

State of Illinois
Department of Transportation
Bureau of Materials
Springfield

POLICY MEMORANDUM

Revised: [May 8, 2024](#)

11-08.8

This Policy Memorandum supersedes number 11-08.7 dated [April 14, 2022](#)

TO: REGIONAL ENGINEERS AND BUREAU CHIEFS IN THE OFFICE OF
HIGHWAYS PROJECT IMPLEMENTATION

SUBJECT: AGGREGATE GRADATION CONTROL SYSTEM (AGCS)

1.0 SCOPE

This program shall apply to all Sources that supply certified aggregate for uses identified in this program to projects let under the jurisdiction of the Illinois Department of Transportation (includes local agency projects with state/federal funding). All aggregate shipped for program-designated uses on these projects shall be from a Certified Source.

2.0 PURPOSE

2.1 To establish a procedure of certification whereby Sources shall supply aggregate for designated use meeting test properties cited by the Bureau.

2.2 To set forth the conditions for Source certification and revocation of certification.

3.0 DEFINITIONS

AGCS Technician – A technician at the Source who has successfully completed the Department's AGCS Technician Course. The AGCS training course is no longer available; however, there are still individuals that hold this title. This individual may perform all duties of the Aggregate Technician under the Gradation Control Program except gradation testing. Gradation testing (including splitting) must be performed by an Aggregate Technician or a Mixture Aggregate Technician.

Aggregate Inspector – District materials inspector who has successfully completed the Department's Aggregate Technician Course and is responsible for inspection at an aggregate Source. A Consultant, hired by the Department to perform the duties of an Aggregate Inspector, shall not be allowed to take any quality or Freeze-Thaw samples at an aggregate source.

Aggregate Technician – Sampling and testing technician at the Source who has successfully completed the Department's Aggregate Technician Course and is responsible for the Gradation Control Program at the Source. The Aggregate Technician course (CET 021) is a 5-day course, offered as a part of the IDOT Quality Management Training Program administered through Lake Land College in Mattoon, IL. <https://learn.lakelandcollege.edu/IDOT/what-training-do-i-need.jsp>

Bureau – Bureau of Materials, Illinois Department of Transportation, Springfield, Illinois.

Department – Illinois Department of Transportation.

District – Materials Office located at each Illinois Department of Transportation highway district office.

Failing Gradation Sample – A gradation sample which, when tested, exceeds the established Master Band on the critical sieve and/or exceeds the specification ranges on the other sieves for that gradation.

Gradation Technician – A technician who has successfully completed the Department's Gradation Technician Course and is responsible only for splitting and testing gradation samples. The Gradation Technician shall be monitored on a daily basis by the Aggregate Technician. To become a Gradation Technician, contact the local IDOT Aggregate Inspector. The Gradation Technician Course is a ½ day course that is taught by IDOT District personnel and is not administered by Lake Land College.

Mechanical Blending – Blending for gradation or of different types of materials shall be through interlocked feeders or a blending plant such that the prescribed blending percentage is maintained throughout the blending process.

Mixture Aggregate Technician – A technician who has successfully completed the Department's Mixture Aggregate Technician course (CET 020) and is responsible only for gradation sampling and gradation testing. The Mixture Aggregate Technician course (CET 020) is a 3-day course, offered as a part of the IDOT Quality Management Training Program administered through Lake Land College in Mattoon, IL. <https://learn.lakelandcollege.edu/IDOT/what-training-do-i-need.jsp>

Monitor Sample – Gradation sample taken from the Source, Terminal, Supplier Yard, or mix plant and tested by the Department to monitor the gradation being produced by the Source under its Gradation Control Program. This sample shall also be used to evaluate the adequacy of procedures and equipment used by the Source in its Gradation Control Program.

Outlying (OS) Source – A certified aggregate source located out-of-state which is specifically designated by the inspecting District and the Bureau and required to follow the requirements listed in Section 8.0 herein.

Qualified Products List (QPL) – The current [Approved/Qualified Producer List of Aggregate Sources](#), maintained by the Department identifying aggregate sources certified to supply aggregate to Department/Local Agency projects.

