

Quick Reference Guide

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Concrete Sample Record: Step by Step Procedure

This QRG describes the step by step procedures for creating a concrete sample record. This was written specifically to provide instruction for field personnel creating sample records for fresh concrete tests and when making cylinders. The instructions provided for inputting the represented quantity on the contract folder tab reflect the policies in affect at several Residencies, and may not reflect the standard practice in all offices.

Procedure For Making a Concrete Sample Record

Log onto SiteManager

Click on the Materials Management icon.

Click on the Sampling and Testing icon.

Click on the Sample Information icon.

Fill out the folder tabs from left to right. This is where your Sampling and Testing Check list will help you.

Basic Sample Data (first folder tab)

The screenshot shows the AASHTO SiteManager software interface. The main window is titled 'Maintain Sample Information' and has several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is selected. The form contains the following fields and values:

Smpl ID:	4324180609201037	Status:	1a: Pending - Res		
Revised By:		Revising:		Sample Date:	09/20/06
Link To:		Link From:		Log Date:	00/00/00
Smpl Type:	MAT Material	Acpt Meth:	CRES Construction Residency		
Material:	pcco001	HC Conc Class	AA(AE)		
Sampler:	nrogers	Rogers, Neil E.			
P/S:	Enid Concrete		m00463		
Type:	PCC	City:	Reference Plant		
Prod Nm:					
Mnfctr:	Enid Concrete		m00463		
Town:		Geog Area:	Garfield Co.		
Intd Use:					
Repr Qty:	.000	CU.YD.			
Auth By:		Auth Date:	00/00/00		
Lock Type:		Locked By:	nrogers	Lock Date:	9/21/2006 10:38:59
Central:	<input checked="" type="checkbox"/>	Division :	4	Residency :	3

Smpl ID: LL SSSS YYMMDD TTTT

Example - 43 2418 060920 1037

Smpl ID always starts with your lab (residency) number **LL (43)**. And then your four digit sampler number **SSSS (2418)**. Next the date and time you took (made) the sample (*not the date and time you are making the sample record*). The date should be entered year **YY (06)** month **MM (09)** day **DD (20)**.

The time should be entered in 24 hour format **TTTT (1037)**.

Status: 1a: Pending - Res

This means that you have taken (made) the sample and are awaiting the lab to receive it.

Revised By: not used

Revising: not used

Sample Date: 09/20/06

This is the date you took (made) the sample.

Link To: not used

This could be used to link to an IAS sample, or any other sample that may be relevant.

Link From: not used

Log Date: 00/00/00

This is the date the lab receives the sample. The lab will input this date.

Smpl Type: MAT Material

This is from the sampling and testing check list and must match to satisfy requirements.

Material: pcco001 HC Conc Class AA(AE)

This the type of concrete you are sampling. This is a searchable field, and must also match the sampling and testing checklist to satisfy requirements.

Sampler: nrogers Rogers, Neil E.

This is the person who performed the test. This is a searchable field

P/S: Enid Concrete m00463

This is the producer / supplier of the concrete. This is a searchable field.

Type: PCC

This is automatically filled in when you pick your Material.

City: Reference Plant

This is automatically filled in when you pick your P / S. When you see "Reference Plant" you will need to fill out the Plant ID field on the *Addtl Sample Data* folder tab.

Prod Nm: not used

This is not used unless the material is pre-qualified.

Mnfctr: Enid Concrete m00463

This is usually the same as the P/S and is a searchable field.

Town: not used

If you would like to put the town that you are closest to you can, but this is not required.

Geog Area: Garfield County

This is the county you are working.

Intd Use: not required

This is not required, but more information is always helpful. If you are pouring an Abutment, Drilled Shaft, etc. you could indicate that here.

