

SER Materials “How To” Guide

Updated May 2025

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Material Unit Contacts

<u>Task</u>	<u>Name</u>	<u>Contact Information</u>
Buy America Guidance General Materials Support Precon/Prepour/Prepave 30% Materials Review Non-Performance Review Non-Conformance Review	Nicole Roberts Cell: Email:	414-659-3055 nicoler.roberts@dot.wi.gov
Materials Finals Coordination Materials SE Guide Creation General Materials Support PCC Cylinder Girder Inspection Reports	Deann Balog Phone: Cell: Email:	262-548-5697 414-750-2676 deann.balog@dot.wi.gov
Materials Finals Reviews General Materials Support Precon/Prepour/Prepave	Jon Giera Phone: Email:	414-750-0604 jon.giera@dot.wi.gov
Aggregate Lab Coordination Beam Guard Field Testing	Sheryl Sorby Phone: Email:	414-750-0880 sheryl.sorby@dot.wi.gov
PCC Testing Equipment Sampling Materials Aggregate Lab Testing	Dan Konet Phone: Email:	414-750-2392 dan.konet@dot.wi.gov
Asphalt Program Coordination HMA Support	Sean Snyder Phone: Email:	414-840-8162 sean.snyder@dot.wi.gov
IA – Regional Program Functions	Suzan Rolbiecki Phone: Email:	414-750-1399 suzan.rolbiecki@dot.wi.gov
Soils – Regional Coordination	Jim Kubash Phone: Email:	414-750-2485 james.kubash@dot.wi.gov
Soils – SE Freeways Coordination	Paul Emmons Phone: Email:	414-750-1561 paul.emmons@dot.wi.gov
PCC Cylinder Molds Cylinder/Beams Pick Up Curing, Testing & Reporting	Behnke Materials 3621 E. Hart Road Beloit, WI 53511	Use the following e-mail to schedule pick-up: cylinders@behnkematerialsengineering.com Use the following phone numbers only when contact with personnel is required: 608-481-3695 or 608-481-0459

Important Materials References

WisDOT Pantry

The WisDOT Pantry is a collection of read-only forms, documents and spreadsheets that project staff can use to administer their construction contracts. SER TSS has their own folder under Region Specific > Southeast > Southeast materials. This folder includes the documentation to aid in materials.

Link: <https://awpkb.dot.wi.gov/Content/constr/Pantry/Pantry.htm>

Summary of Documentation Included:

- Region Specific > Southeast > Manual and guides
 - SE Region Construction Training
- Region Specific > Southeast > Southeast Materials
 - Example QMP Tracking Sheets
 - Pre-pour/Pre-pave Agendas
 - HMA Notification to TSS
 - Materials Finals Check In Guidance
 - SER Materials How To Guide
- Statewide Forms
 - DT Forms
 - QMP Form Templates (155 Reports)
 - WS Forms
- Statewide Manuals and Guides
 - Construction Critical Inspection Guide
 - WisDOT HMA PWL Guide

WisDOT QMP Website

WisDOT's quality management program (QMP) allows for product acceptance based on contractor's quality control (QC) testing when verified by the department quality verification (QV) testing. Program requirements are found in various department publications. Be sure to frequently visit the link below to stay up to date what is posted.

Link: <https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/qmp/default.aspx>

Summary of Documentation Included:

- QMP Design Guidance
- QMP Standardized Special Provisions
- Manual of Test Procedures (MOTP)
- Project Special Provisions and Support
 - Mix Design Memo
 - Supplemental Cementitious Materials Content of HES Concrete
 - HMA PWL Documentation

- Missed QV Test Memo
 - Etc.
- IA Program
- Materials Reporting
 - Materials Report System (MRS)
 - MTS and MIT User Guide
- Highway Technician Certification Program (HTCP)
- BTS Updates
 - If you'd like to subscribe to BTS Updates – please enter your e-mail address here to sign up.

Construction Materials Manual (CMM) Chapter 8

Section 800 of the CMM is implemented into the contract via section 106.3.1 (2) of the standard specification. Like the standard specification, use the CMM that was available at the time of your project LET date.

Link: [Wisconsin Department of Transportation Construction and Materials Manual \(CMM\)](#)

List of Important CMM Sections:

- Section 810.4 – price reduction recommendations.
- Section 845.3.2 – describes the certification & certified report of tests requirements.
- Section 845.5.1 – provides a list of Materials Archives vs. Materials Records. This is also identified on the SE Guide.
- Section 845.5.1.2.1 – provides detailed DT1310 guidance.
- Section 845.5.1.2.3 – provide detailed 905 report guidance.
- Table 846-1 – is a list of MTS, MIT and MRS Prefix's.
- Section 850 – is the Materials Testing and Acceptance Guide

WisDOT Standard Specifications & ASP 6

Materials documentation must comply with the standard specifications, unless altered by the special provisions, ASP 6 or project plans. The WisDOT website maintains a list of archived specifications. You must use the version that is applicable to your project LET date.

Link: [Wisconsin Department of Transportation 2025 Standard Specifications \(Standard Spec\)](#)

Each projects special provisions also includes an ASP 6 that was available at the project LET date. ASP 6 is a document with modifications to the standard specifications. It is very important to use the ASP 6 when reviewing material documentation & while performing field inspections.

HTCP MCT Certifications

Standard specification 106.1.2 Project Materials Coordinator is where each project requires a MCT certified projects materials coordinator (contractor and department) certified through the HTCP program.

You can check for HTCP certifications at the following link: [Certification Lists | UW-Platteville](#).

