

Appendix C – Frequency Guide, All Phases

Admixtures for Concrete

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			<i>Facility Qualification</i>
Production facility data maintained to provide a basis for qualified products.	1	per 1	Prior to Usage on Project
Evaluation of Material Product for CTD Materials			<i>Product Qualification</i>
Qualification of Material Product for use on State Projects.	1	per 1	Prior to Usage on Project
Material Product QC			<i>Product Qualification</i>
Concrete Technology Laboratory to collect and evaluate Admixture Material Samples. 1 Quart in a Screw Top Can	1	per 1	Months

Aggregate Materials, Controlled Mixtures

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			<i>Facility Qualification</i>
Qualification of Production Facility for state projects.	1	per 1	Prior to Source Request
	1	per 2	Year
Evaluation of Material Product for SATD Materials			<i>Product Qualification</i>
Qualification of Material Product. 75 Lbs, Each Component in a Soils Bag	1	per 1	Prior to Source Request
	1	per 2	Year
Routine SATD Production QA			<i>Product QC/QA</i>
Production Quality Assurance	1	per 10	Production Day
SATD Material Product QC			<i>Product QC/QA</i>
Producer to perform daily gradations and moisture checks on aggregate materials. 75 Lbs in a Soils Bag	1	per 1	8 Hour Shift
	1	per 1000	Ton

Source Approval

Source Submission			<i>Source of Supply Submittal</i>
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials			<i>Material Verification</i>
Project Engineer to verify load ticket for correct JMF.	1	per 1	Placement Day
Project Site Testing			<i>Material Sampling and Testing</i>
Compaction and Moisture analysis performed by Project Engineer. Submit compaction report to MMD for clearance.	1	per 1	Placement Day
	2	per 2	Lane Mile per Lift

Aggregate Materials, Crushed Gradations

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials			<i>Facility Qualification</i>
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Material Quality Assurance Processes

Evaluation of Crushed Aggregate producers that wish to be placed on the Aggregate Bulletin.	1	per	1	Prior to Usage on Project
Evaluation of Crushed Aggregate producers that do NOT require to be listed in the Aggregate Bulletin.	1	per	1	Prior to Usage on Project

Source Approval

Source Submission				Source of Supply Submittal
Source of Supply Processing	1	per	1	Prior to Usage on Project

Material Production

SATD Material Review				Material Certification for Project Usage
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	1	per	1	Prior to Usage on Project
Material to be sampled as Capping Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per	1	Prior to Usage on Project
Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per	1	Prior to Usage on Project
Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials				Material Verification
Project Engineer to verify material product, submit Form 14.	1	per	1	Placement Day
Project Engineer to submit verification samples of Common Borrow material. 35 LBS in a Soils Bag	1	per	15000	Cubic Yard
Project Engineer to submit verification samples of Modified Borrow material. 35 LBS in a Soils Bag	1	per	15000	Cubic Yard
Project Engineer to submit verification samples of material of Select Borrow. 35 LBS in a Soils Bag	1	per	15000	Cubic Yard

Project Site Testing				Material Sampling and Testing
Compaction and Moisture analysis of Common Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance. 35 LBS in a Soils Bag	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
Compaction and Moisture analysis of Capping Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance. 35 LBS in a Soils Bag	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard

Material Quality Assurance Processes

<p>Compaction and Moisture analysis of Modified Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS. in a Soils Bag</p> <p>Compaction and Moisture analysis of Select Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p> <p>35 LBS in a Soils Bag</p> <p>Compaction and Moisture analysis of Select Borrow for Trench Backfill to be performed by Project Engineer. Submit Compaction report to MMD for clearance.</p>	<p>4 per 1 1 per 2000</p> <p>4 per 1 1 per 2000</p> <p>1 per 150</p>	<p>Lane Mile per Lift Cubic Yard</p> <p>Lane Mile per Lift Cubic Yard</p> <p>Linear Feet per 3 Foot Lift</p>
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Aggregate Materials, Other Stone and Sand

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials	<i>Facility Qualification</i>			
Evaluation of Crushed Aggregate producers that wish to be placed on the Aggregate Bulletin.	1	per	1	Prior to Usage on Project
Evaluation of Crushed Aggregate producers that do NOT require to be listed in the Aggregate Bulletin.	1	per	1	Prior to Usage on Project

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials	<i>Material Verification</i>			
Project Engineer to verify material, Submit form 14 for clearance	1	per	1	Item Completion

Aggregate Materials, Recycled PCC Gradations

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Source Request

Material Production

SATD Certification Review	<i>Material Certification for Project Usage</i>			
Material Certification to be provided by material supplier during facility visit.	1	per	1	Prior to Usage on Project

SATD Material Review	<i>Material Certification for Project Usage</i>			
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling.	2	per	1	Prior to Usage on Project
35 LBS in a Soils Bag				
Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling.	2	per	1	Prior to Usage on Project
35 LBS in a Soils Bag				

Material Quality Assurance Processes

Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling.

2 per 1

Prior to Usage on Project

35 LBS in a Soils Bag

Project Construction

Project Sampling and Lab Testing of SATD Material Material Verification

Project Engineer to submit verification samples of Common Borrow material. 1 per 15000 Cubic Yard

35 LBS in a Soils Bag

Project Engineer to submit verification samples of material of Modified Borrow. 1 per 15000 Cubic Yard

35 LBS in a Soils Bag

Project Engineer to submit verification samples of Select Borrow material. 1 per 15000 Cubic Yard

35 LBS in a Soils Bag

Project Site Testing Material Sampling and Testing

Project Engineer to verify pH of placed recycled materials. 1 per 1 Project Completion

Project Engineer to verify pH of placed material, and perform Compaction and Moisture analysis of Common Borrow. Submit Compaction report to MMD for clearance. 4 per 1 Lane Mile per Lift
1 per 2000 Cubic Yard

Project Engineer to verify pH of placed recycled material, and perform Compaction and Moisture analysis of Modified Borrow. 4 per 1 Lane Mile per Lift
1 per 2000 Cubic Yard

Project Engineer to verify pH of placed material, and perform Compaction and Moisture analysis of Select Borrow. Submit Compaction report to MMD for clearance. 4 per 1 Lane Mile per Lift
1 per 2000 Cubic Yard

Aggregate Materials, Source Material

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials Facility Qualification

Qualification of Quarry 1 per 1 Prior to Source Request

Review of Aggregate Quality Product Qualification

Annual Quality of Coarse Aggregates 1 per 1 Prior to Source Request
50 Lbs (or 35 Lbs for lightweight) in a Soils Bag 1 per 1 Year

Annual Quality of Fine Aggregates. 1 per 1 Prior to Source Request
50 Lbs (40 lbs for lightweight) in a Soils Bag 1 per 1 Year

