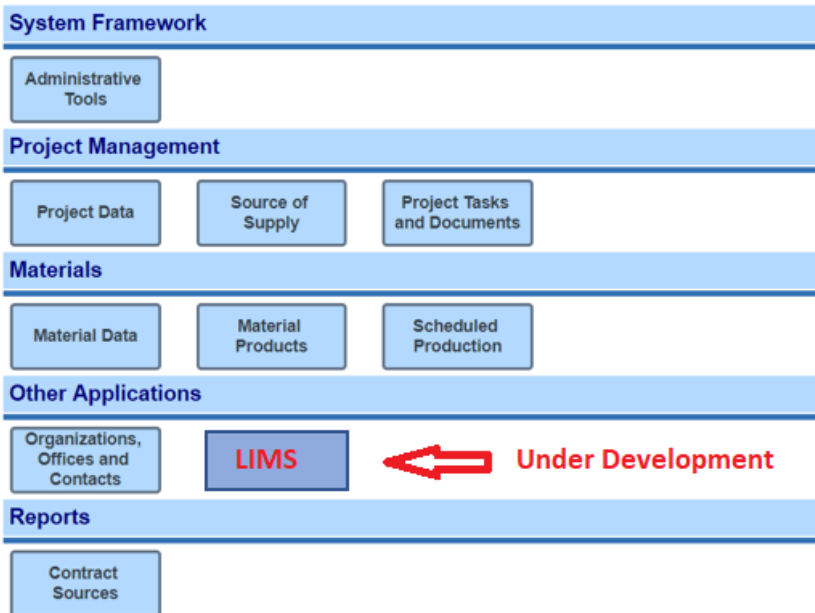
LIMS is being developed to electronically support material sampling, testing, review, and reporting activities across OMT's Technical Divisions. This system will be integrated into the existing MMS.

## Purpose

LIMS streamlines the workflow for material sampling and testing, from collection to reporting, by improving data accuracy, consistency, and traceability. It also enhances team coordination and reduces reliance on manual and paper-based processes.

## Value

LIMS improves efficiency by automating tasks and reducing duplication. It enables faster, more reliable reporting, ensures accurate real time data capture, and integrates seamlessly with the existing MMS for comprehensive management.





# LIMS Updates

## ➤ Development

- Due to federal budget cuts, LIMS development has been reduced to one developer, who also supports MMS.
- A revised project schedule is in progress and will be presented to OMT leadership soon.
- OMT Asphalt Technology Division's (ATD) test form processes, diagram, and legacy MS Access Tool requirements are in progress.

## ➤ Accomplishments

- All modules have been completed, including external users' requirements.

## ➤ Next Steps

- Once all issues are fixed and all requirements are implemented LIMS project will focus on:
  - ✓ User Training (internal/external)
  - ✓ Users Manual and Quick Reference Guide
  - ✓ User Authentication/Authorization
  - ✓ User Acceptance Testing (UAT)
  - ✓ Testing Scripts
- The active participation of external user groups, including Producers, Suppliers, and Outsource Labs in UAT is encouraged to provide valuable feedback and ensure the smooth implementation LIMS.

# Contact Information

Mesgana Ayele, Assistant Division Chief, MMS Section

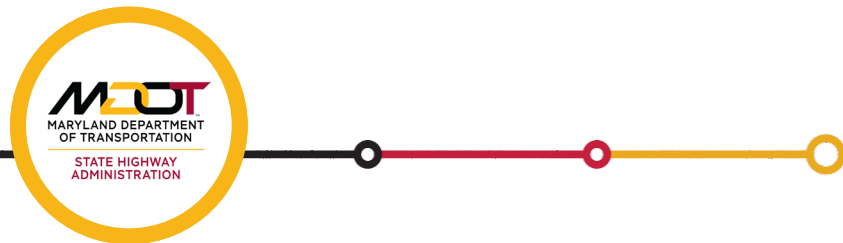
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# Questions....

