Memorandum

To: ALL STAFF
GEOTECHNICAL SERVICES
DIVISION OF ENGINEERING SERVICES

From: JAMES E. DAVIS
Deputy Division Chief
Geotechnical Services

Date: July 1, 2007

Subject: Soil & Rock Logging, Classification, and Presentation Manual

Soil and rock descriptions are an essential part of the information developed to support geotechnical design and construction processes. As subsurface information at a location may be developed over the course of many years by various practitioners, it is essential that standardized procedures and terminology be used to assure consistency and quality in soil and rock logging and presentation practice. Since 1996, Geotechnical Services has been using the Soil & Rock Logging Classification Manual (Field Guide). This manual has recently undergone a significant revision of the field portion, and now includes laboratory testing, and the production of Log of Test Boring (LOTB) sheets and Boring Records (BR).

Effective August 1, 2007, all Geotechnical Services staff and consultants performing work on behalf of the Department shall use the procedures presented in the Soil & Rock Logging, Classification, and Presentation Manual for all work products. The 1996 Soil & Rock Logging Classification Manual (Field Guide) shall no longer be used. Staff and consultants shall also be familiar with, and adhere to, the procedures of the following documents:

- Memorandum to all Geotechnical Services staff titled “Quality Control/Quality Assurance Documentation on LOTB Sheets”, dated July 1, 2007

Orientation training for the new manual and its related policy and procedures will be conducted by Mr. Thomas Whitman, chairman of the Soil and Rock Logging, Classification and Presentation Manual Committee during the month of July 2007. Mr. Whitman will be sending out a site visitation schedule to all GS staff during the week of July 9, 2007.

Attachments