



# BUREAU OF MATERIALS MATERIALS PROCEDURES

**MP NUMBER: 12-25**  
**EFFECTIVE DATE: 03/03/2025**

**APPROVAL:** Edward Inman

## GUIDE SIGNS TYPE GO, GA INSPECTION

### **PURPOSE:**

To establish standard procedures for the inspection of guide signs and component parts

### **SUPERSEDES:**

Materials Procedure Number 12 – Dated 07/01/2008.

### **REFERENCES:**

Special Provisions, Supplementary Specifications, Standard Specifications and Details, Addenda and Attachments

MUTCD Manual of Uniform Traffic Control Devices for Streets and Highways

Approved Shop Drawings

American Welding Society - Recommended Practices for Gas Shielded Arc Welding of Aluminum and Aluminum Alloy Pipe

American Welding Society Specifications

A.W.S      D 1.1

A.W.S      D 1.2

### ASTM Specifications:

AASHTO M111      Zinc Coating on Products Fabricated from Rolled, Pressed and Forged Steel Shapes, Plates, Bars and Strips

    A-164      Electrodeposited Coatings of Zinc on Steel--delete

AASHTO M292      Carbon and Alloy Steel Nuts for Bolts

    A-276      Stainless and Heat-Resisting Steel Bars and Shapes

    A-304      Alloy Steel Bars Subject to End-Quench Hardenability Requirements

    A-307      Carbon Steel Externally and Internally Threaded Standard Fasteners

    A-320      Alloy Steel Bolting Materials for Low Temperature Service

    A-370      Mechanical Testing of Steel Products

A-564	Hot-Rolled and Cold Finished Age-Hardening Stainless and Heat-Resisting Steel Bars and Shapes
A-570	Hot-Rolled Carbon Steel Sheet and Strip, Structural Quality--delete
B-26	Aluminum-Alloy Sand Castings
B-108	Aluminum-Alloy Permanent Mold Castings
B-211	Aluminum-Alloy Bars, Rods, and Wire
B-221	Aluminum-Alloy Extruded Bars, Rods, Shapes, and Tubes
B-316	Aluminum-Alloy Rivet and Cold Heading Wire and Rods
B-429	Aluminum-Alloy Extruded Structural Pipe and Tube

## FORMS:

LB-911 – Site Manager Sign Fabrication

## INSTRUCTIONS:

### I. Assignment Procedures

The inspector shall receive from the supervisor the following:

- A. Plant location and scheduled time for inspection.
- B. Type and quantity of material to be sampled or inspected.
- C. Project designation and appropriate specifications.

### II. Duties - Sampling, Submission of Samples and Markings

The inspector shall:

- A. Randomly submit samples of the following materials to the Bureau of Materials Laboratory:

<u>Material</u>	<u>Samples</u>	<u>Rate of Sampling</u>
Anchor Bolts	2 ea. Diameter	Each source
Reflective Sheeting	3 pc 6"X 6"	Each color/source
Sign Panels, Coated	2 pc 22" long	Each source ( <i>Note</i> )
Aluminum Fasteners	3 Each type of	Each source

Note: Submit one sample to the Laboratory. Keep the second sample in the office to compare the color of the sample to the color of the completed sign panel.

- B. Take periodic samples of the following items normally accepted by certification to verify their acceptance: Stainless steel hardware, aluminum u-posts, aluminum posts,  $\frac{1}{4}$ " wire rope, cutting pins, and spring pins.

- C. Obtain certifications for all material sampled.
- D. Submit the materials sampled to the laboratory indicating the applicable specification and type of material.
- E. Stamp with *NJDOT Inspectors Stamp* all items approved for use.

### **III. Duties - Inspection**

After materials have been approved by the Bureau of Materials Laboratory, and when assigned by the supervisor, the inspector shall:

- A. Assure the dimensions, scripts, color uniformity, and coating thickness of the completed sign comply with all specifications.
- B. Inspect the sign face for scratches or dents. Stamp back sheet of sign if acceptable.
- C. Randomly measure the thickness of zinc coating on the following material: anchor bolts, nuts, washers, steel u-posts, hex studs, and hex nuts. Certificates are required for all items. Samples may be taken to verify a certification.
- D. Inspect the castings used for post caps for items listed in supplemental specifications.
- E. Visually inspect all aluminum weldments (if applicable) for their conformance with the pertinent specifications.

### **IV. Additional Duties**

The inspector shall:

- A. Complete a LB-911 in Site Manager for all materials inspected. Copies should be distributed to the Materials Supplier, the Resident Engineer, and to the Bureau of Materials file room.
- B. Submit all samples no later than the day after they are sampled.

**V. Authorities and Responsibilities:**

The inspector shall:

- A. Inform the supplier of any discrepancy noted during inspection.
- B. Reject any item that does not conform to material, coating, or dimension requirements and complete the Notice of Material Noncompliance Form LB-296.
- C. Contact Supervisor when any defects are found in material inspected.
- D. Stamp approved material.
- E. Maintain a diary with notations and pertinent information regarding materials inspected and sampled.

**VI. Distribution of Forms**

<u>Form</u>	<u>Distribution</u>
LB-911	<ul style="list-style-type: none"><li>1. Supervisor</li><li>2. Resident Engineer</li><li>4. Sign Fabricator</li><li>5. Bureau Headquarters</li></ul>
LB-296	<ul style="list-style-type: none"><li>1. Bureau Headquarters</li><li>2. RE</li><li>3. Regional Materials Office</li></ul>