



Owner Verification Report Guide

August 2018

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Introduction

The *Quality Assurance Program (QAP) for Comprehensive Development Agreement (CDA)/Design-Build Projects with a Capital Maintenance Agreement with Three Optional 5-Year Terms*, established by the Texas Department of Transportation (TxDOT), ensures that materials and workmanship incorporated into the highway construction project are in reasonable conformance with the approved plans and specifications, including any approved changes. This quality assurance program will be referred to as the “DB QAP” in this guide; Appendix A gives instructions for accessing the document.

As part of the QAP requirements, the TxDOT Project Team submits quarterly Owner Verification Reports to TxDOT’s Construction Division, Materials and Pavements Section (CST/M&P) and Federal Highway Administration (FHWA) for review and concurrence. This guide serves to standardize the format and content of the Owner Verification Reports to provide state-wide consistency in reporting and to streamline the consolidation of relevant information from each project report into a state-wide report submitted to TxDOT’s Chief Engineer.

The Owner Verification (OV) Report approach and content presented in this guide have been approved by FHWA and must be implemented on all projects. The content of the report presented in the template, including the required information in the tables, must be included in all reports. Additional information may be provided, but the required information from the template may not be excluded.

A Microsoft Word report template file is included with this guide as Appendix B. The template is in a format that is easily understood and allows for an efficient review of the content. The template divides the report into seven sections with nine appendices, as shown in Table 1.

Table 1: OV Report Sections and Appendices

Sections of the Report Body	Appendices
Introduction	Appendix A – Level 1 Continuous Analysis Results
Verification Trend	Appendix B – Level 2 Independent Verification Results
Level 1 and Level 2 Analysis Results	Appendix C – Level 3 Observation Verification Results
Level 3 Observations	Appendix D – Split Sample Test Results
Other Verification Efforts	Appendix E – IQF Engineering Judgment (EJ) Log
Summary	Appendix F – OV Engineering Judgment (EJ) Log
Conclusion	Appendix G – Non-Conformance Report (NCR) Log
	Appendix H – Monthly IQF Materials Certifications
	Appendix I – Project-Specific Levels of Analysis

Standard language in the “Introduction” section, the beginning of the “Level 1 and Level 2 Analysis Results,” the beginning of the “Summary” section, and the “Conclusion” section state some of the assumptions/expectations of the OV Report. This guide does not, and is not intended to, dictate specific language to be used in the report, as the report authors must stand behind the content of the reports they are submitting. That said, report authors should contact TxDOT CST/M&P for guidance if they are unable to state the affirmative language included in the sections mentioned in this paragraph, as that language represents TxDOT’s and FHWA’s interpretation of the DB QAP and expectations of what the report authors should accomplish through OV efforts.

Report Preparation

This chapter presents guidance on how to complete the sections and appendices in the OV Report. Reference the OV Report template together with this chapter.

Introduction

The Introduction section begins with a brief description of the project and the roles played by different entities in the project's construction QAP. Note that the table shows the five construction roles on the project and who is performing each role. This table includes the names of all the TxDOT groups or consultant firms serving in each role, not just the lead firm. The Introduction section continues with a breakdown of the sections in the OV Report, the levels of significance (α) by material category, and a reference to approved levels of analysis for the project. The Introduction section concludes by mentioning that all materials (permanent and temporary) must be entered into I2MS, which generates the analysis reports for the three levels of analysis that must be performed and included in the report to comply with 23 CFR 637B and the DB QAP.

Verification Trend

The Verification Trend section includes a graph showing the total number of Level 1 analysis categories and the number of non-validating Level 1 analysis categories for each quarter of the project starting with the first OV Report. It also includes an explanation of any positive and negative trends in the graph.

Level 1 and Level 2 Analysis Results

The Level 1 and Level 2 Analysis Results section presents the analysis results for these two levels of analysis and any non-verification investigation findings. The report template describes the process for determining if a Level 1 analysis category or Level 2 analysis category is validating or verified. Those requirements are shown below with guidance on how to report the non-verification investigations and findings.

Level 1 – Continuous Analysis

Level 1 verification is performed using continuous F- and t- tests at a predetermined level of significance (α) shown in the DB QAP. If either the F- or the t- test is not validating for a given analysis run, that analysis run is considered non-validating. An individual non-validating analysis run does not make the analysis category non-validating for that reporting period. The following criteria are used to determine if a Level 1 analysis category is validating or non-validating for the purposes of the quarterly OV Report.

