

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION S	DATE
CONSTRUCTION OPERATIONS	<b>Materials Questionnaire Materials Certification Materials Inspection and Delivery Tickets</b>	02/12/2024

## **Materials Questionnaire**

As specified in Subsection 106.04, the Contractor is required to submit a Materials Questionnaire [Form DC-2891](#) for all materials that will be **permanently** incorporated into the project to identify the proposed source. The Contractor must submit a DC-2891 for a materials source even if the material is on the Qualified Products List (See the following link):

<http://www.state.nj.us/transportation/eng/materials/qualified/QPLDB.shtm>.

The DC-2891 is a separate process from the required approval of working drawings and/or catalog cuts as specified in Subsection 105.05. Except for ITS system items as noted below, neither the DC-2891 response nor Working Drawing approval constitutes approval of the other.

The RE will not permit the Contractor to use any material until its source is approved by the Bureau of Materials for the project. The Contractor is required to submit the DC-2891 at least 30 days prior to shipment of the materials. For structural steel and precast concrete, the DC-2891 must be submitted at least 30 days before the material is fabricated. The Contractor is required to submit the DC-2891 as an e-mail attachment (Excel File) to the RE. The format for naming the Excel File is DP#####-MQ##.

For ITS systems obtain approval of system working drawings including individual components and Electrical material instead of submitting a DC-2891 as specified in Section 704.

The RE will review the DC-2891 to ensure that all of the header information has been completed and is correct. Additionally, the RE will verify that the type of materials are reasonably associated with the item and also that the item numbers are correctly associated with the listed items. If the Contractor has not properly named the file, the RE will rename the file in the proper format.

After the DC-2891 is correctly completed, the RE will forward the file to: [Materials.Questionnaires@dot.nj.gov](mailto:Materials.Questionnaires@dot.nj.gov) and to the Regional Materials Engineer. The Bureau of Materials will **not** accept a Materials Questionnaire that is submitted directly to them from the Contractor.

The Bureau of Materials will review the DC-2891. For each supplier/material, the Bureau

of Materials will mark I, C, N, R, E, L or A. (I = Inspection, C = Certification, N = Not Approved, R = Requires Regional Materials Approval, E= Requires Division of Traffic Engineering's Approval, L= Requires Landscape Unit's Approval and A= Approved ) on the DC-2891 (See [Sample A](#)). The Bureau of Materials will e-mail the completed Materials Questionnaire back to the RE as a PDF file. The RE will forward a copy of the PDF file to the Contractor. The RE will forward a copy of the PDF file for Materials Questionnaires marked with 'R' to the Materials Field Team, 'E' to the Traffic Engineering Unit, and 'L' to the Landscape Unit. The Bureau of Materials will send letters via e-mail to the supplier for each DC-2891 marked with I, C or N informing the supplier regarding notifications for inspection, Form LB-168 (see [Sample B](#)); or regarding the need for certification, Form LB-232 (See [Sample C](#)); or advising that the source is not approved to supply materials, Form LB-NA (See [Sample D](#)). .

Should the Bureau of Materials decide to change how the Department will accept material, they will issue a Change in Acceptance of Material directing the change (See [Samples E & F](#)).

### **Materials Certification**

When the Contractor is required to provide a Materials Certification, as indicated on the approved DC-2891, the certification must conform to the requirements as specified in Subsection 106.07 Certification of Compliance.

The Contractor is required to submit the Materials Certification to the RE with each delivery of materials. The Contractor may submit the Materials Certification and any necessary backup documentation via e-mail to the RE in a scanned document.

The inspector should not permit materials to be used for which a Materials Certification is required but for which a Materials Certification has not been provided by the Contractor.

The RE will review the Materials Certification to ensure that it contains all of the necessary information listed in Subsection 106.07. In particular the RE should ensure that material conforms to the material requirements for the Contract and that it specifically indicates the name of the Project. Additionally, the RE will ensure that the material is provided from an approved source.

If the material includes iron or steel components, the RE will ensure that the Contractor also submits a Buy America Certification of Compliance in accordance with Subsection 106.07.02. For step certification, the submission is required to include a certification from each of the handlers/fabricators of the iron or steel product and a [DC-17](#) from the Contractor.

The RE will retain 1 copy of the Certification for the project records and submit 1 copy to

the Bureau of Materials. (Scanned copies may be e-mailed to SiteManager.Materials@dot.nj.gov. The Bureau of Materials will enter the Materials Certification information into Site Manager.

