

MP Committee Meeting – 11-21-19

Agenda

1:00 PM at MCST

- I. Brief review of Open Meetings Act.
 - a. Notice - Secretary of States Office
 - b. Agenda -Posted on Specifications webpage
 - c. Open Meeting - Public can attend the meeting
 - d. Minutes -If making a comment, please say your name at start
 - e. Voting - Cast a vote for or against items that are up for approval

II. MPs for Review and Voting (Old Business)

1. Champion: Dan Brayack
100.00.02 - ACCEPTANCE OF NON-STANDARD OR NON-CONFORMING MATERIALS IN CONSTRUCTION. (Ready for Vote.)
2. Champion: Dan Brayack
106.66.66 – MP on Material Certification (Ready for Vote?)
3. Champion: Dave Lipscomb
707.02.13 - PROCEDURE TO APPROVE GALVANIZED STEEL U-CHANNEL SIGN POSTS AND U-CHANNEL BREAKAWAY SPLICE DEVICE PRODUCTS. (Ready for Vote?)
4. Champion: Ted Whitmore
707.02.14 - PROCEDURE TO APPROVE GALVANIZED STEEL U-CHANNEL SIGN POSTS AND U-CHANNEL BREAKAWAY SPLICE DEVICE PRODUCTS. (Ready for Vote?)
5. Champion: Mike Mance
601.04.21 – ACCEPTANCE USE OF THE MATURITY METHOD FOR THE ESTIMATION OF CONCRETE STRENGTH ON WVDOT PROJECTS (Ready to Vote?)
6. Champion: Kelly Chapman
109.20.00 – BASIS FOR CHARGES FOR NONSUBMITTAL (Not Ready to Vote)

III. MPs for Review and Voting (Old Business)

7. Champion: Jesse Sizemore
703.00.21 – STANDARD METHOD OF TEST FOR PERCENT CRUSHED PARTICLES. (Not Ready for Vote)

Next Meeting – January 2020.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION
MATERIALS PROCEDURE

ACCEPTANCE OF NON-STANDARD OR
NON-CONFORMING MATERIALS IN CONSTRUCTION

1. PURPOSE

- 1.1 To provide guidelines of sampling, testing and resolution of all materials that may be addressed in the plans, but are not otherwise addressed by the current edition of the Standard Specifications and Supplementals (Standard Specifications) and/or Materials Control, Soils and Testing Division (MCS&T) Materials Procedures.
- 1.2 Provide a method for accepting material that does not meet the requirements of the above-mentioned documents and is not otherwise addressed in those documents.
- 1.3 Provide guidelines and/or course of action/inaction when a material test has not been performed or has been performed incorrectly.

2. SCOPE

- 2.1 This procedure applies to all materials that do not have an already established acceptance, or non-conformance resolution already established in the Standard Specifications, or any other WVDOH documents.
- 2.2 This procedure applies to situations where the resolution of a non-conformance is not clearly defined or described by the Standard Specifications or other WVDOH documents, or a District wishes to diverge from these documents.
- 2.3 This procedure applies to situations where additional documentation for acceptance is required by the Standard Specifications or any other WVDOH documents.

3. PROCEDURE

- 3.1 ST-1 - The Special Testing (ST-1) form shall be submitted to MCS&T with documentation and/or data sheets pertaining to the proposed material. Pre-sampled material cannot be used until authorization is received from the MCS&T Division or the non-conformance has been resolved.
 - 3.1.1 Payment for this material shall be withheld upon the non-concurrence of the ST-1, pending a DMIR.
- 3.2 DMIR – A District Materials Inspection Report (DMIR) shall be submitted to MCS&T for consideration and either concurrence/non-concurrence for the following situations:
 - 3.2.1 The Material did not meet the Standard Specifications or other Division Testing Requirements.

- 3.2.2 The Material is not addressed in the Standard Specifications or other Division Documents and has been placed before testing (ST-1 or acceptance methods were not utilized.)
- 3.2.3 Sampling and/or testing was not done correctly, samples or documentation was lost, or testing otherwise cannot be used to represent or accept the material.
- 3.2.4 The resolution of the material has not been addressed in a change order or other contractual resolutions.

4. ST-1 DOCUMENTATION AND SUBMISSION TO MCS&T

- 4.1 The [live](#) ST-1 Form is available as a [fillable](#) pdf file on the Division Webpage¹. [A sample of this form is attached.](#) This form shall be filled out with all the listed information pertaining to the material that the contractor proposes to use, [or has used.](#) All required fields must be completed before submitting the ST-1 to MCS&T.
- [4.1.1](#) The District must electronically send the fillable PDF form. This cannot be hand-written and scanned (the Sample ID must be able to be selected for Copy and Paste).
- 4.2 The ST-1 shall be submitted by District Construction to the District Materials Supervisor. The District shall then generate the sample and associate all line items before submitting the ST-1 sample to MCS&T for review and concurrence/non-concurrence. A workflow guideline for this is available in the MCS&T ProjectWise folder (location provided by request.)
- 4.3 The ST-1 shall be sent to the ST-1/DMIR mailbox (St1dmir@wv.gov). The sample shall be logged and sent to the applicable MCS&T section to review. If the subject material(s) meets the project requirements, MCS&T will concur with the sample [and the](#) reviewer will then authorize the sample.
- 4.3.1 An email will be generated to the District Materials Supervisor notifying them that the ST-1 has been concurred and authorized. The District will place the ST-1 and MCS&T email into ProjectWise under the Contract ID and associated line item number.
- 4.4 If the material fails to meet the minimum requirements, the reviewer will mark the sample as non-concur, then authorize the [ST-1](#). [MCS&T](#) will send the ST-1 to the District Materials Supervisor stating why the ST-1 was not concurred. The District will place the ST-1 and MCS&T email into ProjectWise under the Contract ID and associated line item number.