1. Analysis categories that have a maximum of three OV test results in the reporting time period with very small standard deviations that lead to statistically significant but not practically significant differences are not reported as non-validating. A note is included in Appendix A of the OV Report with the analysis category to indicate the reason for the non-validating analysis run(s).
2. Analysis runs that trigger the “no test left behind” rule and have greater than 25 OV test results are not considered non-validating runs due to large OV sample size and the effect it has on the F- and t- test. A note is included in Appendix A of the OV Report with the analysis category to indicate the reason for the non-validating analysis run(s).

3. It is natural for some analysis runs to be non-validating from time to time. Therefore, an analysis category is considered non-validating for a given quarter and the non-validation investigation is presented in this report if the level of non-validation meets the criteria below. If an analysis category has fewer non-validating analysis runs than shown in criteria (b) or (c) below, a note with the text from bullet (b) or (c), as applicable, is included in Appendix A to indicate the reason for not providing a non-validation investigation write-up in this report.
 - a. One or more non-validating analysis runs when there are five or less analysis runs in the quarter;
 - b. Two or more non-validating analysis runs when there are between six and 20 analysis runs in the quarter;
 - c. Three or more non-validating analysis runs when there are 21 or more analysis runs in a quarter;
 - d. The last analysis run for the quarter is non-validating.

If the only reason an analysis category is non-validating is because it contains analysis runs caused by data entry errors or data misclassification, manually perform the F- and t- tests with the corrected data on the last non-validating analysis run, and present the results of the manual F- and t- tests. The finding of the manual analysis should be presented as validating or non-validating. There is no need to present data (sample size, mean, variances, and p-values) associated with the F- and t- test in the report. If there are other causes of non-validation or if the manual analysis still shows the analysis category is non-validating, follow the standard process for non-validation investigation and reporting.

OV should be continuously working in I2MS to monitor the status of verification on all Level 1 and Level 2 categories. If the category is non-verifying, implement one or more of the following steps.

1. Check controlled vocabulary language (CVLs) for all test results. OV should either be controlling the CVLs for the project or actively engaged to review the IQF's CVLs before they are implemented. Ultimately, OV is responsible for the OV Report and correcting (to the extent that they can raise the issue to the IQF for resolution or escalation, as needed) any mistakes by the IQF.
2. Check OVF and IQF equipment for calibration or other problems and the technicians' performance of tests.
3. Perform split-sample testing to check equipment and technicians.
4. Increase OV sampling and testing.
5. Other investigations as needed to determine the cause of nonverification.

The Level 1 and Level 2 Analysis Results section has been divided into seven subsections to match the DB QAP material categories. Enter the results for Level 1 and Level 2 analyses performed for each analysis category into the tables provided for consistency and ease of review. The required fields for these reports (and examples provided) reflect the agreement between FHWA and TxDOT for what needs to be reported in the OV Report. Please note the following regarding these tables.

1. If there are no analysis categories in a table, include text to indicate that there were, "None This Period."

2. The tables will need to include the number of validating analyses performed in the quarter and the total number of analyses performed in the quarter. For example, if there were 5 separate analysis runs performed for a specific concrete mix during Quarter 1, and only three analysis runs showed validation on the t-test and only four analysis runs showed validation on the F-test, enter “3/5” in the box for the t-test and “4/5” in the cell for the F-test for that analysis category. If the analysis category is non-validating for the quarter, report these numbers in red to indicate that category is non-validating.
3. Note the “Final No. of Tests” (report template Table 3) reflects the number of IQF and OVF test results for the last analysis run in the quarter for the given analysis category. The number of failing OVF and IQF test results for material incorporated into the project during the reporting period are also entered into the table. The number of tests shown in the level 2 analysis summary tables (OV report template Table 4), represents the number of IQF and OVF tests run in the quarter.
4. Analysis categories for materials that will no longer be used on the project should have the analysis category line in the table greyed out to indicate that it will be excluded from future reports unless the DB Contractor decides to reintroduce the material later. See Note 1 example under “Embankment, Subgrade, Backfill, and Base Course” section.
5. Analysis categories that do not have sufficient data for an analysis in a given quarter should still be reported in the table with the note that there is an insufficient number of tests for an analysis to be performed and that future reports will address this analysis category. This analysis category should be carried over from one report to the next until at least one analysis has been performed or until the material is no longer in use on the project. See Note 2 example under “Embankment, Subgrade, Backfill, and Base Course” section.
 - a. Analysis categories that are non-validating based on the criteria presented at the beginning of this section must include a non-validation investigation in the report. The write-up must include:
 - investigation steps taken and the results of the investigation,
 - percent within limits (PWL) calculations as shown in report template, and
 - affirmative statement stating the material is accepted and the reason for the acceptance decision.
 - b. A PWL table must be included for each non-validating analysis. The template provides the information required in the table. The content of this table is from the last non-validating analysis run in the quarter. All OVF and IQF data from the last non-validating analysis run must be included in the determination of PWL results. No OVF or IQF test results may be excluded from the PWL calculation unless the data point in question is an outlier as defined in ASTM E178.

