

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
V	2	2	3	7/27/1998

SUBJECT: DOTD MATERIALS SAMPLING COMMITTEE DUTIES AND RESPONSIBILITIES

1. **PURPOSE:** This directive establishes the Materials Sampling Committee. The Materials Sampling Committee's function is to develop, review and revise the Materials Sampling Manual and to establish operating procedures to effectively accomplish the committee's mission.
2. **SCOPE:** The Louisiana Standard Specifications for Roads and Bridges refers to the Materials Sampling Manual as the manual used to establish and standardize construction and maintenance sampling and material acceptance requirements for the Department. This directive establishes the committee, details committee membership and authorizes the committee to establish operating procedures.
3. **POLICY:**
 - A. **Committee Membership:** Committee membership shall be approved by the DOTD Chief Engineer. The committee shall be Chaired by a representative of the Materials and Testing Section. The Materials Engineer Administrator shall appoint the committee chair and secretary and shall nominate a minimum three Materials and Testing Section staff to serve on the committee. The Chiefs of the Construction and Maintenance Directorates will nominate up to twelve (12) department, Federal Highway Administration (FHWA) and industry members. A minimum of three (3) members will be from industry, one (1) member from the Contract and Specifications Section and one (1) member from FHWA.
 - B. **Membership Term:** The committee membership shall not serve more than a three (3) year term consecutively unless that person is appointed committee chair or secretary, or is FHWA representative. The committee terms shall be staggered so that approximately one third of the members in each area of represented change in any year. receipt.
 - C. **Committee Operations:** The committee shall be empowered to create operating procedures and establish task groups as necessary to effectively establish, review and revise the Materials Sampling Manual.
 - D. **Approvals:** Revisions to the Materials Sampling Manual shall be approved by the DOTD Chief Engineer and the Federal Highway Administration prior to publishing.
 - E. **Meeting Frequency:** The committee shall meet as necessary to accomplish its objectives; however, the committee shall meet a minimum of twice annually.
 - F. **Manual Review:** The committee shall review and revise the manual in its entirety at least every three years or upon the issuance of a new edition of the Louisiana Standard Specifications for Roads and Bridges.
4. **OTHER ISSUANCES AFFECTED:** All previous memoranda and/or policies regarding establishment and assignment of responsibilities are hereby rescinded.
5. **EFFECTIVE DATE:** This directive will become effective immediately upon receipt.

R. E. DILLON, JR.
DOTD CHIEF ENGINEER