



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
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CONSTRUCTION MEMORANDUM 21-09

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers
Project Engineers/Supervisors
Project Management Director
District Project Management Directors
District Traffic Engineers
District LPA Coordinators
Field Engineers
Division of Materials and Tests
District Testing Engineers

FROM: Gregory G. Pankow, P.E., Director 
Division of Construction Management and District Support

SUBJECT: Newly Revised Material Record Certification Procedure

This memo is being sent as a follow-up to the presentation I gave at every District Construction Conference this year, discussing the new revised Material Record Certification Procedure.

In order to make material record certification more of a shared and efficient process that enables INDOT to better meet its project closeout metric, a focus group was put together in 2020 to look at how to make this happen.

The results from the focus group are that we now have a revised Directive 109 for “*Material Certification for Contracts Utilizing SiteManager*”, 11 required reports that will need to be utilized by Construction and Testing personnel moving forward, and a new “*Material Certification Guide*”.

The new material record certification procedure should be utilized whenever possible on contracts where the material certification process has not yet been completed. Specific questions on whether it makes sense on any particular contract where the material records have already been turned into the district, should be reviewed by the District Construction Director, DCD, and the District Testing Engineer, DTE.

It should be noted that the 11 required reports should be run and reviewed, and issues corrected as needed by the PE/S periodically during the course of the contract, and just prior to review by District Testing at

the end of the contract. The PE/S's goal should be to have all issues taken care of and corrected as much as possible as the project is built and to have material records that are complete and correct at the time of review by District Testing.

Issues should be discussed with the DTE as they are found, especially ones that are non-correctable and/or ones that may require waivers.

Once the material records are ready for review by District Testing, the PE/S will prepare and sign the Material Review Letter by Project Engineer and send it into the District.

Directive 109 and the Material Certification Guide can be found on the Division of Materials and Tests web site under Publications & Manuals.

Included in Directive 109 you will find several Appendices:

Appendix A outlines the material record review process to be followed once the material records are submitted to the District.

Appendix B outlines errors and observations.

Appendix C is the Material Review Letter by Project Engineer/Manager/Supervisor.

Appendix D is the Material Review Letter by the DTE.

The 11 reports required by Directive 109 can be found on the SiteManager Report Listing page.

If you should have any questions or concerns about the new procedure, please contact your Area Engineer or DTE.

GGP