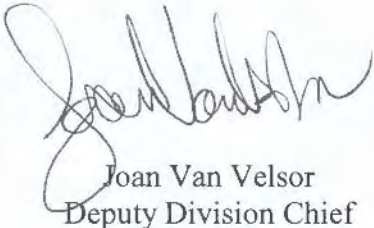


APPROVED BY:



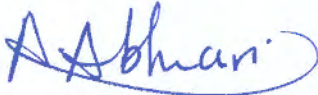
Joan Van Velsor  
Deputy Division Chief  
Geotechnical Services



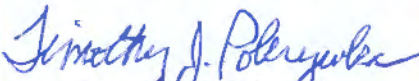
Roy Bibbens  
Office Chief  
Geotechnical Design - North



John Ehsan  
Acting Office Chief  
Geotechnical Design - South 1



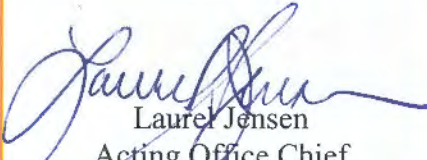
Abbas Abghari  
Office Chief  
Geotechnical Design - South 2



Timothy J. Pokrywka  
Office Chief  
Geotechnical Design - West



Mark Willian  
Office Chief  
Geotechnical Support



Laurel Jensen  
Acting Office Chief  
Drilling Services



## GS PROCEDURE

# CORE ROOM

**Procedure:** DES/GS 01-2003  
**Effective:** September 30, 2003

### *Agreement:*

All GS staff agree to follow the most current version of the Core Room procedures for viewing and storing core boxes.

### *Background:*

Core samples that are obtained from drilling programs are a valuable and important resource used for project design, construction and resolution of legal issues. As such, it is important to have a workable and up-to-date core storage system to facilitate the storage, retrieval and disposal of core samples. This procedure has been developed to provide flexibility in storage and ease of both retrieval and disposal. It is expected that all Geotechnical Services staff will assist in maintaining the usefulness of the core room by complying with these procedures. Questions and suggestions for improvement can be directed to the Core Room Manager. Changes to the procedure will not be made without approval of the Geotechnical Services Management Team.

The core room contents are valuable and change with time. New core boxes are stored and others are thrown away. In order to maintain the room and to make finding cores possible the core room was inventoried and the results entered into a FileMaker Pro database. To keep the system functional, up-to-date and useable requires teamwork by all who use the core room and adherence to these guidelines. This particularly means that the Core Room Manager is the only person to place new core boxes on the shelves, discard old core boxes, or return viewed core boxes to the shelves. The Core Room Manager (CRM) is solely responsible for management of the FileMaker database. It is important to note that without full cooperation and adherence to these guidelines, the core room will, again, become a difficult and very time consuming place for YOU to find your core samples.

### ***General Information:***

The core room database is located on the Translab FileMaker host server. The file name is Core Room Inventory.fp5. It is accessed similarly to the design office project tracking databases. Start FileMaker, use the Open an Existing File option, select the "Hosts" command, search for the file name Core Room Inventory.fp5, select and open it. The program will ask you for a password. Leave the password blank to give yourself limited (read-only) access. You will be able to view, print, sort and find, but you will not be able to make changes to the file.

Using the database you can search for the storage location(s) of the core box(es) that you are trying to find. Once you find the core box(es) that you are trying to find, print them and bring the printed list with you to the core room.

### **Translab Core Room:**

The core room is arranged into 36 bins each containing 4 shelves. A bin is a single vertical section of shelving. Each bin is labeled by number and each shelf within a bin is lettered A through D. Shelf A is the floor; B is the lowest shelf, C is the next highest shelf, and D is the upper most shelf. The database will narrow your search to specific bins and shelves. It will tell you the boring number and number of boxes that are found on a shelf. It is most critical that the same boxes get back on to the same shelves that they are taken off. For this reason it is important that the CRM return all boxes to the shelves. A staging area has been designated where core boxes should be placed after viewing. This procedure will give the CRM the opportunity to continually consolidate core location so that core boxes from jobs can be located next to each other. See the attached general map of the core room.

### **Other Core Room Locations:**

At this time additional core room locations are being identified, inventoried and brought on line with this system. As this is accomplished this section will be amended to reflect the necessities of each core room situation. This system is being designed to account for possible different situations in each core room area. It is the intent and plan that all core room locations will be added to this procedure.

***Reminder: It is imperative that any core box(es) removed from the shelves get placed back upon the same shelf from which it was removed! Let the CRM do it!***

### ***Viewing Procedure for Geotechnical Services (GS) Staff:***

Interested party's lookup the locations of samples that they are interested in viewing using the Core Room Inventory.fp5 file. Print a copy of the locations of the core and proceed to the core room. Sign in on the ***Departmental Core Viewing Log Sheet*** in the core storage area the name of the person viewing the core, the Expenditure Authorization (EA), structure or bridge name, bridge number, and date. When finished viewing, place boxes in the staging area. The CRM will return them to the shelves. If samples need to stay out for an extended period of time, please notify the CRM via e-mail or telephone with an approximate length of time they need to remain out.

