

**TO:** Resident Engineers and Contractors

**FROM:** Eileen Sheehy - Manager  
Bureau of Materials Engineering and Testing

**PHONE:** 609-530-5148

**DATE:** April 28, 2010 , Revised 5/23/13

**SUBJECT:** Electronic Mail (E-Mail) Process for Materials Questionnaires, DC-2891

An **E-Mail process for the DC-2891 "Material Questionnaire"** is being implemented by the Department for this project. **Use only the DC2891 (Excel form) with drop down menu that is supplied by the department on the intranet or internet.** The drop down menu allows the contractor to enter those items needing approval. The procedure for processing the electronic DC-2891 is as follows:

**The Contractor** must complete the **Electronic DC-2891 "Material Questionnaire"** and Email file to the Resident Engineer or designee (e.g., [firstname.lastname@dot.state.nj.us](mailto:firstname.lastname@dot.state.nj.us)).

The following format must be used for naming the Excel files: "**DP#####-MQ##**" in which the DP# for the project is used along with a sequential materials questionnaire number.

For example, on this project, the Department Project No. is "DP 09100", therefore label and **save the Excel files as: DP09100-MQ01, DP09100-MQ02, etc.** The Bureau of Materials will only accept questionnaires submitted with filenames in this format.

**Note: There are specific instructions embedded in the DC-2891 excel spreadsheet for completing the form. Look for small red triangles in the upper right hand corner of the cells.**

**The Resident Engineer** or designee should review the questionnaire and forward the file to [Materials.Questionnaires@dot.state.nj.us](mailto:Materials.Questionnaires@dot.state.nj.us) and to the Regional Materials Engineer. The Resident's written concurrence is not needed. Concurrence is assumed by the electronically forwarding of the file questionnaire to the Bureau of Materials address above.

**The Bureau of Materials** will only accept questionnaires that are forwarded from an NJDOT E-mail address (i.e., Resident or designee). The status of approval for each item on the questionnaire will be indicated in the last column of the questionnaire, which is for the Bureau of Materials use only. The completed materials questionnaire, DC-2891, will be **saved as a PDF file** with the same name as the submitted Excel file, and will electronically-mail back a copy to the Resident Engineer and the Regional Materials Engineer. The Resident may forward a copy of the PDF file to the contractor.

The Bureau of Materials will distribute forms (LB-177, LB -198, and LB-232) regarding approval of materials as normal. If you have any questions regarding the process, **please call Mr. Robert Giovannetti, of my staff at 609-530-5283.**

R. Giovannetti (Bureau of Materials – Materials.Questionnaires)