



Construction Policy Bulletin

CPB 09-11 Final Materials Certification

References: *Construction Manual*
Code of Federal Regulations

Section 6-108, "Project Certification"
Title 23, Part 637.207, Subpart (a)(3)

Effective Date: August 13, 2009

Approved:

A handwritten signature in black ink, appearing to read 'Mark Leja', written over a horizontal line.

MARK LEJA
Chief
Division of Construction

Approval Date: August 12, 2009

Background

The Department of Transportation (Caltrans) has a policy that the resident engineer must prepare and process a material certification on each Caltrans project when construction work is complete.

This policy is in accordance with Title 23 of the Code of Federal Regulations, Part 637.207 (23 CFR 637.207), which states that state transportation departments must prepare a materials certification and submit it to the Federal Highway Administration (FHWA) division administrator for each construction project subject to FHWA construction oversight. However, the form is used on all Caltrans projects regardless of funding source.

The intent of the material certification is to ensure that the quality of all materials incorporated into the project conforms to the plans and specifications, thus ensuring a service life equivalent to the design life. Any material represented by an acceptance test that does not meet the criteria contained in the plans and specifications is considered an exception. The resident engineer should investigate the exceptions to determine if the material is reasonably close to the plans and specifications.

FHWA requested that Caltrans develop a form to replace the existing materials certification memorandum. This bulletin introduces that new form and procedure, CEM-6302, "Final Materials Certification" (attached).

Existing Procedure

Section 6-108, "Project Certification," of the *Construction Manual* instructs the resident engineer to prepare and send a materials certification memorandum to the Division of Construction upon completion of construction work on each project.

New Procedure

When construction work on each project is complete, prepare form CEM-6302, "Final Materials Certification." Use the form to certify that, other than the exceptions listed, the results of tests performed on acceptance samples show that the materials used in the work controlled by sampling and testing conform to the approved plans and specifications.

If exceptions exist, check the exceptions box and note all nonconforming materials on the form. The following lists some examples of nonconforming materials that must be noted as exceptions:

1. Materials accepted by applying a specified pay factor or deficiency adjustment, such as for hot mix asphalt, concrete pavement, or rapid-strength concrete.
2. Materials out of "operating range" but within "contract compliance" for which a specified payment deduction was made.
3. Materials not in compliance with the as-bid contract plans or specifications for which a contract change order was approved to accept the material.
4. Materials that require certificates of compliance but one or more have not been submitted.

Contact the construction engineer for project-specific questions about preparing and processing the form.

Sign the form and put the original in the project files. Send a copy to district construction and, if the project is subject to FHWA construction oversight activities, send another copy to the FHWA California division administrator. The name and address of the FHWA California division administrator is online:

<http://www.fhwa.dot.gov/cadiv/>

If you have questions regarding this new procedure, please contact Jim Cotey, Division of Construction, at (916) 227-5709 or Jim_Cotey@dot.ca.gov.

Attachment: CEM-6302, "Final Materials Certification"