Quick Reference Guide

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Reviewed for Version:

Sample Submittals to Central Lab

Scope:

To establish a reference guide outlining procedures for submitting samples to the Material Division Central Lab, and the documentation required in SiteManager.

General:

A sample record must be created in SiteManager by the user submitting a sample to the Central Lab. Sufficient information shall be input in the sample record to document contract/pay item information, testing requested, and general sample information. Printed sample information shall accompany the sample during transport to the Lab (see item 4 below). Samples tested in the Central Lab will be authorized by the Central Lab; therefore do not create sample records containing multiple tests where some of the testing is conducted by the Residency and other tests conducted by the Materials Division.

Procedure:

1. Create a sample record in accordance with Policy & Procedure 1109.1.

2. Complete the Contract Tab of the sample record documenting the contract and pay items represented by the sample. It is recommended that samples submitted to the Central Lab, only be associated to one contract. (This will simplify issues related to whether a sample should count or not, towards satisfying sampling and testing requirements on a contract - remember these samples are authorized by the Central Lab.).

3. Go to the Test tab of the sample record and choose the tests you want performed on the sample. There are two required fields to save a test, Test Method, and Sample Test Nbr. If you are not sure what tests (templates) to include, contact the lab who will be conducting the test(s) and verify what should be included. Remember the goal is to communicate what tests you want conducted.

4. Include sample information necessary for proper sample identification during shipping. There are three acceptable methods of sample identification documentation for shipping.
    - Shipping Tag
    - Print an Information sheet using the Custom Lab Report
    - Print an Information sheet using the SM Lab Report

    a.   Shipping Tag:

    b. The minimum information required for proper sample identification during shipping is:
    - SM sample ID
    - Material description (TBSC type E, S3, etc.)

- Number of shipping units (bag 1 of 2, etc.)

c. Write this information on a shipping tag (or envelope), or write it on a small card and place in the envelope.

a. **Printing the Custom Lab Report:**

b. Navigate to the Main Panel > Accessories > System Attachments

c. Highlight the "Sample Info" Report, Run Attachment (click blue running man icon).

d. Follow prompts to find specific sample, print report.

e. **Printing the Built in SM Lab Report** (Note - this report does not work with all custom templates)**:**

f. Go to the Basic Sample Data Tab and choose, Services - Lab Report. If more than one test method or line item was chosen previously, there will be options to print each combination of test method and line item.

g. Print only one test method by highlighting one of the test methods in the Associated Test Methods window.

h. Click OK, and a standard lab report sheet will display. It should contain a header of basic sample data and possible contract information, including sample ID. The lower half of the sheet should be blank.

i. Click the print icon, and the lab report will print to the default printer.

1. If any additional tests need to be conducted by the Central lab (as chosen earlier in the Test tab of the sample record), write them on the lab report.

2. Place the printed lab report in an envelope and attach to the sample. Submit to Central Lab.

Note on Last Modified Date:
This QRG is the 06/15/06 version. The Last modified date reflects a change to the design of the SSS database system.