Quality Control (QC) Manager – The Aggregate Technician or the AGCS Technician designated by the Source who shall be responsible for compliance with the requirements of the Aggregate Gradation Control System. The QC Manager shall have successfully completed the Department's Aggregate Technician Course or the AGCS Technician Course.

Source – Individual aggregate source, i.e., a specific quarry or pit location supplying a specific product or products.

Source Classification – Under this program, a **Source** will be classified as Certified, De-Certified, or Non-Certified.

Certified Source – A **Source** that has met the requirements for certification and is allowed to supply aggregate for Department/Local Agency projects.

De-Certified Source – A **Source** that has had its **Certified Source** status revoked because requirements warranting certification have not been maintained. A De-Certified Source shall not be allowed to supply aggregate to Department/Local Agency projects.

Non-Certified Source – A **Source** that does not initially meet certification requirements or has not applied for certification.

Source QC Plan – A QC Plan detailing how an **Outlying Source** will comply with the AGCS.

Standard Specifications – Current edition of the Illinois Department of Transportation [Standard Specifications for Road and Bridge Construction](#).

Supplier Yard – A Yard which buys aggregate from an AGCS or IDOT-inspected source and resells the aggregate from the yard for use on IDOT contracts (includes local agency projects with state and or federal funding).

Terminal – A location owned by, leased to, or provided to an AGCS or IDOT-inspected source from which the source ships aggregate for use on IDOT contracts (includes local agency projects with state and/or federal funding).

4.0 GENERAL RESPONSIBILITIES

- 4.1 The Bureau shall maintain a **QPL** identifying **certified sources**. Only **Certified Sources** shall supply material to Department/Local Agency projects. Each **Certified Source** shall maintain its own Gradation Control Program unless producing Category IV aggregate only. Aggregate shipped from a **Certified Source** shall be certified to meet the quality and gradation requirements in the **Standard Specifications**. However, if approved by the District, the **Source** may choose to certify and supply other than standard **Department** gradations as established by the criteria in Article 6.2 herein.
- 4.2 A **Supplier Yard** shall meet the requirements of the AGCS on all aggregates which will be used on IDOT contracts (including local agency with state/federal funding). Start-of-Production (6.3.1) and Normal-Production (6.3.2) sampling/testing shall be waived. The incoming aggregate sampling/testing shall be according to the current Department QC/QA document, Model Annual Quality Control (QC) Plan for Hot-Mix Asphalt (HMA) Production, Section B. Materials, 1. Aggregates, b. Incoming Aggregate Gradation Samples.
- 4.3 A **Terminal** shall meet all the requirements of the AGCS on all aggregates which will be used on IDOT contracts (including local agency with state/federal funding). Start-of-Production (6.3.1) and Normal-Production (6.3.2) sampling/testing shall be waived.

5.0 REQUIREMENTS FOR SOURCE CERTIFICATION

- 5.1 A Certified Source shall have been checked using the procedures set forth in Section 10.0 herein and found to meet the requirements for Source certification. Any Source subsequently found not meeting these or any other requirements of this program shall be removed from the **QPL** based on the procedure detailed in Section 11.0.

The requirements for Source certification are as follows:

