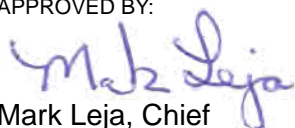


MANUAL CHANGE TRANSMITTAL		NO. 13-14
TITLE: Department of Transportation <i>Construction Manual</i>	APPROVED BY:  Mark Leja, Chief Division of Construction	DATE ISSUED: September 23, 2013
SUBJECT AREA Table of Contents and various sections of the <i>Construction Manual</i>	ISSUING UNIT Division of Construction	
SUPERSEDES	DISTRIBUTION All Requested Manual Holders	

This manual change transmittal delivers the revisions of Chapter 1, Section 4, and Chapter 6, Section 3 of the *Construction Manual*. Updated sections may contain updated language, information, corrections, and references resulting from updates to the 2010 *Standard Specifications*, and from policy, and procedural changes. Change bars in the margins of the revised sections indicate text that was changed or added.

Please update your manual according to the table below.

Section	Incorporates	Remove Old Page(s)	Insert New/Revised Page(s)
Goldenrod, Chapter 1, Section 4, "Facilities and Equipment"	None	1-4i	1-4i
Chapter 1, Section 4, "Facilities and Equipment"	None	1-4.1 thru 1-4.3	1-4.1 thru 1-4.3
Goldenrod, Chapter 6, Section 3, "Field Tests"	None	6-3i	6-3i
Chapter 6, Section 3, "Field Tests"	None	6-3.1 thru 6-3.7	6-3.1 thru 6-3.7

Section 1-4, "Facilities and Equipment"

- Updates language to reflect 2010 *Standard Specifications*.
- Updates object code reference from Division of Accounting *Coding Manual*.
- Removes intranet websites.

Section 6-3, “Field Tests”

- Adds new references section which includes web sites for California Test Methods, *Material Plant Qualification Program*, and reference to Section 6-106, “Materials Acceptance Sampling and Testing,” of the *Construction Manual*.
- Moves Section 6-305D (3), “Identification of Test Cylinders,” to Section 6-103 of the *Construction Manual*.
- Renames Section 6-305F, “Determining the Accuracy and Suitability of Scales and Meters used in Materials-Processing Plants,” to Section 6-306, “Material Plants.” Section 6-306, “Material Plants,” now includes both California Test 109 and *Material Plant Qualification Program*.

Section 4 Facilities and Equipment

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This manual is being updated to reflect changes from the 2006 to the 2010 *Standard Specifications*. Bracketed section numbers refer to the 2006 *Standard Specifications*.

Section 4 Facilities and Equipment

1-401 General

This section provides guidelines for the acquisition and the care of facilities and equipment used in Caltrans construction field operations.

1-402 Resident Engineer Offices

District construction must provide offices for resident engineers. Charge the rent and other items and services included in the cost of resident engineers' offices to the phase 4 project number as a Department-furnished expense. When an office is used for more than one project, appropriately prorate the charges.

The Advantage financial system requires coding of resident engineer's office expenses. For a description of items and services included in Object Code 184 for resident engineer's office, refer to the *Coding Manual*, Volume I, Chapter 5, Table 1-2, "Object Code Descriptions." Department-furnished expense funds may also be used for monthly utilities expenses (Object Code 002), monthly office phone service fee (Object Code 725), and monthly cell phone service fee (Object Code 726). Refer to the *Coding Manual* to determine appropriate sub object that must be included in each Advantage financial transaction.

Carefully select the field office location. Consider security and avoid areas such as residential neighborhoods where the field office would create a nuisance.

Use service contracts to move furniture and equipment between offices.

1-402A Commercial Office Space

Generally, secure commercial office space only for large or multistage projects. The process to secure approval of a lease for commercial office space takes 90 to 180 days.

Refer any questions concerning commercial property leases to the appropriate district right of way unit.

1-402B Caltrans Facilities

Space in Caltrans facilities, such as district offices or maintenance station buildings, may be available for resident engineer offices.

