Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

General Description

This is one of the eight spreadsheet disciplines that KYTC will use for QC/QA program tracking. These spreadsheets allow data to be received by KYTC from Producers/Suppliers outside the department, and automatically loaded (with error checking) into the SiteManager system by the Spreadsheet Applet application developed by KYTC ITI. The eight disciplines include:

Short Name	Description
MIXPACK	Asphalt Mix Design
AMAW	Asphalt Mixtures Acceptance Workbook QC/QA
CONCMIX	Concrete Mix Design
CONCPVMT	Concrete Pavement QC/QA
CONCSTRT	Structural Concrete QC/QA
AGG	Aggregate QC/QA
DENSITY	Moisture-Density QC/QA
STRIPING	Striping QC/QA

The user initiates the Applet and directs the application as to the location of the spreadsheet, and the Applet then attempts to successfully load the spreadsheet. If any errors are encountered, the load is aborted and the specific errors returned to the user. Once successfully loaded into SiteManager, the Applet archives a copy of the spreadsheet for audit trail purposes (as described in TBD).

NOTE: The RE's should not procedurally do any loading of MIXPACK spreadsheets; these should actually be done by the DME's or by Central Office personnel.)

Spreadsheet Applet Executable Location

TBD

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Spreadsheet Location

TBD

Procedure

The MIXPACK Asphalt Mix Design Spreadsheet will populate two functional areas of the SiteManager application via the Spreadsheet Applet application:

- The Superpave Mix Design window records

- The Sample Information window records

This document describes the procedures for entering data into the spreadsheet that will be stored into the Sample Information related records in SiteManager. (The Superpave Mix Design records loaded by this spreadsheet are described as part of the "Superpave (MIXPACK) Mix Design Field Handout for Applet" procedure.) All records loaded by this spreadsheet will be protected (i.e., the Mix Design will be Approved and the Sample will be Authorized).

NOTE: Any changes necessary to the data will need to be done by using the "replacement" function available with the Spreadsheet Applet.

This spreadsheet will load mix design approval related data into only one sample and one test method (AMMIXPACK).

Test charges for the AMMIXPACK test will be computed by the spreadsheet (as this is not a standard fee) and the resultant value uploaded to the AMAMAW test template via the Applet. (Thus the AMMIXPACK charge amount entered into the SiteManager Test & Fee Schedule will not be used.)

Refer to the MIXPACK End-User Procedure for the specific procedures required by the end-user to use this spreadsheet.

The following tables describe the fields loaded on the database, which are visible when viewing on the window, and the source, location, and procedures for each field from the KYTC perspective.

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BASIC SAMPLE DATA FOLDER TAB (t_smpl)

