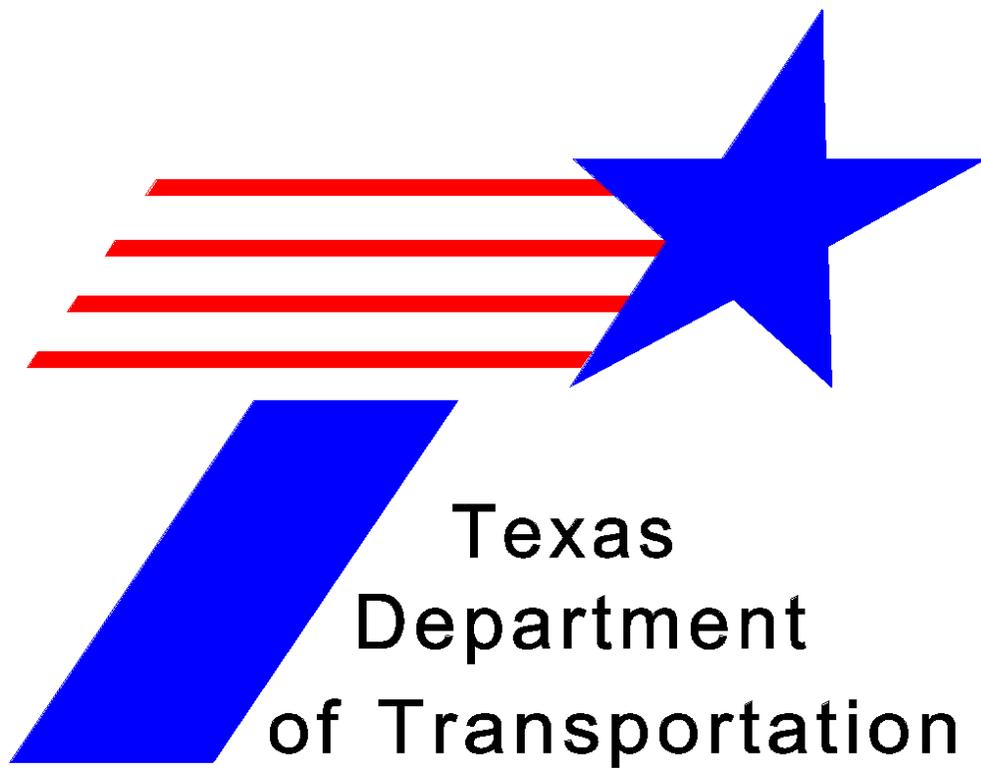


Commercial Warehousing Program



Revised December 2007

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Manual Notice 2007-1

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: Commercial Warehousing Program

Effective Date: December 01, 2007

Purpose

To notify users of the Commercial Warehousing Program changes in the manual.

Changes

General changes throughout the manual:

- ◆ Added acronym, CST-BMS, for the Construction Division, Business Management Section.
- ◆ Consistently referenced the Construction Division, Materials & Pavements Section as CST-M&P.
- ◆ Reference to forms are form numbers and form names or form numbers only instead of form acronyms or form names only.
- ◆ Access to forms is through TxDOT's Internet or Intranet forms webpage or logging in to the forms repository.
- ◆ Contract Services Office has changed to Office of General Counsel, Contract Services Section (OGC-CSS).

Specific changes include:

- ◆ Chapter 1, Introduction
 - Section 1, Program Purpose
 - Under subhead 'Inspection, Sampling, and Testing,' added warehouse requirement information to 'NOTE' for out-of-state warehouses.
 - Section 1, Program Purpose
 - Under subhead, 'Warehoused Materials,'
 - deleted 16 items: A-103 Epoxy, Binder for Producing Epoxy Grout or Concrete, Concrete Adhesive, Concrete Curing Membrane, Epoxy Coating for Concrete, Epoxy for Crack Injection, Exposed Aggregate Surface Finish, Luminaires (various wattage), MBGL Posts, Pot Hole Patching Mix, Sign Mounts and Stub Posts, Surface Finish for Concrete, T-6 Rail and Posts, Traffic Marker Adhesive, Treated Timber Products, Waterproofing.

Added five items: Coatings for Concrete Class B, Concrete Surface Treatment, Liquid Membrane-Forming Compounds for Curing Concrete, Fabricated Steel Items, Traffic Paints

Modified three items: Flexible Delineator Posts (formerly Delineator Posts), Raised Pavement Markers (formerly Pavement Markers), Thermoplastic Pavement Marking Material (formerly Prefabricated Pavement Marking Material).

◆ Chapter 2, Program Information

- Section 1, 'Overview,' revised the content under subhead, 'A Look Ahead.'
- Section 2 title changed from 'Warehouse Packet Information Procedure' to 'Warehouse Application.'

Under subhead, 'Overview,' added content describing the procedure and form used to submit an application to store and provide approved TxDOT material to TxDOT projects.

Under subhead, 'Procedures,' two tables were deleted: 'Receiving Request for Information' and 'Processing Request for Information.' Changed the title of table 'Receiving Warehouse Application' to 'Processing Warehouse Application.'

In table, 'Processing Warehouse Application,' a step was added to the beginning of the table for Producer, Supplier, Warehouse to complete and submit Form 1909 to CST-BMS. In step 4, content was added to provide more detail on 'Action Required' by CST-BMS.

◆ Chapter 3, Initial Visit

- Section 2, 'Initial Visit'

Under subhead, 'General,' in the second paragraph, added specific branch responsibility when conducting initial visits for materials with multiple branches.

Under subhead, 'Procedure,' in the table, 'Scheduling Initial Visit,' added "or email" in step 1.

Under table, 'Scheduling Initial Visit,' deleted 'Procedure' subhead and changed second level subhead 'Conducting a Visit' to bullet item. Added procedure for Responsible Branch or assigned representative on conducting an initial visit.

After table, 'Conducting Initial Visit,' added new subhead, 'Program Requirements,' and instructions for the Responsible Branch or assigned representative to explain program requirements to prospective Producer/Supplier/Warehouse.

Under new subhead, 'Program Requirement,' format for subheadings Forms, Material Control, and Material Sampling changed. Subheads changed to first level bullets.

The content format under the subheadings changed: first level bullets changed to second level bullets and second level bullets changed to third level bullets when there was more than one item under the second level bullet item.

Under bullet item, 'Material Control,' under second level bullet item, 'Inventory,' added description of Producer/Supplier/Warehouse method of inventory control, maintaining accurate, corresponding (to CST-M&P) inventory records.

- ◆ Chapter 4, Contractual Agreement, was originally Chapter 5, Contractual Agreement
 - Section 2, 'Originating an Agreement'

Under subhead, 'Request for Agreement,' updated wording in the first sentence of the paragraph.