If there are more than five consecutive non-validating analysis runs in an analysis category, there is persistent non-validation; a process NCR will be issued to formally document and seek resolution to the persistent non-validation. This process NCR can only be closed out by TxDOT when the non-validation analysis category is brought back into validation on both the F-test and the t-test and a corrective action plan has been implemented. These NCRs will also be addressed in the OV Report.

The report template includes the required information for this section. Include additional information as necessary to better explain the non-validation investigation and corresponding findings.

Level 2 – Independent Verification

Since the IQF performs tests on all the lots as specified in the DB Guide Schedule and OVF performs tests on a subset of lots, OVF test results should have a corresponding IQF test somewhere near the same time period. If Level 2 does not verify, TxDOT will perform an investigation into the analysis categories that are not verifying and present the results of the nonverification investigation, which will include any measures or any process corrections taken to get back into verification. An affirmative statement that the material is accepted and the reason for the acceptance decision for each nonverifying analysis category must be included.

Level 3 – Observation Verification

The Level 3 Observation section presents the test methods that were verified using observation verification. Report failed observations together with any corrective action taken to remedy the failed observation.

Other Verification Efforts

The Other Verification Efforts section presents other efforts taken to prevent, minimize, eliminate or resolve nonverification on the project. This includes the initial OV-IQ lab alignment efforts, ongoing split-sample testing to keep the OV and IQ labs aligned, or any other steps taken to maintain or improve the verification effort. Split-sample test results are presented in Appendix D of the OV report template.

Summary

The Summary section presents an overall summary of the verification results for the time period covered in the report. A brief description of the trends and issues related to each of the summary items should be included in the summary. It should also describe steps taken to address the issues identified and their corresponding resolution. Issues that are not resolved in the report should be addressed in future reports until they are resolved.

Verification Summary

It includes a summary of the number of Level 1, Level 2 and Level 3 analyses or observations together with the number verified and percentage verified by level. For Level 1, the number of verifying analysis categories are reported in the table and not the total number of analysis runs covering all analysis categories. The description of what constitutes a verifying analysis category is shown in the “Level 1 and Level 2 Analysis Results” section.

Nonconforming Materials

Table 19 and 20, include a summary of engineering judgments applied and non-conformance reports issued.

Monthly Materials Certifications

Documentation that IQF materials certifications have been submitted. Include the period covered for each materials certification letter in Table 21. Refer to DB QAP Appendix G, for an example of a materials certification letter.

Conclusion

The Conclusion section must include an affirmative statement stating the following.

Based on the results discussed in this report, the materials incorporated from [Date] through [Date] comply with the approved DB QAP for the project. All material test results in this reporting period were accepted through passing specification limits, engineering judgment or closed NCRs except for open NCRs which will be addressed in future reports.

If there are any challenges or concerns with such a statement, please contact TxDOT CST/M&P for guidance.

Appendices

The following appendices are included in the Owner Verification Report.

Appendix A

Appendix A presents the Level 1 continuous analysis reports.

Appendix B

Appendix B presents the Level 2 independent verification reports.

Appendix C

Appendix C presents the Level 3 observation verification results.

Appendix D

Appendix D presents split-sample test results.

Appendix E

Appendix E presents the IQF Engineering Judgment Log. Refer to Appendix C for an example Engineering Judgment Log.

Appendix F

Appendix F presents the OV Engineering Judgment Log. Refer to Appendix C for an example Engineering Judgment Log.

Appendix G

Appendix G presents the nonconformance report (NCR) log. Refer to Appendix C for an example NCR Log. Note that column for “Noncompliance Points Assessed” may not be applicable to all projects.

Appendix H

Appendix H presents the monthly IQF certification.

Appendix I

Appendix I presents the project-specific levels of analysis.

Report Submission, Concurrence, and Support

The chapter will cover the submission of quarterly Owner Verification Reports to TxDOT CST/M&P and FHWA for review and concurrence. It will also address the End of Project Materials Certification Letter and provide contact information for TxDOT CST/M&P support.

Report Submission

Project teams will submit the OV report within 60 days of the quarter's end for concurrent reviews by TxDOT's Project Manager and CST/M&P through TxDOT's SharePoint site. Appendix D provides instructions for uploading the reports to TxDOT's SharePoint site. TxDOT CST/M&P will review the report and provide comments, as applicable, to the project team. The project team will work expediently with TxDOT's Project Manager and CST/M&P to resolve all comments. Once TxDOT CST/M&P has approved the report, the project team will submit that OV report to FHWA through TxDOT's SharePoint site for concurrence within 30 days of TxDOT CST/M&P approval.

