



Appendix C – Frequency Guide, All Phases

Material Quality Assurance Processes

Admixtures for Concrete

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials				<i>Facility Qualification</i>
Production facility data maintained to provide a basis for qualified products.	1	per	1	Prior to Usage on Project
Evaluation of Material Product for CTD Materials				<i>Product Qualification</i>
Qualification of Material Product for use on State Projects.	1	per	1	Prior to Usage on Project
Material Product QC				<i>Product Qualification</i>
Concrete Technology Laboratory to collect and evaluate Admixture Material Samples. 1 Quart in a Screw Top Can	1	per	1	Months

Aggregate Materials, Controlled Mixtures

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials				<i>Facility Qualification</i>
Qualification of Production Facility for state projects.	1	per	1	Prior to Source Request
.	1	per	1	Year
Evaluation of Material Product for SATD Materials				<i>Product Qualification</i>
Qualification of Material Product. 35 Lbs, of final mix in a Soils Bag	3	per	1	Prior to Source Request
	1	per	2	Year
Routine SATD Production QA				<i>Product QC/QA</i>
Production Quality Assurance	1	per	20	Production Day
SATD Material Product QC				<i>Product QC/QA</i>
Producer to perform daily gradations and moisture checks on aggregate materials. 35 Lbs in a Soils Bag	1	per	1	8 Hour Shift
	1	per	1000	Ton

Source Approval

Source Submission				<i>Source of Supply Submittal</i>
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials				<i>Material Verification</i>
Project Engineer to verify load ticket for correct JMF.	1	per	1	Placement Day
Project Site Testing				<i>Material Sampling and Testing</i>
Compaction and Moisture analysis performed by Project Engineer. Submit compaction report to MMD for clearance.	1	per	1	Placement Day
	1	per	1	Lane Mile per Lift

Material Quality Assurance Processes

Aggregate Materials, Crushed Gradations

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			Facility Qualification
Evaluation of Crushed Aggregate producers that wish to be placed on the Aggregate Bulletin.	1 per	1	Prior to Usage on Project Year
Evaluation of Crushed Aggregate producers that do NOT require to be listed in the Aggregate Bulletin.	1 per	1	Prior to Usage on Project

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

SATD Material Review			Material Certification for Project Usage
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	1 per	1	Prior to Usage on Project
Material to be sampled as Capping Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials			Material Verification
Project Engineer to verify material product, submit Form 14.	1 per	1	Placement Day
Project Engineer to submit verification samples of Common Borrow material. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Engineer to submit verification samples of Modified Borrow material. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Engineer to submit verification samples of material of Select Borrow. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Site Testing			<i>Material Sampling and Testing</i>

Material Quality Assurance Processes

<p>Compaction and Moisture analysis of Common Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS in a Soils Bag</p>	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
<p>Compaction and Moisture analysis of Capping Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS in a Soils Bag</p>	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
<p>Compaction and Moisture analysis of Modified Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS. in a Soils Bag</p>	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
<p>Compaction and Moisture analysis of Select Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS in a Soils Bag</p>	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
<p>Compaction and Moisture analysis of Select Borrow for Trench Backfill to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p>	1	per	150	Linear Feet per 3 Foot Lift

Aggregate Materials, High Friction Surf. Treatment

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials				<i>Facility Qualification</i>
	1	per	1	Prior to Usage on Project

Source Approval

Source Submission				<i>Source of Supply Submittal</i>
Source of Supply Processing	1	per	1	Prior to Usage on Project

Material Production

SATD Certification Review				<i>Material Certification for Project Usage</i>
Material Certification/Documentation to be provided by material supplier during Source Submission.	1	per	1	Prior to Usage on Project
SATD Material Review				<i>Material Certification for Project Usage</i>
Supplier to provide SATD samples of Calcined Bauxite Aggregate 45 days prior to construction. Supplier to contact SATD for delivery instructions.	2	per	1	Prior to Usage on Project
Supplier to provide SATD samples of Polymer Resin Binder. Supplier to contact SATD for delivery instructions	1	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials				<i>Material Verification</i>
Project Engineer to verify the coverage rate of the retained aggregate meets the required quantity of the special provision	1	per	1	Test Section
Project Engineer to contact the Office of Material Technology to coordinate field acceptance testing (Table 3 of Special Provision) within 60 days after Construction	1	per	0.1	Lane Mile

Material Quality Assurance Processes

Aggregate Materials, Other Stone and Sand

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			Facility Qualification
Evaluation of Crushed Aggregate producers that wish to be placed on the Aggregate Bulletin.	1	per 1	Prior to Usage on Project
Evaluation of Crushed Aggregate producers that do NOT require to be listed in the Aggregate Bulletin.	1	per 1	Prior to Usage on Project

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials			Material Verification
Project Engineer to verify material, Submit form 14 for clearance	1	per 1	Item Completion

Aggregate Materials, Recycled PCC Gradations

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Source Request

Material Production

SATD Certification Review			Material Certification for Project Usage
Material Certification to be provided by material supplier during facility visit.	1	per 1	Prior to Usage on Project
SATD Material Review			Material Certification for Project Usage
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per 1	Prior to Usage on Project
Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per 1	Prior to Usage on Project
Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per 1	Prior to Usage on Project

Project Construction

Project Sampling and Lab Testing of SATD Material			Material Verification
Project Engineer to submit verification samples of Common Borrow material. 35 LBS in a Soils Bag	1	per 15000	Cubic Yard

Material Quality Assurance Processes

Project Engineer to submit verification samples of material of Modified Borrow. 35 LBS in a Soils Bag	1	per	15000	Cubic Yard
Project Engineer to submit verification samples of Select Borrow material. 35 LBS in a Soils Bag	1	per	15000	Cubic Yard

Project Site Testing	<i>Material Sampling and Testing</i>
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Project Engineer to verify pH of placed recycled materials.	1	per	1	Project Completion
Project Engineer to verify pH of placed material, and perform Compaction and Moisture analysis of Common Borrow. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
Project Engineer to verify pH of placed recycled material, and perform Compaction and Moisture analysis of Modified Borrow.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
Project Engineer to verify pH of placed material, and perform Compaction and Moisture analysis of Select Borrow. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Aggregate Materials, Source Material

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials	<i>Facility Qualification</i>
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Qualification of Quarry	1	per	1	Prior to Source Request
	1	per	1	Year

Review of Aggregate Quality	<i>Product Qualification</i>
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Annual Quality of Coarse Aggregates 50 Lbs (or 35 Lbs for lightweight) in a Soils Bag	1	per	1	Prior to Source Request
	1	per	1	Year
Annual Quality of Fine Aggregates. 50 Lbs (40 lbs for lightweight) in a Soils Bag	1	per	1	Prior to Source Request
	1	per	1	Year

