

 <p style="text-align: center;">Montana Department of Transportation</p> <p style="text-align: center;">CONSTRUCTION MEMO</p>	Date Issued: 5/9/08
	Date Effective: 5/9/08
	Related Specifications: 105.15.3 106.01.2
Subject: Final Materials Certification Process	

To: Distribution

From: Matthew R. Strizich, P.E. 
Materials Engineer

Generating the final materials certification is a process that should take 90 days from the signing of the Final Inspection form (substantial work completion date). This is not happening on most projects and in many cases is holding up final project closeout. Outlined below are some minor procedural changes to help ensure the process is completed in the required time frame.

- The Materials Bureau will send Form 1005-B Request for Materials Documentation within two weeks of receiving a copy of the Final Inspection form from the EPM.
- The EPM will send all electronic correspondence and hard copies supplied in response to the deficiencies identified on Form 1005-B to the DMS within 45 calendar days.
- The DMS will collect and track the information supplied by the EPM until all items listed on Form 1005-B have been received.
- Once all information requested has been received, the DMS will send the compiled information as 1 packet to the Certification Compliance Specialist (currently Mitzi Huft) in the Materials Bureau.
- The DMS will send a memo to the District Construction Engineer listing all outstanding items if the lab has not received all the information listed on the Form 1005-B within 45 calendar days of it being issued. The DMS will send copies of the memo to the EPM and the Materials Bureau.

If you have questions on these changes, please call Matt Strizich at 444-6297 or Scott Barnes at 444-6267.

Copies: Kevin Christensen, PE- Construction Engineer
Lisa Durbin, PE – CAS Engineer
Paul Jagoda, PE – CES Engineer
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