

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

METHOD OF EVALUATING OF NON-STANDARD OR
NON-CONFORMING MATERIALS IN CONSTRUCTION VIA ST-1

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.
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2. DEFINITIONS

- 2.1 ST-1: Special Testing Form 1- The ST-1 is a historic WVDOH document which has been used to provide an acceptance method for a material that does not have a prescribed acceptance method or is otherwise outside the scope of the normal acceptance procedure. This form has evolved over the years, but it is still used for the original purpose. An ST-1 is to be approved before the material is placed.
- 2.2 DMIR: District Materials Inspection Report – A DMIR is an investigation typically into a material failure or any other situation where there is no prescribed method for the resolution of a material on a project. A DMIR can have several outcomes including, but not limited to: Remove and replace, a price reduction, or accept in place etc.
- 2.3 AWP: AASHTOWare Project Management Software – This is the generic term for the suite of software used by the WVDOH to manage and process projects. This system manages contracts, samples, tests and other aspects of projects.
- 2.4 Authorize a Sample – This is a technical AWP term in which the user closes or locks the sample. Authoring a sample indicates that the sample has been resolved in the system and the system will allow the project to proceed through certification. This does not have any indication of whether the sample has passed or failed.
- 2.5 Concur/Non-Concur of Sample – This is a technical AWP term in which the reviewer indicates their acceptance of a sample. A “Non-Concur” typically requires additional action to accept the material in the system.
- 2.6 Sample ID – This is a technical AWP term which refers to the “key” field for a record in the AWP database.

3. SCOPE

- 3.1 This procedure applies to all materials that do not have an acceptance, or non-conformance resolution already established in the Standard Specifications, or any other WVDOH documents.
- 3.2 This procedure applies to situations where additional documentation for evaluation is required by the Standard Specifications or other WVDOH documents.

4. PROCEDURE

- 4.1 The 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 MCS&T.
- 4.1.1 Payment for this material shall be withheld upon MCS&T's non-concurrence with the ST-1, pending a DMIR.
- 4.1.2 Unless otherwise directed from MCS&T, in the instance where the Specifications refer to multiple component materials in a system and each of these component materials have specific material requirements, each of these component items shall be submitted on a separate ST-1.

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

- 5.1 The live ST-1 Form is available as a fillable pdf file on the [Division Webpage](#)¹. 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.
- 5.1.1 The District must electronically send the fillable PDF form. This cannot be hand-written and scanned (Fields must be able to be selected for Copy and Paste). The entire submission shall be 1 file, with a total file size must be less than 25MB. Only one ST-1 may be submitted per email.
- 5.2 The ST-1 shall be submitted by District Construction to the District Materials Supervisor. The ST-1 shall be sent to the ST-1/DMIR mailbox (St1dmir@wv.gov).
- 5.2.1 ST-1 Request Email files shall be submitted in the following format for both the subject of the email and the file name for the submission: ST-1-District Lab Number-CID Contract ID. An example follows,
- 5.2.2 ST-1-MXZXXXXX-CID 2019001346
- 5.3 Upon receipt of the ST-1, MCST will notify the submitter that the submission has been received. The sample shall be logged and sent to the applicable MCS&T section

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

- 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 in AWP.
- 5.3.1 An email will be generated by the District Material Supervisor 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.
- 5.4 If the material fails to meet the minimum requirements, the reviewer will mark the sample as non-concur, then authorize the ST-1 sample in AWP. 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.
- 5.5 In the situation where an ST-1 is non-concurred by MCST, the material shall be evaluated using a DMIR.



07/20/2023

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Director

Materials Control, Soils & Testing Division

MP 100.00.02 Steward – Materials Control Section

RLS:B

ATTACHMENT

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TEST REPORT FOR MP 100.00.02 - 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**