

NWR Material Guide

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Introduction

This guide outlines requirements and best practices for preparing materials documentation for Northwest Region (NWR) projects. Contact the NWR Materials Engineer with other questions after referring to the information outlined below.

Resources

WisDOT Pantry	https://awpkb.dot.wi.gov/Content/constr/Pantry/Pantry.htm
WisDOT QMP Website	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/qmp/default.aspx
Construction Materials Manual (CMM) Chapter 8	https://wisconsindot.gov/rdwy/cmm/cm-08-00.pdf
Archived CMM Versions	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/cm-archive.aspx
CMM section 228.5: Domestic Materials Preference Provision	https://wisconsindot.gov/rdwy/cmm/cm-02-28.pdf
WisDOT Standard Specifications & ASP 6	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/stnds-spec.aspx
Highway Technician Certification Program Certification Lists	https://www.uwplatt.edu/departments/highway-technician-certification-program/certification-lists
WisDOT Qualified Laboratory Program List	https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrcs/tools/appr-prod/qual-labs/qual-labs.pdf
MIT Download	https://awpkb.dot.wi.gov/Content/constr/MITInstall.htm
Atwood Systems - eGuides	https://www.atwoodsystems.com/signin-dynamic.cfm?gotoPage=/eGuide/default.cfm?
Atwood Systems – materials & QMP Reporting	https://www.atwoodsystems.com/default.htm
WisDOT Approved Products Lists	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/appr-prod/default.aspx
Bureau of Structures Fabrication Library	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-sharepoint.aspx
NWR Material Finals Submittal Email Address	dotdtsdnwmaterialsfinals@dot.wi.gov

NWR Material Unit Contacts

NWR TSS Chief	Troy Stapelmann	(715) 340-8930 troy.stapelmann1@dot.wi.gov
NWR Material Unit Supervisor	Wendy Maves	(715) 836-9302 wendy.maves@dot.wi.gov
NWR Materials Engineer	Keena Spencer-Dobson	(715) 577-3852 keena.spencerdobson@dot.wi.gov
NWR Pavement Engineer	Devin Harings	(715) 579-4974 devin.harings@dot.wi.gov
NWR Soils Engineer	Caitlin Bukovitz	(715) 392-7975 caitlin.bukovitz@dot.wi.gov
Eau Claire Independent Assurance	Tom Portman	(715) 492-1707 thomas.portman@dot.wi.gov
Superior Independent Assurance	Tom Rossmann	(715) 271-9303 thomas.rossmann@dot.wi.gov
Eau Claire Lab	Rose Bowe	(715) 225-9443 roseann.bowe@dot.wi.gov
Superior Lab	Taylor Copp	(715) 817-2935 taylor.copp@dot.wi.gov

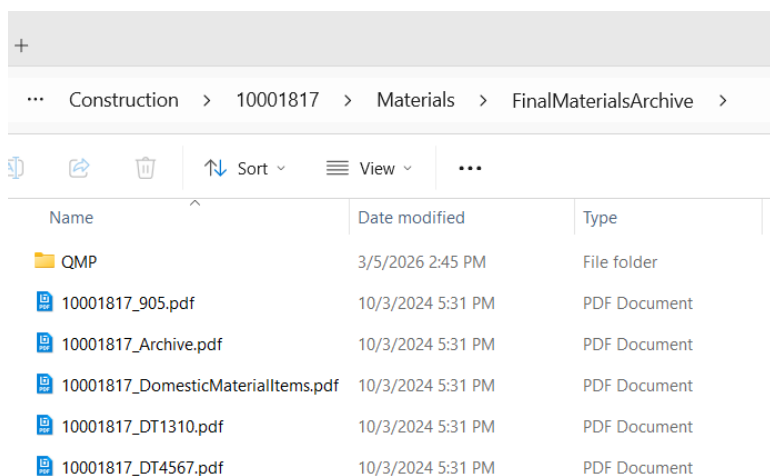
Box Folder Structure

All materials documentation should be stored in the Materials folder in the project folder in box. Subfolders include:

- BuyAmerica: Working folder for all Domestic Materials Preference Provision drafts and documentation
- EGuide: Working folder.
 - Initial eGuide shared with the contractor can be stored in this location.
- FinalMaterialsArchive: Submittal folder for Materials Archive. TSS NWR staff will use this folder to review materials documentation.
- MaterialsProjectRecords: Submittal folder for Materials Project Records.
- NCNP: working folder for all Nonconformance Nonperformance issues.
 - NCNP Concurrence forms can be stored in this location.
- Submittals: Working folders for all materials documentation.
 - Contains subfolders for each section of the standard spec.

FinalMaterialsArchive Folder

These items are saved in the FinalMaterialsArchive folder located in box within the project folder. This subfolder is found using this file path: box > Project-ID > Materials > FinalMaterialsArchive. An example of the folder's contents is shown in Figure 1.

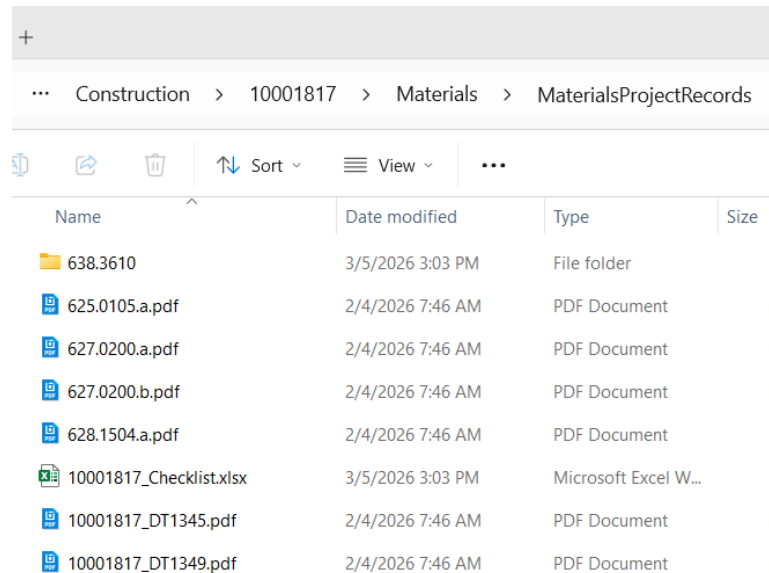


Name	Date modified	Type
QMP	3/5/2026 2:45 PM	File folder
10001817_905.pdf	10/3/2024 5:31 PM	PDF Document
10001817_Archive.pdf	10/3/2024 5:31 PM	PDF Document
10001817_DomesticMaterialItems.pdf	10/3/2024 5:31 PM	PDF Document
10001817_DT1310.pdf	10/3/2024 5:31 PM	PDF Document
10001817_DT4567.pdf	10/3/2024 5:31 PM	PDF Document

Figure 1: FinalMaterialsArchive Folder

MaterialsProjectRecords Folder

These items are saved in the MaterialsProjectRecords folder located in box within the project folder. This subfolder is found using this file path: box > Project-ID > Materials > MaterialsProjectRecords. An example of the folder's contents is shown in Figure 2.



Name	Date modified	Type	Size
638.3610	3/5/2026 3:03 PM	File folder	
625.0105.a.pdf	2/4/2026 7:46 AM	PDF Document	4
627.0200.a.pdf	2/4/2026 7:46 AM	PDF Document	4
627.0200.b.pdf	2/4/2026 7:46 AM	PDF Document	4
628.1504.a.pdf	2/4/2026 7:46 AM	PDF Document	4
10001817_Checklist.xlsx	3/5/2026 3:03 PM	Microsoft Excel W...	
10001817_DT1345.pdf	2/4/2026 7:46 AM	PDF Document	4
10001817_DT1349.pdf	2/4/2026 7:46 AM	PDF Document	4

Figure 2: MaterialsProjectRecords Folder

Materials Acceptance Methods

There are two methods to accept materials for a contract: the Materials Project Records and the Materials Archive. Both systems are outlined in their respective sections of this document. To determine which system to use for each contract bid item, consult the materials Documentation Location Guide in CMM 845.5.1. Some items have no requirements and can be omitted from either system. Special provision items can be filtered into either system based on sampling, testing, and documentation needs. Ask the NWR Material Engineer if you have questions about special provision items.