Under subhead, 'Request Evaluation,' in the third paragraph, added "CST-BMS contacts" to the beginning of the sentence. In the last paragraph, wording changed from ". . . BMS personnel will write a letter. . ." to "CST-BMS personnel sends a letter. . ."
 - Section 4, 'Transmittal Letter'

In table, 'Preparing Correspondence,' in bullet 1, under step 1 change word "entered" to "execute." In NOTE 1, added phrases "add the individual's name to the" and "list on." In NOTE 2, added "which may require sampling."
 - Section 6, 'Agreement Execution'

Under subhead, 'Signature Review,' in the first paragraph added "and the agreements contain original signatures."

Under subhead, 'Agreement Review,' in the second paragraph, replaced the two occurrences of phrase, "to process," with "execute."
 - Section 8, 'Agreement Renewal'

Under subhead, 'Expiration Monitoring,' under bullet item, 'Agreement Listing,' the process for maintaining a current listing of agreements changed from "an automated listing" maintained by BMS to "CST-BMS maintains a database report. . ."

Under subhead, 'Agreement Non-renewal Correspondence,' added "NOTE: The Responsible Branch must provide a reason, in writing, why an agreement will not be renewed."
 - Section 9, 'Agreement Amendment'

Under subhead, 'Preparing Amendment,' changed wording in second paragraph from ".in writing. . ." to ". . . a written statement or by email. . ."
- ◆ Chapter 5, Monitoring, was originally Chapter 4, Monitoring
 - Section 3, 'Sampling/Stamping/Shipping/Testing/Test Results'

Under subhead, 'Test Results,' the sentence in the second paragraph changed from "Batch/Lot/Heat/Coil numbers and quantities for failed material shall be furnished to the Designated Sampler and warehouse by the Responsible Branch." to "The Responsible Branch furnishes Batch/Lot/Heat/Coil numbers and quantities for failed material shall be furnished to the Designated Sampler and warehouse."
 - Section 5, 'Approved Material Returned to Stock'

Under subhead, 'General Information,' wording in the first bullet changed from "A WMSI detailing the description, batch/lot/heat/coil numbers, and quantities of materials proposed for restocking must be submitted to the Responsible Branch by the warehouse." to "The warehouse completes and submits Form 1908 to the Responsible Branch detailing the

description, batch/lot/heat/coil numbers, and quantities of materials proposed for restocking.”

- Section 9, ‘Clandestine Activity’

Under subhead, ‘Handling Violations,’ corrected the bullet level for the last two bulleted items from first level to second level.

- Section 10, ‘Recovery of Costs’

In table, ‘Recovering Costs,’ added ‘Who’ column.

- Section 11, ‘Miscellaneous’

Under subhead, ‘General Information,’ clarification of section content purpose. Specifically, clarification of the warehouse personnel’s responsibility to notify to the Responsible Branch of proposed changes to warehouse personnel and changes to current Warehouse agreements.

- ◆ Chapter 6, Material Information

- Under subhead, ‘Responsibility,’ of each of the sections listed below, the responsible branch changed from “Asphalt, Chemical and Traffic Materials Branch” to “Traffic Materials Branch”:

*Section 2, Clear Acrylic Sealer; Section 3, Coatings for Concrete Class B; *Section 4, Concrete Surface Treatment; *Section 5, Delineators and Object Markers; Section 6, Flexible Delineator Posts; Section 7, Liquid Membrane-Forming Compounds for Curing Concrete; Section 9, Glass Traffic Beads; Section 10, Raised Pavement Markers (All Classes); Section 11, Prefabricated Pavement Marking Material; Section 12, Structural Paints; *Section 13, Temporary Roadway Tabs; Section 14, Thermoplastic Pavement Marking Materials; and Section 15, Traffic Paint

NOTE: *Contact number for these materials changed to 512/506-5893.

- Section 8 title changed from “Fabricated Items” to “Fabricated Steel Items”

Under subhead, ‘Materials Requirements,’ added “(typical values)” to subheading title. At the end of the subsection, ‘Materials Requirements,’ added “NOTE: If outside Texas borders, quantities will vary with distance.”

Under subhead, ‘Responsibility,’ contact number changed to 512/506-5933.

- Deleted five sections: Section 10, Metal Beam Guard Fence Posts and Spacer Blocks; Section 11, Pavement Marker Adhesive (Type II), Concrete Adhesive (Type V), Binder for Producing Epoxy Grout or Concrete (Type VIII), Epoxy Coating for Concrete (Type X), Epoxy (Type III); Section 14, Roadway Lighting; Section 16, T-6 Rail and Posts; Section 20, Waterproofing Membrane

- Section 10 is now “Raised Pavement Markers (All Classes)” (formerly Section 12, Pavement Markers - All Classes)

- Section 11 is now “Prefabricated Pavement Marking Material” (formerly Section 13, Retroreflective Prefabricated Pavement Marking Material)

Under subhead, 'Packaging Requirements,' information in bullet 2 changed from "Each shipping container must be marked with brand name or producer's name, materials description and type, TxDOT classification, quantity enclosed, and lot, batch, or shipment numbers." to "Contain manufacturer's lot/batch numbers."

- Section 12, Structural Paints moved from Section 15
- Section 13, Temporary Roadway Tabs moved from Section 17
- Section 14, Thermoplastic Pavement Marking Material moved from Section 18
- Section 15, Traffic Paint moved from Section 19

Under subhead, 'Material Requirements,' changed "Minimum amount available for warehousing and sampling" from "depends on location of warehouse" to "in-state location - 1,000 gal." and "out-of-state facility - amount determined by location and sampling cost."

Contact

For more information or questions regarding these revisions, please contact Laura Benningfield or Elaine Smith of the Business Management Section of the Construction Division.

Archives

Past manual notices are available in a [pdf](#).

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Chapter 1

Introduction

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Section 1 — Program Purpose

Section 1

Program Purpose

General Introduction

The primary purpose of the warehousing program is to provide contractors with a source of preapproved construction materials for use on TxDOT projects. The program is advantageous to both TxDOT and the contractor by allowing fewer tests (testing larger quantities of materials) and shortening the delay incurred when testing on a project-by-project basis.

What Materials Can Be Warehoused?

The responsibility for testing and control of specific materials has been assigned to certain branches within the Materials & Pavements Section of the Construction Division (CST-M&P). Each branch determines the materials to be warehoused and establishes the requirements for each of these materials. Materials currently included in the Warehousing Program are listed in this section under 'Warehoused Materials.'

If the materials you are interested in are not included in the list, please contact a member of the Business Management Section of the Construction Division (CST-BMS) at 512/416-2588, who will direct you to the responsible branch.

Physical Requirements of A Warehouse

The physical requirements of a warehouse are:

- ◆ physical address is required; P. O. box numbers are unacceptable.
- ◆ most materials require an enclosed warehouse
- ◆ materials must be stored in an accessible area of the warehouse
- ◆ materials must be segregated and identified for TxDOT use only
- ◆ multiple warehouse locations are acceptable.

