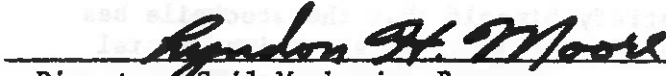


TO:  Director, Preliminary Plan Review Bureau	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>75-79</u>
APPROVED:   Director, Soil Mechanics Bureau	Date: <u>11/7/75</u>  Supersedes:

A large number of our highway projects involve small quantities of Subbase Course Select Granular Material. Material for more than one project may come from a single stockpile. Past practice has been to transfer the approval of a stockpile from one project to another, thereby not requiring construction of a new stockpile for each project. To assure compliance with specification requirements, the Engineer must be sure that the material he is receiving on his project is from an approved stockpile. Therefore, the following procedure is established:

"Effective immediately, it shall be the practice of the Soil Mechanics Bureau to allow the transfer of a stockpile approval to another project according to the following procedure:

1. The Contractor shall submit a written request to his Project Engineer containing the following information:
  - a. The location and number of the stockpile he wants to use.
  - b. The project for which the stockpile was originally approved, if known.
  - c. The present owner of the material, including his address.
  - d. The property owner of the stockpile site.
  - e. The estimated quantity of material in the stockpile.
  - f. The quantity of material to be utilized from the stockpile on the applicant's project.
  - g. The item(s) the material will be used for by the Contractor.

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Subject: Transfer of Approval of a Granular Material Stockpile

2. The Project Engineer shall inspect the stockpile to determine the feasibility of its use on his project and shall then submit his recommendation to the Regional Soils Engineer who will make the final determination on the request.
3. The Regional Soils Engineer shall review his records on the stockpile including test results and material quantity estimates. He shall satisfy himself that the stockpile has not been enlarged or in any way modified since its initial approval. If he has any reservations concerning the condition of the stockpile, the request for the transfer of approval shall be denied. The recommendation of the Project Engineer shall be fully considered.
4. The Regional Soils Engineer shall provide a written notification to the Project Engineer stating his final determination on the stockpile transfer request. If the request is approved, the transfer approval shall include the location and number of the stockpile, a copy of the original approval (including test results), a list of the previous projects using the stockpile and all appropriate restrictions. A copy of the transfer approval will be included for transmittal to the Contractor by the Project Engineer. A copy of the approval shall also be sent directly to the owner of the stockpile and to the Soil Mechanics Bureau.
5. Upon completion of subbase construction, the Project Engineer shall furnish the Regional Soils Engineer, in writing, his estimate of the quantity of material actually utilized from the stockpile and the quantity remaining."