

ALABAMA DEPARTMENT OF TRANSPORTATION

QUICK HELP GUIDE

for

Form D-40 “Material Submittal”

Frequently Asked Questions (FAQ):

1. Where To Download This Form?

The latest form and instructions may be downloaded from ALDOT – Traffic Design’s “Quick Links” webpage (http://www.dot.state.al.us/dsweb/div_ted/TrafficDesign/QuickLinks.html).

2. When To Use This Form?

Instead of Construction Bureau’s Form C-40, use the **latest Form D-40** when submitting materials for Traffic Signals, Roadway Lighting and Intelligent Transportation System projects. (See the Form D-40 Instructions document for more details.)

3. Minimum Information Needed To Complete Form?

You will need the following information along with your product datasheet(s) for items being submitted:

- Contractor’s company name, address, contact name, phone number and email address
- Project Engineer’s name, email address, Region and Area office location
- Project number, description, county name(s)

(See the Form D-40 Instructions document for more details.)

4. Info about Adobe and Printing/Saving Options:

You will need a computer with email capabilities along with Adobe Acrobat Reader to fill-in the form. You will not be able to save the form with information entered, but you may print the completed form. (See the Form D-40 Instructions document for more details regarding Adobe and printing capabilities.)

5. New Electronic Material Submittal Process:

The new electronic material submittal procedure is as follows: (a) gather all your manufacturer datasheet(s) on the product(s) you are submitting; (b) scan them to a PDF file; (c) electronically fill-in necessary information on Form D-40 PDF file; (d) print the completed form for your records; (e) then, click on the “Submit by Email” button at bottom of the form; (f) next, attach the datasheet PDF file to the pop-up email along with any other information requested per your project’s specifications; and (g) finally send the email to ALDOT’s Material Submittal distribution group. Traffic Design should send a receipt email once you successfully submit. (See the Form D-40 Instructions document for more details, especially the “Troubleshooting Tips”.)

6. How to complete this form?

See the Form D-40 Instructions document for more details regarding how to assign a material submittal number for either a New or Resubmittal package. The Instructions document will also provide indepth information on how to handle unique submittal scenarios or field problems under the “How To Complete This Form” section on pages 2-5.

IF YOU STILL NEED ASSISTANCE, PLEASE CONTACT ALDOT TRAFFIC DESIGN HELP DESK at (334) 242-6141.