

INSTRUCTIONS

The format of the QPL is designed to parallel the Washington State Department of Transportation (WSDOT) Standard Specifications. Products meeting the requirements of a General Special Provision (GSP) and Standard Plans follow the Standard Specification listings. Appendix 'A' contains codes, which reference directions and explanations as to how materials are to be accepted on the job. Appendix 'B' contains numbered notes that give additional information or instruction pertaining to that material. The 'Notes' are organized according to Specification Reference. Please take a few minutes to thumb through this manual and get familiar with the layout.

Contractor:

1. Find the desired product by Manufacturer and name under the appropriate Standard Specification for the Bid Item of the Contract.
2. Read what will be required for acceptance under the Acceptance Code in Appendix A.
3. Read the applicable numbered notes (if any) in Appendix B.
4. Make a copy of the QPL page to use as your form for submitting to the Project Engineer.
5. Highlight the product you intend to use from that page.
6. Fill in the heading information and the Bid Item # for the product being used.
7. Submit this completed page to the Project Engineer.
8. Retain required documentation per stated Acceptance Code, such as Manufacturer's Certificates of Compliance, mill test reports, catalog cuts, and test reports.

Materials Documentation Technician:

1. Date Stamp and assign tracking number, if used.
2. Check the QPL page for completeness.
3. Check that the product is listed under the appropriate specification for the bid item noted.
4. Check the Special Provisions for any extenuating circumstances precluding the use as given.
5. Look up Approval Codes and numbered notes in the Appendices of this manual.
6. Document what is required for Acceptance in your materials tracking program.
7. Make a copy for the Field Inspector's use.

Field Inspector:

1. Check that the product is appropriate for the bid item listed.
 2. Check the Special Provisions for any extenuating circumstances precluding the use as given.
 3. Look up Approval Codes and numbered notes in the Appendices of this manual.
 4. For 'CA' (Conditionally Approved) items: Read the 'Acceptance Code' in Appendix 'A'. See that the required documentation has been received and is acceptable as verification that the product meets the specifications of the Contract prior to placement, or that a waiver has been approved per Std. Spec. Section 1-06.3.
 5. For 'A' (Approved) items: Read the 'Acceptance Code' in Appendix 'A'. Verify that the product submitted by the Contractor is the same as approved on the QPL page and is being used in accordance with the plans and specifications. Retain label, bill of lading, delivery ticket, etc. as necessary.
 6. Field Verification Documentation:
 - (A) All material permanently incorporated into a contract shall be field verified by a WSDOT field inspector. Verification shall occur prior to or during placement of the material.
 - (B) The WSDOT field inspector shall verify the product being installed is in fact the product originally approved on the Contractor submitted QPL page.
 - (C) Field verification documentation may be necessary if required by the Construction Manual Section 9-1.5 Field Verification of Materials.
 - (D) Photos with dates are good supporting documentation and are highly recommended for all permanently placed materials.
- Turn in the completed documentation and supporting paperwork to the Project Engineer Office.