

### M&T Independent Assurance Inspector Performs Concrete Tests

Regional M&T inspector will perform tests side by side with operations inspector. Both will note the sample details and testing results on paper. They will then create and complete SM samples once they have connectivity.

Below are important things the IA Inspector will need to know:

Since the acceptance samples data that will display in the BOE report will match the acceptance sample ID that is entered in the **“Link To:”** field, an Acceptance and IA sample and BOE report will be required for field tests and another Acceptance and IA sample and BOE report will be required for cylinders.

The Acceptance sample will be linked to the Independent Assurance sample by the link to field (in the green box below) on the independent assurance sample.

Sample date on IA samples must be the same date as acceptance sample.

The contract and Item(s) must match contract and item(s) listed on the “Contract” tab of the Acceptance sample.

After receiving the acceptance sample IDs from the Operations Field Inspector, the IA Inspector will open the Maintain Sample Info window (Materials Management/Sampling and Testing/Sample Information) to create a new sample record. Below is an example of what is required on the Basic Sample Data panel.

In the **Intd Use** field you can note the location where represented material was used on the job for reference if needed in the future. If the field is not big enough for locations details, use the remarks field (Icon at top of window) to give location details.

Click the **Addtl Sample Data** tab. Info required on this tab is mix type, design number and Cylinder numbers

Mix ID field, Warning! The mixes available are all approved and associated to the selected material code, but are not filtered by any contract. Confirm the mix ID against paperwork.

If cylinders are to be made, enter the cylinder numbers in the **Control Number** field. Example: IA-1 &1A

Click the **Contract** tab. The system displays the **Contract** panel.

Contract ID	Project	Line Item	Proposal Line Number	Item Code	Fed State Prj Nbr	Cont Est Matr Qty	Represented Qty	Material Unit	Reported Matr Qty
CNG132	49006-3232-94	0510		604-03.01	BR-STP-87(3)	146.000	XXX	Cubic Yard	146.0

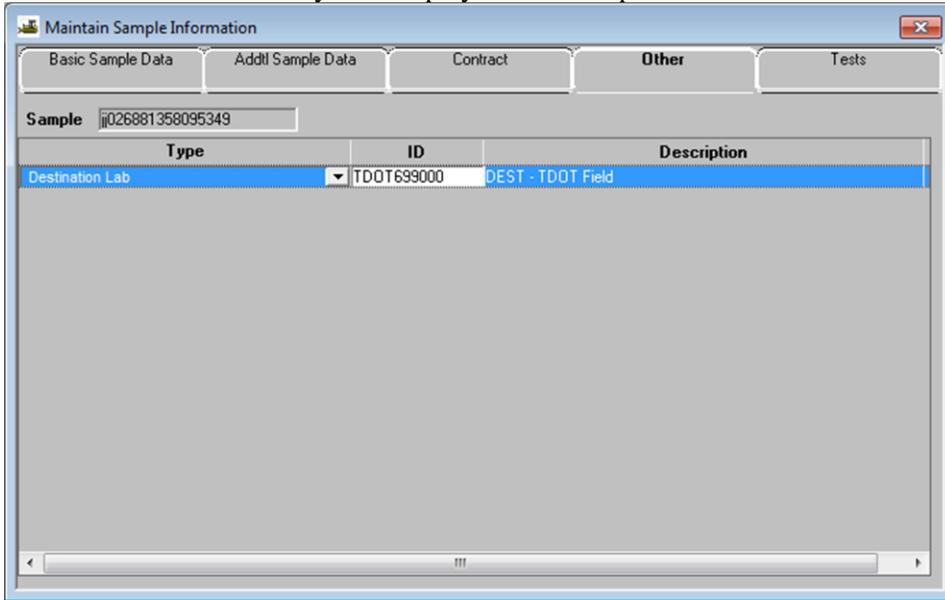
Project Number	Line Item Number	Proposal Line Number	Item Code	Line Item Desc
49006-3232-94	0510	0510	604-03.01	CLASS A CONCRETE (BRIDGES)
49006-3232-94	0630	0630	620-05.01	CONC PARAPET SINGLE SLOPE (STD-1-1)
49006-3232-94	9011	9011	604-01.08	CLASS A CONCRETE (FOUNDATION LEV

Now, record the contract items that the sample represents.

