



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • 304/558-3505

Joe Manchin III  
Governor

May 16, 2005

**MEMORANDUM**

**TO: DISTRICT ENGINEERS**  
**ATTENTION: MATERIALS SUPERVISORS**

**FROM: DM**

**SUBJECT: EVIDENCE OF INSPECTION**

All materials used on West Virginia Department of Transportation (WVDOT) projects are required to be inspected prior to actual usage. In virtually all cases, an approval number is issued to indicate that the material has been inspected and meets the governing specification. In addition to the approval numbers referenced on the shipping document, some materials have additional indicators that the material has passed inspection. That additional evidence, along with any other identification that is needed, is shown in the attached list. *Material, which is covered by less than the minimum evidence, should not be incorporated into the work.*

The project has the last opportunity to observe the material and detect problems. If evidence of inspection is not available, or if the project has questions, contact the indicated Division personnel.

When materials are shipped to projects from intermediate suppliers, the supplier's shipping document must show the Materials Control, Soils and Testing Division's (DM's) approval number and original manufacturer's shipping document number. The original manufacturer (point of sampling) is responsible for submitting documentation to this Division.

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**Documentation for all material shall reference the authorization number of the project for which the material is intended. Shipping documents shall also reference a Materials Control, Soils and Testing Division's approval number that represents one of the following:**

- 1. West Virginia Division of Highways (WVDOH) approved product or source number (as documented in a WVDOH approved list). This number will be identified on the shipping document with the letter A following the number. Documentation of acceptability will consist of the quantity received, and the number issued by Direct Coverage (DC) on the Inspectors Daily Report (IDR) and the Project Record System (PRS).**
- 2. Master Number. This number will be identified on the shipping document by having the letter M following the laboratory number. Documentation of acceptability will consist of the quantity received, and the number issued by DC on the IDR and the PRS. A copy of the documentation will be forwarded to the District Materials Section for further handling.**
- 3. DC Laboratory Number. Materials accepted in this manner will have a direct report (T-7) issued and will be identified by having the letters DC following the laboratory number. Documentation of acceptability will consist of the quantity received, and the laboratory number issued by DC on the IDR and the PRS.**

**RDG:Lb**

**cc: DM – Lipscomb, Bird  
DC - Darby**

<b>Material</b>	<b>Acceptance Criteria</b>	<b>Contact</b>
Curing Compound	Approved List	J.Jarvis
Expansion Joint Materials (Cork, Sponge, or Bituminous)		J.Jarvis
Preformed Neoprene Joint Seals	Manufacturer Cert.	J.Jarvis
Hot Poured Joint Material		J.Jarvis
Rubber Waterstop		J.Jarvis
PVC Waterstop		J.Jarvis
Corrugated Polyethylene Pipe	Approved List	J.Jarvis
Hazard Warning Lights (715.9.1)	Approved List	J.Lipscomb
Elastomeric Bearing Pads		J.Jarvis
Bearing Pads for Bridge Railing Posts		J.Jarvis
Clay Brick, Concrete Brick, and Block		J.Jarvis
Silicone Joint Sealant	Approved List	J.Jarvis
Fertilizer	Approved List	J.Jarvis
Mulch ( for hydro seeding)	Approved List	J.Jarvis
Seed	Dept. of Agriculture Approved List	J.Jarvis
Delineators	Approved List	J.Jarvis
Engineering Fabric	Approved List	J.Jarvis
Wood Material (Treated Lumber, Treated Timber, Treated Piles “lagging”, Treated Posts, Treated Blocks	Approved List	J.Jarvis
Manhole Step (715.38)	Approved List	J.Jarvis
Electrical Items	Approved List or ST-1	J.Jarvis
Traffic Signal Heads (and Hardware) (715.42)	Approved List	J.Lipscomb
Traffic Signal Items (Controllers, detectors, cabinets, and associated hardware)	Approved List	J.Lipscomb
Studded Tee Post	Approved List	Dave Lipscomb
Fence	Approved List	Dave Lipscomb
Casing Pipe	Direct Coverage	Dave Lipscomb
U Channel Post	Approved List	Dave Lipscomb
Cast Iron or Ductile Iron Castings	Approved List	Dave Lipscomb
Water/Sewer Line Items	Approved List	Dave Lipscomb
Gabions	Approved List	Dave Lipscomb
Railroad Items		Dave Lipscomb
Welded Wire Fabric	Approved List	Dave Lipscomb
J Hook Bolt	Approved List	Dave Lipscomb
Ground Agricultural Limestone	Department of Agriculture Source Register List (no WVDOH # required)	Ira McCoy
Aggregate (most Applications)	Approved List	Ira McCoy
Reinforcing Steel Bars	Approved Source	Charlie Ridgway
Reinforcing Steel Bar Couplers	Approved Product by Source	Charlie Ridgway
Epoxy Coated Reinforcing Steel Bars	Approved Source	Charlie Ridgway
Traffic Safety Devices (Impact Attenuators)	Approved Source	Charlie Ridgway
Fabricated Frame and Grates	Approved Source	Charlie Ridgway
Steel Pipe – Corrugated Metal (including accessories)	Approved Source	Charlie Ridgway
Guardrail – Steel Beam and Posts (including accessories)	Approved Source	Charlie Ridgway
Aluminum Box Culvert (including hardware)	Approved Source	Charlie Ridgway

