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SECTION 200.00 – ACCEPTANCE PROGRAM

In order to implement the quality assurance elements outlined in Section 100.00, the Acceptance Program must provide a frequency guide, identify the location, and identify specific quality attributes for sampling and testing. Section 270.00 contains this information for each contract bid item and the ITD Quality Assurance Special Provision (QA SP) has this information for bid items under the QA SP.

Quality control sampling and testing results may be used as part of the acceptance decision provided the following requirements are met:

- The contract must identify a particular specification item as an item for which contractor test results may be used in the acceptance decision.
- The sampling and testing must be performed by qualified laboratories and qualified sampling and testing personnel.
- The quality of the material must be validated by verification sampling and testing performed independent of the quality control samples.
- The quality control sampling and testing must be evaluated by an IA program.

If the results from the quality control sampling and testing are used in the acceptance program, then there must be a dispute resolution system established.

Dispute Resolution System:

When quality control and quality assurance test results conflict and the conflict cannot be resolved, a neutral Dispute Resolution Laboratory will test the material in question. The test results of the Dispute Resolution Laboratory will be considered the final actual test results, replacing the disputed testing for project use.

HQ Central Laboratory will perform all dispute resolutions unless a potential for conflict of interest exists or the contractor requests an independent laboratory.

200.01 Specifications Compliance and Expenditure of Public Funds. The specifications and plans provide an equitable basis for bidding by contractors. They define the minimum requirements that must be met. The contractor commits to furnishing materials and completed work that will equal or exceed such requirements.

The engineer must be satisfied, through quality assurance measures, that the public is receiving what it is entitled to under the contract. Nothing less should be accepted. To do so is not only a disservice to the state, but would be giving undue advantage to the contractor. Other contractors who bid on the same work could contend that they would have offered a lower bid had they been able to anticipate that materials or work outside of specifications would be accepted.

When payment is made to the contractor for materials furnished and work performed, the duly designated state officials must authorize disbursement of public funds for this purpose. Through the quality assurance program, the Resident Engineer and the project staff will acquire substantiating data in the form of tests, inspection records and measurements to justify acceptance of the contractor's work. Thus, the engineer can be assured the contractor has fulfilled the contract obligation and is entitled to payment. The Resident

Engineer will withhold payment to the Contractor for any material where the required acceptance sampling, testing, and/or certification have not been accomplished.

In case of failure to meet the requirements, the quality assurance program data will constitute the basis for rejection of work deemed unfit for acceptance or it may be the basis for acceptance of the work upon appropriate contract price adjustment where this is permitted under the provisions of the specifications.

Complete records, including tests and inspection reports covering acceptance or rejection of any materials, are kept in the project files while required copies are distributed to other offices as needed for review and documentation. The Resident Engineer is responsible for compiling the records to provide a materials inspection summary for each project. Reference Section 400.00, Project Materials Certification, for instructions for compiling the materials inspection summary. The materials inspection summary is used to complete the Materials Certification letter for each project.

200.01.01 Semi-annual Status Report. The District Materials Section shall monitor the Districts' progress on a semi-annual basis and provide the Chief Engineer with reports of deficiencies. Deficiencies are defined as:

1. Payment for out of specification material.
2. Payment for material that was not sampled, tested, or certified as required by the specifications.
3. Failure to perform, or a lack of, Independent Assurance testing.
4. Failure to submit the Materials Summary Report and the Materials Certification letter to the Chief Engineer within sixty (60) days from the District Engineer's final acceptance of the project.

200.02 How the ITD Acceptance Program Applies to Various Types of Projects. The ITD Acceptance Program applies to all projects; however, the requirements are met according to the type of projects as shown in table 200.1. There could be circumstances where more than one project type is included in a single contract. In these cases, the acceptance will be determined by the specifications that govern each contract item.

For example, an ITD contract awarded by ITD Roadway Design could contain several contract items for constructing a local roadway or building, such as an interpretive center, which are covered by local building codes in the contract. The local jurisdiction is responsible for the inspection and acceptance of the items. At the completion of the work, the local jurisdiction must provide a letter to ITD stating the contract item met the contract specifications.

Table 200.1

Type of Project	Awarded By	Type of specifications	Materials Inspection & Acceptance	Materials Certification	Final ITD Acceptance
ITD Contract	ITD Roadway Design	ITD Standard Specifications	ITD Project Personnel per ITD QA Manual	Resident Engineer per Section 401.00	District Engineer per Section 401.00
ITD Contract	ITD Roadway Design	Public Works Specifications	Out-source to consultant inspection per contract specifications	Resident Engineer per Section 401.00	District Engineer per Section 401.00
Local Agency Enhancement	Local Agency	Public Works or Local Specifications	Local Agency per contract and specifications	Local Agency provides letter to ITD District Engineer	District Engineer provides Final Acceptance after Final Inspection.
Local Agency Off-System Highway	Local Agency	ITD Standard Specifications	Local Agency per ITD QA Manual.	Local Agency provides letter to ITD District Engineer	District Engineer provides Final Acceptance after Final Inspection.

200.02.01 Rest Areas and Buildings. Rest Area and Building projects that have contract items with acceptance requirements that are not ITD specifications will require the following:

1. The Architect of Record will issue a letter of acceptance based on field inspections and approval of required contract submittals for items governed by the Architectural Special Provisions. A copy of the inspections and approvals must be included with the letter.
2. Documented inspections by the Department of Building Safety for the applicable components.
3. Concrete governed by non-ITD specifications will require additional acceptance by:
    a. Visual observation by Department field inspection personnel of Contractor field quality control sampling and testing for proper testing methods and procedures. Actions taken pertaining to Contractor field quality control sampling and testing activities will be recorded in the Construction Diary.
    b. The Department will perform field tests for air, slump, unit weight and temperature from the same truck as every companion test cylinder set is made.
    c. The contractor shall provide companion test cylinder sets to ITD for acceptance testing at the concrete sampling frequency required by the contract

2) Metal reinforcement bar governed by non-ITD specifications will require additional acceptance by Department field inspection personnel in accordance with the Quality Assurance Manual, Section 270.00 Minimum Testing Requirements for 503 Metal Reinforcement.

3) Acceptance and documentation for items with the requirements contained in the Idaho Standards of Public Works Construction (ISPWC) will be accepted by manufacturer's certification referencing the ISPWC specifications. Project inspection and acceptance of ISPWC items will be out-sourced by the owner (ITD or Local Agency).

Items that are not ITD specifications will be exempt from the ITD Quality Assurance Manual Independent Assurance requirements.

