

ALDOT 195-83
**DOCUMENTATION AND ACCEPTANCE OF MATERIALS USED IN HIGHWAY AND BRIDGE
CONSTRUCTION**

1. Scope

- 1.1. All materials used in the construction of Alabama Department of Transportation projects must be inspected, tested, or approved prior to incorporation into the project. The inspection and documentation process should provide the project with the documentation necessary to complete the "Summary of Tests" (BMT-38) at the completion of the project. The necessity for this documentation can be found in Section 106 of the Department's Standard Specifications.
- 1.2. Several methods of acceptance have been established to cover the wide variety of materials used in construction. The "Acceptance Sampling and Testing Schedule" found in the Department's Testing Manual divides these materials by pay item and outlines the minimum method of acceptance for these materials. This document gives a more detailed description of these methods.

2. Categories Of Acceptance

- 2.1. On The Job Sampling--This is the most used acceptance method. This form of acceptance will take precedence over other forms. Should there be doubt as to the quality of a material then this method should be used. Authorization for sampling materials can be found in Subarticle 106 of the Standard Specifications. Materials are sampled and/or inspected as they arrive on the project and testing is then conducted by one of the following.
 - 2.1.1. On site testing by project personnel.
 - 2.1.2. Testing conducted at a Division Laboratory.
 - 2.1.3. Testing conducted at the Department's Central Laboratory.
- 2.2. Pretested Materials--Pretesting is done for a variety of materials. These materials are generally sampled by personnel from the Central Laboratory or Division and are tested prior to shipment to the project. Authority to use these materials is obtained by the following.
 - 2.2.1. Premarked stock--These materials will be either stamped, marked or provided with some form of Department verification (test report) that the product has been tested and approved. Should there be doubt then this documentation should be verified with the Bureau of Materials and Tests.
 - 2.2.2. Batch or Lot Numbers--Some materials are marked by the producer's batch, lot, or heat numbers. These groups are sampled and tested as a group. Test reports will be issued for all or a portion of the group. Authorization or verification for use may be obtained by contacting the Bureau of Materials and Tests.

- 2.2.3. Test reports are generally not issued on pretested stocks until shipping releases are submitted to the Bureau by the producers or suppliers. Therefore, there will be a time delay between the use of the material and receipt of the test report.
- 2.3. Certified Test Reports--Many items are accepted on the basis of certified test reports furnished by the producer. These tests are conducted by company and/or private laboratories. They should be submitted to the Project Engineer via the Contractor. The Project Engineer will submit these test reports to the Bureau of Materials and Tests in lieu of samples of these materials. They will be checked to assure that they contain actual test results for all parameters required in the specification and that they meet the requirements of the specification. This report will then be placed in the Bureau project file and a Bureau test report issued to the project. Certifications found to be incomplete or having failing test results will be stamped as inadequate and returned to the project so that the contractor can resolve the deficiencies.
- 2.4. Materials, Sources, and Devices with Special Acceptance Requirements--The Department has elected to accept certain products according to special programs. The Product Evaluation Board oversees these programs. The Bureau of Materials and Tests publishes the manual, by the same name, containing both the procedures and list of products falling into this category. Each list has an individual procedure established for it. The Project Engineer must consult the procedure before using these materials.
- 2.5. Small Quantities--When a contract requires miscellaneous materials (i.e. fence posts, nuts, bolts, etc.) in quantities smaller than normal lots for testing purposes, such quantities may be accepted by visual inspection or by manufacturer's certification. When authorized by the Division Materials Engineer, acceptance on a visual basis, by project personnel, will be documented on Form BMT-16. The Project Engineer will document the quantity accepted along with the observed physical characteristics such as dimension measurements where applicable, general condition, workmanship, appearance, etc.

3. Guaranteed Material

- 3.1. The Project Engineer will have occasions when the Contractor will want to use materials before test reports are in hand. Section 106 of the Standard Specifications, allows the Contractor to use certain materials prior to testing under specified conditions. The Prime Contractor is required to execute a Material Guaranty Form (BMT-73).
- 3.2. The Material Guaranty Form (BMT-73) is an agreement between the Prime Contractor and the Department. The Prime Contractor agrees to remove all materials in-stalled under this agreement, as well as any related materials, without additional cost to the Department, should the material fail to meet specifications when tested.
- 3.3. The Material Guaranty Form (BMT-73) should not be open-ended. The Project Engineer should use discretion in allowing its use. Subarticle 106 states: "The Engineer reserves the right to refuse permission for use of materials on the guaranty basis at any time".