

Rev 8/25/17

FIELD - Operations Inspector Casts Cylinders and Creates Sample Record

1. Cast the cylinders in the field.
2. Once the surface of sampled material dries enough, write the sample taken date, contract ID and cylinder number on the top with a permanent marker.

Now, open and copy the air/slump/temperature sample record.

3. Open the Maintain Sample Information window (main panel/Materials Management/Sampling and Testing/Sample Information)
4. In the Maintain Sample Information window, on the toolbar, click the **Open** button. Scroll to and double-click the air/slump/temperature sample record.

Tip! If the air/slump/temperature sample record was still open in Maintain Sample Information window, from the **File** menu, select **Refresh** (CTRL + F) to update the sample status.

5. From the **Services** menu, click the **Copy Sample** choice. SiteManager displays the Copy Sample window.
6. Select **Copy lab control number from existing sample**.
7. Click the **OK** button. SiteManager displays the copied sample record in the Maintain Sample Information window. Verify all needed data copied over to new sample, add if any is missing. **Make sure “Sample Taken Date” field has correct date that physical cylinder sample was created. HQ lab will use this date to calculate due date for testing cylinders.**
8. **Save.**

Figure 1. Maintain Sample Information Window – Addtl Sample Data Panel

9. Add the SiteManager Sample ID to the lower right “SM Sample ID” field of form DT0062 that will be completed and submitted with the sample. You can also print out the Basic Sample Data tab of your SM sample and attach it to the form to make identifying the sample easier for the lab techs.
10. Click the **Addtl Sample Data** tab. The system displays the **Addtl Sample Data** panel. Design type, Mix ID & info in Cntrl Number field should transfer from copied sample. Verify this data is there.

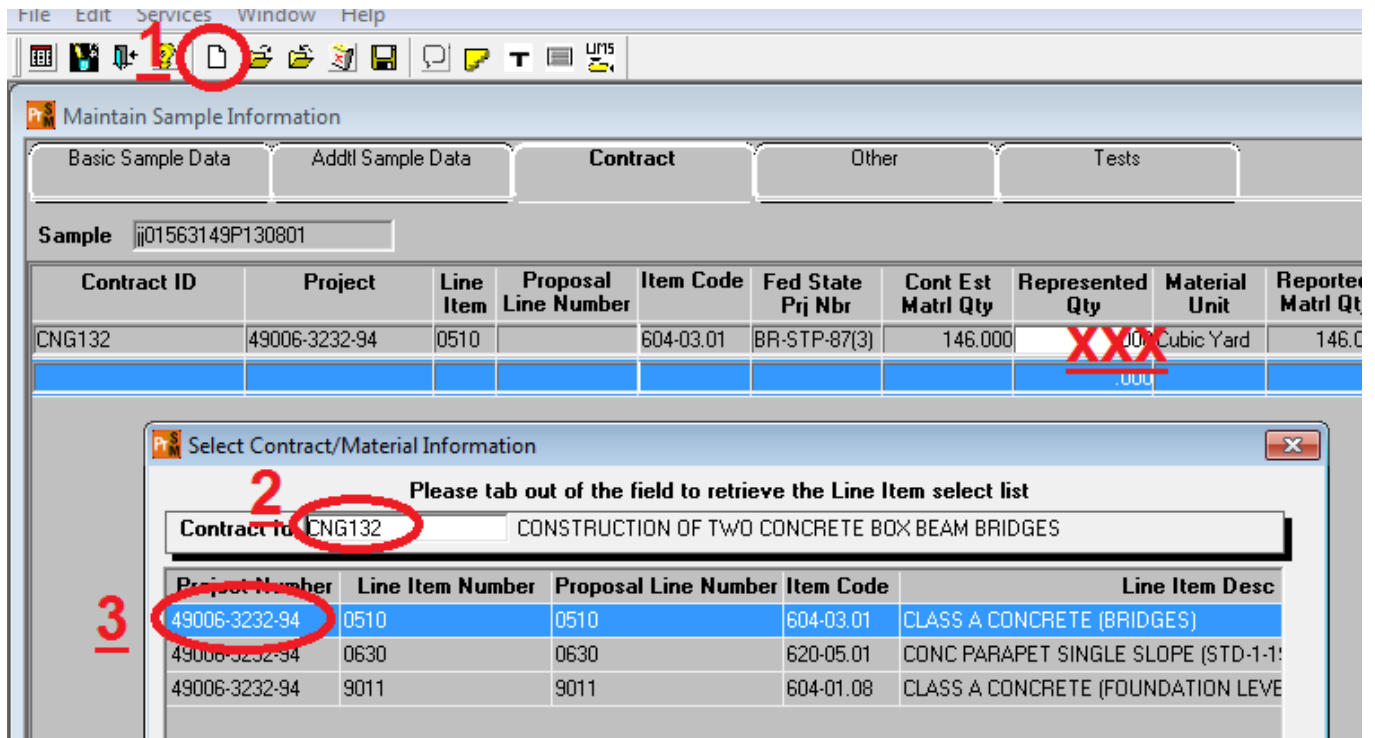
Below are some details about the the cylinder numbers represented by this sample record.

