

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: April 1, 2020

File: Division of Construction
CPD 20-8

From: RACHEL FALSETTI, Chief
Division of Construction



Subject: **SOURCE INSPECTION PROCEDURES DURING CORONAVIRUS DISEASE PANDEMIC**

Materials and Engineering Testing Services (METS) will continue to provide all source inspection services as required. This directive implements modified source inspection requirements for certain products that are manufactured out of state and are used on ongoing projects.

To reduce nonessential air travel and staff exposure to coronavirus disease (COVID-19), a modified source inspection process has been implemented for facilities outside the State of California. Certain products that are of a less complex nature to fabricate, such as signal lighting poles and joint seal assemblies, will be released to the job site and inspected by METS in the field.

METS will respond to inspection requests for less complex out of state products by requesting additional quality records from the vendor. Upon satisfactory review, METS will provide a TL-C19, Authorization to Ship, for the vendor to ship the material(s) to the project site. The resident engineer will be copied. Field inspection by METS should be requested by the resident engineer when the materials arrive onsite. Upon arrival at the project site, materials will be subject to final inspection and inspection release tagged (orange tagged) by METS.

The District METS Representative will contact the resident engineer if the source inspection modified process is to be used.

Construction should still expect an orange tag from METS for all products that are identified on a Form TL-608, "Notice of Materials to be Furnished."

Contact the District METS Representative if there are any project-specific questions.

Please contact the following METS Branch Chiefs if you have any questions:

Districts 1,2,3,6,10 – Chris Burlaza at Chris.Burlaza@dot.ca.gov or (916) 996-9934

Districts 4,5 – Maged Armanuse at Maged.G.Armanuse@dot.ca.gov or (916) 284-6784

Districts 7,8,9,11,12 – Divyesh Vora at Divyesh.Vora@dot.ca.gov or (562) 677-6485