SECTION 210.00 – INSPECTION AND TESTING RESPONSIBILITY

Inspection personnel assigned to a project are responsible for the day to day inspection of all portions of the work or materials entering into the work. It is their responsibility to see that all material going into the work has been inspected, tested and approved. Certification of some material is allowed. Reference Section 230.00 for specific directions for accepting material by certification.

All testers and inspectors must be properly qualified in accordance with ITD specifications and policies. Sampling, testing and inspection personnel are expected to know which materials must be sampled, when and where samples must be taken, the size of samples required, the proper methods of obtaining samples and methods of field testing.

The ITD Standard Specifications for Highway Construction state the required sampling and testing methods or the required standard practice methods. Methods include, AASHTO, ASTM, Idaho Standard Methods, etc,. The QA Manual contains WAQTC FOPs, Idaho FOPs, and Standard Procedures (section 275.00) that modify certain methods. The modifications in the QA Manual govern over the methods shown in the standard specification. The Standard Procedures (section 275.00) govern over the WAQTC FOPs.

Diligent inspection of the work in progress and of each successively completed portion is important. There must be assurance that when the work is finished, all parts will be acceptable. No amount of sampling and testing can give this assurance without documented observations at the same time.

210.01 Inspection and Testing at the Project Site. The project inspector must identify and check all materials received on the project before they are incorporated into the work and must ascertain that acceptable test and inspection reports are available for all items inspected by others, as well as project personnel.

Test reports must show the tester's printed name and qualification number and be initialed or signed by the tester.

All individuals that sign the Checked By box or certify the test results on any materials testing report must have been qualified in the appropriate Sampler / Tester area at one time or be a licensed Professional Engineer in the State of Idaho. This individual can have an expired qualification or license, but cannot have suspended Sampler / Tester qualifications or license.

Materials that have been inspected by other than project personnel must be reexamined for any damage or contamination that may have occurred subsequently, or for any defects that may not have been observed in the original inspection. Defects or contamination, unless satisfactorily remedied, may be cause for rejection in spite of prior approval.

All materials received on the project without prior inspection and approval are to be inspected by the project inspector and, if required, sampled and tested. The contractor shall be immediately notified if the material has not been inspected and is not approved. If the required tests cannot be made at the project, appropriate samples are to be sent to the District or HQ Central Laboratory for testing. Upon notification of the test results, the material will be approved for use or rejected and the contractor promptly notified. The project inspector must know the appropriate options for disposition of any rejected or failing material and fully document the action taken.

Fabricated items accepted by certification should be visually inspected. See Section 230.00 for additional discussion on products or items accepted by certification.

Along with examining and checking all materials brought onto the job, the inspectors should maintain a continuing visual inspection of the contractor's operations where the materials are handled and incorporated into the work. Any procedures that result in damage or change in any material to the extent that it will fall outside the specification limits should not be permitted to continue and the materials so affected should be rejected or the defects satisfactorily remedied.

210.02 Inspector Safety. Sampling and testing procedures may involve hazardous materials, operations, and equipment. The inspector should be aware of safety hazards and comply with established safety procedures. ITD safety policies reinforce the necessity of protective clothing and equipment when working around construction equipment and machinery. OSHA regulations must be followed for non-ITD personnel on the project site. The contractors are responsible for providing a safe working environment and a safe means of obtaining random samples. ITD has the responsibility of stopping any unsafe operations until corrective action is taken.

When there is a safety concern for the sampler, ITD will allow the contractor, due to familiarity with their equipment or operation, to obtain the sample, however a WAQTC qualified sampler must always observe the sampling.

The sampling and testing technicians must limit the weight of aggregate samples to no more than 40 lb. (18 kg) per sack or bucket.

SECTION 215.00 – MATERIALS OR WORK FAILING SPECIFICATIONS

In case a sample does not meet specification requirements, the options for the material are:

- Rejected or removed when incorporated,
- Accepted with a price adjustment when allowed to remain in place,
- Corrected or remedied by the contractor and re-tested.

Failing material that has not been finally incorporated into the work and can be remedied by further processing may be accepted after having been corrected.

If completed work is found to contain material that is not within specifications, a determination shall be made of the extent of the nonconformance with specifications, the limits of use of non-conforming material, and if it is feasible to be remedied.

The action taken shall be fully documented by the project inspector or tester for the project file by reports, records covering samples, tests, measurements, and corrective action taken if any. The Resident Engineer is ultimately responsible that disposition of the failing material is fully explained, including justification for acceptance, removal, or price reduction. Reference Standard Specifications Section 105.03.

215.01 Check Tests. Check tests are performed immediately following a failing acceptance test to verify the material does, or does not, meet specifications.

Where appropriate (compaction testing, for example), when a failing test result is verified with a check test, additional testing should be done to define the boundaries of the unacceptable material for corrective treatment.

In all cases, if the check test results indicate the failing test results were caused by a faulty sample or faulty test, record both test results, but add comments to the faulty test data, with appropriate reference to the check test.

Documentation will be made on the field report as to the type of failure, the corrective action taken to get the material back within specifications, and the disposition of the failing material. Include a full explanation of where the failing material was wasted. After corrective treatment, retesting is required to document acceptability.

215.02 Price Adjustments for Non-compliant Materials or Products. Non-compliant (failing or out of specification) material will be rejected / removed, or remedied by the contractor, before payment is made to the contractor. However, if it is not feasible to remove or remedy the non-compliant material incorporated into the project, a price adjustment must be made to the contractor. The contractor will not be paid full contract price for non-compliant material.

There are certain materials as listed below that are subject to price adjustments when laboratory tests indicate the materials have failed the required specifications. All other non-specification material is handled as allowed by the Standard Specifications, Minimum Testing Requirements (Section 270.00) or contract documents.

The magnitude of the price adjustment, expressed as a percentage, will be based on the extent of deviation from the specifications as indicated from test results. The price adjustments are shown in the ITD Laboratory Operations Manual.

The determined price adjustment percentage will be applied to the quantity of material that is represented by the non-compliant test results. The cost amount of the price adjustment will be calculated by the Resident Engineer's office using the actual invoice cost of the product, excluding freight, from the Contractor. The following materials or products are subject to price adjustments:

- Portland Cement
- Fly Ash
- Waterborne Traffic Line Paint
- Coating Systems (All formulas)
- Liquid Deicer
- Performance Graded Asphalt Binder
- Emulsified Asphalt
- Geotextiles

SECTION 220.00 – SAMPLING PROCEDURES

Samples will be taken in accordance with the procedures required by the specifications and will be taken concurrently with the project operations or from actual material delivered to the project. When required by the contract, a stratified random method will be used to obtain samples.

The individual taking the sample must have the appropriate ITD STQP qualification.

