

SECTION 106.00 – CONTROL OF MATERIAL

106.01 Source of Supply and Quality Requirements. See [ITD Standard Specifications For Highway Construction \(SSHC\) 106.01](#) for requirements.

106.02 Ordering, Producing, and Delivering Materials. Document all purchased material quantity approvals per [SSHC 106.02](#).

106.03 Samples, Tests, and Cited Specifications. Residency personnel should be familiar with current test methods and Minimum Testing Requirements, and they should be discussed at the preconstruction meeting. When a test method is revised during the course of a project, the latest version must be used through the remainder of the project. Revised test methods that significantly impact the Contractor should be evaluated and may require a change order.

District staff should complete materials sampling, testing, and the receipt of required manufacturer's construction materials certifications in a timely and accurate manner. Perform tests and obtain samples as defined in the Department's [Quality Assurance Manual](#). Perform Independent Assurance testing as required and as defined by the Independent Assurance Program in the Department's [Quality Assurance Manual](#). When testing is based on a quantity frequency, ensure that testing is distributed throughout to represent the total material quantity. Withhold payment to the Contractor for any material for which the required acceptance sampling, testing, and/or certification have not been accomplished.

When the Department performs quality and/or acceptance testing, transmit the test results to the Contractor in a timely manner.

Report failing test results promptly and formally to the Contractor so that: 1) they are aware that the material is subject to rejection, and 2) they have the opportunity to make adjustments to ensure future contract quality requirements will be met.

Acceptance, verification and independent assurance testing is used as evidence that the project materials are in accordance with the contract requirements, and is reported in the Material Summary Report (see below). See the Department's [Quality Assurance Manual](#) for requirements. Include exceptions in the Materials Certification letter.

Sampler, Tester and Laboratory Qualifications. When applicable, both Contractor and Department personnel must have current [WAQTC](#) qualifications and per [CA Manual Section 114](#) for materials sampling and testing. Testing facilities must be qualified as required by the Department's laboratory qualification program. Both the Engineer and the inspection staff have the responsibility to monitor compliance. The Engineer will include personnel and laboratory qualifications as a preconstruction meeting topic and confirm personnel and laboratory qualifications.

Require a listing from the Contractor (and certifications for the file) of all personnel who will be performing materials sampling and testing. Verify current qualifications using the Department's internet

website, and place the listing and verification documentation in the project file for both Department and Contractor personnel.

For testing facilities, verify that the laboratory's qualification is current, and that the laboratory logbook is maintained. The logbook must contain equipment calibration data for the test methods to be used and independent assurance documentation.

Inspection staff must verify personnel and laboratory qualifications. Verify and place in the project file information and data for new personnel or testing facilities added after the project begins. Also, periodically spot-check personnel and laboratory qualifications to verify that they are still current, and document for the project file as well.

The Engineer will verify that all personnel and laboratories are currently qualified and documented in the project file.

Random Sampling Schedules and Times. When applicable, obtain test samples using stratified random sampling. Stratified means that the sampling is based on the given minimum testing requirement frequencies and a separate random number must be obtained for each testing frequency quantity. The purpose is to avoid introducing sampler bias in selecting when and where (if applicable) to obtain material samples for testing. For samples obtained on the roadway, the random number can be the same for both material quantity and roadway location. Random location determination includes both length and width. See any [WAQTC](#) course book under the section Random Sampling of Construction Material for random sample location procedures.

A random sampling system can include the following:

- A random number generator on a hand-held calculator, tablet, or cell phone.
- A random number table (contained in any of the Department's sampler and tester qualification course books).

It is acceptable to generate the random numbers for the entire project at the project start.

Quality Assurance Special Provision (QASP) - General. The Quality Assurance Special Provisions (QASP) modifies [SSHC 106.03](#) requirements regarding materials testing and acceptance. Under the QASP, both the Contractor and Department perform materials testing, with acceptance based in part on Department material quality analysis using statistical methods. The Department retains the right to test materials at any time and to require the removal of defective material.

The QASP should also be a subject at the preconstruction meeting and other applicable preoperational conferences. Additional topics to address include:

- Verification that Contractor is meeting minimum testing requirements.
- Completing and presenting acceptance and verification test results by the next calendar day. Also discuss methods of data transfer.
- Re-testing criteria requirements ("check" test).

