SE Region Materials - DT1310 Guidance

# Overview

* Refer to section 845.5.1.2.1 of the CMM for details on the DT1310.
* The DT1310 is a record of any deviations from the contract for the acceptance of materials and construction operations controlled by sampling, testing, and documentation.
* The DT1310 is required to be completed on **EVERY** contract (excluding LFA’s) even if there were no deviations.

# DT1310 throughout the Project

* The DT1310 is created in MIT and is called the “Certification of Materials Report.”
* A draft DT1310 needs to be included in the “FinalMaterialsArchive” folder within the “Materials” folder on Box Drive.
* Once the hit list is completed, the final DT1310 should be uploaded (verified and sent in the MIT program) and TSS Materials notified. TSS will route the DT1310 through DocuSign to all parties.
* Items classified as material project records do not need to be entered on the DT1310 *(See CMM 845.5.1 for determining archive vs records).*

# DT1310 Instructions and Templates

* If there were no deviations from the contract, for example:
	+ No missing tests (QC/QV),
	+ All material met requirements,
	+ And all documentation is received per contract.

Then, simply fill out the signature blocks and check the box “No Exceptions Noted.”

* If there were deviations from the contract check the “Exceptions Noted”.
	+ Click the Deviations tab and add a deviation for each exception. All fields must be filled out.
		- Bid Item Name = Use bid item number and name.
		- Quantity Involved = Enter the quantity of the material considered nonconforming.
		- Disposition Explanation = Be sure to include source/supplier of the failing material.
	+ **Non-Conformance Entry**
		- See section 845.5.1.2.1.1 in the CMM for details on what to include in the DT1310 for nonconforming materials.
	+ **Non-Performance Entry**
		- See section 845.5.1.2.1.2 in the CMM for details on what to include in the DT1310 for nonperformance materials.
	+ **Disincentive Entry**
		- See section 845.5.1.2.1.3 in the CMM for details on what to include in the DT1310 for disincentive entries.
	+ **Buy America Exception Entry**
		- See section 845.5.1.2.1.4 in the CMM for details on what to include in the DT1310 for Buy America exception entries.
	+ **Missed QV Entry**
		- Include source and supplier information. Information on which test(s) were missed. Explain how the test was missed and basis for acceptance (e.g. satisfactory QC testing, etc).

## The following items need to be entered into the DT1310

* 800.0005 Non-Performance of QMP
* 803.0100 Nonconforming QMP Base Aggregate Gradation
* 803.0200 Nonconforming QMP Base Aggregate Fracture
* 803.0300 Nonconforming QMP Base Aggregate Plasticity
* 804.2005 Disincentive Density\* HMA Pavement
* 804.2010 Disincentive Density\* PWL HMA Pavement
* 804.2012 Disincentive Density\* HMA Pavement Longitudinal Joints
* 804.2015 Disincentive Air Voids HMA Pavement
* 804.3010 Disincentive Density\* Asphaltic Material
* 804.4306 Nonconforming QMP Asphaltic Material
* 804.4308 Nonconforming QMP HMA Mixture
* 804.4410 Disincentive IRI Ride
* 804.4625 Nonconforming Tack Coat
* 804.5105 Disincentive HMA Binder Content
* 804.6005 Nonconforming Thickness\* Concrete Pavement
* 804.6051 Disincentive Flexural Strength\* Concrete Pavement
* 804.6052 Disincentive Compressive Strength\* Concrete Pavement
* 804.6055 Disincentive Strength\* Concrete Structures
* 804.6057 Disincentive Strength\* Concrete Barrier
* All nonconforming material placed that doesn’t have administrative item
* Any nonconforming test taken by the Department (BTS or Region)
* Any nonconforming test taken, and material was rejected/not incorporated into work
* Missing QV tests
* Any material certifications that do not conform to the contract documents but were approved
* Nonconforming documentation
* Build America-Buy America exceptions
* Change in acceptance criteria (e.g., product data sheet used instead of certification of compliance)

\*These items often have numerous issues. One DT1310 entry can be made for these items. Please reference the change order where these issues were addressed. Contact TSS materials unit with any questions.