Standard methods of sampling are set forth in the specifications and in this Quality Assurance Manual for nearly all materials.. The District and HQ Central Laboratory are resources for guidance when a standard method of sampling is not available.

220.01 Sample Size. The required size of a sample for the various tests on a given material is usually stated in the standard method of sampling. These sample sizes should be considered as minimums to avoid any deviation due to sample size alone.

When samples of materials are taken for testing by the ITD District or HQ Central Laboratory, the samples are to be of the prescribed size and shipped in the specified type of container in accordance with Table 220.1. Consulting or independent laboratories may require slightly modified sample containers; however, the samples must be adequately protected and handled to maintain the sample's condition prior to testing.

220.01.01 Improper Sampling. Any sample received that has not been properly sampled will not be tested. The laboratory will immediately notify the Resident Engineer and the sampler. Another sample must be obtained as soon as possible to replace the rejected sample. Lack of required samples is a project deficiency.

The laboratory will document the improper sampling for the project files by creating a test report with a note to indicate the sample was improperly taken. The test report will be distributed as usual with one copy forwarded to the District IA Inspector. The District IA Inspector, will complete a buff colored IA evaluation form, obtain resolution and distribute according to the usual procedures, including a copy submitted to the ITD Sampler / Tester Qualification Committee (STQC) for action.

220.02 Frequency of Sampling. The frequencies at which samples are taken will conform in general to the Minimum Testing Requirements (MTRs Section 270.00). The frequencies include fractions of quantity and are minimums. When the minimums are not met, this will constitute a deficiency on the project that could impact payment to the contractor or funding to ITD. Every effort should be made by ITD project personnel and the contractor, when sampling is the responsibility of the contractor, to meet the daily minimum frequency and fraction thereof, thus ensuring adequate samples are taken for the total quantity of material used / paid.

Reliance should not be placed wholly on the results of sampling and testing in determining the acceptability of the materials and construction work. The sampling and testing should be supplemented by sufficient visual inspection of the materials as a whole to ascertain whether the samples and tests are reasonably representative of the entire mass of material. In addition, there should be sufficient observation of the actual construction operations and processes to ascertain whether they can be expected to consistently produce uniform satisfactory results.

220.03 Numbering Samples. Field tests will be numbered consecutively starting with test number 1 for each contract item. When more than one type of field tests are performed for the same contract item, multiple series of test numbers will be necessary. For example, gradation tests and compaction tests are required for aggregate base. Numbers 1 to 100 could be assigned to gradation tests and numbers 101 to 200 could be used for the compaction tests. Test numbering must be consecutive to verify tests were not skipped or not recorded.

220.03.01 Numbering Check Tests. Circle failing test numbers on the test result form, along with the failing test result. A check test will be performed and numbered as follows:

Aggregate Gradation: Perform the check test immediately. If the check test fails, material is considered failing and subject to rejection. Note the location where failing material is disposed. The sample numbering will continue sequentially with each test and check test. Add a remark on the check test report to indicate the test is a check test.

Compaction: Perform the check test after there has been additional compaction effort and/or remedial efforts, such as drying out or reprocessing the material. The check test will be taken within 10 ft. (3 m) of the original test and at the same elevation. The sample numbering will continue sequentially with each test and check test. Add a remark on the check test report to indicate the test is a check test. Continue retesting until material passes or reject the material and note the location where failing material is disposed.

220.04 Transporting Flammable and Hazardous Material Samples. The following is general information for reference to more fully comply with the shipping regulations. Local conditions and/or regulations may vary and should be complied with when shipping flammable and/or hazardous materials.

U.S. POSTAL SERVICE - Flammable materials [flashpoint below 101°F (38°C)] cannot be shipped by air mail but can be shipped by surface mail if properly labeled, packaged, and certified. Combustible materials [flashpoint between 101°F (38°C) and 200°F (93°C)] can be shipped by air mail when properly packaged, labeled, and certified.

BUS (GREYHOUND) - All flammable and hazardous materials are prohibited – specifically mentions paints. Includes all flammable, combustible, corrosive, and/or caustic materials.

AIR FREIGHT - Flammable materials can be shipped by most air freight companies but must be properly packaged, labeled, and certified. Need to know exact chemicals involved, flashpoints, etc.

UNITED PARCEL SERVICE - Shipping of flammable materials is allowed under certain conditions depending on the exact chemical and amount. Packages must be labeled with a flammable sticker and a Hazardous Materials label filled out. The information for the Hazardous Materials label can be obtained by:

- Calling UPS and exactly identifying the chemical to be shipped.

OR

- Referring to the UPS handbook, which gives hazard codes, packaging instructions, and certificates required for shipping.

In addition to the foregoing, nuclear densometers and nuclear asphalt content gauges have special shipping requirements. If help is needed in arranging for transportation of these devices, contact the Central Laboratory.

Table 220.1 Materials, Sample Size and Container for Shipping

MATERIAL	MINIMUM SAMPLE SIZE	SAMPLING METHOD	TYPE OF CONTAINER[1]
AGGREGATES:			
Preliminary Base and Surfacing	400 lb. (180 kg)	All aggregates will be sampled according to AASHTO T 2 / T 248.	
F.A. for Concrete	30 lb. (15 kg)		
C.A. for Concrete	55 lb. (25 kg)		
P.C.C. Pavement Design (Pit Run)	1,500 lb. (700 kg)		
P.C.C. Pavement Design (Crushed)	500 lb. (230 kg) Coarse 300 lb. (140 kg) Fine	Minimum mass of field samples will be based on the maximum nominal size of the aggregates.	Canvas Sacks or 5 gal. Plastic Buckets
Base Course[2]	80 lb. (35 kg)		
Surface Course	80 lb. (35 kg)		
Cover Coat Material	60 lb. (30 kg)		
Mineral Filler	25 lb. (10 kg)	Samples for quality testing should be at least 60 lb. (27 kg).	
Special Backfill	60 lb. (30 kg)		
Borrow & Granular Borrow	60 lb. (30 kg)		
Blotter	30 lb. (15 kg)		
SUPERPAVE HMA JOB MIX FORMULA (Submitted by the Contractor for Confirmation)	150 lb. (68 kg) coarse & fine aggregates according to percents of job mix formula	No single sack of aggregate shall contain more than 40 lb. (18 kg).	
	8 individual qt. (liters) of PG binder	AASHTO T 40	[1]Screw Top Can
PLANT MIX & ROAD MIX	40 lb. (18 kg)	AASHTO T 168	Cardboard Box 9" x 9" x 9"
ASPHALTS:			
PG Binder	Approximately 1 qt. (1 L)	AASHTO T 40	[1]Screw Top Can
Liquid Asphalts	Approximately 1 qt. (1 L)	AASHTO T 40	[1]Screw Top Can
Emulsified Asphalts	Approximately 1 qt. (1 L)	AASHTO T 40	[1]Plastic Jar
Anti-Strip Additive	4 oz. (120 ml)		Glass or Plastic Bottle
Building Blocks	6 Units		Bundle and Tie, Protected from Breakage
Building Bricks	10 Units		Bundle and Tie, Protected from Breakage
CONCRETE:			
Cement/Fly Ash/Silica Fume	1 gal. (4 L)	Idaho IT 143	[1]Cylinder Can
Cylinders	Set of 3	AASHTO T 23	[1]Cylinder Cans
Curing Compound	1 qt. (1 L)	Idaho IR 7	Metal Screw Top Can
Water	1 gal. (4 L)	AASHTO T 26	Plastic Bottle
Concrete for Chlorides	15 grams pulverized	Idaho IT 128	New 20-Gram Plastic Vial

