

**SAMPLE IDENTIFICATION**  
**DOTD Form 03-22-0800**

DOTD 03-22-0800  
Rev. 12/06

Louisiana Department of Transportation and Development  
**SAMPLE IDENTIFICATION**

UNIT  E / M (English or Metric)

PROJECT NUMBER ..... 450-10-0111

MATERIAL Admixture ..... 585  
Product Name DAREX AEA code

LAB NO. .... 22-704808

F.A.P. No. \_\_\_\_\_

DATE SAMPLED ..... 03-04-05

SUBMITTED BY Mike Vosburg ..... 0616  
Inspector - Name C. Adams project engineer code  
Inspector - Phone 225-231-4124

Address P.O. Box 831  
Baton Rouge, LA 70821

QUANTITY ..... 500 Gal  
Unit (For Misc Only)

PURPOSE CODE (codes listed on back) ..... 3

MATERIAL SOURCE W.R. Grace + Co. ..... 5849  
Address Cambridge, MA code

SPECIFICATION CODE (codes listed on back) ..... L

P.O. No. .... | | | | | | | | | |

Independent Testing Lab Code ..... L | | | |

DATE TESTED ..... 03-16-05

Sample Ident. .... AE-01

Materials Sampled From ..... | | | | | | | |

Date Transported to Dist / Mat'l's Lab ..... 03-05-05

Date Sample Rec'd @ Dist Lab ..... | | | | | | | |

Date Sample Rec'd @ Mat'l's Lab ..... 03-06-05

District..... 61  
Use..... Structural Concrete

Remarks 1 \_\_\_\_\_  
(Header) \_\_\_\_\_

**Note:** When applicable, include the **BATCH NO.** / **LOT NO.** in Remarks1.  
Remarks1 has 108 available characters for 'Misc' subsystem. All other subsystems have a max. of 54 characters.

Remarks 2  For Disposition of Failing Tests

ITEM NO. 805 \_\_\_\_\_

Sampling / Testing Comments \_\_\_\_\_

Approved By: \_\_\_\_\_

Header information identifies the sample, type of material, project, laboratory number, etc. Header fields are fields that appear on the Sample Identification Form (03-22-0800) or on the top of most test report forms used by district personnel. Rather than repeating these header fields in each portion, each field will be discussed individually in this portion. An example of the Sample Identification Form (03-22-0800) is included. Filling out the various fields properly is very important. The information provides a direct link between the sample, the test, the purpose of the test and the specification item number for which the sampling and testing is performed. This last link determines whether the sampling and testing frequencies for that item are satisfied. This is necessary for final certification and acceptance of construction projects.

<b>UNIT</b> (English or Metric)	<u>E</u>	Must be <u>E</u> or <u>M</u>
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The entry field is located on the MATT Menu and is a required entry for any subsystem that is capable of accommodating metric or english units. Please note that test results must be entered in the proper format based on the reporting unit selected, M or E.

<b>PROJECT NUMBER</b>	<u>450-10-0111</u>
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This field identifies the project number. It is a required entry and must be a valid and lead project number in the TOPS system. Use leading zeros when necessary. If the project has dual or triple numbers, enter only the lead project number, which is the first project number listed on the contract. Project Numbers "GENERAL" and "MATLAB" are used by the Materials and Testing Laboratory.

<b>MATERIAL</b>	<u>Admixture</u>	<u>305</u>
Product Name	<u>DAREX AEA</u>	code

This field identifies the type of material. It is a required entry, consisting of three numeric characters. In order to enter material test data into the MATT System, a material code must exist for that type of material. Each MATT subsystem has its own material codes. A list of material codes can be accessed from the MATT Main Menu (Option 71) or by using the F5 key from most test input screens.

**Note:** Where applicable, Material Codes are divided by contract specification date & by Metric or English. It is important that the contract specification date and reporting unit be known and the appropriate material code series be used.

