

Procedure for Handling

Certificates for Delivery Representing Material from Approved Sources

A. Introduction:

This procedure details the process for handling the Certificates of Delivery representing material currently listed as approved sources in the Department's Qualified Products Lists Manual. The Certificate of Delivery is generated by the material manufacturer (forms available from DOTD Materials and Testing Section Warehouse). For requirements regarding specific materials, refer to the Materials Sampling Manual.

B. Manufacturer Responsibilities:

1. When shipping material currently approved and listed in the Department's Qualified Products List Manual to the jobsite, forward one copy of the Certificate of Delivery to the Project Engineer and a second copy to the Materials and Testing Section. Insure the Certificate of Delivery indicates conformance to specifications, includes the product source code and is signed by an authorized representative of the company.
2. Submit routine samples to the Materials and Testing Section for the purpose of verification of product quality at the frequency as specified in the Materials Sampling Manual. Along with these samples, submit certificate of analysis or certificate of compliance as specified in accordance with the Materials Sampling Manual.

C. Project Engineer Responsibilities:

1. Upon receipt of the Certificate of Delivery from the manufacturer, verify that the information is correct and the lot number referenced in the Certificate of Delivery matches the manufacturer's lot number indicated on the material received, if applicable. If all information is correct and valid, sign and date the certificate indicating acceptance. Place the Certificate of Delivery into the project file.

Note: Contact the Materials and Testing Section if any discrepancies are discovered or the material received is questionable.

2. A project report will not be generated from Materials and Testing Section.
3. Submit samples to the Materials and Testing Section as specified in accordance with the Materials Sampling Manual or if the material is questionable and/or if certificates are invalid or not available.

D. Materials and Testing Section Responsibilities:

1. Upon receipt of the Certificate of Delivery from the manufacturer, the appropriate personnel at the Materials and Testing Section shall verify that the information is correct and the referenced laboratory number, if applicable, is valid. If all information is correct and valid, sign and date the certificate indicating acceptance. File Certificate of Delivery by source.

Note: *If any discrepancies are discovered which invalidate the Certificate of Delivery, immediately notify the project engineer, the manufacturer and the District Laboratory.*

2. Project sample results will be compared to source approval sample results. Test results for project samples of all materials listed in the table, except asphaltic material will be used for project verification only. Test results for asphaltic materials will be used for acceptance.

CD PROCEDURE: Originally tested for QPL Source Approval. Review & file CD's by Source.			
Material		QPL No.	Lab Unit
Asphalt Materials	(03-22-0004)	QPL-41	Asphalt Lab
Grade 120 Ground Iron Blast-Furnace Slag	(03-22-0032)	QPL-70	Cement Lab
Portland Cement, Portland-Pozzolan Cement & Portland Blast-Furnace Slag Cement	(03-22-0024)	QPL-07	Cement Lab
Fly Ash	(03-22-0023)	QPL-50	Cement Lab
Lime (Hydrated Lime and Quicklime)	(03-22-0031)	QPL-34	Chemical Lab
Liquid Membrane-Forming Compounds	(03-22-0022)	QPL-65	Cement Lab
Temporary Marking Tape	(03-22-0033)	QPL-60	Traffic Control Prod