



# Bureau of Materials Materials Approval Procedures

MAP Number: **102-15**

Effective Date: April 1, 2015

Approved By: Eileen Sheehy

## PROCEDURE FOR APPROVAL OF HOT MIX ASPHALT (HMA) PLANTS

### **PURPOSE:**

To establish a procedure to approve HMA Plants for addition to the NJDOT Bureau of Material's Qualified Products List (QPL).

### **REFERENCES:**

*New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction*  
Section 902 & 1009.01  
*Requirements for Hot Mix Asphalt Quality Control Program Plan*

### **PROCEDURE:**

#### **A. Producer's Request for Approval.**

The producer shall request in writing for the approval of the plant. Include the following information in the written request:

1. The name, address, and contact information for the producer.
2. Location and directions to the plant.
3. Type of plant (drum or batch), manufacturer of plant, and capacity of plant.
4. Manufacturer, number, and capacity of surge, storage bins, and asphalt cement tanks.
5. Attestation that HMA plant and laboratory meet the requirements of Section 1009.01 and that the HMA plant is capable of producing material conforming to Section 902 of the Standard Specifications.

Mail the request for approval to the appropriate Regional Materials Engineer (ME):

#### **For Plants Located in Region North (Warren, Sussex, Morris, Passaic, Essex, Union, Hudson, or Bergen Counties):**

Regional Materials Engineer, Region North  
New Jersey Department of Transportation  
200 Stierli Court  
Mount Arlington, NJ 07856-1322

#### **For Plants Located in Region Central (Hunterdon, Somerset, Mercer, Middlesex, Monmouth, or Ocean Counties):**

Regional Materials Engineer, Region Central  
New Jersey Department of Transportation  
P.O. Box 600  
Trenton, NJ 08625-0600

**For Plants Located in Region South (Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic, or Cape May Counties):**

Regional Materials Engineer, Region South  
New Jersey Department of Transportation  
One Executive Campus, Route 70 West  
Cherry Hill, NJ 08002

For out-of-state plants seeking approval, send request to the Region closest to the plant to be approved.

**B. Regional Materials Inspection of the Plant and Laboratory**

The ME will inspect the plant and laboratory to ascertain if all requirements of Section 1009.01 are met. The ME will notify the producer of his findings of the inspection. If there are deficiencies, the ME's notice will give a timeframe for corrective action to be taken. The ME will re-inspect the plant and laboratory to ensure compliance.

**C. Quality Control Plan**

If the ME's inspection reveals no deficiencies, the producer shall submit a Quality Control (QC) Plan to the ME for approval. The ME will approve the QC Plan if it meets or exceeds the requirements of the *Requirements for Hot Mix Asphalt Quality Control Program Plan* which is available from the ME or from the New Jersey Asphalt Pavement Association. With the QC Plan, submit copies of the NJSAT certifications for QC personnel.

**D. Mix Design Approvals**

After completion of a mix design, the producer shall contact the ME for mix design approval. The producer shall submit the mix design package to the ME in an approved format. The ME will review the mix design package and will schedule a date for mix design verification. The ME will approve the mix design based upon conformance to the applicable specification for the mix and the results of the verification testing. In the case of a failing verification sample, the ME may re-test the same mix for verification once but will require re-design if the re-test fails.

**E. Regional Materials Approval**

The ME will approve the plant for addition to the QPL if the plant meets the following criteria:

1. Plant and Laboratory meet the requirements of Section 1009.01 of the Standard Specifications.
2. The QC Plan is approved by the ME.
3. One or more mix designs have been approved by the ME.

**F. Annual Re-approval of the Plant**

The ME will inspect the plant and laboratory on an annual basis to ensure continued compliance with the requirements of Section 1009.01. The ME may also inspect during the course of the year if a deficiency is noted during routine materials inspection at the plant.

On an annual basis, the producer shall seek re-approval of the QC Plan by submitting to the ME a revised QC Plan. With the annual request for QC Plan approval, submit copies of the NJSAT certifications for QC personnel. During the course of the year, the producer shall request approval of any proposed changes to the QC Plan.

On an annual basis, the producer shall request re-approval of mix designs proposed to be used in the coming year. The ME may re-approve the mix designs if the performance of the mix design during the previous year was good. The ME may require re-verification of the mix design if the performance of the mix was unsatisfactory or if the mix was not used in the previous year.

The ME will re-approve the plant annually based on compliance with the requirements for the plant and laboratory, the QC Plan approval and the mix design approval. The ME will notify the producer for non-compliance and will remove the plant from the QPL for continued non-compliance.

**PROJECT ACCEPTANCE REQUIREMENTS:**

Qualification of a plant and addition to the QPL does not constitute a blanket approval of the material. The Contractor for each proposed project must submit the plant and the proposed mixes on a Materials Questionnaire as specified in Section 106. The ME will approve the mix designs for use on a project to project basis based on the specifications for the project. The ME will sample, test, and accept the material according to the applicable Section of the *NJDOT Standard Specifications for Road and Bridge Construction*.

**DISQUALIFICATION:**

The ME may remove the plant from the QPL for non-conformance with specification requirements, for non-conformance to the approved QC Plan, or for a documented history of poor field performance of mixes produced. The producer shall notify the ME, in writing, of any major modifications to the plant. Failure to notify the ME will result in disqualification.

**REQUALIFICATION:**

The ME will reevaluate a plant which has been disqualified and removed from the QPL only after submission of a formal request along with acceptable evidence that the problems causing the disqualification have been resolved.