



NDOT SiteManager Materials Management

Standard Operating Procedures

Documenting Buy America
Compliance for Steel and Iron
Products

Table of Contents

1. Introduction and Purpose:	3
1.1 Purpose:.....	3
1.2 Roles and Responsibilities:	3
1.3 Authentication:	3
1.4 Abbreviations:	3
2. Certification Requirements:	4
2.1 Requirements:.....	4
2.1.1 Certification Letter:.....	4
2.2 Documentation:.....	4
2.2.1 Field Inspector Responsibilities:	4
2.2.2 P/S Documentation:.....	4
2.2.2.1 Materials Implemented in SiteManager:	4
2.3 SiteManager Documentation:.....	5
2.3.1 Non-Pretested Epoxy and Black Reinforcing Steel:.....	5
2.3.2 Pretested Reinforcing Steel:.....	5
2.4 Materials Accepted by Certificate of Compliance or Certificate of Tests	6
2.5 Producer/Supplier Buy America Certification:	7
2.6 Prime Contractor Letter:.....	10

Illustrations

Figure 3, Producer/Supplier Buy America Certification test template.....	5
Figure 1, Reinforcing Steel – Field Submitted Samples test template.....	5
Figure 2, Reinforcing Steel – Pretested test template	6
Figure 4, Certificate of Compliance/Test test template.....	7
Figure 5, Producer/Supplier Buy America Certification, Certificate of Compliance	8
Figure 6, Producer/Supplier Buy America Certification, Certificate of Test	9
Figure 7, Prime Contractor Material Certification Letter	10

Modification Tracking Summary

Summary of Changes	Date	Author
Formatted Standard Operating Procedures document	10/16/2012	Andi Clark
2018 document review	5/14/2018	Andi Clark

1. Introduction and Purpose:

This document is intended to be used in conjunction with the existing training materials provided by NDOT (Nebraska Department of Transportation), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

1.1 Purpose:

The purpose of this document is to provide guidance for documenting Buy America compliance for steel and iron products.

Buy America compliance is outlined in the 2017 Standard Specifications for Highway Construction Section 106.07 – Buy America

1.2 Roles and Responsibilities:

As of the publication date of this document, roles and responsibilities are defined as follows:

SiteManager Staff: 402.479.4760, DOR.SiteManagerMaterials@nebraska.gov.

Highway Material and Tests Manager: Mark Burham, 402.479.4746, Mark.Burham@nebraska.gov.

1.3 Authentication:

2017 Standard Specifications for Highway Construction (SSHC): <http://www.dor.state.ne.us/ref-man/spece.htm>

Creating and Authorizing a SiteManager Sample Record: <http://www.dor.state.ne.us/mat-n-tests/MMG/General/CreatingSMGRSampleRecord.pdf>

NDOT Final Review Process Manual: https://dot.nebraska.gov/media/7548/2017_final_review_manual.pdf

Sample Identification Numbering Scheme: <http://www.dor.state.ne.us/mat-n-tests/MMG/General/SampleIDNumberingScheme.pdf>

Reinforced Concrete Pipe & Flared End Sections: <http://www.dor.state.ne.us/mat-n-tests/MMG/Concrete/ConcretePipeandFES.pdf>

1.4 Abbreviations:

ID: Identification
M&R: NDOT Materials & Research
NDOT: Nebraska Department of Transportation
SMGR: SiteManager
SOP: Standard Operating Procedures
SSHC: Standard Specifications for Highway Construction

2. Certification Requirements:

2.1 Requirements:

2.1.1 Certification Letter:

The first type of required certification is addressed in 106.07, paragraph 6 of the 2017 SSHC. This requirement states 'Upon completion of all work utilizing steel or iron products, the prime contractor shall furnish a letter to the state on company letterhead and signed by an officer of the company stating that the documentation is on file certifying that all steel or iron materials brought to the construction site and permanently incorporated in the project will comply in all aspects with the Buy America requirements.'

This document shall be provided to NDOT by the contractor after all work affected by the 'Buy America' provision has been completed.

2.2 Documentation:

Buy America certification for the prime contractor will be entered in SMGR using the following material code/material name: 106BA – Buy America Cert/Prime Contractor.

2.2.1 Field Inspector Responsibilities:

After all steel/iron work is complete, the field inspection team will:

- Ensure the Buy America certification statement is on the prime contractor's letterhead and is signed by an officer of the company.
- Ensure the language conforms with the specification requirements.
- Create the sample record.
- Submit the certification to the M&R Division for evaluation via OnBase.