1-402C Trailers

Where land is available, you may lease commercial office trailers or use Caltrans-owned trailers, if available, for resident engineer offices. Check with the district equipment manager to see if any Caltrans-owned office trailers are available.

Lease commercial office trailers in the same way you would lease commercial office space. Do not rent furnished commercial office trailers. For leasing information, contact the district right of way unit.

Section 4 Facilities and Equipment

1-401 General

1-402 Resident Engineer Offices

You may arrange to place office trailers in maintenance yards or on state highway right-of-way.

1-402D Maintaining Resident Engineers' Offices

The resident engineer must maintain both the interior and exterior of the project office. When more than one resident engineer occupies an office, they must jointly decide on the maintenance responsibilities.

Each member of the resident engineer's staff must routinely maintain neatness in the field facility. This responsibility includes picking up papers, keeping desktops neat, filing papers, and hanging maps.

For janitorial work, you may use service contracts. Lease agreements for commercial office space may already include a janitorial service. The use of janitorial services does not preclude Caltrans personnel from light housekeeping between service periods.

Each resident engineer's field office must display a sign that identifies the office as a Caltrans facility.

1-402E Field Office Utilities

Use a service contract for field office utility work. Notify the Division of Accounting when starting, transferring, or terminating utility services. Form FA2134, "Utility Service Request," should be filled out and forwarded to the Division of Accounting and a copy kept in the project files. The form and instructions are available on the Division of Accounting website.

For more information, contact the district construction office. If the location is so isolated that electricity is not available, the Division of Equipment can supply skid-mounted generators to supply electrical power for office trailers.

1-403 Care of Equipment

1-403 Care of Equipment

Resident engineers and staff are responsible for the proper care and operation of assigned equipment. District construction must have an inventory process to address equipment assignments and to track moves between offices. Complete an inventory no less than once a year, and reconcile all discrepancies.

Resident engineers must maintain current information on equipment assigned to them and must properly document the disposal or movement of equipment. Report new equipment purchases to the district property controller. Also contact the district property controller for questions about what to include as inventory equipment.

When a member of the resident engineer's staff is not present, always keep the field office locked. Commercial security systems may be warranted for a field office. You can use funds from Department-furnished materials to obtain a security system, or a security system may be included in the rental cost for commercial office space. For details, contact the district office.

Annually service fire extinguishers in Caltrans facilities. For guidelines on fire extinguishers, refer to Section 8.05, "Emergency Action Plan Requirements," of the *Caltrans Safety Manual*.

1-404 Nuclear Gauges

1-404 Nuclear Gauges

Only properly trained and qualified personnel must operate nuclear gauges. Resident engineers and supervisors of nuclear gauge operators must be aware of the



requirements for handling nuclear gauges, including transporting and storage. Refer to California Test 121, “Use of Nuclear Gages,” for nuclear gauge requirements.

1-405 Automotive Equipment

District construction assigns vehicles to field personnel. The resident engineer or the construction engineer will determine the use of vehicles at the project level with due consideration for the needs of the Office of Structure Construction personnel. To accomplish the work, vehicles may be exchanged at the project level as necessary.

1-405A Operation of State Vehicles

For policies, guidelines, and rules for driver training and the safe operation of motor vehicles, refer to Chapter 17, “Motor Vehicle Safety,” of the *Caltrans Safety Manual*.

Section 9-09, “Requirements for First Aid Medical Supplies” of the *Caltrans Safety Manual* requires a 10-unit first aid kit to be at each construction crew field site. To satisfy this requirement, each vehicle must carry a first aid kit.

For reporting accidents, see the procedures in Chapter 18, “Motor Vehicle Accidents,” of the *Caltrans Safety Manual*. Chapter 18 requires that each vehicle carry Form STD. 269, “Accident Identification.”

