

Illinois Department of Transportation
Bureau of Materials and Physical Research

Submittal for Testing and Approval

Effective: January 1, 2008

A. Scope

Before materials can be used for a Department project, the manufacturer/supplier must have a producer/supplier number assigned to their facility. The following guidelines are provided to clarify the submittal requirements and expedite the process.

B. Procedure

When requesting producer/supplier status with the Department, the following shall be included in the certification:

- Manufacturer name and internet address (if applicable),
- The specific product brand name, (if private label must provide original product name)
- Material Safety Data Sheet (if applicable),
- Technical Data Sheet,
- A signed letter stating the subject material will not be changed without written notification to the Department, and
- Contact person's name, title, address, email address, and phone number.

Depending on the material, test samples may be required to obtain a producer/supplier number. Please contact Ed Hughes at 217-782-4689 for sample size as sizes vary depending on the material type. The sample and certification shall be sent to:

Ed Hughes
Illinois Department of Transportation
Bureau of Materials & Physical Research
126 East Ash Street
Springfield, IL 62704-4766

Any sample provided without the required information listed will not be tested. Any changes outside the manufacturer's original parameters will necessitate a new sample submittal.

Submitted materials will be tested according to the Department's current edition of the Standard Specifications for Road and Bridge Construction.

C. Recertification

Annual recertification for various materials is required. During the last quarter of the calendar year, a recertification letter will be sent to the manufacturer. The recertification paperwork is due by mid January of the following year. The recertification process assures the manufacturer that his/her product will remain on the approved list for a period of one calendar year.

The manufacturer will be notified when the sample testing is complete. For questions regarding the testing and approval process, contact Ed Hughes at 217-782-4689.

D. Certified Producer/Materials By Policy Memorandum

Epoxy Plants are certified/qualified by Policy Memorandum 07-25 which can be found at the following internet link. <http://www.dot.il.gov/materials/07-25epoxycoatingplantcertprocedure.pdf>

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Instructions for Acknowledgement by Company:

The owner, partner, or corporate officer shall complete the following and return a signed and dated copy with the product submittal or recertification.

_____ desires to obtain approval of materials to be
(Insert name of company)
supplied to Department of Transportation contractors as more fully described herein. I
and _____ understand that the Department of Transportation
(Insert name of company)
reserves the right in its contracts to approve materials at the source of supply as
provided in Article 106.01 of the Standard Specifications for Road and Bridge
Construction. I and _____ further understand that approval of
(Insert name of company)
company supplied material pursuant to this request does not constitute a contract to
supply material to the State of Illinois or any of its contractors, and that the Department
of Transportation does not assure or guarantee that any materials approved hereunder
will be supplied to the State or any of its contractors. In consideration of approval, I and
_____ agree to the terms, conditions and performance
(Insert name of company)
standards of the Standard Specifications for Road and Bridge Construction.

Type of Company: Individual Partnership Corporation

Company Name _____

Printed Name _____

Signature _____

Title _____

Business Address _____

City/State/Zip Code _____

Date of Signature _____