Repr Qty: .000

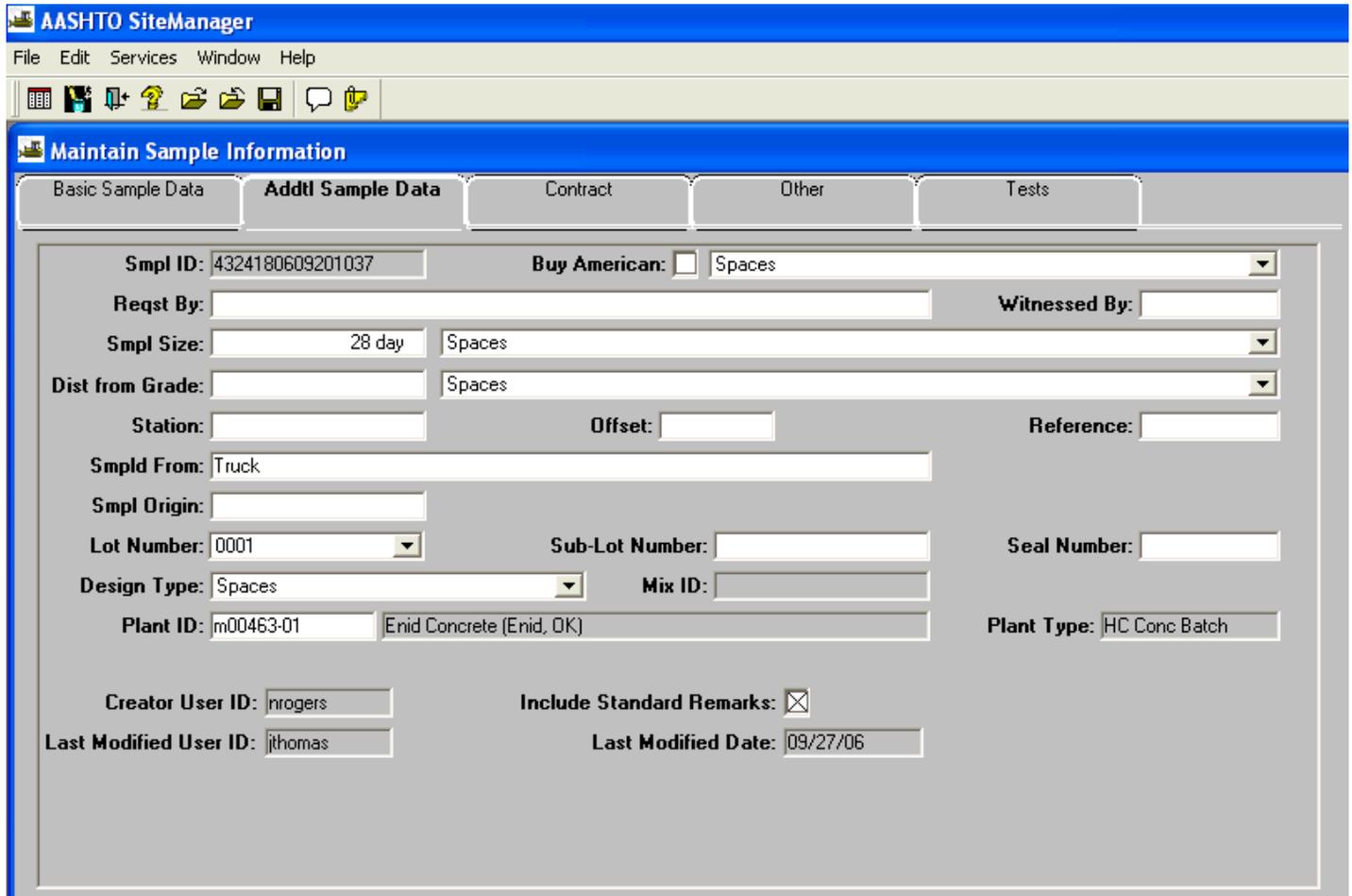
This will not be used. The place to indicate this is on the Contract folder tab.

The remaining fields will auto populate when the proper information is filled in.



Click the save icon and proceed to the *Addtl Sample Data* folder tab.

