MATERIALS MANUAL
INTRODUCTION

I.1 PURPOSE

The Materials Manual contains instructions needed to complete Quality Assurance and Materials Acceptance for Florida Department of Transportation (Department) contracts. It is designed to give details to Department representatives and Industry representatives for administering items mandated in Florida Statutes, Rules and/or Contract Specifications and the successful completion of road and bridge contracts. The Materials Manual ensures consistency in carrying out Department policies to ensure that the quality of all materials and workmanship used in the completion of construction contracts are evaluated on a fair and equal basis.

The Director, Office of Materials will be responsible for final interpretation of the contents of the Materials Manual and should be consulted for clarification, as necessary.

I.2 AUTHORITY

Sections 20.23(3)(a), 119.07, and 334.048(3), Florida Statutes (F.S.)

Additional authority for the Materials Manual will be cited in each section.

I.3 SCOPE

The Materials Manual will affect all offices of the Department, contractors, consultants, producers and all others that are involved in the acceptance of materials or workmanship that are incorporated in Department projects.

I.5 DISTRIBUTION

The State Materials Office (SMO) maintains the Materials Manual and is available through the SMO Internet website at the below address. This website also serves as the Table of Contents for the Materials Manual.

https://www.fdot.gov/materials/administration/resources/library/publications/materialsmanual/default.shtm
I.4 ORGANIZATION

The Materials Manual will be divided into two volumes, Volume I and Volume II. Volume I will provide information and instructions for Department personnel, while Volume II will provide information and instructions for Non-Department personnel. Not all sections will necessarily have a Volume I and a Volume II.

Each section has a "purpose", "authority" and "scope" subsection. Optional "background" and "definitions" subsections may be included by the originator.

Chapters and/or sections adopted in accordance with the instructions detailed in this document will be added to the Materials Manual as they are approved.

I.6 REVIEW

The Materials Manual is a dynamic document which will require periodic review. Each chapter of the Materials Manual will be reviewed on a twenty-four month schedule in accordance with Table 1.

<table>
<thead>
<tr>
<th>Table 1 – Materials Manual Review Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1 - 6</td>
</tr>
<tr>
<td>7 - 12</td>
</tr>
<tr>
<td>13 - 18</td>
</tr>
<tr>
<td>19 - 24</td>
</tr>
</tbody>
</table>

Each chapter review will be conducted by the appropriate SMO technical expert. Separate files will be maintained on each chapter including original draft, final adopted copy, revisions, comments received, and history of any changes made to the chapter.

The Director, Office of Materials will route any comments received to the appropriate SMO technical expert. The technical expert will ensure that all comments received are reviewed, responded to and, if appropriate, incorporated into the section.
I.7 REVISIONS AND ADDITIONS

Many of the recommendations for changes to the Materials Manual will come from the users. Suggested comments should be emailed to the Director, Office of Materials, or the appropriate technical expert. All suggested comments will be sent to the appropriate technical expert.

New section, or chapter, addition and revision proposals must be accompanied by a completed Origination Form. This is to maintain a history of changes for each section as well as determine whether other Department publications will be affected. The Origination Form is available on the Specifications Office Sharepoint website in the Documents tab.

Materials Manual sections will be given a date of either Effective, Revised, or Reapproved.

- Effective dates will be for new sections and will reflect the date when the section is first published for use. For Volume II sections this is the date of the Specification publication, either January 1 or July 1 of the appropriate year.

- Revised dates will be used when changes have been made to the section and reflect the date the section is published for use. For Volume II sections this is the date of the Specification publication, either January 1 or July 1 of the appropriate year.

- Reapproved dates will be used when a section has been reviewed but no changes were made and will reflect the date when the review is complete. For Volume I sections only.

1.7.1 Volume I

New or revised Volume I sections will be drafted by the appropriate technical expert and shared with all known affected parties for comments and suggestions. Once any comments are received and resolved, the draft revision will be submitted to the SMO Lead Staff and the DMREs for review. The draft section will then be sent to the Cross Functional Review team for review and edit.

A clean version and a strikethrough version of the new or revised section will then be uploaded to the Forms and Procedures website for thirty (30) days for review, and appropriate personnel will be notified via email of the review period.

Once that review period is complete, the revised section will be published to
the Materials Manual website.

This process is illustrated in the Volume I revision process flowchart located at the end of this document.

1.7.2 Volume II

New or revised Volume II sections will be drafted by the appropriate technical expert and shared with all known affected parties for comments and suggestions. Once any comments are received and resolved, the draft revision will be submitted to the SMO Lead Staff and the DMREs for review. The draft section will then be sent to the Cross Functional Review team for review and edit.