Per 106.1.2, the contractor's project materials coordinator is responsible for the following:

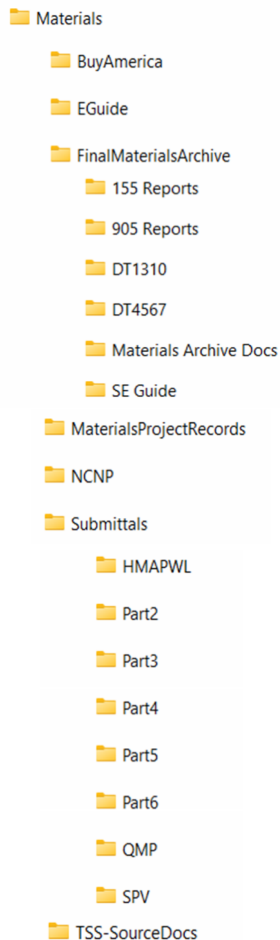
- Communicating contract sampling and testing requirements to subcontractors at all tiers.
- Reporting out-of-specification test results to the department as soon as the information is available.
- Providing certified report of test or analysis and manufacturer's certification of compliance from subcontractors at all tiers and maintaining certification records as specified in 106.3.3.2.
- Attend scheduled weekly construction meetings or meets with their department counterpart as requested.

Per CMM 830.13, the WisDOT project materials coordinator is responsible for the following:

- Monitoring the contractors QC program. The engineer should monitor the contractor's sampling, testing and documentation. The engineer should request that the QC technician post documentation in a location easily accessible to the engineer. Electronic transfer is an option.
- Work together with the contractor to ensure compliance with QMP sampling and testing requirements.
- In case of a nonperformance issue, the engineer should notify the contractor early to address the program.
- Per CMM 845, ensure all materials documentation is in compliance with this section of the CMM.

Box Structure

A Box drive Materials Folder system has been adopted by DTSD and this is statewide. The folder format is shown below. How each folder should be used is briefly described below. Please use the folders that are set up & do not add/delete folders except for within the “Submittals” folder.



Buy America Folder

This is a working folder used for Build America Buy America (BABA) documents. Documents that may be stored here are drafts for the DT4567 Buy America Certification, exception spreadsheets and invoices.

EGuide Folder

The initial SE Guide that is created by TSS will be stored here. This document can be sent to the contractor, so they are aware of the material requirements.

FinalMaterialsArchive Folder – Reviewed by TSS in Finals

This folder will contain all the required final materials documentation. The SE Guide tells you which bid items are to be included in this folder (or reference CMM 845.5.1 & CMM 845.5.1.2).

This is the only folder that will be reviewed by TSS. Additional details regarding this folder are included in the Materials Finals section of this guide.

MaterialProjectRecords Folder

The documentation that is saved here are indicated in the SE Guide (or CMM 845.5.1 and CMM 845.5.1.1). The materials included in this folder are not included on the 905 report. These materials are also not reviewed by TSS. Additional details regarding this folder are included in the Materials Finals section of this guide.

NCNP Folder

This folder can be used for working or draft Nonconformance Nonperformance Concurrence (NCNP) documents. Please include any required back up documentation as necessary (e.g. invoices, test results, etc.). All NCNP's must be sent to Nicole Roberts for review and approval.

Submittals Folder

This folder can be used as a working folder for any submittals received and reviewed for the project. This folder will not be reviewed by TSS – we will just do a general check to make sure the required documents are included.

Please feel free to add any additional folders as you see fit here (even if they aren't related to submittals). This could be materials documentation like QV sample cards, QMP tracking sheets, testing logs, inspection sheets, etc.).

TSS-SourceDocs Folder

TSS staff will save source documents for QV tests in this folder. Example source documents are cylinder and beam breaks, resistivity testing & MIT scanning.

MIT & MTS Program

What is MIT/MTS?

You will use MIT/MTS for creating the following reports:

- 135 Concrete Thickness Probing (option also used for handpour pavement only)
- 136 MITSCAN Concrete Thickness
- 155 Misc. Materials (QMP summaries)
- 232 Soils Nuclear Density
- 262 Asphaltic Pavement Nuclear Density
- 905 Material Inspection Reports

WisDOT uses the program to enter all QV test results for things like aggregate testing, HS bolts, fly ash, etc. IA representatives will create their 800 reports & those will also be posted to Atwoods. Once the reports are generated, verified and sent, they can be found on the Atwoods website at this link: [Road and Bridge Data Collection System | Improving Material Quality Reporting \(atwoodsystems.com\)](https://www.atwoodsystems.com/Road-and-Bridge-Data-Collection-System-Improving-Material-Quality-Reporting)

If you have any questions regarding MIT/MTS/Atwoods, please review the Tips for Materials Information Tracking (MIT) on the WisDOT Pantry website. There is a lot of detailed guidance, and this document was recently updated in April of 2024.

Link = [TipsForMIT.pdf](#)

Use the following information to sign into the MIT program:

Username = VERIFIER

Password = person

How to Download MIT & MTS

- Material Information Tracking System (MIT) is used by Consultants
 - Consultant staff can download the MIT program at the following link:
<https://awpkb.dot.wi.gov/content/materials/downloads/downloads.htm>
 - In case the link does not work, here are the instructions on where to access the program: Go to AWP Knowledge Base Website > Do a search for “Downloads” > Click on the *Downloads* link then follow the instructions on that page for consultant staff.
- Material Tracking System (MTS) is used by WisDOT staff
 - WisDOT staff is to contact IT if you need the program added to your computer.

136 Report Details

The 136 report is used for MIT scanning to verify pavement depth. Exhibit 2 includes detailed guidance on how to create a 136 report. The contractor is required to enter the plate locations within 5 days of paving. Within the 136 report, slipform paving is classified as a basic unit and handpour pavement is classified as a special unit.

If your project only has a small amount of handpour pavement, you can use the 135-test prefix instead of the 136. Doing this will allow you to bypass having the contractor enter project information.

