

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

ACCEPTANCE OF MATERIALS
VIA THE APPROVED PRODUCTS LIST

1. PURPOSE

- 1.1 To set forth instructions for the acceptance of materials on projects via the WVDOH Approved Product List (APL).
- 1.1.1 This document is a general guideline for the acceptance of any material on a project via the APL. Specific materials may have additional acceptance criteria not listed in this document. If specific material acceptance criteria conflict with this document, those criteria override this document.

2. REFERENCED DOCUMENTS

- 2.1 MP 106.00.02 - Procedure for Evaluation of New Products for Use in Highway Construction
- 2.2 MP 106.00.03 - Guidelines for Establishing and Maintaining Approved Product Lists of Materials, Systems and Sources

3. ACCEPTANCE OF MATERIALS ON APPROVED SOURCE

- 3.1 When accepting material on the project, the contractor must provide proof of the source of origin. The contractor shall provide an invoice which clearly includes the following information:
 - 1. The name of the original producer/supplier*
 - 2. The common name of the material
 - 3. The quantity of shipped material
 - 4. The current WVDOH approval number or inspection number

*Note: The original producer/supplier is the “Approved Source” as documented on the WVDOH APL.
- 3.2 The invoice must be legible and clearly show all the required information.
- 3.3 The project shall review the submission and confirm that the company and approval number appear on the APL.
- 3.3.1 Any producer/supplier wishing to submit their material for consideration for the APL shall follow the guidelines of MP 106.00.02 and MP 106.00.03.

4. DOCUMENTATION OF ACCEPTANCE

- 4.1 The acceptance shall be documented in AWP on the Daily Work Report (DWR).
- 4.2 The producer/supplier, as well as the approval number shall be included on the DWR.

- 4.3 A scan or original version of the invoice shall be placed in the ProjectWise project folder.

5. E-TICKETING

- 5.1 For APL materials requiring an E-Ticket, this ticket shall be provided in addition to the paper ticket.
- 5.2 The E-Ticket shall only document the final shipment of the material to the project from the seller.
- 5.2.1 For example, if a pipe is created in one location (A), shipped to a secondary or tertiary supplier (B), then to a project, the E-Ticket would document the transportation from location (B) to the project.
- 5.3 The E-Ticket shall include all the required information.
- 5.4 A PDF of the E-Ticket shall also be placed in ProjectWise.

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