



MEMORANDUM

GENERAL SUBJECT: Revision of the Manual of Instructions to Chapter VIII Reports and Forms - Section 803.65 Form TL-131	NUMBER: MD 367-14
SPECIFIC SUBJECT: TL -131 Letter of Materials Certification to FHWA	DATE: January 21, 2014
DIRECTED TO: District Administrators, District Construction Engineers and Materials Engineers	SIGNATURE: Charles A. Babish, PE <i>Signature on original copy of memorandum</i>

This Memorandum notifies the users of the Materials Division Manual of Instructions that the materials certification letter (Form TL-131) to the Federal Highway Administration (FHWA) is only to be sent to FHWA for projects on the National Highway System and the only attachments to the letter necessary are for materials accepted outside of the specifications. Price adjustments for asphalt and central mix aggregate quality and density are part of the specification and therefore should not be included as an attachment with the TL-131. This memorandum also standardizes the TL-131 form and is in agreement with the latest published procedures contained in the Post Construction manual. The latest TL-131 can be found on the Materials Division website at:

<http://www.virginia-dot.org/business/materials-download-docs.asp>

Revise Section 803.65 as follows:

Sec. 803.65 Form TL-131, Certification of Materials

Form TL-131 shall be used by the District Administrator to report the certification of materials used on Federal Aid projects to the Federal Highway Administration (FHWA) at the completion of projects and after thoroughly checking project materials records. The materials certification letter shall only be sent to the FHWA on projects that are on the National Highway System and receive federal aid. Price adjustments performed within the specifications will not be attached to this certification. Price adjustment sheets for any materials that are accepted outside of the specification limits along with a description showing the extent to which the materials do not meet specifications shall be attached to this certification. This document is then forwarded to the District Contract Administrator by cover letter for issuance of the certification to the Federal Highway Administration. The original TL-131 with attachments ~~and one copy~~ is sent to the Federal Highway Administration ~~and one copy~~ is sent to the ~~Central Office Main File Room, and one copy~~ is retained by the District Administrator ~~and one copy~~ is sent to the ~~Central Office Laboratory General Services Section with a~~

copy of Form C-21, final contractor's estimate State Materials Engineer.

cc: Commissioner
Chief Engineer
Deputy Chief Engineer
Division Administrators
Residency Administrators
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
Area Construction Engineers
Virginia Asphalt Association
Virginia Center for Transportation Innovation and Research
Virginia Ready-Mixed Concrete Association
Precast Concrete Association of Virginia
Virginia Transportation Construction Alliance
Virginia Dept. of Minority Business Enterprise
Federal Highway Administration
American Concrete Paving Association
NE Chapter, Southern Region
Old Dominion Highway Contractors Association