

MP 700.03.00
ORIGINALLY ISSUED AS ML-28
ORIGINAL ISSUANCE: JUNE 1968
REVISION NO. 1: JANUARY 1972
REVISION NO. 2: JUNE 1972
REVISION NO. 3: AUGUST 1992
REISSUED: JANUARY 1995
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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PROCEDURE FOR ITEM MATERIALS CERTIFICATION

1.0 PURPOSE

1.1 To provide instructions for the preparation and submission of completed items for materials certification using the Division's on-line computer system.

1.2 To establish the procedure to be followed in processing and documentation of these items.

2.0 SCOPE

2.1 The procedure set forth shall be employed by all Districts and the Materials Control, Soils and Testing (MCS&T) Division.

3.0 PROCEDURES

3.1 General

3.1.1 Efficient certification activities require prompt completion of the HL-440 (Project Materials Record) and associated documents upon completion of a project bid item. This is required for the preparation of the item's materials certification. The goal is to achieve the item-by-item review by material records immediately upon completion of each item. If this occurs, the resulting Letter of Materials Certification would be complete at the time all items on the project are completed.

3.2 Instructions for Submitting Request for Item Certification

3.2.1 Upon completion of a bid item, the District's Materials Section shall review the completed HL-440 for content and accuracy. The HL-440 shall reflect all District and MCS&T Laboratory numbers from test reports that represent the item and constituent materials. The HL-440 should be submitted to MCS&T within 30 days of completion of the item. In order for this to occur, it will be necessary that all HL-440 be maintained daily at the project site.

3.2.2 When materials documentation problems are encountered, the District Materials personnel should contact MCS&T for assistance.

3.2.3 Upon receipt by MCS&T, the HL-440 will be reviewed by MCS&T and compared with the test reports and data contained in the files of MCS&T. All entries on the HL-440 will be identified by indication of specification compliance, source, and material description. If the item is satisfactory, it will be marked as precertified.

3.2.4 Items found to require additional clarification or resolution will be noted in the computer system in the District delinquent item list. The responsible party will resolve the problem with the item.

3.2.5 All documentation concerning resolutions of material noncompliance with specification requirements will be permanently attached to the item (HL-440) by MCS&T.

3.2.6 Upon completion of the project, the District Materials section will insure that all items are precertified and reflect the correct quantities. Upon completion of this review by the District, a completed MC-8 (Report on Materials Tested) form will be submitted to MCS&T.

3.2.7 Upon receipt of the MC-8 by MCS&T, a final review and comparison with all test reports and data contained in the files of MCS&T will be conducted.

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3.2.8 A Letter of Materials Certification will be drafted by MCS&T after the final review. All resolutions of material noncompliance with specification requirements will be discussed in the Letter of Materials Certification.

Gary L. Robson, Director
Materials Control, Soils
and Testing Division

GLR:d

