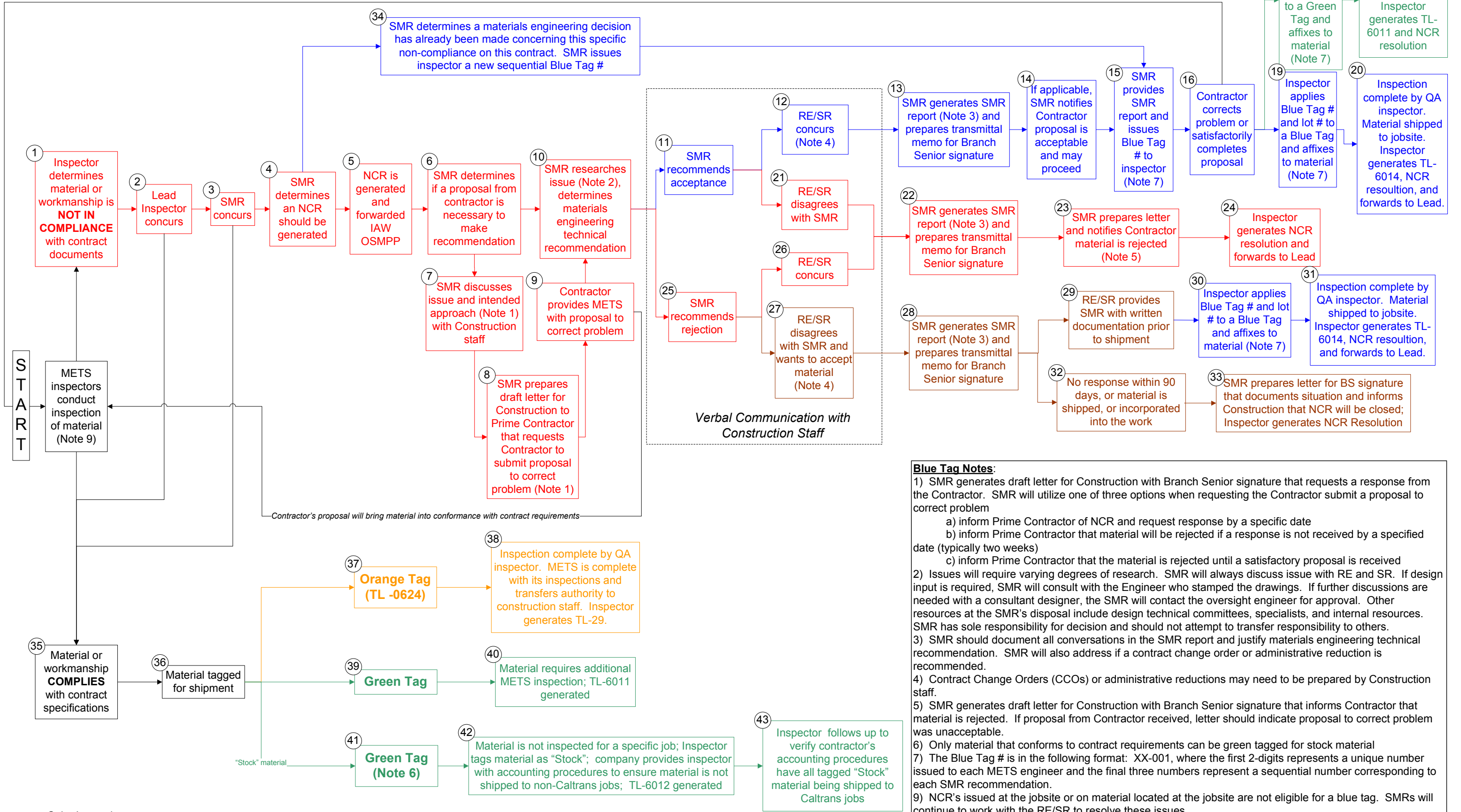


# Internal Material Release Procedures



**Blue Tag Notes:**

- 1) SMR generates draft letter for Construction with Branch Senior signature that requests a response from the Contractor. SMR will utilize one of three options when requesting the Contractor submit a proposal to correct problem
  - a) inform Prime Contractor of NCR and request response by a specific date
  - b) inform Prime Contractor that material will be rejected if a response is not received by a specified date (typically two weeks)
  - c) inform Prime Contractor that the material is rejected until a satisfactory proposal is received
- 2) Issues will require varying degrees of research. SMR will always discuss issue with RE and SR. If design input is required, SMR will consult with the Engineer who stamped the drawings. If further discussions are needed with a consultant designer, the SMR will contact the oversight engineer for approval. Other resources at the SMR's disposal include design technical committees, specialists, and internal resources. SMR has sole responsibility for decision and should not attempt to transfer responsibility to others.
- 3) SMR should document all conversations in the SMR report and justify materials engineering technical recommendation. SMR will also address if a contract change order or administrative reduction is recommended.
- 4) Contract Change Orders (CCOs) or administrative reductions may need to be prepared by Construction staff.
- 5) SMR generates draft letter for Construction with Branch Senior signature that informs Contractor that material is rejected. If proposal from Contractor received, letter should indicate proposal to correct problem was unacceptable.
- 6) Only material that conforms to contract requirements can be green tagged for stock material
- 7) The Blue Tag # is in the following format: XX-001, where the first 2-digits represents a unique number issued to each METS engineer and the final three numbers represent a sequential number corresponding to each SMR recommendation.
- 9) NCR's issued at the jobsite or on material located at the jobsite are not eligible for a blue tag. SMRs will continue to work with the RE/SR to resolve these issues.

Color Legend:

	Blue Tag Process; Material suitable for intended purpose		Non-conforming Material Inspection Process; Material is rejected		Construction accepts material against METS recommendation		Orange Tag Process; Material conforms to contract requirements		Green Tag Process; Material conforms to contract requirements or is suitable for intended purpose
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