

# Policy & Procedure Document

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**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1109.1

**ITEM:** SAMPLE INFORMATION

**REVISED:** 09/16/2010

## SAMPLE INFORMATION

### **1109.1 General**

**All Contracts let March 2006 and later, with pay items containing materials with globally defined Sampling and Testing Requirements, are required to document material sampling and testing activities utilizing SiteManager in accordance with Policies & Procedures, and QRG's published in the SSS Lotus Notes Database.**

Any document or material inspected for the purpose of qualifying it and/or accepting it on a project, and documented in SiteManager, requires a SiteManager Sample Information record. It is the responsibility of the person collecting a sample (or receiving pretested or certified material at the project site), to create the Sample Information Record, and to enter all necessary information into the first four folder tabs available at the time of sample collection. It is the responsibility of the person performing the testing, to document test results in test templates, and complete the fifth and final folder tab. To access the Sample Information panel, select Materials Management, Sampling and Testing, then Sample Information. A properly created, tested and authorized SiteManager Sample Information record is required by the system to satisfy the system's contract level sampling and testing requirements which were set up as described in 1103.2 Contract Sampling and Testing.

SiteManager determines how much material (for a pay item) has been tested, by two methods. First it sums the represented Quantity input by the user in the **contract folder tab**. Second, it "counts" the number of properly completed sample records to determine if enough samples have been taken (based on the defined sample frequency). If a technician obtains more samples than required by the sample frequency, for example to document a material quality issue or to sample that first truck of concrete, SiteManager will want to "count" that sample. This could cause all of the Sampling & Testing requirements to be satisfied way too early, compared to the reported material quantities installed. In these instances, where additional samples are needed for good material documentation, but more often than the defined sample frequency, users are directed to set the sample status to "information only". This sample status selection will cause the system to not count the sample towards satisfying the contract sampling and testing requirements. More information on these windows are provided in this policy.

### **Timely Input of Material Records:**

SiteManager looks at material quantities accepted by properly completed sample records, and compares it to installed pay item quantities that will be paid in the biweekly pay estimates. If there are not enough sample records to justify payment on a pay item, a material discrepancy will be shown. To benefit from this sample record check during progressive payments; sample records need to be created, data entered, and samples authorized in a timely manner. It is the intent of this policy that sample documentation should occur in SiteManager as the sampling and testing activities are carried out, with a maximum allowable time of two weeks after testing is complete to authorize a finished sample record. Even with timely input of sampling

and testing documentation, there is usually a lag for samples tested in a lab, to allow time for transportation, processing and testing, which can take several days (28 days for concrete cylinders).

### **Copying Samples:**

Samples can be copied using the **Services > Copy Sample** menu. This is a tool for creating subsequent sample records without having to manually enter all of the data each and every time, especially when much of the information may not change from one sample to another. This will copy almost all of the original sample information into a new sample record. **Remarks are not copied.** The Sample ID field will be blank, and edits can be made to most fields in the new sample record. In the test folder tab, any test methods from the original sample will show up in the new sample record, however, the Material test templates will not contain any data, and can be deleted using the delete icon. The test template sample test number is also copied but cannot be edited. Two important notes about copying samples:

- **When the Sample Date is changed, four fields are blanked out and will need to be re-entered.**  
They are;  
**Sampler, P/S, Product Name, Manufacturer.**
- **Any Contract information is copied into the Contract Folder Tab. It is strongly recommended to review and edit (if necessary) the information copied into the Contract Folder tab to ensure proper sampling and testing quantities are posted to correct line items and contracts.**

### **Revising Samples:**

Authorized samples can be revised using the **Services > Revise** menu. This is a useful tool for editing or making changes to a sample record after it has been authorized. The Revise feature creates a new sample record, copying **almost all** of the sample information, including test template information.

- Remarks are **not** copied from the original sample record.
- Testers associated to the test template are **not** copied, and will have to be entered.
- The Sample ID field will be blank, and edits can be made to any field in the new sample record.

**When a sample is revised using the Services - Revise, menu feature, the status of the revised (original) sample is automatically changed to "void".** A voided sample will not count towards satisfying sampling and testing requirements.

### **Sample Remarks:**

Proper documentation of sample records is an essential part of contract documentation. Even with all of the various fields and windows available in the Sample Information window, there may be important reasons to add additional remarks to a sample. Examples could include the discussion of a failing test result, reason for a sample revision, sample handling issues, etc. A remark should always be entered for a sample with status = Fail & Accepted. Future summary reports and audit tools will retrieve information from these remark windows. It should be assumed that the inclusion of brief descriptive remarks will assist with project finalization, especially for failing samples, when issuing the material certification letter and in the audit of projects. Anytime a remark is entered, the user should enter a date: their name: and a brief remark.

Example:

3/5/07: Scott Seiter: Gradation failed on 3/8 sieve, will inspect stockpile and resample.

**Remarks should be brief. Do not add blank lines in the remarks field. Most custom reports will only display the first 255 characters in a remarks field.**

There are two separate places where remarks can be entered:

- **Remarks icon:** a common icon found in many windows in SiteManager. Anyone with access to the sample record can enter a remark here before the sample is authorized. Lines appear in the icon if information has been entered in this remarks area.
- **Services > Disposition Remarks:** This feature is only available after a sample has been authorized. It allows a user to add a comment to a sample after authorization.

