



Oregon

Tina Kotek, Governor

Department of Transportation

Contract Administration

800 Airport Road SE

Salem, OR 97301

Phone: (503) 986-3000

Fax: (503) 986-3096

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CA014

To: Resident Engineers
Resident Engineers - Consultant Projects
Transportation Project Managers / Local Agency Liaisons
Region Assurance Specialist (RAS)
Contract Administration Specialists
Quality Control Compliance Specialists

From: Scott Aker – Contract Compliance Specialist
Mike Dennee – Contract Services Group Coordinator

Subject: AASHTOWare Project (AWP) Test Summaries

The purpose of this memo is to set expectations and clarify the practices used for administering AWP Projects and the requirement to share all Test Summaries for those projects through a cloud-based system.

There are three types of Test Summaries used in documenting ODOT construction projects:

- Test Summary A – Non-Field-Tested Materials and Payment/Posting Tracking
- Test Summary B – Field Tested Materials Testing and Tracking
- Test Summary C – Concrete Testing and Tracking

Every project will have a Test Summary A; however, Test Summaries B and C may not always apply to every project.

To aid in the timeliness of reviews and improve statewide consistency and efficiency of contract administration throughout the Agency, the Contract Administration Unit (CAU) is setting the following expectation for Resident Engineer offices and Resident Engineer – Consultant Project offices to use the following guidance for all ODOT AWP Projects.

Although not required for DocExpress Projects, this process is also highly encouraged for Doc Express Projects.

- Designated RE Office staff creates all applicable Test Summaries required for AWP projects from the newest versions available in Doc Express - [Standard Documents - Forms](#). These test summaries will be used by all parties during the life of the project.
- The Test Summaries created are shared (with editing rights) via a cloud-based system of choice with the Region Assurance Specialist (RAS) for the project.
- Designated RE Office staff completes the Project and Contract information at the top of the Test Summary (or on each page for Test Summaries B & C) and bid item information.
- As the project progresses, designated RE Office staff records information in each Test Summary applicable to the summary being used.
 - Test Summary A

- All postings must be recorded on Test Summary A, regardless of if the materials installed are Field Tested Material or Non-Field-Tested.
 - Corrective DWR entries must be marked as such by indication in the last column of the Test Summary A, and by following the Corrective DWR QRG instructions.
- Test Summaries B & C
 - A link to the AWP Sample ID must be provided to each test listed in the Test Summary B and/or C.
- The RAS will notify the RE Office and access the test summaries through the cloud-based sharing system provided when the project is due for a review.
 - During the review, the RAS may highlight and add comments or information to the test summaries.
 - The RAS will use the following color designation for highlighting:
 - Green highlights indicate reviewed/acceptable information.
 - Red highlights indicate missing information that needs to be completed by the RE Office.
 - Orange highlights indicate items that need corrective action by the RE Office; see the Documentation Review Report (DRR) for noted deficiency.
 - Bold blue text will be used for added notes or information.
 - The RE Office will still be able to enter new information into the same shared test summary while the RAS is completing their review of the project documentation.
- When the RAS has completed their review, they will notify the RE Office. The RE Office then reviews the test summaries, along with the DRR for any corrections required.
 - All RAS supplied highlights must be left in place and should only be modified by the RAS during subsequent reviews of the Project.

The above guidance should be continued for the life of the project until the last review or Final DRR is issued by the RAS. Issuance of the Final DRR by the RAS will serve as confirmation to the RE Office that the Test Summaries are ready to be uploaded for final project review with the Semi-Final Documentation.

ODOT REs please share with your support staff.

Transportation Project Managers and RE-CPs, please forward this information to the Local Agencies and Consultants administering ODOT Projects.

Thank you for your assistance.