¹ <https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx>

5. DMIR DOCUMENTATION AND SUBMISSION TO MCS&T

- 5.1 The live DMIR form is available on the WVDOH MCS&T Webpage¹. A sample of this form is attached. All required fields must be completed before submitting the DMIR to MCS&T.
- 5.1.1 The DMIR shall clearly state all of the details that initiated the DMIR and shall include the following categories of information:
1. General/Project information
 2. Materials information
 3. Type of deviation
 4. Situation
 5. Review
 6. Conclusion
 7. Signatures from Construction Engineer and Materials Supervisor
 8. Supporting Documentation
- 5.1.2 A description of the material, known quantities, technical issues, or any requirement from the applicable Specifications, Contract Proposal, Project Plans, Material Procedures (MPs), Standard Details, Special Provisions, AASHTO, ASTM, or any Non-Specification issues shall be provided.
- 5.1.3 A justification and any supporting and/or relevant detail shall be provided.
- 5.1.4 The conclusion shall clearly state and justify the final price assessment resolution (which may be \$0.00), including all applicable fees and penalties.
- 5.1.5 The assessment fees should be listed individually and with a final total price assessment. Justification of the price assessment shall be provided.
- 5.1.6 The Supporting Documentation shall provide the necessary documentation and evidence for the materials inspection.
- 5.2 The District shall generate the sample and associate all line items before submitting the DMIR sample to MCS&T for review and concurrence/non-concurrence. A workflow guideline for this is available in the MCS&T ProjectWise folder (location provided by request.)
- 5.3 The DMIR shall be sent to the ST-1/DMIR mailbox (St1dmir@wv.gov). The sample shall be logged and sent to the applicable MCS&T section to review. If the subject material(s) meets the project requirements, MCS&T will concur with the sample and the reviewer will then authorize the sample.
- 5.3.1 The District must electronically send the fillable PDF form. This cannot be hand-written and scanned (the Sample ID must be able to be selected for Copy and Paste).
- 5.4 After MCS&T has reviewed and authorized the DMIR sample (whether be concur or non-concur), the DMIR will be sent to Contract Administration.

Deleted: The DMIR shall also include all the pertinent project information that is provided on the WVDOH DMIR form. The live DMIR form is available on the WVDOH MCS&T Webpage¹....

Deleted:

<#>The DMIR shall be sent to the ST-1/DMIR mailbox (St1dmir@wv.gov). ¶
<#>The DMIR shall include the following : Materials . ¶
<#>The Materials Inspection Section shall clearly state the purpose and scope, giving the problem statement of the situation that initiated the DMIR. ¶
<#>A description of the material, known quantities, technical issues, or any requirement from the applicable Specifications, Contract Proposal, Project Plans, Material Procedures (MPs), Standard Details, Special Provisions, AASHTO, ASTM, or any Non-Specification issues should be provided. ¶
<#>The Investigation Section shall clearly state all relevant details of the situations during the occurrence. ¶
<#>A justification and any supporting and/or relevant detail shall be provided.¶
<#>The Recommendation Section shall clearly state and justify the final price assessment resolution (which may be \$0.00), including all applicable fees and penalties.¶
<#>The assessment fees should be listed individually and with a final total price assessment. A justification of the price assessment shall be provided. ¶
<#>A resolution and a justification of the recommendation shall be provided.¶
<#>The Attachment Section shall provide the necessary documentation and evidence for the materials inspection.¶
<#>All attachments shall provide the Laboratory.¶
<#>Project Data, Source Data, Sample Data, Lab Data, Daily Reports, Invoices, and/or any other document necessary to provide evidence should be provided.¶
<#>A DMIR will originate in the District and be sent to the District Construction Engineer, then to MCS&T who will either concur or non-concur. It is then sent to Contract Administration, then to Regional Construction Engineer, then back to the District Construction Engineer. ¶

MP 100.00.02 N
ORIGINAL ISSUANCE: XX XX, 20XX
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Ronald L. Stanevich, P.E.
Director
Materials Control, Soils & Testing Division

RLS:Bc
[Attachments](#)

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TEST REPORT FOR MISCELLANEOUS MATERIALS**

SM SAMPLE ID _____

LAB # _____

DATE _____

AUTHORIZATION # _____

CONTRACT ID _____

State Proj. # _____

LINE NUMBER(S)# _____

Fed Proj. # _____

ITEM(S) # _____

NAME OF MATERIAL(S) _____

MANUFACTURER _____

QUANTITY _____

MATERIAL CODE _____

OTHER DESCRIPTIONS:

MATERIAL REQUIREMENTS

(1) **SPECIFICATION, PAGE #** _____

(2) **CONTRACT PROPOSAL, PAGE #** _____

(3) **PROJECT PLANS, PAGE #** _____

(4) **OTHER DETAILS** _____

The subject material(s) have been found to meet the project requirements as noted above.
The information necessary for acceptance is attached.

Submitted by:

Recommended for Approval by:

Project Engineer/Supervisor (typed)

Materials Engineer/Supervisor (typed)

Submitted by:

Recommended for Approval by:

Project Engineer/Supervisor (signed)

Materials Engineer/Supervisor (signed)

Reset Form

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DMIR**

Contract ID: _____

Date: _____

SM Sample ID: _____

District Lab#: _____

State Project #: _____

Federal Project #: _____

Authorization #: _____

Item #: _____ **Line #:** _____

Description of Item: _____

Description of Deviation: _____

Situation:

Review:

Conclusion:

Supporting Documentation is Attached

Construction Engineer (Typed)

Materials Engineer/Supervisor (Typed)

Construction Engineer (Signature)

Materials Engineer/Supervisor (Signature)

Submit DMIR

Clear Form

****Be sure to attach the data for the DMIR in the generated email.****

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

MATERIAL CERTIFICATIONS GUIDELINES

1. PURPOSE

- 1.1 To set forth procedures for the submittal and acceptance of Materials Certifications also know as MC-8s.
- 1.2 To provide as an outline for training of employees new to the Materials Certification process.

