

Quality sample for new or inactive Quarry

When a sample is taken to add a new or inactive quarry to our producer list, the Producer will not be available to be selected in the P/S field on the SiteManager sample record. In order to track the Producer on the sample, use the “Town” and “Intd Use” fields to identify the Producer location and name.

Below is a screen shot of an example for a sample that was taken from Hoover Materials LLC Old Hickory TN:

Once a sample has been tested, and passes, the next step is to get the Producer created in SiteManager and link the Quality sample so that the initial sample will show up on the BOE report *RR049- Quality of Fine & Coarse Aggregate*.

This requires the Regional M&T Supervisor to submit a completed **SM Producer/Supplier – Add/Update Form** for the approved Producer and materials. Complete the first tab of the form then on the Aggregate tab of the form use Column E to capture the sample ID of the sample used to approve the Producer. Please add the sample ID to the first material marked “Active” on the Aggregate tab. Then send the completed form to TDOT.Sitemanagermaterials@tn.gov.

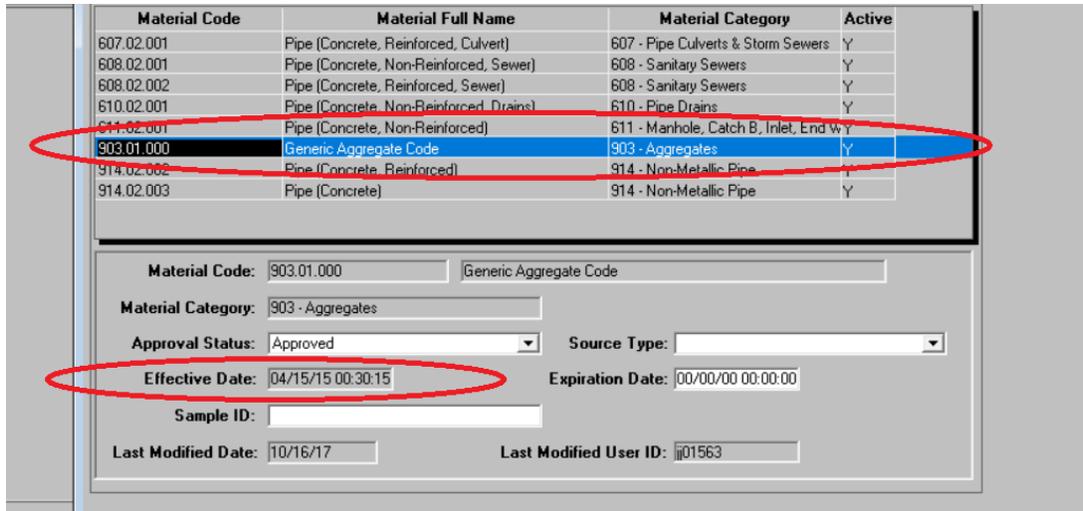
A screen capture of a completed material is below:

1 Aggregate				
2 Material Code	Material Full Name	Activate or Inactivate (drop down)	Effective Date	Sample ID (enter sample used to activate or inactivate material)
3 203.02.001	Borrow (Graded Solid Rock)			
4 203.02.002	Borrow (Unclassified)			
5 203.02.003	Borrow (Select)			
6 203.10.001	Embankment Material (Solid Rock)	Activate	10/10/2017	jj015631621140553
7 204.03.001	Foundation Fill (Gravel/Slag/Stone)			

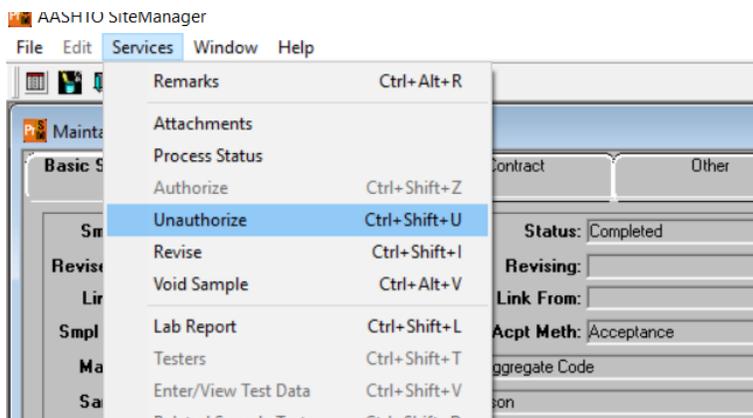
The person creating the P/S in SiteManager will complete the following steps to ensure the material with sample results shows up on the RR049-Quality of Fine & Coarse Aggregate report:

1. Create the P/S record in SiteManager.
2. In the “Producer/Supplier Materials” window, add material 903.01.000 and modify the “Effective Date” for that material to one year earlier (for example, if today’s date was 10/10/2017, then enter 10/10/2016). Then select “Approval Status” of Approved and save record.

See example below:



3. Once that is completed, use the “Services” menu to “Unauthorize” the SiteManager Quality sample and add the Producer to the sample.



4. Once unauthorized, the new Producer will be available to add to the sample record.
5. Then use the “Review Sample” window of LIMS to re-authorize the sample.
6. All other approved materials can be added to the P/S without making modifications to the effective date.