

**STATE OF OHIO
DEPARTMENT OF TRANSPORTATION
SUPPLEMENT 1088**

**HOT APPLIED JOINT SEALER ACCEPTANCE PROGRAM
January 15, 2010**

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1088.01 Scope This supplement defines the certification requirements for providing Hot Applied Joint Sealer (HAJS) conforming to 705.04. Manufacturers of HAJS who do not meet the requirements for certification will supply HAJS according to section 1088.02.B of this supplement.

1088.02 General Program Requirements

- A. Certification Program Requirements. Submit a letter to the Office of Materials Management (OMM) requesting inclusion in the certification program and provide the following:
 - 1. Warranty to the Department against costs due to inclusion of non-specification material in the Department work.
 - 2. Identify all CMS 705.04 products shipped to Department projects.
 - 3. An approved quality control plan (QCP).
 - 4. Agreement to use the Department's virtual warehouse (TE-24) electronic system when shipping HAJS to Department projects.
 - 5. Statement the company has read and understands the requirements of this supplement and a letter signed by an employee with legal authority to bind the company to the requirements of this supplement.
 - 6. Designation of a quality control representative (QCR) for each Manufacturer location. Provide name, address, telephone number and e-mail address.
- B. Non Certified Manufacturers. If not certified under this specification, obtain prior material approval by requesting that the Department obtain samples of each batch of material for testing and approval.

Ship materials, after approval, per 1088.05.

1088.03 Requirements to become Certified

The following items are required for certification:

- A. ODOT tests have an 80% minimum passing out of 10 separate batch samples.
- B. ODOT will obtain a sample from each of 10 new batches.
- C. Submit actual test data from the approved supplier laboratory with each new batch.
- D. Stamp batch numbers on each box for each batch.

1088.04 Quality Control Plan

Provide the Department a Quality Control Plan (QCP) conforming to the following requirements:

- A. Show capability of performing all required tests under the applicable ASTM D 6690-01 and Departmental specifications 705.04. Furnish OMM documentation of the lab facilities and capabilities.
- B. Roles & Responsibilities of named personnel involved in the QC process
- C. All steps, measures and documentation methods in the QC process
- D. Keep all quality control test data for at least three (3) years
- E. Establish methods for tying test data to actual materials delivered to the Department
- F. Furnish a monthly QC report of HAJIS test results (or of no testing due to lack of production) for HAJIS used in Department work. (Report can be faxed or e-mailed)
- G. Furnish to OMM a report of quantities of materials shipped to department projects by May 1 and Dec. 1 of each year. (Report can be faxed or emailed)

1088.05 Documentation Requirements for Certification

Ship product to Department projects using the Department's Virtual Warehouse (TE-24) system. The Manufacturer can access instructions over the internet at:

<http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/ODOT-Virtual-Warehouse.aspx>

Include a Bill of Lading showing batch numbers and quantities being provided under the TE-24 certification when shipping HAJIS.

1088.06 Department Quality Assurance Inspection and Testing

The Department will perform a minimum of two (2) random quality assurance inspections per year. Quality assurance samples will be pulled at a rate of 1 for every 10 lots. Department Quality Assurance Inspectors (QAI) will check testing procedures, QCP compliance, and documentation for certified Manufacturers. The QAI may require additional random sampling and testing by the Manufacturer during the inspection. Quality assurance samples will be sampled and tested by OMM. Samples taken by an ODOT QAI will be a minimum of 8 lbs. (3.6 kilogram).

The Department will evaluate any sample failures for the cause and may require the Manufacturer to modify the QCP depending on the cause of the failed sample. Manufacturers not following their accepted QCP are responsible for replacement of non-specification material and may lose their certification status under 1088.07

For plants that are further than 350 miles from Columbus, Ohio, the Department will either perform two plant inspections per year or require an independent inspection agency perform the independent plant inspections and report the results directly to OMM. If the independent inspection agency finds the Manufacturer has deficiencies, the Manufacturer will pay for any follow-up inspections required by OMM. The Department will approve the independent inspection agency.

Maintaining certification will require that Department QA inspection and testing verifies that the material shipped to Department Projects meets requirements and that the manufacturer's QCP is being followed.

1088.07 Loss of Certification

Any Manufacturer not producing HAJIS meeting specifications or not following their QCP will be subject to loss of certification. The QAI will evaluate items of non-compliance and if determined as non-critical or unusual, OMM may require the Manufacturer to revise the QCP, provide additional training for their quality control personnel, and demonstrate an understanding of the QCP and its requirements. A major non-compliance, as defined below, will result in an immediate loss of certification.

- A. Three (3) non-compliance items in a single Quality Assurance (QA) inspection of a Manufacturer.
- B. Any single non-compliance item repeated in three (3) consecutive visits.
- C. Two (2) non-compliance items repeated in two (2) consecutive QA inspections.
- D. Improper materials testing, incomplete test results or false test data will mean immediate loss of certification. A Manufacturer who loses certification under (D) will be responsible for replacement of all non-conformance materials and the Department may take action under 105.11 and 106.07.
- E. Loss of a Manufacturer's Quality Control Representative. A Manufacturer will lose certification under (E) until a replacement representative is presented to the Department.

Items (A) thru (C) are appealable to the Administrator of the Office of Materials Management. Items (D) and (E) are not subject to appeal. There will be no grace period for removal.

1088.08 Re-Certification

A Manufacturer may re-apply for certification after 180 days. Follow the requirements of 1088.02. The 180-day period may be waived for certification loss under 1088.07 E.