Material Requirements

Material requirements of warehoused materials are:

- ◆ all shipments of materials must be reported to CST-M&P
- ◆ shelf/storage life of materials varies
- ◆ packaging and labeling requirements are based upon the individual materials

- ◆ all materials must bear the TxDOT approved stamp.

Pretested Materials

Shelf life of materials cannot be increased when transferring to another approved warehouse.

Inspection, Sampling, and Testing

A TxDOT representative will verify initial compliance with the program requirements. An Inspector/Sampler may be present at the time of the initial visit to sample materials, if available.

NOTE: Out-of-state warehouses may be subject to different requirements, such as having “in-state” locations, depending on the materials warehoused.

Expenses

There is no fee to participate in the program.

TxDOT bears the direct costs (costs associated with sampling, testing, inspection, administrative processing, and overhead) of materials that meet specifications.

The warehouse will bear the direct costs of materials that:

- ◆ fail to meet specifications
- ◆ exceed shelf/storage life
- ◆ require resampling and retesting of expired materials for restocking purposes.

Warehoused Materials

The following materials are eligible for warehousing:

- ◆ Clear Acrylic Sealer
- ◆ Coatings for Concrete Class B
- ◆ Concrete Surface Treatment
- ◆ Delineators and Object Markers
- ◆ Flexible Delineator Posts
- ◆ Liquid Membrane-Forming Compounds for Curing Concrete
- ◆ Fabricated Steel Items
- ◆ Glass Traffic Beads

- ◆ Raised Pavement Markers
- ◆ Prefabricated Pavement Marking
- ◆ Structural Paints
- ◆ Temporary Roadway Tabs
- ◆ Thermoplastic Pavement Marking Material
- ◆ Traffic Paints

Participation Requirements

Participation in this program requires:

- ◆ execution of a Warehousing Agreement
- ◆ inventory and reporting control
- ◆ commitment to provide tested material for TxDOT use only.

Remarks

The procedures in the manual are internal to CST-M&P and are designed to be used as guidelines to maintain and administer consistency among the different branches within CST-M&P.

Chapter 2

Program Information

Contents:

Section 1 — Overview

Section 2 — Warehouse Application

Section 1

Overview

A Look Ahead

This chapter outlines the processing of requests made by producers, suppliers, and warehouses to participate in the Construction Division's (CST) Commercial Warehousing Program.

Remarks

For more information or questions regarding the contents of this chapter, contact the Business Management Section (CST-BMS) at 512/416-2588.

Section 2

Warehouse Application

Overview

This section contains the procedure for processing [Form 1909](#), Application for Approved Warehouse. Form 1909 is submitted by a prospective Producer/Supplier/Warehouse wishing to store and provide approved TxDOT material to TxDOT projects.

The Warehouse Application is provided to a prospective Producer/Supplier/Warehouse upon request by the Business Management Section (CST-BMS), the Responsible Branch of the Materials & Pavements Section (CST-M&P), or can be accessed from the [TxDOT Forms](#) webpage.

Procedures

- ◆ Processing Warehouse Application

Processing Warehouse Application

Step	Who	Action Required
1	Producer, Supplier, Warehouse	completes top portion of Form 1909 and submits to CST-BMS either by mail or by fax
2	CST-BMS	<ul style="list-style-type: none"> ◆ logs receipt of partially completed Form 1909 into automated tracking system ◆ forwards application to Responsible Branch
3	Responsible Branch	<ul style="list-style-type: none"> ◆ completes the bottom section of the application ◆ forwards application to CST-BMS.
4	CST-BMS	begins the agreement process. The completed Form 1909 is filed in a pending file until an agreement is fully executed.

Chapter 3

Initial Visit

Contents:

Section 1 — Overview

Section 2 — Initial Visit

Section 1

Overview

A Look Ahead

This chapter provides procedures related to conducting an initial visit to a Producer's/Supplier's/Warehouse's physical location(s) to establish the acceptability of facilities.

Remarks

For more information or questions regarding the contents of this chapter, contact the Business Management Section of the Construction Division (CST-BMS) at 512/416-2588.

Section 2

Initial Visit

General

Scheduling the initial visit is the responsibility of the Materials & Pavements Section (CST-M&P) representatives assigned to conduct the visit.

If materials involve multiple branches, the branches coordinate and assign one qualified representative to conduct the initial visit.

Procedure

◆ Scheduling a Visit

The Responsible Branch or assigned representative contacts the prospective warehouse within 15 working days of receipt of [Form 1909](#), Application for Approved Warehouse, to schedule a visit.

Scheduling Initial Visit

Step	Action
1	Confirm, by telephone or email, the material to be warehoused.
2	Is the material to be transferred from a preapproved source? ◆ If no, go to Step 3. ◆ If yes, go to Step 4.
3	If material does not come from a preapproved source, ◆ THEN arrange sampling of material by a Designated Sampler.
4	Inform the prospective Producer/Supplier/Warehouse that: ◆ Key personnel associated with warehousing operations should be present. ◆ Material must be: <ul style="list-style-type: none"> ● in a designated, accessible area; and ● sampled, if necessary and/or available.
5	Schedules the visit.

◆ Conducting the Visit

The Responsible Branch or assigned representative conducts an initial visit within a reasonable time frame and includes Designated Sampler personnel.

Approval or rejection of the proposed site is the responsibility of the CST-M&P representative conducting the initial visit.

Conducting Initial Visit

Step	Action
1	Use the ' Initial Visit Memorandum .'
2	Inspect facilities for: <ul style="list-style-type: none"> ◆ accessibility to material ◆ ability to segregate material ◆ designated area for state approved material.
3	Approve or reject site. <ul style="list-style-type: none"> ◆ If site is rejected, go to Step 4. ◆ If site is approved, go to Step 5.
4	If site is rejected: <ul style="list-style-type: none"> ◆ provide a copy of the Initial Visit Memorandum to the prospective Producer/Supplier/Warehouse stating the reason(s) for rejection; ◆ give the prospective Producer/Supplier/Warehouse a reasonable time frame to correct all discrepancies listed on the Initial Visit Memorandum. ◆ schedule a follow-up visit. ◆ Once discrepancies are corrected, go to Step 5. <p>NOTE: Warehouse agreement will not be fully executed until all requirements are met by the prospective Producer/Supplier/Warehouse.</p>
5	Proceed with execution of agreement.

Program Requirements

At the time of the initial visit, the Responsible Branch or assigned representative explains the following program requirements to the prospective Producer/Supplier/Warehouse.

◆ Forms

Forms 9.42 and 1908 will be furnished to the Producer/Supplier/Warehouse by the Responsible Branch at the time of the initial visit. These forms are available in hard copy and on [TxDOT's Internet site](#).

