

## **Instruction Sheet - (Form 24570)**

### **Materials Disposition Recommendation Form**

For material determined to be failing in the field, the listed procedures should be followed:

1. Whenever possible, reject the material prior to it being incorporated into the project.
2. If some or all of the material was incorporated into the project prior to the failure determination, then Form 24570 (Rev. 10/07) should be initiated in the field and sent to the Materials Specialist. In this instance, Form 24570 becomes a request for recommendation to be acted on by the appropriate Materials Specialist.
3. This form may also be attached to a failing material test report. This is a District decision, but the process to complete and distribute this form is the same.

Instructions for completing Form 24570 are:

- S.P. No.: Fill in the lowest State Project Number
- Dated at Lab/Field: Fill in the date of test and location of failure determination, either Field or Lab.
- From: Fill in Resident Engineer in charge of project.
- Reply Date: Fill in date form was filled out and sent.
- Material Failure on: Fill in type of material.
- Lab. No.: Filled in by Lab personnel.
- The material was: Check one, used or not used.
- Used for: If used, fill in what material was used for.
- Quantity represented: Fill in quantity and units of measure.
- Sample taken from: Fill in where sample was obtained.
- Sample location: Provide stationing, lane direction, etc. (As much information as possible to be able to pinpoint exactly where on the project the sample represents.)
- Type of failure – Test results/specification requirements: Fill in material test or type of failure, the results obtained and the Specification requirements for the test, if known.
- How has this material or resultant work performed to date?: If enough time has elapsed since the material was placed to make a performance determination, state material performance – otherwise, state “undeterminable” or “unknown at this time”.
- Were additional samples taken?: When a material failure is determined in the field additional sampling and testing should be conducted ASAP. The date, samples and test results should be provided here.
- Explain steps taken to prevent a recurrence of this failure and any corrective measures.: Whenever possible, the appropriate Materials Specialist should be consulted prior to taking corrective measures. Whatever action is taken should be documented here.
- Construction remarks: Any additional information that may be beneficial to the Materials Specialist should be provided. For example, if the work in question is temporary construction, provide this information as it may affect the recommendation.

After completing the field portion of the form, it should be sent to the Materials Engineer immediately. In most cases, conversations between the Materials Specialist and field personnel have already taken place. Even if a verbal recommendation is provided over the telephone, the form should be promptly sent in order to get a written recommendation for the project files.

After receiving the completed form 24570 (Rev. 10/07), the Materials Specialist shall respond with a written recommendation within 10 working days after receipt. This recommendation may be either written on the original (green) form or refer to an attached memorandum.

The cc distribution shall be made after the written recommendation from the Materials Specialist has been completed.

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
MATERIALS ENGINEERING  
MATERIALS DISPOSITION/RECOMMENDATION FORM**

S.P. \_\_\_\_\_

Dated at Laboratory \_\_\_\_\_

Dated at Field \_\_\_\_\_

TO: Materials Engineer, Office of Materials, Maplewood Lab

Reply Date \_\_\_\_\_

FROM: \_\_\_\_\_

Resident Engineer

Lab # \_\_\_\_\_

SUBJECT: Material Failure on \_\_\_\_\_

1. The material was:  Used  Not used

Used for \_\_\_\_\_

Quantity Represented \_\_\_\_\_

2. Sample taken from \_\_\_\_\_

3. Sample location \_\_\_\_\_

4. Type of failure – Test results/Specification requirements \_\_\_\_\_

5. How has this material or the resultant work performed to date?

\_\_\_\_\_

6. Were additional samples taken? \_\_\_\_\_

Date and Test No. \_\_\_\_\_

7. Explain steps taken to prevent a recurrence of this failure and any corrective measures.

\_\_\_\_\_

Construction Remarks:

\_\_\_\_\_

Materials Specialist Recommendation:

\_\_\_\_\_

Reply Date \_\_\_\_\_

cc: Assistant District Engineer  
District Materials Engineer  
Project Engineer