You may obtain supplies and repairs for vehicles from the Division of Equipment facilities. In case of breakdown, contact the nearest Division of Equipment facility. Also, each vehicle contains a directory that lists the shops and personnel to contact in case of a vehicle breakdown or emergency on the road. Roadside assistance is also available 24 hours a day with the use of the official state credit card for fuel. Each vehicle must be equipped with the credit card and instructions for obtaining emergency service.

1-405B Home Storage Permits

The California Code of Regulations requires the use of vehicle home storage permits. The director of the Division of Equipment develops, publishes, maintains, and oversees the administration of guidelines for home storage permits. These guidelines are available on the Division of Equipment website.

The guidelines contain specific requirements for field employees in construction, surveys, material testing, and structure construction.

1-406 Reporting Losses

If theft, burglary, pilferage, or damage by vandalism occurs, immediately notify the individual in the district who is responsible for coordinating the reporting of such incidents. Unless advised not to do so by this district coordinator, notify the local police authorities, giving full details as you know them, and complete descriptions of the damaged or missing articles. The district coordinator will advise the resident engineer of any further action.

Also notify the district property controller of any lost, stolen, destroyed, or damaged inventory property. For this purpose, use Form ADM-0396, “Report of Lost, Stolen, or Destroyed/Damaged State-Owned Property.”

1-405 Automotive Equipment

1-406 Reporting Losses

Section 3 Field Tests

6-301 General

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6-306 Materials Plants

This manual is being updated to reflect changes from the 2006 to the 2010 *Standard Specifications*. Bracketed section numbers refer to the 2006 *Standard Specifications*.

Section 3 Field Tests

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6-301 General

6-301 General

The resident engineer must ensure that materials incorporated into the project comply with specifications. Refer to Section 3-501, “General,” and Section 3-608, “Testing,” of this manual.

Perform field inspection of material and testing in accordance with the guidelines in this chapter. Sampling and testing frequencies for materials acceptance are shown in the tables included in Section 6-107, “Materials Acceptance Sampling and Testing,” of this manual. Maintain a record of field tests and material inspected and released on the job as described in Section 5-102, “Organization of Project Documents,” of this manual.

6-301A References

California Test (CT-___), Division of Engineering Services, Materials Engineering and Testing Services, State of California, Department of Transportation, is available at:

<http://www.dot.ca.gov/hq/esc/ctms/index.html>

American Association of State Highway and Transportation Officials, American Society for Testing and Materials (ASTM), and other test methods are available at IHS Standards Expert website that is accessible by Caltrans staff on the Caltrans intranet at:

<http://onramp.dot.ca.gov/hq/des/spi/>

Material Plant Quality Program (MPQP), Division of Construction, State of California, Department of Transportation, is available at:

<http://www.dot.ca.gov/hq/construc/hma/MPQP.pdf>

Laboratory Safety Manual, California Department of Transportation, is available at:

http://onramp.dot.ca.gov/hq/esc/mets/lab_manual/lab_safety_manual.pdf

6-302 Field Inspection and Release of Materials

6-302 Field Inspection and Release of Materials

When materials or products listed in Table 6-2.3, “Materials Accepted by Certificate of Compliance,” arrive on the job site, or where METS assigns inspection of products for which they normally have responsibility back to the resident engineer, use the following procedure:

- Ensure that METS has sent Form TL-28, “Notice of Materials to Be Inspected at Job Site,” for materials. If a material does not have a corresponding TL-28, contact the project’s structural materials representative.
- Ensure that the material meets the requirements of the specification and is undamaged by shipping and handling.

- When required by the specifications, ensure that the material has a certificate of compliance from the supplier stating that the material meets all required specifications for the contract.
- Ensure that the appropriate documentation is included for materials covered by the Buy America requirements. Refer to Section 3-606A, “Buy America Requirements.” of this manual for Buy America information.
- Complete Form CEM-4102, “Material Inspected and Released on Job.”

6-303 Field Laboratory

6-303 Field Laboratory

Suitable laboratories and equipment are necessary to perform proper field testing. When economically feasible, a field laboratory should be established for a number of construction projects in the immediate area.

