



# Materials Management Division

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# Material Quality Assurance Processes

## Contract Specified Material Systems

Materials Management Division

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

Source Level Materials	Specification	Comments
Mechanically Stabilized Wall System (MSE)	450	

### 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

Contract specified material systems will be reviewed and authorized by the contract authority prior to source acceptance by OMT. Please attach shop drawings, special provisions, and/or other documentation indicating authorization of the system for the contract.

1 per 1 Prior to Usage on Project

### Project Construction

#### LPD Material/Product verification

Material Verification

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

#### 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.

The certification will accompany the material shipments and needs to indicate that all material were produced in accordance with approved documentation.

1 per 1 Item Completion

# Material Quality Assurance Processes

## Miscellaneous Materials

Materials Management Division

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Source Level Materials	Specification	Comments
Benches	Special Provisions	
Black Polyethylene Sheeting		
Block Retaining Wall Systems	Special Provisions	
Burlap	902.07.01	
Cotton Mats	902.07.04	
Filter Log		
Filter Sock (Compost Sock)		
Grout Bag		
Inclinometer		
Litter Receptacles	Special Provisions	
Other Materials		
Other Misc. Materials		
Paint Removal Abrasives	436.02.02	
Paving Fabric		
Piezometer		
Portable Sediment Tank		
Roofing Paper	911.07	
Sand Bags		
Settlement Plates		
Styrofoam		
Vertical Panels for Median Barrier	104.04.02	
White Opaque Burlap Polyethylene Sheeting	902.07.02	
White Opaque Polyethylene Backed Nonwoven Fabric	902.07.02	
White Opaque Polyethylene Film	902.07.02	
Wick Drains		
Wood Mats, Temporary		

### 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."

# Material Quality Assurance Processes

## Miscellaneous Materials

Materials Management Division

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### 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/Product verification

Material Verification

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

#### Project Engineer to inspect placed material and submit Form 14.

*The Project Engineer will conduct a visual inspection of the material. A Form 14 shall be submitted indicating whether or not "Materials Conform to Specifications" or are "Performing Satisfactorily in the Field."*

1 per 1 Delivery to Project

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

*The supplier shall furnish certification as specified in TC-1.03*

1 per 1 Delivery to Project

# Material Quality Assurance Processes

## Sealers: Qualified Liquid Materials

Materials Management Division

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Source Level Materials	Specification	Comments
Asphaltic Damp proofing or Waterproofing	913.01	

### Plant or Product Qualification

#### Review of Producer (QPL)

Facility Qualification

#### Production facility data maintained to 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

#### Review of Product (QPL)

Product Qualification

The material product shall be reviewed by OMT prior to usage on a state project. If it is acceptable it shall be placed on a Qualified Products List and will be allowed for future projects.

#### 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 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 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/Product verification

Material Verification

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

The manufacturer shall provide certified test results to be delivered with the material to the project site. The Project Engineer shall collect the certifications and ensure that they correspond to the material product, have the correct batch numbers and that the product has been delivered in sealed containers with the batch number imprinted on them. The certification shall be delivered to OMT along with a Form 14 for material clearance.

#### Project Engineer to collect certifications (TC1.03 w/ test data) and submit certifications to OMT for clearance.

Used with Asphaltic Damp Proofing or Waterproofing.

1 per 1 Delivery to Project

# Material Quality Assurance Processes

## Traffic Barrier End Treatments

Materials Management Division

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Source Level Materials	Specification	Comments
Other End Treatments	606	
Temporary Moveable Concrete Barrier End Treatment	104.09	
Two-Sided End Treatment and Crash Cushion(D,E,F,J)	605.12	
Type B End Treatment	606	
Type C End Treatment	606	
Type D End Treatment	606	
Type E End Treatment	104.09, 606	
Type F End Treatment	606	
Type J End Treatment	104.09, 606	
W-Beam One-Sided Flared End Treatment (Type B)	605.02	
W-Beam One-Sided Parallel End Treatment (Type C)	605.03	

### Plant or Product Qualification

#### Review of Producer (QPL)

Facility Qualification

#### Production facility data maintained to 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

#### Review of Product (QPL)

Product Qualification

#### 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 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

#### Approval of Material Prior to Shipment

Material Certification for Project Usage

# Material Quality Assurance Processes

## Traffic Barrier End Treatments

Materials Management Division

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

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**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.**

*Option applicable when the contractor requests an NCHRP-350 approved product instead of a MASH 2016 approved product.*

1 per 1 Prior to Usage on Project

## Project Construction

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### OOTS Material Verification

Material Verification

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**See source response for "Metal Traffic Barrier, Certified Installer" for this item for acceptance procedures.**

*Option applicable when permanent end treatments are sourced.*

1 per 1 Delivery to Project

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**Project Engineer to collect manufacturer's certification (TC 1.03 w/o test data) and submit certifications to the Materials Management Division for clearance.**

*Option applicable when temporary end treatment are sourced.*

1 per 1 Delivery to Project