

# TRANSMITTAL FOR MATERIAL REVIEW/TESTING

- HWY-LR  HWY-LR  District Lab
- HWY-LG  HWY-LS

2 Resubmittal?  for: \_\_\_\_\_ For Information Only

Sample No: JC- 3 \_\_\_\_\_ Project No: 4 \_\_\_\_\_ Date: 5 \_\_\_\_\_

Project: 6 \_\_\_\_\_ Island: 7 \_\_\_\_\_

Sample of: 8 \_\_\_\_\_

- Quantity of Material Submitted 9
- Copies/Documents  Certificate of Compliance  Pavement Marking
  - Pavement Core  10 Bars/Strands  Bags ( \_\_\_\_\_ lbs each)
  - Other: \_\_\_\_\_

Manufacturer or Brand: 11 \_\_\_\_\_

Source of Supply: 12 \_\_\_\_\_

Material is used for: 13 \_\_\_\_\_

Information required for Material Samples Submittals only

Sampled By: 14 \_\_\_\_\_ Date Sampled: 15 \_\_\_\_\_

Where Sampled: 16 \_\_\_\_\_ Date Shipped to HWY-L/District Lab: 17 \_\_\_\_\_

Quantity Represented: 18 \_\_\_\_\_

- Determine suitability under:
- Contract Special Provisions  19 Standard Specifications for Road and Bridge Construction
  - Project Plans  Standard Plans  (attach CCO for HWY-L reference)
  - Other: \_\_\_\_\_

Spec. Section/Sheet 20 \_\_\_\_\_

Payment Item No.: 21 \_\_\_\_\_

22 \_\_\_\_\_

Remarks: \_\_\_\_\_

Report any other pertinent facts below: 23 \_\_\_\_\_

Submitted by: 24 \_\_\_\_\_ Agency: 25 \_\_\_\_\_

Phone Number: 26 \_\_\_\_\_ E-Mail: 27 \_\_\_\_\_

For HWY-L and District Lab Use

- Accepted  Accepted Subject to Conditions  Rejected  Returned for Corrections  Acknowledged

Comments: 28 \_\_\_\_\_ Additional Comments Attached:  Yes  No

Contact Name/E-Mail \_\_\_\_\_ Reviewer \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING TRANSMITTALS FOR ACCEPTANCE,  
CONTRACTOR AND VERIFICATION SAMPLING AND TESTING  
(Forms MTRB JC-1, MTRB CJC-2, and MTRB VJC-3)**

**Refer to Circled Items on First Page**

- 1 Lab section reviewing or testing the sample.
- 2 Check Resubmittal
- 3 Sample number assigned by the Project Engineer. The number should be in the following format:

JC-Use this prefix for most jobs  
CJC-When sample card represents contractor test  
VJC-When sample card is for verification testing

Sequential number for that Project. (Start with 1 on the 1<sup>st</sup> sample card for a given project, and keep counting until your last sample card.)

**JC - 55 - ACB - 12B**

Code representing type of sample represented by this transmittal. Use the following recommended codes:

AB	Aggregate Base Course	*CSCC	Self Consolidating Concrete
AC	Asphalt Concrete	*CSEAL	Tremie Seal Concrete
ACA	Asphalt Concrete Aggregates	*CXXXX	Designate by Strength XXXX psi for ≥ 4000 psi
ACB	Asphalt Concrete Base		
ASB	Aggregate Subbase Course	EM	Excavation & Embankment
BC	Bed Course for Pipes	FM	Filter Material
*CA	Concrete Class "A"	IB	Import Borrow
CAG	Concrete Aggregates	M	Miscellaneous (Includes material certifications)
*CB	Concrete Class "B"		
*CBD	Bridge Deck Concrete	PM	Pavement Marking Materials
*CC	Concrete Class "C"	RS	Reinforcing Steel
*CD	Concrete Class "D"	SF	Structural Fill
*CG	Concrete Grout	TB	Trench Backfill
*CLSM	Controlled Low Strength Material	WC	Weekly Compaction Report
*CORE	Concrete Cores (Shotcrete, etc)		
*CS	Concrete Special		

Usually a sequential number for a particular code, but other characters may be used or added for field office convenience.

\* Usually used for JC-2a, CJC-2a, and VJC-2a

- 4 Project number (self explanatory)
- 5 Date that the transmittal (JC) is prepared
- 6 Project Title (self explanatory)
- 7 Island (self explanatory)
- 8 Name exact material or item being submitted for testing or review. If a certificate of compliance is being submitted, indicate "Certificate of Compliance for (name of item)" for the item being submitted. (Be sure the Certificate of Compliance is specific as to what is being certified. It should not list items not in the project.)
- 9 Actual quantity submitted with the transmittal (JC)
- 10 Type of material the quantity applies to.
- 11 Manufacturer or Brand of the material being submitted.
- 12 Source of supplier of the material being submitted.

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- 13** Where or what the material will be used for in this project
- 14** Name of person who sampled the material. This does not need to be filled in if a sample is not being submitted (such as a Certificate of Compliance).
- 15** Date the sample was taken
- 16** Where sampled: jobsite; (name) of quarry; etc. as applicable.
- 17** Date sample was shipped to the lab.
- 18** Quantity represented: \_\_tons; \_\_C.Y.; \_\_each; etc. as applicable for each sample.
  
- 19, 20** Specific section or subsection, plan sheet number, or change order number where the referenced material is specified and the quality requirements are indicated.
- 21** Payment item number (i.e., Item 206.7200). Multiple item numbers can be entered as needed.
- 22** Any other data required to clearly identify the material, test requirement and where it is required in the contract document.
- 23** Any notes as applicable (i.e., alternate use of the material, number of sample bags, and how shipped).  
Any remarks regarding sampling difficulties, field conditions that may affect samples, how samples taken, etc.
- 24** Name and signature of person submitting transmittal.
- 25** District or County office where test data or review comments should be sent to
- 26** Phone number where the person can be contacted especially when test data does not meet specifications
- 27** Email where the person can be contacted especially when test data does not meet specifications
- 28** For HWY-L response only.