

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

MATERIALS PROCEDURE

CRITERIA TO APPROVE MANUFACTURERS OF
ALUMINUM SHEETING FOR TRAFFIC SIGNS

- 1. PURPOSE**
 - 1.1 To establish a procedure for approving manufacturers of aluminum sheeting acceptable for use on projects.
 - 1.2 To establish a procedure for maintaining a record of such information.
- 2. SCOPE**
 - 2.1 This procedure shall apply to all aluminum sheeting used in the manufacturing of traffic signs for use on projects.
- 3. APPLICABLE DOCUMENTS**
 - 3.1 WVDOH Specifications for Roads and Bridges Section 661
 - 3.2 WVDOH Approved Products List (APL) for Aluminum Sheeting for Traffic Signs
 - 3.3 ASTM B209
 - 3.4 MP 106.00.02 - Procedure for Evaluation of New Products for Use in Highway Construction.
 - 3.5 [WVDOH Form HL-468](#)¹
 - 3.6 MP 106.00.03 - Guidelines for Establishing and Maintaining Approved Product Lists of Materials, Systems and Sources
- 4. ACCEPTANCE PROCEDURE**
 - 4.1 For aluminum sheeting to be evaluated for acceptance, the manufacturer must comply with the Specifications given in Section 661 of the Specifications.
 - 4.2 In order for a manufacturer to be considered as an approved source on the WVDOH Approved Products List (APL) for Aluminum Sheeting, they must first submit a new product evaluation request. This request may be completed by submitting Form HL-468 “Preliminary Information for New Product Evaluation”. This form can be found on the MCS&T Division’s Materials Procedure [Webpage](#)². Once completed, Form HL-468 shall be submitted to the MCS&T Division via email to the New Products Evaluation email address: DOHNewProducts@wv.gov
 - 4.3 After receipt of the completed Form HL-468, MCS&T Division shall distribute the information to applicable parties for evaluation. This preliminary evaluation shall determine the need/usefulness of the product in projects.

¹ <https://transportation.wv.gov/highways/mcst/Pages/MP-100s.aspx>

² https://transportation.wv.gov/highways/mcst/Pages/newproduct_evaluationprocedure.aspx

- 4.3.1 If the preliminary review indicates that the manufacturer meets Specifications, MCS&T Division will sample the material at the manufacturer and perform an evaluation. The sampling will include but may not be limited to: one 12-inch (305 mm) by 12-inch (305 mm) sample of each alloy being supplied. The evaluation will consist of a review of product specifications, certified test data, and manufacturer quality control (QC) procedures.
- 4.3.2 If the test results from the sample(s) or the evaluation indicate that the manufacturer or material do not meet Specifications, the manufacturer will be notified by MCS&T. The manufacturer will be reconsidered for approval once proof of compliance and corrections are supplied to MCS&T Division.
- 4.4 Once the manufacturer and product have been deemed compliant and approved for use in projects, MCS&T Division will add the manufacturer to the APL as per MP 106.00.03. The manufacturer will be given written notification of this approval, along with their assigned Lab Number showing their company has been deemed compliant and approved to provide aluminum sheeting to projects. This approval will remain valid for two years.
- 4.5 Two years after the initial acceptance and addition of the manufacturer to the APL, and randomly if deemed necessary, MCS&T Division will re-evaluate/review the manufacturer to determine if their product still meets the applicable Specifications.
- 4.5.1.1 MCS&T Division will contact manufacturers currently listed as approved sources on the APL to discuss and set up on-site random sampling of approved products. Product samples needed for review are as follows: one 12-inch (305 mm) by 12-inch (305 mm) sample of each alloy being supplied by the approved source to projects. Each sample must be in compliance with the criteria given in Section 661 of the Specifications.
- 4.6 If the review indicates that the product is in compliance with Specifications, it will be accepted without further evaluation. The manufacturer will receive written notification that they have been deemed compliant and that they will remain as an approved source on the APL until the next review. Included in this letter will be the new Lab Number that reflects the year the review was completed.
- 4.7 If the review indicates that the product was not compliant with Specifications, then MCS&T Division will notify the manufacturer, and further testing and/or evaluation will be performed by MCS&T Division. The manufacturer will receive instructions regarding any additional necessary submittals. This evaluation and submittals will include but not limited to further sampling, certified test data, and proof of quality control procedures.
- 4.7.1 If the manufacturer has been deemed compliant even after this further evaluation, the manufacturer will be notified. Written notification will be sent to the manufacturer, as outlined in Section 4.6, notifying them that they will remain on the APL.

- 4.7.2 If the manufacturer has been deemed non-compliant even after further evaluation, the manufacturer will be notified. Written notification will be sent to the manufacturer notifying them that they are being removed from the APL and explaining the reason for this revocation decision. The manufacturer will be reconsidered for re-approval once proof of Specification compliance and corrections are supplied.

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MP 661.02.50 Steward – Metals Section
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