Addtl Sample Data folder tab



The screenshot shows the AASHTO SiteManager software interface. The main window is titled "Maintain Sample Information" and has several tabs: "Basic Sample Data", "Addtl Sample Data" (which is selected), "Contract", "Other", and "Tests". The "Addtl Sample Data" tab contains the following fields and values:

- Smpl ID: 4324180609201037
- Buy American: Spaces
- Reqst By: [Empty]
- Witnessed By: [Empty]
- Smpl Size: 28 day Spaces
- Dist from Grade: [Empty] Spaces
- Station: [Empty] Offset: [Empty] Reference: [Empty]
- Smpld From: Truck
- Smpl Origin: [Empty]
- Lot Number: 0001 Sub-Lot Number: [Empty] Seal Number: [Empty]
- Design Type: Spaces Mix ID: [Empty]
- Plant ID: m00463-01 Enid Concrete (Enid, OK) Plant Type: HC Conc Batch
- Creator User ID: inrogers
- Include Standard Remarks:
- Last Modified User ID: jthomas
- Last Modified Date: 09/27/06

Smpl ID: 4324180609201037

This will automatically be filled in.

Buy American: not checked Leave drop down reading: "Spaces"

Reqst By: not used

Witnessed By: not used

Smpl Size: 28 day "Spaces"

This is where you indicate if the sample is to be 28 day or Fresh & 7. Leave the drop down next to it reading "Spaces".

Dist from Grade: blank "Spaces"

Leave the drop down next to it reading "Spaces".

Station: blank Offset: blank Reference: blank

Leave all of these fields blank.

Smpld From: Truck

This field is to indicate where the sample was taken, IE Truck ,Pump Truck, Bucket, etc.

Smpl Origin: not used

Lot Number: 0001

This is used to indicate the cylinder set number.

Sub-Lot Number: not used Seal Number: not used

Design Type: Spaces

Mix ID: not available for concrete.

Leave this drop down reading spaces

**Plant ID: m00463-01
Batch**

Enid Concrete (Enid, OK)

Plant Type: HC Conc

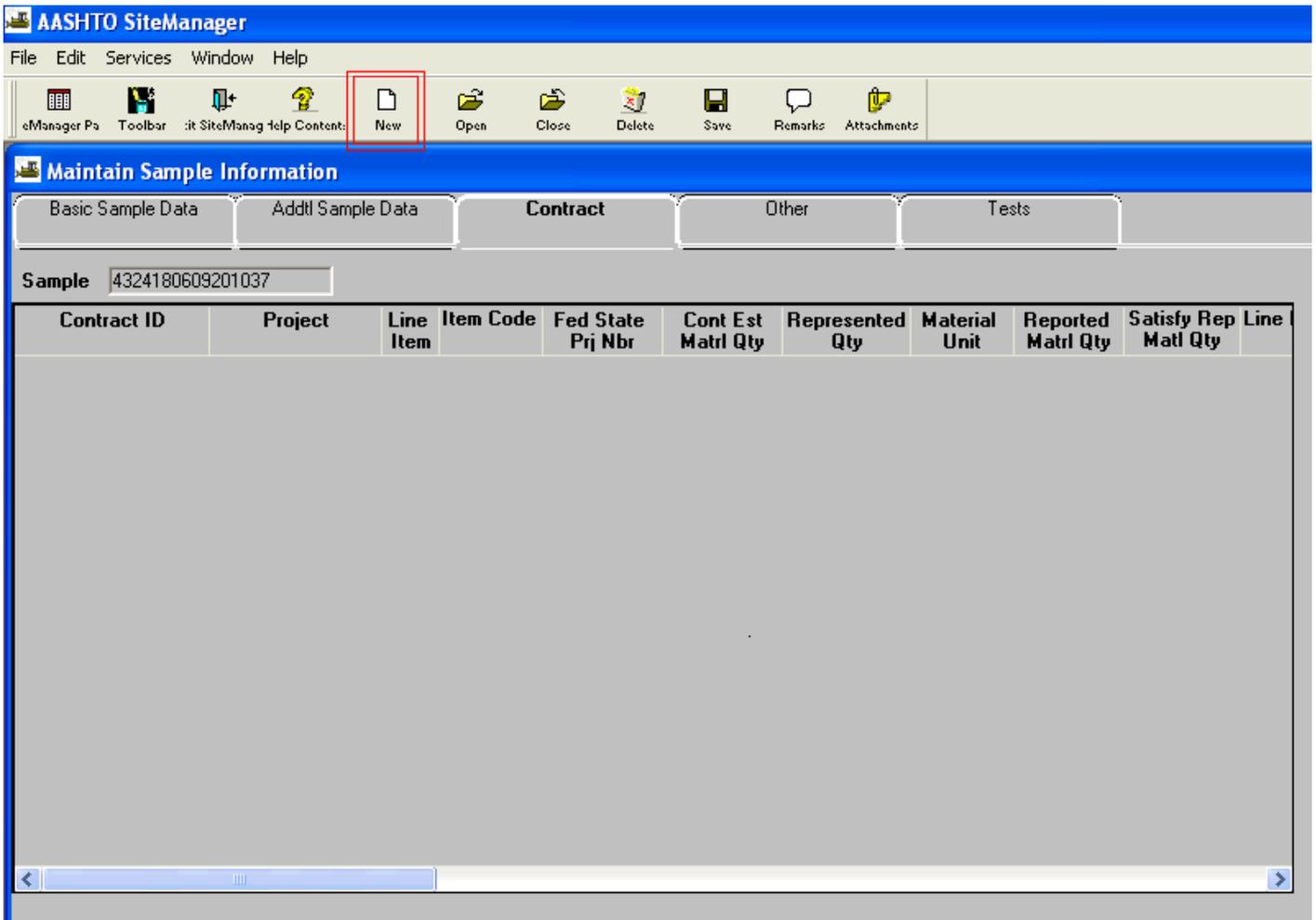
This is where you indicate which plant supplied the concrete. When the "City" field on the Basic Sample Data folder tab reads Reference Plant, you will need to fill this field out. The grayed out fields are automatically filled in after you pick a plant. This is a searchable field.

