Category 31 – Notice of Materials to be Used

Section 6 of the Standard Specifications requires the Contractor to furnish the Engineer a list of his sources of materials in sufficient time to permit proper inspecting and testing of materials in advance of their use.

The Contractor's list of material sources is submitted on State-furnished Form HC-30, *Notice of Materials to be Used*. It is not necessary that all material be listed on a single submittal of the HC-30. These forms are filed in Category 31 as they are received from the Contractor.

Form DH-OS C51, *Materials List*, is to be filed in this category. Form DH-OS C51 serves as a check list to ensure that a *Notice of Materials to be Used* is submitted for all materials which go into the work.

If the Resident Engineer elects to use the *Materials List* (Form DH-OS C51), the Structure Representative should assist the Resident Engineer in preparation of the *Materials List*. A copy of the *Materials List* may be given to the Contractor, but if this is done, a cover letter should be attached stating that the list is a reminder only and does not necessarily constitute a complete list. As each Notice of Materials is received from the Contractor, the date of receipt should be entered in the appropriate column on the *Materials List*. 