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Sample ID (smpl_id)	The unique identifier of the record generated for the material sample.	The Sample ID is manually entered by the Sampler when logging the sample in SiteManager. The Sample ID is 14 characters in most circumstances but may be up to 18 characters long if there are special circumstances in the case of a revised sample or a recheck. Every character of the Sample ID has a specific meaning (i.e. it is "smart" number) and should follow the naming convention of *DDCCCIIIYY####XXXX*. The definition of each character is outlined below. - (DD) The district number of where the sample was taken. - (CCC) The crew number of the Sampler. - (III) The 3 letter initials of the Sampler. (Note: Users with only a first and last name should use "X" as their middle initial. Users with more then three names should choose which 3 letters they want to use, but should use the same 3 letters consistently when logging samples). - (YY) The 2-digit year sample was taken. - (####) A 4-digit sequential number that starts with 0001 for each Sampler and then increments sequentially for each sample logged thereafter (i.e. 0001, 0002, 0003, etc.) (XXXX) The last four characters of the Sample ID should only be entered to indicate special circumstances. RV1 would be used to indicate a revised sample (e.g. RV1 Revised Sample 1st RV2 Revised Sample 2nd time). RK1 would be used to indicate a recheck sample (e.g. RK1 Recheck Sample 1st time, RK2 Recheck Sample 2nd time).	Free-form	KYTC Spreadsheet Approver	Must be a unique Sample ID . Mix Design Approvals done by the Central Office will use the following procedure: DD CCC III YY SSSS DD is the District in which the Mix Design will be utilized during production. 640 is the Crew for Central Office. III is AMD: Stands for Asphalt Mix Design for Central Office only. This is for the purpose of keeping the numbering system the same as the Mix Design Inventory. YY is the Year. SSSS is Mix ID Number. Mix Design Approvals done by the District will use same as above except they will use their initials and not AMD. The year and Mix ID number are the critical information in the Sample ID and for Mix Design Inventory. **<Design Data.SM ID NUM.>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Status (stat_t)	This field identifies the current status of the record.	When logging the sample, the Sampler should select the status of "Pending". Once all tests for the sample are completed, the Project Engineer will select the appropriate sample status before the sample is authorized. Notes: - Only PENDING, COMPLETE, and FAILED will count toward satisfying the sample requirements for a material. - Only COMPLETE, FAILED, and FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample.	Code Table	Auto-populated by Spreadsheet	Will always be COMPLETE.
Revised by (revise_smpl_id)	Indicates the Sample ID of the sample that was revised by the sample record.	This field is auto-populated with the user ID of the Sampler for revised samples only.	N/A	N/A	Revise a sample manually in SiteManager to change incorrect data. Applet will not populate this field.
Revising (N/A)	Indicates the number of the original sample that was revised.	This field is auto-populated for revised samples only. It is populated with the Sample ID of the original sample. A sample should only be revised if the original material failed and a new sample is taken for further testing or to correct an error/issue on an authorized sample.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Sample Date (smpl_dt)	The date the sample was taken.	Enter the actual date the sample was physically taken.	Date	KYTC Spreadsheet Approver	The date when the mix design and any necessary components was received from the contractor. **<Design Data.DATE REC.>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Link To (rel_smpl_id)	This sample ID reflects another sample to which this one is linked. This link reflects the tie from this sample to the next in the chain of samples. It is used in part to group samples together.	This field is populated by using the look-up function to link the current sample to another sample that already exists in SiteManager. Link samples for the following: - QC samples should be linked to the corresponding QA sample for the material. - IAS samples should be linked to an Acceptance Sample - When additional testing needs to be performed for failing samples, the new sample should be linked to the failing sample - Other situations when applicable.	N/A	N/A	Applet will not use this field for this discipline.