2. SCOPE

- 2.1 This will apply to all Materials Certifications done in the State of West Virginia, whether they are federally or non-federally funded, FEMA, or any other designation.
- 2.2 Though this MP references the use of AASHTOWare SiteManager, ProjectWise, SiteManger Reports, and other agency specific programs, if these programs are supplanted by other programs or are otherwise rendered obsolete, this MP will apply to the equivalent, if applicable in the new programs, pending the update of this MP.
- 2.3 This MP does not designate the organization structure or attempt to direct the actions of Construction or Contract Administration.

3. CERTIFICATION OF MATERIALS

- 3.1 Different materials are accepted by different methods and these methods are often described in detail by various Materials Procedures, Specifications, or Plan Notes etc. All materials are accepted under the four general categories:
 - 1. Direct Test
 - 2. Approved Product List
 - 3. Direct Coverage
 - 4. Master Sample
 - 5. ST-1/DMIR
- 3.2 The body of this MP will generically describe, using specific examples, the certification of materials based on the above-mentioned material acceptance.

4. APPLICABLE DOCUMENTATIONS FOR THE REVIEW OF MATERIALS ON PROJECTS

- 4.1 This section provides a list of reports and their role in the certification of materials.
- 4.2 At the discretion of the reviewer, other reports may be utilized.
- 4.3 Sampling Checklist
- 4.3.1 The sampling checklist is the primary report for the certification of materials. This report lists all the samples on the project, by line item and lists the samples obtained. This report shows the type of test(s) and or acceptance done, the results, the frequency of sampling performed and the required frequency of sampling. An example of this is show below:

Contract ID: 0516541 MEIGHEN BRIDGE		West Virginia Department of Transportation Detailed Sampling Checklist		Current As Of: 7/17/2019 2:27:48 PM	
Project Number	Line Item Number	Item Description	Supplemental Description	Current Contract Quantity	Authorized Quantity
Material Code - Desc	Sample Type - Acceptance Type				Unit
0516541 601002-001	0200	CLASS B CONCRETE		164.000	156.400 CY
601.002.003 - Concrete Class B					
Quality Control - Test Results					
<u>Test Method</u> SM601.01a - Concrete	<u>Completed</u> 4	<u>Current Req.</u> 2	<u>Total Expected</u> 2	<u>Frequency</u> 1 / 100	<u>Conv. Factor</u> 1
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>
B2187861836070741	C6V0121	1	COMP	03/02/2018	04/05/2018
B2187861842124731	C6V0122	1	COMP	03/26/2018	04/24/2018
B21878617C5092932	C6U2322	1	COMP	12/01/2017	01/02/2018
B21878617C5093538	C6U2323	1	COMP	12/04/2017	01/03/2018
Special Instructions:					
601.002.003 - Concrete Class B					
Quality Assurance - Test Results					
<u>Test Method</u> SM601.01a - Concrete	<u>Completed</u> 1	<u>Current Req.</u> 1	<u>Total Expected</u> 1	<u>Frequency</u> 1 / 1000	<u>Conv. Factor</u> 1
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>
B2187861842125644	M6V0123	1	COMP	03/26/2018	05/11/2018
Special Instructions:					

5. GENERAL REJECTION REASONS

- 5.1 The following (though not limited to these) issues will result in a rejection:
- (1) Illegible or otherwise unreadable documentation.
 - (2) Any discrepancy on the sampling checklist.
 - (3) Any unresolved material failures.

- (4) Key Dates are not entered correctly (Showing 00/00/00).
- (5) Lab numbers do not match approved product list or item is not on the approved product list.
- (6) DMIR's have not been approved
- (7) Money has not been taken off the contract for price reductions or DMIR's
- (8) Quantities tested must be equivalent to or greater than material paid.
- (9) Documents are not filed in the District Org folders to show A-bar for concrete and asphalt mix tests have been ran for materials shipped.
- (10) There is a pending change order, which relates to a price penalty for materials.

6. DIRECT TEST

- 6.1 A direct test is the acceptance of a material based on a test that is performed on the material. For example Section 601 of the Standard Specifications discusses the acceptance of Portland Cement Concrete. Air content, slump and compressive strength are all examples of direct tests performed in the field.
- 6.2 There are many other direct tests. For details on a specific test, refer to the Standard Specifications and in some cases, the applicable MP.
- 6.2.1 Reviewing the Sampling Check List, check that each material was sampled to meet or exceed the required frequency. Confirm that each sample was completed, authorized and any failure(s) were resolved.
- 6.2.2 The testing documentation should be in ProjectWise under the applicable line item number.

6.3 An example of a Direct Test is shown below:

Contract ID: 0516541 MEIGHEN BRIDGE		West Virginia Department of Transportation <i>Detailed Sampling Checklist</i>		Current As Of: 7/17/2019 2:27:48 PM	
Project Number	Line Item Number	Item Description	Supplemental Description	Current Contract Quantity	Authorized Quantity
Material Code - Desc				Unit	
0516541 601002-001 0200 CLASS B CONCRETE				164.000	156.400 CY
601.002.003 - Concrete Class B					
Quality Control - Test Results					
Test Method		Completed	Current Req.	Total Expected	Frequency
SM601.01a - Concrete		4	2	2	1 / 100
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date
B2187861836070741	C6V0121	1	COMP	03/02/2018	04/05/2018
B2187861842124731	C6V0122	1	COMP	03/26/2018	04/24/2018
B21878617C5092932	C6U2322	1	COMP	12/01/2017	01/02/2018
B21878617C5093538	C6U2323	1	COMP	12/04/2017	01/03/2018
Special Instructions:					
601.002.003 - Concrete Class B					
Quality Assurance - Test Results					
Test Method		Completed	Current Req.	Total Expected	Frequency
SM601.01a - Concrete		1	1	1	1 / 1000
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date
B2187861842125644	M6V0123	1	COMP	03/26/2018	05/11/2018
Special Instructions:					

