

Operations Field Inspector Aggregate Testing

Navigate from the main panel of SiteManager to Materials Management/Sampling and Testing/Sample information. If you have not been to the window since logging in a new record will open.

If you are returning to the window the last sample you created will display. You can select the “New” icon to create a new sample.

The fields highlighted in green are fields we require data to be entered into. The remarks bubble (circled in red) can be used to give additional data about the sample, such as multiple locations, if needed.

Maintain Sample Information

Basic Sample Data | Addtl Sample Data | Contract | Other | Tests

Smpl ID: j01563148D085856 Status: Pending Authorization

Revised By: Revising: **Sample Date:** 08/12/14

Link To: Link From: Log Date: 08/13/14

Smpl Type: Acceptance **Acpt Meth:** Acceptance

Material: 303.01.001 Base (Mineral Aggregate, Type A)

Sampler: **P/S:** Rogers Group - Hillsboro Aggregate 21600006

Type: Producer/Supplier **City:** Tullahoma

Prod Nm: **Mnfcn:** **Town:** **Geog Area:** Region 2 - Bradley

Intd Use: 25+00 to 125+50 mainline North

Repr Qty: 25,100.000 Ton **Lab Control Number:** CNj01563148D085856

Auth By: **Auth Date:** 00/00/00 **Lab Reference Number:** **Lock Type:** **Locked By:** j01563 **Lock Date:** 8/13/2014 09:00:29

HQ:

After entering all required data, save the record before moving to the next tab. Below is a screen capture showing fields required for aggregate samples.

Maintain Sample Information

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

Smpl ID: j01563148D085856 **Buy American:** **Witnessed By:** **Request By:** **Smpl Size:** **Dist from Grade:** 2.50 Foot/Feet

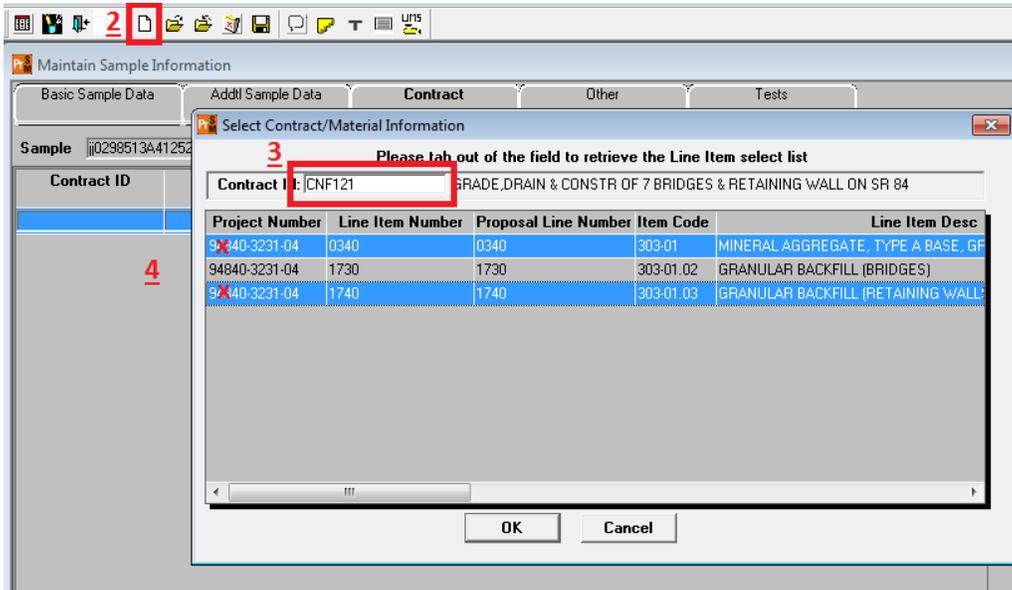
Station: 25+00 **Offset:** 0 **Reference:** **Smpld From:** **Smpl Origin:** **Control Type:** **Cntrl Number:** **Seal Number:** **Design Type:** **Mix ID:** **Plant ID:** **Plant Type:** **Sample Created from DWR:**

Creator User ID: j01563 **Include Standard Remarks:** **DWR Date:** 00/00/00

Last Modified User ID: j01563 **Last Modified Date:** 09/23/14 **DWR Inspector:** **Plant ID:** **Plant Type:** **Sample Created from DWR:**

