

To prepare for an off-site class, please review and check off the items listed below. If your lab does not carry or cannot obtain the material or equipment listed, you will not be able to schedule an off-site class. Once your checklist is complete, please have a supervisor sign and date to acknowledge that all requirements have been met. This checklist will need to be submitted to the HMAC prior to any scheduling of an off-site class.

CONNECTION

- ☐ TV or projector for presentations (must be able to cast from Instructor laptop)
- ☐ Stable Wi-Fi connection

SETUP

- ☐ Clean lab with minimum interruptions and space for 6 people
- ☐ Computer or laptop for CERTIFICATION CLASSES ONLY (1/person)
- ☐ Testing or lecture room with plenty of seating space for 6 people

EQUIPMENT

Tex-104-E

- ☐ Liquid limit device & calibration block (1/person)
- ☐ Porcelain evaporating dish & tools (1/person)
- ☐ Weighing dishes, non-absorbent with lids
- ☐ Scale
- ☐ Spray bottle with distilled water
- ☐ 100-gram sample, passing the #40 sieve (1/person)

Tex-105-E

- ☐ Plastic limit rolling device with paper or non-absorptive rolling surface
- ☐ Porcelain evaporating dish & tools
- ☐ Weighing dishes, non-absorbent with lids
- ☐ Scale
- ☐ *(1) 20-gram sample, prepared from Tex-104-E

Tex-107-E

- ☐ Bar linear shrinkage mold & petroleum jelly
- ☐ Porcelain evaporating dish & tools (1/person)
- ☐ 1:20 Engineer's scale
- ☐ Spray bottle with distilled water
- ☐ 200-gram sample, passing the #40 sieve (1/person)

Tex-110-E

- ☐ Scale
- ☐ Sieves (2-1/2, 1-3/4, 7/8, 3/8, #4, #40, #200, pan)
- ☐ Bowls
- ☐ Mechanical sieve shaker (optional)
- ☐ Misc. tools used during sieve analysis
- ☐ 4-lbs of Flexible Base material

**Use 3X amount for training*

Supervisor Name (print)

Supervisor Signature

Date