2.2.2 P/S Documentation:

The Buy America requirement from the producer/supplier/manufacture will also be recorded in SMGR. Circumstances for this type of certification are as follows:

2.2.2.1 Materials Implemented in SiteManager:

Materials that are fully implemented in SMGR will have an area on the template to document the required Buy America statement has been received

Displayed below are examples of SMGR templates that relate to the producer/supplier/manufacture's Buy America requirement. These examples are not inclusive of all materials that have a Buy America requirement but are a representation.

Figure 1, Producer/Supplier Buy America Certification test template

2.3 SiteManager Documentation:

2.3.1 Non-Pretested Epoxy and Black Reinforcing Steel:

This reinforcing steel template is used by field personnel when creating the sample records for epoxy or black reinforcing steel that has not been pretested prior to its arrival at the jobsite. Field personnel will indicate the receipt of the producer/supplier/manufacturer’s Buy America document and upload the document to Onbase

Figure 2, Reinforcing Steel – Field Submitted Samples test template

2.3.2 Pretested Reinforcing Steel:

The M&R Division has on file the manufacturer’s Buy America documentation for pretested steel. Field inspection personnel will create and authorize the SMGR sample record. No further action is necessary.

Reinforcing Steel

NDDR M&R
Devin Townsend, Assistant Materials Engineer

Template ID: PTF003002
Version: 20170712

The producer/supplier's Buy America certification is on file at the Materials & Research Division.

Pretested **Black**
 Field **Epoxy**

Size:

Mill:

Heat Number:

Weight:

Comments:

Test Method: ASTM A 615/A

Figure 3, Reinforcing Steel – Pretested test template

2.4 Materials Accepted by Certificate of Compliance or Certificate of Tests

This template is associated to a variety of materials that require a certificate of compliance and/or a certificate of test for acceptance.

This template is also used by field personnel to document the receipt of the producer/supplier Buy America certification.

The producer/supplier Buy America certification (required for steel and iron products) has a dropdown box that states 'Yes' or 'N/A'.

If the material being reported is a steel or iron product, field personnel must have the producer/supplier documentation that certifies this material meets the Buy America requirements. To record the certification, the field inspector shall select 'Yes' from the Section 1 dropdown list.

If the material is a non-steel material the inspector will select 'N/A' from the Section 1 dropdown list.

Certificate of Compliance/Test

NDOR M&R Template ID: MSL001001
Version: 20111101

IMPORTANT: Field personnel are responsible for completion of Sections 1 and 2.
All certifications and/or documentation must be submitted to the Materials & Research
The Materials & Research Division is responsible for Section 3 and authorization of the sample.

Section 1

Producer/Supplier Buy America Certification
(Required only for steel and iron products)

* The Buy America iron requirement is in effect for all contracts let December 15, 2011 and later.

Section 2

Certificate of Compliance
Certificate of Test
Other Acceptance Criteria **

** Please note in the comments field what acceptance criteria was used.

Section 3

Accept Reject

By selecting "ACCEPT" the Materials & Research Division verifies
that the material complies with specification requirements.

Comments:

Figure 4, Certificate of Compliance/Test test template

2.5 Producer/Supplier Buy America Certification:

Shown below are examples of the producer/supplier/manufacturer Buy America statement that conforms to specification requirements.

CD 11/19/2011 10:11
Sioux City Foundry Co.

U.S.A: 800-631-0874
LOCAL: 712-252-4181

CORPORATE FAX: 712-252-4197
FOUNDRY DIV. FAX: 402-494-2489
REBAR FAX: 712-252-4667

CAST METALS
WELDING SUPPLIES
STEEL SERVICE CENTER
FABRICATED METAL PRODUCTS

MARCH 14, 2012

STATE OF NEBRASKA
DEPARTMENT OF ROADS
CENTRAL HEADQUARTERS
1500 HIGHWAY 2
P.O. BOX 94759
LINCOLN, NE 68509

RE: CEDAR COUNTY, NEBRASKA PROJECT STPO-81-4(115)

CERTIFICATION

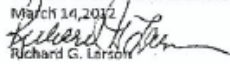
We hereby certify that all reinforcing steel furnished by Sioux City Foundry for the above noted project is purchased from American-made stock and conforms to the contract requirements of Buy America.

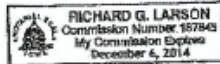
Sioux City Foundry Company



Rick B. Hazekamp
Division Manager

State of Iowa
County of Woodbury

Subscribed and sworn to before me
March 14, 2012

Richard G. Larson
Notary Public



601 DIVISION STREET P.O. BOX 3067 SIOUX CITY, IOWA 51102-3067

Figure 5, Producer/Supplier Buy America Certification, Certificate of Compliance

**NDOT SiteManager Materials Management
Standard Operating Instructions – Documenting Buy America Compliance for Steel and Iron Products**

DATE: 6/04/07
INVOICE NO.: 142095
BILL OF LADING: 849357
CUSTOMER NO.: 1635
CUSTOMER P.O.: 17469

NUCOR-YAMATO STEEL CO.
P.O. BOX 1225 • BLYTHEVILLE, AR 72516

HUSKER STEEL
PO BOX 36
COLUMBUS, NE 68602-0036

CERTIFIED MILL TEST REPORT

100% MELTED AND MANUFACTURED IN U.S.A.
All shapes produced by Nucor-Yamato Steel are cast and rolled to a fully killed and fine grain practice.

