



**INDIANA DEPARTMENT OF TRANSPORTATION
DIVISION OF MATERIALS AND TESTS**

**INDIANA TEST METHOD PROCEDURES
ITM No. 1-21**

Effective Date: 05/06/2021
Supersedes Policy Dated: 11/8/2018

Approved: Matthew P. Beeson
Matthew P. Beeson, Director
Division of Materials and Tests

PURPOSE

The Indiana Department of Transportation will engage in the development and maintenance of Indiana Test Methods (ITM). These ITMs will be written documentation of various test procedures, general testing instructions, programs, and protocols which are used by the Department and not covered by ASTM, AASHTO, or other national Standard Specifications. This will be accomplished through the Division of Materials and Tests.

GUIDELINES

Indiana Test Method Committee

The ITM Committee will consist of the following positions, or their appointed representatives:

- State Materials Engineer, (Chairman)
- State Construction Engineer
- District Testing Engineer
- Materials Services Engineer (Secretary)
- FHWA -- Pavement and Materials Engineer (Non-Voting)

All members of the ITM Committee are voting members except for the Secretary and FHWA Representative. A quorum of the Chairman and one member of the ITM Committee will be required for approval of a new ITM or revision to an existing ITM.

Procedures

The Chairman will be responsible for the coordination of the ITM Committee meetings. There will be a meeting scheduled every three months. The Chairman will set the meeting dates in January of each year and may call additional meetings as deemed necessary. If insufficient items are not available for an agenda, the meeting may be cancelled by the Chairman.

Any proposed agenda items are encouraged to be submitted to the Secretary at least four weeks prior to the meeting. Additional agenda items will be considered after this date.

The ITM Committee Agenda will be distributed at least one week prior to the meeting. Minutes of the ITM Committee meetings will be kept by the Secretary and sent to the Committee members. Minutes will be posted on the INDOT website.

The ITM Committee will recommend and approve all ITMs prior to implementation. Editorial changes will not require approval of the Committee and may be made by the Chairman.

Implementation

The Division of Materials and Tests Director will be responsible for approving the appointment of members to the ITM Committee and for all recommendations and actions by the ITM Committee. These recommendations and actions will be kept on file by the Secretary.

The Secretary will distribute the approved ITMs to all of the ITM Committee members and post the approved ITMs on the web page after approval by the Chairman. The ITM Index, indicating the number, title, Contact Person and latest revision date, will also be maintained by the Secretary on the web page.

Responsibilities

The ITM Committee, will be responsible for preparing and maintaining the test methods and general testing related instructions, programs, and protocols for the Department which are not covered by ASTM, AASHTO, or other national Standard Specifications.