7. DIRECT COVERAGE

- 7.1 This type of coverage is provided directly by MCS&T or their designee. A prestressed box beam is an example of this type of coverage. The Director of MCS&T's designee, whether it be state employee or consultant will approve the material as per applicable MPs and assign a lab number to this coverage.
- 7.2 The lab sample shall be authorized in Site Manager and additional information about this approval may, but not is required to be provided.
- 7.3 An example of a direct coverage sample on the sampling checklist is provided below:

Contract ID: 0114546 TARKILN RUN SLAB BRIDGE		 West Virginia Department of Transportation <i>Detailed Sampling Checklist</i>		Current As Of: 5/8/2019 10:05:17 AM				
<u>Project Number</u>	<u>Item Code</u>	<u>Line Item Number</u>	<u>Item Description</u>	<u>Supplemental Description</u>	<u>Current Contract Quantity</u>	<u>Authorized Quantity</u>	<u>Unit</u>	
<u>Material Code - Desc</u>			<u>Sample Type - Acceptance Type</u>					
0114546	620001-001	0285	PRECAST REINFORCED CONCRETE ARCH-TOPPED BRIDGE/CULVERT.	.	120.000	120.000	LF	
620.002.002 - Culvrt Prcst Arch			Direct Coverage - Certificate/Invoice					
<u>Test Method</u>			<u>Completed</u>	<u>Current Req.</u>	<u>Total Expected</u>	<u>Frequency</u>	<u>Conv. Factor</u>	
SM106.05 - Plant Inspection, Concrete			1	1	1	1 / 999999	1	
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>	<u>Authorized Date</u>	<u>Last Modified Date</u>	<u>Authorized By</u>
E02405117BE133201	1461363	1	CNTR	10/27/2017	06/28/2018	07/03/2018	06/29/2018	E024051
Special Instructions:								
0114546	620004-001	0290	WINGWALL FOR CONCRETE CULVERT		4.000	4.000	EA	
603.002.028 - Con Wng Prcst Rnfd			Direct Coverage - Certificate/Invoice					
<u>Test Method</u>			<u>Completed</u>	<u>Current Req.</u>	<u>Total Expected</u>	<u>Frequency</u>	<u>Conv. Factor</u>	
SM600.01 - Precast Concrete Final Inspection			1	1	1	1 / 999999	1	
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>	<u>Authorized Date</u>	<u>Last Modified Date</u>	<u>Authorized By</u>
E024051185H094049	1461363	1	CNTR	10/27/2017	05/17/2018	06/29/2018	05/17/2018	E024051
Special Instructions:								
0114546	636023-001	9010	TEMPORARY TRAFFIC SIGNAL		1.000	1.000	LS	
715.009.002 - Traffic Signals Misc			Approved Source - Certificate/Invoice					
<u>Test Method</u>			<u>Completed</u>	<u>Current Req.</u>	<u>Total Expected</u>	<u>Frequency</u>	<u>Conv. Factor</u>	
SM106.25 - Approved Source Verification			1	1	1	1 / 999999	1	
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>	<u>Authorized Date</u>	<u>Last Modified Date</u>	<u>Authorized By</u>
B5146111931105909	1392834	1	CNTR	03/01/2019	03/01/2019	03/01/2019	03/01/2019	B931220
Special Instructions:								

Wednesday, May 08, 2019

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8. MASTER COVERAGE

- 8.1 This type of coverage is provided directly by MCS&T or their designee and is similar to Direct Coverage. The Director of MCS&T's designee, whether it be state employee or consultant will approve a lot of material as per applicable MPs and assign a lab number to this lot of coverage.
- 8.1.1 Districts request MCS&T to use this material and coverage is provided from this lot by MCS&T. For example, 100 pieces of lagging may be approved. A District may request 30 of these pieces. This leaves another 70 pieces of material to be requested by another District or project etc.
- 8.2 The lab sample shall be authorized in SiteManager and additional information about this approval may, but not is required to be provided.
- 8.3 An example of a Master Sample on the sampling checklist is provided below:

Contract ID: 1701729 FLATWOODS-HEATERS ROAD SLIDE		West Virginia Department of Transportation <i>Detailed Sampling Checklist</i>		Current As Of: 10/24/2018 8:35:37 PM							
Project Number	Line Item Number	Item Description	Supplemental Description	Current Contract Quantity	Authorized Quantity	Unit					
Material Code - Desc			Sample Type - Acceptance Type								
1701729	614001-004	0035 HP10X57 STEEL PILE		801.970	801.970	LF					
711.012.001 - Epoxy Mastic											
Approved Source - Certificate/Invoice											
<u>Test Method</u>		<u>Completed</u>		<u>Current Req.</u>		<u>Total Expected</u>		<u>Frequency</u>		<u>Conv. Factor</u>	
SM106.25 - Approved Source Verification		1		1		1		1 / 999999		1	
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>	<u>Authorized Date</u>	<u>Last Modified Date</u>	<u>Authorized By</u>			
E073653181101647	1425213A	1	CNTR	01/18/2018	01/18/2018	10/16/2018	01/18/2018	B396989			
Special Instructions:											
1701729	614003-001	0040	CONCRETE LAGGING, THICKNESS 8"			931.700	931.700	SF			
614.002.003 - Lagging, Concrete							Master Sample - Certificate/Invoice				
<u>Test Method</u>		<u>Completed</u>		<u>Current Req.</u>		<u>Total Expected</u>		<u>Frequency</u>		<u>Conv. Factor</u>	
SM600.01 - Precast Concrete Final Inspection		1		1		1		1 / 999999		1	
<u>Sample ID</u>	<u>Lab Number</u>	<u>Test Number</u>	<u>Sample Status</u>	<u>Sample Date</u>	<u>Completion Date</u>	<u>Authorized Date</u>	<u>Last Modified Date</u>	<u>Authorized By</u>			
B688656168H081934	1458040	1	CNTR	08/17/2016	08/17/2016	01/19/2018	01/19/2018	B517368			
Special Instructions:											
1701729	636008-002	0045	TEMPORARY PAVEMENT MARKING- PAINT 6 IN			519.000	519.000	LF			
711.040.001 - Paint,Temp W/Y Traff							Quality Assurance - District - Test Results				
<u>Test Method</u>		<u>Completed</u>		<u>Current Req.</u>		<u>Total Expected</u>		<u>Frequency</u>		<u>Conv. Factor</u>	
SM711.07 - Retroreflectivity		0		0		0		0 / 999999		1	
Special Instructions: no record of paint testing											

