MINNESOTA DEPARTMENT OF TRANSPORTATION
State Aid Division
Technical Memorandum No. 12-SA-01
February 17, 2012

To: County Engineers
City Engineers
MnDOT District State Aid Engineers
MnDOT District Materials Engineers
FHWA

From: Julie Skallman, P.E.
State Aid Engineer

Subject: **State Aid for Local Transportation**
Schedule of Materials Control for Low Volume Roads (SMCLV)

EXPIRED

Expiration

This Technical Memorandum will remain in effect until February 17, 2017, unless superseded prior to this date, or the information provided in this Technical Memorandum is incorporated into the State Aid Manual.

Implementation

This Technical Memorandum, which explains the applicability and guidelines for incorporating the SMCLV in state aid funded projects with an ADT of 1,500 or less, is effective immediately. This schedule has not been approved for use on local federal-aid projects or projects within the Trunk Highway right-of-way. Federal-aid projects and those within Trunk Highway right-of-way must continue to follow the guidelines of the MnDOT Schedule of Materials Control.

Introduction

State aid projects undertaken by local agencies are typically smaller in size and shorter in duration than projects managed by the Construction and Innovative Contracting (OCIC) division of MnDOT. Although the MnDOT schedule works well on larger projects, the smaller project scope and shorter timeline of State Aid projects warrants a different set of guidelines be available for use at the option of the local agency.

To assure that State tax dollars are spent in the most effective and efficient manner, it is important to establish a Quality Assurance Program that reflects the risks associated with failing materials as well as the cost and resources required to test less significant material items. The testing rates and procedures described in the SMCLV are founded on the MnDOT Schedule of Materials Control with revisions based on input collected from the Material Control Testing Rates for Low Volume Roads Technical Advisory Panel (TAP), industry affiliates and local agency representatives.

Purpose

There are three main purposes of this Technical Memorandum. First, describe which projects are approved to use the SMCLV. Second, explain how to correctly reference and incorporate the schedule into the project documents. Third, to give an overview of how to properly document approved products, qualified products and products that are accepted, without sampling or testing, at the discretion of the Engineer.

Guidelines

Applicable Project Types

The SMCLV may be used on state aid funded projects only (**this schedule is not approved for use on federal-aid projects or projects within the Trunk Highway right-of-way**).

The project must meet one of the following criteria:

1. Road projects with a current ADT of 1,500 or less
2. Trail projects

Please note it is not required to use this schedule in place of the MnDOT Schedule of Materials Control. If a project meets the above criteria, the Engineer has the option to use the SMCLV.

If the Engineer decides to use the SMCLV, they must include the SMCLV in the project proposal, as noted later in this memo, and notify their District State Aid Engineer (DSAE) when the project plans are submitted for State Aid review. The most effective way to notify the DSAE is by making a remark under the "Notes" section of the "State Aid Plan Review Checklist" form.

Required Project Provisions

Similar to the protocol for using the MnDOT Schedule of Materials Control, the SMCLV shall be included in the Special Provisions of the Project Proposal. Additionally, the following language shall be included in the Special Provisions to clarify to the Bidder that the SMCLV is the governing schedule:

S-_ 1603.2 SAMPLING AND TESTING

Replace the first paragraph with the following language:

Sampling and testing of materials for this project will be in accordance with the State Aid for Local Transportation (SALT) "Schedule of Materials Control for Low Volume Roads". This schedule establishes the size of samples and the rate of testing, but in no way affects Specification requirements for the material. For material items not covered in the SALT "Schedule of Materials Control for Low Volume Roads", refer to the most current MnDOT "Schedule of Materials Control" available at the time of Project Advertisement for Bids. The most current version of the MnDOT schedule can be found at the following link: http://www.dot.state.mn.us/materials/labmcs.html

The Introduction page and "Materials Acceptance Summary" form shall be included in the Project Documents for each project that utilizes the SMCLV. In addition, the applicable sections of the schedule need to be included in the project proposal. For example, if your project includes concrete, landscape and grading and base bid items, only those sections of the SMCLV need to be included in the project proposal. The SMCLV will be located on the State Aid Construction webpage at the following address:
http://www.dot.state.mn.us/stateaid/Constforms/2012SA-SMC-LowVolume.pdf

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Materials Acceptance Summary Form

February 17, 2012

SALT* Schedule of Materials Control - Low Volume

STATE AID FOR LOCAL TRANSPORTATION

Material Acceptance Summary

SAP NO. _____

Date	Item Description	Approved Product List	Certificate of Compliance	Accepted by Engineer*
1	2	3	4	5

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* Items not included on the Approved Product List or the Manufacturer's Certifications have not been received are hereby accepted by the Engineer. Materials on a Qualified Products list which have not been tested at the discretion of the Engineer are hereby accepted.

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signed: _____

Project Engineer Date

In order to document the acceptance of materials incorporated in the work on the Project, SALT has created the "Materials Acceptance Summary" form. All items that are accepted based on the MnDOT Approved Products List, MnDOT Qualified Products List, or at the discretion of the Engineer shall be recorded on this form.

Material items shall be recorded on the Materials Acceptance Summary form in the following manner (please note that the following numbers correspond to the highlighted form above):

1. Date the material item is incorporated in the work.
2. Item Description
3. Date that the material item was verified to be located on the Approved Products List or Qualified Products List. Print a copy of the MnDOT Approved Products List or MnDOT Qualified Projects List webpage and retain in the Project file.
4. Date Certificate of Compliance was received from supplier/contractor (as required by contract documents).
5. The Engineer may accept a material item by initialing and dating this column for those products which are not found on the MnDOT Approved Products List or the MnDOT Qualified Products List and are not sampled and tested at the discretion of the Engineer.
6. Once the project is complete, the Engineer shall certify all material items by signing the Material Acceptance Summary form. If multiple Material Acceptance Summary forms are required, each form shall be signed accordingly.

Questions

For information on the technical contents of this memorandum, please contact Joe MacPherson, State Aid Construction Engineer at **(651) 366-3832** or Ron Bumann, State Aid Construction Practices Specialist at **(218) 725-2811.**

A link to all active and historical State Aid for Local Transportation Technical Memoranda can be found at: http://www.dot.state.mn.us/stateaid/sa_tech_memos.html

To request this document in an alternative format, call Bruce Lattu at 651-366-4718 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to bruce.lattu@state.mn.us (please request at least one week in advance).

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