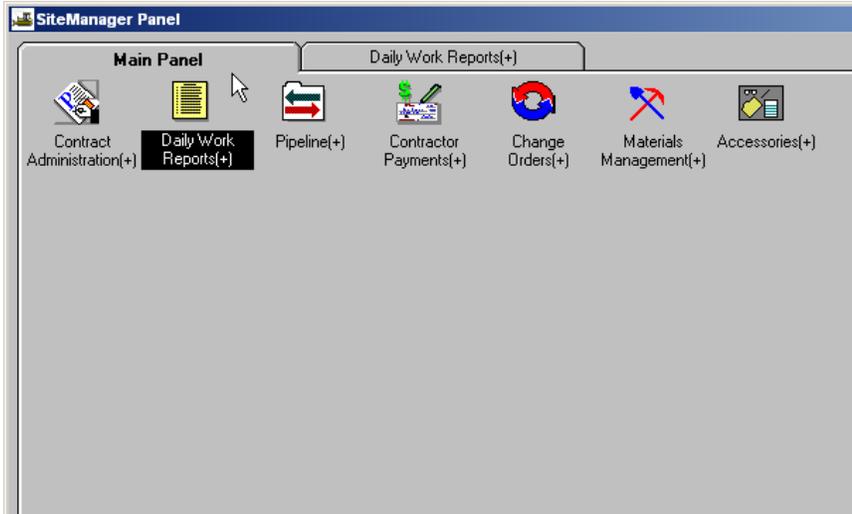


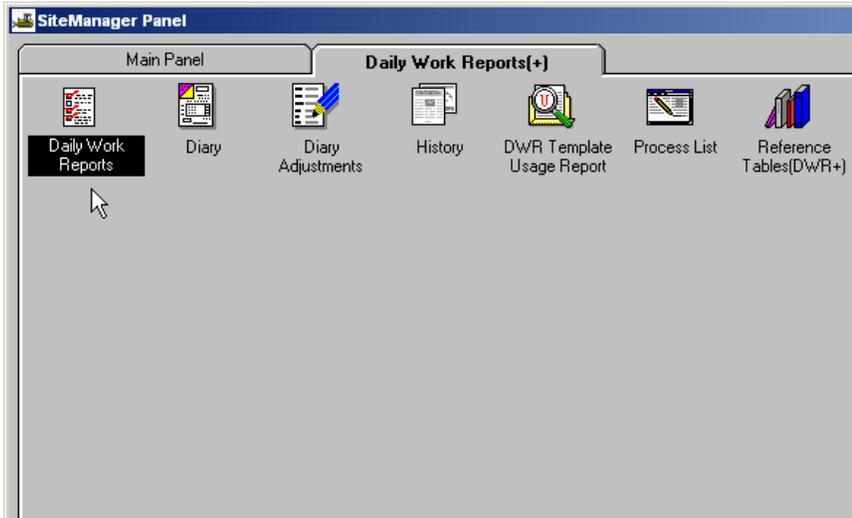
HOW TO COMPLETE A DAILY WORK REPORT

LOGIN TO SITEMANAGER IN THE INSPECTOR USER GROUP

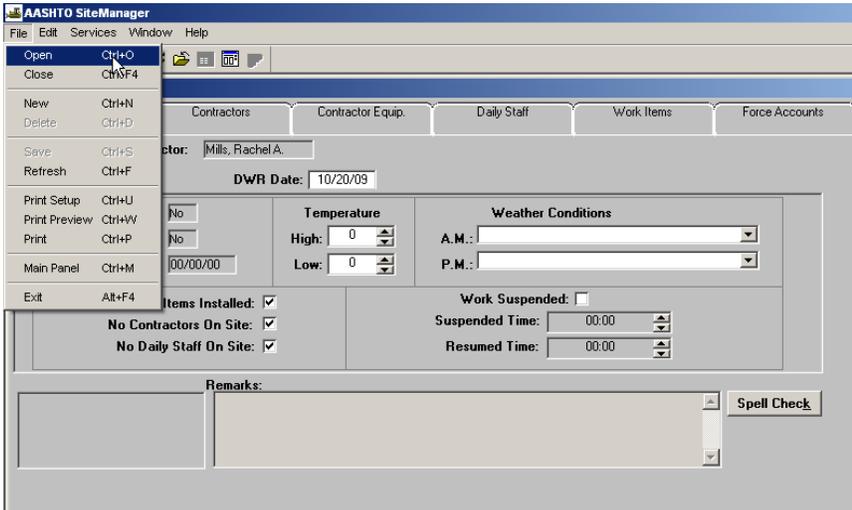
STEP 1: DOUBLE CLICK DAILY WORK REPORTS ICON



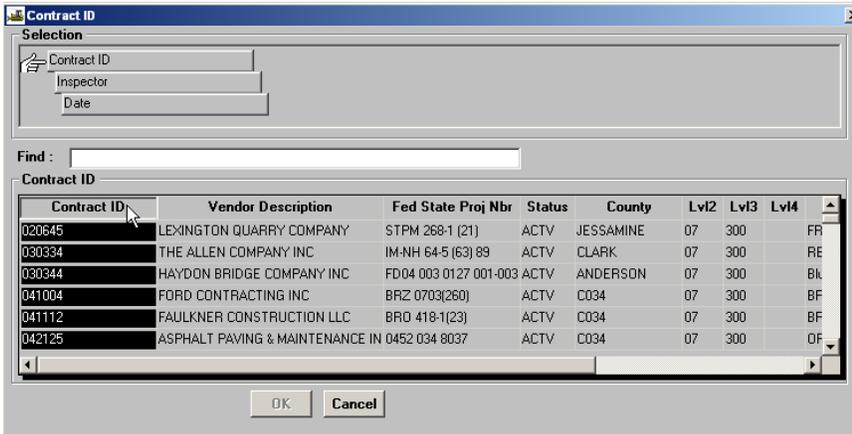
STEP 2: DOUBLE CLICK DAILY WORK REPORTS ICON



