This memorandum notifies the users of the Materials Division Manual of Instructions that the last paragraph of Section 303.04 has been changed. The following text (i.e., multiple paragraphs) replaces this singular final paragraph.

All soil samples (including pavement subbase aggregates as recovered during the field program) shall be preserved at their original in-situ moisture content through delivery to the laboratory and queuing time for testing.

Soil samples for design-bid-build projects may be discarded 90 days after the geotechnical engineering study is completed. Soil samples for design-build projects (i.e., both GDR and GER samples) shall be retained until Scope Validation is complete. Design-Builders can provide this retention or relinquish their samples to the Department. For the case of geotechnical engineering studies by the Department’s on-call consultants, soil samples shall be submitted to the Department upon completion of the geotechnical engineering study. Any samples relinquished to the Department shall include a letter of transmittal to maintain chain of custody.

Rock samples that remain after the testing programs are complete shall be retained for one year after the project is delivered to the public. On-call consultants and design-builders shall deliver rock core samples to the Department for storage after their reports are completed and accepted by the Department. A letter of transmittal shall be provided to maintain chain of custody.
cc:  Commissioner
     Chief Engineer
     Chief of Operations
     Division Administrators
     Residency Administrators
     District Materials Engineers
     District Construction Engineers
     District Maintenance Engineers
     American Concrete Paving Association
     NE Chapter, Southern Region
     Virginia Transportation Research Council
     Virginia Ready-Mixed Concrete Association
     Precast Concrete Association of Virginia
     Virginia Transportation Construction Alliance
     Virginia Dept. of Minority Business Enterprise
     Federal Highway Administration
     Old Dominion Highway Contractors Association
     Virginia Asphalt Association
     Area Construction Engineers