

Local Government Agency Administered Contracts – Material Certification

An agreement has been executed between the Local Government Agency (LGA) and a primary contractor to complete an approved project. It has been accepted in accordance with the 2012 North Carolina Standard Specifications for Road and Structures. NCDOT must concur with the LGA's acceptance of the project before final reimbursement can be processed. Final reimbursement will not occur until the project is completed, accepted by NCDOT, and all reporting requirements have been accomplished. One of these requirements must include a Material Certification.

A Material Certification contains documentation/records linking to; sampling, testing, and certification of all materials incorporated in the construction work and the construction operations. All materials must conform to applicable standards, specifications, plans, and NCDOT policies. All qualified Technicians involved with sampling and testing of materials must hold current appropriate NCDOT certifications for the applicable testing and inspections they are performing. Documentation will include "shortages" and "exceptions" of materials. Shortages are detailed records connecting to materials which did not receive the required number of sampling and/or testing. Exceptions occur when representative materials are utilized but not in accordance with specifications. Exception materials are typically supplied by unapproved sources and/or meet close conformity. A "Material Certification Package" is assembled and is sent to the Materials and Tests Unit, Quality Assurance Engineer for a final review/acceptance.

During the final review, the Materials and Tests Unit may identify "non-participating" costs due to improper sampling/testing procedures, absence of tests reports, uncertified materials, shortages, or materials not meeting the required specifications. For issues that cannot be resolved, NCDOT will not be able to provide reimbursement.

Assistance is available by contacting the Materials and Tests Unit's Quality Systems Engineer or a representative within the Quality Systems group (contact located on M&T web page).

A Material Certification Package will consist of the following:

- Material Certification Summary
- Letter of Certification by Licensed Professional Engineer
- Letter of Records Accountability (completed and signed)
- Buy America Guarantee (copy of letter or verification this measure is in file)
- Description of project and scope
- Materials Line Item list
- Consultant/CEI firm list (if applicable)
- Line Item Review Worksheet (asphalt, concrete, standard material)
- Shortage/Exception Worksheet
- 1446B (completed and signed by appropriate NCDOT personnel)