



Landscape Programs Division

Vacant, Division Chief
Stacey Shackelford, Assistant Division Chief

410-545-8604
410-545-8547

Material Quality Assurance Processes

Compost Materials

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Compost	920.02.05	

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials

Facility Qualification

General review of producer information. No production qualification required.

Qualification of Compost Supplier for use on State projects

Address and low level information is stored to track material supply chain, the specific materials supplied and the qualification status is maintained by the New Products team. New producers or recertification requests will be submitted through the MPEL system (<http://apps.roads.maryland.gov/MPEL/?d=23>).

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

LPD Material Verification

Material Verification

When compost arrives at the project site:

Project Engineer to inspect compost certification provided by the Contractor with the delivery to verify that compost is of the correct type per 920.02.05, and that compost is sourced from a MDA or MDE approved producer. Project Engineer to visually inspect the placed material to ensure the compost is fit for usage and applied as specified. Project Engineer to submit Form 14 with copy of product label or delivery ticket for clearance.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Decorative Reinforced Thermoplastic

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Decorative Reinforced Thermoplastic	Special Provisions	Buy America Applicable

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials	Product Qualification
---	-----------------------

Qualification of Material Product for use on State Projects.

Product Qualification

New products for this category will be evaluated through the MPEL system. Navigate to "<http://www.roads.maryland.gov/index.aspx?PageID=600>" for the current qualified list and detailed procedures. Navigate to "<http://apps.roads.maryland.gov/MPEL/>" for new submissions.

1 per 5 Year

Source Approval

Source Submission	Source of Supply Submittal
-------------------	----------------------------

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Sources of Supply Processing

The products of materials for this group must be qualified for state use prior to the approval of the Source of Supply request. The contractor must submit a Quality Control Plan that must be approved by Landscape Programs Division (LPD). The contractor must submit a sample pattern to demonstrate the typical pattern, texture, surface finish, color, joints and standard of workmanship for approval by LPD and OMT needs the approval letter from LPD as part of the Sources of Supply submission.

1 per 1 Prior to Source Approval

Project Construction

LPD Material Verification	Material Verification
---------------------------	-----------------------

The manufacturer/producer shall comply with: Title 23 US Code Section 313 and 23 CFR Part 635.410 for iron and steel products and manufactured products; and 2 CFR part 184 for construction materials. A statement of compliance with 23 CFR part 635.410 for iron and steel products and manufactured products, or 2 CFR part 184 for construction materials from the manufacturer/producer must be included with every delivery to the project and must identify where the material was manufactured/produced.

Project Engineer shall ensure that the material is from the approved source of supply and that the material is fit for usage.

Material/Product Verification at Project Site. Project Engineer to verify material product, and submit Form 14 for material clearance, which validates the following: Verifying that the imprinting tools and materials are compatible; Monitoring the Contractor/subcontractor conformance with the Quality Control Plan; Verifying the Contractor/subcontractor qualifications to produce this type of markings and comply with these and the manufacturer’s specifications; Verifying the actual results of all Quality Control tests for the actual materials in the batch submitted for the project.

1 per 1 Prior to Usage on Project
1 per 1 Item Completion

Material Quality Assurance Processes

Fertilizers

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 2

Source Level Materials	Specification	Comments
Fertilizer: 0-45-0 TSP *	920.03	and SP 701 TSP = Triple Superphosphate. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.
Fertilizer: 0-0-50 SOP	920.03	SOP = Sulfate of Potash, Potassium Sulfate.
Fertilizer: 6-4-0 Compost *	920.03	and SP 701 Pelletized or granular compost, biosolid or manure. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.
Fertilizer: 11-52-0 MAP	920.03	MAP = Monoammonium Phosphate
Fertilizer: 12-61-0 DAP	920.03	and SP 701 DAP = Diammonium Phosphate
Fertilizer: 14-14-14 Granular	920.03	and SP 701
Fertilizer: 14-14-14 Polymer Coated	920.03	and SP 701
Fertilizer: 15-30-15	920.03	
Fertilizer: 20-16-12 (83% UF, MAP and SOP)	920.03	Composed entirely of UF, MAP and SOP
Fertilizer: 20-20-20 Water Soluble	920.03	and SP 701 Water Soluble Powder with Micronutrients
Fertilizer: 31-0-0 IBDU *	920.03	and SP 701 IBDU = Isobutylidenediurea. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.
Fertilizer: 37-0-0 SCU *	920.03	and SP 701 SCU = Sulfur Coated Urea. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.
Fertilizer: 38-0-0 UF *	920.03	UF = Ureaformaldehyde, Ureaform. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.