◆ Material Control

- [Form 9.42](#), Daily Report of Shipment
 - Securing all pertinent project and material information necessary to process the daily report of shipment (DRS) is the responsibility of the Producer/Supplier/Warehouse.
 - Failure to include all the necessary information for processing will result in the rejection of a DRS.

- In case of a rejected report, the CST-M&P representative responsible for the material in question requests a corrected report.
- Inventory
CST-M&P personnel will ensure that a satisfactory method of inventory control is used by the Producer/Supplier/Warehouse. CST-M&P and the Producer/Supplier Warehouse will maintain accurate, corresponding inventory records.
- Personnel Changes
The Producer/Supplier/Warehouse notifies the Responsible Branch, in writing, of any changes in personnel responsible for handling TxDOT material. This written notification will be furnished within five (5) working days of the change.
- TxDOT use only
All materials approved for warehousing are for TxDOT use only.
- ◆ Material Sampling
Sampling of material to be warehoused will be according to the applicable TxDOT test method.

NOTE: The Responsible Branch furnishes the appropriate sampling procedures to external entities conducting sampling.

[Form 1908](#), Warehouse Material Sample Identification:

- identifies material and quantities to be sampled by the Designated Sampler;
- conveys tests results from the Responsible Branch to the Designated Sampler; and/or
- identifies material and quantities returning to stock.

Producer/Supplier/Warehouse is responsible for completing Form 1908 as instructed.

Chapter 4

Contractual Agreement

Contents:

- Section 1 — Overview
- Section 2 — Originating an Agreement
- Section 3 — Preparing Agreement
- Section 4 — Transmittal Letter
- Section 5 — Agreement Follow-up
- Section 6 — Agreement Execution
- Section 7 — Executed Agreement Transmittal
- Section 8 — Agreement Renewal
- Section 9 — Agreement Amendment

Section 1

Overview

A Look Ahead

This chapter outlines how the CST, Materials & Pavements Section personnel administers the contractual agreement associated with the Commercial Warehousing Program. Sections are further divided into the following subsections:

- ◆ General Information
- ◆ Request for Agreement
- ◆ Request Evaluation
- ◆ Agreement Review.

Other subsections appear as warranted.

Remarks

For more information or questions regarding the contents of this chapter, contact the Business Management Section of the Construction Division (CST-BMS) at 512/416-2588.

Section 2

Originating an Agreement

Overview

This section details the procedures for processing requests for Agreements for Authorized Stocking of Pretested and Approved Materials from Producers/Suppliers/Warehouses.

Request for Agreement

To enter into an Agreement for Authorized Stocking of Pretested and Approved Materials, Producers/Suppliers/Warehouses submit requests to the Materials & Pavements Section of CST using one of the following methods:

1. a completed [Form 1909](#), Application for Approved Warehouse
2. telephone call (must be followed up with a completed Form 1909).
3. If Form 1909 is not used, submit written requests for agreements that include the following information:
 - company name
 - mailing address
 - business telephone number
 - physical location(s) of warehouse(s)
 - material(s) to be warehoused
 - identification of contact personnel for Producer/Supplier/Warehouse.

Agreement Request Receipt

Upon receipt, CST-M&P forwards all requests from Producers/Suppliers/Warehouses to enter into an Agreement for Authorized Stocking of Pretested and Approved Materials to the Business Management Section (CST-BMS).

CST-BMS personnel responsible for handling agreements review all requests for completeness.

CST-BMS personnel contact Producers/Suppliers/Warehouses for any additional information that is necessary to process the request for an agreement.

Request Evaluation

BMS personnel determine whether the materials to be pretested and approved for warehousing are currently covered under the warehousing program. If the materials are currently covered, proceed to the [“Preparing Agreement”](#) section.

If the materials are not currently covered, CST-BMS personnel determine which CST-M&P branch(es) is/are responsible for testing the material(s).

CST-BMS contacts the Responsible Branch personnel to determine if the intent is to include the requested material(s) in the warehousing program. If the material(s) will be included in the program, proceed to Section 3 — Preparing Agreement.

If the requested material(s) will not be included in the program, CST-BMS personnel sends a letter to the Producer/Supplier/Warehouse stating that the material(s) requested to be stocked is/are not included in the Warehousing Program.

Section 3

Preparing Agreement

General Information

CST-BMS personnel determine which CST-M&P branch(es) is/are responsible for testing the material(s) that has/have been requested to be pretested and warehoused.

An Agreement for Authorized Stocking of Pretested and Approved Materials is prepared for execution by a Producer/Supplier/Warehouse. In the instances where more than one type of material is pretested and warehoused by a single Producer/Supplier/Warehouse, the various materials are combined in a single agreement.

The Responsible Branch(es) receives a copy of the completed [Form 1909](#). In the cases where the written request submitted by the Producer/ Supplier/ Warehouse is not prepared on Form 1909, the Responsible Branch(es) is/are provided with a copy of the written request and a blank Form 1909. Form 1909 can also be accessed from the ‘Construction Forms’ web page, http://www.txdot.gov/txdot_library/consultants_contractors/forms/construction.htm.

The Responsible Branch completes the lower portion of Form 1909 and returns it to CST-BMS. CST-BMS personnel prepares an Agreement for Authorized Stocking of Pretested and Approved Materials according to instructions provided by the Responsible Branch and as outlined below.

Preparing Agreement

The following steps outline the procedure for preparing an agreement.

Preparing Agreement

Step	Action
1	Prepare all agreements using available software and the standard agreement format.
2	Complete all required information. NOTE: The space for the agreement number is blank at this time. The number is assigned when the agreement is forwarded to the CST-M&P director for final execution.
3	Prepare three original copies of the agreement.

Section 4

Transmittal Letter

Overview

This section details the steps necessary for preparing and transmitting the Agreement for Authorized Stocking of Pretested and Approved Materials.

Preparing Correspondence

Follow these steps to prepare and assemble correspondence that transmits a proposed agreement.

Preparing Correspondence

Step	Action
1	<p>Prepare a letter to the Producer/Supplier/Warehouse and include the following:</p> <ul style="list-style-type: none"> ◆ acknowledgement of the Producer's/Supplier's/Warehouse's desire to execute an agreement ◆ three copies of the proposed agreement detailing the implementation procedures ◆ identification of the Responsible Branch Warehousing Program Coordinator. <p>NOTE 1: If the Designated Sampler is an individual other than the Responsible Branch Warehousing Program Coordinator (i.e., Structural Branch field office personnel, district personnel, commercial laboratory personnel), add the individual's name to the carbon copy list on the transmittal letter.</p> <p>NOTE 2: The notification is to inform the Designated Sampler of the possible implementation of an agreement which may require sampling.</p>
2	<ul style="list-style-type: none"> ◆ Prepare an original and two copies of the transmittal letter. <ul style="list-style-type: none"> ● Send the original letter to the Producer/Supplier/Warehouse with three original copies of the agreement attached. Use a large envelope in order to avoid folding. ● Send one copy to the Designated Sampler(s) ● File one copy in the CST-BMS pending file. Attach the photocopy (if desired) of the agreement and the written request from the Producer/Supplier/Warehouse. ◆ Notify Responsible Branch Warehousing Coordinator(s), via email, the agreement has been mailed.

