

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA 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**).

Spreadsheet Applet Executable Location

TBD

Spreadsheet Location

TBD

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Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Procedure

The **Structural Concrete (CONCSTRT)** QC/QA Spreadsheet will only populate Sample Information window records of the SiteManager application via the Spreadsheet Applet application.

This document describes the procedures for entering data into the spreadsheet that will be stored into the Sample Information related records in SiteManager. All records loaded by this spreadsheet will be protected (i.e., 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. Even though this capability exists, it is not enabled for general use. Only the System Administrator will be able to use this capability for this discipline.

This spreadsheet will load sample related data into five samples and two test methods as follows:

<u>Sample</u>	<u>Count</u>	<u>Type</u>	<u>Test(s)</u>
Start Up Testing	Up to 26	Informational	Concrete Plastic Tests (COCONCPLAS)
Early Break Testing	Up to 8	Informational	Concrete Compressive Strength (COCONCOMP)
QC Testing (Acceptance)	Up to 8	QC	Both COCONPLAS and COCONCCOMP
QA Testing	Up to 1	QA	Both COCONPLAS and COCONCCOMP

Test charges are only applicable for the COCONCCOMP QA test, and this is a standard charge entered into the SiteManager Test & Fee Schedule. (The COCONCPLAS QA test is \$0 in the Test & Fee Schedule as the Inspector’s time is charged instead of the actual test.)

Refer to the **CONCSTRT** 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 (smp1_id)	The unique identifier of the record generated for the material sample.	<p>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 16 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 a "smart" number) and should follow the naming convention of <i>DDCCCIIIYY####XX</i>. The definition of each character is outlined below.</p> <p>DD - The district number where the sample was taken.</p> <p>CCC – The crew number of the Sampler.</p> <p>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 than three names should choose which 3 letters they want to use, but should use the same 3 letters consistently when logging samples).</p> <p>YY - The 2-digit year that the sample was taken.</p> <p>#### - A 4-digit sequential number that starts with 0001 for <u>each</u> sample logged by a given Sampler and then increments sequentially for each sample logged thereafter (i.e. 0001, 0002, 0003, etc.).</p> <p>XX- The last two characters of the Sample ID should only be entered to indicate special circumstances. RV would be used to indicate a revised sample. RK would be used to indicate a recheck sample.</p>	Free-form	KYTC Spreadsheet Approver (& last four characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last four characters, i.e., "XX"). The last four characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • Start Up Testing [up to 26] - "SU01" through "SU26" • Early Break [up to 8] - "EB01" through "EB08" • QC Testing (Acceptance) [up to 8] - "QC01" through "QC08" • QA Testing - "QA01" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>

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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.	<p>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.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> - 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	KYTC Spreadsheet Approver	<p>Samples that are accepted and counted towards S&TR should have the status of COMPLETE.</p> <p>Samples that have already been installed and are substandard should have the status of FAILED. (Deductions may be made on the estimate for these materials.)</p> <p>Samples that have been rejected before they were installed, or already have been installed but were substandard to the point that they needed to be removed from the project. These should have the status of FAILED AND REMOVED FROM PROJECT.</p> <p>This is a data check field as it is a code table.</p> <p><VARIOUS.Sample Pass/Fail></p>
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	<p>Reload sample via Applet if revisions required.</p> <p>Applet will not use this field for this discipline.</p>

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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 (smp1_dt)	The date the sample was taken.	Enter the actual date the sample was physically taken.	Date	End-User	This will be the date when the sample was physically taken. <Header.Sample Date>
Link To (rel_smp1_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: <ul style="list-style-type: none"> - 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. (NOTE: This is already being tracked via the Control Number/Seal Number fields for each Sample, i.e., the Lot/Sublot.)

