

Material Management System (MMS) Updates



MMS Overview

1. Online Resources
2. Notifications
3. New User Requests and Password Resets
4. Questions and Answers

Qualified Producers and Products Lists (QPL)

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

Enter search term

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Projects

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MD

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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?PagelId=284>



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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/IJA 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/IJA 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>


Office of Materials Technology x MMS Frequently Asked Question x +

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

Maryland's Material... LIMS LIMS Stage Environ... UAT - All Documents Iteration_Testing_D... MMS Google Google Maps roads.maryland.gov Standard Specificati... Reports: Printing Fir... Text2SQLAI - Gener... Intranet - Home CCMS - Login

Draw Read aloud 2 of 10

Page 1 of 10 MMS FAQ – Updated April 2022


MARYLAND DEPARTMENT
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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?](#)
13. [I have one material source for several items, what is the best way to submit the request?](#)
14. [Why don't materials import when I write in items?](#)
15. [How do I source Bioretention Soil Mixtures?](#)
16. [How can I do an easy search for the type of material I am looking for when designing a project?](#)
17. [I have a design-build contract, why do I only have one bid item?](#)
18. [Who is my AME \(Area Material Engineer\)?](#)

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	Kris Wells

Material Management Division

Office of Materials Technology

7450 Traffic Drive

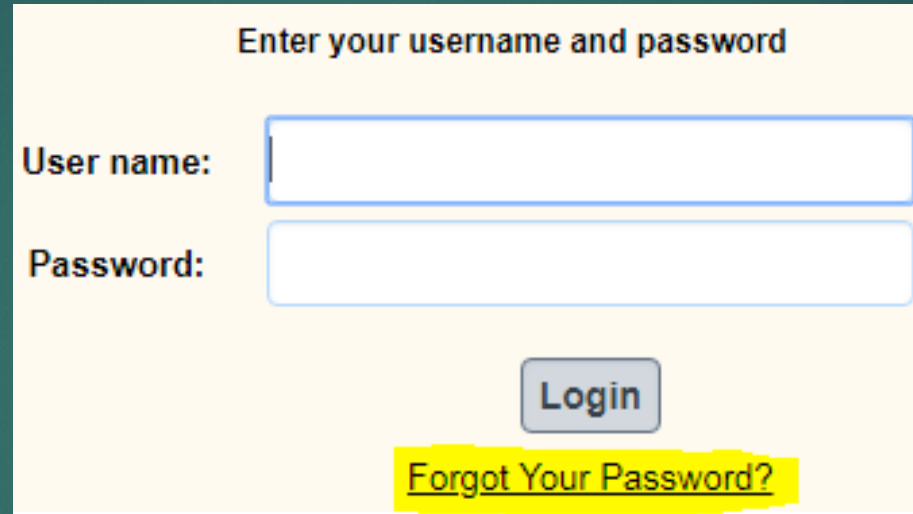
Hanover, MD 21076

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)
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



The screenshot shows a login form with the title "Enter your username and password". It contains two input fields: "User name:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom of the form, the text "Forgot Your Password?" is highlighted in yellow.

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.

Forgot Your Password



USER PASSWORD MANAGEMENT



Forgot Password

If you have forgot your password, please fill in your e-mail address here.

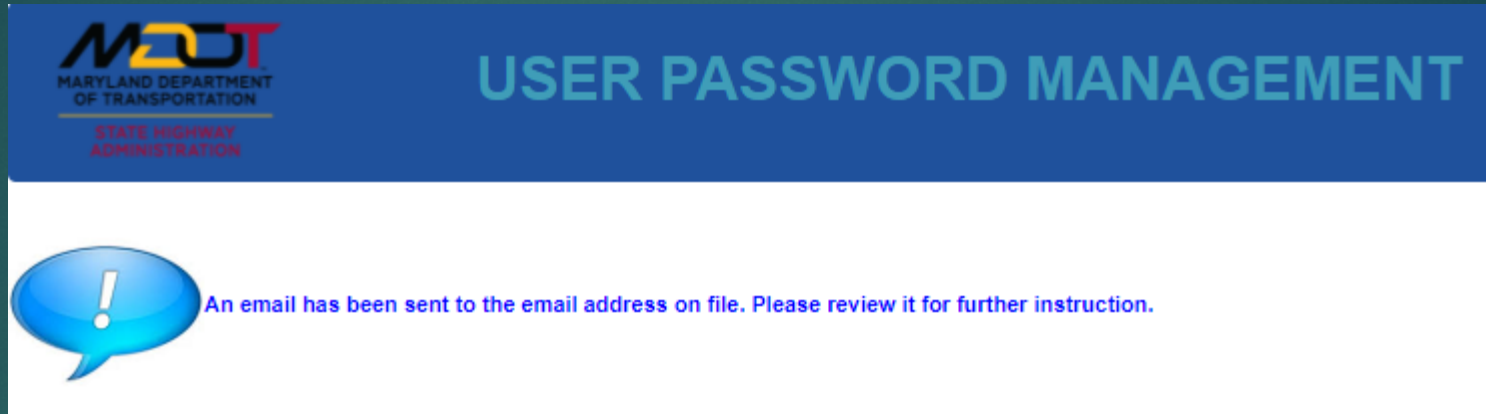
Enter your e-mail address

Enter image word below



Submit

Forgot Your Password



An emailed will be send to you from the Office of Information Technology (OIT) (support.application@mdot.maryland.gov) with a subject title **Credentials Reset**

Follow the Reset Password link on the Credentials Reset email and you should be able to create a new password for yourself.

Forgot Your Password



USER PASSWORD MANAGEMENT



Forgot Password

New Passwords must be at least 12 characters long and contain at least one uppercase letter, special character and number to be valid. White spaces are not allowed. (ex:@Password13)

New Password

Confirm Password

Submit

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.

Contact Information

▶ **MMS Team**

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Questions