Construction Inspection Documentation

Construction Inspector's Training Manual

January 2005

Washington State
Department of Transportation

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January 2005

Washington State Department of Transportation
Environmental and Engineering Programs
Construction Office

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Part 1

Introduction

- *Goals*

Goals

This course will focus on the required documentation & forms the field inspector will need during the construction of transportation projects. Both Department of Transportation forms & Contractor submittals will be discussed.

Upon completion of the course participants will be able to:

1. Identify the difference in documentation requirements between projects with Federal-Aid funding & projects funded with State dollars.
2. Identify the five C's of project documentation.
3. Recognize the inspector's responsibilities to monitor wage provisions on public work projects.
4. Identify the required steps for approval & acceptance of construction materials.
5. Complete sample transmittal for acceptance testing of construction materials.
6. Prepare source documents for the monthly progress estimates.

Part 2

Contract Documentation

- *Reference Material*
- *D/M/WBE Participation*
- *DBE On -Site Reviews*
- *Training Program and Trainee Interview*
- *Request to Sublet Work*
- *Project Documentation (IDR)*
- *Wage Provisions*
- *Traffic Control*

Reference Material

Coordination of Contract Documents

Any inconsistency in the parts of the contract shall be resolved by following this order of precedence:

1. Addenda
2. Bid Proposal
3. Special Provisions
4. Plans
5. Amendments to Standard Specifications
6. Standard Specifications
7. Standard Plans

The above documents complement each other in describing a complete work. Any requirement in one part binds as if stated in all parts. If a conflict exists between these documents, an inspector needs to understand the Order of Precedence (hierarchy) of these documents. See *Standard Specifications* 1-04.2.

Other Documents

Some other documents/manuals an inspector needs to become familiar with are:

Construction Manual

Design Manual

Qualified Products List

Forms and Information a Field Inspector Should Have:

General:

Contract Addendums

Copy of List of Approved Subcontractors (also identify all DBE Subcontractors)

MBE/DBE/WBE On-Site Review Forms; 272-051

Copy of List of Approved Trainees

Trainee Interview Questionnaire; 226-012

Inspector's Daily Report (IDR); 422-004, 422-004A, 422-004B

Employee Interview Report (Minimum Wage Compliance Survey); 424-003

Copy of Approved Traffic Control Plans

Quality Guidelines for Work Zone Traffic Control Devices

Contractor's Daily Report of Traffic Control – Summary; 421-040A

Contractor's Daily Report of Traffic Control – Traffic Control Log; 421-040B

WSP Field Check List; 451-045

Copy of Contractor's Approved Progress Schedule

Copies of Change Orders

Materials:

Record of Materials (ROM)

Copy of your Office's Materials Tracking Speed Sheet

Qualified Products List (QPL) M 46-02

Field Acceptance Report for Qualified Products; 350-130

Request for Approval of Material (RAM) 350-071

Manufacturer's Certificate of Compliance Check List; 350-572

Sample Transmittal; 350-056

Concrete Cylinder Transmittal; 350-009

Project Payment/Source Documents:

Item Quantity Ticket; 422-021

Scaleman's Daily Report; 422-027

Field Note Record; 422-635

Field Note Record – Sketch Grid; 422-636

Field Note Record – Drainage; 422-637

Daily Report of Force Account Worked; 422-008

Copy of Contractor's Equipment List

Report of Protested Work; 422-007

Federal-Aid Funding

Contracts financed with federal-aid funds require the construction office to do additional inspection and documentation, and may include:

- DBE subcontracting goals
- On-the-job training
- Prevailing wage enforcement
- Foreign made steel restrictions

Request to Sublet Work (*Construction Manual 1-2.4G*)

The Prime Contractor may sublet up to 70 percent of the original bid amount. The subcontractor may use agents for up to 25 percent of their total amount subcontracted. The Engineer must approve all subcontractors and agents before the subcontractor or agent can begin work (*Standard Specification* 1-08.1).

When a Request to Sublet Work is turned in:

- Check the Federal ID number for each contractor. A complete list of ID numbers can be obtained through CCIS.
- Check the dollar amount against the proposal amount. If the subcontractor is a condition of award, the dollar amount must be equal to or exceed the amount shown on the C.O.A. letter.
- Check the Condition of Award items are awarded to the proper DBE subcontractor. The request cannot be approved until the contract is changed.

A copy of the Statement of Intent to Pay Prevailing Wages, executed by the subcontractor and approved by Washington State L&I, must be provided to the Engineer prior to payment for any work performed by that subcontractor.

In addition, for Federal Aid Projects, Form 420-004 (Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects) must be completed and submitted with the Request to Sublet.

D/M/WBE Participation (*Construction Manual 1-2.7*)

With recent changes in state laws as well as federal laws, there are a variety of requirements depending on what laws were in place at the time the contract was executed and how the project is funded. The thing to remember is that the special provisions, standard specifications, and amendments establish specific contract requirements.

*State Funded (*Construction Manual *1-2.7E)*

Minority and Women Owned Business Enterprise (MWBE)

On projects funded with state funds only, there will be a MWBE general special provision, which specifies voluntary goal for the utilization of minority and women business enterprises. These are voluntary goals with no preferences for accomplishment or sanctions for noncompliance.

The contract requires the submittal of an Annual Report of Amounts Paid MBE/WBE Participants. This report, which is due annually on July 20 and at the end of the project, is a condition of the project completion (*Standard Specifications* Section 1-08.5).

Subcontracting

Washington State Department of Transportation

Request to Sublet Work

☒ Subcontractor ☐ Lower Tier Subcontractor

Prime Contractor: Scoccolo Construction, Inc.	Federal Employer I.D. No. *: 91-0787649	State Contract No.: 4928
Job Description (Title): Stevenson Two Way Couplet By Pass		Request No.: 9

Approval is Requested to Sublet the Following Described Work to:

Subcontractor or Lower Tier Subcontractor: Apply-A-Line, Inc.		Federal Employer I.D. No. *: 91-1270515
Address: 106 Frontage Road North		Telephone No.: 206-735-3232
City: Pacific	State: WA / Zip: 98047	Estimated Starting Date: 10-20-96
If Lower Tier Subcontractor, ID of Corresponding Subcontractor		* If no Federal Employer ID Number, Use owner's Social Security Number

Item No.	Partial	Item Description			Amount
13		REMOVE TEMP MARKING	4385	lf	$219.25
14		remove paint stripe	2062	lf	$907.28
99		EXTRUDED CURB TYPE 3	1147	lf	$4186.55
107		paint stripe	16400	lf	$1804.00
108		PAINTED GORE	953	lf	$133.42
109		plastic cross walk	2224	sf	$4336.80
111		PAINTED PARKING STALL	140	ea	490.00 ~~$560.00~~
112		painted stop bar	60	lf	1890.00 ~~$195.00~~
113		PLASTIC STOP BAR	261	lf	$652.50
				TOTAL	$ ~~12,994.80~~ 12,918.80

I understand and will insure that the subcontractor will comply fully with the plans and specifications under which this work is being performed.

Prime Contractor Signature: Richard Collins Date: 11-26-96

This Area for Department of Transportation Use Only

Percent of Total Contract
- This Request: 0.37 %
- Previous Requests: 25.62 %
- Sublet to Date: 25.99 %

☐ DBE ☐ MBE ☐ WBE

Remarks:

☒ Approved — Project Engineer: [signature] Date: 2/3/97

Approved District Construction Engineer (when required) Date

DOT Form 421-012X Revised 4/94 Distribution: White - District Canary - Project Engineer Pink- Contractor

Certification for Federal-Aid Projects

Washington State Department of Transportation

Contractor and Subcontractor or Lower Tier Subcontractor Certification for Federal-Aid Projects

(Required for each Subcontractor or Lower Tier Subcontractor on all Federal-Aid projects)

Contract Number	Federal-Aid Number	State Route Number
5129	DPR-0078(001)	14

Subcontractor or Lower Tier Subcontractor

To be signed by proposed subcontractor or lower tier subcontractor

The contract documents for this subcontract include as part of the subcontract a special provision entitled "Required Federal-Aid Provisions", the "Required Contract Provisions Federal-Aid Construction Contracts (FHWA 1273)", and the minimum wage rates.

I certify the above statement to be true and correct.

Company Mid Columbia Paving Co.

By Mr Sub Contractor Date 10-12-99

Title Vice President

Contractor Certification

To be completed and signed by the contractor

1. ☒ A written agreement has been executed between my firm and the above subcontractor.

2. ☐ A written agreement has been executed between (the subcontractor) _____ and the above lower tier subcontractor.

All documents required by the special provision entitled "Required Federal-Aid Provisions" are included in the agreement for (1) or (2) marked above.

I certify the above statements under Contractor Certification to be true and correct.

Company Kiewit Pacific Co.

By Mr Contractor Date 10-13-99

Title Sr. Vice President

DOT Form 420-004 EF
Revised 10/94

DBE On-Site Review

Washington State Department of Transportation

MBE/DBE/WBE On-Site Review

Prime Contractor: Western States Paving	Federal Aid Number: NH-0014(030)
Subcontractor: West Line	Contract Number: 5364
Project Engineer: Dan Cotton / Region: Southwest Region	☐ MBE ☒ DBE ☐ WBE

1. Per the condition of award, indicate M/D/WBE work observed this date (Note partial items)

Bid Item Number	Approximate % Complete	Item Description (Note partial items)	Dollar Amount
31	95	Paint Stripe	7,764.00
35	95	RPM	4,800.00

2. M/D/WBE Subcontractor's Start Date: 5-21-1998
3. WSDOT Contract Percent Complete: 95
4. Anticipated Completion Date: 9-11-1998

5. Subcontractor's ☐ Site Superintendent ☒ Foreman (Name): Mark Scheuffele
6. Exclusively Employed by the M/D/WBE Contractor? ☒ Yes ☐ No

6a. If No, Please Explain: N/A

7. Is Superintendent/Foreman Shown on M/D/WBE Payroll? ☐ Yes ☐ No
8. Is Superintendent/Foreman Shown on any Other On-Site Contractor's Payroll? ☐ Yes ☒ No

8a. If yes, Please Explain: N/A

9. If Known, to Whom does the M/D/WBE's Superintendent/Foreman Directly Report to Within His/Her Own Organization?
Name: Linda Hughes Title: Mid Manager

10. List Names and Crafts of M/D/WBE's Crew as Observed (Use additional sheets, if needed).

Mark Scheuffele - Forman
Bruce Dibert - Traffic Striper

11. Are any Crew Members on the Prime or any other Project Suncontractor's Payroll(s)? ☐ Yes ☒ No
11a. If yes, Please Indicate: N/A

12. List M/D/WBE's Major (Self-Propelled) Equipment Used

Ford F-350 Flatbed
Motorzied Portable Striping Machine

13. Does Equipment have M/D/WBE's Markings or Emblems? ☒ Yes ☐ No
13a. If No, Please Indicate: N/A
14. Equipment ☒ Owned ☐ Leased

15. Has any other Contractor Performed, on behalf of the M/D/WBE, Substantial Amount of Work Designated to be M/D/WBE? ☐ Yes ☒ No

15a. If Yes, Please Explain: N/A

16. Has the M/D/WBE Owner been present on the Job Site? ☒ Yes ☐ No What % 50%

17. Are Personnel and Equipment Under Direct Supervision of the M/D/WBE Subcontractor? ☒ Yes ☐ No
18. Does the M/D/WBE Subcontractor Appear to have Control over Methods of Work in its items? ☒ Yes ☐ No

Comments
Crew just came back to re-stripe median and install type 2 yellow markers.

Note: Attach any documents pertinent to the review, i.e., Invoices, Photographs, Daily Reports, Correspondence, etc.

Review Conducted By: V Fruccl Date of This Review: 9-11-98

DOT Form 272-051 EF Revised 6/98

Distribution: White (Original) - Project Engineer, Pink (Copy) - Region EEO Officer, Canary (Copy) - OSC EEO Office, Goldenrod (Copy) - OMWBE

Federal Participating

Disadvantaged Business Enterprise (DBE) (Construction Manual 1-2.7F)

On federally funded projects, there will usually be DBE utilization requirements specified by general special provision. The special provision will be one of two types:

No Goal (Construction Manual 1-2.7F(1))

When no goal is specified, the Contractor is encouraged to take actions that promote DBE participation.

Condition of Award (COA) Goal (Construction Manual 1-2.7F(2))

As a condition of award, the contractor must commit to and follow through on subcontracting at least the goal amount to certified DBE Firms.

*DBE On-Site Reviews (*Construction Manual 1-2.7F(5*)*

On-site reviews shall be conducted on contracts that include COA goals when the COA subcontractor starts work, during the peak period of the subcontractor's work, and whenever there is a change in the nature of methods of the work.

The intent of the overall program, and hence the review, is to document that the DBE is indeed in control of the work and performing a Commercially Useful Function (CUF), that is performing, managing, and supervising the work.

A good rule of thumb is to do at least one review of all DBE subcontractors, on all projects that have federal funds.

Training Program Submittal and Approval (*Construction Manual 1-2.7G*)

The training and upgrading of minorities and women is the primary purpose of the training program. The requirements for training will only be found in Federal Aid Projects, and are made part of the contract by special provisions.

The Contractor shall submit a completed Training Program to the Engineer for approval by no later than the processing of the first estimate.

If the Contractor fails to submit a training program in a timely manner the Region may withhold monthly progress payments.

It is the responsibility of the field office to monitor the training program to ensure that each trainee receives beneficial training on the project and is working in accordance with the approved program.

Trainee Approval (Construction Manual 1-2.7G(2))

Each Inspector should have a list of the trainees approved on the contract including the contractors name and type of training to be accomplished.

- Trainee Approval (DOT Form 272-050) must be submitted for each trainee.
- Good Faith effort documentation is required for all non-minority males proposed for training.
- Non-BAT/SATC Trainees must be paid the minimum prevailing wage for their craft.
- Payment for training will be based on invoices received from the Contractor. Overruns in training will be allowed up to 25 percent of the contract or 500 hours, whichever is less. Overruns will not be allowed for traffic control.

Trainee Interview (Construction Manual 1-2.7G(2))

The Trainee Interview is one of the tools used to monitor contract requirements when it comes to: meaningful training and carry out the training plan. The Project Office should plan on doing <u>at least</u> one interview per trainee.

Trainee Approval

Washington State Department of Transportation

Apprentice/Trainee Approval Request

Note: This form shall be submitted for each trainee intended for utilization per the Special Training Provision. The Prime Contractor is required to review and submit the form for approval of its subcontractor(s) trainees.

Prime Contractor	Federal Employee ID No.*	Contract No.
WESTERN STATES PAVING CO.	91-1196605	5364
*Subcontractor (If Trainee is not employed by Prime)	Federal Employee ID No.*	Federal -Aid No. NH-0014(030)

*If no Federal Employer ID, use owner's Social Security Number.
Approval Request - Approval is requested to provide training, per our approved Training Program, to the following apprentice/trainee:

Trainee	Job Class
TAMMRA RAE WEBB	GENERAL CONSTRUCTION LABORER

Social Security Number	Employee Status	Hrs. to be Trained This Project	Trainee Start Date
[redacted]	☐ New Hire ☒ Upgrade	140	5/11/98

Wage Rate	Type of On-The-Job Training
PREVAILING	☐ Apprenticeship ☒ Other (Describe) OPEN SHOP, APPROVED PROGRAM

NOTE: Minimum Wage - Trainees shall be paid in accordance with the provisions of RCW 39.12.021, which reads as follows: Apprentice workmen employed upon public works projects for whom an apprenticeship agreement has been registered and approved with the State Apprenticeship Council pursuant to chapter 49.04 RCW, must be paid at least the prevailing hourly rate for an apprentice of that trade. Any workman for whom an apprenticeship agreement has not been registered, and approved by the State Apprenticeship Council shall be considered to be a fully qualified journeyman and therefore, shall be paid at the prevailing hourly rate for journeyman.

Ethnic Group	Sex
☐ Black ☐ Pacific Islander ☐ American Indian ☐ Hispanic ☒ Other	☐ M ☒ F

Good faith effort documentation is **required** if a non-protected person is proposed for training.

Summary of previous training. (Enter amount and type of training previously received by trainee. If known, please indicate other Contracting Agency contract(s) trainee has been utilized, per the Special Training Provision.)

None

4-29-98

Prime Contractor Signature Date *(Sub) Contractor Signature Date

This Area for Contracting Agency Use Only

☒ Approved ☐ Denied

Remarks PER ATTACHED PROGRAM

Wayne T. Hoppen 5/21/98 REGION EEO OFFICER

Region Approving Authority Date Title

DOT Form 272-050 Revised 1/97

Distribution: White - Contracting Agency; Canary - Contractor; Pink - OSC; Goldenrod - Trainee

Trainee Interview — Completed by Project Office

Washington State Department of Transportation

Trainee Interview Questionnaire

Prime Contractor: ACME Const.	Region: SW	WSDOT Contract Number: 9876
Subcontractor (If trainee is not employed by prime contractor): —		Federal Aid Project Number: NH-1234(030)
Trainee: Jane Doe	Job Classification of Trainee: Laborer Trainee	
Address: 1134 A Street Waterville WA		Telephone: 509-905-5555

Social Security Number	Employee Status	Hours to be Trained This Project	Trainee Start Date
XXX-XX-XXXX	☐ New Hire ☒ Upgrade	200	5-11-99

Wage Rate	Union Local	Length in Craft	Immediate Supervisor
Unknown	None	5-11-99	Gary Lock

Ethnic Group: ☐ Black ☐ Asian/Pacific Islander ☐ American Indian ☐ Hispanic ☒ Other

Sex: ☐ Male ☒ Female

1. What percentage of training have you completed? In what stage of training are you?

   Unkown, Employee has only been working as a Laborer for a couple of weeks.