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.	enters the actual date the sample is logged in SiteManager.	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.
Sample Type (smp_l_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	Assigned as follows: <ul style="list-style-type: none"> • Start Up Testing - INFO • Early Break - INFO • QC Testing (Acceptance) - QC • QA Testing - QA This is a data check field as it is a code table. <VARIOUS. Various Hidden Cells>

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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 TEST RESULTS for all samples in this discipline. This is a data check field as it is a code table. <Header.Acceptance Method>
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 is assigned by the spreadsheet based on the Concrete Class selected by the End-User (a one-to-one mapping to the Material Code). Data check needed to ensure that this Material Code is an active material in SiteManager. <Header.Material Code> (Assigned based on <Header.Concrete Class>)

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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	INFO: End-User QC: End-User QA: KYTC Personnel	This is the person who took the sample. User must be an active Sampler (i.e., Material User) and must have active "ACI Level I" Sampler qualification for a Material Category of "Concrete ACI". <VARIOUS.Sampling Technician ID> (Blue Highlights)
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.	Free-form	End-User	This is the Concrete 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.) <Header.Producer/Supplier Code>
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.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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 (twm)	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)	<p>The District from which the sample was submitted.</p> <p>This is automatically assigned by the spreadsheet based on the first two characters of the Sample ID (which procedurally must be the District ID).</p> <p>This is a data check field as it is a code table.</p> <p><Header.District></p>
Intd Use (intd_use_txt)	Description of the intended use of the material.	Enter the intended use of the material.	Free-form	KYTC Spreadsheet Approver	<p>Available if KYTC chooses to use this.</p> <p><Header.Intended Use></p>
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.	N/A	N/A	<p>Applet will not use this field for this discipline.</p>
Sample Unit (unt_t)	The represented quantity material unit.	Must be either the English or Metric unit for the material.	Code Table	End-User	<p>Cubic Yard or Cubic Meter should always be value used.</p> <p>This is a data check field as it is a code table.</p> <p><Header.Sample Unit></p>

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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 Spreadsheet. User must be an active Security User. <Header.SM User ID>
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	System Date the sample was successfully imported into SiteManager.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Remarks (rmrks_id)	<p>Opens the remarks balloon for free-form data entry.</p> <ul style="list-style-type: none"> - Available from the Basic Sample Data, Addtl Sample Data, Contract, and Other tabs. 	<p><u>Status:</u> 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.</p> <p><u>Sample Responsibility:</u> 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.</p> <p><u>Test Responsibility:</u> 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.</p>	Free-form	KYTC Spreadsheet Approver	<p>Allow entry of remarks for each of the QC and QA Samples .</p> <p>Each Remark is limited to 255 characters.</p> <p><i>(NOTE: ID automatically assigned by spreadsheet as the concatenation of the SM User ID + current spreadsheet system date/time in the format "yyyymmddhhmmss" + the last four characters of the Sample ID)</i></p> <p><i>(NOTE: Remarks will actually be added for each possible sample on each tab and mapped to the SiteManager sample records, but they are currently hidden from use on the Start-Up and Early_Break tabs.)</i></p>
Lock Type (lock_type)	The value for this field determines the access level for updating the sample record.	<p>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).</p> <p>For IAS samples, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.</p>	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
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.
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	Use assigned Sample ID.
Buy American (check box) (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 (drop-down list) (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_cms_uid)	The ID of the person who witnessed the sample being taken.	Population of this field is optional except when KYTC witnesses IAS, Liquid Asphalt, and QC samples. required if KYTC witnesses IAS, Liquid Asphalt, or QC sampling/testing.	Free-form	KYTC Personnel	This is the KYTC person witnessing the test (as appropriate). Not every test is witnessed. <VARIOUS.QC Tests Witnessed by KYTC>
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.	Free-form	QC: End-User QA: KYTC Personnel	Only entered for QC and QA Samples. <QC-QA_Acpt.Station >
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.	Free-form	QC: End-User QA: KYTC Personnel	Only entered for QC and QA Samples. <QC-QA_Acpt.Offset >
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.

