

## GENERAL INSTRUCTIONS

For the 2019 CCIL proficiency testing program, all test results **MUST** be reported through your CCIL lab portal at <http://portal.ccil.com/>. After signing into the portal, all reporting forms appropriate to your lab certification will be accessible. You will be able to enter your test results into the forms and submit to CCIL through the portal. CCIL's instructions for testing will also be available within the portal, for your convenience.

All certified asphalt and aggregate laboratories will be notified by email when the electronic reporting forms are delivered into your portal.

Completed forms submitted by email or fax **CANNOT** be utilized and will **NOT** be accepted.

ONTARIO and QUEBEC			
Test Category	Materials	Instruction Set	Report Form
Solvent Extraction Test	EXT-I-(N) & EXT-II-(N)	Extraction Instructions	2019 ON QC Extraction Report 1
	EXT-III-(N) & EXT-IV-(N)	Extraction Instructions	2019 ON QC Extraction Report 2
	EXT-V-(N) & EXT-VI-(N)	Extraction Instructions	2019 ON QC Extraction Report 3
Ignition Furnace Test (LS-292)	IGCF-I-(N), IGAC-I-(N), IGMF-I-(N), IGMF-II-(N)	Ignition Furnace Instructions	2019 ON QC Ignition Furnace Report
Mix Compliance Marshall Properties (Type B)	MC-I-(N) & MC-II-(N)	Mix Compliance Instructions	2019 ON QC Mix Compliance Report 1
	MC-III-(N) & MC-IV-(N)	Mix Compliance Instructions	2019 ON QC Mix Compliance Report 2
	MC-II-(N) & MC-III-(N)	Mix Compliance Instructions	2019 ON QC Mix Compliance Report 3
Mix Design Marshall Properties (Type A)	MDCA-I-(N); MDFA-I-(N); MDAC-I-(N) MDCA-II-(N); MDFA-II-(N); MDAC-II-(N)	Mix Design Instructions	2019 ON QC Mix Design Report
Gyratory Compaction Lab Mix	GYCA-I-(N); GYFA-I-(N); GYAC-I-(N) GYCA-II-(N); GYFA-II-(N); GYAC-II-(N)	Gyratory Instructions Lab Mix	2019 ON QC Gyratory Compaction Lab Mix Report
Gyratory Compaction Plant Mix	PSS-I-(N)-(a & b); PSS-II-(N)-(a & b)	Gyratory Instructions Plant Mix	2019 ON QC Gyratory Compaction Plant Mix Report
Recovered Pen. (Type E)	RP-I-(N) & RP-II-(N)	Recovered Pen Instructions	2019 ON QC Recovered Pen Report

**Report forms shall be completed and submitted online by January 4 2019.**

**PLEASE SUBMIT HARD COPIES OF REPORT FORMS AND COPIES OF ALL WORK SHEETS USED BY YOUR LABORATORY BY MAIL OR COURIER TO THE ADDRESS SHOWN BELOW by January 4 2019. THE RESULTS WILL NOT BE ACCEPTED WITHOUT THE WORK SHEETS FROM YOUR LABORATORY.**

Please do **NOT** send this information via **facsimile**.

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**All Engineering Managers must complete and submit the online Lab Questionnaire in the CCIL lab portal by January 4 2019. The Engineering Manager (P.Eng or Equivalent) is the person charged with Engineering Management Responsibility for the Laboratory Operations.**