



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758 CM
Indianapolis, Indiana 46204


PHONE: (317) 232-5502
FAX: (317) 232-5551

Eric Holcomb, Governor
Joe McGuinness, Commissioner

February 16, 2021

CONSTRUCTION MEMORANDUM 21-04

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

FROM: 
Greg Pankow, Chief Engineer of Construction
Division of Construction Management and District Support

SUBJECT: “Multi-Method” is Replacing SiteManager Acceptance Methods of Approval Number, Certification, and External Document

On 2/11/2021 Site Manager’s global item list of material acceptance requirements will change to introduce the utilization of a more efficient Acceptance Method. “Multi-Method” will replace the existing Acceptance Methods of “Approval Number”, “Certification”, and “External Document” on the Contract Sample Check List.

Implementation of “Multi-Method” will allow greater flexibility in reporting the acceptance of materials with multiple criteria. When “Multi-Method” is selected, a user will be able to bundle any combination of IT211 (CAPP), SM1002 (External Document), SM1004 (Buy America), SM7005 (Precast Acceptance), SM9003 (Certification), SM9004 (Approval Number), and SM9019 (Seal Numbers) under a single sample ID (R-Number) to report acceptance of a material.

This change would affect any contracts which pull from Site Manager’s global item list of material acceptance requirements after February 11, 2021.

- Any contract generated before February 11, 2021 has the option of following through with the existing Contract Sample Checklist or requesting Contract Sample Check List changes to utilize Multi-Method.

- Any contract generated before February 11, 2021 has the option of following through with the previous procedures or requesting Contract Sample Check List changes to utilize Multi-Method.
- Any contract generated before February 11, 2021 that issues a change order after February 11, 2021 will utilize Multi-Method as the Acceptance Method in lieu of Approval Number, Certification, or External Document for the change order.
- **This change does not affect sample IDs utilizing the Acceptance Method of “Test Results.”**

For questions regarding the use of the “Multi-Method” please contact your District Testing Engineer for assistance.

MPB/DLJ