[1]Standard ITD Supply Inventory item; do not re-use a sample container; all sample containers must be new. [2]If Idaho T 74 (vibrator compactor curve) is required; submit at least 100 lb. (50 kg) of material for minus 3/4" (19 mm) material and 150 lb. (70 kg) for minus 3" (75 mm) material.

Table 220.1 Materials, Sample Size and Container for Shipping (Continued)

GLASS BEADS	1- 50 lb (22.7Kg) Sack		Sack
JOINT MATERIAL	24 in. (600 mm) x full width		
LIME	1 gal. (4 L)	AASHTO T 218	Metal or Plastic
METALS:			
Reinforcing Steel (All Grades, All Sizes)	Two - 36 in. (900 mm)	Field sample from shipments delivered to project. See Section 230.03.02	
Dowel Bars for Transverse Joints in Concrete Pavement	Two – Special cut by the supplier- Approximately 36 in. (900 mm)		
Tie Bars for Longitudinal Joints in Concrete Pavement	Two - At least 30 in. (750 mm)		
Prestressing Reinforcement	60 in. (1.5 m) Length each heat number		Ship Straight (do not kink or bend)
Welded Wire Fabric	24 in. (600 mm) Square		Ship Flat
PAINT – waterborne	1 qt. (1 L)	Idaho IR 7	Plastic Screw Top Can or Lined Metal Friction Top Can
Solvent	1 qt. (1 L)	Idaho IR 7	Metal Friction Top Can
PIPE:			
Galvanized Coating (Steel Sheet)	2 in. (50 mm) Square	AASHTO M 36	Cardboard Box
SALT	10 lb. (4.5 kg)	ASTM D 632	[1]Plastic Wide Mouth or Cylinder Can
SEALANTS (SILICONE)	1 qt. (1 L)		

SOIL & SOIL AGGREGATE MIX			
PH & Resistivity (T 288, T 289)	5lbs	AASHTO R 13	Sealed Non-Metallic Container
Soil Classification (M145)	5lbs	AASHTO R 13	Sealed Non-Metallic Container
PH & Resistivity & Soil Classification (T 288, T 289, M 145*)	5lbs	AASHTO R 13	Sealed Non-Metallic Container
'R' Value, Soil Classification, PH & Resistivity (IT 8, M 145*, T 90, T 176, T 288, T 289)	26lbs	AASHTO R 13	Sack/ Canvas Bag
Complete Soils Tests (IT 8, M 145*, T 99, T 180. T 100, T 176, T 288, T 289)	50lbs	AASHTO R 13	Sack/ Canvas Bag
Complete Soils Tests Plus Permeability (IT 8, M 145*, T 99/T180,T 100, T 176, T 288, T 289, T 215)	100lbs	AASHTO R 13	2 Sacks/ Canvas Bags
Complete Soils Tests Plus Resilent Modulus(IT 8, M 145*, T 99, T 180, T 100, T 176, T 288,T 289, T 307)	100lbs	AASHTO R 13	2 Sacks/ Canvas Bags
*Note M 145 requires T 88,T 89,T 90 for Classification			
GEOTEXTILE FABRICS	At least 6.5 LF (1800 mm) across the entire width of the roll		DO NOT FOLD Geotextile Roll to Ship
FENCING:			
Barb Wire	6 LF (2 m)	AASHTO M 280	
Woven Wire	6 LF (2 m)	ASTM A 116	

Chain Link	3 LF (1 m)	AASHTO M 181
Tension Wire	3 LF (1 m)	AASHTO M 181

[1]Standard ITD Supply Inventory item; do not re-use a sample container; all sample containers must be new.

SECTION 225.00 – TESTING QUALIFICATIONS

Testing and sampling should be done strictly in accordance with the specified procedures. Standard testing procedures have been developed by organizations such as AASHTO, ASTM, AWS (American Welding Society), WAQTC (Western Alliance for Quality Transportation Construction), and ITD.

Section 590.00 is the ITD Sampler / Tester Qualification Program (STQP) and contains all the instructions for the required qualifications.

For areas not covered by STQP, qualification to the appropriate recognized standard is required. An example would be nondestructive testing related to welding inspection, which would be covered by qualification programs of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT). The ITD District Materials Engineer, with the assistance of the Quality Assurance Engineer if necessary, will verify and document the qualification of those not covered by STQP qualification. The Independent Assurance Inspector will evaluate and document the competency of personnel qualified through STQP according to the Independent Assurance Program. See Section 590.10.

SECTION 230.00 – ACCEPTANCE OF MATERIALS BY MANUFACTURER'S OR FABRICATOR'S CERTIFICATION

Standard Specification Subsection 106.04 allows the acceptance of certain materials based on certification provided by the manufacturer or fabricator. The certification must be complete and meet the criteria as outlined in this section and such additional criteria if specified in the project contract.

230.01 General Provisions. Standard ITD certification forms will be used. The standard forms are:

- ITD-914 Steel
- ITD-849 Geotextile and Geogrid
- ITD-851 Miscellaneous Items
- ITD-966 PG Asphalt Binder
- ITD-968 Cement / Fly Ash
- ITD-875 Non-Structural Concrete

The standard forms must be completed in their entirety and be signed by the manufacturer's representative who has quality control responsibility for the manufacture or fabrication of the material.

When required by the contract, QC test results must be attached to the specified ITD standard form.

Certification does not preclude inspection, sampling, testing or verification of certified test results of the material received on the project. Project inspectors will review all certification results for specification compliance prior to accepting the material. If the certified material is found to be outside acceptable specification limits the material is subject to rejection.

Each shipment of certified material should be visually inspected for obvious defects and handling and shipping damage. Damaged or defective material will be repaired to the satisfaction of the Engineer or rejected and replaced. Also, on items where it is feasible, simple measurements of specified properties should be spot checked at least once per project and recorded to verify certification. Examples would be length, mass per unit length, or thickness of steel items.

