

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS & TESTING DIVISION

MATERIALS PROCEDURE

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PROCEDURE FOR APPROVING PAINT  
FORMULATIONS AND PRODUCTION BATCHES

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**1. PURPOSE**

- 1.1 To establish a procedure for approving paint formulations and to set forth procedures for sampling, testing, and shipping of batches once the formulation is approved.
- 1.2 This procedure shall apply to manufacturers who furnish paint to the Division.

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**2. REFERENCED DOCUMENTS**

- 2.1. MP 711.00.20 - Paint Testing Methods
- 2.2. MP 711.20.59 - Inorganic Zinc Primer Quality Assurance Procedures
- 2.3. MP 711.20.60 - Intermediate Field Coat for Zinc Rich Systems
- 2.4. MP 711.22.22 - Inorganic Zinc Rich Low VOC System
- 2.5. ASTM D3925 - Sampling Liquid Paints and Related Pigment Coatings

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**3. FORMULATION QUALIFICATION**

- 3.1. The manufacturer shall have test equipment and qualified personnel necessary to test the material for compliance with the Specifications.
- 3.2. The manufacturer shall submit the Division of Highways a 1-quart (1 liter) sample of each formulation. The sample should be sent to:

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION  
190 DRY BRANCH DRIVE  
CHARLESTON, WEST VIRGINIA 25306

- 3.2.1. Accompanying the sample shall be 1-quart (1 liter) of thinner for each product, along with product data sheets and material safety data sheets for each.
- 3.2.2. The appropriate specification number should be identified for each material submitted.
- 3.2.3. The color of top coats shall be one of those specified in WVDOH Spec 711.22.4. Each color or shade of top coat shall constitute a separate formulation.

- 3.2.4. The formulation will be tested in accordance with Section 711 by the Materials Control, Soils and Testing Division (MCS&T) laboratory. The Division will notify the manufacturer of the results.

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**4. BATCH APPROVAL**

- 4.1. Unless otherwise specified, paints will be tested and approved on a batch-to-batch basis. Each batch that meets the specification requirements will receive an individual approval number.
- 4.2. Sampling shall be conducted in accordance with ASTM D3925. Tests shall be conducted in accordance with MP 711.00.20. It is the paint manufacturer's obligation to notify the Division when a batch will be ready for sampling.
- 4.2.1. Process control tests such as weight per gallon (per liter) , viscosity, and grind are to be witnessed by the Division prior to shipment of samples to the MCS&T laboratory. Failure of any of these tests will result in the batch being rejected at the manufacturer's facility. The batch will then have to be reworked and assigned a revised batch number prior to sampling.
- 4.2.2. Two 1-quart (1 liter) samples of each batch will be obtained by the Division. One is to be retained by the sampler at a location away from the manufacturing facility. The other is to be submitted by the Division to the address in Section 3.2 of this Materials Procedure.
- 4.2.3. The retained sample may be disposed of once the approval has been obtained on the batch. Disposal is to be in accordance with the local Environmental Protection Agency's policies.

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**5. APPROVAL OF SMALL QUANTITIES**

- 5.1. When the quantity of material is 50 Gallons (190 liters) or less, the Division may elect to accept the material based on certified test data from the manufacturer or passing test results from the MCS&T laboratory. No preliminary tests are required.

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**6. PROCEDURES FOR SHIPPING**

- 6.1. The manufacturer shall include the following information on each shipping document: name and location of the company, type of material, quantity, date shipped, approval number issued by MCS&T Division, batch number, and date of manufacture.
- 6.2. A copy of the shipping document shall be submitted to the Division of Highways at the address shown in Subsection 3.2 of this Materials Procedure.



02/29/2024

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