

# Umbrella Certification Program Procedures

6/1/2018

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## **I – Introduction**

The Umbrella Certification Program (UCP) is managed by the Material Testing & Certification Section's Quality Assurance Unit in an effort to improve the efficiency of the VTrans' certification process through transferring document control from VTrans to the material supplier.

The UCP is not intended to replace or modify certification requirements but transfer the responsibility of maintaining certification records and ensuring they are complete from VTrans to the supplier.

## **II – Eligibility**

Eligible sections, pay items and material codes are limited to those outlined in Appendix A – *Eligible Sections, Pay Items & Material Codes*. Appendix A – *Eligible Sections, Pay Items & Material Codes* will be updated, as necessary, to remove or add sections, pay items and materials as deemed appropriate by VTrans. Project specific Special Provisions will be considered upon request on a project specific basis.

## **III – Participation**

Participation in the UCP is limited to those entities, approved by VTrans, that supply the eligible pay items and/or materials (Appendix A – *Eligible Sections, Pay Items & Material Codes*) directly to VTrans projects or to the contractor installing the product on a VTrans project.

## **IV – Process**

### **a. Supplier Request**

The supplier request allows suppliers to indicate their interest in participating in the UCP, as well as to allow VTrans to evaluate the supplier's ability to meet the requirements of the UCP.

For consideration to be included in the UCP, Suppliers must submit an Appendix B - *Supplier Request Form*, including all supporting documentation as required.

If the suppliers inventory includes materials that do not meet the *Standard Specifications for Construction*, the supplier shall include an inventory plan describing how materials will be stockpiled to ensure only materials that meet the *Standard Specifications for Construction* are incorporated on VTrans' projects.

### **b. Review of Supplier Request**

VTrans will review all supplier requests for inclusion in the UCP. VTrans will provide a formal response to the supplier request indicating approval or denial, including reasons for denial if applicable. Suppliers approved for the UCP will be included in the UCP until the end of the calendar year of which they are approved. Subsequent supplier request will need to be resubmitted annually.

### **c. Project Declaration**

The project declaration allows suppliers/contractors to notify VTrans of their intent to use the UCP to satisfy the Acceptance requirements for certain pay items and/or material codes for a given project, including the quantity which will be used.

The supplier/contractor shall be responsible for submission of the Appendix C - *Project Declaration Form(s)*. The supplier/contractor shall submit as many Appendix C - *Project Declaration Forms* as needed for each project so that all Sections, Pay Items, and Material Codes required for the project are satisfied. If project quantities increase after the initial submittal of the Appendix C - *Project Declaration Form(s)* additional Appendix C - *Project Declaration Forms* shall be submitted, covering only the increase of quantity. The Appendix C - *Project Declaration Forms* shall be submitted prior to installation of the material.

VTrans will review all Appendix C - *Project Declaration Forms* for compliance, and any submittal determined to be out of compliance will not be accepted and the supplier will be required to submit updated forms correcting all issues.

d. Certification Documentation

The approved supplier shall be responsible for maintaining the documentation of all certification requirements as specified in the *Materials Sampling Manual* and Contract Documents, including “Buy America” and AREMA Declarations. All certifications shall be stored and accessible at the physical address contained in the supplier request and as approved.

All certification Documentation shall be maintained for a minimum of 3 years after the date of final voucher.

e. Documentation Audit

VTrans will utilize a documentation audit to verify the Supplier is documenting all certifications as required. VTrans will conduct a minimum of two audits for each supplier participating in the UCP annually.

VTrans will visit the supplier’s facility and provide the supplier with a list of pay items and/or material codes for audit. The supplier shall provide VTrans representatives with all certifications as required for the pay items/materials codes requested during the audit. VTrans representatives will inspect all certifications for compliance. All documentation shall be provided to VTrans’ representatives at the time of the audit, submission after the audit will not be accepted.

For those suppliers where an inventory plan was required, stockpiles at the participating facility shall be available for inspection by VTrans’ representatives to ensure the supplier is in conformance with the inventory plan.