Link From (N/A)	This reflects the opposite relationship as the Linked To. This will display the ID of the sample that contains this sample in its Linked To field. This field is meant to allow the user the ability to travel up the linked chain.	This field is only auto-populated for samples that are linked to another sample in SiteManager.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Log Date (log_dt)	The date the sample was received at the lab.	The KYTC Mix Design Representative enters the actual date the sample is logged in SiteManager.	Date	KYTC Spreadsheet Approver	The date when the mix design and any necessary components was received from the contractor. **<Design Data.DATE REC.>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Sample Type (smpl_t)	Identifies the type of sample taken (e.g. acceptance, job control)	The Sampler selects the appropriate sample type from the pick-list. The values in this list are: Independent Assurance Informational Project Acceptance QA QC Check Sample Mix Design Approval	Code Table	Auto-populated by Spreadsheet	Always assigned as Mix Design Approval. This is a data check field as it is a code table.
Acceptance Method (acpt_meth_t)	The method by which the sample is being accepted (e.g. visual, manufacturer certification)	The Sampler selects the appropriate acceptance method from the pick-list. The values in this list are: Certification Test Results Visual Inspection Mix Design Approval	Code Table	Auto-populated by Spreadsheet	This value is Mix Design Approval for all samples in this discipline. This is a data check field as it is a code table.
Material (matl_cd)	The material's unique identifier.	Using the look-up function, the Sampler selects the material being sampled and tested.	Code Table	End-User	Material Code selected by the End-User by selecting the type of mix design. Data check needed to ensure that this Material Code is an active material in SiteManager. **<Design Data.MIX MAT. CODE>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Sampler (smpld_by)	The ID of the sampler that took the sample.	The Sampler enters the SiteManager himself/herself from the list. In the case where the Sampler is not qualified to sample the material or his/her qualification has not been updated, he/she will contact the District Materials Engineer (DME) in his/her District for further action.	Free-form	QC: End-User	The contractor person who is submitting the mix design for approval. User must be an active Sampler (i.e., Material User). The Approver must have active "SUPERPAVE MIX DESIGN TECHNOLOGIST" Sampler qualification (and therefore have a SM User ID) for a Material Category of "ASPHALT-MIX DESIGN". **<Design Data. SUBMITTED BY>**
P/S (prodr_supp_cd)	The name of the P/S for the material listed.	Using the look-up function, the Sampler selects the approved Producer/Supplier (P/S) for the material being sampled. In the case where the P/S is not approved or the approval has expired, the sampler will contact the DME in his/her District for further action.	Drop-down / Free-form	End-User	This is the Asphalt Plant (i.e., Producer/Supplier Code) where the material is being produced. Data check to ensure that this P/S Plant is active in SiteManager. Data check to ensure that the Material Code above is actively being produced by the P/S. (This will be based on the Sample Date.) **<Design Data. CNTR. PROD. #>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Type (N/A)	The identified type of producer, or source, the listed P/S categorized as.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
City (N/A)	The city listed where the P/S located according to the Address listed on the Approved List, P/S window.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Prod Nm (prod_nm)	Product Name. The brand of the material.	Using the look-up function, the Sampler selects the appropriate product name when available.	N/A	N/A	Applet will not use this field for this discipline.
Mnfctr (mnfctr_cd)	Manufacturer of the product selected.	Manufacturer of the product selected. If the Brand Name is required on the Material Detail window, then after the Product Name is populated the Manufacturer field is auto populated. If the Brand Name is not required on the Material Detail window, then the Manufacturer field is a search field that only displays the Producer/Suppliers that are approved for that material.	N/A	N/A	Applet will not use this field for this discipline.
Town (twn)	The name of the town where the work is being done.	The Sampler may specify the town if desired but is not required.	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Geog Area (geog_area_t)	The district in which the selected material was sampled.	Using the pick-list, the Sampler specifies the District where the sample was taken.	Free-form	Auto-populated by Spreadsheet (based on data entered by the KYTC Spreadsheet Approver)	The District in which the Mix Design will be utilized during production. This is automatically assigned by the spreadsheet based on the first two characters of the Sample ID (which procedurally must be the District ID). This is a data check field as it is a code table. **<Design Data.SAMPLE ID>**
