

Quick Reference Guide

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Material Sample Submittal of Questionable Pre-Approved Products

Scope:

Approved listed materials can be accepted if they meet Field Acceptance Method 5001 Guidelines. A properly completed sample record with test template AM5001 is used to document acceptance. However, if visual inspection indicates possible quality problems, a sample should be submitted to the Material Division Lab for analysis. This requires proper documentation in a SiteManager sample record. If the test results from the submitted sample meet specifications, the material should typically continue to be accepted by 5001 guidelines. If the test results from the submitted sample fail specifications and/or continued quality problems are encountered, change of source of materials is recommended.

Always communicate suspected quality problems or issues concerning Pre-Approved products/materials to the Materials Division!

Procedure:

Create New sample record for documentation and submittal of actual material sample that will go to the lab.

1. In original sample record (with the AM5001 template), click on Services - Copy Sample.
2. For the new sample record that appears, enter new sample ID.
3. For the new sample record edit the material code, acceptance method, and sample type to indicate a material sample is going to Central Lab.
4. Open the remarks button, document specific quality problems or issues observed or reported. If you documented specific quality problems in the original sample record with the AM5001 template, just say, "see linked sample".
5. For the new sample record, right click in the "Link To" box and select the original sample record.
6. For the new sample record, go to the test tab and delete the AM5001 test. Add the new test (template) used for testing the material. If unsure, be sure to indicate the requested tests in the remarks area (item 4 above).
7. You will not be able to choose a contract line item(s) in the Contract tab of the sample record, unless this new material and test are added to contract sampling and testing requirements (This will not be an issue unless submitted sample(s) fail specifications, and the Residency chooses to begin acceptance of material based on lab testing instead of 5001 guidelines.).
8. Submit sample to Materials Division.