

## ST-1

**THIS FORM MUST BE FILLED OUT FOR EACH "STEEL PRODUCT"  
ON A JOC PROJECT UNLESS OTHERWISE NOTED.**

### **SECTION A**

**Line #1** This is the JOC Contractor's formal business name. If a sub's name appears on this form, the form must be rejected and resubmitted.

**Line #2** This is the JOC Contractor's business address.

**Line #3** This is the JOC Contractor's business phone number.

**Line #4** This is the date the ST form is submitted to the Construction Manager.

**Line #5** This is the JOC Project Number for the Job Order.

**Line #6** This is the project description.

**Line #7** This is the "steel product" being certified, such as an I-beam, angle, bolt, channel, etc. The JOC Contractor **may not fill** in the line with a description like "structural steel", heating unit" or "air conditioning system".

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE SUBMITTED.**

**NOTE:** The JOC Contractor does not have to submit a form for each **piece** of steel which is being put into the project. The JOC Contractor only has to submit an ST form for each **type** of steel product. For example, if the project needs 56 I-Beams of varying lengths, the JOC Contractor must submit **1 ST form** for "steel I-Beams" with a listing of the various sizes covered by that ST form. The JOC Contractor **does not** submit 56 ST-1 forms. If, on the other hand, only 30 of the I-Beams are identifiable (stamped) structural steel, the JOC Contractor submits an ST-1 form with Section B(1) marked off. The other 26 I-Beams are non-identifiable structural steel, so the JOC Contractor must also submit an ST-1 with Section B(2) marked off and attached the appropriate supporting documentation.

If the JOC Contractor is using different suppliers, each supplier must submit the appropriate steel form.

**Line #8** This refers to the corresponding Approval Form submittal number.

**Line #9** This is the fabricator or supplier of the product listed on Line #7.

### **SECTION B**

**ONLY ONE OF THESE ITEMS CAN BE CHECKED AS APPLICABLE**

\_\_\_\_\_ 1. **Identifiable Steel Product**

This type of steel product is limited to products which are stamped "made in the USA" or otherwise identifiable as U.S. Steel.

- a) **supporting documentation:** JOC Contractor only needs to submit the ST-1 form. Client Agency field personnel will verify the markings when product arrives on-site.

           **2. Non-identifiable Structural Steel Product**

This type of steel product is limited to items of structural steel which are not marked as made in USA.

- a) **supporting documentation:** JOC Contractor must also submit, attached to the ST-1 form, bills of lading, invoices and mill certificates.

           **3. Non-identifiable, Non-structural Steel Product**

This type of steel product is every product which is non-structural steel, including, but not limited to, doors, door frames, windows, machinery and equipment.

- a) **supporting documentation:** Fully executed ST-2

- b) **NOTE:** A steel product may not appear on any Application for Payment until such time as the ST-1 and ST-2 are accepted by the Client Agency.

**SECTION C**

1. Language – **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature – Two signatures are required on the ST-1 form. The JOC Contractor's President/Vice President must sign on one line **and** the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

**ST-1 STEEL ORIGIN CERTIFICATION: JOC CONTRACTOR**

This form must be executed by the JOC Contractor and submitted to the Construction Manager within 30 days from the date the Professional approves an Approval Form listing a "steel product". No steel product may be delivered on-site unless the Client Agency has received an ST form. A completed form is required for each type of steel product (e.g., beams, columns, stairways, etc.), from each supplier but not for each piece of steel product.

**A. TO BE COMPLETED BY THE PRIME CONTRACTOR:**

- 1. Name of JOC Contractor's firm \_\_\_\_\_
- 2. Firm's address: \_\_\_\_\_
- 3. Firm's phone number: \_\_\_\_\_ 4. Date submitted: \_\_\_\_\_
- 5. JOC Project No. \_\_\_\_\_ 6. Contract Title \_\_\_\_\_
- 7. Steel Product Certified: \_\_\_\_\_ 8. Approval Form: \_\_\_\_\_
- 9. Name & Address of Supplier: \_\_\_\_\_

