

## Distribution of Reports Table

### DISTRIBUTION OF REPORTS

FORM	DESCRIPTION	TYPES OF PROJECTS	WHEN PREPARED	PREPARED BY	SUBMITTED BY	COPIES	COPY DISTRIBUTION
880	Supplemental Agreement	All	Before beginning the affected work	Resident Engineer	Resident Engineer	1*	Refer to explanation of Supplemental Agreements included elsewhere in this section of the Manual.
480	Detailed Statement of Force Account	All	Will accompany Final Estimate when submitted	Resident Engineer	Division Engineer	1	Submitted with the Final Estimate Assembly.
SFE-1	Status of Final Estimate	All	One week after acceptance of the project - and by the 1st of each month thereafter	Resident Engineer or Division Engineer	Resident Engineer or Division Engineer	4	Original - State Construction Engineer Division Engineer Area Construction Engineer Resident Engineer
M&T 1, 2, 3, 4	Sample Cards - Roadway/Structure Items	All	Submit with each sample taken for the project	Inspector	Resident Engineer	2	Original - Accompanies sample to the M&T Lab Resident Engineer's File
M&T 250	Daily Plant Report on Ready-Mixed Concrete Operations	All	Daily when concrete is incorporated into the project	Inspector	Resident Engineer	3	Original - Resident Engineer Materials & Tests' Engineer Inspector
M&T 251	Report of Materials Received	All	Daily as materials are received on the project	Inspector	Resident Engineer		Entered electronically
M&T 253	Inspectors Daily Report on Concrete Pavement	All concrete paving	Daily when concrete pavement is placed	Inspector	Resident Engineer	4	Original - State Materials Engineer Pavement Construction Engineer Division Engineer Area Construction Engineer
M&T 255	Report of Materials Transferred	All, if applicable	Upon transfer of materials to another project	Inspector	Resident Engineer	4	Original & 1 Copy - Materials & Tests Unit Resident Engineer receiving material Resident Engineer transferring material
M&T 504-A	Field and AASHTO Density Determination	All	Submit for each test - submitted on weekly basis	Inspector	Resident Engineer	3	Original - State Materials Engineer Division Engineer Resident Engineer
M&T 507	Proof Rolling Daily Report	Applicable	Daily when proof rolling on project	Inspector	Resident Engineer		Entered electronically

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M&T 514 - QA/QC	Control Strip Density	Asphalt	When warranted - attach 2 copies to M&T 605	QA/QC Nuclear Density Technicians	QA/QC Nuclear Density Technicians	2	Original - Resident Engineer (White) QA/QC Technician (Gold)
M&T 517 - QA	Test Section Density Verification	Asphalt	When warranted attach 2 copies to M&T 605	QA Nuclear Density Technician	QA Nuclear Density Technician	2	Original - Resident Engineer (White) QA Nuclear Gauge Operator (Gold)
M&T 605	Asphalt Roadway Inspector's Daily Report	Asphalt	Daily when asphalt is placed on the project	QA Technician	QA Technician		Entered Electronically
M&T 516 - QC	Daily Test Sections Summary Report	Asphalt	When warranted attach copy to M&T 605	QC Nuclear Density Technician	QC Nuclear Density Technician	2	Original - Resident Engineer (White) QC Nuclear Density Technician (Gold)
QC-1	HMA Quality Control Certification	Asphalt	Daily	QC Technician	QC Technician	2	Original QC Lab Regional M&T Lab
QA-1	Asphalt Quality Assurance Summary Report	Asphalt	Daily when plant mix QA tests are performed	Regional Lab Supervisor	Regional Lab Supervisor	2	Original – Regional M&T Lab files Contractor
QA-2	Hot Mix Asphalt Certification	Asphalt	Quarterly at the end of March, June, September, and December	Regional Lab Supervisor	Regional Lab Supervisor	2	Original – Regional M&T Lab files State Materials Engineer
QA-2A	Mix Deficiency Pay Factor Recommendations/Actions	Asphalt	When warranted due to mix deficiencies	Pavement Specialist	Pavement Specialist	5	Original – Resident/District Engineer State Materials Engineer Pavement Construction Engineer Regional Lab Supervisor Area Construction Engineer
QC-2	Scale Calibration Worksheet at asphalt plant	Asphalt	AC Scales - quarterly Aggregate scales – quarterly, attach to M&T 606 Additive Scales - monthly	QC Technician	QC Technician	2	Original – QC Technician at QC Lab Regional M&T Lab

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QA-2B	Density Deficiency Pay Factor Recommendations/Actions	Asphalt	When warranted due to density deficiencies	Project Engineer	Project Engineer	4	Original – Project Engineer State Materials Engineer Pavement Construction Engineer Area Construction engineer Regional Lab Supervisor
QC-5	Daily Core Location and Lot Summary	Asphalt	Daily when samples taken – attach to M&T 605	QC Technician	QC Technician	2	Original – Resident Engineer QC Technician
QA-5	Quality Assurance Core Sample Density Results	Asphalt	Daily when samples taken	QA Technician	QA Technician	4	Original – Resident Engineer QC Lab QA Roadway Technician Regional M&T Lab
QA/QC-7	NC Hearne Straightedge Summary	Asphalt	Daily when required	QC Technician	QC Technician	4	Original – Resident Engineer Asphalt Design Engineer (Yellow) Division Engineer (Pink) M&T – Federal Aid Project (Gold)
M&T 903	Batch ticket for central and transit mix concrete	All, if applicable	Daily when concrete is incorporated to project	Contractor	Inspector	1	Resident Engineer
SAF	Subcontract Approval Form	All	When warranted	Contractor	Resident Engineer	3	See Request for Subcontracts elsewhere in this section of the Manual.
FHWA-1391	EEO Report	Federal-Aid	Each July	Contractor	Contractor	1	Electronic Submission to Office of Civil Rights