



## 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 (RE). In all cases, certifications must be approved prior to payment. At or before each Contract's Pre-Construction Conference, a packet of contract-specific certification forms will be provided to the RE as well as the Prime Contractor.

**Manufacturer and Address:** Enter the Name and Address of the Manufacturer.

**WE HEREBY CERTIFY:** If you are using the generic form from the internet, 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, enter the plan quantity as well as the quantity you wish to certify. If this form is contract specific, the plan quantity will already be present on the form, but you will still need to enter the quantity you wish to certify if it differs from the plan quantity.

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

**For Use On:** If you are using the generic form, 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 Project Line Item number and the exact project name will already be present on the form. **NOTE:** The same pay item can exist 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 Item number, please contact the RE.

### 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 the Buy America Provision of the American Recovery and Reinvestment Act (ARRA) as outlined in 23 CFR 635.410, including melting, rolling, cutting, welding, fabrication, and the process of applying a coating occurred within the United States of America, and 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 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](mailto: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.

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