FHWA will review and provide comments on the OV report to the project team. The project team will address FHWA's comments and revise the report accordingly. FHWA will review the responses to the comments and the revised report, and determine whether the report is acceptable or needs to be resubmitted to the project team for additional revisions. The report and comment log will be revised by the project team, as needed, until FHWA provides its concurrence.

Final Materials Certification

Once TxDOT CST/M&P and FHWA have approved the last OV report for the project through the TxDOT SharePoint site, TxDOT's Project Manager will submit a Final Materials Certification to FHWA. The "End of Project Materials Certification Letter" along with all approved OV reports attached as supporting documentation will make up the "Final Materials Certification" submitted to FHWA. The TxDOT District Engineer or designee will sign the "End of Project Materials Certification Letter." (See sample letter in Appendix E.) All approved OV Reports can be saved on a thumb drive (rather than including hard copies of the reports) and be submitted along with the "End of Project Materials Certification Letter" to the FHWA Division Administrator by mail.

For projects with non-federal oversight, the TxDOT District Engineer or designee will sign the "End of Project Materials Certification Letter" and submit to CST/M&P Section Director. See sample letter in Appendix F.

The "End of Project Materials Certification Letter" must be submitted at final acceptance of the project.

TxDOT CST/M&P Support

In addition to reviewing and approving each OV Report, TxDOT CST/M&P also provides training and support to project teams. If there are any questions on the implementation of the TxDOT DB QAP, the OV Report, or I2MS, please contact the following CST/M&P staff.

TxDOT DB QAP and OV Reports	I2MS
Claudia Izzo, P.E. 512/506-5816 Claudia.Izzo@txdot.gov	Jerry Peterson, P.E. 512/506-5821 Jerry.Peterson@txdot.gov

Appendix A – TxDOT Quality Assurance Program for CDA / Design-Build Projects with a Capital Maintenance Agreement with Three Optional 5-Year Terms

The current DB QAP is available on the Department's website at http://ftp.dot.state.tx.us/pub/txdot-info/cst/qap_db.pdf, with archived versions linked in the appendix. Use the version of the QAP DB that coincides with the effective date of the contract.

Appendix B – TxDOT Owner Verification Report Template

The Owner Verification Report Template is available on the Department's website at <http://ftp.dot.state.tx.us/pub/txdot-info/cst/ov-report-template.docx>.

Appendix C – Example NCR Log and Engineering Judgment Log

NON-CONFORMANCE LOG

[PROJECT NAME]

20##, Quarter #

NCR No.	Date Issued	Discipline	Firm Issued	Description of NCR	Location	Description of Solution to the NCR	Disposition	EOR Review/ Approval Date	TxDOT Concurrence Date	Corrective Action Complete Date	Status (Open / Closed)	Date Closed	Non-Compliance Points Assessed (Yes/No)
1	xx/xx/xx	Roadway	IQF				Use As-Is						
2		Structure	OVF				Repair						
		SUP	DB Contractor				Remove and						
		Paving											
		Drainage											
		MSE Walls											

IQF ENGINEERING JUDGMENT (EJ) LOG

[PROJECT NAME]

20##, Quarter #

EJ No.	Date Issued	Discipline	Specification Requirement	Description and Magnitude of Deviation	Location	Engineering Judgment Justification	Engineering Judgment By	Status (Open or Closed)	Date Closed

Appendix D – Quick Reference Guide for Uploading Owner Verification Reports to TxDOT’s SharePoint Site

Purpose

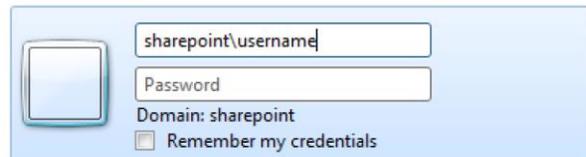
This guide was developed to outline the process for uploading Owner Verification Testing and Inspection documents to SharePoint for review by the Texas Department of Transportation (TxDOT).

