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CHANGE LETTER

POLICY AND PROCEDURE DIRECTIVES MANUAL	CHANGE LETTER NO. 9
SUBJECT: Title Page, Distribution Memo, Table of Contents, P.P.D. No. 85-5, 92-6, 96-2, 96-3, 96-5, 96-7, 02-01, 03-1, 04-1, 04-2, 04-3, 04-4, and 04-5.	EFFECTIVE DATE: January 30, 2004

SUMMARY:

NOTE: Unless otherwise specified, changes issued under this Change Letter will be effective for projects with a bid opening date on or after January 30, 2004. Retain items removed from the Materials Policy and Procedure Directives Manual under this change letter for use, as necessary, on projects with a bid opening date prior to January 30, 2004.

1. TITLE PAGE - Attached is a revised title page.
2. DISTRIBUTION MEMO - Attached is a revised distribution memo to manual holders regarding distribution and revision of this manual.
3. TABLE OF CONTENTS - The Table of Contents has been revised to show current Policy and Procedure Directives.
4. P.P.D. No. 92-6, "FINAL CERTIFICATION OF MATERIALS INCORPORATED IN THE WORK".

This Policy and Procedure Directive is deleted.
Information regarding this subject is now included in
Section 900, "Materials Quality Assurance Program",
of the ADOT Materials Testing Manual.

5. P.P.D. No. 96-5, "ASPHALT CEMENT LIQUID ADDITIVES".

This Policy and Procedure Directive is deleted.
ADOT Specifications no longer allow the use of
asphalt cement liquid additives.

6. P.P.D. No. 02-01, "GUIDELINES FOR INSPECTION AND
ACCEPTANCE OF TIMBER GUARDRAIL
POSTS AND BLOCKS".

This Policy and Procedure Directive supersedes
P.P.D. No. 85-5 of the same title. It has an effective date
of August 8, 2003, and was issued with limited
distribution prior to this Change Letter.

7. P.P.D. No. 03-1, "APPROVAL OF PORTLAND CEMENT CONCRETE
MIX DESIGNS".

This Policy and Procedure Directive supersedes
P.P.D. No. 96-3 of the same title. It has an effective date
of August 8, 2003, and was issued with limited
distribution prior to this Change Letter.

8. P.P.D. No. 04-1, "END PRODUCT ASPHALTIC CONCRETE
ACCEPTANCE TESTING – PROCEDURE FOR
DETERMINATION OF STATISTICAL OUTLIERS".

This is a new Policy and Procedure Directive.

9. P.P.D. No. 04-2, "APPROVAL OF LABORATORIES TO PERFORM
TESTING OF BEARING PADS FOR THE DEPARTMENT".

This is a new Policy and Procedure Directive.

10. P.P.D. No. 04-3, "REVIEW OF TEST RESULTS AND ISSUANCE
OF TEST REPORTS".

This Policy and Procedure Directive supersedes
P.P.D. No. 96-7 of the same title.

11. P.P.D. No. 04-4, "CERTIFICATION AND ACCEPTANCE OF HYDRAULIC CEMENTS, FLY ASH, AND NATURAL POZZOLAN".

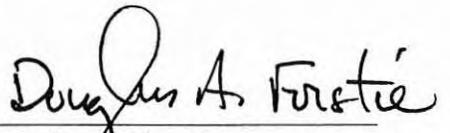
This Policy and Procedure Directive supersedes
P.P.D. No. 96-2, "Certification and Acceptance of
Hydraulic Cements and Fly Ash".

12. P.P.D. No. 04-5, "TESTING AND CERTIFICATION OF BITUMINOUS DISTRIBUTOR TRUCKS".

This is a new Policy and Procedure Directive.



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Approved by: 

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Attachments