

State of Vermont  
AGENCY OF TRANSPORTATION  
CONSTRUCTION & MATERIALS BUREAU  
Materials Acceptance Program

**TA555 Increase in Certified Quantity Procedure**

In accordance with the 2015 Construction Manual with the 2016 Addendum:

*The Resident Engineer may extend the quantity of the certification to match the installed quantity in the case of an installed material quantity exceeding the certified quantity by an amount not to exceed 20% and with the extra material coming from the same manufacturer and of the same type, lot, batch, or heat number.*

To extend a previously certified amount of a material, the Resident Engineer shall:

1. Verify that the additional material being incorporated in the project is from the same manufacturer and of the same type, lot, batch, or heat as the original certification documentation.
2. Complete a TA555 (Increase in Certified Quantity) form. Please include only one entry on each form. All fields on the form are required except for Additional Information, which is optional. The Original Certified Quantity and Units should be taken directly from the original certification document (not the quantity shown for the certification sample on the sampling checklist). The Original Certification Sample ID should be taken directly from the sampling checklist or Z Drive document. The Increase Quantity by should accurately represent the excess quantity of material installed in the field. The Percent Increase should be calculated by dividing the “Increase Quantity by” by the “Original Certified Quantity and Units” and multiplying that result by 100. If the result is more than 20%, the TA555 form cannot be used, and an additional certification of the specified type must be submitted to represent the additional material.
3. Email the TA555 (Increase in Certified Quantity) form to the Certification Unit at [AOT.MaterialsCertifications@vermont.gov](mailto:AOT.MaterialsCertifications@vermont.gov), CC'ing to the appropriate Regional Construction office. If necessary, the form can be mailed via the 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 TA555 (Increase in Certified Quantity) form for their records.