Intd Use (intd_use_txt)	Description of the intended use of the material.	Per KYTC policy, this field will not be used, except the Aggregate section would like this field to be populated with the intended application of the aggregate.	N/A	N/A	Applet will not use this field for this discipline.
Represented Quantity (repr_qty)	The quantity of the sample being associated with the contract or the quantity of material represented by the sample.	Per KYTC policy, this field will not be used.	Free-form	End-User	This is the quantity of the mix that is approved for use on the contract as specified in the bid item list in the proposal. KYTC spreadsheet approver will manually validate this quantity and adjust if necessary. **<Design Data.TOTAL TONS>**
Sample Unit (unt_t)	The represented quantity material unit.	Must be either the English or Metric unit for the material.	Code Table	Auto-populated by Spreadsheet	Always assigned as TONS for this discipline. This is a data check field as it is a Code Table.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Auth By (auth_by_cms_uid)	The ID of the user that authorized (completed) the sample.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the Mix Design. User must be an active Security User. The Approver must have active "SUPERPAVE MIX DESIGN TECHNOLOGIST" Sampler qualification (and therefore have a SM User ID) for a Material Category of "ASPHALT-MIX DESIGN". **<Design Data. APPROVED BY>**
Auth Date (auth_dt)	The date the sample was authorized (completed). The system will use the current date when the same is authorized.	N/A - Auto-populated.	Date	Auto-populated by Applet	This will be the date the mix is released (i.e., approved) for use. **<Design Data.DATE REL.>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Remarks (rmrks_id)	Opens the remarks balloon for free-form data entry. - Available from the Basic Sample Data, Addtl Sample Data, Contract, and Other tabs.	Status: The Sampler and Tester will fill in the remarks as needed and applicable to the sample. If a sample is in the FAILED status, detailed information needs to be added to remarks indicating resolution (e.g. deduction, repaired). If a sample is in the FAILED AND REMOVED FROM PROJECT status, detailed information needs to be added to remarks as to why it failed and was removed. Sample Responsibility: If CONSULTANT or OTHER AGENCY is chosen, User will log comment in the remarks bubble of the Sample Information window regarding specific type of consultant that took the sample. Test Responsibility: If CONSULTANT is chosen, User will log comment in the remarks bubble of the Sample Information window regarding specific type of consultant that took the sample.	Free-form	KYTC Spreadsheet Approver	Allow entry of remarks for the Sample in the spreadsheet. Each Remark is limited to 255 characters. (*NOTE: ID automatically assigned by spreadsheet as the concatenation of the KYTC Approver SM User ID + current spreadsheet system date/time in the format "yyyymmddhhmmss" + the last four characters of the Sample ID*)) **<Design Data.NOTES.>**
Lock Type (lock_type)	The value for this field determines the access level for updating the sample record.	This field will automatically default to the Office Level. If a sampler from an equivalent office will be updating the sample record, choose No Lock (e.g. Inspector from one Residency Crew is assigned to another Residency Crew and needs to update the Sample Record, choose No Lock). For IAS samples, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.	N/A	N/A	Applet will not use this field.
Locked By (locked_by)	Indicates who locked the sample.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.
Lock Date (lock_dt)	Indicates the date and time the sample record was locked.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Lock Office Lev 1 (lev1_office_ind)	Indicator specifying whether the sample is locked at the central office level.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.
Lock Office Lev 2 (lev2_office_nbr)	Specifies the level 2 office the sample is locked at.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.
Lock Office Lev 3 (lev3_office_nbr)	Specifies the level 3 office the sample is locked at.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.
Lock Office Lev 4 (lev4_office_nbr)	Specifies the level 4 office the sample is locked at.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.