Asphalt Additives

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Production facility data maintained to track the material supply chain and provide a basis for qualified products. 1 per 1 Prior to Usage on Project

Evaluation of Material Product for ATD Materials Product Qualification

Material Quality Assurance Processes

Qualification of Material Product for use on State Projects

1 per 1

Prior to Usage on Project

Asphalt Mixtures

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Production facility to be certified to produce material for State projects. 1 per 12 Months

Evaluation of Material Product for ATD Materials Product Qualification

Review and Qualification of Asphalt Mixture Material Product. 1 per 1 Prior to Source Request

SHA Acceptance Facility Visit for Asphalt Mix Production Product QC/QA

Production Quality Assurance 1 per 6000 Ton
1 per 10 Production Day

SHA Acceptance of Binder Component Product QC/QA

Asphalt Technology representative to witness and take possession of material sample. 1 per 10 Production Day
1 per 1 Project Completion
1 Quart in a Friction Top Can 1 per 6000 Ton

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for ATD materials Production Notification

Producer to notify the Asphalt Tehnology Division 1 day prior to production. 1 per 1 Placement Day

Project Construction

Core Sampling for Asphalt Mix Density Analysis Material Sampling and Testing

Project Engineer shall verify that the contractor takes QC and QA Density Cores at random locations in the pavement. (1 Sample = 5 Cores Min. See Material QA Manual for more information) 2 per 1 Production Day
1 Sample = 5 - 6" Dia. Cores (min)

Density Gauge testing for Asphalt Mix Density tracking Material Sampling and Testing

Patch density measured at random locations with an asphalt density gauge, recorded on a Form 73-1P and submitted to OMT. See specification 505.03.13 for additional details. 1 per 1 Lift of each Patch
3 Readings per test

Box Sampling for Asphalt Mixture Material Sampling and Testing

Project Engineer shall verify that the contractor takes QC and QA Mix Box at random intervals during placement of asphalt mixture. 2 per 1000 Ton
2 per 1 Production Day
1 Sample = 1-50 LB Box (2-50 LB for 37.5mm Mix)

Box Sampling for Patches or Small Daily Quantities of Asphalt Mixture Material Sampling and Testing

Material Quality Assurance Processes

Project Engineer shall verify that the contractor takes QC and QA Box Samples at random intervals at least once in five placement days when daily quantities are low. See 505.03.11 for additional details.

2 per 5
2 per 1000

Placement Day
Ton

1 Sample = 1-50 lb Box

Asphalt Mix Density Pay Factor Analysis			<i>Sample Analysis</i>
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Density QA and QC results are to be processed by the Asphalt Technology Division to develop a recommended "Density Pay Factor".	1 per 1		Sample Set
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Asphalt Mix Pay Factor Analysis			<i>Sample Analysis</i>
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Mixture QA and QC results are to be processed by the Asphalt Technology Division to develop a recommended "Mixture Pay Factor".	1 per 6		Sample Set
	1 per 1		Project Completion

Evaluation of Pavement Surface Profile			<i>Project Wide Testing</i>
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Surface profiling will be completed as indicated in Section 535 of the Special Provisions.	1 per 1		Item Completion
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Asphalt Release

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials			<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1 per 1		Prior to Usage on Project
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Evaluation of Material Product for ATD Materials			<i>Product Qualification</i>
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Qualification of Material Product.	1 per 1		Prior to Usage on Project
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Cement Materials and Bagged Mixtures, Group 1

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1 per 1		Prior to Source Request
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Evaluation of Material Product for CTD Materials			<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects	1 per 1		Prior to Source Request
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Source Approval

Source Submission			<i>Source of Supply Submittal</i>
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Source of Supply Processing	1 per 1		Prior to Usage on Project
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Project Construction

CTD Material Verification			<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1 per 1		Delivery to Project
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Cement Materials and Bagged Mixtures, Group 2

Plant or Product Qualification

Review of Misc Production Location			<i>Limited Producer Check</i>
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Material Quality Assurance Processes

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Material Production

CTD Material Review and Acceptance		Material Certification for Project Usage	
Submit sample of material accompanied by a Form 88 and Material certification (1.03 w/o test data) to OMT for job specific approval. 1 Factory Sealed Container in a Factory Sealed Container	1 per 1	Prior to Usage on Project	

Project Construction

CTD Material Verification		Material Verification	
Project Engineer to collect certifications (TC 1.03 w/o test data) and a material sample. Submit to OMT for verification and clearance	1 per 1	Delivery to Project	

Cement Materials and Bagged Mixtures, Group 3

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Material Production

CTD Material Review and Acceptance		Material Certification for Project Usage	
Submit sample of material accompanied by a Form 88 and Material Certification (1.03 w/o test data) to OMT for job specific approval.	1 per 1	Prior to Usage on Project	

Project Construction

CTD Material Verification		Material Verification	
Project Engineer to verify approval stamp.	1 per 1	Delivery to Project	

Cement Materials and Bagged Mixtures, Group 4

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials		Facility Qualification	
Material Specific Qualification of Material Producer	1 per 1	Prior to Source Request	

Compost Materials

Plant or Product Qualification

Evaluation of Material Producer for LOD Materials		Facility Qualification	
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Material Quality Assurance Processes

Qualification of Compost Supplier for use on State projects 1 per 1 Prior to Source Request

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

LOD Material Verification		Material Verification	
Project Engineer to verify LOD or MDE approval stamp.	1 per 1	Delivery to Project	

Concrete Deck Protection

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

CTD Material Verification		Material Verification	
Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1 per 1	Delivery to Project	

Contract Specified Material Systems

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

Verification of Material at Project Site (MMD)		Material Verification	
Project Engineer to collect manufacturers certification (TC 1.03 w/o test results) and fill out Form 14 indicating material was placed in accordance with documents. Submit certification and Form 14 to OMT for clearance.	1 per 1	Item Completion	

Curing Compounds (Liquid Membrane)

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials		Facility Qualification	
Production facility data maintained to provide a basis for qualified products.	1 per 1	Prior to Usage on Project	

Material Quality Assurance Processes

Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/ test data) and submit to OMT for clearance.	1	per	1	Delivery to Project
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Decorative Concrete Finish, Horizontal Surface

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>
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Material Specific Qualification of Material Producer	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to inspect placed materials and submit Form 14 to MMD for clearance.	1	per	1	Item Completion
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Decorative Concrete Stains, Vertical Surface

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1	per	1	Prior to Source Request
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Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to collect manufacturer's material certifications (TC 1.03 w/ test data) and submit to MMD for clearance.	1	per	1	Delivery to Project
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Electrical Accessories

