

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

MATERIALS PROCEDURE

CRITERIA TO APPROVE FENCE PRODUCER/SUPPLIERS AND THEIR MATERIALS

1. PURPOSE

- 1.1 To establish procedures for reviewing and approving Producer/Suppliers of fence materials acceptable for use on WVDOH projects.
 - 1.2 To establish a procedure for maintaining a record of such information.
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2. SCOPE

- 2.1 This procedure shall apply to all suppliers who supply fence materials such as chain link fence, farm field fence, fence posts, tie wire, bolts, nuts, gate latches, barb wire, and other related fence materials.
 - 2.2 This procedure shall apply to all fence products used by WVDOH projects unless project plans state otherwise.
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3. APPLICABLE DOCUMENTS

- 3.1 MP 106.00.02 - Procedure for Evaluating Products for Use in Highway Construction
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4. ACCEPTANCE PROCEDURE

- 4.1 With each shipment of fence material to a WVDOH project, the fence Supplier shall provide shipping documents which contain an APL approval number reflecting materials meeting quality specified by the WVDOH.
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5. ACCEPTANCE PROCEDURE (APPROVED SOURCE)

- 5.1 For a Producer/Supplier to be considered an approved source of fence items as stated in Section 2.1 the supplier must comply with the following requirements where applicable.
- 5.2 Prospective Producers/Suppliers shall complete form [HL-468](#)¹, as per MP 106.00.02 indicating their intention to be included on the WVDOH APL.
- 5.3 Once form HL-468 form is correctly submitted, an on-site investigation evaluation will be conducted by an evaluator from the WVDOH at the supply distribution location, to determine if the proposed location should be listed as an approved source for fence items.

¹ <https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx>

- 5.4 The initial evaluation and yearly renewal of the Producer/Supplier shall be conducted using guidelines set forth in Attachment 1 where applicable. Each supplier's approval status will be analyzed at the time of APL reapproval.
- 5.5 At the initial and subsequent annual investigation evaluations, all appropriate management, sales, and warehousing personnel will be made aware of specifications, shipping policies and requirements to sell and ship fence materials to WVDOH projects.
- 5.6 After the initial investigation evaluation has been completed, MCS&T personnel shall document the findings in an inspection report, indicating that the location was evaluated and whether it met the criteria to be included on an APL for fence items. If the report notes that the Producer/Supplier didn't meet the required criteria, then the reasons why will be stated in the inspection report.
- 5.7 Providing the evaluation was found to meet specifications, the inspection report shall be signed by MCS&T personnel and shall be given a laboratory approval number. This laboratory approval number will be the APL number used by the WVDOH. An example of the inspection report can be seen in Attachment 2.
- 5.8 The signed inspection report is a certification from MCS&T Division that the Producer/Supplier has met the criteria to be included on the APL for Fence Producer/Suppliers. This report will be filed under the Producer/Supplier's name in the WVDOH electronic filing system.
- 5.9 Once the above requirements are met, Producer/Supplier approval status can be verified by accessing the [WVDOH online APL](#)² for fence items.
- 5.10 If a Producer/Supplier is removed from approved source status for not meeting Specification requirements, then the Producer/Supplier will be removed from the APL listing for one year. After a year, the Producer/Supplier may be reevaluated to ensure corrective measures have been met.

6. ACCEPTANCE PROCEDURES (NON-APPROVED SOURCE)

- 6.1 Any fence materials not supplied by an approved source are to be accepted or rejected by the direct coverage process.
- 6.2 If direct coverage inspection is required, the inspection or evaluation will conclude with a 7-digit Laboratory reference number indicating approval or rejection.

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

7. DOCUMENTATION REPORT

- 7.1 The approved source list for Producer/Suppliers of fence items used on projects may be updated at any time with the addition of a new facility, or with the removal of a facility.

Michael Mance Digitally signed by Michael Mance
Date: 2024.08.01 14:17:00 -04'00'

Michael A. Mance, P.E.
Interim Director
Materials Control, Soils & Testing Division

MP 712.05.57 Steward – Metals Section
MM:H
ATTACHMENTS

Attachment 1

Below is a summary of topics that the prospective Producer/Supplier of fence materials will be evaluated.