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ADDTL SAMPLE DATA FOLDER TAB (t_smpl)

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field.

This is not a database field; it is assigned programmatically by the SiteManager application. |
Buy American (buy_usa_ind)	Identifies if the material sampled fulfills the requirement for the Buy USA program.	The Sampler should select the checkbox based on contract specifications; otherwise it should be left blank.	N/A	N/A	Applet will not use this field.
Buy American (buy_usa_rqr dmt_t)	Identifies the documentation required to accept materials for the Buy USA program.	Per KYTC policy, this field will not be used.	N/A	N/A	Applet will not use this field.
Reqst By (reqst_by_nm)	Description identifying who requested the sample.	Population of this field is optional. The Sampler may enter the requestor.	N/A	N/A	Applet will not use this field.
Witnessed By (witness_by_c ms_uid)	The ID of the person who witnessed the sample being taken.	Population of this field is required if KYTC witnesses IAS, Liquid Asphalt, or QC sampling/testing.	N/A	N/A	Applet will not use this field.
Smpl Size (smpl_sz)	The size of the material sample being taken.	Population of this field is optional. The Sampler may populate this field indicating sample size and sample unit, particularly for samples that are more than one unit (e.g., 2 cans, etc.).	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl Size - Units	Units of the Sample Size.	If the Sample Size field is populated, populate the sample unit.	N/A	N/A	Applet will not use this field for this discipline.
Dist from Grade (dstnc_fnsh_grd)	The distance from finished grade for height of fill, height of test, and test depth measurements.	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	N/A	N/A	Applet will not use this field for this discipline.
Dist from Grade – unit of measure (dstnc_fnsh_grd_unt)	The unit of measure in which the distance from finished grade is measured.	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	N/A	N/A	Applet will not use this field for this discipline.
Station (sta)	The station point along the survey line where the sample is taken.	Population of this field is optional except for concrete cylinders, soils, DGA, cores and when otherwise applicable.	N/A	N/A	Applet will not use this field for this discipline.
Offset (offst)	The distance and direction from the reference point where the sample is taken.	Optional entry. This field should be populated by the Sampler for concrete cylinders, soils, DGA, cores and when otherwise applicable.	N/A	N/A	Applet will not use this field for this discipline.
Reference (ref)	The line on plans to reference the location of the sample.	The population of this field is optional.	N/A	N/A	Applet will not use this field for this discipline.
Smpld From (smpld_fr_txt)	A freeform text field where the user may enter a description of where the sample was taken.	This field should be populated by the Sampler when station and offset information are not applicable.	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl Origin (smpl_origin)	A freeform text field where the user may enter a description of where the sample originated.	The population of this field is optional.	N/A	N/A	Applet will not use this field for this discipline.
Control Type (cntrl_t)	Provides an additional identifier for the sample (if available). The type is from a list of values defined by the transportation agency. Examples are heat number, lot number, batch number, etc.	This field should be populated by the Sampler for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe and when applicable based on the Field Sampling & Testing Manual. The values in this list are: Batch Number Heat Number Lot Number	N/A	N/A	Applet will not use this field for this discipline.
Cntrl Number (cntrl_nbr)	The actual number for the type of control to identify the sample.	This field should be populated by the Sampler when a Control Type is selected in the previous field.	N/A	N/A	Applet will not use this field for this discipline.
Seal Number (seal_nbr)	The seal number of the batch of the material tested.	This field is populated by the Sampler with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.	N/A	N/A	Applet will not use this field for this discipline.
Design Type (smpl_dsn_t)	This field indicates the type of mix design the selected material is associated with (e.g. Marshall, SUPERPAVE, etc).	Using the pick-list, this field should be populated by the Sampler when a mix design is being sampled.	Code table	Auto-populated by Spreadsheet	Always assigned as SUPERPAVE for this discipline.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Mix ID (smpl_mix_id)	This field indicates the ID for the mix design.	Using the look-up function, the Sampler should populate this field with the Mix ID being sampled.	Free-form	KYTC Spreadsheet Approver	Mix Design ID assigned by the KYTC Approver. The Mix Id must already exist as a SUPERPAVE Mix Design (i.e., write the Superpave record first, before writing the Sample record). . **<Design Data. MIX ID NUM.>**
Plant ID (plant_id)	The unique identifier for the approved P/S plant that provided the material.	Identical to Producer/Supplier Code.	N/A	N/A	Applet will not use this field for this discipline.
Plant Type (plant_t)	This field identifies the type of plant from which the material was supplied.	This is auto-populated on the window based on the Plant ID above.	N/A	N/A	Applet will not use this field for this discipline.
Creator User ID (cms_uid)	Creator of Sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the Mix Design. User must be an active Security User. **<Design Data.APPROVED BY>**
Include Standard Remarks Std_rmrks_ind)	Population of this field indicates that standard remarks should be included on the Lab Report.	This checkbox should always be populated by the Sampler or the Authorizer of the sample for Project Acceptance and QC samples.	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Last-Modified User ID (last_modfd_uid)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the Mix Design. User must be an active Security User. **<Design Data.APPROVED BY>**
Last-Modified Date (last_modfd_dt)	Date of the last modification made to the sample record.	N/A	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.
ADDITIONAL RECORDS NOT SEEN FROM WINDOWS					
Sample Lock Indicator (smpl_lock_ind)	Indicates when a sample resides in the standalone database and has been piped-up to the server (i.e., it is no longer owned by the standalone database and therefore cannot be edited). This is automatically populated by SiteManager.	N/A	N/A	N/A	Applet will not use this field.
<Reference Document> (ref_doc)	No longer used by SiteManager.	N/A	N/A	N/A	Applet will not use this field.

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CONTRACT FOLDER TAB (t_cont_smpl)

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A - Auto-populated.	Free-form	KYTC Spreadsheet Approver (& last two characters assigned automatically by spreadsheet)	Must be a unique Sample ID . Mix Design Approvals done by the Central Office will use the following procedure: DD CCC III YY SSSS DD is the District in which the Mix Design will be utilized during production. 640 is the Crew for Central Office. III is AMD: Stands for Asphalt Mix Design for Central Office only. This is for the purpose of keeping the numbering system the same as the Mix Design Inventory. YY is the Year. SSSS is Mix ID Number. Mix Design Approvals done by the District will use same as above except they will use their initials and not AMD. The year and Mix ID number are the critical information in the Sample ID and for Mix Design Inventory. **<Design Data.SM ID NUM.>**