The draft section is then sent to the Specifications Office to be posted on the Industry Review website for thirty (30) days. The Specifications Office will provide any comments received during the review period to the originator for review and response. Responses shall be sent back to the Specifications Office for publishing on the Industry Review website.

New or revised sections are sent to FHWA for final approval. New or revised sections will be linked directly in the next publication of the Specifications and published to the Materials Manual website.

This process is illustrated in the Volume II revision process flowchart located at the end of this document.

Note: The same process is used for Specification revisions initiated by the SMO.

1.7.3 Materials Bulletin

*Materials Bulletins* may be issued by the Director, Office of Materials. This action should only be used when immediate implementation is needed, i.e., such as to implement a mandatory legislative change, FHWA directive, judicial court ruling, Department policy, or other sensitive issue.

A *Materials Bulletin* shall have temporary authority. A *Materials Bulletin* shall expire one year after the date of issuance unless extended or rescinded by the Director, Office of Materials or otherwise stated.
**Materials Bulletins** will be sequentially numbered, preceded by the last two digits of the year issued, (i.e. -20-10, -20-11, 20-12 etc.). The sequential numbering will restart each calendar year.

**Materials Bulletins** will be posted on the SMO internet website and distributed to all District Materials Research Engineers (DMRE). The DMREs will copy and distribute the **Materials Bulletin** as needed in order to see that their areas of responsibility are in compliance.

**I.7.4 Revisions and Additions to the "Authority" Subsection**

The "Authority" subsection should cite the statute, rule and Department policy statement which requires this office to generate the document. Unless the "Authority" portion of a section is revised or canceled, the intent of the "Authority" subsection must be complied with.

**I.8 TERMINOLOGY AND ABBREVIATIONS**

Whenever the following terms or abbreviations are used, they are to be construed the same as the respective expressions

**Aggregate** - A granular construction material such as sand, limerock, limestone, gravel, shell, slag, and crushed stone; manufactured materials such as expanded shales, slates, and clays; and recycled materials such as crushed concrete, used as a component of mortars, concrete, or bituminous mixtures, or used alone as a base or sub-base courses, as a stabilizing material for base or subgrade, or as a loose assemblage for drainage, foundation, shore protection, bank protection, water barrier, filter material, bedding purposes, or for other construction materials and uses not yet developed, but which may have potential usage by the Department.

**Asphalt Bound Material** - A material produced by blending, compacting and curing a mixture of granular materials, asphalt and possibly chemical or mineral admixtures to form a material with specific engineering properties.

**Cement Bound Material** - A material produced by blending, compacting and curing a mixture of granular materials, portland cement, possibly chemical or mineral admixtures and water to form a material with specific engineering properties.

**Closeout** - A meeting at the end of an inspection, or at the end of a substantial portion of an unusually lengthy inspection, at which the inspection team discloses all the inspection findings to be reported.
Commercial/Consultant Laboratory - A material testing laboratory neither owned nor operated by FDOT.

Deficiency - Non-compliance with documented authority such as test methods, specifications, directives, manuals, procedures, etc.

Density Log Book - A record system consisting of graphs and log sheets designed specifically for maintaining records of density test results and test locations of soils used in roadway construction.

Department - The Florida Department of Transportation.

Draft Report - The preliminary inspection report distributed to affected parties for review and response prior to issuance of the report. Sometimes referred to as the "draft".

Earthwork Records System (ERS): A group of electronic or manual logbooks with pertinent field data put together for earthwork construction. These data provide as-built records of the pavement substructure including graphical representation of the materials used to build the earthwork layers and densities achieved for each construction type.

Fabrication: The act of manufacturing a product.

Granular Material - A unbound material which may be suitable for use in a flexible pavement base.

Independent Assurance (IA) Inspector - An inspector responsible for evaluating qualified sampling and testing personnel, and testing equipment.

Independent Assurance (IA) –
Project based: sampling and testing by the Department personnel or designated representatives of the Department who do not normally have direct responsibilities for Quality Control or Quality Assurance sampling and testing. They are used for the purpose of making independent checks on the reliability of the QC-QA program, and are not used for determining the quality and acceptability of materials.
System based: evaluation of qualified sampling and testing personnel, and the testing equipment by the Department personnel or its designee(s).

Independent Verification (IV) – is a biased sampling and testing performed at the
Department’s option.

