



SUBJECT Salvaging Features and Excess Materials Associated with Transportation Projects by Contract Specification	FINAL NUMBER RD07-05(B)	EFFECTIVE DATE 07/01/2007	VALIDATION DATE 01/02/2014	SUPERSEDES or RESCINDS New
TOPIC/PROGRAM Specifications, Special Provisions and PS&E Submittals	WEB LINK(S) http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx			
APPROVED SIGNATURE Original signed by Robert G. Pappe, PE, PLS State Traffic-Roadway Engineer				

PURPOSE

This bulletin satisfies the FHWA requirement for ODOT to have a procedure that ensures the process of stewardship is clearly defined for Agency-salvaged materials related to federal-aid highway program activities.

GUIDANCE

This bulletin establishes a process for the Agency to salvage features and excess materials associated with transportation facilities when planned for at the time of project specification preparation. *For guidance on excess materials that were not planned for by contract specification refer to the ODOT Construction Manual, Chapter 33 – Materials Left Over or Produced for a Third Party.*

This process applies to all Statewide Transportation Improvement Projects (STIP), federally funded Local Agency projects, state non-federal-aid projects and special legislative approved transportation funding packages, such as the Oregon Jobs and Transportation Act (JTA).

This process provides a consistent statewide methodology for project teams, construction project managers, and others to handle requests by the Agency to retain salvageable materials.

DEFINITIONS

Agency: As defined in the Standard Specifications, Section 00110.20, ‘Agency’ is “the city, county, or state agency or special district or political subdivision, as applicable, which has entered into a Contract with the Contractor”.

Salvageable Materials: As used in this Technical Bulletin, ‘Salvageable Materials’ is any permanent feature or material located along a public transportation facility being removed due to the construction of a transportation project, to be retained by the Agency for reuse for maintenance activities or use on another project (i.e., traffic signal

components, asphalt grindings, guardrail, bridge rail, historical features, excess soil and rock, illumination components).

EXPLANATION

The Department of Transportation recognizes the intrinsic value to the contractor of salvageable materials in anticipation of a reduced bid price. However, when looking at statewide lifecycle cost savings in maintaining and preserving our highway system, the retention and reuse of some materials, in certain circumstances, may reduce the amount of future funds required to keep our transportation facilities safe and operational. The overall cost savings may be large enough to warrant the retention and reuse of salvageable materials by the Agency and, in those circumstances, is considered to be in the best interest of the public.

Therefore, the Agency shall be allowed to salvage materials from construction projects, in accordance with the guidelines listed below, with no project credit required for the value of the material. On all projects, hauling costs incurred outside the project limits shall be paid for by the recipient of the material. A separate bid item to capture the hauling costs shall be used, if applicable.

The following guidelines shall be used to assist in identifying the material as salvageable by the Agency:

- Any permanent features or materials within the project limits, which an agency desires for reuse for maintenance (e.g., some portions of traffic signals can be salvaged to be reused for maintenance purposes only) or re-use on another project is considered salvage. [*Refer to the [Letters of Public Interest Finding Guidelines](#) for additional information*].
- Any permanent features or materials planned for reuse within the project limits shall not be considered for salvage by the Agency.
- Hazardous materials shall not be salvaged.
- Materials previously installed as temporary measures to keep the facility in service shall be returned to their originator.
- Investigate to assure that the cost of the operation (i.e., removal or salvage) does not exceed the value of the item(s) to be salvaged.
- Salvageable permanent features or materials remain the property of the contractor unless otherwise approved via a Letter of Public Interest Finding (LPIF) and stated in the special provisions.

Permanent features and materials that meet the above guidelines can be considered salvageable and eligible for reuse.

Documented approval by the State Traffic-Roadway Engineer, or official designee, is required. Any required salvaged item approval is subject to audit and expected to be documented within the project file prior to PS&E submittal.

If the request for salvageable materials occurs after the bid let date, then the process described in the [ODOT Construction Manual, Chapter 33 - Materials Left Over or Produced for a Third Party](#), shall be used.

RESPONSIBILITIES

RESPONSIBILITY

ACTION

<p>Region Project Leader (PL), Local Agency Liaison (LAL)</p>	<p>Prepare justification for use of salvageable material using the Letter of Public Interest Finding for Salvaged Material template available on the ODOT Office of Project Letting (OPL) website: http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml#Templates Obtain the approval signature of the Region Area Manager and submit to the State Traffic-Roadway Engineer (or official designee) for concurrence and approval.</p>
<p>State Traffic-Roadway Engineer (or official designee)</p>	<ul style="list-style-type: none"> ➤ Review submitted Letter of Public Interest Finding justification documents for concurrence approval or denial. Forward the approved Letter of Public Interest Finding (LPIF) for Salvaged Material to FHWA for approval for all Full Federal Oversight (FFO) projects. ➤ Return a copy of the approved LPIF for Salvaged Material back to the PL/LAL. PL/LAL is responsible for posting the approved LPIF on eBIDS at project advertisement. ➤ On the bid opening day, the OPL will post a copy of the approved LPIF for Salvaged Material on the OPL website at: http://www.oregon.gov/ODOT/HWY/OPL/Pages/Public-Interest-Findings.aspx ➤ Annually, within four weeks after the end of the calendar year, the State Traffic-Roadway Engineer shall submit a consolidated summary of the prior year’s approved salvaged material requests to the ODOT Technical Services Manager. This summary shall include a brief discussion of any observations and/or discernable trends that may be of value for subsequent policy and/or procedure evaluations.

ACTION REQUIRED

A *Letter of Public Interest Finding for Salvaged Material* is required whenever an item or material is being identified for salvage by the Agency in project plans or special provisions. At a minimum the letter must cover the following issues:

- Description of all items being proposed for salvage by the Agency
- Justification for the proposed salvaging
- Future use of salvaged material (i.e. use on another project, maintenance)

- Estimated value of proposed salvageable material
- Associated costs if item(s) not salvaged
- Is the salvaged item being utilized to its highest value use (i.e. grindings as RAP rather than subbase)
- Definition of hauling method and associated cost if applicable

SPECIAL INSTRUCTIONS

To be used immediately, per instructions in this bulletin.

STAKEHOLDERS PROVIDING REVIEW

Technical Leadership Team
Roadway Leadership Team

CONTACT INFORMATION

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