Asphalt Additives

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials	<i>Facility Qualification</i>
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Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1	per	1	Prior to Usage on Project
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Evaluation of Material Product for ATD Materials	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects	1	per	1	Prior to Usage on Project
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Asphalt Mixtures

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials	<i>Facility Qualification</i>
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Production facility to be certified to produce material for State projects.	1	per	12	Months
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Evaluation of Material Product for ATD Materials	<i>Product Qualification</i>
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Material Quality Assurance Processes

Review and Qualification of Asphalt Mixture Material Product. 1 per 1 Prior to Source Request

SHA Acceptance Facility Visit for Asphalt Mix Production Product QC/QA

Production Quality Assurance 1 per 6000 Ton
1 per 10 Production Day

SHA Acceptance of Binder Component Product QC/QA

Asphalt Technology representative to witness and take possession of material sample. 1 per 10 Production Day
1 per 1 Project Completion
1 Quart in a Friction Top Can 1 per 6000 Ton

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for ATD materials Production Notification

Producer to notify the Asphalt Technology Division 1 day prior to production. 1 per 1 Placement Day

Project Construction

Core Sampling for Asphalt Mix Density Analysis Material Sampling and Testing

Project Engineer shall verify that the contractor takes QC and QA Density Cores at random locations in the pavement. (1 Sample = 5 Cores Min. See Material QA Manual for more information) 2 per 1 Production Day
1 Sample = 5 - 6" Dia. Cores (min)

Density Gauge testing for Patches or Small Quantities Material Sampling and Testing

Patch density measured at random locations with an asphalt density gauge, recorded on a Form 73-1P and submitted to OMT. See specification 505.03.14 for additional details. 1 per 1 Lift of each Patch
2 Readings per test

Box Sampling for Asphalt Mixture Material Sampling and Testing

Project Engineer shall verify that the contractor takes QC and QA Mix Box at random intervals during placement of asphalt mixture. 2 per 1000 Ton
2 per 1 Production Day
1 Sample = 1-50 LB Box (2-50 LB for 25.0mm Mix, 2-50 LB for 37.5mm Mix)

Box Sampling for Patches or Small Daily Quantities of Asphalt Mixture Material Sampling and Testing

Project Engineer shall verify that the contractor takes QC and QA Box Samples at random intervals at least once per mix for every 1000 tons or once per mix weekly, whichever yields the greater frequency. See 505.03.12 for additional details. 2 per 5 Placement Day
2 per 1000 Ton
1 Sample = 1-50 LB Box (2-50 LB for 25.0mm Mix, 2-50 LB for 37.5mm Mix)

Asphalt Mix Density Pay Factor Analysis Sample Analysis

Material Quality Assurance Processes

Density QA and QC results are to be processed by the Asphalt Technology Division to develop a recommended "Density Pay Factor".

1 per 1 Sample Set

Asphalt Mix Pay Factor Analysis Sample Analysis

Mixture QA and QC results are to be processed by the Asphalt Technology Division to develop a recommended "Mixture Pay Factor".

1 per 1 Project Completion
1 per 6000 Ton

Evaluation of Pavement Surface Profile Project Wide Testing

Surface profiling will be completed as indicated in Section 535 of the Special Provisions.

1 per 1 Item Completion

Asphalt Release

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Production facility data maintained to provide a basis for qualified products.

1 per 1 Prior to Usage on Project

Evaluation of Material Product for ATD Materials Product Qualification

Qualification of Material Product.

1 per 1 Prior to Usage on Project

Cement Materials and Bagged Mixtures, Group 1

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials Facility Qualification

Production facility data maintained to provide a basis for qualified products.

1 per 1 Prior to Source Request

Evaluation of Material Product for CTD Materials Product Qualification

Qualification of Material Product for use on State Projects

1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification Material Verification

Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.

1 per 1 Delivery to Project

Cement Materials and Bagged Mixtures, Group 2

Plant or Product Qualification

Review of Misc Production Location Limited Producer Check

Production facility data maintained to track the material supply chain.

1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing

1 per 1 Prior to Usage on Project

Material Quality Assurance Processes

Material Production

CTD Material Review and Acceptance			Material Certification for Project Usage
Submit sample of material accompanied by a Form 88 and Material certification (1.03 w/o test data) to OMT for job specific approval.	1	per 1	Prior to Usage on Project
1 Factory Sealed Container in a Factory Sealed Container			

Project Construction

CTD Material Verification			Material Verification
Project Engineer to collect certifications (TC 1.03 w/o test data) and a material sample. Submit to OMT for verification and clearance	1	per 1	Delivery to Project

Cement Materials and Bagged Mixtures, Group 3

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

CTD Material Review and Acceptance			Material Certification for Project Usage
Submit Form 88 and Material Certification (1.03 w/o test data) to OMT for job specific approval.	1	per 1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
Project Engineer to verify approval stamp.	1	per 1	Delivery to Project

Cement Materials and Bagged Mixtures, Group 4

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Material Specific Qualification of Material Producer	1	per 1	Prior to Source Request

Cement Treated Base/Cement Treated Subgrade

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			Facility Qualification
Producer to perform daily gradations and moisture checks on aggregate materials.	1	per 1	8 Hour Shift
	1	per 1000	Ton
Production Quality Assurance	1	per 10	Production Day
Quality Control Plan of Production Facility for state projects.	1	per 1	Prior to Source Request

Material Quality Assurance Processes

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project
Mix Design	1 per	1	Material or Treatment Change
	1 per	1	Prior to Usage on Project

Material Production

SATD Material Review			Material Certification for Project Usage
Materials to be sampled at its place of origin. Project Engineer to contact SATD to schedule sampling.	1 per	1	Prior to Usage on Project
	1 per	1	Prior to Usage on Project

Project Construction

Project Site Testing			Material Sampling and Testing
Construct a 500 foot long control strip onsite according to section 502.03.05	1 per	1	Project
Acceptance of the control strip will be based on performing Falling Weight Deflectometer (FWD) testing and analysis per Section 3.10 of the Pavement Performance Specifications and the Pavement and Geotechnical Design Guide	1 per	1	Cement Modified Subgrade
	1 per	1	Cement Treated Base
Application Rate Verification by weight of cement	1 per	1	Truck Load
Project Engineer to submit FM 14 for Depth and Pulverization check	3 per	1	Placement Day
Compaction and Moisture analysis performed by Project Engineer. Submit compaction report to MMD for clearance.	1 per	1	Placement Day
	2 per	2	Lane Mile per Lift

Compost Materials

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials			Facility Qualification
Qualification of Compost Supplier for use on State projects	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

LPD Material Verification			Material Verification
Project Engineer to verify LPD or MDE approval stamp.	1 per	1	Delivery to Project

Concrete Deck Protection

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
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Material Quality Assurance Processes