Material Quality Assurance Processes

Fertilizers

Landscape Programs Division

Fertilizer: 40-0-0 MU *	920.03	and SP 701 MU = Methylene Urea. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.
Fertilizer: 43-0-0 PCSCU *	920.03	and SP 701 PCSCU = Polymer Coated Sulfur Coated Urea. * Fertilizer analysis is approximate, and variations are acceptable, to be confirmed by 'nutrients derived from' statement on product label of fertilizer bags or bill of lading when inspected at delivery.

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials	Facility Qualification
---	------------------------

General review of producer information. No production qualification required.

Qualification of Fertilizer producer for use on State projects

Address and low level information is stored to track material supply chain, the specific materials supplied and the qualification status is maintained by the New Products team. New producers or recertification requests will be submitted through the MPEL system

1 per 1 Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal
-------------------	----------------------------

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

LPD Material Verification	Material Verification
---------------------------	-----------------------

When fertilizer arrives at the project site, the Project Engineer shall verify that it is from the correct source and visually inspect the product label and the delivered product and to verify the fertilizer analysis and the nutrient sources from which the fertilizer is derived.

Project Engineer to verify that fertilizer is from the correct source. Project Engineer to inspect fertilizer labels, visually inspect fertilizer, and verify fertilizer composition and proposed application rates. Project Engineer to verify fertilizer usage and submit Form 14 with fertilizer labels for material clearance.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Miscellaneous Landscape Materials

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Marking and Staking Materials	920.08	
Staples, Fasteners, Wood Matting Stakes for SSM	920.05.02	
Tree Shelter		

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
---	-------------------------------

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

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

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material	<i>Material Sampling and Testing</i>
---	--------------------------------------

When materials arrive at the project site:

Project Engineer to inspect material. Project Engineer to submit Form 14 for material clearance.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Mulch

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Composted Wood Chip Mulch	920.04.04	
Shredded Hardwood Bark Mulch	920.04.03	
Straw Mulch	920.04.01	
Wood Cellulose Fiber Mulch	920.04.02	

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material

Material Sampling and Testing

When materials arrive at the project site:

Project Engineer to inspect placed material to verify that it from the approved source and fit for use. Project Engineer to verify that mulch is placed uniformly and correctly during and after placement. Project Engineer to submit Form 14 for material clearance.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Plant Materials

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Trees, Shrubs, Perennials, Annuals, Other Plants	920.07	

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

During the sourcing process the contractor is asked to indicate the specific plant that will be supplied to the project. The contractor has the option to indicate this information through the source request comments field or by providing an attachment in the documents section.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Material Production

LPD Material Review

Material Certification for Project Usage

Plant Materials, including Trees, Shrubs, Perennials, Ornamental Grasses, Annuals, and Bulbs will be inspected and tagged as necessary by the Landscape Programs Division either at the source of supply, holding area, or at the project site.

LPD to inspect plant materials before installation. LPD to inspect plant materials after installation. LPD to submit Form 14 for materials clearance.

1 per 1 Prior to Usage on Project

Material Quality Assurance Processes

Seed for Mixes

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Meadow Forb Seed	920.06.06	
Meadow Grass, Sedge, and Rush Seed	920.06.06	
Other Seed	920.06	Includes floodplain, riparian and other seed mixtures per SP 707
Shrub Seed	920.06.06	
Temporary and Grass Additive Seed	920.06.06	
Wildflower Seed	920.06.06	

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

LPD Material Verification

Material Verification

Before seed is mixed, and before seed is applied with other materials, the Project Engineer shall inspect the seed and its accompanying labels and specified seeding application rates to ensure the seed meets requirements, and that it has been mixed and applied uniformly and correctly.

Project Engineer to inspect labels, seed material, seed mixtures, and seed application methods. Project Engineer to submit copies of labels with Form 14 for material clearance.

1 per 1 Item Completion

Material Quality Assurance Processes

Sod & Seed Mixes with MDA Labels

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Turfgrass Sod	920.06.03	Shall be Md. Dept. of Agriculture (MDA) Certified Sod. Shall be Tall Fescue or a mix of Tall Fescue + Kentucky Bluegrass sod unless specified otherwise as MDA Certified Bermudagrass Sod, or MDA Certified Zoysiagrass Sod. Sod is delivered with MDA label.
SHA Special Purpose Seed Mix	920.06.07	Seed mix is delivered with MDA label.
SHA Temporary Seed Mix	920.06.07	Seed mix is delivered with MDA label.
SHA Turfgrass Seed Mix	920.06.07	Seed mix is delivered with MDA label.

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

LPD Material Verification

Material Verification

Before sod is installed, or before seed is applied with other materials, the Project Engineer shall inspect the sod and seed mixes and their accompanying labels, and shall verify application rates to ensure that materials are applied uniformly and correctly.

Upon arrival at the project site, the Project Engineer shall collect the sod labels and/or seed mixture labels or tickets to verify material and review seed test expiration date. All labels and tickets shall be submitted to OMT for materials clearance.

