

February 23, 2004

**MEMORANDUM
04-01**

TO: District Directors
District Construction Engineers
Toll Road Operations Engineer
District Material & Tests Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Dennis A. Kuchler, Chief
Contracts and Construction Division

RE: Materials & Tests Approved Lists

Memo 03-16 is replaced by this memo and is no longer valid.

Please be advised of a new policy on the use and applicability of approved lists.

An approved list with an effective date will no longer be specified in the contract information book for lettings on or after March 23, 2004. A contractor must use an item from the current approved list. Therefore, an item may not be used if not currently approved for use even if it was approved at the time of letting. Note that an item may be approved but not yet appear on the current list. **This policy is effective immediately on all contracts, including existing contracts with dated approved lists.**

Approved lists are updated continuously by the Division of Materials & Tests. The PE/S should check to see if an item is currently approved for use at the time it is used. The governing District Materials & Tests Engineer could provide assistance with this. The Division of Materials & Tests has stated that items are removed from the list infrequently. Therefore, it will more likely be the case that new items will be available for use by the contractor if desired.

No credit to the contract or change order is necessary in this process. It may become necessary to create a change order if the contractor will incur justified additional costs as a result of an item being removed from the list.

DAK:JJN:jjn

cc: Operations Support