Plant or Product Qualification

Material Quality Assurance Processes

Review of Misc Production Location *Limited Producer Check*

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Approval of Traffic Materials for shipment. *Material Certification for Project Usage*

Producer to submit Catalog Cuts to the Office of Traffic and Safety. 1 per 1 Prior to Usage on Project

Project Construction

OOTS Material Verification *Material Verification*

Project Engineer to verify material product, submit Form 14. 1 per 1 Delivery to Project

Emulsified Asphalts, Other

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials *Facility Qualification*

Production facility to be certified to produce material for State projects. 1 per 12 Months

Evaluation of Material Product for ATD Materials *Product Qualification*

Qualification of Material Product for use on State Projects. 1 per 1 Prior to Usage on Project

Emulsified Asphalts, Tack Coat

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials *Facility Qualification*

Production facility to be certified to produce material for State projects. 1 per 12 Months

Evaluation of Material Product for ATD Materials *Product Qualification*

Qualification of Material Product for use on State Projects 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

ATD Material Verification *Material Verification*

Project Engineer to collect certifications (TC 1.03 w/ test data) and material samples. Submit items to OMT for testing and clearance. 1 per 1 Item Completion

1 Gallon in a Widemouth Plastic Jar

Fertilizers

Plant or Product Qualification

Material Quality Assurance Processes

Evaluation of Material Producer for LOD Materials	<i>Facility Qualification</i>
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Qualification of Fertilizer producer for use on State projects	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

LOD Material Verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/o test data) and submit to OMT for clearance.	1	per	1	Delivery to Project
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Foamed Asphalt Stabilized Base Course

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Form Release

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1	per	1	Prior to Source Request
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Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

CTD Material Verification	<i>Material Verification</i>
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Project Engineer to inspect placed material and submit Form 14.	1	per	1	Delivery to Project
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Geosynthetic Materials, Geotextiles

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials	<i>Facility Qualification</i>
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Cursory Plant data record review, required for qualified products.	1	per	1	Prior to Source Request
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Evaluation of Material Product for SATD Materials	<i>Product Qualification</i>
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Material Quality Assurance Processes

Qualification of Material Product. 1 per 1 Prior to Source Request
1 per 24 Months

Material Product QA for SATD Materials	<i>Product QC/QA</i>		
Quality Assurance of Delivered Products	1 per	3	Months

Source Approval

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials	<i>Material Verification</i>		
Project Engineer to receive certified roll data (TC1.03 w/ test data), and submit to MMD for clearance.	1 per	1	Delivery to Project

Geosynthetic Materials, Other

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>		
Production facility data maintained to track the material supply chain.	1 per	1	Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials	<i>Material Verification</i>		
Project Engineer to verify material.	1 per	1	Delivery to Project

Latex Emulsion

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>		
Production facility data maintained to provide a basis for qualified products.	1 per	1	Prior to Usage on Project

Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>		
Qualification of Material Product for use on State Projects.	1 per	1	Prior to Usage on Project

Miscellaneous Chemical Materials

Project Construction

CTD Material Verification	<i>Material Verification</i>		
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit certs and Form 14 to OMT for clearance.	1 per	1	Delivery to Project

Miscellaneous Landscape Materials

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>		
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Material Quality Assurance Processes

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

Visual Inspection of Placed Material		Material Sampling and Testing	
Project Engineer to inspect placed material and submit Form 14.	1 per 1	Delivery to Project	

Miscellaneous Materials

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing.	1 per 1	Prior to Usage on Project	

Project Construction

Verification of Material at Project Site (MMD)		Material Verification	
Project Engineer to inspect placed material and submit Form 14.	1 per 1	Delivery to Project	
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit certs to OMT for clearance.	1 per 1	Delivery to Project	

Mulch

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

Visual Inspection of Placed Material		Material Sampling and Testing	
Project Engineer to inspect placed material and submit Form 14.	1 per 1	Delivery to Project	

Pavement Marking Mat'l: Liquid Applied

Plant or Product Qualification

Pavement Marking Facility Review		Facility Qualification	
Inspection of Production Facility	1 per 24	Months	

Material Quality Assurance Processes

Pavement Marking Product Review		Product Qualification	
Qualification of Material Product.	1	per	1
			Prior to Source Request

Pavement Marking Product Acceptance		Product QC/QA	
Material sample to be taken by SHA and Producer to provide material certification conforming to TC 1.03 w/ test data to SHA for review, testing, and stamping. The stamped certification will be returned to the producer.	1	per	1
			Batch, Lot or Heat

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site		Material Verification	
Project Engineer to collect manufacture's certifications (TC 1.03 w/ test data) and OMT stamped documentation approving the material batch, submit to MMD for clearance.	1	per	1
			Delivery to Project

Post Placement Project Wide Testing		Project Wide Testing	
Field Testing at Project Site by the Pavement Marking Team as per MSMT 729.	1	per	1
			Item Completion

Pavement Marking Mat'l: Non-Liquid and Preformed

Plant or Product Qualification

Pavement Marking Facility Review		Facility Qualification	
Inspection of Production Facility	1	per	36
			Months

Pavement Marking Product Review		Product Qualification	
Qualification of Material Product	1	per	1
			Prior to Source Request

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Project Construction

Pavement Marking Material Verification at Project Site		Material Verification	
Project Engineer to collect manufacturer's Certification (TC 1.03 w/o test data), and submit certificaions to MMD for clearance.	1	per	1
			Delivery to Project

Post Placement Project Wide Testing		Project Wide Testing	
Field Testing at Project Site by the Pavement Marking Team as per MSMT 729.	1	per	1
			Item Completion

Pavement Marking Mat'l: Other

Plant or Product Qualification

Pavement Marking Facility Review		Facility Qualification	
Inspection of Production Facility	1	per	12
			Months

Material Quality Assurance Processes

Pavement Marking Product Review	<i>Product Qualification</i>
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Evaluate new material products through the MPEL process	1	per	1	Prior to Usage on Project
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Pavement Marking Product Acceptance	<i>Product QC/QA</i>
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Producer to submit material certification conforming to TC 1.03 w/ test data to OMT's Pavement Marking team for review, stamping, and return.	1	per	1	Batch, Lot or Heat
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

Pavement Marking Material Verification at Project Site	<i>Material Verification</i>
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Project Engineer to collect OMT stamped manufacturer's certification (TC 1.03 w/ test data) and submit them to MMD for clearance.	1	per	1	Delivery to Project
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Pavement Repair Materials

Plant or Product Qualification

Review of Producer (QPL)	<i>Facility Qualification</i>
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Production facility data maintained to provide basis for qualified products.	1	per	1	Prior to Source Request
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Review of Product (QPL)	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

