

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Testing
Testing Management Branch
Distribution/Storage of Test Reports

I. GENERAL

The authentication, distribution and storage of test reports is the responsibility of the Testing Management Operations Supervisor and performed under the direction of the Testing Management Branch Chief. Any test report completed and signed or verified electronically by an authorized representative of the Office of Materials and Testing is considered an official test report. It is the responsibility of the Branch to verify reports for storage and distribution locations. The Construction Project Delivery Method shall determine the storage location and accessible location of the test reports.

Test reports may be accessible in the following locations:

Project Delivery	Storage Location	Accessed In
Design-Bid-Build	SiteManager Materials	GDOT 411
OID Design-Build	ATSER	ATSER
All Others (Airport, ITB, etc...)	Project Wise Explorer	ProjectWise Explorer

Test reports are defined by two categories:

A. Category 1: Field Test Reports

The following test reports are generated by DOT Field Technicians and Contractor's Quality Control Technicians. The reports include specific information relating to GDOT project number, county, material, quantity and test results. All reports are verified for accuracy by supervisors within the Testing Management Branch. Completed sample information is entered into Site Manager and the test data is entered into LIMS. The test report is accessed in GDOT 411.

Form #	Form Name	Accessed In
DOT-159-5	Asphaltic Concrete Plant Gradation/AC Report	GDOT 411
DOT-553	Roadway Compaction Report	GDOT 411
TM-176	Thickness Measurement	GDOT 411
N/A	Computer Generated Random Number Report	GDOT 411
DOT-160	Asphaltic Concrete Comparison	GDOT 411
DOT-161	Asphaltic Concrete Quality Assurance	GDOT 411
TM-150	Asphaltic Concrete Compaction Report	GDOT 411

Standard Operating Procedure 7 Testing Management Branch (Cont'd)

Copies of reports that do not require distribution or storage are retained by the Testing Management Branch Laboratory for five years.

Reports that do not require distribution or storage:

Form #	Form Name
TM-144	Field Technician Asphalt Plant Checklist
TM-145	Quarterly Asphalt Plant Inspection
TM-157	Quarterly Independent Verification of Weights
TM-143	QCT Asphalt Plant Checklist
TM-147	Monthly Certified Public Weight Checks
TM-151	Nuclear Gauge to Asphalt Concrete calibration form
TM-591	Rolling Densification Report (Rolling Pattern)
TM-142	Daily Inspector's Weight Check Report
TM-158	Nuclear Gauge to GAB calibration form

B. Category 2: Laboratory Reports

The following test reports are generated by the Testing Management Branch Laboratory Technicians and include specific information relating to GDOT project number, county and material quantity. All test reports are verified for accuracy by supervisors within the Testing Management Branch. Completed sample information is entered into SiteManager and the test data is entered into LIMS then a test report is accessed in GDOT 411.

Form #	Form Name	Accessed In
DOT-658	Aggregate Test Report	GDOT 411
DOT-325	Emulsified Asphalt Test Report	GDOT 411
DOT-397	Brick and Concrete Block (Misc. Report)	GDOT 411
DOT-408	Soil Report	GDOT 411
DOT-504	Asphalt Cement	GDOT 411
DOT-503	Cutback Asphalt	GDOT 411
DOT-169	Miscellaneous Report	GDOT 411

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Research
Physical and Chemical Branch
Distribution/Storage of Test Reports

I. GENERAL

The distribution and storage of test reports contained in this Standard Operating Procedure is the responsibility of the Soil, Physical and Chemical Branch. Any test report completed, signed and authorized by a representative of the Office of Materials and Research is considered an official test report. All original test reports will be sent to the appropriate Branch for further distribution and the original laboratory sample cards will be filed in the Soil, Physical and Chemical Branch Office for a minimum of five years. It is the responsibility of the Branch Chief or Branch Secretary or Laboratory Supervisors to distribute/store test reports produced by Soil, Physical and Chemical Branch and file Laboratory Sample Cards by physical year in numerical order. Test reports are defined by the three categories.

A. Category 2 Laboratory Reports

These reports are generated by the Chemical Laboratory personnel and verified for accuracy by supervisors within the Chemical Section. Completed laboratory sample cards are entered into the SiteManager and the test data is entered into LIMS then a test report is accessed in GDOT 411.

Form #	Form Name	Accessed in
N/A	Chemical Admixture for Concrete	GDOT 411
N/A	Cement and Fly Ash	GDOT 411
N/A	Cutting Drill Sulfide Sulfur	GDOT 411
N/A	Diamond Saw Blade	Concrete Branch
N/A	Environmental Samples	GDOT 411
N/A	Paint and Thermoplastic	GDOT 411

Standard Operating Procedure 7 Physical and Chemical Branch (Cont'd)

B. Physical Laboratory Test Reports

The following test reports are generated by the Physical Laboratory personnel and verified for accuracy by supervisors within the Physical Section. Completed laboratory sample cards are entered into SiteManager and test data is entered into LIMS and then a test report is accessed in GDOT 411.

