

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

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MATERIALS PROCEDURE

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INSPECTION AND ACCEPTANCE  
OF SIGNING MATERIAL

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**1. PURPOSE**

- 1.1 To establish procedures for approving finished aluminum roadway signs or project markers acceptable for use on West Virginia Division of Highways (WVDOH) projects. And 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 fabricators who assemble and produce aluminum roadway signs “henceforth referred to as Fabricator” either flat sheet or extruded and related hardware used in installation.
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**3. APPLICABLE DOCUMENTS**

- 3.1 [WVDOH Sign Fabrication Manual](#)<sup>1</sup>.
- 3.2 [WVDOH Design Guide for Signing](#)<sup>2</sup>.
- 3.3 MP 106.00.02 - Procedure for Evaluation of New Products for Use in Highway Construction
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**4. ACCEPTANCE PROCEDURE**

- 4.1 For sign materials to be evaluated for acceptance, the Fabricator must comply with the following requirements.
- 4.2 With each shipment, of aluminum signs or sign hardware to a WVDOH project, the sign fabricator supplier shall provide shipping documents which contain a laboratory approval number reflecting materials have been inspected meeting quality specified by the WVDOH.
- 4.3 An on-site investigation and evaluation will be conducted by a WVDOH Inspector at the Fabricator’s distribution location prior to materials being shipped.
- 4.4 All bare aluminum blank sign material shall be obtained from the WVDOH APL for aluminum sheeting for traffic signs.
- 4.5 All retroreflective materials shall be obtained from the WVDOH APL for retroreflective sign sheeting.
- 4.6 The Inspector shall verify the finished sign to be free of any visible defects to the reflective sheeting in the form of bubbling or misaligned borders or any defect in

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<sup>1</sup> <https://transportation.wv.gov/highways/engineering/Pages/Sign-Fabrication-Manual.aspx>

<sup>2</sup> <https://transportation.wv.gov/highways/engineering/Pages/Traffic.aspx>

relation to the WVDOH Sign Fabrication Manual or the Design Guide for Signing issued by the WVDOH Traffic Engineering Division.

- 4.7 The Inspector is to verify that the finished sign matches the approved shop drawings from Traffic Engineering Division of the WVDOH
- 4.8 The Inspector will examine the workorder or invoice to verify items and quantities are correctly listed, and the Inspector will verify the document has listed the contract ID number to which the materials will be delivered.
- 4.9 The Inspector will examine the work order or invoice to verify APL numbers used for aluminum sheeting and retroreflective sheeting are listed, plus for tracking purposes the workorder or invoice must have a unique date or invoice number from the Fabricator.
- 4.10 If the evaluation of sign materials meets the above requirements, the Inspector shall approve the work order or invoice and issue a seven-digit Laboratory approval number indicating all sign materials and or hardware have been inspected.
- 4.11 If the evaluation of sign materials does not meet the above requirements, the Inspector shall issue a failing Laboratory number, plus report the reasons for not meeting Specifications, Also, the Inspector shall inform the Fabricator not to ship items until the failing issues have been resolved.

**Michael Mance** Digitally signed by Michael Mance  
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