



Landscape Programs Division

Andrew Shoffner, Division Chief
Tim Madden, Assistant Division Chief

410-545-8048
410-545-8604

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

Compost producers shall be reviewed by Landscape Programs Division

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.

Material Producers must be on a qualified list prior to source approval. If the Contractor sources a producer 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

Project Construction

LPD Material Verification

Material Verification

On arrival the Project Engineer shall ensure that the material is from the correct source.

Project Engineer to verify LPD or MDE approval stamp.

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 Product 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/Product verification

Material Verification

This product may be required to be Buy America compliant under the Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL). A statement of compliance with Buy America 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, submit Form 14 for clearance, which validates the following: 1) Verifying that the imprinting tools and materials are compatible, 2) Monitoring the Contractor/subcontractor conformance with the Quality Control Plan, 3) Verifying the Contractor/subcontractor qualifications to produce this type of markings and comply with these and the manufacturer's specifications, 4) Verifying the actual results of all Quality Control tests for the actual materials in the batch submitted for the project

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

Material Quality Assurance Processes

Fertilizers

Landscape Programs Division

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

Source Level Materials	Specification	Comments
Special Fertilizer	920.03	
Fertilizer: 0-0-50 (100% Sulfate of Potash)	920.03	
Fertilizer: 0-0-60 (100% Potassium Chloride)	920.03	
Fertilizer: 10-10-10	920.03	
Fertilizer: 10-22-22 (50% Ureaform)	920.03	
Fertilizer: 11-52-0 MAP	920.03	
Fertilizer: 14-14-14	920.03	
Fertilizer: 15-30-15	920.03	
Fertilizer: 19-19-19	920.03	
Fertilizer: 20-10-5	920.03	
Fertilizer: 20-16-12 (83% US and 100% SOP)	920.03	
Fertilizer: 20-20-20	920.03	
Fertilizer: 20-4-8 (50% Ureaform)	920.03	
Fertilizer: 20-8-8	920.03	
Fertilizer: 38-0-0	920.03	
Fertilizer: 5-10-10	920.03	
Fertilizer: 5-20-20	920.03	

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials

Facility Qualification

Fertilizer producers must be approved prior to a source of supply request. The material producer will contact the Landscape Programs Division for inclusion on a qualified producer list.

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.

Material Producers must be on a qualified list prior to source approval. If the Contractor sources a producer 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

Fertilizers

Landscape Programs Division

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

Project Construction

LPD Material Verification

Material Verification

When the fertilizer arrives at the project site the project engineer will verify that it is from the correct source and visually inspect the delivered product.

Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for 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
Misc. Landscape Materials		Buy America Applicable
Tree Rings		
Tree Shelter		

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

Project Engineer to inspect placed material and submit Form 14.

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

After placement the Project Engineer shall inspect the material to ensure it has been placed uniformly and correctly.

Project Engineer to inspect placed material and submit Form 14.

1 per 1 Delivery to Project

Material Quality Assurance Processes

Pesticides

Landscape Programs Division

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

Source Level Materials	Specification	Comments
Fungicide	920.09.03	
Herbicide	920.09.03	
Insecticide	920.09.03	
Other Pesticides	920.09.03	

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

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

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, and 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. He has the option to indicate this information through the source request comments field or by providing an attachment in the documents section. The contractor is not required to provide a source request for every plant that will be delivered to a project.

Source of Supply Processing

1 per 1 Prior to Usage on Project

Material Production

LPD Material Review

Material Certification for Project Usage

Plant Materials (Trees and Scrubs) shall be inspected and tagged by the Landscape Programs Division or the Maryland Department of the Environment either at the source of supply or at the project location.

Approval of Material for Project Use, Facility Visit.

Inspection of plant at nursery or project site by LPD or MDE.

1 per 1 Prior to Usage on Project

Material Quality Assurance Processes

Seed and Sod, Specialty Mixtures

Landscape Programs Division

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

Source Level Materials	Specification	Comments
Floodplain and Wetland Seed Mix	Special Provisions	
Legume Additive Seed	920.06.06	
Meadow Forb Seed	920.06.06	
Meadow Grass, Sedge, and Rush Seed	920.06.06	
Other Seed Mixtures	920.06	
Shrub 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

Component material may be purchased, mixed, and placed by the prime contractor. If the prime wishes to note suppliers of component materials he may do so by attaching documentation to the source submission.

1 per 1

Prior to Usage on Project

Project Construction

LPD Material Verification

Material Verification

Project Engineer to verify seed or sod mixture. Submit Form 14 to OMT for clearance.

1 per 1

Item Completion

Material Quality Assurance Processes

Seed and Sod, Standard Mixtures

Landscape Programs Division

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

Source Level Materials	Specification	Comments
Turfgrass Sod	920.06.03	
SHA Special Purpose Seed Mix	920.06.07	
SHA Temporary Seed Mix	920.06.07	
SHA Turfgrass Seed Mix	920.06.07	

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials

Facility Qualification

Landscape Programs Division shall ensure that the producer is able to produce for state projects.

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

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 must be on a qualified list prior to source approval. If the Contractor sources a producer 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

Project Construction

LPD Material Verification

Material Verification

Upon arrival the Project Engineer shall collect the seed and/or sod tickets to verify material and review expiration date. All seed tickets shall be submitted on OMT for materials clearance.

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

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
Aged Pine Bark Fines	920.02.07	
Gypsum	920.02.04	
Iron Sulfate	920.02.03	
Limestone	920.02.01	
Peat Humus		
Peat Moss	920.02.06	
Sulfur	920.02.02	
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

Project Engineer to verify material product, submit Form 14 for 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
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	

Plant or Product Qualification

Evaluation of Material Producer for LPD Materials

Facility Qualification

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 Product 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

Project Construction

LPD Material Verification

Material Verification

Project Engineer shall review the delivered material for soundness and ensure it is from the correct source of supply.

Material Quality Assurance Processes

Soil Stabilization Matting

Landscape Programs Division

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

Project Engineer to inspect placed material and submit Form 14.

LPD/MDE approval stamp

1 per 1

Delivery to Project