### ***Viewing Procedure for Other Departmental Staff:***

Interested persons from outside of GS need to contact Engineer/Geologist in charge of job and have them do the database search, escort them to the core room, and sign the ***Departmental Core Viewing Log Sheet***. The engineer/geologist can also designate someone to handle this in his or her absence. As before, place the viewed core in the staging area for the CRM to return to the shelves. Notify the CRM of the status of the review of samples.

### ***Viewing Procedure for Non-Departmental Persons:***

Non-Departmental persons (e.g. potential bidders) need to contact the Engineer/Geologist in charge of job. The Engineer/Geologist shall contact the CRM to coordinate the viewing schedule and layout of core boxes in the viewing area. The Engineer/Geologist will arrange for an appropriate person to host the external viewers. The Host should be someone that has no prior knowledge of the job, to insure no potential bidders get a different amount of information that might be obtained through a casual conversation with a person knowledgeable about the job. The Host shall be responsible for greeting and escorting persons to the viewing area, monitoring the viewing making sure that no tampering or mishandling of the core occurs, and escorting the viewers to the facility exit. Viewers shall not be allowed to remove core samples from the viewing area. The external viewer is to complete the ***Non-Departmental Core Viewing Log Sheet*** (this is a different sheet than that used by Departmental employees) listing their name, title, company name, EA, structure name and number, project name, and date viewed. The Host shall make sure that the log sheet is clearly marked, i.e. the log sheet can be read by others at a later date. The Host shall sign and date the ***Log Sheet*** and give it to the responsible Engineer/Geologist. The Engineer/Geologist shall file the ***Log Sheet*** in the project file and should ultimately send a list of all those who viewed the cores to the Resident Engineer. Re-shelving of the core boxes after they have been viewed shall be coordinated with the Core Room Manager so to assure proper placement in the storage bins.

### ***Core Storage Procedures***

When bringing core boxes in for storage please fill out the blank ***Geotechnical Services Core Box Inventory*** sheets as completely as possible. Blanks of this sheet are found on a clipboard in the staging area located on the west end of the center section of shelves. The space for the Engineer/Geologist name is for the Engineer/Geologist in charge of the job, not the one logging the samples (unless they are the same). Make sure that the core boxes are marked as indicated below. Place the boxes in the staging area making sure that the descriptive ends are to the outside. Place the log sheet in the completed log file box and send an e-mail notifying the CRM about the core boxes that need attention. Examples of the blank sheets, filled in sheets and database print out of the ***Core Box Inventory*** sheets are attached.

Top of Core Box:

Br.# _____.	Eng./Geo. Name: _____.	Date: _____.
	Geographic Name Dist-Co-Rte.-PM E.A.	
Boring # _____.		
Depth interval _____ to _____.		Core Box # _____ of _____.

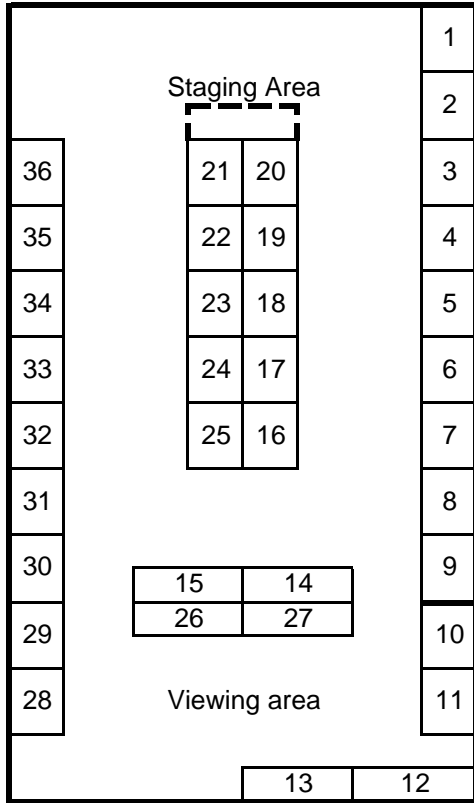
End of Bottom and Top of Box:

E.A. _____.	Eng./Geo. Name: _____.	Boring # _____.
Br.# or geographic Name _____.		
Depth interval _____ to _____.		Core Box # _____ of _____.

(Note: it is important that both the ends of the bottom and top of the box get marked. Sometimes the lid gets lost and without a label on the end of the bottom of the box the entire core becomes useless.)

(Created 9/25/03)  
(Revised 9/25/03)

# Transportation Laboratory Core Room Layout



Location of bins for core boxes

Each bin is numbered.

Each shelf in bin is lettered.

- Shelf A is on the floor
- Shelf B is on the lowest shelf
- Shelf C is the next highest shelf
- Shelf D is the upper shelf

Storage Capacity  
 36 Racks  
 4 Shelves per rack  
 42 Boxes per shelf  
 6048 Boxes









