

Oklahoma DOT Materials Field Acceptance Method: **5001**

Acceptance of Pre-Approved Products

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BASIS

Material quality of products coded 5001 is monitored by the Materials Division per their quality monitoring procedure(s). Acceptance of products coded 5001 is based on:

- Determining what product is being used
- Confirming it is the appropriate product
- Verifying the product appears on the Approved Products List (APL)
- Documenting product information to project records

PROCEDURE

1. Determine what product is being used. Whenever possible, look for product markings and manufacturers' labels or tags attached to delivered items. When that is not possible, inspect batch or delivery tickets. When batched or mixed, inspect documents at the batch or mixing plant. Every effort should be made to make this determination at point and time of delivery.

2. When applicable, verify the product being used is the same product listed as an ingredient on the approved mix design or otherwise specified in governing documents.

3. Verify the product has an unexpired listing on the Approved Products List (APL) with a Field Acceptance Method of 5001.(1)

4a. For all SiteManager projects: Required documentation involves the Residency capturing data in an electronic SiteManager Contract Sample Information / AM5001 Test Template Record.

4b. For Non-SiteManager projects: Key data fields of the SiteManager method are recreated on Reference Document Form 5001-F1. Printing and completion of a Form 5001-F1 by the Residency and placement of it by them in their Non-SiteManager project file is the acceptable method.(2)

NOTES

1. When visiting plants to obtain samples of other materials, review matters pertaining to these delivered products as well. Verification of products used should be an ongoing effort throughout project duration.

2. This Acceptance Method has a delivery/usage point and time focus: What product was delivered, will be or is being used on the project, and is it pre-approved? This is the most accurate and thus desirable point and time to verify, control and document actual pre-approved product usage.

Products with an unexpired listing on the Approved Products List and a Field Acceptance Method of 5001 are pre-approved and do not require any project-level material, manufacturer or supplier certifications as evidence of their material quality or material acceptability.

FREQUENCY

Minimum is once per Product Name per project, with reasonable awareness that the appropriate nature and product information are unchanged.

REFERENCE DOCUMENTS

- (1) Approved Product Lists may be found in the Approved List section of the Materials & Testing e-Guide at: https://www.ok.gov/odot/Doing_Business/Materials/
- (2) [5001-F1](#) - Acceptance Form for Pre-Approved Products on Non-SiteManager Projects

Revision 3/16/2015: Changed Materials & Testing e-Guide link, in Reference Documents (1) above, to new Materials & Testing e-Guide web page link.

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Revision 7/5/2016: Changed Materials & Testing e-Guide hyperlink, in Reference Documents (1) above, to current Materials & Testing e-Guide URL.