Results of an audit will be considered “Compliant” if all required documentation is accurate and provided to VTrans’ representatives at the time of the audit. A “Non-Compliant” result will be issued when any of the requested documentation cannot be produced at the time of the audit or is inaccurate.

Information will be compiled on-site, returned to VTrans and incorporated into a final report that will be provided to the supplier and documented in VTrans UCP files.

In addition to VTrans, all documentation shall be available, upon demand, to FHWA representatives as requested.

f. Final Report

A final report will be issued for each audit identifying the results of the audit. Where final

reports find the supplier to be compliant with the UCP no further action will be needed. Where final reports find the supplier to be non-compliant with the UCP the supplier shall provide VTrans with a corrective action and will be subject to a follow-up audit to verify the corrective action was completed (a follow-up audit will not be considered one of the two minimum annual audits). Two consecutive non-compliant final reports will result in the removal of the supplier from the UCP.

When Suppliers have been removed from the UCP, VTrans may require Suppliers/Contractors to submit all certification documentation for all projects where the materials have been installed through the UCP, for the calendar year to date.

V    **-Signatories**

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Nicholas Van Den Berg, P.E.  
Material Testing & Certifications Manager

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Date

# APPENDIX A

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Eligible Sections, Pay Items & Material Codes

# Umbrella Certification Program

## Eligible Sections, Pay Items & Material Codes

Pay Item Number	Pay Item Name	Unit	Default Material Codes	Material Description	Certification Method	Buy America
<b>Section 525 - Bridge Railing</b>						
525.33	Bridge Railing, Galvanized 2 Rail Box Beam	Linear Foot	714.04	Carbon Steel Bolts and Nuts	Type D	YES
			714.07	Anchor Bolts, Bridge Railing	Type D	YES
			728.04	Delineation Devices	Type A	
			731.02	Bearing Pads	Type A	
			732.03	Galvanized Box Beam Bridge Railing	Type D	YES
525.335	Bridge Railing, Galvanized 3 Rail Box Beam	Linear Foot	714.04	Carbon Steel Bolts and Nuts	Type D	YES
			714.07	Anchor Bolts, Bridge Railing	Type D	YES
			728.04	Delineation Devices	Type A	
			731.02	Bearing Pads	Type A	
			732.03	Galvanized Box Beam Bridge Railing	Type D	YES
525.34	Bridge Railing, Galvanized 4 Rail Box Beam	Linear Foot	714.04	Carbon Steel Bolts and Nuts	Type D	YES
			714.07	Anchor Bolts, Bridge Railing	Type D	YES
			728.04	Delineation Devices	Type A	
			731.02	Bearing Pads	Type A	
			732.03	Galvanized Box Beam Bridge Railing	Type D	YES
525.41	Bridge Railing, Galvanized HD Steel Beam/Fascia Mounted	Linear Foot	714.07	Anchor Bolts, Bridge Railing	Type D	YES
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
			732.04(b)	Steel posts and Components	Type D	YES
525.44	Bridge Railing, Galvanized HDSB/Fascia Mounted/Steel Tubing	Linear Foot	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			732.04(b)	Steel posts and Components	Type D	YES
			732.03	Galvanized Box Beam Bridge Railing	Type D	YES
			714.07	Anchor Bolts, Bridge Railing	Type D	YES
			714.04	Carbon Steel Bolts and Nuts	Type D	YES
			728.04	Delineation Devices	Type A	
525.45	Bridge Railing, Galvanized Steel Tubing/Concrete Combination	Linear Foot	713.01	Bar Reinforcement	Type D	YES
			728.04	Delineation Devices	Type A	
			732.03	Galvanized Box Beam Bridge Railing	Type D	YES
			714.04	Carbon Steel Bolts and Nuts	Type D	YES
			714.07	Anchor Bolts, Bridge Railing	Type D	YES
			731.03	Elastomeric Material	Type D	