1. To ascertain if the supply location is a business or a storage lot. Is the location a bare storage lot with material or a location with an office building with salespeople?
2. To determine if the location is an industrial Producer/Supplier or a homeowner quality Producer/Supplier. Does the location supply for industrial applications or residential applications?
3. To determine if the location is a wholesaler/retailer or just a retailer. Does the location provide material to business or to retail customers?
4. To inform sales personnel that materials supplied such as barbed wire, chain link fence, farm field fence, steel posts, post braces, gate frames come from established APL lists, and where to find them online if necessary. All gates must have padlock hardware equipped prior to shipment.
5. To inform sales personnel of shipping procedures. Documents must have lab numbers, and CID numbers, if direct coverage. If shipped from an approved source, then sales tracking numbers and APL numbers must be listed for WVDOH District personnel.
6. Inform sales personnel of what materials are covered under Buy American requirements and what materials are not subject to Buy American. This is done during the outdoor evaluation at inventory during the initial evaluation.
7. An outside and inside inventory evaluation of materials describing what materials have their own APL and what do not. Informing what materials are not covered by locations with an APL number.
8. Discuss with sales personnel how to ship backorder material and partial material, also drop shipped materials, or how materials may be obtained by other sources, such as other approved sources or other non-approved sources.
9. Discuss with sales personnel grounding kits, and that they are to be approved by location APL and not by other means.
10. Discuss with sales personnel that all items shall be coated by hot dip galvanizing or aluminumized by deposit coatings, all requiring 20 yr. minimum guarantee unless project plans indicate otherwise.
11. All right-of-way fence shall meet requirements of Section 608 of the Specifications.

12. Discuss with sales personnel that silt fence is not covered by location APL but is covered by other means.
13. Discuss with sales personnel that all right-of-way fence posts, braces and grate frames shall meet AASHTO M181 requirements and be on their own APL or otherwise covered by other means.
14. Discuss with sales personnel that all studded tee posts shall meet AASHTO M281/ASTM A702 requirements and be approved on their own APL.
15. Discuss with sales personnel that bolts and hardware must be hot dipped galvanized or be cadmium coated to ASTM B766 specifications, and be of industrial quality.
16. Discuss with sales personnel that chain link fence shall be approved only if the material meets AASHTO M181
17. Discuss with sales personnel that all barbed wire shall meet AASHTO M280 for the correct classification of barbed wire, class 1 unless otherwise specified by contractor.

Attachment 2

Below is an example of the report from the evaluator to certify that the location is suitable to be included on an APL for fence materials.

REPORT NUMBER	1112458
LOCATION EVALUATION REPORT	
SUBJECT:	Location evaluation of: Wombat Fence Products, Producer/Suppliers of fence items, located in Metropolis, Illinois
DATE OF REPORT:	October 31, 2024

1. INTRODUCTION

- 1.1 The purpose of this evaluation is to affirm confidence in the ability of Wombat Fence Products, of Metropolis, Illinois to supply industrial fence materials in accordance with WVDOH and ASTM international standards used in WVDOH projects.

2. INVESTIGATION

- 2.1 On September 15, 2024, Mr. Brice Banner of the WVDOH Materials Control, Soils and Testing Division traveled to Wombat Fence Products, in Metropolis, Illinois, to meet with Mr. Cecil Kent, General Manager, and Billy Wayne industrial sales coordinator, to discuss specifications and supply demands required by the WVDOH. Additionally, an extensive evaluation tour of the entire manufacturing facility was conducted.

3. CONCLUSION

- 3.1 After the meeting and the supply location evaluation were completed, it was determined that fence materials provided by Wombat Fence Products, of Metropolis Illinois, did meet the requirements for fence materials used in highway construction on WVDOH projects where specified and the criteria noted in Attachment 1 of MP 712.05.57. It is recommended that Wombat Fence Products be added to the approved source list (APL) for fence materials.

Nicholas Fury
Evaluator