

Materials Sampling Guide

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Section 1

General Instructions and Definitions

General Instructions

- 1) When the sample or testing requirements of a material mentioned in this Materials Sampling Guide differs from those previously listed in our various field manuals, the Materials and Sampling Guide will take precedence.
- 2) The Materials and Research Division pre-approves several materials before they reach the jobsite. When approved or pre-tested stock arrives on the project, certain requirements must be complied with before the material can be used. These requirements are stipulated in this guide.
- 3) The Materials and Research Division will be notified immediately of any substandard material arriving on a project.
- 4) It is recognized that in ordinary construction, some tests and observations may not comply with specification requirements. All test results obtained will be reported. The Project Manager will identify what action was taken regarding materials not meeting specification requirements. This disposition will include reasons for use of material, corrective action taken or reference to a check sample.

General Definitions

Certificate of Compliance: Manufacturer's Certificate of Compliance shall state that the material or item meets all requirements. "Blanket-Type" certifications covering many different materials are not acceptable. Each certification will include all pertinent data (i.e. size, quantity, specification number, codes, contractor performing work, project number, project location, etc). An authorized representative of the manufacturing firm will sign the certification.

Certificate of Tests: Manufacturer's Certificate of Tests shall show the required test results and certify that they are correct. In some instances, such as steel for reinforcement, the process of manufacture must also be shown. The project number, project location and contractor will be indicated on the certification. An authorized representative of the manufacturing firm will sign the certification.

The cost of providing the Certificate of Compliance, the Certificate of Test and all expenses incurred regarding testing and sampling will not be paid for directly. This will be considered subsidiary to items for which the contract provides direct payment.

Minimum Materials Certificate, Sample and Inspection Requirements:

Q.C. Testing by Contractor – Contractor performs testing to control the quality of the material.

Verification Sampling and Testing by NDOR – Nebraska Department of Roads personnel perform verification testing to correlate with contractor’s test results and/or to verify the quality of material for acceptance.

Independent Assurance Testing – Nebraska Department of Roads, Contractor, Consultant personnel, equipment and laboratories are evaluated on an annual basis. This evaluation will determine the testing personnel’s competence performing their job. The evaluation will also assure that all equipment and testing facilities meet specification requirements.

The descriptions listed above are a very brief synopsis of the Quality Assurance Program for Construction.

The Quality Assurance Program for Construction manual is located in this sampling guide.

Please refer to it for a more in-depth description of the program.

Consultant Inspection Instructions

This Materials Sampling Guide defines all material sampling, testing, certifications, and other requirements that need to be included in the project documents by the inspecting agency, i.e. the Consultant.

In the Sections containing the column “Verification Sampling and Testing by NDOR” the consultant needs to perform the requirements identified under the column of “Field Personnel” and a Private Testing Lab, a NDOR Branch Lab, or the NDOR Lincoln Lab needs to perform the requirements identified under the columns “Branch Lab” and “Lincoln Lab”. The consultant is responsible for the sampling of the materials and the delivery of the sample to the selected Lab for testing.

Where the contractor, in the column “Q. C. Sampling and Testing by Contractor”, is required to submit samples to a lab for testing it is the responsibility of the inspecting consultant to identify the lab selected to do the testing.

In Sections 15-25, under the column “Sample Required”, it states that the sample will be delivered to the Materials and Research Lab in Lincoln for testing. When a consultant is performing the inspection they will be responsible for the sampling and the delivery of the sample to a Private Testing Lab or the NDOR Lincoln Lab for testing.