



Season's Greetings to all Material Engineers and Technicians.

As winter is upon us, there is information we would like to share with you concerning documentation requirements.

Field Verification Documentation

- Field Verification is a process carried out by the field inspector at the job site prior to or during initial placement of a material. The inspector is required to document the Manufacturer, make/model/lot and quantity for most items. Acceptable documentation for Field Verification is defined in Construction Manual (CM) Section 9-1.5C Field Verification of Materials.
- If your office elects to use the Field Note Record (FNR) special attention is needed for Field Verification. The field inspector is only required to sign and date the FNR for 'Visual Inspection' acceptance criteria or QPL pages with an acceptance code of 300x. All other forms of acceptance require normal Field Verification documentation per CM Section 9-1.5C. Entries in the FNR are needed each time materials are delivered/placed on the job site. Many entries may be required for the same bid item over a one month period. Lump Sum items will require all sub-items to be addressed individually.



Reference Test Report

- CM Section 9-5.2D states that a copy of a previous WSDOT Satisfactory Test Report generated under another contract or a printed copy of the electronic QPL database page showing 'referenced' lots previously tested may be used in lieu of sampling and testing for the material being used on the contract you are working on.
- A Reference Test Report may be used only for materials that are listed in Section 9-4 of the Construction Manual that carries a statement that allows a Reference Test Report. This statement is located in the 'Acceptance' area of that particular material.
- A material that is accepted on a test report for a certain specification may be accepted for the same specification on a Reference Test Report prior to installation. A Reference Test Report for a given material is restricted to the same calendar year for when the material was originally approved for use.



Catalog Cut Processing

- CM Section 9-1.5H – Catalog Cuts defines the Catalog Cut process. Each Catalog Cut Package is required to be accompanied by a 'Transmittal of Catalog Cuts' and be sent to the RAM Engineer for approval.



Request for Approval of Material

- 2008 Standard Specifications 1-06.1 modification may be confusing. There have been questions if the RAM is adequate for aggregate approval or if a printed ASA report will suffice. The answer is that the contractor is still required to submit a RAM for the intended aggregate, but they should be encouraged to review the ASA database prior to submitting the RAM. A re-write of this specification is in progress.
- To expedite the processing of the RAM ensure that items are broken into individual 'sub-items' and all contract information is present. This includes the fabricator's/manufacturer's name and location, product name or type, references to the Specification Reference as well as the Special Provision and/or Contract Plans page where the items are called out and the RAM is signed and dated. A review of specifications, contract provisions and the ROM can assist in filling out the RAM correctly. The ROM is useful by showing how an item is broken apart into sub-items.
- CM Section 9-1.5B Approval of Materials defines the RAM process. This section identifies what materials and systems can be approved at the PEO level and what material and systems are required to be sent to the RAM Engineer for Approval. Copies of RAMs that are coded by the PEO must also be sent to the RAM Engineer.

Future Materials/Documentation Training

- The Materials Laboratory will be providing a series of phone in Go-To-Meetings training sessions. Sometime in February and March we will be scheduling several short, 1 to 3 hours long training sessions for each of the following topics:
 - Materials Documentation Issues
 - Materials Tracking Program, MTP
 - Statistical Analysis of Materials, SAM
 - Materials Testing Program, MATS
 - Changes to the Testing Program / Procedures
 - Using MATS for Field Testing, a look ahead and requirements gathering
 There will be more detailed information about each session, dates and times coming in February.

Miscellaneous Documentation Issues

- Compost: Seven days prior to initial application of any compost the Contractor shall submit a compost sample, a STA program approved laboratory test report dated within 90 calendar days, and the list of feed stocks by volume for each compost type to the Engineer for review. This may necessitate receiving more than one test report if compost is placed over an extended period of time. Compost manufacturers have been added to the Qualified Products List.
- Questions have been asked on what is the "Hierarchy of Acceptance Criteria". They are:
 - Sample / Approved for Shipment 'Tag'/'Stamp'
 - Manufacturer Certificate of Compliance per Std Spec 1-06.3
 - Catalog Cut/Shop Drawing
 - Visual Inspection



Qualified Products List (QPL)

- The QPL is a list of approved products, materials and systems identified by the Standard Specifications, General Special Provisions, Bridge Special Provisions and Standard Plan identifier. The material will be required to be submitted on a RAM if it is not being used for the Specification, Special or Standard Plan listed in the QPL.
- The most current QPL is accessed at the web address that has been used in the past. That website address is <http://www.wsdot.wa.gov/biz/mats/QPL/QPL.cfm>. Continue to remind the Contractor that the 'biz/mats/QPL/QPL.cfm' version of the Qualified Products List is the only one they are allowed to use since other versions such as that kept in the Engineering Library may not contain the most current information. Due to budget cuts there will be no printed QPL distributed for 2009. The QPL will be available in the 'on-line' Publication Library, and will be updated every six months. The website address is <http://www.wsdot.wa.gov/publications/manuals/index.htm>. Type "Qualified Products List" in the Search area. Do not misinterpret the QPL located in the Engineering Library as the "most current list available".
- The Standard Plan number in the product description field for many products that are listed in the QPL are for reference only and not part of the acceptance requirements.

Change Order, Force Account & CRIP

- Materials permanently placed on the contract require normal Approval, Acceptance and Field Verification per Chapter 9 of the Construction Manual.

Past Documentation Newsletters

- Past Documentation Newsletters can be located at the State Materials Laboratory's homepage at <http://wwwi.wsdot.wa.gov/MaintOps/mats/> on the left column under "Available Training".

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State Materials Laboratory Intranet Web Page:

<http://wwwi.wsdot.wa.gov/MaintOps/mats/>

Materials Documentation Guide:

<http://wwwi.wsdot.wa.gov/maintops/mats/MaterialsDocGuide.pdf>

State Materials Laboratory Phone Registry:

<http://wwwi.wsdot.wa.gov/maintops/mats/MLOPhoneList.pdf>