Background

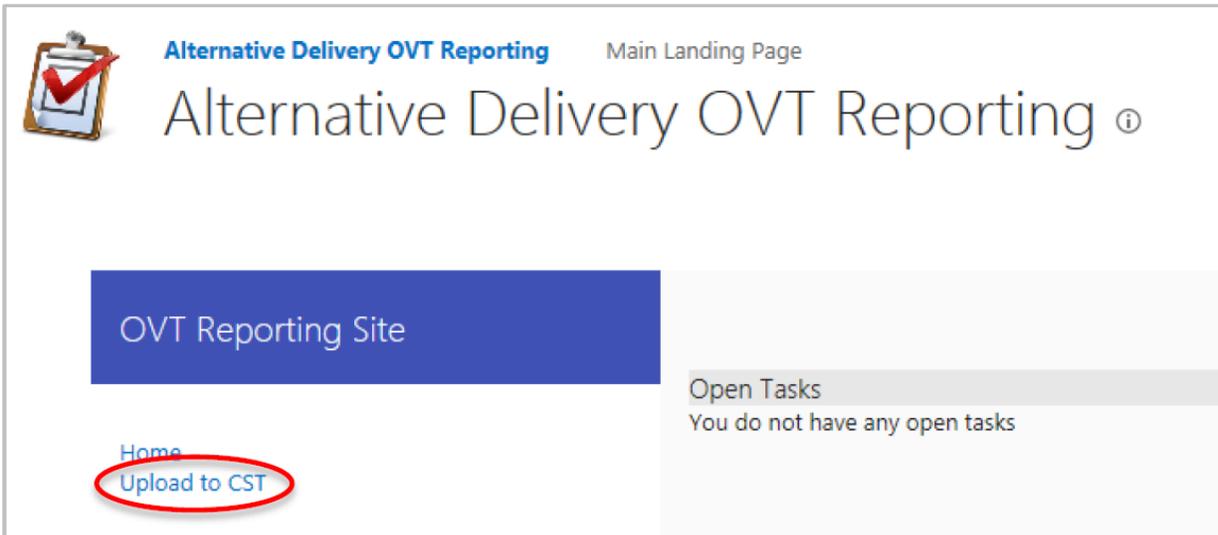
Review and acceptance of OVT Reports is a TxDOT function per the Design-Build (DB) Quality Assurance Plan (QAP). The Construction Division (CST) is the Division responsible for ensuring that TxDOT is in compliance with the Code of Federal Regulations (CFR). The CST reviews reports submitted by the District project personnel before submittal to the Federal Highway Administration (FHWA) to assure standardization and compliance.

Guidance Steps and Information

- Log-in to OVT Reporting SharePoint site at <https://portal.txspd.com/postpro/ovti> by entering in your SharePoint credentials.
- From the homepage, click Upload to CST.



A screenshot of a SharePoint login form. It features a blue header bar with a square icon on the left. Below the icon are two input fields: the first is labeled 'sharepoint\username' and the second is labeled 'Password'. Below these fields, the text 'Domain: sharepoint' is displayed, followed by a checkbox labeled 'Remember my credentials'.



A screenshot of the 'Alternative Delivery OVT Reporting' Main Landing Page. The page has a blue header with a clipboard icon on the left, the text 'Alternative Delivery OVT Reporting', and 'Main Landing Page' on the right. Below the header is a large blue button labeled 'OVT Reporting Site'. In the bottom left corner, there are two links: 'Home' and 'Upload to CST', with 'Upload to CST' circled in red. On the right side, there is a section titled 'Open Tasks' with the text 'You do not have any open tasks'.

Select Project, Year and Quarter to Submit Files:

Select Project ▼

Select Year ▼

Select Quarter ▼

- From the drop-down menus, select project, year, and quarter. Once all three options have been selected, click “Continue”.

CONTINUE

- On the next screen, the uploader will be able to upload documents. To upload the OVT report, select “Report” as the file type from the drop-down menu. **NOTE: The Report shall be in PDF format.**

Instructions

- Select file type
- Click browse and select the file you want to upload
- Click the Upload button to upload the file
- Repeat for additional files as necessary

Click the Submit button to submit all files for review to begin the review process.

Project: SH130
Year: 2017
Quarter: 4th

Select File Type ▼

File Type*

Browse...

UPLOAD FILE

Next, select “Browse” to find and select the report file. Click “Upload File” to upload the file.

- In the event that additional documentation needs to be submitted, the uploader can do so by selecting “Other (eg. memos, photos,...)” as the file type from the drop-down menu. Other documentation can be uploaded as JPG or PDF (pictures or scans). Next, select “Browse” to find and select the file. Click “Upload File” to upload the file.

-- Select One --

Report

Other (eg. memos, photos,...)

- Once all files have been uploaded, the uploaded files will be listed at the bottom of the screen and the green “Submit All Files for Review” button will appear. Click the Submit button to submit the documents to the CST.

Project: SH130
Year: 2017
Quarter: 4th

Select File Type

File Type*

Report ▼

C:\Users\chobson\Desktop\ Browse...

UPLOAD FILE

Example.pdf - Uploaded!

SUBMIT ALL FILES FOR REVIEW

- The next screen will provide the uploader with confirmation of submission. Additionally, the project contact(s) will receive an email confirmation.