Acceptance of material by certification will be withdrawn when sample test or inspection results show the material consistently fails to meet specifications requirements. Reestablishment of the certification acceptance may be achieved through ITD pre-testing, pre-inspection and review of historical certification records and test results of the material prior to its incorporation into a project. Additionally, the manufacturer's quality control program may require revision and reevaluation by the Department.

230.02 Certification Program Procedures for Portland Cement and Fly Ash. Cement or fly ash manufacturers approved under the ITD Cement/Fly Ash Certification Program can supply cement and/or fly ash to ITD projects by certification. HQ Central Laboratory determines which manufacturing plants have met the requirements for the certification program.

To be approved under the program the Department will evaluate the following:

- A copy of manufacturer's current quality control program
- Historical certification records and copies of all test results
- Certified Mill Analysis test reports for material delivered to ITD projects
- Verification tests on ITD project submitted samples
- Other methods deemed necessary by the Department

Once approved under the ITD Certification Program the manufacturer must continue to provide certified test results for all material produced.

If a project sample indicates out-of-specification material based on ITD verification testing additional testing may be conducted to define the extent of the problem. Price reduction or item removal will be required when specified tolerances are exceeded. In the event of continual non-conformance the manufacturer will be removed from the certification program.

230.02.01 Portland Cement. ITD will accept Portland cement by certification only from those manufacturers approved by the ITD Cement / Fly Ash Certification Program. Cement from manufacturers not approved under the certification program requires pre-testing and pre-approval prior to use.

The concrete supplier furnishing Portland cement to any ITD project from a manufacturer approved under the ITD Certification Program must provide to the project inspector at the end of each week in which concrete is placed a completed form ITD-968, Concrete Supplier's Cement / Fly Ash Certificate with the cement bill of lading attached showing the mill analysis number.

Failure to submit the completed form with the appropriate signatures will result in material rejection.

The cement manufacturer must submit certified mill test reports to the HQ Central Laboratory for all cement produced. The cement manufacturer's certified mill test reports must include:

- Name of the cement manufacture company.
- Location of the cement mill.
- Cement Type
- Mill Analysis Number
- Manufacturer's bin or silo number from which cement was shipped
- Mill analysis test report date and production period.
- Mill analysis test results pertinent to Idaho specifications
- Certification statement indicating the cement meets all specification requirements pertinent to Idaho specifications.
- Signature, Title, and date by the cement company chemist or other authorized official.

The test result data will be monitored for compliance with the specifications and for the manufacturer to remain under the certification program.

Cement samples will be taken for the project in accordance with the Minimum Testing Requirements (Section 270.00) and Idaho IT-143 from the bulk tank during unload to the concrete plant silo. Samples will be immediately shipped to the Central Laboratory in Boise in moisture-proof containers. A 6" x 12" (150 mm x 300 mm) concrete cylinder container will be used for the sample, with the lid securely taped shut. The cylinder container must be completely filled and immediately sealed to eliminate excess air in the sample and to avoid moisture absorption and aeration of the sample. **Sample cans received that are not completely filled (discounting normal settling) may be rejected.**

The contractor or the supplier may take as many cement samples as they want for information only.

These samples will be tested for chemical and physical parameters to monitor production characteristics and to verify the certification.

The manufacturing companies approved by the ITD Cement / Fly Ash Certification Program to furnish Portland Cement by certification can be found on the ITD HQ Central Laboratory Intranet page or a list may be obtained from HQ Central Laboratory Section.

230.02.01.01 Cement Testing. The ITD HQ Central Laboratory will group cement samples according to the manufacturer's mill analysis numbers as the samples are received from projects. Samples with the same mill analysis number will be referenced as a mill analysis unit.

ITD's AASHTO accredited laboratory will perform a complete test on the first sample received in the mill analysis unit. The selected sample will be tested for all specification parameters. If the first tested cement sample complies with the specifications, ITD will randomly chose one cement sample from the mill analysis unit for every 4200t of cement produced in the mill analysis and perform an alkali test.

If a cement sample does not comply with the specifications, additional testing will be performed on samples from the mill analysis unit until the extent of the non-compliant material has been determined. The initial and additional test results for each specification item will be averaged and the average value for each specification item will be considered the final value. These final values will be used to determine compliance or noncompliance of the mill analysis unit.

When test results indicate the cement does not meet specifications, a price adjustment will be applied to the entire quantity of material representing that mill analysis unit. The penalty will be assessed according to Section 340.05.02 of the ITD Laboratory Operations Manual.

230.02.01.02 Cement Testing Appeal Process. The ITD HQ Central Laboratory will retain sufficient cement material from each mill analysis unit for dispute resolution.

If the contractor wishes to appeal ITD's test results and price reductions, a written appeal request must be submitted within 14 calendar days of the reported test results. The appeal must state the grounds or the circumstances of the appeal. If the test results are in question, the appeal must be accompanied by all of the quality control test results that represent the mill analysis unit in question. The appeal must also be accompanied by contractor-obtained test results for at least one complete cement test series conducted on the mill analysis in question. The state will not accept appeals when contractor test results are out of specifications.

When an appeal is accepted, the appeal testing must include all specification parameters for the material in question.

If the appeal is not accepted, ITD will submit a denial letter to the contractor, stating the grounds for the denial.

Appeal testing will be conducted by an independent, AASHTO accredited laboratory, mutually acceptable to the contractor and ITD. The AASHTO accredited laboratory will report the results to ITD. The results of such tests will be binding to both parties and any price reduction on the unit in question will be based on those test results. The contractor will agree to bear the costs of the appeal testing if the tests verify noncompliance.

230.02.02 Fly Ash. ITD will accept fly ash by certification only from those manufacturers approved by the ITD Cement / Fly Ash Certification Program. Fly ash from manufacturers not approved under the certification program requires pre-testing and pre-approval prior to use.

The concrete supplier furnishing fly ash to any ITD project from a manufacturer approved under the ITD Certification Program must provide to the project inspector at the end of each week in which concrete is placed a completed form ITD-968, Concrete Supplier's Cement / Fly Ash Certificate with the fly ash bill of lading attached showing the Sample Identification Number.

Failure to submit the completed form with the appropriate signatures will result in material rejection.

The fly ash manufacturer must submit certified test reports to the HQ Central Laboratory for all fly ash produced. The fly ash source's certified laboratory test reports must include:

- Name of the fly ash source company
- Plant Origin
- Sample Identification number
- Laboratory test report date and production period
- Laboratory test results pertinent to Idaho specifications
- Signature, title and date by the testing laboratory chemist or other authorized official

The test result data will be monitored for compliance with the specifications and for the fly ash source to remain under the certification program.