- 5.1.1 Gradation Control Program - Gradation samples shall be taken and tested as per Section 6.0 herein. Gradations and their ranges established per Article 6.2 herein which do not meet the Standard Specifications shall be submitted to the District for approval prior to production.
- 5.1.2 Stockpiling and Handling - Degradation is of primary concern in handling aggregates. Steel-tracked equipment shall not be operated on stockpiles. Free-fall from conveyor equipment onto load-out stockpiles shall be held to a maximum of 15 feet. The fall height requirement may be waived if the aggregate source uses special remixing procedures or a device approved by the Bureau. A comparison of a series of samples taken during the reclaiming or loading-out operation to those taken from the production belt should be made to estimate the effect of the aggregate-handling method on degradation.
- 5.1.2.1 Stockpiling and handling of aggregate should be designed to hold segregation to a minimum. Coned stockpiles shall not be built with stationary or movable conveyor equipment unless the reclaiming method is such that the loaded-out material visually shows minimal segregation. Radial and longitudinal conveyors or stackers shall be kept in motion to reduce coning. Where possible, a spreader chute on the stacker shall be used to broaden or flatten the wedge shape of the pile. Cascading down the sides of the pile should be held to a minimum. Material shall be reclaimed from wedge-shaped piles with an end-loader or equipment having similar type loading action working from the end of the pile, with care taken to work the entire width of the pile to remix the material as much as possible. Aggregate-handling methods using tunnel conveyor systems to reclaim aggregate from coned surge piles shall be checked for consistency of gradation. The method of aggregate-handling and stockpiling currently in use at a particular Source shall be considered satisfactory provided that the product, when checked at a load-out point, meets the gradation requirements.
- 5.1.2.2 Materials certified under this program shall be stockpiled separately and identified by signs. Signs shall have a minimum of 3" lettering. Each individual sign shall be free-standing and moveable. Any changes made to signing must be pre-approved by the District.
- 5.1.3 Approved Laboratory - Laboratory facilities and equipment shall conform to Section 7.0 herein. Laboratories shall be checked by District personnel and reapproved on a biennial basis. One (1) laboratory may be used as an approved laboratory for more than one (1) Source as long as no problems occur in maintaining each Source's Gradation Control Program.

- 5.1.4 Sampling and Testing Personnel - Sampling and testing personnel overseeing the Source's control processes (including consultants and contractors) at the Source shall be Aggregate Technicians.
- 5.1.4.1 The Source may use an AGCS Technician to perform all duties of an Aggregate Technician except when splitting and gradation testing. When an AGCS Technician is used, splitting and gradation testing shall be performed by an Aggregate Technician or a Mixture Aggregate Technician.
- 5.1.4.2 The Source may use Gradation Technicians for splitting and gradation testing only. The Gradation Technician shall be under the direct supervision of the Aggregate Technician when testing gradation samples. The Source may also use Mixture Aggregate Technicians for sampling and gradation testing only. The Mixture Aggregate Technician shall be under the supervision of the Aggregate Technician or the AGCS Technician.
- 5.1.4.3 The Aggregate Technician, Gradation Technician or Mixture Aggregate Technician, shall demonstrate gradation testing proficiency to the Aggregate Inspector on a quarterly basis.
- 5.1.4.4 Any Mixture Aggregate Technician qualified personnel, when performing sampling and testing for a HMA or PCC Contractor, shall not concurrently perform the duties of an Aggregate Technician, an AGCS Technician, or a Mixture Aggregate Technician in the AGCS.

6.0 GRADATION CONTROL PROGRAM

- 6.1 The Gradation Control Program shall be run by an Aggregate Technician or an AGCS Technician as defined in Section 3.0 herein. The QC Manager shall assume responsibility for compliance with the Aggregate Gradation Control System and specifically shall ensure that the Aggregate Technician, AGCS Technician, or Mixture Aggregate Technician is performing all the required duties under the Aggregate Gradation Control System.
- 6.2 All communication concerning the Aggregate Gradation Control System shall be directed to the QC Manager.
- 6.3 Primary duties of the Aggregate Technician shall include frequent visual inspection, gradation sampling and testing, documentation, etc., as detailed herein and in QC/QA Procedure, "Quality Control (QC) Manager / Aggregate Technician / AGCS Technician / IDOT Inspector / Gradation Technician Responsibilities", located in the current Manual of Test Procedures for Materials.
- 6.4 The AGCS Technician may perform the same duties as the Aggregate Technician except splitting and gradation testing. Splitting and gradation testing shall be performed by an Aggregate Technician or a Mixture Aggregate Technician or a Mixture Aggregate Technician.
- 6.5 **Gradation Specifications.** Sieve limits for each sieve/each product under the Aggregate Gradation Control System shall be as specified in the Department's Standard Specifications and/or as amended herein. The special critical sieve criteria applies to designated products as described in QC/QA Procedure, "Aggregate Producer Control Chart Procedure" located in the current Manual of Test Procedures

for Materials.

