

State of Illinois
Department of Transportation
Bureau of Materials
Springfield

POLICY MEMORANDUM

Revised: [May 8, 2024](#)

27-08.3

This Policy Memorandum supersedes number 27-08.2 dated [July 24, 2018](#)

TO: REGIONAL ENGINEERS AND BUREAU CHIEFS IN THE OFFICE OF
HIGHWAYS PROJECT IMPLEMENTATION,
AGGREGATE PRODUCERS, SUPPLIER YARDS AND TERMINALS

SUBJECT: DESIGNATION OF AGGREGATE INFORMATION ON SHIPPING TICKETS

1.0 SCOPE

This policy shall apply to all sources that supply certified aggregate for uses identified in the Central Bureau of Materials Policy Memorandum "Aggregate Gradation Control System" to projects let under the jurisdiction of the Illinois Department of Transportation (IDOT), including local agency projects.

2.0 PURPOSE

This memorandum establishes a procedure for designating producer information and aggregate properties on shipping tickets.

3.0 PRODUCER/SUPPLIER'S RESPONSIBILITY - GENERAL

3.1 Each Aggregate Producer and Supplier Yard shall submit to the Central Bureau of Materials, a completed IDOT [Aggregate Shipping Tickets Information Form for Producers \(BMPR AGG01\)](#) form. Information provided on the completed form indicates how each aggregate source will identify the Producer/Supplier Designation, Product Designation and Freeze-thaw Designation on their shipping ticket. A separate form must be completed for each IDOT Producer/Supplier Number.

If the source makes changes to their Producer/Supplier Designation, a Product Designation, or the Freeze-thaw Designation, the source shall notify the IDOT District Office that inspects the source, by close of business the next working day. The source shall then complete the IDOT [Aggregate Shipping Tickets Information Form for Producers \(BMPR AGG01\)](#) form and submit to the Central Bureau of Materials within ten (10) working days. A copy of the form shall also be submitted to the IDOT District Office that inspects the source.

3.2 **Producer/Supplier Designation** - Each aggregate source shall submit on the appropriate "Aggregate Shipping Tickets Information Form," identification for the source. The identification shall meet one of the following methods:

Method 1: The aggregate source shall use the appropriate IDOT Producer/Supplier Number.

Method 2: A unique identification shall be used for the producing source. If a producer has multiple sources, a different identification shall be established for each source. (i.e., a producer has 3 plants; Joe's Plant #1, Joe's Plant #2, and Joe's Plant #3. The identification is defined as JP1, JP2, and JP3.) The source shall indicate on the appropriate "Aggregate Shipping Tickets Information Form," the IDOT Producer/Supplier Number that corresponds to the source identification (i.e., JP1, JP2, and JP3 correspond to IDOT Producer/Supplier Numbers 50000-01, 50000-02, and 50000-03, respectively).

- 3.3 **Product Designation** – Each aggregate source shall submit on the appropriate "Aggregate Shipping Tickets Information Form," identification for each product sold. The identification shall meet one of the following methods:

Method 1: The appropriate IDOT Material Code shall be used for each material (i.e., 022CM1101 shall be used for A Quality Superstructure CM11).

Method 2: A unique product designation, using the appropriate CA/CM, FA/FM, CS or RR identification, shall be defined by the source, to identify each product sold. The source shall indicate on the appropriate "Aggregate Shipping Tickets Information Form," the IDOT Material Code that corresponds to the source's product designation (i.e., the aggregate source uses "CA06 Base" to represent 052CA06). If the source makes two different quality materials for a particular gradation, and each is being stockpiled separately, each shall have a different product designation (i.e., The source could not use "CA06 Base" to represent both the 042CA06 stockpile and the 052CA06 stockpile). However, if a particular gradation meets the requirements for multiple qualities, the same product designation may be used for both materials (i.e., The aggregate source has a stockpile of CM11 that is sold as 022CM11 for use in Portland cement concrete. The same stockpile is also sold as 032CM11 for use in Hot Mix Asphalt. The product designation for the material is "CM11 Mix".)

- 3.4 **Freeze-thaw Designation** – For IDOT "A" Quality coarse aggregate, each source shall indicate on the appropriate "Aggregate Shipping Tickets Information Form," whether the aggregate has IDOT Freeze-thaw approval. The designation shall meet one of the following methods:

Method 1: The designation "FT" shall be used to identify an IDOT Freeze-thaw approved product. It shall be included with the "A" Quality Product Designation described in Section 3.3.

Method 2: A designation shall be defined by the source to identify a Freeze-thaw approved product. The source shall indicate on the appropriate "Aggregate Shipping Tickets Information Form," the Freeze-thaw Designation, along with the "A" Quality Product Designation described in Section 3.3. Sources that make both Freeze-thaw "A" Quality coarse aggregate and Non-Freeze-thaw "A" Quality coarse aggregate shall use separate designations for the different coarse aggregates.

- 3.5 Each Aggregate Producer, Supplier Yard and/or Terminal's shipping ticket shall also include the net weight of the material being shipped.

4.0 PRODUCER/SUPPLIER'S RESPONSIBILITY – SHIPPING TICKETS

- 4.1 Aggregate Producers shall include on their shipping ticket, the Producer/Supplier Designation, the Material Designation, and the Freeze-thaw Designation (if "A" Quality), as described in Section 3.0.
- 4.2 Supplier Yards and Terminals shall include on their shipping ticket, their Supplier Designation, the Producer/Supplier Designation of the Certified Source that produced the material, the Material Designation, and the Freeze-thaw Designation (if "A" Quality), as described in Section 3.0. Supplier Yards and Terminals shall use the same Producer/Supplier Designation, Material Designation and Freeze-thaw Designation as the Certified Source that produced the material.

5.0 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.