Fly ash samples will be taken for the project in accordance with the Minimum Testing Requirements (Section 270.00) and Idaho IT-143 from the bulk tank during unload to the concrete plant silo. Samples will be immediately shipped to the Central Laboratory in Boise in moisture-proof containers. A 6" x 12" (150 mm x 300 mm) concrete cylinder container will be used, with the lid securely taped shut. The cylinder container must be completely filled and immediately sealed to eliminate excess air in the sample and to avoid moisture absorption and aeration of the sample. **Sample cans received that are not completely filled (discounting minor settling) may be rejected.**

The contractor or the supplier may take as many fly ash samples as they want for information only.

These samples will be tested for chemical and physical parameters to monitor production characteristics and to verify the certification.

The fly ash sources approved to furnish fly ash under the certification procedure can be found on the ITD HQ Central Laboratory Intranet page or a list may be obtained from the HQ Central Laboratory.

230.02.02.01 Fly Ash Testing. The ITD HQ Central Laboratory will group fly ash samples according to the manufacturer's identification numbers as the samples are received from projects. Samples with the same identification number will be referenced as a mill analysis unit.

ITD's AASHTO accredited laboratory will perform a complete test on the first sample received in the mill analysis unit. The selected sample will be tested for all specification parameters

If a fly ash sample does not comply with the specifications, additional testing will be performed on samples from the mill analysis unit until the extent of the non-compliant material has been determined. The initial and additional test results for each specification item will be averaged and the average value for each specification item will be considered the final value. These final values will be used to determine compliance or noncompliance of the mill analysis unit.

When test results indicate the fly ash does not meet specifications, a price adjustment will be applied to the entire quantity of material representing that mill analysis unit. The penalty will be assessed according to Section 340.05.08 of the ITD Laboratory Operations Manual.

230.02.02.02 Fly Ash Testing Appeal Process. The ITD HQ Central Laboratory will retain sufficient fly ash material from each mill analysis unit for dispute resolution.

If the contractor wishes to appeal ITD's test results and price reductions, a written appeal request must be submitted within 14 calendar days of the reported test results. The appeal must state the grounds or the circumstances of the appeal. If the test results are in question, the appeal must be accompanied by all of the quality control test results that represent the mill analysis unit in question. The appeal must also be accompanied by contractor-obtained test results for at least one complete fly ash test series conducted on the mill analysis unit in question. The state will not accept appeals when contractor test results are out of specifications.

When an appeal is accepted, the appeal testing must include all specification parameters for the material in question.

If the appeal is not accepted, ITD will submit a denial letter to the contractor, stating the grounds for the denial.

Appeal testing will be conducted by an independent, AASHTO accredited laboratory, mutually acceptable to the contractor and ITD. The AASHTO accredited laboratory will report the results to ITD. The results of such tests will be binding to both parties and any price reduction on the unit in question will be based on those test results. The contractor will agree to bear the costs of the appeal testing if the tests verify noncompliance.

230.03 Steel. The steel fabricator must complete standard form ITD-914, Steel Certification, for each shipment of a steel product to a project. Certified mill test reports from the steel mill for all heats in the shipment must be attached to the ITD-914.

The certified mill test report shall include the following:

- Name and location of the rolling mill
- Consignee and/or destination of the shipment
- Specification
- Size
- Heat number
- Chemical analysis
- Physical tests
- Certificate number, order release number or shipment number, etc.
- Signature of authorized official
- Buy American certification

230.03.01 Steel Bridge Girders. HQ Central Laboratory and/or Resource center will provide inspection during the fabrication of steel bridge girders. The district must contact HQ Central Laboratory and/or Resource center as soon as the fabricator is known so the inspection can be scheduled. The inspection may be contracted to an independent company when the fabrication is out-of-state.

HQ Central Laboratory and/or Resource center will obtain the required certifications, including form ITD-914, Steel Certification, during the fabrication of the steel girders.

HQ Central Laboratory and/or Resource center will notify the Regional Engineer by departmental memorandum when the fabrication of the girders is satisfactorily complete and accepted for delivery to the project. Copies of the inspection and certification reports will be forwarded to the Regional Engineer for the project files.

Project personnel should contact HQ Central Laboratory and/or Resource center prior to final erection of the steel girders to schedule an in-place inspection including, paint, bolting, fabrication tolerances, and field welding.

230.03.02 Metal Reinforcement. The metal reinforcement (reinforcing steel or rebar) supplier must submit the ITD-914 and the certified mill test reports with each shipment of bars delivered to a project worksite (See Section 230.03).

Metal reinforcement (reinforcing steel or rebar) is sampled in the field by ITD personnel from shipments delivered to the project. A sample is defined as two (2) 36 inch pieces of steel cut from materials delivered to the project of the same size and heat number. ITD Inspectors must witness or perform the sampling at the jobsite.

See Standard Specification Section 503.

The two (2) bars which replace the field samples, if from the same heat number, will not require sampling. It is not necessary to resample any bars from a heat number that has previously been tested for the project.

In the event the same heat number is used for a long bar and a shorter bar, the shorter bar will be used for the sample to minimize the cost for the replacement bar.

Some fabricated bent bars may not have a 36 in. (900 mm) length for sampling, however, the sample bars should be submitted and the Central Laboratory will determine if a test specimen can be obtained.

Sampling of bar comprising spirals will be taken from the extra length of the spiral as required by the specifications. No cutting that would require splicing to obtain samples will be permitted.

In the event of a specialized non-standard length or size bar, the Central Laboratory should be consulted for the correct sampling technique.

Samples will be promptly shipped or delivered to the Central Laboratory within two (2) working days for testing. UPS or FedEx next day shipping is recommended when necessary. Tests will be performed to detect non-specification steel for replacement prior to incorporation into the structure. Samples must be properly tagged and accompanied by the ITD-914, ITD-1044, and the Mill Certifications

When epoxy-coated steel is specified, the coater must mark the portion of the ITD-914, Steel Certification, referring to the epoxy-coating or provide a certification statement that the coating complies with AASHTO M 284. Copies of holiday tests and coating thickness tests representing the shipment will be included. An occasional check of coating thickness will be made on the sample bars at the time of laboratory testing using a dry film paint thickness gauge.

Epoxy-coated steel is to be visually inspected for coating damage upon delivery to the project, using criteria of AASHTO M 284. It is especially important to check the outside of bends for cracking, de-bonding and rust.

230.04 Concrete Pipe Products. Concrete pipe or related products (catch basins, manhole section, elbows, etc.) delivered to an ITD project will be accompanied by form ITD-851, Miscellaneous Items, completed by the manufacturer certifying that all material furnished was manufactured in accordance with the specifications set forth in the contract. All quantities and sizes included under the certification for that project shall be listed on the form ITD-851.

