Materials Acceptance Documentation Checklist

☐ Have you developed a system (Project Bill of Materials) to track all materials required for each construction item the materials are used in?
  a) Develop a paper system (examples in Appendix A)
  b) Develop an electronic system

☐ Approve all materials before use
  a) Obtain the correct paperwork and/or Tests

☐ Log the approved material quantities in the Project Bill of Materials for the correction construction item
  a) Have a tracking system for whatever documentation you have that shows the materials meet specification requires

Electronic recording systems are acceptable if they cover all the above checklist items

☐ For a General Description of possible material control documentation paperwork see Appendix A

☐ Lists of websites and helpful materials acceptance info is listed in Appendix B
**APPENDIX A**

**Material Control Record**

<table>
<thead>
<tr>
<th>Const Bid Item</th>
<th>Description</th>
<th>Bid Qty</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Name</td>
<td>Acceptance &amp; Doc. Method&lt;sup&gt;(1)&lt;/sup&gt;</td>
<td>C No.&lt;sup&gt;(2)&lt;/sup&gt;</td>
<td>Total Qty Req.</td>
</tr>
</tbody>
</table>

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**Acceptance Method**

1. TE-24
2. QPL
3. Actual test data
4. Certified supplier source
5. Tickets (aggregate, concrete, asphalt)
6. Test values (cylinders, cores, AC content, other)

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**C. No. = conversion number. The number that converts the Units of the construction item to the units of the material item.**
APPENDIX A EXAMPLE

Conversion factor examples: sq yards to cubic yards

(1) You have to convert sq yards of pavement in cubic yards because that is how concrete is delivered. The conversion is just math. (8”/12” x 3’ x 3’)/27 cubic feet per cubic yard = .2222 (conversion factor)

(2) Required quantity of concrete for this construction item is = .222 x bid Qty 550 = 122.1

(3) Curing Compound - spec requires application of 150 sq ft per gallon or curing compound. The conversion factor = 9 sq ft per sq yard/150 sq ft/gal = .06 gal per yard

(4) Multiple the conversion factor times the quantity of pavement = 550 x .06 = 33 gal
APPENDIX B

List of Materials Acceptance Websites

**ODOT Office of Materials Management website**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/default.aspx

**APPROVAL OF SUPPLIERS AND MATERIALS WEBSITES**

**Departments List of Certified Suppliers (materials Delivered by TE24)**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/certifiedsuppliers.aspx

**Departments Qualified Products List (QPL)**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/QPL.aspx

**ODOT's 2010 Construction and Material Specification Book**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/OnlineDocs/Pages/2010CMS.aspx

**Aggregate Specific Gravities List**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/aggregateinformation.aspx

**POLICIES AND MANUALS**

**2010 Sampling and Testing Manual**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/default.aspx

**Non-specification Material Policy**
http://www.dot.state.oh.us/policy/PoliciesandSOPs/Policies/27-009(P)_040106.pdf

**Non-specification Material Procedure**
http://www.dot.state.oh.us/policy/PoliciesandSOPs/Policies/510-009(SP).pdf

**ODOT Office of Materials Management Local Projects Website**
http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/LocalProjects.aspx
APPENDIX B

GENERAL MATERIAL TYPES AND ACCEPTANCE REQUIREMENTS

All materials not specifically listed below, must be supplied by certified ODOT suppliers. The Contractor will notify the CPE and CM of the start date of the project, a minimum of:

Aggregate
To be provided by a certified ODOT supplier. While certified aggregate materials are also checked for quality by the Department you need to make sure that you are receiving the correct aggregate material for the application you have. I.e. all 57s aren’t the same. Aggregates for superstructure concrete have different requirements than asphalt concrete. Just because a supplier is certified doesn’t mean their aggregate qualifies for every possible use.

Asphalt Concrete
production and testing will be performed according to ODOT Supplement 1056. Simply stated, all asphalt concrete specified in plans will be ODOT item 448. All asphalt concrete supplied will be from ODOT approved Job Mix Formulas (JMF=s). As part of ODOT=s Quality Assurance procedures, ODOT will perform periodical plant testing and monitoring of asphalt concrete production. Forty-eight (48) hours before significant asphalt concrete production is to begin, the CPE shall notify the CM so that plant monitors are available and aware of the JMF to be used.

Portland Cement Concrete for paving
will be batched from an ODOT approved concrete plant, delivered to the project site in an ODOT inspected mixer, from an ODOT approved Job Mix Formula (JMF) and according to ODOT Supplemental Specification 899. For each day’s pour, air, slump, temperature and yield tests shall be taken for each 50-100 yards of delivered concrete. A beam tensile test shall be performed to represent that day’s production. Further testing and quality control requirements are found in the ODOT Manual of Procedures for Concrete. The individual performing the tests shall be ACI Level I Field Technician certified. Forty-eight (48) hours before significant concrete production is to begin, the CPE shall notify the CM so that plant monitors are available and aware of the JMF to be used.

Miscellaneous Portland Cement Concrete,
concrete will be batched from an ODOT approved concrete plant, delivered to the project site in an ODOT inspected mixer, from an ODOT approved Job Mix Formula (JMF) and according to ODOT Supplemental Specification 899. Each 50 yards of delivered concrete, or fraction thereof, air, slump, temperature and yield tests shall be taken and one set of cylinders made according to the ODOT Manual of Procedures for Concrete.

Miscellaneous Materials, such as guardrail, pipe, catch basins, manholes, signs, posts, lighting fixtures, etc. shall be provided by a certified ODOT supplier with a TE24 and field inspected for defects prior to incorporation into the project.

Small Quantities,
with the written approval of the CPE, non-tested portland cement concrete and asphalt concrete materials may be incorporated into the project, from ODOT certified suppliers provided the quantity is less than 50 cubic yards.
Structural Concrete

minimum requirements are as follows:

- Three 4 x 8 test cylinders, made of the concrete incorporated in each day of work, will be made from each 200 cy (150 m³) or fraction thereof, on structures over 20 ft clear span (6.1 m), as per Section 511 of the Construction & Material Specifications (C&MS).

- Three 4 x 8 test cylinders, made of the concrete incorporated in each day of work, will be made from each 50 cy (35 m³) or fraction thereof, on structures 20 ft clear span (6.1 m) or less, as per Section 511 of the C&MS.

- When necessary to permit early removal of false work or to permit backfilling, a concrete test beam shall be made and tested in accordance with Supplement 1023, as per Specification 511 of the C&MS.

- Air, slump and yield tests shall be performed on the first several loads of each day’s production of concrete to ensure the concrete meets the required specifications and to ensure the proper adjustments have been made to bring the concrete into the required specifications, as per Section 704.1.2 of the Manual of Procedures for Structures.

- After the initial testing, concrete for substructures shall have air, slump and yield tests performed as often as necessary to assure the required specifications are met as per the Manual of Procedures for Structures.

- After the initial testing, concrete for superstructures shall have an air test completed on each load of concrete. Slump and yield tests shall be performed as often as necessary to assure the required specifications are met as per the Manual of Procedures for Structures.

- Each time test cylinders or test beams are made, an air, slump and yield test shall also be performed.

- For structural members, steel members, pre-stressed concrete box and I-beams shall be from ODOT certified producers.