Field laboratories must comply with the *Laboratory Safety Manual*. The *Laboratory Safety Manual* is required under California Code of Regulations Title 8, Section 5191. The *Laboratory Safety Manual* guidelines and procedures shall be implemented and enforced at all materials testing laboratories in Caltrans, including field construction laboratories.

Most laboratories have water, gas, and electricity. Field laboratory facilities are provided by any of the methods covered under Sections 1-4, “Facilities and Equipment,” and 1-5, “Field Expenses and Purchases,” of this manual.

The resident engineer should coordinate with the district materials engineer to establish a field laboratory.

6-304 Field Testing Equipment

6-304 Field Testing Equipment

Each district materials engineer must have an effective calibration program for equipment used for materials acceptance testing. Testing equipment must be in proper operating condition and calibrated within prescribed tolerances for accuracy.

Standards for calibration of testing equipment are described in the appropriate California Tests for calibration and manufacturer’s instructions.

District materials laboratories perform periodic reconditioning and calibration of field laboratory testing equipment. The use of decals attached to testing equipment showing date of last calibration, name of calibrator, the district, and date that the next calibration is due, is a requirement for all testing items listed below. Acceptance samplers and testers have frequent opportunities to verify that field testing equipment is in good condition and should check the date of last calibration on the decal.

Any testing equipment that does not meet calibration requirements is to be recalibrated or replaced without delay. Each piece of equipment should be recalibrated and reconditioned in accordance with the frequencies listed in the appropriate California Test. More frequent calibration may be required depending on use of equipment and on moving and handling practices.

While the maximum interval between calibrations may be as long as a year, equipment should be calibrated any time there is reason to believe it has been damaged or affected in any way that would affect calibration.

6-304A Scales and Balances

All scales and balances used in field testing must be recalibrated periodically. The district weights and measures coordinator can accomplish this or the district materials engineer can use a service contract to use technicians from private industry to perform the recalibration. Recalibration of this equipment must be performed at least once each year. New scales and balances must be calibrated prior to use.

In the interest of standardization, the following types of scales are recommended for field use:

- A 20-kilogram balance equipped with graduated bars on the beam to give readings under 1,000 grams without recourse to loose weights.
- A 6-kilogram trip scale equipped with agate bearings and double beam. The upper beam should be graduated to 100-gram units, making a range of 1,100 grams directly on the beam without recourse to loose weights. The equipment should include one 1-kilogram and two 2-kilogram weights with scoop and scoop tare, all to provide a full capacity of six kilograms.
- A torsion balance of 500-gram capacity, accurate to 0.10 gram.

When the volume of work is large, an automatic digital scale is advantageous and can be used instead of the 20-kilogram and 6-kilogram scales described above.

6-304B Screens and Sieves

Examine all screens and sieves prior to performing grading tests. Inspection includes examination for broken wires, distortions and sags, and removal of particles stuck in the mesh, all as instructed in California Test 202, "Method of Test for Determining Sieve Analysis of Fine and Coarse Aggregates."

6-304C Portland Cement Concrete Air Meters

Data sheets accompanying newly purchased meters contain operation and calibration information. Supplemental sheets are available through the Office of Materials Engineering and Testing Services (METS).

California Test 504, "Method of Test for Determining Air Content of Freshly Mixed Concrete by the Pressure Method," covers the procedure for operation of the two most common brands in use by Caltrans. California Test 115, "Method of Calibration of Pressure Type Air Meters," covers calibration of these two meters.

6-304D Profilograph

California Test 526, "Method of Test for Operation of California Highway Profilograph and Evaluation of Profiles," includes the operation and calibration of the profilograph in addition to the evaluation of the profilogram.

Information available from the district materials engineer covers profilograph assembly and operating instructions. This information, in conjunction with the test method, should cover all but major problems concerning profilographs.

In the event of major repairs beyond district capability, send the equipment to METS or return it to the manufacturer.

6-304E Compaction Tubes

California Test 110, "Method of Calibration of Compaction Test Equipment," outlines the procedure for both calibration and repair.