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.
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	Code Table	Auto-populated by Spreadsheet	Always assigned as LOT NUMBER for this discipline. <Header.Control Type >
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.	Free-form	End-User	Lot Number received from P/S. <Header.Lot Number >
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.	Free-form	Auto-populated by Spreadsheet (except QA Sample that is entered by KYTC Personnel)	Sample Test Number received from P/S (for QC Samples), and entered by KYTC Personnel as the QC sample Test Number used to compare with QA Sample. <QC-QA_Acpt.Sample Repr Test Number>

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Design Type (smp_l_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 PCC for this discipline. <Header.Sample Design Type>
Mix ID (smp_l_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	End-User	Mix Design ID established by the KYTC Spreadsheet Approver. The Mix ID must already exist as a PCC Mix Design. <Header.Mix ID>
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 spreadsheet. User must be an active Security User. <Header.SM User ID>

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Include Standard Remarks (Std_rmrks_included)	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.	Free-form	Auto-populated by Applet	Indicator will be populated (with “Y”) for QC Samples, or “N” otherwise.
Last-Modified User ID (last_modfd_userid)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. <Header.SM User ID>
Last-Modified Date (last_modfd_date)	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					

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Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Sample Lock Indicator (smp_l_lock_in d)	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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Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

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 four characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last four characters, i.e., "XX"). The last four characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • Start Up Testing [up to 26] - "SU01" through "SU26" • Early Break [up to 8] - "EB01" through "EB08" • QC Testing (Acceptance) [up to 8] - "QC01" through "QC08" • QA Testing - "QA01" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

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. <Header.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)	The federal/state number for the Project. Must be unique within a Contract.	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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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.
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.

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.
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_u id)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. <Header.SM User ID>

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTR) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

OTHER FOLDER TAB (t_oth_smpl) – **NOT USED BY THE APPLLET**

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 (<i>Note: Other to be determined by Construction.</i>)	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_uid)	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_dt)	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.

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA 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 four characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last four characters, i.e., "XX"). The last four characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • Start Up Testing [up to 26] - "SU01" through "SU26" • Early Break [up to 8] - "EB01" through "EB08" • QC Testing (Acceptance) [up to 8] - "QC01" through "QC08" • QA Testing - "QA01" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA 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	Assigned as "COCONCPLAS" for Concrete Plastics Tests and "COCONCCOMP" for Concrete Compressive Strength Tests on the sublots. Assignments are: <ul style="list-style-type: none"> • Start Up Testing - COCONCPLAS • Early Break - COCONCCOMP • QC Testing (Acceptance) - COCONCPLAS & COCONCCOMP • QA Testing - COCONCPLAS & COCONCCOMP <p style="text-align: right;"><VARIOUS. Various Hidden Cells></p>
Sample Test Nbr (smp1_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	Hardcoded to "1" for all tests in this discipline.

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
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.	Free-form	INFO: End-User QC: End-User QA: KYTC Personnel	<p>If this is an INFO or QC sample, this is the Contractors lab, If this is a QA sample, it is the state lab.</p> <p>The Lab Id must already exist as a Qualified Lab.</p> <p>For a QA sample, this is the lab that should get credit for the test charge (i.e.,the Lab responsible for reviewing and loading the spreadsheet).</p> <p><VARIOUS.Lab ID></p>
Charge Amount (chrg_amt)	The amount charged for the test.	This field is auto populated. Per KYTC policy, this field will not be used.	N/A	N/A	Applet will not use this field for this discipline.

