VIRGINIA DEPARTMENT OF TRANSPORTATION

MATERIALS DIVISION

MEMORANDUM

<table>
<thead>
<tr>
<th>GENERAL SUBJECT:</th>
<th>NUMBER:</th>
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<tbody>
<tr>
<td>Manual of Instructions Chapter II – Section 207 Acceptance Procedures</td>
<td>MD 425-19</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SPECIFIC SUBJECT:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>Revisions to Section 207 of the Manual of Instructions on Modified Acceptance Procedures, specifically revising acceptance by Certification Tracking number (CT process).</td>
<td>September 17, 2019</td>
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<table>
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<tr>
<th>APPROVED:</th>
<th>SUPERSEDES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles A. Babish, PE</td>
<td></td>
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<tr>
<td>State Materials Engineer</td>
<td></td>
</tr>
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<td>Approved: 9/19/19</td>
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EFFECTIVE DATE

- This memorandum is effective upon publication.

PURPOSE AND NEED

- This memorandum clarifies the certification tracking (CT) process used by VDOT for Signalization/Electrical Items and Systems approvals, and for Water/Sewer System approvals.
- Adds a new appendix, Appendix O – CT Process for Signalization/Electrical Items and Systems; and for Water/Sewer Systems to Chapter 2 of the Manual of Instructions.
- Changes 207.02 from "Materials for General or Routine Construction" to "Materials for Signalization/Electrical Items and Systems" and provides guidance on acceptance.
- Changes 207.03 from "Materials for Rest Area Construction" to "Materials for Water/Sewer Systems" and provides guidance on acceptance.
- Deletes Section 207.04 Materials for Signalization and Electrical Installation
PROCEDURES

SECTION 207 MATERIALS SUBJECT TO MODIFIED ACCEPTANCE PROCEDURES AND CERTIFICATION TRACKING ACCEPTANCE PROCEDURES

Listed herein are the materials that may be accepted on VDOT projects on the basis of modified acceptance or certification tracking (CT) procedures, when meeting the criteria outlined in Sec. 111.03 together with the specific acceptance criteria outlined below, and provided that the material has no apparent defects. The materials subject to modified acceptance shall be accepted by the procedures below. These procedures are not all inclusive, but do provide a basic guideline, that should be useful in determining the requirements for acceptance of many of the various miscellaneous materials. See Sec. 702.0 for additional details of and requirements for acceptance of materials on projects administered as a VDOT project, Design-Build projects and Locally Administered Projects. The U.S. DOT “Buy America Act” for iron and steel products apply to projects containing the special provision for the use of domestic materials.

It should be noted that, in some cases herein, materials are listed that require either full testing or partial testing coupled with some form of certification for acceptance. This is particularly true for electrical materials and the materials are shown this way in an effort to further distinguish between similar miscellaneous materials that may be accepted by modified procedures and those that require testing. If a material is planned to be used that is not listed herein or elsewhere in Sec. 200 of the Manual, the District Materials Engineer should be contacted promptly for instructions for proper acceptance of the material.

Where materials notebooks are required, a record of all material accepted on modified inspection shall be entered in the materials notebook, giving complete information as to the type of material, accurate quantity, source, Manufacturer, and condition as determined by visual inspection. See Sec. 702.01 (c) for details of types of projects not requiring a materials notebook.

Approved shop drawings are not part of the CT process. Contracts, plans and specifications should be followed in addition to the CT process if material is specified as a requirement.

Sec. 207.01 Manufacturer and Producer Certifications

As previously noted, one of the means of modified acceptance of materials is through the use of Manufacturer or Producer certifications, certificates of compliance, mill analyses, shop drawings, catalog cuts (in certain cases), or other similarly approved documentation in lieu of test reports.

In the case of materials accepted on Manufacturer certification (other than signalization/electrical; and water/sewer, which are covered in Sections 207.02 and 207.03, respectively). Materials Division (usually the Quality Assurance Section, Chemistry Lab or Structures Section) will review and approve the certification upon receipt, of a complete CT submittal package or have the CT package reviewed by the appropriate subject matter experts, assign a CT number (which will appear in the lower portion of the cover letter of transmittal), and distribute the necessary copies to the field, the same as routine test reports, except as noted hereafter. See Section 106.01 (b) for details of initial handling and routing of certifications.

