

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

MATERIALS PROCEDURE

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GUIDE FOR QUALITY CONTROL AND ACCEPTANCE PLANS  
FOR SUBGRADE, BASE COURSE, AND AGGREGATE ITEMS

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**1. PURPOSE**

- 1.1 The purpose of this Materials Procedure (MP) is to establish minimum requirements for the Contractor's Quality Control (QC) Program and Acceptance Plan. It is intended that these requirements be used as a procedural guide in detailing the inspection, sampling, and testing deemed necessary to maintain compliance with the material and Specification requirements.
- 1.2 To establish procedural guidelines for approval and documentation of the Master QC Plan.

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**2. SCOPE**

- 2.1 This procedure is applicable to Aggregate items placed in the field. It outlines the quality control procedures for items used and includes procedures for approving and using a Master and/or Project Specific Quality Control (QC) Plan. This procedure also aids in documentation and retention of the QC Plan in ProjectWise.

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**3. REFERENCED DOCUMENTS**

- 3.1 MP 109.00.21 - Basis for Charges for Non-Submittal of Sampling & Testing Documentation by the Established Deadline
- 3.2 MP 300.00.51 - Procedural Guidelines for Maintaining Control charts for Aggregate Gradations
- 3.3 MP 700.00.54 - Procedure for Evaluating Quality Control Sample Test Results with Verification Sample Test Results
- 3.4 MP 700.00.06 - Aggregate Sampling Procedures
- 3.5 ML-25, Procedure for Monitoring the Activities Related to Sieve Analysis of Fine and Coarse Aggregate
- 3.6 WV Division of Highways Construction Manual, Current Edition

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**4. GENERAL REQUIREMENTS**

- 4.1 The Contractor shall provide and maintain a QC system that will provide reasonable assurance that all materials and products submitted to the District for acceptance will conform to the contract requirements whether natural, manufactured or processed by the Contractor or procured from suppliers, subcontractors, or vendors. The Contractor shall perform or have performed the inspections and tests required to substantiate product conformance to contract document requirements and shall also perform or have performed all inspections and tests otherwise required by the contract. The Contractor's QC

inspections and tests shall be documented and shall be available for review by the Engineer/District throughout the life of the contract. The Contractor shall maintain standard equipment and qualified personnel as required by the Specifications to assure conformance to contract requirements. Procedures will be subject to the review of the District before the work is started.

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**5. QUALITY CONTROL PLAN**

- 5.1 The Contractor shall prepare a QC Plan detailing the type and frequency of inspection, sampling, and testing deemed necessary to measure and control the various properties of materials and construction governed by the Specifications. As a minimum, the sampling and testing plan shall detail sampling location, sampling techniques, and test frequency to be utilized. Attachment #1 shows guidelines for the QC Plan. QC sampling and testing performed by the Contractor may be utilized by the District for acceptance.
- 5.1.1 A QC Plan must be developed by the Contractor and submitted to the Engineer/District prior to the start of construction on every project. Acceptance of the QC Plan by the Engineer/District will be contingent upon its concurrence with these guidelines.
- 5.2 As work progresses, an addendum(s) may be required to the QC Plan to keep the QC program current. Personnel may be required to show proof of certification for testing.
- 5.3 QC Plan Guidelines: The QC plan shall include but not be limited to the following information:
- 5.3.1 Name of company official responsible for QC program. Contact phone number(s) and email(s) shall be included in the cover letter.
- 5.3.2 List certified personnel as specified in Section 106 of the Specifications, whether from the submitting company, consultant testing firm, or both.
- 5.3.3 List of the Aggregate items to be controlled by QC Plan.
- 5.3.4 Sampling and Testing Plan: As a minimum, the sampling and testing plan should detail sampling locations, test methods, and test frequencies to be used. To facilitate the District's monitoring activities, which are described in Section 7.1, all completed gradation samples must be retained by the Contractor until further disposition is designated by the District Materials Supervisor. The QC Plan should state where and how these samples will be maintained. Applicable sections of Materials Letter ML-25 should be used for guidance.
- 5.3.5 Testing Facility: The plan shall state the specific location where the samples(s) will be tested and retained.
- 5.3.6 Documentation Plan: The Contractor's plan to document and distribute test results shall be described.
- 5.3.7 Forms and Distribution: Approved processing forms available on the [MCS&T Webpage](https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx)<sup>1</sup> shall be used to record the test data. Gradation tests will be recorded on Form T300. The lab

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

oratory reference number will always start with a "C" for all QC samples taken and tested by the Contractor. One copy of each completed form should be retained by the Contractor until the work is completed and accepted. The original signed copy of the test data is to be delivered to the District Materials Supervisor. To be an effective QC function, tests must be completed and results distributed in a regular and timely manner. The plan, therefore, must state what action will be taken in the event that testing and reporting are not completed in a reasonable period of time - preferably within 72 hours after the sample is taken (at the discretion of the District).