Tunnel Liner – Steel (Including Hardware)	Approved Source	Charlie Ridgway
Pre-Cast Concrete Bridge Hardware (miscellaneous metallic hardware)	Approved Source	Charlie Ridgway
Bridge (Concrete or Wood) Certification Tie rods, Dywidag Rods, Nuts, Couplers – Bearing Plates	Approved Source	Charlie Ridgway
Asphalt Emulsions	Approved List	Bob Ward
Asphalt Cements	Approved List	Bob Ward
Cationic Emulsions	Approved List	Bob Ward
Damp-Proofing and Water-Proofing Asphalt	Manufacturer Cert./ST-1	Bob Ward
Primer for Damp-Proofing and Water-Proofing	Manufacturer Cert./ST-1	Bob Ward
Asphalt Plastic Cement		Bob Ward
Paint (Except 711.20.2; 711.20.3; 711.6; 711.12; 711.14; 711.22)		Penny Barton Greg Bradford Terry Burns
Inorganic Zinc Primer (711.20.2)	Approved List	Penny Barton Greg Bradford Terry Burns
Intermediate Coat for Zinc Rich System (711.20.3)	Approved List	Penny Barton Greg Bradford Terry Burns
Organic Primer (711.6)	Approved List or Batch Testing	Penny Barton Greg Bradford Terry Burns
Epoxy Mastic Paints (711.12)	Approved List	Penny Barton Greg Bradford Terry Burns
Overcoat Paint Systems (711.14)	Approved List	Penny Barton Greg Bradford Terry Burns
Epoxy Powder for Rebar (709.1)	Approved List	Penny Barton Greg Bradford Terry Burns
Zinc Rich Low VOC Paint System (711.22)	Approved List	Penny Barton Greg Bradford Terry Burns
Metalizing (689)		Penny Barton Greg Bradford Terry Burns
Epoxy Resin (707.11)	Certified Test Data	Penny Barton Greg Bradford Terry Burns
Pavement Marking Materials- Cold Laid Plastic Traffic Marking (Type V) 715.40.2	Approved List	Penny Barton Terry Burns
Temporary Pavement Markings (Types VII A and VII B) 715.40.4	Approved List	Penny Barton Terry Burns
Raised Markers (Permanent and Temporary)	Approved List – P-2 Markers All others – certification as per 715.40	Penny Barton Terry Burns
Anti-Spalling Compound		Penny Barton Greg Bradford Terry Burns
Sodium Chloride		Penny Barton\Terry Burns
Calcium Chloride		Penny Barton\Terry Burns

