



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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MATERIALS AND TESTS UNIT

October 19, 2004

Memorandum To: Division Engineer

From : Cecil L. Jones, PE  
State Materials Engineer

Subject: HDPE QC/QA Program for Plastic Pipe

The Department implemented a Quality Control/Quality Assurance Program for High density Polyethylene (HDPE) Pipe. The program became effective on October 1, 2004.

The HDPE QC/QA Program will affect the manner in which high density polyethylene pipe is received on projects and in the manner in which the Materials Received Report (MRR) is filled out in HICAMS. The pipe will now appear in HICAMS as an Approved List item instead of a Pretested item.

Pipe will now be shipped from facilities participating in the Program with stickers denoting the manufacturer, facility number, and pipe QC Lot Number. These stickers will be applied to 100% of the pipe and will be affixed near the end of the individual pieces. An example of the stickers is attached. QC Lot Numbers for the pipe will also be listed on the Bill of Lading that accompanies the shipment in order to facilitate entering them into HICAMS.

Please contact Randy Pace at 919-329-4220 or [rpace@dot.state.nc.us](mailto:rpace@dot.state.nc.us) if you have any questions or concerns.

**NOTE:** See attachment for instructions on how to Create a Material Receipt Record for High density Polyethylene Pipe.

cc: Steve Dewitt, PE  
Steve Varnedoe, PE  
Lacy Love, PE

## Creating a New Material Receipt Record for High Density Polyethylene Pipe

**Step 1:** Log onto **HICAMS**

**Step 2:** Select **Functions - Contract Tracking - Review Material Receipts**

**Step 3:** Enter or select the **Contract Number** to create a material receipt.

**Step 4:** Highlight **Line Item**.

**Step 5:** Click the **New** button. Type the number of the material receipt in the **Material Receipt Number** field.

**Step 6:** Click the **Staff** button of the **Received By** field to select the person who received the material on the project.

**Step 7:** Type the quantity received in the **Received Quantity** field.

**Step 8:** Enter the material receipt date in the MM/DD/YYYY format or click the **Calendar** button to select date.

**Step 9:** Press the **Factory** button of the **Approved Producer/Supplier** field to select an approved producer/supplier for the material.

**Step 10:** Enter the **Brand Name** of the material.

**Note:** The brand name for High Density Polyethylene Pipe will be “**HDPE**”.

**Step 11:** The **Line Items** tab displays the line item(s) on which the material may be used. Information includes the line item number, a description of that line item, and a line indicator (check to indicate which line item the material is being received against).

**Step 12:** The **Alternate ID** is used to more clearly define the material being received. When accepting HDPE material, each item is identified with the name of the producer/supplier and the lot number.

**Note:** The Producer/Supplier ID number can be found by selecting the Producer/Supplier icon to access the list.

An Alt ID must be entered for each Size and Lot.

When the Resident Engineer accepts the HDPE, he enters the Alt ID information as indicated below into HICAMS. In case of the HDPE material the ALT ID information will read as:

**Step 13:** Click the **Insert** Button, Enter PP# and Lot# from sticker.

Ex. Alternate ID Type = **Lot**  
Alternate ID = **PP# - xxxxxxxxxxxxxxxx**  
Enter Requested Quantity

HICAMS will only accept the HDPE material after the Resident Engineer enters the Alt ID information.

**Step 14:** **Save** Record.