

Materials Quality Roundtable

*Materials Management
Division.*



Material Clearance

The Process OMT uses to ensure federal requirements are being followed regarding the use of quality construction materials

Topics of Discussion regarding Material Clearance Process

- Source of Supply Review
 - Is there something I need clarity on?
- Material Clearance Estimates
 - Is there something I don't understand?
- 30-Day Notice/Final Material Clearance Letter
 - Is there something I forgot to include?

STEP 1

Source of Supply

Whether temporary or permanent, All materials incorporated into a MDOT SHA Construction Project MUST be submitted and approved.

SHA Specifications Section 900.01

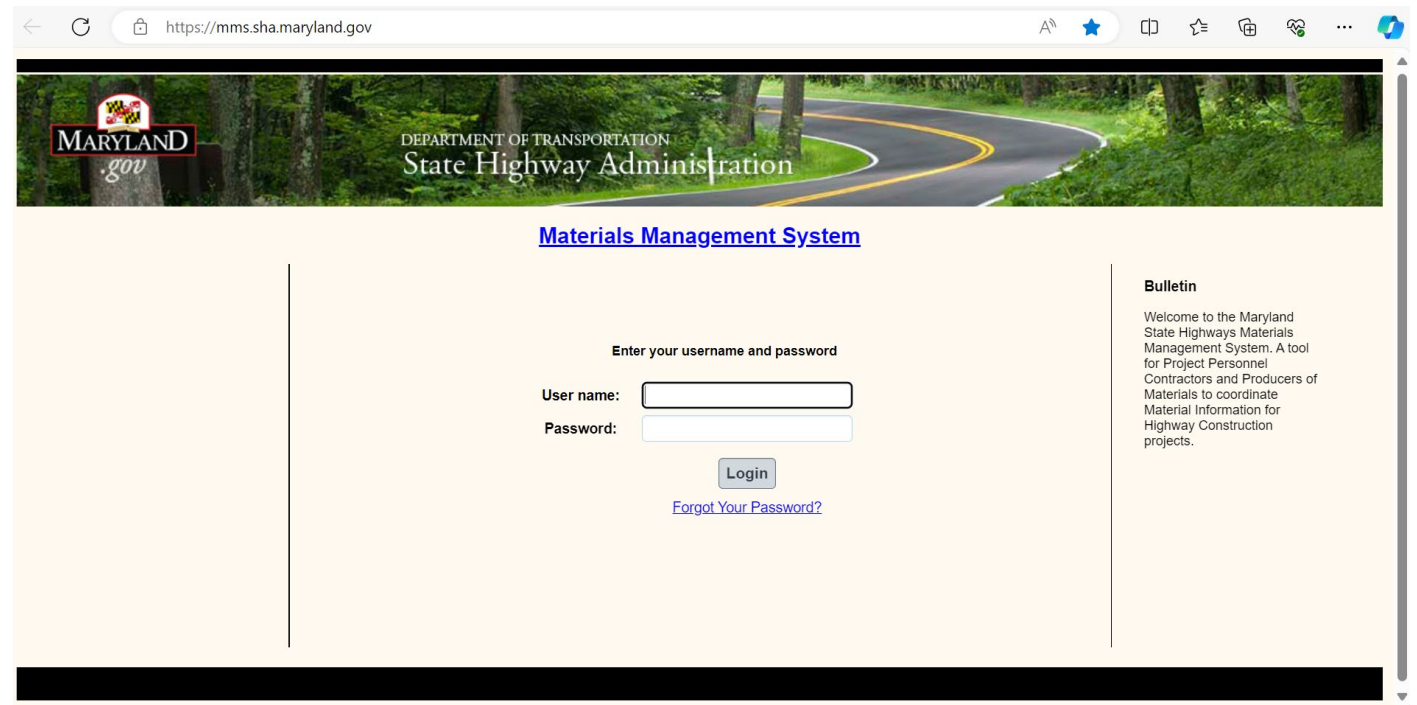
Submit to the Office of Materials Technology (OMT), the proposed sources of all materials to be incorporated into the project.

Do not introduce material into the work until sources are approved

STEP 1


Source of Supply

Material sources are submitted to OMT for review using the Material Management System (MMS).



