

# Policy & Procedure Document

Last Modified: 07/10/2006  
Reviewed for Version: SiteManager 3.7

**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1103.0

**ITEM:** CONTRACT MATERIALS

**REVISED:** 07/10/2006

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## **SCOPE:**

To establish policies and procedures for maintaining Contract Materials information in SiteManager.

## **GENERAL:**

SiteManager contract materials and their associated contract sampling and testing requirements are created and maintained using the components of the Contract Materials panel. The policy Item Number 1103.0 represents the initial icon on the Materials Management panel. Clicking on this initial icon opens a Contract Materials panel with icons to the actual components. Separate policies and procedures exist for each component and all will contain an Item Number prefix of 1103.