

Division of Construction Management, August 5, 2002

The following Administrative Ruling is hereby issued:

Small Quantity Acceptance and Documentation administrative ruling establishes general requirements for control, acceptance and documentation, and limitation of small quantities conforming to 106.03 (2002 Spec Book) or 106.031 (1997 Spec Book).

- 1) Before accepting a material as small quantity, the Project Engineer will verify the product:
 - a. Meets the requirements of 106.03 (2002 Spec Book) or 106.031 (1997 Spec Book).
 - b. does not exceed 10% of the total quantity required for the specific construction item and is not a critical structural item.
 - 1) The maximum small quantity percent may be increased to 20% by District Construction Engineer's approval.
- 2) Small quantities will be documented in the construction management system.
 - a. Project records should include at least:
 - 1) Type.
 - 2) Source.
 - 3) Quantity.
 - 4) Any delivery tickets or provided documentation the Engineer used as evidence for acceptance.