

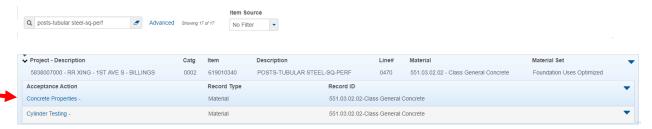
MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



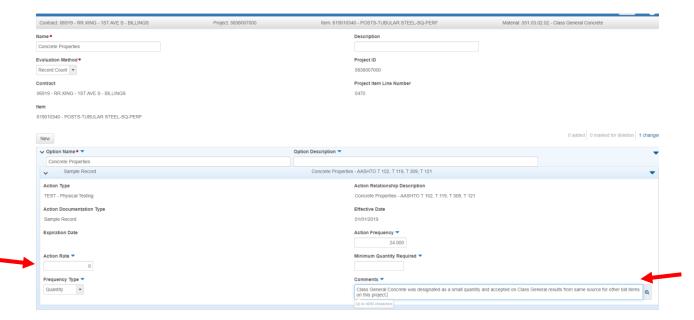
SMALL QUANTITY MATERIAL ACCEPTANCE

In certain situations, material may be designated as a small quantity. Use the following steps to properly zero the requirements and document how the material was accepted. (See section 3.1.1 of MT 601 in the Materials Manual for more information on when "Small Quantity" is appropriate.)

- Navigate to Contract Progress > Contract Materials and Acceptance Actions > Acceptance Actions Tab
- 2. Locate the correct row for the material set and material and expand the >



- 3. Click on the Acceptance Action link
- Change ONLY the Action Rate to 0 (not blank)
 **DO NOT change the Action Frequency
- 5. Enter a remark in the **Comments** field that the material is being designated as small quantity and **HOW** the material is being accepted





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Examples of acceptable comments:

- 'Class General Concrete was designated as a small quantity and accepted on Class General results from same source for other bid items on this project.'
- 'Small quantity accepted by EPM. Acceptance based on single sample for Proctor and gradation, no QA needed due to small quantity.'
- 'Material designated as a small quantity, see memo for basis of acceptance.'

Unacceptable comments:

- 'Small quantity'
- 'Accepted on small quantity.'
- 'No sample taken due to small quantity.'
- 'Not tested due to small quantity.'
- 'Accepted per EPM.'