

## DEFINITIONS

### BASIS OF ACCEPTANCE:

Acceptance Sampling and Testing: Sampling and testing of a material to determine compliance with specification requirements prior to incorporation into the project.

Certification: Documentation which must accompany material to the jobsite. Applies only to materials which have a proven track record of meeting physical and chemical specification requirements; and the company has met the requirements of an approved manufacturer/supplier. Types of Certification vary with different materials and are explained on the next page.

Qualified Product: Generally products which often contain proprietary elements. Products are tested and/or evaluated by Construction and Technology (C&T) and found to meet performance or other specification requirements. A Qualified Products List (QPL) of these products is maintained in the Materials Source Guide.

Tested Stock: Special case of acceptance testing where a defined quantity (batch, heat, lot, tank, etc.) of material at the manufacturer or distributor is tested and approved in a prescribed manner. This material may then be shipped to any Michigan Department of Transportation (MDOT) project until approved quantity is depleted.

VI (Visual Inspection): Some materials may be visually inspected by MDOT personnel for acceptance or rejection, up to maximum VI quantities as indicated for that material, per item, per project. (NOTE: All materials should be visually inspected prior to incorporation into the job without quantity limit, and may be rejected on that basis even though material may be acceptable on another basis.)

### OTHER DEFINITIONS:

Approved Manufacturer: A manufacturer who has submitted quality control documentation and/or material samples and has been given status to certify specific materials.

Approved Supplier: A supplier who has been given approved status to supply certified specific materials which are manufactured by an Approved Manufacturer. Approved Supplier must recertify Approved Manufacturer materials.

Manufacturer: A producer or fabricator of materials with control over the quality, workmanship and handling of material.

Special Provision: Revisions and additions to the Standard and Supplemental Specifications applicable to an individual project.

Supplier: A supplier has no control, other than through careful handling, over the quality and workmanship of material.

### SAMPLING FREQUENCY: (If Required)

Amount of material or number of items which require a sample when submitting material to C&T for testing.

### SIZE OF SAMPLE:

Minimum size of sample required for testing.

MAXIMUM FOR VI:

Maximum amount of material which can be accepted by visual inspection for each material, per item, per project.

REMARKS:

Special notes pertaining to individual materials.

SPECIAL INSTRUCTIONS:

More detailed information pertaining to particular types of materials, and referenced in "Remarks" or listed in the Materials Sampling Guide.

CERTIFICATION DOCUMENTATION:

Where more than one piece of paper is included in the certification document, all pages must be numbered and include Contract I.D. in order to reunite them should they become separated.

Upon delivery to a supplier, all certified material, either bundled or palleted, shall be stenciled, stamped or otherwise identified as per ASTM, AASHTO, or MDOT specification to allow the manufacturer's material to be recognized and checked against the manufacturer's certification documentation.

All **General Certification** documents must consist of all of the following:

- A list of all applicable specifications (ASTM, AASHTO, MDOT or other designations as appropriate) which the material is certified to meet.
- Any applicable specification modifier such as class, grade, type, etc.
- A statement, signed by a responsible representative of the manufacturer or supplier, that the material represented by the certification meets all MDOT listed specification requirements.
- If material is certified by an approved supplier, the manufacturer's name must be included on the certification.
- Contract number (Control Section/Job Number).
- Date of shipment.
- Name of contractor.
- Name of material (MDOT designation Spec No.).
- Identification markings on shipment as required by the General Materials Certification Procedures for Approved Manufacturer/Supplier Status, in the Quality Assurance Procedures Manual, Section C-1, paragraph 3.2.
- Quantity of material represented by the certification.

**Test Data Certification** - When this certification is specified as the basis of acceptance in the Materials Table, in addition to the requirements of a General Certification, the following information must also be included:

- Laboratory test report(s) for samples obtained from the lot(s) of material represented by the certification and tested according to applicable specifications (ASTM, AASHTO, MDOT).

CERTIFICATION DISTRIBUTION:

Certification documents must be distributed as follows: Two copies must accompany the shipment, one for the contractor's files and one for the Project Engineer's office. The contractor is ultimately responsible for all materials documentation to the Project Engineer's office. Plus one copy must be mailed or faxed on the date of shipment to:

Michigan Department of Transportation  
Construction and Technology Division  
Materials Control  
P.O. Box 30049  
Lansing, Michigan 48909  
Facsimile: (517) 322-5664

CERTIFICATIONS AND RECERTIFICATIONS

Examples for information and format provided. Information required on certifications may vary from one material to the next. The following two pages are ONLY examples.

**Enter Your Company Letterhead/Logo Here  
(Name, Address, Contact Info)**

**APPROVED MANUFACTURER CERTIFICATION**

Date Shipped: \_\_\_\_\_ Name of Contractor: \_\_\_\_\_

Control Section/Job #: \_\_\_\_\_ Project/Job Location: \_\_\_\_\_

We certify that the following described material has been tested and meets the specification requirements of the MICHIGAN DEPARTMENT OF TRANSPORTATION and ASTM, AASHTO or MDOT Specifications.

***(Insert applicable ASTM, AASHTO, MDOT Spec #'s)***

**MDOT MATERIAL NAME:** *As described in the MDOT Materials Source Guide*

**MDOT SPEC #:** *As described in the MDOT Materials Source Guide*

**LOT #, HEAT OR IDENTIFICATION:**

**CLASS, GRADE OR TYPE:**

**SIZE OR WEIGHT:**

**QUANTITY:**

**Signature of Company Representative**

**Title of Company Representative**

Attach additional certifications of any listed materials that you did not manufacture.

**DISTRIBUTION:** Two Copies SHIPPED WITH MATERIAL. One mailed/faxed or delivered to PROJECT ENGINEER, the other to Contractor. One additional Copy MAILED or FAXED to Construction & Technology Division, MDOT, P.O. BOX 30049, LANSING, MI 48909. FAX # (517)322-5664. COMPLETE ON DATE OF MATERIAL SHIPMENT.

**Enter Your Company Letterhead/Logo Here  
(Name, Address, Contact Info)**

**APPROVED SUPPLIER RECERTIFICATION**

Contract ID: \_\_\_\_\_  
 Control Section/Job #: \_\_\_\_\_ DATE OF SHIPMENT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

We certify that the following described material meets the specification requirements of the MICHIGAN DEPARTMENT OF TRANSPORTATION for the above project and this material is certified by the manufacturers indicated below.

<b>MDOT MATERIAL NAME:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MDOT SPEC #:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MANUFACTURER:</b>
<b>LOT, HEAT OR IDENTIFICATION:</b>
<b>QUANTITY:</b>
<b>MDOT MATERIAL NAME:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MDOT SPEC #:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MANUFACTURER:</b>
<b>LOT, HEAT OR IDENTIFICATION:</b>
<b>QUANTITY:</b>
<b>MDOT MATERIAL NAME:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MDOT SPEC #:</b> <i>As described in the MDOT Materials Source Guide</i>
<b>MANUFACTURER:</b>
<b>LOT, HEAT OR IDENTIFICATION:</b>
<b>QUANTITY:</b>

All steel furnished on this certification is of domestic origin and is in compliance with the project "Buy American" provision.

**Signature of Company Representative**

**Title of Company Representative**

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