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

CTD Material Verification	Material Verification		
Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1	per	1
			Delivery to Project

Contract Specified Material Systems

Plant or Product Qualification

Review of Misc Production Location	Limited Producer Check		
Production facility data maintained to track the material supply chain.	1	per	1
			Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

LPD Material/Product verification	Material Verification		
Project Engineer to collect manufacturers certification (TC 1.03 w/o test results) and fill out Form 14 indicating material was placed in accordance with documents. Submit certification and Form 14 to OMT for clearance.	1	per	1
			Item Completion

Curing Compounds (Liquid Membrane)

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	Facility Qualification		
Production facility data maintained to provide a basis for qualified products.	1	per	1
			Prior to Usage on Project

Evaluation of Material Product for CTD Materials	Product Qualification		
Qualification of Material Product for use on State Projects.	1	per	1
			Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

CTD Material Verification	Material Verification		
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit to OMT for clearance.	1	per	1
			Delivery to Project

Decorative Concrete Finish, Horizontal Surface

Material Quality Assurance Processes

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Material Specific Qualification of Material Producer	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
Project Engineer to inspect placed materials and submit Form 14 to MMD for clearance.	1 per	1	Item Completion

Decorative Concrete Stains, Vertical Surface

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Production facility data maintained to provide a basis for qualified products.	1 per	1	Prior to Source Request

Evaluation of Material Product for CTD Materials			Product Qualification
Qualification of Material Product for use on State Projects.	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
Project Engineer to collect manufacturer's material certifications (TC 1.03 w/ test data) and submit to MMD for clearance.	1 per	1	Delivery to Project

Decorative Reinforced Thermoplastic

Plant or Product Qualification

Evaluation of Material Product for LPD Materials			Product Qualification
Product Qualification	1 per	5	Year

Source Approval

Source Submission			Source of Supply Submittal
Sources of Supply Processing	1 per	1	Prior to Source Approval

Project Construction

LPD Material/Product verification			Material Verification
Material/Product Verification at Project Site	1 per	1	Item Completion
	1 per	1	Prior to Usage on Project

Electrical Accessories

Material Quality Assurance Processes

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

Approval of Material Prior to Shipment			Material Certification for Project Usage
Producer to submit Catalog Cuts to the Office of Traffic and Safety.	1	per 1	Prior to Usage on Project

Project Construction

OOTS Material Verification			Material Verification
Project Engineer to verify material product, submit Form 14.	1	per 1	Delivery to Project

Emulsified Asphalts, Other

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials			Facility Qualification
Production facility to be certified to produce material for State projects.	1	per 12	Months

Evaluation of Material Product for ATD Materials			Product Qualification
Qualification of Material Product for use on State Projects.	1	per 1	Prior to Usage on Project

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

ATD Material Verification			Material Verification
Project Engineer to collect certifications (TC 1.03 w/ test data), FORM 88, and material samples. Submit items to OMT for testing and clearance. 1 Gallon in a Widemouth Plastic Jar	1	per 1	Item Completion

Emulsified Asphalts, Tack Coat

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials			Facility Qualification
Production facility to be certified to produce material for State projects.	1	per 12	Months

Evaluation of Material Product for ATD Materials			Product Qualification
Qualification of Material Product for use on State Projects	1	per 1	Prior to Source Request

Source Approval

Material Quality Assurance Processes

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

ATD Material Verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/ test data), FORM 88, and material samples. Submit items to OMT for testing and clearance. 1 Gallon in a Widemouth Plastic Jar	1	per	1	Item Completion
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Fertilizers

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials	<i>Facility Qualification</i>
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Qualification of Fertilizer producer for use on State projects	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

LPD Material Verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1	per	1	Delivery to Project
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Foamed Asphalt Stabilized Base Course

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Form Release

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1	per	1	Prior to Source Request
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Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Material Quality Assurance Processes

Project Construction

CTD Material Verification			Material Verification
Project Engineer to inspect placed material and submit Form 14.	1	per 1	Delivery to Project

Geosynthetic Materials, Geotextiles

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			Facility Qualification
Cursory Plant data record review, required for qualified products.	1	per 1	Prior to Source Request

Evaluation of Material Product for SATD Materials			Product Qualification
Qualification of Material Product.	1	per 1	Prior to Source Request
	1	per 24	Months

Material Product QA for SATD Materials			Product QC/QA
Quality Assurance of Delivered Products	1	per 3	Months

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials			Material Verification
Project Engineer to receive certified roll data (TC1.03 w/ test data) and submit to MMD for clearance.	1	per 1	Delivery to Project

Geosynthetic Materials, Other

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials			Material Verification
Project Engineer to verify material.	1	per 1	Delivery to Project

Latex Emulsion

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Production facility data maintained to provide a basis for qualified products.	1	per 1	Prior to Usage on Project

Evaluation of Material Product for CTD Materials			Product Qualification
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Material Quality Assurance Processes

Qualification of Material Product for use on State Projects.

1 per 1

Prior to Usage on Project

Liquid Pavement Marking

Plant or Product Qualification

Pavement Marking Facility Review			<i>Facility Qualification</i>
Inspection of Production Facility	1 per	36	Months
Pavement Marking Product Review			<i>Product Qualification</i>
Qualification of Material Product	1 per	1	Prior to Source Request
Pavement Marking Product Acceptance			<i>Product QC/QA</i>
Material sample to be taken by SHA and Producer to provide material certification conforming to TC 1.03 w/ test data to SHA for review, testing, and stamping. The stamped certification will be returned to the producer.	1 per	1	Batch, Lot or Heat

Source Approval

Source Submission			<i>Source of Supply Submittal</i>
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site			<i>Material Verification</i>
Project Engineer to collect manufacture's certifications (TC 1.03 w/ test data) and OMT stamped documentation approving the material batch, submit to MMD for clearance.	1 per	1	Delivery to Project
Post Placement Project Wide Testing			<i>Project Wide Testing</i>
Field Testing at Project Site by the Pavement Marking Team as per MSMT 729.	1 per	1	Item Completion

Miscellaneous Chemical Materials

Project Construction

CTD Material Verification			<i>Material Verification</i>
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit certs and Form 14 to OMT for clearance.	1 per	1	Delivery to Project

Miscellaneous Landscape Materials

Plant or Product Qualification

Review of Misc Production Location			<i>Limited Producer Check</i>
Production facility data maintained to track the material supply chain.	1 per	1	Prior to Source Request

Source Approval

Source Submission			<i>Source of Supply Submittal</i>
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

Material Quality Assurance Processes

Visual Inspection of Placed Material			Material Sampling and Testing
Project Engineer to inspect placed material and submit Form 14.	1	per 1	Delivery to Project

Miscellaneous Materials

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing.	1	per 1	Prior to Usage on Project