Check the Include Standard Remarks: box and this folder tab is complete.



Click the save icon and proceed to the Contract folder tab.

Contract folder tab



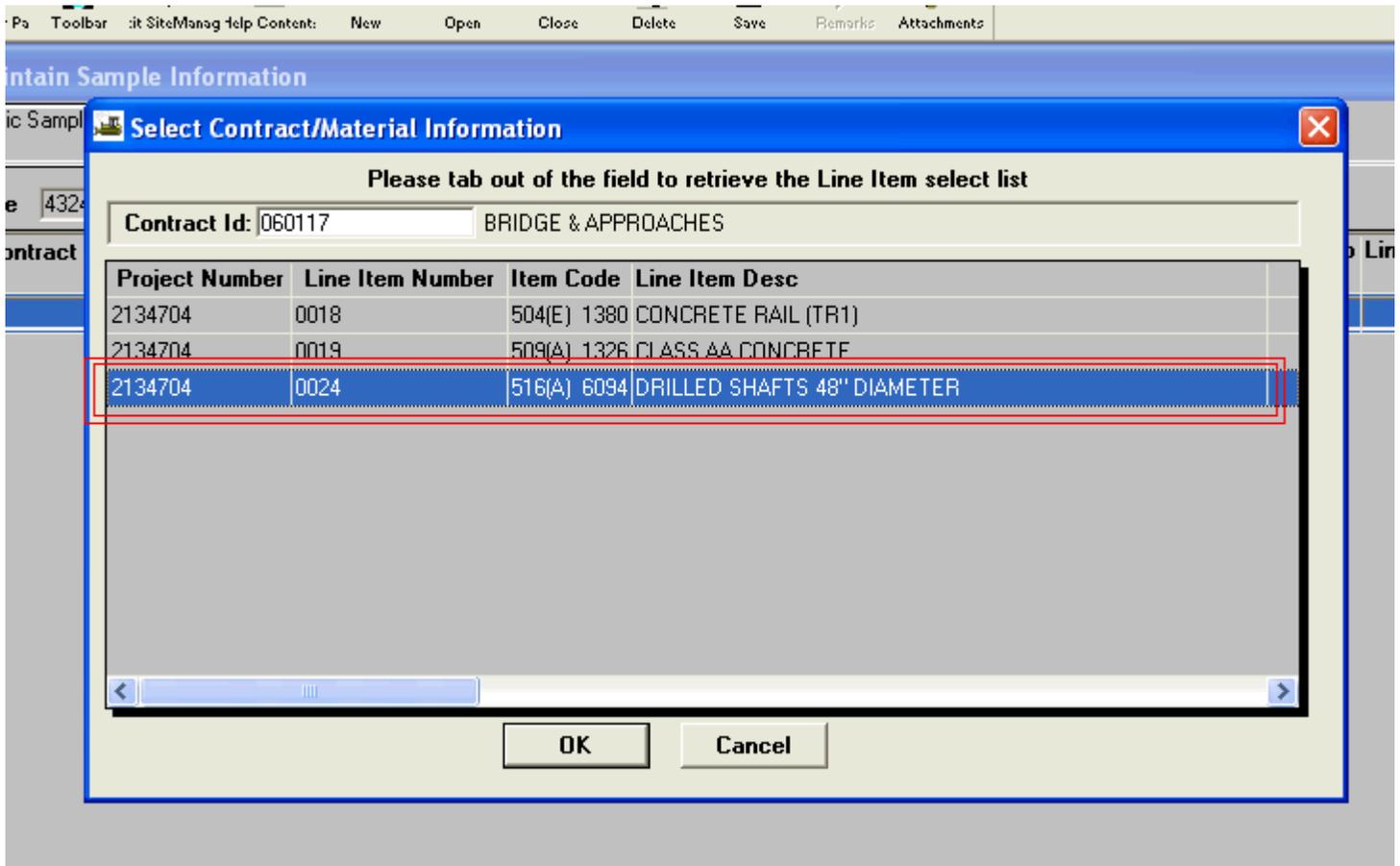
This is where you pick your contract and the line item(s) the sample represents.

