## MP 106.00.04 JANUARY 26, 2022 PAGE 1 OF 12 WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS MATERIALS CONTROL, SOILS AND TESTING DIVISION

## MATERIALS PROCEDURE

## MATERIAL CERTIFICATIONS GUIDELINES

#### 1. PURPOSE

- 1.1 To set forth procedures for the submittal and acceptance of Materials Certifications also known as MC-8s.
- 1.2 To provide as an outline for training of employees new to the Materials Certification process.

#### 2. SCOPE

- 2.1 This will apply to all Materials Certifications done in the State of West Virginia, whether they are federally or non-federally funded, FEMA, or any other designation.
- 2.2 Though this MP references the use of AASHTOWare SiteManager, ProjectWise, SiteManger Reports, and other agency specific programs, if these programs are supplanted by other programs or are otherwise rendered obsolete, this MP will apply to the equivalent, if applicable in the new programs, pending the update of this MP.

## **3. DEFINITIONS**

- 3.1 Authorize: This is a SiteManager term that means that the sample has been resolved by the employee entering the sample. An authorized status does not indicate that the sample has pass, failed, or authorized, etc.; acceptance or passing status is shown in the sample status.
- 3.2 DMIR: District Materials Inspection Report.
- 3.3 ST-1: Special Testing Form #1.

## 4. CERTIFICATION OF MATERIALS

- 4.1 Different materials are accepted by different methods and these methods are often described in detail by various Materials Procedures, Specifications, or Plan Notes etc. The Evidence of Inspection form is available on the <u>WVDOH MCST Toolbox</u> <sup>1</sup> and is a good starting point for the acceptance method for materials used on projects. All materials are accepted under the general categories:
  - 1. Direct Test
  - 2. Approved Product List
  - 3. Direct Coverage
  - 4. Master Sample
  - 5. ST-1/DMIR
- 4.2 The body of this MP will generically describe, using specific examples, the certification of materials based on the above-mentioned material acceptance.

## 5. APPLICABLE DOCUMENTATIONS FOR THE REVIEW OF MATERIALS ON PROJECTS

- 5.1 This section provides the list of reports and their role in the certification of materials. The next section demonstrates the generation of these reports.
- 5.2 The Sampling Checklist is the primary reviewing tool for Material Certifications. For smaller and or less convoluted projects, this can be used as the only reviewing report.
- 5.2.1 The Sampling Checklist shows the type of test(s) and or acceptance done, the results, the frequency of sampling performed and the required frequency of sampling. An example of this is show below:

<sup>&</sup>lt;sup>1</sup> <u>https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx</u>

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Contract ID: 051654 MEIGHEN BRIDGE	41		Depart	irginia ment of Trans <b>Samplin</b> g Che		с	urrent As Of: 7/	17/2019 2:27:	48 PM
Project <u>Number Item Code</u> Material Code - Desc	Line Item Number Item De	scription	Sa		Supplemental Description cceptance Type	Cur	rent Contract Quantity	Authorized Quantity	Unit
0516541 601002-001	0200 CLASS E	CONCRE					164.000	156.400	CY
601.002.003 - Concrete	Class B		Qu	ality Control -	Test Results				
Test Method SM601.01a - Concrete			Completed 4	Current Req. 2	Total Expected 2	Frequency 1 / 100	Conv. Factor 1		
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
B2187861836070741	C6V0121	1	COMP	03/02/2018	04/05/2018	04/05/2018	03/06/2018	B314039	
B2187861842124731	C6V0122	1	COMP	03/26/2018	04/24/2018	04/24/2018	04/02/2018	B314039	
B21878617C5092932	C6U2322	1	COMP	12/01/2017	01/02/2018	01/24/2019	12/05/2017	B314039	
B21878617C5093538	C6U2323	1	COMP	12/04/2017	01/03/2018	04/05/2018	12/05/2017	B314039	
Special Instructions:									
601.002.003 - Concrete	Class B		Qu	ality Assurance	e - Test Results				
Test Method SM601.01a - Concrete			Completed 1	Current Reg. 1	Total Expected 1	Frequency 1 / 1000	Conv. Factor 1		
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	_
B2187861842125644	M6V0123	1	COMP	03/26/2018	05/11/2018	03/15/2019	04/02/2018	B314039	
Special Instructions:									