Project Construction

LPD Material/Product verification			Material Verification
Project Engineer to inspect placed material and submit Form 14.	1	per 1	Delivery to Project
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit certs to OMT for clearance.	1	per 1	Delivery to Project

Miscellaneous Materials with Certifications

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

LPD Material/Product verification			Material Verification
Project Engineer to collect material certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1	per 1	Delivery to Project

Mulch

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material			Material Sampling and Testing
Project Engineer to inspect placed material and submit Form 14.	1	per 1	Delivery to Project

Pavement Markers

Plant or Product Qualification

Pavement Marking Facility Review			Facility Qualification
Inspection of Production Facility	1	per 24	Months

Material Quality Assurance Processes

Pavement Marking Product Review Product Qualification

Qualification of Material Product 1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site Material Verification

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

Post Placement Project Wide Testing Project Wide Testing

Field Testing at Project Site by the Pavement Marking Team as per MSMT 729. 1 per 1 Item Completion

Pavement Marking Mat'l: Other

Plant or Product Qualification

Pavement Marking Facility Review Facility Qualification

Inspection of Production Facility 1 per 12 Months

Pavement Marking Product Review Product Qualification

Evaluate new material products through the MPEL process 1 per 1 Prior to Usage on Project

Pavement Marking Product Acceptance Product QC/QA

Producer to submit material certification conforming to TC 1.03 w/ test data to OMT's Pavement Marking team for review, stamping, and return. 1 per 1 Batch, Lot or Heat

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site Material Verification

Project Engineer to collect OMT stamped manufacturer's certification (TC 1.03 w/ test data) and submit them to MMD for clearance. 1 per 1 Delivery to Project

Pavement Marking Preformed Thermoplastic

Plant or Product Qualification

Pavement Marking Facility Review Facility Qualification

Inspection of Production Facility 1 per 24 Months

Pavement Marking Product Review Product Qualification

Qualification of Material Product 1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Material Quality Assurance Processes

Source of Supply Processing

1 per 1

Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site				<i>Material Verification</i>
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
Post Placement Project Wide Testing				<i>Project Wide Testing</i>
Field Testing at Project Site by the Pavement Marking Team as per MSMT 729.	1	per	1	Item Completion

Pavement Marking Tape

Plant or Product Qualification

Pavement Marking Facility Review				<i>Facility Qualification</i>
Inspection of Production Facility	1	per	24	Months
Pavement Marking Product Review				<i>Product Qualification</i>
Qualification of Material Product	1	per	1	Prior to Source Request

Source Approval

Source Submission				<i>Source of Supply Submittal</i>
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site				<i>Material Verification</i>
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
Post Placement Project Wide Testing				<i>Project Wide Testing</i>
Field Testing at Project Site by the Pavement Marking Team as per MSMT 729.	1	per	1	Item Completion

Pavement Repair Materials

Plant or Product Qualification

Review of Producer (QPL)				<i>Facility Qualification</i>
Production facility data maintained to provide basis for qualified products.	1	per	1	Prior to Source Request
Review of Product (QPL)				<i>Product Qualification</i>
Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request

Source Approval

Source Submission				<i>Source of Supply Submittal</i>
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

ATD Material Verification				<i>Material Verification</i>
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Material Quality Assurance Processes

Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to OMT for clearance.

1 per 1

Delivery to Project

Performance Graded Asphalt Binder

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials			Facility Qualification
Qualification of Binder Supplier for use on State projects	1 per	1	Prior to Usage on Project
Evaluation of Material Product for ATD Materials			Product Qualification
Qualification of Material Product.	1 per	1	Batch, Lot or Heat

Pesticides

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

LPD Material Review			Material Certification for Project Usage
Project Engineer to contact LPD to schedule site visit and develop pesticide placement plan.	1 per	1	Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material			Material Sampling and Testing
Project Engineer to inspect material placement and submit Form 14 to OMT for clearance.	1 per	1	Item Completion

Plant Materials

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

LPD Material Review			Material Certification for Project Usage
Approval of Material for Project Use, Facility Visit.	1 per	1	Prior to Usage on Project

Portland Cement Concrete Mixtures

Plant or Product Qualification

Material Quality Assurance Processes

Evaluation of Production Facility for CTD Materials Facility Qualification

Production facility to be certified to produce material for State projects.	1 per	1	Prior to Source Request
	1 per	12	Months

SHA Acceptance Facility Visit for CTD Material Production Facility Qualification

OMT Personnel to perform Quality Assurance on concrete production processes. 75 Lbs in a Soils Bag	1 per	10	Production Day
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Evaluation of Material Product for CTD Materials Product Qualification

Review and Qualification of Portland Cement Concrete Mixture Material Product.	1 per	1	Prior to Source Request
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Material Product QC Product Qualification

Producer to perform daily gradations and moisture tests on aggregate materials. 10 LBS - Fine Agg, 35 LBS Lt. wt., 50 LBS Coarse. in a Soils Bag	2 per	1	Production Day
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Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing	1 per	1	Prior to Usage on Project
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Material Production

Notification of Production for CTD materials Production Notification

Producer to notify OMT one working day prior to production at concrete@sha.state.md.us	1 per	1	Production Day
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Project Construction

CTD Material Verification Material Verification

Project Engineer to conduct field tests. (Air Entrainment, Slump, etc.).	1 per	1	Delivery to Project
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit to OMT for clearance.	1 per	1	Delivery to Project

Concrete Sampling and Testing Material Sampling and Testing

Project Engineer to mold acceptance cylinders, Prime Contractor to cure and transport cylinders to OMT for testing. 2 Cylinders = 1 Sample	1 per	50	Cubic Yard
	1 per	1	Production Day
Mix 7 -Project Engineer to mold acceptance cylinders, Prime Contractor to cure and transport cylinders to OMT for testing. 2 Cylinders = 1 Sample	3 per	1	Placement Day

Pay Factor Calculation Sample Analysis

OMT to perform statistical analysis on all acceptance concrete cylinder tests for project.	1 per	1	Item Completion
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Portland Cement Concrete Mixtures, Latex Modified

Plant or Product Qualification

Review of Misc Production Location Limited Producer Check

Material Quality Assurance Processes

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>		
Detailed Qualification of Production Facility.	1	per	1
			Prior to Usage on Project

Source Approval

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

CTD Material Verification	<i>Material Verification</i>		
Project Engineer to perform concrete plastic tests. Typically one slump and one air entrainment.	1	per	1
			Delivery to Project

Chemical Tests	<i>Material Sampling and Testing</i>		
Submit a sample or certification (TC 1.03 w/ test data) of each component to OMT for verification. 2 Quarts - Latex, 1 Quart Each Admixture in a Plastic Jug	1	per	1
			Lot / Production Day

Concrete Sampling and Testing	<i>Material Sampling and Testing</i>		
Submit sample to OMT for testing.	2	per	1
			Truck