As well as the quantity.

To get your contract click the new  icon.

In the Contract ID: field type your SiteManager contract number or you can also search in this field. Then press the tab key on your keyboard. This will bring up the line items associated for the material you picked on the Basic Sample Data folder tab.

This is where you pick your line item(s).



Pick your line item(s) and then click OK.

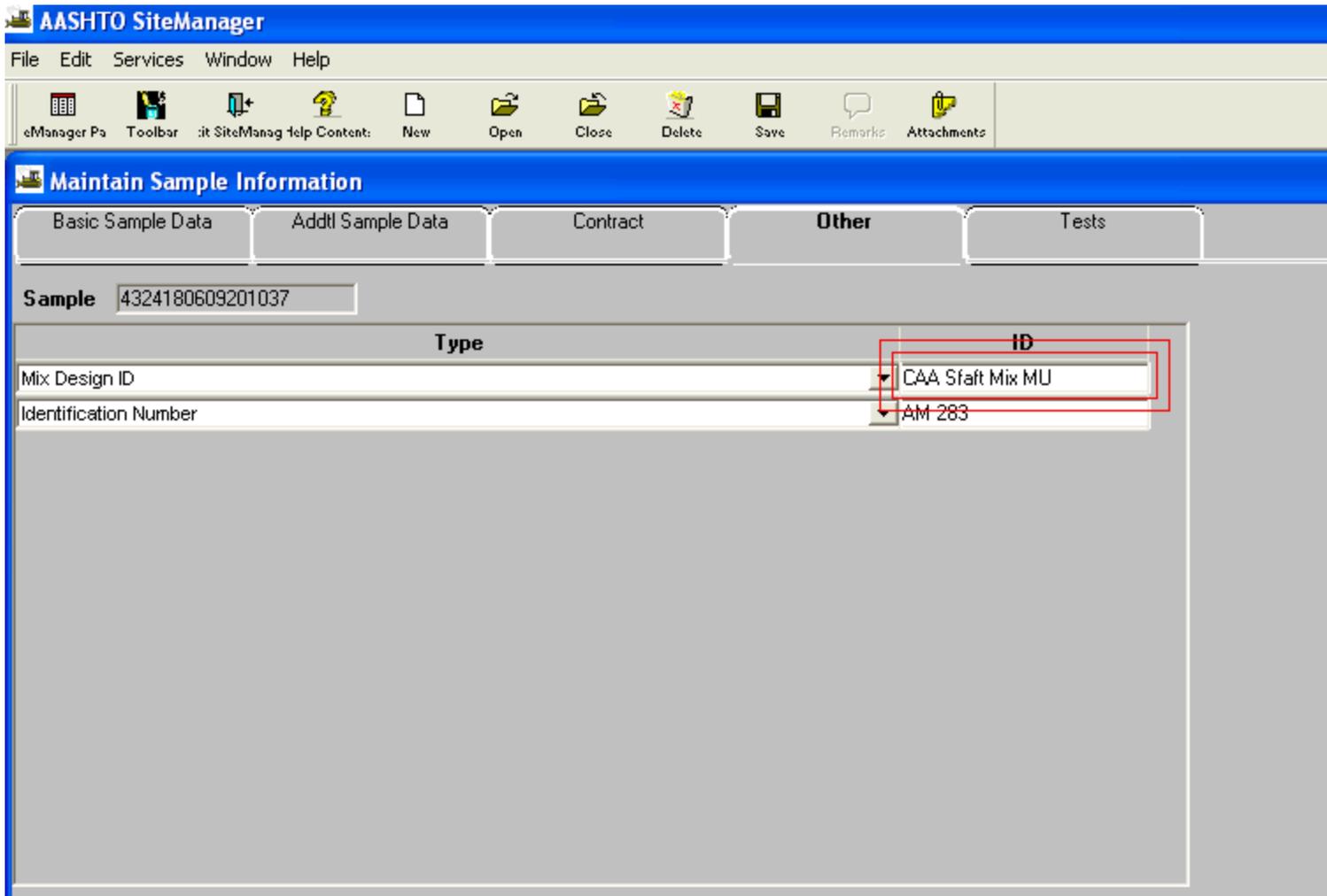
If you are entering a 28 day break, then you need to enter a Represented Qty.

If you are entering a Fresh & 7 day, then just type a 0 in the Represented Qty.

Enter the amount (even if it is 0) and this tab is complete.

Click the save icon  and proceed to the *Other* folder tab.

***Other* folder tab**



This is where you enter your Concrete Mix ID number, and the Air Meter number you are using.

