

Section 5.3

DISPOSITION OF DEFECTIVE MATERIAL

5.3.1 PURPOSE

To provide a procedure for documenting disposition of defective material.

5.3.2 AUTHORITY

FEDERAL-AID POLICY GUIDE (FAPG), 23CFR, Subchapter G - Engineering and Traffic Operations, Part 637 - Construction Inspection and Approval, Subpart B - Quality Assurance Procedures for Construction Section 344.044(2), Florida Statutes

5.3.3 SCOPE

Primary Offices affected by this procedure include State Materials Office (SMO), State Construction Office (SCO), District Construction Offices (DCOs) and District Materials Offices (DMOs).

5.3.4 GENERAL INFORMATION

Use the Disposition of Defective Material (DDM), Form 700-011-01, to document the final disposition of defective material as defined in ***Specifications Section 6-11***. In cases where **the material is to be removed and replaced**, the Contractor can propose to use an Engineering Analysis Report (EAR). The Contractor uses the DDM form to initiate the process.

This procedure states who initiates an EAR, what a Project Administrator (PA) should do after receiving a request for an EAR and how to process the DDM form. A flow chart (Appendix 1) showing appropriate processing routes for the DDM form is included. The correct processing route depends on the action taken by the PA to handle the defective material.

Actions specified by this procedure must be completed in a timely manner to avoid delays in other dependent procedures such as materials certification.

5.3.5 INITIATING A DDM

- 5.3.5.1 The Prime Contractor initiates the DDM form when **material is designated to be removed and replaced and he wishes to leave the material in place**. The Prime Contractor fills out Section A of the DDM form and submits it to the PA.
- 5.3.5.2 The PA consults with the Resident Engineer. If the PA and the Resident Engineer determine that an EAR should be allowed, the PA fills out Section B and forwards the DDM form to the District Materials Engineer (DME).
- 5.3.5.3 The DME consults with the DMO technical experts. He may also contact the SMO technical experts if needed. The DME has three options: 1) the defective material should be removed and replaced; 2) the defective material is not significant enough to warrant an EAR and 3) the defective material should be further addressed through the use of an EAR. The DME completes section C of the DDM form and forwards it to the District Construction Engineer (DCE).

5.3.6 ENGINEERING ANALYSIS REPORT (EAR)

- 5.3.6.1 If the DME's proposal is to use an EAR, he reviews the EAR scope if one was provided by the Prime Contractor. The DME includes any additional requirements and revises the proposed scope as needed. If the Prime Contractor did not develop a proposed EAR scope, the DME develops the EAR scope.
- 5.3.6.2 The DME forwards the DDM form to the PA who sends it to the Prime Contractor along with the EAR scope.
- 5.3.6.3 Once the Prime Contractor has completed the EAR, he sends it to the PA with the DDM form.
- 5.3.6.4 The PA sends the DDM form and the EAR to the DME.

- 5.3.6.5 The DME reviews the EAR including any recommendations if any were made.
- 5.3.6.6 The DME completes Section D of the DDM form, including the DME's recommendation and any information about the final material quantity and locations.
- 5.3.6.7 The DCE reviews the DME's recommendations. The DCE completes Section E of the DDM form. If the DCE concurs, he returns the DDM form and the EAR to the PA. If the DCE does not concur with the DME, he sends the DDM form and the EAR to the Director, State Construction Office (DOC).
- 5.3.6.8 The DOC reviews the DDM form and the EAR. The DOC notes the final disposition of the material and returns the DDM form to the PA.
- 5.3.6.9 The PA reviews Sections E and F and records the final payment decision from whichever section has the final disposition.

5.3.7 TRAINING

None required.

5.3.8 FORMS

Form 700-011-01 is available from the Forms and Procedures website.

Appendix 1

