



**INDIANA DEPARTMENT OF TRANSPORTATION
Division of Materials and Tests**

Directive 601

**General Procedures for Controlling Materials
Approved Prior to Delivery to the Contract**

Certain materials used in Department contracts may be approved prior to incorporation into the work. Identifiable materials not subject to change between points of manufacture and incorporation into the work may be produced and stockpiled for future Department use. Such stockpiled materials will be inspected, sampled, and approved at the source or at intermediate warehousing points available to Department inspection personnel. Material not approved prior to shipment, will be sampled and approved after delivery to the contract.

A Supplier shall have a system of quality control which shall be coordinated with the District Testing Engineer (DTE). This general procedure of quality control shall contain as a minimum the following requirements:

SAMPLING

The Supplier shall notify the DTE when sampling is required. The lot to be tested shall be designated and access to all units shall be provided for the purpose of sampling. All materials being considered for acceptance shall be available at the time of sampling.

Samples will be obtained by a Department technician, or by the Supplier representative and witnessed by a Department technician. Random sampling procedures will be used in accordance with ITM 802, when applicable. Once the lot has been sampled, no material shall be added to the lot.

SAMPLE FREQUENCY

The frequency of sampling will be in accordance with the Department Manual for Frequency of Sampling and Testing. The material represented by each sample shall be distinguishable.

TESTING

Testing will be conducted in accordance with the Standard Specifications. The type of material being tested and the testing facility available will determine the test location.

SAMPLE ID NUMBERS

After testing has been completed, materials in compliance with the Standard Specifications will be assigned a Sample ID number. The Department technician will attach the Sample ID number on the approved material or notify the Supplier of the assigned number.

The Supplier shall maintain a system for identifying materials which have an assigned Sample ID number. The system shall be acceptable and reviewable by the DTE.

The following information shall be maintained by the Supplier for all shipments made from Department approved materials.

1. Contract or Purchase Order Number
2. Material Description
3. Quantity
4. Units
5. The Sample ID Numbers

This information shall be summarized on a report, signed by the Supplier's representative, and sent to the DTE at the end of each week during which materials have been supplied.

ACCEPTANCE CRITERIA

If the test results from the sample are in accordance with the Standard Specifications, the entire lot will be considered to be acceptable. Material that has been approved will only be used for Department contracts. A request to the DTE may be made for consideration of use of the material in the lot for non-Department purposes.

SPECIAL INSTRUCTIONS

Fence and Accessories

Fence and fence posts, braces, and accessory items shall be bundled before or after sampling, but prior to approval. The basis of approval will be a car seal number that will be attached to each roll of fence, barb wire and tension wire, and the fence posts and braces. A basis of acceptance number will not be issued for accessory items such as post caps, brackets, and tie wires.

Pretied Reinforcing Steel Cages for Traffic Related Concrete Foundations

All foundation cages shall be fully fabricated and available at the time of sampling. Project personnel will check the steel cages for the plan dimensions, handling damage, and assembly defects. Cages having defects will be re-sampled.

The basis of acceptance will be the Sample ID number attached to each foundation cage.

Concrete Modular Blocks

Inspection and sampling of concrete modular block at the manufacturing plant or distribution facility will include the following:

1. Once the concrete modular blocks are identified, the manufacturer or distributor shall not move the pallets without obtaining permission from the Department. Any change in location of the pallets will be verified.
2. The freeze-thaw durability test results will be obtained and the following requirements verified.
 - a) The tests were conducted by a Department approved laboratory
 - b) The test results meet the requirements of ASTM C1372
 - c) The test report represents the materials and the mix design that was used in the production of the lot of concrete modular blocks
 - d) The test report is less than 12 months from the date of production for the lot. If the report does not meet this time restriction, the DTE and Concrete Engineer will be contacted for further instructions.

The manufacturer or distributor is required to place a shipping ticket with each pallet of concrete modular blocks that identifies the product name, color, date of manufacture and lot number. This ticket is typically placed under the shrink wrapping on each pallet. After passing results are obtained for the lot, each pallet is labeled with the material Sample ID number and the manufacturer or distributor is allowed to ship the modular concrete blocks to the contract.

When received on the contract, the PE/S is required to inspect the modular blocks and verify that the shipping ticket and the Sample ID number match the information that has been entered into SiteManager. If the information does not match or the shipping ticket or ID number is missing or illegible, the PE/S is required to contact the DTE to determine the proper course of action.