Tagging/Labeling, Documenting, and Shipping

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Section 1

Overview

Many of the test methods in this series share the same tagging, labeling, documenting and shipping steps. The *minimum* required steps for all of the procedures in this series are detailed in the 'Tagging/Labeling, Documenting, and Shipping General Requirements' under "Procedures."

Section 2

Procedures

NOTE: Specific test requirements for each testing method are listed under the 'Tagging/Labeling, Documenting and Shipping' subsection of each testing method.

Tagging/Labeling, Documenting, and Shipping General Requirements	
Step	**Action**
1	Complete Form 202, "Identification of Material Samples," in duplicate.
2	Place the original Form 202, "Identification of Material Samples," in a Form 517 envelope and securely attach it to the sample. Place other required documents in appropriately sized envelopes and include them with the samples.
3	Place a red, white, and blue Construction Division, Material and Pavements Section (CST/M&P) identification sticker on the sample.
4	Ship sample to: TxDOT, CST/M&P, Cedar Park Campus Bldg. 51, 9500 Lake Creek Parkway, Austin, TX 78717.
5	Retain the copy of Form 202 until a CST/M&P test report has been issued.