



July 13, 2011

## PROCESSING OF SAMPLES

### Identification

All samples accepted for testing will be accompanied by proper sample documentation, or a tag containing the sample ID as it is documented in Sitemanager. The sample documentation or tag identifies the material in terms of the project, the quality of material represented by the sample, and the material's intended use. The sample identification information is kept with the sample as long as it remains in the materials laboratory.

### Storage

After being logged in, samples are stored in the area of the laboratory in which testing is to be done. During storage, care is taken to avoid disturbance or contamination. Any AASHTO requirements for storage (e.g., the moist storage of Portland Cement concrete cylinders) are followed.

### Retention

Samples with acceptable test results are generally discarded when testing is completed. Those with failing results are retained until a review of those results is completed. At that time the decision is made whether to discard, retest, or continue to retain the sample.

### Disposal

Discarded non-hazardous materials are transported daily by materials section personnel to an appropriate area. Hazardous materials (e.g., bituminous concrete extraction solution) are stored in proper containers in an isolated area. Disposal by an approved disposal by an approved disposal contractor is arranged periodically by the laboratory manager.