

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

TA555 Transfer of Certified Quantity Procedure

In accordance with the Standard Specifications for Construction, Subsection 700.02:

New materials, previously certified and purchased by the Contractor for use on an Agency project, may be used on another Agency project provided that the Contractor submits a sworn statement identifying the past project which the materials were originally certified for, attests that the material certifications were previously furnished and accepted by the Agency for the past project, and certifies that the new materials were part of the original quantity purchased.

To transfer a previously certified quantity of material, the Resident Engineer shall:

1. Verify that the contractor has an excess of material available for transfer to another line number in the same project or to another project. If material is to be transferred to another project, the Resident Engineers of both projects will need to sign the form to indicate that both REs are aware of the transfer. If a material is being transferred to different line items within the same project, the second RE field may be left blank.
2. Verify that the extra material to be transferred is the same material identified on the original certification. The material should be from the same manufacturer and of the same type, lot, batch, or heat as described on the certification.
3. Complete a TA555 (Transfer of 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 Manufacturer should be taken directly from the original certification documentation. The Sample ID should be taken directly from the sampling checklist or Z Drive document.
4. Email to the TA555 (Transfer of Certified Quantity) to the Certification Unit at AOT.MaterialsCertifications@vermont.gov, CC'ing the appropriate Regional Construction office. If necessary, the form can be mailed via USPS to the following address:

Vermont Agency of Transportation
Materials Acceptance Program - Certification Unit
2178 Airport Road, Unit B
Berlin, Vermont 05641-8628

5. Keep a copy of the TA555 (Transfer of Certified Quantity) form for their records.

NOTE: The original certification must be compliant, accepted, and authorized before a transfer of its certified quantity can occur. If the transfer of certified quantity will render the original installed material under-certified, the transfer will not be permitted.