- Just in time procedures for providing the Contractor with acceptance testing sampling schedules and times that will allow the Contractor adequate time to schedule sampling and testing personnel. The Contractor will not be provided with verification testing sampling schedules and times.
- Verification evaluation – failing t-test procedures.
- Independent assurance of Contractor acceptance testing.
- Dispute Resolution.
- 0.75 and 0.85 pay factor decision criteria.
- Defective material.
- Any changes from previous specification versions.

QASP - Quality Control and Acceptance Testing. Both the Department and Contractor must complete and present acceptance test results no later than the next calendar day. **Enforcement of this requirement is very important.** Process adjustments and administration decisions are made based on test results. Failure to provide timely test results can result in rejectable or inferior material being placed. Do not allow work to proceed if the Contractor is not completing and presenting test results by the next calendar day.

Table 106.03-1 of the QASP shows the material quality characteristics that must be tested for each bid item including the test method, the minimum testing frequency, and test location. The table also identifies who (Contractor or Department) is responsible for the quality characteristic testing.

Verify that all test results are recorded on Department forms. Do not accept test results as final if the forms are not completed properly. Check for:

- [WAQTC](#) qualification numbers recorded for both sampler and tester.
- Tests are correctly numbered and identified as quality control or acceptance. Ensure acceptance tests are numbered sequentially.
- Form header information correctly filled out including project number, bid item and quantity of material the test represents.
- For test results showing material did not meet specifications, ensure that the forms document: "... the nature, number, and type of deficiencies found; the quantities approved and rejected; and the nature of corrective action taken, as appropriate."

In addition to quality control and acceptance testing, the Contractor is also required to keep run charts for each quality characteristic that is used in statistical analysis. Run charts are plots of the test result data in sequence and aid in identifying material trends. Verify and require that the Contractor is maintaining run charts.

Together, the test results and the run charts are an initial indication of material quality. Review test results (across at least three consecutive tests) and run charts for material that is:

- Not within specification upper and lower limits – Discuss need for production adjustments with the Contractor.
- Not consistently trending within upper and lower specification limits or has wide variability in the test result data points – Discuss with the Contractor regarding what is being done to rectify problems with production consistency.
- Trending close to either the upper and lower specification limits – Discuss with the Contractor whether production adjustments must be made and, if not, advise that there may be a detrimental impact on pay factors resulting in rejectable material and payment deductions.
- Trending upwards or downwards across test results - Discuss with the Contractor regarding what is being done to rectify problems with production consistency.
- Document Contractor discussions.

Review each acceptance test result as soon as it is received for the quality characteristics listed below. These characteristics are subject to retesting criteria requirements (check test):

- Fracture
- Sand Equivalent
- Cleanness Value
- 100 percent passing
- 97-100 percent passing
- 95-100 percent passing.

Verify and ensure that the Contractor is following the specification requirements for tests that show results outside the specification limits. The Contractor can do this by:

- Immediately obtaining another sample and retesting for the failing quality characteristic – If the “check” test was not obtained, discuss with the Contractor the reasons why, and inform the Contractor that a stop production order will be issued if non-compliance continues. An acceptable reason for not obtaining a check test is if the time to complete the test method exceeds the time when the next random sample was obtained. In this case, the next random sample also serves as the “check” test.
- If the “check” test failed, Contractor suspended production and made adjustments to the process.
 - 1) If not, discuss with the Contractor the reasons why, and inform the Contractor a stop production order will be issued if non-compliance continues.

- 2) If so, the adjustments must be documented on the “check” test form to show corrective actions taken.

Retain samples as required for all acceptance gradation and asphalt binder content testing. See the QASP for requirements. Only split samples are to be used in third party dispute resolution. Dispute resolution is further discussed in [SSHC 106.07](#).

All test samples must be obtained randomly (see Random Sampling Schedules and Times). Within each testing frequency quantity, a separate random number must be obtained for each quality characteristic. The Contractor is responsible for generating random sample schedules and times for quality control testing. In accordance with the QASP, **for all acceptance testing, “... sampling schedules and times will be determined by the Engineer using a random sampling system.”** This includes the Contractor’s acceptance testing as well as the State’s acceptance and verification testing. Document the random numbers in the construction diary including when the numbers were given to the Contractor.