The ITD-851 for reinforced concrete pipe (RCP) must certify the concrete strength (psi) and the wall thickness of the pipe delivered to the project meets the requirements of the contract.

Manufacturers furnishing concrete pipe and related products shall hold current certification under the NPCA Plant Certification Program, the PCAA Plant certification program, the ACPA Q-Cast Plant Certification Program or PCI Plant Certification.

230.05 Concrete Guardrail and Other Pre-cast Concrete Products. Concrete Guardrail and other pre-cast concrete products are required by the specifications to meet Standard Specification Section 502. Standard Form ITD-851, Miscellaneous Items, will be completed by the manufacturer and all materials used will be listed.

Manufacturers furnishing pre-cast concrete products shall hold current certification under the NPCA Plant Certification Program, the PCAA Plant certification program, the ACPA Q-Cast Plant Certification Program or PCI Plant Certification.

230.05.01 Pre-cast Pre-stressed Concrete Girders. All manufacturers furnishing pre-cast pre-stressed concrete girders are required to hold current PCI plant certification.

ITD will provide on-site inspection of the manufacturing process of each girder, including acceptance field sampling and testing as required per Section 270.00 Minimum Testing Requirements. The ITD inspector will provide written acceptance of each girder to the ITD project office by interdepartmental memo. The ITD project office is required to perform on-site inspection for acceptance of the girder upon delivery to the project and throughout the installation of the girder. No member will be accepted that contains failing material.

The documentation of the samples and testing, as well as required manufacturer's certification will be collected by the ITD on-site inspector at the manufacturing plant and the originals provided to the ITD project office with the acceptance memo.

230.06 Concrete with Specified Strength 3000 psi (20.5 MPa) or Less (Including Seal Concrete). When 3000 psi (20.5 MPa) or less concrete is specified, the concrete may be accepted by certification if produced using a qualified aggregate source. Section 265.02 explains the requirements for qualification of aggregate sources. The concrete mix design must be submitted for review.

The concrete producer shall furnish a signed, completed form ITD-875 with the class and concrete mix design designation listed. ITD project personnel will provide project placement locations on the form.

The specifications require the producer or contractor to perform quality control field tests and compressive strength tests for concrete placed on the project. The test results must be attached to the ITD-875 certification.

230.07 Corrugated Metal Pipe and Corrugated Plate Pipe. The supplier will furnish a completed certification form ITD-914, Steel Certification, covering the quantity of steel CMP shipped to the project. The ITD form will be accompanied by mill test reports from the pipe manufacturer for all heats of steel involved. The certification form ITD-914 will certify the galvanized coating and be accompanied with Quality Control test results from the galvanizer indicating the coating complies with the applicable specification. The appropriate AASHTO or ASTM specifications must be referenced on the form.

For aluminum corrugated metal pipe, the supplier will furnish a completed certification form ITD-851, Miscellaneous Items, from the pipe manufacturer, citing appropriate AASHTO or ASTM specifications in accordance with the contract.

Visual inspection is required at the job site to check for obvious defects, including damage in handling and shipping. Coated or bare galvanized pipe must always be checked for damage or visible gaps in the protective layers.

Bituminous coating must be verified by field inspection.

230.08 Plastic Pipe. The supplier will furnish a completed certification form ITD-851, Miscellaneous Items, from the pipe manufacturer, citing appropriate AASHTO or ASTM specifications in accordance with the contract. Final acceptance is subject to visual inspection for damage in shipping or handling or other obvious defects.

230.09 Geotextiles and Geogrids. The contractor shall furnish to the Project Inspector the manufacturer's certified test results attached to the completed form ITD-849, Manufacturer's Certification of Geotextile & Geogrid, covering the quantity furnished to the project.

The certification form will be in accordance with Standard Specification Subsection 718.02 for geotextiles and in accordance with the contract special provisions for geogrid:

- Sampling by ITD will be in accordance with Standard Specification Subsection 718.03 for geotextiles and the contract special provisions for geogrid. (See also Section 270.60, MTR Section 640).
- The certification form ITD-849 must include the product name or style or product code number.

230.10 Performance Graded Asphalt Binder. The supplier will submit, on a yearly basis, a Process Control Plan (Quality Control Plan) to the HQ Central Laboratory for Performance Graded Asphalt Binder.

Reference Section 255.00 for complete information on performance graded asphalt binder.

Anti-strip additives must be approved prior to use, see Section 240.02.

230.11 Emulsified Asphalt. The supplier will submit, on a yearly basis, a Process Control Plan (Quality Control Plan) to the Central Laboratory for emulsified asphalt.

A supplier's bill of lading will be furnished to the inspector with each load of liquid asphalt or emulsion supplied to the project. The bill of lading must contain the following information in accordance with Standard Specification Section 702.05 and 702.08:

- Date of delivery, project number, key number, county, bill of lading number, and name of customer.
- Product identification, tonnage, truck/trailer number, specific gravity, Saybolt viscosity for emulsified asphalt, and signed certification statement.
- Supplier's name and address, phone number.

ITD project inspectors will sample only undiluted emulsified asphalt (As received from the Supplier.) for verification testing in accordance with the individual bid schedule items in Section 270.00 Minimum Testing Requirements.

ITD project inspectors will perform field viscosity testing on sealcoat emulsions as required by the Minimum Testing Requirements in Section 270.00 from the truck on the project site or at a location as close to the project as practical. The contractor must provide a safe means for obtaining the emulsion samples, including but not limited to fall protection, heat resistant clothing and gloves, etc.

230.12 Seeding. For Contractor Furnished Seed, the contractor must provide official certification tags with tests results for each seed species and verify it meets the contract specifications. The contractor shall verify the company or person(s) providing the seed must hold a valid Idaho Seed Dealer's License issued for the current year and must meet all provisions of the Idaho Pure Seed Law. A seed certification tag and test results issued from a member of Association of Official Seed Certifying Agencies (AOSCA) or state seed laboratory must be provided and validate seed has been tested within the current year prior to acceptance. The official AOSCA tag or report must accompany each species and be submitted to the engineer at least sixty (60) working days prior to seeding. The official tag or report must indicate seed classification, seed germination rate and purity, lot number, number of weed seeds, number of noxious weed seeds, and number of crop seed. All restricted, prohibited and noxious weed seed found during testing shall be displayed in an official AOSCA tag or report. All seed bags (ITD or contractor supplied) must have the analysis (certification) tag attached and secured to each bag or container.