525.50	Bridge Railing Repair, Type I	Linear Foot	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			732.04(b)	Steel posts and Components	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
525.55	Bridge Railing Repair, Type II	Linear Foot	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			732.04(b)	Steel posts and Components	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
525.60	Bridge Railing Repair, Type III	Linear Foot	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			732.04(b)	Steel posts and Components	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			731.02	Bearing Pads	Type A	
			728.04	Delineation Devices	Type A	
525.70	Bridge Railing, Concrete F-Shape	Linear Foot	514.02	Water Repellent, Silane	APL - TA556	
			713.01	Bar Reinforcement	Type D	YES
			728.04	Delineation Devices	Type A	
Section 616 - Curbs and Gutters						
616.35	Treated Timber Curb	Linear Foot	702.04	Emulsified Asphalt	Type A	
			729.06	Treated Timber Curb	Type D	
			726.01	Timber Preservative	Type D	
Section 619 - Markers						
619.17	Yielding Marker Posts	Each	751.01(a)	Delineator Posts - Steel	Type A	YES
Section 621 - Traffic Barriers						
621.15	Plank Rail	Linear Foot	726.01	Timber Preservative	Type D	
			728.01(a)	Wood Posts, Offset Block for (Guard)rail	Type D	
			728.02(a)	Plank Rail	Type D	
			728.03(a)	Hardware for Plank Rail	Type D	
621.17	Cable Guardrail	Linear Foot	713.03	Wire Rope or Cable	Type A	YES
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.173	Cable Guardrail J-Bolt	Each	728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.174	Cable Guardrail Splice Unit	Each	728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.175	Replacement of Guardrail Cable	Linear Foot	713.03	Wire Rope or Cable	Type A	YES



621.18	Steel Backed Timber Guardrail	Linear Foot	728.01(a)	Wood Posts, Offset Block for (Guard)rail	Type D	
			728.02(f)	Steel Backed Timber Guardrail	Type D	YES
			726.01	Timber Preservative	Type D	
			728.04	Delineation Devices	Type A	
			728.03(e)	Hardware for Steel Backed Timber Guardrail	Type D	YES
621.20	Steel Beam Guardrail, Galvanized	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.205	Steel Beam Guardrail, Galvanized w/2.4 m (8 feet) Posts	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.206	Steel Beam Guardrail, Galvanized/Nested	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.207	Steel Beam Guardrail, Galvanized/Nested w/2.4 m (8 feet) Posts	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.21	HD Steel Beam Guardrail, Galvanized	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.215	HD Steel Beam Guardrail, Galvanized w/2.4 m (8 feet) Posts	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	

621.216	HD Steel Beam Guardrail, Galvanized/Nested	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.217	HD Steel Beam Guardrail, Galvanized/Nested w/2.4 m (8 feet) Posts	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.218	Steel Beam Guardrail Delineator	Each	728.04	Delineation Devices	Type A	
621.219	Steel Beam Guardrail Offset Block	Each	728.01(d)	Alternative Blockouts	APL - TA556	
621.25	Thrie Beam Guardrail	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.30	Box Beam Guardrail	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(e)	Box Beam Rail	Type D	YES
			728.03(d)	Hardware for Box Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.35	Steel Beam Median Barrier	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.40	Thrie Beam Median Barrier	Linear Foot	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.45	Concrete Median Barrier	Linear Foot	621.11	Delineation for Concrete Median Barrier	APL - TA556	
			713.01	Bar Reinforcement	Type D	YES
621.50	Manufactured Terminal Section, Flared	Each	728.06	Manufactured Terminal Sections	APL - TA556	YES

