



**City of Phoenix  
Street Transportation Department  
Materials Lab**

**Materials Testing Project Delivery Process**

1. Project Manager from Client Department will notify the Materials Supervisor of the upcoming project (email preferred).
2. Materials Supervisor will assign a Materials Coordinator to oversee materials-related items on the project.
3. Materials Coordinator will reach out to the Project Manager. Project Manager will fill out Request For Test (RFT) form and provide electronic copies of the project plans and specifications to the Materials Coordinator.
4. The Materials Coordinator will set up the project internally.
5. The Materials Supervisor will assign an on-call lab to perform field construction materials testing based on the scope of the project and the capabilities of the on-call lab.
6. Materials Coordinator will attend the pre-construction meeting and all other progress meetings. During the pre-construction meeting the Materials Coordinator will explain and highlight important documents on our website.
7. On-call lab will submit a Minimum Testing Schedule (MTS) based off of the project plans and the Sampling and Testing Requirements.
8. Materials Coordinator will review all materials related submittals, which are approved by the Materials Lab Engineering Supervisor. All approved materials (concrete, ABC, Asphalt) do not require a full mix design submittal, only the Approved Materials Submittal (AMS) Form.
9. The Contractor and/or Inspector (if there is one) will schedule the on-call lab for construction materials testing.
10. The on-call lab submits their schedule daily to the Materials Lab.
11. The Materials Coordinator will ensure that sampling is being performed in accordance with all testing procedures and frequencies.
12. Upon completion of the project, the on-call lab will submit a certified electronic close-out book, with all the field and lab test data, signed and sealed by a P.E. approving all materials testing performed.
13. The Materials Coordinator will review the close-out book and then submit it to the Client Department Project Manager.

Below is a link to our website. All our forms, approved supplier's lists, and requirements reside here and can be accessed by anyone, internally and externally.

<https://www.phoenix.gov/streetssite/Pages/COP-MaterialsLab.aspx>