

 <b>PA TURNPIKE COMMISSION POLICY</b> <i>This is a statement of official Pennsylvania Turnpike Policy</i>		<b>NUMBER:</b> 6.02  <b>APPROVAL DATE:</b> 00-00-0000  <b>EFFECTIVE DATE:</b> 10-6-1987  <b>REVISED DATE:</b> 00-00-0000
<b>POLICY SUBJECT:</b>  Core Boring Disposal Policy	<b>RESPONSIBLE DEPARTMENT:</b>  Engineering	

There are numerous locations where stockpiled core samples are creating problems and unnecessary costs for our Maintenance Forces. These core samples are not only occupying valuable space but they must be occasionally relocated to allow performance of maintenance and rehabilitation activities. A new retention schedule is necessary to relieve these conditions.

Effective immediately, core boring samples are written documentation will be disposed of as outlined in the paragraphs to follow.

Core boring samples from the Soils Investigation may be discarded after six (6) months have elapsed following the acceptance of the Final Settlement Certificate Computations by the contractor and the project has been accepted by the Commission at a regularly scheduled Commission meeting, provided the contractor has not notified the Commission of any rejection, exception, or intention to file a claim relating to any matter.

In the event of any of the above provision, the samples must be kept until authorization is requested and received from the Legal Department to discard.

The paper records, however, such as the core boring logs, the foundation reports and the geological engineering profiles and reports must be retained for the periods of time specified below:

1. Core boring location for structures, daily core reports, test boring records and other similar records: three (3) years after final acceptance of the project. Microfilm before destroying.
2. Weekly core boring tests: Destroy after final acceptance of project.
3. In the event a claim has been filed by the Contractor, these records should be retained pursuant to direction by the Legal Department.

*This Policy Letter supersedes all previous Policy Letters on this subject.*