



## Florida Department of Transportation

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This Memo Has Expired

**DCE MEMORANDUM NO. 18-13**  
**MATERIALS BULLETIN NO. 12-13**  
***(FHWA Approved: 7/24/2013)***

**TO:** DISTRICT CONSTRUCTION ENGINEERS  
DISTRICT MATERIALS AND RESEARCH ENGINEERS

**FROM:** David A. Sadler, P.E., Director, Office of Construction  
Tim Ruelke, P.E., Director, Office of Materials

**COPIES:** Tom Byron, Bob Burleson, Chad Thompson, Caitlin Alcorn, Rudy Powell, Rafiq Darji, Steve Plotkin, Mike Bergin, Susan Blazo

**SUBJECT: IDENTIFICATION OF CONCRETE TESTING TECHNICIANS ON THE MATERIAL SAMPLE TRANSMITTAL CARD (C-22 CARD)**

The State Materials Office (SMO) has informed us that concrete testing technicians are frequently not being identified, as required on C-22 cards, when more than one technician performs testing and/or sampling of concrete covered by a single C-22 card. Identification of all technicians involved in sampling and testing is essential because this information enables the SMO to compile a list of technicians that will need to have Independent Assurance (IA) evaluation. IA is required for all active technicians at least once per year. How to include the Technician Identification Numbers (TIN) of multiple technicians on the C-22 card may not have been clear enough in the past so a revised C-22 card instruction sheet is being issued (see below) which clearly indicates how the TINs of multiple technicians are to be entered in the C-22 card. This instruction sheet can also be viewed at the following link:

<http://www2.dot.state.fl.us/proceduraldocuments/forms/informs/67505004.pdf>

As shown in the revised instruction sheet, Entries #18 and #35 require a TIN but there is a clarification instruction that Entry #18 must be the TIN/s for the technician/s that actually make the sample cylinders. This is important because very often the TIN number entered for both #18 and #35 is the same and when this is the case it is usually the lead technician's TIN even when more than one technician is involved in sampling and testing. Entry #35 must be the TIN for the technician that performs a test such as slump, air and temperature and if more than one technician performs tests and this often happens when one technician performs slump while another performs air, then both TINs must be entered and the test associated with each TIN must be indicated (see examples at the end of the instructions below). Since there is only space for

one TIN at Entry #35 on the C-22 card, if there are multiple technicians then instead of a TIN, an asterisk must be entered in Entry #35 and the TINs and test identifications must be entered in "Remarks", Entry #41, along with an asterisk. This same asterisk procedure must also be followed if there are multiple sample takers for Entry #18, in which case, an asterisk must be placed in #18 and in #41 the required information must be entered, also with an asterisk.

Please distribute this memorandum to all concrete technicians that perform in your District and if further discussion or clarification is required, please contact at the SMO, Mike Bergin (352-955-6666) or Susan Blazo (352-955-6669) for guidance.

DS/sp



## C – 22 Card Instructions

PROJECT ID 1		PAY ITEM NO. 2	
MATERIAL NO. 3	SAMPLE NO. 4	DATE SAMPLED 5	
STA FROM 6	STA TO 7	SAMP FROM 8	
RDWY SIDE 9	OFFSET DISTANCE 10	OFFSET DIRECTION 11	MAINLINE 12
REFERENCE LINE 13			SOURCE 14
PLANT OR PIT NO. 15	QUANT REP 16		
INTENDED USE 17	INSP ID 18		
ROAD NO. 19	DISTRICT NO. 20	COUNTY 21	CONTRACT 22
MATERIAL DESC. 23			
MANUFACTURER 24		DESIGN MIX NO. 25	
GRADE 26	BATCH NO. 27	LOT NO. 28	LAB NO. 29
CONTROL OF CONCRETE			
MATERIAL NO. 30	P/F 32	TEST BY CODE 31	TESTER ID 35
DEL TICKET NO. 33	LOAD NO. 34	% AIR 36	SLUMP 37
		CONC TEMP. 38	W/C RATIO 39
LIMS ID NUMBER 40			
REMARKS 41			
CONTACT 42		PHONE 43	
ADDRESS 44			

