

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

MATERIALS PROCEDURE

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PROCEDURE FOR ITEM MATERIALS CERTIFICATION

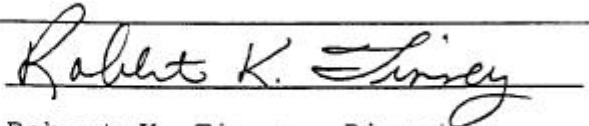
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- 1.0 PURPOSE
- 1.1 To provide instructions for the preparation and submission of completed items for materials certification using the Division's on-line computer system.
- 1.2 To establish the procedures to be followed in processing and documentation of these items.
- 2.0 SCOPE
- 2.1 All Districts and Contract Administration Division shall employ the procedures set forth.
- 3.0 PROCEDURES
- 3.1 General
- 3.1.1 Efficient project certification/finalization requires prompt completion and review of the E440 (Project Materials Records) and associated documents. This is required for the preparation of the item's materials certification. Daily updating of the project records and prompt review (Precertification) by the District's Materials Section is essential to the process efficiency. If precertification is done properly, a Letter of Certification will be issued within 2 days of the District's submission of the MC-8.
- 3.2 Instructions for precertification of items by the District
- 3.2.1 After the project has reviewed the "Current" Quantity Validation Report with laboratory numbers shown, they will export a file of Validated Daily Reports, currently this is to a floppy disk. The validated files will be forwarded from the project to the District's Construction Office with the "current" voucher estimate and "Current" Quantity Validation Report. The District will upload the file, currently from a floppy disk, to the central mainframe. Subsequent changes to the computer system will allow other methods of upload at a later date.

- 3.2.2 All upload project files will be incorporated into the online E440 files at least weekly. A list of current uploads and errors found in the data is provided in HWSC to assist the District's Materials Section in error correction.
- 3.2.3 The District's Materials Section will review the uploaded items. All deficiencies found by the system and a visual review of the updated E440's for missing or erroneous data should be corrected before the next progress estimate (approximately 15 days). All E440's will be initialed and dated in HWSC by the District to indicate precertification has been completed, this includes items on the E440 that have keys attached to the item.
- 3.2.4 A key page to the item (E440) will permanently link all deficiencies and errors found during the review. Included in the deficiency description will be a statement describing the deficiency, and information as to what action is necessary to resolve the deficiency. The key page attached to a copy of the E440 will be given to the responsible party (project or materials section personnel) to resolve the problem before the next estimate.
- 3.3 Instruction for submitting request for the item certification
- 3.3.1 Upon receipt of the Project's Final Inspection Request, the District's Materials Section shall perform a final review of the completed E440's for content and accuracy. The E440's shall reflect all laboratory numbers from the test reports that represent constituent materials of the item. All material deficiencies, either the contractor or the Department will be provided to the project and District Construction office for inclusion in the Final Inspection Report (467).
- 3.3.2 The E440's should be submitted to (CAD) Contract Administration Division within 15 days of the receipt of the Contract Completion Report (416).
- 3.3.3 Upon receipt of by CAD, the E440's will be reviewed and compared with the test reports and data contained in the files of CAD. All entries on the E440's will be identified by indication of specification compliance, source, and materials description. If the individual item (E440) is satisfactory, it will be certified.
- 3.3.4 Items found to require additional clarification or resolution will be noted on a key page linked to the item (E440). These items with deficiencies will be placed in the delinquent item list. The responsible party, either the District or CAD, will resolve the problem. CAD will contact the responsible party weekly concerning the deficiencies.

- 3.3.5 CAD will permanently link by use of a key page all documentation concerning resolution of material noncompliance with specification requirements to the item (E440).
- 3.3.6 Upon completion of the certification of all items by CAD, the District's Materials Section will verify that all work has been submitted and all items (E440) reflect correct final quantities. The District will perform this activity by using the files contained in HWS7. The District will have 5 days to complete this review and have the computer generate an MC-8 (Report of Materials Tested) which is forwarded to CAD. The District will notify Cad by email of all MC-8 submissions.
- 3.3.7 Upon receipt of the MC-8 by CAD, a final review of and comparison with all project reports and records contained in the electronic files of CAD will be conducted.
- 3.3.8 CAD will draft a Letter of Certification after the final review. All resolutions of materials noncompliance with the specification requirements will be addressed in the Letter of Certification.

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Robert K. Tinney, Director  
Contract Administration Division

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