

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

MATERIALS PROCEDURE

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PREPARING MATERIALS INSPECTION REPORTS

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**1. PURPOSE**

1.1. To establish a standard format in the style, form, and substance of Materials Inspection Reports.

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**2. SCOPE**

2.1. All formal reports from MCS&T should, whenever reasonable, be presented as a Materials Inspection Report (MIR).

2.2. All MIRs shall conform to the format used herein. See attachments for templates.

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**3. FONT**

3.1. The font shall be Times New Roman, size 12, fully justified for all text except for the section title.

3.2. The section title shall be all capital letters, fully justified, Times New Roman, size 12 and bold.

3.3. Links shall be blue and clickable. The link path shall also be included as a footnote. An example of this is demonstrated by the “blue and clickable” text and link above and the footer at the bottom of this page.

3.4. Any instances of an email address shall also be clickable and adhere to the guidelines for a link.

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**4. FORMAT**

4.1. The line numbering shall be as follows: “x.” for a section title and “x.x.” for a section paragraph. From here, follow the format of “x.x.x...” for additional layers of sub paragraphs. This document provides an example of the formatting.

4.2. Every paragraph that is not a section header shall end with a period.

4.3. Paragraph spacing shall be single, and have a 6 pt spacing after each paragraph.

4.4. The left indent for each paragraph shall be at 0.75.

4.5. The margins for the page shall be set to 1.0 inches.

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**5. FIGURES**

5.1. Figures such as images, charts, graphs, tables, etc. shall be labeled numerically, e.g. “Table 1”. These figures should be referenced as such in the narrative of the report.

- 5.2. The figure caption should give the figure number followed by a brief description of the figure.
- 5.3. Tables captions should appear above the table. All other figure captions should appear below the figure. Captions shall be bold.

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## 6. CONTENT

- 6.1. On the first page of the report, at the very top, center justified, shall be the words “**MATERIALS INSPECTION REPORT**” in capital letters and bold.
- 6.2. Below that shall be, in bold and all capital letters, the words “**REPORT NUMBER:**” followed by the report number. Report numbers can be obtained from the administrative coordinator.
- 6.3. Below that should follow “**SUBJECT:**” and the subject of the report.
- 6.4. Below that in a similar fashion should follow all relevant information. This information may include project number, significant dates, etc. depending on the purpose of the MIR.
- 6.5. On all pages except the first, a header shall be included to show the MIR number, date of the report, and the page number.
- 6.6. Sections in an MIR are generally Introduction, Investigation, Procedure, Summary, Conclusion, etc. Specific sections are dependent on the purpose of each specific MIR.
- 6.7. There shall be a signature block at the end of the report for the author of the report, as well as the supervisor of the section (if the author is not the supervisor). The author’s block shall be on the right, with the supervisor’s signature lower and to the left. The title of each is also to be shown.
- 6.8. A memorandum shall accompany all Materials Inspection Reports.

 Michael Mance Digitally signed by Michael Mance  
Date: 2026.01.07 13:23:03 -05'00'

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Michael A. Mance, P.E.  
Director  
Materials Control, Soils & Testing Division

MP 110.00.41 Steward – Lab Support Section

MAM:AB

ATTACHMENT

## MATERIALS INSPECTION REPORT

**REPORT NUMBER:** 1234567  
**SUBJECT:** TEMPLATE  
**PROJECT NAME:** PROJECT NAME  
**FEDERAL PROJECT NUMBER:** IF APPLICABLE  
**STATE PROJECT NUMBER:** PROJECT  
**CONTRACT ID:** 24000560  
**COUNTY:** COUNTY  
**DISTRICT:** ELEVEN  
**DATE OF REPORT:** YYYY-MM-DD

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### 1. INTRODUCTION

1.1. This section typically includes the reason for the report. This may be for a specific reason, or routine reason such as specification requirements. This section should list applicable sections of the specifications and other important information.

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### 2. INVESTIGATION

2.1. This section should be an explanation of the investigation/inspection.

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### 3. PROCEDURE

3.1. This section explains the procedure for any testing, and references any test procedures followed, such as MPs, AASHTO, or ASTM procedures. If there are multiple variations or ways to perform a test, the chosen method should be clarified here.

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### 4. SUMMARY

4.1. This section should be a summary of results. Include applicable test data, final results of tests, or averages of data. Pictures, graphs, and any other supplemental pages of information can be included as supplemental pages with the report. See Table 1 below for an example of a summary table that might be included in a report.

Table 1 - Test Result Summary

	Location 1	Location 2
Test 1	44	59
Test 2	46	61
Average	45	60

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**5. CONCLUSION**

5.1. This section is for the conclusion of the report and any recommendations if they are needed.

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John E. Doe

Title, Section

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Approved By:

Jane C. Smith

Title, Section