5.3.8 Control Charts: The Specifications require the plotting of gradation test results on control charts using the moving average concept as described in MP 300.00.51. The QC Plan should state where and how the charts shall be maintained and made available to District personnel. These charts are part of the District's acceptance procedures and must be available to the District when the project is completed or at the request of the District personnel. At the Contractor's request, the requirement of Control Charts may be waived on a per project basis. The Contractor will submit a written request to the District asking that the Control Charts be waived. The District will make a determination based on the size of the project and the number of gradation tests required.

5.3.9 Disposition of Non-Specification Material: The Contractor shall provide a detailed plan of action for the immediate notification of all parties involved in the event that nonconforming situations are detected.

5.3.10 Delivery Tickets

Each truckload of aggregate delivered at the project shall be accompanied by delivery ticket with all the following information:

1. Ticket number
2. Producer/Supplier Code
3. Producer/Supplier Name
4. Producer/Supplier Location
5. Contract Identification Number (CID #)
6. Federal Project Number (If applicable)
7. State Project Number
8. Date/Time
9. Material Code/Name
10. License Number of Haul Unit or Truck Number
11. Load Number
12. Gross Truck Weight
13. Tare Truck Weight
14. Net Weight
15. Weighperson's Name certifying that all information on the ticket is correct.

The following information shall be documented on the ticket by the project:

1. Contract Item Number
2. Contract Line Number

5.3.10.1 Documentation shall be provided to the project as per the requirements of Section 109.20 of the Specification.

5.3.11 Types of QC Plans

- 5.3.11.1 QC Plans which are intended for use on more than one project shall be defined as Master QC Plans. Section 6.1 outlines the procedures for Master QC Plan submittal and approval.
- 5.3.11.2 QC Plans which are intended for use on a single project shall be defined as Project Specific QC Plans. Project Specific QC Plans shall contain a cover letter which includes the following: project description, CID#, and Federal and/or State Project Number.
- 5.3.11.3 A contractor may submit a project specific cover letter referencing the Master QC plan instead of a Project Specific QC Plan.
- 5.3.11.4 Once any QC Plan is approved for a project, the key-date shall be entered in Site Manager by the appropriate District Materials personnel. The first date entered shall be the date the Project QC Plan letter is received. The second date shall be when the District approves the QC Plan for use on the project.

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**6. MASTER QUALITY CONTROL PLAN**

- 6.1 The intent of a Master QC Plan is to facilitate the approval process in a more uniform manner. The Contractor may submit a Master QC when their workload in a given District is routinely repetitive for the year. Testing includes both performing the test and submitting the results as per MP 109.00.21.
  - 6.1.1 The Contractor may submit a new Master Aggregate Items QC Plan each year to each District in which they have or expect to have work (see Attachment #2 for an example). If the Contractor does not have work or does not have a history of work in a given District for the year, then a Master Field QC Plan shall not be submitted to that District.
  - 6.1.2 The District will review the submitted Master QC Plan to see if it meets the requirements for the Aggregate Items in the QC Plan as per Section 5.3. If accepted, the District shall assign a laboratory reference number to the Master QC Plan for future referencing. The District will acknowledge approval of each Master QC Plan to the Contractor by letter (see Attachment #3 for an example), which will include the laboratory reference number and a copy of the approved Master QC Plan. This will then be scanned and placed in ProjectWise under the appropriate District's Org for that Contractor and/or Producer/Supplier.
  - 6.1.3 Once a project has been awarded, if a Contractor elects to use the approved Master Aggregate Items QC Plan on that project, the Contractor shall submit a letter requesting to use the Master QC Plan for that project. This letter must be on the Contractor's letterhead, be addressed to the District Engineer/Manager or their designee, and contain the following information: project number, CID#, project description, type of QC Plan, and the laboratory reference number for the Master QC Plan. (See Attachment #4 for an example).
  - 6.1.4 The District shall review the referenced Master QC Plan to ensure it covers all items in the project. If the referenced Master QC Plan is found to be insufficient for some items on the project, the District shall request the Contractor to submit additional information for QC of those items as an addendum on a project specific basis. When the District is satisfied with the QC Plan for this project, a letter shall be sent to the Contractor acknowledging

approval (see Attachment #5 for an example), with the following attached: the Contractor's project QC Plan request letter and the Master QCP approval letter. This shall then be placed in the project's incoming-mail mailbox in ProjectWise.

