

**Protocol for Roadway Core Custody
TxDOT
Construction Division**

The following instructions are provided for the Engineer or TxDOT representative when the Engineer elects to have roadway cores transported via the Contractor's haul truck or any other Contractor designated vehicle using custom security bags described below. The use of these custom security bags is to ensure the chain of custody of roadway cores is maintained by the Department at all times.

Security bags are custom printed poly-jacket tear resistant bags available for all District personnel. These security bags are available at the TxDOT warehouses in Athens, Post and Seguin. The DHT# for these bags is 166576. The interior of each bag is stamped and identified with a unique serial number. These bags are 14.5 inches in width and 19 inches in length with an adhesive flap. They are white in color with a blue and red TxDOT logo.

1. Use custom security bags when electing to have someone other than Department personnel to transport the cores.
2. Record the CSJ, lot & subplot numbers, as well as the untrimmed and trimmed core heights on each security bag. Trimmed core heights will not be available when the Engineer and Contractor mutually agree to have the trimming performed at an alternate location.
3. Record the serial number located inside the security bag on the daily work report or on an alternate form that is not disclosed to the Contractor.
4. Upon the Department representative receiving the trimmed roadway cores for each subplot from the Contractor, the Department representative will place them in the security bag.
5. Seal the security bag and place signature (Department representative) on the flap such that it overlaps the flap and the security bag.
6. Provide the security bag to the Contractor for transport directly to the Department laboratory. When the Engineer and Contractor mutually agree to have the trimming performed at an alternate location, Department personnel or representative at the laboratory must receive the cores in the custom security bag prior to trimming and must witness or perform the trimming
7. The Department representative will provide the Department laboratory personnel with the serial number of the security bag and the corresponding lot and subplot numbers.
8. Department personnel or representative at the laboratory shall inspect the bag for tears or other damaging marks upon receiving the security bag. Department laboratory personnel will verify the unique serial number of the security bag provided by the Department representative prior to testing.