621.51	Manufactured Terminal Section, Tangent	Each	728.06	Manufactured Terminal Sections	APL - TA556	YES
621.53	Terminal Connector for Steel Beam Guardrail	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.55	Median Barrier Terminal	Each	728.06	Manufactured Terminal Sections	APL - TA556	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.56	Energy Absorption Attenuator	Each	728.07	Energy Absorption Attenuator	APL - TA556	
621.57	Energy Absorption Attenuator, Sand-Filled Plastic Barrel	Each	728.07	Energy Absorption Attenuator	APL - TA556	
621.59	Energy Absorption Attenuator, Liquid Filled	Each	728.07	Energy Absorption Attenuator	APL - TA556	
621.60	Anchor for Steel Beam Rail	Each	728.05	Concrete Anchors	Type A	YES
621.61	Anchor for Steel to Box Beam Transition	Each	728.05	Concrete Anchors	Type A	
621.65	Anchor For Cable Rail	Each	728.05	Concrete Anchors	Type A	
621.66	Anchor for Cable Rail at Openings	Each	728.05	Concrete Anchors	Type A	
621.70	Guardrail Approach Section, Galvanized Type I	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.71	Guardrail Approach Section, Galvanized Type II	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.72	Guardrail Approach Section, Galvanized Type II	Each	728.02(e)	Box Beam Rail	Type D	YES
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(d)	Hardware for Box Beam Rail	Type D	YES
			728.04	Delineation Devices	Type A	
621.725	Guardrail Approach Section, Galvanized 3 Rail Box Beam	Each	728.01(c)	Steel Posts and Accessories	Type D	YES
			728.02(e)	Box Beam Rail	Type D	YES
			728.03(d)	Hardware for Box Beam Rail	Type D	YES
621.726	Guardrail Approach Section, Galvanized 3 Rail Box Beam w/Curb	Each	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(e)	Box Beam Rail	Type D	YES
			728.03(d)	Hardware for Box Beam Rail	Type D	YES

621.73	Guardrail Approach Section, Galvanized 4 Rail Box Beam	Each	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(e)	Box Beam Rail	Type D	YES
			728.03(d)	Hardware for Box Beam Rail	Type D	YES
621.735	Guardrail Approach Section, Steel Beam	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.736	Guardrail Approach Section, Steel Beam w/2.4 m (8 feet) Posts	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.737	Guardrail Approach Section, Galvanized HD Steel Beam	Each	726.01	Timber Preservative	Type D	
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.738	Guardrail Approach Section, Galvanized HD Steel Beam w/2.4 m (8 feet) Posts	Each	726.01	Timber Preservative	Type D	
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(d)	Alternative Blockouts	APL - TA556	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.746	Guardrail Approach Section to Concrete Bridge Railing, TL-2	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.747	Guardrail Approach Section to Concrete Bridge Railing, TL-3	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.748	Guardrail Approach Section to Concrete Combination Bridge Railing, TL-3	Each	728.01(a)	Wood Post and Post Accessories	Type D	
			728.01(c)	Steel Posts and Post Accessories	Type D	YES
			728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
			728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES
621.75	Remove and Reset Guardrail	Linear Foot	728.03(c)	Hardware for Cable, Steel Beam, and Thrie Beam Rail	Type D	YES

