

PROCESS FOR BECOMING AN AGGREGATE SUPPLIER

1. **Request for Evaluation:**

- Submit a request to the Office of Materials and Research either electronically through our website at (<http://tomcat2.dot.state.ga.us/PitQuarry/index.cfm>)
- Or by a letter addressed to:
Ms. Georgene M. Geary, P.E., State Materials and Research Engineer
Georgia Department of Transportation
Office of Materials and Research
15 Kennedy Drive
Forest Park, Georgia 30297

Note: All companies wishing to supply aggregate for Departmental projects must be approved and added to Qualified Products List 1 or 2.

2. **Initial Inspection and Sampling:**

For Mining Operations:

- After the request is received, it is assigned to personnel of the Pit and Quarry Control Branch.
- The company is contacted and arrangements are made to visit the site and conduct an inspection.
- A geological evaluation of the raw material being mined is conducted as well as an inspection of the mining and processing methods.
- Aggregate samples are taken during the inspection and transported to the GDOT Office of Materials and Research (OMR) in Forest Park, GA. for testing.

Note: It is expected that the producer will have tested his product(s) prior to making the request to be added to the Department's Qualified Products List.

For Vending Yard Operations:

- After the request is received, it is assigned to personnel of the Pit and Quarry Control Branch.
- The company is contacted and arrangements are made to visit the site and conduct an inspection.

- An examination of the layout of the facility is completed. Proper handling and stockpiling procedures and certified laboratory and personnel requirements are discussed with company personnel.

For more information on these requirements, please visit the following site:

<http://tomcat2.dot.state.ga.us/thesource/sti/index.html> (Click on SOP's folder, then SOP 1, scroll down)

Note: Evaluation of aggregate currently stockpiled at the vending yard is not required, but all other requirements apply.

3. **Testing of Aggregate Products:**

- Depending upon the type of aggregate source being evaluated, testing of the aggregate products may take up to two months, depending upon backlog. Most of the basic testing is completed within three weeks.
- If a concrete design is required, the producer must deliver aggregate for the design. The design testing requires 28 days to complete.
- If failing results are obtained, the producer is given the opportunity to correct the problem and have the aggregate product(s) retested.

Note: The producer must test his products after corrections have been made, prior to requesting to be resampled and retested by Departmental personnel.

4. **Certification of Laboratory and Quality Control Personnel:**

- If test results are favorable or, in the case of a vending yard, if the facility meets basic requirements, the supplier must set up a certified lab and make arrangements to get personnel certified to perform testing of the aggregate products.
- After the lab is set up, it will be inspected and certified by Pit and Quarry personnel.
- Quality control personnel must be certified by taking and passing written and laboratory proficiency examinations, both administered by the Pit and Quarry Control Branch. Notification of the time and location for both examinations will be given by Pit and Quarry Personnel during the evaluation process.

Note: Requirements for certified laboratories and personnel are outlined in Standard Operating Procedures 1 (SOP-1), which is available on the Department's website at: (<http://tomcat2.dot.state.ga.us/thesource/sti/index.html>). A study guide to use in preparation for taking the examinations is available on the website at: (http://www.dot.ga.gov/doingbusiness/Materials/Documents/StudyGuide9_22_04.pdf).

5. **Quality Assurance Program:**

- A Quality Assurance Program is established for each aggregate source. This program is part of the approval package that is mailed to the aggregate supplier. A Quality Assurance Program is drafted based on the geologic characteristics of the material being mined, the type and number of aggregate products to be supplied to the Department, and the type of supplier (aggregate producer versus vending yard, etc.). Aggregate products certified for Departmental use (i.e. products shipped directly to Departmental projects or to Departmental-approved concrete or asphalt plants) must be tested during shipment.
- Prior to approving the aggregate source, the quality assurance program is faxed to the supplier. If the supplier agrees to the terms of the quality assurance program, he must sign and return a document stating that he will abide by the provisions of the program.
- The source is officially approved after the State Materials and Research Engineer signs the approval package and the package is mailed to the aggregate supplier.

6. **Addition of the Source to Qualified Products List:**

- After approval, the source is added to the Department's Qualified Products List 1 and/or 2.
- Qualified Product Lists may be viewed on the Department's website at: (<http://www.dot.ga.gov/doingbusiness/Materials/qpl/Pages/default.aspx>).