



**ALABAMA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION BUREAU**

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Kay Ivey
Governor

John R. Cooper
Transportation Director

April 25, 2025

Construction Information Memorandum No. 1 - 2025

TO: Region Engineers

ATTN: Area Construction and Local Transportation Engineers

FROM: Stacey N. Glass, PE *Stacey N. Glass*
State Construction Engineer

RE: Items of Work Requiring Samples/Test Reports/Certifications

For items of work that require samples/test reports/certifications, no payment shall be made until they have been received by the Department. This guidance also applies to stored materials as described in Article 109.07 of the Standard Specifications. ALDOT Form C-30 (attached) or a similar form shall be used to track the quantity for each pay item requiring test reports/certifications and the quantity installed.

For pay items that are on the Department's "List of Qualified Materials, Sources and Devices," the manufacturer shall provide back up as needed to verify they are on an approved list.

Under rare circumstances, the Region Engineer or State Construction Engineer may approve payments to Contractors without samples/test reports/certifications with the expectation that they are provided in a timely manner or the corresponding pay items are to be removed from future estimates.

Please advise should you have any questions concerning this memorandum.

SNG/GDS/gds

pc: Mr. George Conner, PE	Mr. Ed Austin, PE	Mr. Kyle M. Leverette, PE
Mr. Scott George, PE	Mr. Eric Christie, PE	Mr. Stan Biddick, PE
Mr. Brad Lindsey, PE	Mr. Joe Lister, PE	FHWA
ARBA	AAPA	ALBCA
ACIA	ACEA	CIM File

Contract ID:	_____	Item No.:	ITEM NO
Project No.:	_____	Contract Qty:	_____
County:	_____	Unit Price:	_____
Region-Area:	_____	Unit:	_____
Contractor:	_____	Decimals for Payment:	_____
Item Description:	_____		

[illegible]