



NDOR SiteManager Materials Management

Standard Operating Procedures

Reinforced Concrete Pipe-Flared
End Sections

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Modification Tracking Summary

Summary of Changes	Date	Author
Formatted Standard Operating Procedures document	10/15/2012	Andi Clark

1. Introduction and Purpose:

This document is intended to be used in conjunction with the existing training materials provided by NDOR (Nebraska Department of Roads), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

MSG ([Material Sampling Guide](#)) Policy 9, Policy Concerning Concrete Pipe Plant Certification Including Testing, Inspection and Approval of Reinforced Concrete Culvert and Sewer Pipe and Concrete Flared-End Sections, was revised significantly and incorporated into the January 1, 2011 version of the MSG. RCP (Reinforced Concrete Pipe) and FES (Flared End Sections) were implemented in SMGR on January 25, 2011.

1.1 Purpose:

The purpose of this document is to define the new Materials Management SOP (Standard Operating Procedures) for the NDOR M&R Division and Construction Field Inspectors during:

- Pre-placement
- Placement
- Post Placement

1.2 Roles and Responsibilities:

As of the publication date of this document, roles and responsibilities are defined as follows:

SiteManager Staff: 402.479.4760, DOR.SiteManagerMaterials@nebraska.gov.

Highway Material and Tests Manager: Mark Burham, 402.479.4746,
Mark.Burham@nebraska.gov.

1.3 Authentication:

Creating and Authorizing SiteManager Samples, http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Creating_Authorizing_SiteManager_Sample_Record.pdf

NDOR Materials Sampling Guide, <http://www.dor.state.ne.us/mat-n-tests/sampguide.htm>

NDOR Final Review Process Manual, S:\Final_Review_Manual

Reinforced Concrete Pipe, Flared End Section, and Precast / Prestressed Concrete Structural Unit Manufacturers, <http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/qualConcretePipeVendors.pdf>

Sample Identification Numbering Scheme, http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Sample_ID_Num_Scheme.pdf

1.4 Abbreviations:

FES: Flared End Sections
ID: Identification
M&R: NDOR Materials & Research
NDOR: Nebraska Department of Roads
P/S: Producer/Supplier
RCP: Reinforced Concrete Pipe
SMGR: SiteManager
SOP: Standard Operating Procedures

1.5 Definitions:

Pre-placement: The time before the construction project begins.

Placement: The time during active construction of the project.

Post-Placement: The time after active construction has been completed.

2. Pre-Placement:

2.1 Nebraska Material Vendor Qualification and Disqualification:

Inspectors should verify the manufacturer's qualified status by checking the [Reinforced Concrete Pipe, Flared End Section, and Precast / Prestressed Concrete Structural Unit Manufacturers](#). Manufacturers who do not appear on the Nebraska Qualified Material Vendor list for RCP and FES are not qualified to supply these items to a project funded with state or federal aid.

2.2 Initial Qualification:

NDOR M&R Physical Test Laboratory will maintain the list of qualified vendors and supply changes to the M&R Webmaster and SMGR Unit. NDOR M&R Physical Test Laboratory will maintain all records regarding vendor qualification and disqualification in accordance with MSG Policy 9.

The Qualified Material Vendor list for RCP and FES will be maintained on the M&R webpage and will appear in the Producer/Supplier (P/S) field on the Basic Sample Data tab in SMGR.

2.3 Maintaining Qualification Status:

The NDOR Physical Test Laboratory and NDOR plant inspectors will cooperatively assess the appropriate frequency to conduct quality assurance testing.

Project specific steel and mill reports are subject to testing and review by the NDOR M&R Physical Test Laboratory to verify Buy America compliance, certification, and specification conformity.

2.4 Disqualification:

If a qualified vendor no longer complies with Policy 9 of the MSG, the NDOR M&R Physical Test Laboratory will notify the SMGR staff. The unqualified vendor will be removed from the P/S list in SMGR and the Nebraska Qualified Materials Vendor list until reinstatement has been granted by NDOR.

3. Placement:

3.1 Required Project Specific Documentation:

3.1.1 Field Inspector Responsibilities:

Upon receipt a of RCP or FES shipment to the project, the field inspector shall:

1. Verify that the shipping report is in the standard NDOR-supplied format and has the manufacturer's Buy America statement.
2. Verify that the shipping report is signed by the manufacturer.
3. Verify that the shipping report accurately reflects the quantity and size of pipe that arrived on the project.
4. Create a sample record for the RCP/FES (Material Code 1037 Reinforced Concrete Pipe) that was delivered to the project
 - a. Each shipment should be represented by creating a new sample record. For more information, see [Creating and Authorizing SiteManager Samples](#)
 - b. Each size of RCP/FES within a shipment must have a unique sample record.
 - c. Record the SMGR sample record ID (identification) number(s) on the shipping report. For more information, see [Sample Identification Numbering Scheme](#)
 - d. Send a copy of the shipping report and sample record ID number(s) to the NDOR M&R Physical Test Laboratory.

3.1.2 Test Template:

Provided below is a screen capture of the SMGR Reinforced Concrete Pipe/Flared End Sections template.

Shipment of Reinforced Concrete Pipe / Flared End Sections

NDOR M&R
Wallace Heyen, Portland Cement Concrete Engineer

Template: PTF006001
Version: 20110121

The reinforced concrete pipe / flared end sections shipping report includes the Buy America statement and is signed by a representative of the concrete pipe manufacturer:

Note: A SiteManager sample record must be created for each shipment of reinforced concrete pipe / flared end sections. If multiple sizes of reinforced concrete pipe / flared end sections are in a shipment, a sample record must be created for each size of reinforced concrete pipe / flared end section.

A copy of the shipping report, along with the SiteManager sample identification number, must be sent to the Materials and Research Division's Physical Tests laboratory. The sample record will be authorized by the laboratory upon receipt of the necessary documentation.

Comments:

Figure 1, Reinforced Concrete Pipe/Flared End Sections template

3.1.3 NDOR M&R Physical Test Laboratory Responsibilities:

The NDOR M&R Physical Test Laboratory shall:

1. Authorize the sample record(s) upon receipt and review of the shipping report.
2. Place a copy of the shipping report in the M&R Central Project file.

4. Post Placement:

4.1 Final Review Process:

NDOR will follow operating procedures defined in the NDOR M&R Final Review Process Manual located at [S:\NDOR M&R Final Review Manual](#).