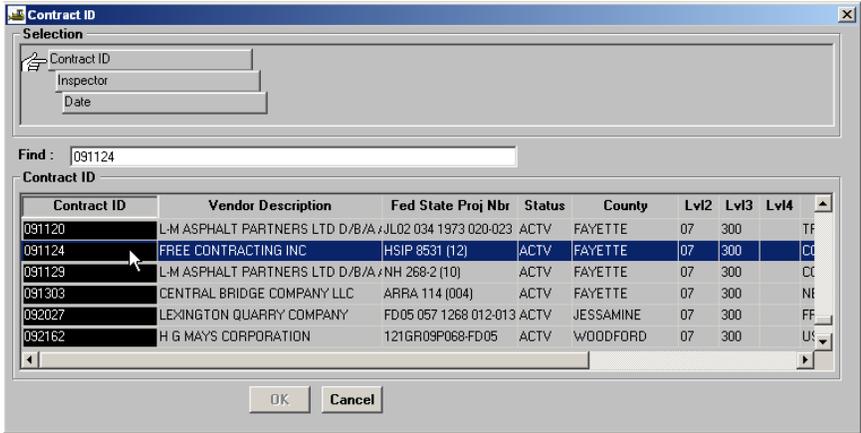
STEP 3: GO TO FILE AND CLICK OPEN OR CLICK THE OPEN FOLDER ON THE BUTTON BAR



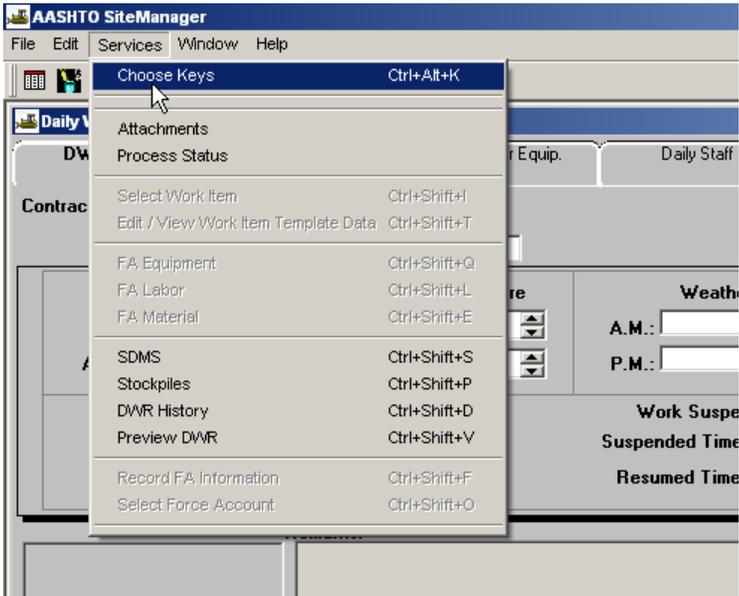
STEP 4: PLACE THE CURSOR IN THE CONTRACT ID COLUMN AND CLICK TO HIGHLIGHT, THEN TYPE THE CONTRACT ID NUMBER IN THE FIND FIELD



STEP 5: THIS WILL BRING UP THE CONTRACT THAT YOU ARE LOOKING FOR, NOW DOUBLE CLICK ON THE CONTRACT.



STEP 5a: IF YOU HAVE NEVER COMPLETED A DAILY WORK REPORT ON A PROJECT, YOU MUST GO TO SERVICES AND SELECT THE CHOOSE KEYS OPTION.



STEP 6: EXAMPLE OF A DAILY WORK REPORT AS IT WILL LOOK IN SITEMANAGER WHEN IT IS FIRST OPENED.

The screenshot shows the AASHTO SiteManager interface. The 'Daily Work Reports' section is active. The 'DWR Info' tab is selected. The form contains the following fields and values:

- Contract ID: 091124
- Inspector: Mills, Rachel A.
- DWR Date: 10/20/09
- Locked: No
- Authorized: No
- Authorized Date: 00/00/00
- Temperature: High: 0, Low: 0
- Weather Conditions: A.M.: (empty), P.M.: (empty)
- No Work Items Installed:
- No Contractors On Site:
- No Daily Staff On Site:
- Work Suspended:
- Suspended Time: 00:00
- Resumed Time: 00:00
- Remarks: (empty text area)
- Buttons: Spell Check

STEP 7: ENTER BOTH THE HIGH AND LOW TEMPERATURE FOR THE DAY AND THE WEATHER CONDITIONS FOR THE AM AND PM.

The screenshot shows the AASHTO SiteManager interface with the 'Daily Work Report' form updated. The 'Temperature' and 'Weather Conditions' sections are highlighted in yellow. The updated values are:

- Temperature: High: 84, Low: 70
- Weather Conditions: A.M.: Partly Cloudy, P.M.: Sunny

The other fields and values from the previous screenshot remain the same.

STEP 8: ENTER THE TIME THAT THE CONTRACTOR STARTED WORK ON THE PROJECT AND THE TIME THAT THE CONTRACTOR STOPPED WORKING ON THE PROJECT. ENTER THE TIME THAT YOU (THE INSPECTOR) WAS ON THE PROJECT.

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A.

DWR Date: 10/20/09

Locked: No
 Authorized: No
 Authorized Date: 00/00/00

Temperature
 High: 84
 Low: 70

Weather Conditions
 A.M.: Partly Cloudy
 P.M.: Sunny

No Work Items Installed:
 No Contractors On Site:
 No Daily Staff On Site:

Work Suspended:
 Suspended Time: 00:00
 Resumed Time: 00:00

Remarks:
 The Contractor was onsite working from 6:30 AM until 5:30 PM. I was onsite for inspection from 7:00 AM until 5:45 PM.

Accident
 Begin and End Time
 Controlling Operation

Spell Check

STEP 9: ENTER COMMENTS FOR THE TRAFFIC CONTROL ON THE JOBSITE. MAKE NOTE OF ANY DEFICIENCIES THAT WERE NOTED. DOCUMENT ITEMS SUCH AS FLAGGING THAT TOOK PLACE DURING THE DAY.

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A.

DWR Date: 10/20/09

Locked: No
 Authorized: No
 Authorized Date: 00/00/00

Temperature
 High: 84
 Low: 70

Weather Conditions
 A.M.: Partly Cloudy
 P.M.: Sunny

No Work Items Installed:
 No Contractors On Site:
 No Daily Staff On Site:

Work Suspended:
 Suspended Time: 00:00
 Resumed Time: 00:00

Remarks:
 Old Frankfort Pike was closed to through traffic within the project limits. All traffic control was in accordance with MUTCD standards and KYTC standard drawings. Some flagging was necessary for mobilizing equipment. All flaggers used were certified for flagging and signs for flagging were in place.

Staff Remarks
 Supervisor Remarks
 Traffic Control

Spell Check

STEP 9a: ENTER THE CONTROLLING OPERATION FOR WORKING DAY CONTRACTS.
 (NOTE: BEGIN AND END TIME, CONTROLLING OPERATION (IF WORKING DAY CONTRACT), AND TRAFFIC CONTROL ARE ALL REQUIRED ON EVERY DWR)

AASHTO SiteManager - [Daily Work Reports]

File Edit Services Window Help

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A.

DWR Date: 10/20/09

Locked: No
 Authorized: No
 Authorized Date: 00/00/00

Temperature
 High: 84
 Low: 70

Weather Conditions
 A.M.: Partly Cloudy
 P.M.: Sunny

No Work Items Installed:
 No Contractors On Site:
 No Daily Staff On Site:

Work Suspended:
 Suspended Time: 00:00
 Resumed Time: 00:00

Remarks:
 Begin and End Time
 Controlling Operation
 Delay

Concrete Pavement is the controlling operation.