The CT number shall be treated the same as a test report number and recorded in the materials notebook by the Project Inspector. Approved and numbered certifications, for materials requiring same, will be issued from the Materials Division within one (1) calendar week of delivery of the CT submittal package, if submittal is complete and has no errors.

Each CT number will cover the specific material from that Manufacturer for the project and quantities for which it was submitted. If project exceeds quantities submitted, the CT shall be revised by the District Materials Section by verifying shipping ticket quantities, revise original transmittal cover page, provide CT number in need of revision and submit to Central Office to complete the CT process. CT numbers with excess
quantities submitted on a separate project will need to be reviewed by the District Materials Section for project specification, manufacturer and product by source of material and will require a transfer of material (TL-15).

**Sec. 207.02 Materials for Signalization/Electrical Items and Systems**

Materials used in traffic signalization and other electrical systems will be accepted as provided in Appendix O.

Some electrical materials can be found on the Pre-Approved Traffic Control Device Listing (TCD) published by Traffic Engineering Division. If these materials are submitted for use, they may be approved using the approval number provided, without obtaining a CT number. Additional testing for some items may be needed as noted on the TCD list. The list can be found at this link: [http://www.virginiadot.org/business/resources/TCD-Pre-Approved-Listing-2019-07-16.pdf](http://www.virginiadot.org/business/resources/TCD-Pre-Approved-Listing-2019-07-16.pdf). Otherwise, most traffic signal items shall conform to VDOT Specifications Section 238.

**Sec. 207.03 Materials for-Water/Sewer Systems**

Materials used for water supply and sanitary sewer systems will be accepted as provided in Appendix O.

Water and sewer materials shall comply with VDOT Specification Section 520, project plans, project contract and work drawings.

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**NOTES**

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**REFERENCES**

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**COPY DISTRIBUTION:**

Deputy Chief Engineer          VDOT Resident Engineers
Division Administrators        Federal Highway Administration
District Administrators        Virginia Ready Mix Association
District Location & Design Engineers  Precast Concrete Association of Virginia
District Construction Engineers Virginia Transportation Construction Alliance
District Maintenance Engineers Virginia Asphalt Association
District Bridge Engineers      American Concrete Paving Association Mid-Atlantic Chapter
District Traffic Engineers     Old Dominion Highway Contractors Association
Appendix O:

Certification Tracking (CT) Process for Signalization/Electrical Items and Systems; and for Water/Sewer Systems

The District Materials Section issues a certification tracking (CT) number for Signalization / Electrical and Water / Sanitary Sewer systems. A cover sheet will be provided for the submittal pages following it to enter all of the materials that are included in the submittal package. Each District will have their own unique District CT number for the approved package. The District CT number will consist of the first three (3) capital letters of the District name (i.e. "BRI", "SAL", "RIC", "LYN", "STA", "CUL", "HAM", "FRE", "NOR") followed by the year (i.e. 19) and four (4) digit number system starting with “0001”. An example of a completed number would be “BRI-19-0209”.

Role Responsibilities and Checklist:

Project Construction Staff

- Submit Source of Materials (C-25) that represents the material covered by the CT submittal to the District Materials Section.
- Ensure the C-25 matches the catalog cuts submitted.
- Ensure complete and accurate CT package submitted to include: cover page, catalog cuts, corresponding C-25, UPC number, contract identification numbers and quantities submitted.
- Revise CT quantities (or identical materials) if project exceeds original quantity submission to the District Materials Section. (See Section 207.01 on CT revisions or transferring material)
- Support Materials in pre-construction meetings by including discussion of the CT process.