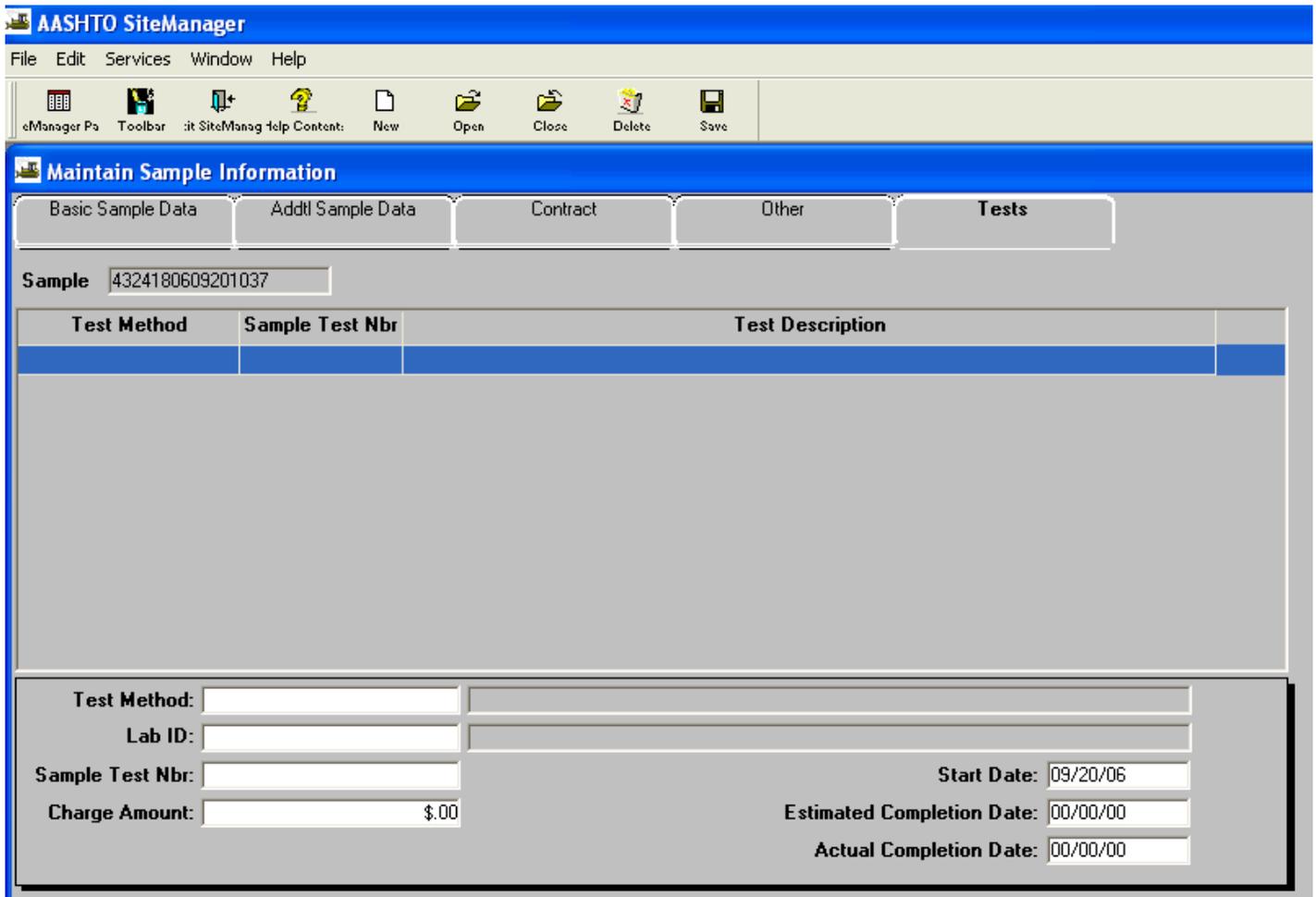
To get a new field to enter information click the new  icon. If you click new twice you will get two lines.

Click the drop down arrow and scroll down to the Mix Design ID. Enter your Mix Design ID into the ID field. Repeat this process for the Air Pot ID number.



Click the save icon  and proceed to the *Tests* folder tab.

***Tests* folder tab**



This is where you add your test.

To get a new field to enter test information click the new  icon.

You can add the Fresh Concrete Test (C94025)(slump, air, temp.) and Early Breaking Strength of Concrete Cylinders (C94020)(7 day) to the same sample record.

You need to make a new sample record for the Compressive Strength of Concrete Cylinders (C94014)(28 day) sample record.

Test Method:

To add a test to the sample record you can type the number of the test in the Test Method: field or you can search in the field.

Lab ID: 43

43 is Enid Residency's Lab number.

Sample Test Nbr: 1

This is always number one.

Charge Amount: \$0.00

This field is not used by field offices. Do not change the amount.

Start Date: 09/20/06

This is the date you made the test.

Estimated Completion Date: 00/00/00

This will be where you enter the date for your 7 & 28 day cylinders

Actual Completion Date: 09/20/06

This will only be entered for the fresh concrete test.

The lab will fill out this date for the cylinder breaks.

Once you have entered your test on your sample record you are ready to input the test data.

To enter test data click Services from the menu bar and scroll down to Enter/View Test Data and click.

This will open your test template.

First you will need to enter your Effective Date. This will populate your template with the spec. year information. This is in the gray part of the form at the top.

Next go through the form and fill out all pertinent information.

**For the Air Content procedure: T-152 (Pressure Meter)
T-196 (Roller Meter)**

This form does not need to be printed out.

The lab should review and authorize it.

This is an example of a properly entered Fresh template.

