

Sample Information For Testing Instructions



1	Sample of: Material Type (e.g., rebar, concrete)
2	Lab Number: The receiving lab will enter the lab number here.
3	Key No.: The 5-digit Key Number from contract documents. Use Key No. associated with project when there is more than one project per contract.
4	Project Location: The project name or location as it appears on the front cover of the contract document. Use this for location when applicable.
5	Spec Book: The year of the spec book the contract is under. This can be found in the "first paragraph" of the special provisions (the pinks) starting with "The following special provisions...".
6	Supplementals: The year of the supplementals the contract is under. This can be found in the "first paragraph" of the special provisions (the pinks) starting with "The following special provisions..."
7	District: The district administering the project.
8	Identification number: The identification number is assembled as follows and helps the laboratory staff in filling out timesheets as well as identifying samples: Sampler's Initials/ Work Authority – Funding (A – Federal, B – State) – Phase (CE – Construction Engineering) / Control Number (see Table 1) – Type of Sample (C, P, CK, CX (see bottom of Table 1)). For example, JLW/I882250 - A-CE/305-C.

Table 1 - Control Number (Start with the first number in the category and sequentially add) Example: 305-C is the 5 th control sample of cement.					
Soils	1 – 99	Culvert Pipe	501 – 599	Miscellaneous	901 – 950
Quarry, Pit Run, and Crushed Gravel	101 – 199	Road Mix and Plant Mix	601 – 699	Fly Ash	951 – 999
Concrete Aggregates	201 – 299	(From Hot Plant, Roadway, etc.)		Concrete Cylinders (See Table 2)	
Cement	301 – 399	Joint Filler	701 – 799	Asphalt	2001 – 2999
Steel	401 – 499	Filler	801 – 899		
Type of Sample: "C" for Control Sample, "P" for Preliminary Sample, "CK" for check sample, or "CX" for Information Only.					

9	Contract Item No. Use the bid item number in the bid schedule in the contract or the change order pay item number.
10	Quantity Represented: Give the quantity represented in the same unit as the contract item unit. The sample usually represents the minimum frequency, as shown in the Quality Assurance Manual, Section 270.00, Minimum Testing Requirements (MTRs)
11	Send Reports To: This is the ITD Resident / Regional Engineer. Districts send reports only to the Resident Engineer. HQ notifies the Resident Engineer by e-mail when test results are posted to Intranet.
12	Sampled By: The person taking the sample
13	WAQTC No. as required: The sampler must have current WAQTC or other recognized qualification to perform sampling for acceptance testing.
14	Date Sampled: This is required to contact the sampler when there are questions or additional information is needed.
15	Date Lab Received: This will be completed by lab only - This is the date the sample was received at the lab
16	Sampler's Employer: This is required to contact the sampler when there are questions or additional information is needed.
17	Sampler's Phone Number: This is required to contact the sampler when there are questions or additional information is needed.
18	Sampler's Email: This is required to contact the sampler when there are questions or additional information is needed.
19	Sample Description: Provide the number of containers or bags and description of the containers. If aggregate, name the material by type (i.e., sand, gravel, basalt quarry rock, etc.). If soil, use textural classification, layer number, and station number of test hole. Use remarks area if necessary.
20	Point of Sampling: Give station limits, source of commercial sample, mill, railroad car or truck number, delivery ticket number, affidavit number, etc.
21	Manufacturer: The company that manufactures, fabricates or produces the material.
22	Supplier: This is the company that delivers the material. Sometimes it is the same as the manufacturer.
23	Source No. The county initials and number of the aggregate or soils material source where the sample was obtained. This does not apply if the aggregate or soils were sampled from the project.
24	Test(s) Requested: Provide test names or test descriptions. Ample information is needed to determine which tests to perform. See Quality Assurance Manual, Section 270.00, Minimum Testing Requirements (MTRs). Use Remarks area or note if an additional sheet is attached.
25	Remarks and Miscellaneous Items for Testing: Provide any additional information in remarks as may be required for the material sampled, such as, average stockpile gradation, barb spacing for barbed wire fence, or for any sample that does not fit into the other categories provided. Give specific pertinent information. If in doubt regarding providing any of the information, include a phone number where you can be reached for further information or explanations.

