

**Georgia Department of Transportation**  
**Office of Materials and Research**

**Standard Operating Procedure (SOP) 6**  
**Quality Control of Fertilizer and Lime**

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**I. General**

The Agriculture Department has an extensive program for controlling the quality of fertilizer and lime used by the general public and this program will simply be extended to cover these materials when used on highway projects. Therefore, fertilizer and agricultural lime used on highway projects will be sampled by Testing Management Personnel from the [Office of Materials and Research](#). These persons will be certified by the Georgia Agriculture Department and will be taking official samples for testing by that Department.

**II. Organization**

The Testing Management Personnel will sample fertilizer and agricultural lime and will submit the samples to the Georgia Agriculture Department. However, to insure that adequate sampling is done, it will be necessary for each Area Engineer to notify the Testing Management dispatcher each time a shipment of fertilizer or lime is to arrive on the project. It is imperative that the Area Engineer make this notification as far in advance of the shipment as possible. Once the Area Engineer has notified the dispatcher, he has fulfilled his responsibility and may allow the contractor to begin the application of the fertilizer or lime provided he has verified that the material is that specified, and provided the guaranteed analysis is available on the project before the fertilizer or lime is used. The quantity and type of grade of material as shown on the guaranteed analysis should be properly documented. It is anticipated that all grassing projects will not have samples taken, but it is still mandatory that the dispatcher be advised of all fertilizer or lime scheduled to be delivered.

When a sample of fertilizer or lime is taken, a copy of the "Fertilizer Inspector's Report" will be sent to the Forest Park Laboratory as notification that the sample was obtained and is being tested. After the tests are completed by the Agriculture Department, a copy of the test report will be sent to the [Office of Materials and Research](#). These reports will be on file at the [Office of Materials and Research](#) in Forest Park, Georgia and will not be distributed throughout the Department.

**III. Payment and Penalties**

When a sample is found not to conform to the specifications, the Department of Agriculture will assess all monies due under the law.

Checks made payable to the Department of Transportation will be received by the [Office of Materials and Research](#), noted and forwarded to the Treasurer with a letter of transmittal.

**A. For purchase order materials**

The check will go forward to the Treasurer accompanied by sufficient identifying data to permit credit to the main account. Copies of the letter of transmittal will go to the State Maintenance Engineer and the appropriate District Engineer.

**B. For construction projects**

The check will be transmitted to the Treasurer with copies of the letter going to the State Office Engineer and the appropriate District and Area Engineers. No action will be required by those receiving copies of the letter. When the Materials Certificate is being prepared or reviewed at the [Office of Materials and Research](#), a paragraph devoted to the failing material will be included in the Certificate. Acceptance of the material will be recommended predicated upon receipt of the penalty assessment.

When checks are made payable to the contractor or subcontractor, the District Engineer will be notified of the deficiency and assessment, and he will deduct from monies due the contractor a sum equal to the amount of the payment. Copies of the correspondence related to penalty payments made to other than the Department of Transportation will be directed to the Treasurer and the State Office Engineer.

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