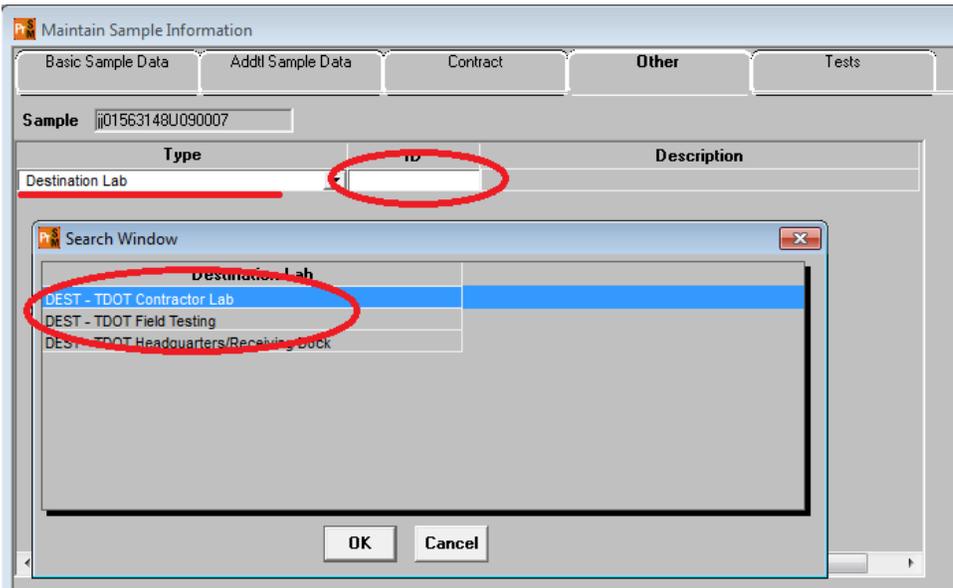
The next tab is the “Contract” tab. This is required to link the tests to all contract items the sample represents.

1. The screen capture below gives a visual reference for details about the steps required to link contract items.
2. Navigate to the “Contract” tab. Select the “New” icon at the top of the window.
3. Select the contract in the window that comes up. A window will open that displays all contract items that have the material linked to them.
4. You can hold down the Ctrl key on your keyboard while clicking each item you want to document on the sample. Then click OK. NOTE: Remember item codes are selected at the project level. If your contract has more than 1 project, you may need multiple entries for an item.

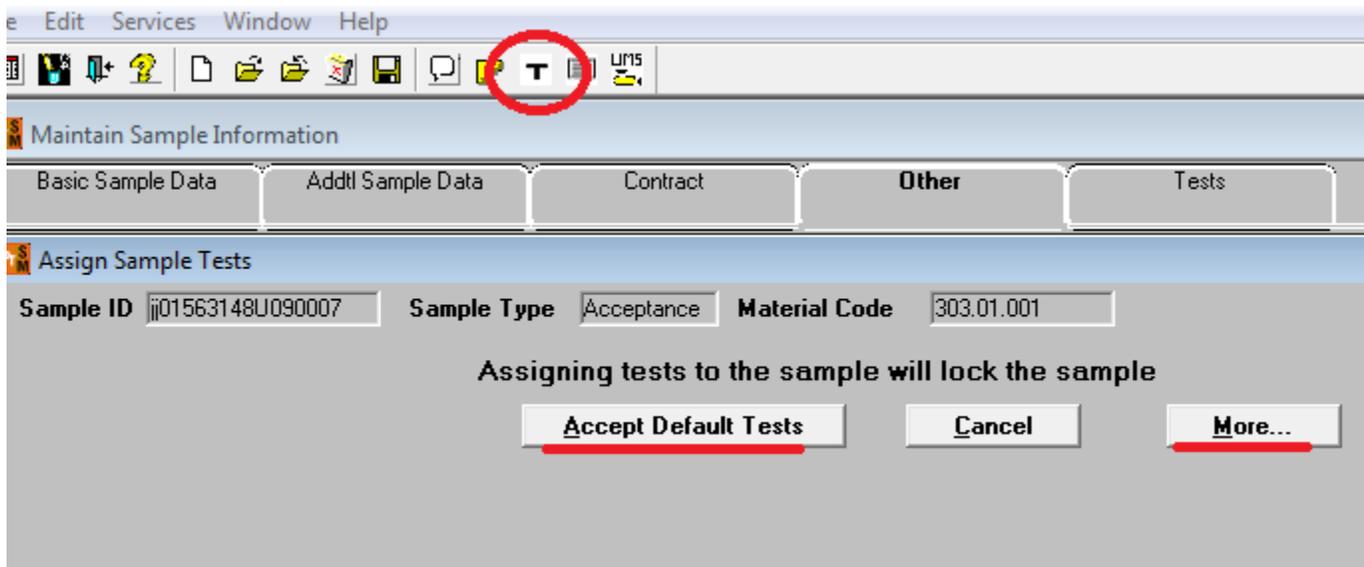


Once project items are selected, you are finished with this tab. NOTE: Do not enter quantities, SiteManager tracks required testing by set rate/frequencies based on quantities paid. If you enter a quantity here it will override the rate/frequency and may cause a test shortage.