If an erroneous code is entered, the computer will either; 1) reject the entry if the code is not on the specification file for that individual subsystem and a message will indicate "INVALID MAT CODE" at the top of the screen; or 2) check against the specification file representing the erroneous code. For example, if you are entering Aggregate test data under material code 471 (Grade A Coarse Aggregate-Gravel for Concrete) and, in reality, you meant to enter material code 472 (Grade A Coarse Aggregate-Stone for Concrete), the computer will accept this as a valid material code and will check against specifications for material code 471, not 472. Therefore an incorrect report would be issued.

LABORATORY NUMBER 22-704808

The Laboratory Number is not assigned by field personnel. Generally, these numbers are generated by the nine district laboratories and the Materials and Testing Laboratory. Laboratory number is edited for format. It is a nine character alphanumeric field. The first two characters are numeric representing a legitimate district or section, followed by a hyphen in the third character, with the last six characters being numeric, ranging from 000001 to 999999.

In cases where a laboratory number is not assigned, as in field testing, the results will not be entered into the MATT System, since it has no bearing on final acceptance of the project.

DATE SAMPLED 03-04-05

The Date Sampled represents the date the sample was taken in the field. It is a required entry consisting of eight alphanumeric characters. The date should always be entered as month-day-year (mm/dd/yy). Use zeros when necessary.

SUBMITTED BY	<u>Mike Vosburg</u> <i>Project Engineer</i>	<u>0616</u> code
Inspector - Name	<u>C. Adams</u>	
Inspector - Phone	<u>225 231-4124</u>	
Address	<u>P.O. Box 831</u> <u>Baton Rouge, LA 70821</u>	

This field identifies the submitter of the sample, usually the project engineer in charge. This is a four character numeric field. The submitter code must exist on the MATT System Name File before it can be used. The codes can be accessed from the MATT Main Menu (Option 42). Contact the Materials Qualifications Unit for additions and/or updates of submitter codes.

The inspector name, office phone number and address is also to be completed.

In cases where non-departmental personnel, such as consultant engineering firms, are acting as project engineer on a state project, a submitter code shall be issued within the district where the work is being performed and the submitter code of the consultant shall be used when submitting samples.

QUANTITY \_\_\_\_\_ 500 Gal  
Units  
(for MISC only)

This field identifies the quantity of material represented by the sample. It is a required numeric entry. Decimals are not allowed except on Structural Concrete Reports. The unit is reported on the sample identification form for miscellaneous materials.

**Note:** *The quantity of material represented by the sample shall be no more than the maximum quantity allowed by the Materials Sampling Manual.*

<b>PURPOSE CODE</b>	<b>3</b>
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This field identifies the Purpose of the material being sampled and/or tested. Purpose Code is a required entry. It is a one character numeric field. The following codes are permitted:

<u>Code</u>	<u>Description</u>
1	<u>Quality Control</u> - Sampling, testing and inspection by the contractor for the purpose of making adjustments in field construction operations such as mixing, proportioning, temperature control, moisture content, etc. at a rate sufficient to ensure that the work conforms to contract requirements or specifications.
2	<u>Verification</u> - Sampling and testing for the purpose of verifying that correct and accurate procedures and equipment are being used and of ensuring that materials used are of the same quality as the previously tested materials.
3	<u>Acceptance</u> - Determination of conformance to contract requirements or specifications. This may include sampling and testing, certification, visual inspection, qualified products listing, or any combination.
4	<u>Check Sample</u> - At the discretion of the engineer, when a sample is determined not to be representative, (whether passing or failing), a check sample shall be taken from the same material and area as the original sample. The check sample will be used for determining the material's conformance to contract requirements or specifications.
5	<u>Resample</u> - Material shall be resampled when the original material is changed by reworking the original material, adding new materials, or replacing the original material with all new material. The resample will be used for determining the materials conformance to contract requirements or specifications.
6	<u>Source Approval</u> - Formal approval of a specific product or type of material following testing and/or evaluation by the Department for general use. This is usually necessary when field evaluation or long term testing is required prior to product acceptance or when extensive testing necessary for complete quality control is not justified because of time or expense. Source approval products may be subject to certification and/or acceptance or verification testing.
7	<u>Design</u> - Sampling and testing for the purpose of design. This would include samples for mix proportions, etc.
8	<u>Independent Assurance</u> - Sampling and testing for the purpose of making an independent random check on the reliability of results obtained in acceptance sampling and testing. Independent Assurance testing is performed on projects with federal

participation administered by the FHWA. Independent Assurance results do not independently form a basis for determining the acceptability of materials and construction work but supplement acceptance results in accomplishing such determinations.

