

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

MATERIALS PROCEDURE

PREPARING MATERIALS PROCEDURES

- 1.0 PURPOSE
 - 1.1 To set forth instructions for drafting Materials Procedures concerning sampling, testing, reporting, and inspection.
- 2.0 SCOPE
 - 2.1 To establish a standard format, and a numbering indexing system.
- 3.0 INSTRUCTIONS
 - 3.1 Format - All Materials Procedures shall conform to the format used herein.
 - 3.2 Numbering and Indexing System
 - 3.2.1 A standard numbering and indexing system which appears in the upper right hand corner shall be used for all Material Procedures. The system shall consist of the following points:
 - 3.2.1.1 The letters MP shall appear first, denoting Materials Procedure.
 - 3.2.1.2 The first set (three digits) taken from the Standard Specifications Roads and Bridges denotes the general area to which the procedure applies.
 - 3.2.1.3 The second set (two digits) taken from the Standard Specifications Roads and Bridges denotes the particular area to which the procedure applies.
 - 3.2.1.4 The third set (two digits) is defined by this Division thus:
 - 3.2.1.4.1 .00 - .09 Field Sampling

- 3.2.1.4.2 .10 - .19 Pre-sampling (Source or Intermediate Points)
- 3.2.1.4.3 .20 - .29 Testing
- 3.2.1.4.4 .30 - .39 _____ (For future designation)
- 3.2.1.4.5 .40 - .49 Inspection
- 3.2.1.4.6 .50 - .59 Quality Assurance System
- 3.2.1.4.7 .60 - .69 Reporting (laboratory)
- 3.2.1.4.8 .70 - .79 Reporting (issuance under master control)
- 3.2.1.4.9 .80 - .89 _____ (For future designation)
- 3.2.1.4.10 .90 - .99 Miscellaneous



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