Figure 5.1

5.2.2 The Sampling Checklist provides a guideline for the reviewer to check the corresponding ProjectWise project folder for each item. An example of the ProjectWise Folder for this Class B Concrete example above is shown next:

ProjectWise Explorer		
itasource Folder Document View Tools Window Help		
N 🖓 🕾 📇 🕒 🖕 🐎 🔠 🔚 🔞 🛛 🗛 🗸 Search 😥		
🛊 🔹 💠 🗸 🔰 Address 💯 pw:\\DOTB6PWHQ.executive.stateofwv.gov:PW-Primary\Documents\PROJECTS\DI		
0060_636012-010_PROJECT_TRAFFIC_CONTROL_DEVICE_CLEANING	🗄 List 🥥 Spatial	
	Name	Description
	Abutment #1 correction - expansion	
		2017 12 01 DWR 0200 Concrete Batch Tickets
0080_638002-001_RIGHT_OF_WAY_MARKER		2017 12 01 DWR 0200 Sketch and Calcs
0085_639001-001_CONSTRUCTION_LAYOUT_STAKE		2017 12 01 QC C6U2322 Class B 1436447 Cylinders
		2017 12 04 DWR 0200 Concrete Batch Tickets
		2017 12 04 DWR 0200 Sketch and Calcs
20100_642004-003_SEED_MIXTURE,_D		2017 12 04 D WK 0200 Sketch and Calcs 2017 12 04 QC C6U2323 Class B 1436447 Cylinders
		2017 12 06 DWR 0200 C6U2322 Early Break Results
110_642006-001_FERTILIZER		2017 12 06 DWR 0200 Coucase Early Break Results 2018 03 02 DWR 0200 Concrete Batch Tickets
010_042010-001_AGRICOLITIKAL_EINVESTONE		2018 03 02 DWR 0200 Concrete Batch Tickets 2018 03 02 DWR 0200 Sketch and Calcs
0125_642031-001_DITCH_CHECK		
130 645001-001 PRIMARY REINFORCEMENT,		2018 03 02 QC C6V0121 Class B 1436448 Cylinders
135_652001-001_AGRICULTURAL_LIMESTONE		2018 03 26 DWR 0200 Concrete Batch Tickets
10-20-10 0140 652002-001 FERTILIZER, 10-20-10		2018 03 26 DWR 0200 Sketch and Calcs
145 652002-002 FERTILIZER, UREA FORMALDEHYDE		2018 03 26 QA M6V0123 Class B 1436488 Evaluation &
150 652003-002 SEED MIXTURE, D		2018 03 26 QC C6V0122 Class B 1436448 cylinders
2 0155_652004-001_STRAW_OR_HAY_MULCH		2018 07 02 DWR 0045, 0200 Concrete Batch Tickets
10 0160 401001-023 MARSHALL ASPHALT BASE CRSE, SG, TY II		2018 07 02 QC C6V1641 Class B 1461798 cylinders
170_401002-020_MARSHALL_ASPHALT_WEAR_CRSE,_SG,_TY_I		2018 07 07 QC C6V1643 Class B 1461798 cylinders
0180_203001-000_DISMANTLING_STRUCTURE	RE_ Meighen Bridge Shoring plan.msg	RE_ Meighen Bridge Shoring plan.msg
0185_211008-000_ROCK_BORROW_EXCAVATION		
0190_212001-000_STRUCTURE_EXCAVATION		
0195_218006-000_FOUNDATION_PROTECTION		
D200_601002-001_CLASS_B_CONCRETE		
DV 0210_602001-001_REINFORCING_STEEL_BAR		
DV 0215_602002-001_EPOXY_COATED_REINFORCING_STEEL_BAR	<	
	Project Properties Folder Properties Personal Portal Dependency Viewer	Annee Control
225_616005-019_HP14X117_STEEL_BEARING_PILE,_PRE-DRILLED_AN		Access Control
2230_627017-001_INSTALL_SILICONE_EXPANSION_JOINT_SYSTEM	Properties (Project Type - WVDOT) WV_STATE_PROJ_NUM	\$326-74-10.23
2235_639001-001_CONSTRUCTION_LAYOUT_STAKE	WV_STATE_FROJ_NOM	MEIGHEN BR
2240_642008-001_TEMPORARY_PIPE	WV_PROJ_DESC	REPL(12X222)
Uuality Control Plans - Proposed Source of Materials, HL-454	WV COUNTY NUM1	26
14-Finalization	WV_COUNTY_NAME1	MARSHALL
5-Photos	WV COUNTY NUM2	PROTOTIONE
🙃 💭 Engineering	WV_COUNTY_NAME2	
💼 🖓 Saved Searches 🗸 🗸	WV COUNTY NUM3	
>	WU COUNTY NAMES	
biect(s) selected		

