

**APPENDIX B**  
**Sample Identification**  
**Cards**



SOUTH CAROLINA  
DEPARTMENT  
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## Appendix B

# Sample Identification Cards

### B.1 INSPECTOR DUTIES


SCDOT requires the use of sample identification cards to properly identify project material samples. The Inspector in the field is responsible for completing and attaching the proper identification card to each material sample that is shipped to the Research and Materials Laboratory for analysis. Consider the following:

1. Form 907. Use Form 907, see Section B.1.1 and Figure B-1A, for concrete test specimens only. Figure B-3C in Section B.3 illustrates a completed example.
2. Form 907-A. Use Form 907-A, see Section B.1.2 and Figure B-1B, for all materials other than concrete test specimens. Figure B-3D through Figure B-3G in Section B.3 illustrates completed examples. Form 907-A is applicable to materials such as:
  - soil,
  - water,
  - cement,
  - fine and coarse aggregates,
  - fly ash and concrete additives,
  - lime,
  - reinforcing steel,
  - asphalt binder,
  - hot mix asphalt samples (in conjunction with Form 907-B),
  - traffic paint and glass beads,
  - diesel fuel,
  - latex,
  - pipe,
  - brick, and
  - fencing.
3. Form 907-B. Use Form 907-B, see Section B.1.3 and Figure B-1C, only for asphalt mix samples and only in conjunction with Form 907-A. For completed examples of Form 907-A and Form 907-B, see Figure B-3A and Figure B-3B, respectively.

Blank cards may be obtained from the Research and Materials Laboratory. Using a pencil of sufficient hardness to produce a durable, legible card, ensure that all data fields on the card are completed accurately, including: file number; key file number, if different than file number; State and Federal project numbers; charge code for the Contract on which the material is being used; and all fields that apply to the material being submitted. If the sample is being submitted for more than one contract, complete a sample card for each project. Because the sample card is permanently attached to a Research and Materials Laboratory Form, only write on the non-addressed, pre-printed side of the card.

**B.1.1 Form 907 Completion Instructions**

- Line 1. Provide the charge code for the project for which the sample was taken.
- Line 2. Provide the file number and key file number for the project sample (e.g., 1621.100B.1, key: 16.115B).
- Line 3. Provide the project number and the PIN for the project sample.
- Line 4. Provide the sample material type.
- Line 5. Provide the date the material was sampled.
- Line 6. Provide a sample identification (e.g., Sample #, Load #).
- Line 7. Provide information to indicate the location from which the sample was obtained.
- Line 8. Provide the technician's name who obtained the sample. Use the format: First Initial, Last Name (e.g., J. Smith).
- Line 9. Provide the quantity represented by the sample (e.g., 50 CY).
- Lines 10 and 11. Provide the manufacturer of the material along with their location.
- Lines 12 and 13. Enter the Resident Construction Engineer's name and office location.
- Line 14. Provide the construction item the material was used in.
- Lines 15 and 16. Provide the manufacturer and type of cement used in the mix.
- Lines 17 and 18. Provide the manufacturer of the fine and coarse aggregates used in the mix.
- Lines 19 and 20. Provide the rates of material used in the mix.
- Lines 21, 22 and 23. If requested, provide the 1-Bag Mix Design information.
- Line 24 and 25. Provide the slump and air content obtained just prior to the sample being taken.
- Lines 26 and 27. Enter the water added at the project in gallons and cubic yards.
- Line 28. Provide the name of the Inspector who made the cylinders.
- Line 29. Provide the date the cylinders were made.
- Line 30. Provide the age, in days, at which the cylinders should be tested.

Charge Code		1	For Lab Use	
File No.		2		
Project No.		3		
Material			Concrete Specimen	
	Sample of	4	Brand:	
	Date sampled	5	Cement	15 Type 16
	Identification	6	Fine aggregate	17
	Sampled from	7	Coarse aggregate	18
	Sampled by	8	Air entraining	19 oz./bag
	Quantity	9	Admixture	20 oz./100 lbs.
	Supply source	10	Mix used 94:	21 : 22 water 23
	Address	11	Slump	24 inches. Air 25 %
	Submitted by	12	Water added	26 gal. in 27 CY
	Address	13	Made by	28 Date 29
	To be used in	14	Break specimen at	30 days