The screenshot shows a web browser window with the URL <https://mms.sha.maryland.gov>. The page features a header banner with the Maryland State Highway Administration logo and a scenic road image. Below the banner, the title "Materials Management System" is displayed in blue. The main content area contains a login form with the heading "Enter your username and password". The form includes fields for "User name:" and "Password:", a "Login" button, and a link for "Forgot Your Password?". A "Bulletin" section on the right side of the page provides a welcome message and describes the system's purpose for project personnel, contractors, and producers of materials.

← ↻ 🔒 <https://mms.sha.maryland.gov> 🔍 ★ 📄 ⚙️ 🛡️ ... 🌐

 DEPARTMENT OF TRANSPORTATION
State Highway Administration

[Materials Management System](#)

Enter your username and password

User name:

Password:

[Forgot Your Password?](#)

Bulletin

Welcome to the Maryland State Highways Materials Management System. A tool for Project Personnel Contractors and Producers of Materials to coordinate Material Information for Highway Construction projects.


STEP 1

Source of Supply

Material sources are submitted to OMT for review using the Material Management System (MMS).

Source Submission Response

Submission Approved

Contract	BA9035176 Intersection Improvments on MD 43 (Whitemarsh Blvd) at Honeygo Blvd in Baltimore County		
Source Submission	Source Submission 163 (White Tape Pavement Markings)		
Contract Items	1005	114221	5 INCH WHITE REMOVABLE PAVEMENT LINE MARKINGS
Prime Contractor	C.J. Miller, LLC 3514 Basler Road Hampstead, MD 21074		
Submitted Date	07/14/2021		
Area Material Engineer	Kareem Myrie, Area Material Engineer, D1, D4, BC & Modals Kmyrie@sha.state.md.us		
Reviewed By	Benjamin Avara, Materials Technician, D4, BC & Modals bavara@sha.state.md.us		
Reviewed Date	07/14/2021		
Commentary	Submission Alternate - Advance Traffic Markings		
	Response		
Sources of Supply	Advance Traffic Markings	Producer Supplier	ATM 200 REMOVABLE WHITE
Quality Assurance	Project Construction Pavement Marking Material Verification at Project Site Project Engineer to collect manufacturer's Certification (TC 1.03 w/o test data), and submit certifications to MMD for clearance.		
			1 per 1 Delivery to Project

STEP 1

Source of Supply

Material sources are submitted to OMT for review using the Material Management System (MMS).

Source Submission Response		Submission Denied
Contract	BA9035176 Intersection Improvements on MD 43 (Whitemarsh Blvd) at Honeygo Blvd in Baltimore County	
Source Submission	Source Submission 34 (Misc. Metal Materials)	
Contract Items	8031 821001	BREAKAWAY BASE SUPPORT SYSTEM FOR STEEL BEAMS
Prime Contractor	C.J. Miller, LLC 3514 Basler Road Hampstead, MD 21074	
Submitted Date	08/31/2020	
Area Material Engineer	Kareem Myrie, Area Material Engineer, D1, D4, BC & Modals Kmyrie@sha.state.md.us	
Reviewed By	Stuart Jones, Materials Engineer, D4, BC & Modals sjones@sha.state.md.us	
Reviewed Date	09/01/2020	
Commentary	Submission	
	Response Submitted under wrong category. Please resubmit under Traffic Control Materials, Specialty Items.....then select Breakaway Base.	
Sources of Supply	Traffic Systems & Technology Supplier 7390 Merritt Park Drive Manassas, VA 20109 Transpo Industries, Inc. Producer 20 Jones Street New Rochelle, NY 10801	

STEP 1

Source of Supply

Keys To Remember When Submitting Source of Supply

- Is my source listed on OMT's list of Qualified Products and Producers (QPL)?
- Is my source domestically produced (BABA requirements)?
- Did I make sure to select the appropriate product/mix design?
- Did I submit the required certifications needed for OMT stamped review and approval?