- 6.1.5 A Master QC Plan that has been approved for project use shall be good for the duration of that project, even if that project continues into future calendar years.
- 6.1.6 For the use of District Personnel, the District approval letter for this project must state the ProjectWise link to the referenced Master QC Plan for that Contractor. For example, WVDOT ORGS > District Organization #> Materials > Year>Master QC Plans, etc.
- 6.1.7 The Master Aggregate items QC Plan shall be valid for the duration of one calendar year beginning on January 1st and ending on December 31st.

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## **7. ACCEPTANCE PLAN**

- 7.1 Per 307.2 of the Specifications, the acceptance (verification) sampling and testing is the responsibility of the District and QC tests are the responsibility of the Contractor. Acceptance activities (sampled and tested at the frequency given in Section 7.1.2) may be accomplished by conducting verification sampling and testing completely independent of the Contractor and, in some cases, by witnessing tests performed by the Contractor, or by a combination of the two. The following guidelines provide a system, which should result in sufficient confidence in the Contractor's documentation of their QC operations to permit acceptance of the material in accordance with the procedure set forth in the Specifications.
  - 7.1.1 The District shall review all information supplied by the Contractor on the QC Plan. Note, in particular, the qualifications of the sampler, tester, the location, and other qualifying statements about the testing facility. In the event that little qualifying information is supplied or has been demonstrated by the testing facility: Prior to work, the District (or their representative) shall review the availability, type, and suitability of the testing equipment and verify all calibrations. This information should be documented and kept available at the District Materials Section.
  - 7.1.2 The District shall sample and test, completely independent of the Contractor, at a frequency equal to or greater than ten (10) percent of the frequency for testing given in the approved QC Plan. Witnessing the Contractor's sampling and testing activities may also be a part of the acceptance procedure, but only to the extent that such tests are considered "in addition to" the ten (10) percent independent tests.
  - 7.1.3 Plot the results of gradation tests performed by the District on the Contractor's QC charts with a red circle, but do not include these values in the moving average. When the Contractor's tests are witnessed, circle the Contractor's test result on the control chart with red. These values are used in the moving average calculations. The laboratory number will always start with an "M" for all acceptance (verification) samples taken and tested in this manner by the District, and will always start with a "0" for all of the Contractor's tests, which are witnessed by the District.
  - 7.1.4 Evaluate the results of acceptance (verification) tests, whether performed or witnessed by the District, in accordance with MP 700.00.54.

- 7.2 If the evaluation indicates similarity with the QC test(s), the control chart will be considered acceptable to that point.
- 7.2.1 If dissimilarity is determined, an immediate investigation shall be conducted in an effort to determine the cause. Until the situation is resolved, any samples held in accordance with ML-25 will be retained and may be used in whatever manner deemed appropriate during the investigation.
- 7.3 Implement ML-25 for aggregate gradations.

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**8. ABSENT TESTING OF MATERIAL**

- 8.1 If the Contractor fails to perform testing of the material in accordance with the Contractor's Division Approved Quality Control Plan, payment for the portion of the item represented by the absent test shall be withheld, pending the Engineer's decision whether or not to allow the material to remain in place. Testing includes both performing the test and submitting the results as per MP 109.00.21.
- 8.1.1 If the Engineer allows the material to remain in place, the Division shall not pay for the material represented by the absent test. However, the Division shall pay for the cost of the placement of the material, including labor and equipment. The invoice or material supplier cost (if applicable), determined at the time of shipment, shall be used to calculate the cost of material when evaluating the total cost of labor and equipment.

