

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

MATERIALS PROCEDURE

GUIDE FOR APPROVAL OF SUPPLEMENTARY CEMENTITIOUS MATERIALS (SCMs)

1. PURPOSE

1.1 To set forth the Division's approval procedures for Supplementary Cementitious Materials (SCMs) used in Portland cement concrete.

2. SCOPE

2.1 This procedure will apply to all SCMs used in Portland cement concrete that is used on West Virginia Division of Highways projects.

3. INITIAL APPROVAL

3.1 In order for a SCM to be initially approved for use, the producer of the SCM shall first submit a certified statement to the Materials Control, Soils and Testing (MCS&T) Division that all SCMs shipped to Division projects will conform to the applicable specification requirements. The certified statement shall be signed by a representative of the producer having legal authority to bind the company.

3.2 The producer shall also submit, to MCS&T Division, quality control test data on the SCM to be certified. This data shall consist of test results developed from production samples during the last six months. These test results shall include results of all tests that are required by the specifications.

3.3 After the Producer has completed Sections 3.1 and 3.2, and if all test data submitted in Section 3.2 meets the applicable specification requirements, a representative of MCS&T Division shall obtain a sample of the SCM from the source of production. The MCS&T Division shall test this sample, and if it meets specification requirements, a representative of the MCS&T Division shall obtain a second sample of the SCM from the source of production or distribution (i.e. terminal). The MCS&T Division shall then test this second sample.

3.3.1 If either of the two samples obtained in Section 3.3 do not meet specification requirements, the SCM will not be approved. If, at this time, the producer still seeks Division approval of the subject SCM, a minimum of ninety calendar days (from the date that the non-conforming sample was obtained) must elapse before the approval process may begin again (starting with Section 3.1).

3.4 If the second sample obtained in Section 3.3 also meets specification requirements, the SCMs will be placed on the Division's approved list and the producer may begin to supply the subject material for use on Division projects.

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4. APPROVED LIST

- 4.1 Once each quarter, or any time the list is updated, the MCS&T Division shall provide a list of all currently approved SCMs.
- 4.2 The producer and the District Materials Sections will be notified of any changes in the approved status of a SCM.
- 4.3 No SCM may be used in Portland cement concrete that is supplied to West Virginia Division of Highways projects unless it is on the Division's approved list of SCMs.

5. MAINTAINING APPROVED STATUS

- 5.1 In order to maintain approved status of the subject SCM, the producer shall submit test data on a monthly basis in the same manner as described in Section 3.2.
- 5.2 Also, Division representatives from each District Materials Section shall obtain samples of the subject SCM at every point of use (i.e. ready-mix plants, etc.) that is located within their District. A minimum of one sample shall be obtained from each particular location every three months. Within one week of obtaining these samples, the District personnel shall forward them to the MCS&T Division, where they shall be tested.
- 5.2.1 If any of the samples, obtained by District Personnel as outlined in Section 5.2, fail to meet the specification requirements, personnel from the MCS&T Division shall immediately obtain a sample of the subject material at the source of production or distribution (i.e. terminal). The MCS&T Division shall then test this sample.
- 5.2.2 If the sample obtained in Section 5.2.1 meets specification requirements, personnel from the MCS&T Division shall obtain a second sample at the source of production or distribution (i.e. terminal). If this second sample meets specification requirements, no further action is required, and the subject source may remain on the Division's approved list.
- 5.2.3 If either of the samples obtained in Sections 5.2.1 or 5.2.2 do not meet specification requirements, the subject material shall be removed from the Division's approved list.
- 5.2.4 If, within a twelve-month period, two or more samples obtained as outlined in Section 5.2 (of the same material from the same approved source) fail to meet specification requirements, personnel from the MCS&T Division shall conduct an investigation into the possible reasons for the non-specification material. If the outcome of this investigation indicates a problem with material from the subject approved source, removal of that source from the approved list shall be permitted.
- 5.2.5 If a SCM is removed from the approved list, it may be reinstated at the discretion of the Division when sufficient sampling and testing (at the source of production or distribution) has been conducted to ensure that material being produced is once again within the limits of the specifications.

