905 Guidance/FAQ

**Overview**

The 905 is how acceptance of materials is documented electronically. It can also be thought of as the table of contents for the material records. One 905 report needs to be completed for each contract. The 905 report is created in MIT field version. To ensure only one 905 report is created for each contract, the computer that the 905 is started on should not be changed. Each time a 905 is started on a different computer a unique 905 is created, thus multiple 905 would be created for one contract, this should not be done. Once the 905 is completed, it needs to be saved, verified, and sent. Once this is done the 905 will soon be visible on the Atwood website. The 905 can be edited at any time even if it has been saved, verified, and sent. Only items that are classified as materials archive in CMM 8-45.5.1 need to be entered in the 905. Items classified as material project records don’t need a 905 entry. Items that aren’t used still need a 905 entry, just state item not used. The 905 is organized by the “Bid Item Number” field no matter when the entry is created. “Bid Item Number” field can be selected or you can just type it in the field. Some bid items will require multiple entries, example rebar. An entry will have to be made for each manufacture and entry for each coating material used.

**FAQ**

**Records submittal format, can I submit my records electronically?**

Yes, records can be submitted electronically using box. Contact Deann Balog if electronic format will be used for documentation, there is a set folder structure that should be used. Final electric material records need to be placed in box in the following location “finals” – “materials”- “materials archive”. Only documents with doc ID should be placed in this folder, no duplicates or multiple revisions, just the final. The doc ID should also be the file name. In addition, **ALL** records must be submitted in the same format (electronic or paper).

**What happens if I have one document that applies to several items?**

Two ways to handle this. First, you can create an entry for each item and just reference the document that is placed under the original item, there is no need to copy the document and give one document multiple document ID. Second, in the “Bid Item Number” field place all the bid items that the documents apply to, this only works if all the bid items are from the same section of the spec book.

**How do I assign a document ID?**

The document ID should be the bid item number where the document is filed followed by .01,.02,.03 ect. For example, 522.0512.01. The document ID should be placed on the same spot on each document. If you are organizing your documents electronically, the doc ID should be file name. Also, if you are organizing electronically make sure the document itself has the doc ID located on it along with your initials.

**Do I need to assign a document ID to every page number of a document?**

No, the document ID is for the whole document. For example, for steel reinforcement, the bill of lading often comes with all the necessary certs, a document ID can just be placed on the bill of lading and don’t need to be placed on all the other support

documentation.

**What do I write in the “Evolution/basis for acceptance” field?**

We have to identify the difference between approval and acceptance. Approval is the process where the documentation is given to project staff and the material is approved to be used in the project. Acceptance is when the actual work is complete, project staff has verified that the product delivered to the field matches the paper work that was approved, and was installed correct with no defects. Therefore, in the “Evaluation/basis for acceptance” field something to this effect should be placed: “Material used for item matches documentation previously approved and was installed per contract with no defects.” Also in this field, you can further explain the “other” box if checked under the “Documents included in the material records”. Any other further explanations that need to be made can be made here.

**What do I place in the “Product Name” field & “Manufacture Name” field?**

In the “Product Name” field, place the specific product used, don’t just put generic terms like “epoxy coating”, use Greenbar 720A009, and for manufacture use the actual manufacture for example, “Valspar Cooperation”.

**How do you want 905 done for concrete mix designs, and QMP?**

For concrete mix designs, in the 905 report, create entries with the bid item as 501.(mix design description). Each ingredient/source must have its own 905 entry, but all may refence one Doc ID. We suggest to make a separate entry for like mix designs (several mix designs may have the same sources). Then under the specific item that mix design/s were used for, under the items 905 entry reference those 501 entries. See pantry software document **905ReportExample**.

**How do I handle steel reinforcement**

Each bill of lading should be its own doc ID. Don’t separate each bill of lading and organize by bar size. Also need to include the summary sheet of quantities for each bar size.

**Items with multiple entries.**

Several items will require multiple entries, some examples rebar, pipe, pavement, and structures. For example, each rebar manufacture and each epoxy coat product needs own entries. For concrete pipe will need an entry for pipe, gaskets, backfill, ect…

**QMP Entries**

QMP final documentations need to have a 905 entry. For QMP entries, “Bid Item Number” should be what QMP section in the spec book. Below are some examples.

715 QMP Concrete Pavement

715 QMP Concrete Masonry

716 QMP Ancillary (Sub-Contractors Name)

730 QMP Aggregate

740 QMP IRI Ride

When creating the QMP entries, under the “Documents Included In Materials Records” be sure to check “QMP Plan”, “WisDOT Test”, “QC Tests” and for the Doc ID put see “QMP (description) binder”. Also, under the item that the QMP entry is for, in the “Evaluation/Basis of Acceptance” reference the QMP entry.

Note a different entry/QMP summary should be made for each contractor.

This is new, and SE regions materials guide will also reflect the change. See Example 1 below

**Other requirements**

Make sure each document is initialed and dated. Highlight the appropriate ASTM/AASHTO or other requirements. For items such as rebar, bolts, nuts, washers, ect. highlight the actual heat numbers that were used on the project. Don’t highlight all the requirements on the cert only the ones that the spec requires.

**Electronic Records**

Electronic records can be documented the same as paper records for the 905. The file name should be the doc ID. The doc ID should also be placed on the document itself. Make sure that all electronic documents are initialed and highlighted, this can be done electronically.