

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

MATERIALS PROCEDURE

SAMPLING AND TESTING OF MATERIALS AT THE SOURCE

- 1.0 PURPOSE
- 1.1 To provide definitions and general guidelines of source sampling and testing to minimize nonspecification material arriving at the project site.
- 2.0 SCOPE
- 2.1 This procedure applies to materials sampled at the source (or some intermediate storage area) on a lot by lot basis.
- 3.0 DEFINITIONS
- 3.1 Presampling - The sampling operation that is completed while the material is at the source, or other intermediate storage area, prior to shipment to the project site. Presampled material cannot be used until authorization of approval is received from Materials Control, Soil and Testing Division.
- 3.2 Pretesting - The testing of presampled material. A pretested material is that which has been sampled, tested, and evaluated prior to shipment to the project site. Such material may be used upon arrival at the project site.
- 4.0 PROCEDURE
- 4.1 Sampling Frequency
- 4.1.1 Frequency of sampling shall be in accordance with applicable directives for specific items.

4.2 Sampling

4.2.1 All material will be sampled by an authorized representative of the Division. Sampling will be conducted in accordance with the applicable directives.

4.3 Identifying Presampled Material

4.3.1 When a specific quantity (lot) of material has been sampled, the material shall be set aside (isolated) and marked, sealed, tagged, or otherwise identified during storage as being presampled. The material shall be stored with reasonable assurance that it will not be contaminated, included, or mixed with other materials that have not been represented in the sampling plan.

4.3.2 Identifying records shall include the following (where applicable), and must accompany the sample to the laboratory:

- a) Name of manufacturer
- b) Date of manufacturer
- c) Batch or lot identification
- d) Quantity represented
- e) Date sampled
- f) Test required
- g) Sampler
- h) Project number
- i) Any other information necessary to identify the material

4.4 Identifying Pretested Material

4.4.1 Packaged Material - When tests indicate packaged material has met the specification requirements they may be tagged, sealed, stamped, or otherwise identified by the state representative as having been pretested and approved.

- 4.4.2 Bulk or Miscellaneous Materials - When tests indicate bulk or miscellaneous materials have met specification requirements they may be stored in suitable enclosures until shipped. These enclosures may be tagged, sealed, stamped, or otherwise identified by the state's representative as having been pretested and approved. If appropriate, miscellaneous materials may be individually identified by tag, seal, or stamp as being pretested and approved. When closed conveyances are used to ship pretested materials, these conveyances may be tagged, sealed, stamped, or similarly treated to identify the contents as being pretested and approved for shipment to the project site.
- 5.0 DOCUMENTATION
- 5.1 Documentation of Samples - Samples must be documented setting forth all information necessary for proper identification of the materials in accordance with section 4.3.2.
- 5.2 Sample Document Distribution - Original documentation shall be transmitted with the sample to the testing laboratory. The sampler will retain a copy of this documentation.
- 5.3 Documentation of Test Results - The testing laboratory will perform all required tests and document the results on the appropriate form. A concluding statement on the form shall indicate that the material does or does not meet the requirements of the controlling specifications. This form shall also contain all applicable identifying information described in Section 4.3.2.
- 5.4 Testing Document Distribution
- 5.4.1 When testing is done by a Division approved laboratory, a copy of the test report will be furnished to Materials Control, Soil and Testing Division.
- 5.4.2 Test reports will be reviewed, assigned a laboratory number, and distributed by Materials Control, Soil and Testing Division as required.

5.5 Shipping Documentation - When test results indicate the material has met the specification requirements, authorization is given for shipment to the project site. The supplier shall prepare a shipping document and shall include as a minimum the following:

- a) All information applicable in Section 4.3.2
 - (1) Information applicable for the shipment of aggregate, asphalt, and concrete include all items except c, e, f, and g of the above referenced section.
 - (2) Information applicable to shipment of paint include all items except e, g, and h of the above referenced section.
- b) Date of shipment
- c) The laboratory number assigned to the approval document

When the material is from stock identified by a Master Laboratory Number, a copy of the shipping document will be transmitted to the Finalization Section of the Contract Administration Division, A copy of the shipping document will always accompany the shipment and be included in the project file.

5.6 Final Acceptance of Pretested Material - Tests completed on materials at the source may be used by the Division for acceptance. However, the Division reserves the right to resample and retest the materials at the source or after the materials have arrived at the project.



Richard D. Genthner, Director
Materials Control, Soils
And Testing Division