- 6.5.1 The midpoint/tolerance range of a designated critical sieve shall be developed from an average as shown in QC/QA Procedure, "Aggregate Producer Control Chart Procedure". The average shall be a historical average, or a start of production average derived from 5 start-of-production samples agreed to by the Department. All 5 start of production samples must pass the established critical sieve limit. Critical sieve limits will take precedence over Standard Specification limits. Requests for critical sieve limits shall be submitted in writing to the District Materials Engineer for approval.
- 6.5.2 The top and bottom sieves shall not be altered. For all other sieves, limits may be developed based on historical or start of production values. These sieve limits may be different from those in the Standard Specifications. These modifications are also allowed for fine aggregate. Changes in the top sieve or any No. 200 sieve ranges will not be permitted. In cases where the bottom sieve is other than the No. 200 sieve, a variance in limits may be granted if the Bureau determines the minus No. 200 material to be within acceptable limits. The Source shall request in writing to the District Materials Engineer approval of limits other than those in the Standard Specifications, but the range of the limits shall remain the same as the Standard Specifications except on critical sieves where critical sieve limits will take precedence. The agreed upon gradation limits shall apply at the final point of shipping within the Source's control.
- 6.5.3 The Department reserves the right to reject unacceptable material at any point prior to incorporation into the final product.
- 6.6 **Sampling and Testing.** Gradation samples shall be reduced to testing size by Illinois Modified AASHTO R 76. Minimum Field Sample Size and Minimum Test Sample Size shall be as noted in the Sample Size table, Illinois Specification 201. All sampling and gradation testing shall conform to Illinois Modified AASHTO R 90, Illinois Modified AASHTO R 76, Illinois Modified AASHTO T 11, and Illinois Modified AASHTO T 27. The Illinois Test Procedures noted above are located in the current Manual of Test Procedures for Materials.
- 6.6.1 Sampling and testing frequencies (including washed tests) by category/use shall be as noted in Table 1 herein.

Definitions of each frequency are as follows:

- 6.6.1.1 **Start-of-Production Frequency.** After a seasonal shutdown of production or when first producing a new product, the sampling and testing of start-up production or of the new product shall be at start-of-production frequencies/requirements noted in Table 1.
- 6.6.1.2 **Normal-Production Frequency.** During normal production, the minimum production sampling and testing frequency/requirements as noted in Table 1 shall be maintained.
- 6.6.1.3 **Stockpile Frequency.** During loadout of stockpiles, the minimum stockpile sampling and testing frequency/requirements as noted in Table 1 shall be maintained for each stockpile.
- 6.6.1.4 **Production Changes (Short-Term Shutdowns for Screen Changes, Crusher Modifications, Different Feed Rates, New Products, etc.).** If a production change

is made, a washed gradation sample shall immediately be run on all affected products. The start-of-production sampling frequency shall be implemented if the result on any critical sieve in that sample exceeds the warning bands on the critical sieve or if any results fail any specified sieve limits.