SE Guide

TSS will create the SE Guide for your use. You also have the option to create a project specific E-guide on your own on the Atwoods website. Our goal is to have the SE Guide ready by the pre-con meeting. We will save the SE Guide in the appropriate folder on the project specific Box drive.

The purpose of the SE Guide is to include a list of all the required materials documentation for each bid item. Please note that this is just a guide and may not be inclusive of all required materials documentation. Please be sure to review all standard specifications, special provisions and ASP 6, CMM, MOTP, and project plans for all requirements.

If any new bid items are added to the contract, please feel free to contact TSS for an updated SE Guide for those new materials.

Submittal Review

The contractors MCT should be sending the required submittals to the department for review. CMM 845.3.1 lists the various acceptance documentation that can be used for approval of materials. The contractor will send you materials certifications for all contract bid items that require materials documentation. This would include all standard bid items, special provisions, addendums, and any change order items that are added to the contract.

Certification of Compliance vs. Certified Report of Tests

Please review CMM 845.3.2.2.1 for the requirements for the certification of compliance & CMM 845.3.2.2.2 for the requirements of the certified report of tests or analysis (e.g. mill certifications). The two documents are very similar; however, the certified report of tests is required to have a lot/batch/heat number and applicable tests results for both physical and chemical properties.

Review Requirements

Please be sure to follow the example review documents in CMM 845.3.2.2.1 & 845.3.2.2.2. The expectation is that all documentation is shown that it was reviewed with check marks/highlighting of the material requirements (e.g. ASTM/AASHTO specs, product size, manufacturer, signature, buy America, etc.). The cover page of each submittal is required to include the date of review, the reviewer's initials & the document ID given during the finals process.

An example of how these documents should look at the time of finals is included to this document as Exhibit 1.

BOS Fabrication Library

Per section 105.2.2 of the standard specification, structural submittals need to be uploaded to the Fabrication Library. Procedures for accessing the fabrication library are located at: <https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-sharepoint.aspx>.

Usually, the fabricator directly uploads their shop drawings to the Fabrication Library. It is the WisDOT Material Coordinators job to make sure those are uploaded and reviewed & approved by BOS. If the supplier does not upload those shop drawings, the WisDOT Materials Coordinator should do this. You are also required to update the status of WisDOT's review of the shop drawing on the Fabrication Library. Directions on how to approve shop drawings are included on the Fabrication Library.

Approved Products List (APL)

The approved products list can be found at the following link: [Wisconsin Department of Transportation Approved products lists \(wisconsindot.gov\)](#). Please keep the following things in mind when it comes to the APL:

- All products listed on the APL are subject to inspection and/or testing.

- Certifications of compliance or certified report of tests may be requested by project staff.
- A product that is listed on the APL does not necessarily mean it conforms to the Buy America requirements. Depending on the item, the contractor may need provide documentation showing compliance to Buy America.

It is best practice to save a copy of the APL when reviewing the materials documentation because the list can change. Include a copy of the APL with material finals.

Sampling & Testing of Materials

Testing Requirements

The minimum testing requirements can be found in CMM Section 850.1 Materials Testing & Acceptance Guide. Testing requirements may also be included in the Standard Specifications and/or Special Provisions and the SE Guide.

Sampling Aggregates

Please utilize the 3.75 gal white, blue or orange buckets supplied by WisDOT for aggregate sampling. Buckets must be returned after use. Follow the guidelines below when filling buckets with material:

- Concrete Aggregates (PCC)
 - #2 stone – 2 full buckets
 - #1 stone – 1 full bucket
 - Sand – ½ bucket
- 1.25 & ¾" Dense Graded Base Agg (DGB)
 - 1.25" DGB – 2 full buckets
 - ¾" DGB – 1 full bucket
- Granular, Structural or MSE Wall Backfill
 - ½ bucket (just sand)
 - 1 full bucket (if some R4 aggregate in sample, coarser)
- 3/8" Chip and Pea Gravel
 - ¾ bucket

Sample Delivery

Samples are to be delivered to the West Allis Materials Lab at the following address:
 935 South 60th Street
 West Allis, WI 53214

Please notify Sheryl Sorby and Dan Konet (their e-mails are listed below) before 2 PM that samples are being delivered to the lab. An earlier notification is needed for samples being dropped off on Friday so that the 2nd shift staff can be scheduled for the weekend.

Sheryl Sorby	sheryl.sorby@dot.wi.gov	414-750-0880
Dan Konet	dan.konet@dot.wi.gov	414-750-2392

A few other materials sampling notes:

- If you are in need of sampling supplies, you can find them in the cabinet located to the left of the Materials door at the West Allis Lab.
- Samples can also be dropped off the bin to the right of the Materials door at the West Allis Lab as well. As stated above, please notify Dan and Sheryl that they are being dropped off.
- Madison Lab Samples - Some materials need to be tested at the Central Office Materials Lab in Madison, WI. Those samples can still be delivered to the West Allis Materials Lab, but they need to be placed on the pallet inside of the West Allis Lab or in the bin right of the Materials Door.
- Be sure to include all required tags securely attached to the sample. It is recommended that you save a copy of the tag in project records just in case samples are lost (this rarely happens).

Reporting

Both the West Allis & Central Office Labs will report sample results using the MTS program. All test reports can be found under your project ID on the Atwoods website. You may not be informed of test results, so please be sure to check the Atwoods website frequently for the following information:

- Ensure your test results are posted.
- Review the results to confirm that they are accurate, and the “satisfactory” or “unsatisfactory” results are correct.

HMA Notifications

If the project requires TSS assistance with HMA testing for density and/or mix sampling, a notification must be sent to TSS by 3 PM the day before paving. If proper notification is not provided, TSS may not be available. Use the “HMANotification2025” document included on WisDOT Pantry under SE Materials for notifications.

