

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION D	DATE
CONSTRUCTION COMPLETION	MATERIALS CERTIFICATION, CREDIT FOR FAILING SAMPLES and FORM LB-95A	12/12/2022

The following guidelines are to be followed for all projects when a project reaches Substantial Completion regarding failing samples and material certifications:

1. The RE will send a memorandum to the RME upon completion of the material testing program or at the latest upon Substantial Completion. A copy will be sent to the Chief, Bureau of Materials, if aluminum sign structures were installed on the project.
2. The RE will receive from the office of the RME, a complete written list of failing samples of the material tested by Regional Materials. The RE will receive a list of failing samples for aluminum sign structures from the Chief, Bureau of Materials.
3. The RE will verify the failing sample lists and will notify the appropriate RME and/or Chief, Bureau of Materials if there are any discrepancies.
4. REs on all projects that have failing samples will initiate a Construction Order to establish an extra work item "Credit for Failing Samples". This extra work item can also be included in the Final Construction Order. (Refer to the [Change Order Guide](#)). The RE will establish the estimated lump sum dollar amount for the extra work item. Obtain concurrence from the FM and approval by the RCE. It is suggested to refer to the project's Contract Specifications, Subsection 106.05 "Materials, Inspections, Tests and Samples" which provides assessment of costs for failing samples. The credit amount for the failing samples will be an adjustment in the Construction Engineering (CE) costs of the project shown on the Construction Orders participating breakdown sheet.
5. The RE will attach the above mentioned lists to a [Form DC-144\(a\)](#) "Daily Work Report". This will serve as the As-Built source document authorizing credit for the extra work item "Credit for Failing Samples".

6. The RE, on PODI projects, will initiate the Form [LB-95A](#) once all materials testing for the project is completed, results issued, and all material certifications are received from the Contractor. In addition, the RE should also compare the material certifications to the delivery tickets to ensure that the quantities match.

When completing the Form [LB-95A](#), the project's Route, Section or Description, and Federal Project Number must be noted. Forms received without this information serve no value. Also note that the back of the form must be completed. If there are no exceptions, indicate this by writing "No Exceptions" on the back of the [LB-95-A](#) including the credit for failing sample information.

The Form [LB-95A](#) and all material certifications are to be submitted to the:

Chief, Bureau of Materials
Attention: Laboratory File Coordinator
930 Lower Ferry Road
P. **0. BOX** 600
Trenton, N. J. 08625

with a copy of the [LB-95A](#) to the RCE and the Bureau of Construction Management.

NOTE: The Bureau of General Accounting will forward one (1) copy of the complete printout of the Substantial Completion Estimate Certificate to the Chief, Bureau of Materials at the location mentioned above. This will enable the Bureau of Materials to verify the quantities and notify the RE if there are any incomplete or missing certifications. The RE will notify the Bureau of Materials of any missing items not shown on the Substantial Completion Estimate Certificate printout.