- 6.7 **Documentation.** Gradation results shall be charted on control charts, if required in Table 1, according to QC/QA Procedure, "Aggregate Producer Control Chart Procedure", located in the current Manual of Test Procedures for Materials. Within one (1) working day of sampling, all gradation results shall be charted, posted, or entered into a Source computer, each of which shall be located at the Source and/or approved laboratory, at the District's option. Computer-maintained charting must be approved by the Department and accessible in a timely manner during any Department inspection. Computer-maintained charts shall be printed and displayed once per week or at the request of the Department. Control charts are the property of the Department and shall not be removed or altered in any manner. The Aggregate Inspector will check the control charts on a regular basis. Source gradation computation sheets will be maintained by the Department for a minimum of three (3) years after the date run.
- 6.7.1 A Source diary shall be maintained by the Aggregate Technician or the AGCS Technician. The Aggregate Technician or the AGCS Technician shall log all actions taken during the production day, such as new product production, sampling, resampling, screen changes, separate stockpiling, visual inspections, etc., as noted in QC/QA Procedure, "Quality Control (QC) Manager / Aggregate Technician / AGCS Technician / IDOT Inspector / Gradation Technician Responsibilities" in the current Manual of Test Procedures for Materials.
- 6.7.2 The Source shall immediately notify the District whenever new products are being produced at the Source under its Gradation Control Program.
- 6.8 **Failing Gradation Samples.** Any Failing Gradation Sample (start-of-production, normal-production, or stockpile) shall be evaluated according to the following procedure and, if necessary, immediate action taken to correct a failing gradation.
- 6.8.1 If a gradation sample fails, one (1) resample from the same sampling location shall immediately be taken and tested. If the resample passes, the testing frequency being run prior to the failure shall be resumed. If the resample fails, a second resample shall immediately be taken.
- 6.8.2 If the second resample passes, the start-of-production sampling frequency shall be initiated. All samples in the series must pass before the normal production or stockpile sampling frequency for that location can be restarted.
- 6.8.3 If the second production resample fails, production of that specified aggregate shall not be incorporated in the approved stock, or, in the case of the second stockpile resample failing, shipment from that stockpile shall cease. Corrective action shall be initiated by the Source. No material shall be placed on or, in the case of stockpile problems, shipped from the certified stock until a passing gradation sample is taken and tested. The start-of-production frequency shall then be run at that location. All samples in the series must pass before the normal-production or stockpile sampling frequency for that location can be restarted.
- 6.8.4 All resamples shall be washed gradation tests except as stated under Note 2 in Table 1.

- 6.8.5 Any action taken, such as resampling, screen changes, separate stockpiling, etc., shall be noted in the remarks area of the failing test computation sheet and in the Source diary.
- 6.8.6 The Aggregate Technician or the AGCS Technician shall monitor the corrective action. Failure to comply with Section 6.8 herein shall cause the **Source** to be removed from the **QPL** as per Section 11.0 herein.
- 6.9 **Failing Monitor Gradation Samples.** Any **Source's** failing Monitor gradation sample taken and tested by the Department and determined to be a Source problem per Section 9.6 will be considered a Failing Gradation Sample under the Source's Gradation Control Program and shall cause the Source to enact Section 6.8 herein.

7.0 APPROVED LABORATORY

- 7.1 An approved Source laboratory shall have the required equipment or alternatives approved by the Bureau specified in the Appendix D3 "Aggregate Laboratory Equipment" in the current Manual of Test Procedures for Materials.
- 7.2 If a mixture QC laboratory is used for AGCS testing, the following additional equipment is required for use only on AGCS aggregate samples:
- One set of nested sieves for coarse and/or fine aggregate.
 - One set of wash sieves.
 - One coarse and/or fine aggregate splitter.

8.0 OUTLYING (OS) SOURCE REQUIREMENTS

- 8.1 Each district may designate a certified aggregate Source located out-of-state which shall follow specific requirements in running the AGCS, listed herein. The District shall detail the criteria used to qualify the Source for the Outlying designation. The Source QC plan tentatively approved by the District shall accompany the District request.
- 8.1.1 The **Bureau** shall notify the District Materials Engineer in writing as to whether the aggregate **Source** has met the Outlying criteria, the **Source QC Plan** is acceptable, and the **Source** will be designated as an **Outlying (OS) Source** and placed on the **QPL**.
- 8.2 The **OS Source** shall follow all requirements of the AGCS program unless otherwise noted within this section. A **Source QC Plan** shall be submitted for department approval to the inspecting **District**. Other states' QC/QA programs or parts thereof may be substituted for the Illinois AGCS program, if approved by the **Bureau**. All substitutions/ changes shall be noted in the **Source QC Plan**. The minimum sampling frequencies noted in the Illinois AGCS program shall be met regardless of frequencies listed in the other state programs.
- 8.3 The **District** will, at least annually, visit each Source to obtain quality and gradation samples, observe program procedures, and inspect the AGCS laboratory. Laboratory inspections conducted under other states' programs may be used if the **OS Source** has been approved to use the other states' QC/QA program.
- 8.3.1 These inspections may be unannounced.