**Inspection** - The act of examining the materials and construction control processes to determine the degree of compliance with established standards.

**Inspection-In-Depth Report** - The final written summary of the Inspection-In-Depth (IID) issued by the State Materials Engineer after affected parties have been given an opportunity to review and respond to the draft report.

**Instructions For Computer Coding of Aggregate Test Data** - The Department’s manual of directions for completing standardized forms for the recording of aggregate test data and listing of the Department's aggregate codes, which is incorporated herein.

**Layer Coefficient (a1, a2, a3)** - The empirical relationship between structural number (SN) and layer thickness which expresses the relative ability of a material to function as a structural component of the pavement.

**LBR** - Limerock Bearing Ratio, a strength test for base and sub-base materials.

**Lot** - An isolated quantity of a specified product produced from a single source in a single operation.

**Lot-size** - A quantity of a specified material produced in a specified time period.

- For purposes of determining QC sampling frequencies, the database lot-size shall be the most recent 30 test results available, but not to include results more than one calendar year old.

- For purposes of assigning QC sampling frequencies, the basic lot-size for which frequencies will be assigned, is one calendar week. However, for materials which exceed minimum specification requirements consistently, the lot-size may be increased in increments to a maximum of one calendar month.

- For purposes of material acceptance, a lot-size shall consist of all materials of a specific grade or type produced during one calendar week (Monday through Friday).

**Manufacturer** - The person or persons responsible for the manufacturing of the materials used in the production of metal or plastic drainage products.
May - A permissive condition. Where may is used, it is considered to denote permission.


Modulus Value - The ratio of the applied load in psi on a 12-inch diameter rigid plate to the recoverable strain.

Note - An item of concern or potential problem meant to inform all responsible parties.

Order - The amount of material produced by one plant for one job for one day.

Point of Production - Any physical operation, not including redistribution terminals, involved with removing and processing material from the earth or involved with processing material for use as aggregate and shall be described as a mine.

Point of Use - The point of incorporation of a material aggregate product into an end use application that will become a part of a project. This may be at the project site or an off-site processing facility such as an asphalt plant or concrete plant.

Producer - Any business or individual seeking to supply material to the Department or contractors of the Department.

Product - A type, grade or Department code of material from a single process.

Quality Assurance (QA) - All those planned and systematic actions necessary to provide confidence that a product or service will satisfy given requirements for quality.

Quality Assurance (QA) Inspector – An inspector performing acceptance density tests at the project level. Responsible for determining the quality and acceptability of materials being incorporated into the project.

Quality Control (QC) - All Contractor/Vendor operational techniques and activities that are performed or conducted to fulfill the contract requirements in accordance with the quality control program.

Quality Control Program (QCP) - The overall system developed and used by a
producer that ensures that a product will meet specified quality standards, including documentation describing the system and supporting its effectiveness.

**Random Sample** - a sample drawn from a lot in which each increment in the lot has an equal probability of being chosen.

**Recycled Material Processing Site** - Any physical operation involved with processing previously used or manufactured material for reuse as aggregate, not to include recycled asphalt pavement (RAP); and is treated as a mine by the Department.

**Redistribution Terminal** - A physical operation at a fixed location, not including the point-of-production, where aggregates are from one or more approved sources, recombined from discrete haul units into common storage units, then redistributed for resale to more than one point of use.

**Response** - A written reply to an inspection report addressing the probable cause of the deficiency and the proposed corrective action that has been or will be taken to prevent recurrence.

**Roadway earthwork** - The controlled placement of soil material within the limits of construction. This includes all areas requiring density control: embankment, subgrade, base, sidewalk, curb, shoulder, pipe, mechanically stabilized earth (MSE) wall, and structure backfill.

**Shall** - A mandatory condition. Where certain requirements are described with the *shall* stipulation, it is mandatory that these requirements be met.

**Should** - An advisory condition. Where *should* is used, it is considered to be advisable, recommended but not mandatory.

**Soil Support (S)** - An index number which expresses the relative ability of a soil or aggregate mixture to support traffic loads through a flexible pavement structure.

**Limerock Bearing Ratio (LBR)** - the ratio of the load in psi on a 3.0 square inch piston to penetrate 0.1 inch of the soaked compacted material to the standard value of 800 psi expressed in percent.

**Source** - A physical location including mines, recycled material processing sites, and redistribution terminals, which has aggregate.
**Structural Number (SN)** - An index number derived from an analysis of traffic, roadbed soil conditions, and regional factors which may be converted to thickness of flexible pavement layers through the use of suitable layer coefficients related to the type of material being used in each layer of the pavement structure.

