

Policy & Procedure Document

Last Modified: 03/27/2017
Reviewed for Version: SiteManager 3.9b

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1

ITEM: MATERIALS CERTIFICATION LETTER

REVISED: 03/27/2017

SCOPE:

To establish a policy and procedure for the utilization of this report in the material's certification documentation process. **This policy applies to all contracts awarded June 2007 and later, and may be optionally used for projects awarded prior to June 2007.**

GENERAL:

The Materials Certification Letter is a contract specific form letter (report) which includes a list of Contract Concern Indicators. A signed and sealed printed copy of this report, including any required attachments, constitutes Materials Certification. This is the final step in the Material Certification Process. An outline of the preceding steps are described in the Policy and Procedure, "Material Certification Process (General)". Anyone responsible for preparing, signing, sealing, or reviewing the Material Certification Letter should be familiar with the reports referenced in the letter, and what the reports should display to be considered complete and proper for the issuance of the Material Certification. Requirements and guidance on the use of the referenced reports are described in the applicable Policies and Procedures. The Material Certification Letter (report) is obtained from the Material Certification Process Utility Index.

The Material Certification Letter displays several indicator boxes. Indicators applicable to the contract are marked by an "X". This mark may mean that material information needs to be adjusted in SiteManager windows before the materials can be certified, or that a particular official attachment to the Materials Certification Letter will be required.

PROCEDURE:

Indicators not marked by an "X", do not require attachments to the Material Certification Letter.

- The Unauthorized Samples and No Data Templates indicators, with note should not be visible on the Materials Certification Letter. If either indicator and note is visible, correct the documentation in the appropriate areas of SiteManager before continuing:

X Unauthorized Samples ****** **X** No Data Templates ******

**** Per Policies and Procedures, this indicator may not remain on Final Materials Certification Letter.**

- The remaining six indicators shown below, will be flagged with an "X", only **if, that report is applicable to the contract**, based on information in SiteManager. If any of these indicators are flagged, print the report, review the information on the report(s) for proper and complete information as described in the pertinent Policies and Procedures. Make any necessary revisions (including ensuring proper remarks are included in affected such as Contract Sampling and Testing windows). If revisions were made to address missing or inaccurate information in these reports, rerun the report after making the revisions to obtain a "clean" and updated report to attach to the Material Certification Letter.

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|--|---------------------|----------|-------------------------|--|---------------------------|
| | Small Quantities | X | Final Outstanding Items | | Sample/Test Modifications |
| | Failed and Accepted | X | Sampling Checklist | | |

- Sign and seal the Material Certification Letter. Attach the required reports to the Letter.