



# BUREAU OF MATERIALS

# MATERIALS

# PROCEDURES

**MP NUMBER: 19-08**

**EFFECTIVE DATE: 07/01/2008**

**APPROVAL: Eileen Sheehy**

## SAMPLING AND TESTING CEMENT AT POINT OF MANUFACTURE

### **PURPOSE:**

To establish a standard procedure for randomly sampling and testing bulk Portland Cement at the point of manufacture.

### **SUPERSEDES:**

Materials Procedure Number 19 – Dated 10/01/2001

### **REFERENCES:**

Special Provisions, Supplemental Specifications, Standard Specifications, Addenda and Attachments  
ASTM C-150 ---Replace with AASHTO M85

### **FORMS:**

LB-88 - Sample Envelope  
LB-163 - Producers Analysis of Bin Cement  
LB-77 - Report of Analysis of Portland Cement Bin Samples  
LB-266 - Cement Mill Material Certificate  
LB-296 - Notice of Non-complying Material

### **INSTRUCTIONS:**

#### **1. Assignment Procedures**

The inspector shall receive from their supervisor the following:

- A. Location of assignment and starting time.
- B. Bin or Silo number, type of material, amount of tons to be sampled.

## **II. Duties Prior to Sampling**

The inspector shall:

- A. Have an adequate supply of plastic sample bags and cloth bags.
- B. Upon arrival, make their presence known to the coordinator for sampling.
- C. Give the plant representative Form LB-163 (Producers Analysis of Bin Cement) to fill out and forward to Bureau of Materials Laboratory.
- D. Obey all safety regulations posted in the cement plant, including the wearing of safety equipment.
- E. Mark each plastic sampling bag in numerical order, corresponding with the number of samples to be taken.
- F. Request producer's representative to accompany inspector to sampling area.

## **III. Duties - Sampling**

The inspector shall:

- A. Wear safety equipment, including hard hat.
- B. Take one, 10-pound sample for each 400 tons of cement at approximately seven minute intervals while bin or silo is being charged or recirculated.
- C. Using the sampling scoop provided by the producer, select sample either from the silo sampling gate or from the bucket filled from the discharge valve.
- D. Place sample in waterproof plastic bags provided by the Department and secured at top with wire tie or rubber band.
- E. Place sample in large cloth sample bag provided by the Department and secure each cloth bag with a corded NJDOT seal.

## **IV. Additional Duties**

The inspector shall:

- A. Complete Forms LB-77 and LB-88, which shall be attached to each cloth bag containing samples for that silo or bin.

- B. Submit all samples to the Materials Laboratory by the next workday if possible.
- C. Record all silos or bins sampled on the record board maintained in the Bureau of Materials Product Approval Section.
- D. Maintain a daily diary. This diary shall include all pertinent information covering the day's events and activities.

**VI. Distribution of Forms:**

| <u>Form</u> | <u>Distribution</u>                         |
|-------------|---|
| LB-163      | 1. Original - Laboratory (Sent by Producer) |
| LB-77       | 1. Original - Laboratory<br>2. Producer     |