- 8.4 The **District** will inspect, sample, and test incoming aggregate according to the specified AGCS monitor frequency at Illinois sites (job sites, mix plants, terminals, or supplier yards). Split sample, load-out, and comparison requirements noted in Section 9 herein will be waived.
- 8.4.1 The **District** will communicate the test results to the **QC Manager** at the aggregate **Outlying Source** (OS) for appropriate action, including any needed corrective action. In addition, the District will communicate the test results to any **QC Manager** or Resident Engineer at the jobsite, mix plant, terminal, or supplier yard, for appropriate action, including the need for corrective action.
- 8.5 **Outlying Sources** shall notify their inspecting **District** of all scheduled AGCS shipments/ production (including shipments to mix plants, terminals, and supplier yards) prior to the shipment/production.
- 8.6 Once designated as an **Outlying Source** (OS), all aggregate, including Category I, III, and IV, shipped to Illinois Department of Transportation projects (including all Local Agency projects) shall be produced under the AGCS program. Category IV shall be run at the Category III frequency.

9.0 DEPARTMENT RESPONSIBILITIES

- 9.1 Sampling and testing for quality shall remain the responsibility of the Department. A Consultant, hired by the Department to perform the duties of an Aggregate Inspector, will not be allowed to take any quality or Freeze-thaw samples at an aggregate **Source**.
- 9.2 Monitor gradation samples at the **Source** shall be taken, by or in the presence of an Aggregate Inspector, from each aggregate being produced for designated use at each Certified **Source**. All Monitor samples shall be split samples of a **Source's** gradation sample taken as per the **Source's** Gradation Control Program. Additionally, the Department reserves the right to sample Monitor samples at any time. At least two (2) out of every five (5) Monitor samples shall be taken from the stockpile's loadout face once loadout procedures have started. The Monitor samples will be tested by District personnel on Department testing equipment according to the first paragraph of Section 6.3 herein. All Monitor samples shall be washed gradation tests unless Note 2 in Table 1 is applicable. Each Monitor sample shall be identified as to sampling location.
- 9.3 Sampling and testing frequency for the Monitor gradation samples shall be a minimum of one (1) sample per every twenty (20) production days for each gradation being produced for designated use.
- 9.4 All Monitor gradations run will be reported in the MISTIC system. Computation sheets will be retained for a minimum of three (3) years in the Department's **Source** file.
- 9.5 The Inspector will compare both the Monitor sample and the Source's split sample for validity as defined by the Department's "Guideline for Sample Comparison" (see Appendix A of the current Manual of Test Procedures for Materials). The reason for any significant difference between the two (2) samples shall be identified and corrected.

9.6 All Monitor gradations will be communicated to the **QC Manager**. All failing monitor gradations will be investigated by the Department. Any failing gradations, which are determined to be a **Source** problem not already corrected by the Producer, shall cause Article 6.6 herein to be enacted by the **Source**. The Aggregate Inspector will compare the failing gradation to the **Source's** control charts and/or split sample computation sheet. If the control chart indicates that the **Source** is aware of the problem and is taking corrective action, normal Monitor sampling may resume. The Aggregate Inspector will continue to visually monitor the problem and the **Source's** corrective action. If the control chart indicates the **Source** is not aware of the problem, a split sample of the **Source's** next sample as specified in Article 6.5 shall be tested. Failure of the **Source** to follow Article 6.6 shall result in the **Source** being removed from the **QPL** per Section 11.0 herein.

10.0 SOURCE CERTIFICATION PROCEDURE

10.1 An aggregate **Source** wishing to become certified shall verbally contact the **District**. A preliminary meeting may be held to discuss requirements of the program. After the initial contact or the preliminary meeting, a written request for certification shall be submitted to the District Materials Engineer.