Inform the Contractor of the random number in advance of when the acceptance test sample will be obtained, so that qualified personnel are on hand. It is the Contractor’s responsibility to ensure that there are qualified personnel available to obtain the sample when the random number is reached. Stop production if the Contractor’s personnel are not available to obtain the sample. Under no circumstances should the Department obtain the sample for the Contractor.

Verification Testing. [23 CFR 637.207](#) requires the Department to validate the Contractor’s acceptance testing by verification testing. The Department must submit the verification test results to the Contractor no later than the next calendar day. Use acceptance testing point of sampling and test methods per Table 106.03-1 of the QASP for verification testing. Verification samples are obtained by random sampling, so generate random numbers.

Minimum verification sampling frequency is two samples per lot (see the quality analysis section for lot discussion) and **no more** than two per day. The Department is not required to take more than two verification samples per day.

Once the test results are obtained, verify and evaluate the Contractor’s acceptance test results. The verification evaluation is an ongoing cumulative basis. As succeeding test results are received they are added to **all** the previous test results and then reevaluated.

Perform the evaluation using Departmental computer programs. The program will indicate whether the “t-test” passes or fails. Perform the verification evaluation on a daily basis, as production may be affected by the outcome.

If the “t-test” shows passing, the acceptance test results can be grouped into lots for quality analysis. If the “t-test” fails, immediately do the following:

- 1) Check that data entry is correct.
- 2) Plot the acceptance test results and the verification test results separately to determine if the differences can be attributed to sampler and testing variation. If the two data plots look very

similar, the t-test failure is probably an erroneous result (e.g. false failure). False failures are also very likely to occur at the beginning of the project simply because sample sizes are so small.

- 3) Verify that the Contractor has turned in all acceptance test results, and that all verification test results are being used.
- 4) If the differences are not attributed to items 1 through 3, stop production and assess test procedures including methods and equipment, calculations and any other information to ensure that methods are correct and equipment is calibrated and working properly. Get Independent Assurance involved if necessary.
- 5) If differences still cannot be resolved, consider third party dispute resolution using the retained split samples.
- 6) Discuss potential contract time adjustments with the Contractor.

QASP - Quality Analysis. Quality analysis applies to both Contractor and State acceptance test results.

Quality analysis begins after:

- Acceptance test results are completed and submitted by the Contractor, or completed by the State.
- Verification evaluation has been performed when the Contractor performs the acceptance testing, and
- A verification evaluation failing t-test has been satisfactorily resolved (i.e. the source of differences were resolved).

Quality analysis is used to establish the pay factor, which is determined by the material quality level. Quality level is based on what percent of material is likely to be within specification upper and lower limits, and consistent material production (i.e. low test result variability). Apply statistical methods and, as with verification evaluation, use Departmental computer programs to do the necessary calculations. Contact the headquarters Construction/Materials Section for additional information.

Quality level analysis is **not** performed for an item if the total project quantity has an overall given testing quantity of two tests or less. However, testing **still** is required by the State. **Be aware** of quantity underruns and overruns, either caused by quantity variations or change orders, may alter the required number of tests. Ensure that samples are still obtained at the given testing frequencies shown in Table 106.03-1 of the QASP based on **actual** project quantities. Material acceptance is based on passing test results when quality level analysis is not performed.

Unlike verification evaluation which is cumulative, acceptance test results are grouped into lots for quality analysis. The specifications define the criteria for grouping test results into lots. Use the following method in conjunction with the QASP to group test results into lots:

Lot size is based on number of acceptance tests obtained during a work shift. Minimum lot size is three acceptance tests.

Example:

Work Shift	No. of Tests	Tests in Lots	Comments
1	2	0	Tests are grouped with the following work shift.
2	4	6	Work shift 1 and 2 are combined.
3	9	9	These are the minimum tests needed for a lot.
4	3	3	There are the minimum tests needed for a lot.
5	1	0	Criteria 3: Tests are grouped with the following day.
6	8	9	Criteria 1 and 3: Work shift 5 and 6 are combined
7	2	0	Criteria 2: Tests are grouped with the following day.
8	5	9	Work shifts 7, 8 and 9 are combined.
9	2	0	Tests are grouped with the previous day.

It is very important upper and lower specification limits are correct in the statistical analysis, since production decisions, acceptance, and payment are based on the calculated resultant pay factors. Not all quality characteristics are subject to statistical analysis. Quality characteristics subject to statistical analysis are shown in the QASP.