Materials Project Records

See CMM 845.5.1.1 for guidance on the Materials Project Records. The items in the Materials Project Records are not reviewed by TSS regional staff and are accepted by the project staff. They are not included in the 905 report. They are not entered on the DT1310. The contractor is still responsible for providing the needed documentation for project staff to justify approval of the material for use prior to installation. Acceptance methods include the same methods used for the Material Archive items. The Materials Project Records has a different retention timeline than the Materials Archive.

The following are components of the Materials Project Records:

1. DT1349 Source of Materials
2. DT1345 Materials Project Records Deviation Log
3. NWR Materials Project Records Checklist
4. Approval Documentations

Requirements for the Domestic Materials Preference Provision apply to the Materials Project Records items. Documentation should be provided by the contractor to meet these requirements.

The Materials Project Records documents do not belong in the archive pdf stored in the Materials Archive. There are eGuide sheets generated for some of the Materials Project Records items and these sheets can be removed from the eGuide or a note can be added to these sheets stating, “see Materials Project Records”.

DT1349 Source of Materials

The DT1349 Source of Materials form lists all the sources for all project items and item components. It is completed and submitted by the contractor at the start of the project. It can either be submitted on one form or separate forms, combined into one document, for each subcontractor/supplier. The DT1349 should be updated throughout the project as it is a living, changing document. It can be found to download on the WisDOT website’s forms page. The DT1349 should be named xxxxxxxx_DT1349.pdf”, where xxxxxxxx is the project id, and saved in the MaterialsProjectRecords folder.

The DT1349 Source of Materials is a required document for the contract specialist to send the notice to proceed. Project work cannot start without this documentation.

DT1345 Materials Project Record Deviation Log

The DT1345 documents any deviations from material requirements in the Materials Project Records. This is like the DT1310 in the Material Archive. It can be found to download on the WisDOT website’s forms page. If applicable, the DT1345 should be named xxxxxxxx_DT1345.pdf”, where xxxxxxxx is the project id, and saved in the MaterialsProjectRecords folder.

Materials Project Records Approval Documentations

Like the Materials Archive, the Materials Project Records Approval Documentations are all the supporting documents needed to prove the material meets WisDOT specifications. They support the project team’s decision to accept the material and incorporate it into the project. These documents include, but are not limited to:

- Approved Product Lists (APLs)
- Certifications
- Certified Report of Tests
- Product Data Sheets
- Photos
- AWP Daily Work Report (DWR) entries

For documentation, record the file name next to the bid item on the NWR Materials Project Records Checklist for easy tracking.

Daily Work Report (DWR) entries in AWP can be used as acceptance to document compliance to specifications and visual inspection. Document the DWR date and inspector next to the bid item on the NWR Materials Project Records Checklist for easy tracking.

NWR Materials Project Records Checklist

The NWR Materials Project Records Checklist is a tool for project staff to track the Materials Project Records items. This checklist provides a list of standard bid items for the Materials Project Records from the Materials Documentation Location Guide table in CMM 845. It also provides a tracking tool for acceptance documents, including DWR entries. See Figure 3 for an example. This is not a requirement per WisDOT CMM but may be useful for project staff. If used, the NWR Materials Project Record checklist should be named xxxxxxxx_checklist", where xxxxxxxx is the project id, and saved in the MaterialsProjectRecords folder.

SECTION 106: CONTROL OF MATERIALS			
Bid Item	Description	File Name(s)	
☒ N/A	Source of Materials (DT1349)	10001817_DT1349	
▶ SECTION 206: EXCAVATION FOR STRCUTURES			
▶ SECTION 511: TEMPORARY SHORING			
▶ SECTION 526: TEMPORARY STRUCTURES			
SECTION 618: MAINTENANCE AND REPAIR OF HAUL ROADS			
Bid Item	Description	File Name(s)	Date/Inspector of DWR(s)
☒ 618.0100	Maintenance and Repair of Haul Roads (project)		
▶ SECTION 623: DUST CONTROL SURFACE TREATMENT			
▶ SECTION 624: WATER			
+ SECTION 625: TOPSOIL AND SALVAGED TOPSOIL			
Bid Item	Description	File Name(s)	Date/Inspector of DWR(s)
☐ 625.0100	Topsoil (SY)		
☒ 625.0105	Topsoil (CY)	625.0105.a	9/10/2025 Keena S-D
☐ 625.0500	Salvaged Topsoil		
☐			
▶ SECTION 626: PEAT HUMUS			
SECTION 627: MULCHING			
Bid Item	Description	File Name(s)	Date/Inspector of DWR(s)
☒ 627.0200	Mulching (SY)	627.0200.a & b	10/2/2025 Steph M
☐ 627.0205	Mulching (TON)		
☐			
SECTION 628: EROSION CONTROL			
Bid Item	Description	File Name(s)	Date/Inspector of DWR(s)
☒ 628.1104	Erosion Bales		6/15/2025 Andy U
☒ 628.1504	Silt Fence	628.1504.a	6/15/2025 Andy U

Figure 3: Example NWR Materials Project Records Checklist

Materials Archive

See CMM 845.5.1.2 for guidance on the Materials Archive. These items are included in long term storage according to WisDOT RDA. The items in the Materials Archive are reviewed by TSS regional staff. The following are components of the Materials Archive per the CMM:

1. DT1310 Certification of Materials Report
2. DT4567 Buy America Certification
3. 905 Report Materials Diary
4. E-Guide
5. 155 Report QMP and Misc Summary Reports
6. Approval Documentations
7. QMP Documentation
8. Domestic Materials Reference Spreadsheet

Requirements for the Domestic Materials Preference Provision apply to the Materials Archives items. Documentation should be provided by the contractor to meet these requirements.

DT1310 Certification of Materials Report

See CMM 845.5.1.2.1. The DT1310 Certification of Materials Report is used to document deviations from contract specifications. The form is required for all LET contracts. It is used to certify the project materials by the NWR and FHWA when applicable. The DT1310 is generated in MIT.

Each DT1310 issue should be discussed with the NWR Materials Engineer as soon as practical during construction. This person should be made aware of issues to create consistency within the NWR and between regions across the state.

Nonconformance Nonperformance (NCNP) Concurrence forms should be completed and emailed to the NWR Materials Engineer as soon as practical for all issues entered on the DT1310 report. This form can be downloaded from the WisDOT pantry website. NCNP Concurrence forms will need to be reviewed by BTS and BPD for issues with credit over \$10,000.

A signed, draft version, named xxxxxxxx_DT1310.pdf", where xxxxxxxx is the project id, should be included in the FinalMaterialsArchive folder upon review submittal. Upon final review, the NWR Materials Engineer will sign the DT1310 report to certify and accept the Materials Archive. The signed DT1310 report will be emailed out to project staff and NWR contract specialists. The final step in the process is for the project manager to sign the DT1310 report.

Notify the NWR Materials Engineer if the project has federal oversight. The DT1310 will then be forwarded to FHWA upon NWR certification.

There are four types of entries into the DT1310 report:

- Nonconformance
- Nonperformance
- Disincentives
- Buy America exemptions

Nonconformance Entry

See CMM 845.5.1.2.1.1 for guidance and requirements. Nonconformance usually involves data not meeting the requirements of a specification. Two examples outlined in the CMM include materials not meeting testing specifications and materials not meeting testing methods. Failed tests where the material was not used, such as failed stockpile samples, need to be documented as nonconformance.

