

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PREPARING MATERIALS PROCEDURES

1.0 PURPOSE

1.1 To set forth instructions for drafting Materials Procedures concerning sampling, testing, reporting, and inspection.

2.0 SCOPE

2.1 To establish a standard format, and a numbering indexing system.

3.0 INSTRUCTIONS

3.1 Format - All Materials Procedures shall conform to the format used herein.

3.2 Numbering and Indexing System

3.2.1 A standard numbering and indexing system which appears in the upper right hand corner shall be used for all Material Procedures. The system shall consist of the following points:

3.2.1.1 The letters MP shall appear first, denoting Materials Procedure.

3.2.1.2 The first set (three digits) taken from the Standard Specifications Roads and Bridges denotes the general area to which the procedure applies.

3.2.1.3 The second set (two digits) taken from the Standard Specifications Roads and Bridges denotes the particular area to which the procedure applies.

3.2.1.4 The third set (two digits) is defined by this Division thus:

3.2.1.4.1 .00 - .09 Field Sampling

- 3.2.1.4.2 .10 - .19 Pre-sampling (Source or Intermediate Points)
- 3.2.1.4.3 .20 - .29 Testing
- 3.2.1.4.4 .30 - .39 _____ (For future designation)
- 3.2.1.4.5 .40 - .49 Inspection
- 3.2.1.4.6 .50 - .59 Quality Assurance System
- 3.2.1.4.7 .60 - .69 Reporting (laboratory)
- 3.2.1.4.8 .70 - .79 Reporting (issuance under master control)
- 3.2.1.4.9 .80 - .89 _____ (For future designation)
- 3.2.1.4.10 .90 - .99 Miscellaneous



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