



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

July 23, 2007

CONSTRUCTION MEMORANDUM 07-18

TO: District Deputy Commissioners
District Highway Operation Directors
District Construction Engineers
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: *for* Mark A. Miller, Director 
Division of Construction Management

SUBJECT: Possession of Roadway Samples

This memo is issued as a reminder of the importance of witnessing and maintaining possession of roadway samples.

1. The locations for acceptance samples from the pavement are determined by the Department using the random number procedure per ITM 802. That information should not be provided to the contractor earlier than absolutely necessary in order for the contractor to have the appropriate personnel and supplies in place to perform sampling at the correct locations.
2. The contractor must obtain the sample in the presence of the Engineer.
3. The Department must take immediate possession of the sample and maintain custody. The Department is responsible for transportation of the sample to the Department test lab.
4. The Department completes the sample information form and both the contractor representative performing the sampling and the Department witness must sign the form.

Please consult your field engineer in the Construction Management Division if there are any conditions on your project for which the sampling requirements are not specifically defined and clarification is desired.

It is imperative that these procedures be followed to ensure samples are randomly selected and the acceptance test results are not biased either negatively or positively.

MAM:rlh