621.76	Replace Guardrail Post Assembly	Each	728.01(c)	Steel Posts and Post Accessories	Type D	YES
621.77	Replace Guardrail Beam Unit	Each	728.02(d)	Steel Beam and Thrie Beam Rail	Type D	YES
621.85	Guide Posts	Each	728.01(c)	Steel Posts and Post Accessories	Type D	YES
			750.08	Retroreflective Sheeting	Type A	
Section 675 - Traffic Signs						
675.20	Traffic Sign, Type A	Square Foot	750.03	Flat Sheet Aluminum	Type A	
			750.08	Retroreflective Sheeting	Type A	
			750.12	Traffic Sign Assembly Hardware	Type A	
675.21	Traffic Sign, Type B	Square Foot	750.02	Extruded Aluminum Panels	Type A	
			750.08	Retroreflective Sheeting	Type A	
			750.11	Extruded Aluminum Molding	Type A	
			750.12	Traffic Sign Assembly Hardware	Type A	
675.301	Flanged Channel Sign Post	Linear Foot	750.01(a)	Sign Posts-Steel	Type D	YES
			750.12	Traffic Sign Assembly Hardware	Type A	
675.31	W-Shape Steel Sign Post	Pound	750.01(a)	Sign Posts-Steel	Type D	YES
			750.01(d)	Sign Posts-Sleeves	Type D	YES
			750.12	Assembly Hardware	Type A	
675.32	Tubular Aluminum Sign Post	Pound	750.01(b)	Sign Posts- Aluminum	Type A	
			750.12	Traffic Sign Assembly Hardware	Type A	
675.33	Tubular Steel Sign Post	Pound	714.02	Structural Steel	Type D	YES
			714.05	High-Strength Bolts, Nuts & Washers	Type D	YES
			750.01(a)	Sign Posts-Steel	Type D	YES
675.341	Square Tube Sign Post and Anchor	Linear Foot	750.01(a)	Sign Posts-Steel	Type D	YES
			750.01(d)	Sign Posts - Sleeves	Type D	YES
			750.12	Traffic Sign Assembly Hardware	Type A	YES
675.40	Foundation for W-Shape Steel Post, 18 Inch Diameter	Each	713.01	Bar Reinforcement	Type D	YES
675.41	Foundation for W-Shape Steel Post, 24 Inch Diameter	Each	713.01	Bar Reinforcement	Type D	YES
675.42	Foundation for W-Shape Steel Post, 30 Inch Diameter	Each	713.01	Bar Reinforcement	Type D	YES
675.43	Foundation for Tubular Steel Post	Each	750.01(a)	Sign Posts-Steel	Type D	YES
675.60	Erecting Salvaged Signs	Each	750.12	Traffic Sign Assembly Hardware	Type A	YES
Section 676 - Delineators						
			750.03	Flat Sheet Aluminum	Type A	
			750.08	Retroreflective Sheeting	Type A	

676.10	Delineator With Steel Post	Each	751.01	Delineator Posts	Type A	
			751.01(a)	Delineator Posts- Steel	Type A	YES
			751.05	Plaques	Type A	
			751.06	Assembly Hardware	Type A	
676.15	Remove and Replace Reflector Unit	Each	750.03	Flat Sheet Aluminum	Type A	
			750.08	Retroreflective Sheeting	Type A	
			751.06	Assembly Hardware	Type A	
676.20	Delineator With Flexible Post	Each	750.03	Flat Sheet Aluminum	Type A	
			750.08	Retroreflective Sheeting	Type A	
			751.06	Assembly Hardware	Type A	
			751.01(b)	Delineator Posts - Flexible	Type A	

# APPENDIX B

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## Supplier Request Form

PENDING FINAL REVIEW



VERMONT

Agency of Transportation

## Umbrella Certification Program - Supplier Request Form

[vtrans.vermont.gov](http://vtrans.vermont.gov)

Supplier Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The above supplier requests approval to participate in the VTrans' Umbrella Certification Program (UCP) under the following Sections of the *Standard Specifications for Construction*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All materials stockpiled at the above facility meet the specifications of the respective Sections listed above?

☐ Yes ☐ No If no, please include an inventory plan describing how those materials that do not meet the VTrans' *Standard Specifications for Construction* will be stockpiled to ensure they will not be used on VTrans' projects.

I have read the *Umbrella Certification Program* Guidelines and hereby certify that the supplier identified above will maintain all certification records for all applicable pay items and materials associated with the sections of the *Standard Specifications for Construction* also identified above. This will include all certification requirements as specified in the *Standard Specifications for Construction* and Contract Documents, including "Buy America" certifications and AREMA declarations, as applicable. Certification requirements will be maintained for a minimum of 3 years after the date of final voucher.

