



NDOR SiteManager Materials Management

Standard Operating Procedures

Documenting Buy America
Compliance for Steel and Iron
Products

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Modification Tracking Summary

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

1. Introduction and Purpose:

This document is intended to be used in conjunction with the existing training materials provided by NDOR (Nebraska Department of Roads), 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.

The 2007 Standard Specifications for Highway Construction Section 106.07 – Buy America is void for contracts let on and after the December 15, 2011 letting. It has been superseded by a Buy America special provision (A-43-1211) that will be in effect for the December 15, 2011 and January 19, 2012 lettings; Buy America special provision (A-43-0212) will be introduced in the February 2, 2012 letting and will supersede both the 2007 Standard Specifications for Highway Construction and Buy America special provision (A-43-1211).

The Buy America special provisions will be added to individual project Informational Proposals.

Buy America special provision (A-43-1211) introduces the condition that the Buy America requirement must address both steel and iron products incorporated into a project.

Buy America special provision (A-43-0212) clarifies that the Buy America certification from the prime contractor will be submitted after all steel and/or iron products have been incorporated into the project.

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:

2007 Standard Specifications for Highway Construction: <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/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Creating_Authorizing_SiteManager_Sample_Record.pdf

NDOR Final Review Process Manual: S:\Final_Review_Manual

Sample Identification Numbering Scheme: http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Sample_ID_Num_Scheme.pdf

Reinforced Concrete Pipe & Flared End Sections: http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Concrete/MSOP_Reinforced_Concrete_Pipe_and_FES.pdf

1.4 Abbreviations:

ID: Identification
M&R: NDOR Materials & Research
NDOR: Nebraska Department of Roads
SMGR: SiteManager
SOP: Standard Operating Procedures

2. Certification Requirements:

Two types of Buy America certifications are required for projects that have steel and/or iron products.

2.1 Requirements:

2.1.1 Certification Letter:

The first type of required certification is addressed in paragraph 6 of the special provision. 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 NDOR by the contractor after all work affected by the 'Buy America' provision has been completed.

NOTE: The prime contractor Buy America certification requirement will be removed from SMGR for projects let on or after February 2, 2012. The prime contractor Buy America certification will still be required, however, it will be submitted to the M&R Division Final Review staff at the completion of the steel and/or iron work. For more information, see [S:\NDOR M&R Final Review Manual](#).

2.1.2 Certification Declaration:

The second type of required certification is covered in paragraph 3 of the special provision. This requirement declares that for steel and iron products 'The manufacturer shall include a statement on the material test report or certification that all material described above except the coating material is a domestic product.'

2.2 Documentation:

On projects let prior to February 2, 2012, the 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.
- Record the 12-digit SMGR sample identification number on the certification.
- Submit the certification to the M&R Division for authorization.

2.2.2 P/S Documentation:

The Buy America requirement from the producer/supplier/manufacturer 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

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
Pretested

NDOR M&R
Wallace Heyen, Portland Cement Concrete Engineer

Template ID: PTF001001
Version: 20100730

Pounds Received on Project

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

Comments:

Figure 2, Reinforcing Steel – Pretested test template

2.4 Materials Not Implemented in SiteManager

Materials that are not yet implemented in SMGR will capture the producer/supplier/manufacturer’s Buy America requirement by selecting material code/material name: 106BA0001 – Buy America Cert-Producer/Supplier

2.4.1 Steel and/or Iron Products:

Some materials have yet to be implemented in SMGR (i.e. driveway culvert pipe, guardrail, etc). This template will be utilized until the permanent template has been implemented. Field personnel will record the receipt of the producer/supplier/manufacturer’s Buy America document by:

- Prior to installation of a steel product, ensuring the Buy America or domestic product statement is on the required documentation.
- Creating the SMGR sample record.
- On the template, selecting the checkbox under the “Buy America Certification” column, indicating this is verification that field construction personnel have reviewed the documentation and the Buy America requirement has been met.
- Recording the 12-digit sample identification number on the certification and submitting the certification to the M&R Division for authorization

Producer/Supplier Buy America Certification

NDOR M&R
Wallace Heyen, Portland Cement Concrete Engineer
Template: PTF005001
Version: 20100719

Buy America

Comments:

Figure 3, Producer/Supplier Buy America Certification test template

2.5 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

2.6 Producer/Supplier Buy America Certification:

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

CD 1148, 2/27/11, 0218
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: 712-252-4607

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)

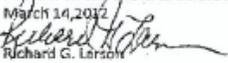
CERTIFICATION

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 American.

