



# INTERDEPARTMENT MEMORANDUM

## STATE OF ALABAMA HIGHWAY DEPARTMENT

1409 COLISEUM BOULEVARD MONTGOMERY, ALABAMA 36130

March 15, 1988

CONSTRUCTION INFORMATION MEMORANDUM NO. 5-88

TO: All Division Engineers

FROM: William J. Hartzog  
Construction Engineer

*Wm. J. Hartzog ora*

RE: Materials Certificate, IAS&T Certificate  
and BMT-38 Submittal.

In order to help with the expeditious closing-out of projects with the contractor and FHWA, we request that procedures outlined hereinafter be followed. This memorandum supersedes Construction Information Memorandum No. 1-82.

A Materials Certificate is required on all Federal-aid projects. This certificate is a certification to the FHWA by the Materials & Tests Engineer that all materials incorporated into the project were in reasonable compliance with plan and specification requirements. This certificate cannot be issued until both the BMT-38 submittal and IAS&T (Record Check) are in order.

The Bureau of Materials & Tests is responsible for compilation of the final IAS&T documentation; however, some of this sampling and testing is the division's responsibility. Such is outlined in the frequency guidelines published by the Materials & Tests Bureau.

Approval of the IAS&T Certificate by the M&T Bureau is required before the Construction Bureau can make final acceptance of a project. Final acceptance must be made prior to submitting the final estimate to the Construction Bureau; therefore, it is important to keep this documentation up to date.

The BMT-38 submittal is required on all projects containing Federal funds and State projects subject to future federal funding.

Division Construction and Materials Engineers should make periodic checks with each Project Engineer to insure that the BMT-38 is being compiled and updated as the project progresses to completion.

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To	GLEN REID	From	R. Johnson		
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The BMT-38 should be in the Division Office and checked against the final quantities when the final quantities letter is sent to the contractor for his approval. As soon as the final quantities are approved by the contractor, the BMT-38 along with a copy of the approved final quantities should be sent to the Materials & Tests Bureau for their checking and approval.

In cases where test reports are not available to cover all the quantities used, reasonable effort should be exerted to find the missing test reports without delay. If the missing reports cannot be recovered or if the quantity is within reasonable close compliance with the test report quantities, the BMT-38 should be submitted along with adequate explanation to the M&T Bureau. Reference is made to Construction Information Memorandum No. 3-77 (Revised), dated August 12, 1977 concerning Payment and Test Reports.

Your usual fine cooperation in this matter will be greatly appreciated.

PLA/gl

cc: Mr. W. E. Page  
Mr. T. L. Cain  
Mr. W. E. Cone  
Mr. Larry Lockett  
Mr. D. W. Vaughn  
FHWA  
File