



VERMONT AGENCY OF TRANSPORTATION

Certification Form Instructions

When VTrans Specifications require a certification, the certification shall be approved prior to use of the material, unless otherwise directed by the Resident Engineer. In all cases, certifications must be approved prior to payment. At or before each Contract's Preconstruction Conference a packet of contract specific certification forms will be provided to the Resident Engineer as well as the Prime Contractor.

Below is the required information for processing certifications

Manufacturer: Enter the Name of the Manufacturer.

Address: Enter the Address of the Manufacturer.

WE HEREBY CERTIFY: If you are using the generic form from the internet you will have to enter the contract specific pay item and material code with a description. If this form is contract specific, the pay item and the specific material information will already be present on the form.

In the Quantity of: If you are using the generic form from the internet you will have to enter the plan quantity you wish to certify. If this form is contract specific, the plan quantity will already be present on the form.

Furnished By: Enter the name of the supplier (*the entity(s) between the manufacturer and the contractor*)

For Use On: If you are using the generic form from the internet you will have to enter the Project Line Item number from the proper project, and enter the exact project Name as it appears in the contract documents. If this form is contract specific, the SiteManager Project Line item number and the exact project will already be present on the form.

NOTE: The same pay item can exist in on multiple projects within one contract. It is important that you provide the correct project line item number on the certification document. If you need assistance finding the proper project line number please contact the contract's VTrans Resident Engineer.

Identified By:

- **Type A Certifications** – enter information that will directly link the certification form to the manufactured product such as; a unique identifier, company marking, batch number, lot number.
- **Type D Certifications** – enter information that will directly link the certification form to the Certificate of Compliance (COC) and the Certificate of Analysis (COA) for Type D Certifications. Certifications the COC and COA should contain information that identifies the manufactured product; such as; a unique identifier, company marking, batch number, lot number.

Conforms To: For the generic document enter the pay item number specific to the material from the contract documents in the blank space. If this is a contract specific document, the pay item number will already be present on the form.

By signing the certification document you certify that all materials subject to Buy American Provision of the American Recovery and Reinvestment Act (ARRA) as outlined in 23 CFR 635.410, including any Substantial Transformations, occurred within the United States of America and that you understand that this certification is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.*, and that you shall not discriminate or retaliate against any employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act.

The Manufacturer is the only entity that can conclusively certify that all tests have been performed on the material and that the results of those tests meet VTrans specifications. However, if the supplier or contractor has on file auditable documentation that establishes a clear chain of custody for the material that also shows it meets VTrans specifications then they can accept full legal responsibility for the manufacture of the material and sign the certification form.

Mail the document to the below address:

Vermont Agency of Transportation
Construction and Materials Bureau
Attention: Certification Unit
2178 Airport Road, Unit B
Berlin, Vermont 05641-8628

Or email the document to the below address:

AOT.materialscertifications@vermont.gov

NOTE: Vermont adopted the Uniform Electronic Transactions Act (UETA) (Added 2003, No. 44, § 1, eff. Jan 1, 2004) making it legal to accept electronically filed documents.