



**Instructions for Completing A
Material Placement Notification (MPN)
Through the CDOT Website**

GENERAL INSTRUCTIONS

1. The website address for direct connection is <http://www.cdoticqqa.com>. Or, from the CDOT Construction Management database Home Page (<http://cdotdatabase.com>), under "Other Sites", click on CDOT QC/QA Materials Website.
2. The username/password for the QC/QA database is the same as your username/password for the construction database.
3. Material inspection requests (Material Placement Notification (MPN)) are to be placed online no later than 3 p.m. at least one working day prior to material placement. Working days are defined as Monday through Friday excluding Holidays. Certain notifications involving special circumstances may require additional lead time. These situations are addressed accordingly later in this manual.
4. A separate MPN must be submitted for each type of material or inspection each day regardless of quantity.
5. Any changes made to the time, location, application, or any other item pertinent to the MPN after the 3:00 p.m. deadline will not be guaranteed inspection and payment of that material could become an issue.
6. MPN's are to be placed by the Resident Engineer or a designated person within their organization. MPN's are not to be placed by Contractors.
7. Please do not fax MPN's to CDOT QA as "back-up" to the online placement. You can verify that your request has been received by clicking on "See Today's Notifications" under the Scheduling tab and selecting the appropriate material for which the MPN was placed.
8. If material placement is cancelled (due to weather, or any other reason), you must notify CDOT QA as soon as possible and cancel the MPN on the web site.
9. Before requesting material inspection, please be sure that all necessary paperwork has been received and approved. This includes Project Specific QC Addenda for HMA and PCC items.
10. All Structural Steel inspections must be addressed with CDOT QA well in advance of any pending shop fabrications or field activities requiring the assistance of CDOT QA.
11. Any problems encountered with the system or questions concerning the MPN process should be directed to CDOT QA via e-mail at materials@cdoticqqa.com.

INSTRUCTIONS FOR PLACING A CONCRETE (PCC) MPN

1. Log onto the QC/QA website. The user name/password for the QC/QA database is the same one that you have for the CDOT Construction Management database.
2. Select the appropriate project from the drop down menu.
3. From the “Scheduling” tab, choose “Material Placement Notification”. Then select “Concrete”.
4. The screen that comes up will show the history of material placement requests made to date. Click on “Add New” to enter a new MPN.
5. A separate MPN must be submitted for each type of material each day regardless of quantity.

The following table explains each field located within the Concrete MPN. Exhibit I shows a screen image of the Concrete MPN as it appears on the database.

Heading	Entry Field
Notification Date:	Automatically Entered
Date of Placement:	Required Field
Delivery Time On Site:	Material delivery time on site. Required Field
Material Producer:	Choose from the drop down menu. Information Required
Mix Number:	Choose from the drop down menu. Information Required
Class:	Automatically Generated Based on Mix Number
Application:	Automatically Generated Based on Mix Number
Quantity Ordered:	Scheduled placement quantity. Required Field
Placement Location:	Be as specific as possible with the placement location. Cross streets or street addresses are good sources of information. Required Field
Pay Item Number:	Required Field
Pay Item Description:	Required Field
Strength Specimen Type	Choose from the drop down menu. Information Required
Does Contract Contain QC/QA Provisions for PCC?	This box must be checked if the project contains provisions for PCC QC/QA.
Resident Engineer (CCE):	Required Field
CCE Consultant Company:	Required Field
Phone number:	Required Field
Fax number:	Required Field
Mobile number:	Required Field
E-Mail:	Required Field
Notes:	This space should be used for detailing specific information pertaining to the inspection. This information may be specific to the material or general information such as special project site access requirements.

EXHIBIT I

Scheduling Reports

Selected Details

Update Cancel

CDOT Project No: Z-9-999
Project Description: Test Project
Contractor: Illinois Constructors Corporation

Notification Date: 2/19/2007 (mm/dd/yyyy)
Date of Placement: (mm/dd/yyyy)
Delivery Time On Site: (hh:mm XM)
Material Producer: [Please Select] v
Mix No: [Please Select] v
Class:
Application:
Quantity Ordered:
Placement Location:

Pay Item Number:
Pay Item Description:
Strength Specimen type: [Please Select] v
Does Contract Contain QC/QA Provisions For PCC:

Resident Engineer:
Consultant:
Phone No:
Fax No:
Mobile No:
Email:
Notes:
Check Spelling

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Done Internet

Screen Image – Concrete (PCC) MPN

INSTRUCTIONS FOR PLACING A BITUMINOUS (HMA) MPN

1. Log onto the QC/QA website. The user name/password for the QC/QA database is the same one that you have for the CDOT Construction Management database.
2. Select the appropriate project from the drop down menu.
3. From the “Scheduling” tab, choose “Material Placement Notification”. Then select “Bituminous”.
4. The screen that comes up will show the history of material placement requests made to date. Click on “Add New” to enter a new MPN.
5. A separate MPN must be submitted for each type of material each day regardless of quantity.

