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**Subject: Shipping Samples to the Materials Engineering and Testing Services (METS)**

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Ensure that when shipping samples from the job to the laboratory, use the most economical mode of transportation available consistent with the time element involved. **Samples are not to be shipped C.O.D. to METS.** This is consistent with instructions contained within Section 6-107 of the Construction Manual.

Structure Construction personnel shall make every effort to adhere to the above policy. One exception to this policy is shipping samples from remote construction sites when operations in such locations do not have alternatives to C.O.D. shipping and cannot pay freight costs.

Shipping cartons for Concrete Test Cylinders and other construction materials are available from Materials Operations. These should be used to keep your samples from appearing to be suspicious packages (duct taped laundry detergent and shoe boxes). In all cases the return address of the sender should be shown on the package.

Bridge Construction Memo 4-3.0, Sampling Materials, Sheet 3 of 4 is amended to read as follows:

Shipping Samples

Bills of lading accompanying shipments often state “2 packages” without any notation as to their content, in which case the shipment will take a Class 1 rate. Please make sure that bills of lading properly identify contents, as for example “2 packages soil samples, or 2 cylinders concrete samples.” The shipment will then take a Class 4 rate, which is considerably less expensive.

All shipments of samples to the laboratory for testing shall be by the most economical means available. This is not meant to rule out all express shipments; however, express shall be used only when speed is essential or for a small package when there is no appreciable difference in cost.

To properly identify samples shipped by common carrier, the shipping tag must be filled out completely. Show the contract number, the county and route number, name of shipper (Resident Engineer) and town or station from which the shipment is made.

Showing "Department of Transportation" as the shipper is not sufficient. It is also necessary that the information on the shipping tag and the bill of lading agree, since this is the only way carriers can identify the samples and make prompt delivery.

Prior to shipment of samples of any type of material to the Materials Engineering and Testing Services, the Structure Representative should contact the nearest Construction Lab. Routine tests may be run there or they may have freight contracts and will handle this phase of the operation for field personnel.

cc: BCR&P Manual Holders  
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