Build America Buy America (BABA)

Standard Specification Section 107.1 requires that the contractor must at all times observe and comply with all federal and state laws. CMM Section 228 explains the Build America Buy America requirements.

The Special Provisions (Proposal) for your contract will also include an insert titled Buy America Provision. BABA requirements change depending on the Let Date, so please check your Proposal so that you know which version of BABA your project must follow. Even if your project is state funded only, you will need to follow the BABA requirements in your Proposal.

You should be discussing BABA during the materials portion of your weekly progress meetings with the contractor.

The SE Guide has been updated to the best of our ability for items that require BABA compliance. If you are unsure if a material requires BABA, please ask TSS.

Classifications

- Steel & Iron – BABA applies.
- Construction Materials – BABA applies.
- Manufactured Product – Currently exempt from BABA requirements.

Refer to CMM section 228 for more specific definitions of each type of material.

Waivers

There are a number of waivers available depending on your projects Let Date.

- Steel and Iron
 - Exemption allowed in the total of one-tenth of one percent (0.1%) of the total contract cost or \$2,500, whichever is greater.
- Construction Materials
 - De minimis costs – The total value of the non-compliant products is no more than the lesser of \$1,000,000 or 5% of the total applicable costs.
 - Small grants – The total project cost (sum of project cost prior to LET and original contract amount plus change orders) is below \$500,000. This waiver does not apply to iron, steel and manufactured products.

The department has created a new exemption tracking form which can be used to track the exemptions. There are separate tabs for steel & iron and construction materials. The construction materials tab will track the amount available for the de minimis cost waiver. It is posted on the HCCI website under Contracting Information with the other Buy America documentation.

Note that this form will need to be completed by the contractor & the engineer will need to verify the costs against the invoices. Detailed guidance on completing the Exemption Tracking Tool can be found in Exhibit 3.

QMP Tracking Guidance & Atwoods Review

QMP Program

The QMP program is implemented into the standard specifications in Part 7. Bid items that require QMP testing will reference their associated QMP section within that specification language (e.g. 415.2.1 states *Provide QMP for class I pavement concrete as specified in 715*). All required testing is included in Part 7 of the standard specifications or the contract special provisions.

QMP Tracking

QMP tracking tools have been developed for your use & can be found on the WisDOT Pantry website under Southeast Materials: [Region specific \(wi.gov\)](#). The following tracking tools are posted:

- Base Aggregate Tracking Sheet
- Concrete CY Tracking Sheet
- Concrete LF Tracking Sheet
- QMP HMA & Acceptance Tracking

Please use these tracking sheets during construction and include them with the materials finals. We will be using these tracking sheets during the finals review. If you have your own tracking sheets already established, please feel free to utilize those.

MRS/Atwoods Contractor Data Entry Requirements

The contractor or QC testing firm is required to enter specific test results into MRS. Contract language typically notes which QMP documentation is required to be entered. In general, the following test results must be entered into MRS & need to be checked for materials finals:

- Class I concrete (pavement, structures, barrier wall, etc.)
 - Fresh concrete testing
 - Start-up tests (SU)
 - QC tests (QC)
 - Engineer-directed tests (PC)
 - Corrective-action tests (PC)
 - Resistivity (if required)
 - Aggregates (these will be under the Soils & Aggs tab)
 - 132 report for concrete mix design
 - 136 pavement thickness data (for pavement only)
- Class II concrete (curb & gutter, sidewalk, pavement repair, etc.)
 - Aggregates (these will be under the Soils & Aggs tab)
 - 132 report for concrete mix design
- Class III concrete (concrete collars, leveling pad, etc.)
 - 132 report for concrete mix design
- HMA (used for QMP Nuclear Density only)
 - QC mix test results
 - QC density test results
- Ride
 - QC ride data
 - Reference Docs
- Other
 - Density testing for MSE walls or subgrade (will be under Soils & Aggs tab)

Please note that fresh concrete testing must still be entered for High Early Strength (HES) concrete as well; however, the 28-day break data will be shown as 0 on Atwoods.

MRS/Atwoods Approval – WisDOT MCT Must Review & Approve

The materials coordinator must review all QMP test results included in the Atwoods program. The link to Atwoods is here: [Road and Bridge Data Collection System | Improving Material](#)

[Quality Reporting \(atwoodsystems.com\)](http://atwoodsystems.com). The modules that need to be reviewed are found under the “Data” tab in the Atwoods website.

When submitting materials finals, each module must be reviewed and approved. Detailed guidance for Atwoods reviewed are included in Exhibit 4. A few things to keep in mind when reviewing Atwoods reports:

- Be sure you are adjusting the finals quantity when approving the lot. This should match the quantity placed in each lot.
- WisDOT is not allowed to pay incentive on any material failing in another component. This only applies to QC testing (they can still earn incentive on nonconforming QV tests). To do this, you will need to remove the total quantity of nonconforming material from the calculation for incentive.
- Verify that the QMP equation and required strength are entered correctly.
- Check separate subplot 28-day break results to determine if additional testing is required for possible removal and replacement per standard specification 715.3.2. This is for class I concrete only.
- All data entered must match the field reports.

Independent Assurance (IA) Program

The department’s IAP is federally mandated by FHWA via the Code of Federal Regulations. Additional information regarding this program can be found in CMM 820. Every HTCP certification needs to be evaluated annually on State and Local Program projects. The following list of HTCP certs will be IA’d:

- Aggregates – Sampling & Gradations
- HMA – Mix & Density
- Soils – Density
- PCC – Mix & Compressive Strength & Flexural Strength
- Proctors

As listed in the contract list at the beginning of this guide, Suzan Rolbiecki is the IA for SE Region. Her contact information is also shown below:

Phone: 414-750-1399
Email: suzan.rolbiecki@dot.wi.gov

Notification of IA’s

Please remember to invite your IA representative to the following:

- Pre-construction meetings
- Pre-pours and pre-paves
- Weekly meetings
- Initial sampling
- All bridge deck pours

Communication is key when it comes to the IA representative being able to obtain all of the required IA’s. On larger projects, the WisDOT MCT may be responsible for managing the

inspectors and making sure each of them get IA'd. Please note that QC staff also need to get IA'd, so please stress to your prime contractor that they also need to notify Suzan for QC sampling & testing.

