

@ **1005.00 MATERIAL & RESEARCH DIVISION'S FINAL REVIEW PROCEDURES**

The Materials and Research Division's Final Review Section will perform the following steps:

- The Materials and Research Division will receive notification from the Project Manager that the project is complete and ready for the material review.
- The Materials and Research Division's Final Review Section will make a listing of all materials that need to be reviewed.
- This listing will be routed through the various laboratories in the Materials and Research Division. The individual laboratories will review their areas and note if the material is satisfactory or a deficiency exists (i.e.: required samples or certifications not received, materials not meeting specification requirements, deductions in compensation for failing materials).
- When complete this listing will be returned to the Materials and Research Division's Final Review Section.
- The Materials and Research Division will determine which materials are deemed critical and non-critical.
- Non-Critical Materials will be accepted by a blanket letter of acceptance. This letter will be generated by the Materials and Research Division's Final Review Section and sent to the Project Manager by e-mail or fax. By signing this letter the Project Manager is stating that all of the materials met specification requirements and that the necessary documentation is in their files. The Project Manager can fax or mail the signed letter to the Materials and Research Division (fax number 402-479-3975).
- Critical Materials will require that the necessary certifications and samples are on file in the Materials and Research Division. The Materials and Research Division's Final Review Section will send an e-mail to the Project Manager listing these materials and requesting that the required documentation be submitted.
- Once all of the necessary information is received in the Materials and Research Division a letter will be sent to the Project Manager stating that the material review is complete. (There is the possibility that another material shortage could occur if a subsequent estimate adds an item or increases a quantity. If this happens the Project Manager will be notified).

- The Construction Division will contact the Materials and Research Division when a final estimate is ready for our approval. When all necessary documentation has been received we will release this estimate for final payment. A letter will be sent to the Project Manager stating that the Materials and Research Division has released the final estimate.
- @ ➤ If you have any questions regarding this procedure please contact Rhonda DeButts @ 402-479-4760 or Dave Hall @ 402-479-4837.