Spell Check

STEP 10: ONCE THE INFORMATION IS ENTERED, THEN CLICK THE CONTRACTORS TAB.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info Contractors Contractor Equip. Daily Staff Work Items Force Accounts

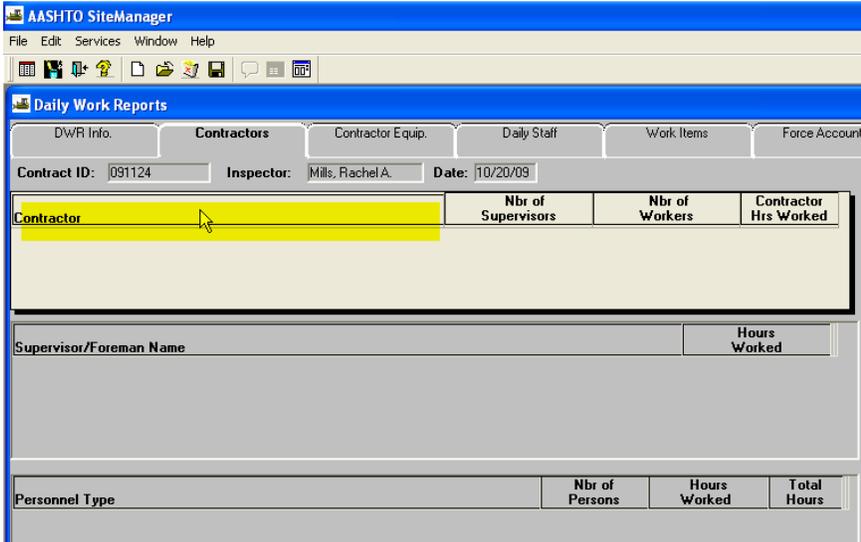
Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked

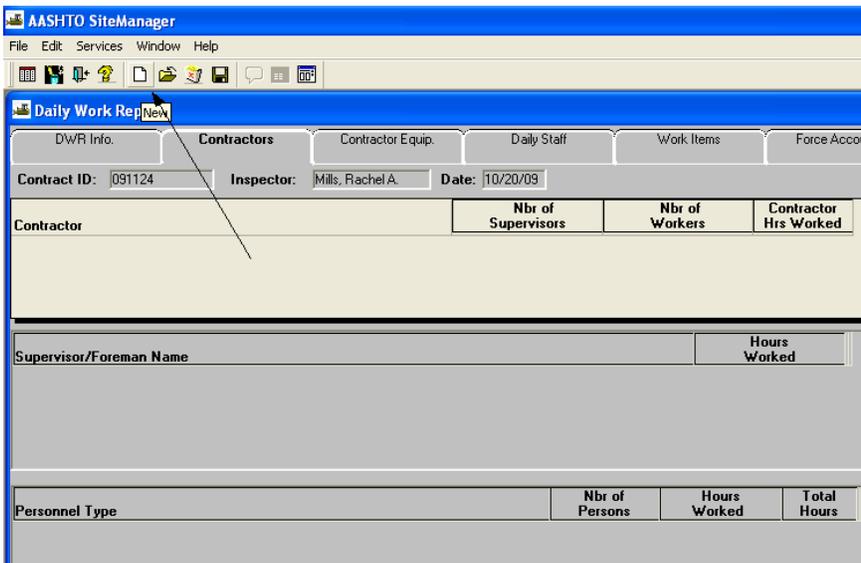
Supervisor/Foreman Name Hours Worked

Personnel Type Nbr of Persons Hours Worked Total Hours

STEP 11: CLICK THE CONTRACTOR COLUMN HEADER



STEP 12: CLICK THE NEW BUTTON.



STEP 13: SELECT THE CONTRACTOR FROM THE DROP DOWN LIST. (FOR THIS EXAMPLE, THE PRIME CONTRACTOR WAS THE ONLY CONTRACTOR ON SITE THAT DAY. THERE ARE MANY DAYS WHERE THERE WILL BE MORE THAN ONE CONTRACTOR ON SITE. TO ENTER A SECOND CONTRACTOR, JUST CLICK THE NEW BUTTON AGAIN AND SELECT THE CORRECT CONTRACTOR FROM THE DROP DOWN LIST.

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Account

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **			000
02069 FREE CONTRACTING INC ** PRIME **			
00305 ARROW ELECTRIC COMPANY INC			
03134 MCKENZIE CONCRETE CURB INC			
02480 PRO-MARK INC			
01674 RANDLE-DAVIES CONSTRUCTION COMPANY IN RANDLE-DAVIES			

Hours Worked

Personnel Type	Nbr of Persons	Hours Worked	Total Hours

STEP 14: CLICK THE SUPERVISOR/FOREMAN NAME COLUMN

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

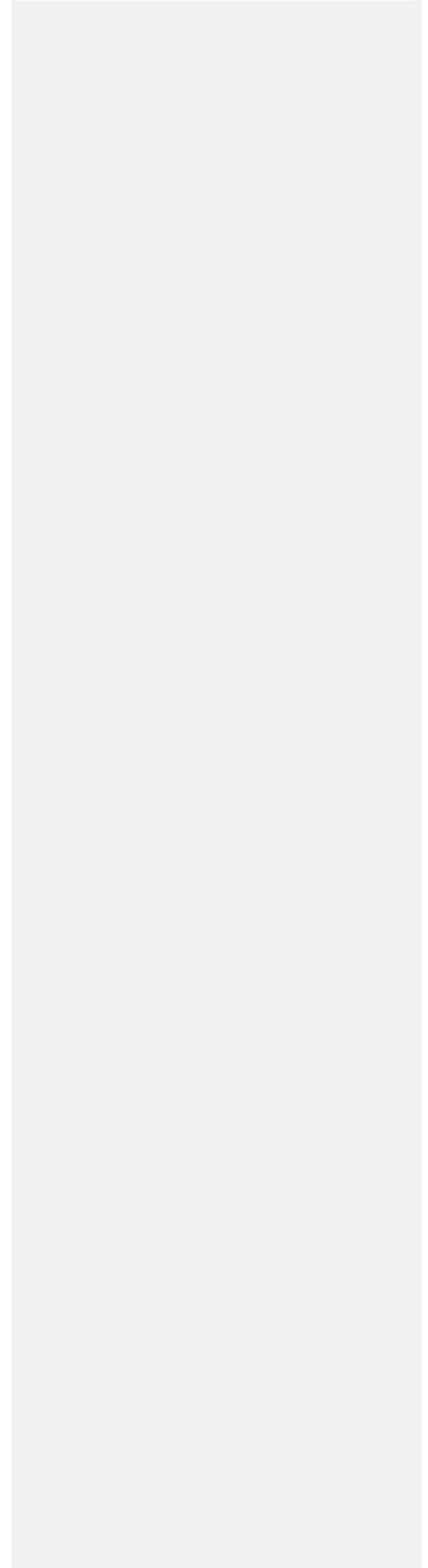
DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Account

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC *** PRIME **			.000

Supervisor/Foreman Name	Hours Worked

Personnel Type	Nbr of Persons	Hours Worked	Total Hours



STEP 15: CLICK THE NEW BUTTON

The screenshot shows the 'Daily Work Reports' window in AASHTO SiteManager. The window title is 'Daily Work Rep' and it has a 'New' button in the top left corner. The window contains several tabs: 'DWR Info.', 'Contractors', 'Contractor Equip.', 'Daily Staff', 'Work Items', and 'Force Account'. The 'Contractors' tab is active, showing a table with columns for 'Contractor', 'Nbr of Supervisors', 'Nbr of Workers', and 'Contractor Hrs Worked'. The table has one row with the following data:

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **			.000

Below the table, there is a section for 'Supervisor/Foreman Name' with an 'Hours Worked' field. At the bottom, there is a section for 'Personnel Type' with columns for 'Nbr of Persons', 'Hours Worked', and 'Total Hours'.