Section 5

Agreement Follow-up

General Information

CST-BMS personnel monitor the time frame beginning when the Producer/Supplier/Warehouse is provided with a proposed agreement and ends when the agreement is returned for further execution by TxDOT.

CST-BMS personnel contact the Responsible Branch Warehousing Program Coordinator if a signed agreement has not been received from a Producer/Supplier/Warehouse within 10 working days.

The Responsible Branch Warehousing Program Coordinator contacts the Producer/Supplier/Warehouse to inquire about the status of the agreement execution.

Section 6

Agreement Execution

Overview

This section describes the procedures for completing the execution of an agreement.

Agreement Receipt

All copies of the Agreement for Authorized Stocking of Pretested and Approved Materials signed by the Producer/Supplier/Warehouse are forwarded directly to the Business Management Section (CST-BMS).

Signature Review

All copies of the agreement are reviewed to ensure that the Producer/Supplier/Warehouse and, if necessary, the Storage Facility Agent have signed the agreements and the agreements contain original signatures.

NOTE: At least one copy of the agreement must contain an original signature.

Copies of an agreement with reproduced signatures will not be processed for execution.

Agreement Review

All copies of the signed agreement are reviewed thoroughly to ensure that none of the provisions have been altered by the Producer/Supplier/Warehouse.

If the Producer/Supplier/Warehouse altered any of the provisions of the signed agreement, CST-BMS contacts the Responsible Branch Warehousing Program Coordinator and the Contract Services Section of the General Services Division (GSD-CSS) for approval to execute the agreement for TxDOT. TxDOT will not execute agreements containing altered provisions without the approval of the Responsible Branch and GSD-CSS.

Initial Visit and Agreement Execution Coordination

At the conclusion of a satisfactory initial visit, the Responsible Branch Warehousing Program Coordinator provides CST-BMS personnel with an 'Initial Visit' memorandum.

CST-BMS personnel then processes the agreement for execution by TxDOT.

Agreement Execution

Prepare an agreement for execution using the following procedure

Agreement Execution

Step	Action
1	Remove any unsigned copies of the agreement from the CST-BMS files.
2	Assign a number to the signed agreement. The number consists of seven characters, with each set of characters separated by a hyphen: <ul style="list-style-type: none"> ◆ the first pair of characters is the calendar year in which the agreement is executed ◆ the next three characters are always the letters “WPM” for “Warehousing Pretested Materials” ◆ the last pair of characters is the next number in numeric sequence of agreements that have been processed for the calendar year. EXAMPLE: The third agreement processed in 2007 is assigned number 07-WPM-03. Type the number in the space provided at the top right hand corner on each copy of the agreement.
3	Place a routing tag on the original copies of the agreement. Route the agreements to the: <ul style="list-style-type: none"> ◆ CST, Materials & Pavements Section Director; ◆ CST-BMS staff handling agreement execution.
4	Tag the signature page of each original copy of the agreement to identify where the CST-M&P Director signs the agreement on behalf of TxDOT and attach the approved Form 1909 or approval for renewal.
5	Upon execution of the agreement by the CST-M&P Director or Assistant Section Director, all copies of the agreement are returned to CST-BMS.
6	Review all copies of the executed agreement to ensure the CST-M&P Director has signed with an original signature, and an execution date is indicated.

Section 7

Executed Agreement Transmittal

Overview

This section outlines the procedure for transmitting an executed agreement to the Producer/ Supplier/ Warehouse.

Agreement Transmittal

Follow these steps to prepare and assemble correspondence transmitting a fully executed agreement.

Transmitting an Executed Agreement

Step	Action
1	Prepare a letter to the Producer/Supplier/Warehouse transmitting two fully executed agreements including the following: <ul style="list-style-type: none"> ◆ the fully executed agreements ◆ identification of the individual(s) in the Responsible Branch(es) to contact concerning terms and conditions of the agreement or technical aspects of materials testing and the Designated Sampler(s) to schedule materials sampling and to provide details related to the removal of stored pretested material ◆ reminders to the Producer/Supplier/Warehouse to notify CST Materials & Pavements Section (CST-M&P) within five working days of any changes in personnel involved in administering the terms and conditions of the agreement ◆ instructions for accessing and downloading Form 9.42, Daily Report of Shipments.
2	Make one copy of the transmittal letter: <ul style="list-style-type: none"> ◆ send the original letter to the Producer/Supplier/Warehouse with two originals of the fully executed agreement ◆ file one copy in the CST-BMS files.
3	<ul style="list-style-type: none"> ◆ Complete the Agreement for Warehousing Pretested and Approved Materials Summary Information sheet. Include the: <ul style="list-style-type: none"> ● name of the person who executed the agreement on behalf of the Producer/Supplier/Warehouse ● new agreement number. ◆ Produce copies of the Agreement for Warehousing Pretested and Approved Materials Summary Information. <ul style="list-style-type: none"> ● Provide one copy to each Responsible Branch Warehousing Program Coordinator. ● Provide one copy to each Designated Sampler.
4	File an original copy of the fully executed agreement.

Section 8

Agreement Renewal

Overview

This section describes the process for renewing Agreements for Authorized Stocking of Pretested and Approved Materials.

Expiration Monitoring

- ◆ Agreement Listing
 - CST-BMS maintains a database report of Agreements for Authorized Stocking of Pretested and Approved Materials listing all current agreements in chronological order by expiration date.
- ◆ Review for Expiration
 - During the first week of each month, CST-BMS personnel review the automated listing of current contracts.
 - All agreements expiring approximately three months from the date of the review are identified for renewal processing.

Renewal Instructions Request

CST-BMS personnel follow these steps when preparing correspondence to request renewal instructions from the Responsible Branch.

Renewal Agreement Correspondence

Step	Action
1	Notify the Responsible Branch's Warehousing Program Coordinator by e-mail of expiring agreements. Provide the following information to the Warehousing Program Coordinator: <ul style="list-style-type: none"> ◆ identify the Responsible Branch(es) and the Warehousing Program Coordinator(s) ◆ identify, by agreement number and Producer/Supplier/Warehouse name, the agreement that is expiring ◆ identify the expiration date of the agreement ◆ request information concerning whether the agreement should be renewed ◆ request renewal instructions if the agreement will be renewed ◆ request information/explanation of why the agreement will not be renewed Attach a copy of the Agreement for Warehousing Pretested and Approved Materials Summary Information for the expiring agreement.