2. Describe previous training on WSDOT and/or Federal Aid Projects.

   None

3. Describe training provided for the current project.

   General use of tools, construction safety practices.

4. Are you receiving beneficial training on this project? ☒ Yes ☐ No
   Are there areas that need improving? ☐ Yes ☒ No
   Please Describe.

5. Have you encountered problems on the job site? ☐ Yes ☒ No
   Please Describe.

6. Are you familiar with WSDOT's complaint process? ☐ Yes ☒ No

   Explained to Jane that if she had a complaint I Could put her in contact with the WSDOT Region's EEO officer.

DOT Form 226-012 EF
Revised 5/98

Trainee Interview — Completed by Project Office (cont.)

7. Are you aware of the company's AA, Safety, or EEO meetings? ☒ Yes ☐ No
   How often do you attend these meetings? Weekly

8. Have you received a copy of the EEO Policies? ☒ Yes ☐ No

9. Do you know the name of the company's EEO officer? ☒ Yes ☐ No
   Fred Opal

10. Are there any areas in which you need assistance? ☐ Counseling ☐ Mediation ☐ Math Tutoring
    If so, please contact the OJT Supportive Services Program: Western WA: Marvin Jenkins - 206-721-5981 or 1-800-963-3277; Eastern WA: Jay Jennings - 509-625-6699 or 1-800-481-8774.
    None

11. How often do you receive dispatches?
    Doesn't - non union program

12. Are they only for WSDOT Federal Aid Projects? ☐ Yes ☐ No
    N/A

13. Do you feel that the dispatch procedures are fair? ☐ Yes ☐ No
    N/A

15. How do you receive your dispatches? ☐ By Name ☐ Next Person on List
    N/A

Interviewer	Title	Date
D. Cotton	Trans. Engr. 2	6-4-99

Comments
Jane is working around heavy equipment adjacent to high volumes of traffic.

DOT Form 226-012 EF
Revised 6/98

Project Documentation

Inspector's Daily Report

Five C's of Good Report Writing

Clear

Being clear refers to both handwriting and meaning. Messy handwriting is unprofessional; take the time to write neatly. Written material is useless if it cannot be read.

Being clear in meaning is just as essential. What ever is written has to be clear, even to people not involved with the project. It can become a habit to write a kind of short hand that project personnel understand, but others may not. Other personnel, including auditors, may have to review your documents, months or even years after the project is complete. What may be clear to project personnel now, may be unclear to an auditor at a later date.

Concise

Being concise means using the minimum number of words to get the maximum amount of meaning. The rule is, write enough to be clear, but not any more than is necessary. Record the facts and keep your opinions out of the project diary.

Correct

Being correct means having your facts straight and using the right forms. Using the wrong forms, or making errors, gives the appearance of sloppiness and can cause big problems in arbitrations or litigation proceedings.

Complete

Being complete means including everything necessary to be clear. To be complete, the entry should contain four criteria:

Activity — A description of the activity, including location.

Testing — Any testing done, or the acceptance criteria that was used.

Results — The results of any testing.

Action Taken — Any action that may have been taken.

Another aspect of being complete is referencing other types of available project documentation. Be sure to mention any photographs, videotapes, contract documents, materials documentation, or anything else that would relate to your entry.

Concurrent

Contract documentation should be completed concurrent with the construction activity. Extensive facts, figures, and conversations are hard to remember, write them down as soon as possible. If it is not practical to write everything down immediately, then take abbreviated notes. Waiting until the end of the day to write everything down, may cause you to forget important details.

Inspector's Daily Report (*Construction Manual* 10-3.6B)

The Inspector's Daily Report (IDR) is a record of operations for a specific type of work on the project, such as surfacing, grading, paving, bridge, etc. Page one of the IDR is a structured sheet of questions addressing identification of work operations and the associated labor and equipment being used to accomplish the work. This page should be filled out completely. Page two is a narrative portion, which should include a notation of any orders given or received, discussions with the Contractor, unusual conditions, delays in the operations, and the presence of any visitors. Inspector's Daily Report Forms 422-004, 422-004A, and 422-004B are utilized for completing this daily report of activities.

Inspectors who use lap top computers can produce electronic versions of the IDR document. The electronically produced document must be complete, including signature.

Instructions are on the cover of a packet of IDR forms, there is an instruction sheet with the electronic form also:

Contract Number, SR Number, and Day - Fill out completely

Date - If working night shift it is recommended that you show both dates.

Weather - Report using the CCIS coding (See instruction sheet)

Contractor, Representative and Title:

Prime Contractor - Use prime contractors company name,representative and title, normally a superintendent or manager, could be a president or vice president.

Subcontractor - List appropriate company name. Verfify that they have provided the appropriate paperwork to be approved and if they are a D/M/WBE. List superintendent or foreman responsible for the work you are inspecting.

Contractor"s Work Activity - Normally, you should only list the activities that you are inspecting. Project Inspectors and Field Engineers (generally E-2's and E-3's) may list all activities. The Activities should be specific to each operation. Reference each work activity to the appropriate contractor/subcontractor by using **a,b,c,d**, etc.

Equipment - On significant projects, consider separate equipment lists for each of the contractor's equipment. Update daily and attached to IDR's.

Contractor's Workforce - List by contractor and activity. List by number and classification, Trainee's by name.

Traffic Control Log - Completed daily.

Inspector's Daily Report

Washington State Department of Transportation

Inspector's Daily Report

IDR Sheet 1 of 2 Sheets			Final Record Book		Page
Contract 5129	SR Nos. 14		Day Tuesday		Date 10-21-1997
Weather (See Instructions) AM COOL CLR			PM WARM CLR		
Prime Contractor A. Kiewit Construction			Representative / Title Brad Broven - Engineer		

Subcontractor or Agent	Appr'd	D/M/WBE	Representative / Title
B. Howell Construction	Yes	No	Mike Lynn - Foreman
C. The Traffic Control Co.	Yes	Yes	Vicky Wass - TCS
D. Apply-A-Line	Yes	Yes	Bob Painter - Foreman
E.			

Contractor's Work Activity

Description and Location

Removing ACP on SR 14; Temporary RPM & Edge Stripe; Soffit on Hertiage Bld.

Contractor's Equipment

Operating Contractor's ID (A-E, see above)

	No.	Equipment - ID No. and Description	Opr	Stdby	Down	Idle
A	1	Excavator - Cat 350	8			
A	1	Excavator - Hitachi 400	6			2
A	1	Dozer - Cat D-7	2			6
A	1	Loader - Cat 950	8			
D	1	Paint Truck	0.5			
D	1	Chevy P.U.	2			

Contractor's Workforce

Operating Contractor's ID (A-E, see above)

	Number / Hours								Number			
	Laborers	Carpenters	Operators	Teamsters	Ironworkers	Masons	Flaggers	Electricians	Male	Female	Appr	Trainee
A	/	/	4 / 8	1 / 8	/	/	/	/	5			
B	/	3 / 8	/	/	/	/	/	/	3			
C	/	/	/	/	/	/	3 / 8	/		3		
D	1 / 2	/	1 / 2	/	/	/	/	/	2			
	/	/	/	/	/	/	/	/				

Required Backup Samples Taken				
Mills Documentation Approved				
Mills Source Approved				
Pay Note Made	Y/N	Y/N	Y/N	Y/N

Item, Description, and Location of Work (NOTE: Any "NO" is to be explained in Diary)

Item No.	Contract Item Description	Location				
130	Heritage Building	Building	Yes	Yes	Yes	
5	Removing ACP	596+00 to 602+50	Yes			

Traffic Control

Was Class B Traffic Control Labor Required Today? ☑ Yes ☐ No

Was the TCS Used Today? ☑ Yes ☐ No

Photos / Videos taken Today? ☑ Yes ☐ No

Inspector's Shift Hours From 6:30 A To 4:30 P

(Signed) A. Inspector — Inspector

Reviewed By

DOT Form 422-004 EF
Revised 4/97

Inspector's Daily Report (cont.)

Washington State Department of Transportation

Inspector's Daily Report

IDR Sheet 2 of 2 Sheets	Final Record Book	Page

Contract	Day	Date
5129	Friday	January 22, 2004

DIARY - Including but not limited to: a report of the day's operations, time log (if applicable), orders given and received, discussions with contractor, and any applicable statements for the monthly estimate.

A complete record of the work that you inspected that day. Remember Clear, Concise, Correct, Complete, Concurrent. Take nothing for granted - BE SPECIFIC

A separate IDR for each work activity (i.e. surfacing, grading, drainage, bridge, etc.) unless you can provide a breakout for each activity.

Keep in mind that you may have to go back a year or two later and reconstruct the contractors work activities and cost for a claim. If you are inspecting a contractor and he has two crews, one building a wall and one building a footing for a bridge, you need to show them as separate units. You may need to go back and justify costs or time for just one of those activities. If you lump them together on sheet one, how will you be able to do that?

Specifically note in the IDR, any delay and the cause. Note any delay that the contractor experiences, it doesn't matter what the apparent cause (survey, equipment breakdown, obvious shortage of workforce, etc.)

Document the first day on the job for new subcontractors. Also, a verification of all subcontracting documents.

Record tests taken, samples taken, measurements taken, etc.

Make a note of reviewing traffic control signing. It is the TCS responsibility to document signing, but we should note when we observe efficiencies or deficiencies, and how they were addressed. A verification of night time signing is appropriate.

Make a note of reviewing erosion control devices.

Reference any photographs that you take during the day.

DOT Form 422-004A EF
Revised 1/94

Signed _____ Inspector

Part Two of Street Inspector's Daily Report

Washington State Department of Transportation

(Street) **Inspector's Daily Report**

IDR Sheet 2 of 2 Sheets	Final Record Book	Page
Contract 5523	Day Thursday	Date January 22, 2004

DIARY - Including but not limited to: a report of the day's operations, time log (if applicable), orders given and received, discussions with contractor, and any applicable statements for the monthly estimate.

A complete record of all conversations that you took part in or observed. Note any directions that you received or gave, and the results of those directions. Document any meetings you participated in.

Another thing to keep in mind is Contractor's Performance Evaluation. If your contractor is performing superior or inadequate work, you need to document this in your IDR when possible. But, NO OPINIONS!!

The Contractor told me that they added another laborer to the crew in an effort to get done early.

Observed the foreman instructing his workers in the appropriate safety procedures. He typically does this on a daily basis.

Construction Geotextiles were delivered to the job site, samples taken, work not scheduled for three weeks.

Accidents need to be documented if possible. Record vehicles involved, license plate numbers, who investigated, injuries, time, type of accident. Record sign verification check and photo's taken.

Surface Temp. Min: 45 Max: 55	Air Temp. Min: 40 Max: 59	Paver Speed (feet per minute) Min: 30 Max: 30	Pneumatic Roller Tire Pressure:
From Station	To Station	Sq. Yd.	Tons of Mix
179th 0+45	6+62		415.05
A-2 Line 1+00	12+48		459.9

	Base	Leveling	Wearing	Area Sq. Yd.	Avg. Tons/Sq. Yd.	Tack Coat
Daily Total	874.95					
Previous Total	1984.1					
Total To Date	2859.05					
Plan Quantity	3963.00					

DOT Form 422-004B EF
3/2002

Signed

Inspector (Print Name)

Wage Provisions

Section 1-07.9 of the Standard Specifications outlines prevailing wage responsibilities for the Contractor, subcontractor, lower-tier subcontractor or agents performing work under the contract. In addition contracts financed in whole or part by federal funds have additional federal contract provisions included in the contract documents.

Monitoring of State Requirements (Construction Manual 1-2.6B)

The project office needs to ensure that a Statement of Intent to Pay Prevailing Wages is turned in for the Contractor and all Subcontractors, prior to releasing payment. The office also needs to ensure that Affidavits of Wages Paid have been received at the completion of work.

While certified payrolls can be requested, this is a specific requirement of federal wage laws only and is not normally used for monitoring of State prevailing wage issues.

In the event of a wage complaint by an employee, the project office should notify the Contractor requesting prompt corrective action. It is expected that a satisfactory correction or explanation will be made within a reasonable amount of time. If this does not happen, the Engineer should inform the Contractor that the matter might be referred to the Washington State Department of Labor and Industries for further action.

Enforcement of Federal Prevailing Wage Provisions (Construction Manual 1-2.6C)

On Federal Aid projects, it is the responsibility of the project office to both monitor and enforce the federal prevailing wage requirements to the degree necessary to ensure full compliance. In order to comply with these requirements, the Contractor must:

- Submit weekly certified payrolls.
- Post wage rate posters.
- Post the wage determinations of the United States Secretary of Labor.
- Allow interview of employees during working hours.

These requirements also apply to each subcontractor and each agent or lower-tier subcontractor.

Employee Wage Rate Interviews (Construction Manual 1-2.6C (3))

The purpose of employee interviews is to establish, with reasonable certainty that the provisions of the federal prevailing minimum wages are being complied with. This includes that there is no misclassification of workers or disproportionate employment of laborers, helpers, or apprentices. **All discrepancies found during an employee interview must be resolved.**

The frequency and extent of these interviews should be sufficient to ensure a representative sampling has been made of all classes of workers employed on the contract. As a minimum wage rate sampling should include, employees of the Contractor and all major (30 percent or more of the contract dollars) subcontractors. The interviews should be made with enough frequency as may be necessary to ensure compliance.

Washington State
Department of Transportation

Employee Interview Report
Federal-Aid Interstate Project
Minimum Wage Compliance Survey

Contract Number	SR Number	Federal-Aid Number	Contract Title
6310	503	IM-051(241)	NE 76TH st. to NE 144TH st.

Contractor	Sub-Contractor
Western States	Benge Construction Co.

Interviewer	Date
M. Scheuffele	7-31-97

Employee	Employee Labor Description	Current Duties	Hourly Wage Rate			Remarks (4)
			Stated (1)	Record (2)	Min. (3)	
Tim Moomaw	Operator	Operating PR-1050 CMI Planer	22 65	22 60 + 7 00	22 55 + 7 05	Said wage may be slighty different
				29 60	29 60	
Vicki Frucci	Foreman	Supervising Work	22 50	24 85 + 7 00	22 55 + 7 05	
				31 85	29 60	
Mike Dellinger	Truck Driver	Driving 4000 Gal Water truck	Didn't Know	19 91 + 6 85		
				26 76	26 64	

Distribution: Project Engineer (1)

(1) Wage rate claimed by employee
(2) Wage rate recorded on Contractor's payroll
(3) Minimum wage rate prescribed by the contract wage determination schedule
(4) Include reference to supplemental reports, if any

DOT Form 424-003 EF
Revised 12/96

Traffic Control (*Standard Specification* 1-10.2)

The Contractor shall designate an individual or individuals to perform the duties of Traffic Control Manger (TCM) and Traffic Control Supervisor (TCS). The TCM and TCS shall be certified as a worksite traffic control supervisor.

The Contractor shall designate and adopt in writing the specific traffic control plan (TCP) or plans required for their method of performing the work.

Records of Construction Signing and Accidents (Construction Manual 1-2.3E)

Due to increased damages being awarded by the courts, it is mandatory that detailed records of signing and delineation be continuously maintained on every project.

- Use Extensive photographic or video records.
- Check the construction signing against the approved TCP.
- The TCS should complete the documentation for construction signing.
- Make an effort to become aware of any accident that occurs within the project area. Document site conditions and the status of signing and other traffic control measures.

Traffic Control Diary and Log (Standard Specifications 1-10.2(1)B)

The Contractors Traffic Control Supervisor shall prepare a daily traffic control diary using WSDOT forms 451-040A and 421-040B. These forms should be submitted to the Engineer no later than the end of the next working day and will become part of the project records. The Contractor my use their own form if it is approved by the Engineer. Included in the diary are such items as:

- When traffic control devices are installed and removed.
- Location and condition of signs and traffic control devices.
- Revisions to the traffic control plan
- Lighting utilized at night
- Observation of traffic conditions

WSP Traffic Control Assistance (Construction Manual 1-2.3(10))

WSDOT has an agreement with the Washington State Patrol (WSP) for that agency to provide trooper and vehicles to help with traffic control on construction projects. On each shift of WSP traffic control assistance, form 421-045, WSP Field Check list, shall be filled out. The WSDOT will fill out the top portion of the form and give it to the WSP trooper on the project to complete. At the end of the officer's shift, the completed form shall be returned to WSDOT.

