

2.01 GENERAL TESTED STOCK PROCEDURES

2.01.01. Scope

- A. Tested stock samples represent a defined quantity (batch, heat, lot, tank, etc.) of the manufacturer's or supplier's inventory that is sampled and tested by the Michigan Department of Transportation (MDOT) and has been set aside for use on state and federally funded projects. Materials allowed in Tested Stock are those for which the manufacturing process is standardized and for which testing of random samples provides results which are representative of the stockpile. The results of laboratory tests on Tested Stock samples are used to either approve or reject materials intended for use on MDOT projects. Approved material may then be shipped to any MDOT project until the approved quantity is depleted. Test reports issued for these samples are referenced by the manufacturer or supplier each time material from the Tested Stock inventory is shipped to a project.
- B. This procedure describes the steps involved in requesting Tested Stock privileges, establishing tested stockpiles and shipping Tested Stock to projects.
- C. Materials approved for Tested Stock are designated under "Basis of Acceptance" in the Materials Acceptance Requirements Table of Chapter 7. The MDOT designation for materials can be found in the Materials Acceptance Requirements Table of Chapter 7 and the Standard Specifications for Construction. The manufacturers and suppliers who have been granted Tested Stock privileges for specific materials, are listed in the Materials Source Guide (MSG).
- D. The requirements for Tested Stockpiles of Aggregate can be found in Section 2.02 of this manual.
- E. The Buy America compliance list of Approved Tested Stock Suppliers is published on the internet at the following link; http://www.michigan.gov/mdot/0,1607,7-151-9622_11044_11367---,00.html

2.01.02. General

- A. The Construction Field Services Division (CFS), Materials Control, is responsible for overseeing the Tested Stock Program, including granting and withdrawing Tested Stock privileges based on Division and Region recommendations.
- B. It is the Contractor's responsibility to ensure that all documentation for Tested Stock material to be incorporated into the project is accurate and is delivered as required by 2.01.06.
- C. Tested Stock requests are classified as either manufacturer or supplier requests and are processed accordingly.
- D. When used in these procedures, *manufacturer* refers to a producer or fabricator of highway materials with control over the quality, workmanship, and handling of material shipped to an MDOT project.
- E. When used in these procedures, *supplier* refers to an individual or company who has no control, other than through careful handling, over the quality and workmanship of material shipped to an MDOT project.

- F. Manufacturers and suppliers granted Tested Stock privileges must agree, in writing, to comply with all requirements of these procedures. Failure to comply may result in withdrawal of Tested Stock privileges by MDOT.
- G. Approved Tested Stock manufacturer and suppliers must maintain quality control records and tested stock shipment records for a period of two years after the last date of shipment. These records must be made available to MDOT representatives upon request.

2.01.03. Request for Tested Stock Privileges

- A. Manufacturers or suppliers requesting to maintain Tested Stock of materials for use on state and federally funded projects must submit a written request, including the information listed below, to:

Michigan Department of Transportation
Construction Field Services Division
Materials Control
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909

Fax written request to CFS at (517) 322-5664.

Email written request to MDOT-MaterialsControl@michigan.gov please specify "Request for Tested Stock Privileges" in the subject line of the email.

B. Manufacturer Request

1. Company name, address, and contact information.
2. Specific name of material(s) (MDOT designation) to be handled as Tested Stock including size, grade, type, etc.
3. Reference to AASHTO, ASTM, or MDOT Standard Specification covering the material(s).
4. Manufacturer's quality control procedure for each material. This can be a narrative description or a formal procedures manual.
5. Quality control test reports for the material(s) covering a minimum of ten production runs. Acceptance test reports for material used on MDOT projects or independent laboratory test results are acceptable.
6. Names of other state DOTs using the material(s).
7. Sample of material(s) if requested.
8. Buy America Certification – To be included on the Buy America Compliance Listing. See Chapter 4.12 of this Manual for details.

C. Supplier Request

1. Company name, address, and contact information.
2. Company name, address, and contact information of the manufacturer supplying material(s).

