

STATE OF VERMONT
AGENCY OF TRANSPORTATION
CONSTRUCTION & MATERIALS BUREAU
Materials Acceptance Program

TA557 Minor Quantity Declaration Procedure

In accordance with the Standard Specifications for Construction Subsection 700.01:

Minor quantities of materials may be accepted without sampling and testing. The acceptance of a minor quantity is at the Engineer's discretion. Sampling and testing of minor quantities will be determined on a project-by-project basis. The Engineer must provide written documentation on form "TA557 - Minor Quantity Declaration Form". This form shall indicate the basis for declaring a quantity a "minor quantity" prior to incorporating the material into the project, and be submitted to the [Materials Acceptance Program's Certification Unit]. For more guidance, see the current edition of the Agency's Material Sampling Manual under Acceptance of Minor Quantities.

To waive testing requirements, the Resident Engineer shall:

1. Visually inspect the material to ensure the material is acceptable for its intended use and to verify the quality of the material.
2. Complete a TA557 (Minor Quantity Declaration) form. More than one entry may be included on a single form only if all materials have the same material installation date. All fields on the form are required except for Additional Information, which is optional.
3. Email the TA557 (Minor Quantity Declaration) 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 TA557 (Minor Quantity Declaration) form for their records.

NOTE: Every effort should be made to acquire at least one sample for each specified material during the time of construction. Circumstances in the construction operation, the quantity of the item used, and the application in which a material is used are important considerations before any material should be considered minor.

For materials such as concrete, hot mix, and aggregates, guidance can be found in the Material Sampling Manual (MSM) that outlines a prescribed protocol for waiving the testing requirements. For these materials, the outlined protocol must be followed.

Material requirements can be waived only for materials that have been installed. For materials that are not to be used, requirements may be removed. The Contract's MAU Liaison should be contacted through the Inapplicable Material Requirement form to have requirements removed for materials that will not be used.

This form is to waive testing requirements for installed materials. To waive certification requirements for installed materials, the TA555 Waive Small Quantity form should be used.