



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 05 -011G

CATEGORY.... : CONSTRUCTION

Subcategory : MATERIAL

ACCEPTANCE

Keywords Material Certification

Testing, Shipping

**SUBJECT: MATERIAL RELEASE AND SHIPPING
AUTHORIZATION - QACS**

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

APPROVED:

Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : October 3, 2005

All sewer and watermain items listed under Exhibit-2 (attached) are subject to release and shipping authorization by DDC Bureau of Quality Assurance and Construction Safety (QA & CS), by means of issuing the serialized, signed and dated "Material Release and Shipping Authorization" form on Exhibit-1 (attached). The Resident Engineer and their staff shall not accept any of the listed items unless accompanied by this release form.

For items formally released using the referenced form, additional documents such as Material Certifications and Test Reports will not be required for acceptance on site. Such documents will be maintained by the Bureau of QA & CS, which can be contacted directly for verification.

Material acceptance requirements for the items not listed under Exhibit-2 will continue in accordance with the applicable Contract Specifications and Standards.

ATTACHMENTS: Exhibit- 1: Material Release and Shipping Authorization form # 2005; Exhibit- 2: Items Subject to DDC QACS Release; Exhibit- 3: Sample/Explanation of Material Release Form # 2005.



Supplier: _____
Contract No: _____
Purchase Order No: _____
Issuing Party: _____
Quantity: _____
(To be filled by Supplier)

EXHIBIT- 1

David J. Burney, A.I.A
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

MATERIAL RELEASE & SHIPPING AUTHORIZATION # 2005-

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.ci.nyc.ny.us/buildnyc

DATE:
 CONTRACT NO/TITLE:
 MANUFACTURER/VENDOR:
 ISSUING AGENCY/PARTY/PURCHASE ORDER NUMBER:
 MATERIAL/ITEM DESCRIPTION:
 TO: _____ Part: _____ Qty _____ Part ID _____ Fabrication Date: _____ Heat _____
 CC: _____

WAIVER: This office is waiving inspection requirements regarding the referenced material/item(s), showing compliance with the requirements of the applicable contract specifications and with those indicated by the referenced Purchase Order. The submitted certificate(s) have been found acceptable by this office. (Signature Section A to be completed by QA. No further action is necessary.)

SOURCE RELEASE: A source inspection has been conducted to physically verify material(s) and review supportive documentation to assure that material(s)/item(s) used in the referenced Purchase Order and Material/Item Description are in compliance with the requirements of the applicable contract specifications and those indicated by the referenced P.O. (Signature Section A to be completed by QA. No further action is necessary.)

CONDITIONAL RELEASE: Acceptance pending evaluation of the following inspections/testing/action (Signature Section A to be completed by QA. Upon satisfactory inspections/testing/action Signature Section B must also be completed by QA prior to use of the product by the contractor/supplier)

This Shipping Authorization is based on our source inspection and/or acceptance of supportive documentation covering only the materials and workmanship as to their compliance with the requirements of the applicable contract specification. Since it is the Contractor's, his/her agent's or representative's responsibility to specify in the Purchase Order the required quantities, sizes, dimensions, and type of articles used under the contract, this authorization shall not be interpreted as an expressed or implied approval or acceptance by the Agency regarding any or all of these specifics.

**DIVISION OF TECHNICAL SUPPORT
 BUREAU OF QUALITY ASSURANCE & CONSTRUCTION SAFETY**

A. WAIVER SOURCE RELEASE **CONDITIONAL RELEASE (check the applicable box)**

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

B. FINAL ACCEPTANCE OF CONDITIONALLY RELEASED MATERIAL

ON: _____ BY: _____

FOR: DDC Technical Support / QACS
 cc: Resident Engineer, QACS File
 others: (specify)

EXHIBIT- 2

ITEMS SUBJECT TO DDC QACS RELEASE

PIPES & FITTINGS

Spiral Welded Steel Pipes & Fittings
Extruded/Welded Steel Pipes
Ductile Iron Pipes & Fittings
Clay Pipes (ESVP)
Concrete Pipes (RCP)

VALVES

Metropolitan Gate Valves
Resilient Seated Gate Valves
Tapping Valves (R/S and Met)
Pressure Regulator Valves
Butterfly Valves

