DT1310 Guidance

The DT1310 document is required to be completed on **EVERY** contract regardless if there were deviations or not. The DT1310 is created in MITs system and is called the “certification of materials report.” A draft DT1310 needs to be included with material finals records. Once the hit list is completed, the final DT1310 can be sent to Justin Kutschenreuter for comments and then signatures can be collected. The DT1310 documents any deviations from the contract for the acceptance of materials and construction operations controlled by sampling, testing, and documentation. Below are instructions and templates to help create the DT1310. Items classified as material project records according to CMM 8-45.5.1 don’t need to be entered into the DT1310.

If there were no deviations from the contract (i.e, no missing tests (QC/QV), all material met requirements, and all documentation is received per contract) 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, add a deviation for each exception. All fields must be filled out. For the “Disposition Explanation” field see a list of templates below that can be filled out, cut and pasted into the field. If further explanation is needed and not all comments can be placed in the “Disposition Explanation” create a 155 for the explanation and reference that report in the DT1310. In addition, make sure under “Bid Item Name” both the bid item number and bid item description are noted. If a credit was taken show credit calculation and note which mod the credit was taken on. Note the source/supplier of failing material.

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 DOL

804.2010 Disincentive Density PWL HMA Pavement DOL PWL special provision

804.2012 Disincentive Density HMA Pavement Longitudinal Joints DOL special provision

804.2015 Disincentive Air Voids HMA Pavement DOL PWL special provision

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

804.6005 Nonconforming Thickness Concrete Pavement

804.5105 Disincentive HMA Binder Content

804.6005 Nonconforming Thickness Concrete Pavement

804.6050 Disincentive Strength Concrete Pavement DOL

804.6055 Disincentive Strength Concrete Structures DOL

All nonconforming material that doesn’t have administrative item

Any failing test taken by the Department (BTS or Region)

Any failing test taken, and material was rejected/not incorporated into work

Missing QV tests

Nonconforming documentation

Change in acceptance criteria (ie product data sheet used instead of certification of compliance)

Items such disincentive density and nonconforming concrete thickness where often times there are numerous issues one entry can be made for these type items and reference the contract mod where these issues were addressed. Any questions contact TSS materials unit. See *Disincentive Density/Nonconforming Concrete thickness* example at the end of this document.

**Nonconformance** – material doesn’t meet requirements

**HMA**

**Density:**

Various densities were out of specification, total dollar amount of disincentive      . See       for details of each instance. The contactor was      . Credit was taken on contract mod      .

**Mix (non PWL)**

Mix       was out of specification on      . QV test failed, sample was sent to BTS for referee testing. Recommendation from BTS was       % credit applied to       tons. See email dated       from BTS for details. Producer is      . Credit was taken on contract mod      .

**Mix PWL**

Mix       was out of specification on      . See PWL spread sheet for details. The producer was      . Credit amount of       was taken on contract mod      .

**Concrete**:

**Slump:**

*Failing QC test*

For mix       , QC test number/s      , the slump was       out of specifications. According to CMM 8-10.5.1.1, if strength requirement was met, a      % priced reduction will be applied. Each load was tested until a load was within specification. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the concrete was      . The reduction was processed on CMJ      , and Mod      .

*Failing QV Test*

For mix       , QV test number/s      , the slump was       out of specifications. The contractor was instructed to take a non-random sample on the next truck. The nonrandom QC number       test passed/failed.       (explain here what happened, if nonrandom passed no further action required, if test failed what happened? did the load get rejected, did it sit and get retested, ect?)

**Air Content**

*QC low air content*

For mix       , QC test number/s      , the air was       below specifications. According to CMM 8-10.5.1.2, a      % priced reduction will be applied. Each load was tested until a load was within specification. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the concrete was      . The reduction was processed on CMJ      , and Mod      .

*QC high air content w/o strength data or nonconforming strength*

For mix       , QC test number/s      , the air was       above specifications. According to CMM 8-10.5.1.2, a      % priced reduction will be applied. Each load was tested until a load was within specification. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the concrete was      . The reduction was processed on CMJ      , and Mod      .

*QC high air content w/conforming strength data*

For mix       , QC test number/s      , the air was       above specifications. According to CMM 8-10.5.1.2, a priced reduction will not be applied. Since the strengths were satisfactory. Each load was tested until a load was within specification. The producer of concrete was      .

*QV failing air content*

For mix       , QV test number/s      , the air was       out of specifications. The contractor was instructed to take a non-random sample on the next truck. The nonrandom QC number       test Choose an item.       (explain here what happened, if nonrandom passed no further action required, if test failed what happened)

**Temperature (Concrete Masonry Only)**

For mix       , QC test number/s      , the temperature was       out of specifications. According to CMM 8-10.5.1.3, a priced reduction of      % will be applied. Each load was tested until a load was within specification. The producer of concrete was      .

**Time Limit Exceeded**

For truck load       the time limit was exceeded prior to the load being discharged. A prices reduction of 25% will be applied according to CMM 8-10.5.1.4. The reduction was processed on CMJ      , and Mod      .

**Gradation**

For mix       , QC test number/s      , the concrete aggregate gradation failed. According to CMM 8-10.5.1.5, Choose an item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the concrete was      . The reduction was processed on CMJ      , and Mod      .