STEP 2

Material Clearance Estimate

Maryland State Highway Administration

Contract No.: BA8115B80

Estimate No.: 9

Date Submitted: 1/27/2021

To: STU JONES

Estimate End Date: 1/21/2021

Date Returned:

From: IBRAHIMA MBAYE MONTHLY MATERIALS CLEARANCE STATUS NO. 9

Project Phone: 443-5109813

% Cleared:

SHA Lab Use Only

I-70

Project Fax:

PARAPET REHABILITATION FOR BRIDGE NOS. 0322903 AND 0322904 ON I-70 WB AND EB OVER PATAPSCO RIVER AND CSXT IN BALTIMORE AND HOWARD COUNTIES

PARAPET REHABILITATION FOR BRIDGE NOS. 0322903 AND 0322904 ON I-70 WB AND EB OVER PATAPSCO RIVER AND CSXT IN BALTIMORE AND HOWARD COUNTIES

Item No.	Approved SOS?	Description / Materials Used	Unit	Todate Quantity			Item Complete?	Document Attached?	Project Comments	LAB - OMT Evaluation Engineer Comments
				Rec.	Used	Paid				
1002. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	TYPE B ENGINEERS OFFICE	LS	4.6 LS	49,200.00	4.6 LS	NO	NO	—	
1013. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	ARROW PANEL	UD	17 UD	195.00	17 UD	NO	YES	FORM 14	
1024. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	PROTECTION VEHICLE	UD	17 UD	195.00	17 UD	NO	YES	FORM 14	
1025. 01P	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	SPEED DISPLAY TRAILER	UD	62 UD	312.00	62 UD	NO	YES	FORM 14	
1030. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CONSTR STAKEOUT	LS	7.7 LS	6,930.00	7.7 LS	NO	NO	—	
1032. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	MAINTENANCE OF TRAFFIC	LS	7.7 LS	103,950.00	7.7 LS	NO	NO	—	
4006. 02C	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CONCRETE PARAPET	LS	25 LS	300,000.00	25 LS	NO	YES	Concrete Tickets Test Results Report	
4007. 02B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	TYPE V BRIDGE SCUPPER	EA	1 EA	7.00	1 EA	NO	NO	Document previously submitted on prior estimate	

Project Representative: Ibrahim

1/27/21

Lab Representative:

STEP 2

Material Clearance Estimate

Project Engineers Are Strongly Encouraged To Review The Completed Clearance Estimate Package before Submitting to OMT

- Did I include a locked progress payment with my material clearance summary sheet
- Are all materials listed for payment recorded on the summary sheet
- Do I have all required clearance documentation (Form 14s, Certifications, Stamps, any required field-testing results, etc.)

STEP 3

Final Clearance Letter

Issue of Final Clearance Letters are initiated by the submittal of the 30-Day Notice of Project Completion

00C026 Rev 05/27/2021
[CD 07220.900.01](#) Clear All

MARYLAND STATE HIGHWAY ADMINISTRATION
MATERIALS CLEARANCE REPORT
(Project Completion Anticipated Within 30 days)

TO: Notification Dates:
Area Materials Engineer Initial:

FROM: Additional:
Construction Project Engineer

DATE:

SUBJECT:

Please initiate Material Clearance. (Reference: Construction Directive [07220.900.01](#))

Contract No: FAP No:

Description:

Please attach the following information:

1. <input type="checkbox"/> Pavement Markings Inspection (Attach a copy of the IRF)	4. <input type="checkbox"/> Pavement Profile performed Date of report: <input type="text"/>
2. <input type="checkbox"/> Total cubic yards of concrete by mix (Please attach additional sheet)	5. <input type="checkbox"/> Unused Bid Items: (Please attach additional sheet)
3. <input type="checkbox"/> Total tons of HMA by mix (Please attach additional sheet)	6. <input type="checkbox"/> Last paid estimate date: <input type="text"/>
	7. <input type="checkbox"/> Project Items Report (print from eMCMS or MCMS)

8. ☐ Is there anything still outstanding on the project that could delay material clearance? If so, please explain. ☐ See attachments for explanation of possible material clearance delay(s).

cc: Project Engineer File Save this file as: [Contract#]-OOC026.pdf Ex: HO1234567-OOC026.pdf

STEP 3

Final Clearance Letter


Keys To Avoid Delays In Receiving the Final Clearance Letter

- Make sure all paid estimates have been submitted and processed
- Make sure total tons of HMA submitted are in line with what our Asphalt Technology Team has received for Pay Factor calculation
- Make sure the final Pavement Marking Inspection has been requested and completed
- Make sure District resolutions have been provided for all disputed materials, as well as final inspection letters/memos.