Agreement Renewal Preparation, Processing, and Execution

Process a renewal Agreement for Authorized Stocking of Pretested and Approved Materials as outlined beginning in [“Preparing Agreement”](#) and concluding with [“Executed Agreement Transmittal.”](#)

Agreement Non-renewal Correspondence

In those instances where the Responsible Branch’s Warehousing Program Coordinator instructs CST-BMS personnel not to renew an expiring agreement, BMS sends correspondence to the Producer/Supplier/Warehouse detailing the reason for not renewing the agreement.

NOTE: The Responsible Branch must provide a reason, in writing, why an agreement will not be renewed.

If the Producer/Supplier/Warehouse cannot be contacted concerning the expiring agreement, a letter to the firm will not be necessary.

Section 9

Agreement Amendment

Overview

This section outlines the process for amending existing Agreements for Authorized Stocking of Pretested and Approved Materials.

Request for Amendment

Producers/Suppliers/Warehouses must submit a written request to amend an existing Agreement for Authorized Stocking of Pretested and Approved Materials to CST, Materials & Pavements Section.

Amendment Request Receipt

All requests from Producers/Suppliers/Warehouses to amend an existing agreement are forwarded to CST-BMS upon receipt.

CST-BMS personnel responsible for handling agreements review all amendment requests for completeness.

CST-BMS personnel contact the Producer/Supplier/Warehouse for any additional information necessary to process the request for an amendment to an existing agreement.

Preparing Amendment

CST-BMS personnel determine which Responsible Branch or Branches are administering the existing agreement to be amended.

The Responsible Branch(es) Warehousing Program Coordinator(s) confirm(s), in a written statement or by email to CST-BMS, the acceptance of the requested amendment.

CST-BMS personnel prepare the necessary Amendment to Agreement for Authorized Stocking of Pretested and Approved Materials. (Follow the procedures for [“Preparing Agreement”](#) through [“Executed Agreement Transmittal”](#) as a guide for preparing, transmitting, executing, and final handling of an amendment.)

NOTE: An Initial Visit is required only in the event that the nature of the amendment warrants it prior to executing the amendment. Then the procedures found in Chapter 3, Section 2, [Initial Visit](#), and Chapter 4, Section 6, [Agreement Execution](#), are included as part of the execution of an amendment.

Chapter 5

Monitoring

Contents:

- Section 1 — Overview
- Section 2 — Monitoring
- Section 3 — Sampling / Stamping / Shipping / Testing / Test Results
- Section 4 — Rejected Material
- Section 5 — Approved Material Returned to Stock
- Section 6 — Inventory Control
- Section 7 — Forms
- Section 8 — Periodic Inspections
- Section 9 — Clandestine Activity
- Section 10 — Recovery of Costs
- Section 11 — Miscellaneous

Section 1

Overview

A Look Ahead

This chapter outlines how the CST, Materials & Pavements Section (CST-M&P) personnel administers the Commercial Warehousing Program.

Remarks

For more information or questions regarding the contents of this chapter, contact the Business Management Section of the Construction Division (CST-BMS) at 512/416-2588.

Section 2

Monitoring

General Information

Monitoring begins when:

- ◆ initial visit is completed
- ◆ explanation of forms and inventory control has been discussed
- ◆ final copies of the agreement are distributed and received and
- ◆ material has been inventoried.

Monitoring ceases when the agreement is terminated.

Monitoring is described in the following sections of this chapter:

- ◆ Sampling/Stamping/Shipping/Testing/Test Results
- ◆ Rejected Material
- ◆ Approved Material Returned to Stock
- ◆ Inventory Control
- ◆ Forms:
 - [Form 1908](#), Warehouse Material Sample Identification
 - [Form 9.42](#), Daily Report of Shipments
- ◆ Periodic Inspections
- ◆ Clandestine Activities
- ◆ Recovery of Costs
- ◆ Miscellaneous:
 - Warehouse Personnel Changes
 - Any Changes to Current Warehouse Agreement.

Section 3

Sampling / Stamping / Shipping / Testing / Test Results

Overview

This section details the procedures for sampling warehouse material, marking (stamping) approved material, shipping samples, testing samples, and disposition of final test results.

Sampling

When the quantity of material proposed for TxDOT use meets the minimum quantity of material eligible for inspection, as stated in the Warehousing Agreement, the warehouse is responsible for contacting the TxDOT Designated Sampler to arrange for sampling. Out-of-state warehouses contact the Responsible Branch, that will then arrange for sampling.

When the quantity of material proposed for TxDOT use does not meet the minimum quantity of material eligible for inspection, the warehouse must first contact and receive approval from the Responsible Branch of the material. If approval is granted, the Responsible Branch contacts the Designated Sampler and advises him or her of the change. The Designated Sampler contacts the warehouse to arrange for sampling.

Upon arrival, the Designated Sampler obtains the completed [Form 1908](#) from the warehouse representative. The Designated Sampler is responsible for verifying the material identification (Batch/Lot/Heat/Coil numbers) and quantities listed on the form against the material presented for sampling. Any discrepancies in identification and quantities found by the Designated Sampler is brought to the immediate attention of the warehouse representative for corrective action. In the event a violation of the agreement or of this procedure is discovered, the violation will be handled as outlined in the [“Clandestine Activity”](#) section of this chapter.

Sampling is conducted according to the applicable TxDOT test method.

Stamping

Prior to leaving the warehouse, the Designated Sampler stamps, with the TxDOT monogram, all material presented for sampling.

Shipping

All samples selected by the Designated Sampler are packaged and forwarded to:

Texas Department of Transportation
Construction Division

Materials & Pavements Section
9500 Lake Creek Parkway
Austin TX 78717

Testing

Samples submitted for testing by the CST-M&P laboratory are tested according to the applicable TxDOT test method.

Test Results

Material that meets specification requirements is approved for warehouse storage. Batch/Lot/Heat/Coil numbers and quantities for approved material is furnished to the Designated Sampler for dissemination to the warehouse. The Responsible Branch files documentation associated with passing material according to the current approved record retention schedule.

Material that fails to meet specification requirements is not approved for warehouse storage. The Responsible Branch furnishes Batch/Lot/Heat/Coil numbers and quantities for failed material to the Designated Sampler and warehouse. The Responsible Branch files documentation associated with failing material according to the current approved record retention schedule. (Reference [“Rejected Material”](#) section of this chapter.)

Section 4

Rejected Material

General Information

Rejected material is defined as:

- ◆ failed material - material that has failed to meet specification requirements.
- ◆ expired material - material that has exceeded the storage life (as specified in the Warehousing Agreement).
- ◆ damaged material - material that has been damaged due to storage, shipment, or handling.
- ◆ discontinued material - material that is no longer used by TxDOT.

The Responsible Branch and warehouse representative agree on the disposition of rejected material.

Rejected material is segregated from approved material and the TxDOT monogram is removed. The warehouse representative is responsible for immediate removal of the TxDOT monogram from all rejected material by one of the following methods.