**Test Method** - A technical procedure to determine one or more specified characteristics of a material or product.

**Test Pit** - An 8 x 12 or 8 x 24 open pit in which compacted materials under evaluation are subjected to repeated load cycles under different moisture conditions.

**Verification (V)** – is an unbiased sampling and testing to validate the quality of the product.
ft2  square foot
ft3  cubic foot
g   gram
IA  Independent Assurance
IPCEA Insulated Power Cable Engineers Association
IV  Independent Verification
k   kilo
kg  kilogram
kg/m2 kilogram per square meter
kg/m3 kilogram per cubic meter
km  kilometer
kPa kilopascals
l   liter
lbs. pounds
lbs/ft2 pounds per square foot
lbs/ft3 pounds per cubic foot
Lin. lineal
LL  Liquid Limit
m   meter
m2  square meter
m3  cubic meter
max.  maximum
ml  milliliter
mm  millimeter
min  minimum
MPa  Megapascals
mton(tonne)  metric ton
NEMA  National Electrical Manufacturers Association
no.  number
NP  Non Plastic
oz.  Ounces
Pa  Pascals
PCC  Portland Cement Concrete
pcf  Pounds per cubic foot
psf  Pounds per square foot
pH  The hydrogen ion concentration expressed in units
PI  Plasticity Index
ppm  parts per million
QA  Quality Assurance
QC  Quality Control
qt.  Quart
rpm
UL
V
WAP
wt.

revolutions per minute
Underwriters Laboratory
Verification
Water Asphalt Preferential
weight

I.9 TRAINING
None required. See training subsection of individual sections.

I.10 FORMS
None required. See Forms subsection of individual sections.
Materials Manual Section Volume 1 New and Revision process

Technical Unit develops draft of the new section or requested updates

Technical Unit shares draft with SMO Lead Staff and SMRE

Okay to proceed?

Yes

Technical Unit submits draft to Cross Functional Team for “Internal Review”

Cross Functional Team comments on draft for guidelines, consistency

Technical Unit addresses Cross Functional Team’s comments

Technical Unit develops revised draft

Is change included Spec?

Yes

Follow Volume 2

No

STOP

Technical Unit submits revised draft to MM Coordinator

Technical Unit responds to comments and revises draft. If not in agreement with FHWA, resolution process follows. See Resolution process.

Technical Unit forwards draft to MM Coordinator

Technical Unit forwards revised draft and origination form to MM Coordinator

MM Coordinator forwards document to SMO webmaster to publish on Infonet and Internet as “Current Version”

MM Coordinator gets comments from OFP and FHWA (within 30 days) and forwards to Technical Unit

Technical Unit responds to OFP & FHWA for “Preliminary Review”

Note: MM Coordinator will provide the feedback and comments received to the Technical Unit throughout the process, not all these interactions are shown.
Specification Section & Materials Manual Section Volume 2

New and Revision Process

- Technical Unit develops draft of the new section or requested updates
- Technical Unit shares draft with SMO Lead Staff and DMREs
- Technical Unit submits draft and origination form to Spec Coordinator
- Spec Coordinator submits draft to Cross Functional Team for "Internal Review"
- Cross Functional Team comments on draft for guidelines, consistency
- Technical Unit addresses Cross Functional Team's comments
- Spec Coordinator sends revised draft and origination form to C-Team for review
- Spec Coordinator sends on to Specifications Office for Review Process
- Specifications Office submits revised Spec / MM V2 to FHWA for approval
- Spec Coordinator submits final Draft of revised Spec / MM V2 to Specifications Office
- Technical Unit responds to comments and revises draft
- Specifications Office submits comments to Spec Coordinator
- Spec Coordinator sends revised draft and origination form to C-Team for review
- Specifications Office posts Spec / MM V2 on website for "Industry Review"
- Technical Unit addresses comments from Internal Review
- Specifications Office relays feedback from Internal Review to Spec Coordinator
- Specifications Office performs Internal Review (Const., Design, Legal)
- Specifications Office includes revised Spec / MM V2 in next workbook
- Spec Coordinator and the Specifications Office works with FHWA to address concerns
- FHWA approval
- Spec Coordinator notifies Technical Unit. For MMV2, forward document to SMO webmaster to publish on Infonet

Note: Spec Coordinator will provide the feedback and comments received to the Technical Unit throughout the process, not all these interactions are shown.

C-Team review assures that other stakeholders are aware of the proposed changes and their possible impact on related requirements.