STEP 16: SELECT EITHER A FOREMAN OR SUPERINTENDENT, IF BOTH ARE ON THE PROJECT, THEN SELECT ONE OF THEM AND CLICK THE NEW BUTTON AGAIN TO ADD THE OTHER.

The screenshot shows the 'Daily Work Reports' window in AASHTO SiteManager. The window title is 'Daily Work Reports' and it has a 'New' button in the top left corner. The window contains several tabs: 'DWR Info.', 'Contractors', 'Contractor Equip.', 'Daily Staff', 'Work Items', and 'Force Account'. The 'Contractors' tab is active, showing a table with columns for 'Contractor', 'Nbr of Supervisors', 'Nbr of Workers', and 'Contractor Hrs Worked'. The table has one row with the following data:

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1		.000

Below the table, there is a section for 'Supervisor/Foreman Name' with a dropdown menu and an 'Hours Worked' field. The dropdown menu is open, showing the following options:

- Superintendent
- Foreman
- Superintendent

The 'Hours Worked' field is currently set to 0.000. At the bottom, there is a section for 'Personnel Type' with columns for 'Hours Worked' and 'Total Hours'.

STEP 17: NOTE THAT ONCE YOU SELECTED A SUPERINTENDENT, THE PROGRAM AUTOMATICALLY UPDATED THE NUMBER OF SUPERVISORS.

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1		0.000

Supervisor/Foreman Name	Hours Worked
Superintendent	0.000

Personnel Type	Nbr of Persons	Hours Worked	Total Hours

STEP 18: CLICK THE PERSONNEL TYPE HEADER AND CLICK THE NEW BUTTON.

AASHTO SiteManager

File Edit Services Window Help

Daily Work Rep **New**

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1		0.000

Supervisor/Foreman Name	Hours Worked
Superintendent	0.000

Personnel Type	Nbr of Persons	Hours Worked	Total Hours

STEP 19: SELECT THE TYPE OF PERSONNEL THAT YOU HAVE ON THE PROJECT AND ONLY ENTER THE NUMBER FOR EACH TYPE. THE CABINET DOES NOT USE THE HOURS WORKED COLUMN.

AGAIN, ONCE YOU HAVE ADDED ONE TYPE OF PERSONNEL, JUST CLICK THE NEW BUTTON AGAIN TO CONTINUE TO ADD ADDITIONAL PERSONNEL TYPES.

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Account

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1		.000

Supervisor/Foreman Name	Hours Worked
Superintendent	0.000

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Flagger		0.000	.000
Laborers			
Others			
Quality Control Technicians			
Skilled			

STEP 20: THIS PROJECT HAD VARIOUS PERSONNEL TYPES: FLAGGERS, A QUALITY CONTROL TECHNICIAN FOR THE CONCRETE PAVING, SEVERAL LABORERS AND A COUPLE OF SKILLED WORKERS. (AGAIN, ONCE YOU HAVE ENTERED THE PERSONNEL TYPES AND NUMBERS, SITEMANAGER WILL AUTOMATICALLY UPDATE YOUR NUMBER OF WORKERS IN YOUR CONTRACTOR WINDOW).

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Account

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1	18	.000

Supervisor/Foreman Name	Hours Worked
Superintendent	0.000

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Flagger	2	0.000	.000
Quality Control Technicians	1	0.000	.000
Laborers	12	0.000	.000
Skilled	3	0.000	.000

STEP 21: CLICK THE CONTRACTOR EQUIP. TAB

AASHTO SiteManager

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Account

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1	18	.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used

STEP 22: CLICK THE EQUIPMENT ID-DESCRIPTION COLUMN HEADER

AASHTO SiteManager

File Edit Services Window Help

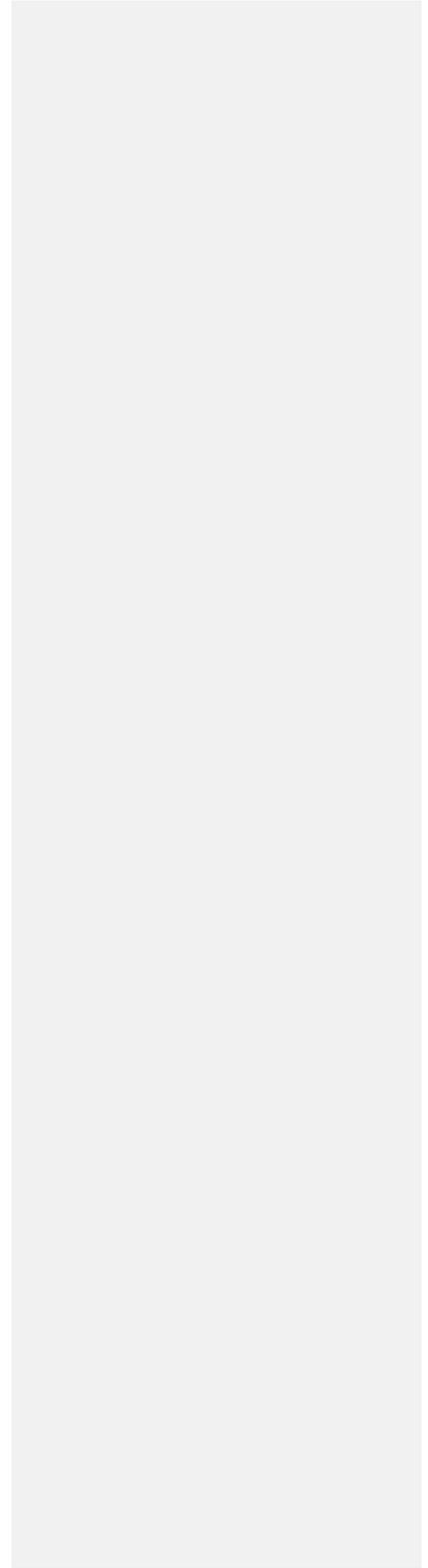
Daily Work Reports

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Account

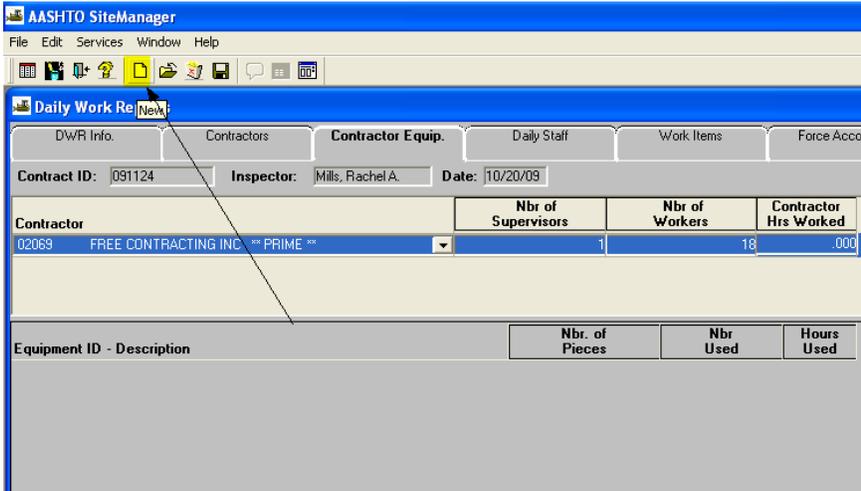
Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
02069 FREE CONTRACTING INC ** PRIME **	1	18	.000