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5.3 Other reports may be utilized in addition to the Sampling Checklist but not in lieu. One example, the E440 Report, will help to separate out quantities, date placed, date tested etc. This gives more details on the Sampling Checklist which provides a total quantity and test resolutions. An example of a E440 Report is shown next:

	508202R1	Auth No: SN	17951C Percent C	omplete: 96.2%	DWR Date	Ran	ge: 04/13/2	2015	To 05/05/2010	6
State Project #:	S350-36/3-	1.17 00 Fed	leral Project #:		Location: Eff	fie C	omposite E	Bridge	e Replacemen	t
(DWR's)										
DWR Date	Inspector User Id	Location Insta Descriptio			Plan Quantity	+	CO Quantity	=	Revised Plan Quantity	Installed Quantity
					102.00		0.40	)	102.40	
Line / Item Nur	nber: 0160	/ 218006-000	FOUNDATION PRO	TECTION						
08/11/2015	B984649	Effie Bridge								102.400
								Line	0160 Totals:	102.400
					176.00		-176.00	)	0.00	
Line / Item Nur	nber: 0165	/ 601002-001	CLASS B CONCRE	TE						
05/07/2015	B984649	Effie Bridge								10.290
05/19/2015	B984649	Effie Bridge								11.280
05/29/2015	B984649	Effie Bridge								13.390
06/04/2015	B984649	Effie Bridge12								19.690
06/12/2015	B984649	Effie Bridge								13.270
06/18/2015	B984649	Effie Bridge								14.370
07/06/2015	B984649	Effie Bridge								39.820
10/09/2015	B902569	project								-122.110
								Line	0165 Totals:	0.000

#### 6. **GENERATING PROJECT TRACKING REPORTS**

- 6.1 Reports are generated by using "West Virginia SiteManager Reports" through Microsoft Access. This needs to be setup by system administration. This section goes through the steps to generate both the Sampling Checklist and the E440 report.
- 6.2 The path for generating a sampling checklist is as follows: Materials -> Sample Reports -> Sampling Checklist (Figures 6.1 and 6.2). From here (Figure 6.3), select Contract ID and input the Sample ID (Figure 6.4). Hit Continue and continue back onto the Sampling Checklist Screen. Be sure to select the radio box for "File (.pdf)" This will generate the PDF file which will appear in your and hit continue. "documents" folder and will also open on your screen.

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## Figures 6.1 and 6.2



Figures 6.3 and 6.4

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6.3 The E440 report is generated in the same manor, using the following path: Materials -> Sample Reports -> E440 Report.

