

VII. LETTER OF MATERIALS CERTIFICATION

- A. Purpose.** A letter of materials certification is issued to attest that materials incorporated in the project conform substantially to requirements of the approved plans and specifications, including approved changes.
- B. Scope.** A letter of materials certification will be submitted to the Federal Highways Administrator for each project subject to FHWA construction oversight activities.
- C. Procedure.**
1. Project Engineer.
 - a. The Project Engineer shall review all project records, such as sampling and testing reports, material certificates, and certified test results, to ensure that materials incorporated into the project were in conformance with the approved plans and specifications. Records for material items listed in the Project Proposal Schedule shall have been substantially documented and submitted to the MTRB during the project construction.
 - b. The Project Engineer shall request a letter of materials certification using Form MTRB MC — Appendix 2, Materials Certification Documentation. All applicable sections of this form shall be properly completed. Materials tracking summaries utilized by the project may be submitted to expedite procedure for the letter of materials certification.
 2. Materials Testing and Research Branch.
 - a. The MTRB will review the project documents on file at the MTRB. When deficiencies are noted, the project engineer will be contacted for a resolution.
 - b. The MTRB Engineer will prepare and submit a letter of materials certification to the FHWA upon a satisfactory review.