A list of Item Specific Certification Requirements is shown at [Sample G](#).

### **Materials Inspection**

Regional Materials Inspection - As specified in 106.05, the Contractor is required to Submit to the RE a request for HMA plant and field inspection, concrete plant and field inspection, and in-place testing for soil aggregate by 1:00 p.m. of the day before the requested inspection, or by 1:00 p.m. of the previous Friday for inspections requested for Sunday and Monday. The Contractor is required to provide the RE with the locations, estimated quantities, and estimated start times for each type of material. If the start time for a material delivery is delayed by more than 2 hours, the Department has the right to cancel the request and require the Contractor to submit a new request. These regional material inspections are handled slightly differently by each of the regions and should be discussed at the Precon.

Bureau of Materials Inspection – The Bureau of Materials will assign staff to inspect materials not covered by the regional staff.

When the materials are accepted on the basis of inspection, the Bureau of Materials and Regional Materials (depending on the material inspected) will provide inspection reports (LB Forms) to the RE and the Contractor (See “Attachment A”) for a partial list these reports.

The RE will ensure that non-complying materials are not used in the project or if the materials were already installed are removed and replaced as per Subsection 106.08. The Contractor may request RE approval to perform corrective action rather than remove and replace nonconforming work as specified in 105.03. The RE should seek the advice of the ME in this process.

### **Delivery Tickets**

Delivery Tickets are required for all material delivered to a project. This includes both temporary and permanent items of work. As specified in Subsection 106.01, the Contractor is to notify the RE within 12 hours of receiving a shipment of material including the type, size, quantity, and location of the material. The Contractor must provide the Delivery Tickets within 2 days of the receipt of material.

The inspector working on an item must know what materials will be used for the item, and which material sources have been approved for delivery. The inspector should review materials and the delivery tickets to ensure that the materials received are from an approved source as shown on the approved Form DC-2891. The inspector should not permit materials that are from an unapproved source to be used by the Contractor. It is not acceptable to allow the Contractor to use unapproved materials with the Contractor's assurances that they have a Materials Certification or will submit a DC-2891 at a later date.

Generally, Delivery Tickets should be reviewed for the following:

1. Project name
2. Contractor
3. Material Supplier
4. Date shipped
5. Material description
6. Quantity
7. Item name
8. Item number
9. Truck weight

Delivery Tickets for Concrete are specifically to be reviewed to additionally include the following:

1. Plant location
2. Batch time by automatic clock
3. Concrete Class
4. Truck number
5. Amount brand and types of Admixtures
6. Signature of authorized representative
7. Amount size and source of course aggregate
8. Amount of mixing water

Delivery Tickets for Bituminous Concrete are specifically to be reviewed to additionally include the following:

1. Plant location
2. Load time
3. Mix designation
4. Plant lot number
5. Truck number
6. Tare, gross and net weight
7. Lot number

For Steel and Precast items Ensure that product delivery ticket information is matched to each consignment and certificate of compliance.