The following table explains each field located within the Bituminous MPN. Exhibit II shows a screen image of the Bituminous MPN as it appears on the database.

Heading	Entry Field
Notification Date:	Automatically Entered
Date of Placement:	Required Field
Production Time:	Production start-up time at the plant. Required Field
Delivery Time On Site:	Material Delivery time on site. Required Field
Material Producer:	Choose from the drop down menu. Information Required
Mix Number:	Choose from the drop down menu. Information Required
Class:	Automatically Generated Based on Mix Number
Application:	Automatically Generated Based on Mix Number
Quantity Ordered:	Scheduled placement quantity. Required Field
Placement Location:	Please be as specific as possible with the placement location. Cross streets or street addresses are good sources of information. Required Field
Pay Item Number:	Required Field
Pay Item Description:	Required Field
Has a Test Strip Been Performed?	This box must be checked if the mixture listed has been previously verified through a test strip this construction season.
Is a Correlated Gauge Required?	This box must be checked if correlated nuclear gauges are being used as the method of acceptance for density testing.
Does Contract Contain QC/QA Provisions for HMA?	This box must be checked if the project contains provisions for HMA QC/QA.
Resident Engineer (CCE):	Required Field
CCE Consultant Company:	Required Field
Phone number:	Required Field
Fax number:	Required Field
Mobile number:	Required Field
E-Mail:	Required Field
Notes:	This space should be used for detailing specific information pertaining to the inspection. This information may be specific to the material or general information such as special project site access requirements.

EXHIBIT II

Scheduling Reports

Selected Details

Update Cancel

CDOT Project No: Z-9-999
Project Description: Test Project
Contractor: Illinois Constructors Corporation

Notification Date: 2/19/2007 (mm/dd/yyyy)
Date of Placement: (mm/dd/yyyy)
Production Time: (hh:mm XM)
Delivery Time On Site: (hh:mm XM)

Material Producer: [Please Select] v
Mix No.: [Please Select] v
Class:
Application:
Quantity Ordered:
Placement Location:

Pay Item Number:
Pay Item Description:

Has a Test Strip Been Performed?:
Is a Correlated Gauge Required?:
Does Contract Contain QC/QA Provisions For HMA?:

Resident Engineer:
Consultant:
Phone No.:
Fax No.:
Mobile No.:
Email:

Notes:

Done Internet

Screen Image – Bituminous (HMA) MPN

INSTRUCTIONS FOR PLACING AN AGGREGATE (or SOIL) MPN

1. Log onto the QC/QA website. The user name/password for the QC/QA database is the same one that you have for the CDOT Construction Management database.
2. Select the appropriate project from the drop down menu.
3. From the “Scheduling” tab, choose “Material Placement Notification”. Then select “Aggregate”.
4. The screen that comes up will show the history of material placement requests made to date. Click on “Add New” to enter a new MPN.
5. A separate MPN must be submitted for each type of material each day regardless of quantity.

The following table explains each field located within the Aggregate MPN. Exhibit III shows a screen image of the Aggregate MPN as it appears on the database.

Heading	Entry Field
Notification Date:	Automatically Entered.
Inspection Date:	Required Field
Type of Testing:	Choose from the drop down menu. Information Required
Material Producer:	Choose from the drop down menu. Information Required
Aggregate Gradation:	Indicate the gradation of the material (ex. CM06). Does not apply to soils.
Sampling Location:	Choose from the drop down menu. Only applies to proctor testing.
Test Location:	This description must be clear enough for the material tester to easily locate the area to be tested. This could be a street address or cross street location. Does not apply to proctor testing.
Inspection Time:	When specifying the time, please be sure to allow enough time for density tests to be performed and any remedial action to be taken prior to scheduling any concrete or asphalt placements.
Proctor information was previously completed:	This box must be checked if proctor information for this material has been previously completed by CDOT QA. If proctor information was provided by someone other than CDOT QA, please be sure to fax a copy to CDOT QA at (312) 669-0822. Proctor testing requires a 5 day advance notice.
Percent compaction required:	Required for density testing.
Approximate area/volume to be tested:	Required for density testing. Include the appropriate unit of measure based on the pay item or specification.
Pay Item Number:	Required Field
Pay Item Description:	Required Field
Resident Engineer (CCE):	Required Field
CCE Consultant Company:	Required Field
Phone number:	Required Field
Fax number:	Required Field
Mobile number:	Required Field
E-Mail:	Required Field
Notes:	This space should be used for detailing specific information pertaining to the inspection. This information may be specific to the material or general information such as special project site access requirements.