**Remarks are not copied into a new sample record when a sample is copied or revised.**

"Inspection" is very generally defined for this policy to include: qualification tests, gradations, densities, slump, air content, verifying stamps or labels, verifying certifications or brochures, confirming to be on an

approved list or anything else that may be done to either initially qualify a material or later accept that material on an OkDOT project.

The Sample Information window must be used to record OkDOT project related material acceptance information for SiteManager projects and may be used to record other supporting or relevant sample and test records as well.

### **1109.1.1 Basic Sample Data folder tab**

The Basic Sample Data folder tab is used to create and modify a Sample Information record. This window contains the following fields:

#### **Smpl ID**

The Sample ID is sample record's unique identifier. This is a required field and can never be duplicated. In ODOT, this number will always follow a first sixteen or seventeen (16 or 17) character structure that is dependent on the office of record responsibility, the individual that takes the sample and the date/time the sample was taken.

SiteManager behaves differently than other database programs, including Microsoft Access which is used for many SiteManager reports, in that SiteManager considers lower case and upper case letters as different characters. For example, if there were two sample ID's that were identical except for the last character, where one was a lower case 'd' and the other an upper case 'D', SiteManager would see these as two unique samples, however, the Department's reporting tools would only recognize one of the samples which could lead to erroneous reporting of information. Because of this is, if an alpha character has to be used in a sample ID, only use lower case.

**For all sample records:** the first sixteen (16) character convention is:

**LLSSSSYYMMDDHHMMA** where

**LL** is a two digit number that depends on where you work:

**Residency personnel:** **LL** is the historical Residency code (as shown in the LL Code List below)

**OkDOT Central Lab personnel:** **LL** is the central lab code for the lab responsible to maintain the record (See LL code list below)

**Consultant Engineering & Inspection personnel:** **LL** is the two digit division code, also shown as the level 2 office code in various SiteManager Windows (See LL code list below).

**SSSS** indicates the sampler's Sampled By (Insp. ID) number as defined in 1105.2 Inspectors

**YYMMDD** indicates the date the sample was taken in Year-Month-Day format

**HHMM** is the time, in military format, that the sample was taken

**a** is an identifier of test for material codes with multiple test template requirements (PCC & HMA)

#### **a codes (use lower case only):**

t = tsr

d = Density Cores

n = Non-destructive Density on Asphalt (nuke or non-nuke)

s = Sand Equivalent

m = HMA Mix (extraction, T30, Rices, volumetrics)

f = Fresh Concrete Tests (air, slump, temp.)

y = Concrete Cylinders

Example: Sample 4413560406171539 is a sample recorded for the Edmond Residency Lab, taken by Sampler 1356 on June 17, 2004 at 3:39 PM.

Example: Sample 9500240411010937 is a sample recorded for the Central Geotechnical Lab, taken by Sampler 0024 on November 1, 2004 at 9:37 AM.

If a sample is revised using the services > revise feature, the new sample ID shall be the original sample ID with an r added to the end of the sample ID.

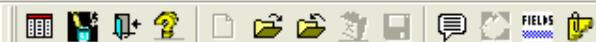
For contracts administered and inspected by an ODOT Residency, if testing is performed by a Contractor or Consultant Lab, it is to be recorded for the Residency administering the contract. In each such case, a small letter "c" will be included following the usual format. In the Example above, if Edmond Residency was performing the inspection on a project but hired a consultant Lab to sample/test a material, the Sample ID would be 4413560411010937c.

For samples on contracts administered by a consultant Engineering and Inspection firm, the first two digits (**LL**) is the Division code (Level 2) shown in the Contract Records window (Main panel > Contract Administration > Contract Records > Contracts)

The screenshot shows the AASHTO SiteManager software interface. The main window title is 'AASHTO SiteManager'. The top menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Contracts'. A sub-dialog titled 'Select Contract' is open, containing a 'Selection' section with a 'Contract ID' search field and a 'Find:' search bar. The main table has the following columns: Contract ID, Vendor ID, Fed State Proj Nbr, Status, County, Lvl 2, Lvl 3, Lvl 4, and Loc. The data in the table is as follows:

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loc
060411	731545807	CB-119D(056)	ACTV	C19	08	400		COUNTY ROAD;
060412	730776271	BRO-128D(063)CO	ACTV	C28	05	200		COUNTY ROAD;
060413	731174172	BRF-139C(047)CO	ACTV	C39	02	400		COUNTY ROAD;
060414	731169880	ITSY-QT80(039)IT/STPC	ACTV	C61	02	400		US-69; AT MCALI
060415	731419591	BRO-163D(120) CO	ACTV	C63	03	100		COUNTY ROAD;
060416	731419591	BRO-163D(132) CO	ACTV	C63	03	300		COUNTY ROAD;

Or:



## Contracts

Description	Location	Payment Data	Critical Dates	Primary Personnel	Prime Contractor	DBE Commit	Training P
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Contract ID:	060411	Fed St/Pr Prj Nbr:	CB-119D(056)
Status:	Active	Primary PCN:	1875404
Division:	08	Residency:	400
Progress Sched:		Variance Pct:	20.00
Desc:	BRIDGE & APPROACHES		
Time Charges:	WORK DAYS	Bid Days:	60
Contract Type:	PRIME BIDDER		
Work Type:	BRIDGE AND APPROACHES		
Spec Yr:	1999	Unit System:	English
Suppl Spec Bk Yr:		Alt ID:	
<b>Funding</b> <input type="radio"/> Federal <input checked="" type="radio"/> State/Province <input type="radio"/> Both			
<input type="checkbox"/> Fed Oversight <input type="checkbox"/> Local Oversight			
<b>Proposal Fund Type:</b> 9012			

The first 2 digits (**LL**) of all Sample ID's will always be something from the following table:

LL CODE	Residency
11	Muskogee Residency Lab
12	Sallisaw Residency Lab
21	Antlers Residency Lab
22	Heavener Residency Lab
23	Madill Residency Lab
24	McAlester Residency Lab
31	Ada Residency Lab
32	Purcell Residency Lab
33	Wewoka Residency Lab
41	Perry Residency Lab
42	El Reno Residency Lab
43	Enid Residency Lab
44	Edmond Residency Lab
45	Stillwater Residency Lab
46	Oklahoma City Residency Lab
51	Clinton Residency Lab
52	Altus Residency Lab
61	Buffalo Residency Lab
62	Guymon Residency Lab
71	Duncan Residency Lab
72	Ardmore Residency Lab
73	Anadarko Residency Lab
81	Tulsa Residency Lab
83	Claremore Residency Lab
84	Sand Springs Residency Lab
91	Central Bituminous Liquid Lab
92	Central Chemical Lab
93	Central Bituminous Mixture Lab
94	Central Structural Materials Lab
95	Central Geotechnical Lab
96	Central Independent Assurance Unit
97	Central Materials Administrative Unit
01	Consultants working in Division One
02	Consultants working in Division Two
03	Consultants working in Division Three
04	Consultants working in Division Four
05	Consultants working in Division Five
06	Consultants working in Division Six
07	Consultants working in Division Seven
08	Consultants working in Division Eight

#### Status

The Status is the current status of the record. All newly created records should contain either "1a: Pending - Res" or "1b: Pending - Central" in this field, to be switched appropriately by the individual completing specific activities regarding the sample. The system will allow an authorized sample record to count towards satisfying Contract Sampling and testing requirements, **only if** the proper Status is selected. **The two**

**Status selections that will allow a sample record to count, are; "4a: Meets", and "4c: Fail & Accepted".** Before a Sample can be Authorized, the Status must be set to one of the selections beginning with a 4 or 5 or "Void". Below is a chart to describe who is to set what status, when and what that status indicates:

STATUS	WHO SETS THE STATUS	WHEN TO SET THE STATUS	INDICATION
1a: Pending - Res	Sampler getting sample for Residency Lab	When sample is obtained	What is on its way in?
1b: Pending – Central	Sampler getting sample for Central Lab	When sample is obtained	What is on its way in?
2a: Logged in Res Lab	Residency Lab	When sample is received in Lab	What are we testing?
2b: Logged in Lab 91	91 - Central Bituminous Liquid Lab	When sample is received in Lab	What are we testing?
2c: Logged in Lab 92	92 - Central Chemical Lab	When sample is received in Lab	What are we testing?
2d: Logged in Lab 93	93 - Central Bituminous Mixture Lab	When sample is received in Lab	What are we testing?
2e: Logged in Lab 94	94 - Central Structural Materials Lab	When sample is received in Lab	What are we testing?
2f: Logged in Lab 95	95 - Central Geotechnical Lab	When sample is received in Lab	What are we testing?
3a: Res Tests Compl	Residency Lab	When all testing is complete	What is ready for authorization?
3b: L91 Tests Compl	91 - Central Bituminous Liquid Lab	When all testing is complete	What is ready for authorization?
3c: L92 Tests Compl	92 - Central Chemical Lab	When all testing is complete	What is ready for authorization?
3d: L93 Tests Compl	93 - Central Bituminous Mixture Lab	When all testing is complete	What is ready for authorization?
3e: L94 Tests Compl	94 - Central Structural Materials Lab	When all testing is complete	What is ready for authorization?
3f: L95 Tests Compl	95 - Central Geotechnical Lab	When all testing is complete	What is ready for authorization?
3g: L96 Tests Compl	96 - Independent Assurance Field Rep.	When all testing is complete	What is ready for authorization?
<b>4a: Meets</b>	Record Reviewer / Authorizer	When the sample meets criteria *	What meets?
4b: For Information Only	Record Reviewer / Authorizer	When the sample meets criteria *	What is for information only?
<b>4c: Fail &amp; Accept</b>	Record Reviewer / Authorizer	When the sample meets criteria *	What failed but was accepted?
4d: Fails	Record Reviewer / Authorizer	When the sample meets criteria *	What failed unacceptably?
5a: IAS Comprs Fvrblly	Record Reviewer / Authorizer	When the sample meets criteria *	What compares favorably?
5b: IAS Does Not Compr	Record Reviewer / Authorizer	When the sample meets criteria *	What does not compare favorably?
5c: IAS Info Only	Record Reviewer / Authorizer	When the sample meets criteria *	What is for IAS information only?
Spaces	System	N/A	
Void	Record Reviewer / Authorizer or System (Automatic)	When the sample meets criteria or is revised *	What is void?