## “ATTACHMENT A”

<b><i>LB Report #</i></b>	<b><i>Materials Laboratory Reports</i></b>
LB-3 *	ANALYSIS OF BITUMINOUS CONCRETE
LB-5 *	ANALYSIS OF REGULAR HYDRAULIC CEMENT
LB-9 *	ANALYSIS OF COARSE AGGREGATES
LB-10	ANALYSIS OF REINFORCING BAR
LB-11 *	ANALYSIS OF FINE AGGREGATES
LB-16 *	ANALYSIS OF ASPHALT CEMENT
LB-17 *	ANALYSIS OF CUTBACK ASPHALT
LB-18 *	ANALYSIS OF EMULSIFIED ASPHALT
LB-19	ANALYSIS OF ASPHALT CEMENT (MSCR)
LB-201 *	CONCRETE (Various)
LB-235	ANALYSIS OF RETRO-REFLECTIVE SHEETING
LB-237	ANALYSIS OF STRUCTURAL STEEL
LB-274	ANALYSIS OF ALUMINUM MATERIALS
LB-280	ANALYSIS OF STRUCTURAL STEEL PAINT
LB-281	ANALYSIS OF GYRATORY TEST SPECIMENS
LB-284 *	ANALYSIS OF SOIL AGGREGATES
LB-338	ANALYSIS OF ELASTOMERIC JOINT SEALER
LB-401	ANALYSIS OF SODIUM CHLORIDE (ROCK SALT)
LB-402	ANALYSIS OF JOINT AND CRACK SEALERS
LB-403	ANALYSIS OF COLD POUR CRACK SEALER
LB-404	ANALYSIS OF OPEN GRADED AND MODIFIED OPEN GRADED FRICTION COURSE
LB-405	ASPHALT STABILIZED DRAINAGE COURSE
LB-406	ANALYSIS OF OGFC ASPHALT RUBBER
LB-408	IAG ANALYSIS OF OGFC, MOGFC, AR-OGFC
LB-410	ANALYSIS OF BLENDED CEMENT
LB-412	ANALYSIS OF FLY ASH
LB-413	ANALYSIS OF GROUND GRANULATED BLAST FURNACE SLAG
LB-414 *	ANALYSIS OF EPOXY MATERIALS
LB-415 *	ANALYSIS OF QUICK-SETTING PATCH MATERIALS
LB-416	ANALYSIS OF NON-SHRINK GROUT
LB-417	ANALYSIS OF LIQUID ADMIXTURES FOR CONCRETE
LB-420	ANALYSIS OF STEEL WIRE, PLAIN
LB-421	ANALYSIS OF STEEL WIRE, DEFORMED
LB-422	REPORT OF ANALYSIS OF WELDED WIRE MESH “W” WIRE
LB-423	REPORT OF ANALYSIS OF WELDED WIRE MESH “D” WIRE

LB-424 ANALYSIS OF 7 WIRE STRAND  
LB-425 ANALYSIS OF GRAY IRON CASTING  
LB-426 ANALYSIS OF STEEL WASHERS  
LB-427 ANALYSIS OF CARBON AND ALLOY STEEL NUTS  
LB-428 ANALYSIS OF HIGH STRENGTH BOLTS  
LB-429 ANALYSIS OF REINFORCING BAR COUPLING DEVICES  
LB-432 ANALYSIS OF STAINLESS STEEL BOLTING MATERIALS  
LB-435 ANALYSIS OF STEEL ANCHOR BOLTS  
LB-440 ANALYSIS OF MINERAL FILLER  
LB-492 ANALYSIS OF EPOXY TRAFFIC PAINT  
LB-493 HMA CORE AIR VOIDS AND THICKNESS RESULTS

**LB Report # Regional Materials Reports**

LB-47A CONCRETE DAILY BATCH REPORT – ANALYSIS OF AGGREGATE  
LB-47B MIX ADJUSTMENTS AND BATCH TOTALS  
LB-264 \* REPORT OF NUCLEAR DENSITY  
LB-269 ANALYSIS OF SOIL AGGREGATES  
LB-315 REPORT OF RIDE QUALITY  
LB-326(A) CONCRETE CYLINDER RECORD  
LB-400R REPORT OF HMA IGNITION METHOD GYRATORY RESULTS FOR COMPLIANCE

**LB Report # Materials Inspection Reports**

LB480 RESULTS OF REVIEW OF CERTIFICATION FOR REINFORCING STEEL  
LB-904 \* PRECAST CONCRETE INSPECTION  
LB-905 REINFORCING METAL INSPECTION REPORT  
LB-906 \* STRUCTURAL STEEL INSPECTION  
LB-906ARM JOINT ASSEMBLY METAL COMPONENTS (ARMOR DECK)  
LB-907 INSPECTION CERTIFICATION OF BEARING ASSEMBLIES  
LB-909 \* GRAY IRON CASTINGS INSPECTION REPORT  
LB-911 HIGHWAY SIGN INSPECTION REPORT  
LB-913 \* GUIDERAIL INSPECTION REPORT  
LB-GENERAL ANALYSIS OF MISCELLANEOUS MATERIALS  
LB-MFCERT NJDOT MATERIAL FABRICATION CERT

**LB Report # Other Materials Reports**

LB-481 RESULTS OF REVIEW OF CERTIFICATION OF COMPLIANCE  
LB-95A MATERIALS CERTIFICATE  
LB-96 FINAL MATERIALS CERTIFICATE

\* LB series- Various reports for various materials. (e.g., LB-201CLSM for CLSM; LB-

201EARLY for EARLY COMPRESSIVE STRENGTH; LB-201HPC for HPC  
CONCRETE)