For aggregates other than plant mix, the upper and lower specification limits are defined by the gradation tolerances specified in [SSHC 703](#) - Aggregates. Always verify whether the Special Provisions modified these tolerances. An exception is for [403](#) and [404](#) materials.

For plant mix aggregates, the upper and lower specifications are determined as follows:

- 1) Determine the single percent passing gradation from the job-mix formula.
- 2) Determine the upper and lower specification limits in accordance with [SSHC 405.03 F](#).
- 3) Check to see whether the determined tolerances are within the maximum and minimum control points specified in [SSHC 703.05](#). If:
 - Yes. Use the limits as calculated in item 2 above.
 - No. Use the control point limits as specified in [SSHC 703.05](#).

Example for SP-1 and SP-2: The 1 inch sieve target gradation is 92. The [SSHC 405.03.J](#) tolerance is plus or minus 5. The control point maximum and minimum is 90 to 100. Per [SSHC 405.03.J](#) the calculated gradation range is 87 to 97. However, per [SSHC 703.05](#) the lower specification

limit is 90 instead of 87 because the bottom control point range was exceeded. The upper specification limit remains at 97 because it is within the control point range.

- 4) Only the sieves that are marked with an asterisk (*) in [SSH Table 703.05-1](#) are used in quality analysis for SP-1 and SP-2 mixes.

See [SSH 405](#) and the QASP for asphalt binder content and density upper and lower specification limits.

QASP - Pay Factor Decision Criteria. As with verification evaluation, pay factors must be calculated as soon as possible after test results are received. Production decisions are made based on the pay factor quality analysis results. See the specifications for decision criteria.

Independent Assurance. As with quality control, acceptance, and verification testing, Independent Assurance (IA) is based on given frequencies of material quantities although at greater intervals (typically one IA test for every 20 acceptance and verification tests). Independent assurance must be scheduled among all projects in the District. Refer to the Department's [Quality Assurance Manual](#) for testing frequencies. Keep track of quantities and production rates so that the district Materials Section can be notified sufficiently in advance to prevent missing IA minimum frequencies because of conflicting project schedules.

106.04 Certification of Materials. Certain materials and fabricated items or small quantities of miscellaneous non-critical materials may be accepted based on a manufacturer's certification. The [Quality Assurance Manual](#) outlines the minimum testing requirements and items that may be accepted by certification. Standard Specifications, Plans, Special Provisions etc. may also indicate certification requirements. The headquarters Construction/Materials Section should approve certification for new materials or products other than those specified.

All certifications must be signed by a person having quality control responsibility for the company that manufactures, fabricates, or supplies the material. All certifications must reference the project and contract pay item description and number. Make sure that all required certifications are received before the material covered by the certification is incorporated into the work.

Buy America. Steel materials and products that contain significant quantities of steel must be certified that the steel was manufactured in USA. Certification must be provided before permanent incorporation of these materials into the project. Materials that are only temporarily used or rented during construction, but not permanently incorporated into the work, do not require certification.

Specific Buy America Provision requirements can be found in the [ITD QA Manual Subsection 230.03](#).

106.06 Storage and Handling of Material. The storage and handling of materials is required to be in accordance with the manufacturer's recommendations. All materials must be stored and handled in a manner that maintains its quality. The following examples are typical materials storage issues that require monitoring and correction when they occur:

- Stockpiles should be constructed on an adequate floor to prevent contamination from the subgrade, and should be provided with separation between adjacent stockpiles to prevent mixing. Additionally, individual stockpiles should be constructed in layers as described in [SSHC 106.11](#) to prevent segregation.

Per [SSHC 703.05](#), inspectors should check the amount of minus ½" material being fed to the crusher for plant mix aggregate to verify that not more than 10% of the naturally occurring minus ½" material remains in the material used to produce aggregate stockpiles.

- Reinforcing bars shall be separated from corrosive elements such as earth or other material that will cause increased reactivity. Steel reinforcing bars should be placed on wooden blocks that are spaced so that at no time does reinforcing steel touch the ground. Prevent epoxy coating from being damaged or removed from the rebar. Coated bars should not be handled and/or moved more than necessary to prevent damage to the coatings.
- Paint and other chemical compounds should be stored in a secure location, and in a temperature-controlled environment in accordance with the manufacturer's written instructions.
- Geotextile rolls should remain inside their protective covers until the geotextile is placed in the work, and the covers should be kept from being torn or damaged.

