

## Verification Samples of Steel Bar

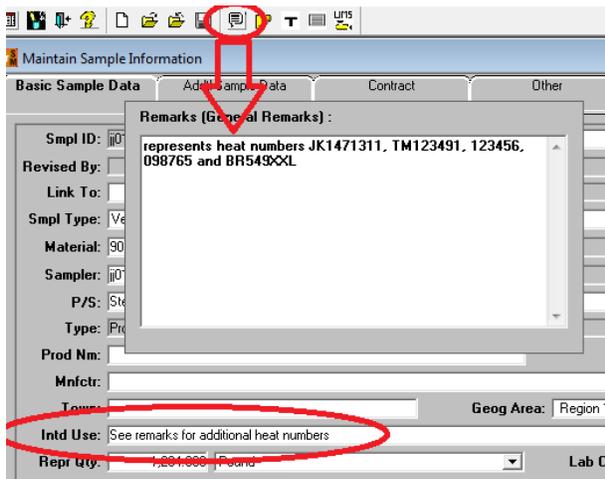
When creating verification samples for Steel Bar Reinforcement in SiteManager, a sample will need to be created for each bar submitted. This is due to the fact that each bar will need test A370 performed on it, and the results represent just that heat number/bar size. Once you create the first sample you can copy it and make any needed modifications for subsequent samples. When copying the sample select “Yes” when asked about copying Lab Control Number. The previous cheat sheet (17\_Verification Samples from Concrete and Asphalt Plants.doc ) detailed samples from precast/prestress plants. This document relates to steel bar from P/S’s such as Ameristeel & contract specific samples from out-of-state producers.

Below are details of data that needs to be captured on the sample:

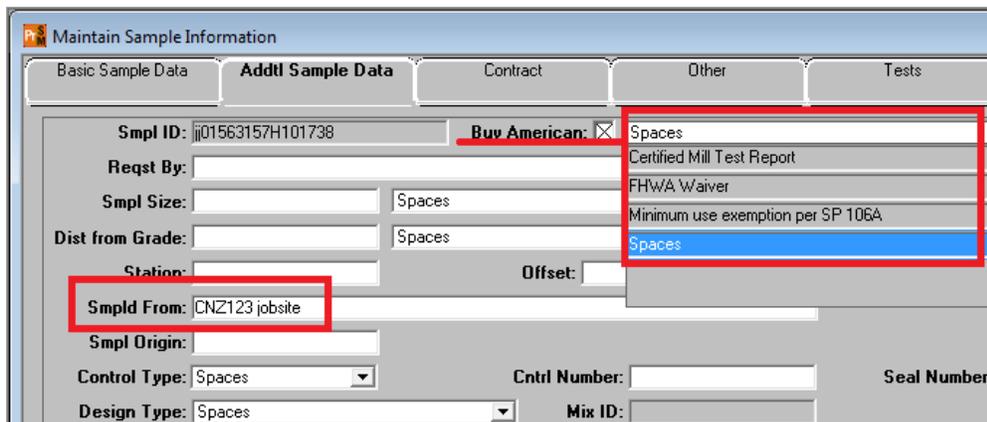
The screenshot shows the 'Maintain Sample Information' window with the following data:

- Smpl ID:** ij01563157H101738
- Status:** Pending
- Revised By:** (empty)
- Revising:** (empty)
- Sample Date:** 07/17/15
- Link To:** (empty)
- Link From:** (empty)
- Log Date:** 07/17/15
- Smpl Type:** Verification
- Acpt Meth:** Verification
- Material:** 907.01.003 Steel (Reinforcing)
- Sampler:** ij01563 Evans, Bobby
- P/S:** Steel Dynamics- Roanoke, VA 99999996
- Type:** Producer/Supplier
- City:** No Address Found.
- Prod Nm:** (empty)
- Mnfctr:** (empty)
- Town:** (empty)
- Geog Area:** Region 1 - Jefferson
- Intd Use:** See remarks for additional heat numbers
- Repr Qty:** 1,234,000 Pound
- Lab Control Number:** CNij01563157H101738
- Auth By:** (empty)
- Auth Date:** 00/00/00
- Lab Reference Number:** (empty)
- Lock Type:** (empty)
- Locked By:** ij01563
- Lock Date:** 7/17/2015 10:18:46
- HQ:**

1. If there is a quantity represented by the sample make sure to enter it on the main tab.
2. The “Geog Area” will be the exact location where you sampled the material (Region and County). This could be a jobsite, manufacturing plant or P/S plant.
3. If the sample is **material from an out of state supplier obtained from a jobsite**; enter a note similar to what is shown in the “Intd Use” above. Also select the Remarks bubble at the top of the window and list all heat numbers that were in the shipment your sample came from (see below)
4. If the sample is from a steel P/S like Ameristeel or Gerdau that is not contract specific skip step 3.
5. Print out the “Basic Sample Data” tab and include it with the T2 and any other paperwork.