10.2 An evaluation team composed of two (2) **District** personnel shall conduct an inspection of the **Source** for compliance to the certification checklist for all **Sources** producing Category I and III aggregate. A formal meeting with the **Source's** management, **QC Manager**, and quality control personnel shall be held to discuss the **Source's** Gradation Control Program requirements. The **Source** shall submit a certification letter and an [Aggregate Shipping Tickets Information Form for Producers \(BMPR AGG01\)](#) as designated by the **Department**. Each **Source** shall provide and maintain their own quality-on-tickets form and a listing of current certified gradations being produced under the Aggregate Gradation Control System. The certification letter and the [Aggregate Shipping Tickets Information Form for Producers Form \(BMPR AGG01\)](#), shall be forwarded to the **Bureau** before the **Source** will be added to the **QPL**.

10.3 Each **Certified Source** will be reevaluated on a biennial basis by **District** personnel. The reevaluation shall be a complete evaluation of the **Source's** laboratory and technician(s). A copy of the reevaluation checklist and comments shall be forwarded to the **Bureau**. Failure to comply with the certification criteria will result in the **Source's** certification being revoked as per the procedure detailed in Section 11.0 and the **Source** will be classified as De-Certified and removed from the **QPL**.

10.4 If at any time a **Certified Source** does not maintain the proper QC personnel, the **Source** will be given thirty (30) days to comply by either hiring a new QC person, training existing personnel or by contracting with a qualified consultant. If after thirty (30) days the source does not have the proper QC personnel; the **Source's** Certification will be revoked by the **Bureau**. Section 11.0 will not apply to this type of Revocation. The **Source** will be reinstated on the **QPL** once the proper QC personnel are acquired.

10.4.1 As an option to this type of Revocation, a **Source** may utilize a Gradation Technician for gradation testing as long as the following criteria are met:

- The **Source** shall inform the district, in writing, of the QC personnel change.

- The **Source** shall have an **Aggregate Technician** visit the **Source** a minimum of three (3) times a day to oversee the **Gradation Technician**.
- The **Source** shall have the proper personnel trained and in place in a timeframe acceptable to the **Bureau**.

11.0 REVOCATION OF A SOURCE'S CERTIFICATION

- 11.1 The **Department** may revoke a **Source's** Certification for any of the following reasons:
- Failing to follow the procedures and requirements of the Aggregate Gradation Control System (AGCS) Policy Memorandum.
 - Misrepresentation of materials or products.
 - Failing to follow the approved **Quality Control Plan**.
- 11.2 Before removal, the District Materials Engineer will detail, in a non-conformance letter to the **Source's QC Manager**, reason/s the **Department** is seeking to revoke the **Source's** Certification. The **Source** will have two weeks to reply. The **Source** shall not place materials in question on certified stockpiles during the two-week period. If the **Department's** reasons warrant, the **Source** may be required to stop shipment of any and all products to **Department** and/or Local Agency projects.
- 11.3 Within this two-week period, the **Source's QC Manager** shall reply provide a written response outlining the steps the **Source** is taking to address the issues outlined in the **Department's** non-conformance letter.
- 11.4 After receipt of the **Source's** letter, the **District** will schedule a meeting with the **Source** to discuss the proposed revocation and the **Source's** response. Based on this meeting, the District Materials Engineer will either (1) conclude the steps taken by the **Source's QC Manager** are adequate and terminate the revocation process, or (2) conclude the **Source's** response does not adequately address the issues outlined in the **Department's** non-conformance letter and recommend in writing to the **Bureau** that the **Source** be taken off the **QPL**. The recommendations shall include details and **District/Source** comments concerning the proposed revocation. Copies of all correspondence, including meeting minutes, shall be sent to the **Bureau** and the **Source**.
- 11.5 If requested by the **Source** within seven days of the **District's** recommendation to revoke the Certification, the **Bureau** will schedule a meeting with the **Source's QC Manager** and the **District**. Based on this meeting, the **Bureau** will either terminate the revocation process or proceed with removing the **Source** from the **QPL**.
- 11.6 The **Bureau's** decision to revoke the **Source's** Certification is a final agency decision of the Illinois Department of Transportation.
- 11.7 The **Bureau** will notify the District Materials Engineer and **Source** in writing when a **Source's Certification** has been revoked and that the **Source** has been removed from the **QPL** and has been listed as a **De-Certified Source**. The **Source** shall not supply aggregate materials or products for **Department** and/or Local Agency projects until the **Source's Certification** has been reinstated on the **QPL**.