ATD Material Verification	<i>Material Verification</i>
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Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to OMT for clearance.	1	per	1	Delivery to Project
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Performance Graded Asphalt Binder

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials	<i>Facility Qualification</i>
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Qualification of Binder Supplier for use on State projects	1	per	1	Prior to Usage on Project
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Evaluation of Material Product for ATD Materials	<i>Product Qualification</i>
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Qualification of Material Product.	1	per	1	Batch, Lot or Heat
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Pesticides

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Material Quality Assurance Processes

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

LOD Material Review	<i>Material Certification for Project Usage</i>		
Project Engineer to contact LOD to schedule site visit and develop pesticide placement plan.	1	per 1	Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material	<i>Material Sampling and Testing</i>		
Project Engineer to inspect material placement and submit Form 14 to OMT for clearance.	1	per 1	Item Completion

Plant Materials

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>		
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

LOD Material Review	<i>Material Certification for Project Usage</i>		
Approval of Material for Project Use, Facility Visit.	1	per 1	Prior to Usage on Project

Project Construction

Visual Inspection of Placed Material	<i>Material Sampling and Testing</i>		
Landscape Operations to inspect placed material and submit Form 14.	1	per 1	Placement Day

Portland Cement Concrete Mixtures

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>		
Production facility to be certified to produce material for State projects.	1	per 1	Prior to Source Request
	1	per 12	Months

SHA Acceptance Facility Visit for CTD Material Production	<i>Facility Qualification</i>		
OMT Personnel to perform Quality Assurance on concrete production processes.	1	per 10	Production Day
75 Lbs in a Soils Bag			

Evaluation of Material Product for CTD Materials	<i>Product Qualification</i>		
Review and Qualification of Portland Cement Concrete Mixture Material Product.	1	per 1	Prior to Source Request

Material Quality Assurance Processes

Material Product QC			Product Qualification
<p>Producer to perform daily gradations and moisture tests on aggregate materials.</p> <p>10 LBS - Fine Agg, 35 LBS Lt. wt., 50 LBS Coarse. in a Soils Bag</p>	2	per 1	Production Day

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

Notification of Production for CTD materials			Production Notification
<p>Producer to notify OMT one working day prior to production at concrete@sha.state.md.us</p>	1	per 1	Production Day

Project Construction

CTD Material Verification			Material Verification
Project Engineer to conduct field tests. (Air Entrainment, Slump, etc.).	1	per 1	Delivery to Project
Project Engineer to collect certifications (TC 1.03 w/ test data) and submit to OMT for clearance.	1	per 1	Delivery to Project

Concrete Sampling and Testing			Material Sampling and Testing
Project Engineer to mold acceptance cylinders, Prime Contractor to cure and transport cylinders to OMT for testing.	1	per 50	Cubic Yard
2 Cylinders = 1 Sample	1	per 1	Production Day
Mix 7 -Project Engineer to mold acceptance cylinders, Prime Contractor to cure and transport cylinders to OMT for testing.	3	per 1	Placement Day
2 Cylinders = 1 Sample			

Pay Factor Calculation			Sample Analysis
OMT to perform statistical analysis on all acceptance concrete cylinder tests for project.	1	per 1	Item Completion

Portland Cement Concrete Mixtures, Latex Modified

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1	per 1	Prior to Source Request

Evaluation of Production Facility for CTD Materials			Facility Qualification
Detailed Qualification of Production Facility.	1	per 1	Prior to Usage on Project

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
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Material Quality Assurance Processes

Project Engineer to perform concrete plastic tests. 1 per 1 Delivery to Project

Typically one slup and one air entrainment.

Chemical Tests Material Sampling and Testing

Submit a sample or certification (TC 1.03 w/ test data) of each component to OMT for verification. 1 per 1 Lot / Production Day

2 Quarts - Latex, 1 Quart Each Admixture in a Plastic Jug

Concrete Sampling and Testing Material Sampling and Testing

Submit sample to OMT for testing. 2 per 1 Truck

Pay Factor Calculation Sample Analysis

OMT to perform statistical analysis on all acceptance concrete cylinder tests for project. 1 per 1 Item Completion

Precast Concrete, Drainage Structures

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials Facility Qualification

Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project. 1 per 12 Months

Quality Control for Aggregate Material Gradation Facility QA/QC

Producer to perform gradation quality control as per AASHTO T27. 1 per 7 Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation. Facility QA/QC

Concrete Technology representative to witness gradation quality control process of producer. 1 per 30 Production Day

Quality Control for Aggregate Moisture Content Facility QA/QC

Producer to perform moisture quality control as per MSMT 251. 1 per 1 Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review of Aggregate Moisture Content Facility QA/QC

Concrete Technology representative to witness moisture quality control 1 per 30 Production Day

SHA Acceptance Review for Steel Reinforcing Facility QA/QC

Deformed Steel bars to be sampled by producer. A Concrete Technology representative will witness the sampling, fill out Form 88, and deliver sample to the OMT laboratory. 1 per 90 Production Day

3 - 2 foot lengths

SHA Acceptance Review for Admixture Materials Facility QA/QC

Producer to sample all admixture materials and provide to Concrete Technology for evaluation. 1 per 30 Production Day

1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials. Facility QA/QC

Producer to sample all cementitious materials and provide to Concrete Technology for evaluation, as per 902.03. 1 per 3 Months

10 lbs in a Plastic Jug

Material Quality Assurance Processes

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

Notification of Production for CTD materials			Production Notification
Producer to notify the Concrete Technology Division prior to production at concrete@sha.state.md.us. Please provide the design standard with the notification.	1 per	1	Prior to Usage on Project

CTD Material Review and Acceptance			Material Certification for Project Usage
Submit copies of any shop drawings, specifications, or plan sheets to the designer as per the Invitation for Bids document.	1 per	1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
Project Engineer to visually inspect precast elements, record all QC stamps on a Form 14, and verify stamp matches the certification. Collect manufacture's certification and submit it along with the Form 14 to MMD for clearance.	1 per	1	Delivery to Project

Precast Concrete, Miscellaneous

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.	1 per	3	Year

Quality Control for Aggregate Material Gradation			Facility QA/QC
Producer to perform gradation quality control as per AASHTO T27 17 lbs for coarse; 500 grams for fine	1 per	7	Production Day

SHA Acceptance Review for Aggregate Material Gradation.			Facility QA/QC
Concrete Technology representative to witness gradation quality control process of producer.	1 per	2	Year

Quality Control for Aggregate Moisture Content			Facility QA/QC
Producer to perform moisture quality control as per MSMT 251. 17 lbs for coarse; 500 grams for fine	1 per	1	Production Day

SHA Acceptance Review of Aggregate Moisture Content			Facility QA/QC
Concrete Technology representative to witness moisture quality control	1 per	2	Year