30% Materials Review

When the project is about 30% paid, TSS will perform a 30% materials review using the 30% materials checklist that was e-mailed to the WisDOT MCT at the pre-con. The expectation of this meeting is that all materials documentation is available on Box drive and can be reviewed by TSS. In general, TSS will review the following documentation:

- Available materials resources.
- Making sure items are not paid for if they are missing materials.
- Making sure material documentation is properly reviewed and approved.
- Going over any QV testing & determining if any are missing.
- Reviewing QMP records.
- Discussing nonconforming and/or nonperformance issues.
- Summarizing materials finals tips and required documentation.
- Going over any unique SPV items.
- Answering any questions you may have.

Nonconformance/Nonperformance

All nonconforming and nonperformance issues should be discussed with the contractor and the project during construction. You should not be bringing up issues at the end of the project during the finals process. Also make sure your WisDOT Project Manager is aware of the issues.

Nonperformance Nonconformance Concurrence Form (NCNP Form)

For each nonconformance and nonperformance issue, please complete the NonPerformance_NonConformanceConcurrence.docx form that is posted to WisDOT Pantry under SE – Southeast Region > Southeast Materials folder. This form is required regardless of if a credit will be taken or not.

Any credits that are over \$10,000 will need to be sent to the Bureau of Technical Services (BTS) and Bureau of Project Development (BPD) for review and approval. Within the body of the NCNP form, please include the percentage of nonconforming material compared to the total project amount.

Example: 875 Tons of base aggregate dense is considered nonconforming. The project had a total of 16,780 Tons of material.

Calculation = 875 Tons/16,780 Tons = 5.2%

Process

Identify a nonconforming or nonperforming issue as soon as possible & work with the contractor to address as necessary. Please follow these steps:

1. Complete the NCNP form and send it to Nicole for review. The form must be in Word format so that the region recommendation can be completed.

2. Nicole will provide comments if applicable.
3. Once the NCNP is finalized, Nicole will send it through DocuSign for final signatures.
4. Once the NCNP form is finalized, you can process your CMJ and change order.

Types of Nonperformance and Nonconformance Issues

The following are examples of nonperformance issues:

- Missed QC or PC test.
- Improper corrective action QMP concrete testing.
- Missed QV test (concrete, geotextile fabric, rebar samples, etc.).
- Use of a non-WisDOT Qualified Laboratory or HTCP certified technician.
- Moving a test location.
- Improper sampling, testing, curing or documentation methods.
- Missing MIT plates to verify pavement thickness.

The following are examples of nonconformance issues:

- Any failing QC or QV tests (concrete, aggregates, HMA density, HMA mix, etc.).
- Disincentive calculations (IRI ride, strength, etc.).
- Any missing required materials documentation.
- Nonconforming pavement thickness.

Behnke Notifications

Behnke holds a contract with the department to aid in multiple tasks. A list of the testing that Behnke performs for WisDOT is included below.

What Behnke Does

- MIT scanning readings
- Cylinder & beams pick-ups
- Resistivity cylinder pick-ups
- HMA mix sampling
- HMA mix testing (at the lab)
- Aggregate gradations (at the lab)

Communication with Behnke

MIT Scanning

The required notification form is included in the SE Guide. Please complete the form and e-mail it to Behnke using the following e-mail: DOTSERegionMITScanning@dot.wi.gov.

Notification to Behnke should be as soon as the area that you want scanned is completed.

Cylinder (Resistivity, Maturity and 28-day Breaks) and Beam Pick-Ups

The required cylinder/beam cards are also included in the SE Guide. Please complete the applicable forms and e-mail them to Behnke using the following e-mail:

cylinders@behnkematerialsengineering.com. These forms must be complete, accurate

and sent to Behnke timely. Behnke would like an e-mail notification stating that a QV test will be taken so that they will be on notice that you are casting cylinders or beams. The cards can then be sent after the QV has been performed.

HMA Testing

Please follow the TSS HMA notification process discussed earlier in this guide.

Notification must be provided to TSS by 3 PM the day prior to paving. In order to provide the notification, you must complete the HMA Notification 2024 form included on the WisDOT Pantry website. Directions on how to send are included on that template. The notification must be emailed to DOTTSSHMA@dot.wi.gov.

905 Entry Guidance

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 905s would be created for one contract, this should not be done.

Refer to CMM 845.5.1.2.3 for a detailed explanation of the 905 report & what to include in this report. Table 845-1 is an example diary entry. The expectations are that this table will be followed. An example 905 can either be found as Exhibit 5 or as MITS test number 2-905-0002-2025 on Atwoods. There are a few other example projects which you are able to review on Atwoods. Those are the following:

- 030.940-905-0001-2024
- 2.430-905-0003-2023
- 2.430-905-0002-2024
- 649.421-905-0001-2023

Note that this example may refer to concrete mixes/suppliers or QMP's that do not have example entries. There is an example of one concrete mix/supplier and several QMP's in Exhibit 5; if your project has multiple mixes/suppliers/QMP's, make sure to add an entry for each.

Some items to note regarding the 905 report:

- Once the 905 is completed, it needs to be saved, verified, and sent via web send. 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.
- All item of concrete entries will be under the 501 bid item and all QMP entries will be under the associated 700 section of the standard specifications.
- You will select the correct boxes at the bottom of the 905 report that were used in the acceptance of the material.