# 7. GENERAL REJECTION REASONS

- 7.1 The following (though not limited to these) issues will result in a rejection:
  - (1) Illegible or otherwise unreadable documentation.
  - (2) Any discrepancy on the sampling checklist.
  - (3) Any unresolved material failures.
  - (4) Key Dates are not entered correctly (Showing 00/00/00).
  - (5) Lab numbers do not match approved product list or item is not on the approved product list.
  - (6) DMIRs have not been approved
  - (7) Money has not been taken off the contract for price reductions or DMIRs
  - (8) Quantities tested must be equivalent to or greater than material paid.
  - (9) Documents are not filed in the District Org folders to show A-bar for concrete and asphalt mix tests have been ran for materials shipped.
  - (10) There is a pending change order, which relates to a price penalty for materials.

## 8. DIRECT TEST

- 8.1 A direct test is the acceptance of a material based on a test that is performed on the material. For example, Section 601 of the Standard Specifications discusses the acceptance of Portland Cement Concrete. Air content, slump and compressive strength are all examples of direct tests performed in the field.
- 8.2 There are many other direct tests. For details on a specific test, refer to the Standard Specifications and if applicable, the MP.
- 8.2.1 Reviewing the Sampling Check List, check that each material was sampled to meet or exceed the required frequency. Confirm that each sample was completed, authorized and any failure(s) were resolved.
- 8.2.2 The testing documentation should be in ProjectWise under the applicable line item number.

## 8.3 An example of a Direct Test is shown below:

Contract ID: 051654 MEIGHEN BRIDGE	1		Depart	Trginia ment of Trans <b>Samplin</b> g Che		c	urrent As Of: 7/	17/2019 2:27:	48 PM
Project Number Item Code Material Code - Desc	Line Item Number Item Desci	ription	Sá		Supplemental Description cceptance Type		rent Contract Quantity	Authorized Quantity	Unit
0516541 601002-001	0200 CLASS B C	ONCRETE					164.000	156.400	CY
601.002.003 - Concrete C	Class B		Qu	ality Control -	Test Results				
Test Method SM601.01a - Concrete		Co	m <u>pleted</u> 4	Current Req. 2	Total Expected 2	Frequency 1 / 100	Conv. Factor 1		
Sample ID		Test umber	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
B2187861836070741	C6V0121 1		COMP	03/02/2018	04/05/2018	04/05/2018	03/06/2018	B314039	
B2187861842124731	C6V0122 1		COMP	03/26/2018	04/24/2018	04/24/2018	04/02/2018	B314039	
B21878617C5092932	C6U2322 1		COMP	12/01/2017	01/02/2018	01/24/2019	12/05/2017	B314039	
B21878617C5093538	C6U2323 1		COMP	12/04/2017	01/03/2018	04/05/2018	12/05/2017	B314039	
Special Instructions:									
601.002.003 - Concrete C	Class B		Qu	ality Assurance	e - Test Results				
Test Method SM601.01a - Concrete		<u>Co</u>	mpleted 1	Current Reg. 1	Total Expected 1	Frequency 1 / 1000	Conv. Factor 1		
Sample ID		Test umber	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
B2187861842125644	M6V0123 1		COMP	03/26/2018	05/11/2018	03/15/2019	04/02/2018	B314039	
Special Instructions:									

## 9. **DIRECT COVERAGE**

- 9.1 This type of coverage is provided directly by MCS&T or their designee. A prestressed box beam is an example of this type of coverage. The Director of MCS&T's designee, whether it be state employee or consultant will approve the material as per applicable MPs and assign a lab number to this coverage.
- 9.2 The lab sample shall be authorized in SiteManager and additional information about this approval may, but not is required to be provided.
- 9.3 An example of a direct coverage sample on the sampling checklist is provided below:

