

## Materials Forms – Instructions & Examples-21

### 1. SCOPE

- 1.1 The 2019 CDOT Field Materials Manual changed its format with regard to the examples of Materials Forms. Previously the Materials Forms were placed in each applicable chapter. It was decided to change this approach and now place all forms in one chapter in sequential order. The reasoning behind this change was to make it easier for those using these forms to find them especially with many of these materials testers being new users of these forms.

**Note 1:** The CDOT Materials Form updates to electronic version are currently being developed. As they are completed they will be added to the CDOT Forms webpage. You will have to download the CDOT Form to your computer to use the electronic version of the CDOT Form. The old versions of the CDOT Materials Forms (Examples) have been deleted. If it is beneficial to retain copies of all or select pages from the FMM, you can download the examples of the forms for your reference only.

**Note 2:** For consultants using the CDOT Forms be sure to open the form using the "Edge" Browser. You may encounter Font issues if you do not open with the "Edge" Browser.

- 1.2 SiteManager® Materials Projects do not need to use these forms because information can be entered directly into the required test templates. However, if a tester decides to use the form itself the data entry has been designed to mirror in most cases the template.
- 1.3 Non- SiteManager® Projects may use these forms whether they are Design-Build Projects, CDOT Maintenance Projects, Local Agency Projects, or other.

### 2. FINDING CDOT FORMS

- 2.1 All but two of the referenced forms can be found on the CDOT Forms Catalog. The web links are listed on the second page.  
The two that cannot be obtained on-line are special use "forms", the CDOT Form 633 and the 634.
- 2.2 CDOT Form 633, Sample Tag, which is placed on sample sacks.
- 2.3 CDOT Form 634, Sample Label, which is placed on sample cans.
- 2.4 The CDOT Form 633 Sample Tags and 634 Labels are available by contacting the CDOT Materials Forms Manager at [edward.trujillo@state.co.us](mailto:edward.trujillo@state.co.us) or call 303-398-6566 or by contacting the Materials & Geotechnical Branch Program Assistant at 303-398-6502. Both individuals are located at 4670 North Holly Street in Denver, Colorado.

**3. Instructions for Manually Developing the Field Sheet Numbers for CDOT Forms**

The CDOT Materials Forms that utilize a Field Sheet # are: 6, 58, 69, 82, 83, 84, 157, 212, 411, 554, & 1304. An example of the manually developed Field Sheet Number is shown below. It is a combination of the Project's Contract ID, a hyphen, and a sequential number. This process was effective as of 3-13-2017.

FS# = (Contract ID-Seq.#) _____ - _____
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- Step 1.) Create an excel spreadsheet to document the project's sequential numbers.
- Step 2.) Reserve 0001 to 0099 for **the Region's use**.
- Step 3.) Sequential Numbering for the project shall begin at 0100, **unless directed by the RME**.
- Step 4.) As the number is assigned, designate that number has been used by date.

Groups of numbers can be developed based on Items (Example 1) or sequentially (Example 2).

**Example of grouping by Item**

Item 203		Item 206 CL 1		Item 403 SX(75)	
Sequential #	Date Used	Sequential #	Date Used	Sequential #	Date Used
0100		0200		0400	
0101		0201		0401	
0102		0202		0402	
0103		0203		0403	
0104		0204		0404	
0105		0205		0405	
0106		0206		0406	
0107		0207		0407	
0108		0208		0408	
0109		0209		0409	
0110		0210		0410	
0111		0211		0411	
0112		0212		0412	
0113		0213		0413	
0114		0214		0414	
0115		0215		0415	
0116		0216		0416	
0117		0217		0417	
0118		0218		0418	
0119		0219		0419	
0120		0220		0420	
0121		0221		0421	

**Example of numbering sequentially**

Sequential #	Date Used	Sequential #	Date Used	Sequential #	Date Used
0100		0116		0132	
0101		0117		0133	
0102		0118		0134	
0103		0119		0135	
0104		0120		0136	
0105		0121		0137	
0106		0122		0138	
0107		0123		0139	
0108		0124		0140	
0109		0125		0141	
0110		0126		0142	
0111		0127		0143	
0112		0128		0144	
0113		0129		0145	
0114		0130		0146	
0115		0131		0147	