FORM 907 – SAMPLE IDENTIFICATION CARD  
FOR CONCRETE TEST SPECIMENS

Figure B-1A

**B.1.2 Form 907-A Completion Instructions**

- Line 1. Provide the charge code for the project sample.
- Line 2. Provide the file number and the key file number for the project sample (e.g., 1621.100B.1, key: 16.115B).
- Line 3. Provide the PIN for the project sample.
- Line 4. Provide the project number for the project sample.
- Line 5. Provide the sample material type.
- Line 6. Provide the date the material was sampled.
- Line 7. Provide the batch number, grind date, silo, heat, lot number or other means of identification.
- Line 8. Provide the station number or other identification to indicate the location where the sample was obtained.
- Line 9. Provide the technician's name who obtained the sample. Use the format: First Initial, Last Name (e.g., J. Smith).
- Line 10. Provide the quantity of material represented by the sample (e.g., 50 CY).
- Lines 11 and 12. Provide the manufacturer of the material along with the address of the location the material was produced.
- Line 13. For asphalt mixes, provide the job mix number. Attach Form 907-B.
- Line 14. Provide the Resident Construction Engineer's name.
- Line 15. Provide the Resident Construction Engineer's office location.
- Line 16. Provide the construction item the material will be used in.
- Line 17. Provide other pertinent information as necessary (e.g., asphalt oven type and correction factor).



Charge code	<u>1</u>	Lab use	
File No.	<u>2</u>	PIN	<u>3</u>
Project No.	<u>4</u>		
Sample of	<u>5</u>	Job Mix No.	<u>13</u>
Date Sampled	<u>6</u>	Submitted by	<u>14</u>
Identification	<u>7</u>	Address	<u>15</u>
Sampled from	<u>8</u>	To be used in	<u>16</u>
Sampled by	<u>9</u>	Other information	<u>17</u>
Quantity	<u>10</u>		
Supply source	<u>11</u>		
Address	<u>12</u>		

FORM 907-A – SAMPLE IDENTIFICATION CARD  
FOR MATERIALS OTHER THAN CONCRETE TEST SPECIMENS  
Figure B-1B

**B.1.3 Form 907-B Completion Instructions**

- Line 1. Provide the file number and the key file number for the project sample (e.g., 1621.100B.1, key: 16.115B).
- Line 2. Provide the date the sample was obtained.
- Line 3. Provide the field test, lot number and sample numbers.
- Line 4. Provide the sample material type (e.g., AC Surface T1, AABC).
- Line 5. Provide the approved Job Mix Number.
- Lines 6 through 16. Provide the results of the field extraction in percentage passing.
- Line 17. Provide the result of the asphalt binder content.
- Line 18. Provide the dust to asphalt ratio from the field data.

<u>FIELD</u>	<u>RESULTS</u>
FILE NO.	1
DATE	2
SAMPLE NO.	3
SAMPLE OF	4
JOB MIX NO.	5
2"	6
1 1/2"	7
1"	8
3/4"	9
1/2"	10
3/8"	11
4	12
8	13
30	14
100	15
200	16
AC	17
DUST TO ASPHALT RATIO	18

FORM 907-B

**FORM 907-B – SUPPLEMENTAL SAMPLE IDENTIFICATION CARD  
FOR ASPHALT MIX SAMPLES**  
(Form 907-B is only to be used in conjunction with Form 907-A)  
Figure B-1C

## **B.2 RESEARCH AND MATERIALS LABORATORY RESPONSIBILITIES**

Upon receipt of the project material sample and its identification card from the Inspector, the Research and Materials Laboratory will:

- remove the card from the sample and check the card's data for completeness and accuracy;
- assign a laboratory number to the sample;
- note the laboratory number in the cell "For Lab Use" on the identification card;
- input the sample information from the identification card in the Research and Material Laboratory's database;
- affix the identification card to the appropriate Materials Worksheet, which will be a standardized hard-copy form for the particular type of material to be tested; and
- forward the sample, identification card and Materials Worksheet to the appropriate Test Unit within the Research and Materials Laboratory.