9. ST-1/DMIR DOCUMENTATION

- 9.1 If there is no other method for testing a material, or in the rare case, the material does not meet the specifications, the District may choose to accept the material using an ST-1 or DMIR.
- 9.2 ST-1s should be reviewed, accepted and authorized by the Director of MCS&T's or their designee.
- 9.3 A DMIR should be reviewed and accepted by the Director of MCS&T's or their designee.
- 9.4 An example of a ST-1 Sample on the sampling checklist is provided below:

Contract ID: 1605302 D4 REIMBURSABLE GUARDRAIL		West Virginia Department of Transportation <i>Detailed Sampling Checklist</i>		Current As Of: 9/10/2019 10:37:29 AM				
Project Number	Item Code	Line Item Number	Item Description	Supplemental Description	Current Contract Quantity	Authorized Quantity	Unit	
Material Code - Desc			Sample Type - Acceptance Type					
1605302	607070-103	0205	3/4 INCH CABLE	(MANUFACTURER SPECIFIED)	1,000.000	20.000	LF	
			Project Specific - Concurrence					
			Test Method	Completed	Current Req.	Total Expected	Frequency	Conv. Factor
			SM106.27 - Special Acceptance Material (ST-1)	0	0	0 / 0	1	
Special Instructions:								
1605302	607070-104	0210	CABLE SPLICE	(MANUFACTURER SPECIFIED)	10.000	8.000	EA	
			Project Specific - Concurrence					
			Test Method	Completed	Current Req.	Total Expected	Frequency	Conv. Factor
			SM106.27 - Special Acceptance Material (ST-1)	0	0	0 / 0	1	
Special Instructions:								
1605302	607070-109	0215	CABLE TENSIONING	(MANUFACTURER SPECIFIED)	100.000	6.000	EA	
			Project Specific - Concurrence					
			Test Method	Completed	Current Req.	Total Expected	Frequency	Conv. Factor
			SM106.27 - Special Acceptance Material (ST-1)	0	0	0 / 0	1	
Special Instructions:								
1605302	607070-112	0220	ANCHOR POST,	(NUCOR)	15.000		EA	
			Approved Source - Certificate/Invoice					
			Test Method	Completed	Current Req.	Total Expected	Frequency	Conv. Factor
			SM106.25 - Approved Source Verification	0	0	0 / 0	1	
Special Instructions:								

Tuesday, September 10, 2019
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Ronald L Stanevich, P. E.
Director

Materials Control, Soils and Testing Division

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ATTACHMENT

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS & TESTING DIVISION

MATERIALS PROCEDURE

**PROCEDURE TO APPROVE COATED STEEL U-CHANNEL SIGN SUPPORT
BREAKAWAY SPLICE DEVICE PRODUCTS**

1. PURPOSE

- 1.1. To establish a procedure to approve coated steel u-channel sign support (henceforth referred to as “supports”) manufacturer recommended breakaway splice device products (henceforth referred to as “breakaway devices”) for use on West Virginia Division of Highways (WVDOH) projects.
- 1.2. To insure the ongoing manufactured quality of the above-mentioned products.

2. SCOPE

- 2.1. This procedure shall apply to all breakaway devices described herein, used for WVDOH projects.

3. REFERENCED DOCUMENTS

- 3.1. ASTM A1075 Standard Specification for Flanged Steel U-Channel supports.
- 3.2. WVDOH Standard Specifications for Roads and Bridges, Sections 657.2.11 and 709.56.
- 3.3. ASTM A123, Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products
- 3.4. Manual for Assessing Safety Hardware (MASH), Second Edition.

4. APPROVAL PROCEDURE FOR BREAKAWAY DEVICES

- 4.1. The manufacturer shall submit a certification statement that identifies the Brand name and or model number of the manufactures breakaway device. The manufacturer shall also recommend the breakaway device to be evaluated for each support size.
- 4.2. The manufacturer shall submit a certification statement stating that all supplied steel components of breakaway devices are domestic. The certified statement shall be signed by a representative of the manufacturer who has authority to bind the company.

- 4.4. Once the above requirements, those specified in MP 707.02.13, and those specified in Specification 709.53 are met, laboratory approval numbers will be assigned to indicate WVDOH Specification conformance and approval of the product(s). Individual lab approval numbers will be issued for the manufacturer's recommended breakaway devices for each size support. Breakaway device lab approval numbers will not be issued or kept active without WVDOH acceptance and approval of the manufacturer's support that the breakaway device is recommended for use with.
- 4.5. Revocation of approved source status may result from furnishing material that does not comply with Specifications, or may be revoked at the recommendation of traffic engineering division based on issues such as poor performance or maintenance concerns.
- 4.6. "Approved Source" status may be reinstated based on the findings of an investigation. The reinstatement process will commence upon the receipt of a letter of request from the manufacturer. The letter of request should indicate reasons for reinstatement and documentation to substantiate such reasons.