Special Notes:

1. If you need to have proctor information (optimum moisture content and maximum dry density) determined for soil(s) or aggregate(s) being used on your project, you must request (via MPN) these laboratory tests at least 5 working days prior to when the information is needed for density testing or as soon as you know your material source. Once the laboratory testing has been completed, the proctor information will be made available to the resident engineer.
2. Insufficient lead time for performing proper proctor tests and/or inadequate proctor information may result in inadequate density test results that may not provide the necessary information to the resident engineer or the contractor to substantiate the actual field density which could result in delays to the progress of the project. The resident engineer is responsible for making sure this information is available and if necessary the proper lead time has been provided to CDOT QA to determine this information through laboratory testing.

EXHIBIT III

Selected Details

Update Cancel

CDOT Project No: Z-9-999
Project Description: Test Project
Contractor: Illinois Constructors Corporation

Notification Date: 2/19/2007 (mm/dd/yyyy)
Inspection Date: (mm/dd/yyyy)
Type of Testing: [Please Select] v
Material Producer: [Please Select] v
Aggregate Gradation:
Sample Location: [Please Select] v
Test Location:
Inspection Time: (hh:mm XM)

Proctor information was previously completed:

Notes:
1) If this information was provided by someone other than CDOT QA, please fax a copy to 312-669-0822.
2) If proctor data is not available, please schedule proctor/testing at least 5 days prior to density testing.

Percent compaction required:
Approximate area/volume to be tested:
Pay Item Number:
Pay Item Description:

Resident Engineer:
Consultant:
Phone No:
Fax No:
Mobile No:
Email:
Notes:
Check Spelling

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Done Internet

Screen Image - Aggregate (or Soil) MPN

INSTRUCTIONS FOR REQUESTING STRUCTURAL STEEL INSPECTION

1. Log onto the QC/QA website. The user name/password for the QC/QA database is the same one that you have for the CDOT Construction Management database.
2. From the "Scheduling" tab, choose "Material Placement Notification". Then select "Structural Steel".
3. A screen detailing the notification process will appear and give you specific instruction on how to obtain CDOT QA Inspection for Structural Steel items. See Exhibit IV below.
4. Please note that the inspection and testing of field bolting is the responsibility of the resident engineer.

EXHIBIT IV

The screenshot displays a web browser window with the address bar showing <http://www.cdotqcqa.com/scheduling/structsteelnotification.aspx>. The page header includes the City of Chicago Department of Transportation logo and the text "CDOT QC/QA Website". A navigation menu contains links for Home Page, Scheduling, Concrete Form, Bituminous Form, Structural Steel, Material Sources, Weight Check, File Manager, Data Entry, and Administration. The main content area is titled "Quality Assurance (Inspection)" and features a red heading: "No Project Selected: Structural Steel". Below this, a red notice states: "Please note the following update to the MPN process for Structural Steel Inspection: Structural Steel inspection requests will NOT be placed through the CDOT QC/QA Materials Website. Structural Steel Field Inspection requests should be directed to **Tim Hernandez** of CDOT QA via e-mail at thernandez@transystems.com." A subsequent red heading reads: "The following information shall be included in the email for CDOT QA to process the inspection request:". This is followed by a bulleted list of required information: Date Inspection Required, Time of Inspection, Location for Inspection, Inspection Item, Operations to be Inspected, Resident Engineer (CCE), CCE Consultant Company, Phone number, Fax number, Mobile number, E-Mail, and Notes. The footer of the page contains the copyright notice: "© 2005 City of Chicago, Department of Transportation Thomas G. Byrne, Commissioner".

City of Chicago Department of Transportation

CDOT QC/QA Website

Logged On As: BRYAN3

No Project Selected: Structural Steel

Home Page Scheduling Concrete Form Bituminous Form Structural Steel Material Sources Weight Check File Manager Data Entry Administration

Quality Assurance (Inspection)

Please note the following update to the MPN process for Structural Steel Inspection:

Structural Steel inspection requests will **NOT** be placed through the CDOT QC/QA Materials Website.
Structural Steel Field Inspection requests should be directed to **Tim Hernandez** of CDOT QA via e-mail at thernandez@transystems.com.

The following information shall be included in the email for CDOT QA to process the inspection request:

- Date Inspection Required
- Time of Inspection
- Location for Inspection
- Inspection Item
- Operations to be Inspected
- Resident Engineer (CCE)
- CCE Consultant Company
- Phone number
- Fax number
- Mobile number
- E-Mail
- Notes

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Thomas G. Byrne, Commissioner

Screen Image – Structural Steel Inspection Process