### **B.2.1 Research and Materials Test Unit**

Upon receipt of the material sample, identification card and Materials Worksheet, the Research and Materials Test Unit will:

- test the material sample;
- document the test results on the Materials Worksheet;
- input the sample information and test results in a Test Report, which will be a standardized electronic MS Word or MS Excel worksheet developed and maintained by the Research and Materials Laboratory;
- upload the Test Report to MatLab on the Department's Intranet; and
- forward the original sample identification card, the Materials Worksheet and a copy of the Test Report to the Final Reporting Unit of the Research and Materials Laboratory.

### **B.2.2 Research and Materials Final Reporting Unit**

Upon receipt of the original sample identification card, the Materials Worksheet and a copy of the Test Report from the Research and Materials Laboratory Test Unit, the Final Reporting Unit will check, distribute externally to manufacturers, if requested, and file these documents, which will be retained for a period of eight years.

**B.3 COMPLETED EXAMPLES OF SAMPLE IDENTIFICATION CARDS**

Figure B-3A through Figure B-3G illustrates completed examples of sample identification cards (i.e., Form 907, Form 907-A, Form 907-B) for typical material samples.

Charge code 32.001. IM32. 002. 222D. 021 | Lab use

File No. 32.165B Key: SAME PIN 027085

Project No. IM-IM32 (002)

Sample of ASPHALT AGGREGATE BASE Job Mix No. B0396

Date Sampled 12/3/02 Submitted by RCE COOPER

Identification LOT 2-1 Address RICHARD CONSTRUCTION

Sampled from TRUCK To be used in RESURFACING

Sampled by W. THOMPSON Other information \_\_\_\_\_

Quantity DAYS RUN

Supply source SLOAN CONSTR. CO. TROXLER

Address COLUMBIA APT CF = +0.15

**SAMPLE OF ASPHALT AGGREGATE BASE COURSE**  
 (Completed Example of Form 907-A)  
 Figure B-3A

FIELD	RESULTS
FILE NO.	<u>32.165B</u>
DATE	<u>12/3/02</u>
SAMPLE NO.	<u>LOT 2-1</u>
SAMPLE OF	<u>ASPHALT AGGREGATE BASE</u>
JOB MIX NO.	<u>B0396</u>
2"	<u>100</u>
1 1/2"	<u>99.3</u>
1"	<u>-</u>
3/4"	<u>79.6</u>
1/2"	<u>-</u>
3/8"	<u>51.1</u>
4	<u>40.1</u>
8	
30	
100	
200	
AC	<u>4.59 %</u>
DUST TO ASPHALT RATIO	

FORM 907-B

**SAMPLE OF ASPHALT AGGREGATE BASE COURSE**  
 (Completed Example of Form 907-B supplementing Form 907-A in Figure B-3A)  
 Figure B-3B

Charge Code <u>24.010. BR24.004.2220.621</u>		For Lab Use
File No. <u>24.100B</u>	<u>KEY: SAME</u>	
Project No. <u>BRT-BR24 (004)</u>	<u>PIN: 024276</u>	
Material	Concrete Specimen	
Sample of <u>CLASS 4000 CONCRETE</u>	Brand:	
Date sampled <u>11/27/02</u>	Cement <u>LA FARGE</u> Type <u>1</u>	
Identification <u>C3 B3 (EARLY)</u>	Fine aggregate <u>CAROLINA SAND</u>	
Sampled from <u>MIXER TRUCK</u>	Coarse aggregate <u>VULCAN</u>	
Sampled by <u>T. PARKER</u>	Air entraining <u>0.39</u> oz./bag	
Quantity <u>50 YDS.</u>	Admixture <u>7</u> oz./100 lbs.	
Supply source <u>METROMONT</u>	Mix used 94: <u>129</u> : <u>250</u> water <u>4.5</u> GAL.	
Address <u>GREENWOOD</u>	Slump <u>2.0</u> inches. Air <u>4.0</u> %	
Submitted by <u>RLE EVANS</u>	Water added <u>0</u> gal. in <u>8</u> CY	
Address <u>GREENWOOD CONSTR.</u>	Made by <u>T. PARKER</u> Date <u>11/27/02</u>	
To be used in <u>COLUMN 3 BENT 3</u>	Break specimen at <u>107</u> days	
	<u>109 &amp; 1011</u>	