By policy, we require the person creating the sample to verify certification/mill test report meets buy America requirements. This will be done by selecting the box to the right of “Buy American” text and selecting the correct description from the dropdown. See example below:



Currently contracts will be captured on the “Other” tab. Once we start activating materials for new contracts the following paragraph will go into effect:

The next step will be creating a line for ALL contract items the material will be used in. You can hold down the Ctrl key and select multiple items when shipment will be used in more than one contract item. There is no need to enter a quantity in the Represented Qty field of this tab of the sample.

Contract ID	Project	Line Item	Proposal Line Number	Item Code	Fed State Pri Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty	Sati M.
CNZ123	52005-3223-14	0800		511-38-01	NH-15(103)	0.000		.000 Pound	0.000	

On the “Other” tab of the sample select the destination lab and create a line for the heat number and one for the size of the bar this sample represents. **Contracts without active materials will also be captured on the “Other” tab.**

**Maintain Sample Information**

Basic Sample Data    Addtl Sample Data    Contract    **Other**    Tests

Sample:

Type	ID	Description
Destination Lab	TDOT619000	DEST - TDOT Headquarters/Receiving Dock
Heat Number	57146300/02	
Size	#6	

Add default test. Also attach paper w/ sample ID to rebar so lab can easily identify.

The steps below are for additional samples taken the same day from the same P/S:

First, if it is a contract specific sample, copy the text you entered into the remarks bubble of your initial sample (this data is not carried over to a copied sample). Then select “Services” and Copy Sample:

**AASHTO SiteManager**

File    Edit    **Services**    Window    Help

- Remarks    Ctrl+Alt+R
- Attachments
- Process Status
- Authorize    Ctrl+Shift+Z
- Unauthorize    Ctrl+Shift+U
- Revise    Ctrl+Shift+I
- Void Sample    Ctrl+Alt+V
- Lab Report    Ctrl+Shift+L
- Testers    Ctrl+Shift+T
- Enter/View Test Data    Ctrl+Shift+V
- Related Sample Tests    Ctrl+Shift+D
- Copy Sample    Ctrl+Shift+C**
- Assign Tests    Ctrl+Alt+T
- Print Label    Ctrl+Alt+B
- LIMS    Ctrl+Alt+L

Contract    Other    Tests

Status: Logged

Revising:     Sample Date: 07/17/15

Link From:     Log Date: 07/17/15

Acpt Meth: Verification

Geog Area: Region 1 - Jefferson

Lab Control Number: CNjj01563157H101738

You will be asked about the “Lab Control Number” for this new sample. Select “Copy lab control number from existing sample”. This will make it easy to find all samples this P/S had sampled on this day.

A new sample will open. Add the data from the previous samples remarks bubble to this sample. Verify all the needed data is on each tab of the sample. Change the Heat number on the “Other” tab to match the heat number of the material represented by this sample. Tests are not copied over so they will need to be added to this sample.

Continue the process of copying samples until you have a sample for each bar being submitted.

Basic Sample Data	Addl Sample Data	Contract	Other	Tests
<b>Smpl ID:</b> ij01563157H101738	<b>Status:</b> Logged			
<b>Revised By:</b>	<b>Revising:</b>	<b>Sample Date:</b> 07/17/15		
<b>Link To:</b>	<b>Link From:</b>	<b>Log Date:</b> 07/17/15		
<b>Smpl Type:</b> Verification	<b>Acpt Meth:</b> Verification			
<b>Material:</b> 907.01.003	Steel (Reinforcing)			
<b>Sampler:</b> ij01563	Evans, Bobby			
<b>P/S:</b> Steel Dynamics- Roanoke, VA				
<b>Type:</b> Producer/Supplier	<b>City:</b> No Address			
<b>Prod Nm:</b>				
<b>Mnfctr:</b>				
<b>Town:</b>	<b>Geog A:</b>			
<b>Intd Use:</b>				
<b>Repr Qty:</b> 1,234.000 Pound				
<b>Auth By:</b>	<b>Auth Date:</b> 00/00/00			
<b>Lock Type:</b>	<b>Locked By:</b> ij01563	<b>Lock Date:</b> 7/17/2015 10:18:46		
<b>HQ:</b> <input checked="" type="checkbox"/>				

Copy Sample

Create new lab control number

Copy lab control number from existing sample

OK