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Start Date (strt_dt)	The date that the associated test began.	The <i>Tester</i> should populate this field with the actual date the sample arrived at the lab (i.e. receiving date).	Date	End-User	<p>For the COCONCPLAS test (either Start Up or QC/QA samples) or the COCONCCOMP test (either Early Break or QC/QA samples), this will be the Sample Date when the sample was taken (as this is when the sample is “received” for testing in the field).</p> <p><Start_Up.Sample Date> <QC-QA_Acpt.Sample Date></p> <p>(NOTE: this is an exception to the standard procedures as there is no significance to this date for this disciplines process.)</p>

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Estimated Completion Date (est_cmpl_dt)	The expected test completion date.	The <i>Tester</i> 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 <i>Sampler</i> to populate this field with the estimated break date for the cylinder.	Date	End-User	<p>For the COCONCPLAS test (either Start Up or QC/QA samples), this will be the Sample Date when the sample was taken.</p> <p><Start_Up.Sample Date> <QC-QA_Acpt.Sample Date></p> <p>For the COCONCCOMP test (either Early Break or QC/QA samples), this will be left blank.</p> <p>(NOTE: this is an exception to the standard procedures as there is no significance to this date for this disciplines process.)</p>

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Actual Completion Date (act_cmpl_dt)	The test completion date.	The <i>Tester</i> should populate this field with the actual date the test was completed.	Date	End-User	<p>For the COCONCPLAS test (either Start Up or QC/QA samples), this will be left blank.</p> <p>(NOTE: this is an exception to the standard procedures as there is no significance to this date for this disciplines process.)</p> <p>For the COCONCCOMP test (either Early Break or QC/QA samples), this will be the actual date the cylinder break was performed.</p> <p><Early_Break.Break Date> <QC-QA_Acpt.Break Date></p>
Last-Modified User ID (last_modfd_u id)	Last user to modify the sample record.	N/A	Free-form	KYTC Spreadsheet Approver	<p>This is the KYTC person approving the spreadsheet.</p> <p><Header.SM User ID></p>
Last-Modified Date (last_modfd_d t)	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.

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Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTR) QC/QA 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 four characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last four characters, i.e., "XX"). The last four characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • Start Up Testing [up to 26] - "SU01" through "SU26" • Early Break [up to 8] - "EB01" through "EB08" • QC Testing (Acceptance) [up to 8] - "QC01" through "QC08" • QA Testing - "QA01" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA 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	Assigned as "COCONCPLAS" for Concrete Plastics Tests and "COCONCCOMP" for Concrete Compressive Strength Tests on the sublots. Assignments are: <ul style="list-style-type: none"> • Start Up Testing - COCONCPLAS • Early Break - COCONCCOMP • QC Testing (Acceptance) - COCONCPLAS & COCONCCOMP • QA Testing - COCONCPLAS & COCONCCOMP <VARIOUS. Various Hidden Cells>
Sample Test Nbr (smp1_tst_nbr)	The unique number/identifier for the associated test.	N/A - Auto-populated.	Free-form	Auto-populated by Spreadsheet	Hardcoded to "1" for all tests in this discipline.

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SiteManager Materials Module

Sample Information Window – Structural Concrete (CONCSTRT) QC/QA Spreadsheet

Field Name	Description	KYTC Population Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Testers (tst_id)	<p>Provides a look-up of testers that are qualified for the selected test method.</p> <ul style="list-style-type: none"> - Available from the Tests tab when a test has been added to the Tests tab. 	<p>Select the tester who performed the test.</p> <p>If you edit the test results your name will automatically be added to the Tester List.</p> <p>NOTE: If the tester is not qualified to perform the test, their name will not be available from the Tester Search Window.</p>	Free-form	<p>INFO: End-User</p> <p>QC: End-User</p> <p>QA: KYTC Personnel</p>	<p>SiteManager Material User Tester ID. The following must be true depending on the test being run:</p> <p><u>COCONCLAS test:</u></p> <p>There are four testers that can be assigned to the sub-tests in this test. Duplicate Testers are not an error in this case (all four could be the same). All testers must have "ACI Level I" test qualifications.</p> <p><u>COCONCCOMP test:</u></p> <p>There is only one tester that can be assigned to this test. This tester must have "Informal" test qualifications.</p> <p><VARIOUS."Testing" Technician (SM User ID)> (Purple Highlights)</p>