No additional seed tests are required for ITD supplied seed, if the project meets all of the following parameters:

> Project has two acres or less to be seeded, project is using seed from district stored seed inventory, seed to be used has original certification tags attached to the bag(s), seed tag indicates seed tests were conducted within one year from the date of seeding or seed was tested at ISDA for purity and germination rates within one year of the date the project will be seeded.
>
> Seed samples are taken and tested to verify seed germination rate and purity, and contains no noxious weeds. Seed germination and purity can be drastically reduced between the time it is originally tested and when it is actually seeded. For this reason we request seed to be tested 6 weeks prior to seeding. If there is inconsistency with seed germination and/or purity information on the tags and the current test results we can adjust the seeding rates in the field to obtain optimal seed germination and increase the success rate.

One random sample from unblended and individually packaged seed containers from each species and each lot will be obtained and placed in a one-gallon size heavy duty zipped plastic bag (See note 1). The samples will be submitted to the Idaho State Seed Laboratory, for analysis and verification. The sample should not be taken from the top layer of the container. Send the completed ITD-1044 form to the test lab with a copy of the seed certification tags and the seed samples. Refer to the instructions for the ITD-1044 so all required information is included. Allow thirty days for testing and receiving official test results. The test results must show the seed meets the contract specifications prior to seeding. ISDA will email the test results to the Resident / Regional Engineer and copy the HQ Roadside Program Manager. After receiving the test results, contact the Roadside Program Manager for acceptable purity and germination limits and acceptable seeding rates prior to seeding. The test lab will return all useable seed if the Resident / Regional Engineer's address is shown on the ITD-1044.

Address: Idaho State Seed Lab
2240 Kellogg Lane
Boise, ID 83712

Note 1: Fill the one-gallon bag approximately half full for medium seed species including wheatgrasses, squirreltail, and wildrye (150 g). Fill the one-gallon bag approximately full for large seed including grain, Lupines, Biscuitroot, Bitterbrush and similar size seed, as well as Brome species and Woods Rose (550 g). Fill the one-gallon bag approximately one-quarter full for small seed species including fescues, saltgrass, alfalfa, clover, and blue flax (70 g). Fill the one-gallon bag approximately one-eighth full for very small seed species including bluegrasses, penstemon species, sagebrush, rabbitbrush, globemallow, and yarrow, (40 g). All other large seed types require a full one-gallon bag. For species not covered here, refer to ISDA website for specific species sample weights:
http://www.agri.state.id.us/Categories/Laboratories/Seed/sampleWeights.php

The State Seed Lab will bill the Resident / Regional Engineer for the testing. Contact the District Business Manager or District Records Inspector for charging the costs to the project.

230.13 Miscellaneous Items Accepted by Certification. Certification of miscellaneous materials is acceptable as defined in this section.

230.13.01 General Provisions. In addition to the materials discussed individually in Section 230.00, the following miscellaneous items may also be accepted on the basis of the manufacturer's or fabricator's (not the supplier unless the supplier is also the manufacturer) certification, using form ITD-851 and signed by the manufacturer's representative who has quality control responsibility, that the material was manufactured in accordance with and meets specification requirements. Each certification must detail the quantity of material furnished to the project under that certification. Laboratory test reports will also be furnished where applicable (steel mill test reports, wood preservative treatment reports, for example).

230.13.02 List of Miscellaneous Materials Accepted on the Basis of the Manufacturer's or Fabricator's Certification. Table 230.1 lists miscellaneous items that may be accepted by certification. The manufacturer's or fabricator's certification will not preclude the sampling and testing of the material or its final acceptance or rejection on the basis of the test results. Project samples are to be taken, as indicated in the Minimum Testing Requirements (Section 270.00) for verification testing. Samples may also be taken and tested at the option of the Materials Engineer or Regional Engineer.

Visual inspection for obvious defects and handling and shipping damage should always be done. Also, on items where it is feasible, simple measurements of specified properties should be spot checked at least once per project and recorded to verify certification. Examples would be length, mass per unit length, or thickness of steel items.

Table 230.1 Miscellaneous Materials Accepted by Certification

Material	Standard Specification Subsection
Bearing Pads and Plates	507
Brick and Blocks, Masonry	Miscellaneous
Bridge Rail, Metal	504
Concrete, Rapid Set	Special Contract Provision
Delineators and Mileposts	617
Dowel Bars and Tie Bars for Concrete Pavement	409, 503, 510, 609, 611
Dust Oil	Miscellaneous
Electrical	Miscellaneous
Epoxies	Miscellaneous
Epoxy Patch	Miscellaneous
Guard Rail and Posts	612
H-Beam Piles	505
Illumination Poles and Bases	619
Joint Sealants and Sealers	409, 502, 625
Paint (only small quantities less than 25 gallons (100L))	504, 505, 627
Sewers (Storm and Sanitary)	605
Signs and Posts	616
Steel Shell Piling	505
Structural Bolts	504
Timber (Structural)	609, 612, 616
Traffic Signal Poles and Mast Arms	656

SECTION 240.00 – PRE-TESTED AND PRE-QUALIFIED MATERIALS

240.01 Pre-tested Materials. The following materials require pre-testing prior to acceptance on a project.

- Traffic Line Paint
- Glass Beads
- Curing Compound

The ITD project personnel must verify the material/product is approved prior to use on a project. Those materials/products deemed acceptable will appear on the pre-approved list found on the ITD HQ Central Laboratory Intranet page or a list may be obtained from HQ Central Laboratory.

240.01.01 Bulk Material/Products Sampled at the Manufacturing Plant. A major portion of the pre-tested products are sampled at the manufacturer's plant for bulk production. The HQ Central Laboratory is responsible for obtaining the samples at the plants and testing such material.

240.01.02 Materials/Products Sampled at the Project. ITD project personnel must obtain samples, or at least witness the sampling, at the project site when the lot/batch of traffic line paint, glass beads, or curing compound is not shown as pre-tested or pre-approved.

The samples will be obtained from the material delivered to the project and sent to the ITD HQ Central Laboratory for testing. Allow 30 days for the testing. The testing must be accomplished prior to use of the material/product on a project. The sample must be properly identified with date sampled, sampler's name, the product & manufacturer, and the lot or batch number.

240.02 Pre-qualified Materials. The Division of Highways has established a Qualified Products List (QPL) to formalize the process for the use of pre-qualified products on ITD highway projects. The list of pre-qualified products is disseminated via the Department's official web site to department staff, materials suppliers, manufactures, consultants, and contractors.

QPL products still need the appropriate tests and certifications as required by the contract in order to be accepted on the project.

The QPL is administered by the Product Review Committee (PRC). Activities of the PRC are coordinated by the QPL Program Administrator. Details of the QPL program are described in Section 900 of the Department's Materials Manual.