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Contract ID (cont_id)	The unique identifier of the contract with which the displayed material is associated.	Using the look-up function, the Sampler will make the necessary contract associations in this folder tab for all Project Acceptance samples.	Free-form	End-User	A data check is required for these fields to make sure the combination of the three keys are found in SiteManager (on t_cont_itm). Also, need a data check to make sure that the sample's material is on the S&TR record for this contract item.
Project (prj_nbr)	The ID of a project.	N/A	Free-form	End-User	Multiple items can be included. All items must be on one contract, but can be on multiple projects on the contact. Duplicates not allowed. **<Design Data.CONTRACT ID>** **<Project Items.Project Nbr>** **<Project Items.Line Item Number>**
Line Item (ln_itm_nbr)	The unique identifier of an item associated with a contract.	N/A	Free-form	End-User	
Fed State Prj Nbr (N/A)		N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Cont Est Matrl Qty (N/A)	The material quantity expected to be placed over the life of the contract based on the current pay item quantity-to-conversion factor relationship identified in the contract S&T requirements.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Represented Qty (repr_qty)	Representative Quantity. This field may be required, depending upon System Operational Parameter settings.	Population of this field is optional.	N/A	N/A	Applet will not use this field for this discipline.
Material Unit (N/A)	The material unit short description.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Reported Matrl Qty (N/A)	This is total material installed. Calculated: Installed Quantity of Contract Item x Conversion Factor.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Line Item Desc (N/A)	A transportation agency-defined code used to identify a particular item.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Supplemental Description 1 (N/A)	This field contains a description that is supplemental to the item's description and may be required by the transportation agency.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Supplemental Description 2 (N/A)	This field contains a secondary description that is supplemental to the item's description and may be required by the transportation agency.	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Contract Description (N/A)	This field contains the Contract Description	N/A	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Last-Modified User ID (last_modfd_uid)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. **<Design Data. APPROVED BY>**
Last-Modified Date (last_modfd_dt)	Date of the last modification made to the sample record.	N/A	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

OTHER FOLDER TAB (t_oth_smpl) – NOT USED BY THE APPLET

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A - Auto-populated.	N/A	N/A	Applet will not use this field for this discipline.
Type (oth_t)	The transportation agency-defined list of entities other than a contract that require S&T (e.g., maintenance, research, design, or geo-technical).	Using the pick-list, the Sampler should select Latitude and Longitude for Concrete, Cores, Soils and Other (*Note: Other to be determined by Construction.*)	N/A	N/A	Applet will not use this field for this discipline.
ID (oth_id)	A value representing the entity.	Value will vary based on Type selected.	N/A	N/A	Applet will not use this field for this discipline.
Last-Modified User ID (last_modfd_u id)	Last user to modify the sample record.	N/A	N/A	N/A	Applet will not use this field for this discipline.
Last-Modified Date (last_modfd_d t)	Date of the last modification made to the sample record.	N/A	N/A	N/A	Applet will not use this field for this discipline.

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

TESTS FOLDER TAB (t_smpl_tst)

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A - Auto-populated.	Free-form	KYTC Spreadsheet Approver (& last two characters assigned automatically by spreadsheet)	Must be a unique Sample ID . Mix Design Approvals done by the Central Office will use the following procedure: DD CCC III YY SSSS DD is the District in which the Mix Design will be utilized during production. 640 is the Crew for Central Office. III is AMD: Stands for Asphalt Mix Design for Central Office only. This is for the purpose of keeping the numbering system the same as the Mix Design Inventory. YY is the Year. SSSS is Mix ID Number. Mix Design Approvals done by the District will use same as above except they will use their initials and not AMD. The year and Mix ID number are the critical information in the Sample ID and for Mix Design Inventory. **<Design Data.SM ID NUM.>**

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Test Method (tst_meth)	The unique identifier of the test template that will be used to capture the test data.	Using the look-up function, the Sampler is responsible for selecting the tests that should be performed on the sampled material. The Sampling Checklist should be used as a guideline for determining what tests to select.	Free-form	Auto-populated by Spreadsheet	Test method for warehousing mix design and test data (if applicable). Data check is needed for this field. One test template should be created – AMMIXPACK. A field for capturing the total test charge should also be passed back within the template.
Sample Test Nbr (smpl_tst_nbr)	The unique number/identifier for the associated test.	The Sampler should populate the Sample Test Nbr field with the number "1" for the first incident of that particular test method. Any subsequent incidents of the <u>same</u> test method for the sample should be numbered sequentially (2, 3, etc.)	Free-form	Auto-populated by Spreadsheet	Always be assigned as "1".
Lab ID (lab_id)	This field is the unique ID number assigned to each lab entered in the system on the Approved List, Qualified Labs window.	Using the look-up function, the Sampler is responsible for specifying the lab that will perform the test.	N/A	N/A	This will be the district laboratory or central office where the mix was evaluated and approved. This will have an edit check. **<Design Data.LAB>**

