

# Buy America Certification Compliance Guide

## Certification of Compliance Cover Letter

1.	Is the cover letter filled out completely? (There should not be any blanks – N/A is acceptable)	
2.	Do the item number and the description match what is being paid?	
3.	Does the weight indicated on the cover letter match the weights on the Bills of Lading and the Buy America certifications?	
4.	Are all of the heat numbers, lot numbers or batch numbers listed and do they match the Buy America certifications?	
5.	Is the manufacturer listed?	
6.	Is the Cover Letter signed by an Authorized Representative for the Contractor?	

### Step 4: Supplier

7.	Does the documentation indicate that the material was for the correct CN/Project?	
8.	Was a supplier utilized at any time during the procurement process?	
9.	If NO: Go to Step 3	
10.	If YES: Continue	
11.	Is the supplier located in the United States?	
12.	Does the documentation indicate that the product was ever exported and then returned to the United States?	
13.	How is the shipping documentation tied to the Step 3, Step 2 or Step 1 or the provided heat numbers?	
14.	Is the weight/quantity indicated on the Bill of Lading or proof of transfer or sale enough to cover the weight of the material being supplied?	
15.	Are the dates on the shipping paperwork after the date on the paperwork for Step 3, Step 2 or Step 1 – whichever is appropriate?	

### Step 3: Epoxy Coating Galvanizing or Painting

16.	Was the steel or iron coated, i.e. epoxy, galvanized, painted, etc?	
17.	If NO: Go to Step 2	
18.	If YES: Continue	
19.	How is this process tied to the Step 2 or the provided heat numbers?	

20.	Is there a Buy America Certification statement for this process?	
21.	Is it signed?	
22.	Was it coated or painted in the same location as Step 2?	
23.	If YES: Coating or painting in the same location. Go to Step 2	
24.	If NO: New Location - Continue	
25.	Is there a Bill of lading or proof of transfer or sale from this fabricator to the Contractor or Project?	
26.	Is the material listed on the Bill of Lading or proof of transfer or sale tied to the Buy America Certification via a job number, load ID number or some other descriptor?	
27.	Do the weights/quantity indicated on the Bill of Lading or proof of transfer or sale match the weights/quantity indicated on the Buy America Certification?	
28.	Is the weight indicated on the Bill of Lading or proof of transfer or sale enough to cover the weight of the material being supplied?	
29.	Are the dates on the paperwork for this process after the date on the paperwork for Step 2 or Step 1 – whichever is appropriate?	

## **Step 2: Fabrication – Shaping or Cutting**

30.	Was the steel or iron item shaped or cut?	
31.	If NO: Go to Step1	
32.	If YES: Continue	
33.	How is this fabrication process tied to the Step 1 or the provided heat numbers?	
34.	Is there a Buy America Certification statement for this process?	
35.	Is it signed?	
36.	Was it shaped or cut in the same location as Step 1?	
37.	If YES: Shaping or Cutting in the same location    Go to Step 1	
38.	If NO: New Location - Continue	
39.	Is there a Bill of lading or proof of transfer or sale from fabricator to the Contractor, Project or other Fabricator (new process)?	
40.	Is the material listed on the Bill of Lading or proof of transfer or sale tied to the Buy America Certification via a job number, load ID number or some other descriptor?	
41.	Do the weights indicated on the Bill of Lading or proof of transfer or sale match the weights indicated on the Buy America Certification?	
42.	Is the weight/quantity indicated on the Bill of Lading or proof of transfer or sale enough to cover the weight/quantity of the material being supplied?	
43.	Are the dates on the paperwork for this process after the dates on the paperwork for Step 1?	

### Step 1: Original melting and forming

44.	Where was the steel or iron melted and formed?	
45.	Is the heat number/numbers listed on the mill test report?	
46.	Does the material meet the spec requirements?	
47.	Is the Buy America Certification statement on the mill test report?	
48.	If not, does the Buy America Certification statement list the heat number/numbers?	
49.	Is the Buy America Certification signed?	
50.	Is there a Bill of lading or proof of transfer or sale from manufacturer to the Contractor, Project or Fabricator (new process)?	
51.	Is the material listed on the Bill of Lading or proof of transfer or sale tied to the Buy America Certification via a job number, load ID number or some other descriptor?	
52.	Do the weights/quantity indicated on the Bill of Lading or proof of transfer or sale match the weights/quantity indicated on the Buy America Certification?	
53.	Is the weight/quantity indicated on the Bill of Lading or proof of transfer or sale enough to cover the weight/quantity of the material being supplied?	