

**Procedure for Handling  
Certificates of Delivery  
Representing Material to be Pre-Approved**

**A. Introduction:**

This procedure details the process for handling the documentation of transferring DOTD designated lots of material sampled and pre-approved from an in state warehouse or manufacturer to a project site. The documentation used in this process is a Certificate of Delivery generated by the warehouse / manufacturer (forms available from DOTD Materials and Testing Section Warehouse). For requirements regarding specific materials, refer to the Department's Materials Sampling Manual. This procedure does not include materials pre-approved by Construction Fabrication Section.

**B. Warehouse / Manufacturer Responsibilities:**

1. Notify the District Laboratory in the District in which your storage facility is located for lot approval.
2. Have the material separated by lots as specified in accordance with the Materials Sampling Manual.
3. Provide access for a District Laboratory Representative to easily obtain random samples, and to seal and mark each unit or pallet of material in accordance with the Materials Sampling Manual.
4. Approval of the material is based upon conformance to specifications and receipt of a passing laboratory number representing the lot of material. Upon receiving this approval from the DOTD Materials and Testing Section, provide a completed Certificate of Delivery (example attached) for each lot shipped to the jobsite. Include the product source code on the Certificate of Delivery. Forward a copy of the Certificate of Delivery to the Materials and Testing Section.

**C. District Laboratory Responsibilities:**

1. Upon arrival of the material at the warehouse / manufacturer, identify the material by lot as specified in accordance with the Materials Sampling Manual.
2. Randomly select the sample of material representing each lot as specified in accordance with the Materials Sampling Manual.
3. Identify the sample with the DOTD Lot Number used to designate the lot or portion.
4. Once the sample is taken, seal, stamp and mark each unit or pallet with the DOTD Lot Number for that lot as specified in accordance with the Materials Sampling Manual. Obtain the appropriate type stamp from the Materials and Testing Section. A log book shall be maintained in order to record assigned lot numbers and indicate passing or failing status.
5. Forward samples along with a completed Sample Identification form to the Materials and Testing Section for testing.
6. For any lot of material not conforming to specifications and receiving a failing report, return to the storage facility to ensure that the supplier of the material has voided the DOTD lot number.

**D. Project Engineer Responsibilities:**

1. Upon receipt of the Certificate of Delivery from the warehouse / manufacturer, verify that the information is correct and the DOTD Lot Number referenced in the Certificate of Delivery matches the lot number stamped on the material received. If all information is correct and the laboratory number is valid and matches the lot number stamped on the material, sign and date the certificate indicating acceptance of the material and place the Certificate of Delivery in 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 be generated and distributed by the Materials and Testing Section for products listed in Table 1. A project report is not generated for products listed in Table 2.
3. Unless directed otherwise by the Materials Sampling Manual, do not submit samples to the Materials and Testing Section unless the material is questionable and/or certificates are invalid or not available.

**E. Materials and Testing Section Responsibilities:**

1. Upon receipt of the Certificate of Delivery from the warehouse / manufacturer, the appropriate personnel at the Materials and Testing Section shall verify that the information is correct and the referenced laboratory number is valid. If all information is correct and the laboratory number is valid, sign and date the certificate indicating acceptance.
2. Track quantities listed on the Certificate of Delivery by laboratory number.
3. For products listed in Table 1, when all information contained in the Certificate of Delivery is verified to be correct and accurate, generate a laboratory report for the project indicating the quantity shipped to the project as listed in the certificate. This information will be available for inclusion in the 2059 report for the appropriate project.
4. Do not generate laboratory reports for products listed in Table 2. File the Certificate of Delivery in the appropriate manner as specified in Tables 1 and 2.

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

5. Track quantities shipped to jobsites against quantity on the original Matlab Report.

**TABLE 1**

**CD PROCEDURE:** Pre-tested under MATLAB - Track quantities from CD by Lab No., generate a Project Lab Report using the same Lab Number as original MATLAB Report. File CD with report. DO NOT CHANGE QUANTITY OF MATERIAL ON THE ORIGINAL MATLAB REPORT.