3. Specific name of material(s) (MDOT designation) to be handled as Tested Stock including size, grade, type, etc.
 4. MDOT Tested Stock test results for items, lot or batch of material to be placed in Tested Stock.
 5. If material(s) does not come from an Approved Tested Stock manufacturer, all information included in 2.01.03B must be submitted.
- D. The evaluation may include the following steps:
1. A review of MDOT's experience with the material and the manufacturer to determine if it is appropriate to allow tested stock of the material.
 2. A review of the quality control program and test reports to verify that the manufacturer is capable of producing uniform material which consistently meets established specifications.
 3. Contact with other agencies to determine their experience with the material and the manufacturer.
 4. If the source and material are considered appropriate for Tested Stock, a site visit may be arranged to determine if there is adequate storage space to properly separate Tested Stock from "commercial material" and to discuss the program requirements.
- E. The manufacturer or supplier will be notified, in writing, of approval or denial of Tested Stock privileges.

2.01.04. Sampling and Acceptance of Tested Stock

- A. The manufacturer or supplier must determine the quantity of material which will be sampled and maintained in Tested Stock, based on experience and anticipated orders. MDOT will not be responsible for a manufacturer's or supplier's remaining Tested Stock in the event a change in specifications renders the material unusable on MDOT projects.
- B. The manufacturer or supplier must notify CFS Materials Control or Region Materials personnel when a stockpile of material is available at the site to be sampled for inclusion as Tested Stock. No material is to be shipped from this stockpile until approval has been received from MDOT.
- C. The MDOT representative assigned to sample the stockpiled material must be given access to all material in order to allow for the collection of a representative sample. This may require palletized and bundled materials to be opened, or may require having equipment available to move large items.
- D. It is the manufacturer's or supplier's responsibility to arrange for shipping of required samples to CFS for testing.
- E. If the representative sample taken from the stockpiled material fails to meet all critical specifications, the entire stockpile of material will be rejected. Sampling will only be re-authorized when it is documented that a new lot, batch, heat, etc. has been stockpiled.
- F. All material approved for use as Tested Stock must be stored separately and must be clearly identified with a lot, batch, or heat number. This identification must be printed on

each bundle, container or individual item and must remain in place until the material is incorporated into the project.

- G. Tested Stock material may be accepted by the Construction/Project Engineer, if it is properly documented and a visual inspection at the site shows the workmanship and condition of the material to be satisfactory.

2.01.05. Withdrawal and Reinstatement of Tested Stock Privilege

- A. Failure to comply with these procedures may result in withdrawal of Tested Stock privileges. A warning letter may be written indicating the improper procedure and requesting action to rectify the problem.
- B. Tested Stock privileges may be withdrawn if material intended for Tested Stock repeatedly fails to conform to specification requirements.
- C. Withdrawn privileges can be reinstated only if the supplier has corrected the identified deficiencies and has documented, to the satisfaction of MDOT, the actions taken to prevent these deficiencies in the future.

2.01.06. Shipment of Tested Stock

- A. When a shipment is made to an MDOT project from Tested Stock, a signed *Shipment of Tested Stock Report* (Form 1922) must be completed and distributed as follows. The manufacturer or supplier is responsible for obtaining, from the Contractor, all information required on the *Shipment of Tested Stock Report*, including project numbers and physical dimensions.

1. When a manufacturer or supplier is shipping to the jobsite:

- a. A copy must accompany shipment to the jobsite or be faxed to the Construction/Project Engineer and the Contractor.
- b. A copy must be faxed (517-322-5664) or emailed to CFS on the same day the material is shipped to the jobsite. Email forms to MDOT-MaterialsControl@michigan.gov please specify "Shipment of Tested Stock" in the subject line of the email.
- c. A copy is to be retained by the manufacturer or supplier.

2. When a manufacturer is shipping to a supplier:

- a. A copy must accompany shipment or be faxed to distributor.
- b. A copy must be faxed (517-322-5664) or emailed to CFS on the same day the material is shipped to the distributor. Email forms to MDOT-MaterialsControl@michigan.gov please specify "Shipment of Tested Stock" in the subject line of the email.
- c. A copy is to be retained by the manufacturer.

