

Policy & Procedure Document

Last Modified: 05/29/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1H

ITEM: UNAUTHORIZED SAMPLES REPORT

REVISED: 05/29/2007

SCOPE:

To establish a policy and procedure for the utilization of this report in the material's certification documentation process. **This policy applies to all contracts awarded June 2007 and later, and may be optionally used for projects awarded prior to June 2007.**

GENERAL:

The Unauthorized Samples Report is a summary of a Contract's Sample Records that have not been authorized. This report is classified as a "**Pre-Material Certification Correction Report**" in the Material Certification Policy. The purpose of this report is to flag problems in SiteManager Material records (unauthorized samples) that if left uncorrected could result in inaccurate reports attached to the Material Certification Letter. Action shall be taken to correct problems shown on this report before continuing with the rest of the Material Certification Process. This report is **not** to be attached to the Material Certification Letter as justification for unauthorized samples. Rather, this report is utilized to correct the problem by authorizing the sample record(s). There should be no unauthorized Sample Records on a Contract when the other audit concern indicator reports are ran and the Material Certification Letter is issued.

This report is sorted by Material Code, and displays the Sample ID, Sample Type, Acceptance Method and Sample Status. This report is obtained by selecting a Contract.

A review of this report prior to issuance of the Material Certification Letter should focus on the following issues:

- The indicator may not remain on the final Materials Certification Letter
- Sample records are to be authorized to remove this indicator from the Materials Certification Letter

Additional Discussion:

For remaining, unauthorized samples, if the sample record is not valid for the Contract, the sample Status can be set to "Void" and then the sample record authorized. The authorization of sample records impact other indicators, reports, etc. so making sure there are no remaining unauthorized sample records should be the first concern addressed in the material certification process.

If the unauthorized sample test responsibility is the Materials Division **Acpt Meth:** MAT Materials Division, as shown here from a sample record, contact the Materials Division for assistance in completing the sample record.