Pay Factor Calculation	<i>Sample Analysis</i>		
OMT to perform statistical analysis on all acceptance concrete cylinder tests for project.	1	per	1
			Item Completion

Precast Concrete, Drainage Structures

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>		
Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.	1	per	12
			Months

Quality Control for Aggregate Material Gradation	<i>Facility QA/QC</i>		
Producer to perform gradation quality control as per AASHTO T27. 17 lbs for coarse; 500 grams for fine	1	per	7
			Production Day

SHA Acceptance Review for Aggregate Material Gradation.	<i>Facility QA/QC</i>		
Concrete Technology representative to witness gradation quality control process of producer.	1	per	30
			Production Day

Quality Control for Aggregate Moisture Content	<i>Facility QA/QC</i>		
Producer to perform moisture quality control as per MSMT 251. 17 lbs for coarse; 500 grams for fine	1	per	1
			Production Day

SHA Acceptance Review of Aggregate Moisture Content	<i>Facility QA/QC</i>		
Concrete Technology representative to witness moisture quality control	1	per	30
			Production Day

SHA Acceptance Review for Steel Reinforcing	<i>Facility QA/QC</i>		
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Material Quality Assurance Processes

Deformed Steel bars to be sampled by producer. A Concrete Technology representative will witness the sampling, fill out Form 88, and deliver sample to the OMT laboratory.

1 per 90

Production Day

3 - 2 foot lengths

SHA Acceptance Review for Admixture Materials	<i>Facility QA/QC</i>
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Producer to sample all admixture materials and provide to Concrete Technology for evaluation.

1 per 30

Production Day

1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials.	<i>Facility QA/QC</i>
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Producer to sample all cementitious materials and provide to Concrete Technology for evaluation, as per 902.03.

1 per 3

Months

10 lbs in a Plastic Jug

Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing

1 per 1

Prior to Usage on Project

Material Production

Notification of Production for CTD materials	<i>Production Notification</i>
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Producer to notify the Concrete Technology Division prior to production at concrete@sha.state.md.us. Please provide the design standard with the notification.

1 per 1

Prior to Usage on Project

CTD Material Review and Acceptance	<i>Material Certification for Project Usage</i>
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Submit copies of any shop drawings, specifications, or plan sheets to the designer as per the Invitation for Bids document.

1 per 1

Prior to Usage on Project

Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to visually inspect precast elements, record all QC stamps on a Form 14, and verify stamp matches the certification. Collect manufacturer's certification and submit it along with the Form 14 to MMD for clearance.

1 per 1

Delivery to Project

Precast Concrete, Miscellaneous

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>
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Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.

1 per 3

Year

Quality Control for Aggregate Material Gradation	<i>Facility QA/QC</i>
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Producer to perform gradation quality control as per AASHTO T27

1 per 7

Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation.	<i>Facility QA/QC</i>
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Concrete Technology representative to witness gradation quality control process of producer.

1 per 2

Year

Material Quality Assurance Processes

Quality Control for Aggregate Moisture Content				Facility QA/QC
Producer to perform moisture quality control as per MSMT 251. 17 lbs for coarse; 500 grams for fine	1	per	1	Production Day

SHA Acceptance Review of Aggregate Moisture Content				Facility QA/QC
Concrete Technology representative to witness moisture quality control	1	per	2	Year

Source Approval

Source Submission				Source of Supply Submittal
Source of Supply Processing	1	per	1	Prior to Usage on Project

Material Production

Notification of Production for CTD materials				Production Notification
Producer to notify the Concrete Technology Division between 48 hours prior to shipment and end of shipping day at concrete@sha.state.md.us.	1	per	1	Prior to Usage on Project

Project Construction

CTD Material Verification				Material Verification
Project Engineer to visually inspect precast elements, record all QC stamps on a Form 14, and verify stamp matches the certification. Collect manufacture's Certification and submit it along with the Form 14 to MMD for clearance.	1	per	1	Delivery to Project

Precast Concrete, Pipe

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials				Facility Qualification
Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.	1	per	1	Prior to Source Request Months
	1	per	12	

SHA Acceptance Facility Visit for CTD Material Production				Facility Qualification
Quality Assurance of Pipe Production	1	per	1000	Each
	1	per	30	Production Day

Quality Control for Aggregate Material Gradation				Facility QA/QC
Producer to perform gradation quality control as per AASHTO T27 17 lbs for coarse; 500 grams for fine	1	per	7	Production Day

SHA Acceptance Review for Aggregate Material Gradation.				Facility QA/QC
Concrete Technology representative to witness gradation quality control process of producer.	1	per	30	Production Day

Quality Control for Aggregate Moisture Content				Facility QA/QC
Producer to perform moisture quality control as per MSMT 251. 17 lbs for coarse; 500 grams for fine	1	per	1	Production Day

Material Quality Assurance Processes

SHA Acceptance Review of Aggregate Moisture Content Facility QA/QC

Concrete Technology representative to witness moisture quality control 1 per 30 Production Day

SHA Acceptance Review for Admixture Materials Facility QA/QC

Producer to sample all admixture materials and provide to Concrete Technology for evaluation. 1 per 30 Production Day

1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials. Facility QA/QC

Producer to sample all cementitious materials and provide to Concrete Technology for evaluation, as per 902.03. 1 per 1 Months
1 per 10 Production Day

10 lbs in a Plastic Jug

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for CTD materials Production Notification

Producer to notify the Concrete Technology Division between 48 hours prior to shipment and end of shipping day at concrete@sha.state.md.us. 1 per 1 Prior to Usage on Project

CTD Material Review and Acceptance Material Certification for Project Usage

Plant QC Personnel to perform lot inspection 1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification Material Verification

Project Engineer to visually inspect pipe, record all QC Stamps from pipe on a Form 14, and verify a pipe stamp matches the certification. Collect manufacture's Certification and submit it along with the Form 14 to MMD for Clearance. 1 per 1 Delivery to Project

Precast Concrete, Prestressed and Structural

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials Facility Qualification

Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project. 1 per 12 Months

Quality Control for Aggregate Material Gradation Facility QA/QC

Producer to perform gradation quality control as per AASHTO T27. 1 per 7 Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation. Facility QA/QC

Concrete Technology representative to witness gradation quality control process of producer. 1 per 30 Production Day

Quality Control for Aggregate Moisture Content Facility QA/QC

Material Quality Assurance Processes

Producer to perform moisture quality control as per MSMT 251. 1 per 1 Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review of Aggregate Moisture Content Facility QA/QC

Concrete Technology representative to witness moisture quality control 1 per 30 Production Day

SHA Acceptance Review for Steel Reinforcing Facility QA/QC

Deformed Steel bars to be sampled by producer. A Concrete Technology representative will witness the sampling, fill out Form 88 and deliver sample to the OMT laboratory. 1 per 90 Production Day