106.07 Test Result Dispute Resolution. Dispute resolution is valid only if there are discrepancies between Contractor and Department testing. (See [SSHC 106.07](#)) The Engineer evaluates on a case-by-case basis whether the evidence shows the discrepancies are significant. Dispute resolution applies to the quality characteristics identified in Table 106.03-1 of the QASP as well as acceptance test strip testing. Dispute resolution is a three part process: 1) Initiation; 2) Process; and 3) Third-Party Resolution.

The Contractor must provide written notice with supporting documentation within three working days of receiving the disputed test results or the process is waived. However, be aware of constructive notice. Constructive notice means that if the Department knows that the Contractor thinks something is wrong with the test results (e.g. they are verbally complaining about the test results after receiving them), they are effectively notifying the Department that they are disputing the results.

It is difficult to enforce the three-day written notice time limit if the Department is aware there is a problem (e.g. the Contractor has verbally complained). To avoid constructive notice, ask the Contractor if they are disputing the results. If:

- Yes. Write an AVO to the Contractor reminding them that they have three days to provide written notice with supporting documentation or the process is waived.

- No. Write an AVO to the Contractor stating that it is understood that they are not disputing the test results.

Remember that the disputed differences must meet the specification criteria, and the Contractor is responsible for providing the evidence. Causes for rejecting dispute resolution procedures may include:

- The Contractor simply does not like the test results without any supporting evidence.
- The Contractor's personnel or laboratories were not qualified.

If the discrepancies meet the specification criteria, the Contractor and Department will then work together to resolve them. The same techniques are used as when the verification evaluation "test" indicates failing (see discussion under verification testing). Split samples are not to be used at this stage of the process.

Finally, if the Contractor and Department still cannot resolve differences, third party resolution is used based on a mutually agreed upon work plan. The work plan could include the third party evaluating what the source of the differences is and/or testing the retained split samples (see discussion under the quality control and acceptance testing section).

Third party results are final, which means their results are used, and not the Department's or the Contractor's. See the specification for cost and time adjustment criteria.

106.09 Material Sources. All materials incorporated into a project, whether temporary or permanent, must come from an approved source. Refer to the Department's [Materials Manual - Section 270](#) and [Quality Assurance Manual - Section 270](#) for additional guidance regarding material sources.

For Department-owned or controlled sources, the Engineer should:

- Be familiar with the contract requirements and source plat to assure compliance with all stipulations and conditions.
- Be familiar with the materials source plat to determine the source boundaries and designated work areas.
- Control the source operation to prevent material waste or theft, unsightly or hazardous conditions, and unnecessary stripping or overburden handling on future projects.
- Be aware that plans or specifications may not allow a Contractor to request a change to use a Contractor furnished source.

Designated Sources. Designated materials sources are listed in the contract by number and location, and are Department owned or controlled. If a designated source is listed in the contract, and the Contractor requests to use a Contractor provided source, the following requirements must be satisfied:

- Meet all requirements for Contractor provided sources.

- Perform all special requirements upon which approval is contingent per the source approval letter.
- Considerations such as length of haul, differences in unit weight, asphalt content, additive requirements, etc. must be evaluated, and adjusted as necessary, to ensure there is no additional cost to the Department. Any resulting changes in plans or specifications will be by change order.

Contractor Provided Sources. A Contractor provided source is a material source that is not a designated source and includes Department owned or controlled sources. The Contractor is responsible for acquisitions, and must submit a written request and receive written approval before use of Contractor provided sources in accordance with the contract requirements. Time is of the essence in material source approval, especially where new and untested sources are concerned. The Contractor is responsible for providing all required documentation to the Engineer to substantiate that the source meets all applicable contract requirements.

A. *Qualified Aggregate Material Suppliers List:* The Engineer, with the concurrence of the District Materials Engineer, approves the use of sources included on the Qualified Aggregate Material Suppliers (QAMS) list for base, plant mix or concrete aggregates for a specific project. Sources that are either State owned or controlled are not on the QAMS list. The source approval letter prepared by the Engineer will include the following:

1. A statement that approval is based on the current Qualified Aggregate Materials Suppliers list for base, plant mix or concrete aggregates.
2. Pit number and location (e.g. "Ad-95c, Nelson Construction, Boise").
3. A list of the contract items which are approved to be obtained from the source.
4. A statement that approval of the source shall result in no additional cost to the Department, and that acceptance of products is based on being in compliance with all specifications.
5. A statement that the Contractor will be responsible and provide for site specific hazard awareness testing.
6. A statement that approval is contingent upon the Contractor signing and returning the letter indicating concurrence.
7. Distribution, including District Materials.

