

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

MATERIALS PROCEDURE

QUALITY ASSURANCE OF WOOD PRODUCTS

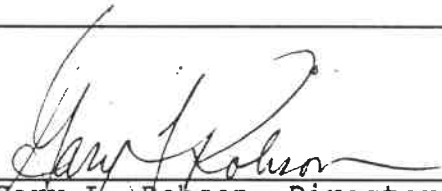
- 1.0 PURPOSE
- 1.1 To provide the procedures for the Quality Assurance of wood products and for the certification of treatment plants.
- 2.0 SCOPE
- 2.1 This procedure shall apply to all treated and untreated wood products purchased by the Division.
- 3.0 APPLICABLE SPECIFICATIONS
- 3.1 All items under this procedure shall meet the requirements of Section 710 of the West Virginia Division of Highways Standard Specifications of Roads and Bridges.
- 4.0 APPLICABLE DOCUMENTS
- AASHTO M168
AASHTO M133
American Wood Preserves Association (AWPA) Book of Standards
Southern Pine Inspection Bureau Grading Rules
U.S. Department of Commerce Standard PS-1
U.S. Department of Commerce Standard PS-20
ASTM D25
- 5.0 TREATED WOOD PRODUCTS
- Treaters who will provide products for use by the Division will be identified as either Certified or Noncertified as outlined below.

- 5.1 Certified Treaters
 - 5.1.1 Grading rules
 - 5.1.1.2 Drying process
 - 5.1.1.3 Treatment process
 - 5.1.1.4 Method of sampling
 - 5.1.1.5 Method of testing preservative and retention
 - 5.1.1.6 Name of person responsible for each above
 - 5.1.1.7 Method of documentation
 - 5.1.2 Provide access to their plant for an indepth inspection by Division personnel. This inspection will include sampling and testing of material on site.
 - 5.1.3 Provide documents that indicate the plant complies with the requirements of the AWPA Book of Standards when producing wood products for Division purchase.
 - 5.1.4 Upon successful completion of the above, the Division will assign a treater a laboratory number for the plant. This number will be used as identification on all documents provided the Division.
- 5.2 Noncertified Treaters
 - 5.2.1 Treaters who do not meet the requirements of 5.1 or who do not want to become certified may provide material to the Division under the following conditions:
 - 5.2.2 Material will be graded, sampled, and tested on a LOT - to - LOT basis by an inspection agency acceptable to the Division. The supplier will pay all the costs of the inspection agencies' services. Applicable test results must be submitted to Materials Control, Soils and Testing Division.
 - 5.2.3 The Division will review the data provided in 5.2.2. If the material meets specifications requirements, a laboratory number will be assigned to the LOT of material.

- 6.0 ACCEPTANCE PROCEDURE FOR CERTIFIED TREATERS
- 6.1 At least once a year the Division or its representative will perform an inspection of the treaters facility. The inspection may consist of the following:
- 6.1.1 An indepth review of the treaters Quality Control Procedures to assure compliance with the approved quality Control Plan.
- 6.1.2 Random samples will be selected of materials supplied by the treater. These samples need not to be taken from materials being supplied to the Division, but must be of similar specification requirement. These samples will be tested by the Division.
- 6.2 If the Quality Control documentation or random sampling and testing reveal noncompliance with the specification, the treater may be removed from the approved list.
- 6.3 Approval may be reinstated at the discretion of the Division, after the corrections of all deficiencies can be documented and the treater has reestablished his Quality Control to the satisfaction of the Division.
- 7.0 SHIPPING DOCUMENTATION (CERTIFIED OR NONCERTIFIED)
- 7.1 The treater shall furnish to the project or the Division (when purchase order material is shipped) a shipping document. This document must include the following information:
1. Date of shipment
 2. Project or purchase order number
 3. Description and quantity of material shipped
 - 4A. Treaters certification laboratory number or
 - 4B. Laboratory number assigned to the lot of material by the Division after reviewing the independent inspection.
- 8.0 PROCEDURE AT DELIVERY SITE
- 8.1 Division personnel will visually inspect each shipment and review information on the shipping document in accordance with 7.1. All shipments that are damaged, incomplete, or otherwise considered nonspecification will be rejected.

9.0 DEPARTMENT DOCUMENTATION

- 9.1 For project shipments, the shipping document, with indicated acceptance, will be forwarded to and retained by the District Materials Section. This document shall constitute materials coverage by placing the material, quantity, and laboratory number on the HL-440.
- 9.2 For purchase order shipments, the shipping document indicates the material meets specifications. The District should visually inspect the material and verify the size and quantity.
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