1. Obliteration
 - Mark is applied over the stamp in a color contrasting with the colors of the stamp and container background.
 - Obliteration by spray painting over stamps with contrasting color.
2. Removing tags bearing the TxDOT monogram. All tags are sent to the Responsible Branch within three (3) working days of removal.
3. Removing the portion of the container bearing the TxDOT monogram. All monograms are sent to the Responsible Branch within three (3) working days of removal.

Any resampling of rejected material is at the discretion of the Responsible Branch.

All inventories are adjusted to reflect material quantities (reference the 'Inventory Control' section of this chapter).

The cost associated with testing materials that are rejected is borne by the Producer/Supplier/Warehouse. The [“Recovery of Costs”](#) section of this chapter outlines the procedure associated with billing for rejected materials.

Section 5

Approved Material Returned to Stock

General Information

Approved material proposed by the warehouse to be returned to stock is handled as follows:

- ◆ The warehouse completes and submits [Form 1908](#) to the Responsible Branch detailing the description, batch/lot/heat/coil numbers, and quantities of materials proposed for restocking.

NOTE: In the **Remarks** area of Form 1908, record the statement “Request to Restock.”

- ◆ Permission to return approval material to stock is at the discretion of the Responsible Branch.
- ◆ The Designated Sampler inspects for material identification, material and packaging condition, and TxDOT monogram. The Designated Sampler notifies the Responsible Branch, in writing, of the condition of the material. Arrangements for inspection of this material is at the discretion of the Designated Sampler.

All inventories are adjusted to reflect restock material quantities (reference the ‘Inventory Control’ section of this chapter).

Section 6

Inventory Control

General Information

The warehouse maintains an accurate inventory of all material designated for TxDOT use.

The Responsible Branch maintains accurate inventories of all approved warehouses.

The procedure for maintaining inventory is as follows:

- ◆ All material is identified by batch/lot/heat/coil numbers as designated by the material manufacturer.
- ◆ Forms [1908](#) and [9.42](#) are completed using batch/lot/heat/coil numbers.
- ◆ Respective inventories kept by the warehouse and Responsible Branch are maintained by batch/lot/heat/coil numbers.

The warehouse and Responsible Branch are responsible for adjusting inventories for the following:

- ◆ expired material
- ◆ damaged material
- ◆ discontinued material
- ◆ discrepancies in material quantity found during periodic inspections
- ◆ approved material returned to stock.

Section 7

Forms

General Information

The following forms are used to document the distribution of warehouse material for TxDOT use:

- ◆ [Form 1908](#), Warehouse Material Sample Identification, is used to document:
 - description, identification, and quantities of material associated with samples furnished for testing by CST-M&P
 - description, identification, and quantities of material associated with approved material returned to stock
 - tests results provided to the Designated Sampler by the Responsible Branch.
- ◆ [Form 9.42](#), Daily Report of Shipment, is used to document:
 - description, identification, material quantities, and project/requisition information associated with shipments for TxDOT use
 - description, identification, material quantities, and destination of shipments associated with material transfers.

Section 8

Periodic Inspections

General Information

Periodic inspections of warehouse operations are conducted as deemed necessary by the Responsible Branch. These inspections may or may not be announced.

The Responsible Branch performs periodic inspections. The Designated Sampler can conduct inspections when performed in conjunction with a routine sampling visit. If the Designated Sampler is asked to conduct the inspection, the Responsible Branch provides advance notification and duties to be performed.

Any violations of the Warehousing Agreement discovered by the Responsible Branch during a periodic inspection are documented and corrective action is taken.

Any violations of the Warehousing Agreement discovered by the Designated Sampler during a periodic inspection is documented in a memorandum to the Responsible Branch detailing the nature of the violation. A copy of the memorandum is furnished to the Producer/Supplier/Warehouse within one (1) working day. The Responsible Branch takes immediate corrective action.

Section 9

Clandestine Activity

General Information

Clandestine activity is defined as any attempt by the warehouse to intentionally mislead, misrepresent, or deceive TxDOT or its agents.

Examples of clandestine activity are, but not limited to:

- ◆ placing failing material in passing material containers
- ◆ placing failing material within bundles containing passing material (“Seeding”)
- ◆ stacking passing material over failing material with no accessibility to the failing material
- ◆ tampering with labels on approved materials.

Handling Violations

In the event a warehouse is found to be involved in clandestine activity, the matter is handled as follows:

- ◆ If the Responsible Branch discovers the activity, the Responsible Branch brings it to the immediate attention of the warehouse management.
- ◆ If the Designated Sampler discovers the activity, the Designated Sampler documents the nature of the violation in a memorandum to the Responsible Branch within one (1) working day.
 - The Responsible Branch evaluates the situation and takes immediate corrective action.
 - The Responsible Branch contacts the Designated Sampler and warehouse management with its decision.

Section 10

Recovery of Costs

General Information

The following describes the procedure for recovering costs associated with failing material, resampled and retested/reinspected material, and material removed from stock for other than TxDOT use:

Recovering Costs

Step	Who	Action
1	Responsible Branch	<ul style="list-style-type: none"> ◆ begins the process to recover sampling and testing costs by generating a billing invoice (using the automated Invoicing Program). ◆ forwards the invoice, electronically, to CST-BMS to complete the process.
2	CST-BMS	mails the invoice to the Producer/Supplier/Warehouse within five working days of receipt from the Responsible Branch. The invoice specifies the amount required to be reimbursed to TxDOT for sampling and testing costs.
3	Finance Division	processes the Producer/Supplier/Warehouse reimbursement to TxDOT and provides a copy of the payment to CST-BMS.
4	CST-BMS	informs the Responsible Branch of non-payment if payment has not been received within 30 days from the date of the invoice.
5	Responsible Branch	takes the appropriate steps to collect the monies or terminate the agreement.

Section 11

Miscellaneous

General Information

This section details the procedures for notification to the Responsible Branch of proposed changes in warehouse personnel and for making changes to current Warehouse agreements.

Warehouse Personnel Changes

The warehouse management provides a replacement familiar with TxDOT warehousing procedures.

The warehouse management notifies the Responsible Branch in writing within five (5) working days, when there is any change in personnel responsible for handling TxDOT material.

Responsible Branch notifies the Designated Sampler of this change.

Changes to the Current Warehouse Agreement

Any changes to the current Warehouse Agreement between the warehouse and CST-M&P are handled as follows:

- ◆ All changes must be approved by the Responsible Branch and issued as an amendment to the original agreement. If this change involves or affects sampling, the sampling takes place only after the amendment has been executed and copies have been distributed.
- ◆ In the event the change to the agreement is temporary (one time only), the Responsible Branch notifies the Designated Sampler of the temporary change.