FIRE HYDRANTS

Dresser Type (D-2-LP)
Smith Type (S-2-LP)

CASTINGS

Sewer Castings (Manholes, Catch Basins)

OTHER ITEMS

Fasteners (Bolts and Nuts)
Wedge Restraint Glands
SS Tapping Sleeves
Expansion Joints
Steel couplings



Supplier: SUPPLIER'S NAME
Contract No: DDC PROJECT NO.
Purchase Order No: CONTRACTOR PO#
Issuing Party: CONTRACTOR'S NAME
Quantity: QTY, SERIAL #S
(To be filled by Supplier)

EXHIBIT- 3

THE ABOVE BOX TO BE FILLED BY THE SUPPLIER FOR SUPPLIER STOCK ITEMS

David J. Burney, A.I.A
Commissioner

Mark A. Canu
Assistant Commissioner
Technical Support

MATERIAL RELEASE & SHIPPING AUTHORIZATION # 2005-XXX

30-30 Thomson Avenue
Long Island City, NY 11101

Tel. 718 / 391-1391
Fax 718 / 391-1651
www.ci.nyc.ny.us/buildnyc

DATE: RELEASE DATE
CONTRACT NO/TITLE: DDC PROJECT NUMBER
MANUFACTURER/VENDOR: MANUFACTURER'S OR SUPPLIERS'S NAME AS APPLICABLE
ISSUING AGENCY/PARTY/PURCHASE ORDER NUMBER: DDC OR SUPPLIER NAME & PO
MATERIAL/ITEM DESCRIPTION: GENERAL MATERIAL DESCRIPTION
TO: MANUFACTURER'S NAME Part: Qty Part ID Fabrication Date: Heat
ATTENTION OF PART DETAIL QTY SERIAL NO./FABRICATION DATE HEAT #
CC: AS NECESSARY

WAIVER: This office is waiving inspection requirements regarding the referenced material/item(s), showing compliance with the requirements of the applicable contract specifications and with those indicated by the referenced Purchase Order. The submitted certificate(s) have been found acceptable by this office. (Signature Section A to be completed by QA. No further action is necessary.)

SOURCE RELEASE: A source inspection has been conducted to physically verify material(s) and review supportive documentation to assure that material(s)/items(s) indicated in the referenced Purchase Order and Material/Item Description are in compliance with the requirements of the applicable contract specifications and those indicated by the referenced P.O. (Signature Section A to be completed by QA. No further action is necessary.)

CONDITIONAL RELEASE: Material acceptance pending evaluation of the following inspections/testing/action (Signature Section A to be completed by QA. Upon satisfactory inspections/testing/action Signature Section B must also be completed by QA prior to use of the product by the contractor/supplier)
WHEN WAIVER OR SOURCE RELEASE BOXES ARE CHECKED, NO FURTHER ACTION IS REQUIRED.
WHEN CONDITIONAL RELEASE BOX IS CHECKED, THIS MEANS THAT ITEMS WERE RELEASED URGENTLY DUE TO FIELD REQUEST & THE FINAL RELEASE OF THESE ITEMS WILL BE SUBJECT TO QACS INSPECTION. SEE "SECTION B" BELOW

This Shipping Authorization is based on our source inspection and/or acceptance of supportive documentation covering only the materials and workmanship as to their compliance with the requirements of the applicable contract specification. Since it is the Contractor's, his/her agent's or representative's responsibility to specify in the Purchase Order the required quantities, sizes, dimensions, and type of articles used under the contract, this authorization shall not be interpreted as an expressed or implied approval or acceptance by the Agency regarding any or all of these specifics.

DIVISION OF TECHNICAL SUPPORT
BUREAU OF QUALITY ASSURANCE & CONSTRUCTION SAFETY

A. WAIVER SOURCE RELEASE CONDITIONAL RELEASE (check the applicable box)
THIS SECTION IS SELF EXPLANATORY

NAME: TITLE:
SIGNATURE: DATE:

B. FINAL ACCEPTANCE OF CONDITIONALLY RELEASED MATERIAL
ITEMS THAT ARE CONDITIONALLY RELEASED TO THE FIELD WILL NEED THIS SECTION TO BE COMPLETED BY QACS FOR FINAL ACCEPTANCE AND RELEASE. THESE WILL BE VERY FEW IN NUMBER
ON: BY: