APPENDIX A
TEST RESULTS INPUT FORMS

The TL-52A is the data entry form used to provide the test information about materials used in highway construction. Basically, the data entry system is designed for coded test reports. For instance, in lieu of recording the Contractor’s name and location, only a 6-digit code will be required. The printout will show the Contractor’s name and location. The codes may be obtained from the District Materials Section.

Data entered on the test results input forms must be correct, in the proper blanks, and, most of all, legible (See page A-2). As a rule, numeric characters are recorded from the right to left and alphabetic from the left to right.

How to Complete the TL-52A Form

The TL-52A is to be filled out by the Producer’s Technician. This form has two records, A and B, at the top of the sheet. These records are self-explanatory, and you need only enter the codes and/or test data. Note that there are four B data records which allow for the entry of the test data for four tests, which is normally the lot size. Also, note the record A has room for listing four contracts. If you are producing on a project to project basis, use the first listing to record the contract information. You need only use the first listing to record your contract information. The contract number(s) and tonnage (s) may be obtained on the weigh sheets. A list of codes for project numbers will be furnished by the Information Systems Division and may be obtained from the District Terminal operators. If it is not feasible to furnish each Plant Technician a code list, the Technician may write the project number at the top of the form and the code can be entered later by the District Materials Engineer. Most contract code numbers are 6 digit numbers. Record them from right to left (e.g. _ _ 3 2 3 1). In the case of maintenance repair or some other unusual number, show it as it is when it is a five (5) digit number (e.g. _ 3 0 1 2 3). If it is not, put a dash in the blank in front of the number (e.g. _ - 4 0 6 4 or _ - 3 2 4). This will prevent the number from being used by the computer as a current or future project code.
Alphabetic Characters
Capital Letters Only

A
Squared top not acceptable

B
Overhang top and bottom to avoid confusion with numerals 8 or 13. Center division required to avoid similarity with letter D.

C
Deep curves to avoid similarity with letter D.

D
Overhang top and bottom to reduce confusion with numeral zero.

E
Straight leg

F
Straight leg

G
Emphasized serif reduces confusion with letter or numerals 6 or zero.

H
Parallel sides

I
Serifs top and bottom are required.

J
Top serif reduces confusion with letter U

K
Slanting legs are joined at the center.

L
No special convention

M
Legs spread at bottom, center division extends to bottom of letter. Rounded tops should be avoided.

N
Parallel sides

O
Loop added at top to avoid confusion with numeric zero.

P
Overhang at top added for consistency with letters B, D, and R

Q
No special convention

R
Overhang at top added for consistency with letters B, P and P

S
Serif added at top only to distinguish from numeral 5.

T
No special convention

U
Parallel sides to distinguish from letter V.

V
No special convention.

W
Center division extends to top of letter. Rounded bottom should be avoided.

X
No special convention

Y
Vertical leg bisects angle framed by top legs to avoid confusion with numeral 4

Z
Horizontal bar is standard.

Numeric Characters

0
Closed circle

1
Single vertical bar.

2
No loop at bottom

3
Curved lines, no straight top line

4
Open top to reduce confusion with 9

5
Vertical and top lines joined at right angle.

6
Looped closed at bottom to avoid confusion with zero or lower case b.

7
Crossbar considered confusing with letter Z.

8
Made with two circles adjoining vertically to avoid confusion with special character ampersand and dollar sign.

9
Straight leg