

How field offices handle the testing and reporting of fence materials

From our SOP:

FENCING MATERIALS:

The **Project Inspector** shall sample all fencing materials used at the site. The TDOT representative shall deliver the samples to the Materials and Tests Laboratory.

Below is a quick overview of the process from start to finish:

- Component materials and Producer certifications are delivered to the project.
- Project inspector takes a sample of each component material (fabric, posts, wires, misc. hardware, etc.) and creates SiteManager samples. Enter the sample record details marked in green below. 909 material codes to be used are shown on page 2.

send to HQ Dock.

- Note Destination Lab and contract number on the "Other" tab of the sample. You can also add your name to the "Notify User by Email" to receive an email letting you know the sample status once completed (quicker than waiting for paperwork to make rounds). The lab supervisor has also been instructed to call the field office when any sample fails. Always add "Default" tests to any samples coming to the HQ labs.

Type	ID	Description
Destination Lab	TDOT619000	DEST - TDOT Headquarters/Receiving Dock
Contract	CNM297	Slope Stabilization on I-40 East Bound from Log Mile 6.90
Notify User by Email	ij01563	Evans, Bobby

- You will need to create a SiteManager sample for each component material code and add data for all tabs of the sample records as you create them.

- Each material w/ its own T2 listing SiteManager sample ID number in the "For T.D.O.T. Use Only" section is submitted to HQ lab for testing.

- When testing is complete, T2's with results of testing noted on them are signed and sent to Project Supervisor. (I assume lab keeps copy)
- For payment, the contractor submits signed, notarized T2 listing contract items and quantities to Project Supervisor.
- Construction Field Office personnel attach test result T2(s) and certifications to notarized T2 and create T2.707 sample record. This notarized T2 will need SiteManager sample ID number added to the "For T.D.O.T. Use Only" section by Operations Office Staff. They will also add the "Lab Control Number" that was used on samples tested in the HQ lab to the bottom of this SiteManager T2.707 sample
- Notarized T2 is signed by Project Supervisor and all paperwork is forwarded to Regional M&T Supervisor for review.
- Regional M&T supervisor (or assistant) reviews all paperwork and signs Notarized T2.
- Copies of completed paperwork are sent to HQ M&T and Construction Field office.

A SiteManager verification sample of one of the following will be created and sent to HQ labs with applicable certifications:

909.02.001- Zinc Coated Fence (Chain Link), **909.02.001a**- Alum-Coated Fence (Chain Link), or **909.02.002**- Chain Link Fence (Polyvinyl Chloride)
The only test linked to the sample will be M020- Visual Inspection.

The sample will be received in the Chemical lab and given a lab serial number. The SM sample record will be marked "Complete" if certifications meet requirements. It will be marked "Failed" if the certifications do not indicate the material meets minimum spec requirements. Operations office staff will follow existing procedures once they receive paperwork back from the HQ lab.

Sample type: Verification Acceptance Method: Verification

Test Method(s): Accept Default Destination Lab: 619000; DEST-Headquarters

909.01.001	Zinc Coated Stock Fence
909.01.001a	Alum-Coated Stock Fence
909.01.002	Stock Fence (High Tensile)
909.01.005	End/Corner Post
909.02.001	Zinc Coated Fence (Chain Link)
909.02.001a	Alum-Coated Fence (Chain Link)
909.02.002	Chain Link Fence (Polyvinyl Chloride)
909.02.003	Line Post
909.02.005	Zinc Coated Wire (Tension)
909.02.005a	Aluminum-Coated Wire (Tension)