

# Policy & Procedure Document

Last Modified: 12/13/2006  
Reviewed for Version: SiteManager 3.7

**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1105.1

**ITEM:** APPROVED MATERIALS

**REVISED:** 12/13/2006

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## SCOPE:

To establish policies and procedures for maintaining Approved Materials in SiteManager.

## GENERAL:

The Approved Materials window is primarily used to list and modify materials and products known to be listed as pre-qualified products. Materials and products that may appear on this list are formally described as "Standard Manufactured Materials", as defined in AASHTO R38. This area of SiteManager will be maintained by the MATADMIN group. Users with inquiry access may visit this area to search for a specific material in the approved listing but inquirers may find it more beneficial to use the Material & Testing e-guide website - Approved Lists Link.

Standard Manufactured Materials that are listed as pre-qualified products have been tested, evaluated and monitored by the Materials Engineer utilizing QC/QA agreements, periodic material quality or qualification reviews, documentation on-file justifying the listing, pre-delivery inspections or, more than likely, some combination thereof. In OkDOT, products listed in this window have been deemed pre-qualified for use on OkDOT projects. The same listing of approved materials is available (in a different format) on the Materials Division e-guide website.

Contract documentation for acceptance of Standard Manufactured Materials is accomplished using sample records with material test templates. Special test templates with a AM5xxx designation are used to document verification of approved product listings, visual inspection of product or inspection markings, labels, delivery tickets etc. These special test templates correspond to a new series of field acceptance methods defined for the numerous materials that are not physically sampled and tested on a contract basis.

Residency inquiry level access to this window is available, primarily for the following reasons:

- 1) Remarks may be made to individual Product Name listings and those remarks do not show up on the Approved Materials Report.
- 2) Users may wish a hard copy of an individual Product Name listing for documentation in lieu of an entire category report. In those cases, users could highlight the desired Product Name, hold shift key and press Print Scr. This puts an image of the screen on your computer clipboard. The image may then be pasted into a Word document or picture program such as Paint, and printed from there.

Any product that is pre-qualified by OkDOT either has no mandatory job site physical testing requirements or the physical testing requirements are satisfied prior to shipment to a project, and should be field verified by observing a pre-delivery inspection marking on the product itself. Inspection marking information is maintained in the Field Sampling, Testing & Acceptance Guide section of the Materials & Testing e-Guide (website). For a contract, visual identification of the pre-qualified product being used, visual inspection of the product performing as specified, and verifying

it's unexpired listing in this window are intended to serve as sufficient project level documentation of that product's material quality issues. In addition, this may include receipt of a certification from the Producer/Supplier of the material. These activities shall be documented in a sample record.

Visual inspection to identify the pre-qualified product being used, should include observation of unique manufacturer markings on the delivered product itself or observation of the delivered product's descriptive labeling, packaging or pre-delivery inspection marking. When no such manufacturer markings, labels or pre-delivery inspection markings are relevant to the delivered product (Example: Portland Cement), review of mix designs, batch or delivery tickets from well established, reputable sources, identifying the delivered component products may suffice.

For non-SiteManager Material contracts, users can document the approval status of a material by performing a screen print or generate a report indicating the listing. In the interest of paper reduction however, the printing practice is highly discouraged. Should a review, confirmation or audit process of the material acceptance be required, that process should also simply view the listing in SiteManager's Approved Materials.

Additions and modifications in this window shall be approved by the Materials Engineer.

