

Memorandum

*Making Conservation
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: July 25, 2017

File: Division of Construction
CPD 17-2

From: 
RACHEL FALSETTI, Chief
Division of Construction

Subject: **ACCEPTANCE TESTING TURNAROUND FOR JOB-PRODUCED MATERIALS**

Secretary Brian Kelly received a letter on May 21, 2014 from industry associations voicing their concern regarding the California Department of Transportation's (Caltrans') timely reporting of acceptance test results. Industry and Caltrans representatives formed a subtask group to follow up with this concern which resulted in issuance of policy and procedure that has been incorporated into the *Construction Manual*. The Division of Construction also conducted three evaluations for projects statewide and the results showed that there are improvements needed in Caltrans' performance.

Ensuring materials and products of job-produced materials meet acceptance specifications is a primary goal for Caltrans. Sampling and testing materials and products must be in accordance with contract specifications. Minimum required sampling and testing must be performed in accordance with Section 6-107, "Materials Acceptance Sampling and Testing," of the *Construction Manual*.

This directive is a reminder for the resident engineer and construction field staff to meet established timelines in Table 6-1.2, "Time Required for Materials Acceptance Tests," of the *Construction Manual*. Use Form CEM-3701 (NEW 03/2015), "Test Result Summary," to summarize acceptance test frequency and results for each material. Record dates for sampling, shipped to laboratory, test result received from laboratory, and test result notification to contractor on the form. Notify the contractor of all acceptance test results within 2 business days of receipt from the laboratory.

The *Construction Manual* is available at:

<http://www.dot.ca.gov/hq/construc/constmanual/>

Form CEM-3701, "Test Result Summary," is available at:

<http://www.dot.ca.gov/hq/construc/forms.htm>

Adhering to this policy will effectively minimize potential claims.

For more information regarding this directive, contact Hani Romani, Division of Construction, at hani.romani@dot.ca.gov or (916) 654-2729.