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Contract ID: 0114546 TARKILN RUN SLAB BRIDGE	E		🔰 Depart	'irginia ment of Trans Sampling Che	•	C	Current As Of: 5/	/8/2019 10:05:	17 AM
Number Item Code Nu	ne Item Imber Item De	scription			Supplemental Description		rent Contract Quantity	Authorized Quantity	Unit
Material Code - Desc 0114546 620001-001 02			RCED CONC RIDGE/CULVE	RETE .	cceptance Type		120.000	120.000	LF
620.002.002 - Culvrt Prcst					Certificate/Invo	lice			
Test Method SM106.05 - Plant Inspectio	n, Concrete		Completed 1	Current Req. 1	Total Expected 1	Frequency 1 / 999999	<u>Conv. Factor</u> 1		
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
E02405117BE133201	1461363	1	CNTR	10/27/2017	06/28/2018	07/03/2018	06/29/2018	E024051	
Special Instructions: 0114546 620004-001 02	90 WINGWA		CONCRETE C				4.000	4,000	EA
603.002.028 - Con Wng Prcs					Certificate/Invo	oice		1000	2
Test Method SM600.01 - Precast Concre	ete Final Inspection		Completed 1	Current Req. 1	Total Expected 1	Frequency 1 / 999999	<u>Conv. Factor</u> 1		
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
E024051185H094049	1461363	1	CNTR	10/27/2017	05/17/2018	06/29/2018	05/17/2018	E024051	
Special Instructions:   0114546 636023-001 90	10 TEMPOR	ARY TRA	FFIC SIGNAL				1.000	1.000	LS
715.009.002 - Traffic Signal	s Misc		Ap	proved Source	- Certificate/Inv	voice			
Test Method SM106.25 - Approved Sour			Completed 1		Total Expected 1		<u>Conv. Factor</u> 1		
Sample ID	Lab Number	Test Number	Sample Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
B5146111931105909	1392834	1	CNTR	03/01/2019	03/01/2019	03/01/2019	03/01/2019	B931220	
Special Instructions:									
Wednesday, May 08, 2019								Page	24 of 24

# **10. MASTER COVERAGE**

- 10.1 This type of coverage is provided directly by MCS&T or their designee and is similar to Direct Coverage. The Director of MCS&T's designee, whether it be state employee or consultant will approve a lot of material as per applicable MPs and assign a lab number to this lot of coverage.
- 10.1.1 Districts request MCS&T to use this material and coverage is provided from this lot by MCS&T. For example, 100 pieces of lagging may be approved. A District may request 30 of these pieces. This leaves another 70 pieces of material to be requested by another District or project etc.

- 10.2 The lab sample shall be authorized in SiteManager and additional information about this approval may, but it not required to be provided.
- 10.3 An example of a Master Sample on the sampling checklist is provided below:

Contract ID: 170172 FLATWOODS-HEATERS	ROAD SLIDE	Depart	Tirginia tment of Trans Sampling Che	ecklist		rrent As Of: 10/:		37 PM
	Line Item Number Item Desc	ription	:	Supplemental Description	Cur	rent Contract Quantity	Authorized Quantity	Unit
Material Code - Desc			ample Type - A	cceptance Type		quantity	quantity	•
1701729 614001-004	0035 HP10X57 S	TEEL PILE				801.970	801.970	LF
711.012.001 - Epoxy Mas	stic	Ар	proved Source	- Certificate/Inv	oice			
Test Method		Completed	Current Req.	Total Expected	Frequency	Conv. Factor		
SM106.25 - Approved S	ource Verification	1	1	1	1 / 999999	1		
Sample ID		Test Sample umber Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
E073653181I101647	1425213A	1 CNTR	01/18/2018	01/18/2018	10/16/2018	01/18/2018	B396989	
Special Instructions:								
1701729 614003-001		LAGGING, THICK				931.700	931.700	SF
614.002.003 - Lagging, C	oncrete		•	Certificate/Invoi				
<u>Test Method</u> SM600.01 - Precast Cor	ncrete Final Inspection	Completed 1	<u>Current Req.</u> 1	Total Expected 1	<u>Frequency</u> 1 / 999999	<u>Conv. Factor</u> 1		
Sample ID		Test Sample umber Status	Sample Date	Completion Date	Authorized Date	Last Modified Date	Authorized By	
B688656168H081934	1458040	1 CNTR	08/17/2016	08/17/2016	01/19/2018	01/19/2018	B517368	
Special Instructions:								
	0045 TEMPORAF PAINT 6 IN	RY PAVEMENT MAR	KING- S			519.000	519.000	LF
711.040.001 - Paint,Tem	o W/Y Traff	Qu	ality Assuranc	e - District - Tes	t Results			
<u>Test Method</u> SM711.07 - Retroreflect	ivity	<u>Completed</u>	<u>Current Req.</u> 0	Total Expected 0	<u>Frequency</u> 0 / 999999	<u>Conv. Factor</u> 1		
Special Instructions: no reco	ord of paint testing							

