

# NE Region Digital Material Archive Guidance

The **Material Archive** must be a pdf, think of it like your Material Archive paper binder you have done in the past. See CMM 845 for what items are needed in the Material Archive vs the Material Records.

**Note:** There is no longer a Finals>MaterialsFinals folder in box, do not create a new one. Everything will be housed out of the main Materials folder for your project and as described below.

**Material Records** can be put into the Materials Project Records folder at the following location within each project: Box>Project-ID>Materials>MaterialsProjectRecords along with this spreadsheet (see CMM 845 for the most accurate information on what is required in the Material Records):

[https://awpkb.dot.wi.gov/Content/constr/PantryFiles/RegionSpecific/NE/Materials/MaterialProjectRecordsChklst\\_20190723.xltx](https://awpkb.dot.wi.gov/Content/constr/PantryFiles/RegionSpecific/NE/Materials/MaterialProjectRecordsChklst_20190723.xltx)

The **Material Archive** must have Doc. ID labels and page numbers on all reference documents, and all reference documents must be checked, dated, and initialed by project personnel. See CMM 845 and the Project Guide Requirements for Material Archives at the start of the e-guide for more information on what to check off on these documents. The material archive should be labeled project-ID\_MaterialArchive.pdf

Initial and final QMP plans and other testing documents need to be in the Material Archive PDF with labels and sorted with the appropriate item behind the items e-guide page.

The e-guide sheet is what you will bookmark, and you will need to label the bookmark with the bid item number. Example 455.0605 (which would be for tack coat), that bookmark will be linked to the e-guide sheet for tack coat.

There is no longer a need to include 905 reports, DT 1310, and DT 4567 in the one pdf archive. Please store the final copies of these in the following file path: Box>Project-ID>Materials>FinalMaterialsArchive using these file names: 905-XXX-XXXX.pdf, projectID-DT1310.pdf, and projectID-DT4567.pdf

There is no longer a need to include DOT Atwoods test reports like 130, 217, 223, 225, etc... reports in your archive. Please make sure to check off WisDOT test in your 905 entry and enter the appropriate test report numbers on that line or in the BFA.

For BABA exemptions, the exemption spreadsheet, and invoices store them at the following file path: Box>Project-ID>Materials>BuyAmerica

For Nonconformance issues and Non-performance issues store the NC/NP forms and supporting docs at the following file path: Box>Project-ID>Materials>NCNP

There is no need to bookmark to the supporting docs like 155 QMP summaries, qc/qv test documents, cert of compliance, certified test reports, QMPs, etc..., see below for what requires a bookmark. Feel free to bookmark to supporting docs if you choose, just make sure those are sub bookmarks under the main eguide bookmark.

**Material Archive PDF** will be laid out with bookmarks to these documents setup in Bluebeam or Adobe Acrobat Pro, the layout needed is below. This is the recommended layout in the 2024 NER Field Construction Guidelines.

- E-Guide Cover Sheet (requires bookmark)
- Item of Concrete Eguide Sheet(s) – Class I & II (requires bookmark)
  - Create a separate Item of Concrete and 905 report for **EACH** Batch Plant / Production Facility.
  - Create a 155 report for **EACH** mix design and contractor. Include quantity breakdowns for **EACH** mix design/mix grade, placement method and class.
  - If you have questions on how to organize Item of Concrete, please contact the NER Materials Section.
- Item of Concrete – Class III (requires bookmark depending on how it is setup)
  - Create an Item of Concrete and 905 report that includes all Class III concrete if a mix design and certificate of compliance was not provided, otherwise reference them from the appropriate bid item 905 entry and file behind that eguide sheet.
  - If Class III concrete is from the same concrete plant used for Class I or II, a separate 905 is not required. An entry can be added to the Class I/II 905 report.
- E-Guide Sheet for each item. (requires bookmark)
  - Behind each item put the following in order:
    - 155 report (templates in Statewide Pantry – QMP form templates – be sure to summarize total number of QC and QV tests required / performed)
    - Test Reports (any MIT/MTS prefix report)
    - Backup Documentation (Cert report of tests, mfg cert, Buy America, etc.)
    - Approved List (with material highlighted)
- Make sure that each document is labeled with a document ID and page numbers
  - If the documentation is included in another item:
    - Note location on E-Guide sheet:
      - Example:
        - Item 646.0106 Pavement Marking Epoxy Line 4-Inch and Item 647.0196 Pavement Marking Arrows Epoxy Type 4 are both on the project.
        - The information for both items is the same, but the bid items are on different E-Guide sheets. Under the first bid item (646.0106), place all documentation behind the E-guide sheet.

For bid item 647.0196, write on the E-guide sheet “See Item 646.0106 Pavement Marking Epoxy 4-Inch for documentation.”

- 905 Diary Entry will reference the other item in the Basis for Acceptance (BFA).

The Material Archive PDF can be split up if the file size is becoming too large. Make sure to clearly label each part, example project-ID\_MaterialArchive\_1\_of\_2.pdf and project-ID\_MaterialArchive\_2\_of\_2.pdf.