The next step is selecting the destination lab. Use the “Type” dropdown and select “Destination Lab”. Then RIGHT click in the ID field and select “Search” in the window that pops up. Select DEST-TDOT Field Testing. Then save the record.



The final step will be selecting tests. Click the “assign tests” icon (T in icons at top of window). This will open a new window; you will have the option to accept default tests or select “More” to open a new window that will allow you to add or removed tests. NOTE: Once tests are assigned, the sample is automatically saved and received in the field lab. You will not be able to make changes to the tests that are assigned to the sample.



You are now ready to go into LIMS and enter your test results.

A few important procedure notes:

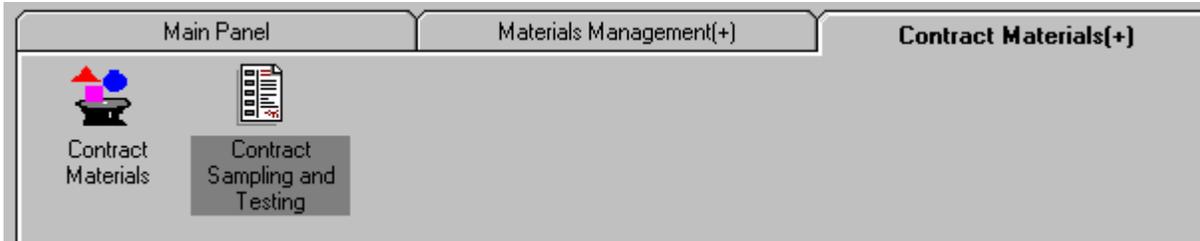
1. SiteManager requires specific tests to be performed before any payment can be made on aggregate items. If no tests are required first day material is placed (small quantity or temporary) A density sample with test T310 required for payment MUST be created. The sample can be moved thru LIMS without any test data entered, by selecting the “No tests taken” check box. The inspector will be required to describe reason in remarks field of test templates. This will be an “Acceptance” sample.
2. After making sure you have an initial sample, there may be days that a small quantity of material is placed, and density is not tested till later. Currently, you add the density testing results to the daily report (DT-0298 or DT-

0307) matching the location(s) tested. Daily reports will still be used, but you will only need to write the SiteManager sample ID on them, instead of the test results.

3. We have an aggregate field report (RR025b) that can be ran for any contract/item/date range.

At the beginning of the job, the inspector should run report RR069- *Contract Materials Sampling Summary* or RR005- *Materials Sampling Checklist Report Contract Materials Sampling Summary*. These reports list all materials and tests that are linked to each contract item. The rate and frequency of aggregate testing will still be the same as noted in SOP-1-1.

Below is the location of a window in SiteManager (Contract Sampling and Testing) that will show you detailed materials and testing requirements for specific contract items:



You select a contract and a specific line item and it will tell you all materials, tests and rate/frequency of testing set up in SiteManager for the material. Below is a screen shot of what this window looks like:

Contract Sample and Testing Requirements

Materials **Sample and Testing**

Contract TST118 Project 06001-3171-44 **Line Item Nbr 0300 Bid Item Code 303-01**

Item Unit TON

Proposal Line Nbr: 0300

Desc. 1: MINERAL AGGREGATE, TYPE A BASE, GRADING D

Desc. 2:

Supp Desc1

Supp Desc2

Material Code	Material Full Name	Status	Material Short Name
303.01.001	Base (Mineral Aggregate, Type A)	A	Min Agg Base Type A

Producer Supplier Code	Sample Type	Acceptance method	Test Method
	Acceptance	Acceptance	T310
	Acceptance	Acceptance	T27
	Independent Assurance	Independent Assurance	T27
	Independent Assurance	Independent Assurance	T310

Producer Supplier Code:

Sample Type: Acceptance **Acceptance Method: Acceptance**

Test Method: T27 T27 - Sieve Analysis of Fine and Coarse Aggregates

Sample Location: Placement Site

Sample Units:

Sample Responsibility: Project Inspector

Test Responsibility: Project Inspector

Rate 1 Samples per.: 2,500.000

Sample Size:

Since much of our testing of aggregates is based on how and where the aggregate is used, it is difficult to tie a specific number of tests to a specific quantity of material many times. Due to this we will still need some of our existing paper reports. For example, base stone (303-01) is currently reported on form DT-0307 (T230). We still need this form to accurately report quantities, locations placed and testing of the aggregate. But, since the testing will be documented in SM, we will not need to enter the test results on the form. Instead the sample ID of tests performed for that day's quantity placed will be entered in the section you currently write your test results.

If small amounts of material are placed daily and a test can represent several days of material being placed, that sample ID will be noted on each daily report the test covers.

Reports RR025a-*Aggregate Plant Daily Report* and RR025b-*Aggregate Field Daily Report* can be ran to show all field or contractor labs testing for a date range and specific contract and item.