Michael Mance Digitally signed by Michael Mance  
Date: 2025.04.23 15:09:51 -04'00'

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

MP 307.00.50 Steward – Aggregate and Soils Section  
MM: R  
ATTACHMENTS

**ATTACHMENT #1 - GUIDELINES FOR CONTRACTOR'S QUALITY CONTROL**

<b>Item Description</b>	<b>Property</b>	<b>Minimum Frequency</b>
207 Subgrade	Gradation	One (1) sample per day of placement. Note 1
	Atterberg Limits	From an approved aggregate source: one (1) test at the beginning of placement and then each 10,000 tons. Not from an approved aggregate source a minimum of one (1) test per 6 days placement.
212 select Material for Backfill	Gradation	Minimum of one (1) sample per day of Placement. Note 1
307 Crushed Aggregate	Gradation	One (1) sample per each one-half (1/2) day placement. Note 1
	Atterberg limits	One(1) test at the beginning of placement and then each 10,000 tons thereafter
	Other tests as requested by the Division or required by the contract documents: percent crushed particles, unit weight, etc.	As requested by the Division or required by the contract documents.
307 Aggregate Shoulder course for Resurfacing Projects	Gradation	One (1) sample per day of placement. Note 1
	Atterberg limits	One (1) test at the beginning of placement and then each 10,000 tons thereafter
	Other tests as requested by the Division or required by the contract documents: percent crushed particles, unit weight, etc.	As requested by the Division or required by the contract documents.

**ATTACHMENT #1 GUIDELINES FOR CONTRACTOR'S QUALITY CONTROL (CONTINUED)**

315 Trail Surface Aggregate	Gradation	Minimum of one (1) sample per half day of placement.
	Atterberg Limits	From an approved aggregate source: one (1) test at the beginning of placement and then each 10,000 tons. Not from an approved aggregate source a minimum of one (1) test per 6 days placement.
604 Class 1 Aggregate	Gradation	Minimum of one (1) sample per day of placement. Note 1
606 Aggregate for Underdrain	Gradation	Minimum of one (1) sample per day of placement. Note 1
609 Bed Course Material	Gradation	Minimum of one(1) sample per day of placement. Note 1
626 Aggregate	Gradation	Minimum of one (1) sample per day of placement. Note 1
	Atterberg Limits	From an approved aggregate source: one (1) test at the beginning of placement and then each 10,000 tons. Not from an approved aggregate source a minimum of one (1) test per 6 days placement.
636 Aggregate	Gradation	One (1) sample per each one-half (1/2) day of placement. Note 1: Note 2
	Atterberg Limits	One (1) test at beginning of placement and then each 10,000 tons thereafter. Note 2

**Note 1:** In the event project activities are such that relatively small quantities of material are being placed per placement date, and to prevent over sampling, the Engineer may approve the following alternate sampling method: A minimum of One (1) sample per six (6) consecutive days shall be taken to represent up to each 170 cubic yards (250 tons). Sampling is to be done on the first day of aggregate placement. In this case the sample shall be taken at a random time and place

**Note 2:** When Aggregate for maintaining traffic is not to be part of any succeeding base or pavement course, the appropriate aggregate size shall be determined by the Engineer. If the aggregate is from an approved source, then it shall be accepted by visual inspection. If the Contractor elects to use aggregate from an unapproved source, test results shall be provided to show that the liquid limit and plasticity index meet the requirements in Table 704.6.2B



\*\*\* ATTACHMENT #2 - EXAMPLE GUIDE FOR AGGREGATE ITEMS QUALITY CONTROL PLAN \*\*\*

The Acme Company  
20 First St.  
Somewhere, WV XXXXXXXX

Mr./Ms/Mrs. \_\_\_\_\_

WV Division of Highways

District \_\_\_\_ Engineer/Manager  
\_\_\_\_\_, WV

RE: “year” Master Aggregate Items QC Plan

DISTRICT: \_\_\_\_\_

Dear Mr./Ms/Mrs. \_\_\_\_\_

We are submitting our Master QC Plan for Aggregate Items , developed in accordance with the (year) WVDOH Standards and Specifications, (year)WVDOH Supplemental specifications, MP300.00.51, MP 700.00.54, ML-25, and AASHTO Testing standards.

The Quality Control Program is under the direction of \_\_\_\_\_. They can be contacted by telephone number \_\_\_\_\_, email \_\_\_\_\_ and/or in person.

- 1.) All testing will be performed by qualified personnel as per WVDOH Specification Section 106 Control of Materials. Proof of personnel certification shall be provided to WVDOH inspectors upon request.
- 2.) Specify items to be controlled and the methods by which each item will be tested (For example:207,307...etc) Attachment #1 summarizes the different materials, minimum frequencies, and the appropriate test procedure or method for controlling each material.  
  