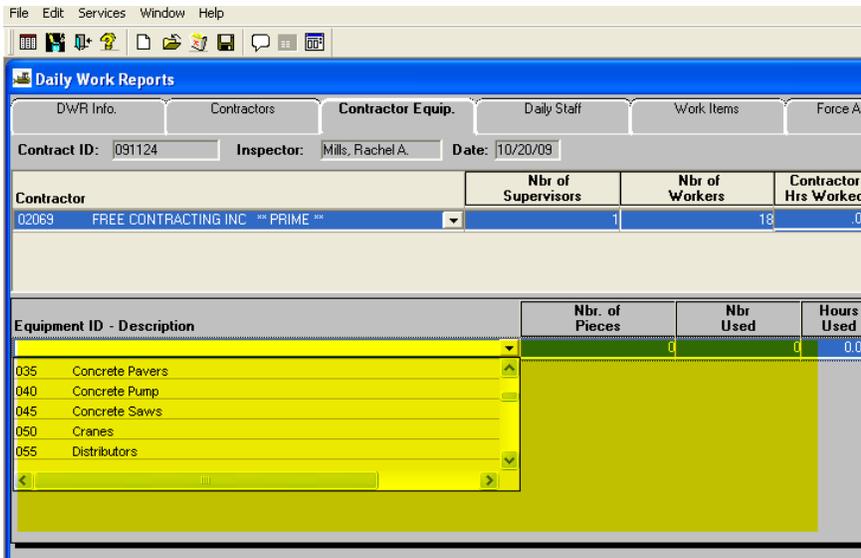
Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used



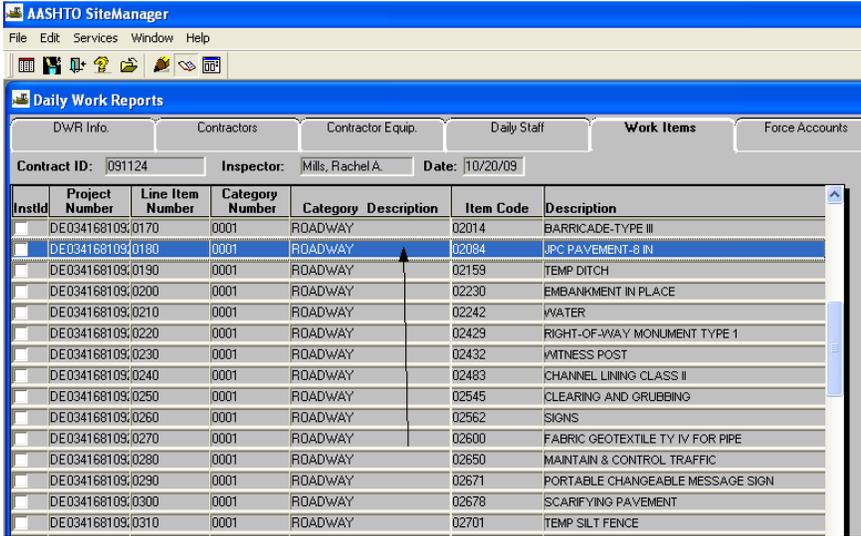
STEP 23: CLICK THE NEW BUTTON.



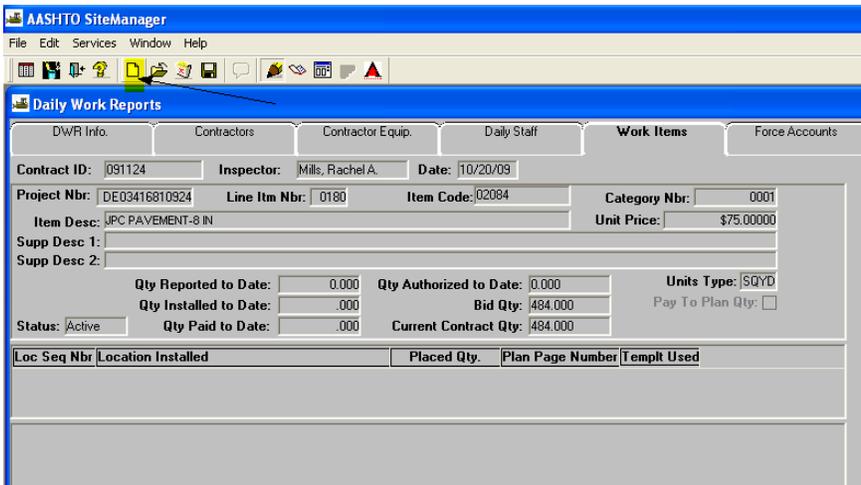
STEP 24: SELECT THE EQUIPMENT THAT WAS USED ON THE PROJECT AND THE NUMBER OF PIECES THAT WERE USED. AS STATED PREVIOUSLY, YOU CAN ADD ADDITIONAL PIECES OF EQUIPMENT BY CLICKING ON THE NEW BUTTON.



STEP 27: CLICK THE WORK ITEM TAB AND THEN FIND THE ITEM THAT WAS INSTALLED AND DOUBLE CLICK (JPC PAVEMENT 8 IN)



STEP 28: THIS WILL BRING UP THIS WINDOW, NOW YOU WILL NEED TO CLICK THE NEW BUTTON TO ADD QUANTITIES AND INFORMATION FOR THIS ITEM.



STEP 29: THIS WINDOW ALLOWS YOU TO ENTER THE QUANTITY INSTALLED, LOCATION WHERE THE MATERIAL WAS USED AND THE STATION NUMBERS FOR WHERE IT WAS USED.

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Project Nbr: DE03416810924 Line Itm Nbr: 0180 Item Code: 02084 Category Nbr: 0001
 Item Desc: JPC PAVEMENT-8 IN Unit Price: \$75.00000
 Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: SQYD
 Qty Installed to Date: .000 Bid Qty: 484.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 484.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1	Turn about-14' Truck Apron	484.000	0	<input type="checkbox"/>

Placed Qty: 484.000 Plan Page Nbr: 0 Contractor: FREE CONTRACTING INC ** PRIME **

As Built Qty: .000 Loc Seq Nbr: 1 Location: Turn about-14' Truck Apron

Station Offset Distance Station Offset Distance Measured Indicator
 From: 23 + .000 CL To: 24 + 50.000 CL Y N

Material Inspection Detail

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit
GGBF	0.000	0.000	0.000	TONS
PCCP	484.000	0.000	0.000	SQUARE YARD
HOOK BOLTS	484.000	0.000	0.000	EACH
MICROSILICA	0.000	0.000	0.000	BLANK

STEP 30: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW BUTTON

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports Open Material Inspection Detail Window

DWR Info. Contractors Contractor Equip. **Daily Staff** Work Items Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Project Nbr: DE03416810924 Line Itm Nbr: 0180 Item Code: 02084 Category Nbr: 0001

Item Desc: JPC PAVEMENT-8 IN Unit Price: \$75.00000

Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: SQYD
 Qty Installed to Date: .000 Bid Qty: 484.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 484.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Turn about-14' Truck Apron	484.000	0	<input type="checkbox"/>

Placed Qty: 484.000 Plan Page Nbr: 0 Contractor: FREE CONTRACTING INC ** PRIME **

As Built Qty: .000 Loc Seq Nbr: 1 Location: Turn about-14' Truck Apron

Station Offset Distance Station Offset Distance Measured Indicator
 From: 23 + .000 CL .000 To: 24 + 50.000 CL .000 Y N

Material Inspection Detail

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Repr Matr Qty	Matr Unit
GGBF	0.000	0.000	0.000	TONS
PCCP	484.000	0.000	0.000	SQUARE YARD
HOOK BOLTS	484.000	0.000	0.000	EACH
MICROSILICA	0.000	0.000	0.000	BLANK

STEP 31: CLICK THE "CREATE SAMPLE FOR SELECTED MATERIAL" BUTTON.

AASHTO SiteManager

File Edit Services Window Help

Material Inspection Create Sample for Selected Material

Contract ID: 091124 Inspector: Mills, Rachel A. DWR Date: 10/20/09

Project Nbr: DE03416810924 Line Itm Nbr: 0180 Item Code: 02084 Category Nbr: 0001
 Item Desc: JPC PAVEMENT-8 IN Unit Price: \$75.00000

Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: SQYD
 Qty Installed to Date: .000 Bid Qty: 484.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 484.000

Material Component	Cont Est Matl Qty	Satisf Repr Matl Qty	Reprt Matl Qty	Matl Unit	Conversion Factor	Contract S&T	DWR Sample
PCCP	484.000	0.000	0.000	SQYD	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RAPID-CURE SIL SEAL	0.000	0.000	0.000	GAL	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SELF-LEVEL SIL RUBBR	484.000	0.000	0.000	GAL	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEEL REINUN 615GR40	0.000	0.000	0.000	LB	0.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEEL REINUN 615GR60	484.000	0.000	0.000	LB	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
COCONCCOMP-CONCRETE CYLIN 0.0	1000.0		TR -TEST RESULTS	QC -QC	
COCONCCOMP-CONCRETE CYLIN 1.0	2500.0		TR -TEST RESULTS	PACP -PROJECT ACCEPTANCE	
COCONCCOMP-CONCRETE CYLIN 0.0	8000.0		TR -TEST RESULTS	QA -QA	
COCONCPAS-CONCRETE PLASTI 0.0	1000.0		TR -TEST RESULTS	QC -QC	
COCONCPAS-CONCRETE PLASTI 0.0	8000.0		TR -TEST RESULTS	QA -QA	
COCONCPAS-CONCRETE PLASTI 1.0	2500.0		TR -TEST RESULTS	PACP -PROJECT ACCEPTANCE	

STEP 32: ENTER A SAMPLE ID IN ACCORDANCE WITH THE POLICY.

Sample ID	<p>Identifier of the sample record. 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 <i>DDSSSIIIYY####XXXX</i>. The definition of each character is outlined below.</p> <ul style="list-style-type: none"> - (DD) The district number of where the sample was taken. - (SSS) The section 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 than 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. RV01 would be used to indicate a revised sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time).
-----------	--

Status	<p>Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group 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, INVALID and FAILED will count toward satisfying the sample requirements for a material. - Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample - Now automatic..
Revised by	<p>This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This is only relevant when a sample record is revised. - This field is not populated on the <i>revised</i> sample record.
Revising	<p>Used when the current sample has been authorized and a revision is being made on a sample record.</p> <p>This field is auto populated with the Sample ID of the original sample record for revised samples only.</p> <p>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.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.
Sample Date	<p>Enter the actual date the sample was physically taken.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This field is automatically filled in by the system with today's date.
Link To	<p>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:</p> <ul style="list-style-type: none"> - 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 - QC/QA samples will be linked to the Mix Design sample records - Other situations when applicable.
Link From	<p>This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.</p>
Log Date	<p>This field is automatically filled in by the system with today's date.</p>
Sample Type	<p>This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.</p>

Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.
Material	Using the look-up function select the material being sampled and tested.
Sampler	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.
P/S	Using the look-up function select the approved 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 office for further action.
Type	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).
City	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.
Prod Nm	Using the look-up function, select the appropriate product name (brand of material) when available.
Mnfctr	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available. <ul style="list-style-type: none"> - For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field. <u>Note:</u> <ul style="list-style-type: none"> - 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.
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	This field is auto populated with the date the sample was authorized. <u>Note:</u> <ul style="list-style-type: none"> - The system will use the current date when the same is authorized.

Lock Type	<p>The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.</p> <p>If a sampler from an <i>equivalent other office</i> 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 <i>IAS samples</i>, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.</p> <ul style="list-style-type: none"> - <u>Office Level One</u>: Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records) - <u>Office Level Two</u>: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District) - <u>Office Level Three</u>: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.
Lab Reference Number	This field is a number defined by the lab unit to identify a sample. KYTC will not use this field.

STEP 33: THE ITEMS HIGHLIGHTED IN YELLOW CAN BE FOUND FROM THE SAMPLING CHECKLIST. AN EXAMPLE OF HOW TO PRINT THE CHECKLIST WILL BE SHOWN LATER IN THE BOOK.

Maintain Sample Information

Basic Sample Data | Addtl Sample Data | Contract | Other | Tests

Smpl ID: 07300RAM090001 | Status: PENDING

Revised By: | Revising: | Sample Date: 10/20/09

Link To: 00640JRS080006 | Link From: | Log Date: 10/20/09

Smpl Type: PROJECT ACCEPTANCE | **Acpt Meth: TEST RESULTS**

Material: 41295 | PCCP

Sampler: rsturgil | Sturgill, jr., Roy E.

P/S: WT CONGLETON (CENTRAL MIX) @ LEXINGTON * | COP010019

Type: QCP | City: LEXINGTON

Prod Nm: | Geog Area: DISTRICT 07

Mnfctr: | Intd Use: JPC PAVEMENT ROUND ABOUT TRUCK APRON

Repr Qty: .000 | SQUARE YARD | Lab Control Number: CN07300RAM090001

Auth By: | Auth Date: 00/00/00 | Lab Reference Number: |

Lock Type: Resident: 300 | Locked By: | Lock Date: |

STEP 34: CLICK THE "ADDTL SAMPLE DATA" TAB.

The screenshot shows the 'Maintain Sample Information' form with the 'Addtl Sample Data' tab selected. The 'Smpl ID' field is highlighted with a red box. Other fields include 'Buy American' (checkbox), 'Chemistry Lot Num', 'Witnessed By', 'Smpl Size', 'Dist from Grade', 'Station', 'Offset', 'Reference', 'Smpl From', 'Smpl Origin', 'Control Type', 'Cntrl Number', 'Seal Number', 'Design Type', 'Mix ID', 'Plant ID', 'Plant Type', 'Creator User ID', 'Last Modified User ID', 'Include Standard Remarks', 'Last Modified Date', 'Sample Created from DWR', 'DWR Date', and 'DWR Inspector'. A note at the bottom left reads '* KYTC Cust 04/25/07'.

Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per KYTC policy, this field will not be used.
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.

Comment [v1]: Need to update for LIMS (Additional fields).

Offset	Population of this field is required for the following: <ul style="list-style-type: none"> - Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left) - Soils and Cores: distance left or right from centerline (e.g. 7' Left)
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.
Mix ID	Per KYTC policy, this field will not be used.
Plant ID	Per KYTC policy, this field will not be used.
Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. This checkbox should always be populated for Project Acceptance and QC samples.
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.
Sample Created From DWR	Indicates sample was created from a Daily Work Report.
DWR Date	Date of the Daily Work Report
DWR Inspector	Inspector who recorded the Daily Work Report.

STEP 35: THE FOLLOWING IS THE COMPLETED WINDOW.

Maintain Sample Information

Basic Sample Data **Addl Sample Data** Contract Other Tests

Smpl ID: 07300RAM090001 Buy American:

Chemistry Lot Num: Witnessed By:

Smpl Size:

Dist from Grade:

Station: 23+75 Offset: RT 33 FEET Reference:

Smpld From: TRUCK

Smpl Origin:

Control Type: CYLINDER ID Cntrl Number: 102009-A Seal Number:

Design Type: Mix ID:

Plant ID: Plant Type:

Creator User ID: rmls Include Standard Remarks: Sample Created from DWR: DWR Date: 00/00/00

Last Modified User ID: rmls Last Modified Date: 10/20/09 DWR Inspector:

* KYTC Cust 04/25/07

STEP 36: CLICK THE "CONTRACT" TAB AND CLICK SAVE.

Maintain Sample Information

Basic Sample Data Addl Sample Data **Contract** Other Tests

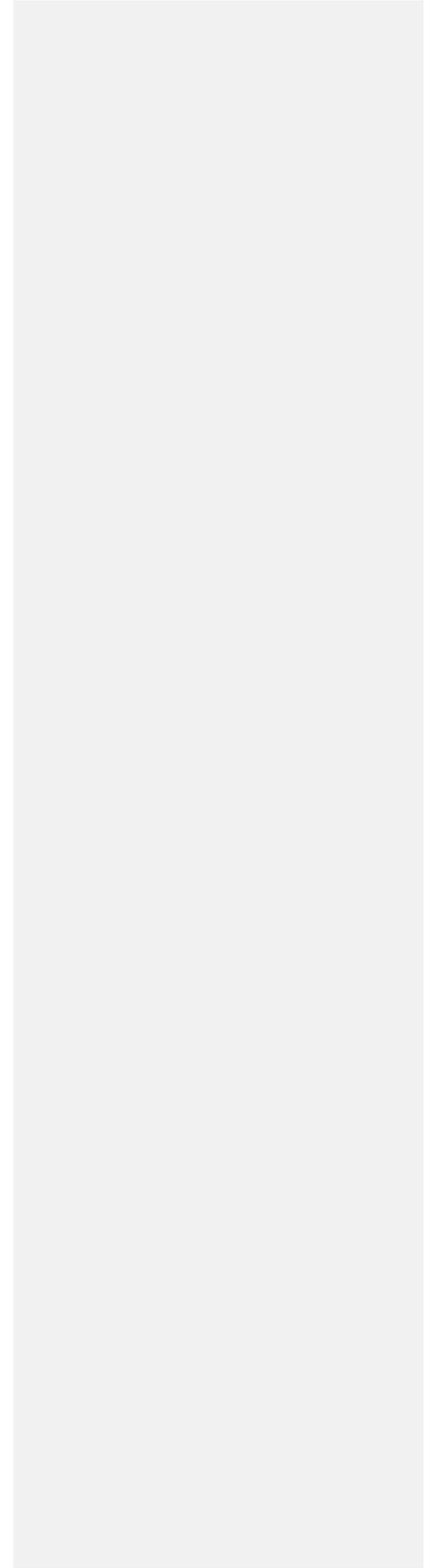
Sample: 07300RAM090001

Contract ID	Project	Line Item	Item Code	Fed State Prj Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty	Satisfy Rep Matl Qty	Line
091124	DE03416810924	0180	02084	HSIP 8531 (12)	484.000	1000	SQUARE Y4	0.000	0.000	JPC P

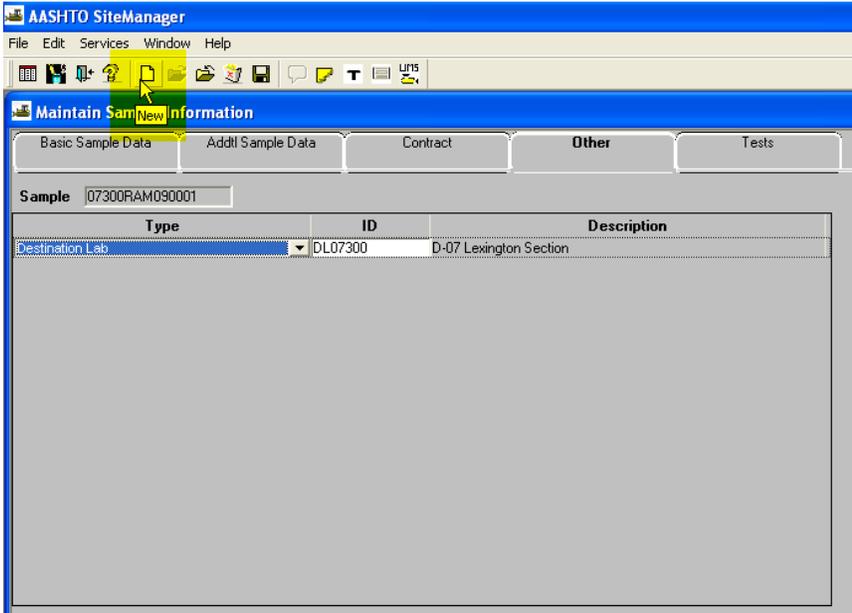
STEP 37: NOTE THAT THE SAMPLE CREATED FROM DWR IS NOW CHECKED.

Maintain Sample Information	
Basic Sample Data	Addtl Sample Data
Smpl ID: 07300RAM090001	Buy American: <input type="checkbox"/>
Chemistry Lot Num: <input type="text"/>	Witnessed By: <input type="text"/>
Smpl Size: <input type="text"/>	<input type="text"/>
Dist from Grade: <input type="text"/>	<input type="text"/>
Station: 23+75	Offset: RT 33 FEET
Reference: <input type="text"/>	
Smpl From: TRUCK	
Smpl Origin: <input type="text"/>	
Control Type: CYLINDER ID	Cntrl Number: 102009-A
Seal Number: <input type="text"/>	
Design Type: <input type="text"/>	Mix ID: <input type="text"/>
Plant ID: <input type="text"/>	Plant Type: <input type="text"/>
Creator User ID: jrmills	Include Standard Remarks: <input checked="" type="checkbox"/>
Last Modified User ID: jrmills	Last Modified Date: 10/20/09
	Sample Created from DWR: <input checked="" type="checkbox"/>
	DWR Date: 10/20/09
	DWR Inspector: jrmills