3 - 2 foot lengths

SHA Acceptance Review for Admixture Materials Facility QA/QC

Producer to sample all admixture materials and provide to Concrete Technology for evaluation. 1 per 30 Production Day

1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials. Facility QA/QC

Producer to sample all cementitious materials and provide to Concrete Technology for evaluation. 1 per 1 Months
1 per 10 Production Day

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for CTD materials Production Notification

Producer to submit Shop Drawings and provide Production Notice to the Concrete Technology Division (concrete@sha.state.md.us) 30 business days before commencing production of any prestressed or other structural concrete items. 1 per 1 Prior to Usage on Project

CTD Material Review and Acceptance Material Certification for Project Usage

Direct Inspection at Facility during Casting, Approval of Material for Project Use. 1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification Material Verification

Project Engineer to visually inspect precast elements, record all stamps on a Form 14, and verify stamps match the certification. Collect manufacture's certification and submit it along with the Form 14 to MMD for clearance. 1 per 1 Delivery to Project

Precast Concrete, Walls

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials Facility Qualification

Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project. 1 per 1 Prior to Usage on Project
1 per 12 Months

Material Quality Assurance Processes

Quality Control for Aggregate Material Gradation	<i>Facility QA/QC</i>
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Producer to perform gradation quality control as per AASHTO T27
 1 per 7 Production Day
 17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation.	<i>Facility QA/QC</i>
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Concrete Technology representative to witness gradation quality control process of producer.
 1 per 30 Production Day

Quality Control for Aggregate Moisture Content	<i>Facility QA/QC</i>
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Producer to perform moisture quality control as per MSMT 251.
 1 per 1 Production Day
 17 lbs for coarse; 500 grams for fine

SHA Acceptance Review of Aggregate Moisture Content	<i>Facility QA/QC</i>
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Concrete Technology representative to witness moisture quality control
 1 per 30 Production Day

SHA Acceptance Review for Admixture Materials	<i>Facility QA/QC</i>
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Producer to sample all admixture materials and provide to Concrete Technology for evaluation.
 1 per 30 Production Day
 1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials.	<i>Facility QA/QC</i>
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Producer to sample all cementitious materials and provide to Concrete Technology for evaluation.
 1 per 1 Months
 1 per 10 Production Day
 10 lbs in a Plastic Jug

Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing
 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for CTD materials	<i>Production Notification</i>
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Producer to submit Shop Drawings and provide Production Notice to the Concrete Technology Division (concrete@sha.state.md.us) 30 business days before commencing production of any precast MSE or Noise Barrier components.
 1 per 1 Prior to Usage on Project

CTD Material Review and Acceptance	<i>Material Certification for Project Usage</i>
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Direct Inspection at Facility during Casting, Approval of Material for Project Use.
 1 per 1 Prior to Usage on Project

Test Panel Verification	<i>Material Certification for Project Usage</i>
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Test panel to be evaluated by OMT, LOD and OOS.
 1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to visually inspect precast elements, record all stamps on a Form 14, and verify stamps match the certification. Collect manufacture's certification and submit it along with the Form 14 to MMD for clearance.
 1 per 1 Delivery to Project

Material Quality Assurance Processes

Recycled Materials for HMA Mixtures

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials			Facility Qualification
Joint Qualification with Asphalt Mix production facility.	1	per 1	Prior to Source Request
Evaluation of Material Product for ATD Materials			Product Qualification
Qualification of Material Product.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

ATD Material Verification			Material Verification
Project Engineer to visually inspect placed material and submit Form 14 to OMT for clearance.	1	per 1	Item Completion

Reflective Sheeting

Plant or Product Qualification

Review Producer (OOTS)			Facility Qualification
Qualification of Production Facility	1	per 1	Prior to Source Request
SM Production QA			Facility Qualification
Production Quality Assurance.	1	per 1	Prior to Usage on Project
	1	per 12	Months

Review Product (OOTS)			Product Qualification
Qualification of Material Product	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

OOTS Material Verification			Material Verification
See source response for "Aluminum Signs" for this item for acceptance	1	per 1	Delivery to Project

Sealers: Qualified Liquid Materials

Plant or Product Qualification

Review of Producer (QPL)			Facility Qualification
Production facility data maintained to provide a basis for qualified products.	1	per 1	Prior to Source Request
Review of Product (QPL)			Product Qualification
Qualification of Material Product for use on State Projects.	1	per 1	Prior to Source Request

Source Approval

Material Quality Assurance Processes

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

LPD Material/Product verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC1.03 w/ test data) and submit certifications to OMT for clearance.	1	per	1	Delivery to Project
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Seed and Sod, Specialty Mixtures

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

LPD Material Verification	<i>Material Verification</i>
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Project Engineer to verify seed or sod mixture. Submit Form 14 to OMT for clearance.	1	per	1	Item Completion
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Seed and Sod, Standard Mixtures

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials	<i>Facility Qualification</i>
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Qualification of Material Product by a representative of the Landscape Programs Division or the Maryland Department of Agriculture.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

LPD Material Verification	<i>Material Verification</i>
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Project Engineer to verify state approved seed mix/sod tickets (LPD or MDE). Copies shall be submitted to OMT for material clearance.	1	per	1	Delivery to Project
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SM Group 1 - General Approval

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Material Quality Assurance Processes

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

Material Verification at Project Site, Structural Materials	<i>Material Verification</i>
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Project Engineer to submit Form 14 to the Materials Management Division confirming the material and its placement are acceptable and conform to specifications.	1	per	1	Delivery to Project
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SM Group 2 - General Approval with Certification

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

Material Verification at Project Site, Structural Materials	<i>Material Verification</i>
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Project Engineer to collect manufacturer's certification (TC 1.03 w/o test data) indicating the specification to which the material conforms. Submit certification with Form 14 Stamp to the Materials Management Division for clearance.	1	per	1	Delivery to Project
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Project Engineer to collect manufacturer's certification (TC 1.03 with test data) indicating the specification to which the material conforms. Submit certification with Form 14 Stamp to the Materials Management Division for clearance.	1	per	1	Delivery to Project
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SM Group 3 - Evaluation Before Shipment

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Material Production

OMT approval of material for shipment, Structural Materials	<i>Material Certification for Project Usage</i>
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Submit Material Certification (TC 1.03 w/ Batch Specific Test Data) to metals@mdot.maryland.gov for review prior to delivery. If acceptable the document will be stamped by OMT and returned to the supplier to accompany the material to the project site.	1	per	1	Prior to Usage on Project
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Material Quality Assurance Processes

The Structural Materials team or an Authorized Representative will inspect the material, all relevant certifications, and may take material samples at the production facility. Please contact metals@mdot.maryland.gov to schedule an inspection.

