

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
NOTICE OF MATERIALS TO BE USED
DC-CEM-3101 (OLD HC-30 REV. 10/92) 7541-3511-1

INSTRUCTIONS TO CONTRACTOR

Section 6 of the Standard Specifications states that the contractor shall furnish the Resident Engineer a list of the contractor's sources of materials and the locations at which those materials will be available for inspection. The list shall be submitted on an agency form and shall be furnished to the Resident Engineer in sufficient time to permit inspecting and testing of materials to be furnished from the listed source in advance of their use.

In order to avoid delay in approval of materials, the Department of Transportation must receive notice as soon as possible.

Please comply with the following as closely as possible:

The Contract number and job limits should be the same as appears on the Special Provisions. The column headed "Contract Item No." should show all the item numbers for which the material is to be used.

The column headed "Material Type" should be a description of the material and not necessarily the name of the contract item.

The column headed "Name and Address of Inspection Site" should be that of the actual source of supply and not subcontractor or jobber.

If the sources of all materials are not known at the beginning of a Contract, report those known. Supplemental "Notices of Materials to Be Used" should be submitted for the others as soon as possible thereafter. Do not delay submitting the original notice until all information is known.

All changes in kinds and/or sources of materials to be used should be reported on supplemental "Notices of Materials to Be Used" immediately.

Retain your copy and mail all other copies to the Resident Engineer.

Note: When placing orders for materials that required inspection prior to shipment, be sure to indicate on your order that State inspection is required.