The information on the DT1310 is used by the NWR Materials Engineer to complete the BTS Nonconformance Nonperformance Spreadsheet. The following information is required in the spreadsheet and should be included in each nonconformance DT1310 entry:

- Bid Item Number and Description
- Quantity and Units
- Administrative Item (used to administer a credit)
- Supplier
- Contractor
- QC or QV
- Description of Issue
- Test Criteria
- Test Results
- Material Remove, Left-In-Place with credit, or Left-In-Place without credit
- Credit percentage and/or amount
- Contract Modification number and Contract Modification Justification Number
- Standard specifications or CMM reference used to apply the credit
- A statement that a credit was not taken and the title of who allowed the nonconforming material to remain in place (if a credit was not applied)

An example of a nonconformance DT1310 entry can be found Figure 4.

Bid Item Name:

612.0404 Pipe Underdrain Wrapped 4-Inch

Usage:

geotextile sock around pipe underdrain

Placement Date: 10/21/24 Qty: 4120 Units: LINEAL FEET

Sample Date: 10/17/24 Sample Location: STA 104+44

Location:

6 locations from STA 100+30 to STA 115+42, LT & RT

Disposition Explanation:

Supplier: Carriff Engineered Fabrics Corporation

Contractor: Mattison Contractors

QC issue

Contractor provided certification that ASTM D4632 could not be performed. No credit was applied. The materials was allowed to remain in place per the project engineer and project lead based on a satisfactory WisDOT test 0-170-0052-2024.

Spec Requirements:

35 lb per ASTM D4632 per SS 612.2.8

Test Results:

950 N per ASTM D6241

Figure 4: Nonconforming DT1310 entry

Nonperformance Entry

See CMM 845.5.1.2.1.2 for guidance and requirements. Nonperformance involves not performing some aspects of sampling, testing, or quality management. Categories are listed in CMM table 830-2. These categories include, but are not limited to:

- Non-random tests
- Moving of test location
- Improper sampling, testing, or documentation methods
- Improper testing equipment
- Calculation error
- Tester not certified
- ACT certified tester without direct supervision
- Too few tests
- Tester not present
- No tests

The information on the DT1310 is used by the NWR Materials Engineer to complete the BTS Nonconformance Nonperformance Spreadsheet. The following information is required in the spreadsheet and should be included in each nonperformance DT1310 entry:

- Bid Item Number and Description
- Quantity and Units
- Administrative Item (used to administer a credit)
- QC or QV
- Noncompliant firm
- Sampler/tester
- Project or contract MCT and HTCP #
- Nonperformance category (listed above from CMM table 830-2)

- Description of Issue
- Credit percentage and/or amount
- Contract Modification number and Contract Modification Justification Number
- Standard specifications or CMM reference used to apply the credit

An example of a nonperformance DT1310 entry can be found Figure 5.

Bid Item Name: 602.0415 Concrete Sidewalk 6-Inch			Usage: Concrete sidewalk
Placement Date: 08/20/25	Qty: 532	Units: SQUARE FEET	Location:
Sample Date: 08/20/25	Sample Location: STA 20+03 Left		Concrete Sidewalk on north side of bridge
Disposition Explanation:			
Supplier: American Materials			Spec Requirements: Send MPN per CMM 835.8. One QV test for every five QC tests per SS 701.3.3.2(2).
Contractor: Chippewa Concrete Services			
Project MCT: Stephanie Miner, HTCP #106136			
Missed QV fresh concrete test by Keena Spencer-Dobson (WisDOT). MPN was not given by the contractor.			
Item 800.005 Nonperformance of QMP administered in CO #2, CMJ 2-2.			
Credit covers the cost of follow up testing with a hardened air test and compressive strength of cores. Credit is \$5,000.			Test Results: None taken

Figure 5: Nonperforming DT1310 entry

Disincentives Entry

See CMM 845.5.1.2.1.3 for guidance and requirements. Disincentives are negative pay adjustments outlined in the contract documents. They are usually calculated using spreadsheets or in MRS using contractor data.

The information on the DT1310 is used by the NWR Materials Engineer to complete the BTS Nonconformance Nonperformance Spreadsheet. The following information is required in the spreadsheet and should be included in each disincentive DT1310 entry:

- Bid Item Number and Description
- Quantity and Units
- Lot and Sublot
- MRS module (if applicable)
- Administrative Item (used to administer a disincentive)
- Supplier
- Contractor
- QC or QV
- Description of Issue
- Test Criteria
- Test Results
- Disincentive percentage and/or amount
- Contract Modification number and Contract Modification Justification Number
- Standard specifications or CMM reference used to apply the disincentive

An example of a disincentive DT1310 entry can be found Figure 6.

Bid Item Name: 460.6645 HMA Pavement 5 MT 58-34 V			Usage: Projectwide category HMA I
Placement Date: 09/30/25	Qty: 15317	Units: TON(s)	Location: segments: STA 151+32 to 150+49, STA 195+51 to 196+34, STA 251+65 to 253+65, and STA 267+05 to 265+19 in Lane 1 and STA 289+80 to 294+80 in Lane 2. localized roughness: 7 locations in Lane 1 and 1 location in Lane 2. Spec requirements: SS 740.5.2(6) for segment ride when disincentive is applied as corrective action. SS 740.3.4.2. for localized roughness corrective action, include disincentives.
Sample Date: 10/07/25	Sample Location: Projectwide EB & WB		
Disposition Explanation: Supplier: Monarch Paving Company Contractor: Monarch Paving Company Data from Ride MRS module. QC IRI data shows segments and localized roughness are over the maximum values. Item 804.4410 Disincentive IRI Ride administered in CO #5, CMJ 5-1. Credit is \$1,968.48.			Test Results: Disincentives applied when segments are over 60 in/mile for segments and over 200 in/mile for localized roughness.

Figure 6: Disincentive DT1310 entry

Domestic Materials Preference Exemption Entry

See CMM 845.5.1.2.1.4 for guidance and requirements. This category includes the iron & steel Buy America exemption and the small grants waiver or de minimis waiver for construction materials and manufactured products. See CMM 288.5 for more information about these exemptions. Nonconformance Nonperformance Concurrence forms are not required for these DT1310 entries.

The information on the DT1310 is used by the NWR Materials Engineer to complete the BTS Nonconformance Nonperformance Spreadsheet. The following information is required in the spreadsheet and should be included in each Domestic Materials Preference Exemption DT1310 entry:

- Bid Item Number and Description
- Quantity and Units
- Exception component
- Quantity and units
- Supplier
- Contractor
- Amount being logged under exemption
- Allowable exemption amount

An example of an iron & steel exemption DT1310 entry can be found Figure 7. Contact the NWR Materials Engineer for examples of de minimis waiver and small grants waiver entries.

Bid Item Name:

Various (see below)

Usage:

Project Wide

Placement Date: 07/15/25 Qty: 0 Units: N/A
 Sample Date: 10/07/25 Sample Location: Projectwide EB & WB

Location:
 Project Wide

Disposition Explanation:

637.2210 & 637.2230 Type 2 Signs - Mounting Hardware
 Contractor: Mattison Contractors
 Supplier: Atlas Fasteners
 (20 EACH) 3/8" 3 1/4" Bolts (\$35.49)
 (30 EACH) 3/8" Nuts (\$5.50)
 (10 EACH) 4" Lag Screws (\$16.22)
 (10 EACH) 3" Lag Screws (\$59.16)
 (30 EACH) Washers (\$26.76)

Spec Requirements:
 All iron & steel need Domestic Materials certification.

Test Results:
 Domestic Materials documentation not provided.

416.1010 Concrete Surface Drain
 Contractor: Chippewa Concrete Services
 Supplier: Bay Verte Machinery, Inc
 (30 SF) Wire Mesh (\$112.80)

634.0810 Posts Tubular Steel
 Contractor: Wisconsin Interstate Contracting LLC
 Supplier: Decker Supply Company
 (20 EACH) 2"x2"x10" Posts (\$1,024.40)
 (20 EACH) 3"x2 1/4" Square Tubes (\$312.00)
 (20 EACH) 18"x2 1/2" Square Tubes (\$598.00)

Total allowable exemption amount = \$6,335.70
 Total amount exemption used = \$2,190.33
 All items are logged on Domestic Materials tracking tool and have material invoices documented. Documents are located in the materials archive attached to the DT4567 Domestic Materials Certification.

