

# Materials Acceptance Process Seminar

October 30 and December 11

8:30 AM - 3:30 PM ET



## Overview

Federal and state requirements stipulate that you must follow the Michigan Department of Transportation (MDOT) Materials Acceptance Process on projects that involve federal or state funding—even on county and city projects. Did you know that failure to follow these acceptance procedures can delay payment to the contractor?

## Why attend?

This seminar will teach Materials Acceptance requirements and documentation procedures so you can avoid surprises at the end of your projects. It is intended for local agencies, consultants, contractors, subcontractors, or anyone responsible for quality assurance of construction items on contracts let by MDOT.

## Registration

The cost to attend this seminar is \$215, which includes a Materials Source Guide, a CD of additional resources, continental breakfast, lunch, and break refreshments. To register, contact the Center for Technology & Training (CTT) at [ctt@mtu.edu](mailto:ctt@mtu.edu) or (906) 487-2102.

Cancellations up to 3 days prior to the seminar will receive a full refund. Cancellations after the deadline will not be refunded. Substitutions will be accepted.

## Instructors

Jerry Anderson works as a Construction Technician at Wightman & Associates, Inc. He is retired from MDOT where he served as the Materials Supervisor in the MDOT Materials Section.

Bob Sheap is the President of RNS Consulting. He is retired from MDOT where he served as a computer unit supervisor in the Local Services Division. While at MDOT he also served on the FieldManager® software development team.

Dennis Warren works as a Materials Quality Assurance Analyst at MDOT. He maintains the Materials Quality Assurance Procedures Manual and the Materials Source Guide, and coordinates the New Materials Evaluation program.

## Locations

**Wednesday, October 30**  
Wightman & Associates, Inc.  
2303 Pipestone Rd.  
Benton Harbor, MI 49022

**Wednesday, December 11**  
Delta County Road Commission  
3000 32nd Ave. North  
Escanaba, MI 49829

## Agenda

- Registration/Continental breakfast (8:00-8:30)
- Overview of Materials Acceptance
- Definitions of terms
- Material source list
- Material Source Guide
- Associating materials to work items
- Basis of acceptance (with materials)
  - Tested material
  - Approved manufacturers/suppliers
  - Test data certification materials
  - General certification
  - Tested stock
  - Qualified products
  - Visual inspection of materials
- FieldManager® material acceptance, posting, and inquiries
- Q/A and hands-on exercises

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