# 11. ST-1/DMIR DOCUMENTATION

- 11.1 If there is no other method for testing a material, or in the rare case, the material does not meet the specifications, the District may choose to accept the material using an ST-1 or DMIR.
- 11.2 ST-1s should been reviewed and authorized<sup>2</sup> by the Director of MCS&T or their designee.
- 11.3 A DMIR should be reviewed by the Director of MCS&T or their designee.
- 11.4 An example of a ST-1 Sample on the sampling checklist is provided below:

Contract ID: 1605302 D4 REIMBURSABLE GUARDRAIL	🔰 Depar	'irginia tment of Tran Sampling Ch	ecklist		Irrent As Of: 9/1		29 AM
Project Line Item Number Item Code Number Item Description			Supplemental Description	Cur	rent Contract Quantity	Quantity	Unit
Material Code - Desc		ample Type - A	Acceptance Type				
1605302 607070-103 0205 3/4 INCH CABLE			(MANUFACTURE SPECIFIED)	R	1,000.000	20.000	LF
709.011.001 - Steel, Misc.	Pr	oject Specific	- Concurrence				
Test Method	Completed	Current Req.		Frequency	Conv. Factor		
SM106.27 - Special Acceptance Material (ST-1)		0	0	0/0	1		
Special Instructions:							
1605302 607070-104 0210 CABLE SPLICE			(MANUFACTURE SPECIFIED)	R	10.000	8.000	EA
709.011.001 - Steel, Misc.	Pr	oject Specific	- Concurrence				
Test Method	Completed		-	Frequency	Conv. Factor		
SM106.27 - Special Acceptance Material (ST-1)		0	0	0/0	1		
Special Instructions:							
1605302 607070-109 0215 CABLE TENSION	NG		(MANUFACTURE SPECIFIED)	R	100.000	6.000	EA
709.011.001 - Steel, Misc.	Pr	oject Specific	- Concurrence				
Test Method	Completed	Current Req.		Frequency	Conv. Factor		
SM106.27 - Special Acceptance Material (ST-1)		0	0	0/0	1		
Special Instructions:							
1605302 607070-112 0220 ANCHOR POST,			(NUCOR)		15.000		EA
709.011.001 - Steel, Misc.		•	e - Certificate/Inv				
Test Method	Completed	Current Reg. 0	Total Expected 0		Conv. Factor		
SM106.25 - Approved Source Verification		v	U	0/0	1		
Special Instructions:							
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<sup>&</sup>lt;sup>2</sup> As defined earlier, "authorized" does not imply approval, it is the Site Manger term for indicating that the sample has been resolved.