- 1 On the toolbar, click **New**. Then,
- 2 search for and select the desired contract
- 3 select the desired contract line item(s)

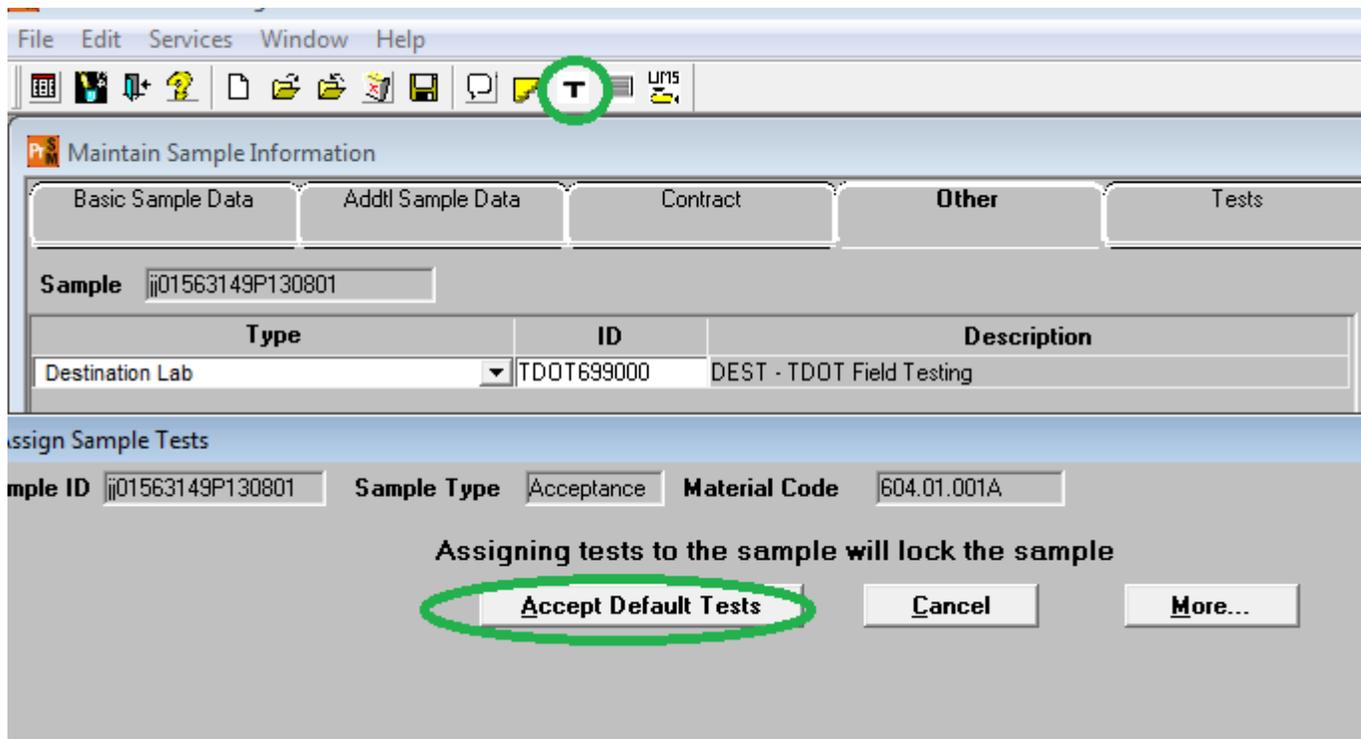
**Warning!** Do not enter a represented quantity.

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



In the **Type** dropdown list, select **Destination Lab**. In the **ID** field, search for and select **DEST - TDOT Field Testing**. Save.

Now, assign tests.



