



PRACTICE AND PROCEDURE DIRECTIVE

PPD No. 12a

EFFECTIVE DATE: August 27, 2025

SUBJECT: Review of Test Results and Issuance of Test Reports

1. GENERAL

- 1.1. The Practice and Procedure Directive supersedes P.P.D. No. 04-3
- 1.2. The Practice 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 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 methods 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

2.2. A 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 approved 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.

3. ISSUANCE OF TEST REPORTS

3.1. When test have been completed and the results reviewed, copies of the test report shall be promptly entered into the appropriate computer system.