# 11.5 An example of a DMIR Sample on the sampling checklist is provided below:

HEDGESVILLE ROAD	1R1	<b>V</b>	· ·	ment of Trans Sampling Che	•		Current As Of: 5/	20/2020 8:23:	57 AIVI
Project Iumber Item Code Material Code - Desc	Line Item Number Item L	Description			Supplemental Description		rent Contract Quantity	Authorized Quantity	Unit
534111 506001-003	0030 CONCE THICKI		Sa MENT REPAIR		cceptance Type "		4,210.700	4,210.700	SY
900.004.001 - MIR, Distri	ct		Doc	cumentation -	Concurrence				
<u>Test Method</u> SM106.02 - Materials In	spection Report, Dist	rict	Completed 6	<u>Current Req.</u> 1	<u>Total Expected</u> 1	<u>Frequency</u> 1 / 999999	<u>Conv. Factor</u> 1		
	Ispection Report, Dist Lab Number	rict Test Number		<u>Current Req.</u> 1 Sample Date	Total Expected 1 Completion Date		<u>Conv. Factor</u> 1 Last Modified Date	Authorized By	
SM106.02 - Materials In	Lab	Test	6 Sample	1 Sample	1 Completion	1 / 999999 Authorized	1 Last Modified		
SM106.02 - Materials In Sample ID	Lab Number	Test Number	6 Sample Status	1 Sample Date	1 Completion Date	1 / 999999 Authorized Date	Last Modified Date	By	
SM106.02 - Materials In <u>Sample ID</u> A06623118AM080934	Lab Number M5M9820	Test Number	6 Sample Status CNTR	1 Sample Date 10/16/2018	1 Completion Date 10/22/2018	1 / 999999 Authorized Date 01/08/2019	Last Modified Date 10/22/2018	By A095289	
SM106.02 - Materials In Sample ID A06623118AM080934 A06623118AM080801	Lab <u>Number</u> M5M9820 M5M9819	Test <u>Number</u> 1 1	6 Sample Status CNTR CNTR	1 Sample Date 10/16/2018 10/16/2018	1 Completion Date 10/22/2018 10/22/2018	1 / 999999 Authorized Date 01/08/2019 01/08/2019	1 Last Modified Date 10/22/2018 10/22/2018	By A095289 A095289	
SM106.02 - Materials In Sample ID A06623118AM080934 A06623118AM080801 A06623118AM080610	Lab <u>Number</u> M5M9820 M5M9819 M5M9818	Test <u>Number</u> 1 1	6 Sample Status CNTR CNTR CNTR	1 Sample Date 10/16/2018 10/16/2018 10/16/2018	1 Completion Date 10/22/2018 10/22/2018 10/22/2018	1 / 9999999 Authorized Date 01/08/2019 01/08/2019 01/08/2019	1 Last Modified Date 10/22/2018 10/22/2018 10/22/2018	By A095289 A095289 A095289	_

## 12. SUBMISSION OF MATERIAL CERTIFICATION

- 12.1 The live Material Certification Form is available as a fillable pdf file on the <u>Division</u> <u>Webpage</u><sup>3</sup>. This form shall be completed with all the listed information pertaining to the contract. All required fields must be filled before submitting to MCS&T.
- 12.1.1 The District must electronically send the fillable PDF form. This cannot be hand-written and scanned.
- 12.2 The Material Certification shall be submitted by the District Materials Supervisor. As directed in this MP, all required documentation shall be included in the submission.
- 12.3 The Material Certification shall be sent to the mailbox: (DOH.MC8@wv.gov).

<sup>&</sup>lt;sup>3</sup> <u>https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx</u>

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- 12.4 Upon receipt of the Material Certification, MCST will notify the submitter that the submission has been received. The Material Certifications shall be logged and processed in the order that they are received. If the subject materials meets the requirements, MCS&T will issue a Letter of Material Certification.
- 12.5 If the submission does not meet the requirements, the reviewer will mark the contract material certification key date as rejected and notify the District. MCS&T will create and send the requirements punch list to the District for review. Once the punch list has been completed by the District, they will resubmit the Material Certification for review. If the revised submission meets the requirements, MCS&T will issue a Letter of Material Certification.

01/26/2022 Ronald L. Stanevich, P.E.

Materials Control, Soils and Testing Division

RLS:Bc