

## Corrugated Metal Pipe reporting

### OPERATIONS:

Due to the possibility of material being shipped to a contract, but not being placed for payment for a long period of time we cannot easily tie some material reported by Regional M&T inspectors to contract line items. Operations will create a T2 sample using the DT-0280 form created by Regional M&T to approve payment for CMP as needed. They will need to write the SM sample ID on the DT-0280 form in case it is needed in the future. **No actual DT0044 form will be required for these samples.** These samples will use material codes:

T2.607- T2 Pipe - Box Culvert --- when Item does **not** specify metal (example 607-03.30- 18" PIPE CULVERT)

T2.607.1- Corrugated Metal Pipe- Linear Ft. --- when Item does specify metal (example 607-37.02- 18" CORRUGATED METAL PIPE CULVERT)

sample type/acceptance method: certification/certification

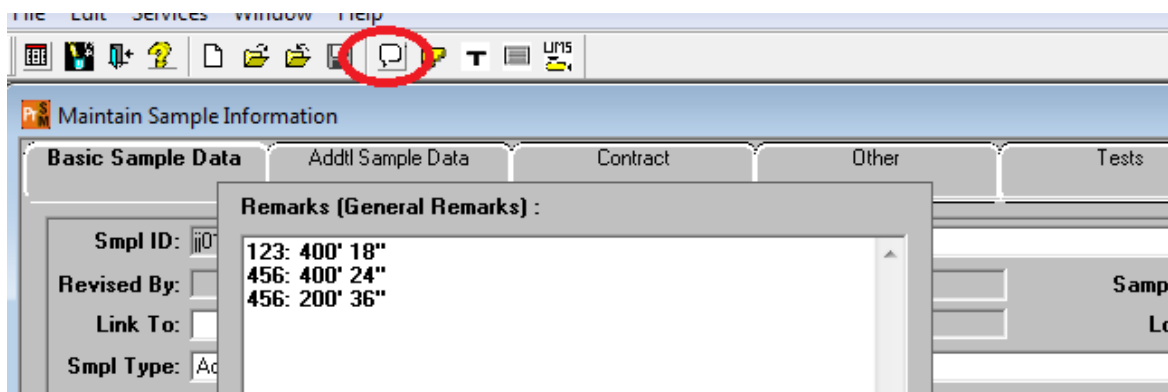
NOTE: If DT-0280 form lists items that would use both T2 codes listed above, a second sample will be required

### REGIONAL M&T :

Regional M&T inspectors will still create paper reports for CMP. When the report is created they will also create a SM sample and write the last 8 digits of the sample ID on the report as their report number. This sample will have a Sample Type/Acceptance Method of Acceptance/Acceptance. It will be assigned to the "Field" lab. The M020-Visual Inspection test linked to it and Regional M&T employees will perform the test and complete the sample. This cannot be tied directly to payment, but will allow us to track the materials.

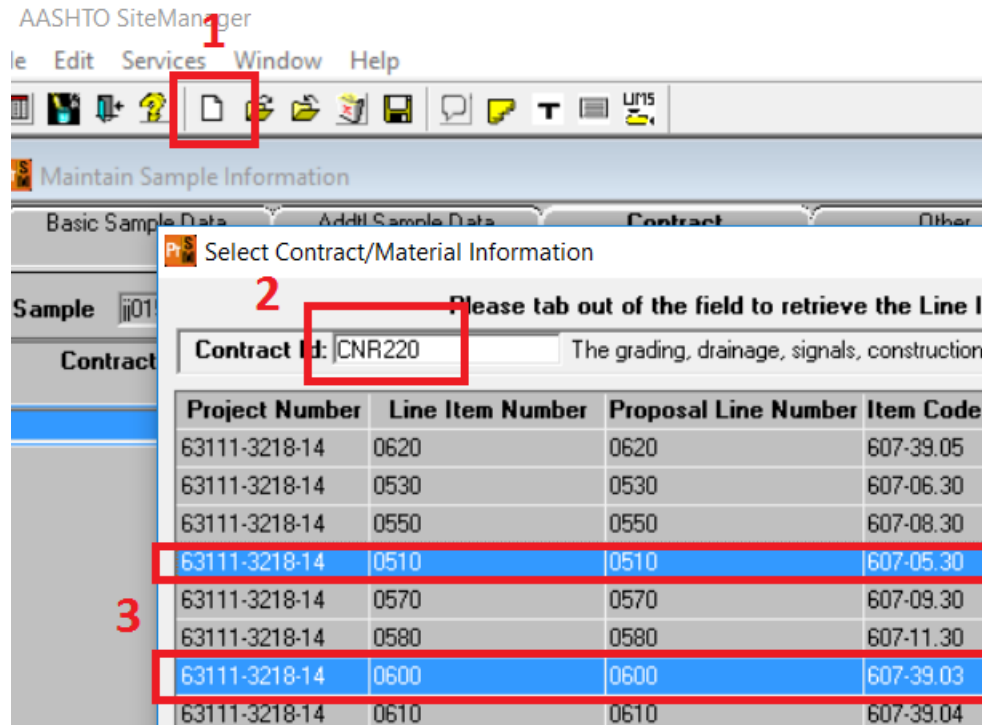
Material code used shall be: 607.02.002- Pipe (Metal, Corrugated)

Their SM sample will need to capture as much data as possible. For CMP we need to capture size pipe and linear feet for each heat number. The easiest place to store this data is in sample remarks.

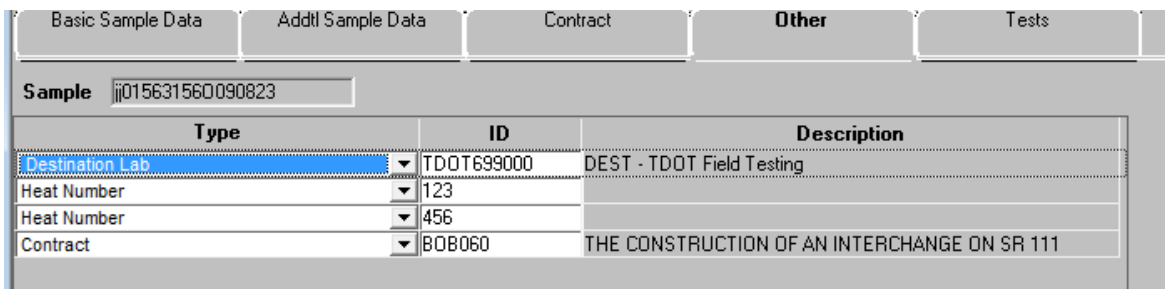


We will track the contract and items on the “Contract” tab of the sample. Since we do not know precise line items that the material could be used for, we will select the contract and all possible items the material code could be used for.

1. Navigate to the “Contract” tab. Select the “New” icon at the top of the window.
2. Select the contract in the window that comes up.
3. 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 quantities need to be entered at the project level. If your contract has more than 1 project, you may need multiple entries for an item



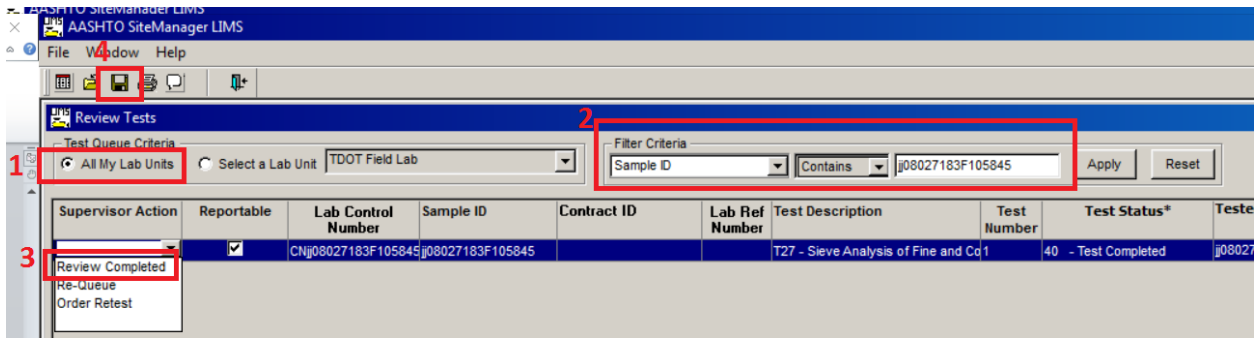
In order for us to be able to query contracts that specific heat numbers went to, the heat numbers and contract must also be listed on the “Other” tab of the sample.



The sample will be assigned to the Field Lab and the test will be Visual inspection.

In LIMS, open the “enter test results” window:

1. find sample and select “Meets” in the dropdown on the template
2. select “test complete” box
3. Save to move the test forward to the next queue.



In the "Review Tests" queue:

1. Make sure criteria is set to "All my Labs"
2. Set a filter to look for sample id and apply
3. Make sure correct sample is showing and select "Review Complete" from "Supervisor Action" drop-down
4. Save

The sample should be complete now.