

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

**State Partnership for Inspection of
Aggregate and Concrete Producers (SOP 1-7)**

Purpose: The purpose of this document is to establish an interstate partnership for the inspection of aggregate and concrete facilities.

Background: From time to time, Producers may provide products across state lines, placing a burden on agency staff in completing quality assurance checks as required by state, local, and federal programs. Where advantageous, states may cooperate to ensure facilities are adequately inspected on a regular cycle if not covered by a larger national initiative.

Procedure: The following procedures should be used as basic guidance for inspection services:

1. **Agency Agreement:** The interested agency shall contact the inspecting state agency regarding the program in question. The inspecting agency shall supply policies and procedures for review. Once policy review is complete:
 - 1.1. Create an agency specific addendum for that program to fulfill the requirements of the receiving state and note any program exceptions.
 - 1.2. Establish a frequency and a method for requesting inspections as needed.
 - 1.3. Save policies, addenda, exceptions, and correspondence in the appropriate file.
 - 1.4. The agreement may be terminated via a dated letter at any time by either agency.
2. **Producer Request:** The interested agency shall submit a written request specifying the producer and applicable program under which they shall be inspected. Include a complete inspection request form and any additional notes or information as needed.
3. **Inspection:** The inspecting agency shall complete inspections and supply reports to the interested agency while the agreement is active. Once the report is completed, the interested agency shall review and supply questions or comments within an agreed upon timeframe.
4. **Program Maintenance:** Agencies should review their agreements regularly for policy and procedure changes and notify partners when changes are made that should be implemented into the agreement.
5. **Producer Changes:** Agencies have a duty to notify partners of changes within approved producer lists that affects the delivery of inspections such as a producer closing, leaving a market, and/or losing approved status.

Agreement: It is recommended that each agency is ultimately responsible for the acceptance of products for their use and this partnership is solely to exchange information between comparable programs to reduce the burden of travel and duplication of efforts. The states still hold the right to inspect an out of state producer or product at any time they feel it is necessary.

SOP 1-7

State Partnership for Inspection of Aggregate and Concrete Producers

REQUEST FOR INSPECTION REPORT AND/OR TEST RESULTS

REQUESTING STATE AGENCY	PRODUCT
REPRESENTATIVE	PRODUCER NAME
STREET ADDRESS	STREET ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE	PRODUCER PHONE
EMAIL	PRODUCER EMAIL

- Ready Mix Inspection Report
- Precast Inspection Report
- Laboratory Inspection Report
- Aggregate Quality Test Results

The agency requesting an inspection report has read and agrees with the State Agency's procedures performing the inspection.

I agree

Additional Information:

Signature: _____

Date: _____

Concrete requests shall be emailed to: TDOT.Concrete.Email@tn.gov
 Precast requests shall be emailed to: TDOT.PrecastMTR@tn.gov
 Aggregate requests shall be emailed to: TDOT.AggregateMTR@tn.gov