



# Construction Policy Bulletin

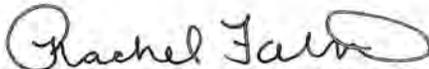
## CPB 15-1 Acceptance Sampling and Testing of Job-Produced Materials

References: *Construction Manual*

Section 3-608, "Testing"  
Section 3-608A, "Operating Range and Contract Compliance"  
Section 5-101B, "Construction Forms"  
Section 6-105, "Acceptance Records"  
Section 6-107, "Materials Acceptance Sampling and Testing"  
Table 6-1.2, "Time Required For Materials Acceptance Tests"  
Form CEM-3701 – Test Result Summary  
nSSPs SN-025, 6-2.01, and 8-1.03

*Specifications*

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Approved: 

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Approval Date: March 23, 2015

### Background

Recent reviews of Caltrans' policies concerning acceptance sampling and testing of job-produced materials have identified multiple opportunities for standardizing and improving communication both internally and externally. Inconsistencies in reporting of acceptance test results to the contractor may result in additional impacts and disputes that could otherwise be avoided. By establishing timelines for acceptance sampling and testing of job-produced materials and reporting of those test results, Caltrans facilitates timely decisions related to material acceptance, improves transparency, and enhances cooperation with our industry partners.

### Existing Procedure

Section 3-608, "Testing," of the *Construction Manual* requires that acceptance sampling and testing of job-produced materials is to be performed and recorded as required by Section 6-1, "Sample Types and Frequencies."

Section 3-608A, "Operating Range and Contract Compliance," of the *Construction Manual* requires the resident engineer to inform the contractor promptly of tests that indicate unacceptable or borderline work.

Section 5-101B, “Construction Forms,” Form CEM-3701, “Test Result Summary,” of the *Construction Manual* states that the resident engineer may use this form to summarize acceptance tests on each material.

Section 6-105, “Acceptance Records,” of the *Construction Manual* states that Form CEM-3701, “Test Result Summary,” be used to monitor acceptance testing as well as corrective action or retesting of failed tests.

Table 6-1.2, “Time Required for Materials Acceptance Tests,” provides processing durations for priority and normal acceptance testing on certain materials.

### **New Procedure**

For job-produced materials such as those within the tables of Section 6-107, “Material Acceptance Sampling and Testing,” of the *Construction Manual* ensure the following measures are adopted:

Before the Work Begins:

- Include a material sampling and testing topic of discussion at the preconstruction conference. Discuss communication of job-produced materials quality control testing and acceptance testing, including identification of high priority tests, shipping of samples, lines of communication for test results, timeframes for reporting quality control and acceptance test results, and any contractual testing dispute resolution processes.

During the Course of Work:

- Ensure job-produced materials are sampled and tested for acceptance in conformance with Section 6-107, “Material Acceptance Sampling and Testing,” of the *Construction Manual*.
- Ensure acceptance samples are shipped or transported to testing laboratories within the following timeframes except where specific sampling or test method requirements preclude doing so (for example, curing of specimens prior to transport). Within 1 business day from sampling for projects within 50 miles of the testing laboratory or within 2 business days from sampling for projects more than 50 miles from the testing laboratory. Ensure proper chain-of-custody is maintained throughout the process, including delivery to and receipt from a commercial shipping service.
- Use revised Form CEM-3701, “Test Result Summary,” to summarize acceptance test frequency and results on each material. Use this form to record dates for sampling, shipped to laboratory, test result received from laboratory and test result notification to contractor. Monitor timeliness of material testing turnaround against Table 6-1.2, “Time Required for Materials Acceptance Tests,” and ensure corrective actions are taken and documented where deficiencies are encountered.
- Notify contractor of all acceptance test results within 2 business days of receipt from laboratory.
- Advise the contractor that all test results are available for their inspection and provide copies of these test results upon their request.
- Maintain copies of the test results within the project files for ready accessibility.

Table 6-1.2 has been replaced. The replacement table is attached. CEM-3701 is available at:

<http://www.dot.ca.gov/hq/construc/forms.htm>

Only projects with specified requirements shown on the attached nSSP SN-025 and nSSP 6-2.01 will require the contractor to provide a commercial shipping service for Caltrans' use in routing acceptance samples from the resident engineer's field office to testing laboratories. On such contracts, the cost for providing this shipping service is included in the payment for the bid items under Section 9-1.03, "Payment Scope," of the *Standard Specifications*.

Projects that have not already held a preconstruction conference should include a material sampling and testing topic for discussion at the preconstruction conference as shown on the attached nSSP 8-1.03.

If you have questions or comments regarding this bulletin, please contact Ken Darby, Division of Construction, at [ken.darby@dot.ca.gov](mailto:ken.darby@dot.ca.gov) or (916) 227-5705.

- Attachments:
1. *Construction Manual* Table 6-1.2, "Time Required for Materials Acceptance Tests" (Replaced)
  2. nSSP SN-025
  3. nSSP 6-2.01
  4. nSSP 8-1.03