<b>Material</b>		<b>QPL No.</b>	<b>Lab Unit</b>
	<b>Joint Sealants</b> (03-22-0025)		
(PU)	Polyurethane	QPL-05	Plastics Lab
(SI)	Silicone	QPL-42	Plastics Lab
(RU)	Rubberized	QPL-67	Plastics Lab
	<b>Paints &amp; Thinners</b> (03-22-0027)		
(ZN)	Org. Zinc Primer Base	QPL-37	Chemical Lab
(ZC)	Org. Zinc Primer Cure	QPL-37	Chemical Lab
(VT)	Vinyl Aluminum Topcoat	QPL-37	Chemical Lab
(WB)	Wash Primer Base	QPL-37	Chemical Lab
(WA)	Wash Primer Acid	QPL-37	Chemical Lab
(TH)	Thinner	QPL-37	Chemical Lab
(WBP)	Waterborne Primer	QPL-68	Chemical Lab
(WBT)	Waterborne Topcoat	QPL-68	Chemical Lab
	<b>Pavement Marking Materials</b> (Traffic Paint & Glass Beads) (03-22-0028)		
(GB)	Glass Beads	----	Chemical Lab
(WTB)	Waterborne Paint	QPL-36	Chemical Lab
(STP)	Solventborne Paint	QPL-36	Chemical Lab
	<b>Pavement Marking Materials</b> (Excluding Paint) (03-22-0026)		
(RM)	Raised Pavement Markers	QPL-09	Traffic Control Prod
(BA)	Bituminous Adhesive	QPL-59	Asphalt Lab
(EA)	Epoxy	QPL-32	Adhesives Lab
(TA)	Tape (Permanent)	QPL-64	Traffic Control Prod
(TH)	Thermoplastic	QPL-63	Plastics Lab

**TABLE 2**

**CD PROCEDURE:** Pre-tested under MATLAB - Track quantities from CD by Lab Number, and file CD's by Lab. Number

<b>Material</b>		<b>QPL No.</b>	<b>Lab Unit</b>
	<b>Anti-Strip Additives</b> (03-22-0029)		
(AS)	Anti-Strip Additives	QPL-57	Chemical Lab
	<b>Concrete Admixtures</b> (3-22-0030)		
(AE)	Air Entraining	QPL-58	Chemical Lab
(WN)	Water Reducing, Normal	QPL-58	Chemical Lab
(WS)	Water Reducing, Set Ret.	QPL-58	Chemical Lab
(HN)	H.R., Water Red., Normal	QPL-58	Chemical Lab
(HS)	H.R., Water Red., Set Ret	QPL-58	Chemical Lab
(SA)	Set Accelerating	QPL-58	Chemical Lab

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
MATERIALS & TESTING SECTION  
5080 FLORIDA BLVD., BATON ROUGE, LA 70806

**CERTIFICATE OF DELIVERY  
FOR  
PAVEMENT MARKING MATERIALS (EXCLUDING PAINT)**

PROJECT NAME LA 39 St. Bernard Par. P. O. NUMBER \_\_\_\_\_  
PROJECT NUMBER 042-32-0028 CONTRACTOR XYZ Construction

MATERIAL ABBREV. (SEE BELOW)	MANUFACTURER	QUANTITY	MANUFACTURER LOT NUMBER	PROD. SOURCE CODE	DOTD LOT NUMBER (EX: 61-BA-0001)	REPRESENTED BY DOTD LAB. NUMBER
RM	ABC Marker Co.	200	1520B	0915	02-RM-0001	22-426123
RM	ABC Marker Co.	250	1624A	0915	02-RM-0002	22-426131
BA	LA Asphalt Co.	1500 lbs.	12A34	5902	02-BA-0007	22-429104
TA	Tape Company USA	1800 ft.	12548	6414	02-TA-0004	22-435123

- List of Materials with Material Abbreviation:
- (RM) Raised Pavement Markers (QPL 9)
  - (BA) Bituminous Adhesive for Raised Pavement Markers (QPL 59)
  - (EA) Epoxy Adhesive Type V for Raised Pavement Markers (QPL 32)
  - (TA) Preformed Plastic Pavement Marking Tape (QPL 64)
  - (TH) Thermoplastic Pavement Markings (QPL 63)

DIST. LAB ASSIGNED DOTD LOT NO.      LOT NO. ASSIGNED BY DIST. LAB

This is to certify that the materials listed above have been shipped to the referenced project. We certify that these materials have been previously tested by the Materials & Testing Section under the above referenced lab numbers and have met all specification requirements for the designated project. *This certificate is invalid unless signed by an authorized representative of the company.*

COMPANY: Materials Supplier Inc.  
Date Shipped to Jobsite: May 1, 1997 BY: John Doe  
(Authorized Company Representative Signature)

Copies:  
One copy for each project will accompany all shipments of the above listed materials.  
One copy shall be mailed to the Materials Engineer Administrator, Louisiana Department of Transportation and Development, 5080 Florida Blvd., Baton Rouge, LA 70806.

**For DOTD Use:**  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

**Shipments will be accepted only when accompanied by this official DOTD certificate form.**