

Rule No.: 941 – 7201 - 01000

Agency: Mississippi Department of Transportation

Agency Effective Date: May 15, 2005

Agency Issued Date: March 8, 2005

Secretary of State Authority Date: May 15, 2005 Supercedes Rule:

Division: Materials

Rule Title: Materials Division, Principal Roles and Responsibilities

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**The person to be contacted regarding the proposed rule is:** Facility and Records Management Director

**Name of person originating the proposed rule:** James A. Williams, III

**Name of supervisor or person who approved the proposed rule:** Richard H. Sheffield

**Purpose:**

To establish the principal responsibilities of the Materials Division.

In Charge: State Materials Engineer

Line Supervision Over: Assistant State Materials Engineer  
Branch Supervisors

Line Reporting To: Assistant Chief Engineer - Operations

**Summary:**

The Materials Division is responsible for: the sampling, testing, inspection and reporting of materials produced at plants which supply materials to the Department; provide statewide geotechnical operations for the Department; testing and reporting of all samples submitted by the Districts; operation of the independent assurance sampling program; and evaluation of new products.

**The full text of the proposed rule is:**

**All cites herein refer to the most current version of the cited document.**

The major functions of the Materials Division include but are not limited to the following responsibilities.

1. Inspect the manufacture, obtain and test samples, and report results of tests, of materials produced at concrete pipe plants, metal pipe plants, timber-treating plants, bituminous refineries, terminals, out-of-state aggregate plants, prestressed concrete plants in the vicinity of Jackson, Mississippi, and various other manufacturing plants.
2. Test and report samples submitted by representatives (County Engineers) of the Office of State Aid Road Construction and other Governmental agencies as authorized by the Executive Director of the Mississippi Department of Transportation.
3. Operation of an independent assurance sampling and testing program in cooperation with the Federal Highway Administration meeting the requirements of Federal-Aid Policy Guide, 23 CFR 637B as amended. Copies of the Code of Federal Regulations can be obtained by accessing [www.gpoaccess.gov](http://www.gpoaccess.gov).

4. Advise and assist district and project office personnel in all phases of plant operations, inspection, sampling and testing of materials, including ready-mix concrete plants, hot mix asphalt plants, calibration of distributor tanks and new sources of aggregates.
5. The State Materials Engineer serves as Chairman of the Mississippi Department of Transportation Product Evaluation Committee and maintains the Department's Approved Products List (APL).
6. The State materials Engineer serves as the Mississippi Department of Transportation Radiation Administrative Officer administering and controlling the use of radioactive material within MDOT. Standards for protection against radiation when using nuclear gauges are detailed in the current edition of the Mississippi Department of Transportation *Materials Division Inspection, Testing, and Certification Manual*. These standards have been adopted to comply with guidelines set forth by the Mississippi State Board of Health in the publication, *Regulations for the Control of Radiation in Mississippi* a copy of which can be obtained by accessing the Mississippi Department of Health's website at [www.msdh.state.ms.us](http://www.msdh.state.ms.us).
7. Provide other engineering guidance as required by the Transportation Commission or Executive Director of the Mississippi Department of Transportation.

To accomplish the above functions, the Materials Division is organized into the following Branches: Field Operations, Laboratory Operations, Geotechnical, and Independent Assurance Section.

Individuals interested in obtaining information about the operations of the Materials Division at the Mississippi Department of Transportation should refer to the current edition of the Mississippi Department of Transportation *Materials Division Inspection, Testing, and Certification Manual*. The above referenced manual is available per request to the Materials Division at the Mississippi Department of Transportation at the following address:

State Materials Engineer  
Mississippi Department of Transportation  
P.O. Box 1850  
Jackson, Mississippi 39215-1850

In addition, this manual is currently available online at [www.gomdot.com](http://www.gomdot.com).