Quick Reference Guide

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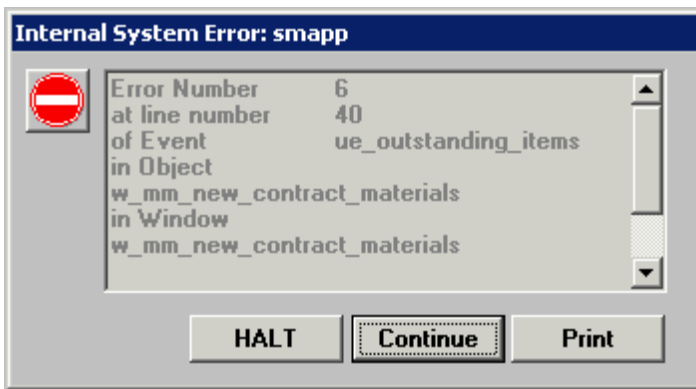
Outstanding Item List

This guide provides specific details about the Outstanding Item List (OIL). Additional information concerning the OIL as it relates to Contract Materials can be found in the Quick Reference Guide, "Generating Materials on a Contract".

Navigation to the OIL:

1. Materials Management > Contract Materials (+) > Contract Materials

2. Choose a Contract, click on contract once to highlight it.

3. Services Menu > Outstanding Item List

The OIL is a report listing pay items with NO globally defined SiteManager sampling/testing procedures. **The pay items that should appear on the OIL are items that may have a material concern, such as a certification requirement, for which a SM Material documentation process has not been created.** There are also pay items on the OIL where the use of Materials are so contract (project) specific that a global definition of S&T requirements (especially the conversion factor relating the amount of material in a pay item unit) could not be defined. An example of this is Bridge Deck Repair, where you have no idea how thick the repair is going to be or what material will be used. Users should print and save the OIL in their project file. Users should continue to handle material concerns on these OIL items using existing/current procedures, or set up contract specific S&T requirements where appropriate.

If the following error message is received when running the OIL, it means all pay items on the contract have S&T requirements defined. Stated another way, the OIL is empty. Go ahead and generate materials.

Examples of items that should be on OIL include:

*   construction traffic control
*   many steel items (piles, etc.)
*   guardrail items

- most traffic (800) items
- bridge deck repair

In addition there may be items that are usually defined in plan notes, mass diagrams, or lump sum, whereby it is not possible to define default testing frequencies. Such items, containing material sampling and testing requirements should be set up on a contract basis after materials are generated.

The following types of pay items should NOT appear on the OIL. If they show up on an OIL, please submit a SiteManager Support Request using the SSS Lotus Notes database. Provide the contract ID, pay item(s) in question, and be prepared to assist with conversion factors and test frequencies:

- Concrete
- Asphalt
- Aggregates
- Earthwork or bases requiring density testing
- Materials with a formally defined approved products list
- Materials inspected and marked prior to shipment
- Fencing
- Items that never have material issues (ex: mobilization, clearing & grubbing, etc.)

Notes on Revisions:

9/15/2006: Added language about items appearing on the OIL because the material use is so contract specific, global S&T requirements could not be established. (bridge deck repair).

1/24/2007: Added language about all metric pay items appearing on the OIL because no metric item materials have been addressed.

5/21/2007: Removed CGMP from list of items that should typically appear on OIL. CGMP Pay items have been associated to test method AM5001.

8/14/2008: Removed "Metric Items" from list of items that should typically appear on OIL. Metric items now have S&T requirements addressed.