STEP 3

Final Clearance Letter

Keys To Avoid Delays In Receiving the Final Clearance Letter




MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
STATE HIGHWAY
ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedeheid
Secretary
Tim Smith, P.E.
Administrator

MEMORANDUM

TO: Abraham Kidane, Assistant District Engineer, District 4

FROM: Christopher Duffy
Division Chief, Materials Management
Office of Materials Technology 

SUBJECT: MATERIALS CLEARANCE
SHA Contract No.: BAA385177
FAP No.: AC-NHPP-G-70-1(280)E
Safety and Resurfacing on I-/O Westbound from Howard County Line to I-695
in Baltimore County

DATE: May 18, 2023

PURPOSE OF MEMORANDUM

To inform the project of final materials clearance status.

SUMMARY

APPROVED UNDER CERTIFICATION ACCEPTANCE
PROCEDURES PER FHPM 6 5-2

This is to certify that:

The results of the tests on acceptance samples indicate that the materials incorporated in the construction work and construction operations controlled by sampling and testing were in conformity with the approved plans and specifications. A system based method of Independent Assurance Audits has been established to assess the proficiency of QC/QA Technicians and acceptability of testing equipment. Results of the system based audits can be found in the annual reports prepared for the FHWA by the Independent Assurance Auditing Team.

cc: Don Koebe
Eric Frempong
Evroc Goocharan
Kareem Myrie

Mark Chapman
Paulo DeSousa
Robert Rinehimer
Sean Capps

Victor Grafton

7430 Traffic Drive, Hanover, MD 21076 | 443.572.5100 | 1.866.924.8501 | Maryland Relay TTY 800.735.2298 | roads.maryland.gov

Materials Management Division

Assistant Division Chief
Materials Management
Section

Evroc “Rocky” Goocharan

Phone: 443-572-5030

Email: Egoocharan@mdot.maryland.gov

Materials Management Division – AME TEAM

District 1

District 4

Baltimore City

MDOT Modals

- Kareem Myrie – Area Materials Engineer
Phone: 443-572-5271
Email: Kmyrie@mdot.maryland.gov
- Gerald Haskins – Material Engineer
Phone: 443-572-5035
Email: GHaskins@mdot.maryland.gov
- Ben Avara- Material Technician
Phone: 443-572-5026 (O)
Email: Bavara@mdot.maryland.gov

Materials Management
Division – AME TEAM

District 2

District 5

- **Habte Yeheyis- Area Material Engineer**
Phone: 443-572-5174
Email: Hyeheyis@mdot.maryland.gov
- **Jeff Foote- Material Engineer**
Phone: 443-572-5028
Email: Jfoote@mdot.maryland.gov
- **Jason Pisani - Material Technician***
Phone: 443-572-5290 (O)
Email: Jpisani1@mdot.Maryland.gov

Materials Management Division – AME TEAM

District 3

- **Ralph Smith – Area Materials Engineer**
Phone: 443-572-5091
Email: Rsmith3@mdot.Maryland.gov
- **James Walker III - Material Engineer**
Phone: 443-572-5032
Email: Jwalker@mdot.maryland.gov

Materials Management Division – AME TEAM

District 6

District 7

OOTs

- **Kris Wells – Area Materials Engineer**
Phone: 301-842-2406
Email: kwells1@mdot.Maryland.gov
- **Patrick Blevins - Material Engineer**
Phone: 443-572-5034
Email: Pblevins@mdot.maryland.gov
- **Steve Brakeall- Material Engineer**
Phone: 301-842-2406 (O)
Email: Sbrakeall@mdot.Maryland.gov

Materials Management Division – AME TEAM

Access Permits

Marvin Coble – Access Permit Engineer

Phone: 443-572-5167

Email: Mcoble@mdot.maryland.gov

QUESTIONS ?