See [Figure 106.09.1](#) for an example.

B. *Sources Previously Used But Not On The Qualified Aggregate Material Suppliers List:* The District Engineer approves the use of previously used and newly submitted source documentation. Sources in this category may be Department owned or controlled, Contractor owned or controlled, or commercial. The Engineer reviews and forwards the Contractor's request to the District Materials Engineer. The District Materials Engineer verifies the documentation for contract requirements, and

prepares the approval/disapproval letter for the District Engineer's signature. The letter will include item A.2 through A.6 above, plus the following :

1. Reference to laboratory test numbers.
2. Reference to reclamation plan.
3. Reference to source plat and legal description.
4. Reference to cultural resource clearance.
5. Reference to conditional or special use permit.
6. Reference to any additional clearances or permits required for wetlands or threatened or endangered species.
7. If applicable, requirements for [Material Source Release](#).
8. Special conditions or stipulations upon which the approval is contingent. For example, for State owned or controlled sources, stipulations may include designation of area to be worked, source reclamation requirements specific to the project, operational restriction or specified stockpile sites.
9. Royalty rates, if applicable.
10. Distribution, including Resident Engineer and District Materials.

See [Figure 106.09.2](#) for a Contractor source request example. See [Figure 106.09.03](#) for a source approval example.

C. *Sources Not Previously Investigated*: The District Engineer approves the use of sources not previously investigated. Sources in this category may be either State owned or controlled, Contractor owned or controlled, or commercial. The Contractor shall meet contract requirements for a new source. Refer to the Department's [Materials Manual - Section 270.13](#) for complete source approval requirements. The Engineer will forward the Contractor's request with associated documentation to the District Materials Engineer for analysis. A qualified independent laboratory is required by the contract to send all test reports directly to the Department. The test results are forwarded to the District Materials Engineer as well. The District Materials Engineer prepares the approval/disapproval letter for the District Engineer's signature. This letter will include items A.2 through A.6, and B.1 through B.10.

See [Figure 106.09.2](#) for a Contractor source request example. See [Figure 106.09.3](#) for a source approval example.

Royalty Payments. Royalty payments are referred to as a source cost recovery fee in the Department's [Materials Manual Section 270.02.05](#), and are to be deducted from progress estimates to the Contractor when the source is either Department owned or controlled. Royalty payments are required for Department controlled sources. To prevent royalty payments to the source owner from being overlooked, the Engineer, at the time of preparing the Contractor's voucher, should prepare a second

voucher to the source owner for payment of the royalty. In place of the claimant's signature on the second voucher write: "per agreement with (property owner's name)."

Blend Sand. Blend sand, if approved for use in accordance with [SSHHC 703](#), must also come from an approved source. Naturally occurring blend sand is normally not approved when the specifications require rejecting natural fines.

In addition, for Plant Mix, blend sand approval is contingent on meeting the mix design requirements at no additional cost.

Release of Department Controlled Sources. A Materials Source Release ([ITD 1121](#)) or letter of release is required on Department controlled sources other than those owned by the Department.

No release will be required on Bureau of Land Management sources secured by withdrawal. A release is not usually required for a Contractor furnished source, unless it is Department controlled. The requirement for a source release will be stated as a stipulation in the source approval letter.

It is the Contractor's responsibility to obtain source releases. A final estimate will not be processed until the source release is signed by the owner and submitted to the Engineer. It is good practice for the District Materials Engineer, Engineer and Contractor to inspect the source for compliance before issuing the final estimate.

[Current Date]

Mr. or Ms. _____

RE: [Project Number]; [Key Number]

[Project Name]; Request for Approval to Use Contractor Furnished Source

Dear Mr. or Ms. _____:

In reference to your request letter dated, _____ to secure material from Source _____, owned by _____, located in the _____, you are hereby authorized to use this source for the following contract item(s):

Item Number	Item	Quantity
_____	_____	_____
_____	_____	_____

The approval to use this source is based on: Source _____ is on the District _____ Qualified Aggregate Materials Supplier List. It is understood that this source approval is granted upon the condition that the material used is within specifications requirements of this contract.

