



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

June 3, 2002

Project Procedures Guide (PPG) –
Certification of Local Agency Material Test Procedures

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS #02-11
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

This letter clarifies the forms issued by [Circular Letter #02-03 \(CL #02-03\)](#). CL #02-03 provided exceptions for local agencies to allow a Qualified Local Agency Representative (QLAR) to certify employees and equipment for material testing and construction inspections by submittal of the proper forms.

Both CL#02-03 and its attachments indicate that materials testing equipment must be certified by the department. This will not be required. The QLAR must certify that adequate equipment is available for the test(s) required. BLR 6306 "Certification of Local Agency Material Test Procedures" has been revised to reflect this change.

BLR 6306 was to be used to certify employees to perform specified material testing in the lab. BLR 6307 "Certification of Local Agency Construction Inspector" was intended to be used to certify that employees are qualified to perform material testing in the field. We have now combined the two forms.

BLR 6306 is to be submitted to the district for each employee that the QLAR is certifying for lab and/or field material test procedures as specified on the form. This form will be submitted one time and only resubmitted when any of the certified conditions have changed. **BLR 6307 is no longer required and will be deleted.** BLRS will not require resubmittal for those who may have submitted BLR 6307; however, BLR 6306 must be used for any revisions or removal of responsibilities given to employees.

BLR 6306 will be available on the Internet at www.dot.state.il.us/blr/blrforms.html in a couple of months with a revision date of June 2002 (Rev 6/02); use the attached form in the interim.

Questions may be directed to your district office or Teresa Price at 217-785-1664.

Sincerely,

A handwritten signature in black ink that reads "Darrell W. McMurray".

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

TP/tp
Attachment