Table 2: Concrete Cylinder Sample Identification

Follow this table to determine the sample numbers for concrete cylinders			Follow the example below to determine the Sample Identification Number for concrete cylinders	
Class (in MPa)	Class (in 100 psi)	Series No.	Example: DT/ I923070 – A – CE/ 15008 – C, A,B,C	
			See below for descriptions from example:	
20.5 or less	30 or less	10001-10099	DT	Sampler's Initials
24.0	35	11001-11999	I923070	Work Authority Number (Found on cover of contract)
27.5	40	12001-12999	A	Funding (A- Federal; B-State) Funding found in first paragraph of 2nd page of contract (Notice of Letting). (e.g., Idaho Federal Aid Project - indicates funding A.)
27.5A	40A	13001-13999	CE	Phase (CE - Construction Engineering, use for all)
27.5B	40B	14001-14999	15008	Series 15000 for Class 40C and the 8th sample taken in sequence.
27.5C	40C	15001-15999	C	Type of Sample: "C" for Control Sample, "P" for Preliminary Sample, "CK" for check sample, or "CX" for Information Only (e.g., 7-day sample).
31	45	16001-16999	A, B, C	Set of 3: 28-day – always A,B,C; 7-day – D & E; others – F,G,H, etc.
34.5	50	17001-17500		
38	55	17501-17999		
41.5	60	18001-18500		
SEAL	SEAL	18501-18999		
SP**	SP**	19001-19500		
SP**	SP**	19501-19999		
Examples **				
1. Class 52 concrete, 5200 psi, would appear as SP-52. Use ID Number 19001-19500.				
2. Class 70 concrete, 7000 psi, would appear as SP-70. Use ID Number 19501-19999.				
** This class is generally used for concrete other than what is listed. (Special Provision items)				

Concrete / Grout / Mortar	
Class:	Concrete class specified
Specified Strength (psi):	Specified strength based on class (Class 40 = 4000 psi)
Temperature:	Temperature of concrete when sampled
Unit Weight:	Unit weight of concrete when sampled
Air Content:	% of air when sampled
Slump (Spread SCC):	Slump or spread (inches) when sampled
Mix Design Number:	Unique Mix Design Identifier of approved mix design
Time Sampled:	Time when sample collected
Coarse Aggregate Size No.:	ITD Coarse Aggregate Size No. (e.g., 1, 2a, 2b, 2C, etc.) from Section 703.
Aggregate Correction Factor:	Aggregate correction factor to be applied to calculation of air content (found on 70 form)
Placement Location:	Where the concrete was used for that bid item. (For example, for paving, include stationing, lanes (starting with left as 1 and increasing number moving right in direction of travel), direction of travel. For a median wall provide stationing.)

Bituminous Mix	
Class:	Specified class of Hot Mix Asphalt (HMA) (e.g., SP-5)
Intended % Binder:	Binder content from job mix formula (JMF)
Binder Grade	Binder grade from job mix formula (JMF)
ITD Mix Design No.	The mix number ITD assigned to the approved JMF.
Time Sampled:	Time when sample collected
Asphalt Binder Brand:	Brand of binder
Brand Additive:	Brand of additive.
% Additive:	The percent of additive from the approved JMF.

Reinforcing Steel / Strand / Geotextiles / Geogrids / Curing Compound / Paint / Beads / Soil	
Batch / Lot No.:	Batch or Lot number of geotextiles, geogrids, curing compound, paint, or beads.
Test Hole No.:	Test hole number of soil sample.
Depth:	Depth of soil sample
Layer No.:	Layer number of soil sample.
Heat No.:	Heat number of reinforcing steel, or strand
Reel No. or Roll No.	Reel number or roll number of strand, geotextile, or geogrid.
Geotextile / Geogrid Style or Code No.:	Style or code number for geotextile or geogrid
Remarks and Miscellaneous Items for Testing:	Provide additional remarks or information here. For multiple heats, list them here.