

To: **MATERIALS TESTING & RESEARCH BRANCH**
Highways Division, State Department of Transportation
2530 Likelike Highways, Honolulu, Hawaii 96819-2928

From: **Name of Requestor** _____ **Date** _____
Company / Agency _____
E-Mail Address _____ **Telephone No. (____)** _____

Subject: **REQUEST FOR LETTER OF MATERIAL CERTIFICATION**

Project: _____

Project No.: _____

We request that the "Letter of Material Certification" be issued for the subject project. The results of tests, samples, and other documentation for the project indicate that the materials incorporated in the project were in conformity with the contract requirements. In order to verify acceptability of materials we have checked the following:

1 All Sampling and Testing has been completed in accordance with the contract documents, the Materials Testing and Research Branch (MTRB) *Quality Assurance Manual* and the *Sampling and Testing Guide for Acceptance and Verification*. The acceptance testing frequency for all contract items is in substantial conformance with the minimum testing requirements and the contract. Certificates of Compliance from the manufacturer were submitted for all required items.

In Conformance **or** *A list of exceptions to the material acceptance program is attached with explanations or justifications of why the materials were accepted even though the material failed to meet specifications and/or testing did not follow procedures in the Quality Assurance Manual.*

2 Copies of lab results of all samples tested at other AMRL certified labs or district labs were sent to central lab throughout construction of the project.

Already Submitted **or** *Copies attached (include explanation of why not submitted during construction)*

3 Copies of all Contract Change Orders were sent to central Lab or are filed on DOTCMS

Already Submitted **or** *Copies on DOTCMS* **or** *Copies attached*

4 A copy of the Project's Summary of Materials is attached to this request. This is a summary (by item number) of sample cards transmitted to MTRB for each contract item (including incidentals) that have material specifications.

Attached

 Resident Engineer

 Date