11.8 If the revocation process is not based on misrepresentation of materials or products, and/or failure to follow the overall general requirements of this policy, the **QC Manager**, at any time, may inform the **District** in writing that the **Source** is no longer producing or shipping a specific gradation. This action will terminate any revocation process against the **Source** concerning the materials in question. Production of that gradation for the AGCS shall not be restarted unless the **District** concurs that corrective action has been completed by the **Source**.

12.0 REINSTATEMENT OF A SOURCE'S CERTIFICATION

The **Source** may re-apply for reinstatement of its certification at the end of the revocation period. Re-application shall be in writing to the **Bureau** and include the specific steps to be taken to correct the cause for loss of certification.

13.0 CLOSING NOTICE

Archive versions of this policy memorandum may be examined by contacting the Bureau of Materials.

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

TABLE 1

Category	Use	Start of Production	Normal Production	Stockpile/Loadout	Control Charts	Master Band
I (Notes 1 & 5)	Coarse Aggregate and Manufactured Sand Used in HMA and PCC Coarse Aggregate for Pavement Drainage	1 per 1,000 T (907 metric tons) for the first 5,000 T (4,536 metric tons) (all wash)	1 per 2,000 T (1,814 metric tons) 2 per day max (wash 1/3 coarse agg.) (wash all manufactured sand)	2/week (all wash) (Note 3)	Yes	Yes (Note 8)
III (Notes 1 & 5)	Natural Sand for All PCC and HMA Projects Aggregate Surface Course Granular Shoulders Granular Sub-base Granular Base Granular Embankment Special Cover/Seal Coat Sand Bedding Porous Granular Embankment and Bedding, Sand Backfill for Underdrains French Drains Membrane Waterproofing Mortar Sand Blotter Granular Embankment Aggregate Subgrade (Note 9)	1 per 2,000 T (1,814 metric tons) for the first 4,000 T (3,629 metric tons) (all wash) (Note 2)	1 per 10,000 T 2 per day max 1 per week min (all wash) (Notes 2 & 6)	1/week (all wash) (Notes 2 & 7)	No	No

Table 1 (cont.)

Category	Use	Start of Production	Normal Production	Stockpile/ Loadout	Control Charts	Master Band
IV (Note 4)	Rock Fill Erosion and Sediment Control Rip-Rap Bedding Ice Control Abrasives Trench Backfill	Department Testing				

Note 1: A producer may adjust gradation bands for any product in accordance with Article 6.2 of the AGCS.

Note 2: Wash only products used for HMA, PCC, Seal/cover coat and products with # 200 sieve requirements.

Note 3: No loadout tests for quantities under 500 tons (454 metric tons) or less shipped weekly. When loadout occurs but no weekly loadout test is run, the tonnage shipped shall be accumulated from the start of that week. When the accumulated tonnage exceeds 500 tons (454 metric tons), a loadout sample shall be run.

Note 4: Testing to be performed by IDOT personnel.

Note 5: Testing frequency may be reduced based on conformance to QC requirements, consistency in meeting sieves' midpoints, statistical consistency, etc.

Note 6: Minimum of 1 per week after the first 10,000 tons (9,072 metric tons) of production per week for aggregate surface course, granular shoulders, granular subbase, granular base, and granular embankment special; minimum of 1 every 2 weeks if production less than 10,000 tons (9,072 metric tons) per 2-week period.

Note 7: No loadout tests for quantities under 1,000 tons (907 metric tons) or less shipped weekly. When loadout occurs but no weekly loadout test is run, the tonnage shipped shall be accumulated from the start of that week. When the accumulated tonnage exceeds 1,000 tons (907 metric tons), a loadout sample shall be run.

Note 8: Refer to current QC/QA Procedure, "Aggregate Producer Control Chart Procedure" for required gradation.

Note 9: Only Normal Production testing shall apply. No Wash.