



POLICY AND PROCEDURE DIRECTIVE

James P. Delton
Assistant State Engineer

TO: ALL MANUAL HOLDERS	PPD NO. 12
SUBJECT: REVIEW OF TEST RESULTS AND ISSUANCE OF TEST REPORTS	EFFECTIVE DATE: February 27, 2009

1. GENERAL

1.1 This Policy and Procedure Directive supersedes P.P.D. No. 04-3.

1.2 This Policy and Procedure Directive provides guidelines for the review of laboratory test results and the issuance of the appropriate test report.

1.3 The “*ADOT System for the Evaluation of Testing Laboratories*” outlines the qualification requirements for individuals responsible for supervising sampling and testing, and for individuals who perform actual sampling and testing.

2. RESPONSIBILITIES

2.1 The test operator shall date, and sign or initial, the test report adjacent to the report of test results for the testing they have completed. Some test reports have a location for the signature of the test operator. Some test reports are designed such that specified standard test methods are indicated. If the test report does not state the test method used, the test method shall be noted on the test report. Any modifications or deviations from the standard test procedure shall also be noted on the test report. Areas are provided for reporting both the test results and the corresponding specification requirements for the required tests. The appropriate test specifications shall be written on the test report to provide the test operator and the lab supervisor with a convenient reference for determining the acceptability of the test results.

2.2 The laboratory supervisor (person accepting technical responsibility for the test report) shall review test results of all testing performed by laboratory personnel under their supervision. In their review, they must ensure that the proper test methods were used, the required tests have been performed, the correct specifications were used, and the test results are recorded correctly. After review and approval of the test results, the lab supervisor shall date and sign the test report, along with noting their title. Test reports that do not have a provision for the signature of the lab supervisor shall be signed, dated, and the notation of their title made in any convenient location on the test report. Any necessary comments shall be recorded on the test report. If an area for comments is not provided, the comments shall be placed in any convenient place on the test report.

2.3 Test reports have boxes labeled as "White", "Yellow", and "Blue" which are used to indicate the acceptance status of the material. The appropriate box shall be marked, as described in Section 3 below.

2.4 Test results shall be promptly reported to the appropriate individual. The person contacted and the date shall be recorded on the test report.

3. ISSUANCE OF TEST REPORTS

3.1 When tests have been completed and the results reviewed, copies of the test report shall be promptly made and distributed to the appropriate individuals. The copies shall be made utilizing the appropriate paper color to indicate the acceptance status of the material. The significance of each of the different colors is as described below:

3.1.1 White test reports are used when the sample complies with all the requirements of the specifications and the material is approved for use.

3.1.2 Yellow test reports are issued when the sample deviates from the specifications and there is provision in the specifications for acceptance of the material with a price reduction. For example, asphalt cement that does not meet the specified requirements for 100 percent of contract unit price may be accepted at a lower percentage.

3.1.3 Blue test reports indicate non-compliance with the specifications. Material with test results reported on a blue sheet is only to be used if specification compliance is obtained through corrective action or through the issuance of a supplemental agreement. If a blue test report is issued on a material already in place, the Engineer will evaluate whether the material will be allowed to remain in place in accordance with Subsection 105.04 of the Specifications.



James P. Delton, P.E.
Assistant State Engineer
Materials Group