



INDIANA DEPARTMENT OF TRANSPORTATION

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MITCHELL E. DANIELS, JR., Governor
THOMAS O. SHARP, Commissioner

Writer's Direct Line

March 23, 2005

MEMORANDUM
05-03

TO: District Directors
District Construction Engineers
Toll Road Operations Engineer
District Material & Tests Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Dennis A. Kuchler, Chief
Contracts and Construction Division

RE: Revised IT 530

A handwritten signature in black ink, appearing to read "Dennis A. Kuchler", is written over the "FROM:" line of the memorandum.

Attached is a packet from the Materials & Tests Division that includes information related to the initial implementation of SiteManager.

As discussed on the attached memo, the implementation of the revised IT 530 is to coincide with the Materials & Tests Division implementation of SiteManager, which is scheduled for April 25, 2005. The new form may be used before this date, but must be used exclusively beginning on April 25.

Please read the attached packet for more information related to the revised form and instructions for filling out the form. The General Instructions for Field Employees will be updated in the future to account for the revised form, but this packet will serve as interim instructions.

If you have any questions regarding this matter, I recommend that you pass them on to your AE or DCE so that they can be passed on to the DMTE or the appropriate individual in the Division of Materials & Tests.

Attachment

DAK:JGJ:jjj

cc: Operations Support



Indiana Department of Transportation

Materials and Tests Division

120 South Shortridge Road P.O. Box 19389
Indianapolis, Indiana 46219-0389
Phone: (317) 610-7251 Fax: (317) 356-9351

March 18, 2005

To: Dennis Kuchler, Chief, Contracts and Construction Division
From: Mark Miller^{JKR}, Chief, Materials and Tests Division
Subject: Revised IT 530

Attached is a revised IT 530 and Instructions. The revisions are required to accommodate the initial implementation of SiteManager. This implementation involves Materials and Tests for the entire state and minor involvement with Construction. The modifications to the IT 530 reflect changes in the information to be submitted for a sample so that the material can be tested through SiteManager and the data reported for use in CRA. This is a transition period between the use of Test96/CRA and full implementation of SiteManager.

The implementation of this new form should coincide with the implementation of SiteManager/CRA Materials. This is scheduled to take place April 25, 2005. The form can be use immediately but after April 25, 2005 it shall be used exclusively. All old forms should be recycled. No electronic submittals from Test96 will be accepted.

The major changes on the form are the Sample Number, Specification and Sample Markings fields. The entire Sample Number will be filled out by the individual submitting the sample. The Sample Marking is incorporated into the Sample Number.

The Sample Number consists of the Year, District, Submitter and Sequence (Sample Marking). The year is the last two digits of the year the sample is submitted. The district is the number representing the district where the sample originates (1 – Crawfordsville, 2 – Ft Wayne, 3 – Greenfield, 4 – LaPorte, 5 – Seymour, 6 – Vincennes, 7 – Toll Road, 8 – Central Office). Submitter is the submitter number assigned to the individual requesting analysis of the material. The Sequence number (Sample Marking) is a unique number assigned by the submitter.

The Sample Number will be used for the sample through the entire testing process of the material. Under our current process the sample is assigned a new number every time it enters a different lab. This will no longer occur.

The Specification field is to reflect the Supplemental Specification to be applied to the sample. The first digit is the month and the second is the last digit of the year, i.e. March 1, 2004 Supplemental = 34, September 1, 2003 Supplemental = 93. SS is used to indicate a Special Provision for a given contract is to be applied. If other Specifications are to be applied to a sample, ZZ should be used and the specification filled in, i.e. ASTM XYZ. Test96 only has the ability to compare one set of specification. SiteManager requires that the applicable specification, Effective Date, be applied to the test and therefore accommodates multiple Specification.

During this transition period, if the district received a sample requiring a contract specific Special Provision or a ZZ Specification be applied to a sample, the district should contact the Material Certification Supervisor, Raette Wilson or Material Services Engineer, Rick Yunker to have the Effective Date set up in SiteManager. With all the contracts already active, it is impractical to create the Special Provision data for all these contracts within SiteManager when it may not be necessary. The district should have the required material information and specification limits ready when calling and the Effective Date can be quickly input into the system for use.

The form is created in Microsoft Excel and can be transmitted electronically. It is available at this location Y:\DIV.MATERIAL& TEST\SiteManager-CRA Materials\r IT530. A hard copy is required to be attached to the sample as it is today. All other required documentations should also be attached to the sample, MSDS, Certifications, etc., when shipped.

This change will require a Construction Memorandum to be issued and modifications to the GIFE.

