

Rule No.: 941 – 7201—02000

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: Field Operations Branch of Materials Division, Principal Roles and Responsibilities

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 Field Operations Branch of the Materials Division:

In Charge: Field Operations Engineer

Line Supervision Over: Assistant Field Operations Engineer/Quality Assurance Engineer
Inspection Section Chief
Laboratory Control Section Chief

Line Reporting To: Assistant State Materials Engineer

Summary:

The Field Operations Branch of the Materials Division is responsible for inspection, sampling, testing, and approval of pretested materials to be used for work completed under the supervision of the Mississippi Department of Transportation. The Field Operations Branch also writes material specifications, maintains the Department's Approved Products List, and reviews project material acceptance records for the issuance of a completed project Certification of Materials and Tests document by the State Materials Engineer.

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 Field Operations Branch of the Materials Division include but are not limited to the following:

- a) Sample and inspect sources of pretested materials, and issue reports for pretested materials to be used for work completed under the supervision of the Mississippi Department of Transportation.
- b) Develop material specifications as needed for various materials to be used on Department projects; and maintain these specifications by conducting periodical reviews.
- c) Maintain the Department's Approved Products List. This list includes both materials subject to specifications and products that are approved via the Product Evaluation Committee.
- d) Coordinate administrative duties related to the Product Evaluation Committee as designated by the State Materials Engineer.

- e) Accept or reject certified or tested materials in accordance with Department project contract document requirements.
- f) Review Project Engineer certification of materials, and assist the Project Engineer in obtaining the necessary test documents for material pay items listed on an applicable project.
- g) Prepare appropriate material clearance information for the State Material Engineer to issue a project certification of material document.
- h) Maintain records of inspection, testing, and certification for materials supplied to Department Projects.

To accomplish the above functions, the Field Operations Branch of Materials Division maintains two sections: the Laboratory Control Section and the Inspection Section. These sections are supervised by the designated section chief.

Specific Requirements pertinent to Inspection, Sampling, Testing, Acceptance, and Reporting of various pretested materials that are proposed to the Mississippi Department of Transportation for use in the highway program can be found in Department Rule 941-7201-02100 and the current edition of MDOT's *Materials Division Inspection, Testing, and Certification Manual*. This manual provides detailed procedures pertaining to the individual duties and functions required of the Field Operations Branch and the material producers and/or suppliers during inspection and testing of a subject material. 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.