**B. TYPE OF STEEL PRODUCT (Check and complete one (1) applicable category):**

- 10. \_\_\_\_\_ **Identifiable steel product:** 100% of the steel in the product is identifiably marked as manufactured in the United States.
  - a. Other documentation required: **NONE**
  - b. Manner in which steel product is identifiable:
    - (1) \_\_\_\_\_ Stamped "Made in U.S.A."
    - (2) \_\_\_\_\_ Stamped "Made in \_\_\_\_\_."
    - (3) \_\_\_\_\_ Other: Explain: \_\_\_\_\_
- 11. \_\_\_\_\_ **Non-identifiable structural steel:** Less than 100% of the steel contained in the product is identifiable as provided above. Structural steel is defined as steel products used as a basic structural element of a project (i.e., steel beams, columns, decking, stairways, reinforcing bars, structural lintels, pipes, etc.)
  - a. Other documentation **required:** Bills of lading, invoices and mill certificates that certify that the steel contained in the product was melted and/or manufactured in the United States.
- 12. \_\_\_\_\_ **Non-identifiable non-structural steel:** all other steel products including door and window frames, machines, equipment, etc.
  - a. Other documentation **required:** Executed Form ST-2

**CERTIFICATION:** I, the undersigned office of the JOC Contractor, do certify that, to the best of my knowledge, the steel product listed above complies with the provisions of the Steel Products Procurement Act (73 P.S. § 1881, et seq., as amended). I understand that by signing this document I certify that the facts contained herein are true. I further understand that this document is subject to the provision of the Unsworn Falsification to Authorities (18 P.S. § 409) and the Steel Products Procurement Act, which provides penalties including, but not limited to, debarment from bidding on any Commonwealth of Pennsylvania public works project for a period of five years. I agree to provide documentation supporting these facts if requested by the Commonwealth. The Commonwealth reserves the right to pursue any action deemed necessary to protect the Commonwealth's interest and ensure compliance with the laws of the Commonwealth.

**WITNESS:**

\_\_\_\_\_  
Name:  
Secretary or Treasurer

\_\_\_\_\_  
Name: \_\_\_\_\_ (Seal)  
President or Vice President

## **ST-2**

This form must be filled out for non-identifiable, non-structural steel products.

### **SECTION A**

**To be filled out by the Purchaser, the firm that pays the Fabricator**

**Line #1** This is the name of the firm that is dealing directly with the Fabricator

**Line #2** This is the purchaser's mailing address.

**Line #3** This is the purchaser's business phone.

**Line #4** This is the date the ST-2 form is sent to the fabricator.

**Line #5** This is the JOC Project Number for the Job Order.**Line #6**

This is the project description.

**Line #7** This is the "steel product" being certified, such as a chiller, condenser, hollow metal doors. The JOC Contractor may not fill in the line with a description like "structural steel", "heating unit" or "air conditioning Unit". The model number, if any, of the steel product must be listed as indicated.

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED.**

**Line #8** This refers to the corresponding Approval Form submittal number.

### **SECTION B**

**To be filled out by the Fabricator, the firm that assembles the product listed on Line #7.**

**Line #9** This is the Fabricator's name.

**Line #10** This is the Fabricator's mailing address.

**Line #11** This is the Fabricator's business phone.

**Line #12** This is the date the Fabricator receives the ST-2 from the Purchaser.

**Line #13** This is the Fabricator's Federal I.D. number.

### **SECTION C**

1. Language – **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature – Two signatures are required on the ST-1 form. The JOC Contractor's President/Vice President must sign on one line and the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

**ST-2 STEEL ORIGIN CERTIFICATION:**  
**NON-IDENTIFIABLE, NON-STRUCTURAL STEEL**

This form must be executed by the Purchaser and the Fabricator of any item containing steel that is not structural steel. This form must be submitted to the CONSTRUCTION MANAGER, if there is Design within 30 days from the date the Professional approved a submittal listing a "steel product". No steel product may be delivered on-site unless the Client Agency has received the ST form. Structural steel is defined as steel products used as a basic structural element or a project (i.e., steel beams, columns, decking stairways, reinforcing bars, pipes, etc.). Purchasers of structural steel products (contractors or subcontractors) **must** provide bills of lading, invoices **and** mill certifications that the steel was manufactured in the United States instead of this form. The Fabricator shall be herein defined as the firm that assembles the component parts of the product to be purchased. The Department of General Services will accept the certification of firms that are earlier in the chain of purchase (i.e. manufacturers of components, steel suppliers) in lieu of the Fabricator.

