



Minnesota Department of Transportation

MEMO

Office of Materials
Mailstop 645
1400 Gervais Avenue
Maplewood, MN 55109

DATE: January 24, 2008

TO: Resident Engineers (See attached list)

FROM: Curt Turgeon, Pavement Engineer

PHONE: 651-366-5535

SUBJECT: **Annual Project Materials Certification Compliance Review
S.P. (See attached list)**

The subject project has been selected for Project Compliance Review of Materials and Testing Certification. Our records indicate that your resident construction office performed the inspection, testing and then completed the certification of that work for the project(s) as noted on the attached list.

The subject project was selected from the finals database managed by the Office of Contract Administration and/or the Materials Certification Exceptions Summary Forms submitted to the Office of Materials. However, if the subject project was not administered by your office, please inform me as soon as possible so that a replacement project can be selected.

All information that was used as the basis for your project certification should be sent to Carol Starbuck at the Office of Materials, 1400 Gervais Avenue, Maplewood, Minnesota, 55109. The attached checklist was developed to assist in assembling the necessary documentation. Please use it to verify the completeness of the files and to categorize the documents by specialty unit. Be sure to include the Materials Exception Summary Form for each project (Form TP-02171-01, 02, or 03). Please send original or copies to the Office of Materials, MS 645, to the attention of Carol Starbuck. All documents will be returned when the process is complete.

Please submit all documentation by February 14, 2008.

This is the twelfth annual materials certification audit/compliance review and we will generally follow the Certification Project Compliance Review Procedure (copy attached). The Project Compliance Reviews are in accordance with Technical Memorandum No. 01-27-MRR-08.

Your questions and comments are welcomed at any time. You are encouraged to contact the following personnel prior to the submittal of your project data if you have any questions regarding documentation:

Cary Efta (Grading & Base)	651-366-5421
Joe Thomas (Bituminous)	651-366-5464
Wendy Garr (Concrete)	651-366-5423

You will be notified of the compliance review results for your project via the Certification Compliance Review Form. Thank you for your cooperation.

cc: CMG
District Materials Engineers
Tim Andersen
John Garrity
Doug Schwartz
File

Cary Efta
Joe Thomas
Wendy Garr

Attachments: List of Projects
Certification Project Compliance Review
Compliance Summary Checklist