The Contractor will assume full responsibility for any and all claims, liabilities, and/or damages by reason of the removal of material from Source _____. The Contractor shall be responsible for and provide site specific hazard awareness training.

Any claim for additional payment will not be allowed, and it is further understood should material from Source _____ prove inadequate in quantity or unsuitable in quality, all expenses incurred to produce materials contracted for shall be borne by the Contractor. Any claim for additional payment for such expenses will not be allowed.

If _____ is in agreement with the above conditions, please sign below, and return the original to the Engineer. A copy is included for your records. Material from Source _____ is not approved for use on the project until the Engineer receives this signed agreement.

Sincerely,

Concurrence:

Engineer

Contractor

Date

Distribution: District Materials and Construction/Materials Section.

Figure 106.09.1: QAMS Source Approval Letter

[Current Date]

Mr. or Ms. _____

Resident Engineer

P.O. Box 837

Lewiston, ID 83501

RE: [Project Number]; [Key Number]

[Project Name]; Request for Approval to Use Contractor Provided Source

Dear Mr. or Ms. _____:

In accordance to Subsection 106.09, I am requesting to utilize Source ____ on the above referenced project. Below is the required Source information:

ITD Source Number:

Source Location _____

Source Owner _____

Approved Reclamation Plan (§107.17) Number: _____

Cultural Resource (§107.18) Clearance Date: _____

Environmental Impact or Permit Approval Date: _____

If Applicable

Source Plat Number and Date: _____

Laboratory Test Number(s): _____

I am requesting this source be approved for the production of the following items on this project:

Item Number	Item	Quantity
_____	_____	_____

A copy of the test report(s) documenting that this source will produce material that meet the quality and design standards specified in this contract will be forwarded to you by our independent laboratory.

Sincerely,

CONTRACTOR

Figure 106.09.2: Non-QAMS Source Approval Letter

[Current Date]

Mr. or Ms. _____

RE: [Project Number]; [Key Number]

[Project Name]; Request for Approval to Use Contractor Provided Source

Dear Mr. or Ms. _____:

In reference to your request letter dated, _____ to secure material from Source _____, owned by _____, located in the _____, as a contractor provided source, has been approved for the following contract item(s):

Item Number	Item	Quantity
_____	_____	_____
_____	_____	_____

The approval to use this source is based on:

1. Laboratory test results _____ indicating material meets quality specifications.
2. Reclamation plan number _____ approval date _____.
3. Attached source plat dated _____.
4. Cultural resource clearance approval dated _____.
5. Conditional or special use permit dated _____ (*if applicable*)
6. The Contractor shall monitor all activities so there is no impact to wetlands or threatened or endangered species in accordance with permits_____. (*if applicable*)
7. A Materials Source Release ([ITD-1121](#)) is required for the use of this source. (*if applicable*)
8. The Contractor will assume full responsibility for any and all claims, liabilities, and/or damages by reason of the removal of material from _____. The Contractor shall be responsible for and provide site-specific hazard awareness training.
9. There will be no additional cost to the State beyond that otherwise allowed in the contract and acceptance of products is based on being in compliance with all specifications.
10. Material is available to the Contractor at a cost of \$____ per cubic yard or \$_____per ton, payable to the Idaho Transportation Department. All material removed from _____ shall be weighed in compliance with Section 109.01 of the ITD Standard Specifications. Concrete aggregate

weights will be averaged for each cubic yard after production begins and royalties will be paid accordingly. *(if applicable)*

- 11. The attached source plat contains information regarding location, reclamation plan, clearances, and items 1-10 "OPERATION OF SOURCE" shall apply. A final inspection by District __ Materials of source ____ is required. The Contractor at no cost to ITD shall complete reclamation work for areas disturbed and depleted on this project. *(Other stipulations and conditions if applicable)*

If _____ is in agreement with the above conditions, please sign below, and return the original to the Engineer. A copy is included for your records. Material from Source AD-111s is not approved for use on the project until the Engineer receives this signed agreement.

Sincerely,

Concurrence:

District Engineer

Contractor

Date

Distribution: Resident Engineer; District Materials and Construction/Materials Section

Figure 106.09.3: New Source Approval Letter