Washington State Department of Transportation

Contractor's Daily Report of Traffic Control - Summary

Page One

Contract Number 6049 SR Number 501 Day Mon PM / Tue AM Date 05-14-01 / 05-15-01

Photos/Videos taken today for record? ☐ Yes ☒ No

If yes, note locations:

Summary of TCS Activities:

Dark, raining, nasty. Set lane closures on 24G eastbound and westbound.
Closed 24F, 24E. Lots of problems from WSDOT, Lakeside, weather, public. Arrow board #14001 having problems with lights. Traffic setup on 24G is constantly being moved by somebody. Losing track of people (TCL) and equipment - signs & trucks. Phone is wanting to learn how to fly. 2:00 AM grinding on 24E, training new flagger about spotting for other people next to traffic. All off the road 6:00 AM and meeting at yard. Bad Bad Bad Bad Night! ☹

XYZ - Traffic Control
Contractor

TCS
Contractor's Traffic Control Supervisor's Signature

WSDOT Project Office Comments:

Discussed with Prime Contractor & Traffic Control Sub traffic control problems during the night. Mr. Prime said he would provide assitance to make the T.C. work efficiently and safe.
See IDR 5/14/01 [illegible]

To be Completed by Contractor's Traffic Control Supervisor (TCS)

DOT Form 421-040A 2/94 Distribution: White - Contractor Canary - Project Engineer

Western States

Washington State Department of Transportation

Contractor's Daily Report of Traffic Control - Traffic Control Log

7:00A - 4:00P Page 3 of 5

Use Separate Sheet for Each Setup
(May be altered to record Class A signs.)

Contract Number 6310 SR Number 503 Day Tuesday Date 7-23-02

Wings / concrete

Setup

	N.B. Station - Time	S.B. Station - Time	
1	488 - 7:00	-	
2	496 - 7:05	-	
3	500 - 7:10	-	
4	504 - 7:15	528 - 8:30	7
5	508 - 7:25	50' N. of 520 - 8:30	6
	Work Area		
6	512 - 7:30	522 - 8:25	5
7	514 - 7:30	526 - 8:25	4
	-	530 - 8:25	3
	-	534 - 8:25	2
	-	540 - 8:20	1

↑ One Way Traffic (one or more lanes) ↑

↓ Two Way Traffic (two or more lanes) ↑

Legend
(List of Signs Used)

1. Road Work Ahead
2. Right Lane closed Ahead
3. Right Lane Transition
4. Be Prepared To Stop
5. Flagger Symbol
6. Arrow Board
7. Flagger
8.

Cones ☒ Yes ☐ No

Piloted ☐ Yes ☒ No

Per Approved Plan ☒ Yes ☐ No

ABC Flagging Inc.
Contractor

Contractor's Traffic Control Supervisor's Signature

Flagger(s)	Start	End
~~Sherrett~~		

Type of Traffic Control		Time Set Up	Time(s) Checked	Time Removed
Class B as per plan	N.B.	7:30	NB	9:30
	S.B.	8:30	SB	2:30

To be Completed by Contractor's Traffic Control Supervisor (TCS)

DOT Form 421-040B Revised 10/95

Distribution: White – Contractor; Canary – Project Engineer

DOT FAX 696-6030

Washington State Department of Transportation

WASHINGTON STATE PATROL WSP

WSP Field Check List

Today's Date: 7-20-99

To be Completed by WSDOT Inspector

Contract No.	SR
5523	5

Milepost From 9.17 To 9.93

	Begin WSP Shift	End WSP Shift
Date	7-20-99	7-21-99
Time	1900 ☐ AM ☒ PM	0609 ☒ AM ☐ PM

Title: N.E. 179th ST. INTERCHANGE

Project Engineer: JIM McCLELLAN

WSP Task Order No.:

WSDOT Onsite Contact: JEFF KATZER

Field Phone (include area code): (360) 666-9803

Traffic Control Strategy Meeting Location:

Attended By:

Traffic Control Strategy (*review with WSP officer*):

To be Completed by WSP Officer - *Return Completed Form to WSDOT Inspector*

Percent of Time	Duties
	Assistance in traffic control setup and takedown (blue lights)
95%	Passive presence (yellow lights)
5%	Proactive patrol in work zone (blue lights)
	Ramp closures (yellow lights)
	Lane closure (yellow lights)
	Road closure (yellow lights)
	Detours (yellow lights)
	Other duties as outlined in Strategy Session (above)

Is a second officer needed for similar work in the future? ☒ Yes ☐ No

Suggestions For Traffic Control Improvements (mandatory):

1 MORE TROOPER, OTHER THAN THAT, I THOUGHT TRAFFIC CONTROL WAS GOOD.

Total Violators Contacted: Ø

No. of Accidents Within Work Zone: Ø

WSP Officer Name: RONALD A. CANTWELL

WSP Badge No.: 360

DOT Form 421-045 EF Revised 2/97

Distribution: White - Project Engineer; Canary - Regional Traffic; Pink - WSP

Part 3

Control of Materials

- *Record of Materials*
- *Qualified Products List*
- *Request for Approval of Material*
- *Manufacturer's Certificate of Compliance*
- *Inspected Items*
- *Sign Acceptance Report*
- *Concrete Pipe Acceptance Report*
- *Catalog Cut*
- *Sampling and Testing*
- *Sampling and Testing Schedule*

Control of Materials (*Standard Specification 1-06*)

Prior to use, the Contractor shall notify the Engineer of all proposed materials. The Contractor shall use the Qualified Product List or the Request for Approval of Material form.

All material incorporated into the permanent work:

- Shall be new, unless the special provisions permit otherwise;
- Shall meet the requirements of the contract and be approved by the Engineer;
- May be inspected or tested at any time during their preparation and use; and
- Shall not be used in the work if they become unfit after being previously approved.

There are several different methods of identifying and accepting materials on a project.

Record of Materials (ROM)

Qualified Products List (QPL)

Request for Approval of Material (RAM)

Manufacturers Certificate of Compliance, which include:

Individual Letter of Certification

Certificate of Cement/Asphalt Shipment

Certificate of Compliance (Concrete Production)

Over Stamp on Bill of Lading

Inspected Items

Materials Inspected by the State Fabrication Inspectors

Sign Acceptance

Concrete Pipe Acceptance Report

Catalog Cut

Field Testing

Visual Inspection

Control of Materials

The Inspector should be:

Familiar with the "Record of Materials."

Make sure an approved "Request for Approval of Material" is on file.

If the Contractor chooses to adopt the Qualified Products List, the Inspector should:

Be aware of items to be accepted by this method.

Properly document materials in accordance with the applicable acceptance code from the QPL.

Record of Material (Construction Manual 9-1.5A)

The State Materials laboratory provides a listing of all major construction items for each project, called the Record of Materials (ROM).

The State Materials Laboratory will transmit the ROM to the Engineer electronically. The copy submitted to the Engineer is intended as a tool for tracking the approval and acceptance of materials.

The Record of Materials is based on the State Materials Laboratory review of the major items identified in the contract Summary of Quantities. Review of the contract plans and special provisions may identify additional materials that require documentation. These additional materials documentation requirements should be added to the ROM and tracked for completion throughout the course of the project.

The Accuracy of the ROM and Certification of Materials is largely the responsibility of the Project Engineer.

On the adjacent page is a copy of the ROM prepared by the State Materials Laboratory. The original ROM can be used for tracking material approvals and acceptance. On the following page is an Excel spreadsheet adaptation of the ROM. The original data from the ROM can be imported into and Excel spread sheet, making the tracking of changes to materials approval and acceptance easier to follow.

The State Materials Laboratory is currently developing a network based tracking program for statewide use.

There are some low risk items that may be used on the project without contractor identification like nails and duct tape. For a more detailed listing of items see section 9-1.5B of the Construction Manual.

WSDOT - MATERIALS LABORATORY
RECORD OF MATERIALS
CONTRACT: 004767

11/14/95 10:14:20

BID ITEM (STD ITEM)	QUANTITY UNIT	DESCRIPTION / SOURCE	APPR NO/ HQ ACTION	SAMPLES REQUIRED ACCEPT	ASSUR	IAS	SPEC/REF
112.01	1973 L.F.	MOD. PRECAST CONC. BARRIER TYPE 2 STANDARD TRAFFIC CONTROLS INC. 6	5,6	'APPROVED FOR SHIPMENT' Tag			
113.01 (6779)	2 EACH	CAST CONC BARR LIGHT STD SECT 31 LOOPS BROADWAY SPLICING SPOKANE BRODERICK & BASCOMA POPE CO	7 2,6	Mfg. Cert. Per Load Delivered LOOPS 5-2-96			STD.PL.C-8B
113.02 (6779)		BATCH PLANT 31 Central PreMix	8	Name and Location			
113.03 (6779)	4 TON	CEMENT 31 CL 4000 ASHGROVE PASCOWA	8*	Certified Concrete Delivery Ticket			9-01.3
113.04 (6779)	7 TON	FINE AGGREGATE 31 PSE 340	8*	*MQ	0	0	9-03.1(2)
113.05 (6779)	12 TON	COARSE AGGREGATE 31 PSE 340	8*	*MQ	0	0	9-03.1(3)
113.06 (6779)		AIR ENTRAINMENT 31 GRACE DARAVAIR 1000	2	Mfg. Certificate of Compliance			9-23.6

REPORT - ROMACT

Page 15

113 WATER
GRACE WROA 64 31 2

Record of Materials

CONTRACT 4928

Steveson 2-Way Couplet

Item No.	Plan Qty	Unit	Description	Std. Spec	Manufacturer/Product Identification	RAMS No.	Appv	code	RAMS Status	Remarks
			Approval Codes							
			1. Sample Required **2. Mfg. Cert. of Compliance** **3. Catalog Cut** **4. Shop Drawings** **5. Fabrication Inspection Req'd** **6. Cert. 100% American Made** **7. Pending**							
17.01	18020	C.Y.	GRAVEL BORROW INCL. HAUL	9-03.14	K. W. Peterson SA-48	1	1		Conditionally approved	Satisfactory Test Report
18.01	35630	C.Y.	EMBANKMENT COMPACTION	SPEC.PROV.						
19.01	419	L.F.	ASPHALT CONC. GUTTER	8-04.3(2)					Need	
20.01	3	C.Y.	HAND PLACED RIPRAP	9-13.2	K. W. Peterson SA-48	1	8		approved	Field Acceptance, Verification of Source
21.01	9	C.Y.	QUARRY SPALLS	9-13.6	K. W. Peterson SA-48	1	8		approved	Field Acceptance, Verification of Source
22.01	9	EACH	FLARED END SECTION 12 IN. DIAM	9-05.4(9)					Need	
23.01	40	L.F.	DRAIN PIPE 6 IN. DIAM.	9-05.1					Need	
24.01	585	L.F.	SCHEDULE A CULV. PIPE 12 IN. DIAM.	9-05	Advanced Drainage Systems	QPL	8		approved	Field Acceptance, Verification of Source
25.01	120	L.F.	ST STR PLATE ARCH 8 GA 20FT OIN SPAN	9-05.6(1)	Con-Tech Construction Products	6	2	6	Conditionally approved	**Received Mfg Cert. 11-27-96**
25.02			Class 3000 Concrete (Commercial)		Aphis Ready Mix North Bonneville	2	2		Conditionally approved	Certified Concrete Delivery Ticket
26.01	1	EACH	FLOW CONTROL STRUCTURE						Need	

4928 - Stevenson 2-Way Couplet
FA# STPF-0014(028)
For Information Only

Page 1 of 13

9:46 AM 12/20/1999

Qualified Products List (Standard Specification 1-06.1(1))

The QPL is a listing of manufactured products available that have been evaluated and determined suitable for use in highway construction.

If the Contractor chooses to use the QPL, the most current list available at the time the product is proposed for use, shall be used. The QPL submittal shall be prepared by the Contractor in accordance with the instructions in the QPL and submitted to the Engineer <u>prior to use.</u>

The listing is divided into two categories, “Approved” (A) and “Conditionally Approved” (CA). Approved products may be accepted without additional sampling. It is the Inspector’s responsibility to verify and document the manufacturer of the approved product. For Conditionally Approved products, acceptance and use of these products is based upon additional job sampling and/or documentation. All additional acceptance actions need to be completed prior to the material being incorporated into the work.

The Contractor shall advise the Engineer of the intended items for used from the QPL by reference to the contract bid item.

Items not included on the QPL shall be submitted for approval using a Request for Approval of Materials form.

Qualified Products List

Washington State Department of Transportation

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
QUALIFIED PRODUCTS LIST

January, 1999

Contractor : Lakeside Industries **Contract Number :** 5207

Sub Contractor : Apply-A-Line **Date :** 6-24-99

Specification Reference - Material Category	Reference No	Accept. Code	Minor Qty	MQ Code	Last Update
9-21.1 Raised Pavement Markers Type 1 (Thermo-Plastic)					
Pavement Markers, Inc. - Ontario, CA RPM Type 1, HYE-DOTS Hye-Dots Models A-1107 & AY-1108 (ABS). See Notes: (2) and (4)	1993-782	**CA**	1010	9999	01/30/1999
	Bid Item # _____				
Zumar Industries Inc. - Tacoma, WA RPM Type 1,Titan TM40 ABS W/Y Model(s): Titan TM40ABSW/Y. See Notes: (2) and (4)	1993-028	**CA**	1010	9999	01/30/1999
	Bid Item # _____				
9-21.2 Raised Pavement Markers - Type 2 with Abrasion Resistant Coating					
Pac-Tec, Inc - Newark, OH Ray-O-Lite Models AA ARC and 2002. Ray-O-Lite Models "AA ARC": (4x4x0.7in) (100x100x18mm) & "2002": (2x4.7x0.5in) (50x100x13mm). See Note: (1)	1993-912	**A**	3001	9999	04/29/1997
	Bid Item # _____ *Qty* _____ *Verified By* _____ *Date* _____				
Stimsonite Corp. - Niles, IL RPM Type 2, Models 911, 948, 953 Stimsonite Models "911": (4x4x0.7in) (100x100x18mm), "948": (2.3x4.7x0.5in) (59x120x13mm), "953": (2.75x4.5x0.7in) (70x115x18mm). See Note: (1)	1993-913	**A**	3001	9999	04/29/1997
	Bid Item # _____ *Qty* _____ *Verified By* _____ *Date* _____				
9-21.2 Raised Pavement Markers - Type 2 with Standard Coating					
Pac-Tec, Inc - Newark, OH RPM Type 2, Ray-O-Lite Model AA Ray-O-Lite Model "AA": (4x4x0.7in) (100x100x18mm) See Notes: (1) and (3).	1993-783	**A**	3001	9999	04/29/1997
	Bid Item # _____ *Qty* _____ *Verified By* _____ *Date* _____				
Pavement Markers, Inc. - Ontario, CA RPM Type 2, Hye-Lites Hye-Lites: All color combinations, (4x4x0.7in) (100x100x18mm) See Notes: (1) and (3).	1993-900	**A**	3001	9999	04/29/1997
	Bid Item # 62 *Qty* ALL *Verified By* DC *Date* 7-8-99				
Stimsonite Corp. - Niles, IL RPM Type 2, Stimsonite Model 88 Stimsonite Model "88": (4x4x0.7in) (100x100x18mm) See Notes: (1) and (3).	1993-784	**A**	3001	9999	04/29/1997
	Bid Item # _____ *Qty* _____ *Verified By* _____ *Date* _____				

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Request for Approval of Material (Standard Specification 1-06.1(2))

The Request for Approval of Material (RAM) shall be used when the Contractor elects not to use the QPL or the material is not listed in the QPL. The RAM is to be completed by the Contractor and submitted to the Engineer for approval before the material is incorporated into the work.

Approval of the material does not constitute acceptance of the material for incorporation into the work. Additional acceptance actions, as noted on the RAM, need to be completed prior to the materials being incorporated into the work.

When requesting approval of an item that requires fabrication, both the fabricator and the manufacturer of the base material shall be identified on the RAM.

The information from the RAM is transmitted to the master record of materials kept in the project office. Each inspector should have a copy of the RAM that relates to the work they are in charge of.

Request for Approval of Material

Washington State Department of Transportation

Request for Approval of Material

Contract	FA Number	SR	Date
6310	STPF-0503(028)	503	9-24-02

Section	County
NE 76TH street to NE 144TH Street	Clark

Contractor	Subcontractor
Frucci Construction	Dellinger Electric

For assistance in completing, see Instructions and Example

RAM #

Bid Item No.	Material or Manufacturer's Product/Type	Name and Location of Fabricator, Manufacturer or Pit Number	Specification Reference	PE Appr'l Code	Hdqtr. Appr'l Code	File No.
116	Electrical Service	Skyline Electric	9-29.24	7	3,4	
116	Luminaire Poles	Valmont Industries	9-29.6	7	5,6	
116	Steel Rebar	Far West steel	9-07.2	7	2	
		Nucor Steel	9-07.2	2038		93-317
		Birmingham Steel	9-07.2	2038		93-946
116	Anchor Bolts	Portland Bolt	9-29.6(5)	5		
116	Luminaires	G.E. Company	9-29.10	3001		93-502

Project Engineer	Date	State Materials Engineer	Date
M. Scheuffele	9-26-02	T. Moomaw	10-1-02

Approval Action Codes for use by Project Engineer and State Materials Laboratory

1. Conditionally Approved: Acceptance based upon 'Satisfactory' Test Report for samples of materials to be incorporated into project.
2. Conditionally Approved: Submit Mfg. Cert. of Compliance for 'Approval' prior to use of material.
3. Conditionally Approved: Submit Catalog Cuts for 'Approval' prior to use of material.
4. Conditionally Approved: Submit Shop Drawings for 'Approval' prior to fabrication of material.
5. Conditionally Approved: Only 'Approved for Shipment' or 'WSDOT Inspected' material *shall* be used.
6. Conditionally Approved: Submit Materials Certificate of Origin to Project Engineer.
7. Approval Pending: Request Transmitted to State Materials Laboratory for Approval Action.
8. Source Approved:
9. Approval Withheld: Submit samples for preliminary evaluation.
10. Approval Withheld:
11.

