

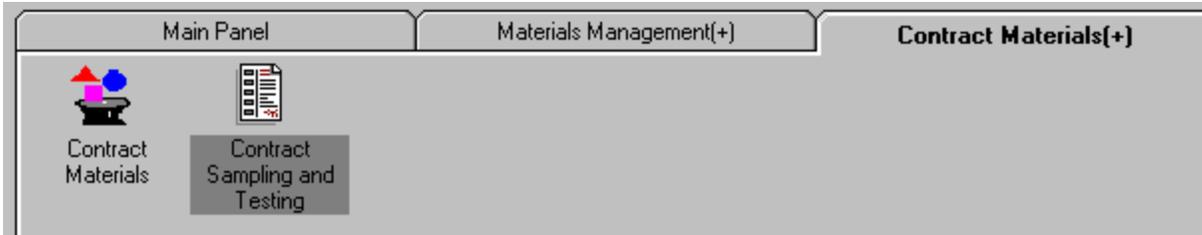
### **Operations Office Staff records aggregates used**

The monthly shortage report will not be required for new contracts using the materials module of SM. If the office personnel can select the P/S and material on their SM39 record, the material and P/S are approved by M&T. Aggregate not documented on SM39 (such as rip-rap by the CY or SY of aggregate for underdrain) will need monthly shortage report submitted. Existing contracts will continue to use current procedures. Report RR052 lists all aggregates captured using SM39 along with locations noted for the item(s) on daily DWR's. This report can be used during audits to verify all ticketed aggregate came from approved sources and has been tested by Regional M&T inspectors. If a sized aggregate (or rip-rap) material code is listed on a contract item that does not use SM39, a shortage report will be needed.

### **Operations Field testing of aggregates**

At the beginning of the job, the inspector should run report RR005- *Materials Sampling Checklist Report Contract Materials Sampling Summary* This report lists 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.