NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
MATERIALS BUREAU
FORMS INSTRUCTION
SAMPLE AND ACCEPTANCE TRANSMITTAL
FORM BR 195

SCOPE

Form BR 195 entitled "Shipment Authorization" is executed for all shipments of material from Department accepted lots, stocked at the manufacturing plant or supply location, and shipped under the supervision of a Department representative.

Form BR 195 is a five part color coded snap-out containing provisions for identification by the inspector of the material shipped. One copy of the form will accompany the shipment vehicle and the others are forwarded to the Materials Bureau.

The Materials Bureau will validate the form in the space provided and forward it through the District Office to the project site as evidence of acceptability of the shipment.

EXECUTION AND TRANSMITTAL

1. All entries printed by ball point pen or typewriter.

2. Use sufficient pressure to assure legibility of all copies.

3. Rubber-stamp entries not to be used.

4. All entries to be in accordance with instructions in the exhibits to this method.

5. Remove the pink and buff card copies by carefully detaching them from the left hand stub of the form, without disrupting the assembled set.

6. Pink copy retained by inspector for his record.
7. Enclose buff card copy in waterproof envelope BR 11, and present to supplier for transmission with the driver of the vehicle to the project site. If the shipment is rail or boat, this documentation is to be securely fastened to the material in the shipment.

8. Mail the remaining copies (yellow, white and green) with stub intact

TO: Materials Bureau
N.Y.S. Department of Transportation
State Campus - Building # 7
1220 Washington Avenue
Albany, New York 12226

9. Upon receipt of Form 195 the Materials Bureau will affix a validation signature in the box on the lower right.

10. The yellow and green copies of the form, with the validation affixed, will be returned to the District Office having jurisdiction over the project receiving the shipment.

11. That office will forward the green copy to the project site while retaining the yellow copy for file.
ENTRY INSTRUCTIONS

The following information applies to those boxes which may not necessarily be self-explanatory for all products. The numbers listed below refer to the boxes numbered in the specimen copy above.

1. **VEHICLE NO.** - Enter identification number of the vehicle transporting the shipment. In the case of trailers always use the trailer number. Should a vehicle not have an identification number or if such number is illegible the license plate number of the vehicle shall be used for this purpose.

2. **SHIPMENT DESTINATION** - Enter the name of the contractor to whom the shipment is consigned and the county in which the Department's project is located.

3. **ITEM NO.** - Enter the N.Y.S. DoT specification designation as it appears on the acceptance notice issued by the Materials Bureau for the material being shipped.

4. **TEST NO. AND/OR ACCEPTANCE DATE** - Enter both the test number and the acceptance date as noted on the acceptance notice issued by the Materials Bureau for the material being shipped.

5. **DIAMETER** - For use only in the shipment of pipe.

6. **GAUGE** - For use only in the shipment of metal pipe.

7. **OTHER INFORMATION** - Enter bar sizes for shipments of reinforcing bars. Also for entry of other information as deemed necessary.

8. **SHIPPED BY** - Enter personal signature of inspector.
### Concrete Block Shipment

<table>
<thead>
<tr>
<th>Material</th>
<th>Vehicle No.</th>
<th>Shipment Date</th>
<th>Contract No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete Block</td>
<td>124</td>
<td>4-3-68</td>
<td>FIC 66-82</td>
</tr>
</tbody>
</table>

**Suppliers Name and Location:**

**abc block co. - lakawanna, n.y.**

**Item No.** | **Test No.** | **Lot No.** | **Diam.** | **Gauge** | **Quantity and Unit** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>79068ST4</td>
<td>1-28-68</td>
<td>3</td>
<td></td>
<td></td>
<td>1430 pcs</td>
</tr>
</tbody>
</table>

### Reinforcing Bar Shipment

<table>
<thead>
<tr>
<th>Material</th>
<th>Vehicle No.</th>
<th>Shipment Date</th>
<th>Contract No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinforcing Bar</td>
<td>TR 1468</td>
<td>4-10-68</td>
<td>FIC 67-410</td>
</tr>
</tbody>
</table>

**Suppliers Name and Location:**

**m&n steel co. - larchmont, n.y.**

**Item No.** | **Test No.** | **Lot No.** | **Diam.** | **Gauge** | **Quantity and Unit** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2868SR410</td>
<td>4-8-68</td>
<td>14</td>
<td></td>
<td></td>
<td>10,000 lbs</td>
</tr>
<tr>
<td>2868SR412</td>
<td>4-8-68</td>
<td>15</td>
<td></td>
<td></td>
<td>894 lbs</td>
</tr>
<tr>
<td>2868SR415</td>
<td>4-8-68</td>
<td>16</td>
<td></td>
<td></td>
<td>1,650 lbs</td>
</tr>
</tbody>
</table>

### Concrete Pipe Shipment

<table>
<thead>
<tr>
<th>Material</th>
<th>Vehicle No.</th>
<th>Shipment Date</th>
<th>Contract No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinforced Concrete Pipe</td>
<td>GR-1655</td>
<td>4-1-68</td>
<td>PAID 66-540</td>
</tr>
</tbody>
</table>

**Suppliers Name and Location:**

**abc concrete pipe co. - albany, n.y.**

**Item No.** | **Test No.** | **Lot No.** | **Diam.** | **Gauge** | **Quantity and Unit** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14x68SC13</td>
<td>1-14-68</td>
<td>111</td>
<td>24&quot;</td>
<td></td>
<td>25 L.F.</td>
</tr>
<tr>
<td>14x68SC27</td>
<td>1-19-68</td>
<td>112</td>
<td>36&quot;</td>
<td></td>
<td>30 L.F.</td>
</tr>
<tr>
<td>14x68SC28</td>
<td>1-19-68</td>
<td>113</td>
<td>18&quot;</td>
<td></td>
<td>100 L.F.</td>
</tr>
</tbody>
</table>

**Shipped By (Inspector's Name):**

**d?n doe**

**Dist. No. or Agency:**

**gtl**