Remarks: 2028 - Need mfg Cert of compliance & cert of Materials origin.

3001 - Material Approved, Inspector must document field acceptance

Project Engineer Distribution

- ☐ Contractor
- ☐ Region Operations Engineer
- ☐ Region Materials
- ☐ State Materials Lab

State Materials Engineer Distribution

- ☐ General File
- ☐ Fabrication Inspection
- ☐ Signing Inspection
- ☐ Other _____

DOT Form 350-071 EF
Revised 3/2002

Manufacturer's Certificate of Compliance (Standard Specification 1-06.3)

Certain designated items on the contract may be accepted based on receipt of a Manufacturer's Certificate of Compliance. These certificates must be received by the engineer prior to incorporating the material into the project.

The contractor may request, in writing, authority from the engineer to install such material prior to submitting the required certification; however, no payment will be made.

If the required certification is not submitted prior to the completion date of the contract, the Contracting Agency will assess the usefulness of the installed material. At the Engineer's discretion, the Contracting Agency will either require replacement of the material or process final payment without paying for the materials or any portion of the work performed to install the material.

The following information is required to be listed on a valid Manufacturer's Certificate of Compliance:

- Name of Manufacturer
- Type and Quantity of material
- Applicable specification
- Signature by a corporate official
- Supporting mill test or other test reports that may be required.

The following, are examples of different types of documents that are acceptable manufacturer's certificate of compliance.

Manufacturer's Certification of Materials Origin

RECEIVED
JUL 23 1999
WILDISH

Washington State
Department of Transportation

Certification of Materials Origin
(Required for acceptance of Steel or Iron Construction Materials)

Contact: 5701 (99-149)	SR: 14
Section: NW 6TH AVE VIC TO CLARK COUNTY LINE	
Contractor:	
Subcontractor/Supplier: PETERSEN BROTHERS, INC.	
Materials: Bid Item: #47 PRECAST CONCRETE BARRIER TYPE 2	Quantity: 34.0 M
Description: #48 PRECAST BARRIER TRANSITION	1 EA

The following Certification of Materials Origin is made for the purposes of establishing materials acceptance under Contract Provisions entitled "American-Made Materials." Materials as described above are furnished for use in compliance with the certification as noted in 1 or 2 below. Manufacturing processes for the materials are defined on the back of this form.

XX 1. The materials covered by this certification are American-made with all manufacturing processes entirely within the United States of America.

☐ 2. The materials furnished for this project under this certification contain steel or iron manufactured, all or in part, outside the United States of America.

The description and country of origin of these materials is as follows:

The invoice cost for the above described foreign-made materials is:

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

PETERSEN BROTHERS, INC.
Contractor/Subcontractor/Supplier (Name)

Arlene J. Petersen / 7-16-99 / SUMNER, WA
Authorized Corporate Official (Signature) / Date / Place
ARLENE J. PETERSEN, PRESIDENT

DOT 350-109
Revised 8/92 Frame

Side 1 of 2

10-04-99 09:33AM FROM HILFIKER WALLS TO 15032317453 P002/004

HILFIKER RETAINING WALLS

3900 Broadway (95503) • P.O. Box 2012 • Eureka, CA 95502-2012
Ph. (707) 443-5093 • Toll Free (800) 762-8962 • Fax (707) 443-2891

Welded Wire Wall • Reinforced Soil Embankment • ArtWeld Gabions
Gabion Faced M.S.E. • Eureka Reinforced Soil • Steepened Slope • Concrib • T-Block

CERTIFICATE OF COMPLIANCE

PROJECT NAME: Gee Creek Slide
Washington State Department of Transportation

PROJECT NUMBER: HRW#990827EG

CONTRACTOR: Elting Incorporated
P.O. Box 366
Clackamas, CA 97015

MATERIAL: ARTWELD GABIONS - 9 GAUGE

QUANTITY IN THIS SHIPMENT: 15 CY (400#)

DATE SHIPPED:

APPLICABLE SPECIFICATIONS: ASTM A-82,A-185,A-90, A-641 & ASTM A-370

We hereby certify that the material indicated above does conform to all requirements of the applicable job specifications.

This material was manufactured in the United States of America. Attached are copies of a appropriate supplier mill certificates if required.

Carolyn Barns

Carolyn Barns, Acct/Shipping Clerk-Wall Div.

cb:winword/bin/cert/cert.awg10/04/99

Certified Concrete Delivery Ticket

APHIS READYMIX — Concrete Compliance Certificate
E.CLARK COUNTY PLANT

WSDOT CONTRACT NO. Marmolejo DATE: 11/22/96 TRUCK NO. 129
TICKET NO. 121402 TIME: 8:09 INITIAL COUNTER READING: 6
MIX NUMBER OR CLASS: 4299 CEMENT BRAND: Tilbury TYPE: 1-41
FLYASH BRAND: N/A TYPE: N/A CEMENT CERT NO. 9833 – 9852
.34 MAX

REC 8:48 – 9:17
REV 131 – 178

BATCH WEIGHTS — LOAD SIZE 8 YDS

AIR TEMP 37°
MIX TEMP 74°

	TARGET WTS		ACCUMULATIVE WTS	
CEMENT:	752 lbs/yd		6020	load
FLYASH:	N/A lbs/yd		N/A	load
1st COURSE:	1906 lbs/yd		15570	load
2nd COURSE:	lbs/yd			load
FINE AGG:	1012 lbs/yd		24420	load
WATER:	258 lbs/yd		1286	load
TOTALS:	lbs/yd			load

ADMIXTURES
AIR BRAND: MB VR oz/C/cem .8 oz/yd 5.3
WRA BRAND: 322N oz/C/cem 5 oz/yd 24
OTHER: oz/C/cem oz/yd

MOISTURE % 2.0 = 311 lbs FREE WATER
MOISTURE % = lbs FREE WATER
MOISTURE % 1.0 = 829 lbs FREE WATER
BATCH H20/LOAD lbs batched
TOTAL WATER: 1926 W/C RATIO .32

PRA 4/8
SLUMP 4"

APPROVED AGGREGATE DESIGNATIONS: 1st COURSE: 2ndCOURSE: FINE:
COMMENT: Load # 1 SIGNED: [illegible] QCT

In accordance with Section 6-02.3(5)B, the concrete producer shall provide a Certificate of Compliance for each truck load of concrete. The Certificate of Compliance shall verify that the delivered concrete is in compliance with the mix design and shall include:

- Manufacturer Plant (Batching Facility)
- Contracting Agency Contract No.
- Date
- Time Batched
- Truck No.
- Initial Revolution Counter Reading
- Quantity (Quantity batched this load)
- Type of concrete by class and producer design mix number
- Cement Producer, Type and Mill Certification No.
- Fly Ash (if used) Brand and Type
- Approved aggregate gradation designation

Mix Design weights per cubic yard and actual batched weights for:

- Cement
- Fly Ash (if used)
- Coarse Concrete Aggregate and moisture content (each size)
- Fine Concrete Aggregate and moisture content
- Water (including free moisture in aggregates)
- Admixtures brand and total quantity batched
  - Air-Entraining Admixture
  - Water Reducing Admixture
  - Other Admixture

Bill of Lading Certification

ALBINA FUEL

REMIT TO:
3246 N.E. Broadway, Portland, OR 97232 (503) 281-1161
(800) 888-5048

VANCOUVER:
1112 W. 7th St., Vancouver, WA 98668 (360) 693-4731
Portland Line (503) 228-5491

MADRAS:
409 N.W. Cherry Lane
Madras, OR 97741 (541) 475-6638

24-HOUR RESPONSE: (800) 473-2042

5727
CLA

Date: 08/19/99

** Bill of Lading ** Number: V10910

Elevated Temperature Liquid, N.O.S. (ASPHALT), 9,
UN 3257,III, Marked Hot 3257/9259

Customer #: 0077320 Destination: CAMAS
Contract #:
Customer Name: WESTERN STATES ASPHAL P.O. #:
Address: Carrier #: ALBINA TRUCK
P.O. BOX 10780 Truck #: 368
YAKIMA WA 98909
Loader Code: MR W/S: 004 Time In: 3:45 Time Out: 4:15

SCALE WEIGHTS

Gross: 41530.00
Tare: 13690.00
Net: 27840.00
Metric Net Tons: 27.84
English Tons: 30.69
Net Liters: 27,840.000
Net Gallons: 7,354.705
Gross Liters: 27,840.000
Gross Gallons: 7,354.705

PRODUCT INFORMATION

Product Name: PG 64-22
Load Temp: 350F/177C
Refiner Name: ALBINA ASPHALT
Refiner Loc: VANCOUVER
Flash Point: 450+
Absolute Viscosity: 2335
Pen @ 4C RTFO Res. : 16
Specific Gravity: 1.0300 at 60 Deg F

A CERTIFICATION OF COMPLIANCE

I hearby certify that the asphaltic material identified here meets all specifications of the Wash. St. Hwy. Dept.

Loader's Signature: MATT R
Driver's Signature: RICK
Customer's Signature: MR

Order Taken By

Customer Signature

I have read and understand the rental terms and conditions on back. _____

Form F-3

Manufacturer's Certificate of Compliance Check List (Construction Manual 9-1.5E)

Upon receipt of the certification at the project level, it shall be reviewed for compliance with the specifications and the Manufacturer's Certificate of Compliance Check List. If all the checklist items can be answered "YES," the Project Engineer shall sign the completed checklist thereby "Approving" the Manufacturer's Certificate of Compliance. If all the checklist items except No. 2 and sometimes 11, cannot be answered "YES," the Project Engineer shall sign the completed checklist and return it to the Contractor for corrections, clarification and resubmit for approval and payment.

Exercise; Complete the check list on the page using the documents included on the two page following the check list.

Manufacturer's Certificate of Compliance Check Listl

Washington State Department of Transportation

Manufacturer's Certificate of Compliance Check List

Instructions: This form is to be completed by the PEO. It is **NOT** required for concrete delivery tickets, asphalt bill of lading, or admixtures.

Contract Number	SR Number	Section	Date
6115	14	SE 192nd Ave. Interchange	7-2-04

Project Engineer:	Contractor:
Chuck Ruhsenberger Columbia River Gorge Area Engineer's office	Scarsella Brothers

The attached Manufacturer's Certificate of Compliance for a quantity of _____ for Bid Item # _____ ;
Material _____, has been checked for conformance to Section 1-06.3 of the *Standard Specifications* per the check list shown below.

	YES	NO
1. Is a Mfg. Cert. proper documentation for this item of Material? *See Note 1*	☐	☐
2. Is the certification being provided PRIOR to the material being installed?	☐	☐
3. If the answer to No. 2 above is "NO," attached is a copy of the contractor's approved request for permission to install prior to providing a Mfg. Cert. for acceptance.	☐	☐
4. Has an approved RAM/QPL been received for this item?	☐	☐
5. Does this Mfg. Cert. identify the name of the manufacturer and/or fabricator?	☐	☐
6. Does the Mfg. Cert. identify the quantity of material being certified and/or placed by type, size, lot, or heat number? *See Note 2*	☐	☐
6a. Does the material being placed match the certification provided?	☐	☐
7. Does the Mfg. Cert. identify the applicable contract specification (i.e., WSDOT, AASHTO, ASTM) that the material is to meet? *See Note 3.*	☐	☐
8. Does the Mfg. Cert. provided show the material conforms to the required specifications ? (i.e., WSDOT, AASHTO, ASTM) *See Note 4*	☐	☐
9. Is the Mfg. Cert. signed by a corporate official?	☐	☐
10. When more than a single delivery is made, are the lot numbers identified?	☐	☐
11. Is a supporting mill test attached showing the physical and chemical test values meeting applicable specifications? *See Note 3.*	☐	☐

Remarks:

Notes:

1. Check the Record of Materials (ROM), Special Provisions, or the 'Approved' Request for Approval of Material (RAM).
2. Rebar cut sheets may be used in lieu of bill of lading or invoice.
3. Test values required to be supplied with Manufacturer's Certificate for steel reinforcing bars and structural steel. Manufacturer's Certificate for some steel items, such as steel culvert pipe items, may reference heats used.
4. If answer is "NO," submit Manufacturer's Certificate to State Materials Laboratory for approval.

☐ Accepted as proper documentation per Section 1-06.3 of the *Standard Specifications.*

☐ Manufacturer's Certificate of Compliance submitted to State Materials Laboratory for "Approval Action."

☐ Returned to contractor for correction of NO" answers recorded in items _____

Signed	Date

DOT Form 350-572 EF
Revised 6/2004

CSI GEOSYNTHETICS

3400 S.E. COLUMBIA WAY, BLDG. 43
VANCOUVER, WA 98661
360-699-1426

BOL NO.	12890	DF
ORDER NO	1025474	
PO	192ND/TOM	

RECEIVED, subject to the classification in effect on the date of this Bill of Lading

From CSI Geosynthetics **Date** 8/1/2002

at Vancouver, WA

Consigned to SCARSELLA BROS
192ND JOBSITE
CAMAS, WA

Routing CSI

Collect on Delivery

$ _____ **and remit to:** _____

Street _____ City _____ Zip

C.O.D. charge to be paid by ... Shipper ☒ Consignee ☒

Subject to Section 7 of conditions, if this shipment is to be delivered
consignor, the consignor shall sign the following statement.

The carrier shall not make delivery of this shipment without paymer

(Signature of Consignor) _____

If charges are to be prepaid, write or stamp here "To be Prepaid"

Please Note: erosion control mat

No. packages	Description of Articles, Special Marks and Exceptions
2 RL	801 15X300
	FOR CARRIER CONVENIENCE TOM 1-206-817-0995

NOTE-Where the rate is dependent on value shippers are required to state
property. The agree or declared value of the property is hereby specifica
per

CSI Shipper, Per JD/DF

Permanent post-office address of shipper

BATCH: 61035

A663991A

Width(In)	Gross(Lbs)	Net(Lbs)	Length(Yds)
180.000	274	260.4	100.0
4.60(M)	124.40(Kg)	118.22(Kg)	91.50(M)

BATCH: 61035

A663974A

Width(In)	Gross(Lbs)	Net(Lbs)	Length(Yds
180.000	268	254.4	100.0
4.60(M)	121.67(Kg)	115.50(Kg)	91.50(

500.0 (Yd

SI CORPORATION
Chattanooga, TN. USA 37416
Phone (423) 899-0444
www.sind.com

801
100

Signature: _____ Print: _____

Rebar Order (Cut) Sheets

WTL # 21

SYNTHETIC INDUSTRIES

C 6115

Geosynthetic Products Division

BID ITEM 169
CONSTRUCTION GEOTEXTILE FOR PERM EROSION CONTROL

07-Feb-01

CSI Geosynthetic
Chris
3500 S.E. Columbia Way
Vancouver WA 98661
Ref: Yearly Complinace
699-1426

This letter of Compliance indicates that GEOTEX 801, a nonwoven polypropylene geotextile produced by S I Corporation, will meet the following certifiable minimum average values when tested in accordance with the proper ASTM test methods. A minimum average roll value is calculated as the mean minus two standard deviations, yielding a 97.5 percent confidence level. This geotextile will be continuously inspected for the presence of needles.

Physical Property	Test Method	MARV		SI Unit	
Mass Per Unit Area	ASTM D-5261	6.5	oz/yd2	(220.35)	g/m2
Thickness	ASTM D-5199	70	mils	(1.778)	mm
Tensile Strength	ASTM D-4632	205	lbs	(912.25)	N
Elongation	ASTM D-4632	50	%	50	%
Trapezoidal Tear	ASTM D-4533	85	lbs	(378.25)	N
Mullen Burst	ASTM D-3786	350	psi	(2412.9)	kPa
Puncture Strength	ASTM D-4833	110	lbs	(489.5)	N
A.O.S.	ASTM D-4751	80	Sieve	0.18	mm
Permittivity	ASTM D-4491	1.5	sec-1	1.5	sec-1
Permeability	ASTM D-4491	0.38	cm/sec	0.38	cm/sec
Water Flow Rate	ASTM D-4491	110	gpm/ft2	(4481.917	lpm/m2
UV Resistance	ASTM D-4355	70	%	70	%

Strength Retained after 500 hours exposure in Xenon Arc Weatherometer

Sincerely

Patti Weaver
Technical Manager
Geosynthetic Products Division

Seller makes no warranty express or implied concerning the product furnished hereunder other than at the time of delivery it shall be of the quality and specification stated herein. ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS EXPRESSLY EXCLUDED AND TO THE EXTENT THAT IS IT IS CONTRARY TO THE FOREGOING SENTENCE ANY IMPLIED WARRANTY OF MERCHANTABILITY IS EXPRESSLY EXCLUDED. Any recommendations made by the Seller concerning uses or applications of said product are believed reliable and Seller makes no warranty of results to be obtained. If the product does not meet S I Corporation current published specifications, and the Customer gives notice to S I Corporation within ninety days after product, then S I Corporation will replace the product without charge or refund the purchase price. This Data Sheet supersedes all previous Data Sheets for the style and is subject to change without notice. The effective date for this product data is 1/23/2001

Synthetic Industries, Inc.
4019 Industry Drive • Chattanooga, Tennessee • 37416 • USA
Telephone • 423-899-0444 • Fax • 423-899-7619 • 1-800-621-0444

Manufacturer Certificate of Compliance — Continued

I. Acceptable Mfg. Cert. — Received

Field Office — Do's

1. Advise field engineer and inspectors of status of all **acceptable** or **approved** Mfg. Cert. received.
2. Know which lot or other product identification is on the approved Mfg. Cert.
3. Accept for payment only those materials for which there is an **approvable** Mfg. Cert. on file.