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

Material Quality Assurance Processes

Notification of Production for CTD materials			Production Notification
Producer to notify the Concrete Technology Division between 48 hours prior to shipment and end of shipping day at concrete@sha.state.md.us.	1	per 1	Prior to Usage on Project

Project Construction

CTD Material Verification			Material Verification
Project Engineer to visually inspect precast elements, record all QC stamps on a Form 14, and verify stamp matches the certification. Collect manufacture's Certification and submit it along with the Form 14 to MMD for clearance.	1	per 1	Delivery to Project

Precast Concrete, Pipe

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials			Facility Qualification
Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.	1	per 1	Prior to Source Request Months
	1	per 12	

SHA Acceptance Facility Visit for CTD Material Production			Facility Qualification
Quality Assurance of Pipe Production	1	per 1000	Each Production Day
	1	per 30	

Quality Control for Aggregate Material Gradation			Facility QA/QC
Producer to perform gradation quality control as per AASHTO T27	1	per 7	Production Day
17 lbs for coarse; 500 grams for fine			

SHA Acceptance Review for Aggregate Material Gradation.			Facility QA/QC
Concrete Technology representative to witness gradation quality control process of producer.	1	per 30	Production Day

Quality Control for Aggregate Moisture Content			Facility QA/QC
Producer to perform moisture quality control as per MSMT 251.	1	per 1	Production Day
17 lbs for coarse; 500 grams for fine			

SHA Acceptance Review of Aggregate Moisture Content			Facility QA/QC
Concrete Technology representative to witness moisture quality control	1	per 30	Production Day

SHA Acceptance Review for Admixture Materials			Facility QA/QC
Producer to sample all admixture materials and provide to Concrete Technology for evaluation.	1	per 30	Production Day
1 Quart in a Screw Top Can			

SHA Acceptance Review for Cementitious Materials.			Facility QA/QC
Producer to sample all cementitious materials and provide to Concrete Technology for evaluation, as per 902.03.	1	per 1	Months Production Day
	1	per 10	
10 lbs in a Plastic Jug			

Source Approval

Material Quality Assurance Processes

Source Submission	<i>Source of Supply Submittal</i>		
Source of Supply Processing	1	per	1
			Prior to Usage on Project

Material Production

Notification of Production for CTD materials	<i>Production Notification</i>		
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Producer to notify the Concrete Technology Division between 48 hours prior to shipment and end of shipping day at concrete@sha.state.md.us.

1 per 1

Prior to Usage on Project

CTD Material Review and Acceptance	<i>Material Certification for Project Usage</i>		
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Plant QC Personnel to perform lot inspection

1 per 1

Prior to Usage on Project

Project Construction

CTD Material Verification	<i>Material Verification</i>		
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Project Engineer to visually inspect pipe, record all QC Stamps from pipe on a Form 14, and verify a pipe stamp matches the certification. Collect manufacture's Certification and submit it along with the Form 14 to MMD for Clearance.

1 per 1

Delivery to Project

Precast Concrete, Prestressed and Structural

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials	<i>Facility Qualification</i>		
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Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project.

1 per 12

Months

Quality Control for Aggregate Material Gradation	<i>Facility QA/QC</i>		
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Producer to perform gradation quality control as per AASHTO T27.

1 per 7

Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation.	<i>Facility QA/QC</i>		
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Concrete Technology representative to witness gradation quality control process of producer.

1 per 30

Production Day

Quality Control for Aggregate Moisture Content	<i>Facility QA/QC</i>		
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Producer to perform moisture quality control as per MSMT 251.

1 per 1

Production Day

17 lbs for coarse; 500 grams for fine

SHA Acceptance Review of Aggregate Moisture Content	<i>Facility QA/QC</i>		
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Concrete Technology representative to witness moisture quality control

1 per 30

Production Day

SHA Acceptance Review for Steel Reinforcing	<i>Facility QA/QC</i>		
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Deformed Steel bars to be sampled by producer. A Concrete Technology representative will witness the sampling, fill out Form 88 and deliver sample to the OMT laboratory..

1 per 90

Production Day

3 - 2 foot lengths

SHA Acceptance Review for Admixture Materials	<i>Facility QA/QC</i>		
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Material Quality Assurance Processes

Producer to sample all admixture materials and provide to Concrete Technology for evaluation. 1 per 30 Production Day
 1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials. Facility QA/QC

Producer to sample all cementitious materials and provide to Concrete Technology for evaluation. 1 per 1 Months
 1 per 10 Production Day

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for CTD materials Production Notification

Producer to submit Shop Drawings and provide Production Notice to the Concrete Technology Division (concrete@sha.state.md.us) 30 business days before commencing production of any prestressed or other structural concrete items. 1 per 1 Prior to Usage on Project

CTD Material Review and Acceptance Material Certification for Project Usage

Approval of Material for Project Use, Facility Visit. 1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification Material Verification

Project Engineer to visually inspect precast elements, record all stamps on a Form 14, and verify stamps match the certification. Collect manufacture's certification and submit it along with the Form 14 to MMD for clearance. 1 per 1 Delivery to Project

Precast Concrete, Walls

Plant or Product Qualification

Evaluation of Production Facility for CTD Materials Facility Qualification

Facility to be qualified (and re-qualified annually) for state projects before it is sourced to a project. 1 per 1 Prior to Usage on Project
 1 per 12 Months

Quality Control for Aggregate Material Gradation Facility QA/QC

Producer to perform gradation quality control as per AASHTO T27 1 per 7 Production Day
 17 lbs for coarse; 500 grams for fine

SHA Acceptance Review for Aggregate Material Gradation. Facility QA/QC

Concrete Technology representative to witness gradation quality control process of producer. 1 per 30 Production Day

Quality Control for Aggregate Moisture Content Facility QA/QC

Producer to perform moisture quality control as per MSMT 251. 1 per 1 Production Day
 17 lbs for coarse; 500 grams for fine

SHA Acceptance Review of Aggregate Moisture Content Facility QA/QC

Material Quality Assurance Processes

Concrete Technology representative to witness moisture quality control 1 per 30 Production Day

SHA Acceptance Review for Admixture Materials Facility QA/QC

Producer to sample all admixture materials and provide to Concrete Technology for evaluation. 1 per 30 Production Day
1 Quart in a Screw Top Can

SHA Acceptance Review for Cementitious Materials. Facility QA/QC

Producer to sample all cementitious materials and provide to Concrete Technology for evaluation. 1 per 1 Months
1 per 10 Production Day
10 lbs in a Plastic Jug

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Notification of Production for CTD materials Production Notification