Project Engineer to inspect and verify labels or tickets. Project Engineer to submit copy of label or ticket with Form 14 for material clearance.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Soil Amendments

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 1

Source Level Materials	Specification	Comments
Gypsum	920.02.04	May be pulverized or pelletized; Granular is prohibited.
Iron Sulfate	920.02.03	May be pulverized, granular or pelletized as specified.
Limestone	920.02.01	May be pulverized or pelletized; Granular is prohibited.
Sulfur	920.02.02	May be pulverized, granular or pelletized
Water Absorbent Gel	920.02.08	

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Project Construction

LPD Material Verification

Material Verification

When soil amendments arrive at the project site, the Project Engineer shall verify that it is from the correct source and visually inspect the product label and the delivered product and to verify the material composition.

Project Engineer to inspect labels and verify composition of material product. Project Engineer to determine that material is fit for use and applied as specified. Project Engineer to submit copy of product label with Form 14 for material clearance.

1 per 1 Item Completion

Material Quality Assurance Processes

Soil Stabilization Matting

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 2

Source Level Materials	Specification	Comments
Other SSM	Special Provisions	
Type A SSM	920.05.01	
Type B SSM	920.05.01	
Type C SSM	920.05.01	
Type D SSM	920.05.01	
Type E SSM	920.05.01	
Type F SSM	Special Provisions	
Type G SSM	Special Provisions	
Type H SSM	Special Provisions	

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials

Facility Qualification

General review of producer information. No production qualification required.

Producers shall be reviewed to ensure they can produce for state projects. If they are approved the producer shall be listed within the Qualified Products List.

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

Address and low level information is maintained to provide data of facilities that produce this category's material types. Facilities that produce materials in this category will be given a status of "Product Qualification Required".

1 per 1 Prior to Source Request

Evaluation of Material Producer for LPD Materials

Product Qualification

Qualification of Material Product for use on State Projects.

SSM material shall be reviewed for conformance to specifications. If the product is approved, it shall be listed under its producer within the Qualified Products List.

Qualification of Material Product for use on State Projects

New products for this category will be evaluated through the MPEL system. Navigate to "<http://www.roads.maryland.gov/index.aspx?PageID=600>" for the current qualified list and detailed procedures. Navigate to "<http://apps.roads.maryland.gov/MPEL/>" for new submissions.

1 per 1 Prior to Usage on Project

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Material Producers and product must be on a qualified list and associated correctly prior to source approval. If the Contractor sources a producer or product that is not on the qualified list, he will be advised that the source approval is contingent on a qualification process, the procedures, and duration. If he still wishes to use this product, he will need to advise the material producer / vendor to contact the New Products Team for procedures.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Material Quality Assurance Processes

Soil Stabilization Matting

Landscape Programs Division

Project Construction

LPD Material Verification

Material Verification

When soil stabilization matting materials (and fastener materials per Miscellaneous Landscape Materials) arrive at the project site, the Project Engineer shall review the delivered material for soundness and ensure it is from the correct source of supply.

Project Engineer to visually inspect soil stabilization matting and fasteners during installation. Project Engineer to visually inspect placed material after installation.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Water, Pesticides, and Adjuvants

Landscape Programs Division

QA / Frequency Guide, Source Level Material Listing Page 1 of 2

Source Level Materials	Specification	Comments
Antidessicant	920.09.06	
Fungicide	920.09.03	
Herbicide	920.09.03	
Insecticide	920.09.03	
Marking Dye	920.09.04	
Other Pesticides	920.09.03	
Seed Carriers	920.09.02	
Spray Adjuvant and Wetting Agent	920.09.05	
Water	920.09.01	

Plant or Product Qualification

Review of Misc Production Location

Limited Producer Check

General review of producer information. No production qualification required.

Production facility data maintained to track the material supply chain.

Address and low level information is maintained to provide data of facilities that produce materials in this category. Facilities that produce material in this category will be given a status of "Project Specific Review Required."

1 per 1 Prior to Source Request

Source Approval

Source Submission

Source of Supply Submittal

A name and address of the material sources of supply shall be sent to MMD for review. The producer is the organization that creates the material, the supplier is the one that delivers it to the project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Material Production

LPD Material Review

Material Certification for Project Usage

When materials arrive at the project site:

Project Engineer to contact LPD to ensure that pesticides and pesticide application methods meet specifications. An Integrated Pest Management Plan (IPM Plan) or Integrated Pest Management Form (IPMF) may be required for approval by LPD.

1 per 1 Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material

Material Sampling and Testing

Material Quality Assurance Processes

Water, Pesticides, and Adjuvants

Landscape Programs Division

[QA / Frequency Guide, Source Level Material Listing](#) Page 2 of 2

Project Engineer to inspect placed material. Project Engineer to submit Form 14 for material clearance.

1 per 1 Item Completion