

SUBJECT: Material Clearance

- FORM: 1. OOC26 Final Material Clearance Report
2. OOC27 Monthly Materials Clearance Status Report

GENERAL:

The Office of Materials Technology (OMT) and the Office of Construction (OOC) must work together as a team to reduce the time and labor required to obtain Materials Clearances.

OMT has developed standardized forms and procedures that when applied at the project level will ensure that all materials incorporated into the work are in compliance with the specifications as well as providing for timely Materials Clearance.

PURPOSE:

To establish standard procedures for Materials Clearance.

PROCEDURE:

A. Project level responsibilities to facilitate Material Clearances

1. The Construction Project Engineer (CPE) shall ensure that the OMT Area Materials Engineer or their representative meets with project personnel and the prime contractor prior to the notice to proceed to review the Materials Management System Program (MMSP) for minimum sampling/testing frequencies based on quantity of material to ensure quality assurance sampling and testing are in accordance with specifications.
2. The CPE shall ensure that the appropriate OMT Area Materials Engineer or their representative is notified and attends all pre-construction and progress meetings.
3. The CPE shall print out approved Source of Supply (SOS) Submittals from the MMSP and place them on file. All SOS shall be available to the project inspection staff so they can verify material SOS approval and the procedure for material acceptance for the materials incorporated into the work under a particular item.

NOTE: Only pay items of work with approved Sources of Supply and Materials Clearances shall be paid on the Monthly Estimate.

B. Monthly Material Clearance Status Reports

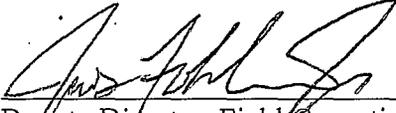
1. A Monthly Materials Clearance Report shall be prepared by the CPE and must be received by OMT within 7 days of the Monthly Contract Estimate due date. In order to assure that the status report number and the project estimate worksheet number are the same the CPE shall inform OMT of any month that a status report is not submitted.
2. Attach a copy of the Contract Estimate worksheet.
3. The status report will be reviewed within 7 days, and then returned with comments to the ADE, AE, and the CPE.

4. The CPE will retain a copy of the report and material clearance information for the project records and forward a copy of the report to the Prime Contractor.
5. Materials not paid for on the previous estimate may be included on the next estimate once all approvals and documentation have been received.

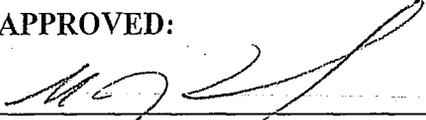
C. End of Project/Final Clearance

1. Construction Project Engineer: The CPE will initiate Final Material Clearance notice submitting Form OOC26 to OMT 30 days in advance of final project completion and acceptance for maintenance.
 - a. This initial 30-day notice shall include lists of new items, items not used, quantities increased or decreased (including final field quantities), and other documentation that will aid in the clearance process.
 - b. The 30-day notice shall also include a list of items not meeting specification requirements and how those items will be accepted by the District.
 - c. Additional notices shall be submitted for any and all changes after the 30-day notice is issued and are due within five days of the date of the change. All materials must be tested and approved regardless of when the work is completed.
 - d. All Failing Materials Reports will be reviewed promptly and responded to within 30 days. OMT will institute follow-up procedures; however, failure to respond after the 15-day follow-up letter will be reported to the Director, Office of Construction.
2. OMT: Final Materials Clearance Process:
 - a. OMT will begin final materials clearance when the 30 day notice is received.
 - b. OMT will send an Issue Resolution Letter to the District within 45 days of receipt of 30-day notice (the clock starts when 30 day Issue Resolution Letter is written).
 - c. The District shall respond within 30 days.
 - d. Final clearance and certification letters or request for additional information shall be prepared and issued within 15 days of the 30 day notice expiring.
 - e. Final Materials Clearance should be accomplished within 45 days of project completion according to schedule above, or within 60 days if complications arise.

The cooperation of all personnel in maintaining accurate, up-to-date records and complying with this Directive should significantly expedite the clearance process, and avoid charges for late payments required by the Contract Documents.


Deputy Director, Field Operations

APPROVED:


Director, Office of Construction