**A. TO BE COMPLETED BY THE PURCHASER:**

- 1. Name of purchasing firm: \_\_\_\_\_
  - 2. Firm's address: \_\_\_\_\_
  - 3. Firm's phone number: \_\_\_\_\_ 4. Date submitted to Fabricator: \_\_\_\_\_
  - 5. Contract No. \_\_\_\_\_ 6. Contract Title: \_\_\_\_\_
  - 7. Steel Product Certified: \_\_\_\_\_ 8: Approval Form# \_\_\_\_\_
- Model: \_\_\_\_\_

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**6. TO BE COMPLETED BY THE FABRICATOR/MANUFACTURER:**

- 9. Name of firm: \_\_\_\_\_
- 10. Address of firm: \_\_\_\_\_
- 11. Firms phone number: \_\_\_\_\_ 12. Date Received: \_\_\_\_\_
- 13. Federal Employer ID. No: \_\_\_\_\_

**CERTIFICATION:** I, the undersigned officer of the Fabricator/Manufacturer, do certify that our firm assembled/fabricated the components to the steel products listed in Section A, Item 7, and that all steel components therein are comprised of steel that is melted and/or fabricated in the United States. I understand that, by signing this document, I certify that I have received assurances from the suppliers/manufacturers of the components that said components do not contain foreign manufactured steel. I further understand that this document is subject to the provisions of the Unsworn Falsification to Authorities Act (18 P.S. § 4904). I also understand that I am subject to the provisions of the Steel Products Procurement Act (73 P.S. § 1881, et. seq.) which provides penalties including, but not limited to, debarment from supplying any products for Commonwealth of Pennsylvania Public works projects for a period of five (5) years for violations therein. I agree to provide documentation supporting these facts if requested by the Commonwealth. The Commonwealth reserves the right to pursue any action deemed necessary to protect the Commonwealth's interest and ensure compliance with the laws of the Commonwealth.

**WITNESS:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_ (Seal)

Secretary or Treasurer

President or Vice President

## ST-3

### 2-STEP ELIGIBILITY ANALYSIS:

#### BEFORE A PRIME CONTRACTOR CAN SUBMIT AN ST-3, THE FOLLOWING ANALYSIS MUST BE SATISFIED

**STEP #1:** The contractor must establish that the “product” **contains BOTH:**

- Steel melted in the USA

AND

- Foreign Steel

Note: Step #1 focuses upon the **content** of the “product”.

Note: The % need not be close; it can be 99-1, so long as there is both foreign and domestic steel in the “product”.

**STEP #2:** The JOC Contractor must establish that 75% of the **cost** of the “product” has been mined, produced or manufactured in the USA.

**Note:** Step #2 focuses upon the cost of the entire “product”, not just the steel within it.

### SECTION A

**Line #1** This is the JOC Contractor’s name.

**Line #2** This is the JOC Contractor’s business address.

**Line #3** This is the JOC Contractor’s phone number.

**Line #4** This is the date the ST-3 is submitted to the fabricator.

**Line #5** This is the JOC number for the project.

**Line #6** This is the project description.

**Line #7** This is the “steel product” being certified, such as a chiller, condenser, hollow metal doors. The JOC Contractor **may not** fill in the line with a description like “structural steel”, “heating unit” or “air conditioning unit”. The model number, if any, or the steel product must be listed as indicated.

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED.**

**Line #8** This refers to the corresponding Approval Form submittal number.

**SECTION B** To be filled out by the Fabricator/Manufacturer, the firm that fabricates the product listed on Line #7.

**Line #9** This is the Fabricator's name.

**Line #10** This is the Fabricator's business address.

**Line #11** This is the Fabricator's business phone.

**Line #12** This is the date the Fabricator receives the ST-3 from the purchaser.

**Line #13** This is the Fabricator's Federal I.D. Number.

**Line #14** The Fabricator must insert the percentage of the cost of the articles, materials and supplies which have been mined, produced or manufactured in the U.S. for the product listed on Line #7.