Producer to submit Shop Drawings and provide Production Notice to the Concrete Technology Division (concrete@sha.state.md.us) 30 business days before commencing production of any precast MSE or Noise Barrier components. 1 per 1 Prior to Usage on Project

CTD Material Review and Acceptance Material Certification for Project Usage

Approval of Material for Project Use, Facility Visit. 1 per 1 Prior to Usage on Project

Test Panel Verification Material Certification for Project Usage

Test test panel to be evaluated by OMT, LOD and OOS. 1 per 1 Prior to Usage on Project

Project Construction

CTD Material Verification Material Verification

Project Engineer to visually inspect precast elements, record all stamps on a Form 14, and verify stamps match the certification. Collect manufacture's certification and submit it along with the Form 14 to MMD for clearance. 1 per 1 Delivery to Project

Recycled Materials for HMA Mixtures

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Joint Qualification with Asphalt Mix production facility.. 1 per 1 Prior to Source Request

Evaluation of Material Product for ATD Materials Product Qualification

Qualification of Material Product. 1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

ATD Material Verification Material Verification

Material Quality Assurance Processes

Project Engineer to visually inspect placed material and submit Form 14 to OMT for clearance.

1 per 1

Item Completion

Reflective Sheeting

Plant or Product Qualification

Review Producer (OOTS) *Facility Qualification*

Qualification of Production Facility 1 per 1 Prior to Source Request

SM Production QA *Facility Qualification*

Production Quality Assurance. 1 per 1 Prior to Usage on Project
1 per 12 Months

Review Product (OOTS) *Product Qualification*

Qualification of Material Product 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

OOTS Material Verification *Material Verification*

See source response for "Aluminium Signs" for this item for acceptance 1 per 1 Delivery to Project

Sealers: Qualified Liquid Materials

Plant or Product Qualification

Review of Producer (QPL) *Facility Qualification*

Production facility data maintained to provide a basis for qualified products. 1 per 1 Prior to Source Request

Review of Product (QPL) *Product Qualification*

Qualification of Material Product for use on State Projects. 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

Verification of Material at Project Site (MMD) *Material Verification*

Project Engineer to collect certifications (TC1.03 w/ test data) and submit certifications to OMT for clearance. 1 per 1 Delivery to Project

Seed and Sod, Specialty Mixtures

Plant or Product Qualification

Review of Misc Production Location *Limited Producer Check*

Production facility data maintained to track the material supply chain. 1 per 1 Prior to Source Request

Source Approval

Material Quality Assurance Processes

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

LOD Material Verification		Material Verification	
Project Engineer to verify seed or sod mixture. Submit Form 14 to OMT for clearance.	1 per 1	Item Completion	

Seed and Sod, Standard Mixtures

Plant or Product Qualification

Evaluation of Material Producer for LOD Materials		Facility Qualification	
Qualification of Material Product by a representative of the Landscape Operations Division or the Maryland Department of Agriculture.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

LOD Material Verification		Material Verification	
Project Engineer to verify state approved seed mix/sod tickets (LOD or MDE). Copies shall be submitted to OMT for material clearance.	1 per 1	Delivery to Project	

SM Group 1 - General Approval

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

Material Verification at Project Site, Structural Materials		Material Verification	
Project Engineer to submit Form 14 to the Materials Management Division confirming the material and its placement are acceptable and conform to specifications.	1 per 1	Delivery to Project	

SM Group 2 - General Approval With Certification

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Material Quality Assurance Processes

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Project Construction

Material Verification at Project Site, Structural Materials		Material Verification	
Project Engineer to collect manufacturer's certification (TC 1.03 w/o test data) indicating the specification to which the material conforms. Submit certification with Form 14 Stamp to the Materials Management Division for clearance.	1 per 1	Delivery to Project	
Project Engineer to collect manufacturer's certification (TC 1.03 with test data) indicating the specification to which the material conforms. Submit certification with Form 14 Stamp to the Materials Management Division for clearance.	1 per 1	Delivery to Project	

SM Group 3 - Evaluation Before Shipment

Plant or Product Qualification

Review of Misc Production Location		Limited Producer Check	
Production facility data maintained to track the material supply chain.	1 per 1	Prior to Source Request	

Source Approval

Source Submission		Source of Supply Submittal	
Source of Supply Processing	1 per 1	Prior to Usage on Project	

Material Production

OMT approval of material for shipment, Structural Materials		Material Certification for Project Usage	
Submit Material Certification (TC 1.03 w/ Batch Specific Test Data) to metals@sha.state.md.us for review prior to delivery. If acceptable the document will be stamped by OMT and returned to the supplier to accompany the material to the project site.	1 per 1	Prior to Usage on Project	
The Structural Materials team will inspect the material, all relevant certifications, and may take material samples at the production facility. Please contact metals@sha.state.md.us to schedule an inspection.	1 per 1	Prior to Usage on Project	
Submit Material Certification (TC 1.03 w/o test data) for timber preservatives to metals@sha.state.md.us. If acceptable the document will be stamped by OMT and returned to the source of supply to accompany the material to the project site.	1 per 1	Prior to Usage on Project	
Submit Sample, Form 88 and Material Certification (TC 1.03 w/o test data) for clay brick materials to OMT for evaluation. Form 88 will be returned to PE. Alternate sampling may be requested by contacting metals@sha.state.md.us 3 weeks prior to delivery.	1 per 50000	Each	
10 Bricks			

Material Quality Assurance Processes

Submit Sample, Form 88 and Material Certification (TC 1.03 w/o test data) for concrete block to OMT for evaluation. Form 88 will be returned to PE. Alternate sampling may be requested by contacting metals@sha.state.md.us 3 weeks prior to delivery.

6 Blocks

Project Construction

Material Verification at Project Site, Structural Materials			Material Verification
Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance.	1 per	1	Delivery to Project

SM Group 4 - Detectable Warning Surfaces

Plant or Product Qualification

Review of Producer (SM)			Facility Qualification
Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1 per	1	Prior to Source Request
Review of Product (SM):			Product Qualification
Qualification of Material Product for use on State Projects.	1 per	1	Prior to Source Request

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials			Material Verification
Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to OMT for clearance.	1 per	1	Delivery to Project

SM Group 5 - Producer and Batch Data Tracked

Plant or Product Qualification

Review of Misc Production Location			Limited Producer Check
Production facility data maintained to track the material supply chain.	1 per	1	Prior to Source Request
Review of Product (SM):			Product Qualification
Maintain data on each heat or batch of product used on State projects.	1 per	1	Batch, Lot or Heat

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1 per	1	Prior to Usage on Project

Material Production

OMT approval of material for shipment, Structural Materials			Material Certification for Project Usage
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Material Quality Assurance Processes

Batch/Heat of Material must be approved by OMT. The producer to submit Material Certification (TC 1.03 w/ test data) and Sample to Structural Materials for evaluation. Contact metals@sha.state.md.us for futher information.