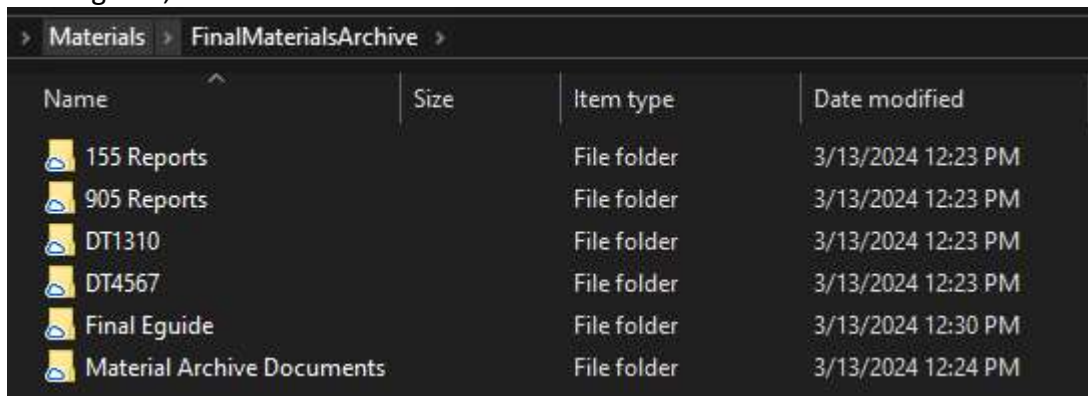
You will need to store these digital Material Archive PDFs in the following location: Box>Project-ID>Materials>FinalMaterialsArchive

**Alternate of separate files as a digital archive:**

If you are interested in doing your archive as separate files, you need to reach out to Travis Maatta to discuss and see if this will work and what the plan will be. Material records will go in their folder as described above, same thing for BABA and NCNP.

For the material archive, you will store everything in the following folder: Box>Project-ID>Materials>FinalMaterialsArchive

You will need to create the following sub folders: 905 reports, 155 reports, DT1310, DT4567, Final Eguide, and Material Archive Documents



Name	Size	Item type	Date modified
155 Reports		File folder	3/13/2024 12:23 PM
905 Reports		File folder	3/13/2024 12:23 PM
DT1310		File folder	3/13/2024 12:23 PM
DT4567		File folder	3/13/2024 12:23 PM
Final Eguide		File folder	3/13/2024 12:30 PM
Material Archive Documents		File folder	3/13/2024 12:24 PM

155 Reports folder: House all final 155 reports as printed from MIT or Atwoods, save as 155-XXX-XXXX.pdf

905 Reports folder: House all final 905 reports as printed from MIT or Atwoods, save as 905-XXX-XXXX.pdf

DT1310 folder: House the final DT1310 as printed from MIT, save as projectID-DT1310.pdf

DT4567 folder: House the final DT4567, save as projectID-DT4567.pdf

Final Eguides folder: House the final marked up eguide in this folder, save as projectID-Eguide.pdf. This eguide pdf must be filled out like you would on a paper copy or digital single pdf archive.

Material Archive Documents folder: You need to give the files used for the reference doc the same name as what you have listed in your 905 entries. You need to markup the archive reference docs with Doc. ID labels and page numbers, and all reference documents must be checked, dated, and initialed by project personnel. See CMM 845 and the Project Guide Requirements for Material Archives at the start of the e-guide for more information on what to check off on these documents.

Example:

Bid Item	Inspection Date	Bid Item Description	Manufacturer Name Location	Quantity	Satisfactory
210.1500	08/04/23	Backfill Structure Type A	NORTHEAST ASPHALT LAWRENCE, WI	353 TON(s)	Y

Inspected By Inspector Name

Product Name Structure Backfill Type A

**Basis for Acceptance**  
 Approved source: 55-05-015-QRY  
 Visual inspection completed by KRN  
 Material placed in 8" compacted lifts.  
 No QV test required per CMM 850, quantity under 1,000 tons.

See Finals/MaterialsFinals/MaterialArchives/905-1-2023\_ProjectDiary

**Documents Included in Material Records**

<input type="checkbox"/> Mfg Certification	<input type="checkbox"/> QMP Plan
<input type="checkbox"/> Certified Test of Report	<input checked="" type="checkbox"/> WISDOT Test Doc id: 210.1500.03
<input type="checkbox"/> Buy America	<input checked="" type="checkbox"/> QC Test Doc id: 210.1500.01
<input type="checkbox"/> Product Data Sheets	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> PAL / Approved List Doc id: 210.1500.02	

Materials > FinalMaterialsArchive > Material Archive Documents

Name	Size	Item type	Date modified
210.1500.01.pdf	876 KB	PDF Document	8/25/2023 10:30 AM
210.1500.02.pdf	207 KB	PDF Document	12/20/2023 8:26 AM
210.1500.03.pdf	7 KB	PDF Document	8/25/2023 10:26 AM

**Paper archives:**

Digital archives are required for 2024. If you have a carryover project from 2023 and started it as paper, you can turn it in as paper. If you must do a paper copy, reach out to Travis Maatta to discuss.

Call or Email Travis Maatta with any questions: (920) 366-5790, [travis.maatta@dot.wi.gov](mailto:travis.maatta@dot.wi.gov)