SAMPLE OF 4000D CONCRETE  
(Completed Example of Form 907)  
Figure B-3C

Charge code <u>BB-001. IM21.003.2220.621</u>   Lab use	
File No. <u>1621.100B.1</u>	<u>KEY: 16.115B</u> PIN <u>025621</u>
Project No. <u>IM-IM21 (003)</u>	
Sample of <u>CEMENT - T1</u>	Job Mix No. <u>---</u>
Date Sampled <u>12/8/02</u>	Submitted by <u>RLE THOMPSON</u>
Identification <u>TR. #8 NBL</u>	Address <u>DILLON CONSTRUCTION</u>
Sampled from <u>TANKER</u>	To be used in <u>CELL. MOD. SUBBASE</u>
Sampled by <u>S. JONES</u>	Other information <u>---</u>
Quantity <u>400 BELLS</u>	<u>SIL0 # 9</u>
Supply source <u>LA FARGE</u>	<u>DATE OF GRIND 11-09-10/02</u>
Address <u>HARLEVILLE, SC</u>	

SAMPLE OF CEMENT - T1  
(Completed Example of Form 907-A)  
Figure B-3D

Charge code	<u>32.88C.0232.004.222D.621</u>	Lab use
File No.	<u>32.146A.1</u>	KEY: <u>32.146A</u> PIN <u>07970</u>
Project No.	<u>DSB-STD-0232(004)</u>	
Sample of	<u>REINFORCING STEEL #420</u>	Job Mix No. <u>—</u>
Date Sampled	<u>11/26/02</u>	Submitted by <u>RCE ISGOTT</u>
Identification	<u>#5, #7, #8</u>	Address <u>W. COLUMBIA CONSTR.</u>
Sampled from	<u>STOCKPILE</u>	To be used in <u>SPAN UNIT #10</u>
Sampled by	<u>H. RAWLS</u>	Other information <u>—</u>
Quantity	<u>28,293 LBS.</u>	<u>* RUSH *</u>
Supply source	<u>AMERISTEEL</u>	<u>CALL TEST RESULTS</u>
Address	<u>AIKEN, SC</u>	<u>TO: 796-9540</u>

**SAMPLE OF REINFORCING STEEL #420**  
 (Completed Example of Form 907-A)  
 Figure B-3E

Charge code	<u>32.028.COMB.DD.222D.621</u>	Lab use
File No.	<u>32.225A</u>	KEY: <u>SAME</u> PIN <u>020496</u>
Project No.	<u>BST-COMB(010)</u>	
Sample of	<u>BORROW</u>	Job Mix No. <u>—</u>
Date Sampled	<u>12/03/02</u>	Submitted by <u>RCE STINSON</u>
Identification	<u>#29R</u>	Address <u>LEXINGTON CONSTR.</u>
Sampled from	<u>ROADWAY STA.# 3+00</u>	To be used in <u>EMBANKMENT</u>
Sampled by	<u>B. CRIBB</u>	Other information <u>—</u>
Quantity	<u>DAYS RUN</u>	<u>COMPARISON SAMPLE</u>
Supply source	<u>RICHARDSON PIT</u>	
Address	<u>WEST COLUMBIA</u>	

**SAMPLE OF BORROW MATERIAL**  
 (Completed Example of Form 907-A)  
 Figure B-3F

Charge code	<u>36.001. IM36. 001. 2220. 621</u>	Lab use	
File No.	<u>36.117B</u>	KEY: <u>30.117B</u>	PIN <u>027096</u>
Project No.	<u>IM36(001)</u>		
Sample of	<u>PG 76-22</u>	Job Mix No.	<u>C0607</u>
Date Sampled	<u>12/3/02</u>	Submitted by	<u>RCE FELKER</u>
Identification	<u>LOT #7</u>	Address	<u>NEWBERRY CONSTE.</u>
Sampled from	<u>STORAGE TANK</u>	To be used in	<u>12.5MM SUPERPAVE</u>
Sampled by	<u>McFARLAND</u>	Other information	
Quantity	<u>30,000 GALLONS</u>		
Supply source	<u>AAT</u>		
Address	<u>SALISBURY, NC</u>		

SAMPLE OF PG 76-22  
(Completed Example of Form 907-A)  
Figure B-3G