1116.01 Scope
1116.02 Reclaimed Asphalt Shingle Material Requirements
1116.03 Reclaimed Asphalt Shingle Supplier Approval Process
1116.04 Quality Control Requirements for Reclaimed Asphalt Shingle Suppliers
1116.05 Quality Assurance

APPENDIX

1116.01 Scope. This supplement outlines the requirements under which reclaimed asphalt shingle (RAS) suppliers (asphalt mixture producers and/or asphalt shingle recyclers) are authorized to supply manufactured roofing shingle waste or roofing shingle tear-offs for use in Ohio Department of Transportation (ODOT) projects.

1116.02 Reclaimed Asphalt Shingle Material Requirements. Ensure all RAS meets the definitions for shingles in AASHTO MP 15-09, 3.2 (manufacturing waste) and 3.3 (tear-offs from residential only). Ensure RAS from tear-offs consists of asphalt roll roofing, cap sheets and shingles but not other debris from roofing such as coal tar epoxy, rubber materials, or other undesirable materials. Keep records of all sources of RAS as outlined below.

1116.03 Reclaimed Asphalt Shingle Supplier Approval Process. Obtain written approval as a RAS Supplier from OMM before any RAS is shipped to asphalt plants and/or is incorporated into ODOT projects. Allow 4 weeks for the approval process. Approved suppliers of RAS will be listed on the OMM web site.

Maintain a quality control system per 1116.04. Provide the signed Roofing Tear-offs Shingle Processor or Manufactured Shingle Waste Processor Certification form at the end of this specification to the asphalt producer to which RAS or Manufactured Shingle Waste is supplied. Maintain the signed Roofing Tearoff Supplier Certification form at the end of this specification per the Quality Control Plan requirements.

ODOT may review the RAS supplier processes on RAS supplied to non-ODOT projects to determine adequacy for approval.

Approval will be removed for failure to follow the requirements of this specification.

1116.04 Quality Control Requirements for Reclaimed Asphalt Shingle Suppliers. The RAS supplier will provide a separate quality control plan (QCP) for the RAS materials
reclaiming process. Submit the QCP when requesting approval for use of RAS. Ensure the QCP is written for the use of all employees involved in the RAS reclaiming process. Submit an updated QCP for annual acceptance by March 15 to OMM, Asphalt Materials section. At a minimum ensure the QCP contains the following:

1. The assignment of quality control responsibilities.
   Provide a Quality Control Manager whose office is at the processing site. Provide their name, contact phone number, and email address. Notify OMM of the loss of a Quality Control Manager and re-assignment of a new one within 1 week. Failure to do so will result in removal of approval. List all positions in the quality control process and note their designated responsibilities.

2. Processes, equipment, sampling procedures and sampling frequency necessary to meet final RAS requirements. Include the entire process of retrieval, traceability, processing, and sampling. Include methods of sorting and stockpiling as well as designation of preprocessed piles, processed piles, waste piles and other piles as desired for clear tracking of various materials at the facility. Include methods and procedures for maintaining pile integrity.

3. Define unprocessed shingle material supply requirements including unprocessed shingle material supplier responsibilities and unprocessed shingle material standards and how verified.

4. Test procedures for testing RAS. Define results reporting methods. Include testing for final properties, testing for asbestos, testing for deleterious, etc. Include testing frequencies.

5. Procedures for thorough documentation of materials received, stockpiles managed and shipments. Include copies of blank worksheets, test reports, forms used in quality control and certification forms required by this specification.


7. RAS processing equipment calibration and routine maintenance methods and documentation.

8. Procedures for notifying the Department of the shipment of non-specification RAS to a contractor or incorporation of non-specification RAS into an ODOT project.

9. Procedure for ensuring that every employee involved in the testing of RAS and operation of the recycling facility has read the QCP and has on site access to the QCP.