- B. CFS Materials Control will maintain a file of all Tested Stock acceptance test reports and *Shipment of Tested Stock Report* forms as well as an inventory of material in stock at each of the suppliers' locations.

- C. Each Tested Stock source must, at the stockpile location, maintain a current inventory of all Tested Stock at that location, perform an annual review of inventory records and an actual inventory count, for the purpose of monitoring program compliance and adjustment to records maintained by CFS.

2.01.07. Limited Shelf Life Tested Stock Material

- A. The items listed here have a limited shelf life and will be deleted from Tested Stock at the end of the shelf life period. These materials must be clearly labeled with the date of manufacture.

ITEM	SHELF LIFE
AASHTO M 294 Pipe	1 year from MDOT Tested Stock Approval Date
Epoxies	1 year from date of manufacture

2.02 TESTED STOCKPILES OF AGGREGATE2.02.01. Scope

- A. This procedure describes the requirements for maintaining pretested stockpiles of aggregates for use on MDOT projects.
- B. Written authorization must be received by the producer, from MDOT, to maintain pretested stockpiles of aggregates.

2.02.02. Application For Tested Stock

- A. The producer must request the Tested Stock privilege for each production site, in writing, to the affected Region materials staff.
- B. The Region materials staff must inspect the producer's facilities and procedures for handling of aggregates, establish a reporting system and ascertain whether the producer can comply with all MDOT standards.
 - 1. The Region must make a recommendation to the Construction Field Services (CFS) Division, Aggregate Quality Control Group, for confirmation or denial of the privilege.
 - 2. The Aggregate Quality Control Group reserves the option of visiting the production site to aid in its determination for granting permission for Tested Stock.

2.02.03. Testing

- A. See 902 of the Materials Acceptance Requirements Table for testing frequencies of Tested Stock Aggregates to be supplied by Non-Prequalified Aggregate Sources.
- B. Aggregates produced for Tested Stock will be tested and approved by MDOT personnel or as otherwise authorized and are reserved for use on MDOT approved projects only.
- C. All approved stockpiles will be identified by a sign indicating the Michigan Series Number and Class Letter including the notation "State Use Only". Letters and numbers on the sign must be a minimum of 3 inches (75 mm) in height and clearly legible. The sign must be of wood or metal, rectangular in shape, and fastened to a wood or metal post and located adjacent to the stockpile the sign represents.

2.02.04. Record Keeping and Inventory Control

- A. An up-to-date inventory of all tested stockpile aggregates must be kept by the producer and made available to MDOT representatives upon request.
- B. The inventory must include the Michigan Series and Class, weights or volumes in each stockpile and weights or volumes and dates shipped to each projects numbered hot mix asphalt (HMA) or concrete plant.

- C. If questionable, the quantities remaining in stockpiles must be determined by the producer to the satisfaction of MDOT.
 - 1. MDOT may delete tested stockpile material or recommend that testing charges be assessed for material which has been tested under these procedures but not used in approved MDOT work in any one calendar year.

2.02.05. Shipment and Certification

- A. Each authorized shipment must be accompanied by a legible certification. The certification can be a part of the trip ticket or stamped on the back of it.
- B. The certification must include the following:
 - 1. A statement that the aggregate came from an approved tested stockpile.
 - 2. Source (pit number)
 - 3. Date of shipment
 - 4. Project number, HMA plant number or concrete plant number
 - 5. Michigan Series Number and Class Letter
 - 6. Weight or volume in shipment
- C. The producer will forward one copy of the Weekly Shipment Summary, by the close of business each Monday, to CFS, Aggregate Quality Control Group, and the Region. In the case where another Region is involved, MDOT will furnish a duplicate to that Region.

2.02.06. Withdrawal and Reinstatement of Certification Privileges

- A. In instances of violation of these procedures, the privilege of certification may be rescinded after review and action by CFS and further shipments to MDOT projects will be tested on a project-by-project basis.
- B. Withdrawn privileges may be reinstated by CFS if the certifier has corrected the problems to the satisfaction of MDOT.