## List of CDOT Forms

FORM #TITLE

REVISION DATE

FORM #	TITLE	REVISION DATE
6	Field Tests of Base Aggregates, Fillers, Paving and Misc. Aggregates.....	11/17
24	Moisture-Density Relation .....	4/19
30	Certified Nuclear Gauge Label .....	01/20
46	Concrete Truck Mixer Inspection Certification .....	3/14
58	Field Report of AC and Max Sp Gr (RICE) of Hot Mix Asphalt .....	4/17
69	Field Report of Hot Mix Asphalt Density .....	11/17
82	Concrete Cylinders Compressive Strength.....	2/18
83	Concrete Beams Flexural Strength.....	2/20
84	Concrete Cylinders Split Tensile .....	4/18
105	Speed Memo .....	2/17
106	Asphalt Binder Content by Nuclear.....	4/20
107	Asphalt Binder Content by Ignition.....	5/18
156	Concrete Test Results Summary .....	4/14
157	Field Report for Sample Identification or Materials Documentation .....	4/19
193	Inspection – Quality Assurance Acceptance Report ( <b>Report</b> ) [ <i>computer output</i> ] ..	0/00
194	Structure Backfill Density Report .....	3/14
211	Materials Documentation Request .....	6/14
212	Field Report on Compaction of Earthwork.....	11/17
219	Soil Survey of the Completed Roadbed.....	2/16
250	Materials Documentation Record .....	7/17
266	Inspector’s Progress Report .....	4/17
276	Report of Concrete Placed .....	4/14
281	Concrete Batched and Placed .....	4/14
323	Laboratory Report on Item 203 (Embankment or Borrow) .....	5/14
334	Penetrometer Log .....	4/14
379	Project Independent Assurance Sampling Schedule.....	5/19
389	Field Report for Joint Sealant Testing .....	4/14
411	PG Binder/ Emulsion Submittal.....	11/19
417	CP-17, Process Documentation Worksheet .....	1/18
427	Nuclear Soils Moisture/Density Test.....	7/19
428	Nuclear Asphalt Density Test .....	5/18
469	Nuclear Asphalt Density Correction .....	2/17
473-SMM	Letter of Final Materials Certification .....	5/19
473-LA	Letter of Final Materials Certification for a LA Projects .....	5/19
473-M	Letter of Final Materials Certification for a Maintenance Projects.....	5/19
474	Explanation of Exceptions .....	8/19
520	Report on Central Laboratory to Region Lab Inspection.....	4/14
548	Nomograph - To Correct for Percent Rock.....	5/14
549	Leak Test Envelope.....	01/20
554	Soils Survey Field Report .....	11/17
555	Preliminary Soil Survey .....	12/16
564	Soils and Aggregate Sieve Analysis When Splitting on the No. 4 Sieve.....	5/14
565	Sieve Analysis for Aggregates Not Split on the No. 4 Sieve .....	6/18

**Note 1:** Personalizing or altering the originators CDOT Forms is not authorized.

**Note 2:** Forms that are serialized, that is Forms with unique Field sheet numbers, (Number is in **Bold**) must utilize the protocol on page 2 of this chapter. Any form with a false or duplicate Serial / Field Sheet Number will not be processed.

**Note 3:** All forms are available on the Forms Catalog. The web link to view or obtain these forms are listed below. Most of the CDOT forms are Adobe PDF fillable forms, that can either be filled in on your computer or you may wish to print the blank forms for field completion.

#### List of CDOT Form

FORM #	TITLE	REVISION DATE
582	Hot Mix Asphalt Density Test.....	5/18
583	Thin Lift Compaction Test Section - Density.....	12/19
584	Moisture-Density Relation Graph .....	4/14
595	Pre-Approved Product Evaluation Request & Summary.....	12/19
599	Nuclear Asphalt Content Correlation.....	01/20
626	Field Laboratory Test Results .....	6/18
633	Sample Tag (for Sacks) .....	11/19
634	Sample Label (for Cans) .....	11/19
723	Nuclear Equipment Moisture/ Density Calibration Sheet.....	01/20
746	Nuclear Moisture/Density Gauge Log.....	01/20
772	Nuclear Asphalt Content Gauge Log .....	01/20
774	Nuclear Gauge Operator Identification (Card).....	1/20
1003	Stabilometer Graph.....	6/20
1007	Gradation Chart .....	4/20
1030	Stabilometer Test.....	4/20
1045	Gradation Worksheet.....	4/14
1074	Equipment Inspection Decal .....	12/00
1094	Asphalt Mix Design Graph.....	4/14
1126	Stabilometer Record of Item 304 ABC .....	4/14
1151	Nuclear Equipment Statistical Stability / Drift Test.....	01/20
1188	Concrete Mix Submittal .....	11/19
1199	Finals Materials Documentation Checklist (Page 1 & 2) .....	7/14
1247	Nuclear Gauge Property Decal.....	4/20
1290	Longitudinal Joint Data .....	6/18
<b>1304</b>	HMA Sample Submittal .....	11/19
1322	CP 16, Pre-Testing Meeting Agenda.....	4/14
1323	CP 16, Weekly Meeting Agenda .....	4/14
1324	CP 16, Evaluation of Materials Testing.....	12/19
1333	Inspector's Report of Caisson Installation .....	4/17
1334	Geological Boring Log.....	8/14
1346	HMA Segregation Data.....	4/14

<https://www.codot.gov/library/forms>

<https://www.codot.gov/library/forms/materials-forms-serialized>

<https://www.codot.gov/library/forms/form-numbers-broken-down>

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