

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
**APPROVAL PROCEDURE**  
**FOR**  
**CEMENT KILN DUST**  
**(SPECIFICATION REFERENCE: 702.03)**

**GENERAL:** Cement Kiln Dust (CKD) products will be accepted only if having an unexpired listing on ODOT's Qualified Products List. Field acceptance will be in accordance with the Field Acceptance Method, indicated by the code adjacent to the product listing.

If there is any change in Company name, ownership, operation, or major processes, the ODOT Materials Division Engineer must be immediately informed to evaluate the continued listing of the product(s).

All products are subject to sampling at the job site and/or at the manufacturing facility. Products that do not perform adequately or are otherwise found to be non-compliant with requirements may be removed from the Qualified Products List at any time. Once removed, the product will not be re-listed or approved for use until such time that adherence to the requirements can be verified and the product has undergone satisfactory performance evaluation.

**PRODUCT APPROVAL:** Request for approval of CKD shall be the responsibility of a manufacturer or supplier (hereinafter called "the Supplier"). The Department may conduct an on-site inspection of the supplier facility and laboratory during the approval process. Approval will require a written request from the Supplier to the Materials Division Engineer, which shall include the following:

- (A) A letter requesting placement of CKD on the Oklahoma Department of Transportation's Qualified Products List.
- (B) A 1-gallon (4-liter) split sample of CKD. Submit to the Engineer a copy of the split-sample test results for all applicable tests, according to ODOT specifications; and

Six (6) months' CKD test results. Results shall include all test properties as required under Subsection 702.03 of the Specifications.

- (C) A detailed Quality System Manual (QSM). The QSM shall incorporate a comprehensive record keeping system, to include:
  - Quality statement.
    - Written policy or mission statement
  - Supplier facility.
    - Facility address, telephone number, and email address.
    - Detailed directions to the supplier facility.
    - List type of ISO certification if the facility is certified.
  - Quality control system roles and responsibilities.
    - Quality control (QC) organization
    - QC manager
    - QC technicians
    - QC personnel qualifications and responsibilities
  - Quality control laboratory qualifications.

- **Quality control during production.**
  - **Random and/or selective sampling plan.**
  - **Sample identification system.**
  - **Standard QC sampling and testing methods (AASHTO, ASTM, other).**
  - **QC sample storage and retention procedures.**
  - **QC test result reporting.**
  - **Use of control charts. (if used)**
  - **Statistical analysis of test results.**
    - **A minimum of high, low, mean and standard deviation.**
  - **Resolution of Non-conforming Test results.**
  
- **Post-production QC activities.**
  - **Storage, shipping and handling of CKD.**
  - **Handling of QC records.**
  - **Retention of records and product traceability.**
  - **Product certification.**

**(D) A list of other state DOT's that have the same CKD on their Qualified Products List. Provide contact information for each State DOT's.**

**Upon Oklahoma Department of Transportation approval of the Quality System Manual and reconciliation of any testing differences between the two laboratories, the Supplier will agree in writing to the requirements specified in the *Supplier's Quality Control Agreement for Cement Kiln Dust*, (attached).**

Revision 3/5/2015: Changed all instances of "Materials Engineer" to "Materials & Research Division Engineer". Changed division name in left part of header from "Materials Division" to "Materials & Research Division". Changed all instances of "Approved Materials List" to "Approved Products List".

Revision 6/23/2016: Changed all instances of "Materials & Research Division Engineer" to "Materials Division Engineer". Changed division name in left part of header from "Materials & Research Division" to "Materials Division".

Revision 3/6/2024: Changed all instances of "Approved Products List" to "Qualified Products List".

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
**SUPPLIER'S QUALITY CONTROL AGREEMENT**  
**FOR**  
**CEMENT KILN DUST**  
**(SPECIFICATION REFERENCE: 702.03)**

To assure the approval and acceptance of Cement Kiln Dust (CKD) for use on Oklahoma Department of Transportation (hereinafter called "the Department") projects, Supplier's Name, at Manufacturing Location, (hereinafter called "the Supplier") regarding all CKD which it supplies for use on such projects, agrees to:

