

GENERAL INSTRUCTIONS

For the 2023 CCIL proficiency testing program, all test results **MUST** be reported through your CCIL lab portal at <https://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 | 2023 ON QC Extraction Report 1 |
| | EXT-III-N & EXT-IV-N | Extraction Instructions | 2023 ON QC Extraction Report 2 |
| | EXT-V-N & EXT-VI-N | Extraction Instructions | 2023 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 | 2023 ON QC Ignition Furnace Report |
| Mix Compliance Marshall Properties (Type B) | MC-I-N & MC-II-N MC-III-N & MC-IV-N | Mix Compliance Instructions | 2023 ON QC Mix Compliance Report 1 |
| | MDCA-I-N; MDFA-I-N; MDAC-I-N MDCA-II-N; MDFA-II-N; MDAC-II-N | Mix Compliance Instructions | 2023 ON QC Mix Compliance Report 2 |
| Mix Design Marshall Properties (Type A) | GYCA-I-N; GYFA-I-N; GYAC-I-N GYCA-II-N; GYFA-II-N; GYAC-II-N | Mix Design Instructions | 2023 ON QC Mix Design Report |
| Gyratory Compaction Lab Mix | PSS-I-N PSS-II-N | Gyratory Instructions Lab Mix | 2023 ON QC Gyratory Compaction Lab Mix Report |
| Gyratory Compaction Plant Mix | RP-I-N & RP-II-N | Gyratory Instructions Plant Mix | 2023 ON QC Gyratory Compaction Plant Mix Report |
| Recovered Pen. (Type E) | EXT-I-N & EXT-II-N | Recovered Pen Instructions | 2023 ON QC Recovered Pen Report |

Report forms shall be completed and submitted online by 2023 January 6, Friday.

Remember: Your lab's worksheets must be submitted through the portal with your proficiency report. Please combine all worksheets for each portal report into a single pdf prior to uploading. You are required to keep all original worksheet hard copies in a secure dedicated location such as a sealed envelope that is available to CCIL upon request. Do not courier/mail/fax/e-mail the worksheets to CCIL.

All Engineering Managers must complete and submit the online Lab Questionnaire in the CCIL lab portal by 2023 January 6, Friday. The Engineering Manager (P. Eng. or Equivalent) is the person charged with Engineering Management Responsibility for the Laboratory Operations.