

# Policy & Procedure Document

Last Modified: 05/29/2007  
Reviewed for Version: SiteManager 3.7

**SECTION:** 1300 - Project Finalization

**ITEM NUMBER:** 1302.1A

**ITEM:** SMALL QUANTITIES ACCEPTANCE REPORT

**REVISED:** 05/29/2007


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## **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 Small Quantity (SMQ) Acceptance Materials Report is a summary of all contract materials on pay items that were changed to the Sample Type = "SMQ Small Quantity" in the Contract Sampling and Testing Requirements Window. If materials were accepted by this process, this report is a required document that shall be attached to the Material Certification Letter. Anyone responsible for printing or viewing this report, and/or anyone responsible for issuing a Material Certification Letter or auditing a contract shall be familiar with the information in the quick reference guide (QRG); "Small Quantity Material Acceptance Method".

This report is sorted by Material Code, and displays Line Item and the quantity of the material in that item accepted by the Small Quantity Acceptance Method. Because the Sample Type is associated to the Test method, the report also displays the test procedure connected to the Small Quantity Acceptance Method. Any remarks  added to the "Sample and Testing" Tab of the Contract Sampling and Testing Requirements Window are also displayed in the report. This report is obtained by selecting a Contract.

## **A review of this report prior to issuance of the Material Certification Letter should focus on the following issues:**

- The indicator may remain on the final Materials Certification Letter with this report as the attached documentation, however:
- The conversion factor should not have been revised to compute an incorrect material quantity (should never be zero).
- The correct material quantity should be indicated
- The quantity of material listed as accepted by Small Quantity should be within the guidelines and policies established in the Residency and Division.
- Proper Associated Remarks should be included.

## **Additional Discussion:**

It has been discovered that users are not following the intent of the Small Quantity Acceptance Procedure and using it incorrectly for documenting not conducting certain tests on materials. This results in an inaccurate report of small quantity acceptance. For example: For many projects with less than 10,000 T of Hot Mix Asphalt (HMA), certain tests such as TSR, are not required. Users are incorrectly setting the sample type to SMQ for these tests, when they should just change the testing rate to Zero. This report then incorrectly shows the Residency is attempting to accept all of the HMA pay item without any testing. Prior to submitting the Material Certification Letter, it is necessary to go into the contract Sampling and Testing Requirements and make the necessary corrections to avoid this problem. After correcting the requirements, this report should be printed again before attaching to the Material Certification Letter.