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Charge Amount (chrg_amt)	The amount charged for the test.	This field is auto populated. Per KYTC policy, this field will not be used.	Free-form	Auto-populated by Spreadsheet	This is calculated by the spreadsheet and passed to the Test Charge Interface via this field on the template (rather than via the Test & Fee Schedule value for this discipline). **<Chart Data.Total>**
Received Date (strt_dt)	The date that the associated test began.	The *Tester* should populate this field with the actual date the sample arrived at the lab (i.e. receiving date).	Date	KYTC Spreadsheet Approver	The date when the mix design and any necessary components was received from the contractor. **<Design Data.DATE REC.>**
Actual Start Date (est_cmpl_dt)	The expected test completion date.	The *Tester* should populate this field with the **Actual Start** date of the test. The one exception to this policy is for cylinder samples, which required the *Sampler* to populate this field with the estimated break date for the cylinder.	Date	KYTC Spreadsheet Approver	The date when the mix design and any necessary components was tested in the Central Office, otherwise this will be blank. **<Design Data.MCL MIX DATE>**
Actual Completion Date (actl_cmpl_dt)	The test completion date.	The *Tester* should populate this field with the actual date the test was completed.	Date	KYTC Spreadsheet Approver	This will be the date the mix is released (i.e., approved) for use. **<Design Data.DATE REL.>**
Last-Modified User ID (last_modfd_uid)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. **<Design Data. APPROVED BY>**
Last-Modified Date (last_modfd_dt)	Date of the last modification made to the sample record.	N/A	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

TESTERS WINDOW (t_smpl_tstr)

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A - Auto-populated.	Free-form	KYTC Spreadsheet Approver (& last two characters assigned automatically by spreadsheet)	Must be a unique Sample ID . Mix Design Approvals done by the Central Office will use the following procedure: DD CCC III YY SSSS DD is the District in which the Mix Design will be utilized during production. 640 is the Crew for Central Office. III is AMD: Stands for Asphalt Mix Design for Central Office only. This is for the purpose of keeping the numbering system the same as the Mix Design Inventory. YY is the Year. SSSS is Mix ID Number. Mix Design Approvals done by the District will use same as above except they will use their initials and not AMD. The year and Mix ID number are the critical information in the Sample ID and for Mix Design Inventory. **<Design Data.SM ID NUM.>**

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Test Method (tst_meth)	The unique identifier of the test template that will be used to capture the test data.	N/A - Auto-populated.	Free-form	Auto-populated by Spreadsheet	Test method for warehousing mix design and test data (if applicable). Data check is needed for this field. One test template should be created – AMMIXPACK. A field for capturing the total test charge should also be passed back within the template.
Sample Test Nbr (smpl_tst_nbr)	The unique number/identifier for the associated test.	N/A - Auto-populated.	Free-form	Auto-populated by Spreadsheet	Always be assigned as "1".
Testers (tst_id)	Provides a look-up of testers that are qualified for the selected test method. - Available from the Tests tab when a test has been added to the Tests tab.	Select the tester who performed the test. If you edit the test results your name will automatically be added to the Tester List. NOTE: If the tester is not qualified to perform the test, their name will not be available from the Tester Search Window.	Free-form	QC: End-User	The contractor person who is submitting the mix design for approval. User must be an active Tester (i.e., Material User). The Approver must have active "SUPERPAVE MIX DESIGN TECHNOLOGIST" Tester qualification (and therefore have a SM User ID) for a Material Category of "ASPHALT-MIX DESIGN". **<Design Data.SUBMITTED BY>**

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – SUPERPAVE (MIXPACK) QCQA Spreadsheet