5. SHIPPING DOCUMENTATION

- 5.1. The manufacturing mill shall furnish to the project (when purchase order material is shipped) a shipping document. This document will include the following information:
1. Date of shipment
 2. Project or purchase order number
 3. Description and quantity of materials shipped
 4. Current laboratory approval numbers for all materials shipped

6. PROCEDURE AT DELIVERY SITE

- 6.1. District personnel will visually inspect each shipment and review information on the shipping document in accordance with Section 5.1.
- 6.2. All shipments that are damaged, incomplete, or otherwise considered to be in noncompliance with the specifications shall be rejected. A list of approved products as described herein is available to all contractors, fabricators, and suppliers by accessing the [WVDOH Approved Product List Website](https://transportation.wv.gov/highways/mcst/Pages/APL_By_Number.aspx).¹

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¹ https://transportation.wv.gov/highways/mcst/Pages/APL_By_Number.aspx

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

ACCEPTANCE USE OF THE MATURITY METHOD FOR THE ESTIMATION OF
CONCRETE STRENGTH ON WVDOH PROJECTS

1. PURPOSE

- 1.1 To establish a procedure to estimate the compressive strength of concrete, used on West Virginia Division of Highways (WVDOH) projects, with the Maturity Method.

2. SCOPE

- 2.1 This procedure shall apply to all Contractors, Sub-contractors, Consultants, and WVDOH Personnel who test concrete on WVDOH projects.
- 2.2 This procedure may be used in place of compressive strength cylinders, for the determination of the compressive strength of concrete, when allowed by the WVDOH Specifications. The Maturity Method shall not be permitted as a substitute for 28-day acceptance cylinders.

3. REFERENCED DOCUMENTS •

- 3.1 *ASTM C1074 - Standard Practice for Estimating Concrete Strength by the Maturity Method*

4. PROCEDURE

- 4.1 The procedure outlined in the following sections shall be applied to each WVDOH approved concrete mix design for which the Maturity Method is desired to be used in place of concrete cylinders for the estimation of the concrete strength in the field. A separate strength-maturity relationship must be developed for each approved concrete mix design.
- 4.2 DEVELOPMENT OF STRENGTH-MATURITY RELATIONSHIP
- 4.2.1 Fabricate a minimum of fifteen concrete cylinders, in accordance with ASTM C192, from each WVDOH approved concrete mix design for which it is desired to establish a strength-maturity relationship. The mixes used to cast these cylinders shall be batched as closely as possible to the anticipated target air content, slump value, and chemical admixture dosage rate which will be used in the field. The mixes shall also be batched at a temperature as close as possible to the temperature that is anticipated in the field during concrete placement.
- 4.2.2 Either 6-inch x 12-inch cylinders or 4-inch x 8-inch cylinders may be used to develop the strength-maturity relationship, but if 4-inch x 8-inch cylinders are going to be used, then 4-inch x 8-inch cylinders must be approved to be used, in

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accordance with MP 711.03.23, with the mix design for which the strength-maturity relationship is being developed

4.2.3 Follow the procedure outlined in Section 8 of ASTM C1074-19, and establish a strength-maturity relationship and corresponding Strength-Maturity Curve. The maturity of the subject cylinders shall be recorded to the nearest degree-hour. The axes used to plot this Strength-Maturity Curve shall be Strength, expressed in pounds per square inch on the Y-axis, and Temperature-Time Factor, expressed in °C-hours on the X-axis.

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4.2.4 When concrete mixes designed for rapid strength gain are used, the compression tests shall be conducted at ages approved by the Engineer based on the strength development characteristics of that mix. However, a minimum of five test ages shall be used.

4.3 APPLICATION OF STRENGTH-MATURITY RELATIONSHIP

4.3.1 The **Strength-Maturity Curve** may be used in the field at the Project, in place of compressive strength cylinders, to estimate the compressive strength of the concrete in question.

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4.3.2 The strength-maturity relationship and **Strength-Maturity Curve** shall not be permitted to be used in place of 28-day acceptance cylinders. The strength-maturity relationship and **Strength-Maturity Curve** shall only be used for the purposes of opening structures to traffic (i.e. Section 501.4.4, Section 506, etc.) and for form removal and construction of superimposed elements (i.e. Section 601.8.7).

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4.3.3 **When using the Strength-Maturity Curve for these purposes, the procedure outlined in Section 9 of ASTM C1074-19 shall be used for installing temperature sensors within the concrete of which the Strength-Maturity Curve is being used to estimate the compressive strength.**

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4.4 VALIDATION OF STRENGTH-MATURITY RELATIONSHIP

4.4.1 After **five** days of production, **and every ten days of production after that**, seven "Maturity Validation Cylinders" shall be fabricated. One of these cylinders shall have a maturity sensor installed in it within **± 5/8" (15 mm)** of the center of the cylinder. Three of these cylinders shall be tested at an age of three days, and three of these cylinders shall be tested at an age of seven days. The average of each of these sets of three cylinders shall be the average compressive strength at that age.

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4.4.2 The Maturity Validation Cylinders shall be the same size as the cylinders which were used to develop the original Strength-Maturity Curve.

4.4.3 **If the average of either the three-day or seven-day compressive strength results, obtained in Section 4.4.1, fall at a point more than 5.0% less than the corresponding compressive strength, at the same Temperature-Time Factor point on the Strength-Maturity Curve, additional maturity validations at three and seven days, as outlined in Section 4.4.1, shall be conducted on the next three concrete placements.**

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4.4.4 The Contractor shall continue to conduct these maturity validations until the average result of the three cylinders in each individual compressive strength test in three consecutive validations (consisting of both three-day and seven-day results) is not more than 10.0% less than the corresponding compressive strength at the same Temperature-Time Factor point on the Strength-Maturity Curve, and the average of all three-day and all seven-day results in those three consecutive validations is not more than 5.0% less than the corresponding compressive strength at the same Temperature-Time Factor point on the Strength-Maturity Curve.

