

Appendix G

SUMMARY OF GUIDELINES FOR 2059

Luanna Cambas, District 02 Lab,
March 27, 2013

- I. SUMMARY OF TEST RESULTS Cover Sheet
 - a. Check either “disposition of failing test ...” or “no failing tests”
 - b. Check either “Error and omissions...” or “N/A”
(If samples or certificates were not obtained.)
 - c. Project Engineer to sign and date
- II. SAMPLING PLAN
 - a. Write in the final quantities
 - b. Reference the Change Order Number for any quantity that changed from the original quantity by more than 5% (Do not include the actual change orders.)
 - c. Write the number of samples taken on appropriate row below. (Include the samples taken by private labs.)
- III. 2059 PRINTOUT FROM MATT (Do not detach sheets)
 - a. First listing is all test results which have been entered into matt.
 - b. Second is listing of all JMF’s and Mix Designs.
 - c. Third is a listing of all failing reports, “Disposition of Failing Tests”. These require an explanation from the PE, with signature and date on the hard copy. Examples:
 - i. The material removed from the project and was not used.
 - ii. The stockpile was remixed and re-sampled with passing results. See lab # 02-xxxxxx.
 - iii. Although the material failed, the PE considers the material acceptable for the intended use – do not say “PE waived.”
 - iv. The actual quantity was too small. Sampling was not required.
- IV. TEST REPORTS/CERTIFICATES/JMFs and Mix Designs
 - a. Folder for each Contract Item, grouping sections together. (Example – put all Section 302 item test reports and certificates together)