\* Valid selection for authorization (as defined in the SMPLAUTH code table)

#### Revised By

The Revised By field is automatically populated by the system with the Sample ID of the new revised sample when the services menu Revise feature is used.

#### Revising

The Revising field is automatically populated by the system with the Sample ID of the original sample when the services menu Revise feature is used.

## Sample Date

The Sample Date is a required field with the default date set to the current system date. The sample date can be changed. If a future date is selected (for example when changing a date on a copied sample), the Sampler, P/S, Product Name, and Manufacturer fields will become blank due to validation of dates with approved listings for those fields.

## Link To

The Link To field is a look up field to find and identify a related Sample Information record. In ODOT, this field will be used for such purposes as linking split, comparison, pretested stock, and failing (re-tested) samples.

## Link From

The Link From field is automatically populated with the sample ID of the sample that was linked to it. If more than one sample is linked to a specific sample, the Link From feature does not display anything.

## Log Date

The Log Date is the date the sampled material was logged into the material testing area. In ODOT, this will be typically be entered by the testing branch upon receiving the documents or material for which the sample record was created.

## Sample Type

The Sample Type field is a look up field to a system table and will contain simplified "what is it" information. This is not only a required field, it must exactly match the contract sampling and testing requirements Sample Type for the record to count against contract sampling and testing requirements as set and described in 1103.2 Contract Sampling and Testing. In ODOT, the drop-down choices will include:

DOC Document - use for any Sample Information record that does not involve or have an accompanying material sample being physically tested but is being completed for the purpose of Contract level acceptance. This Sample Type was set up primarily for the Construction Residency, as they typically perform these types of functions. (Examples of when used: QUALE material codes or other such SiteManager approved listing verifications)

MAT Material - use for any Sample Information record that involves or represents an accompanying material sample being physically tested for the purpose of Contract level acceptance. This Sample Type was set up primarily for the Construction Residency, as they typically perform these types of functions. (Example of when used: project level aggregate, concrete and soil testing)

Q1 Qualification - use for any Sample Information record that is completed for the purpose of documenting the initial or subsequent source qualification. This Sample Type was set up for the Materials Division, as they typically perform these types of functions.

QM Quality Monitoring - use for any Sample Information record that is completed for the purpose of documenting periodic source monitoring samples such as those taken for Fly Ash and Reinforcing Steel. This Sample Type was set up for the Materials Division, sometimes used by IAS, as they may work together to perform these types of functions.

XIA IAS Info Only - use for any Sample Information record that is completed for the purpose of documenting an Independent Assurance sample which was neither split nor taken for the purposes of comparing test

results. This Sample Type was set up for the Independent Assurance Unit, as they typically perform these types of functions.

XIA IAS Split - use for any Sample Information record that is completed for the purpose of documenting an Independent Assurance sample which was split for the purposes of comparing test results. This Sample Type was set up for the Independent Assurance Unit, as they typically perform these types of functions.

XIA IAS Comparison - use for any Sample Information record that is completed for the purpose of documenting an Independent Assurance sample taken for the purposes of comparing test results, but was not split. This Sample Type was set up for the Independent Assurance Unit, as they typically perform these types of functions.

### **Acceptance Method**

The Acceptance Method is a look up field to a system table and will contain the "who approves it" information. This is not only a required field, it must exactly match the contract sampling and testing requirements Acceptance Method for the record to count against contract sampling and testing requirements as set and described in 1103.2 Contract Sampling and Testing. In ODOT, the two drop-down choices normally selected for contract Sampling & Testing:

CRES Construction Residency  
MAT Materials Division

### **Sampler**

The Sampler field is a look up field used to identify the person who sampled the selected material. The source for this field is the list of Samplers as described in 1105.2 Sampler Qualifications. If the material has a material category designation of a "controlled" material, the system restricts the selection to current certified technicians.

By policy, the selection of the person who actually sampled the material is required documentation.

### **Material**

The Material field is a look up field and will be used to identify what is being sampled. The source for this list is all entries existing in Material Detail and having a status indicator of "Active". Reference 1101.1 Material Detail. This is not only a required field, it must exactly match the contract sampling and testing requirements Material for the record to count against contract sampling and testing requirements as set and described in 1103.2 Contract Sampling and Testing.

### **P/S**

The Producer / Supplier of the material shall be selected. The Producer Supplier field is a look up field that produces a filtered list unique to what was selected in the Material field. The source for this list is all Producer / Suppliers that have had the Material listed under them in Producer / Supplier Materials. This field must exactly match the Producer / Supplier previously selected in the contract sampling and testing requirements for the record to count against contract sampling and testing requirements as set and described in 1103.2 Contract Sampling and Testing. If a Producer/Supplier was not defined in the contract sampling and requirements window, any P/S available in the pick list will satisfy sampling and testing requirements.

By policy the selection of the proper Producer/Supplier is required documentation. If the proper P/S is not available for selection, add information about the P/S in the remarks icon. This situation could occur for example, if a sample from a new supplier is being submitted to the Materials Division for evaluation/approval.

## Type

The Type field is automatically populated by the system when a Producer / Supplier is selected. This field will indicate a code that has been given by an administrator to categorize the Producer / Supplier.