Attachment

cc: Rick Yunker
DMTE
Raette Wilson
File

file location - Y:\DIV.MATERIAL& TEST\SiteManager-CRA Materials\r IT530

IT-530 INSTRUCTIONS

YEAR	List last two digits of calendar year
DISTRICT	The district where the sample originated
SUBMITTER	Submitter number of the individual requesting analysis of the sample. Project Personnel will use PE/S submitter number
SEQUENCE SAMPLE MARKING	Assigned by the submitter. Number to be placed on the right with zeroes on the left
CONTRACT	Contract prefix is entered in the first boxes and the number in the others
SOURCE OF MATERIAL	List source code number and write the name and location of the source in the space provided
NAME OF MATERIAL	List material code number and write the name of the material in the space provided. Indicate the size, grade, type, etc. as
SPECIFICATION	List the applicable Supplemental Specification. The first digit of the month and the second digit is the last digit of the year, i.e. March 1, 2005 = 35. For materials covered by special provision use SS and if some other specification is applicable use ZZ and indicate the specification in the space provided
DATE SAMPLED	List month, day, and year when the sample was obtained
PURPOSE	Select the best appropriate description for the sample
SAMPLED FROM	Select the best appropriate location where the sample was obtained
SAMPLED AT	List source code for the location where the sample was obtained. Write the name and location in the space provided. For job site samples use 9998
QUANTITY REPRESENTED	List the quantity the sample represents. Leave blank spaces on the left. <u>DO NOT USE</u> fractions or decimals
UNTIS	Select the appropriate units of the quantity represented
REMARKS	List additional sample information. Information may include tank no., truck no., multiple sample information, date and time of manufacture, etc.
SEAL NUMBERS	List basis for acceptance numbers when required by special instructions

Any questions regarding how to use this form may be directed to any District Materials and Tests Engineer or to the Materials and Tests Division.

INDIANA DEPARTMENT OF TRANSPORTATION SAMPLE OF MATERIAL

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CONTRACT	<input type="text"/>	<input type="text"/>
YEAR	District	SUBMITTER	SEQUENCE (SAMPLE MARKING)			

PROJECT NO. _____ SEC. _____ STRUCTURE NO. _____

SOURCE OF MATERIAL _____
(NAME OF PRODUCER OR MANUFACTURER AND LOCATION OF PLANT)

NAME OF MATERIAL _____
(TYPE CEMENT, 24-SAND, No. 5 STONE, ETC.)

SPECIFICATION 1st digit = Supplemental Month SP-SPECIAL PROVISIONS
 2nd digit = Supplemental Year ZZ-OTHER, SPECIFY _____

DATE SAMPLED
 MO DAY YEAR

PURPOSE Check appropriate Selection	<input type="checkbox"/> QPA's PO's, LIST SUB-DIST. NO.	<input type="checkbox"/> IND. ASSURANCE	<input type="checkbox"/> FAILED MATERIAL INVEST.
	<input type="checkbox"/> MONTHLY	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> ROADWAY EMBANKMENT
	<input type="checkbox"/> JOB CONTROL BY PROJ. PERS.	<input type="checkbox"/> QUALITY	<input type="checkbox"/> LANDSLIDE STUDY
	<input type="checkbox"/> JOB CONTROL BY NON-PROJ. PERS.	<input type="checkbox"/> FABRICATOR CONT.	<input type="checkbox"/> PRELIM. ENGINEERING
SAMPLED FROM Check appropriate Selection	<input type="checkbox"/> Stock or Stockpile	<input type="checkbox"/> Bins or Tanks	<input type="checkbox"/> Processing Equipment
	<input type="checkbox"/> In Place	<input type="checkbox"/> Ledge or Pit	<input type="checkbox"/> Truck, Barge or Car
	<input type="checkbox"/> None of the Above-Explain (Location)		<input type="checkbox"/> Common Excavation

SAMPLED AT

QUANTITY REPRESENTED R UNITS

UNITS: A-DRUMS (DRUMS) E-EACH (EACH) L-LINEAR FEET (m) T-TONS (Mg)
 B-BARRELS (BARRELS) F-SQUARE FEET (m2) P-POUNDS (kg) Y-SQUARE YARDS (m2)
 C-CU. YDS. CONCRETE (m3) G-GALLONS (L) R-ROLLS (ROLLS) Z-OTHER (SPECIFY)
 D-CUBIC YARDS (m3) H-PIECES (PIECES) S-BAGS (BAGS)

REMARKS: _____

I CERTIFY THE ACCOMPANYING SAMPLE WAS TAKEN BY ME OR I WITNESSED THE SAMPLE BEING TAKEN AND I AGREE IT PROPERLY REPRESENTS THE MATERIAL UNDER CONSIDERATION.

Sampled by _____ Witnessed by _____

Title _____ Title _____

SEAL NUMBERS:
 SET 1 FROM TO SET 2 FROM TO

REPECTFULLY SUBMITTED, NAME _____ TITLE _____

LABORATORY RECORD

Remarks: _____

Date Received _____ Laboratory No. _____