Figure 7: Iron & Steel Exemption DT1310 entry

DT4567 Domestic Materials Certification

See CMM 845.5.1.2.2. With the ever-changing requirements for Buy America, Build America, Buy America (BABA), and the Domestic Materials Preference Provision, check your contract proposal for requirements. The DT4567 may be called either the Buy America Certification or Domestic Materials Certification. There are also different versions of this certification based on letting date. All versions can be found on the WisDOT pantry website statewide forms page under DT forms.

The DT4567 certification is required for all projects. The document certifies the contract meets the requirements for the Domestic Materials Preference Provision. It is signed by the prime contractor. Save as a pdf in the FinalMaterialsArchive folder as "xxxxxxx_DT4567.pdf", where xxxxxxxx is the project id. The pdf document should also include the Domestic Materials Exemption Tracking Tool and invoices, as applicable. An example of the DT4567 can be seen in Appendix A.

Domestic Materials Provision Exemptions

When materials cannot be procured or manufactured domestically, or documentation cannot be provided to support this information, FHWA allows minimal amounts of foreign material to be used for iron & steel, construction materials, and manufactured

products. The contractor will utilize the Domestic Materials tracking tool to apply these exemptions and public interest waivers to specific projects.

Iron & Steel Exemption

A small amount of foreign iron and steel can be used. The iron & steel exemption is used for the foreign iron & steel. The amount of this foreign material cannot exceed 0.1% of the contract's let amount or \$2,500, whichever is greater. Prior to using foreign iron & steel, the project engineer should approve, in writing, incorporating the foreign material into the project. The contractor should inform the project engineer by completing the tracking tool, including invoices or estimates. An Iron & Steel Exemption entry should be included in the DT1310.

De Minimis Waiver

When construction materials or manufactured products do not meet the Domestic Materials Preference Provision, a De Minimis waiver may be used on the project. The contractor should inform the project engineer by completing the tracking tool, including invoices or estimates. The project engineer will contact the NWR Material Engineer, who will consult with BTS about approving the waiver. The NWR Material Engineer will notify the project leader on the status of the request and the project engineer will notify the contractor, in writing, if their request is approved or denied. A De Minimis waiver entry should be included in the DT1310.

The NWR Material Engineer will also fill out the statewide waiver tracking spreadsheet.

Small Grants Waiver

The Small Grants waiver should be included in the contract special provisions at letting if it applies to the project. Contact the Material Engineer if this was missed or there are questions about this waiver.

905 Report Materials Diary

See CMM 845.5.1.2.3. The 905 report includes diary entries for each material required in the Materials Archive. It outlines the basis for acceptance for the materials of that bid item or bid item component. The 905 report is generated in MIT. Once complete, save as a pdf in the FinalMaterialsArchive folder as "xxxxxxx_905.pdf", where xxxxxxxx is the project id. The following should be documented in the 905 entry (as applicable):

- Bid Item and Description
- Inspection Date and Inspector
- Manufacturer, Vendor, Source, Unique Quarry/Pit Identifier, Location
- Quantity and Units
- Is the material Satisfactory or Not?
 - If marked no the component needs a DT1310 entry!

- Product Name
- Basis of Acceptance
 - Visual inspection remarks
 - Product condition
 - Compliance to specifications
 - Brand
 - Model
 - Type
 - System
 - Species
 - Markings on items (i.e. pipe markings, structure markings, roll numbers)
 - Size or dimensions
 - Lot or Batch
 - Heat numbers
 - Application rate
 - Dilution rates
- Supporting Documents including their own Doc ID
 - Manufacturer's certifications
 - Certified reports of tests or analysis
 - Domestic Materials Preference statements (i.e. Buy America)
 - Product Data Sheets
 - Approved Product Lists
 - QMP plans
 - QMP documentation
 - WisDOT test results
 - Contractor test results
 - Bill of Ladings
 - Other supporting documents

When composing 905 entries use the following NWR best practices. See Figure 8 for an example using these best practices. An example of the 905 report can be found in Appendix B.

Inspected By Keena Spencer-Dobson**Product Name** 4 X 6 SOUTHERN YELLOW PINE← **dimensions and
species****Basis for Acceptance**

Visual inspection in the field. Damage free, straight and sound. Suitable for intended purpose. Meets requirements of standard spec 634.2.1.

← **visual inspection****Documents Included in Material Records**

- ☒ Mfg Certification Doc Id: 634.0616.A1, A2, A3
- ☐ Certified Report of Test
- ☒ Buy America Doc Id: 634.0616.A1, A2, A3
- ☐ Product Data Sheets
- ☐ PAL / Approved List

← **product condition**

- ☐ QMP Plan
- ☐ WISDOT Test
- ☐ QC Test
- ☐ Other

← **compliance to specs***Figure 8: Example 905 Entry*

- The first 905 entry should list the department and contractor material coordinators.
- Use the bid item to sort the bid item entries. Use a naming convention that makes sense to you, (such as 210.1500.1, 210.1500.2, 210.1500.3 or 210.1500.A, 210.1500.B, 210.1500.C or 210.1500-01, 210.1500-02, 210.1500-03).
- For Item of Concrete, use a naming convention that makes sense to you and your contract depending on number of classes and sources. Note the bid items on the eGuide for the item of concrete sheet(s).
- Create 905 entries in the same order as the components listed on E-Guide.
- For each material components create separate 905 entries. If there is a different manufacturer for the same material, create a separate 905 entry.
- For items or components with the same material submittals (i.e. 12", 18", and 24" concrete pipe or all pavement marking items with the same manufacturer), 905 entries can be combined or referenced.
 - When combining several items into one entry, use x's for the bid item number. For example, for 12", 18", and 24" concrete pipe, use the bid item number 522.01XX or for concrete culvert pipe backfill, use the bid item number 522.XXXX. Reference this bid item number on the E-Guide.
 - When referencing items, create an entry for every item and reference the lowest bid item number. For example, for 12" and 18" concrete pipe, create an entry for the 12" pipe under 522.0112 filling out everything, including doc ids. Create an entry for the 18" pipe under 522.0118 filling out everything above the Basis for Acceptance (the bid Item, description, inspection date, inspector, manufacturer, location, quantity, units, product name, and is the material satisfactory or not?). In the basis for acceptance

reference the initial bid item as “See basis for acceptance and supporting documentation for item 522.0112.”

- All information for the 905 entry should be complete. Do not leave spaces blank.
- If a supporting document is marked and assigned a doc id, it does not need to be included in the basis for acceptance.
- For WisDOT test results, you can use the test number as the Doc ID or assign it a Doc ID and put the test number in the basis for acceptance.
- If special provisions have material requirements (section B of the item), the item needs a 905 entry to document material acceptance.

Materials Archive pdf

In the NWR, many of the Materials Archive components are compiled into one document called the archive pdf. A section for the item of concrete and for each item is created in the archive pdf. Each section should be bookmarked. The order for each section is:

1. eGuide Sheet
2. 155 Report
3. Approval Documents
 - a. Include WisDOT tests
 - b. May include QMP documentation

Save as a single pdf in the FinalMaterialsArchive folder as “xxxxxxx_Archive.pdf”, where xxxxxxx is the project id. An example of the archive pdf can be found in Appendix C.

eGuide

This is included in the archive pdf. Generate the eGuide using atwoods. Create eGuide sheets for STSPs, special provision items, or other bid items that have material requirements (i.e. section B) and add them to the eGuide. A blank eGuide should be shared with the contractor at the start of the project.

