

INTRODUCTION

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MATERIALS MANUAL INTRODUCTION

I.1 PURPOSE

The Materials Manual contains instructions needed to complete Quality Assurance and Materials Acceptance for Florida Department of Transportation 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. This **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.

I.2 AUTHORITY

Sections 20.23(3)(a), 119.07, and 334.048(3), Florida Statutes (F.S.)
Additional authority for the **Manual** will be cited on a section by section basis.

I.3 SCOPE

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

I.4 ORGANIZATION

The **Manual** will contain a table of contents, be divided into numerous chapters and include an index. Each chapter will contain several sections and a table of contents.

Each section will essentially be equivalent to a Department procedure.

The **Manual** will divide information and instructions for Department personnel into **Volume I** and information and instructions for Industry personnel into

Volume II. Not all sections will have a **Volume II.** **Volume II** sections will be numbered according to their corresponding **Volume I** section.

Each section of a chapter will have a "purpose", "authority" and "scope" subsection. An optional "background" and "definitions" subsection 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 **Manual** as they are approved.

I.5 DISTRIBUTION

The State Materials Office will make the **Materials Manual** available through the State Materials Office Internet and Intranet websites.

I.6 REVIEW

The **Materials Manual** is a dynamic document which will require periodic review. Each chapter of the **Manual** will be reviewed every other year, even numbered chapters on even numbered years and odd numbered chapters on odd numbered years. Each chapter review will be conducted by the State Materials Office staff assigned to be the contact person for the chapter. The Director, Office of Materials will route any comments received during the 24 months to the appropriate contact person for the biennial review. 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 State Materials Office staff person assigned as the contact person will ensure that all comments received during the 24 months were reviewed, responded to and, if appropriate, incorporated into any revision of the chapter. This person will also make sure that any revisions to an existing chapter are reviewed by the State Materials Office Lead Staff and coordinate revisions with the Director, Office of Materials.

I.7 REVISIONS AND ADDITIONS

Many of the recommendations for change to the **Materials Manual** will come from the users. Suggested comments should be emailed to the Director, Office of Materials. As the suggestions are received, they will be assigned for action by the Director, Office of Materials to the appropriate staff.

I.7.1 Typical Action to be Taken

The action to be taken will usually fall into one of four categories: new section or chapter; revised section or chapter; **Materials Bulletin**; or other.

I.7.1.1 Volume I New Chapter or Section

When a new item appears with instructions to Department personnel that cannot be adequately addressed within the **Manual's** present chapters or sections, then a new chapter or section will be drafted by the State Materials Office and will be put on the next occurring District Materials and Research Engineers (DMRE) meeting agenda for discussion then processed for review following the latest version of the **Standard Operating System, Procedure No. 025-020-002**. After the proposed chapter or section has been properly reviewed by all affected offices, a request will be made to place it on the Executive Board Agenda for adoption. Once adopted, the new chapter or section will be posted on the State Materials Office website.

I.7.1.2 Volume I Revised Chapter or Section

Drafts of revisions to approved chapters/sections with instructions to Department personnel will be sent to all known affected parties for comments. After all comments are received and resolved, the draft revision will be put on the next occurring DMRE meeting agenda for discussion. Adoption of revisions shall be as approved by the Director, Office of Materials. The Director, Office of Materials will decide if revisions involve substantive content or minor and/or editorial revisions.

The revised date will be printed in the upper right hand corner just under the effective date issued. Revisions will be posted on the State Materials Office website.

I.7.1.2.1 Substantive Revisions

Substantive revisions will be coordinated with the Forms and Procedures Office. After all comments are received and resolved, the draft revision shall be put on the Executive Board Agenda for approval.

After Executive Board approval, the State Materials Office will update

the table of contents and forms section as needed, and coordinate with the Forms and Procedures Office for final publication.

I.7.1.2.2 Minor and/or Editorial Revisions

Minor and/or editorial revisions maybe issued by the Director, Office of Materials after coordination with the Forms and Procedures Office.

I.7.1.3 Volume II New Chapter or Section

When a new item appears with instructions to Industry personnel that cannot be adequately addressed within the *Manual's* present chapter or sections, then a new section will be drafted by the State Materials Office and a link to the new chapter or section will be added to the appropriate Specification. Because *Volume II* sections must be referenced in a Specification, they follow the review process for a Specification revision. After the proposed chapter or section has been drafted and the appropriate Specification has been updated to include the link, a request shall be made to the State Specifications Office for circulation and review. Once approved, the new chapter or section will be included as part of the Specifications package as a link in the approved document in the appropriate Specification.

I.7.1.4 Volume II Revised Chapter or Section

Drafts of revisions to approved chapters/sections with instructions to Industry personnel will be processed according to the instructions in **Section I.7.1.3** through the State Specifications Offices. The revised date will be printed in the upper right hand corner just under the effective date issued.

I.7.1.5 Materials Bulletin

Materials Bulletins may be issued primarily 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.

Materials Bulletins will be sequentially numbered followed by the last two digits of the year issued, (i.e. 10-91, 11-91, 12-92 etc.).

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

I.7.2 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.7.3 Revisions and Additions Distribution

After revisions and additions to the **Manual** have been approved, the State Materials Office will update the Table of Contents and Index. The Director, Office of Materials will coordinate final approval and distribution with the Forms and Procedures Office for **Volume I** or the State Specifications Office for **Volume II**.

The Director, Office of Materials shall be responsible for posting the document on the State Materials Office Internet and Intranet websites.

I.8 TRAINING

Training in the use of this **Manual** is not required.

I.9 FORMS

Refer to the "List of Forms" tab in the **Manual** for a complete list of forms required and where they can be accessed.