FAQ's (Q & A)

- *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's.
- 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.
 - Ex. 601.0409 & 0411 or 601.XXXX or 601.0409-601.0449

- *Do I need to assign a document ID to every page 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 place in the “Product Name” field and “Manufacturer Name” field?*

In the “Product Name” field, place the specific product used. Do NOT put generic terms like “epoxy coating”

- Example: Greenbar 720A009

In the “Manufacturer Name” field, place the actual manufacturer name and location.

- Example: Sherwin Williams; Charlotte, NC

- *How do I handle steel reinforcement?*

Each bill of lading should have its own document ID. Do not separate each bill of lading and organize by bar size. This creates extra work and makes the submittal more confusing. Be sure the submittal includes the summary sheet of quantities for each bar size.

- *How to handle items with multiple entries/components?*

Several items will require multiple entries due to multiple components and multiple sources. Examples of these items are rebar, storm sewer concrete pipe, concrete pavement and concrete masonry bridges.

Multiple Components (No Multiple Sources)

The naming of these bid item numbers within the 905 report should include the bid item number followed by a -A, -B, -C, etc. For example:

<u>Bid Item</u>	<u>Bid Item Description</u>
608.0336-A	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Pipe)
608.0336-B	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Gasket)
608.0336-C	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Sealant)
608.0336-D	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Bedding)
608.0336-E	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Backfill)

Multiple Components (With Multiple Sources)

If you have a bid item with multiple components and multiple sources, the bid item numbers within the 905 should include the bid item number followed by a -A1, -A2, -B1, -B2, -B3. For example:

<u>Bid Item</u>	<u>Bid Item Description</u>
608.0336-A	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Pipe)
608.0336-B	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Gasket)
608.0336-C	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Sealant)
608.0336-D	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Bedding)
608.0336-E1	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Backfill, 1.25")
608.0336-E2	Storm Sewer Pipe Reinf Conc CL III 36-Inch (Backfill, Gr. 2)

- *How to handle entries with multiple manufacturers?*

If a material component (like rebar) has multiple manufacturers, you are allowed to list multiple manufacturers within one 905 entry. For example, rebar is melted by Nucor and CMC Steel.

Example: The "Manufacturer Name" field will state "Nucor & CMC Steel" and then the location will state "Charlotte, NC & Irving, TX".

Another option would be to list the bid item number followed by a -01, -02. For example:

<u>Bid Item</u>	<u>Bid Item Description</u>
210.1500-01	Backfill Structure Type A (Lannon-WQ)
210.1500-02	Backfill Structure Type A (Lannon-Lisbon)

- *What do I write in the basis for acceptance box?*

Acceptance is when the actual work is complete, and project staff has verified that the products delivered to the field matches the paperwork that was approved and was installed correctly with no defects. **Approval** is when project staff give permission to use a material after receiving and reviewing the paperwork.

The basis for acceptance box should include a summary or list of specifications checked to approve the material for use on the project. Refer to CMM Table 845-1 for an example diary entry. For example:

- ASTM/AASHTO specs

- Unique spec requirements
- Field testing (e.g. fabric samples, note test report number)
- DT1310 deviations
- Field inspection notes (e.g. pipe stamped with AASHTO M270, etc.)
 - If photos were taken during inspection, save photo as a pdf & assign a document ID.
- Heat and batch numbers
- Third party approvals
- Description of “other” check box (e.g. Other = Bill of Lading (document ID: 455.0600.03).

Do not put general statements in this section like “material complies with project plans”. It is preferred that the items included in the basis for acceptance box is in a bulleted list format. There is no need to list the documents that are covered by the check boxes below the basis for acceptance box. Use this field to expand on that information, not just repeat it.

- *How do you enter concrete mix designs?*

Create entries with the bid item as 501.[Concrete Supplier]-A, 501.[Concrete Supplier]-B, etc. For example, 501.Zignego-A, 501.Zignego-B, etc. An example 501 entry is shown in the example 905 report. Each ingredient/source must have its own 905 entry, but may all reference one document ID. The following are example ingredients:

- 501.Zignego-A (mix design numbers, 132 reports, DT forms, & plant calibrations)
- 501.Zignego-B (cement)
- 501.Zignego-C (fly ash)
- 501.Zignego-D (fine aggregate)
- 501.Zignego-E (coarse aggregate #1 & #2 if they are the same, otherwise they should be in separate 905 entries)
- 501.Zignego-F (admix 1 – note which mix designs this is used in)
- 501.Zignego-G (admix 2)
- 501.Zignego-H (admix 3)
- 501.Zignego-I (water source – include 132 test number is water is tested)

Each bid item that uses concrete will need to have an entry under that bid item (e.g. 415.XXXX or 601.XXXX), but it can reference the item of concrete entry (under 501). A way to do this is to state “refer to bid item 501.Zignego-A through 501.Zignego-I for acceptance of mix design”. In addition, the individual bid item must include the mix design number & 132 test report used.

- *How do you enter QMP information?*

QMP final documentation 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
 - Bid Item Number Example = 715.PVMNT
- 715 QMP Concrete Masonry
 - Bid Item Number Example = 715.STRU
- 716 QMP Ancillary (Sub-Contractors Name)
 - Bid Item Number Examples = 716.ZIGNEGO or 716.ARBOR
- 730 QMP Base Aggregate
 - Bid Item Number Example = 730.BASE
- 740 IRI Ride
 - Bid Item Number Example = 740.RIDE

When creating the QMP entries, under the “Documents Included in Materials Records”, be sure to check the boxes for the following:

- QC plan with WisDOT qualified lab APL
- Random numbers (QC and QV)
- QC reports (field test sheets, aggregates, and strengths)
- QMP quantity tracking summary.