District Materials

- CT acceptance process should be discussed in pre-construction meetings, as part of the Materials Section pre-construction checklist.
- Ensure package has cover sheet provided below listing all materials submitted, to include incidentals and C-25. This cover sheet may require the use of multiple pages.
- Submit the complete package (cover page, C-25, and catalog cuts) to the appropriate Reviewer for final approval with Engineer’s stamp.
- If the District Materials Section receives a rejected submittal by the reviewer, the District shall send the rejected submittal back to the project staff to be addressed and resubmitted.
- Once cover sheet is stamped, signed (full name) and dated, assign the District CT number for the package for the assigned CT number of the related material.
- Keep a spreadsheet of all District CT numbers issued.
- Send assigned CT package to Central Office Materials QA Section.

Central Office Materials

- Provide guidance to districts and vendors for the CT process.
- Maintain Cover sheet in Appendix O to include revisions as needed.
- Provide training upon request on the CT process
- Maintain a central file of ALL District approved CT packages.
- Audit the CT process on a monthly basis, simultaneous with Materials Notebook audits.

**Approver certifying the materials documentation package:**

- **Traffic Engineering** – Regional Operations Section or VDOT Consultant
- **Water and Sanitary Sewer** – Regional Right of Way and Utilities Section or VDOT Consultant
  - **Local Water Service Authority** - The Regional Right of Way and Utilities Section or VDOT Consultant will coordinate with the WSA/Owner on any comments or materials in question prior to VDOT’s stamped approval.

**Approver’s responsibilities:**

- Ensure submittal package conforms to VDOT specifications, contract and project plans and any working drawings.
- Ensure the package has one of the following comments “Review Complete”, “Correct & Resubmit”, or “Reject & Resubmit”.
- Stamp, sign full name and date on the first cover sheet(s) (digital stamp & signature allowed)
- Stamp to include the name and employer of the approver.

The CT Number issued by the District Materials Section only serves to document that the Materials Section has received a stamped, signed, dated, and approved materials documentation package from an approver. The District-issued CT Number becomes the means to reference this materials acceptance document.
### Virginia Department of Transportation
District Certified Tracking Number
Signalization/Electrical Materials Only

**Date:**
**To:**
**From:**

**UPC:**
**Order No:**
**Route #:**

### Project Number:

<table>
<thead>
<tr>
<th>Line Item No. &amp; Contract Item No.</th>
<th>SPEC. NO.</th>
<th>Contract ID Description</th>
<th>Manufacturer / Supplier</th>
<th>Qty</th>
<th>Assigned C-25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example row: 0850-51540</td>
<td>703</td>
<td>Loop Det. Amplifier</td>
<td>Mobotrex /Richardson Wayland</td>
<td>1 EA</td>
<td>Yes</td>
</tr>
</tbody>
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**VDOT Regional Operations / Consultant Review Below**

I certify that I have reviewed the attached materials documentation package and that the materials comply with all applicable VDOT specifications, project plans, contract and any approved working drawings. Any working drawings have been reviewed and accepted in accordance with Section 105.10(c) of VDOT’s Specifications.

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**Virginia P.E. Stamp, Signature and Date for the Approver**

District Certification No.:
**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**DISTRICT CERTIFIED TRACKING NUMBER**  
*Water/Sewer Materials Only*

<table>
<thead>
<tr>
<th>Line Item No. &amp; Contract Item No.</th>
<th>SPEC. NO.</th>
<th>Contract ID Description</th>
<th>Manufacturer / Supplier</th>
<th>Qty</th>
<th>Assigned C-2S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example row: 0210-40081</td>
<td>520</td>
<td>8&quot; Ductile Iron Water Main</td>
<td>U.S. Pipe &amp; Foundry/Core &amp; Main</td>
<td>740 LF</td>
<td>YES</td>
</tr>
</tbody>
</table>

**VDOT REGIONAL RIGHT OF WAY AND UTILITIES / CONSULTANT REVIEW BELOW**  
I certify that I have reviewed the attached materials documentation package and that the materials comply with all applicable VDOT specifications, project plans, contract and any approved working drawings. Any working drawings have been reviewed and accepted in accordance with Section 105.10(c) of VDOT's Specifications.

______________________________

STAMP, SIGNATURE AND DATE FOR THE APPROVER

District Certification No.: