

# How to Meet Material Sampling and Testing Requirements

## Hawaii DOT and County Federal Aid Projects

### Be a Qualified Sampler

#### 1. Get certified

There are three subject areas for our Field Sampling and Testing Qualification Program (FSTQP) where certification is available:

- a.) Asphalt
- b.) Soils and Aggregates
- c.) Concrete

You must be certified for the type of samples you plan to take. For example, if you are sampling aggregates, you must have your soils and aggregates certification.

Twice a year, during March and September, HWY-L offers Certification testing in all three subject areas. The certification is good for 5 years.

American Concrete Institute (ACI) Concrete field testing technician certification for concrete is also acceptable for concrete testing, and is offered through Cement and Concrete Products Industry of Hawaii (CCPI).

#### 2. Stay Qualified with Annual Independent Assurance (IA) Reviews

In addition to being certified, those sampling in the field must keep their qualifications up to date by taking annual IA evaluations. If you have NOT either taken an IA evaluation or passed the FSTQP (or certification) exam in the last 12 months, you are no longer qualified to take samples for Hawaii DOT or County Federal Aid Projects.

HWY-L administers the IA evaluations 4 times a year. Though exact dates vary from year to year, IA evaluations will generally follow the schedule below:

May—Maui

June—Hawaii

July—Oahu

October—Kauai

If you need to sign up for an IA evaluation on any Island, contact Wayne Kawahara at [wayne.kawahara@hawaii.gov](mailto:wayne.kawahara@hawaii.gov).

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### Take the Right Number of Samples: Materials Sampling Requirements

1. Follow the latest Sampling and Testing Guide for Acceptance and Verification posted on the HWY-L Website:  
[http://hidot.hawaii.gov/highways/files/2013/01/hwy\\_I-Appendix-3-Sampling-and-Testing-Guide.pdf](http://hidot.hawaii.gov/highways/files/2013/01/hwy_I-Appendix-3-Sampling-and-Testing-Guide.pdf)
2. Refer to additional sampling requirements specified in the contract documentation (i.e. standard specifications and associated special provisions, project plans and special provisions).
3. Document acceptability for all materials that go into a project (Project Summary Schedule)

### Use the Right Forms at the Right Times

1. All samples sent to central lab (HWY-L) for testing should be sent under cover of the latest job control transmittal form (JC or sample card form)  
The latest forms AND instructions for use can be found on the HWY-L website:  
<http://hidot.hawaii.gov/highways/other/materials-testing-and-research-branch/forms/>
2. Results of samples tested by State District Labs or Independent Labs should be forwarded to HWY-L under cover of a JC form immediately after test results are received by Agency or Agency's Consultants
3. All samples should either be taken or directly observed by a Qualified Sampler. This person should be listed under the "Sampled By" blank on the JC form
4. Other Documentation for materials (such as Certificates of Compliance) should be sent to HWY-L under cover of a JC form at the time they are received

### Use the Right Testing Lab for Acceptance Testing

1. Test at HWY-L Central Lab or one of the State District Labs
2. Alternately, test at an Independent Lab that is AASHTO certified to do the test needed at the facility that the test is being done
  - a.) If using an independent testing lab for acceptance testing, the lab should be hired by the State or County or their Consultants
  - b.) See Quality Assurance Manual, Section III, Laboratory Qualification Program, for more specifics about lab qualifications. This can be downloaded from:  
<http://hidot.hawaii.gov/highways/other/materials-testing-and-research-branch/>