Alternative Delivery OVT Reporting <SPD_Portal_Alerts@txspd.com>

- OVT File(s) Uploaded

To: [Redacted]

Retention Policy: 1 Year Full Mailbox (1 year)

This message was sent with High Importance.

The files listed below were uploaded by [Redacted] for CST review:

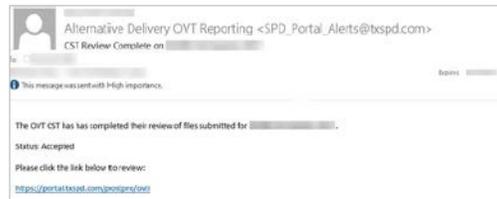
GenUpload4.pdf

Your files have been submitted. You should receive an email for records within the next few minutes.

Please [Email Us](#) if you have any problems or questions.

- Once the report has been reviewed by the CST, the project contact(s) will receive an email notification with the status of the review.

- When the report is Accepted or Accepted with Minor Comments by CST for projects that have not been federally funded, no additional action is needed.
- When the report is Accepted by CST for projects that have been federally funded, the project will send the accepted report to FHWA.



- Click the “CST Review Complete on [Project]” link from the homepage.
- Click “Send Task to FHWA with Latest Report Files” button to submit the file(s). Files can be viewed by clicking the “View Files” link.

Open Tasks	Task Name	Due Date
	CST Review Complete on IH-35E 1st Quarter 2017	

SEND TASK TO FHWA WITH LATEST REPORT FILES

- When documentation is Accepted with Minor Comments by CST for projects that have been federally funded, the Project should revise the report as needed before sending to FHWA.

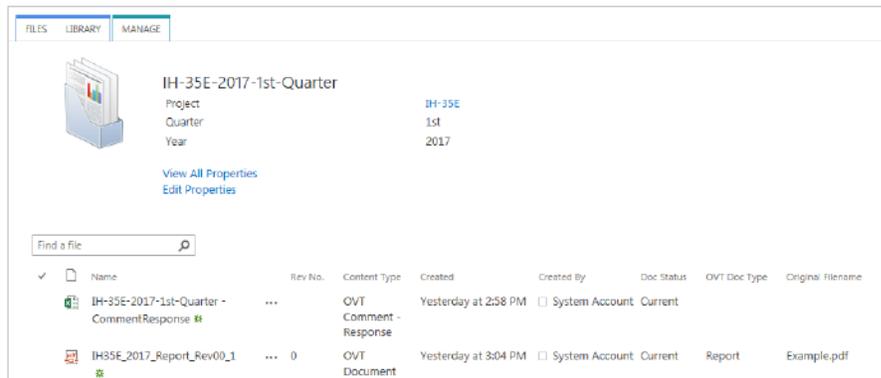
- Click the “CST Review Complete on [Project]” link from the homepage.
- Click “View Files” to view the submitted documentation and comment-response matrix.
- The submitted report and matrix can be accessed from a new SharePoint window. Open the matrix to review CST’s comments by clicking on the file name.

Open Tasks	Task Name	Due Date
	CST Review Complete on IH-35E 1st Quarter 2017	

VIEW FILES

THE COMMENT RESPONSE MATRIX SHOULD REMAIN IN SHAREPOINT. ALL EDITS SHOULD BE MADE BY OPENING AND CHECKING-OUT THE FILE, THEN SAVING AND CHECKING-IN WHEN FINISHED.

NOTE: IF THE COMMENT-RESPONSE MATRIX IS DOWNLOADED AS A COPY AND MODIFIED, IT CANNOT BE UPLOADED TO REPLACE THE EXISTING FILE IN SHAREPOINT.



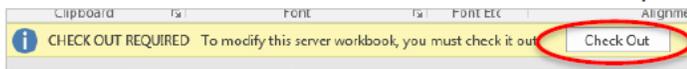
4. Upload the revised PDF report only as described [above](#) then click “Send Task to FHWA with NEW Report Files” to submit to FHWA.

SEND TASK TO FHWA WITH NEW REPORT FILES

- When documentation is rejected by CST, the project should revise and resubmit the PDF report until acceptance is received.

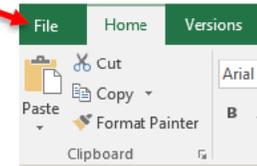


1. Reference steps 1 – 3 [above](#).
2. Open the comment matrix to review CST’s comments by clicking on the file name. Check-out the document to edit the file with a response.