Form #	Form Name	Accessed in:
DOT 658	Aggregate (Concrete)	GDOT 411
DOT 658	Aggregate (Inspection Services)	GDOT 411
DOT 658	Aggregate (No Project Number)	GDOT 411
DOT 658	Aggregate (MC, RA)	GDOT 411
DOT 658	Aggregate (Project Number)	GDOT 411
DOT 319	Concrete	SiteManager
N/A	Rebar (Concrete)	GDOT 411
N/A	Rebar (Inspection Services)	GDOT 411
DOT 658	Aggregate (Concrete)	GDOT 411

C. Soil Laboratory Test Reports

The following test reports are generated by the Soil Laboratory personnel and verified for accuracy by supervisors within the Physical Section. Completed laboratory sample cards are entered into SiteManager and the test data is entered into LIMS then a test report can be accessed and reproduced from GDOT411.

Form #	Form Name	Accessed In:
N/A	Embankment	GDOT 411
N/A	GDT 24's	GDOT 411
N/A	GDT 49's (GAB)	GDOT 411
N/A	Soil Supports	GDOT 411
N/A	Soil Surveys 810.01	GDOT 411
N/A	Sub Grade	GDOT 411

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Testing
Bituminous Construction Branch
Distribution/Storage of Test Reports

I. GENERAL

The distribution and storage of test reports contained in this Standard Operating Procedure is the responsibility of the Bituminous Construction Branch. Any test report completed and signed by and authorized by a representative of the Office of Materials and Research is considered an official test report. All original test reports will be filed in the individual unit offices after distribution. Completed laboratory sample cards will also be filed in the individual unit offices for a minimum of five years. It is the responsibility of the Branch Secretary or Laboratory Supervisors to distribute test reports by the Bituminous Construction Branch. Test reports are defined by the three categories mentioned below.

A. Asphalt Mix Design Test Reports

The following test reports are generated by the Asphalt Design Unit personnel and verified for accuracy by supervisors within the Unit. Laboratory sample cards are entered into the computer data base and then a test report is printed as distribution/storage is required. Copies are generated and distributed/stored by the Unit, to both internal or external customers and the appropriate Department offices for further distribution. Completed laboratory sample cards are filed within the Asphalt Design Unit.

Form #	Form Name	Distribution/ Accessed In:
N/A	Superpave Mix Design	Certified Superpave Lab, Asphalt Design Unit File, Designer/ Site Manager entry in development
N/A	SMA/PEM/OGFC Mix Design	Contractor, Asphalt Design Unit File, Designer
N/A	GDT 38/GDT 125	Asphalt Design Unit File
N/A	Asphalt Release Agent Testing	Supplier, Asphalt Design Unit File/ Site Manager, GDOT 411
N/A	Latex Modified Asphaltic Concrete	Supplier, Asphalt Design Unit File/ Site Manager, GDOT 411
N/A	Fiber Stabilizing Additives	Supplier, Asphalt Design Unit File/ Site Manager, GDOT 411
N/A	GDT-66 Anti-Stripping Tensile Test	Supplier, Asphalt Design Unit File
N/A	Hydrated Lime Test	Supplier, Asphalt Design Unit File/ Site Manager, GDOT 411
N/A	Sieve Analysis of Mineral Filler	Supplier, Asphalt Design Unit File/ Site Manager, GDOT 411

Standard Operating Procedure 7 Bituminous Construction Branch (Cont'd)

Form #	Form Name	Distribution/ Accessed In:
N/A	Non-Chlorinated Solubility Test	Supplier, Asphalt Design Unit File
N/A	RAP Stockpile Approval	Contractor, Asphalt Design Unit File
N/A	Asphalt Mixture Proficiency Sample	Certified Superpave Labs, District Labs, Lab Files
N/A	T324/Tensile/Lime Ignition Tests	Pavement Management, Asphalt Design Unit File/ T324 in SiteManager
N/A	Sand Pit Approval	District/Lab Files

B. Bituminous Control Test Reports

The following test reports are generated by the Bituminous Control Laboratory personnel and verified for accuracy by supervisors within the Unit. Completed laboratory sample cards are entered into the Bituminous Log Data Base and then a test report is printed as distribution is required. Copies are generated and distributed/storage by the Unit, to both internal or external customers and the appropriate offices for further distribution. Laboratory sample cards are filed within the Bituminous Control Unit.