Field Inspector — Do's

1. Know if an **acceptable** or **approved** Mfg. Cert. has been received.
2. Know which lot or other product identification is on the **approved** Mfg. Cert.
3. Check that material delivered to project matches that identified on Mfg. Cert. and provide information to office.
4. Check material delivered for shipping damage.

II. Unacceptable Mfg. Cert. or Missing Mfg. Cert.

Field Office — Do's

Advise field engineer and/or inspectors of the status and acceptability of all Mfg. Cert. received.

Field Inspector — Do's

1. Check materials delivered to project, record lot numbers or product identification, provide information to office.
2. Advise contractor that letter is needed to waive requirements of Section 1-06.3 of *Standard Specifications* and allow installing materials prior to receipt of **acceptable** Mfg. Cert.

Field Office — Don'ts

Make payment for the work when an **acceptable** Mfg. cert. has not been received.

Field Inspector — Don'ts

Allow installation of material without advising contractor that payment will be withheld until **acceptable** Mfg. Cert. is received. Per Section 1-06.3 of *Standard Specifications*.

Inspected Items (Construction Manual 9-1.5D)

Items that are inspected and found to meet contract specifications by the Materials Fabrication Inspection Office are identified by a tag or stamp. This type of inspection is generally performed at the manufacturing or fabrication plants. There are various types of stamps or tags used for acceptance of inspected items, which attest that the item was in full conformance with the specifications at the time of inspection. The Inspected Items along with the type of stamp designation is covered under Section 9-1.5D(1) of this manual.

The following are examples of the types of stamps and tags used by the Materials Fabrication Inspection Office. The letter on the stamp or tag represents the inspector who performed the inspection.

Fabrication Stamps and Tags

or

W.S.D.O.T.
INSPECTED
- G

The above stamp identifies inspection and the inspector of the following items:

1. Precast Concrete Barrier
2. Precast Concrete Catch Basins, Manholes and Inlets. This includes all sections and riser 6 inch and above.
3. Concrete Utility Vault
4. Concrete Junctions Boxes
5. Galvanized Steel, Aluminized Steel, and Aluminum Corrugated Metal Culvert, Drain Pipe, and Perforated Underdrain Pipe

WSDOT-A

(STEEL STAMP)

The above stamp identifies inspection and the inspector of the following items:

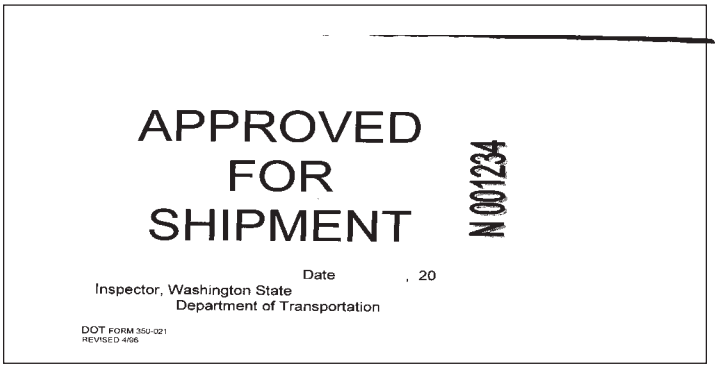
1. Gray-Iron Castings, Steel Castings, Ductile-Iron Castings — Stamped
2. Standard Plan B-2a dn B-2b Frames and Grates. Each set shall be stamped aligning the adjacent mating surfaces to each other. This alignment is critical as the leveling pads are ground to prevent rocking of the grates in the frames.

Fabrication Stamps and Tags

APPROVED
FOR SHIPMENT
WASH. DEPT. TRANSP.

N001234

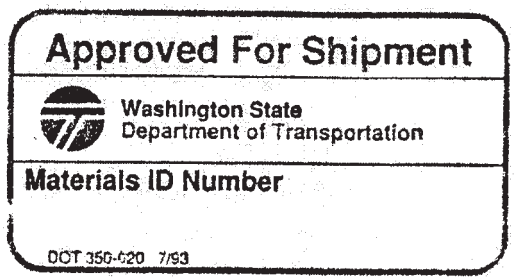
Stamp



The above stamp or tag identifies inspection and the inspector of the following items:

1) Concrete Wall Panels — Stamped or tagged
2) Three Sided Structures — Stamped or tagged
3) Prestressed Concrete Products — Stamped or tagged
4) Steel for Bridges — Stamped or tagged
5) Signal, Luminaire and Strain Poles — Stamped or tagged
6) Miscellaneous Welded Shop Items (See RAM or QPL for special items) — Stamped or tagged
7) Sign Structures — Stamped or tagged
8) Anchor Bolts for Luminaires, Signal Poles and Sign Structures — Randomly stamped or tagged
9) Epoxy Coated Reinforcing Steel Bars for Concrete — Bundles of rebar shall be randomly tagged per shipment to the project
10) Metal Bridge Rail — Each bundle of rail shall be tagged
11) Raised Pavement Markers, Type 1 (Thermo-resin type only) – Each box of markers shall be stamped.
12) Concrete Culvert, Sewer, Drain & Underdrain Pipe (750mm, 30↑ and above) — Stamped

Fabrication Stamps and Tags



Tag

The above tag identifies inspection and inspector of Treated Timber, Piling and Poles

1) Bundles of treated timber shall be randomly tagged "Approved for Shipment" referencing the inspector's identification number.

2) Treated Piling and Poles shall be individually tagged "Approved for Shipment" referencing the inspector's identification number.

Foreign or Domestic steel

Steel and Iron items containing foreign steel will be stamped with an "F" identifier, and steel and iron items that do not contain foreign steel will be stamped with a "D" identifier. This stamp is in addition to the appropriate acceptance tag or stamp.

In all cases, the project office will be responsible for securing the Certificate of Masterials Origin and tracking the quantities.

The Project Office and inspector should:

1. Review the Record of Material to see which items require off site inspection.
2. Ensure that the RAM or QPL indicating fabrication source are submitted by the Contractor in a timely manner.
3. Once the fabricated item arrives on the job, check for approval stamp or tag.
   a. If there is an approval stamp or tag, record the type of tag or stamp along with the ID number when applicable, quantity, and brief description of the item for project records. The Project Engineer's representative should note in a report that the material was in satisfactory visual condition when installed and forward all information to the project office. In case of questions concerning an inspected item, contact the appropriate Materials Fabrication Inspection Office.
   b. If there are no stamps or tags, inform the Contractor that the item may not be acceptable, contact the Materials Fabrication Inspection Office to determine the status of the inspection. Items lacking tags or stamps or damage during shipping should be rejected and tag or mark appropriately.

All Documentation associated with these stamps or tags will be reviewed and approved by the Materials Fabrication Inspection Office and kept at the Materials Fabrication Inspection Office, with the exception that they will not track the quantities of foreign materials used on the project.

At the conclusion of the project, the records should be reviewed to determine that all applicable materials were documented by approval stamp or tag.

Sign Acceptance (*Construction Manual 9-1.5G*)

The Engineer, after approving the sign fabricator, will notify the appropriate Sign Fabrication Inspector of the need to provided fabrication inspection. The Sign Fabrication Inspector will verify that signs for an individual contract were inspected and approved for shipment to the project by having a "**Fabrication Approved**" decal.

The Field Inspector will accept for installation and payment only those signs that have a "**Fabrication Approved**" decal affixed. If the there is no "**Fabrication Approved**" decals on the signs, they may be rejected. Contact the Sign Fabrication Inspector for sign status.

Double-faced signs, which do not receive decals, will be approved on visual inspection at the fabricator's facility and in the field. A list of all inspected and accepted signs will be kept in the Sign Fabricator Inspector's files.

Sign mounting hardware supplied by the sign fabrication facilities will be inspected by the Fabrication Inspectors, and if found acceptable, will have a fabrication approved tag placed on the packaging. Contractors that purchase the hardware from a separate source will be required to supply certification for those materials.

Concrete Pipe Acceptance Report *(Construction Manual 9-1.5F)*

Fabrication Inspection is periodically performed at approved sources of concrete pipe. During this inspection, samples of each type, size, and class of pipe are inspected and tested to verify compliance with the *Standard Specifications*. For a 90-day period of manufacture from the date of inspection, concrete pipe less than 30 inches diameter may be shipped and accepted based on "Concrete Pipe Acceptance Reports." This report is prepared by the Fabrication Inspector and copies are thereafter supplied by the fabricator to accompany each shipment of pipe.

The project inspector is responsible to verify the conformance of the shipment with the contract requirements. The inspector needs to verify:

- The fabrication date is within the 90-day range.
- The pipe has cured the required minimum number of days.
- The size and class of pipe are correct.
- The pipe is undamaged.

Concrete Pipe Acceptance Report

Washington State Department of Transportation

For pipe less than 30" in diameter.

Project Engineer's Office Information: FA #: STPE-0141(001) Contract #: 5255

Project Title: BENGEN TO LONG RD Bid Item: CL. V REINF CONC CULV PIPE 18" DIA Bid Item #: 10

Prime Contractor: MID-COLUMBIA Sub Contractor: —

Remarks: PIPE OK VERIFIED DATES OF MANUFACTURE

Field Inspector: [signature]

Materials and Fabrication Inspector's Information: Date Tested 6-29-98

Diameter and Class of Pipe C-76-V 18" Length 8' Date Made 6-8-98

3 - Edge Bearing Test	AASHTO Requirements	Test Results
Circular Reinforcing (sq. in. / lineal. ft.)	.19 inner — outer	.21 inner ____ outer
Elliptical Reinforcing (sq. in. / lineal. ft.)	N/A	—
Concrete Cover of Steel (inches)	1"	1"+
Pipe Wall Thickness (inches) and Wall Type	2½"	2½" B
"D" Load to produce a 0.01 Crack (lbs.)	4,500	4,560
Total Load ("D" Load times length of pipe, in lbs)	36,000	36,500

Remarks: Hairline @ 35,000 - no .01.
Steel = D4 @ 2¼" = .21

Manufacturer: PIPE Location: Salem Tested By: Shawn

The above size, type, and class, of concrete pipe has been tested per WSDOT Standard Specifications 9-05.3(2)B and is accepted at the age of 21 days, or older, when produced from 6-8-98 to 9-8-98. A copy of this test report must accompany each shipment of this pipe. All pipe shipments shall include a "Concrete Acceptance Report" for each size and class of pipe in that shipment.

Materials Inspector: Robert Briggs

Pipe Producer's Information:

I certify that 32' feet of concrete pipe, shipped on Bill of Lading / Invoice # 63105 is representative of the pipe tested on this report.

Manufacture's Representative and Location: S. N. Williams

Pipe.doc
10/2/95

Catalog Cut

All products requiring a submittal of a catalog cut, will be transmitted to Field Office Support Service Center (FOSSC) Documentation Section for approval. The copy of the "Transmittal of Catalog Cuts" the Project Office receives from FOSSC is the "Master" and will need to be copied and used throughout the contract for each catalog.

The Project Office will fill in the Date, Bid Item Number, Materials Description, and Manufacturer. If the Project Office is unable to provide this information, request the additional information from the Contractor.

FOSSC will check the catalog cut for compliance with the appropriate section of the *Standard Specifications*, mark the "FOSSC Appr'1 Action" and return this transmittal cover sheet to the Project Engineer.

Catalog Cuts — Transmittal and Approval

TRANSMITTAL OF CATALOG CUTS

DATE: 2/4/99

CONTRACT: 005523 SR-5

FROM: J. McClellan

N.E. 179th Street Interchange

TO: FIELD OPERATIONS SUPPORT SERVICE CENTER-DOCUMENTATION SECTION; MS47365

Bid Item Number	Material Description	Manufacturer	FOSSC Appr'l Action (FOSSC USE ONLY)
57.6B	Pedestrain Push button assembly	McCain Traffic Supply	Approved

INSTRUCTIONS:

1.) This form is the "MASTER" and will need to be copied and used throughout the contract for each catalog cut submitted for approval.

2.) The Project Office will fill in the "DATE","Bid Item Number","Material Description","Manufacturer". If the Project Office is unable to provide this information, request the additional information from the Contractor.

3.) Attach ONE (1) copy of the catalog cut for retention at the FOSSC- M

4.) FOSSC will check the catalog cut for compliance with the appropriate section of the standard specification, mark the" FOSSC Appr'l Action" and return this Transmittal Cover Sheet to the Project Engineer.

REMARKS:

McClellan
Mitchell
Schultz
Henderson

Hill
File

APR 09 1999

APPROVED
APR - 5 1999
D.C. JACKSON P.E., MATLS. ENGR.
BY: Patrick A. Martin

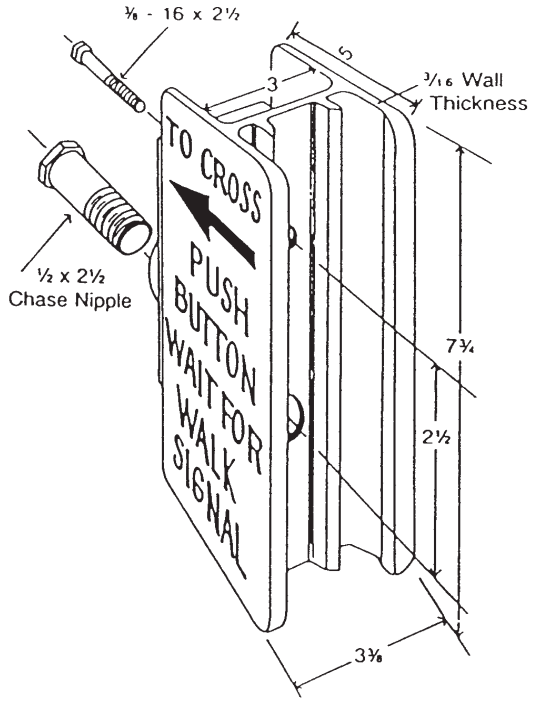
DISTRIBUTION:
Mat'l File x
j Engr x

k:\group\cc\dataii\tran-cat

REVISED 09/09/97

Catalog Cut Sheet

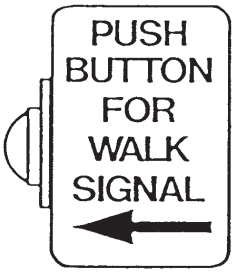
Style H



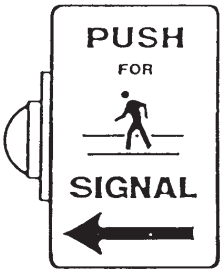
- New • Chase Nipple & Template makes installation quick and easy
- **State Standard** for Washington and Idaho, and acceptable as equal in Oregon
- New • Modified H assembly fits all poles 2" diameter and greater
- Legends painted on both sides of extrusion give positive direction
- New • All units available with **Reverse Legends** for back of pole mounting to prevent damage and loss from poles vulnerable to sideswiping vehicles–specify **H-1(R), H-2(R), H-3(R),** or **H-4(R).**
- All units available with wood pole mounting configuration specify H-WP
- Moulded one-piece aluminum construction, patent pending

Style H Legends

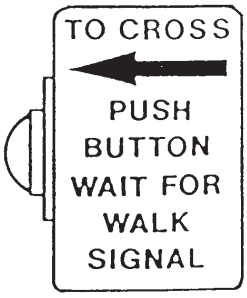
H-1
(State of Washington spec.)



H-2
(State of Oregon spec.)



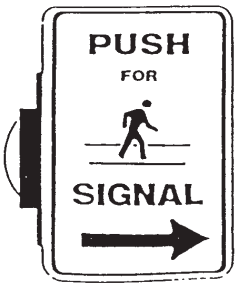
H-3
(City of Seattle spec.)



H-4
(State of Idaho spec.)

New

Reverse Legend
Specify **H(R)** for Reverse



- All H style units may be printed with sign faces illustrated this page

or

- We will custom design for your specification
- All painted parts are degreased, alodined, primed and double coated with a polyurethane acrylic enamel system for superior durability

unting for wood poles.

Sampling and Testing

Preliminary Samples and Tests (Construction Manual 9-1.3A)

Preliminary samples are intended to show the general character of the materials available or proposed for use. Preliminary samples are a basis for approving which aggregate site or brand of material will be considered for use. Deliveries cannot be accepted on the basis of preliminary samples unless the samples represent an identified lot of materials.

Acceptance Samples and Tests (Construction Manual 9-1.3B)

Acceptance samples and tests are defined as those samples tested for determining the quality, acceptability and workmanship of the materials prior to incorporating the materials into the project.

Verification Samples and Tests (Construction Manual 9-1.3D)

Verification samples and tests are used for making checks on the reliability of a manufacturers test results when acceptance of the material is based upon a Manufacturer's Certificate of Compliance.

