

Policy & Procedure Document

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

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.2B

ITEM: CONTRACT SAMPLE SUMMARY REPORT

REVISED: 05/29/2007

SCOPE:

To document the Contract Sample Summary Report, available under the Additional Tools section in the Material Certification Process Utility Index.

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 Contract Sample Summary Report is a summary of sample records associated to a Contract. All Contract samples are listed, regardless of their status or other settings.

This report is not required to be attached to the Material Certification Letter. The purpose of this report is to provide a listing of all samples on a contract. Many of the other available reports in SiteManager are filtered for certain criteria. This unfiltered report may be beneficial as a summary of current sampling activity. This report can be ran at any time, and is not restricted to just a Contract finalization activity or audit use.

This report is sorted by Material Code and displays basic sample information, including authorization information, Sample Type, Acceptance Method and Sample Status. Counts are provided for the number of sample records per Material Code and the total number for the Contract. This report is obtained by selecting a Contract.