Please also make sure to list the 155 test numbers in the basis for acceptance section. Each bid item that includes QMP will need to have an entry under that bid item (e.g. 415.XXXX or 601.XXXX), but it can reference the QMP entry (under the applicable 700 section). A way to do this is to state “refer to bid item number 715.PVMNT for acceptance of QMP”.

There is no need to include QV tests that can be found in Atwoods. All QV tests (ex. -130 compressive strength tests) will be listed in the -155 QMP Summary report(s), which will be referenced in the basis for acceptance section.

DT1310 Guidance

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*).

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).

Items to Include in 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)

The starred 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.

Materials Finals

This section will lay out the requirements and processes for the materials finals. There are two folders within Box that TSS will review during the finals process. The folder names are called FinalsMaterialsArchive and MaterialProjectRecords. Please keep in mind that the documents within the MaterialProjectRecords folder will not be officially reviewed by TSS, but we will check to make sure the required documentation is included.

FinalMaterialsArchive Folder – Reviewed by TSS

This folder will contain all the required final materials documentation. The SE Guide tells you which bid items are to be included in this folder (or reference CMM 845.5.1 & CMM 845.5.1.2). This is the only folder that will be officially reviewed by TSS. Per the CMM 845.5.1.2, at a minimum, the following items are to be included in the Material Archive Folder:

- Certification of Materials Report (DT1310)
 - Signed NCNP forms
- DT4567 Buy America Certification
 - Buy America Exemption Log (if used)
 - Material invoices
- Materials Diary – MIT/MTS prefix 905 report
- SE-Guide

- QMP and Miscellaneous Summary Reports – MIT/MTS prefix (155 reports)
- Approval documents (e.g. material certs, product data sheets, copies of the APL, etc.)
- QMP documentation (e.g. quantity tracking sheets, QC plans, qualified lab APL, test reports, etc.)

Next, we will show an example folder in its complete format and ready for a TSS materials finals review.

Example content for FinalMaterialsArchive Folder: Example content for Materials Archive Docs:

Materials > FinalMaterialsArvchive >		
Name	Date modified	Type
155 Reports	3/10/2025 9:08 AM	File folder
905 Reports	3/10/2025 9:08 AM	File folder
DT1310	3/10/2025 9:08 AM	File folder
DT4567	3/10/2025 9:08 AM	File folder
Materials Archive Docs	7/19/2024 8:53 AM	File folder
SE Guide	3/10/2025 9:08 AM	File folder

Materials > FinalMaterialsArvchive > Materials Archive Docs		
Name	Date modified	Type
209.2500.01.pdf	2/16/2024 8:16 AM	PDF Document
305.0110.01.pdf	2/12/2024 10:52 AM	PDF Document
416.0610.01.pdf	8/9/2023 3:36 PM	PDF Document
416.0610.02.pdf	8/9/2023 3:39 PM	PDF Document
460.5224.01.pdf	2/13/2024 6:11 PM	PDF Document
460.PWL.01.pdf	7/13/2023 4:01 PM	PDF Document
460.PWL.02.pdf	11/27/2023 9:52 AM	PDF Document
501.OZINGA.01.pdf	3/18/2024 9:26 AM	PDF Document
501.SCHMITZ.01.pdf	3/21/2024 9:58 AM	PDF Document
715.PVMNT.01.pdf	7/19/2024 8:52 AM	PDF Document
716.EDGERTON.01.pdf	8/14/2023 11:18 AM	PDF Document
716.SOUTHPAW.01.pdf	3/21/2024 1:20 PM	PDF Document
730.BASE.01.pdf	2/9/2024 12:34 PM	PDF Document
SPV.0060.01.01.pdf	12/19/2023 2:54 PM	PDF Document
SPV.0090.01.01.pdf	2/12/2024 8:35 AM	PDF Document
SPV.0165.01.01.pdf	7/5/2023 9:01 AM	PDF Document

Further explanation regarding the documents saved within the FinalMaterialsArchive folder:

155 Reports

Save all 155 reports as printed from Atwoods as: XXX.XXX [lab number]-155-XXXX [test number]-20XX [year] – Example: 187.246-155-0001-2024.

Example content:

Materials > FinalMaterialsArvchive > 155 Reports	
Name	Date modified
187.246-155-0001-2024.pdf	7/19/2024 8:19 AM
187.246-155-0002-2024.pdf	7/19/2024 8:20 AM
187.246-155-0003-2024.pdf	7/19/2024 8:20 AM
187.246-155-0004-2024.pdf	7/19/2024 8:21 AM

905 Report

Save all 905 reports as printed from Atwoods as: XXX.XXX [lab number]-905-XXXX [test number]-20XX [year] – Example: 187.246-905-0001-2024.

Example content:

> Materials > FinalMaterialsArvchive > 905 Reports	
Name	Date modified
187.246-905-0001-2024.pdf	7/19/2024 8:22 AM

DT4567

Save the final DT4567 Buy America Certification in this folder as one PDF. Be sure to use the correct DT4567 form based on your project LET date. You must include the Buy America Exemption Tracking Tool and the applicable invoices behind this document. Save the file as: XXXX-XX-XX [project ID]_DT4567 – Example: 1500-10-71_DT4567.

Example content:

> Materials > FinalMaterialsArvchive > DT4567	
Name	Date modified
1500-10-71_DT4567.pdf	7/19/2024 8:23 AM

SE Guide

Save the final SE Guide as a pdf file as: XXXX-XX-XX [project ID]_SE Guide – Example 1500-10-71_SE Guide.