## City

The City field is automatically populated by the system when a Producer / Supplier is selected. The source for this information is the City field of an address window for the Producer / Supplier. Reference 1105.6 Producer / Supplier. The city will only display if that specific data was input by an administrator for the Producer / Supplier.

## Product Name

The Product Name field is a look up field that produces a filtered list unique to what was selected in the Material field. The source for this list is all **unexpired** Product Names that have been listed under the Material code in the Approved Materials list. If the material code selected has the "Brand Name Required" Box activated (in the Material Detail window), then the Product Name field becomes a required input that must be populated before the sample is saved. Selecting a Product Name will autopopulate the Manufacturer field.

## Manufacturer

If Product Name is selected, the Manufacturer field is automatically populated with the name of the Manufacturer of the selected Product. If Product Name is not selected, the field displays a list of Manufacturers for the Producer/Suppliers.

## Town

The Town field is an optional field in ODOT. It can be used to identify the name of the town where the Manufacturer is located.

## Geographic Area

The Geographic Area is a look up field that uses a system table named GEOGAREA as its source. This field will be used to identify the geographic region where a material sample was acquired for physical testing. In ODOT, this will be the County if in Oklahoma and the State if not.

## Intended Use

For SiteManager project records, ODOT will consider the Intended Use field to be optional. It is thought the electronic linking of the Sample Information record to Contract Items adequately documents the intended use. If used, it should be used to further explain and document where the materials represented by the record will be used.

## Represented Quantity

The Represented Quantity field is available to document the quantity of material represented by the sample. It would indicate how many Sample Units of the material are represented. This field has no known functionality other than to allow documentation. In ODOT, this field may be used on quantity based frequency requirements. In record requirements where a frequency was set to 1:9999999 for the purpose of requiring 1 record, this field may contain a 1.

If there are say 500 tons of something required or computed to be on a Contract and the frequency rate was set at 1 per 40, the system divides the 500 by 40 and says 13 tests will be required. The system then looks and counts for 13 tests, regardless of any quantities entered on the Sample Information record, making this and other quantity fields somewhat irrelevant.

#### Sample Unit

The English Unit globally defined in the Material Detail Window, 1101.1, is automatically populated in an unlabeled field adjacent to the Represented Quantity box. A dropdown box allows the selection of the Metric Unit. If a change is made to the English Unit in the Material Detail window by a system administrator, it does NOT change the unit shown in this field for any existing sample records (authorized or unauthorized). If a sample is copied or revised, the unit shown in the existing sample record is copied into the newly created sample regardless of what is currently defined in the global settings of the Material Detail window.

#### Auth By

The Authorized By field is automatically populated by the system with the user ID of the person who authorized the sample. Only certain groups have authority to authorize a sample. The authorize feature is accessed by the Services > Authorize Menu. Additional guidance on the use of the authorize feature is provided at the end of this policy under section 1109.1.8. Samples submitted to the Central Lab for testing by the Materials Division shall be authorized by the Materials Division.

#### Auth Date

The Authorized Date field is automatically populated by the system with the date the sample was authorized.

#### Lock Type

The sample lock feature functions two different ways, depending on the security group a user is logged in under. Most users will notice that their samples default to an office level lock. A sample with office level lock selected, can only be modified by someone in the same Residency or Division as the user who locked the sample. The office level of a user is defined in the Administration area of SiteManager in the User Security window. (NOTE: it is unclear exactly how this feature works with Consultant Residency created samples).

The other type of lock is only available to users assigned to a Limited Access Security Group. For ODOT, the Independent Assurance (IA) Security Group is defined as the limited access security group. If a sample is locked with a Limited Access Lock, the sample is "invisible" to all except the Independent Assurance Group. The intent is to not make available the results of split/comparison testing until all parties have completed their testing. This type of lock can be turned off (the sample can be unlocked by IA) after the sample has been authorized.

#### Locked by

Displays the User ID of the User who locked the sample.

#### Lock Date

Displays the date and time the lock was placed.

## **1109.1.2 Addtl Sample Data folder tab**

The Additional Sample Data folder tab is used to record additional information about the sample. None of the fields on this folder tab are required by the system but should be used when appropriate to further document a Sample Information record. This folder tab contains the following fields:

### **Smpl ID**

The Sample's ID is automatically populated by the system with what was entered on the first tab.

### **Buy American**

The Buy American checkbox may be used to identify that the sampled material had or met some requirements for the Buy USA program. The Buy American drop-down list identifies the documentation required to accept materials for the Buy American program. The available list includes Steel / Iron USA Certification and represents the certification required by Section 106.01 (b) Buy America.

### **Regst By**

The Requested By field may be used, if appropriate, to identify the requestor of the sample. It should not be required for standard sampling and testing but may be useful in certain special cases.

### **Witnessed by**

The Witnessed By field is a look up field that lists all registered SiteManager users. It may be used, if appropriate, to identify a SiteManager user who witnessed a sample being taken. It should not be required for standard sampling and testing but may be useful in certain special cases.

### **Smpl Size**

The Sample Size is the size of the sample. **Do not use the drop down list for units.** Type the unit into the Smpl Size field behind the number. Example: type 50 lbs., 1 qt., 3 cores etc. in this field and leave the unit field blank.