- 9 Preliminary Source Test - Preliminary testing representing a specified quantity of material sampled at the source by the supplier or the Department. This is performed for quality assurance acceptance and/or to provide reference data for comparison with subsequent verification or acceptance by a certificate of delivery.

<b>MATERIAL SOURCE</b>	<u>W.R. Grace + Co.</u>	<u>5849</u>
Address	<u>Cambridge, MA</u>	Code

This field represents the source of material (raw or manufactured). This is a four character alphanumeric field. The source code must exist on the MATT System Name File before it can be used. A complete list of material codes can be accessed from the MATT Main Menu (Option 40).

**Note:** Contact the Materials Qualifications Unit for addition of new source codes or modification of existing source codes.

<b>SPECIFICATION CODE</b>	<u>1</u>
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Specification code is a required entry. It is a one character numeric field. The specification code informs the computer of the specification against which test should be checked. The following code numbers are permitted:

<u>Code</u>	<u>Description</u>
1	Check against <u>STANDARD SPECIFICATIONS</u>
2	Check against <u>PROJECT SPECIFICATIONS</u> (special provisions, supplemental specs)
3	<u>NONE</u> - do not check against any specifications
4	<u>PASS</u> Report - do not check against any specifications
5	<u>FAIL</u> Report - do not check against any specifications

When using specification codes 4 and 5, one must perform a manual check against the applicable specifications. Specification code 3 should be used for verification testing (*Purpose Code 2*).

**Note:** Contact the Materials Automations Unit for entry of project specifications into the MATT System for materials not covered by standard specifications.

P. O. No.	_____
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In this field enter the purchase order number for maintenance use. This is a seven character numeric field. Blanks are permitted and leading zeros may be omitted.

Independent Testing Lab Code	_____
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This field identifies independent testing laboratories performing tests on LTM projects. This is a four character alpha-numeric field. Not a required entry.

DATE TESTED	<u>03-16-05</u>
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This date represents the date the test is performed. This date is filled out by the tester. The date should always be entered as month-day-year (mm/dd/yy). Using zeros if necessary.

Sample Ident.	<u>AE-01</u>
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The sample ident. is an important link between the submitted sample and its corresponding test reports. In view of this, samples must be numbered in such a way as to distinguish them from any other sample. This is a six character alphanumeric field. Blanks are permitted. Not a required entry.

Material Sampled From	_____
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When applicable, identify where the sample was taken (ex: tank, refinery, stockpile). This is a six character alphanumeric field. Blanks are permitted. Not a required entry.

Date Transported to Dist / Matls Lab	<u>03-05-05</u>
Date Sample Rec'd @ Dist Lab	_____
Date Sample Rec'd @ Matls Lab	<u>03-06-05</u>

Date Transport to Dist/Matls Lab is reported by the submitter. This is the date the sample physically leaves the possession of the submitter and is forwarded for testing. This may be the date shipped, date hand-carried, date mailed, date the samples are brought to the dist lab for transport to the materials lab. This date should always be entered as month-day-year (mm/dd/yy). Use leading zeros when necessary. Not a required entry.

Date Rec'd @ Dist Lab is reported by the district laboratory. This is the date the sample is received and logged in at the dist lab. This date should always be entered as month-day-year (mm/dd/yy). Use leading zeros when necessary. Not a required entry.

Date Rec'd @ Matls is reported by the materials laboratory. This is the date the sample is received and logged in at the materials lab. This date should always be entered as month-day-year (mm/dd/yy). Use leading zeros when necessary. This is a required entry for Materials Lab reports.

District	<u>01</u>
Use	<u>Structural Conc.</u>

District - Fill in the number of your district.

- |                      |                |
|----------------------|----------------|
| 02 New Orleans Metro | 08 Alexandria  |
| 03 Lafayette         | 58 Chase       |
| 04 Bossier City      | 61 Baton Rouge |
| 05 Monroe            | 62 Hammond     |
| 07 Lake Charles      | 98 LTM         |

Use - Include this field to provide additional information about the use of the material, especially if the use is unusual.