- (A) Maintain Quality Control as established by the Supplier and approved by the Department in accordance with the Quality System Manual (QSM).
- (B) Make all test records available for inspection by the Department's personnel or authorized representatives. Such records to be maintained by the Supplier for a period of not less than five (5) years. Copies of any or all test records shall be furnished to the Department upon request.
- (C) Furnish the Department a monthly report of individual test results, including, high, low, mean and standard deviation values for all properties required by the specifications. Include a disposition statement for all CKD not meeting specified limits.
- (D) Submit a split sample for testing every three (3) months or as directed by the Department. The sample should be approximately 1 gal. (4 liters) in size. The sample shall be submitted within seven (7) days of sampling and should represent actual stored material. It shall be accompanied by the supplier's test results for that sample. The test results should include all of the test procedures required by the specifications. The Department should be notified in writing when the supplier does not produce or will not ship CKD to the Department for use. During this time period no sampling or reporting will be required. When production or shipping resumes, the supplier shall notify the Department and provide samples.
- (E) Allow the Department access to the Supplier's facilities. The Supplier shall allow the Oklahoma Department of Transportation inspectors, or their agents, to enter any plant or quality control laboratory, unannounced, to observe the manufacturing process, review QC inspection, testing and associated records, obtain samples for comparison testing, or to inspect QC testing facilities.
- (F) Provide certification with each shipment that CKD:
- was produced in compliance with this Agreement and
  - is the identical product appearing on the Qualified Products List as a result of this Agreement.

The product covered by this Agreement shall be identified by a unique coded name to indicate both material type and Producer / Supplier (P/S) code. The complete coded name will be entered into the Department's construction management database and publicly displayed as the "Product Name" on the Qualified Products List precisely as follows:

Example:

*CKD (P/S m00009)*

The supplier shall provide the required certification by listing the product name on the shipping documents in precisely the same complete coded manner as shown above.

**For universal product recognition within the Department, the complete coded name should also be used whenever submitting reports, samples or otherwise referencing this product as being covered by this Agreement and/or the identical product included on the Qualified Products List.**

- (G) Maintain CKD product quality and integrity throughout storage, transport, and delivery to terminus.**

**Approval may be withdrawn at any time the Supplier is found to be in noncompliance with this written agreement, when comparison testing between the two laboratories shows continuing unresolved differences, and/or when samples taken at the project indicate noncompliance with the specifications. Products may be removed from the Qualified Products List if the Department deems that a unacceptably long period of time has expired without any shipments of production material for use on Department projects.**

**If there is any change in Company name, ownership, operation, or major processes, the ODOT Materials Division Engineer must be immediately informed to evaluate the continued listing of the product(s).**

**This agreement will remain in effect until cancelled by either party.**

**OKLAHOMA DEPARTMENT OF TRANSPORTATION  
SUPPLIER'S QUALITY CONTROL AGREEMENT  
FOR  
CEMENT KILN DUST  
(SPECIFICATION REFERENCE: 702.03)**

**ENDORSEMENT OF AGREEMENT**

**SUPPLIER:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
(Signature) (Typed or Printed Name)

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED:**

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**

**BY:** \_\_\_\_\_  
Matt Romero, P.E., Materials Division Engineer

**DATE:** \_\_\_\_\_

Revision 3/5/2015: Changed all instances of “Materials Engineer” to “Materials & Research Division Engineer”. Changed division name in left part of header from “Materials Division” to “Materials & Research Division”. Changed all instances of “Approved Materials List” to “Approved Products List”. Changed name of Materials & Research Division Engineer, shown underneath the line labeled “BY” and near the bottom of the Endorsement of Agreement sheet (page 3 or 4), from “Reynolds H. Toney” to “Scott Seiter”.

Revision 6/23/2016: Changed all instances of “Materials & Research Division Engineer” to “Materials Division Engineer”. Changed division name in left part of header from “Materials & Research Division” to “Materials Division”.

Revision 5/4/2018: Changed person name and title, shown underneath the line labeled “BY” and near the bottom of the Endorsement of Agreement sheet (page 3 or 4), from “Scott Seiter, P.E., Materials Division Engineer” to “Kenny Seward, P.E., Assistant Materials Division Engineer”.

Revision 9/19/2018: Changed person name and title, shown underneath the line labeled “BY” and near the bottom of the Endorsement of Agreement sheet (page 3 or 4), from “Kenny Seward, P.E., Assistant Materials Division Engineer” to “Matt Romero, P.E., Materials Division Engineer”.

Revision 3/6/2024: Changed all instances of “Approved Products List” to “Qualified Products List”.