

Policy & Procedure Document

Last Modified: 09/12/2011
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1105.8

ITEM: QUALIFIED LABS

REVISED: 09/12/2011

SCOPE:

To establish the policy and procedure for maintaining the SiteManager Qualified Labs information.

GENERAL:

The Materials Division is responsible for approving or qualifying labs. The data in the Qualified Labs window is maintained by the MATADMIN group. The Qualified Labs window is used to enter and view testing laboratories and their qualifications. A list of all laboratories from this window shows up when using the search lens of the "Lab ID" documentation function for SiteManager tests associated to a SiteManager sample information record. This information is also used in the Department's website listing of Qualified Labs. For all labs other than OkDOT Residency Labs, the lab address and contact numbers will be completed in the Company Address area.

Due to the limited number of fields and limited functionality available within the Qualified Labs window, changes to a Lab's status such as becoming inactive or revocation of qualification will be indicated with a notation in the Lab's name. Specific information regarding lab status is provided below in the "**Name**" field description. There is no place to add notes about a lab, such as in a remarks bubble icon, therefore if a note is necessary to describe an inactive or closed Lab, a note can be added in the email field in the address icon .

DESCRIPTION OF FIELDS:

When a lab is selected from the Select Qualified Lab window, the Qualified Labs window displays the following fields:

Lab ID - This is the lab's unique identifier. In OkDOT there are four Lab ID formats:

pvXXX where the pv indicates a private lab and XXX is a 3-digit consecutive counting number.

Example: pv004

qcXXX where the qc indicates a Contractor's quality control lab and XXX is a 3-digit consecutive counting number.

Example: qc023 - XX where XX is the numeric OkDOT Residency code. Example: 42 is the ID for El Reno Residency Lab.

ps to signify a generic Producer/Supplier lab. Used when inputting split results from a refinery or plant.

Geographic Area - This field is for indicating where the lab is located. In OkDOT, this will not be a required data entry.

Name - This is the name of the lab. In OkDOT, the naming convention will include additional descriptions and information as may be helpful to further identify either the lab or its status followed by information indicating current type of material testing qualification in parenthesis. For example, if the lab is Cummins Constr. - Enid Lab, and they are qualified to do Asphalt Mixture Testing and Aggregate Testing, then their name would be entered *Cummins Constr. - Enid Lab (A, AG)*. See the list of available qualification types in the **Type** field description below.

Inactive Lab: If a lab becomes inactive, indicate this by adding the word, "INACTIVE" after the Lab's name, and remove the letters indicating type of qualification from the parenthesis. *Example: "Mr. Contractor's Lab INACTIVE ()".*

Revocation of Lab Qualification: If there is cause to revoke a Lab's qualification status, indicate this by adding the word, "QUAL.REVOKED()", after the Lab's name, and remove the letters indicating type of qualification from the parenthesis. *Example: "Mr. Contractor's Lab QUAL.REVOKED ()"*

Website Listing Note: Removing all of the letters from the parenthesis, but leaving a empty set of () or entering only (N) only both trigger the web report to not list the Lab in the Qualified Lab List on the website.

OMRL Participation Only Labs: Labs that are not qualified for anything else in SiteManager but participate in OMRL will be entered with (N) entered after the Lab's name. *Example: "Mr. Contractor's Lab (N)".* Nothing will be entered in the Type panel below the Name panel for OMRL Only Participation Labs.

Contact Person - This is the name of the lab's contact person. In OkDOT this is the contact person for the actual lab. The name is entered First Last. Example, John Smith.

Type - This is a drop down list (from LABQUAL system table) to select the type of lab qualification.
Aggregate Testing (AG)
Asphalt Mixture Testing (A)
Concrete Testing (C)
Soils Testing (S)
Superpave Mix Designs (AD)

Method - This is the method of qualification used. Examples: Lab-Quality System Approval and Lab-Residency Lab Inspection

Authority - This is the authority that issued the qualification. Examples: Materials Division and Materials Division Liaison Branch.

Expiration Date - This is the date the qualification expires. This is a required field and for initial populations, the field is being populated with a "dummy date" of 12/31/49. If only particular qualifications expire, those indicator letters will be removed from within the qualification parenthesis following their name.

Test Method - This field is used to select and then display the unique code identifier of a SiteManager test template specific to a highlighted qualification line. This field has no known functionality other than to display SiteManager tests. Many qualified labs will not be using SiteManager test templates. This field will not be populated for labs at this time.

Test Description - This field displays the description of the selected test. This field will not be populated for labs at this time.

Generic Fields - Using the Company address option, Generic Date 2 field will be used for an Expiration Date. This date will display on web reports. Customizations will stop listing expired labs from the selection list in the sample record / test tab area. If necessary to document, Generic Date 1 field will be used for an Effective Date.

Changes to the previous version of this Policy:

Note: The previous version of this policy is available in the cancelled Policy and Procedures folder.

07/08/2009: Revisions to the previous version of the policy include; removal of the outdated "SiteManager Access Assignments" Table, various formatting changes to lists, and revisions to the General section, Names section and Expiration Date section to better define how to describe and list inactive labs or labs whose qualifications have been revoked.

04/28/2010: Revision added OMRL Participation Only Labs to the Name section and Website Listing Note in Name section was revised to document that (N) labs would also be suppressed from web approved lists.

09/12/2011: Added Generic Fields Section.