

State of Vermont  
AGENCY OF TRANSPORTATION  
CONSTRUCTION & MATERIALS BUREAU  
Materials Acceptance Program

**TA555 Advance Certification List (ACL) Procedure**

In accordance with the Standard Specifications for Construction, Subsection 700.02:

*The Engineer shall inform the [Materials Acceptance Program] of the materials used from the ACL by submitting form “TA 555 – Project Materials Acceptance Report for Advanced Certification” to the [Materials Acceptance Program’s Certification Unit].*

Upon the use of a product included on the Advance Certification List (ACL), the Resident Engineer shall:

1. Verify that the material being incorporated in the project is on the ACL that is applicable at the time of material installation.
2. Complete a TA555 (Advance Certification List) form. More than one entry may be included on a single form only if all entries have the same material installation date. All fields on the form are required except for Additional Information, which is optional. The Product Name and Manufacturer should be taken directly from the ACL. The Quantity should not exceed the quantity installed in the field so as to accurately represent the material used.
3. Email the TA555 (Advance Certification List) form to the Certification Unit at AOT.MaterialsCertifications@vermont.gov, CC’ing the appropriate Regional Construction office. If necessary, the form can be mailed via USPS to the following address:

Vermont Agency of Transportation  
Materials Acceptance Program - Certification Unit  
2178 Airport Road, Unit B  
Berlin, Vermont 05641-8628

4. Keep a copy of the TA555 (Advance Certification List) form for their records.

**NOTE:** If the Contractor decides to use a product not on the Advance Certification List (ACL), the certification requirement for the material per the Standard Specifications for Construction applies and a compliant certification of the specified type must be submitted to represent the material.