**Base & Subbase**

**Gradation (Base aggregate dense, open graded)**

*Failed QC base aggregate with no running average/or failed backfill*

Material from       source, QC test number/s       gradation failed. According to CMM 8-10.5.2.1., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QC base aggregate with running average established, running average out of spec*

Material from       source, At QC test number       the running average for gradation is out of spec. The running average was back in spec at QC test number      . According to CMM 8-10.5.2.1., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QV base aggregate with running average established, running average within spec*

Material from       source, QV test number/s       gradation failed. According to base aggregate QMP include failing QV into running average. When included in the running average, the running average is still within specification, therefore no credit will be assessed. Producer      .

*Failed QV base aggregate with running average established, running average out of spec*

Material from       source, QV test number/s       gradation failed. According to base aggregate QMP include failing QV into running average. When included in the running average, the running average is out of spec specification. According to CMM 8-10.5.2.1., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QC/QV base aggregate/open grade significantly out*

Material from       source, QC/QV test number/s       gradation failed significantly according to base aggregate QMP B.7.2 (5). A price reduction of      % price reduction will be applied to the bid item, according to CMM 8-10.5.2.1. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

**Fracture**

*Failed QC base aggregate with no running average/or failed backfill*

Material from       source, QC test number/s       fracture failed. According to CMM 8-10.5.2.2., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QC base aggregate with running average established, running average out of spec*

Material from       source, At QC test number       the running average for fracture is out of spec. The running average was back in spec at QC test number      . According to CMM 8-10.5.2.1., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QV base aggregate with running average established running average within spec*

Material from       source, QV test number/s       fracture failed. According to base aggregate QMP include failing QV into running average. When included in the running average, the running average is still within specification, therefore no credit will be assessed. Producer      .

*Failed QV base aggregate with running average established running average out of spec*

Material from       source, QV test number/s       fracture failed. According to base aggregate QMP include failing QV into running average. When included in the running average, the running average is out of spec specification. According to CMM 8-10.5.2.2., a      % priced reduction will be applied to the bid item. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed QC/QV base aggregate/open grade significantly out*

Material from       source, QC/QV test number/s       fracture failed significantly according to base aggregate QMP B.7.2 (5). A price reduction of      % price reduction will be applied to the bid item, according to CMM 8-10.5.2.2. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

*Failed wear, soundness, freeze-thaw or Plasticity*

Material from       source, failed      . A 50% price reduction will be applied according to CMM 8-10.5.2.3. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The producer of the material was      . The reduction was processed on CMJ      , and Mod      .

**Pre-stressed girders**

For pre-stressed girder entries see material unit.

**Minor Non-conformance**

For minor nonconformance issues make sure you include the following in the DT1310

1. Description of issue
2. Supplier/Source
3. Price reduction amount break down
4. CMJ # and Contract Mod#

**Nonperformance –** missing test, tester not certified, ect… (CMM 8-30.13)

*Moving test location*

Contractor moved test number      ,       (units). Contractor did this without notifying project staff first. A total of       test were taken on this material.       did QC testing for this item. A price reduction of       will be applied. Total price reduction is       (Unit) x $     /(Unit) x      % reduction = $     . The reduction was processed on CMJ      , and Mod      .

*Missing test/too few test/No test*

For       (describe item), the contractor missed       test, there were supposed to be       test completed. A price reduction of       /(units) plus       % of the bid item price will be applied. Total price reduction is:       + (       % bid item \*       (units) \*       (unit price)) =      . The QC contractor is       and the supplier is      . The reduction was processed on CMJ      , and Mod      .

*Improper documentation/no random numbers/ect.*

The contractor didn’t supply the following documentation      . A price reduction of       /(units) plus       % of the bid item price will be applied. Total price reduction is :       + (       % bid item \*       (units) \*       (unit price)) =      . The QC contractor is       and the supplier is      . The reduction was processed on CMJ      , and Mod      .

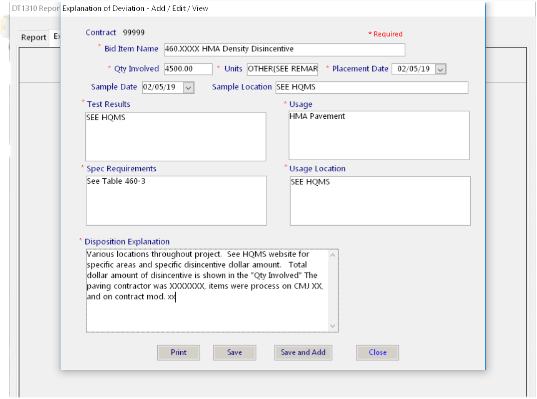
*Non-certified tester/non-certified lab*

For       (bid item) and test number       the Choose an item.was not certified. A price reduction of       /(units) plus       % of the bid item price will be applied. Total price reduction is:       + (       % bid item \*       (units) \*       (unit price)) =      . The QC contractor is       and the supplier is      . The reduction was processed on CMJ      , and Mod      .

*General improper or missing documentation*

For       (bid item) the contractor didn’t supply the      , as required. A price reduction      % will be applied to the bid item. The material is accepted based on       . Total price reduction      % x       (Unit price) x       (how many units) = $     . The reduction was processed on CMJ      , and Mod      .

*Disincentive Density/Nonconforming Concrete thickness*

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Various locations throughout project. See HQMS website for specific areas and specific Choose an item. dollar amount. Total dollar amount of Choose an item. is shown in the "Qty Involved" The paving contractor was      , items were process on CMJ      , and on contract mod      .