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4.4.5 If, after five maturity validations, the Contractor has not obtained three consecutive validations for which the criteria in Section 4.4.4 has been met, then a new Strength-Maturity curve shall be established, as outlined in Section 4.5.

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4.5 ESTABLISHMENT OF NEW STRENGTH-MATURITY CURVE

4.5.1 The new average three-day strength shall be established by averaging the five three-day strength results from the five maturity validations conducted in Section 4.4.5. The new average seven-day strength shall be established by averaging the five seven-day strength results from the five maturity validations conducted in Section 4.4.5.

4.5.2 The percentages by which the average three-day and average seven-day compressive strength results in Section 4.5.1 are, below the corresponding compressive strengths at the same Temperature-Time Factor point on the Strength-Maturity Curve shall be calculated. The greater of these two percentages shall be the percent by which the Strength-Maturity Curve is lowered. This new “lowered” Strength-Maturity Curve shall be used from that point forward for estimating the compressive strength of the concrete from that approved mix design in the field.

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Deleted: The percent by which the average seven-day strength is below the Strength-Maturity Curve shall also be calculated.

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Ronald L. Stanevich, P. E.

Director

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WEST VIRGINIA DEPARTMENT OF
TRANSPORTATION DIVISION OF HIGHWAYS
CONTRACT ADMINISTRATION DIVISION

MATERIALS PROCEDURE

BASIS FOR CHARGES FOR ~~TARDY OR~~ NON-SUBMITTAL
OF SAMLING AND TESTING DOCUMENTATION

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1. PURPOSE

- 1.1 To provide a unit cost per test to be assessed to the Contractor when testing is not submitted by the contractor in a timely manner. Documentation not submitted, limited to those tests listed in Table 1 of this procedure.

2. SCOPE

- 2.1 This procedure is applicable to those circumstances where a construction item by specifications and MP's is not properly tested or the documentation is not submitted in a timely manner of seven (7) days for compaction, fourteen days (14) for gradations and thirty five days (35) for concrete cylinder breaks.
- 2.2 This only applies to Quality Control testing, not Quality Assurance testing.

3. GENERAL

- 3.1 As stated in Section 106.3.1.2 of the Standard Specifications, it is the intent of the specifications that lots and sublots of materials, products, items of construction or completed construction meet testing specification requirements at the time of submission. In this case submission refers to the time when the contractor has completed the work and offers the finished 'product' to the Division for final acceptance testing.
- 3.2 In the case where no test was ran or no documentation was submitted for material placed according to the required quality control per specifications the price will be assessed in accordance with Table 1 and will include the cost of the material placed that the documentation was to represent if the material was left in place.
- 3.3 Test results can be email to the District Material Supervisor as a PDF. That has been signed in blue in the time frame stated above in Section 2.1.

- ~~3.4~~ The project may also decide to not pay for the material placed if proper and or adequate testing is not performed on that material.

3.5

The contractor shall not be punished for the Division failing to receive or process test results; the contract may challenge a price assessment by demonstrating a chain of communication.

Ronald L. Stanevich, PE
Director
Materials Control, Soils & Testing Division

TABLE 1

**COST FOR FAILING TO TEST OR SUBMIT
DOCUMENTATION FOR MATERIAL
PLACED**

ITEM#	TEST		COST
207	IN-PLACE DENSITY (5 TESTS)	\$140.00 ea	\$700.00
	GRADATION (EACH TEST)		\$700.00
	PLASTIC INDEX, LIQUID LIMITS		\$700.00
212	IN-PLACE DENSITY (5 TESTS)	\$140.00 ea	\$700.00
	GRADATION (EACH TEST)		\$700.00
307 & 308	IN-PLACE DENSITY (5 TESTS)	\$140.00 ea	\$700.00
	GRADATION (EACH TEST)		\$700.00
	PLASTIC INDEX, LIQUID LIMITS		
311	CRUSHED PARTICLE ANALYSIS		\$700.00
	GRADATION (EACH TEST)		\$700.00
401 & 402	CORING (EACH CORE) PWL		\$700.00
	PAVEMENT SMOOTHNESS		\$700.00
	(PER LANE MILE)		\$700.00
	ASPHALT CONTENT FAILURES		\$700.00
	AIR VOIDS FAILURES		\$700.00
405	GRADATION (EACH TEST)		\$700.00
495	GRADATION (EACH TEST)		\$700.00
601	ABAR (EACH TEST)		\$700.00
	CYLINDER BREAK REPORT		\$700.00
	PERMABILITY		\$700.00
	AIR AND SLUMP TESTS		\$700.00
603	GROUT BREAK REPORT (EACH TEST)		\$700.00
604	IN-PLACE DENSITY (5 TESTS)	\$140.00 ea	\$700.00
	GRADATIONS >60"		\$700.00
606	GRADATION (EACH TEST)		\$700.00
614	CONCRETE TESTING		\$700.00
	CYLINDER BREAK REPORT		\$700.00
	GROUT CUBE TESTING		\$700.00
	GROUT STRENGTH REPORT		\$700.00
626	IN-PLACE DENSITY (5 TESTS)	\$140.00 ea	\$700.00
	GRADATION (EACH TEST)		\$700.00
	PLASTIC INDEX, LIQUID LIMITS		\$700.00
720	FAILURE TO RUN PROFILER		\$700.00

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION
OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PROCEDURE FOR DETERMINING A REDUCED UNIT PRICE TO BE PAID FOR
UNDERDRAIN AGGREGATE WHICH DOES NOT CONFORM TO THE GRADING
REQUIREMENTS OF THE GOVERNING SPECIFICATIONS

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1 PURPOSE

- 1.1 This procedure will define a range of non-conformance in the grading of underdrain aggregate that would not be expected to affect its performance to an extent which would necessitate its removal from the project, and will provide a method for reducing the price to be paid for said nonconforming aggregate. Grading characteristics of underdrain aggregate shall be evaluated in accordance with MP 300.00.51.