SiteManager Access Assignments				
Central Office				
Group Code	Group Name	Update	Inquiry	None
CENADMIN	Central Office Administration			X
FHWA	Federal Highway Administration		X	
CENINQRY	Central Office Inquiry Group			X
REGSERV	Regulatory Services			X
SYSADMIN	System Administration	X		
Construction Division				
Group Code	Group Name	Update	Inquiry	None
CONSADMN	Construction Administration		X	
CONEST	Construction Estimate Processor			X
CONSLOAD	Construction Project Load			X
Field Division				
Group Code	Group Name	Update	Inquiry	None
DIVADMIN	Field Division Administration		X	
DIVAUDIT	Field Division Auditor		X	
DIVINQRY	Field Division Inquiry		X	
Materials Division				
Group Code	Group Name	Update	Inquiry	None
MATADMIN	Materials Administrator	X		
MATAUTH	Materials Authorizations		X	
MATIAS	Materials Independent Assurance		X	
MATINQRY	Materials Inquiry		X	
MATSTA	Materials Sampling Testing & Approval		X	
MATTEST	Materials Tester		X	
MATTRAIN	Materials Training			X
Residency				
Group Code	Group Name	Update	Inquiry	None
RESADMIN	Residency Administration		X	
RESAUDIT	Residency Auditor		X	
COUNTPRT	Contractor Counterpart			X
RESINQRY	Residency Inquiry		X	
RESLABMN	Residency Lab Manager		X	
RESLABTC	Residency Lab Technician		X	
RESINSP	Residency Inspector		X	
RESPRMAN	Residency Project Manager		X	
RESSCTRY	Residency Secretary		X	

When a material is selected from the Material List, the Approved Materials window displays the following fields:

**Material Code** - This displays the selected material's code. An adjacent field displays the material's description.

**\*\*Product Name** - This is the brand name of the material. Product Name is a required field and must be unique for the material code. In OkDOT the Product Name will usually be the full brand name as provided by the manufacturer in upper case letters. If a particular category type is relevant, it may follow the brand name. Example: POZZOLITH 300-N (Type A) If the material has no specific brand name (Example: Portland Cement Type I), the Product Name will be a material indicator followed by (P/S mXXXXX) where mXXXXX will be the Producer/Supplier code for the manufacturer. Example: Lafarge in Sugar Creek, Mo has a P/S code of m00010 and they manufacture Type I cement. The Product Name would be Type I (P/S m00010)

\*\*This field is in a repeating panel area with scroll capabilities. Fields listed below are used to build the list in the panel. Clicking over a Product Name to highlight it displays the particular entries for that product in the fields listed below.

**Effective Date** - This is the date the product became approved listed. The system's default date is the listing date of the Product Name.

**Expiration Date** - This is the date the approval for the product expires. It is a required field and will initially read 12/31/49 unless the approval is known to have expired, then the date of expiration will be entered. If and as periodic re-approval processes are established, this field may be a useful means of determining in advance when those re-approval processes should occur.

\*Expiration dates of 12/31/49 are coded to display "Unexpired" on web reports. If a product listing has an actual expiration date entered, the product continues to be listed on the web report along with the actual expiration date. Once an actual expiration date has been entered for a product listing, that product listing is not available for selection in a sample information record after the actual expiration date.

**Product Category** - This is the category of the product. Examples: Anti-Stripping Agents, Asphalt Release Agents, Curing Compounds, Detector Loop Sealants, Geogrid Products, PC Concrete Admixtures, Portland Cement, Portland Cement Substitutes, Recycled Plastic Blockouts, Waterproofing Membranes.

**P/S:** - This is the Producer/Supplier of the product. The P/S code displays adjacent to this field. When necessary to distinguish a P/S by location, the (City, State Abbreviation) will follow the name. Example: LaFarge (Sugar Creek, MO)

**Acceptance Method** - This is the method by which the pre-qualified product is to be accepted for use on OkDOT projects. For Approved Materials, this field will incorporate a numeric Acceptance Method Code. This code will be 5XXX where 5 will indicate Approved Materials Section 1105.1 and XXX will be a consecutive counter. Due to the limited size of the description field, codes will be entered by an Administrator to both the system code and left side of the respective description field, followed by an abbreviated description. Only the code and abbreviated description will appear in this field in SiteManager. Approved Materials Acceptance Method Codes & complete acceptance descriptions are maintained in the Field Sampling, Testing & Acceptance Guide section of the Materials & Testing e-Guide (website).

**Remarks Bubble** - This will be used to include remarks about product listings. Whenever there is a product or manufacturer name change, the date of the change is to be captured here, as well as the name changed from and to specific information. This will allow the continued use of the product listing and serve to track the name change history.

\*Added 12/12/2006