

From Brenda O'Brien, Engineer of Construction and Technology

MDOT-Construction and
Technology Division
P.O. Box 30049
Lansing, Michigan 48909
Phone/517-322-1087
Fax/517-322-5664
www.michigan.gov/mdot/

Index: Documentation

Questions regarding this
Construction Advisory should
be directed to:

Alan C. Robords, Supervising
Geologist, Aggregate Quality
Control, at 517.322.1357, or
robordsa@michigan.gov

Changes to Materials Testing Documentation Requirements for Pre-Qualified Aggregates

All aggregates supplied to Michigan Department of Transportation (MDOT) projects from pre-qualified sources must have quality assurance (QA) testing conducted by MDOT personnel at frequencies established in the MDOT Materials Quality Assurance Procedures Manual, Section C6, part 7, and in the Materials Acceptance Requirements Table in the Materials Source Guide. Region materials personnel will monitor and conduct quality assurance testing for pre-qualified aggregate sources within their jurisdiction.

As part of the materials testing documentation, the delivery/project engineer must verify and document that the QA testing has been completed for the material received from pre-qualified aggregate sources. The delivery/project engineer will need to contact the region's material supervisor for verification. The materials supervisor will confirm that QA testing has been properly completed and provide the delivery/project engineer with written documentation for the project files to be placed in file folder 306. The documentation can include one or more of the following:

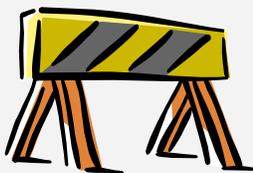
- A copy of the QA test report;
- A written statement verifying completion of the QA testing;
- A telephone record memo verifying completion of the QA testing;
- Other written documentation that QA testing has been completed.

Additional documentation required for pre-qualified aggregates include properly completed delivery tickets. The tickets must include the following:

- MDOT aggregate source number;
- Date of shipment;
- Control section and job number;
- Concrete plant number (if applicable);
- Michigan series number and class letter of aggregate;
- Weight or volume shipped;
- Suppliers name, telephone number and location.

In addition, the following statement shall be printed or stamped on each ticket: "I attest that aggregate as delivered from this pre-qualified source meets specification requirements for the listed Michigan series and class for quantity stated. Date_____ Signature_____." This statement must be signed by an authorized company representative. This statement does not signify acceptance by MDOT of the aggregate.

Failure to provide properly completed delivery tickets with shipment can be cause for rejection of the aggregate.



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