Sample Transmittal

In preparing sample transmittals, care should be used to include all information that is in any way pertinent to the sample in question. Transmittals should be prepared in duplicate; the original is enclosed with the sample, and the copy is retaind by the Project Engineer.

Washington State Department of Transportation
State Materials Laboratory
PO Box 47365
Olympia, WA 98504-7365

Sample Transmittal

Lab ID Number	
Lab Number	
Org Code	44430Z

Contract Number: 6310	SR Number*: 503	Section*: NE 76TH St. to 144TH St.	
County/City Control Number*: N/A	County/City*: N/A		

Material Type: Liquid Asphalt	Make and Model: PG 64-22	Specification Reference: Specials P.66	Bid Item Number: 13
Producer/Manufacturer: Albina		Supplier: Albina	

Accept. Sample Number: 19	Lot Number: N/A	Roll Number: N/A	Heat Number: N/A	Reel Number: N/A	Certificate Number: V131402

Pit Number: N/A	Stockpile Number: N/A	Truck/Car Number: 364	Used at Station: N/A	To Station: N/A	Quantity Represented: N/A
Sampled At: Tank	Sampled By: Contractor	Date Sampled: 9-19-02	Tested At: N/A	Tested By: N/A	Date Tested: N/A
Mix ID Number G: N/A	Asphalt % in Design: N/A	Asphalt % Requested: N/A	Ignition Furnace Calibration Factor (IFCF) State Lab: N/A	Field: N/A	

Screen												S.E.	Dust Ratio	% Asphalt	Maximum Density
% Passing				N/A											
Fracture %															
Specs. **															

Remarks: Sampling witnessed by D. Cotton

* Not Required for WSDOT contracts beginning with "00"
** Not Required for Standard Specifications Materials

Project Engineer (Please Print)	Submitted By	Phone
V. Frucci	M. Scheuffele	905-2084

DOT Form 350-056 EF
Revised 9/02

Washington State Department of Transportation
State Materials Laboratory
PO Box 47365
Olympia, WA 98504-7365

Sample Transmittal

Lab ID Number

Contract Number 6310	SR Number* 503	Section* NE 76TH st. to NE 144TH st.	Lab Number
County/City Control Number* N/A	County/City* N/A		Org Code 444302

Material Type HMA - SuperPave 1/2"	Make and Model N/A	Specification Reference Specials P. 62	Bid Item Number 13
Producer/Manufacturer Western States Asphalt		Supplier N/A	

Accept. Sample Number 6	Lot Number N/A	Roll Number N/A	Heat Number N/A	Reel Number N/A	Certificate Number N/A

Pit Number G-106	Stockpile Number N/A	Truck/Car Number 72	Used at Station N/A	To Station N/A	Quantity Represented 800
Sampled At Truck	Sampled By M. Dellinger	Date Sampled 9-19-02	Tested At Lab Trailer	Tested By T. Moomaw	Date Tested 9-19-02
Mix ID Number G 20333	Asphalt % in Design 6.0	Asphalt % Requested 6.0		Ignition Furnace Calibration Factor (IFCF) State Lab: 0.73	Field: 0.65

Screen	3/4	1/2	3/8	#4	#8	#16	#30	#50	#100	#200		S.E.	Dust Ratio	% Asphalt	Maximum Density
% Passing	100	92	80	53	35	24	17	11	8	5.8				5.8	
Fracture %															
Specs. **	100	90/100	90 MAX		28/58					2.0/20				5.5-6.5	

Remarks

* Not Required for WSDOT contracts beginning with "00"
** Not Required for Standard Specifications Materials

DOT Form 350-056 EF
Revised 9/02

Project Engineer (Please Print)	Submitted By	Phone
L. Hughes	D. Cotton	905-2084

Sample Transmittal Instructions

Instructions - Acceptance/Assurance/Independent Assurance Sample Transmittal

Complete all fields as necessary and when applicable for a particular Material Type.

Contract/Tracking Information:

Lab ID No. - The 10-digit ID bar code number assigned to this sample, usually attached/affixed to sample and/or transmittal.

Contract Number - Contract to which charges will be billed and for which materials will be used (often starting with 00, JM, SA).

SR Number - State Route number applicable for this contract. Not required for WSDOT Contracts beginning with 00.

Section - The Contract Title or Name. Not required for WSDOT Contracts beginning with 00.

FOSSC Lab Number - Filled out by FOSSC Materials Laboratory, an internal tracking number.

County/City Control Number - Filled out by Local Agency as an internal tracking number, used to further define where material used.

County/City - The County/City where the project is located. Not required for WSDOT Contracts beginning with 00.

Region Lab Number - Filled out by Regional Materials Laboratory, an internal tracking number.

Material/Sample/Product Information:

Material Type - Type of material or product being submitted for testing/evaluation. **Only one material type per Transmittal.**

Make and Model - Indicate make and model of this particular material, especially if a manufactured/fabricated item, be specific.

Specification Reference - The Standard Specification No./GSP No. governing this material type and it's particular intended usage.

Bid Item Number - The specific bid item number for which this material is being used, on this particular Contract.

Producer/Manufacturer - Name of original producer/manufacturer of this material, may be brand name, not usually the supplier.

Supplier - Indicate name of supplier, typically local distributor/retailer/wholesaler of product. Omit if same as Producer/ Manufacturer.

Sample Number - Filled out by Field Personnel to identify/assign a sample tracking number. May be an Acceptance number or similar.

Lot Number - The specific Lot or Lot Identifier for this sample, usually items manufactured in batches. Not applicable for all materials.

Roll Number - The specific Roll Number or Roll Identifier for this sample, usually fabrics. Not applicable for all materials.

Heat Number - The specific Heat Number or Heat Identifier for this sample, usually steel items. Not applicable for all materials.

Reel Number - The specific Reel Number or Reel/Pack Identifier for this sample, usually steel strand. Not applicable for all materials.

Certificate Number - The Mill, Batch, or Plant Certificate Number used to identify this sample, usually cement. Not for all materials.

Aggregate/Paving/Other Information:

Pit Number - The WSDOT assigned Pit number identifying source of this particular aggregate sample. Not applicable for all materials.

Stockpile Number - The WSDOT Stockpile Site Number identifying the stockpile site from which this aggregate sample was taken.

Truck/Car Number - Identifying number of vehicle, truck, rail car used to transport cement and identify from which sample was taken.

Used at Station - Beginning station where the material was used.

To Station - Ending station where material was used.

Quantity Represented - The quantity of material this sample represents.

Sampled At - Location the sample was taken.

Sampled By - Name or Identifier of the field person taking this representative sample.

Date Sampled - The date the field sample was taken.

Tested At - The specific location where this sample was tested in the field.

Tested By - The specific person who tested this sample in the field.

Date Tested - The date the sample was tested in the field.

Field - Indicate if material represented is being **Accepted** or **Rejected** based upon field tests.

Based on Test No. - Indicate the test number, Lab ID No., upon which material is being Accepted/Rejected, see previous field.

Asphalt % in Design - The asphalt content called for on the ACP mix design.

Asphalt % Requested - The asphalt content currently being requested by the Engineer for this particular mix.

Mix ID Number - The Mix ID Number assigned by FOSSC Laboratory, representing materials requested for use on this project.

Ignition Furnace Corr. Factor - **OSC:** Correction factor as determined at OSC. **Field:** Correction factor as determined in Field.

Sample Transmittal Instructions (cont.)

Field and/or Region Test Results:

Screen - The screens required for this material & it's intended use, see Standard Specifications.

S.E. - The sand equivalent results from the Field and/or Region.

Dust Ratio - The dust ratio results from the Field and/or Region.

% Asphalt - The asphalt content results from the Field and/or Region.

Max Density - The maximum density results from the Field and/or Region.

Fracture % - The fracture results from the Field and/or Region for each applicable screen size.

Specs. - List applicable specifications, if other than Standard Specification values.

Information Applicable to All:

Remarks - Any special information about the sample and/or the testing requested. Be specific.

Project Engineer - The name of the Project Engineer and Agency (if other than WSDOT).

Submitted By - The specific person submitting transmittal information, person to contact if any questions arise.

Phone - A point of contact Phone Number with Area Code, in case further clarification is necessary.

Concrete Cylinder Transmittal

Washington State Department of Transportation

Concrete Cylinder Transmittal

Lab ID No.			
Contract No. 6310	SR No. * 501	Section * NE 76th St. to NE 144th St	State Lab No.
County/City Contract No. N/A	County/City * N/A	Org. Code * 4/4/302	Region Lab No.
Mix Design No. 5010 MVR	Mixing Plant Ross Island	Location North Portland	

Cement Manufacturer	Cement Type	AEA Brand	WRA Brand	Fine Agg Pit No.	Coarse Agg Pit No.
Tilbury	I/II	MB-AE-90	Polyheed 997	G-102	G-117

Cement LBS/CY	Water Gal/CY	AEA OZ/CY	WRA OZ/CY	Fine Agg. LBS/CY	Coarse Agg. LBS/CY
755	33	5.7	30.2	1103	1800

Other Additives	% Air	Slump	Tested By
N/A	5.3	3 3/4"	S. Ward

Cyl No.	Location (Pier, Column, Curb, etc.)	Date Made	Made By	Test Age Days	Class Conc.
DW-2	Cement Conc. Approach	9-23-02	S. Ward	28	4000 PSI
DW-2A	" " "	"	"	"	"

For grout cubes, include grout manufacturer, lot number, and time made.

Remarks: Placed in cure box first 22 hours, then transported to lab.

* NOT Required for WSDOT Contracts Beginning with "00"	Project Engineer (Please Print): M. Dellinger	Submitted By: D. Cotton	Phone: 905-2084

DOT Form 350-009 EF Revised 7/02

Concrete Cylinder Transmittal Instructions

Instructions - Concrete Cylinder Transmittal (DOT Form 350-009 EF)

Please note: Underlined items are required.

Transmittal No. - This is the next number that the project office wishes to use in order to control and track transmittals and may be preprinted on the form.

Section - This is the section of the highway on which the concrete was placed and can be found in the contract documents usually on the cover page of the contract provisions or plans.

Contract - 6-digit number assigned to contract.

F.A. No. - Federal Aid Project Number found on the front cover of plans and specifications.

SR No. - State Route number found on front cover of plans and specifications.

Org. No. - 6- digit organization code assigned to your project office.

Date - Today's date.

Avg. Temp. First 10 Days - If known, enter the average daily temperature for the first 10 days after the concrete was placed.

Mixing Plant - Enter the concrete plant at which the concrete was batched. This information can be found on the certificate of compliance delivered with the concrete.

Cement - Enter the cement manufacture. This information can be found on the certificate of compliance delivered with the concrete.

Type - Enter the type of cement. This information can be found on the certificate of compliance delivered with the concrete

Sand Source - Enter the pit from which the fine aggregates (sand) came. See certificate of compliance or the Proposed Mix Design (DOT Form 350-040).

Water - Enter the water batched and add any water which was added at the site in lb./cy or gallons/cy (kg/cubic meter or L/cubic meter). This information can be found on the certificate of compliance.

Gravel Source - Enter the pit from which the coarse aggregate (gravel) came. See certificate of compliance or the Proposed Mix Design (DOT Form 350-040).

Slump - Enter the slump results determined from WSDOT FOP for AASHTO T 119.

Cement - Enter the mass of cement in lb./cy or kg/cubic meter. See certificate of compliance.

Air Ent. Admin. Brand - Enter the air entrainment admixture manufacture. See certificate of compliance.

Amount Air Ent. Adm. Per 100 Wt. - Enter the amount of air entrainment oz per 100 lbs. of cement or ml per 100 kg of cement. See certificate of compliance.

% Air - Enter the percent air determined from WSDOT FOP for AASHTO T 152.

Water Reducing Additive Brand - Enter the water reducing admixture manufacture. See certificate of compliance.

Amount Water Reducer Per 100 Wt. - Enter the amount of water reducer oz. per 100 lbs. of cement or ml per 100 kg of cement.

Cyl No.- Enter the number of the cylinder cast.

Location (Pier, Column, Curb, etc.) - Enter the location in the structure where the concrete was placed.

Date Made - Enter the date the cylinder was cast.

Test Age Days - Enter the age in days at which the cylinder is to be tested. This date is normally 28 days. Consult the contract provision for any special requirements.

Class Conc. - Enter the concrete class.

Cert. No. - Enter the number on the certification delivered with the concrete.

Cyl Size - Enter the size of the cylinders being transmitted either 100 mm X 200 mm (4 in X 8 in) or 150 mm X 300 mm (6 in X 12 in).

Curing Procedure Used - Briefly described the curing procedure used.

Remarks - Enter any remarks you wish to add.

Project Engineer's Signature - Have the Project Engineer or the representative sign.

Phone - Enter the phone number to contact if someone has questions (include area code).

DOT Form 350-009
Revised 5/98

Sampling and Testing Schedule (Construction Manual 9-5.2)

The intent of sampling and testing is to ensure that the material provided to the project conforms to the specifications. The frequency schedule in Chapter 9-5.7 of the *Construction Manual* covers the minimum requirements for sampling and testing at the project level. In some instances, good construction practice will necessitate more frequent tests to ensure adequate control of production.

Reduced Frequency of Testing (Construction Manual 9-5.2A)

In instances of uniform production where the material is running well within specification limits, the Engineer may initiate deviations from the schedule. As a general rule, frequency reduction may be considered:

- Whenever five consecutive samples indicate full conformance with the specifications.
- Must be fully documented and explained by the Engineer.
- A reduction exceeding a 10 percent will require approval from the Construction Materials Engineer at the FOSSC Materials laboratory.

Sampling and Testing Small Quantities of Materials (Construction Manual 9-5.2C)

The Engineer may elect to accept small quantities of materials without meeting minimum sampling and testing frequencies using the following criteria.

> Proposed quantity of material is less than the minimum required frequency. For mainline paving, less than one-half the required frequency as defined in Chapter 9-5.7 of the *Construction Manual*.

Small quantity acceptance may be used for any quantity of the following uses:

- Curbs and Sidewalks
- Driveways
- Road approaches
- Paved ditches and slopes

Structural Concrete will <u>not</u> be considered under small quantity acceptance.

Some issues the Engineer may consider prior to the use of small quantity acceptance are:

- Has the material been previously approved?
- Is the material certified?
- Do we have a mix design or reference design?
- Has it been recently tested with satisfactory results?
- Is the material structurally significant?

Field Verification (Construction Manual 9-1.5C)

All material permanently incorporated into a contract shall be field verified and documented by the inspector. The field verification or visual inspection shall occur prior to or during placement of materials by means of a note in the Inspector"s Daily Report (IDR), a note added to the Field Note Record, a completed Field Acceptance Report, by completing the QPL page, or notes kept in a pocket notebook or other form developed by the PE office.

The field verification information should be the link between what was placed and paid for to what was approved on the RAM or QPL and its proper acceptance criteria. Field verification documentation should contain sufficient information to identify what was used including quantities. Document your field verification by:

Recording the product name, model number, lot number or heat number.

Documenting the fabrication inspected stamp, if any.

Removing labels from packaging.

Getting a copy of the invoice.

The field verification documentation needs to be initialed or signed and dated by the inspector at the time of verification. Field verification of large lump sum items may necessitate the field inspector to 'field verify', sign and date the field note record more than once over the duration of the work.

Most temporary items do not require approval prior to use. One exception is temporary traffic items like Temporary Pavement Markings. These items must be submitted by the contractor for approval, prior to use, and must be field verified by the inspector.

Part 4

Project Payment/ Source Documents

- *Item Quantity Tickets*
- *Scaleman's Daily Report*
- *Field Note Record*
- *Field Note Record for Drainage*
- *Lump Sum Payment*
- *Force Account*
- *Report of Protested Work*
- *Progress Payment Deferral*

Project Payment/Source Documents

The Project Engineer and Project Field Office personnel are required to maintain accurate and complete records of construction work.

It is of prime importance in the administration of a contract that measurements and calculations of contract quantities are accurate, that records of such quantities are complete and detailed enough to sustain an audit, and that records of all other activities pertaining to the contract contain sufficient details and are clear enough to be read and understood by anyone unfamiliar with the project. A source document for payment is a legal document and errors must not be erased, whiteout, or have correction tape used. Draw a line through the error and make the correction adjacent to the error, include the initials of the person making the correction.

Common types of documentation:

Item quantity tickets

Field note records

Field note records for drainage

Force account

Lump sum

Water delivery record

Other forms supplied by Office Engineer

Item Quantity Tickets (Construction Manual 10-2.1C)

When using either the state provided Item Quantity Ticket (IQT) or Contractor provided IQT, the Engineer should ensure that the following items are filled in on each ticket.

- Contract Number
- Date
- Contract Unit Bid Item No.
- Initials of person accepting the item on the jobsite
- Unit of Measure
- Identification of Hauling vehicle
- Record of the gross, tare and net weights. In the case of a batch plant with direct reading scales, or if the unit of measure is cubic yard or hour, only the net weight need be recorded.

Some other optional information that the project office may find useful on an IQT include:

- The Group, Station, or Mile the material was placed on the jobsite.

- Name of Contractor/Subcontractor.
- Cumulative totals for the day.
- Pit number identifying the source of the material.
- Time weighed and initials of person issuing the ticket.
- Time materials or services are received on the jobsite.
- Description of the material that matches the unit bid item name.
- Ticket serial number.

