



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois/62764

March 15, 1995

Asphalt Acceptance Procedures

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTANT ENGINEERS

#95-2

This procedure policy applies to all local agency projects, regardless of fund type. It applies only to certified producers of the materials listed below.

Materials

- All grades of RC, MC, SC liquid asphalt
- All grades of road oil
- All grades of asphalt cement
- All grades of emulsified asphalt

These materials shall be accepted in accordance with the attached Bureau of Materials and Physical Research Policy Memoranda 95-3 (Asphalt Cement, Cutback Asphalt and Road Oil Acceptance Procedure) and 95-4 (Emulsified Asphalt Acceptance Procedure). The following procedures shall be followed:

1. When ordering these materials, the local agency or contractor shall state that certified asphalt is required by the Illinois Department of Transportation, giving the MFT section numbers and the name of the county or municipality.
2. The carrier or contractor shall submit a copy of the bill of lading to the county, road district or municipal representative upon delivery.

The producer's bill of lading shall contain the following information:

- a) Tank number(s) from which material was drawn
- b) Where used (section, county, contract number, etc.)
- c) Consignee and destination
- d) Bill of lading number
- e) Date of shipment
- f) Type of material
- g) Name and location of source
- h) Specific gravity at 15.6 °C (60 °F) for asphalt cements, liquid asphalts and road oils or weight per gallon at 15.6 °C (60 °F) for emulsified asphalts
- i) Gross, tare and net weights
- j) Type of material last transported

In addition to the above, bills of lading representing blended loads shall show the gallons or percentage of each component material.

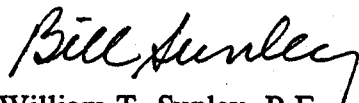
3. The local agency will be responsible for checking and accepting the material on the project site. Material will be identified by the bill of lading accompanying the shipments. Local agency representatives will check the bill of lading of each shipment to determine its type and source. This information shall then be compared with data on the

current list of certified sources to determine the certification status of the material. One of the following three judgments shall be made regarding the acceptability of the material:

- a) When the bill of lading shows a source location and qualified product that are on the list of certified sources, the material shall be accepted for use.
 - b) When the bill of lading shows a source location or product that is not on the list of certified sources, but the bill of lading does contain the MISTIC test identification approval number, the material shall be accepted and used.
 - c) When the bill of lading shows a source location or product that is not on the current list of certified sources and does not contain the MISTIC test identification approval number, the material will not be accepted for use.
4. The quantities of accepted materials will be verified and documented by the local agency representative. For each project, the local agency must report the total quantities of accepted material used, by source and type, to the district Bureau of Local Roads and Streets. The quantity of accepted material shall be reported to the district on form BLR 6305 (Local Agency's Report of Certified Asphalt) at the same time form BLR 6303 (Engineer's Final Pay Estimate) is submitted. The district Bureau of Materials will enter the quantities of certified materials into the MISTIC reporting system. Copies of the bills of lading shall be maintained in the project file and should not accompany BLR 6305 to the district office. The district Bureau of Local Roads and Streets will not approve final pay estimates without the completion of BLR 6305.
 5. All certified materials may be paid for using form BLR 6302 (Engineer's Payment Estimate) after the local agency representative has accepted the material and the material has been used.
 6. The Bureau of Materials and Physical Research will supply the certified source list to the department's central bureaus and district offices. A list of certified sources will be available on the Bulletin Board System (BBS). The BBS can be accessed by calling (217) 524-5330. Questions regarding the most current list of certified producers should be directed to the District Bureau of Local Roads and Streets.
 7. Local agencies receiving material from a source which becomes decertified will be notified immediately by the district office. The BBS will also contain information regarding decertified sources.

If you have any questions concerning the above procedures, please contact the Policy Unit of the Central Bureau of Local Roads and Streets at (217) 782-3972.

Very truly yours,



William T. Sunley, P.E.
Engineer of Local Roads
and Streets



J. G. Gehler, P.E.
Engineer of Materials and
Physical Research



EXAMPLE

Local Agency Report of Certified/Approved Asphalt

Local Agency: Sangamon County

Local Agency Representative: John Doe

	Section or Contract	County and/or Twp. Rd. Dist./City	Producer Location	Material Code	Quantity	Unit
1	95-00000-00-GM	Sangamon County	Shell - Wood River	RC-70	2980	Gal
2	94-02000-01-GM	Sangamon County Adams Road District	Shell - Wood River	MC-30	5098	Gal
3	94-02000-01-GM	Sangamon County Adams Road District	Shell - Wood River	AC-2.5	420	Tons
4	82948 C9800992	Sangamon County	Seneca - Lemont	SS-1	20952	Gal
5	95-00354-00-RS	City of Buckhart	Marathon - Meredosia	CSS-1	5298	Gal
6	95-00354-00-RS	City of Buckhart	Marathon - Meredosia	CSS-1	2592	Gal
7	95-00354-00-RS	City of Buckhart	Marathon - Meredosia	MC-30	4521	Gal03/15/1994
8						
9						

Date Reported: 03/15/1994

Signature: John Doe

NOTE: Quantities of certified/approved asphalts are to be summarized by product within source (not individual bill of lading quantities).