In the **Control Number**, enter the cylinder numbers. Example: 234,A,B

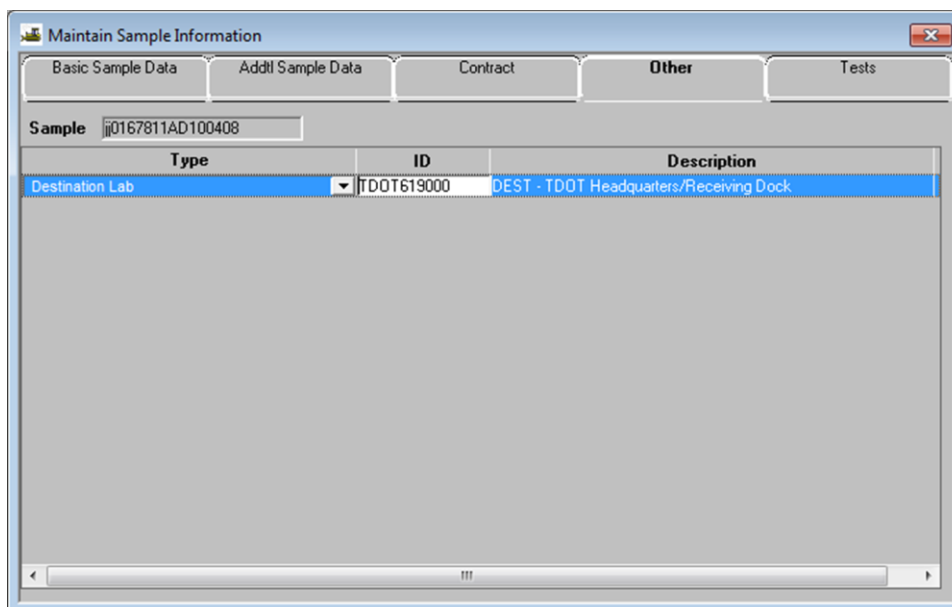
Note: Although it is a rare occurrence, if the concrete mix design has a ‘Required Average Minimum Strength’ greater than the standard 3000 or 4000 psi, note the required strength in parenthesis after the cylinder numbers for the Lab Tech and Lab Supervisor performing and approving tests.

Example: **234,A, B (3500)**

11. **Save.**



12. Click the Contract tab. The system displays the Contract panel.
13. Verify this copied sample kept the contract items that the sample represents.
14. Warning! Do not enter a quantity. The quantity to be paid is entered in a DWR. The material has a rate/frequency of testing linked to it, and entering a quantity here will possibly cause a shortage of test results resulting in money being withheld.



15. Click the **Other** tab. The system displays the **Other** panel.

Now, record the location where the testing will be performed.

16. In the **Type** dropdown list, select **Destination Lab** if it is not already populated.

17. In the **ID** field, search for and select
DEST – TDOT Headquarters/Receiving Dock.

Note: While acceptance cylinders always go to the TDOT Concrete Cylinder/Core Lab, intermittent cylinders (that is, 7- or 14-day), will not be tracked in SiteManager and will be sent to the appropriate TDOT regional lab with completed form DT-0062.

18. **Save.**

Now, assign tests.

1. On the toolbar, click the **Open Assign Tests** button. The system displays the Assign Sample Tests window.
19. Click the **Accept Default Tests** button. The system associates ‘T22 - Compressive Strength of Cylindrical Concrete Specimens’ [[Template: T22](#)] to the sample record.
20. **Save Tests.** The system displays the Maintain Sample Information window’s **Other** panel.
21. Set the cylinder aside to cure.

NOTE: The inspector who created the cylinders will be responsible for making sure correct “Date Transported to Wet Curing” is added to the “Other” tab of the sample record when the cylinders are transported.

FIELD - Operations Inspector Prepares and Delivers the Cylinders to the Regional M&T Lab

1. Strip the molds from the cylinders.
22. Deliver the cylinders to the regional M&T lab.

HQ Lab performs testing

1. If cylinders break above required strength, no notifications will be sent to Operations or Regional M&T Staff. There are several methods anyone who wants/needs to see the results can access the data
 - i. Run BOE report RR038-Cylinder Breaks - List
 - ii. Open sample record in SiteManager, go to “Tests” tab. Select test T22. Then go to “Services” menu and select “Enter/View Test Results”. Read only version of the test template w/ results will open in new window.
 - iii. Break info will also be posted on-line for persons without SiteManager access.
2. If the cylinders break below required strength, automatic notifications will be sent to the Operations unit & Materials & Tests office in charge of the contract. Below are the steps to be followed in that circumstance

Regional M&T Runs Report for Deficient Strength

Scenario: For the cylinder breaks that do not meet the requirements for strength, the following occurs:

3. Regional M&T personnel run the *Concrete Evaluation for Deficient Strength* [\[Report: RR050\]](#) report and print it. This report includes: the sample IDs of the cylinders that failed; item codes, and locations where the defective concrete was used; and the average strength of the cylinders breaks.
4. Send the printed report to the FIELD - Operations Office Staff.
5. Regional M&T personnel calls FIELD - Operations Office Staff to notify them of the low break.

FIELD - Operations Office Staff Notifies the Contractor of Deficient Strength

1. If the contractor decides not to core, FIELD - Operations Office Staff uses this report to create the deduction in SiteManager.

If the contractor decides to core, REG - M&T Inspector copies and edits the acceptance cylinder sample record with the **Failed, but Left in Place** sample status. Including copying the Lab Control Number. Follow the same process used to send a cylinder through the queues, with the addition of writing the sample ID **legibly (neatly)** on the side of the core.

2. If the cores still do not meet strength requirements, Regional M&T personnel run the *Concrete Evaluation for Deficient Strength* [\[Report: RR050\]](#) report and print it. Send the printed report to the FIELD - Operations Office Staff. FIELD - Operations Office Staff will use this report to aid in creating the deduction in SiteManager.