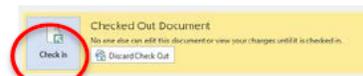


3. When the matrix has been completed, save the document and check-in. The check-in option is found on the File tab.

THE COMMENT RESPONSE MATRIX SHOULD REMAIN IN SHAREPOINT. ALL EDITS SHOULD BE MADE BY OPENING AND CHECKING-OUT THE FILE, THEN SAVING AND CHECKING-IN WHEN FINISHED.



NOTE: IF THE COMMENT-RESPONSE MATRIX IS DOWNLOADED AS A COPY AND MODIFIED, IT CANNOT BE UPLOADED TO REPLACE THE EXISTING FILE IN SHAREPOINT.



4. Upload the revised PDF report only as described [above](#) and click “Complete Task and Submit All Files For Review” to submit files to CST.

COMPLETE TASK AND SUBMIT ALL FILES FOR REVIEW

5. Steps should repeat until report is accepted by CST. Again, you must keep the comment and response matrix in Sharepoint. Since it is in SharePoint, only the new PDF report will need to be uploaded.

- Once the report has been accepted by CST and submitted to FHWA, FHWA should conduct their review. When FHWA completes their review, the Project will receive an email notification with the determination of the review.

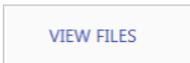


- When FHWA accepts the Project’s report, no additional action is needed.
- When FHWA requests revisions and resubmittal, the Project should review comments provided by FHWA and resubmit only a revised report, as needed.

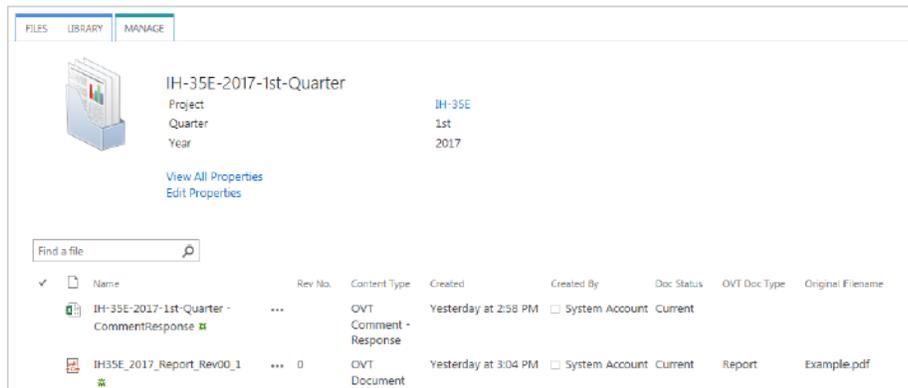
THE COMMENT RESPONSE MATRIX SHOULD REMAIN IN SHAREPOINT. ALL EDITS SHOULD BE MADE BY OPENING AND CHECKING-OUT THE FILE, THEN SAVING AND CHECKING-IN WHEN FINISHED.

NOTE: IF THE COMMENT-RESPONSE MATRIX IS DOWNLOADED AS A COPY AND MODIFIED, IT CANNOT BE UPLOADED TO REPLACE THE EXISTING FILE IN SHAREPOINT.

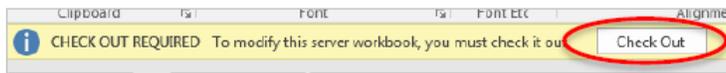
- Click the “FHWA Review Complete on [Project]” link from the homepage.
- Click “View Files” to view the submitted documentation and comment-response matrix.



- The submitted report and matrix can be accessed from a new SharePoint window. Open the matrix to review FHWA’s comments by clicking on the file name.



4. Open the matrix to review FHWA's comments by clicking on the file name. Check-out the document to edit the file with a response.

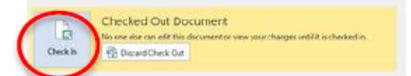


5. When the matrix has been completed, save the document and check-in. The check-in option is found on the File tab.

THE COMMENT RESPONSE MATRIX SHOULD REMAIN IN SHAREPOINT. ALL EDITS SHOULD BE MADE BY OPENING AND CHECKING-OUT THE FILE, THEN SAVING AND CHECKING-IN WHEN FINISHED.



NOTE: IF THE COMMENT-RESPONSE MATRIX IS DOWNLOADED AS A COPY AND MODIFIED, IT CANNOT BE UPLOADED TO REPLACE THE EXISTING FILE IN SHAREPOINT.