### **Dist from Grade**

The Distance from Grade identifies the distance from finished grade measurement. It takes care of the height of fill, height of test, and test depth measurements.

### **Station**

The Station identifies the point on the ground along a survey line for measuring distances.

### **Offset**

The offset identifies the distance, unit and direction from the station. Example: 45' left

### **Reference**

The Reference is used to indicate the page or line on a set of plans that references the location of the sample.

### Smpld From

The Sampled From field is used to describe where the sample was taken. Examples: Roadway, Truck, belt etc.

### Smpl Origin

The Sample Origin is the description of the originating location of the sampled material. Examples: Pit, Quarry etc.

### Lot Number

Lot number of sample. This is a drop down field.

### Sub-Lot Number

Sub-Lot number of sample

### Seal Number

The Seal Number field is available to further identify the batch of material sampled. The Materials Division uses this for the five-digit "sticky" number identification.

### Design Type

The Design type field is a look up list to a system table SMPLDSN that is populated by the system. The list contains all mix design types that are in the system. This field is used to identify what type of mix design this material is from (e.g. SuperPave, PCC, or Aggregate).

### Mix ID

The Mix ID field is a look up field that produces a filtered list of mix designs that are in SiteManager for the selected Design Type and sampled Material. This field is used to identify the specific Mix Design ID related to this Sample Information record.

(Mix Design link function only works when the Material is the mix. Example: asco009 - Asphalt Concrete, Type S3). There are certain Material Test Templates that may pull in specific mix design (JMF) values from a mix design chosen in the Mix ID field. In these instances, the correct choice of the Mix ID must be selected for the Template to work correctly.

### Plant ID

The Plant ID field is a look up field that produces a filtered list of asphalt and concrete plants that have been associated by an administrator to the selected Producer / Supplier. This field will be used to identify a plant from which the sample was taken. The adjacent plant name is automatically populated by the system once a plant is selected in the Plant ID field.

For sample records of concrete and asphalt, the selection of the plant producing the mix is required documentation (by policy). If the plant is not available in the pick list, contact the Materials Division.

### Plant Type

The Plant Type is automatically populated by the system once a plant is selected. This field will display a category that an administrator has listed the selected plant in.

### Creator User ID

The Creator User ID is automatically populated by the system with the user ID of the user who created the sample record.

### Include Standard Remarks

The Include Standard Sample Remarks check box is checked if the user wishes to include standard system remarks on the built in lab report. For more information see 1109.4 Standard Sample Remarks.

### Last Modified User ID

The Last Modified User ID is automatically populated by the system with the user ID of the user that last modified the sample record.

### Last Modified Date

The Last Modified Date is automatically populated by the system with the date that the sample record was last modified.

## **1109.1.3 Contracts folder tab**

The Contracts folder tab is used to associate a Sample Information record to a particular Contract, Project, and Line Item. A Sample Information record will only count towards meeting a contract's sampling and testing requirements if the Sample Type, Acceptance Method, Producer/Supplier, Material, Contract Item, and Test Method fields match the criteria established in Contract Sampling and Testing Requirements described in 1103.2 Contract Sampling and Testing.

None of the fields on this folder tab are required fields, unless the Sample Information record should count towards contract sampling and testing requirements. [Users may click the New button to create multiple rows for multiple contract associations on this window.](#) If a material appears on multiple line items on a contract, the user may choose to associate the sample to all of those line items.

**This Line Item selection must exactly match the contract sampling and testing requirements Line Item requirements for the record to count against contract sampling and testing requirements** as set and described in 1103.2 Contract Sampling and Testing.

This folder tab contains the following fields:

### Contract ID

The Contract field displays the selected Contract ID the Sample Information record represents.

### Project

The Project field displays the selected Project ID the Sample Information record represents.

### Line Item

The Line Item field displays the selected Line Item Number the Sample Information record represents.

## Fed St Prj Nbr

The Fed St Prj Nbr field displays the Project Number of the selected Project.

## Cont. Est. Matrl Qty

This field displays the quantity of material in that line item. It is based on the conversion factor in the Sampling and Testing requirements and as may have been modified in contract sampling and testing requirements.

## Represented Qty

The Repr Qty field is the only manually entered field on this tab. The value entered should be a reasonably close representation of actual delivered material quantity represented by the sample record. This will typically be the smaller of; the default sample frequency, the estimated material quantity displayed, or the material quantity delivered to date. The SiteManager frequency quantity is not a default quantity to always list as the Repr Qty. Values entered in this field are used to satisfy sampling and testing requirements for specific materials on that pay item. A value must be entered in this field in order to save the contract sample data and the association to pay items. The value entered in this field will be compared by the system to the Reported Material Quantity. At the time of the revision of this policy (SiteManager version 3.7b), an error in SiteManager (TMR 8558), would not properly evaluate satisfied material quantities if the value in this Represented Quantity field exactly matched the system calculated value in the Reported Material Quantity field. For this reason, users are instructed to enter a value in Represented Quantity that is a little larger than the Reported Material Quantity (round up to a convenient number but stay within 10 %). If the sample represents multiple pay items, the sum of the Represented quantities should not exceed the default quantity represented by more than 10%. If the sample is in advance of installation of the pay items, the Represented quantity value should be a little larger than the Const. Est. Material Qty if only one sample is going to be required.