Remember this is a guide and contract documents should be referenced for material requirements.

The eGuide sheet is the first page for each item in the archive pdf and is bookmarked. The eGuide sheet should be completely filled out (marked complete, blanks filled out, quantities filled in, etc.). It may also be used to list Doc Ids and test numbers. See Figure 9 for an example.

Tack Coat (TON/GAL)**455.0600 – 455.0605****630-4.636-905-01-2024****Tack Coat**

1. Diary entry required. Bid Item ID: **455.0605**
 - a. Obtain Bill of Lading. Record dilution and application rate. **455.0605.A**
2. Sample in accordance with CMM 8-50 Exhibit 1, Asphaltic Materials, Emulsified Asphalts (Tack Coats, Slope Paving, etc) **SAMPLE # 0-332-154-2023**
 - a. DO NOT allow samples to sit in the sun, be exposed to excessive heat, or freeze.
 - b. Samples are to be submitted to Central Laboratory as soon as practical. Send a copy of the Bill of Lading along with sample. Use sample tag DT1352.

Item No.	Description	Plan Quantity	Final Quantity
455.0600	Tack (TON)		
455.0605	Tack (GAL)	7,210 GAL	8,392 GAL

Figure 9: Example eGuide Sheet

155 Reports

See CMM 845.5.1.2.4. This is included in the archive pdf. 155 reports are generated in MIT. These reports are used to report activities and test results that are not covered by other reports. They can be used to list item information that is too large to fit in a 905 report entry (i.e. rebar heat numbers) or summarize testing that is not documented other places (i.e. poly pipe deflecting testing).

155 reports are also used to summarize QMP activities. Templates for common QMP summaries are available on the WisDOT pantry website statewide forms page under QMP form templates. Templates include:

- Ancillary Pre-Placement Depth
- BAD Compaction Summary
- BAD Small Quantity Summary
- BAD Summary
- Beamguard Summary
- CIR Summary
- Concrete Ancillary Summary
- Concrete Barrier Summary
- Concrete Pavement Summary
- Concrete Pavement Thickness Summary
- Concrete Structure Summary

- HMA PWL Summary
- HMA QMP Summary
- IRI Summary
- Mill & Relay or Pulverize & Relay Compaction Summary
- MSE Wall Summary
- Subgrade Summary

Place 155 reports behind the eGuide sheet for the relevant item and bookmark them in the archive pdf. Reference them in the 905 entry with the 155 report number or an assigned Doc ID.

Materials Archive Approval Documentations

See CMM 845.5.1.2.5. This is included in the archive pdf. Like the Materials Project Records, these are various approval documents needed to show the material meets WisDOT specifications. Document types include, but are not limited to:

- Manufacturer's certifications
- Certified reports of tests or analysis
- Domestic Materials Preference statements (i.e. Buy America)
- Product Data Sheets
- Approved Product Lists
- WisDOT test results
- Contractor test results
- Bill of Ladings
- Material Photos
- Shop Drawings
- DT Forms
- Shop or Plant Inspections
- Source Approvals
- Field Inspection Reports

See below for additional information on some of the approval documentation types. Place approval documents behind the 155 report for the relevant item and bookmark them in the archive pdf. Reference them in the 905 entry with an assigned Doc ID or given WisDOT test number. Each supporting document should have its own Doc ID, except in some case with the Domestic materials Preference statements. For example, a manufacturer's certification and a certified report of test and BOL should all have different Doc IDs, even if they are submitted in the same packet. Each page of multiple page supporting documents should be labeled with the Doc ID.

Certificate of Compliance

See CMM 845.3.2.2.1. A certification of compliance requires four components:

- Name of the manufacturer or supplier
- Name and use of the product
- Certification statement (AASHTO standard, ASTM standard, Domestic Materials Preference Provision statement)
- Signature and title of responsible person

Each of these items should be checked off on the certification. These components cover the following: what it is, who it is, what it certifies, who's responsible. After the certification is checked, project staff should initial and date the document. See Figure 10 for an example.

The form is titled "Certificate of Compliance". It includes the IFS Coatings logo and contact information. A blue arrow points to the logo with the text "Each certification component has a check mark". Another blue arrow points to the document ID "415.0095.C1-2a" with the text "Labeled with Doc ID".

Material: Pureflex Green, ERSS33252

This is to certify that the batch number for Pureflex Green, ERSS33252CN-FG8 is chemically the same as the material tested by Wiss, Janney, Elstner & Associates to ASTM A775 annex 1. I certify this batch meets the requirements of ASTM A775, annex 1.

The batch listed below was manufactured in the United States of America.

Batch	Date of Manufacturing	Date of Expiration
M230518	December 2023	June 2024 (6/30/24)

Shelf Life: 6 months when stored at <80F.

Sincerely,
Robert R. Phillippi

Robert R. Phillippi
National Sales Manager- Rebar Market
Powder Coatings North America

**CHECKED BY KMS-D
5/28/25**

Annotations: "Domestic Materials statement highlighted" points to the highlighted statement. "Initialed and dated as being checked" points to the signature and date.

Figure 10: Example Certification

Certified Report of Test or Analysis

See CMM 845.3.2.2.2. A certified report of test of analysis requires six components:

- Name of the manufacturer or supplier
- Name and use of the product
- Certification statement (AASHTO standard, ASTM standard, Domestic Materials Preference Provision statement)
- Lot, batch, or heat numbers
- Test results for both required physical tests AND chemical tests
- Signature and title of responsible person

Each of these items should be checked off on the certified report. The lot, batch or heat numbers should also be highlighted. After the certified report is checked, project staff should sign and date the document. See Figure 11 for an example.

NUCOR **Mill Certification** 03/19/2024 **415.0095.B1-1a** MTR#:1612138-1
Lot #:360004122820
ONE NUCOR WAY
BOURBONNAIS, IL 60914 US
815 937-3131
Fax: 815 939-5599

Sold To: ADELPHIA METALS I LLC
411 MAIN ST E
NEW PRAGUE, MN 56071 US

Ship To: ADELPHIA METALS LLC
411 MAIN ST E
NEW PRAGUE, MN 56071 US

Labeled with Doc ID

Each certified report component has a check mark

Customer PO	850484	Sales Order #	36061453 - 2.1
Product Group	Rebar	Product #	2027196
Grade	A615 Gr 60/AASHTO M31	Lot #	360004122820
Size	#4	Heat #	3600041228
BOL #	BOL-1668655	Load #	1612138
Description	Rebar #4/13mm A615 Gr 60/AASHTO M31 30" 0" [360"] 2001-6000 lbs	Customer Part #	
Production Date	03/01/2024	Qty Shipped LBS	47616
Product Country Of Origin	United States	Qty Shipped EA	2376
Original Item Description		Original Item Number	

I hereby certify that the material described herein has been manufactured in accordance with the specifications and standards listed above and that it satisfies those requirements.

Melt Country of Origin : United States Melting Date: 02/26/2024

C (%)	Mn (%)	P (%)	S (%)	Si (%)	Ni (%)	Cr (%)	Mo (%)	Cu (%)	V (%)
0.33	0.92	0.015	0.037	0.184	0.18	0.20	0.06	0.32	0.017

Mechanical

Average Deformation Height (IN)	Bend Test
(1) 0.031	Pass

Tensile testing

Yield (PSI)	Tensile (PSI)	Elongation in 8" (%)
(1) 67000	99800	14.9

Other Test Results

Weight Percent Variance (%) : -4.50

Comments:
All manufacturing processes of the steel materials in this product, including melting, have occurred within the United States. Mercury, in any form, has not been used in the production or testing of this material. Conforms to the requirements of the American Requirements.

Domestic Materials statement highlighted

Initialed and dated as being checked

CHECKED BY KMS-D 5/28/25

Zachary Sprintz, Chief Metallurgist

Figure 11: Example Certified Report

Domestic Materials Preference Statements

See CMM 845.3.2.3 and CMM 228.5.5. Also known as Buy America statements, there can be found on certifications of compliance, certified reports of test or analysis, or independent “Buy America” certifications.

