



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

March 30, 2009

CONSTRUCTION MEMORANDUM

09-08

TO: District Deputy Commissioners
Technical Services Directors
District Construction Engineers
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Mark A. Miller, Director *Mark A. Miller*
Division of Construction Management

SUBJECT: Procedure for Jobsite Acceptance of Concrete Modular Block Units

The Office of Materials Management has issued a new procedure for jobsite acceptance of concrete modular block units, CMB, in accordance with Recurring Special Provision 732-R-310, Modular Concrete Block Retaining Walls.

When CMB is sampled, tested and approved prior to delivery to an INDOT contract, the manufacturer will place a shipping ticket with each pallet of CMB that identifies the product name, color, date of manufacture and lot number. This ticket is typically placed under the shrink wrapping on each pallet. After Department acceptance, testing personnel will label each pallet with the material Sample ID number and the manufacturer can then ship the CMB to the contract.

When a shipment of pre-approved CMB is received at the jobsite, the PE/S is to obtain the Sample ID number and the shipping ticket from each pallet. The PE/S should then look up the Sample ID in SiteManager to verify that the information on the shipping ticket matches the information that has been entered in Remarks on the Basic Sample Data tab. If the information matches, the pallet of CMB is approved for use on the contract. If the information does not match, if the shipping ticket or material Sample ID number is missing or illegible, the PE/S should contact the District Testing Engineer to determine the course of action to be taken.

Questions about this procedure should be directed to the Division of Construction Management.

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