

# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 7, 2002

Project Procedures Guide

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS  
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS  
CONSULTING ENGINEERS

#02-03

The department's Project Procedures Guide (PPG) explains how materials become accepted and outlines the procedures for sampling and testing of materials used on highway improvement projects. The PPG has recently been significantly revised in a cooperative effort of central bureaus and districts, including central and district Local Roads and Streets, with input from the Illinois Association of County Engineers (IACE) and Illinois Municipal League (IML).

The guidelines in the revised PPG will apply to all projects on the state system as well as all local agency highway improvement projects utilizing federal, state or MFT funds. Exceptions to these guidelines have been developed to accommodate local agency needs. **The exceptions will apply for all local agency highway improvement projects regardless of funding, including local NHS (National Highway System) roadways.**

A list of exceptions for local agency improvement projects is attached along with two new BLR forms:

- [BLR 6306 "Certification of Local Agency Material Test Procedures"](#)
- [BLR 6307 "Certification of Local Agency Construction Inspector"](#)

The forms will be available on the Internet in the near future; use the attached forms in the interim. BLR 6306 and BLR 6307 are to be submitted to the district by the local agency's Qualified Local Agency Representative (QLAR) in order for exceptions to apply. BLR&S has defined the QLAR to be a county engineer/superintendent of highways or a public works director or municipal engineer who is a licensed professional engineer in the state of Illinois and a public employee.

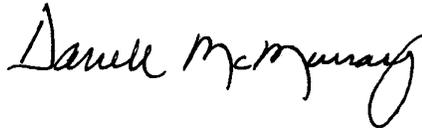
BLR 6306 is used to certify employees to perform specified material tests in the lab or field and that proper equipment is available and certified by IDOT for the test(s) specified. BLR 6307 is used to certify that employees are qualified to serve as construction inspectors under the supervision of the QLAR. These forms are to be submitted once and **will not** replace BC 775 "Resident Construction Supervision" and BC 776 "Resident Inspection – Local Project," which are project specific.

The revised PPG was effective February 1, 2002 and will apply to local agency contracts awarded on or after April 1, 2002. The PPG will reside in the department's Construction Manual, which will be mailed out in the near future. The PPG will also be available on the department's Web site. Local agencies may obtain hard copies at no additional charge by filling out and mailing the attached PPG request form to the department's Manual Sales Office.

In the near future consultants will be able to obtain the PPG by ordering the Construction Manual from the Manual Sales Office (phone number 217-782-3464) or by [downloading the PPG](http://www.dot.state.il.us/dobuisns.html) from the department's Web site at <http://www.dot.state.il.us/dobuisns.html> under Materials and Physical Research.

If you have questions regarding material testing requirements, please contact the district materials engineer. For questions regarding PPG exception requirements and interpretations, please contact your district Local Roads and Streets office or Teresa Price at 217-785-1664.

Sincerely,



Darrell W. McMurray, P.E.  
Engineer of Local Roads and Streets

Attachments

cc-

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**EXCEPTIONS FOR LOCAL AGENCY HIGHWAY IMPROVEMENT PROJECTS**

Section	Exceptions
Section 100 through 700	No exceptions
Section 800 – Certification of Materials	<p>No material certification is required by the department for local agency MFT maintenance or special maintenance projects, including intermittent resurfacing and day labor maintenance projects. However, steps 1 through 3 of BLR&amp;S circular letter 99-12 will apply (i.e., inspection of materials and evidence and documentation of inspection).</p> <p>Requirements and appropriate exceptions for day labor construction projects may be coordinated between the local agency and the district office.</p>
Section 900 – Trained Technicians	<p>It is important that local agency personnel receive adequate training to carry out their responsibilities.</p> <p>A Qualified Local Agency Representative (QLAR)* may determine their need for training as specified in Section 800.</p> <p>Based upon his/her professional judgment, the QLAR may certify his/her employees as qualified personnel based on prior training and related work experience. BLR 6307, “Certification of Local Agency Construction Inspector,” is to be submitted to the district for each employee to be certified.</p>

**EXCEPTIONS FOR LOCAL AGENCY HIGHWAY IMPROVEMENT  
PROJECTS - Continued**

Section 1000 – Qualified Laboratories	<p>A laboratory owned by a local agency may be approved by a QLAR to perform specified testing based upon his/her professional engineering judgment. The locally owned laboratory shall be treated as a district lab for those specific tests.</p> <p>The QLAR is to submit BLR 6306, "Certification of Local Agency Laboratory Test Procedures," to the district listing each specified test that he/she is certifying.</p>
Sampling Schedules	<p>When AGCS material is being used, the local agency has the option of performing weekly gradation tests. However, these weekly tests must be performed if the aggregate gradation is questionable.</p>

(QLAR)\* For the purpose of PPG exceptions, a Qualified Local Agency Representative (QLAR) shall be defined as a county engineer/superintendent of highways. A QLAR can also be a public works director or municipal engineer. The public works director or municipal engineer must be a licensed professional engineer in the state of Illinois and a public employee.