Form #	Form Name	Distribution/ Accessed In:
DOT 504M	PG Asphalt Binder Test Report	SiteManager, GDOT 411
DOT 503M	Cutback Asphalt Test Report	SiteManager, GDOT 411
DOT 325M	Emulsified Asphalt Test Report	SiteManager, GDOT 411
N/A	Recovered Asphalt Cement	Site Manager, GDOT 411
N/A	Asphaltic Concrete Mixture Control Temperature Chart For Performance Graded Asphalt	Lab Files, Asphalt Mix Design Labs, District Labs, Technical Services Personnel/ ProjectWise
N/A	Bituminous Proficiency Sample Program – PG Asphalt Binder	Branch Labs/Private Labs/Supplier Labs/Lab Files
N/A	Bituminous Proficiency Sample Program – Cutback Asphalt	Branch Labs/Private Labs/Supplier Labs/ Lab Files
N/A	Bituminous Proficiency Sample Program – Emulsified Asphalt	Branch Labs/Private Labs/ Supplier Labs/Lab Files

Standard Operating Procedure 7 Bituminous Construction Branch (Cont'd)

C. Technical Services Unit Reports

The following test reports are generated by the Technical Services Unit personnel and verified for accuracy by supervisors within the Unit. A complete field report printed as distribution is required. Copies are generated and distributed by the Unit, to both internal or external customers and the appropriate offices for further distribution.

Form #	Form Name	Distribution/ Accessed In:
DOT 155	Job Mix Formula (JMF)	Area Engineer, Testing Management, Bit. Branch Chief, Lab Files, Contractor QCT/ ProjectWise in Project File, SiteManager
N/A	Construction Inspection Report	Area Engineer/ Manager, Bituminous Branch/ ProjectWise in Project File
N/A	Pay Reduction	Area Engineer/ Manager, Bituminous Branch/ ProjectWise in Project File
N/A	Annual Plant Inspection	Contractor, Bituminous Branch Chief, Lab Files/ ProjectWise
N/A	Monthly and Yearly Plant Rating	411 Report
N/A	Weekly Asphalt Report	Bituminous Branch/ ProjectWise
N/A	Monthly Lime Audit Report	Bituminous Branch/ ProjectWise
N/A	Technical Service Specialists Checklist (Asphalt Plant)	Bituminous Branch/ ProjectWise
N/A	Surface treatment Yearly Report (Bit. Bulletin)	ProjectWise
N/A	Surface treatment Project Evaluations	ProjectWise
N/A	Surface treatment Equipment Inspections	ProjectWise

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Testing
Pit and Quarry
Distribution/Storage of Test Reports

I. GENERAL

The authentication, distribution and storage of producer quality and quantity reports, monthly complete, and research and analysis samples will be the responsibility of the Pit and Quarry Branch Chief. Any test report completed and signed by an authorized representative of the Office of Materials and Testing will be considered an official report. An authenticated report is a report with the State Materials and Testing Engineer's signature on it. It will be the responsibility of the branch to distribute reports as follows:

A. Producer Quality and Quantity Reports: These reports are submitted by the producer and uploaded to DOT via the SiteManager and stored on an internal data base. Reports are reviewed for accuracy by Pit and Quarry. The quality and quantity data is correlated to specific departmental projects which provides for the necessary certification of material.

B. Monthly Complete: These reports are submitted by aggregate control engineers on a routine basis to provide technical information for QPL 1 and 2 as well as to monitor compliance to the specifications. Each report is stored in Site Manager and accessed through 411.

C. Research and Analysis: These reports are submitted by aggregate control engineers, geologists or Branch Supervisors for source approval, monitoring compliance at approved sources, and to provide technical data for special research projects. Each report is stored in SiteManager and accessed through 411.

D. Construction Inspection Reports: These reports are submitted by aggregate control engineers following inspections conducted on projects in related to aggregate issues and base construction. The reports are routed to the Materials and Testing Engineer, and an electronic copy is distributed to the Project Manager/Engineer and Area Engineer. A hard copy is filed by source in Pit and Quarry, and an electronic copy is maintained on Pit and Quarry's portion of the network server.

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Research
Inspection Services
Distribution/Storage of Test Reports

I. GENERAL

The authentication, distribution and storage of test reports is the responsibility of the Inspection Services Supervisor and performed under the direction of the Inspection Services Branch Chief. Any test report completed and signed by an authorized representative of the Office of Materials and Testing is considered an official test report. All distribution/storage will be made from the original test report. It is the responsibility of the Branch Secretary to distribute test reports. Test reports are defined by three categories:

A. Category 1-Material Inspection Reports

These reports are generated by the Inspection Service Branch, the supplier or the consultant and may include specific information relating to GDOT project number, county and material quantity. All reports are verified for accuracy. Original reports are retained in Inspection Services Branch for two years. and copies of these reports are scanned into ProjectWise.

