



BUREAU OF MATERIALS MATERIALS PROCEDURES

MP NUMBER: 39-09

EFFECTIVE DATE: 6 / 1 / 2010

APPROVAL: *Eileen Sheehy*

NJDOT JOB CLOSE OUT PROCEDURES

PURPOSE:

To establish standard procedure for preparing and submitting to the FHWA (Federal Highway Administration) a materials Certification for each construction project subject to FHWA construction oversight activities.

REFERENCES:

Bureau of Materials Engineering and Testing Quality Assurance Program
NJDOT Construction Procedures Handbook
FHWA – 23CFR 637.205 (a) Quality Assurance Guidelines

FORMS:

LB - 95A - Regional Construction Engineer's Certification
LB - 95 - Soil, Electrical, and Landscape Materials Certifications
LB - 96 - Materials Certification for FHWA

INSTRUCTIONS:

I. Assignment Procedures

The Regional Construction Engineer (RE) shall:

- A. Initiate the Form LB-95A on Federal-Aid projects only, once all materials testing for the project is completed, results issued and all materials certifications are received from the Contractor.
- B. The form LB-95A and all material certifications are to be submitted to:
Manager, Bureau of Materials
Attention: Laboratory File Coordinator
930 Lower Ferry Rd.
PO Box 607
Trenton, NJ 08625

with a copy of the LB-95A to the Regional Construction Engineer and the Bureau of Construction Engineering.

The Bureau of Materials file coordinator shall:

- A. Generate the Form LB-95 and send a request to the appropriate Electrical, Landscape, and Regional Materials Offices with a due date, for them to complete the LB-95 for their respective electrical, landscape, and soils items.
- B. Circulate Laboratory records folders to section supervisors to review, sign, and date.
- C. Prepare LB-96 for Manager of Bureau of Materials review and signature.

The Principal Engineer for the Testing and Inspection sections in the Headquarters Laboratory shall:

- A. Review items sampled and tested or accepted for use on project.
- B. Ensures that there are enough test reports to cover the project requirements based on original quantities and for failing samples.
- C. List all deficiencies on worksheet form provided in job file.

The Electrical, Landscape, and Regional Materials Offices shall:

- A. Complete Form LB-95 and return it to Manager, Bureau of Materials by the request due date.

The Bureau of Materials job close out supervisor shall:

- A. Review the project records upon receipt of the requested forms.
- B. Notify the RE of any materials certifications that are missing from appropriate project Bureau of Materials files.
- C. Request from the RE any missing materials certifications.
- D. List all material that fails to comply with disposition onto LB-96.
- E. Completes the LB-96 after all deficiencies have been investigated. The LB-96 is sent to Manager of Bureau of Materials for approval and distributed.

IV. Distribution of Forms

<u>Form</u>	<u>Distribution</u>
LB – 95	Original - Bureau of Materials
LB - 95A	Original and 1 copy - Bureau of Construction Engineering and Bureau of Materials
LB – 96	Original and 1 copy - Regional Construction Engineer Manager, Bureau of Construction Engineering NJDOT FHWA Coordinator 2 copies - Bureau of Materials' file