Concrete Protective Coating (601.13)	Certified Test Data	Penny Barton\Terry Burns
Portland Cement	Lab Number\Approved List	Eric Lough
Concrete Patching Material (715.4.1)	Lab Number\Approved List	Eric Lough
Modular Blocks	Lab Number	Eric Lough
Concrete Admixtures	Lab Number\Approved List	Don Lipscomb
Expansive Non-Shrink Grout	Lab Number	Eddie Barton
Timber Bridge Beams	Stamp\Lab Number	Eddie Barton
Piling – Prestressed Concrete Casting	Stamp\Lab Number	Sammy Searls
Concrete Sealers (707.12)	Lab Number	Eddie Barton
Concrete Drop Inlets Precast	Stamp\Lab Number	Eddie Barton\Sammy Searls
Concrete Box Culverts Precast	Stamp\Lab Number	Eddie Barton\Sammy Searls
Concrete Junction Boxes, Bridge Parapets	Stamp\Lab Number	Eddie Barton\Sammy Searls
Concrete Lagging	Lab Number	Eddie Barton\Sammy Searls
Concrete Bridge Beams Precast	Stamp\Lab Number	Eddie Barton\Sammy Searls
Concrete manholes, cones, Risers, Bases – Precast	Stamp\Lab Number	Eddie Barton\Sammy Searls
Concrete Pipe	Lab Number	Eddie Barton\Sammy Searls
Concrete Bridge Spans Precast ( 3 Sided) (Con-Span, Hy-Span)	Stamp\Lab Number	Eddie Barton\Sammy Searls
Sign Supports Breakaway (including Hardware)	WVDOH Approval Number\Inspection Stamp on each piece	Aaron Gillispie
Poles – Lighting and signals (including hardware)	WVDOH Approval Number\Inspection Stamp on each piece	Aaron Gillispie
Bridge Railing – Aluminum (includes anchor bolt assembly and hardware)	WVDOH Approval Number\Inspection Stamp on each piece	Aaron Gillispie
Bridge Deck Forms Stay-in-place Steel (including hardware)	ST-1 District Materials Field Inspection	George Hanna
Welding Electrodes	Approved Source	George Hanna
Stud Shear Connectors Welded (615.03.03)	Approved Source	Aaron Gillispie
Structural Steel – Miscellaneous (WVDOH Purchase Order)	Direct Coverage Based on Certification and Tests	Aaron Gillispie\ George Hanna
Structural Steel for Bridges (includes bearing material, bronze plates, exp. Dams, drains, etc.	WVDOH Approval Number\Inspection Stamp on each piece	George Hanna
Grid Deck – Bridge Steel (including hardware)	WVDOH Approval Number\Inspection Stamp on each piece	Aaron Gillispie
High Strength Fasteners (Bolts, nuts, washers)	Direct Coverage from source to project or fabricator	Charlie Ridgway
Project Markers	ST-1 District Materials	Aaron Gillispie
Signs	WVDOH Approval Number	Carl Peters
Piling – Steel Bearing and Steel sheet	Approved List\Direct Coverage	Dave Lipscomb
Pile Points (709.50)	Approved List	Dave Lipscomb
Dowel Baskets	Approved List	Aaron Gillispie
Ductile Iron Pipe (718.1)	Approved List	Dave Lipscomb
Detectable Warning Plates	Approved List	Dave Lipscomb
Detectable Warning Surface Plates	Approved List	Eddie Barton\Eric Lough
Latex Admixture	Prior Approval Then ST-1	Eric Lough
Non-cementitious Material for Concrete Repair	Prior Approval Then ST-1	Eric Lough
Reinforced Earth Panels, MSE Wall Panels (626)	Stamp \ Lab Number	Sammy Searls \ Don Lipscomb