For example, for a sample of aggr057 used in PCC concrete on a contract with numerous concrete pay items, the sample of coarse aggregate may be used to satisfy the aggregate sampling requirements on several pay items.

Line item 1: bridge rail, with Const. Est. Matrl Qty of 48 tons of aggr057: input 50 tons

Line item 2: parapet wall, with Const. Est. Matrl Qty of 215 tons, input 220 tons

Line item 3: sidewalk, with Const. Est. Matrl Qty of 900 tons, input 230 tons, satisfying the default 1 per 500 tons of aggr057 sampling frequency found in most concrete pay items.

For line items 1 and 2 in the above example, coarse aggregate sampling requirements would be satisfied for the pay item. If Line item 1 was to overrun the plan quantity, and 60 tons of aggr057 was ultimately used in that pay item, a discrepancy should **not** occur since the 1 sample satisfies up to 500 tons of aggregate used (**figured on a pay item basis by the system**). In other words, when determining discrepancies, the system first looks at the Represented quantity to see if it is greater than the Reported Matrl Qty, and if not, the system then looks at the sample frequency for that pay item in the contract sampling and testing requirements for that contract to see if enough samples were obtained based on the sample frequency and the installed quantity.

Another example: For a large PC paving project, with a plan quantity of 8010 tons of aggr057, and a sample frequency of 1 per 500 tons of aggregate. The system would figure you need 17 samples (with the last sample needed for the last 10 tons).

For each aggregate sample, input 500 tons in the Represented Quantity field. On the sixteenth sample, show 525 tons for example, to take care of the final 500 tons, the last 10 tons over 8000, and a little extra

to avoid the exact match error described above. This avoids having to take that last sample just to satisfy the final 10 tons of aggregate.

In other words, use some common sense. The default sample frequencies are guidelines and are not meant to be an exact down to the final unit, bean counting exercise. Make minor adjustments (typically within 10% of default values) to the Represented Quantity to avoid sampling insignificant quantities, yet still ensuring use and documentation of quality materials. Reports of material usage summaries and audit tools may link to this field, therefore input reasonable material quantity values.

#### Material Unit

The Material Unit displayed here is automatically populated with the material unit shown on the first tab of the contract sampling and testing requirements window for the line item. Typically this is the same material unit shown as the English Unit on the Material Detail window unless the user has changed the material unit in the contract sampling and testing requirements.

Changes made to the Material Unit in the Contract Sampling and Testing requirements Window for a specific line item are reflected in this window for existing samples (authorized and unauthorized) associated to that line item on that contract.

#### Reported Matl Qty

This field displays the **installed** quantity of material in that line item. It is based on the conversion factor in the Sampling and Testing requirements and as may have been modified in contract sampling and testing requirements.

#### Satisfy Rep Matl Qty

This field displays the total material quantity reported on the Contract tab of sample records of the sampled material for the selected item. In other words, it displays the sum Represented Quantity for all sample records satisfying S&T Requirements for the selected Item.

#### Line Item Desc

Displays the description of the displayed line item.

### **1109.1.4 Other folder tab**

The Other folder tab is available to document additional data to a Sample Information record. Information in this window is copied when the Services > Copy Sample feature is used. Information in this window is included in the custom Sample Information Report (Main Panel > Accessories > System Attachments). This window is beneficial in documenting information required on a sample that may not change from sample to sample. Example:

When conducting a field density test (AASHTO T310) it is **required** to document the make, model, serial number of the nuclear gage, in addition to the last calibration date. Typically this information doesn't change when performing the test on a project site. Documenting multiple field density tests is most easily accomplished using the copy sample feature. Therefore including this required information on your first sample in the other folder tab, is an easy way to fulfill proper documentation requirements. Alternatively, if you chose to include the gage information in the template remarks area instead, the information would have to be keyed in for each sample since template data is not copied.

Select the New button to create multiple rows for multiple associations on this window. This folder tab contains the following fields:

#### Type

The Type field is a look up field that uses a system table OTHTYPE as its source. There are numerous options. If the picklist does not contain a choice that should be included, users are encouraged to submit a request to add something, using the Lotus Notes support request system.

#### ID

The ID field is used to document the identification number of the selected Type.

### **1109.1.5 Tests folder tab**

The Tests folder tab is used to associate a Sample Information record to a particular test (or tests) and enter the results of the test(s). It also allows the tracking of when the test started and when the test was completed, the lab responsible for the test, and the tester. Users may click the New button to create multiple rows for multiple test associations on this window. This folder tab contains the following fields:

#### Test Method

The Test Method field is a look up field to select and identify the test id code and description for the test on the Sample Information record. Another name for this field could be the Test Template. Only the Test Methods associated with the selected Material will be available to select here. That association of Test Method to Material is made by an administrator as defined in 1101.1 Material Detail. This is not only a required field, it must exactly match the Test Method in Contract sampling and testing requirements for the record to satisfy contract sampling and testing requirements as set and described in 1103.2 Contract Sampling and Testing.

#### Lab ID

The Lab ID field is a look up field to select and identify the lab id code and description of the testing lab. Only the labs that are indicated as Qualified Labs (in Approved Lists) will be available. For more information on that listing process see 1105.8 Qualified Labs.