Remarks 1 (Header)
<b>NOTE:</b> When applicable include the BATCH NO. / LOT NO. in Remarks 1. Remarks 1 has 108 characters for the 'Misc' Subsystem, all other subsystems have a max of 54 characters.

This field is available for the person taking the sample or performing the test to provide relevant information concerning the sample or test. As indicated, include BATCH NO. or LOT NO., when applicable. This field may be left blank if no Remarks 1 are appropriate. The Remarks 1 field will NOT print on the MATT System portion of the 2059 report.

As noted above, the Remarks 1 field has 108 alphanumeric characters available for the 'Misc' subsystem all other subsystems have a maximum of 54 alphanumeric characters

Remarks 2	<input checked="" type="checkbox"/>	For Reporting Disposition of Failing Tests for 2059 Purposes

This field is designated solely for the purpose of indicating the disposition of failing materials. When necessary to indicate the disposition of failing tests, place a check mark in the block. The Remarks 2 field is located on each individual test results worksheet.

Entry of disposition remarks by the Project Engineer is mandatory for failing materials as mandated by E.D.S.M. 111.5.1.2. Such remarks should be concise and meaningful to provide adequate explanation of the disposition of the material.

Except as noted below, it is the Project Engineer's responsibility to determine proper disposition, to ensure that such disposition is indicated on the test report, to initial and date the disposition remarks, and to ensure disposition remarks are entered in the MATT System.

For materials sampled by the Construction Materials Unit, it is the Structural/Marine Fabrication Engineer's responsibility to determine proper disposition and to ensure that such disposition is indicated on the test report. The Inspector shall initial and date the disposition remarks and ensure that disposition remarks are entered in the MATT System.

In the case of resamples, the failing report and the resample will be cross-referenced by laboratory number, zone/test number, etc., and included in disposition remarks. If the material is left in place at reduced or no pay, the percent pay and the plan change number authorizing acceptance of the material is to be shown in the disposition remarks.

Remarks entered in this field will print on the MATT System computer portion of the 2059 Report for failing materials. This is a 54 alphanumeric character field.

**Note:** *When updating another laboratory's report for the purpose of adding disposition remarks for failing samples, a same day computer message is required to be sent to the laboratory where the report was originally entered. The message should include information such as project number, material code and lab number (other pertinent information may be necessary, depending on the material).*

ITEM NO. 805
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This field is reserved for item number entries only. The item number must be entered exactly as shown in the contract, or as established by the District Laboratory Engineer for "generic" specification section entry (Ex. 502, 701, 805). Only one item number per ID form is allowed; sampling under multiple item numbers is not allowed except in special cases approved by the District Laboratory Engineer.

Probably no field is more critical for data entry than this one. During construction, all materials are sampled and/or tested to satisfy the requirements defined in Standard Specification items. During Sampling Plan and 2059 preparation all materials and/or tests are compiled according to item numbers for which they were sampled and/or tested.

Item number is a thirty character alphanumeric field and is edited for format purposes. Programming does not validate that the item number is a legitimate item for that project. Item number is a required entry for all test records except: Records using purpose code 8; project numbers beginning with '6', '9' or '700'; project numbers ending in '00-0000'; and project numbers 'MATLAB' and 'GENERAL'.

Only the following formats are acceptable for item number:

(where: 9 = numeric entry A = alpha entry)

999	999(99)	999(99)(A)	999(99)(A)(A)
999(99)(9)	999(99)(9)(A)	999(99)(A)(9)	999(99)(A)(9)(A)
999(99)(A-A)	999(99)(A-A)(9)	999(99)(9-9)	999(99)(9-9)(A)
999(99)(A-9)	999(99)(A-9)(A)	999(99)(A-A)(A)	PO999999
PR999999	S-999 (Followed by anything)		
	FA-999 (Followed by anything)		

Sampling / Testing Comments

This field is designated solely for the purpose of recording any unusual circumstances that may have occurred causing unforeseen delays in sampling or in testing.

This field has 54 alphanumeric characters and is not a required entry.