1. PROJECT ID - Refers to the Financial Project ID Number.
2. PAY ITEM NO - Refers to the Pay Item Number as found in the Job Guide Schedule for that particular project. NOTE: If the sample being submitted represents more than one payitem, then leave this area blank and note the corresponding Pay Item Numbers in the Remarks section (see number 40 below).
3. MATERIAL NO - Refers to the Material Number as found in the Sampling, Testing and Reporting Guide (STRG).
4. SAMPLE NO - This is the number assigned to each sample.
5. DATE SAMPLED - this is the date the sample was actually taken.
6. STA FROM - Refers to the beginning Station Number that the sample represents.
7. STA TO - Refers to the ending Station Number that the sample represents.
8. SAMP FROM - Refers to where the sample was taken from. Example: Truck Mixer, Borrow Pit, Stock Pile, 34+06, 164+67.
9. RDWY SIDE - Refers to which side of the roadway the sample was taken from (C, L, R). NOTE: Undivided Hwy - C (composite), Divided - L or R.
10. OFFSET DISTANCE - Measured distance from the Reference Line as shown in the plans.
11. OFFSET DIRECTION - refers to which direction, left (L) or right (R), from the reference line that the sample was taken.
12. MAINLINE - Enter "Y" if sample is referenced to the mainline roadway and "N" if not.
13. REFERENCE LINE - Refers to the Controlling Line of the project as shown in the plans.
14. SOURCE - Most commonly used 2 digit codes: 03 - Pit, 05 - Plant, 08 - Jobsite.
15. PLANT/PIT NO - Refers to the Assigned F.D.O.T. Plant or Pit Number that the sample actually came from.
16. INTENDED USE - Refers to what the Sampled Material is being used for.
17. QUANT REP - Refers to the total Quantity of material that the sample represents.
18. INSP ID - Record the Technician Identification Number (TIN) of the person who actually collected the sample. This may, or may not, be different from the person (see number 35 below) who performed any required field tests or prepared the samples for delivery to the lab. For concrete samples, enter the TIN of the person who made the cylinders.
19. ROAD NO - Refers to the State/County/City designated Road Number.
20. DISTRICT NO - Refers to the District Number that the project is located in.
21. COUNTY - Refers to the County Name that the project is located in.
22. CONTRACT - Refers to the Contract Number of the project as found in the project contract



23. MATERIAL DESC - Describe the material being sampled. Please be as descriptive as possible in the space allowed.
24. MANUFACTURER - Refers to the Company Name that actually manufactured the material.
25. DESIGN MIX NO - Refers to the Design Mix Number found on the approved Mix Design document.
26. GRADE - As found in the Certification documents received from the manufacturer.
27. BATCH NO - As found in the Certification documents received from the manufacturer.
28. LOT NO - That is represented by the sample.
29. LAB NO - Refers to the Approved Lab performing the testing, as applicable.

NOTE: Items 30-39 below refer to the CONTROL OF CONCRETE (COC) section of this document.

30. MATERIAL NO - Refers to the Material Number as found in the Sampling, Testing and Reporting Guide (STRG). For COC examples are: 150F, 145L, etc.
31. TEST BY - Two (2) digit code that shows which office is submitting the sample (ex. 2G, 2L, 11, etc.).
32. P/F - Enter 'P' if all of the concrete plastic properties tests passed. Enter 'F' if any of the concrete plastic properties tests failed.
33. DEL TICKET NO - Refers to the Concrete Delivery Ticket Number for load tested.
34. LOAD NO - Refers to the Load Number that is given to the truck that the sample was taken from.
35. TESTER ID - Record Technician Identification Number of the person who actually performed the field tests. If more than one person performed the plastic properties tests, enter an asterisk (\*) in 35 and enter the TIN of the person(s) performing the tests and which tests the technician(s) performed in Remarks (41) with an asterisk (\*). For example if one technician performs slump, air content and temperature and another technician calculates the water to cementitious ratio, enter \*TIN1 – slump, air content, temperature; TIN2 – w/c ratio.
36. PERCENT AIR - Refers to the Air Content Percentage as determined by the appropriate testing method.
37. SLUMP - Refers to the Slump as measured by the appropriate testing method.
38. CONC TEMP - Refers to the Concrete Temperature as determined by the appropriate testing method.
39. W/C RATIO - Refers to the Water Cement Ratio as determined by using the appropriate formulas and calculations.

NOTE: Items 40-43 below apply to all submittals regardless of the material involved.

40. This is the tracking number assigned by the LIMS upon log-in of the sample.
41. REMARKS - Used to provide any additional information that the Inspector deems necessary. Also used when sample submitted will represent more than 1 Pay Item Number or multiple Project Numbers (see number 2 above).
42. CONTACT - Name of person to contact if additional information is needed.
43. PHONE - Phone Number of Contact Person.
44. ADDRESS - Physical address of Contact Person.