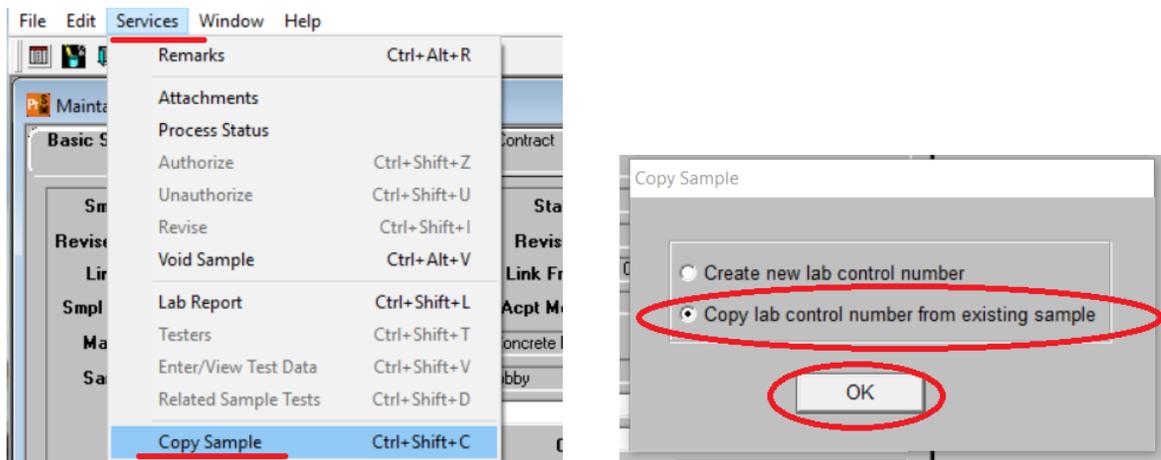
On the toolbar, click the **Open Assign Tests** button. The system displays the Assign Sample Tests window.

Click the **Accept Default Tests** button. The system associates 'M016 - Field Tests of Freshly Mixed Concrete' to the sample record.

You are now ready to either navigate to LIMS and enter test results or copy sample to prepare sample for cylinders.

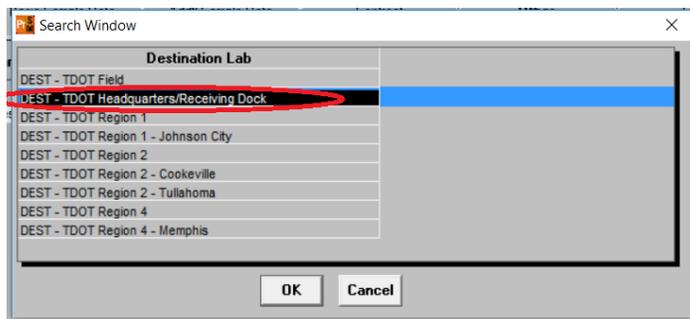
Next are instructions for copying the field tests sample and modifying it for the cylinder sample:

While on the “Basic Sample Data” tab of your field test sample record in SiteManager, select “Copy Sample” from the “Services” menu. Then select the option to copy lab control number from existing sample in the box that pops up and then select OK button:

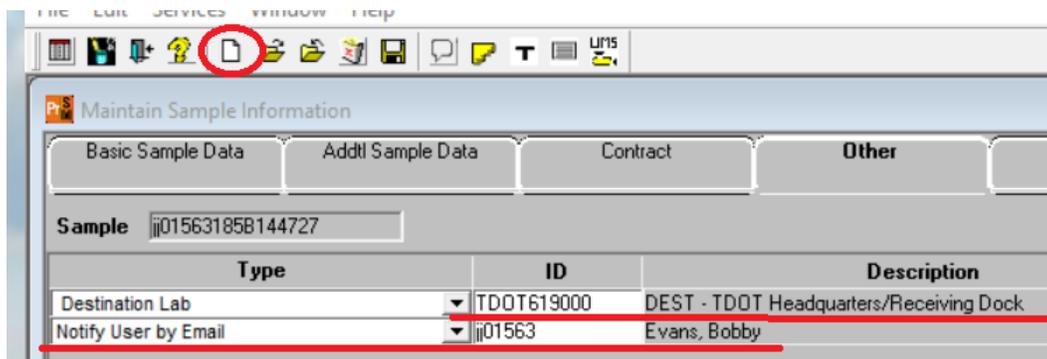


A new sample with most of the data you need for your cylinder sample will open. **You will need to change the Sample ID in the “Link To” field to match the cylinder acceptance sample ID.** Click the “Save” Icon before reviewing the mix design and contract info on the next 2 tabs (occasionally the data is not copied over correctly).

Since this sample is going to the HQ/Receiving Dock, the destination lab will need to be changed on the “Other” tab:



Once the destination lab has been modified, click the “New” icon at the top of the window and add another row for “Notify User by Email”. You will receive an email when the sample is completed by the HQ lab:



The next step is to add the cylinder break test by clicking the “T” icon and accepting default tests.

After receiving notification that the cylinder tests are complete, you can run the BOE report.