



**INDIANA DEPARTMENT OF TRANSPORTATION  
Division of Materials and Tests**

**Directive 101**

**Sample Submittal  
To  
Division of Materials and Tests**

The procedures for the submittal of samples by the Districts to the Division of Materials and Tests, and the required Safety Data Sheet (SDS) will be as follows:

**SM 530**

All samples will have the applicable information recorded on form SM 530 when the samples are obtained. This information will be input into SiteManager prior to the sample being submitted to the Division of Materials and Tests for testing. If the submitter has not entered sample information into SiteManager, testing will not begin until the sample information has been entered. Tests conducted by the District on this material will be entered in SiteManager when the tests are completed. If sample information was entered incorrectly by the submitter (eg. stating a #5 size threaded tie bar assembly when in fact it is a #4 size) test results will not be able to be entered into SiteManager until the submitter corrects the information in SiteManager.

Approved sources of materials are maintained by the Division of Materials and Tests, and a source may be used on any contract upon being added to the Approved Lists. The Districts should verify that the source is on the Approved List, if required for the material being sampled.

**SAFETY DATA SHEET**

The labeling requirements for all samples submitted to the Division of Materials and Tests are regulated by OSHA Hazard Communication Standard 29 CFR 1910.1200 (f).

OSHA requires that materials identified as hazardous materials have the SDS available at all times. A network system accessible by the Division of Materials and Tests and the Districts has been developed to meet this requirement (<https://indot.kha.com/>). Each material requiring an SDS is listed in this network system and a reference number is assigned to each product. When a product on the list is submitted to the Division of Materials and Tests, the SDS reference number will be included. This reference number will also be entered in the remarks section of the SM 530. If the product is not on the network system, a copy of the SDS will be submitted with the sample.