

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-3-32
STANDARD OPERATING PROCEDURES			Page 1 of 1
Subject: S.O.P. TRANSFER OF PRETESTED MATERIAL FROM ONE PROJECT TO ANOTHER			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page of S.O.P. NO. EFFECTIVE:	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To Provide a Uniform Procedure for the Transfer of Pretested Material from One Project to Another.

GENERAL: Certain materials are usually pretested at the place of manufacture, by the MDOT Central Laboratory. Accepted materials are indicated by numbered seals, by satisfactory cards or by stamps indicating acceptance.

Shipments to each project are reported by test reports. These materials do not require testing after delivery to the project unless there is a question as to their quality or satisfactory compliance with the specifications.

The following procedure is to be followed when pretested materials are to be transferred from one project to another:

1. A letter requesting a transfer of the material from one project to another project is to be written by the County/LSBP Engineer who first received the material to the County/LSBP Engineer who is to receive the transferred material. No material can be transferred until both County/LSBP Engineers agree to the transfer and both their signatures are on the letter requesting the transfer. This letter should contain the following information:
 - A. The Project Number and the County where the material is being transferred from.
 - B. The Project Number and the County where the material is being transferred to, and when the material is being transferred to a County/LSBP Engineer other than the originating County/LSBP Engineer, the Name, address, telephone number and place for the signature, and date signed, of the Engineer receiving the material.
 - C. What the material is (Concrete prestressed piling, concrete pipe, etc.)
 - D. The size of the material (14" x 14", 36" diameter, etc.)
 - E. The unit for the material (Linear feet, tons, gallons, etc.)
 - F. The quantity of material to be transferred.
 - G. Copies of all test reports and shipping tickets are to be included with the letter.
2. Each County/LSBP Engineer is to keep a copy of this letter in his project file and furnish a copy to State Aid.
3. It is to be noted that only the Project to which the material was originally shipped will be charged with the testing charges.