The following statements are acceptable on certifications and certified reports to show compliance with the Domestic Materials Preference Provision. Statements should be highlighted and the Doc ID added to the Buy America approval document on the 905 entry.

- Manufactured in the United States
- Complies with Buy America
- Complies with all applicable Domestic Materials Preference requirements
- A domestic location on mill certs for iron & steel
- Product was manufactured in city and state

If a certification or certified test are not required for the item component, the manufacturer may provide a statement the materials was manufactured in the United States and complies with the applicable domestic content procurement preference. Lastly, the self-certification form through AASHTO is acceptable.

For state provided bid items, contact the Material Engineer for documentation.

Each category needs to have project-identifying information to track the material. Three classifications of articles, materials, and supplies require documentation and certification: iron or steel products construction materials, and manufactured products.

Iron or Steel Products

Documentation is needed for the following:

- Location the steel/iron was melted or cast
- Location the steel/iron was rolled or drawn
- Location the steel/iron was fabricated
- Location the steel/iron was coated or galvanized

Construction Materials

Documentation is needed for the following for each type of construction material:

- Non-ferrous metals – All manufacturing processes, from initial smelting/melting through final shaping/coating/assembly.
- Plastic and polymer-based products – All manufacturing processes, from initial combination of inputs until the item is in its final form
- Glass – All manufacturing processes, from initial batching/melting through annealing/cooling/cutting

- Fiber Optic Cable – All manufacturing processes, from initial ribboning through buffering/fiber stranding/jacketing
- Optical Fiber – All manufacturing processes, from initial preform fabrication through completion of the draw
- Lumber – All manufacturing processes, from initial debarking through testament/planning
- Engineered Wood – All manufacturing processes, from initial combination of materials until the item is in its final form
- Drywall – All manufacturing processes, from blending through cutting/drying of panels

Manufactured Products

Documentation is needed for the following:

- Location of the final step in the manufacturing process

Product Data Sheets

See CMM 845.3.2.4. A product data sheet provides basic information about the material, such as the material name, product definition, applicable uses, and/or model numbers. These are not signed. See Figure 12 for an example.

<div> <div>Rev 02.2022</div> <div>  ConAir® X Air Entraining Admixture for Concrete </div> <div>  <div>TOD.C1-1a</div> <div>Labeled with Doc ID</div> </div> </div>	
<div> <div>PRODUCT INFORMATION</div> <div> <div>PACKAGING</div> <div>Packaged in 55 gallon drums, 275 gallon totes, and in bulk.</div> </div> <div> <div>SHELF LIFE</div> <div>2 years in original unopened container.</div> </div> <div> <div>STORAGE</div> <div>ConAir® X should be stored at temperatures above 35°F (2°C) degrees. Although freezing does not harm the performance of ConAir® X, precautions should be taken to protect it from freezing. If it should happen to freeze, thaw and reconstitute with mechanical agitation. Do not use pressurized air for agitation.</div> </div> <div> <div>SPECIFICATIONS/COMPLIANCES</div> <div>ASTM C260 AASHTO M 154</div> </div> </div>	<div> <div>DESCRIPTION</div> <div> ConAir® X is an aqueous solution formulated for use as an air entraining admixture for concrete. ConAir® X is manufactured under strict quality control standards to ensure uniform performance at the job site. </div> <div> ConAir® X introduces millions of uniformly sized and spaced air voids throughout the concrete mixture. Concrete containing these microscopic air bubbles has been proven to be far more resistant to freezing and thawing than non-air entrained concrete. </div> </div>
	<div> <div>PERFORMANCE BENEFITS</div> <ul style="list-style-type: none"> • Significantly improves freeze-thaw resistance • Improves resistance to surface deterioration from de-icing chemicals • Reduces permeability • Improves workability • Improves pumpability • Reduces bleeding </div>
	<div> <div>DOSAGE RATES AND DIRECTIONS FOR USE</div> <div> ConAir® X dosage will vary with mix materials and proportioning, as well as intended concrete performance requirements. </div> <div> Typical ConAir® X addition rates range from 0.2 to 5.0 oz/cwt of cementitious material. (13 to 325 mL/100kg) </div> <div> For best results, each admixture must be batched at separate intervals with the initial or final batch water, and should not come in direct contact with any other admixture until they are mixed in the concrete batch. Admixtures should not come in contact with any dry cementitious material. </div> </div>

Figure 12: Example Product Data Sheet

Approved Product List (APL)

See CMM 845.3.2.5. Approved products lists are managed by the Bureau of Technical Services. These lists use previous testing and acceptable past performance history with WisDOT to pre-approve the products for use. Lists should be included in the archive pdf. Applicable items on the list should be highlighted. See Figure 13 for an example. The list should be assigned a Doc ID. Different types of Approved Product Lists include:

- Prequalified Products: product must be on the list at the bid letting
- Qualified Products: products must be on the list at time of use (effective April 15, 2025)
- Quality Acceptance Testing: products must be on the list at time of use
- WisDOT Equipment Approval: products must be on the list at time of use

646.2050.A1

Labeled with Doc ID

Permanent Tape			
Manufacturer	Product	Color	Approval Date
3M	3m Stamark All Weather Tape A381AW	Yellow	DECEMBER 2013
	3m Stamark All Weather Tape A380AW	White	DECEMBER 2013
	3m Stamark All Weather Tape A380AW-5 (Contrast)	White with Black	DECEMBER 2013
	Adhesive: 3M Brand P-50	-	
	SPA 60	-	

Product highlighted

Temporary Raised Pavement Markers Type 1			
Manufacturer	Product	Color	Approval Date
Ennis-Flint, Inc.	Stimonite	White or Yellow	-
...	3M 290	White or Yellow	-

Figure 13: Example Approved Products List

Products on WisDOT approved products lists are not vetted for Domestic Materials Preference Provision requirements. Documentation should be provided by the contractor to meet these requirements, even though the product is on the Approved Products Lists.

WisDOT test results

WisDOT tests are usually used as either quality verification (QV) testing used to validate contractor test results or quality assurance (QA) testing. These test results are entered into MIT or MTS by various WisDOT staff or department representatives. WisDOT tests should be included in the archive pdf. They can be assigned a Doc ID or use their test number as that designation. See the Atwoods systems website for a list of WisDOT test and their prefix test number.

Contractor test results

Contractors perform quality control (QC) testing that are validated by department tests. These test results may be entered into MTS by the contractor or provided to the project staff.

Electronic Test Results

Contractor's electronic test results do not need to be saved outside of the MTS. They are reference on 155 QMP templates as being entered and reviewed. The contractor should enter the following data into the appropriate modules of MTS. Modules include:

- Structure concrete data
 - Resistivity testing
 - Cylinder or beam strength
 - Fresh concrete air, slump, and temperature
- Pavement concrete data
 - Resistivity testing
 - Cylinder or beam strength
 - Fresh concrete air, slump, and temperature
- PCC thickness – MIT scanning
- PCC thickness – Probing
- HMA
 - Density data when QMP special provision is included in the contract
 - Air voids when QMP special provision is included in the contract
- IRI Ride
 - Concrete and/or asphalt
 - Localized roughness and segments
 - Initial and/or final runs
- Aggregate and Soils
 - Concrete aggregates
 - Stockpiles taken for that project specifically
 - Base aggregate placement tests

Project staff will need to request review authority for their contract and review this test data prior to pay adjustments. The data entered should be compared to original source documents for accuracy. Data should be checked against the WisDOT qualified laboratory list and HTCP certification requirements. Calculations for incentive/disincentive and tonnage should be checked as well. For all modules, except aggregate and soils, project staff should adjust pay as appropriate and mark the data as being “final reviewed”. The SER has created atwoods review guidance with step-by-step direction which is reference in Appendix D.

