

**NOTICE OF MATERIALS TO BE USED
INSTRUCTIONS TO CONTRACTOR**

Section 6 of the Standard Specifications states that, "Before the preconstruction conference, submit material source information on a "Notice of Materials to Be Used form".

In order to avoid delay in approval of materials, the Department of Transportation must receive, in a timely manner, Form CEM-3101, "Notice of Materials to Be Used." When filing this form, please comply with the following instructions:

1. The Contract Number and job limits should be the same as they appear on the special provisions.
2. The column headed "Contract Bid Item Number" refers to the sequential item number of the contract.
3. The column headed "Item Code" refers to the number for which the material is to be used. It is a six-digit number.
4. The column headed "Contract Item Description" refers to an item description of the material as described in the special provisions.
5. The column headed "Item Component" refers to the specific description of material to be used, not necessarily the name of the contract item.

For example:

Contract Bid Item Number	Item Code	Contract Item Description	Item Component
01	520101	Bar reinforcing steel	Coupler (service splice)

6. The column headed "Manufacturer/Provider" refers to the manufacturer/fabricator of the item. List the name, address and e-mail address of the Manufacturer/Fabricator. Also, list the name and address of the location here inspection will occur, if different from the Manufacturer/Fabricator.
7. Form CEM-3101, "Notice of Materials to Be Used," must be submitted to the resident engineer (RE). The RE will email Form CEM-3101 to the materials administrator to, MaterialsAdministratorMETS@dot.ca.gov or fax to (916) 227-7084, Attn: Materials Administrator or postal mail to: Material Engineering & Testing Services, 5900 Folsom Blvd., Sacramento, CA 95819, MS-5.

If the sources of materials are not known at the beginning of a contract, submit a Form CEM-3101, "Notice of Materials to Be Used," for a given bid item as soon as a provider is known. Multiple submittals may be necessary. Resubmit a Form CEM-3101, "Notice of Materials to be Used," for all changes or revisions.

When placing orders for materials that require inspection prior to shipment, be sure to indicate on your request form that state inspection is required before shipment.