

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA II-3-26 Page 1 of 4
Subject: S.O.P. REQUESTS FOR PRE-TESTED MATERIALS TEST REPORTS FROM MDOT'S MATERIALS DIVISION			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page of S.O.P. NO. EFFECTIVE:	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To outline correct and uniform procedures for completing MDOT's Pre-Tested Materials Request Form for materials that are pretested and recorded in the Materials Section of MDOT's SiteManager Information System, so that the MDOT Materials Division may issue a pre-tested materials report from information recorded in the MDOT SiteManager Information System.

GENERAL:

Upon receipt of the Pre-Tested materials Request form, a monthly report of the pre-tested materials used on the approved applicable project(s) will be issued by the Materials Division of MDOT. A line entry for each pre-tested material pay item used in project construction during the period specified should be completed, as applicable to the material listed.

Completion of this form shall be considered to be a certification by the County/LSBP Engineer that the materials were received and confirmed to be pre-tested in accordance with the Department's standard operating procedures and project contract documents. Shipping invoices must be stamped that the units/materials were "*shipped from pre-tested stock*". The shipping invoices should be kept in the Engineer's project file, and account for all accumulated monthly quantities placed for each item listed on the monthly pre-tested materials request.

Listed below are special instructions for select pre-tested materials for clarification of the requirements for the report. Please note that reporting procedures for items not listed are considered to be self explanatory.

1. Asphalt binders.

Each binder grade used on the project shall be listed separately. The Engineer must have Certificates A or B that indicate all material used on the project came from pre-tested stock. The accumulated quantity of binder represented by the certificates must equal or exceed the amount of binder listed as being used in the month.

2. Concrete Pipe.

The monthly quantity of each size of pipe as listed for each specific contract pay item must be listed separately (For example: Hanson Concrete Pipe, 30-inch, Class 3, 300 Linear Feet). Each unit must contain a visible MDOT inspector's stamp.

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3. Reinforcing steel.

List each size's accumulated monthly quantity furnished to the project as recorded on the itemized shipping ticket. This material will not have any pre-tested identification marking such as a seal on the shipped steel. If the shipping ticket is not stamped "*shipped from pre-tested stock*", the shipment is considered untested.

Untested steel must be sampled and tested in accordance with applicable standard operating procedures. Do not list any job control test sample steel quantity on the pre-tested material request. Untested steel is accounted for by project job control sample(s).

4. Reinforcing wire mesh/mats.

List each size used on the project. Each unit should contain an inspector's seal. Units that do not have a seal shall be considered untested and a job control project sample must be taken. The sample must be sampled in accordance with the applicable standard operating procedures. Do not list any job control test sample steel quantity on the pre-tested materials request.

5. Precast Box units.

List separately the AASHTO Designation (M259 or M273) for each size and the depth of cover (inscribed in each unit). Each unit must contain a visible inspector's stamp. The shipping ticket must be stamped "*shipped from pre-tested stock*".

6. Wood posts.

List separately the total number of posts installed for each size and length. An inspector's stamp must be stenciled on both ends of each piece. The shipping ticket must be stamped "*shipped from pre-tested stock*".

7. Glass beads.

List separately each batch of beads with the class and batch number. The shipping ticket must be stamped "*shipped from pre-tested stock*".

8. Pavement marker adhesives.

List separately the quantity of adhesive for each lot number used on a project.

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9. Rip rap.

List separately each size placed on a project.

10. Right-of-way markers, concrete fence post, liquid membrane, plastic sealer and expansion joint materials.

These items must have an inspector's stamp on each approved unit.

The Pre-Tested Materials Test Report Request form is available online at MDOT's web site (www.gomdot.com) or linked from State Aid's web site (www.osarc.state.ms.us).

The form may be submitted by facsimile or mail to the Field Operations Section of the Materials Division of the MDOT. The facsimile number is 601-359-5373. For assistance in filling out the Request for Pre-Tested Materials Form or questions regarding the form, contact the Field Operations Section of the MDOT Materials Division at 601-359-1666. The mailing address is:

Field Operations Section
Materials Division
Mississippi Department of Transportation
P.O. Box 1850
Jackson, MS 39215-1850