Non-Electronic Test Results

Examples of test results not entered into MRS by the contractor include, but are not limited to:

- Backfill or borrow
- Aggregate source testing
- Stockpile samples taken on other projects
- Base or concrete aggregate production tests
- HMA mix

These test results should be included in the QMP documentation (see section below for more details). Data should be checked against the WisDOT qualified laboratory list and HTCP certification requirements. Data should be checked for accuracy using contractor provided source documentation.

QMP Documentation

See CMM 845.5.1.2.6. Depending on the item and quantity of material, the QMP documentation may contain numerous large files. There are 2 options for filing QMP documentation in your Materials Archive. Whichever option is used should be used for all QMP documentation for all items in the entire project. QMP documentation should include, but is not limited to:

- QMP plans
- QC random numbers
- QV random numbers
- Contractor non-electronic test results
- Contractor source documentation
- Control charts
- Independent Assurance reports
- Incentive/disincentive calculation spreadsheets
- Qualified laboratory list
- Equipment comparisons and calibrations
- Plant inspections

QMP Documentation Option 1: QMP Folders

Create a QMP folder in the in the FinalMaterialsArchive. Create subfolders for each material type and supplier (i.e. Base Aggregate, Concrete Pavement, Concrete Structures, Ancillary Concrete, HMA). Place the QC and QV QMP documentation for those materials in the appropriate subfolder. Instead of the doc id in the 905 report, use “QMP Folder” as the doc id. In the basis for acceptance include the folder name (i.e. QMP Folder = AncConcHaas)

QMP Documentation Option 2: Archive pdf

Include all QMP Documentation in the archive pdf under the appropriate item.
Reference the documents with a doc id in the 905 report.

QMP Plans

See SS 701.1.2.2. QMP plans should be prepared and submitted by the contractor and reviewed by the project engineer. These plans are distributed to both QC and QV staff. They are contract documents and provide guidelines for how to maintain quality on the project. A list of minimum nine minimum requirements for a QC plan is listed in SS 701.1.2.2(2). After the QMP plan is checked, project staff should sign and date the document.

Domestic Materials Reference Spreadsheet

Each spring, BTS updates the Domestic Materials Reference Spreadsheet. This excel file lists bid items and their Domestic Materials Preference Provision requirements. It should be used to aid project staff in collecting the required documentation. Contact the NWR Material Engineer to obtain a copy of this document.

The Domestic Materials Reference Spreadsheet should be filtered down to only include the bid items for your contract. Follow the directions on the instruction tab to create a project specific bid item list and save the list as a pdf document. The pdf file should be named "xxxxxxx_DomesticMaterialItems.pdf" where xxxxxxxx is the project id. It should be saved in the FinalMaterialsArchive subfolder. The Domestic Material Reference Spreadsheet is needed to check material finals as these requirements are changing frequently. This document can be shared with the contractor as a reference. An example is provided in Appendix E.

NWR Material Finals Process

According to the finals process timeline, project staff have 81 days after the project is marked substantially complete to submit the materials documentation. This deadline is important because construction is cyclical and lots of projects are submitted at the same time!

Once all material documentation is prepared and the MIT data has been saved and sent, send an email to dotdtsdnwmaterialsfinals@dot.wi.gov, the project manager, and the project supervisor. The email subject should include the contract ID and project ID. In the email, include a box link to the project material folder. See Figure 14 for a sample email.

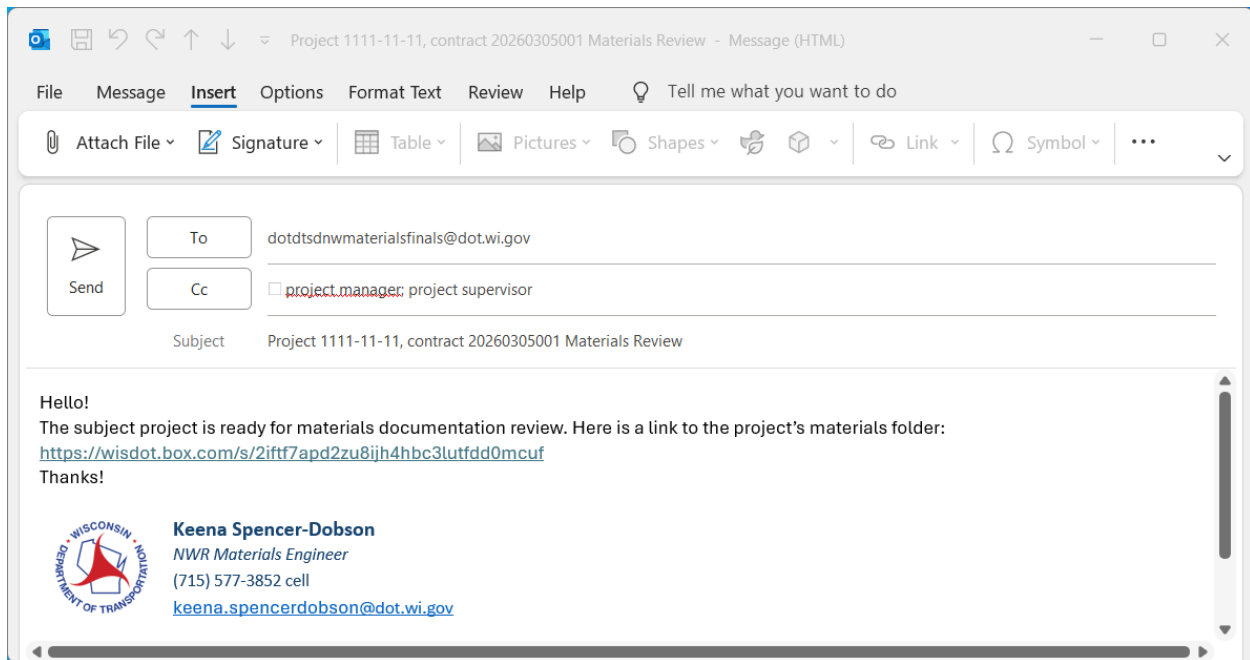


Figure 14: Sample Submittal Email

The project could be sent back without review for revisions if a majority of this guidance document is not followed, if MIT data has not been sent (no reports will show up in atwoods), or if QC data has not been marked as final reviewed in atwoods.

Material Documentation Review

Upon receiving the submittal email, the NWR Material Engineer will reply and assign the project to a reviewer. Projects are reviewed by both consultants and WisDOT materials staff.

The NWR Material Engineer will create a Material Review subfolder the contains the following documents:

- Copies of 905 report(s) downloaded from atwoods
- Copies of 155 report9s) downloaded from atwoods
- Domestic Material Items created by project staff and moved from FinalMaterialsArchive
- Material Review item list created from the Explanation of Variation report in the finals folder
- Material Review Comment spreadsheet

The material reviewer has 30 days to complete the materials documentation review per the final's timeline.

Upon completion the Material Engineer will email the project engineer and project manager a link to the material review folder. Comments will be made directly on the

905/155 reports in this folder and expanded on the review comment spreadsheet. Additional comments may be given on the spreadsheet as well. See Figure 15 for an example of the review document.