- 207 Items    - 212 Items    -307 Crushed Aggregate Items    - ETC>>>>>
- 3.) List the location (address) and lab where testing will be performed.
- 4.) State the method and means by which that Contractor will document and distribute test results.
- 5.) State what forms will be used for tests the time frame for completing testing and distributing of test information to District Materials.

- 6.) Specify in the QC Plan where and how the charts will be maintained and made available to Division/District personnel. Control Charts will use the moving average concept as described in MP 300.00.51.
- 7.) Specify a plan of action providing for immediate notification of all parties involved in the event that nonconforming material situations are detected.

Very Truly Yours,

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Title

\*\*\*\*\* ATTACHMENT #3 WVDOH LETTERHEAD \*\*\*\*\*

ACME Company  
20 First St.  
SOMEWHERE, WV #####

RE: Aggregate Items Master QC Plan  
Description: (Year) Construction Season

Dear Mr./Ms/Mrs. \_\_\_\_\_,

Your Master Aggregate Quality Control Plan (**M#-#####**) for  
\_\_\_\_\_ has been reviewed and found to be acceptable for the following  
items:

- 207 Aggregate Items      - 212 Aggregate Items
- 307 Aggregate Items      - ETC

As work progresses throughout the season, an addendum(s) may be required to this QCP to keep the QC program current. **Also note that personnel may be required to show proof of certification for testing. Please use Lab Reference # M#-##### when corresponding about this QC plan.** Please make sure that all appropriate personnel have a copy of this plan in their possession.

Very Truly Yours,

\_\_\_\_\_  
Title

\*\*\*\*\* ATTACHMENT #4 - EXAMPLE \*\*\*\*\*

THE ACME COMPANY INC.  
20 First St.  
Somewhere, WV XXXX

Mr./Ms/Mrs \_\_\_\_\_  
WV Division of Highways  
District \_\_\_\_ Engineer/Manager  
\_\_\_\_\_, WV \_\_\_\_\_

Subject: Aggregate Items QC plan  
For project

Fed. Project No \_\_\_\_\_  
State Project No. \_\_\_\_\_  
Contract ID No. \_\_\_\_\_  
Description \_\_\_\_\_

Dear Mr./Ms/Mrs. \_\_\_\_\_,

We would like to use our approved Aggregate Items Master Quality Control Plan, reference number \_\_\_\_\_ for the project referenced above. We feel that all items on the referenced project are covered by the Master Quality Control Plan for Aggregate Items.

The QC Plan is under the direction of \_\_\_\_\_,  
\_\_\_\_\_(title), and will be the Company's contact representative to the Division of Highways District Materials and Construction Departments. They can be contacted in person at the project, by telephone \_\_\_\_\_ or at email account \_\_\_\_\_.

Very Truly Yours,

\_\_\_\_\_  
Title

\*\*\*\*\* ATTACHMENT #5 - WVDOH LETTERHEAD \*\*\*\*\*

THE ACME COMPANY INC.  
20 First St.  
Somewhere, WV XXXXX

RE: \_\_\_\_\_ Aggregate Items QC Plan

Project CID#: #####  
Fed/State Project #: #####- ## - #####.##  
Description: Falling Slide  
County : XXXXXXX

Dear Mr./Ms/Mrs. \_\_\_\_\_,

Your request to use your Master Aggregate Items Quality Control Plan (**M# - #####**) for Aggregate Items on the project referenced above, has been reviewed and found to be acceptable for the following items:

- |                       |                       |
|-----------------------|-----------------------|
| - 207 Aggregate Items | - 212 Aggregate Items |
| - 307 Aggregate Items | - ETC                 |

As work progresses throughout this project an addendum(s) may be required to this QCP to keep the QC program current. **Please use M# - ##### when corresponding about this QC plan. Also note that personnel may be required to show proof of certification for testing.** Please make sure that all appropriate personnel have a copy of this plan in their possession.

**For Division/District use**

The Master Quality Control Plan can be reviewed in ProjectWise at this Link:

WVDOT ORG>D0#>year>MASTER QC PLANS>Contractors or Plant>Contractor  
Name>Name of Quality Control Plan

Very Truly Yours,

\_\_\_\_\_  
Title