

**CITY OF COLUMBUS, OHIO**

**SUPPLEMENT 1032  
ASPHALT MATERIAL CERTIFICATION REQUIREMENTS**

**October 31, 2011**

**1032.01 Scope**

**1032.02 Procedures and Requirements**

**1032.01 Scope**

This supplement outlines the requirements under which producers and/or suppliers are authorized to ship asphalt materials under certification. Asphalt material shipped under certification may be used without being independently sampled and pretested by the Laboratory. If supplier is approved by ODOT, supply copy of ODOT certification to the Laboratory.

**1032.02 Procedures and Requirements**

The refiner is defined as any supplier of an asphalt material requesting certification for their product. Refiners must meet all requirements as follows.

- A. The supplier will initiate a request for authorization to ship materials under certification by:
1. Submitting the supplier's Quality Control Plan covering available testing equipment and locations, sampling and testing frequencies, reporting, responsible personnel and phone numbers, equipment inspection and maintenance, employee training, methods of verifying shipment quality at terminals, methods for notifying the City of shipment of non-specification materials and other methods at the refiner's discretion considered routine practice in supplier quality control. (Note: Penetration testing for performance graded (PG) binders is not an acceptable verification test. Viscosity tube testing is not an acceptable verification test for modified PG binders.)
  2. Contacting the Laboratory requesting sampling for certification. Sampling will consist of a minimum of five samples from five sealed tanks of material to be certified. Five consecutive passing samples will be sufficient for the supplier to submit a notarized letter of compliance. Other means of obtaining certification samples will be at the discretion of the Laboratory.
  3. Submitting to the Laboratory a notarized letter of compliance stating that each grade or type of asphalt material proposed for shipment under certification will meet current City specifications for that grade or type of material. Include:

- a. Each grade or type of material will have separate approval for shipment under certification.
- b. A statement that the supplier warrants the City against costs involved in corrective action required due to inclusion in the work of non-specification asphalt material.
- c. Signature by a representative of the supplier having legal authority to bind the company.

B. The supplier in requesting to ship by certification agrees to:

1. Submit a monthly summary of refinery quality control test data by asphalt grade or type for asphalt materials shipped under certification.
2. Permit periodic visits by a representative of the City to the supplier laboratory, at any time, for the purpose of observing the testing of a sample of asphalt material by supplier personnel using their equipment, for the properties required.

The City representative will observe the sampling of a quality control sample and obtain a split portion of this sample for testing in the Laboratory, leaving the remaining portion to be tested by the supplier laboratory. Test results on split samples will be compared to assure reasonable correlation of testing procedures and accuracy of laboratory equipment, and that product specifications are met.

3. Maintain records of production control tests for a period of 3 years.
4. Supplier laboratories must participate in Round Robin testing.

C. The Laboratory will approve the supplier to ship by certification, when the requirements of Section 1032.02.A have been fulfilled. Certification will remain in effect indefinitely unless no production is reported for a period of two calendar years or until otherwise notified by the Laboratory.

D. Following approval to ship by certification, the refiner is authorized to make shipments to City projects.

1. The supplier shipping ticket will contain the following minimum information:
  - a. Name and location of the refinery or terminal.
  - b. Identification of the delivery site.
  - c. Date of shipment.
  - d. Time of shipment.
  - e. Liters (Gallons) of material in the shipment.
  - f. Grade of the asphalt binder or type of asphalt material.
  - g. Tank number or blender number from which the shipment was made.

2. Ensure a Transport Truck Inspection Certification accompanies each load certifying that the container is reasonably free of contaminants. Inspect each transport or distributor and refuse to load if it is not reasonably free of contaminants. Sign the truck inspection form. Supply the forms to transport or distributor drivers. The transport or distributor driver will fill out the transport truck certification form including his signature and the carrier's name.
  3. Retain the Shipping Ticket and Transport Truck Inspection Certification at the delivery site.
  4. Supplier will permit the City representative access to those parts of the refinery engaged in the testing, storage and shipment of materials produced for City projects.
  5. The City will conduct a program of check sampling. These samples will be used for checking material quality at the HMA facility. Sampling will be conducted at the frequencies listed below.
    - a. Asphalt binder. See CMS 700 Material Details
    - b. Liquid Asphalt Material. See CMS 700 Material Details
  6. Certification status of cut-back asphalt emulsions and asphalt emulsions will lapse 3 weeks after date of shipment from the producer, except that when material is to be used for mulching, Item 659, it will be considered certified for a period of 1 month after date of shipment from the producer. Materials which have lost certification status will be sampled and approved prior to use.
- E. The supplier, per the Quality Control Plan, must notify the City of failing material. Failure to comply with the above requirements, failure to meet specifications, or failure to immediately correct faulty material in the producer's tanks may result in removal from certification. In addition, the City may take action under the provisions of 105.12 Removal of Unacceptable and Unauthorized Work.

In the event City obtained quality control samples fail specifications, certification of the product can be revoked. If a split sample fails to meet specification, two more split samples will be obtained immediately by the Laboratory. Notification of the failing test will be given to the producer after the additional split samples have been obtained. The supplier may be requested to send the results of his split sample testing to the Laboratory. One of the two additional split samples will be tested. If this sample fails, the supplier will be invited to observe testing of the third sample. Revoking the product certification will be based on analysis of the Laboratory and supplier results. Revoking of the product certification will be in writing to the supplier. Recertification will be contingent upon a review of the supplier quality control program and product failure history. Section 1032.02.A will be followed for recertification.

The supplier can appeal a removal from certification to the Department of Public Service, Division of Design and Construction Control Group which consists of the following City personnel:

1. Deputy Director, Department of Public Service
2. Administrator, Department of Public Service, Division of Design and Construction
3. Construction Section Manager

Appeals must be in writing with supporting data and be submitted to the Construction Section Manager within 10 work days of notice of removal from certification.

- F. The Laboratory will maintain a current list of suppliers whose materials may be accepted by certification for use on City projects.
- G. All materials shipped prior to or after removal from approval to ship by certification will be sampled, tested and approved before use.
- H. Continued approval to ship by certification will be contingent upon a record of satisfactory performance. Each refiner's quality control program will be subject to a yearly review by the Laboratory.