2 SCOPE

- 2.1 This procedure shall apply only to those aggregates specified for use for underdrains.

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3 DEFINITION OF TERMS

- 3.1 Sublot: The quantity of material represented by a single test value. In the case where only one sample is needed for the total plan quantity, the sublot may be considered the LOT.

- 3.2 LOT: The quantity of material represented by an average test value, not to exceed five individual test values, calculated in accordance with MP 300.00.51.

- 3.3 Single test value: The results of testing a sample in accordance with AASHTO test methods T11 and T27.

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<#>Sub LOT - The quantity of material represented by a single test value.

<#>LOT - The quantity of material represented by an average test value (not to exceed five sub LOTs).

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4

ACCEPTANCE FOR GRADATION

The material shall be sampled and tested in accordance with MP 700.00.06. Acceptance for gradation shall be based on test results of consecutive random samples from a lot. A subplot is the quantity of material represented by a single gradation test as defined in MP 700.00.06. A lot shall be considered the quantity of material represented by an average test value, not to exceed five sublots. In the case where only one sample is needed for the total plan quantity, the subplot shall be considered the lot.

The average shall start on the second sample result. The average is continued for the third through fifth sample result, averaging all previous sample results. Thereafter, only the last consecutive five sample results will be averaged, i.e., second test value through sixth test value, third test value through seventh test value, and so forth as defined in MP 300.00.51.

When the test value of a lot and the test value of the last subplot, or when the last three consecutive individual test values of a lot fall outside the gradation limits of Table 704.6.2A in the current West Virginia Standard Specifications for Roads and Bridges, the lot of material represented will be considered nonconforming to the extent that the last of its sublots are nonconforming.

4.2

When a subplot is non-conforming and material in the subplot has been incorporated into the work, the subplot shall be tested in accordance with Section 6 to determine the necessity for removal and the price for the quantity of material represented by the nonconforming subplot shall be reduced in accordance with section 8. In no event, however, shall a subplot of material have its price adjusted more than once, and the first adjustment which is determined shall apply.

5

SAMPLING FREQUENCY AND TESTING

5.1

Sampling frequency and testing shall be in accordance MP 307.00.50.

6

ACCEPT OR REMOVE BASED ON DIAMETER OF PERCENT PASSING

When a subplot of material is nonconforming, the average value representing said subplot shall be plotted such that the relative size can be determined for the 85 percent passing (D_{85}) and the 15 percent passing (D_{15}). Plot the percent finer from the sieve analysis results on a graph with the particle size on the horizontal axis decreasing from left to right and the percent passing on the vertical axis increasing from bottom to top. Draw horizontal lines on the chart representing fifteen percent and eighty five percent passing. Draw vertical lines from the intercept of the gradation lines with fifteen and eighty five percent of the passing curve to the horizontal axis and read the diameter on the horizontal scale.

6.1

Thus determined, these values shall be entered in the following formulas:

$$D_{85} < 4 D_{15}$$

$$D_{85} > \text{size of pipe opening (perforation)}$$

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EQUITABLE PRICE ADJUSTMENT...

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Where: D85 = 85 percent passing size,
D15 = 15 percent passing size.

If the above formulas are met such that the size at 85 percent passing is less than four (4) times the size at 15 percent passing, and the size at 85 percent passing is greater than the perforation size, then the following procedure shall apply. If one or both formulas are not met, then the material shall be removed from the project site at the Contractors' expense.

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7 DEGREE OF NONCONFORMANCE

7.1 When a subplot of material is to have its price adjusted, the percentage point difference between the nonconforming test value and the specification limit shall be determined for each sieve size determined to be nonconforming. sieve size. The total measure of non-conformance is the sum of all non-conformances on the various sieves for that subplot. When the total degree of nonconformance has been established and it is 12.0 or less, the material will be paid for at an adjusted contract price as specified in Table 1.

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Table 1

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7.2

Table 1.

Percent of Non-conformance	Percent Reduced price
1.0 to 3.0	2%
3.1 to 5.0	4%
5.1 to 8.0	7%
8.1 to 12.0	11%

7.3 When the degree of nonconformance is greater than 12.0, the nonconforming subplot shall be resolved on an individual basis, requiring a special investigation by the Engineer to determine the appropriate course of action to be followed. Pending resolution of the matter, additional lifts of base or pavement shall not be placed over the nonconforming material.

8 DETERMINATION OF EQUITABLE ADJUSTMENT

8.1 When the total percent of non-conformance has been established and it is 12.0 or less, Table 1 shall be initiated. When the total percent of non-conformance is greater than 12.0, each nonconforming situation will be resolved on an individual basis, requiring a special investigation by the Engineer to determine the appropriate course of action to be followed.

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8.2 METHOD OF EQUITABLE REDUCTION

Dollar reduction shall be calculated by:
(A) quantity of nonconforming sub LOT x (B) percent reduction from Table 1 x (C) unit contract price = (D) price reduction.

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MP 606.03.50
ORIGINAL ISSUANCE: OCTOBER 1981 REISSUED:
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METHOD

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PREPARATION

Equitable reductions for non-conformances will be determined for each LOT or sub LOT during each contract pay period and the subtotal deducted from the current voucher estimate. These adjustments may be processed with a single change order or when the item is completed by tabulating the data for all non-conforming sub LOTs, and preparing the change order for the total dollar adjustment shown on the tabulation. A copy of the tabulation should accompany and be made a part of the change order.

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