6-305 Test Methods

6-304F Cement-Treated Base Compressive Strength Apparatus

District materials laboratories can check the calibration of the hydraulic jacks used with the apparatus. If a jack requires repair, contact the METS machine shop located in Sacramento to make the necessary arrangements for repair.

6-305 Test Methods

Whenever a reference is made in the specifications to a test method by number, it means the test in effect on the day the “Notice to Bidders” for the work is dated. This means that the test methods for each project are fixed and are not necessarily the latest revisions.

Field personnel who perform tests for compliance with the specifications must be qualified to conduct the proper tests methods as indicated by the contract. The resident engineer must ensure that the correct versions of test methods are used. The latest revisions of the test methods can be obtained on the METS web page.

Use the following guidelines for some of the tests performed in the field.

6-305A Method of Determining Approximate Grading of Mineral Aggregate by Dry Sieve Analysis

California Test 202, “Method of Test for Determining Sieve Analysis of Fine and Coarse Aggregates,” requires that fine aggregate is subjected to a prescribed washing procedure before performing the sieve analysis. However, where large numbers of sieve analyses are performed on material from a given source, the tester may use the “Approximate Sieve Analysis of Processed Fine Aggregate” method in Appendix E of California Test 202. Any material subject to rejection because of excessive material retained on any sieve by the approximate method must be retested using the basic California Test 202.

6-305B Fabrication of Cement Treated Base Specimens

Test specimens are fabricated in the field. When compressive strength tests are desired, the specimens are cured, tested in the field, or shipped to the district materials laboratory for testing in accordance with applicable portions of California Test 312, “Designing and Testing of Classes ‘A’ and ‘B’ Cement Treated Bases.”

6-305C Determination of Cement or Lime Content

Refer to California Test 338, “Determination of Cement or Lime Content in Treated Aggregate by the Titration Method,” for instructions. The acid base titration and constant neutralization titration tests are used to determine the percentage of portland cement or lime in aggregates that have been treated.

The resident engineer must devise and carry through a cement-determination test program geared to the contractor’s mixing and spreading operation. Increase testing frequency when mixing or spreading equipment is changed or altered or production rates are increased.

6-305D Portland Cement Concrete

Concrete samples are taken in accordance with California Test 539, “Method of Test for Sampling Fresh Concrete.”

For penetration, test in accordance with California Test 533, “Method of Test for Ball Penetration in Fresh Portland Cement Concrete,” each batch of concrete from which strength specimens are made.

For slump, test in accordance with ASTM C 143 each batch of concrete from which strength specimens are made.

If air-entrained concrete is used, test the concrete using California Test 504, “Method of Test for Determining Air Content of Freshly Mixed Concrete by the Pressure Method,” on each batch of concrete from which strength specimens are made. If concrete contains lightweight aggregate, air content is determined in accordance with California Test 543, “Method of Test for Determining Air Content of Freshly Mixed Concrete by the Volumetric Method.”

If the cement content is being checked by California Test 518, “Method of Test for Unit Weight of Fresh Concrete,” determine the cement content for each batch from which strength tests are made.

Review California Test 540, “Method of Test for Making, Handling, and Storing Concrete Compressive Test Specimens in the Field,” to determine the maximum size of coarse aggregate to be incorporated in the test specimen. Be sure to note removal of any oversize aggregate on the sample identification card.

California Test 540 covers the molding, transportation, curing, and storage of concrete cylinders.

6-305D (1) Number of Cylinders Required for a “Test”

Each compressive strength test of concrete is determined to be the average strength of two cylinders. If the strengths at both 14 and 28 days are required, submit two cylinders for the 14-day test and two cylinders for the 28-day test. District Materials Lab, Southern Regional Lab, or METS performs the compressive strength test and reports results to the resident engineer on Form MR-0507, “Portland Cement Concrete Test Report.” The resident engineer evaluates the test results for compliance with the contract specifications.

The “2 cylinders = 1 test” concept applies to all concrete cylinder tests except trial batches.