1 per 1

Batch, Lot or Heat

Project Construction

Material Verification at Project Site, Structural Materials			Material Verification
Project Engineer to collect OMT stamped Material Certification (TC 1.03 w/ test data) and submit to the Materials Management Division for materials clearance.	1	per 1	Delivery to Project

SM Group 6 - Qualified Facilities, Limited Review

Plant or Product Qualification

Review of Producer (SM)			Facility Qualification
Facility to be qualified for state projects (and re-qualified annually) and issued an OMT certification stamp before it is sourced to a project.	1	per 1	Prior to Source Request
	1	per 12	Months

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities.			Material Certification for Project Usage
Facility re-qualification required, Structural Materials to conduct facility evaluation and reissue facility certification. Please contact metals@sha.state.md.us to schedule an evaluation.	1	per 12	Months

Project Construction

Material Verification at Project Site, Structural Materials			Material Verification
Project Engineer to collect the stamped supplier's Certification of Compliance listing the materials shipped and submit to the Materials Management Division for materials clearance.	1	per 1	Delivery to Project

SM Group 7 - Qualified Facilities, Cert Review

Plant or Product Qualification

Review of Producer (SM)			Facility Qualification
Facility to be qualified for state projects before it is sourced.	1	per 12	Months

Source Approval

Source Submission			Source of Supply Submittal
Source of Supply Processing	1	per 1	Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities.			Material Certification for Project Usage
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Material Quality Assurance Processes

Facility re-qualification required. Structural Materials to conduct facility evaluation prior to material approval. Contact metals@sha.state.md.us to determine inspection schedule. 1 per 12 Months

OMT approval of material for shipment, Structural Materials *Material Certification for Project Usage*

Submit Material Certification (TC 1.03 w/ test data) to metals@sha.state.md.us for review prior to delivery. If acceptable the document will be stamped by OMT and returned to the source of supply to accompany the delivery. 1 per 1 Prior to Usage on Project

Submit Material Certification (TC 1.03 w/ test data) and a sample to Structural Materials, contact metals@sha.state.md.us. If acceptable the document will be stamped by OMT and returned to the source of supply to accompany the delivery. 1 per 1 Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials *Material Verification*

Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance. 1 per 1 Delivery to Project

SM Group 8 - Qualified Facilities, Production Insp

Plant or Product Qualification

Review of Producer (SM) *Facility Qualification*

Facility to be qualified for state projects before it is sourced. 1 per 1 Prior to Source Request

Source Approval

Source Submission *Source of Supply Submittal*

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Quality Assurance of Structural Material production facilities. *Material Certification for Project Usage*

Facility re-qualification required. Structural Materials to conduct facility evaluation and reissue facility certification. 1 per 12 Months

OMT approval of material for shipment, Structural Materials *Material Certification for Project Usage*

The Metals team will inspect the fabrication, all relevant certifications, and may take material samples at the production facility. Please contact metals@sha.state.md.us to determine inspection schedule. 1 per 1 Prior to Usage on Project

Project Construction

Material Verification at Project Site, Structural Materials *Material Verification*

Project Engineer to collect OMT stamped documentation indicating review and approval of material. Submit document to the Materials Management Division for materials clearance. 1 per 1 Delivery to Project

SM Group 9 - Qualified Facilities, Not Sourced

Plant or Product Qualification

Review of Producer (SM)	Facility Qualification		
Facility to be qualified for state projects (and re-qualified annually).	1	per	12 Months

Soil Amendments

Plant or Product Qualification

Review of Misc Production Location	Limited Producer Check		
Production facility data maintained to track the material supply chain.	1	per	1 Prior to Source Request

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1 Prior to Usage on Project

Project Construction

LOD Material Verification	Material Verification		
Project Engineer to verify material product, submit Form 14 for clearance.	1	per	1 Item Completion

Soil Materials, Bioretention Soil Mix

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials	Facility Qualification		
Material Producer to have their soil product tested by an independent laboratory and submit results to SATD.	1	per	6 Months

Source Approval

Source Submission	Source of Supply Submittal		
Source of Supply Processing	1	per	1 Prior to Usage on Project

Material Production

SATD Material Review	Material Certification for Project Usage		
Project Engineer to contact SATD 30 days prior to material delivery. SATD will sample material at source, ensure material testing, and issue a Form 27B. 20 LB in a Soils Bag	1	per	1 Prior to Usage on Project

Project Construction

Material Verification for SATD Materials	Material Verification		
Project Engineer to verify material and submit the approved Form 27B to the Materials Management Division for clearance.	1	per	1 Item Completion

Soil Materials, Fill Soil

Source Approval

Source Submission	Source of Supply Submittal		
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Material Quality Assurance Processes

Source of Supply Processing

1 per 1

Prior to Usage on Project

Material Production

SATD Material Review			Material Certification for Project Usage
Material to be sampled as Common Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Capping Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Modified Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Select Borrow at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project
Material to be sampled as Clay Core material at its place of origin. Project Engineer to contact SATD to schedule a sampling. 35 LBS in a Soils Bag	2 per	1	Prior to Usage on Project

Project Construction

Project Sampling and Lab Testing of SATD Material			Material Verification
Project Engineer to submit verification samples of Common Borrow. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Engineer to submit verification samples of material of Capping Borrow. 35 LBS in a Soils Bag	2 per	2	Lane Mile per Lift
Project Engineer to submit verification samples of material of Modified Borrow. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Engineer to submit verification samples of material of Select Borrow. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard
Project Engineer to submit verification samples of Clay Core material. 35 LBS in a Soils Bag	1 per	15000	Cubic Yard

Project Site Testing			Material Sampling and Testing
Compaction and Moisture analysis of Common Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4 per	1	Lane Mile per Lift
	1 per	2000	Cubic Yard
Compaction and Moisture analysis of Capping Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4 per	1	Lane Mile per Lift
	1 per	2000	Cubic Yard

Material Quality Assurance Processes

Compaction and Moisture analysis of Modified Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
Compaction and Moisture analysis of Select Borrow to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	4	per	1	Lane Mile per Lift
	1	per	2000	Cubic Yard
Compaction and Moisture analysis of Select Borrow for Trench Backfill to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	1	per	150	Linear Feet per 3 Foot Lift
Compaction and Moisture analysis of Clay Core material to be performed by Project Engineer. Submit Compaction report to MMD for clearance.	1	per	2000	Cubic Yard