Bid Item	Inspection Date	Bid Item Description	Manufacturer Name Location	Quantity	Satisfactory															
415.0080C1	08/22/25	Concrete Pavement 8-inch	Nucor BOURBONNAIS, IL	4635 SQUARE YARDS	Y															
<p>Inspected By DEREK GANSEBOM</p> <p>Product Name DOWEL BARS-STEEL</p> <p>Basis for Acceptance Dowel Bars visually inspected for compliance with contract. Heat Numbers: 3600050074. Manufacturer's certified report of test and Buy America certification on file as 415.0080C1. There is a MFG Cert on file, and Bill of Lading. These need their own Doc IDs</p> <p>Bill of Lading: 415.0080XX</p> <p>Documents Included in Material Records</p> <table> <tr> <td>☒ Mfg Certification</td> <td></td> <td>☐ QMP Plan</td> </tr> <tr> <td>☒ Certified Report of Test</td> <td>Doc Id: 415.0080C1</td> <td>☐ WISDOT Test</td> </tr> <tr> <td>☒ Buy America</td> <td>Doc Id: 415.0080C1</td> <td>☐ QC Test</td> </tr> <tr> <td>☐ Product Data Sheets</td> <td></td> <td>☐ Other</td> </tr> <tr> <td>☐ PAL / Approved List</td> <td></td> <td></td> </tr> </table>						☒ Mfg Certification		☐ QMP Plan	☒ Certified Report of Test	Doc Id: 415.0080C1	☐ WISDOT Test	☒ Buy America	Doc Id: 415.0080C1	☐ QC Test	☐ Product Data Sheets		☐ Other	☐ PAL / Approved List		
☒ Mfg Certification		☐ QMP Plan																		
☒ Certified Report of Test	Doc Id: 415.0080C1	☐ WISDOT Test																		
☒ Buy America	Doc Id: 415.0080C1	☐ QC Test																		
☐ Product Data Sheets		☐ Other																		
☐ PAL / Approved List																				
415.0080C2	08/22/25	Concrete Pavement 8-inch	Sherwin Williams CHARLOTTE, NC	4635 SQUARE YARDS	Y															
<p>Inspected By DEREK GANSEBOM</p> <p>Product Name DOWEL BARS-EPOXY COATING</p> <p>Basis for Acceptance Epoxy coating, Valspar Product Code 720A009, manufactured by Sherwin Williams. Batch No. CH0555EK. Manufactures Certification of compliance is on file as 415.0080C2-a. Approved products list on file as 415.0080C2-b. Epoxy Coating was applied by American Highway in Kankakee, IL, certified report of test on file as 415.0080C2-c. Batch numbers on 415.0080C2-a & 415.0080C2-c don't match. State that 415.0080C1 is the coating application certification.</p> <p>CRSI certification needed</p> <p>Documents Included in Material Records</p> <table> <tr> <td>☒ Mfg Certification</td> <td>Doc Id: See BFA</td> <td>☐ QMP Plan</td> </tr> <tr> <td>☒ Certified Report of Test</td> <td>Doc Id: See BFA</td> <td>☐ WISDOT Test</td> </tr> <tr> <td>☒ Buy America</td> <td>Doc Id: See BFA</td> <td>☐ QC Test</td> </tr> <tr> <td>☐ Product Data Sheets</td> <td></td> <td>☐ Other</td> </tr> <tr> <td>☒ PAL / Approved List</td> <td>Doc Id: See BFA</td> <td></td> </tr> </table>						☒ Mfg Certification	Doc Id: See BFA	☐ QMP Plan	☒ Certified Report of Test	Doc Id: See BFA	☐ WISDOT Test	☒ Buy America	Doc Id: See BFA	☐ QC Test	☐ Product Data Sheets		☐ Other	☒ PAL / Approved List	Doc Id: See BFA	
☒ Mfg Certification	Doc Id: See BFA	☐ QMP Plan																		
☒ Certified Report of Test	Doc Id: See BFA	☐ WISDOT Test																		
☒ Buy America	Doc Id: See BFA	☐ QC Test																		
☐ Product Data Sheets		☐ Other																		
☒ PAL / Approved List	Doc Id: See BFA																			

Separate 905 entry required for the epoxy coating application. See item's Eguide for guidance.

Figure 15: Example Review

Material Documentation Revision

Project staff is responsible to addressing all review comments and resubmitting the materials to the Materials Engineer. The project will be re-reviewed to ensure comments were addressed.

There are 15 days to make corrections and certify the materials.

Material Certification

Project materials are certified when the DT1310 report is signed by the project engineer or materials coordinator, NWR Material Engineer, and project manager. The NWR Material Engineer will email project and region staff a copy of the DT1310 for the project

manager to sign. See Figure 16 for an example certification email. This is the final step in the materials process.

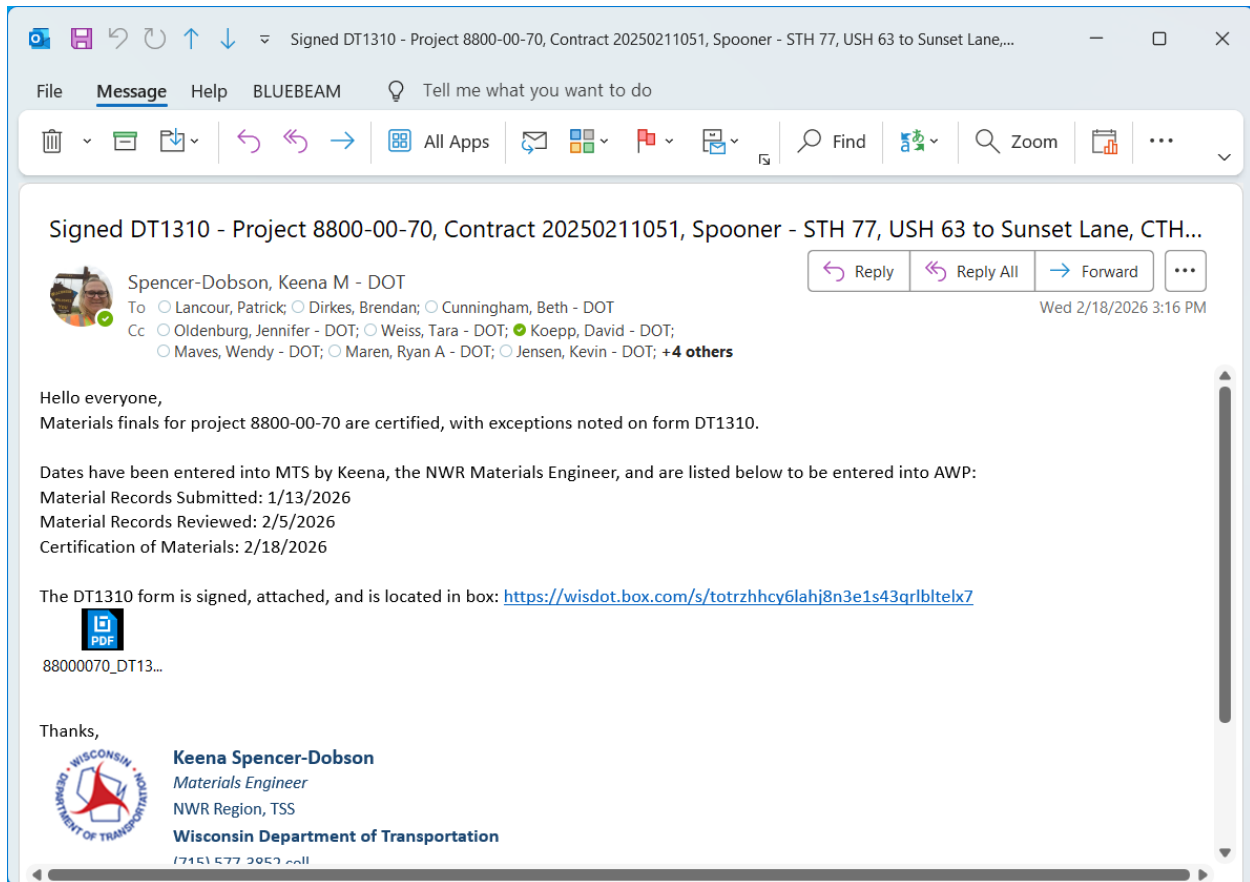


Figure 16: Example Certification Email

Appendices

Several Appendices has been created for this guide and are located in the NWR section of pantry. Appendices include:

- Appendix A: Example DT4567
- Appendix B: Example 905 report
- Appendix C: Example archive pdf
- Appendix D: SER Atwoods Review Guidance
- Appendix E: Sample Domestic Materials Reference Spreadsheet