6. **UPLOAD ONLY THE REVISED PDF REPORT AS DESCRIBED ABOVE AND CLICK "Send Task to FHWA with New Report Files" to submit files to FHWA.**

SEND TASK TO FHWA WITH NEW REPORT FILES

7. Steps should repeat until report is accepted by FHWA.

Appendix E – End of Project Materials Certification Letter for Projects with Federal Oversight



ADDRESS, CITY, TEXAS ZIP | TELEPHONE | WWW.TXDOT.GOV

<DATE>

Mr. Al Alonzi
 Division Administrator
 Federal Highway Administration, Texas Division
 300 East 8th Street
 Austin, TX 78701

Reference: <PROJECT NAME> – End of Project Materials Certification Letter
 Federal Aid Project No.:
 TIFIA Loan No.:

Dear Mr. Alonzi,

This letter is to certify:

The results of the tests used in the acceptance program indicate that the materials incorporated in the construction work, and in the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications. These acceptance results were performed by the Independent Quality Firm and validated/verified by the Owner Verification (OV) Firm.

Exceptions to the plans, specifications, and verification are included in the following OV Reports. Also, exceptions to the plans and specifications are explained below (or on attached document).

Report Number	Construction Period	Report Number	Construction Period
1	Beginning of Construction to	2	Through Quarter Ending <DATE>
3	Through Quarter Ending <DATE>	4	Through Quarter Ending <DATE>
5	Through Quarter Ending <DATE>	6	Through Quarter Ending <DATE>
7	Through Quarter Ending <DATE>	8	Through Quarter Ending <DATE>
9	Through Quarter Ending <DATE>	10	Through Quarter Ending <DATE>
11	Through Quarter Ending <DATE>	12	Through Quarter Ending <DATE>
13	Through Quarter Ending <DATE>	14	Through Quarter Ending <DATE>
15	Final – <DATE> through <DATE>		

OUR VALUES: *People • Accountability • Trust • Honesty*

OUR MISSION: *Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.*

An Equal Opportunity Employer

Independent evaluation of all the sampling and testing procedures, personnel, and equipment, used in the acceptance program, was evaluated using the independent assurance Program.

Sincerely,

<TXDOT DE OR DESIGNEE>, P.E.
<TITLE>

cc: <NAME> TxDOT Project Manager
<NAME> TxDOT District Engineer
James Travis, Asset Management Engineer, FHWA Texas Division
William L. Hale, P.E., Chief Engineer, TxDOT
Brian R. Barth, P.E., Transportation Program Officer, TxDOT
C. Michael Lee, P.E., Director of Engineering and Safety Operations, TxDOT
Benjamin H. Asher, Project Finance, Debt, & Strategic Contracts Division Director, TxDOT
Katherine Holtz, P.E., Strategic Contracts Management Section Director, TxDOT
Gina E. Gallegos, P.E., Construction Division Director, TxDOT
Brett T. Haggerty, P.E., Materials & Pavements Section Director, TxDOT
Claudia A. Izzo, P.E., Materials & Pavements Section, TxDOT

Appendix F – End of Project Materials Certification Letter for Projects with Non-Federal Oversight



ADDRESS, CITY, TEXAS ZIP | TELEPHONE | WWW.TXDOT.GOV

<DATE>

TxDOT – Construction Division (CST)
125 E. 11th St.
Austin, TX 78701-2483

Attention: Mr. Brett T. Haggerty, P.E.
Director Materials and Pavements Section
Construction Division

Reference: <PROJECT NAME> – End of Project Materials Certification Letter
CSJ Numbers: <enter here>

Dear Mr. Haggerty,

This letter is to certify:

The results of the tests used in the acceptance program indicate that the materials incorporated in the construction work, and in the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications. These acceptance results were performed by the Independent Quality Firm and validated/verified by the Owner Verification (OV) Firm.

Exceptions to the plans, specifications, and verification are included in the following OV Reports. Also, exceptions to the plans and specifications are explained below (or on attached document).

Report Number	Construction Period	Report Number	Construction Period
1	Beginning of Construction to	2	Through Quarter Ending <DATE>
3	Through Quarter Ending <DATE>	4	Through Quarter Ending <DATE>
5	Through Quarter Ending <DATE>	6	Through Quarter Ending <DATE>
7	Through Quarter Ending <DATE>	8	Through Quarter Ending <DATE>
9	Through Quarter Ending <DATE>	10	Through Quarter Ending <DATE>
11	Through Quarter Ending <DATE>	12	Through Quarter Ending <DATE>
13	Through Quarter Ending <DATE>	14	Through Quarter Ending <DATE>
15	Final – <DATE> through <DATE>		

OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

An Equal Opportunity Employer

Independent evaluation of all the sampling and testing procedures, personnel, and equipment, used in the acceptance program, was evaluated using the independent assurance Program.

Sincerely,

<TXDOT DE OR DESIGNEE>, P.E.
<TITLE>

cc: <NAME> TxDOT Project Manager
<NAME> TxDOT District Engineer
Claudia A. Izzo, P.E., Materials & Pavements Section