

## MATERIALS RECEIVED REPORTING

The Materials Received Report (MRR) (M&T Form 251) should be completed when any material is received on the project that is to be incorporated into the construction on a temporary or permanent basis. The MRR (M&T Form 251) should not be completed for certain items including, ABC, Ready-Mixed Concrete, Materials used in Ready-Mixed Concrete, and Asphalt. It is not necessary to fill out materials received reports for asphalt cement and nonstrip additive since these items are accepted by certification. See the QMS Manual for current procedures regarding asphalt cement and nonstrip additive. This documentation is necessary to ensure that all materials are tested and meet the requirements of Division 10 of the Specifications.

The Minimum Sampling Guide lists materials that are pretested and materials that are to get sampled by project personnel. The Minimum Sampling Guide can be accessed through the References section of HiCAMS, or from the Materials and Tests Home page.

The HiCAMS User Guide should be referenced for instructions on how to enter materials in HiCAMS.

### Materials Received Report (M&T Form 251)

The Inspector or person receiving the materials should provide the following items that are included on the Materials Received Report (MRR) (M&T Form 251): See **Forms and Examples** in this section of the Manual.

1. **Project No.:** The primary state WBS element.
2. **Report No.:** The number of the MRR numbered consecutively beginning with the Number 1.
3. **Date Received:** The date the material was received on the project.
4. **County:** The county(ies) that the project is located in.
5. **Destination (Town or Siding):** Location of where the materials are going, such as project, yard, etc.
6. **Contractor:** The prime Contractor for the project. The Subcontractor may also be included if all items are specific to his work.
7. Indicate in this blank space if the items listed are for electrical purposes.
8. **Material & Type, Grade, or Class:** List materials by name under the appropriate line item codes included in the contract. Enter sizes, class, and type of each material. The material should be listed in the appropriate contract payment unit if applicable. If an item is incidental to another pay item, such as steel offset blocks are incidental to the pay item steel beam guardrail, then list the contract line code item.
9. **Car or Transport No.:** Applicable Car, Vehicle, Trailer, or Transport Number.
10. **Inspection Tag No.:** The batch, lot, tag, or heat numbers, if applicable.
11. **Other Identifying Information:**
  - If an item is pretested and stamped “*Approved for Use,*” enter “*NCDOT stamped.*”
  - Plastic Pipe: State if it is Schedule 40.
  - Posts/Blocks/Poles: State if wood, steel, or plastic. If wood, state “*AWW.*”
  - Reinforcing Steel: Attach a Certified Mill Test Report and M&T Form 913. The quantity on Form 913 must match the quantity listed on the MRR. The heat numbers on Form 913 must match the heat numbers on the Certified Mill Test Report.

- H-piles: The heat numbers must be listed on the MRR. A Certified Mill Test Report must be attached to the MRR and the heat numbers must match.  
RC Pipe: Alternate IDs should be listed on the manufacturer's bill of lading
12. **Quantity:** Include the quantity of each material received in English or Metric quantities, as appropriate.
  13. **Shipped From:** Enter the location where the material is being shipped from, such as Lima, Ohio.
  14. **Producer or Supplier:** Enter the producer, **not the supplier**. Examples of suppliers are Lowes, Silverman, etc. "General Materials" is acceptable for PVC pipe.
  15. **Transferred From Project:** Enter the project number where the materials are being transferred from. A test report or certification for the item(s) being transferred must be attached to the MRR.
  16. **Resident Engineer:** Name of Resident Engineer for the project.
  17. **By Inspector:** The Inspector's signature receiving the material.

**STATE OF NORTH CAROLINA**  
**DEPARTMENT OF TRANSPORTATION**  
**MATERIALS & TESTS UNIT**  
 RALEIGH, NORTH CAROLINA 27607  
**REPORT OF MATERIAL RECEIVED**

Project No.: \_\_\_\_\_ (1) Report No.: \_\_\_\_\_ (2) Date Received: \_\_\_\_\_ (3)  
 County: \_\_\_\_\_ (4) Destination (Town or Siding): \_\_\_\_\_ (5)  
 Contractor: (6) \_\_\_\_\_

MATERIAL & TYPE, GRADE, OR CLASS (8)	CAR OR TRANSPORT NO. (9)	INSPECTION TAG NO. (10)	OTHER IDENTIFYING INFORMATION (11)	QUANTITY (12)	SHIPPED FROM (13)	PRODUCER OR SUPPLIER (14)	TRANSFERRED FROM PROJECT (15)

\_\_\_\_\_ (16) RESIDENT ENGINEER                      BY: \_\_\_\_\_ (17) INSPECTOR

**INSTRUCTIONS:** This report must be completed each day any material is received on the project. All material shall be completely identified and the quantity reported must be accurate. Test reports on pretested material will be furnished only upon receipt of a material received report. Each test report furnished will carry the material received report number for proper identification.

All materials received must be reported except the following: (1) ABC, (2) Ready-Mixed Concrete, (3) Materials used in Ready-Mixed Concrete, (4) Asphalt Concrete mixtures. **DISTRIBUTION:** Original for Resident Engineer's file, one copy to Materials & Tests Unit, and one copy to Division Engineer