Sample ID 4324180609201037 Test Number 1

1-C94025

Oklahoma Department of Transportation Fresh Concrete Tests

Lot Number _____ Sub-Lot _____
Batch Ticket # 13401

Measurement Units English

Air Content

Procedure Used	T152	min	max
Air Content (%)	6.0	5.0	8.0

T309

Concrete Temperature (° F)	75	50	90
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T119

Slump (in)	2.00	1	3
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T121

Unit Weight (pcf)	0.0	Theoretical Unit Wt.	0	pcf
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T23

Concrete Cylinders Made	4
Cylinder Identification	1 - 1 C

Remarks 1 BRO-124D(51) CO
Remarks 2 _____
Remarks 3 _____

Final Test Results Pass
 Fail

Reviewer User ID _____

T

o enter 7 day (C94020) test information use the same procedure as the fresh test.

This form does not need to be printed out.
This is an example of a properly entered Early Day Break template.

Sample ID 4324180609201037 Test Number 1

0-C94020
Oklahoma Department of Transportation
Early Breaking Strength of Concrete Cylinders
Test Methods: T-22, T231

If L/D < 1.8 Correct Test Load According to T22

English/Metric English Diameter (in) 6.00
Area (in) 28.27 Cylinder Age 7 Days

	Cylinder 1	Cylinder 2	Cylinder 3	Cylinder 4
Cylinder Number	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Maximum Load (Pounds-Force)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Compressive Strength (psi)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fracture Type	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Average Maximum Load (Pounds-Force) 0
Average Compressive Strength (psi) 0 (rounded to nearest 10 psi)

Remarks 1 BRO-124D(51) GO
Remarks 2 Batch Ticket # 13401
Remarks 3

Final Test Results Pass
 Fail

Reviewer User ID

Enter information the same way for the Compressive Strength (C94014) (28 Day) test.
This test needs to be on its own sample record.

This is the form that should be printed out to give to the lab.

Use the small gray "P" button at the upper right corner of the template.

The screenshot shows a software interface for a material test template. At the top, a blue header reads "Material Test Template Usage". Below this, there are several input fields: "Sample ID" (432418060920), "Test Method" (C94014), "Test Number" (1), "Material Code" (pcco001), and "Mix Type" (empty). An "Effective Date" dropdown is set to 01/01/99. The main content area has a light gray background and contains the following text: "Sample ID" (4324180609201037), "Test Number" (1), and a small gray button with a white "P" inside, highlighted by a red square. Below this, the text "0-C94014 Oklahoma Department of Transportation" is displayed in blue, followed by "Compressive Strength of Concrete Cylinders" and "Test Methods: T-22, T231" in blue. A red note states "If L/D < 1.8 Correct Test Load According to T22". At the bottom, there are two rows of input fields: "English/Metric" (English), "Diameter (in)" (6.00), "Area (in²)" (28.27), and "Cylinder Age" (28 Days).

After you print this out write the break dates on the form before you give it to the lab.

You will need to put both the 7 day date and the 28 day date on the form. You could put this information in the remarks field if you would like.

This is an example of a properly entered Compressive Strength template.

Sample ID Test Number

CS4014
Oklahoma Department of Transportation
Compressive Strength of Concrete Cylinders

Test Methods: T-22, T231

If L/D < 1.8 Correct Test Load According to T22

English/Metric Diameter (in)
Area (In²) Cylinder Age

	Cylinder 1	Cylinder 2	Cylinder 3	Cylinder 4
Cylinder Number	1A	1B	1C	
Maximum Load (Pounds-Force)	0	0	0	0
Compressive Strength (psi)	0	0	0	0
Fracture Type	0	0	0	0
Average Maximum Load (Pounds-Force)	0.00		min	max
Average Compressive Strength (psi)*	0.0		4000	99999999

(rounded to nearest 10 psi)

Remarks 1

Remarks 2

Remarks 3

If a 'Pay Reduction Factor' needs to be calculated please type the minimum Compressive Strength Specification in field below:

Final Test Results Pass
 Fail

Reviewer User ID

Note on Last Modified Date:

This QRG is the 10/25/06 version. The Last modified date reflects a change to the design of the SSS database system.