10. Signature on company letterhead of the Quality Assurance Manager and, if different, the person in authority to enforce all operations covered by the QCP as outlined above.
1116.05 Quality Assurance. The Department or other agencies may visit the processing site and obtain samples of RAS at any time and will be provided access.

In the event Department obtained quality assurance samples fail specifications or QCP processes are not being followed approval as a RAS supplier can be removed. Removing approval will be based on analysis of the Department and supplier data and/or results. In review of poor test results or quality control the Department may conduct split sample testing or any other method it deems necessary to determine causes of failure and status of approval.

Removal of the approval will be in writing to the supplier. Re-approval will be contingent upon a review of the supplier quality control program, test results and product failure history. Section 1116.03 will be followed for recertification.

Loss of approval will be for a minimum of one (1) year.

During the loss of approval ODOT may review the RAS supplier processes on RAS supplied to non-ODOT projects to determine adequacy for re-approval. Multiple failures of the specification requirements will result in permanent removal from the approved list.

The supplier can appeal a removal to the Division of Construction Management Control Group which consists of the following Department personnel:

- Deputy Director, Division of Construction Management
- Administrator, Office of Construction Administration
- Administrator, Office of Materials Management

Appeals must be in writing, with supporting data, and be submitted to the Administrator, Office of Materials Management within 10 work days of notice of removal.
Manufactured Shingle Waste Processor Certification
Ohio DOT

Ohio DOT Project: _____________________

Manufacturer of Shingle Scrap:
Company Name(s): ____________________________________________

Address: ______________________________________________________
________________________________________________________________

Contact: _____________________________ Phone: ______________________

We the undersigned, certify that all of the shingle scrap to be used on this project came from a shingle manufacturing facility or facilities and is not tear-off or re-roof material.

Processor Company Name

______________________________________________________________

Individual with Company Authority to sign

Note: Submit this form with the JMF submittal.
Roofing Tear-offs Shingle Processor Certification

Ohio DOT

Ohio DOT Project: _____________________

We the undersigned certify that all of the processed shingle scrap supplied to the asphalt producer for this project meet AASHTO MP-15-09, section 3.3 (residential only), NESHAP, 40 CFR 61 Subpart M, and other applicable agency requirements for asbestos.

Supplied to: (Asphalt Producer Name) ________________________________

________________________________________
Processor Company Name

________________________________________
Individual with Processor Company Authority to sign Date

Note: Submit this form to the Asphalt Producer. Asphalt Producer - Submit with the JMF submittal.
Supplier Certification Form

Post-Consumer Tear-off Asphalt Shingles

Supplier Company Name: ______________________________________________________
____________________________________________________________________________
Address: _____________________________________________________________________
_____________________________________________________________________________
Contact: _____________________________________________________________________
Phone: ________________________________ Email: ________________________________

We the undersigned, certify that:

1. All Post Consumer (Tear-off) asphalt shingle scrap came from residential buildings having
   four or fewer dwelling units (see addresses below or attached);

2. These residential buildings are not “regulated facilities” according to state and federal
   NESHAP 40 CFR Part 61, Subpart M.; and

3. The roofing waste material delivered consists of asphalt shingles and normal roofing debris
   only and contains no known hazardous material (e.g., asbestos).

Residential re-roof customer address(es) where the Post-Consumer or Tear-off asphalt
shingle scrap originated:
____________________________________________________________________________

(Please attach additional sheets as needed to record each customer address)

Layers of shingles present: ________________________________

Name and address of shingle recycler where the Post-Consumer or Tear-off asphalt shingle
scrap was supplied to:
____________________________________________________________________________
_____________________________________________________________________________

Tear-off asphalt shingle supplier (signature) ________________________________ Date ________
For Shingle Processor Use Only:
Load: Accepted □ Rejected □ Delivery Vehicle License: _____________________

Reason for Rejection:
________________________________________________________________________

Note: Shingle Processor to maintain this record in accordance with the Processor Quality Control Plan.