

Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 19, 1999

Material Certification for Maintenance

#99-12

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

The Bureau of Local Roads and Streets and the Bureau of Materials and Physical Research have held discussions regarding current practices and statutory requirements regarding material certification. We have also consulted the Office of Chief Counsel regarding the statutory requirements for material certification.

The statutes require Department certification for all aspects of construction work. However, the statutes are silent on similar requirements for maintenance operations. Chapters 6 and 7 of the Administrative Policies manual detail the closeout requirements for construction projects and the material certification requirements for both construction and maintenance projects.

Based on the above and input received from the district offices, a change in policy is being implemented. Effective immediately, material certification by the department will no longer be required for any general or special maintenance performed using motor fuel tax funds.

In the discussions between the two bureaus, six key steps involved in the material certification process were identified. The steps are as follow:

1. Inspection of materials - Physical testing or visual inspection of the materials for compliance with the specifications.
2. Evidence of inspection - Evidence that the material received is from an approved source. Load tickets showing that source was an approved supplier, pipe culvert with appropriate stamp, etc., would be considered adequate evidence.
3. Documentation of inspection - Document the fact that the materials received on the job site were accompanied by adequate evidence of inspection as described in the previous step and include as part of the project files.
4. Input of material quantities into MISTIC system by district materials personnel.

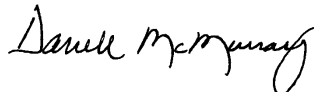
5. Materials Certification Review by the District Materials Bureau/Section- When the Engineer's Final Payment Estimate is received by the district local roads office, a request for materials certification is sent to the district materials office. The district materials office compares the completed quantities on the payment estimate with the inspection reports on file with the Department. If inspection reports have been received for substantially all of the materials required for the various pay items, the district materials office would notify the district local roads office.
6. Upon receipt of materials certification, the district local roads office would proceed with all actions necessary to accept the project.

Under the policy change, steps 1 through 3 will continue to be the responsibility of the local agency. The districts will continue to inspect materials at their sources, as is current practice. The Department will no longer complete steps 4 through 6 for maintenance. If a district chooses to continue to enter maintenance quantities into the MISTIC system for record keeping, it will be at their option.

The elimination of these responsibilities for the districts will allow local agency maintenance projects to be closed in a more timely manner. The local agency will maintain the documentation of inspection for a minimum of 3 years after the completion of the contract for our review, if requested.

These policy changes apply only to maintenance activities that utilize motor fuel tax funds. All motor fuel tax funded construction projects will continue to follow steps 1 through 6.

Sincerely,



Darrell W. McMurray, P.E
Engineer of Local Roads and Streets

cc: Jay Miller