

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

MATERIALS PROCEDURE

ACCEPTANCE OF MATERIALS
VIA THE APPROVED PRODUCTS LIST

1. PURPOSE

- 1.1 To set forth instructions for the acceptance of materials on projects via the WVDOH Approved Product List (APL).
 - 1.1.1 This document is a general guideline for the acceptance of any material on a project via the APL. Specific materials may have additional acceptance criteria not listed in this document. If specific material acceptance criteria conflict with this document, those criteria override this document.
-

2. REFERENCED DOCUMENTS

- 2.1 MP 106.00.02 - Procedure for Evaluation of New Products for Use in Highway Construction
 - 2.2 MP 106.00.03 - Guidelines for Establishing and Maintaining Approved Product Lists of Materials, Systems and Sources
-

3. ACCEPTANCE OF MATERIALS ON APPROVED SOURCE

- 3.1 When accepting material on the project, the contractor must provide proof of the source of origin. The contractor shall provide an invoice which clearly includes the following information:
 - 1. The name of the original producer/supplier*
 - 2. The common name of the material
 - 3. The quantity of shipped material
 - 4. The current WVDOH approval number or inspection number

*Note: The original producer/supplier is the “Approved Source” as documented on the WVDOH APL.
 - 3.2 The invoice must be legible and clearly show all the required information.
 - 3.3 The project shall review the submission and confirm that the company and approval number appear on the APL.
 - 3.3.1 Any producer/supplier wishing to submit their material for consideration for the APL shall follow the guidelines of MP 106.00.02 and MP 106.00.03.
-

4. DOCUMENTATION OF ACCEPTANCE

- 4.1 The acceptance shall be documented in AWP on the Daily Work Report (DWR).
- 4.2 The producer/supplier, as well as the approval number shall be included on the DWR.

- 4.3 A scan or original version of the invoice shall be placed in the ProjectWise project folder.

5. E-TICKETING

- 5.1 For APL materials requiring an E-Ticket, this ticket shall be provided in addition to the paper ticket.
- 5.2 The E-Ticket shall only document the final shipment of the material to the project from the seller.
- 5.2.1 For example, if a pipe is created in one location (A), shipped to a secondary or tertiary supplier (B), then to a project, the E-Ticket would document the transportation from location (B) to the project.
- 5.3 The E-Ticket shall include all the required information.
- 5.4 A PDF of the E-Ticket shall also be placed in ProjectWise.

Michael Mance

Digitally signed by Michael
Mance
Date: 2024.08.23 10:22:17
-04'00'

Michael A. Mance, P.E.
Interim Director
Materials Control, Soils & Testing Division

MP 106.00.05 Steward – Materials Control Section
MM:B