Soil Materials, Furnished Topsoil

Plant or Product Qualification

Evaluation of Production Facility for SATD Materials	<i>Facility Qualification</i>			
Material Producer to have their soil product tested by an independent laboratory and submit results to SATD.	1	per	6	Months
Evaluation of Material Product for SATD Materials	<i>Product Qualification</i>			
Quality Evaluation of Furnished Topsoil Product. 20 LB in a Soils Bag	1	per	1	Prior to Source Approval
	1	per	2	Months

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

Material Verification for SATD Materials	<i>Material Verification</i>			
Project Engineer to verify material and submit the approved Form 27B to the Materials Management Division for clearance. Form 27B may be found on the Documents Tab on the material source submission.	1	per	1	Delivery to Project

Soil Materials, Salvaged & Other Landscaping Soils

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>			
Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Usage on Project

Material Production

SATD Material Review	<i>Material Certification for Project Usage</i>			
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Material Quality Assurance Processes

Project Engineer to contact SATD at least 30 days prior to material usage or placement. SATD will sample material at source, ensure material testing, and provide a Soil Test Report (Form 27B) and the Nutrient Management Plan. 1 per 1 Prior to Usage on Project

20 LB in a Soils Bag

Project Engineer to contact SATD at least 30 days prior to material usage or placement. SATD will sample material at source, ensure material testing, and provide a Soil Test Report (Form 27B). 1 per 1 Prior to Usage on Project

20 LB in a Soils Bag

Project Construction

Material Verification for SATD Materials Material Verification

Project Engineer to verify material and submit the approved Form 27B to the Materials Management Division for clearance. 1 per 1 Item Completion

Soil Stabilization Matting

Plant or Product Qualification

Evaluation of Material Producer for LOD Materials Facility Qualification

Production facility data maintained to track the material supply chain and provide a basis for qualified products. 1 per 1 Prior to Source Request

Evaluation of Material Product for LOD Materials Product Qualification

Qualification of Material Product for use on State Projects 1 per 1 Prior to Usage on Project

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Project Construction

LOD Material Verification Material Verification

Project Engineer to inspect placed material and submit Form 14. 1 per 1 Delivery to Project

Surface Treatments

Plant or Product Qualification

Evaluation of Production Facility for ATD Materials Facility Qualification

Production facility data maintained to provide a basis for qualified products. 1 per 1 Prior to Source Request

Evaluation of Material Product for ATD Materials Product Qualification

Review and Qualification of Material Mixture for use on State Projects. 1 per 1 Prior to Source Request

Source Approval

Source Submission Source of Supply Submittal

Source of Supply Processing 1 per 1 Prior to Usage on Project

Material Production

Material Quality Assurance Processes

Notification of Production for ATD materials	<i>Production Notification</i>
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Producer to notify the Asphalt Technology Division one week prior to material placement.	1	per	1	Placement Day
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Project Construction

ATD Material Verification	<i>Material Verification</i>
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Project Engineer to collect material certifications (TC 1.03 w/o test results) and submit to materials management for clearance.	1	per	1	Delivery to Project
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Sampling and Testing of ATD materials	<i>Material Sampling and Testing</i>
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Project Engineer to sample emulsion and mixture. Sample to be delivered to OMT for verification. 1 Gallon of Mixture and 1 Gallon of Emulsion in a Widemouth Plastic Jar	1	per	1	Production Day
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Traffic and Related Materials, Miscellaneous

Plant or Product Qualification

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

OOTS Material Verification	<i>Material Verification</i>
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Project Engineer to submit Form 14 to the Materials Management Division confirming the product is undamaged, acceptably placed, and conforms to specification.	1	per	1	Delivery to Project
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Traffic Barrier End Treatments

Plant or Product Qualification

Review of Producer (QPL)	<i>Facility Qualification</i>
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Production facility data maintained to provide a basis for qualified products.	1	per	1	Prior to Source Request
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Review of Product (QPL)	<i>Product Qualification</i>
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Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Project Construction

OOTS Material Verification	<i>Material Verification</i>
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Material Quality Assurance Processes

See source response for "Metal Traffic Barreir, Certified Installer" for this item for acceptant procedures.	1	per	1	Delivery to Project
Project Engineer to collect manufacturer's certification (TC 1.03 w/o test data) and submit certifications to the Materials Management Division for clearance.	1	per	1	Delivery to Project

Traffic Control Materials, Qualified

Plant or Product Qualification

Review Producer (OOTS)	<i>Facility Qualification</i>			
Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1	per	1	Prior to Source Request

Review Product (OOTS)	<i>Product Qualification</i>			
Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

OOTS Material Verification	<i>Material Verification</i>			
Project Engineer to collect certifications (TC 1.03 w/o test data) and submit certs to the Materials Management Division for clearance.	1	per	1	Delivery to Project

Traffic Control Materials, Qualified & Temporary

Plant or Product Qualification

Review Producer (OOTS)	<i>Facility Qualification</i>			
Production facility data maintained to track the material supply chain and provide a basis for qualified products.	1	per	1	Prior to Source Request

Review Product (OOTS)	<i>Product Qualification</i>			
Qualification of Material Product for use on State Projects.	1	per	1	Prior to Source Request

Source Approval

Source Submission	<i>Source of Supply Submittal</i>			
Source of Supply Processing	1	per	1	Prior to Usage on Project

Project Construction

OOTS Material Verification	<i>Material Verification</i>			
Project Engineer to submit Form 14 to the Materials Management Division confirming the product is undamaged, acceptably placed, and conforms to specification. Indicate the product manufacturer and model number (when available).	1	per	1	Delivery to Project

Traffic Control Materials, Specialty Items

Plant or Product Qualification

Material Quality Assurance Processes

Review of Misc Production Location	<i>Limited Producer Check</i>
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Production facility data maintained to track the material supply chain.	1	per	1	Prior to Source Request
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Review Product (OOTS)	<i>Product Qualification</i>
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Product data maintained for historical purposes.	1	per	1	Prior to Usage on Project
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Source Approval

Source Submission	<i>Source of Supply Submittal</i>
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Source of Supply Processing	1	per	1	Prior to Usage on Project
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Material Production

Approval of Traffic Materials for shipment.	<i>Material Certification for Project Usage</i>
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Producer to submit Shop Drawings or Catalog Cuts to the Office of Traffic and Safety for evaluation.	1	per	1	Prior to Usage on Project
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Project Construction

OOTS Material Verification	<i>Material Verification</i>
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Project Engineer to submit Form 14 to the Materials Management Division confirming receipt of approved documentation from OOTS and conformance to specifications.	1	per	1	Delivery to Project
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Traffic, Misc Services and Products

Plant or Product Qualification

Review Producer (OOTS)	<i>Facility Qualification</i>
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Facility data maintained to provide a basis for product data or historical reference.	1	per	1	Each
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Review Product (OOTS)	<i>Product Qualification</i>
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Product data maintained for historical purposes.	1	per	1	Each
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