

**Directions for Use:**

A Request for Approval of Source of Materials shall be prepared by the Contractor and forwarded to the Project Engineer promptly after award of the contract. The contractor shall provide all information required on the form to identify the project, identify the bid item number, item description, manufacturer's product and the intended source of material, sign the form, and submit to the Project Engineer. Approval of source DOES NOT constitute acceptance of the materials for incorporation into the work. See Section 1-06 of the Standard Specifications.

The Contractor must request approval of source for ALL materials incorporated into the work including the use of sources or materials designated in the Contract Plans or Special Provisions. ALL ITEMS MUST be identified by the Bid Item Number. Request for approval of ready-mix concrete MUST include the name and location of the batch plant, the source of cement (manufacturer, location of cement plant and type of cement), concrete admixtures (product name and type), and identification of the aggregate source(s).

If the Contractor desires to use a source of aggregates other than that provided in the Special Provisions, the request for approval of the alternate source must be accompanied by a letter from the Contractor requesting the change in source. The letter should be addressed to the Headquarters Materials Engineer.

The engineer will conduct such tests as are deemed necessary on representative samples of each material or lot of material and/or request such additional documentation as required by the Record.