



Revised July 13, 2011

TEST RECORDS

Preparing Sample Log

Each sample received by the materials laboratory for testing is recorded in a log, or Sitemanager, by a lab Technician. The following information is required for each sample submitted for testing:

1. Sample number, or, sample ID
2. Contract ID for project samples.
3. Description of the material.
4. Supplier of the material, with Producer Supplier number on Sitemanager samples.
5. Location from which the sample was taken.
6. Name of person(s) who sampled the material.
7. Date of sampling.
8. Date the sample was received in the materials laboratory.
9. Condition of sample when received (OK or damaged).
10. The date testing was completed shall be shown on the test card, and, recorded in Sitemanager.
11. The initials of the tester shall be shown on the test card, or the Sitemanager user ID.

Preparing and Checking Test Reports

Test results are recorded on standard materials section worksheets and/or the appropriate Sitemanager template. The lab supervisor will review them prior to preparing a test report. The original test report is filed in the project folder in the materials laboratory and the other copies are sent to the project to the project engineer, the contractor and the supplier, depending on the material. All electronic results on Sitemanager templates may be viewed in Sitemanager.

Test Report Requirements

1. Name and address of the testing laboratory.
2. Identification of the report and the date issued.
3. Name of the client or identification of the project.
4. Description, identification and condition of the test sample.
5. Date of receipt of the test sample.
6. *Date of test completion.*
7. *Identification of the standard test method used and a notation of all known deviations from the test method.*
8. Test results and other pertinent data required by the standard test method.
9. Identification of any test results obtained from test performed by a subcontractor.
10. A name of the person (s) accepting technical responsibility for the test report.