ASTM A572/A572M GR50-04
ASTM A709/A709M-07 GR50 (345)
ASTM A6/ASH-07
Jensen Const C-724-0
Proj 81-4(113)
Cedar Co
1st load

HUSKER STEEL
PO BOX 36
COLUMBUS, NE 68602-0036

ITEM #	ITEM DESCRIPTION	QTY	HEAT #	MECHANICAL PROPERTIES							CHEMICAL PROPERTIES											
				YIELD TO TENSILE RATIO	YIELD STRENGTH		ELONG	CHARPY IMPACT TEMP	IMPACT ENERGY	C	Mn	P	S	Si	Cu	Ni	Cr	Mo	V	Cb	CE	
					MPa	MPa																%
1	HP12 - 53.0 30' HP310x 79.0 9.144 M	6	296093	.77	61000	79000	25				.08	1.22	.017	.036	.31	.27	.12	.12	.03	.00	.025	.34
2	HP12 - 53.0 30' HP310x 79.0 9.144 M	11	296830	.77	58000	75000	23				.06	1.21	.019	.027	.31	.28	.11	.09	.02	.00	.024	.31
3	HP12 - 53.0 30' HP310x 79.0 9.144 M	11	296833	.79	60000	76000	22				.07	1.21	.021	.027	.29	.28	.12	.10	.03	.00	.022	.33
4	HP12 - 53.0 30' HP310x 79.0 9.144 M	14	296836	.78	60000	77000	23				.08	1.20	.019	.024	.30	.30	.11	.09	.02	.00	.029	.33
5	HP12 - 53.0 30' HP310x 79.0 9.144 M	6	296837	.77	58000	75000	24				.08	1.20	.019	.029	.32	.28	.11	.09	.02	.00	.022	.33
6	HP12 - 53.0 30' HP310x 79.0 9.144 M	10	296838	.78	59000	76000	23				.07	1.20	.022	.031	.32	.30	.10	.09	.02	.00	.021	.32
7	HP12 - 53.0 30' HP310x 79.0 9.144 M	2	296840	.80	59000	74000	22				.08	1.20	.024	.034	.27	.28	.09	.10	.02	.00	.022	.32
8	HP12 - 53.0 35' HP310x 79.0 10.668 M	1	296093	.77	61000	79000	25				.08	1.22	.017	.036	.31	.27	.12	.12	.03	.00	.025	.34
9	HP12 - 53.0 35' HP310x 79.0 10.668 M	9	296102	.76	61000	80000	22				.09	1.22	.018	.032	.35	.25	.11	.12	.03	.00	.023	.34

ELONGATION BASED ON 8.00 INCH GAUGE LENGTH
I hereby certify that the contents of this report are accurate and correct. All test results and operations performed by this material manufacturer are in compliance with the requirements of the material specifications, and when designated by the purchaser, meet the applicable specifications.

Doug Semell
QUALITY ASSURANCE
CUSTOMER COPY

STATE OF ARKANSAS COUNTY OF MISSISSIPPI
SWORN TO AND SUBSCRIBED BEFORE ME
4 Day of 06/07
Charlene Wallis NOTARY PUBLIC
MY COMMISSION EXPIRES 10/21/2013

Figure 6, Producer/Supplier Buy America Certification, Certificate of Test

2.6 Prime Contractor Letter:

Shown below is an example of the prime contractor letter that conforms to the Buy America specification requirements.



Cramer & Associates, Inc

3100 SW Brookside Drive
Grimes, Iowa 50111
Phone: 515-265-1447 Fax: 515-265-0834
www.cramerandassociatesinc.com

May 22, 2018

Derek Torczon
Project Manager
Nebraska DOT

RE: NH-80-9(82); Douglas County Nebraska; I-80/480/US-75 Bridges in Omaha

Derek,

Cramer and Associates has documentation on file certifying all steel and iron products brought to the construction site and permanently incorporated in the project comply in all respects with the Buy America requirements

Thank you,
Cramer and Associates

A handwritten signature in black ink, appearing to read "Robert Cramer", is written over a horizontal line.

Robert Cramer
President/CAO

Figure 7, Prime Contractor Material Certification Letter