#### Sample Test Nbr

The Sample test Number field is used to record the unique number/identifier for the test. This is a required field and is required to be unique on any one Sample Information record. The field has a character length of 10 and descriptive text may be used in conjunction with the number if appropriate and necessary.

#### Charge Amount

The Charge Amount field is available to record the amount charged for a test. The amount set by an administrator for a Test Method as defined in 1105.5 Test & Fee Schedule is the amount displayed here when the Test Method is selected. Users should not edit the value of this field. Values in this field may be utilized by an automated Lab Charge system for Materials Division samples.

#### Start Date

The Start Date field is used to record the date the test began. The current system date is the default.

### Estimated Completion Date

The Estimated Completion Date field is used to record the date the test is expected to be completed. In ODOT, this will be considered an optional field.

### Actual Completion Date

The Actual Completion Date field is used to record the date the test is completed. [This date must be entered before authorizing a sample.](#)

## **1109.1.6 Procedure for Entering Test Data**

It is required to enter test information in the appropriate material test templates, in a complete and accurate manner as possible.

If someone other than the tester is entering data into the template, they MUST:

- verify the document containing the test results to be entered in SiteManager, is signed and sealed by the certified technician(s) who performed the test(s), for any test procedures under the jurisdiction of the Oklahoma Highway Construction Materials Technician Certification Board. This signed and sealed document must be retained in the project files.

Test Data may be entered for a selected test by highlighting the test on the Tests folder tab of the Sample Information window, then selecting the **Services > Enter/View Test Data** menu. The template for storing test data will open. If the user has been assigned the proper Tester Qualifications, the template will allow data to be entered. If the template is designed to compare the test results to a gradation or specification, the effective date of the gradation or specification must be chosen from the Effective Date drop-down list. If a plug-in has been attached to the test template, the plug in will run automatically.

## **1109.1.7 Procedure for Entering Tester ID**

Navigate to this window using the **Services > Testers** menu. When a user makes any entry into a Template, their Tester ID and name are automatically entered. If someone other than the tester is entering data into the template, they MUST:

- navigate to this window and select the tester(s) who actually performed the test(s). If the tester is not available in the selection window, the tester's qualification status must be verified by contacting the Training Center or SiteManager support staff. It is never appropriate to leave this entry blank. Documentation of the technician(s) responsible for test results is essential and required.
- verify the paper documentation containing the test results used to enter the information in SiteManager is properly stamped or sealed by the certified technician(s) who sampled and tested the material. This paperwork must be retained in the project files. If the testing was conducted in a lab (not a field test), it must have been tested at a qualified lab.

This requirement is a critical and essential component of sample documentation. This will be a filtered list and only the testers that are approved to conduct tests (typically by Board Certification), will be available for selection. Users may click the New button to create multiple rows for multiple tester associations on this window. For additional information about the Test to Tester listing process see 1105.9 Testing Qualifications.

## **1109.1.8 Procedure for Authorizing a Sample Information Record**

The individual responsible to authorize a Sample Information record shall check that test data and Actual Completion Date for all tests are correctly entered. That individual is then responsible to change the Status on the Basic Sample Data (front tab) to the relevant setting. If the Sample Information record is associated to a Contract Item and the sample failed and the failing tests are not supposed to count against the Contract sampling and testing requirements, that individual is responsible to change the Status on the Basic Sample Data (front tab) to "Fails". If it is desired to have a failing sample count towards Contract Sampling and testing requirements, verify that appropriate remarks have been entered, then set the status to, "Fail & Accepted".

Once the authorizing individual is satisfied as to the complete and accurate nature of the record, the record is authorized by selecting the Services menu's Authorize. It is not possible to edit a Sample Information record once authorized (except for adding Disposition Remarks).

### **Changes to previous versions of this Policy:**

Note: The previous version (4/12/2010) of this policy is available in the cancelled Policy and Procedures folder.

12/04/2007: Revised language in section 1109.1.1 for Sample ID convention used by Consultants. Specifically, the first two digits of the sample ID for consultants will now be the two digit Division Code (Level 2 office). This change was made necessary by the implementation of the new five digit Residency Code conversion.

01/07/2010: Revised language in section 1109.1.3 (Represented Qty. on Contract Tab - first part of first paragraph) to clarify that the frequency quantity should not be considered the default quantity to always list.

04/12/2010: Deleted the word, "English" from the first sentence in the general section. Deleted the table entitled, "SiteManager Access Assignments". Added subsection entitled, "**Timely Input of Material Records:**" to the general section. Revised subsection "**Revising Samples:**", in the general section, adding information about testers not copying over. Revised subsection "**Sampler**", in section 1109.1.1, adding information that the sampler is required documentation. Revised subsection "**Plant ID**" in section 1109.1.2, adding information that the Plant ID is required documentation for asphalt and concrete samples.

09/16/2010: Added second paragraph to section 1109.1.1 under Smpl ID; recommending to only use lower case letters when an alpha character is used. Added second bullet to section 1109.1.7; for anyone entering test data in a template on behalf of another user, they must verify paperwork has been properly stamped by the certified technicians and the testing was conducted in a qualified lab, (added to agree with the policy stated on the "SiteManager Special Tester Access Form").