A representative of the Contracting Agency should be assigned as a receiver at the delivery site. The Receiver should collect the tickets from the carrier upon deliver of the ticketed material, record any required or additional information on the ticket as necessary, and retain the original copy for payment.

For materials or services that are not paid for by weight, the receiver should complete the ticket at the point of deliver. **IQT for items measured by the hour shall be initialed by the inspector and signed by the contractor's representative.**

Item Quantity Ticket (WSDOT)

Washington State
Department of Transportation

ITEM QUANTITY TICKET

DATE 9-23-02	STATION 27+50 MILE GROUP 1
REMARKS	
TIME RECEIVED 12:34 ○ A.M. ✕ P.M.	TIME WEIGHED 11:47 ✕ A.M. ○ P.M.
RECEIVED BY Oc	WEIGHED BY VF
CHECK ONE ○ TONS ○ HOURS ✕ LBS. ○ M. GAL. ○ CU. YDS. ○ EACH	TRUCK NUMBER 32
	GROSS 37,100
	TARE 16,600
OTHER UNIT OF MEASURE ○	NET 20,500

ITEM IDENTIFICATION

ITEM NO. 36	CONTRACT NO. 6310
CONTRACTOR Ward Construction	
SUBCONTRACTOR Hughes Underground	
ITEM DESCRIPTION Gravel Backfill for Drain	

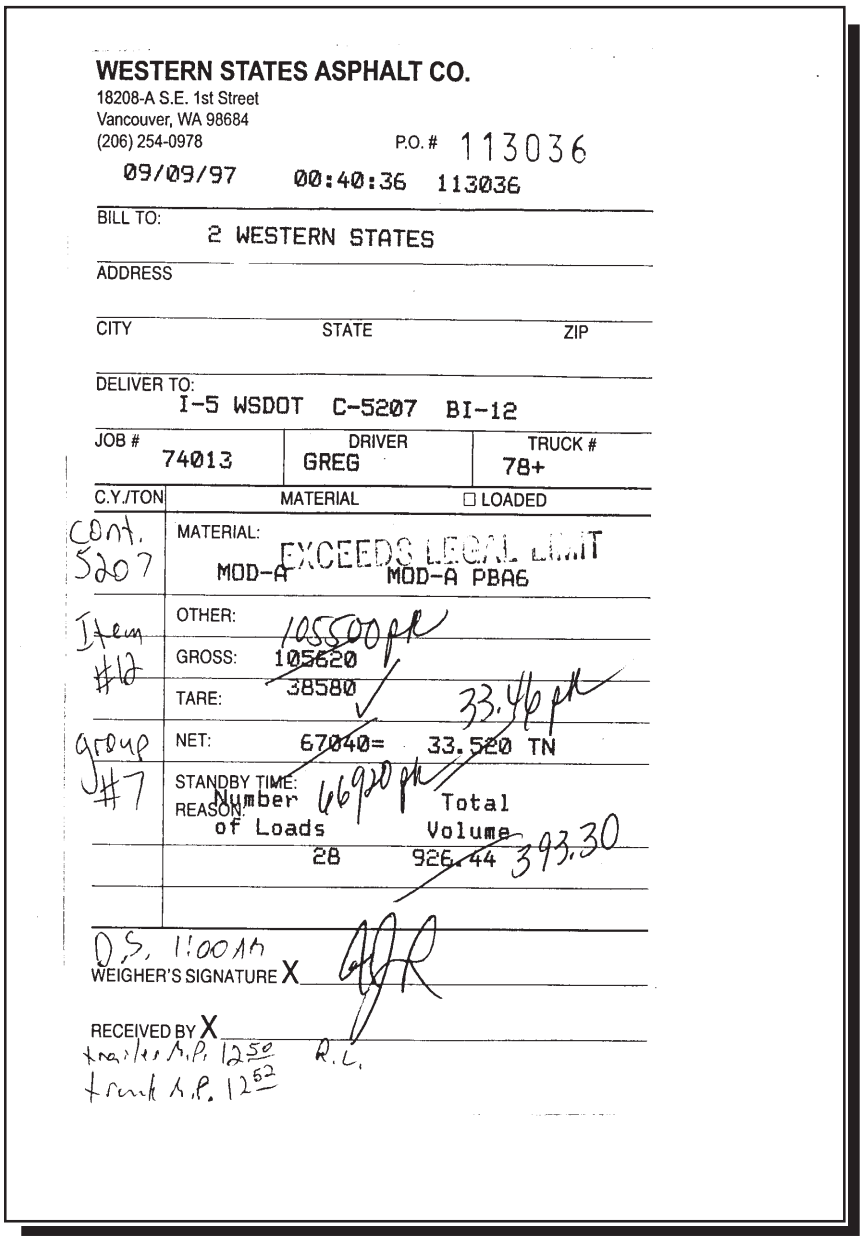
GRAVEL BASE	BALLAST	CRUSHED BASE	SURFACING TOP
○	○	○	○

A.T.B.	C.T.B.	WATER	TOP SOIL	A.C. CLASS
○	○	○	○	○

OTHER (SPECIFY) ✕ Gravel Backfill	No. 1544001

DOT 422-021 REVISED 1/90 ORIGINAL

Item Quantity Ticket (Supplier's)



WESTERN STATES ASPHALT CO.
18208-A S.E. 1st Street
Vancouver, WA 98684
(206) 254-0978

P.O. # 113036

09/09/97 00:40:36 113036

BILL TO: 2 WESTERN STATES

ADDRESS

CITY STATE ZIP

DELIVER TO: I-5 WSDOT C-5207 BI-12

JOB #	DRIVER	TRUCK #
74013	GREG	78+

C.Y./TON | MATERIAL | ☐ LOADED

Cont. 5207

MATERIAL: EXCEEDS LEGAL LIMIT
MOD-A MOD-A PBA6

Item #12

OTHER: 105500 pk

GROSS: 105620

TARE: 38580 33.46 pk

group #7

NET: 67040= 33.520 TN

STANDBY TIME: 66920 pk

REASON:

Number of Loads	Total Volume
28	926.44 393.30

D.S. 1:00 AM

WEIGHER'S SIGNATURE X

RECEIVED BY X R.L.

trailer A.P. 12 50

truck A.P. 12 52

This ticket was adjusted to legal weight, the requirement to adjust tickets to legal weight has been removed from the 2002 Standard Specification.

In lieu of using Form 422-021, tickets furnished by the Contractor, by certified public weighmasters, or by suppliers at commercial plants, may be used for materials that are weighed providing that the ticket includes the essential information outlined in Sections 10-2.1C of the *Construction Manual*.

Starting with projects advertised in the fall of 2001, the department will no longer adjust item quantity tickets down to the legal gross weight of the hauling vehicle. (*Standard Specification* 1-09.2(6).

Scaleman's Daily Report (*Construction Manual 10-2.2)*

All materials paid on the basis of weight are to be weighed in accordance with the provisions of the Standard Specifications by a representative of WSDOT, or at commercial scales with a WSDOT representative periodically observing and checking the weighing operation on a nonscheduled basis, but not less than twice a week.

When Platform scales are used, the tare mass (weight) of each truck shall be taken at least twice daily and recorded on a tare sheet, scaleperson's diary or on the Scaleman's Daily Report form.

Scale Verification and Checks (*Standard Specification 1-09.2(5))*

Regardless of the type of scale used, a scale verification test shall be performed daily. The Contractor shall designate a separate, certified, platform scale or a separate commercial platform scale, independent of the scale used for weighing construction materials, to be used for scale verification checks. Each batch, hopper or platform scale will be tested by routing a loaded truck onto a separate certified platform scale or a separate commercial platform scale and comparing the weights. If such a separate scales is not reasonable available, the Engineer may approve a Contractor request to use an alternate method of scale verification checks as described in form 422-027 "Scaleman's Daily Report"

If the scale has been under weighing, it shall be adjusted immediately. The Contractor shall not be compensated for any loss from under weighing.

If the scale has been over weighing, its operation will cease immediately until adjusted. The Contracting Agency will calculate the combined weight of all materials weighted after the last verification check showing accurate results. This combined weight will then be reduced for payment by the percentage of scale error that exceeds one-half of 1 percent.

Scaleman's Daily Report

Washington State Department of Transportation

Scaleman's Daily Report

Contract No.	Date	Pit No.
5364	9-16-02	G-106

Scale Location: Western States Asphalt, Vancouver WA

Materials Hauled: HMA Cl. 1/2" SuperPave — Item No. 30

State Scaleman Signature: | Contractor's Scaleman Signature: A. Weighman

Morning Tare

Time	Truck No.	Tare
7:58	24	38260
8:01	79	38240
8:05	74	38200
8:08	57	36840

Afternoon Tare

Time	Truck No.	Tare
12:30	24	38160
12:53	79	38100
12:56	74	37980
1:08	57	36660

Remarks: Scale returned to zero between weighing aw

Contractor's weighman operated the scales and the state inspector observed (X) or weighing operations were performed by the state inspector ( )

Scale Tested By (Company or Agency): Morris Scale Co. | Date: 8-12-02

The reverse side of this form must be used daily to document scale checking activity.

DOT Form 422-027 EF
Revised 9/02

Back Sheet of Scaleman's Daily Report

Reference: Standard Specifications 1-09.2, Construction Manual Section 10-2.2

Everyday use one of the following three methods to determine if the scale is operating within one-half of one percent of the weighed load.

1. In accordance with 1-09.2(5), weigh a loaded truck on a separate certified platform scale designated by the contractor for the purpose of scale verification.

When approved by the Project Engineer:

2. Weigh your vehicle on a certified scale and check your scale with it.
3. If one truck is used for an extended period of time, use it as a "tattle-tale" check. The tare of the truck should be established just after the scale has been certified or checked by methods (1) or (2). When the truck is originally weighed, check the amount of fuel and make the daily check when the amount of fuel is the same, and check to see that the truck is free of mud, etc. This procedure is best utilized during dry weather. When this procedure is used, check the scales by methods (1),or (2) twice weekly.

Use this space to describe the check method and show the computations for the percent of variance. Use a separate sheet for each additional scale check.

Time of Scale Check 9:40 ☒ AM ☐ PM

Check Method Used ☒ Method 1 ☐ Method 2 ☐ Method 3

Vehicle Weight @ scale being used for project 105520 (a)

Vehicle Weight @ independent scale 105480 (b)

Weight Difference |a-b| 40 (c)

Difference (c) 40 Divided by weight of (a) 105520 x 100 = 0.04 % of variance

Scale Variation > .5% refer to Standard Spec. 1-09.2(5)

Actions taken if out of tolerance:

Scale check witnessed by WSDOT Inspector Cotton QC

In addition, periodic checks must be made throughout the day to see that the scale is balanced and returns to zero. If the scale does not return to zero, check for binding and/or clean the platform.

Time	Results	Time	Results
7:30	Zero		
9:15	Zero		
12:15	Zero		

Abrupt stops by locking and holding brakes and large idling engines will affect the accuracy of the scales.

DOT Form 422-027 EF
Revised 9/02

Field Note Record (Construction Manual 10-1.2)

Field Notes shall be recorded neatly, clearly, un-crowded, and in sufficient detail to be easily understood. Attaching anointed photocopy from the contract plans is a quick and easy way to identify work paid by Field Note.

The follow notations should be included on a field note:

- Date and initial of the person making the note.
- Dates when phases of the work are accomplished.
- Dates and initials of persons calculating and checking the note.
- Location where the work was performed and the corresponding group number.
- Corresponding pay item description and number.
- Dates and initials of person making the entry into the project ledger, and the person verifying the entry and the six-digit entry number.

Always use the correct field note for the particular kind of work.

Maintain the degree of accuracy consistent with the standards establish in Section 10-2.1B of the *Construction Manual*.

Check for discrepancies between field note quantities and plan quantities.

Field Note Record

Washington State Department of Transportation — **FIELD NOTE RECORD**

BOOK NO _____ PAGE NO. _____

CONTRACT NO.	STATION	LINE	C/S
4747	see detail	L Line	2316

STAKED BY / MEASURED BY	DATE	WORK STARTED	WORK COMPLETED
H Lewis	2-12-95	2-5-95	2-9-95

CALCULATED BY	DATE	CHECKED BY	DATE	INSPECTOR'S SIGNATURE	DATE
HL	2-14-95	CB	2-15-95	John Smith	2-9-95

Crew: Lewis M, Barnes, Toms
Weather: Clear, cool

Clearing & Grubbing

Group 1 Total 21 172 m^2 From reverse side

= 2.12 hectares

Group 2 Total 14 609 From page 4

= 1.46 hectares

Project Total = 3.58 hectares

ITEM NO.	ITEM	GROUP NO.	DATE	UNIT	QUANTITY	RAMS NO.	BASIS OF MATERIAL ACCEPTANCE	CAPS ENTRY NO.	INITIALS POST	INITIALS CK	EST. NO.
2	clearing & Grub.	1	2/9/95	hectare	2.12	—	—	7	DS 4/16	CR 4/20	1
2	clearing & Grub.	2	2/9/95	hectare	1.46	—	—	8	DS 4/16	CR 4/20	1

DOT Form 422-635 (Front)
Revised 9/95

Backside of Field Note Record

CONTRACT NO. 4747

STATION	LEFT	RIGHT	LENGTH OR WIDTH	AREA m²	REMARKS
Group 1,	Begin	Clearing			
57+400		8-15	7	140	
57+420		8-15	6	120	
57+440		10-15	5	100	
57+460	0	10-15	8	160	
57+480	18-10	12-15	13	260	
57+500	18-3	0	16	320	
57+520	18-1		21	420	
57+540	18-0	0-7	26.5	530	
57+560	21	7	29.5	590	
57+580	24	7	31		
57+600	24	7			
57+620	24			590	
57+640			29.5	590	
		7	31	620	
	21	10	28.25	565	
61+000	18	7.5	25.5	510	
61+020	18	7.5	24.5	490	
61+040	18	5.5	23.75	475	
61+060	18.5	5.5	23.25	465	
61+080	17.5	5	22.75	455	
61+100	17.5	5.5	23	460	
61+120	17.5	5.5	22.5	450	Group 1 End Clearing
61+140	17	5			
			PAGE TOTAL	21 172	

DOT Form 422-635 (Back)
Revised 9/95

Field Note Record for Drainage

Same requirements as previous field note apply.

The items on the field note should match the items listed in the structure notes.

Any item listed in the structure notes and not used should be addressed,

Dates for each segment of work, e.g., measurement, pipe testing, etc., shall be included.

Lump Sum Payment

CM 10-2.5 Items Measured by Lump Sum

For items that are to be paid on a Lump Sum basis, the project records should identify the item, the date that the material was received, and/or the date work was accomplished. This can be accomplished by ensuring that a field note record is made showing the dates work was performed, has the initial of the Inspector, and shows the work to be 100 percent complete. A field note should also be used to show any estimated portions for progress payment of a Lump Sum amount prior to 100 percent completion. It must include the basis on which any quantities used for progress estimate payments were calculated.

