

Certifications Frequently Asked Questions

Q1. How can I tell if a material requires a certification?

The current Vermont Standard Specifications for Construction list material and certification requirements in the 700 series of the specification book. Also a list of project specific materials requiring certification will be provided to the Resident Engineer and the Prime Contractor before or during each preconstruction conference.

Q2. I submitted the certification form to the manufacturer of the material and still have not been paid for the material?

Below are common issues that can slow the processing of certifications.

1. The Manufacturer has not submitted the certification form to VTrans.
2. The certification form was lacking the proper pay item number.
3. The certification form was lacking the proper line item number.
4. The certification has been entered and VTrans is between bi-weekly estimate cycles
5. The certification was missing required information:
 - a. was not signed
 - b. was not notarized
 - c. there was no chain of custody identifier cited on the form
 - d. there was no chain of custody documentation provided
 - e. the Type D Certificate of Analysis and/or Certificate of Compliance were missing

Q3. I am not the manufacturer of the material can I sign the certification form?

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 can provide 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.

Q4. Did VTrans receive the certification form that I sent to the Manufacturer?

The Sampling Checklist report provided with the bi-weekly estimate package will show all tests and certifications received and processed. If you do not see it on that list then contact the Manufacturer and inquire about the form's whereabouts.

Q4. How do I use a product from the ACL and APL?

If the contractor is using a product from the ACL or the APL they must inform the Resident Engineer (RE) and request that the RE submit a TA555-ACL or TA556-APL form to the Certifications Unit identifying the material, manufacturer, supplier, and quantity of the material.

Q5. Where do I send completed Certification forms?

Email to:

AOT.MaterialsCertifications@vermont.gov

Mailing/Shipping Address:

Construction & Materials Bureau
Materials Acceptance Program
Certifications Unit
2178 Airport Road, Unit B
Berlin, Vermont 05641-8628