

State of Illinois
Department of Transportation
Bureau of Materials
Springfield

POLICY MEMORANDUM

Revised: [October 28, 2024](#)

16-08.5

This Policy Memorandum supersedes number 16-08.4 dated [May 8, 2024](#)

TO: REGIONAL ENGINEERS AND HIGHWAY BUREAU CHIEFS
SUBJECT: APPROVAL OF CONCRETE PLANTS AND DELIVERY TRUCKS

DEFINITIONS

Bureau - Bureau of Materials, 126 E. Ash Street, Springfield, IL 62704-4766.

Commercial Concrete Producer - A company engaged in the production of concrete.

Contractor - The individual, firm, partnership, joint venture, or corporation contracting with Department for performance of prescribed work.

Department - Illinois Department of Transportation

District - One of nine Illinois Department of Transportation highway districts located throughout the State of Illinois.

1.0 PURPOSE

1.1 To establish a uniform procedure, for all Districts, to approve a concrete plant [Article 1103.02, as per the current edition of the *Standard Specifications for Road and Bridge Construction*] and delivery trucks before production begins.

To ensure the concrete plant and delivery trucks are maintained according to Department specifications, with minimal District inspection.

To establish a concrete plant equipment database.

2.0 APPLICATION FOR APPROVAL

2.1 To obtain approval for a concrete plant the Contractor or Commercial Concrete Producer shall provide the following:

- A completed "Concrete Plant Survey" on form [BMPR PCC001](#) (link embedded). The form is submitted once every five years, unless the plant equipment is changed, or equipment is added to the plant.
- A completed "Inspection Certification for Concrete Plant" on form [BMPR PCC002](#) (link embedded). The form is submitted annually, for the period which begins April 1st, and which expires the following year on March 31st.

- 2.2 To obtain approval for concrete delivery trucks, the Contractor or Commercial Concrete Producer shall provide the following:
- A completed “Inspection Certification for Concrete Delivery Trucks” on form [BMPR PCC003](#) (link embedded). The form is submitted annually, for the period which begins April 1st, and which expires the following year on March 31st.
- 2.3 The Contractor or Commercial Concrete Producer shall submit the forms to the District in which the concrete plant or delivery trucks are located, or the nearest District if the concrete plants or trucks are located out of state. If the Contractor or Commercial Concrete Producer is supplying material only to a precast producer under the inspection of the Bureau, the forms shall be submitted to the Bureau.

3.0 DEPARTMENT APPROVAL

- 3.1 Prior to approval, the District will review the completed forms, observe the calibration of the plant scales, inspect the concrete plant, and inspect the delivery trucks. The extent of the plant and truck equipment inspection will be determined by the District.
- 3.2 Upon approval, the Contractor or Commercial Concrete Producer will be notified in writing by the District.
- 3.3 When a Contractor or Commercial Concrete Producer has obtained approval for concrete delivery trucks and is obtaining concrete from an approved concrete plant owned by a separate company the required evidence of inspection supplied to the Resident Engineer shall include (but is not limited to):
- a. The names of both companies
 - b. The approved concrete plant’s load out tickets
 - c. The delivery truck owner’s producer/supplier number

4.0 RENEWAL OF APPROVAL

- 4.1 The Contractor or Commercial Concrete Producer shall resubmit the forms as indicated in **Section 2.0**. Re-approval will be according to **Section 3.0**.

5.0 CLOSING NOTICE

Archived versions of this policy memorandum may be examined by contacting the **Bureau**.

The current **Bureau** Chief of Materials has approved this policy memorandum. Signed documents are on file with the **Bureau**.

BAP