



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
Joe McGuinness, Commissioner

February 7, 2019

CONSTRUCTION MEMORANDUM 19-02

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers
District Testing Engineers
District Project Management Director
Project Management Director
District LPA Coordinators
Project Engineers/Supervisors
Highway Technicians
Certified Technicians
Field Engineers

FROM: John Leckie, Director 
Construction and Materials Management Director

SUBJECT: Material User Qualifications Submission Requirements

In an effort to assure that jobsite acceptance tests are being run and submitted only by Technician/Inspectors, Engineers, and Supervisors who are qualified at the time that tests are run and submitted, the Department is implementing "New" requirements for the submission of Material User Qualifications Reports before they are required to run tests.

At the beginning of each project, every Technician/Inspector, Engineer, and Supervisor, whether they are an INDOT employee or an outside consultant, must submit a copy of their Material User Qualification Report, which can be found on the SiteManager Reports Logon Page, to the Project Supervisor (PE/PS) for the purpose of confirming what sampling and testing procedures they are qualified to perform. The report must be signed and dated by the individual whose name is on the report.

It is important to note that the report must be generated after January 2nd.

The report must be supplied regardless of whether the individual will be working on an INDOT's or Local Public Agency (LPA) project.

To find your report go to the SiteManager Reports Logon page. Under the SiteManager Report Listing find the report titled Material User Qualifications. It is the 4th report down in the far left column. Find your Inspector User ID, and then select enter as required to get the report. Print the report, sign and date and submit it as required above.

An example of the report is attached. The signature and date should be present on the top of the first page of the report.

For reference, also attached is a table of the common sampling and testing procedures needed for field construction inspection.

If you should have any questions on the above please get in contact with your District Area Engineer or District Testing Engineer.

JHL/ggp

ATTACHMENTS: Example of the report and table of the common sampling and testing procedures.

INDIANA
Department Of Transportation
Material User

Report

01/02/2019



Sampled By: d30okeno **Inspector** Kenobi, Ben

Geographic Area: Greenfield District

Inspector Qualifications Authority

Test Method	Type	Authority	Effective Date	Expiration Date
ITM580 - HMA	Qual Tech	2018 INDOT - IA	07/27/2018	01/01/2021
ITM580 - HMA	Qual Tech	2017 INDOT - IA	03/27/2017	01/01/2020
R60-Concrete	Qual Tech	2017 INDOT - IA	10/01/2017	01/01/2020

Tester Qualifications

Level	Type	Authority	Effective Date	Expiration Date
Other	Other	Other	08/06/2015	12/31/2049
T119 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T121 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T152 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT216 - Concrete	Qual Tech	2018 INDOT -IA	07/06/2018	01/01/2021
IT216 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T23 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T255 - Aggregate	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T272 - Soil	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT403 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT509-Soil	Qual Tech	2018 INDOT -IA	09/17/2018	01/01/2021
IT509-Soil	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT506 - Soil	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT508 - Soil	Qual Tech	2018 INDOT -IA	09/17/2018	01/01/2021
IT508 - Soil	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
D6103 - Concrete	Qual Tech	2018 INDOT -IA	03/13/2018	01/01/2020
D6103 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT912 - Concrete/HMA	Qual Tech	2018 INDOT -IA	03/27/2018	01/01/2020
IT912 - Concrete/HMA	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT931-Pavement Markings	Qual Tech	2018 INDOT -IA	03/27/2018	01/01/2020
IT931-Pavement Markings	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
T97 - Concrete	Qual Tech	2018 INDOT -Written	03/12/2018	01/01/2020
IT912 - Concrete/HMA	Qual Tech	2018 INDOT -IA	07/27/2017	01/01/2020

INDIANA
Department Of Transportation
Material User

Sampled By: d30okeno Inspector Kenobi, Ben

Geographic Area: Greenfield District

IT931-Pavement Markings	Qual Tech	2017 INDOT -IA	07/27/2017	01/01/2020
IT931-Pavement Markings	Qual Tech	2017 INDOT -Written	07/27/2017	01/01/2020
IT912 - Concrete/HMA	Qual Tech	2017 INDOT -Written	07/27/2017	01/01/2020

2018 Qualified Technician Program Common Construction Inspection Sampling & Testing Procedures

AASHTO & ASTM Online: <https://compass.astm.org/>

<i>AASHTO T 23 – 17</i>	<i>Making and Curing Concrete Test Specimens in the Field</i>
<i>AASHTO T 97 – 17</i>	<i>Flexural Strength of Concrete</i>
AASHTO T 119 – 13 (2017)	Slump of Hydraulic Cement Concrete
<i>AASHTO T 121 – 17</i>	<i>Mass per Cubic Meter, Yield, and Air Content of Concrete</i>
AASHTO R 60 – 12 (2016)	Sampling Fresh Concrete
AASHTO R 76 – 16	Reducing Samples of Aggregate to Testing Size
<i>AASHTO T 152 – 17</i>	<i>Air Content of Freshly Mixed Concrete by the Pressure Method</i>
AASHTO T 191 – 14	Density of Soil In-Place by the Sand Cone Method
AASHTO T 255 – 00 (2017)	Total Evaporating Moisture Content of Aggregate by Drying
ASTM C 173 – 16	Air Content by Volumetric Method
<i>ASTM D 6103 – 17</i>	<i>Flow Consistency of Flowable Backfill</i>

Indiana Test Methods Online: <http://www.in.gov/indot/div/mt/itm/itm.htm>

ITM 207 – 15	Sampling Stockpiled Aggregates
ITM 216 – 08	Lightweight Dynamic Cone Penetrometer Testing of Flowable Backfill
ITM 218 – 15	Dry Unit Weight of Flowable Backfill
ITM 403 – 13	Water-Cementitious Ratio
ITM 506 – 16	Field Determination of Moisture Content of Soil
ITM 508 – 12	Field Determination of Deflection Using Light Wight Deflectometer
ITM 509 – 15	Field Determination of Strength Using Dynamic Cone Penetrometer
ITM 512 – 16	Field Determination of Maximum Dry Density and Optimum Moisture Content of Soil
ITM 580 – 16	Sampling HMA
ITM 912 – 15	Profilographs
ITM 931 – 17	Retroreflective Pavement Marking Materials

Note 1: *Italicized text* indicates changes made to procedure since last year.

Note 2: Trailing “– ##” indicates year of last revision.

Note 3: Trailing “(#####)” indicates year last reviewed with no changes.