Form #	Form Name	Accessed in
DOT-72	Highway Sign Inspection Report	ProjectWise
DOT-89	Thermoplastic Pipe Shipment Report	ProjectWise
DOT-162	Bridge Paint Condition Report	GDOT 411
DOT-163	Bridge Paint Thickness Report	GDOT 411
DOT-164A	Concrete Pipe Shipment Report	ProjectWise
DOT-164B	Precast Concrete Drainage Structure Shipment Report	ProjectWise
DOT-166	Plain Reinforcement Steel Shipment Report	ProjectWise
DOT-166A	Epoxy Coated Reinforcement Steel Shipment Report	ProjectWise
DOT-291	Corrugated Metal Pipe Shipment Report	ProjectWise
DOT-600	Guardrail Shipment Report	ProjectWise
DOT-619	Miscellaneous Inspection Report	ProjectWise
N/A	Drainage Castings Shipment Report	ProjectWise
N/A	Concrete Right-Of-Way Marker Shipment Report	ProjectWise
N/A	Project Inspection Report	ProjectWise
N/A	Structural Steel Bridge Inspection Report	ProjectWise
N/A	Ultrasonic Inspection Report	ProjectWise

Standard Operating Procedure 7 Inspection Services (Cont'd)

B. Category 2-Material Test Reports

The following test reports are generated by the Physical and Chemical Testing Branch and may include specific information relating to GDOT project number, county and material quantity. All reports are verified for accuracy. Original sample reports which contain project specific information are retained in Inspection Services Branch for two years and copies of these reports are scanned into ProjectWise. Originals of all other Category 2 reports are retained in Inspection Services Branch for two years with copies forwarded to the supplier.

Form #	Form Name	Accessed in
DOT 658	Aggregate Quality Sample Report	ProjectWise
N/A	Barbed Wire Sample Report	ProjectWise
N/A	Cast Iron Test Bars Sample Report	ProjectWise
N/A	Chain Link Sample Report	ProjectWise
N/A	Corrugated Metal Pipe Sample Report	ProjectWise
N/A	Electrical Conduit Sample Report	ProjectWise
N/A	Glass Beads Sample Report	ProjectWise
N/A	Miscellaneous Sample Report	ProjectWise
N/A	Nuts and Bolts Sample Report	ProjectWise
N/A	Paint Sample Report	ProjectWise
N/A	Portland Cement Sample Report	ProjectWise
N/A	Reflective Sample Report	ProjectWise
N/A	Reinforcement Steel Test Sample Report	ProjectWise
N/A	Structural Steel Sample Report	ProjectWise
N/A	Thermoplastic Sample Report	ProjectWise
N/A	Welded Wire Sample Report	ProjectWise

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Research
Concrete
Distribution of Test Reports

I. GENERAL

Any test report completed and signed by an authorized representative of the Office of Materials and Testing is considered an official test report. An authenticated report is a report with the State Materials Engineer signature on it. All distributions will be made from the original test report. Test reports are defined by two categories:

A. Category 1-Material Shipment Reports

The following test report is generated by the supplier and may include specific information relating to GDOT contract identification number, project number, county and pertinent material information and quantity. This report is verified for accuracy and authenticated by a representative of the Concrete Branch, then uploaded to ProjectWise by PI number and accessible by project personnel and Materials Audit.

Form #	Form Name	Accessed In
OMAT-122	Precast Shipping Report	ProjectWise

B. Category 2-Material Test Reports

The following test report is generated by Project Construction Inspectors and may include specific information relating to GDOT contract identification number, project number, county, producer and pertinent material information. This report along with test samples are then transferred to the Branch Labs for sample testing and distribution/storage.

Prior to the distribution/storage of this report, the Area Concrete Technician will verify for accuracy all reports. Once verified, the reports will be uploaded as follows:

Form #	(Copies) To be Sent to	Accessed In
DOT-319	Concrete Test Report	GDOT 411

All reports will be stored in GDOT 411.

Standard Operating Procedure 7
Georgia Department of Transportation
Office of Materials and Research
Independent Assurance
Distribution of Test Reports

I. GENERAL

The comparison reports below, are generated by Independent Assurance personnel and verified for accuracy by area supervisors. The comparison of GDOT contactor and consultant test results is entered in Site Manager. The report is stored and accessed in GDOT 411.

Form #	Form Name	Accessed in
DOT-160	Asphaltic Concrete Comparison	GDOT 411
DOT 168	Concrete Quality Comparison Report	GDOT 411

State Materials and Testing Engineer

Director of Construction