

## SELECTING AND SHIPPING SAMPLES

The following instructions will apply for the selection, identification, and shipment of samples unless otherwise specified:

1. Samples shall be selected with care and shall be representative of the material sampled.
2. Pack samples to withstand rough shipment. Liquid materials shall be shipped in screw-top cans or friction-top cans with lids soldered in place unless otherwise specified or required. Friction-top cans with lids not soldered in place and glass jars must be surrounded and packed with suitable absorbent material in sufficient quantity to absorb all the liquid if the tops of the cans should come off or the glass jars should become broken. All packages containing liquid samples shall be marked "Fragile-Liquid."

Mark pipe, tile, and concrete test specimens conspicuously, "Handle with Care-Fragile."

3. The sample identification form must be legibly prepared and filled out in detail. All available information for proper identification of the sample shall be given including the lot number, batch number, serial number, or other identification marks.

The sample identification form shall be securely attached to the container in which the sample is shipped by means of a tag envelope. Also, include duplicate identification sheet inside wrappings, or if shipped in cloth sack, inside the sack.

4. Aggregate samples shipped to the Testing Laboratory shall be shipped in a closely woven bag. Do not use sacks which have contained sugar.
5. Cement and Pozzolanic Admixtures shall be shipped in plastic lined cloth bags.
6. The method of transportation of the samples will depend on the size, weight or quantity of material being shipped, and the time element. Small and light-weight samples shall be sent via UPS, bus, parcel post, or express. Large and heavy-weight samples shall be sent by motor freight. The sampler, being familiar with conditions, shall make shipment in the manner deemed most appropriate and economical.
7. Cloth bags, plastic liners, screw-top cans and friction-top cans may be obtained from the Laboratory. All containers must be clean and free from foreign materials. Cloth bags or sacks must be clean, free from tears or holes, and tightly woven to prevent loss of fine material.
8. All samples shall be consigned to the Michigan Department of Transportation, Construction and Technology Laboratory, Secondary Governmental Complex, 8885 Ricks Road, Lansing, Michigan 48909, unless otherwise noted.