

Quick Reference Guide

Last Modified: 04/29/2010 08:08:57 AM
Reviewed for Version:

Materials: Asph Binder substitution to a higher grade; S&T changes

A contractor is allowed by specifications to provide an asphalt mix with a higher grade binder than specified in the plans and pay items. This substitution is made at no additional cost to the Department, and typically will not require a change order. This QRG provides instructions to the Materials Division and Residency personnel regarding Contract Sampling and Testing requirement changes that must be made to allow proper documentation of material testing. This QRG is organized in the following sections:

1. Material Division Responsibilities
2. Residency Responsibilities
3. Detailed instructions for Materials Division

1. Materials Division Responsibilities:

The Materials Division will revise contract sampling and testing requirements, adding the new materials (binder and mix) to existing pay items. This will be part of the process of reviewing and approving mix designs on a contract. Detailed instructions are provided in section 3.

2. Residency Responsibilities:

Residency personnel should maintain sufficient communication with the Contractor to ensure they are aware of the mix design ID and mix type being produced and placed on their projects.

If a mix with a different grade binder is being used than what was specified in the plans, an adjustment to the conversion factors and/or test frequencies may be necessary to account for how much of what mix type is being used on a specific pay item. This would typically be done by Residency staff with update rights to contract sampling and testing.

If there are existing contracts where the new binder and mix material have not been added, this can be added by a Residency lab manager, following the instructions, items 'a' through 'o', in the following section.

3. Detailed Instructions for revising (adding) Contract S & T requirements by Materials Division:

After a mix design has been reviewed and approved, and it has been determined that the mix design is appropriate for use on a contract, as part of the process of associating a mix design to a contract, perform the following steps:

- a. Verify the submitted mix design is for a type and grade specified for use on the contract. If the submitted mix design is NOT the binder grade shown in the plans and pay items, continue with the following steps.
- b. In SiteManager, navigate to: Materials Management > Contract Materials > Contract Sampling and Testing.
- c. Select the Contract.

- d. Scroll down through the line items and find the line number(s) you need to add the new binder and mix to. There may be several line items with the same pay item description that will need materials added. (Hint: sort by Item Description column)
- e. Select the line item number.
- f. Select the binder material.
- g. In the menu bar, select Services > Copy Records
- h. In the lower window, select the new material code you need to add. Save.
- i. Go to the second tab, "Sampling and Testing"
- j. Click in remarks icon, and add a remark: Date, your initials, "S&T added by Materials Div based on submitted mix design". (Hint: add this remark to your clipboard)
- k. Save.
- l. Go to first tab, "Materials", click the open icon.
- m. Select the mix material.
- n. Repeat steps 'g' through 'k'.
- o. If other pay items need revising, repeat steps 'e' through 'n'.
- p. Send an e-mail to the Residency with notification of the changes made. Use the provided Lotus Notes stationary.

NOTE: The Materials Division uses a utility (program) to easily check what mix and binder types are listed for a contract. The utility checks the mix and binder materials listed on a contract that have sampling and testing requirements established. It is critical to use this utility and not a stand-alone database like "Tracking" because "Tracking" will not identify pay items with missing sampling and testing requirements (OIL contract items).