

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sampling & Testing Requirements Window

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General Description

The Sampling and Testing Requirements window allows the identification of materials for a bid item and the specification of a minimum sampling and testing requirements guide. It is used to identify the minimum frequency, responsibilities, sample size, and/or unit for the sampling and testing of a material for a bid item. SiteManager uses this data as a guideline for the entry of new contracts.

Procedure

In KYTC, maintenance of the Sampling and Testing Requirements window will be a joint effort between the SiteManager System Administrator and the Division of Materials Section Supervisors. Submit requests for new Item Code and Material Code associations, or modifications of existing Item Code and Material Code associations, and their corresponding sampling and testing requirements to the appropriate Section Supervisor on the Sampling & Testing Requirements Request Form.

MATERIALS FOLDER TAB

Materials Folder Tab Description

The Material folder tab allows the specification of the conversion factor and approved source required indicator for a selected material on a bid item. If necessary, the Material can also be viewed from this window.

Procedure

In KYTC, the following assumptions should be made in determining Item Code to Material Code associations.

Component Materials and Contractor Options

All possible component materials and Contractor Options that require S&T should be listed for the Bid Item.

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For example, if a Bid Item can have three different types of Fly Ash, then all three types should be listed for the Bid Item in the 'Open' select list.

NOTE: Although not directly part of this windows procedure, on the Contract Sampling and Testing window the DME will delete the materials that do not apply to a specific contract. If there is a possibility that the material will be used on the item at some point in the Contract, the DME should change the conversion factor to zero. If the material does not get used by the end of the project, the DME should delete the material code.

Field Table

| Field Label | KYTC Population Policy & Procedure |
|---------------------------|---|
| Item | Displays the unique identifying code for the bid item from the Item Master. |
| Spec Year | Displays the specification year for the bid item. |
| Item System Unit | Displays whether the units of measure are English or Metric. |
| Item Unit | Displays the unit of measure for the bid item. |
| Description (Lines 1&2) | Displays a description of the selected bid item from the Item Master. |
| Material Code | Select the Material Code associated to the Item code. |
| Conversion Factor | Refer to the PROCEDURE description under the Material Tab above for the Conversion Factor of the various f materials in KYTC. |
| Approved Source Indicator | This field indicates whether or not an approved source from the Approved Materials (i.e. Brand Name Product) functionality must be associated with the material. If the indicator displays a checkmark, the name of an approved product must be entered in the Sample Information window when creating a sample record for the material. Select as applicable. |
| Special Instructions | This field is a freeform text field intended for the user to type special instruction specific to the bid item to material relationship. The value, if any, will be passed to the Contract Sampling and Testing Requirements window. <ul style="list-style-type: none">- In KYTC this field should include the defaults for how the conversion factor was determined, special instructions for sampling, and whether or not the Contract should be referenced for specific details.- Instructions on how to modify the conversion factor if precast concrete material is used should also be listed in Special Instructions. |

SAMPLE AND TESTING FOLDER TAB

Sample and Testing Folder Tab Description

The Sample and Testing tab allows the modification of a materials sample and testing information for a given bid item.

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Procedure

In KYTC, the S&T Requirements should be entered in accordance with the field table definitions below. Additional comments regarding assumptions made in determining the Conversion Factor and/or frequency may be recorded in the Remarks bubble.

Sample Types and Acceptance Methods should be used in determining S&T Requirements as defined below:

- **Verification** – Verification should be chosen as a Sample Type for materials that are sampled for the purpose of retesting questionable material (e.g., Verification samples). Verification should NOT be set up as an S&T Requirement. Possible Acceptance Methods are Test Results.
- **Independent Assurance** – Independent Assurance should be chosen as a Sample Type when materials are sampled for the purpose of meeting Independent Assurance S&T Requirements. The only possible Acceptance Method is Test Results.
- **Informational** – Informational should NOT be set up as an S&T Requirement. This should be chosen on a sample record for samples that are taken for CCRL, AMRL, and for other samples that should not be counted toward Contract S&T Requirements (e.g., New Products or new suppliers). Possible Acceptance Methods are Test Results and Certification.
- **Mix Design Approval** – Mix Design Approval should be chosen as a Sample Type for the Material Code Mix Design Approval and when materials are sampled for the purpose of Mix Design approval. The only possible Acceptance Method is Mix Design Approval.
- **Project Acceptance** – Project Acceptance should be chosen as a Sample Type for materials sampled for the purpose of fulfilling Contract S&T Requirements. Possible Acceptance Methods are Visual Inspection, Test Results, and Certification.
- **QA**– QA should be chosen as a Sample Type for materials sampled for the purpose of Verification of Contractor’s Quality Control Testing. A possible Acceptance Method is Test Results.
- **QC**– QC should be chosen as a Sample Type for materials sampled for the purpose of Contractor’s Quality Control Testing. A possible Acceptance Method is Test Results.

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Field Table

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|-----------------------|---|
| Sample Type | Identifies the type of the test to be performed on the material for the associated bid item. Select the Sample Type. <ul style="list-style-type: none">- Refer to the paragraph above for the specific combinations of Sample Type and Acceptance Method allowed in KYTC. This is a required field. |
| Acceptance Method | Identifies how the material will be accepted on the contract. Select the Acceptance Method. <ul style="list-style-type: none">- Refer to the paragraph above for the specific combinations of Sample Type and Acceptance Method allowed in KYTC. This is a required field. |
| Test Method | Unique identifier of test template that will be used to capture the test data. A full description of the test to be completed will display to the right of the Test Method field. Select the Test Method. This is a required field. |
| Sample Location | Wherever the Sample Location is available, it should be entered. Selections include Job Site, Plant, and Manufacturer. |
| Sample Frequency | The rate at which a sample must be collected. Enter the Sample Frequency. <ul style="list-style-type: none">- Refer to the paragraph below for Sample Frequency guidance. |
| Sample Size | This field indicates the minimum sample quantity to be collected. Wherever the Sample Size is available, it should be entered. |
| Sample Unit | The unit of the sample size. Wherever the Sample Unit is available, it should be entered. |
| Sample Responsibility | The sample responsibility should be indicated as either State or Contractor. This is a required field. |
| Test Responsibility | The test responsibility should be indicated as either State or Contractor. This is a required field. |

Procedure

Rates and Frequencies should be determined as defined below.

- Tests for materials with an incremental sampling rate defined in bid item units. Enter the appropriate rate per bid item unit (i.e. for gradation testing of DGA a test is required for every 2,000 tons, the Rate and Frequency would be 1 Sample per 2,000).
- Tests for materials which do not have an incremental rate defined by bid item units. Examples of rates other than bid item units:
 - Lot and Shipment
 - Each
 - Time

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These instances will be set for a requirement of one per contract to serve as a reminder that a sample is needed for the contract. The Rate and Frequency will be set to 1 per 999,999 with guidance for additional sampling provided by the Special Instructions (Material Tab).