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Ronald L. Stanevich, P.E.
Director
Materials Control, Soils and Testing Division

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

MATERIALS PROCEDURE

GUIDE FOR PREPARING AND SUBMITTING A
DISTRICT MATERIALS INSPECTION REPORT (DMIR)

1.0 **PURPOSE**

1.1 This procedure is a guide for preparing and submitting a District Materials Inspection Report (DMIR) in a uniform format and within a required timeline.

2.0 **SCOPE**

2.1 This guide will provide instructions and identify the essential elements necessary to prepare and submit a DMIR which will properly communicate and document the findings of the materials inspection.

3.0 **DMIR SUBMITTAL REQUIREMENTS**

3.1 A DMIR is to be submitted to the MCS&T Division when the material in question cannot be accepted or approved due to the following situations:

1. The material **did not meet** the Specifications.
2. The material **is not addressed** in the Specifications.

3.1.1 A DMIR **is not required** to be submitted when the material in question has failed the Specifications and the Specifications address how to proceed with the price assessment.

4.0 **FORMAT**

4.1 The Division will require the following sections when preparing a DMIR for submittal: General Information, Materials Requirement, Materials Inspection, Investigation, Recommendation, and Attachments.

5.0 **DMIR SECTIONS**

5.1 The **General Information Section** will be used to provide the following information:

- | | |
|-----------------------------------|-------------------------|
| 1. Laboratory Number | 2. Date |
| 3. Federal Project Number | 4. State Project Number |
| 4. Contract Identification Number | 5. Authorization Number |
| 5. Line Item Number | 6. Item Number |
| 9. Name of Material | 8. County |
| 11. District | 12. Subject |

5.2 The **Materials Requirement Section** will be used to provide the following information:

- | | |
|---------------------------|------------------------------|
| 1. Specifications, Page # | 2. Contract Proposal, Page # |
| 3. Project Plans, Page # | 4. Other, Page# |

5.3 The **Materials Inspection Section** will be used to give a problem statement of the situation which initiated the materials inspection.

5.3.1 The information provided should clearly state the purpose and scope for the materials inspection.

5.3.2 A description of the material, known quantities, technical issues, or any requirement from the applicable Specifications, Contract Proposal, Project Plans, Material Procedures (MPs), Standard Details, Special Provisions, AASHTO, ASTM, or any Non-Specification issues should be provided in 5.3.

5.4 The **Investigation Section** will be used to provide the relevant details of the materials inspection.

5.4.1 The information provided should clearly state all the relevant details of the situation during the time frame it occurred.

5.4.2 A justification as to why the material should be accepted, project data, source data, sample data, material performance, daily reports, or any other relevant detail for the justification should be provided in 5.4.

- 5.5 The **Recommendation Section** will be used to provide the final price assessment resolution for the materials inspection.
- 5.5.1 The information provided should clearly state all price assessment fees for non-conformance such as penalty fees and administrative cost fees.
- 5.5.2 The assessment fees in 5.5.1 should be listed individually and with a final total price assessment. A justification of the price assessment should be provided.
- 5.5.3 Acceptance of the material without a price assessment needs to be justified in 5.5.
- 5.5.4 A recommendation of how to proceed with the material and a justification of the recommendation should be provided in 5.5.
- 5.6 The **Attachment Section** will be used to provide all the attachments necessary to properly communicate and document the materials inspection.
- 5.6.1 The information provided should clearly demonstrate all the necessary attachments to provide evidence of the materials inspection.
- 5.6.2 All attachments should provide the Laboratory Number in the upper right hand corner.
- 5.6.3 Project Data, Source Data, Sample Data, Lab Data, Daily Reports, Invoices, or any other document necessary to provide evidence should be provided in 5.6.
- 6.0 **DMIR SUBMITTAL PROCESS**
- 6.1 A DMIR will be submitted electronically to the Director of the MCS&T Division within 30 calendar days of the incident. The timeframe will begin on the day the incident occurred and the materials inspection was initiated.
- 6.2 The DMIR will be submitted electronically in the format described in 5.0 and as shown in Attachment 1. The DMIR will also include a Memorandum addressed to the Director of the MCS&T Division.

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