Furthermore, I understand that certification records are subject to inspection by VTrans' representatives upon demand and failure to produce or maintain the certification records for all materials used on VTrans' projects may result in removal from the Umbrella Certification Program and/or removal of the material from VTrans' projects.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Representing: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Form may be submitted electronically to:

[AOT.MaterialsCertifications@vermont.gov](mailto:AOT.MaterialsCertifications@vermont.gov)



# APPENDIX C

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## Project Specific Form

PENDING FINAL REVIEW



Agency of Transportation

## Umbrella Certification Program – Project Specific Form

[vtrans.vermont.gov](http://vtrans.vermont.gov)

Supplier Name: \_\_\_\_\_

Material to be installed on: Project Name & Number: \_\_\_\_\_

Project PIN: \_\_\_\_\_ Contract Number: \_\_\_\_\_

in accordance with Section (only one Section per form): \_\_\_\_\_

For Pay Items (only pay items associated with the chosen Section above may be included):

Pay Item Number & Description	Quantity	Units

Associated Material Codes (all material codes associated with the pay items identified above must be included on this sheet):

Material Code & Description

I hereby certify that the supplier identified above will maintain all certification records for all applicable pay items and materials codes associated with sections of the *Standard Specifications for Construction* also identified above. This will include all certification requirements as specified in the *Standard Specifications for Construction*, including “Buy America” certifications and AREMA declarations, as applicable.

Furthermore, I understand that certification records are subject to inspection by VTrans’ representatives upon demand and failure to produce or maintain the certification records for all materials used on VTrans’ projects may result in removal from the Umbrella Certification Program and/or removal of the material from VTrans’ projects.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Representing: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Form shall be submitted via DocExpress for the respective project.

# APPENDIX D

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## Audit Form



Agency of Transportation

## Umbrella Certification Program – Audit Form

[vtrans.vermont.gov](http://vtrans.vermont.gov)

Supplier Name: \_\_\_\_\_

Material installed on: Project Name & Number: \_\_\_\_\_

In compliance with inventory plan (only as required)?

☐ Yes ☐ No ☐ Not Applicable

Pay Item Number	Pay Item Description	Quantity	Units

Material Code: \_\_\_\_\_ Material Description: \_\_\_\_\_ Certification Type: \_\_\_\_\_

	Yes	No	N/A
Certification form supplied?			
Certificate of Compliance present and complete (for Type D Certifications only)?			
Certificate of Analysis present and complete (for Type D Certifications only)?			
“Buy America” certification present and complete (only as applicable)?			
AREMA Declaration present and complete (only as applicable)?			

Material Code: \_\_\_\_\_ Material Description: \_\_\_\_\_ Certification Type: \_\_\_\_\_

	Yes	No	N/A
Certification form supplied?			
Certificate of Compliance present and complete (for Type D Certifications only)?			
Certificate of Analysis present and complete (for Type D Certifications only)?			
“Buy America” certification present and complete (only as applicable)?			
AREMA Declaration present and complete (only as applicable)?			

Material Code: \_\_\_\_\_ Material Description: \_\_\_\_\_ Certification Type: \_\_\_\_\_

	Yes	No	N/A
Certification form supplied?			
Certificate of Compliance present and complete (for Type D Certifications only)?			
Certificate of Analysis present and complete (for Type D Certifications only)?			
“Buy America” certification present and complete (only as applicable)?			
AREMA Declaration present and complete (only as applicable)?			

Material Code: \_\_\_\_\_ Material Description: \_\_\_\_\_ Certification Type: \_\_\_\_\_

	Yes	No	N/A
Certification form supplied?			
Certificate of Compliance present and complete (for Type D Certifications only)?			
Certificate of Analysis present and complete (for Type D Certifications only)?			
“Buy America” certification present and complete (only as applicable)?			
AREMA Declaration present and complete (only as applicable)?			

Material Code: \_\_\_\_\_ Material Description: \_\_\_\_\_ Certification Type: \_\_\_\_\_

	Yes	No	N/A
Certification form supplied?			
Certificate of Compliance present and complete (for Type D Certifications only)?			
Certificate of Analysis present and complete (for Type D Certifications only)?			
“Buy America” certification present and complete (only as applicable)?			
AREMA Declaration present and complete (only as applicable)?			

Completed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

\*\*\*Complete additional Audit Form if more than 5 material codes for the pay item\*\*\*