Field Note Record for Drainage

Washington State Department of Transportation

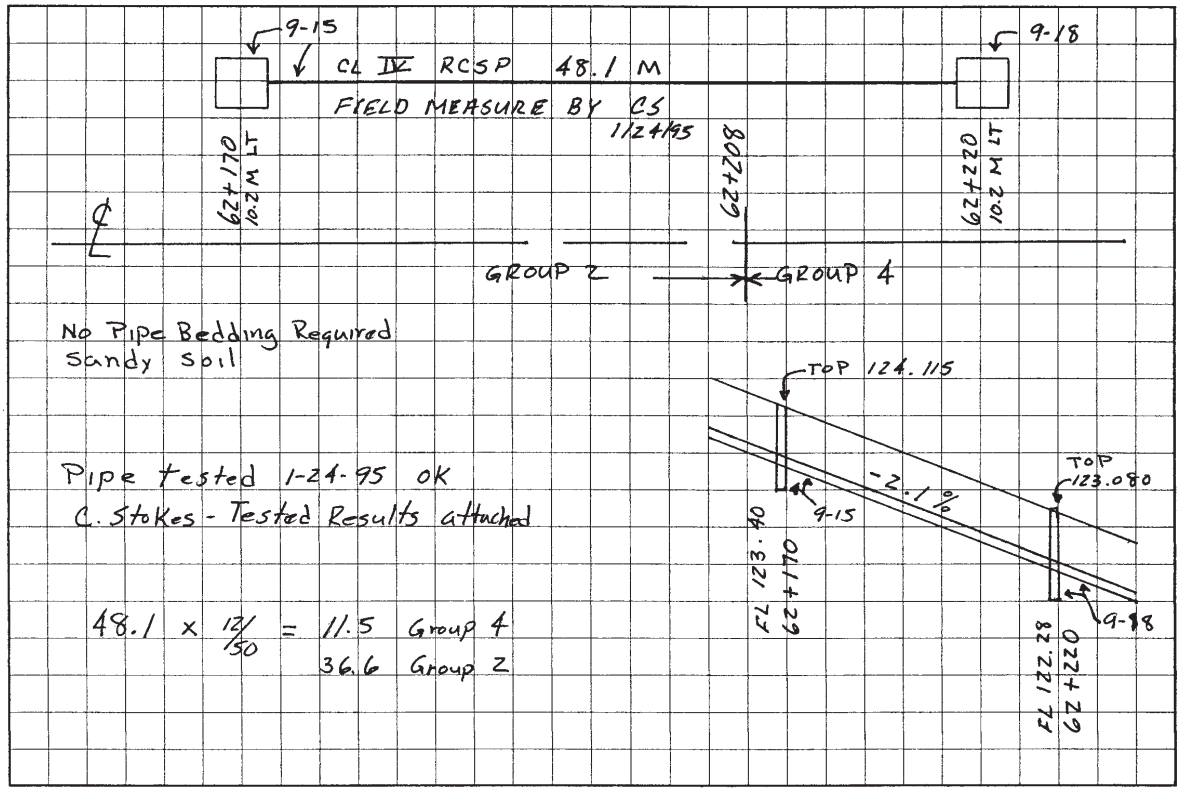
Field Note Record For Drainage

Book No. _____ Page No. _____

Contract No.	Station	Line	C/S	Code Number
4747	62+170 to 62+220	L Line	1701	9-15

Staked By	Date	Work Started	Work Completed
T. Roberts	January 12, 1995	January 16, 1995	January 24, 1995

Calculated By	Date	Checked By	Date	Inspector's Signature	Date
TMC	1-26-95	DEM	1-30-95	C. Stokes	1-24-95



Item No.	Item	Group No.	Date	Unit	Quantity	RAMS No.	Basis of Material Acceptance	CAPS Entry No.	Initials Post	Initials OK	Est. No.
7	Str. Exc. Cl. B	2	1/18/95	M^3	17.6	----	--------	53			1
7	Str. Exc. Cl. B	4	1/18/95	M^3	6.7	----	--------	54			1
24	Cl. IV RCSP 300 mm	2	1/24/95	M	36.6	63	A123456	76			1
24	Cl. IV RCSP 300 mm	4	1/24/95	M	11.5	63	A123456	77			1
25	Testing Sewer Pipe	2	1/24/95	M	36.6	----	-------	78			1
25	Testing Sewer Pipe	4	1/24/95	M	11.5	----	-------	79			1
26	Catch Basin Type 1	2	1/24/95	~~M~~ EACH	1	63	A123456	80			1

DOT Form 422-637 EF
Revised 9/97

Backside of Field Note Record for Drainage

Book No. _____ Page No. _____

Structure Excavation (Pipe Structure Excavation Width = 1 M)

Station	Flow Line Grade	Original Ground	Sub-Grade	Centerline Cut		1.8m Rt Offset Hub	Offset Cut F.L.	Remarks
				Flow Line	Bottom Ditch			
CB 9-18								
0+000	122.28	123.02		C-0.74		122.97	C-0.69	
0+000.7	122.29	123.02		C-0.73				Begin Str. Exc.
0+010	122.53	122.96		C-0.43				
0+020	122.80	123.14		C-0.34		123.51	C-0.71	
0+030	123.00	123.38		C-0.38				
0+040	123.33	123.60		C-0.27		124.05	C-0.72	
0+049.3	123.38	123.81		C-0.43				End Str. Exc.
0+050	123.40	123.81		C-0.41		124.21	C-0.81	
CB 9-15								

0.05 M added for pipe thickness

Remarks

Structure Exc. M^3

0+000.7	C-0.74	0.64 x 9.3 x 1 = 5.95	
0+010	C-0.43	0.48 x 1.5 x 1 = 0.72	
0+011.5	C-0.42	0.43 x 8.5 x 1 = 3.66	6.7 Group 4
0+020	C-0.34	0.41 x 10 x 1 = 4.10	
0+030	C-0.38	0.38 x 10 x 1 = 3.80	
0+040	C-0.27	0.40 x 9.3 x 1 = 3.72	
0+049.3	C-0.43	15.3	Group 2

CB 0.85 x 0.91 x 0.61
1.46 x 1.52 x 1.04 = 2.3 M^3

6.7
15.3
2.3
24.3 M^3 Total Str. Exc.

Pay 6.7 M^3 Grp 4
Pay 17.6 M^3 Grp 2

DOT Form 422-637 EF
Revised 9/97

Force Account (Construction Manual 1-2.4D)

General

Accurate daily time records should always be kept when performing force account work. A "Daily Report of Force Account Worked" form is used to help facilitate timely, accurate, and complete records of the daily force account activities. **It is recommended that the document be signed by both the Inspector and a representative of the Contractor, agreeing on the materials used and the hours noted for labor and equipment.** The Inspector shall provide the Contractor, and if applicable the subcontractor, with a copy of the daily report.

Force Account payments are typically not authorized for employees engaged in management for general supervisory work. However a foreman or, in some cases, a dedicated superintendent devoting full time to the force account work is eligible for payment on the force account.

While the Engineer has the authority to direct every aspect of force account work, in most cases, it is best that we allow the Contractor to propose the method and approach to the work. Our most effective role would be to concur or approve of the Contractor's proposal or suggesting modifications to the plan. Before any work is performed by the Contractor on force account basis, the inspectors should review and agree with the Contractor use of labor, equipment, and materials.

The purpose of force account is to fully reimburse the Contractor for costs incurred on the work. These costs may also include indirect expenses, such as travel, per diem, safety training, industrial safety measures, overhead, profit, and other hidden costs.

Labor

The specifications require the Contractor to prepare and submit a "Labor List" in advance of force account work. Once approved by the Engineer, this list provides the hourly rate for force account calculations until a new list is approved. New lists will not be approved retroactively and calculations previously made from and approved list will not be changed when a new list is approved. If the Contractor fails to submit a list, then the Engineer will determine the rates from the best data available.

Equipment

There are three methods of acquiring equipment for use on a force account:

- "Owned" means that the Contractor controls and operates the equipment. Long-term lease arrangement would be the same as ownership. Owned equipment is priced according to Blue Book. The office will need to know the following information about the equipment in order to calculate a rate from the Blue Book:

  Equipment Type – Dozer, Backhoe, Excavator

  Manufacturer – Caterpillar, John Deere, Kobelco

  Year Manufactured

  Model or Capacity

  Type of Fuel – Gas or Diesel

Horsepower

Owner – Prime Contractor or Subcontractor

Attachments (if used) – Ripper, Hydraulic Thumb

- "Rented to Operate" means that the Contractor has obtained a piece of equipment through a short-term rental and will operate the equipment with its own employees. Rented to operate equipment is priced according to the invoice from the rental agency.
- "Rented-Operated" means that the Contractor has obtained a service from and individual or a company to provide a piece of equipment with an operator. An operated rental is not paid as equipment, but rather as a Service.

Standby time is defined as the time during which equipment is idle and cannot be assigned to other work. Only equipment that has been utilized for work on the force account and will be used again is eligible for standby compensation. When ordered by the Engineer, standby time shall be paid at one-half of the rate established for that equipment. Standby time will not be compensated beyond that amount that brings the operated time and standby time to more then 8 hours in any one day or 40 hours in any one week.

Repair of damage is considered a risk of providing equipment. The cost of this risk is assumed to be in the markup for overhead and profit. If a Damage Claim Waiver appears on a rental invoice, the cost for this waiver should be removed before payment is calculated. The Engineer may require competitive bids for equipment rentals.

Small tools are defined as having a Blue Book rate of less than $100 per month or a purchase price of less then $500. Small tools shall be paid by negotiation rather than using an hourly rate (except for rentals). Any such small tool that is rented shall be paid according from the invoice of the rental company.

Materials

Materials also work from a list. The Engineer provides the basic list of materials observed by the inspector. This is done daily, unless the Contractor agrees otherwise. The Contractor adds prices to the list and attaches invoices to support the prices. If the Contractor does not have an invoice, as in the case of stockpiles or some warehouse stock, then and affidavit will suffice. The Engineer will review the affidavit and, if it is an unreasonable price that cannot be supported, the Engineer may substitute another price, utilizing the best data available.

The specifications allow the Engineer to require competitive quotations, if this is done before the work is started and sufficient time is available.

<u>As with all other materials permanently incorporated into the project, material placed under force account, requires prior approval by the project office and proper field acceptance by the project inspector.</u>

Force Account Work Sheet

Washington State Department of Transportation

Daily Report of Force Account Worked

Contract Number	Date	Item Number	Item Name
4329	10/15/96	223	Roadside Cleanup

Prime Contractor	Subcontractor / Lower Tier Subcontractor
Mowat Construction	N/A

Line / Station	Group	Basis of Material Acceptance	RAMS Number
	1	Minor Quanity	74

Description of Work Performed: Install signs @ Island, Relocate 'Yield Sign', Adjust C.B. I-5 Median

Time Worked Record

	Workers and/or Equipment Working	Occupation of Workers or Equipment Size	Hours Worked Reg.	Hours Worked O.T.	Reg. Rate	O.T. Rate	Amount
1	A. Shahan	Foreman	5.5				
2	M. Hamilton	Laborer	2.5				
3	S. Golz	Operator / Trainee	2				
4	B. Graham	Laborer	5				
5	T. Blair	Laborer	5				
6							
7	Ford Pickup #483	1992 F-250 (Diesel)	5.5				
8	Ford Pickup #555	1992 F-250 (Gas)	5				
9	Sullivan Air Compressor	185 CFM (Gas)	5				
10	#737						
11	Hammer, Spade, Hose	Model 730 Impact Hammer	5				
12							
13							
14							
15	Motar Mix 6	80 lb bags (BMC West Invoice #2073456)					
16							
17	6x8x8 Half blocks	20 qty (BMC West Invoice #2073215)					
18							
19							
20							

Calculated By	Date	Checked By	Date	Total

CAPS Entry Number	Entered By	Date	Entry Verified	Date

Inspector	Contractor's Representative	Title
Dan Cotton	Hamilton	Supt

DOT Form 422-008 EF
Revised 3/98

Services

Services billed by invoice will be compensated according to the invoice if that is the typical method in standard industry practice. Billing by invoice does not excuse the service provider from the requirements of the prevailing wage laws. However, the force account payment system will not be used to enforce contract wage or other requirements.

The markup for services depends on the nature of the firm's activities on the project. If the firm is clearly and uninvolved supplier, then the service markup will apply. If the firm is acting as a subcontractor, then the markup will be made under the provisions for subcontractors, with the underlying overhead and profit assumed to be embedded in the invoice.

Mobilization

Mobilization and demobilization are reimbursable expenses for assembling equipment, materials, supplies, and tools.

Markups

Labor — 29 percent

Equipment, Materials, Services — 21 percent

Contractor Markup for Subcontractor's Work:

Up to $25,000	12%
$25,000 up to $100,000	10%
$100,000 and greater	7%

The amount and markup rates shall be calculated seperately for each subcontractor on each force account item.

Report of Protested Work

When the Contractor is performing work under protest and a claim for additional compensation my arise, it is imperative that the inspector documents the Contractor's activities. All equipment, workforce, and materials used, needs to identified and tracked. To document these activities, use the Report of Protested Work Form 422-007, **never use a Force Account Work Sheet**. While these two forms my look the same, use of the Force Account Work Sheet could place the Contracting Agency into a financial commitment, and at a disadvantage in negotiating a settlement.

The Contractor is required to:

1. Immediately give a signed written notice of protest to the Project Engineer or field inspector before doing the work.
2. Supplement with additional required information within 15 days.

Washington State
Department of Transportation

Report of Protested Work

Contract Number	Date	Location of Work

Prime Contractor	Subcontractor / Lower Tier Subcontractor	Other

Description of Work Performed and Why Protested

Time Worked Record

	Workers and/or Equipment Working	Occupation of Workers or Equipment Size	Labor		Equipment	
			Regular	Overtime	Operated	Standby
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

This form is for the sole purpose of documenting the use of labor, equipment, and materials on work protested under Section 1-04.5 and 1-09.11 of the Standard Specifications.

Inspector	Contractor's Representative	Title

DOT Form 422-007 EF
Revised 3/98

Part 5

Post Construction

- *Contract Completion*
- *Materials Certification*
- *As-Built Plans*

Contract Completion

Contract Completion Dates
Calendar Time

Substantial Completion	Physical Completion	Completion	Final Acceptance
Starts the time when any liquidated damages caused by overruns of contract time are limited to direct engineering charges. Responsibility: Project Engineer *Construction Manual* 1-2.5E	Establishes the date liquidated damages will no longer be charged to the contract. Starts the 1-year period for contract closure by FHWA. Directive D 27-60 Date used on Final Contract Voucher Certification Responsibility: Region Operations *Construction Manual* 1-2.5F	Starts the 60-day time period for release of retainage. RCW 60.28 Responsibility: Project Engineer *Construction Manual* 1-2.5H	Start of 30-day period for laborers to file lien against retainage. RCW 39.12 Start of 180-day period for contractor to bring legal action against the state. *Standard Specification* 1-09.11(3) Responsibility: Assistant Secretary for Operations

Substantial Completion	When the contract work is completed to the extent that WSDOT has full and unrestricted use and benefit of the facilities ... and only minor incidental work ... remains to physically complete the total contract.
Physical Completion	When all of the work is physically completed on the project. **All the documentation**, required by the contract and required by law, **does not necessarily need to be furnished** by the Contractor by this date. This is a region responsibility because at this time an inspection involving other regional offices such as Maintenance takes place.
Completion	When all work specified in the contract is completed and all the obligations of the Contractor under the contract are fulfilled <u>and all documentation has been submitted to the project office.</u>
Final Acceptance	When the State Construction Engineer accepts both the completed contract, and the items of work shown in the final estimate, by signature of the Final Contract Voucher Certification.

Note: Although RCW 39.12 uses Final Acceptance to start the 30-day period for laborers to file liens against the retainage, RCW 60.28 used Completion to start the 60-day period for release of the retainage. It is therefore essential that Final Acceptance occur as soon as possible after Completion to avoid conflicts.

Materials Certification (*Standard Specification 9-1.5*)

The Project Engineer is responsible for all documentation required to certify materials incorporated into a project. All documented material deficiencies occurring on the project need to be resolved with the FOSSC Construction Office, through the Region, before certification can be completed. The material certification reflects the project's conformance with the Record of Material as adjusted by the Project Engineer for:

1. Actual project quantities,
2. Acceptance practices as provided for in the *Construction Manual*,
3. Adjusted sampling/testing frequencies as approved, and
4. Change Order work added.

Any variance between the requirements of the construction manual, contract documents, *Standard Specifications* and the actual outcome; must be listed, explained, and resolved.

Material Certification Process

Field Operation Support Service Center

1. FOSSC Materials Laboratory (Documentation Section)
   a. Prepare the Record of Material for all major items of materials listed in the contract.
   b. Provide technical support, certification guidelines, format, and suggested documents.
   c. Conduct compliance reviews of completed projects where the Certification is complete.
2. FOSSC Construction Office (Documentation Engineer)
   a. Receives deficiencies identified during certification by the region.
   b. Coordinates FHWA and region to determine funding eligibility for deficient items.
   c. Prepares response to region identifying degree of nonparticipation (Letter of Resolution).

Region

1. Project Engineer
   a. Sets up and maintains a material documentation system.
   b. Maintain and monitors a current Record of Material item by item ensuring materials certifications throughout the course of the project.
   c. Identify, document, and justify all materials deficiencies including determination and acceptance of noncritical items.
   d. Prepares the certification package which includes the Certification Letter, identified deficiencies, Letters of Resolution for all identified deficiencies and credits taken for deficient materials.

2. Regional Operations/Construction Office
   a. The Regional Documentation Engineer shall review projects according to the CM for documentation requirements including materials.
   b. Resolve materials deficiencies identified by the Project Engineer through contact with the FOSSC Construction Office Documentation Engineer.
   c. Review certification package for compliance.
   d. Submit Material Certification letter to Regional Administrator for signature.
   e. Distributed sighed Material Certification.
3. Regional Administrator

   Signs the Materials Certification Letter.
4. Finance and Administrative Service Center Accounting

   Completes the necessary paperwork.

As-Built Plans (Construction Manual 10-3.11)

1. Record of deviations or changes to the original intended physical product of a contract.
2. RCW 19.122 mandates that owners of “underground facilities” be able to locate these facilities within 24 inches of the outside dimensions.
3. Corrections with a red repo pen with a medium width tube.
4. Not required to correct summary of quantity sheets. Region level policy to correct or state that quantities must be obtained from applicable final record books.
5. Correction tape may be used only on quantity tabulations and structure note sheets.
6. Kept up to date as work progresses.
7. Submitted with final records.
8. Structure as-builts should be submitted as soon as structure is complete.

6:P65:DP/MD

Appendix

- *Acronyms*

Acronyms

C.O.A.	Condition of Award
DBE	Disadvantage Business Enterprise
MBE	Minority Business Enterprise
WBE	Women Business Enterprise
CUF	Commercially Useful Function
ROM	Record of Materials
RAM	Request for Approval of Material
QPL	Qualified Products List
IDR	Inspector's Daily Report
SATC	State Apprenticeship Training Council
BAT	Bureau of Apprenticeship Training

Computer Systems

CAPS	Contract Administration and Payment System
CCIS	Construction Contracts Information System
PCTS	Project Closure Tracking System
TRAINS	Transportation Reporting and Accounting Information System
CPMS	Capital Project Management System
LIMS	Lab Information Management System

7:P65:DP/MD