

Material Inspection & Documentation Process

For Prairie Seed Mixtures

(Classes 3, 4, 5, and 6)

The material inspection and documentation process for seed mixes containing native prairie seed (Classes 3, 4, 5, and 6) is more detailed than traditional lawn, roadside, and temporary turf cover seed mixes (Classes 1, 2, and 7). An overview of the native prairie seed process is given below.

1.) Before Seeding

- a) IDOT's Roadside Development Unit will provide the Contractor with Field Report Inspection forms for Class 3, 4, 5, and 6 Seeding. The Contractor must indicate their source of the seed material and return the form to IDOT's Roadside Development Unit.
- b) The native seed Supplier must submit a summary spreadsheet and supporting documentation for all Class 3, 4, 5, and 6 seed to the Roadside Development Unit. The spreadsheet and supporting documentation must include the lot number for each species in the mixes and lab test results for each species and seed lot included. The lab test results are used to calculate pure live seed (PLS) which is defined as actual germination x actual purity per Article 1081.04(c)(6).
- c) Roadside Development Unit staff will review the spreadsheet and supporting documentation, and forward either the approved spreadsheet or a list of deficiencies to the R.E., Contractor, and Supplier.
- d) Roadside Development Unit staff will schedule and complete a visual inspection of the seed at the Supplier's facility to observe weighing out of seed mixtures, confirm that seed is being taken from approved lots, etc. Successful completion of the visual inspection shall be noted on the spreadsheet and forwarded to the R.E., Contractor, and Supplier.

2.) During Seeding

- a) Each bag of seed delivered to the Project must be labeled by the Supplier with a Bag Ticket. Information on the Bag Ticket(s) must match information on the approved spreadsheet(s) and supporting documentation.
- b) The R.E. will collect all Bag Tickets. Please forward a copy of all Bag Tickets to the Roadside Development Unit so that material inspection and documentation paperwork can be completed and submitted to the Bureau of Materials. Also collect a small seed sample unless you can visually identify all seed species included in the mix (e.g. each species bagged separately).
- c) Roadside Development Unit staff is available to assist the R.E. with inspections at the job site. Of particular concern is that the Contractor uses the proper equipment – rangeland type grass drill, interseeding attachment, etc. – for prairie seeding.

3.) After Seeding

- a) R.E. conducts a yield check to verify final quantity.
- b) R.E. sends copies of bag tickets and seed sample to Roadside Development Unit.
- c) Roadside Development Unit staff reviews bag tickets and seed sample.
- d) Approved Field Report on Inspection of Materials will be submitted to the Bureau of Materials by the Roadside Development Unit. The R.E. and Contractor will also be sent copies of approved Field Report on Inspection of Materials.
- e) Roadside Development Unit will map location(s) of native seeding and plan for necessary post-installation management to promote growth of desirable species, control weeds if/when they appear, etc.