



ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36130-3050



September 15, 2006

Bob Riley
Governor

Joe McInnes
Transportation Director

TECHNICAL ADVISORY 3-06

To: All Division Engineers

From: Larry Lockett, PE *Larry Lockett*
Materials and Tests Engineer

Re: Guidelines for Submitting Documents for Approval of Steel H-Piling, Reinforcing Steel, Steel Sheet Piling or other Certification Submittals

The Bureau of Materials and Tests is currently working on the full implementation of SiteManager, which will greatly reduce the time it takes to transmit information from projects to the Bureau of Materials and Tests (BMT) and back to the project. Until the implementation process is complete, the following are guidelines to accelerate the transmission, approval and return of test reports. This is not intended to relieve the division from the responsibility of screening submittals for errors or omissions, but an attempt to accelerate the types of materials which usually have good reports with very few problems in the submittal process by allowing a project engineer to transmit submittals directly to BMT.

- All reports should be submitted for approval as soon as they are received from the contractor and verified by the inspector/project engineer that they represent the material at the project.
- When a submittal is transmitted directly to BMT from a project, a copy of the submittal shall be forwarded to the division indicating direct submittal to BMT.
- In all submittals be sure to include quantities per heat number.
- Submittal can be made by scanning the mill certificate and sending as an E-mail attachment to; toolep@dot.state.al.us and callowayk@dot.state.al.us , Fax at # (334) 206-2384, or Regular Mail to; ALDOT, ATT: Pat Toole, 3704 Fairground Road, Montgomery, AL 36110
- The reports will be returned to the project engineer (w/copy to the division office) using the method used for submission and SiteManager
- SiteManager will be used in the future for submitting test reports, but the submittal process is still in the development stage although test reports may be generated now by Sitemanager

In closing, it is requested that this information be made available to all project engineers and to emphasize its importance.

LL/bp

cc: Mr. Mike Harper, PE
Mr. Terry McDuffie, PE
Division Construction Engineers
Division Materials Engineers
File

Blind Copy: Alabama Road Builders
Association
Alabama Concrete Industries
Association