Example content:

> Materials > FinalMaterialsArvchive > SE Guide	
Name	Date modified
1500-10-71_SE Guide.pdf	7/19/2024 8:42 AM

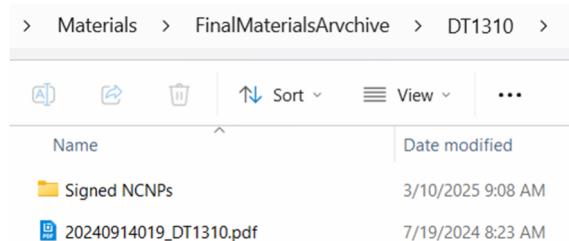
DT1310

Save the final DT1310 Certification of Materials as printed from MIT/MTS as: XXXXXXXXXXXX [contract ID]_DT1310 – Example: 20240914019_DT1310.

Signed NCNP Forms

Save signed NCNP forms within the DT1310 folder. A blank NCNP form is located on the Statewide Pantry under QMP.

Example content:



Further explanation regarding the documents saved within the Materials Archive Docs folder:

Materials Archive Docs

Please minimize the number of approval documents for each bid item (e.g. combine mill certification with the APL). Please do not separate complete submittals into multiple documents (e.g. rebar submittals). That being said, please separate submittals containing multiple bid items into individual documents so that they each have their own document ID (e.g. splitting up an electrical submittal that includes several different bid items like conduit, wire, and traffic signals). If you would prefer to keep the submittal together as one reference document, then you will need to bookmark the pages with the document ID's. This could include submittals like electrical and storm sewer.

Other notes regarding naming documents:

- The bid item number for all QMPs should be corresponding QMP section in the standard specifications (e.g. 716.ARBOR.01, etc.).
- All reference documents for the concrete mix designs should be under the 501 section since that is the section the item of concrete is included in the standard specifications.
- Reference documents should be named using the bid item number following with a .01, then .02, etc. You are allowed to use X's when referencing multiple bid items. Some examples are the following:
 - 501.Zignego.01
 - 501.Zignego.02-A
 - 501.Zignego.02-B
 - 501.Zignego.02-C
 - 501.Zignego.03
 - 501.Zignego.04
 - 645.0105.01
 - 646.XXXX.01
 - 646.XXXX.02
 - 715.PVMNT.01

- 715.PVMNT.02
- 715.PVMNT.03
- 715.STRU.01
- 715.STRU.02
- SPV.0060.001.01
- Document ID's must be labeled on all reference documents.
- You do not need to include Atwoods reports in the FinalMaterialsArchive folder. Examples of these reports are the following 130, 217, 223, 225, etc.

Instead of including individual document ID's, you can provide just one PDF document and then use bookmarks to identify each document ID referenced in the 905 report.

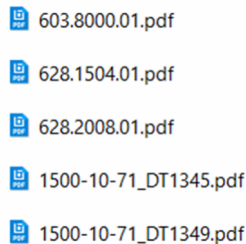
MaterialProjectRecords Folder

The documentation that is saved here are indicated in the SE Guide (or CMM 845.5.1 and CMM 845.5.1.1). The materials included in this folder are not included on the 905 report. These materials are also not reviewed by TSS. Additional details regarding this folder are included in the Materials Finals section of this guide.

The following documentation must be included in the Material Project Records Folder:

- Approval documents (e.g. product data sheet, certifications, APL, etc.)
- DT1345 Materials Project Records Deviation Log
- DT1349 Source of Materials

Example content for MaterialProjectRecords Folder:



Further explanation regarding the documents saved within the MaterialProjectRecords folder:

Approval Docs

Include all approval documents in this folder need for all bid items and include here. Please name them using the bid item number as shown above.

DT1345

Save the final DT1345 Materials Project Records Deviation Log document in this folder. The DT1345 form is found on the WisDOT Website under Forms. This document is used for any items that deviate from the specifications (similar to the DT1310).

DT1349

Final source of materials combined into one pdf file. The DT1349 form is found on the WisDOT Website under Forms.

How to Submit Materials Finals for Review

When you are ready to submit materials records for review, you need to make sure the following items are completed:

- All 905 reference documents are in the FinalMaterialsArchive.
- All required documents are in the MaterialProjectRecords Folder.
- All Atwoods modules are marked “reviewed” (e.g. Pavement, Structures, HMA, etc.).
- The 136 report for pavement thickness is posted to Atwoods (if applicable).
- All 905 and 155 reports have been verified and uploaded to Atwoods.
- All 905 reference documents are given a document ID, reviewed & checked, initialed, and dated.
- Draft DT1310 is included.

Please note that there is a materials finals checklist (titled MtlFinalsCheckIn2024.docx) included on WisDOT Pantry if you’d like to reference a more detailed list of materials documentation required.

Below are the steps for submitting materials finals.

1. Send an e-mail notification to Deann and Nicole (copy your project leader, WisDOT project manager & supervisor). Use the Materials Submittal template titled MtlFinalsSubmission included in your SE Guide or on Pantry.
2. You will be assigned a reviewer who will directly contact you with the results.
3. A hitlist will be sent to you. We will copy your project leader, WisDOT project manager and WisDOT supervisor.
4. You are given two weeks to address the hitlist comments. Please be sure to address ALL comments and add notes within the hitlist to aid in our review. When you are ready to re-submit for review, please “reply-all” to the original hitlist e-mail.
5. After our re-review, you will hear directly from your reviewer again. They will either indicate which comments are not addressed or let you know if all materials are good.
6. TSS will then formally process the DT1310. The final DT1310 will be sent through DocuSign.

Exhibits

All Exhibits referenced within this document are included as separate documents in WisDOT Pantry in the SER folder Region Specific > Southeast > Southeast materials.

- Exhibit 1 – Example Cert Review
- Exhibit 2 – How to Create a -136 Report
- Exhibit 3 – BABA Waiver Directions
- Exhibit 4 – Atwoods Review Guidance
- Exhibit 5 – Example -905 Report