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. 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 845.5.1 need to be entered in the 905. Items classified as material project records don’t need a 905 entry.
* Items that are not 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.
* Some bid items will require multiple entries, example rebar.
	+ An entry will have to be made for each manufacture and
	+ an entry for each coating material used.

# FAQ

## Records submittal format, can I submit my records digitally?

Yes, records can be submitted digitally via Box. Materials Finals documentation 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.
* The doc ID should also be the file name.
* **ALL** records must be submitted in the same format (digital or paper).

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

There are two ways to handle this:

* One: you can create a 905 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 it multiple document ID.
* or Two: in the “Bid Item Number” field place all the bid items that the documents apply to. NOTE: 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
	+ the doc ID should appear on the document 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, the bill of lading for steel reinforcement 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 “Basis for acceptance” field?

First, let’s define the difference between acceptance and approval:

* Acceptance is when the actual work:
	+ is complete, and
	+ project staff has verified that the product delivered to the field matches the paperwork that was approved, and
	+ was installed correctly with no defects.
* Approval is merely when project staff give permission to use a material after receiving and reviewing the documentation.
* Therefore, in the “Basis for acceptance” field, a typical entry may look like:
	+ “Material used for item matches documentation previously approved and was installed per contract with no defects.”
* If needed, further explain the “other” box if checked under the “Documents included in the material records”.
* Any other useful explanations 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. Example:

* Greenbar 720A009
	+ do NOT put generic terms like “epoxy coating”,
* Also input the actual manufacture. In this example, “Valspar Cooperation”

## How do I handle steel reinforcement

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

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

For concrete mix designs:

* 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.
* It is suggested 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 was used for, reference those 501 entries.
* See pantry software document **905ReportExample**.

# Items with multiple entries.

Several items will require multiple entries, such as rebar, pipe, pavement, and structures. Some examples:

* each rebar manufacture *and* each epoxy coat product will need individual entries
* concrete pipe will need an entry for pipe, gaskets, backfill, etc.

# QMP Entries

QMP final documentations need to have a 905 entry. For a QMP 905 entry the “Bid Item Number” should be the corresponding QMP section in the spec book. Examples are:

* 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 the boxes for:

* QMP Plan
* WisDOT Test
* QC Tests

For each of these, input the Doc ID “QMP (description) binder”.

## IMPORTANT QMP NOTES:

* On the entries for bid items requiring a QMP entry, reference that QMP entry on the original bid item in the “Basis for Acceptance.”
* A different 905 entry and 155 QMP summary should be made for each contractor.

# Other requirements

* Make sure each document is initialed and dated.
* Highlight the appropriate ASTM/AASHTO or other requirements.
	+ For examples see CMM 845.3.2
	+ Only the requirements called out in the spec should be highlighted.
	+ Note: take care to *not* highlight any ASTM/AASHTO tests mentioned on the cert that are not required by the spec
* For items such as rebar, bolts, nuts, washers, ect. highlight the actual heat numbers that were used on the project.