

**Tennessee Department of Transportation
Division of Materials and Tests**

**Project Materials Certification
(SOP 1-6)**

Purpose: The purpose of this document is to establish the procedures and requirements for the acceptance of Materials and Tests Certifications for materials used on Tennessee Department of Transportation (TDOT) projects and projects under the oversight of TDOT (Local Projects, Grants, etc. that include Federal Funds).

Background: The Federal Regulations (23 CFR 637) establish the requirements to assure the quality of materials and construction in all Federal-aid highway projects on the National Highway System. TDOT complies with the issuance and implementation of our SOP's 1-1 through 1-4. 23 CFR 637.207 also requires a Materials Certification to be submitted for each construction project subject to FHWA oversight activities.

Procedure: A final materials certification shall be submitted to the Materials and Test Division (M&T) for all projects with Federal-aid funding through the following steps. After review, the M&T will provide the materials certification to the Program Development Office for final distribution and/or filing.

- Regional Materials and Tests will send Headquarters Materials and Tests via email (TDOT.MaterialsTests@tn.gov) the following information:
 1. [DT-1696](#) form complete with signatures, dates, and boxes checked that apply. (Do not leave blank)
 - A. [Provide Supplement to Materials and Tests Certification](#) if any of the following price adjustments occur:
 - Deductions
 - Materials accepted at a reduced cost
 - Materials accepted without sufficient documentation (shortage)Verify the appropriate box is checked under "Acceptance".
 - B. All shortage information shall list item numbers, quantities, and an explanation of why item was accepted at a reduced cost or without proper documentation. Shortages apply to all materials and are not limited to asphalt, concrete, and smoothness certifications and test results.
 2. If Independent Assurance testing is required, include the following information with the Material Certification Packet:
 - A. Independent Assurance requirements memo
 - B. [DT-1550E](#) Independent Assurance Record Sample Data form
 - C. Independent Assurance test results
 3. Completion Notice
 4. Cover Page of the Final Estimate
- Headquarters Materials and Tests will send a copy of the completed packet via email to the TDOT Program Development and Administration Division. Include in the subject line of the email: Contract Number, PIN, and County.

For guidance on the entire project closeout procedure, see the Standard Guidelines for the Closeout of Construction Projects document.