Chapter 6

Material Information

Contents:

- Section 1 — Overview
- Section 2 — Clear Acrylic Sealer
- Section 3 — Coatings for Concrete Class B
- Section 4 — Concrete Surface Treatment
- Section 5 — Delineators and Object Markers
- Section 6 — Flexible Delineator Posts
- Section 7 — Liquid Membrane-Forming Compounds For Curing Concrete
- Section 8 — Fabricated Steel Items
- Section 9 — Glass Traffic Beads
- Section 10 — Raised Pavement Markers (All Classes)
- Section 11 — Prefabricated Pavement Marking Material
- Section 12 — Structural Paints
- Section 13 — Temporary Roadway Tabs
- Section 14 — Thermoplastic Pavement Marking Material
- Section 15 — Traffic Paint

Section 1

Overview

A Look Ahead

The information contained in this portion of the Commercial Warehousing Program details the specific materials and warehousing requirements of each. Each section contains the following subsections:

- ◆ Physical Requirements
- ◆ Material Requirements
- ◆ Packaging Requirements
- ◆ Storage Life
- ◆ Responsibility.

Remarks

For more information or questions regarding the contents of this chapter, call the Construction Division, Materials & Pavements Section (CST-M&P) at the number in the subsection ‘Responsibility’ of each section.

Section 2

Clear Acrylic Sealer

Physical Requirements of a Warehouse

- ◆ Area for segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - normal in-state location – 1,000 gal.
 - out-of-state facility – amount determined by location and sampling cost.
- ◆ Minimum lot size allowed
 - 600 gal.
- ◆ Maximum lot size allowed
 - unlimited.

Packaging Requirements

- ◆ Material shall be packaged in 55 gal. drums or as specifically authorized by CST-M&P.
- ◆ Material shall be labeled in accordance with the specification and/or the Warehousing Agreement.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 3

Coatings for Concrete Class B

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 20 drums of each material.
- ◆ Minimum lot size allowed:
 - 500 gal.
- ◆ Maximum lot size allowed:
 - unlimited.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers
- ◆ be in 55 gal. drums or 5 gal. buckets.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 4

Concrete Surface Treatment

Physical Requirements of a Warehouse

- ◆ Area for segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - normal in-state location – 1,000 gal.
 - out-of-state facility – amount determined by location and sampling cost.
- ◆ Minimum lot size allowed:
 - 600 gal.
- ◆ Maximum lot size allowed:
 - unlimited.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers. Material should be packaged in 55 gal. drums or 5 gal. buckets unless otherwise authorized by CST-M&P.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 5

Delineators and Object Markers

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 2000 units unless sampled in conjunction with the other material.
- ◆ Minimum lot size allowed:
 - 500 units, each color, each size.
- ◆ Maximum lot size allowed:
 - 1500 units, each color, each size.

Packaging Requirements

Each lot or batch to be stocked must be assigned a distinctive number by the warehouse for identification purposes.

Storage Life

Two (2) years.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 6

Flexible Delineator Posts

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 250 units.
- ◆ Minimum lot size allowed:
 - no limit.
- ◆ Maximum lot size allowed:
 - no limit.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers.

Storage Life

Two (2) years.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 7

Liquid Membrane-Forming Compounds For Curing Concrete

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 20 drums.
- ◆ Minimum lot size allowed:
 - 20 drums.
- ◆ Maximum lot size allowed:
 - unlimited.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers
- ◆ be in 55 gal. drums or as specifically authorized by CST-M&P.

Storage Life

Six (6) months.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 8

Fabricated Steel Items

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only.

Material Requirements (typical values)

- ◆ Minimum amount available for inspection:
 - determined by item.
- ◆ Minimum lot size allowed:
 - determined by item.
- ◆ Maximum lot size allowed:
 - N/A.

NOTE: If outside Texas borders, quantities will vary with distance.

Storage Requirements

Prior to inspection, the material shall be steel stenciled with an identifying lot number.

Responsibility

The Structural Branch (Miscellaneous Products Fabrication Branch) is responsible for inspection and warehousing this material. For more information, please call 512/506-5933.

Section 9

Glass Traffic Beads

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - depends on location as to amount needed
 - may need to be sampled in conjunction with other materials.
- ◆ Minimum lot size allowed:
 - 1,540 lbs.
- ◆ Maximum lot size allowed:
 - 2,640 lbs.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 10

Raised Pavement Markers (All Classes)

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 20,000 units in any combination
 - depends on location of warehouse.
- ◆ Minimum lot size allowed:
 - 1,000 units.
- ◆ Maximum lot size allowed:
 - 20,000 units.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers.

Storage Life

Two (2) years.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, contact please call 512/506-5893.

Section 11

Prefabricated Pavement Marking Material

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - normal in-state location – 2,000 ft. unless sampled in conjunction with other materials
 - out-of-state facility – 35,000 ft.²
- ◆ Minimum lot size allowed:
 - 500 ft. of four-inch wide material or equivalent.
- ◆ Maximum lot size allowed:
 - 5,000 ft.

Packaging Requirements

- ◆ Each original manufacturer's shipment must be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling.
- ◆ Contain manufacturer's lot/batch numbers.

Storage Life

Eighteen (18) months.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 12

Structural Paints

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 1,000 gal. of combined paint.
- ◆ Minimum lot size allowed:
 - 450 gal.
- ◆ Maximum lot size allowed:
 - unlimited.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers.

NOTE: Container size as approved by the engineer.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 13

Temporary Roadway Tabs

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - 2,000 units unless sampled in conjunction with other material.
- ◆ Minimum lot size allowed:
 - 100 units, each color, each type.
- ◆ Maximum lot size allowed:
 - 500 units, each color, each type.

Packaging Requirements

Each lot or batch to be stocked must be assigned a distinctive number by the warehouse for identification purposes.

Storage Life

Eighteen (18) Months.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 14

Thermoplastic Pavement Marking Material

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - depends on location of warehouse.
- ◆ Minimum lot size allowed:
 - 1,540 lbs.
- ◆ Maximum lot size allowed:
 - 4,400 lbs.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ be in the original packaging form (i.e., banding, shrink-wrap, etc.) prior to sampling
- ◆ contain manufacturer's lot numbers.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.

Section 15

Traffic Paint

Physical Requirements of a Warehouse

- ◆ Enclosed
- ◆ Weather-proof
- ◆ Segregated material for TxDOT use only
- ◆ Secured area.

Material Requirements

- ◆ Minimum amount available for warehousing and sampling:
 - in-state location - 1,000 gal.
 - out-of-state facility - amount determined by location and sampling cost
- ◆ Minimum lot size allowed:
 - 450 gal.
- ◆ Maximum lot size allowed:
 - 6,000 gal.

Packaging Requirements

Each original manufacturer's shipment must:

- ◆ contain manufacturer's lot numbers
- ◆ be in 55 gal. drum or 5 gal. bucket
- ◆ other container authorized by CST-M&P.

Storage Life

One (1) year.

Responsibility

The Traffic Materials Branch is responsible for testing and warehousing this material. For more information, please call 512/506-5893.