6-305D (2) Trial Batches

Specifications state that for concrete designated by compressive strength greater than 3600 pounds per square inch, or if prequalification is specified, the concrete must be prequalified by trial batches or certified test data before it is placed.

Make and test cylinders to prequalify the concrete. The test results must meet the contract specifications before the concrete designated by compressive strength. may be considered as prequalified by trial batch.

Concrete for trial batches must be designed, produced, and tested by the contractor (or its supplier), and a certified trial batch test report must be obtained prior to use of such concrete. The resident engineer must ensure that the certified trial batch test report contains all of the specified data.

The resident engineer must determine whether testing of trial batches will be performed during the life of the contract. Caltrans personnel must witness trial batch testing.

6-305E Relative Compaction Using Nuclear Gauges

California Test 231, “Method of Test for Relative Compaction of Untreated and Treated Soils and Aggregates Using Nuclear Gages,” provides the procedures for determining relative compaction by using nuclear gauges.

In addition to California Test 231, use of nuclear gauges is contained in California Test 121, “Administrative Instructions for Use of Nuclear Gages,” as well as the manufacturer’s manual pertaining to the gauge being used. A copy of these documents must be kept with each gauge. California Test 121 includes supervision and operator requirements for nuclear gauges, as well as requirements for nuclear gauge storage and transportation. For nuclear gauges, refer to the district radiation safety officer for any questions concerning operation, storage, and administrative requirements.

The person responsible for general inspection of the work and the person performing the test measurements, are both involved in performing the complete test. The progressive steps are:

- Designating the test area.
- Selecting test sites within the test area.
- Taking physical measurements.
- Determining test maximum value for comparison with the average in-place density (California Test 231 only).
- Evaluation.

6-306 Material Plants

6-306 Material Plants

Determining the accuracy and suitability of scales and meters used to proportion materials in material processing plants is important to ensure uniformity and quality of materials. Plants producing construction materials for Caltrans must be approved under the MPQP or California Test 109 “Method for Testing of Material Production Plants.” Material plants used for producing materials under Sections 39, “Hot Mix Asphalt”; 27, “Cement Treated Bases”; 28, “Lean Concrete Bases”; and 37, “Bituminous Seals,” of the *Standard Specifications* must comply with the MPQP. Material plants used for producing other materials must comply with California Test 109. Refer to Section 3-9, “Payment,” of this manual for weighing and metering procedures.

The MPQP covers these topics for materials plant weighing and measuring devices: inspection, calibration, dynamic testing, and approval. Chapter 2 of the MPQP, “Plant Equipment,” is directed to the material producer and specifies the equipment requirements for material plants. Chapter 3, “Material Plant Calibration and Dynamic Testing,” is directed to the user of the calibration and approval process and specifies the calibration and approval of plant proportioning systems.

The plant approval process must be performed when weighing or measuring devices are newly installed, repaired, or adjusted, or when the plant is relocated. The resident engineer may order that the approval process be performed to ensure accurate proportioning at any time on any type of plant. The maximum interval for retesting proportioning equipment is as follows:

- Hot mix asphalt and portland cement concrete batch plants—1 year.
- Hot mix asphalt continuous mixing plants—6 months.

- Slurry seal mixer-spreader trucks—6 months or when aggregate sources are changed.
- Concrete volumetric mixers—every 30 days for pavement and 90 days for structures or when there is any change in ingredient sources.

The district weights and measures coordinator is responsible for material plant approval based on:

- Plant equipment safety inspection.
- Type approval of measurement elements, except continuous conveyor scales, by the California Department of Food and Agriculture, Division of Measurement Standards (DMS).
- Type approval of measurement elements outside the DMS area of responsibility by the district weights and measures coordinator.
- Device calibration.
- Dynamic testing of the plant during operation.

Do not allow material production for Caltrans projects until plant approval is received.

The district weights and measures coordinator maintains a list of approved material plants and equipment currently in compliance with the MPQP or California Test 109.