

MATERIALS DIVISION



MEMORANDUM

GENERAL SUBJECT: Revision of Materials MOI Regarding Weigh Tickets	NUMBER: MD 352-12
SPECIFIC SUBJECT: Revision of Materials MOI Section 113.01 to not require Materials Representatives to sign for Weigh Tickets, and Sections 108.05 & 803.51	DATE: May 8, 1012
DIRECTED TO: District 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 Chapter I, Section 113.01 has been revised. This revision clarifies that Materials Representatives are no longer required to be present to sign weigh tickets. Sections 108.05 and 803.51 have been revised to show that L&D is no longer responsible for checking weigh tickets.

Revise Section 108.05 as follows:

Sec. 108.05 Reconciling Weigh Documents

The person receiving the Daily Summary Sheet (Form TL-102A) shall reconcile it against the weigh tickets received at destination. If there are differences, they should be corrected or explained. The Producer or Contractor shall be notified of any differences between the quantities shown on the Daily Summary and the weigh tickets.

The Daily Summary Sheet shall be turned in at the completion of a project to VDOT Construction Management, who will check it against the final estimate and the weigh tickets. Upon completing the final estimate, the Daily Summary Sheet shall be retained in the project files, in accordance with published retention schedules. For H – Orders, the Daily Summary Sheets will be sent to the State Materials Engineer after final checks by the Residency Administrator’s office.

Revise Section 113.01 as follows:

Sec. 113.01 General

Materials received in the field, whether for contract work, force account work, or maintenance, are to be covered by a test report, inspection report, certification, or visual inspection. If such reports are not received (within 3 calendar weeks) after the material has arrived on the job, or if the information given on the report does not agree with the description and quantity of material received, the Materials Division must be notified without further delay through the District Materials Engineer. The Inspector or Foreman who has been assigned to receive the materials is to carefully examine all materials as they are received. Any visible evidence that the material is not suitable for use and in accordance with specification requirements must be reported to the District Materials Engineer immediately, and the use of the material delayed pending instructions.

In addition, material delivered from the Producer to the job site will be accompanied by delivery tickets, invoices, or weigh tickets. Material received without this documentation should not be used until such evidence is produced. One copy of this ticket must be obtained by the Inspector for materials delivered to the project. The Inspector should hold this ticket until completion of the project, and until he has checked to determine that the specific material and quantity has actually been delivered to the project, and until he has received the above noted materials test or inspection report to cover the shipment. The delivery ticket should be kept in a safe place on the job until completion of the project, at which time they should be forwarded to the project files.

In the case of materials shipped to the job site by truck and paid for on a tonnage basis, the documentation will be accomplished by retaining the weigh tickets and Forms TL-102A, as outlined in Sec. 800. See also Sec. 106.04(e). In the case of automated asphalt plants, the printed ticket will be used in a similar manner to a regular weigh ticket.

All producers of materials which are produced under a Quality Control - Quality Assurance Plan will have written documentation of their Quality Control plan. The documentation will include, among other things, the quality control functions, frequencies, and state the personnel designated the responsibility for the various Quality Control functions, and the designated personnel with authority to sign the certifications stating that the materials are produced in accordance with the Quality Control plans. Test reports and inspection documents supporting the conformance to specifications must be signed by the QC personnel performing the testing, or inspection.

It is imperative that extremely close communication be maintained between the plant and the project, in order that entries on project and plant records will be in agreement.

a) Quality Assurance for Acceptance by Materials Suppliers of Misc. Materials - Under this, program suppliers will have approved Quality Assurance Plans, which define how they intend to maintain all shipping records, inventory records, test report numbers, and other documents needed to assure that materials shipped have the proper acceptance documentation. The Plan will define the responsible parties, and describe when, where, and how the records are maintained. The Quality Assurance Plan will be reviewed for content by the Central Office, Quality Assurance Section. Quality Assurance Section shall be responsible for the supplier's adherence to the approved Quality Assurance Plan and has the authority to remove non-compliant suppliers from the list. The approved suppliers will be added to a list maintained in the Manual of Instructions.

Each item on the shipping ticket that has been tested will show the test report number, lot number, size, etc. Each item on the shipping ticket that has been approved by certification or mill analysis, will show the Certification Number, for the blanket approved items or brands. Items on the approved lists shall show the List Number and be identified by brand/product name and number. Visual inspection items and other similarly accepted materials shall have a statement of the acceptability and method. All materials for which the supplier has documentation shall be stamped, tagged or stenciled QA.

Items that have not been approved will not be allowed to be shipped on the same invoice as materials covered on the QA plan. The shipping ticket shall carry a statement that the material has not been approved for use on VDOT projects, and is being shipped at the Contractor's risk. This material will not be acceptable for payment and the items should not be stamped QA. When approval of these items is received, written notification is to be furnished to the Contractor, Inspector, and Quality Assurance Section. Shipping tickets for approved materials will carry the statement "We certify that the above material has been approved for use on VDOT projects as per QA Program" or similar.

For materials on the shipping ticket the documentation to be shown in the Materials Notebook shall be the shipping ticket number, along with the stated Certification Number, Test Number, List Number, or Visual Inspection for each item on the shipping ticket.

Materials supplied shall be subject to the same testing, certification, or other acceptance procedures as is currently required. The Quality Assurance Technician will continue to sample the materials, as needed, and will periodically audit the shipments to assure the invoices have the correct information, and that the materials shipped have been properly documented as materials acceptable for use on VDOT projects. One additional copy of the shipping document shall be provided to the Quality Assurance Section for distribution to the receiving District Materials Engineer for project documentation. If the supplier does not provide proper documentation in a timely manner they will be removed from the Quality Assurance Program.

The Quality Assurance Technician will continue to provide inspections and verify warehouse stock is properly tested, stamped, stored, etc.

Revise Section 803.51 as follows:

Sec. 803.51 Form TL-102A, Weighpersons Daily Summary

Form TL-102A is to be furnished to each order and/or contract receiving materials. The weighperson is to fill out the Daily Summary and have the Project Inspector's copy delivered to the person taking up tickets at the project or work area by the end of the next working day. The quantity of materials shipped may be weighed in either the English system of units or the metric system, and the total shown on the appropriate line on the TL-102A. The line for the other set of units shall be filled out by making the appropriate conversion. The person receiving the Daily Summary shall reconcile it against the tickets received. If there are differences, they should be corrected or explained. The producer or contractor is to be notified of any differences. The Daily Summary Sheet shall be turned in at the completion of a project to VDOT Construction Management who will check it against the final estimate and the weigh tickets. Upon completing the final estimate the Daily Summary Sheet shall be sent to the District Materials Engineer for microfilming. (See specimen form in Section 805).

cy: Commissioner
Chief Engineer
Chief of Operations
Division Administrators
Residency Administrators
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
Areas Construction Engineers
Virginia Asphalt Association

Virginia Transportation Research Council
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