



# State Materials Lab Documentation Tips & Tricks

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WSDOT State Materials Lab Documentation Section

(360) 709-5441



Autumn salutations to all Material Engineers and Technicians.

As another construction season passes there is information we would like to share with you concerning documentation requirements.

## Request for Approval of Material

- Construction Manual (CM) Section 9-1.5B – Approval of Materials was updated January 2008 to better define the RAM process. This revision identifies what materials and systems can be approved at the PEO level and what material and systems need to be sent to the RAM Engineer for Approval. A copy of the RAMs that are coded by the PEO must also be sent to the RAM Engineer.
- RAMs for Irrigation System equipment as listed in CM 9-4.49 can be approved by the Region Landscape Architect or a Region Liaison Landscape Architect. You are required to send the RAM to the RAM Engineer if your Region does not have these positions of responsibility. A copy of the Landscape Architect approved RAMs shall be sent to the RAM Engineer.
- To expedite the processing of the RAM ensure all contract information is filled 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.



## Catalog Cut Processing

- CM Section 9-1.5H – Catalog Cuts defines the Catalog Cut process. Each Catalog Cut Package should be accompanied with the 'Transmittal of Catalog Cuts' and be sent to the RAM Engineer for approval. Electrical and Hydraulic materials may take up to two weeks to approve since the Subject Matter Expert may have to be consulted.

## Record of Materials

- The Record of Materials and the Materials Tracking Program (MTP) are not the same programs. State Awarded contracts are accessed through the MTP. Local Agency contracts are accessed through the internet at <http://www.wsdot.wa.gov/biz/mats/ROM/default.htm>
- As stated in CM 9-1.5A - Record of Materials, when the PEO receives the ROM, the project office should take time to review the ROM for correctness and add additional items that may need to be included. The acceptance requirements shown on the original Record of Materials may be modified by the Contractor's specific Request for Approval of Materials or by contacting the State Materials Laboratory Documentation Section. The accuracy of the maintained ROM and Certification of Materials is largely the responsibility of the Project Engineer.





## Materials Tracking Program

- Continual changes are occurring to the Materials Tracking Program (MTP).
- For technical and general questions about the MTP program contact the State Materials Lab Help Desk at 360-709-5454. For questions on Materials Documentation and how to use the MTP contact Craig Robertson at 360-709-5403.

## Qualified Products List

- During the life of a contract the acceptance criteria for a material in the QPL may change and the acceptance criteria may become more or less stringent. The original QPL page submittal will be for the life of the contract unless a new QPL page is submitted.
  - If the acceptance criteria becomes more stringent, i.e. from 3001 – ‘Visual Inspection’ to a 2010- ‘Manufacturer’s Certificate of Compliance’, the acceptance will remain ‘Visual Inspection’. If the contractor submits a new QPL page for a product that had been submitted previously for the same application then the ‘new’ acceptance criteria needs to be enforced.
  - If the acceptance criteria becomes less stringent, i.e. from a 1020 – ‘Test Report’ to a 3001 – ‘Visual Inspection’, the original acceptance criteria of ‘Test Report’ remains in force until the contractor submits a new QPL page.
- Continue to remind the Contractor that they should use the on-line version of the Qualified Products List since the bound QPL Book may not contain the most current information.
- The on-line QPL has recently added Appendix A – ‘Acceptance Codes’, B – ‘General Notes’, C – ‘Wire and Cable Identification Guide’ and D – ‘Geosynthetic Retaining Wall Environments’.
- 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.



## Compliance Review

- Compliance Reviews have shown that special attention is needed in the area of Field Verification documentation. Field Verification is to be documented by the field inspector in the field prior to or during placement of the material. Most items require the inspector to document the ‘Manufacturer’, ‘make/model/lot’ and ‘quantity’. Acceptable Field Verification documentation is defined in CM 9-1.5C – ‘Field Verification of Materials’.
- Aggregate Testing should be taken within sampling frequency specified in CM 9-5.7 – ‘Acceptance Sampling and Testing Frequency Guide’.

## Miscellaneous Documentation Issues

- Copies of the Substantial Completion Letter need to be cc’d to the State Materials Lab Documentation Section per CM 1-2.5E. It is also requested that copies of the Physical and Completion Letters be sent to the State Materials Lab Documentation Section. Receiving these letters assist in the

Compliance Review process.

- Each 'Manufacturer's Certificate of Compliance' package should also be accompanied by a 'Manufacturer's Certificate of Compliance' check sheet per 9-1.5E of the Construction Manual. The check sheet is required to be signed, dated and retained in the materials files.

### Construction Manual Chapter 9 materials issue changes in July 2008 Publication

- 9-4.16 Concrete Drain, Perforated Underdrain, Culvert and Storm Sewer Pipe
- 9-4.17 Corrugated Galvanized Steel, Aluminized Steel, Aluminum: Drain, Perforated Underdrain, Culvert Pipe Arch, and Storm Sewer Pipe
- 9-4.18 Polyvinyl Chloride (PVC) and Corrugated Polyethylene (PE) Drain, Perforated Underdrain, Culvert, and Storm Sewer Pipe
- 9-4.19 Structural Plate Pipe, Pipe Arch, Arch, and Underpass
- 9-4.20 Steel Castings, Gray-Iron Castings, Ductile-Iron Castings: Manhole Rings and Covers, Catch Basin and Inlet Frames, Grates, Covers, Monument Cases and Covers
- 9-4.21 Sanitary Sewers
- 9-4.41 Precast Concrete Manholes, Catch Basins, Inlets, and Drywells
- 9-4.49 Irrigation System
- 9-4.50 Fencing & Gates
- 9-4.57 Concrete Curing Compounds
- 9-4.64 Conduit
- 9-5.2C Sampling and Testing for Small Quantities of Materials
- 9-5.6 Tolerance Limits
- 9-5.7 Acceptance Sampling and Testing Frequency Guide
- 9-8.2C Contents for Test Procedures in this Manual

### CONTACTS

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