1 per 1 Prior to Usage on Project

Submit Material Certification (TC 1.03 w/o test data) for timber preservatives to metals@mdot.maryland.gov. If acceptable the document will be stamped by OMT and returned to the source of supply to accompany the material to the project site.

1 per 1 Prior to Usage on Project

Submit Sample, Form 88 and Material Certification (TC 1.03 w/o test data) for clay brick materials to OMT for evaluation. Form 88 will be returned to PE. Alternate sampling may be requested by contacting metals@mdot.maryland.gov 3 weeks prior to delivery.

1 per 50000 Each

10 Bricks

Submit Sample, Form 88 and Material Certification (TC 1.03 w/o test data) for concrete block to OMT for evaluation. Form 88 will be returned to PE. Alternate sampling may be requested by contacting metals@mdot.maryland.gov 3 weeks prior to delivery.

1 per 6000 Each

6 Blocks

Project Construction

Material Verification at Project Site, Structural Materials Material Verification

Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance.

1 per 1 Delivery to Project

SM Group 4 - Detectable Warning Surfaces

Plant or Product Qualification

Review of Producer (SM) Facility Qualification

Production facility data maintained to track the material supply chain and provide a basis for qualified products.

1 per 1 Prior to Source Request

Review of Product (SM): Product Qualification

Qualification of Material Product for use on State Projects.

1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials Material Verification

Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to OMT for clearance.

1 per 1 Delivery to Project

SM Group 5 - Producer and Batch Data Tracked

Plant or Product Qualification

Material Quality Assurance Processes

Review of Misc Production Location *Limited Producer Check*

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Review of Product (SM): *Product Qualification*

Maintain data on each heat or batch of product used on State projects. 1 per 1 Batch, Lot or Heat

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

OMT approval of material for shipment, Structural Materials *Material Certification for Project Usage*

Batch/Heat of Material must be approved by OMT. The producer to submit Material Certification (TC 1.03 w/ test data) and Sample to Structural Materials for evaluation. Contact metals@mdot.maryland.gov for further information. 1 per 1 Batch, Lot or Heat

Project Construction

Material Verification at Project Site, Structural Materials *Material Verification*

Project Engineer to collect OMT stamped Material Certification (TC 1.03 w/ test data) and submit to the Materials Management Division for materials clearance. 1 per 1 Delivery to Project

SM Group 6 - Qualified Facilities, Limited Review

Plant or Product Qualification

Review of Producer (SM) *Facility Qualification*

Facility to be qualified for state projects (and re-qualified annually) and issued an OMT certification stamp before it is sourced to a project. 1 per 1 Prior to Source Request
1 per 12 Months

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities. *Material Certification for Project Usage*

Facility re-qualification required, Structural Materials or an Authorized Representative to conduct facility evaluation and reissue facility certification. Please contact metals@mdot.maryland.gov to schedule an evaluation. 1 per 12 Months

Project Construction

Material Verification at Project Site, Structural Materials *Material Verification*

Project Engineer to collect the stamped supplier's Certification of Compliance listing the materials shipped and submit to the Materials Management Division for materials clearance. 1 per 1 Delivery to Project

Material Quality Assurance Processes

SM Group 7 - Qualified Facilities, Cert Review

Plant or Product Qualification

Review of Producer (SM)	Facility Qualification		
Facility to be qualified for state projects before it is sourced.	1	per	12 Months

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1 Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities.	Material Certification for Project Usage		
Facility re-qualification required. Structural Materials or an Authorized Representative to conduct facility evaluation prior to material approval. Contact metals@mdot.maryland.gov to determine inspection schedule.	1	per	12 Months

OMT approval of material for shipment, Structural Materials	Material Certification for Project Usage		
for review and approval. If acceptable, the documents will be stamped and returned to the vendor to accompany the delivery.	1	per	1 Prior to Usage on Project
Submit Material Certification (TC 1.03 w/ test data) and a sample to Structural Materials, contact metals@mdot.maryland.gov. If acceptable the document will be stamped by OMT and returned to the source of supply to accompany the delivery.	1	per	1 Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials	Material Verification		
Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance.	1	per	1 Delivery to Project

SM Group 8 - Qualified Facilities, Production Insp

Plant or Product Qualification

Review of Producer (SM)	Facility Qualification		
Facility to be qualified for state projects before it is sourced.	1	per	1 Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1 Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities.	Material Certification for Project Usage		
Facility re-qualification required. Structural Materials to conduct facility evaluation and reissue facility certification.	1	per	12 Months

Material Quality Assurance Processes

OMT approval of material for shipment, Structural Materials			Material Certification for Project Usage
The Metals team or an Authorized Representative will inspect the fabrication, all relevant certifications, and may take material samples at the production facility. Please contact metals@mdot.maryland.gov to determine inspection schedule.	1	per 1	Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials			Material Verification
Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance.	1	per 1	Delivery to Project

SM Group 9 - Qualified Facilities, Not Sourced

Plant or Product Qualification

Review of Producer (SM)			Facility Qualification
Facility to be qualified for state projects (and re-qualified annually).	1	per 12	Months

Soil Amendments

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

LPD Material Verification			Material Verification
Project Engineer to verify material product, submit Form 14 for clearance.	1	per 1	Item Completion

Soil Materials, Fill Soil

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

SATD Material Review			Material Certification for Project Usage
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per 1	Prior to Usage on Project

Material Quality Assurance Processes

Material to be sampled as Capping Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 2 per 1 Prior to Usage on Project

35 LBS in a Soils Bag

Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 2 per 1 Prior to Usage on Project

35 LBS in a Soils Bag

Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 2 per 1 Prior to Usage on Project

35 LBS in a Soils Bag

Material to be sampled as Clay Core material at its place of origin. Project Engineer to contact SATD to schedule a sampling 2 per 1 Prior to Usage on Project

35 LBS in a Soils Bag

Project Construction

Project Sampling and Lab Testing of SATD Material	<i>Material Verification</i>
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Project Engineer to submit verification samples of Common Borrow.	1	per	15000	Cubic Yard
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35 LBS in a Soils Bag

Project Engineer to submit verification samples of material of Capping Borrow.	1	per	15000	Cubic Yard
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35 LBS in a Soils Bag

Project Engineer to submit verification samples of material of Modified Borrow.	1	per	15000	Cubic Yard
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35 LBS in a Soils Bag

Project Engineer to submit verification samples of material of Select Borrow.	1	per	15000	Cubic Yard
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35 LBS in a Soils Bag

Project Engineer to submit verification samples of Clay Core material.	1	per	15000	Cubic Yard
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35 LBS in a Soils Bag

Project Site Testing	<i>Material Sampling and Testing</i>
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Compaction and Moisture analysis of Common Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Compaction and Moisture analysis of Capping Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Compaction and Moisture analysis of Modified Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Compaction and Moisture analysis of Select Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Material Quality Assurance Processes