**SECTION C**

1. Language – **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature – Two signatures are required on the ST-3 form. The Fabricator's President/Vice President must sign on one line **and** the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names does not validate the ST form.

**NOTES on ST-3 Forms:**

- It is not necessary to submit an ST-1 with the ST-3.
- **Construction Manager reserves the right to request additional documentation to support the percentage specified on Line 14. If the Fabricator/manufacturer refuses to produce such documentation and/or the Construction Manager deems it to be in the Client Agency's best interests, the Construction Manager may advise the Client Agency to request the Office of Inspector General to investigate the submission of the ST-3 form.**

**ST-3**

**75% U.S. MANUFACTURE CERTIFICATION**

The Steel Products Procurement Act (73 P.S. § 1881, et. seq.) allows the use of steel products with **both** foreign and domestic steel **if at least 75 percent of the cost** of the materials (including steel, rubber, wood, plastics, etc.) in the product are manufactured or produced, as the case may be, in the United States.

**This form must be executed by a Fabricator of any item containing BOTH U.S. AND FOREIGN STEEL.** The fabricator shall hereby be defined as the firm that assembles the component parts of the product to be purchased. The Client Agency will accept the certification of firms that are **earlier** in the chain of purchase (i.e., manufacturers of components, steel suppliers) in lieu of the Fabricator.

**This form must be submitted to the CONSTRUCTION MANAGER within 30 days from the date the Design Professional approves the Approval Form listing a "steel product". No steel product may be delivered on-site unless the Construction Manager has received an ST form.**

**A. TO BE COMPLETED BY THE JOC CONTRACTOR (PURCHASER):**

- 1. Name of JOC Contractor: \_\_\_\_\_
- 2. Address of JOC Contractor: \_\_\_\_\_
- 3. Phone Number: \_\_\_\_\_ 4. Date submitted to Fabricator: \_\_\_\_\_
- 5. JOCProject No.: \_\_\_\_\_ 6. Project Title: \_\_\_\_\_
- 7. Steel Product Certified: \_\_\_\_\_
- 8. Approval Form# \_\_\_\_\_ 9. Model: \_\_\_\_\_

**B. TO BE COMPLETED BY THE FABRICATOR/MANUFACTURER:**

- 10. Name of Firm: \_\_\_\_\_
- 11: Address of Firm: \_\_\_\_\_
- 12: Firm's Phone number: \_\_\_\_\_ 13. Date Received: \_\_\_\_\_
- 14: Federal Employer ID No. \_\_\_\_\_
- 15: Percentage of the cost of the articles, materials and supplies which have been mined, produced or manufactured in the U.S. for the product listed above on line 7: \_\_\_\_\_

**CERTIFICATION:** I, the undersigned Officer of the Fabricator/Manufacturer, do certify that our firm assembled/manufactured the components to the steel product listed in Section 7, that the steel in said product is both foreign and domestically manufactured, and that all the facts contained in this document are true. I agree to provide documentation supporting these facts if requested by the Construction Manager and/or Client Agency. I further understand that this document is subject to the provisions of the unsworn Falsification to Authorities Act (18 P.S. § 4904) and the Steel products Procurement Act (73 P.S. §1881, et seq.) which provide penalties including, but not limited to, debarment from supplying any products for Commonwealth of Pennsylvania public works projects for a period of five (5) years for violations therein. Upon the recommendation of the Construction Manager or the Client Agency, the Commonwealth reserves the right to pursue any action deemed necessary to protect the Commonwealth's interest and ensure compliance with the laws of the Commonwealth.

**WITNESS:**

Name: \_\_\_\_\_  
Secretary or Treasurer

\_\_\_\_\_(Seal)  
Name: \_\_\_\_\_  
President or Vice President

## ST-4

This form may be submitted in circumstances where the JOC Contractor believes that the “product” on Line #7 is not made in sufficient quantities to satisfy the requirements of the contract.