Sioux City Foundry Company

Nick B. Hazekamp
Division Manager

State of Iowa
County of Woodbury

Subscribed and sworn to before me
March 14, 2012

Richard G. Larson
Notary Public

RICHARD G. LARSON
Commission Number 157845
My Commission Expires
December 6, 2014

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

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

2.7 Prime Contractor Letter:

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

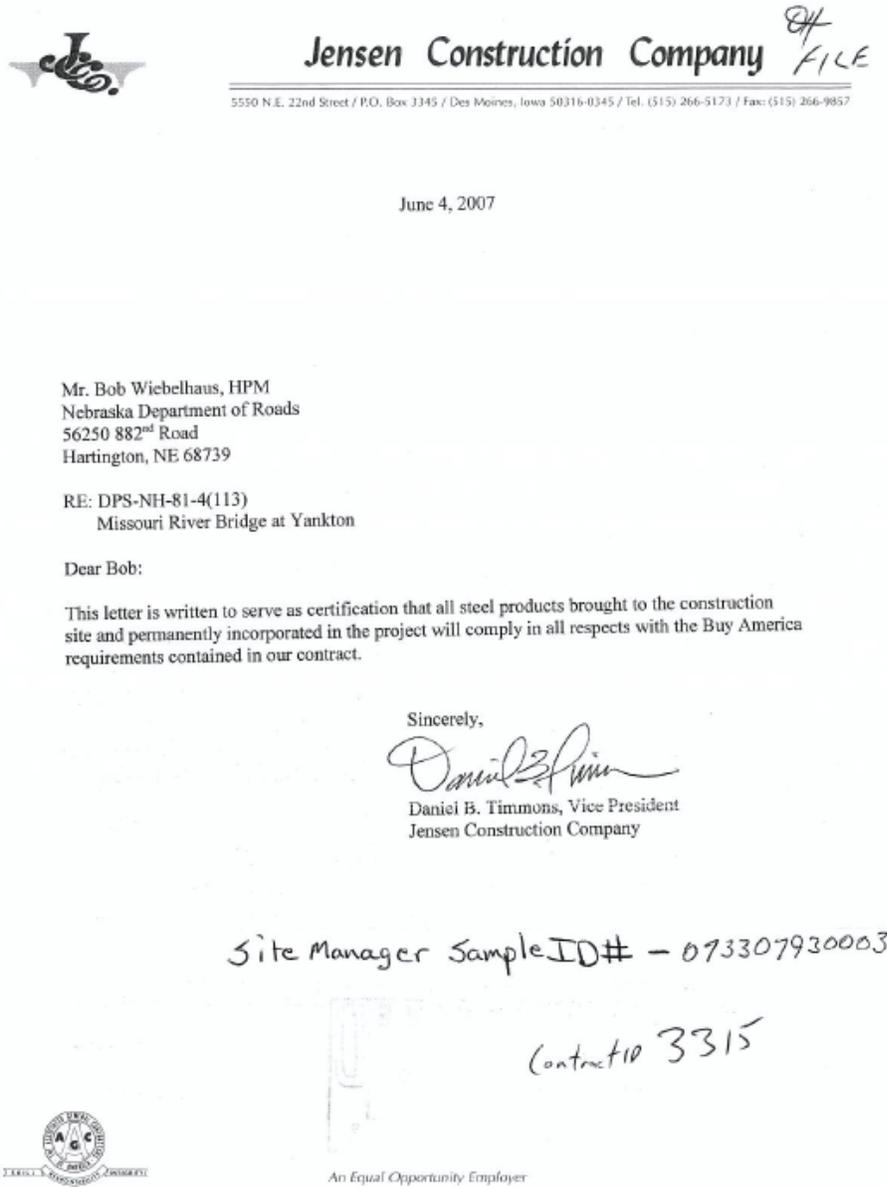


Figure 7, Prime Contractor Material Certification Letter