Compaction and Moisture analysis of Select Borrow for Trench Backfill to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	1	per	150	Linear Feet per 3 Foot Lift
Compaction and Moisture analysis of Clay Core material to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	1	per	2000	Cubic Yard

Soil Materials, Furnished Landscaping Soils

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials				Facility Qualification
Material Producer to have their soil product tested by an independent laboratory and submit results to SATD.	1	per	6	Months
Evaluation of Material Product for SATD Materials				Product Qualification
Quality Evaluation of Furnished Topsoil Product.	1	per	1	Prior to Source Approval
20 LB in a Soils Bag	1	per	6	Months

Source Approval

Source Submission				Source of Supply Submittal
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials				Material Verification
Project Engineer to verify material and submit the approved Form 27B to the Materials Management Division for clearance. Form 27B may be found on the Documents Tab on the material source submission.	1	per	1	Delivery to Project

Soil Materials, Salvaged & Other Landscaping Soils

Plant or Product Qualification

Review of Misc Production Location				Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request

Source Approval

Source Submission				Source of Supply Submittal
Source of Supply Processing	1	per	1	Prior to Usage on Project

Material Production

SATD Material Review				Material Certification for Project Usage
Project Engineer to contact SATD at least 30 days prior to material usage or placement. SATD will sample material at source, ensure material testing, and provide a Soil Test Report (Form 27B) and the Nutrient Management Plan.	1	per	1	Prior to Usage on Project
20 LB in a Soils Bag				

Material Quality Assurance Processes

Project Engineer to contact SATD at least 30 days prior to material usage or placement. SATD will sample material at source, ensure material testing, and provide a Soil Test Report (Form 27B).

1 per 1

Prior to Usage on Project

20 LB in a Soils Bag

Project Construction

Material Verification for SATD Materials Material Verification

Project Engineer to verify material and submit the approved Form 27B to the Materials Management Division for clearance.

1 per 1

Item Completion

Soil Stabilization Matting

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials Facility Qualification

Production facility data maintained to track the material supply chain and provide a basis for qualified products.

1 per 1

Prior to Source Request

Evaluation of Material Product for LPD Materials Product Qualification

Qualification of Material Product for use on State Projects

1 per 1

Prior to Usage on Project

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing

1 per 1

Prior to Usage on Project

Project Construction

LPD Material Verification Material Verification

Project Engineer to inspect placed material and submit Form 14.

1 per 1

Delivery to Project

Surface Treatments

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Production facility data maintained to provide a basis for qualified products.

1 per 1

Prior to Source Request

Evaluation of Material Product for ATD Materials Product Qualification

Review and Qualification of Material Mixture for use on State Projects.

1 per 1

Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing

1 per 1

Prior to Usage on Project

Material Production

Notification of Production for ATD materials Production Notification

Producer to notify the Asphalt Technology Division one week prior to material placement.

1 per 1

Placement Day

Material Quality Assurance Processes

Project Construction

ATD Material Verification *Material Verification*

Project Engineer to collect material certifications (TC 1.03 w/o test results) and submit to materials management for clearance. 1 per 1 Delivery to Project

Sampling and Testing of ATD materials *Material Sampling and Testing*

Project Engineer to sample emulsion and mixture. Sample to be delivered to OMT for verification. 1 per 1 Production Day
 1 Gallon of Mixture and 1 Gallon of Emulsion in a Widemouth Plastic Jar

Traffic and Related Materials, Miscellaneous

Plant or Product Qualification

Review of Misc Production Location *Limited Producer Check*

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

OOTS Material Verification *Material Verification*

Project Engineer to submit Form 14 to the Materials Management Division confirming the product is undamaged, acceptably placed, and conforms to specification. 1 per 1 Delivery to Project

Traffic Barrier End Treatments

Plant or Product Qualification

Review of Producer (QPL) *Facility Qualification*

Production facility data maintained to provide a basis for qualified products. 1 per 1 Prior to Source Request

Review of Product (QPL) *Product Qualification*

Qualification of Material Product for use on State Projects. 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Approval of Material Prior to Shipment *Material Certification for Project Usage*

Contractor to submit "Request to use NCHRP-350 Product" to the Engineer of Record. The Engineer of Record refers to a Project's design Engineer or plan sheet approver who is a Licensed Engineer in the field of design and MASH implementation. 1 per 1 Prior to Usage on Project

Material Quality Assurance Processes

Project Construction

OOTs Material Verification			Material Verification
See source response for "Metal Traffic Barrier, Certified Installer" for this item for acceptance procedures.	1	per 1	Delivery to Project
Project Engineer to collect manufacturer's certification (TC 1.03 w/o test data) and submit certifications to the Materials Management Division for clearance.	1	per 1	Delivery to Project

Traffic Control Materials, Qualified

Plant or Product Qualification

Review Producer (OOTs)			Facility Qualification
Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1	per 1	Prior to Source Request
Review Product (OOTs)			Product Qualification
Qualification of Material Product for use on State Projects.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

OOTs Material Verification			Material Verification
Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to the Materials Management Division for clearance.	1	per 1	Delivery to Project

Traffic Control Materials, Qualified & Temporary

Plant or Product Qualification

Review Producer (OOTs)			Facility Qualification
Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1	per 1	Prior to Source Request
Review Product (OOTs)			Product Qualification
Qualification of Material Product for use on State Projects.	1	per 1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

OOTs Material Verification			Material Verification
Project Engineer to submit Form 14 to the Materials Management Division confirming the product is undamaged, acceptably placed, and conforms to specification. Indicate the product manufacturer and model number (when available).	1	per 1	Delivery to Project

Traffic Control Materials, Specialty Items

Material Quality Assurance Processes

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Review Product (OOTS)			Product Qualification
Product data maintained for historical purposes.	1	per 1	Prior to Usage on Project

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

Approval of Material Prior to Shipment			Material Certification for Project Usage
Producer to submit Shop Drawings or Catalog Cuts to the Office of Traffic and Safety for evaluation.	1	per 1	Prior to Usage on Project

Project Construction

OOTS Material Verification			Material Verification
Project Engineer to submit Form 14 to the Materials Management Division confirming receipt of approved documentation from OOTS and conformance to specifications.	1	per 1	Delivery to Project

Traffic, Misc. Services and Products

Plant or Product Qualification

Review Producer (OOTS)			Facility Qualification
Facility data maintained to provide a basis for product data or historical reference.	1	per 1	Each

Review Product (OOTS)			Product Qualification
Product data maintained for historical purposes.	1	per 1	Each

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

OOTS Material Verification			Material Verification
Project Engineer to submit Form 14 to the Materials Management Division confirming the product is undamaged, acceptably placed, and conforms to specification. Indicate the product manufacturer and model number (when available).	1	per 1	Delivery to Project