**The information submitted by a JOC Contractor is subject to verification by the Department. Any JOC Contractor who executes a Purchase Order or other type of purchase agreement encompassing a “steel product” prior to receiving the Construction Manager’s written determination that the “steel product” listed on Line #7 of the ST-4 form is not manufactured in sufficient quantity to meet the requirements of the project does so at its own risk and faces penalties including, but not limited to, non-payment for the product; removal and replacement of the product at its own costs; and/or an Office of Inspector General investigation which may lead to debarment.**

**Domestic availability will be determined as of the date  
the ST-4 form is submitted to the Using Agency for approval**

**Line #1** this is the JOC Contractor’s formal business name.

**Line #2** This is the JOC Contractor’s business address.

**Line #3** This is the JOC Contractor’s business phone.

**Line #4** This is the date the ST-4 form is submitted to the Client Agency.

**Line #5** This is the JOC number for the project.

**Line #6** This is the project description.

**Line #7 This is the “steel product” being certified, such as a chiller, condenser, hollow metal doors. The prime contractor may not fill in the line with a description like “structural steel”, “heating unit” or air conditioning unit”.**

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED FOR APPROVAL.**

**Line #8** This refers to corresponding Approval Form submittal number.

**Line #9** These four lines, (a) through (d), are to be filled out completely by the JOC Contractor. At least four suppliers/manufacturers must be contacted by the JOC Contractor to ascertain if the “product” on Line #7 is manufactured with domestic steel.

### **CERTIFICATION**

1. Language – **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature – Two signatures are required on the ST-4 form. The JOC Contractor President/Vice President must sign on one line **and** the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature line. Failure to type in the names **does not** invalidate the ST form.

**NOTE ON ST-4 FORMS:** It is not necessary to submit an ST-1 form with an ST-4 Form.

### **14-1 ST-4 NOT DOMESTICALLY MANUFACTURED: PRIME CONTRACTOR**

**This form must be executed by the Prime Contractor and submitted to the CONSTRUCTION MANAGER within 30 days from the date the Construction Manager approves an Approval Form listing a “steel product”. No steel product may be**

delivered on-site unless the Client Agency has received, reviewed and provided written approval of the ST-4 form. An ST-4 form can only be submitted for approval when a steel product is not domestically produced in sufficient quantities. The Construction Manager will verify the accuracy of the information on the ST-4 form and will contact additional suppliers/manufacturers to ascertain the availability of a domestic steel product.

1. Prime Contractor: \_\_\_\_\_ 2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ 4. Date Submitted: \_\_\_\_\_ 5. JOC Project No.: \_\_\_\_\_
6. Contract Title: \_\_\_\_\_ 7. Steel Product: \_\_\_\_\_ 8. Approval Form: \_\_\_\_\_
9. Suppliers/manufacturers contacted by the Prime Contractor that claimed that the above product is not produced/manufactured with U.S. manufactured steel. At least four Suppliers/Manufacturers are needed. Manufacturers listed in specifications must be contacted.
- 10.
- a. Firm Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Date Contacted: \_\_\_\_\_
- b. Firm Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Date Contacted: \_\_\_\_\_
- c. Firm Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

**CERTIFICATION:** I, the undersigned Officer of the Contractor, do certify that I have contacted the firms listed in Section 9, and was informed that said firms do not produce/manufacture the steel product listed on Line 7 with U.S. Steel in sufficient quantities to complete the above-referenced project. I understand that this document is subject to the provisions of the Unsworn Falsifications to Authorities Act (18 P.S. § 4904) and the Steel Products Procurement Act, which provide penalties including, but not limited to, debarment from bidding on any Commonwealth of Pennsylvania public works project for a period of five years. The Commonwealth reserves the right to pursue any action deemed necessary to protect the Commonwealth's interest and ensure compliance with the laws of the Commonwealth.

**WITNESS:**

Name: \_\_\_\_\_  
Secretary or Treasurer

Name: \_\_\_\_\_  
President or Vice President

(SEAL)

**ST-4 FORM FOR USING AGENCY USE ONLY – CONTRACTORS – DO NOT WRITE ON THIS SIDE OF ST FORM**

A. Field Personnel CONSTRUCTION MANAGER: \_\_\_\_\_

1. Date ST-4 submitted by Prime Contractor: \_\_\_\_\_
2. Date ST-4 forwarded to Construction Manager: \_\_\_\_\_
3. Date ST-4 forwarded to Client Agency: \_\_\_\_\_

B. Client Agency Date received: \_\_\_\_\_  
Action: \_\_\_\_\_