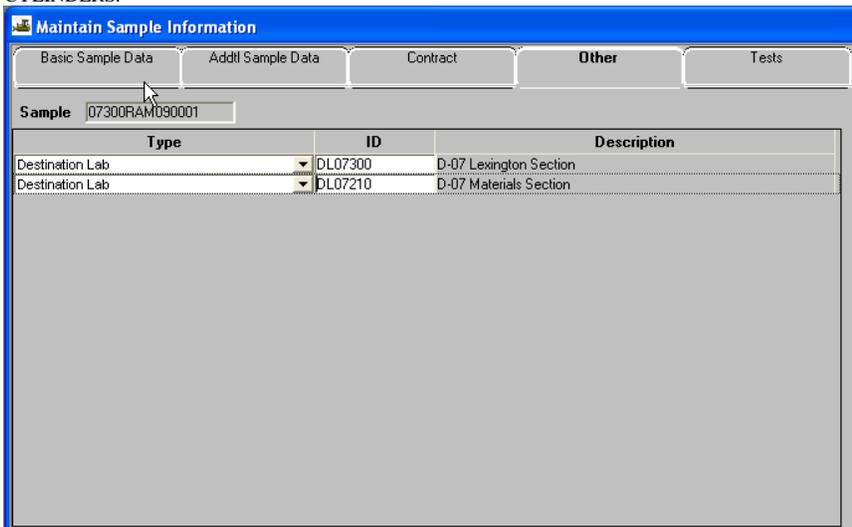
* KYTC Cust 04/25/07



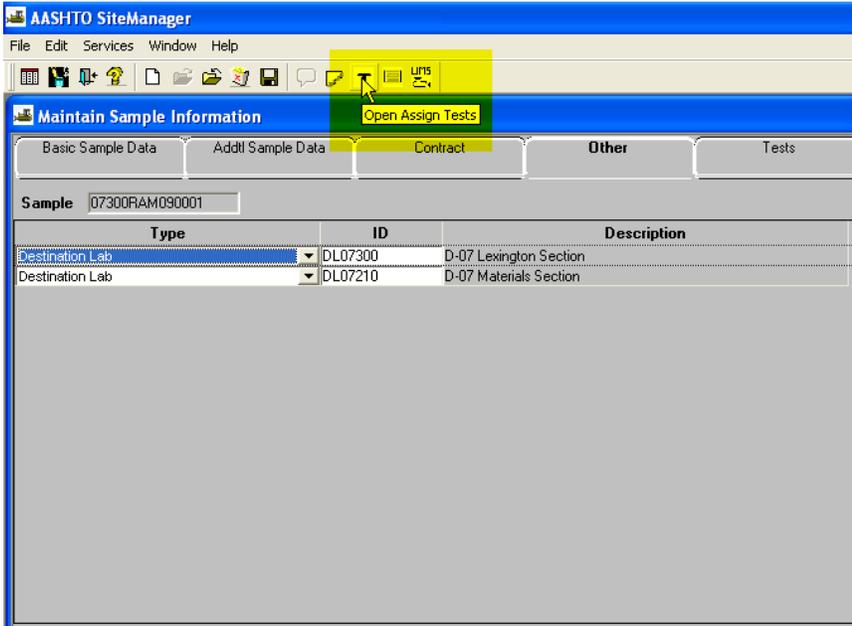
STEP 38: CLICK THE "OTHER" TAB AND CLICK THE NEW BUTTON.



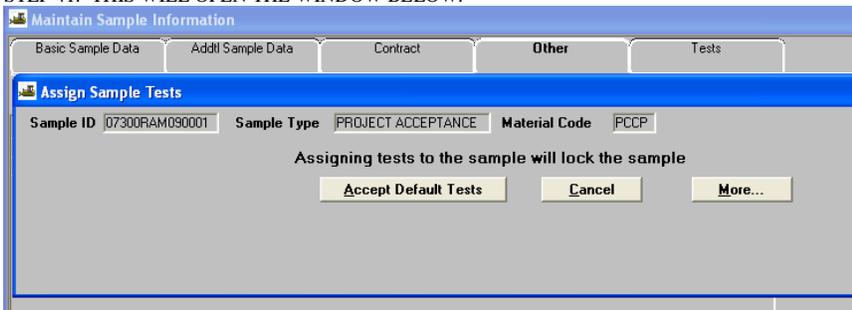
STEP 39: THIS ESTABLISHES A DESTINATION LAB OF THE SECTION OFFICE FOR THE PLASTICS TESTS (SLUMP, TEMPERATURE) AND THE DISTRICT MATERIALS LAB FOR THE CONCRETE CYLINDERS.



STEP 40: CLICK THE "OPEN ASSIGN TESTS" BUTTON.



STEP 41: THIS WILL OPEN THE WINDOW BELOW.



STEP 42: CLICK THE MORE BUTTON.

Maintain Sample Information

Basic Sample Data | Addtl Sample Data | Contract | **Other** | Tests

Assign Sample Tests

Sample ID: 07300RAM090001 | Sample Type: PROJECT ACCEPTANCE | Material Code: PCCP

Assigning tests to the sample will lock the sample

Accept Default Tests | Cancel | **More**

STEP 43: CHECK THE TESTS ASSIGNED TO THE CONCRETE SAMPLE, CONCRETE CYLINDER STRENGTH AND CONCRETE PLASTIC TESTS.

Maintain Sample Information

Basic Sample Data | Addtl Sample Data | Contract | **Other** | Tests

Assign Sample Tests

Sample ID: 07300RAM090001 | Sample Type: PROJECT ACCEPTANCE | Material Code: PCCP

Assigning tests to the sample will lock the sample

Additional Available Tests

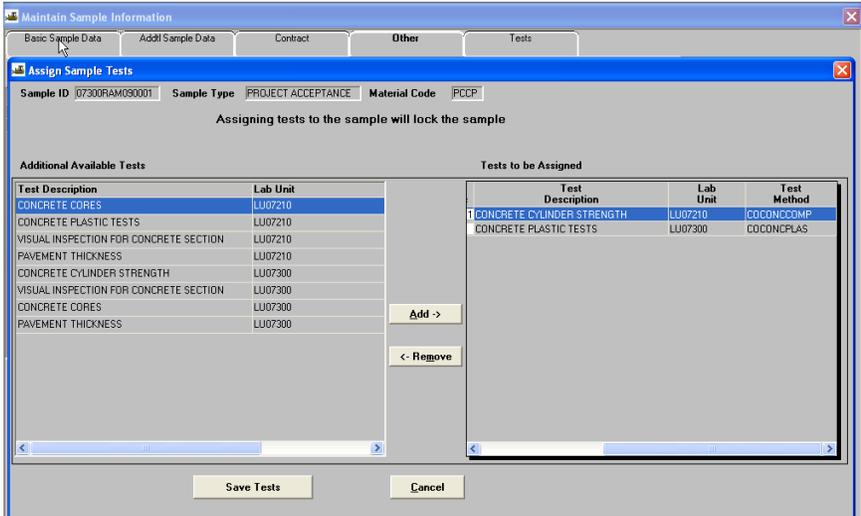
Test Description	Lab Unit
CONCRETE CORES	LU07210
CONCRETE PLASTIC TESTS	LU07210
VISUAL INSPECTION FOR CONCRETE SECTION	LU07210
PAVEMENT THICKNESS	LU07210
CONCRETE CYLINDER STRENGTH	LU07300
VISUAL INSPECTION FOR CONCRETE SECTION	LU07300
CONCRETE CORES	LU07300
PAVEMENT THICKNESS	LU07300

Tests to be Assigned

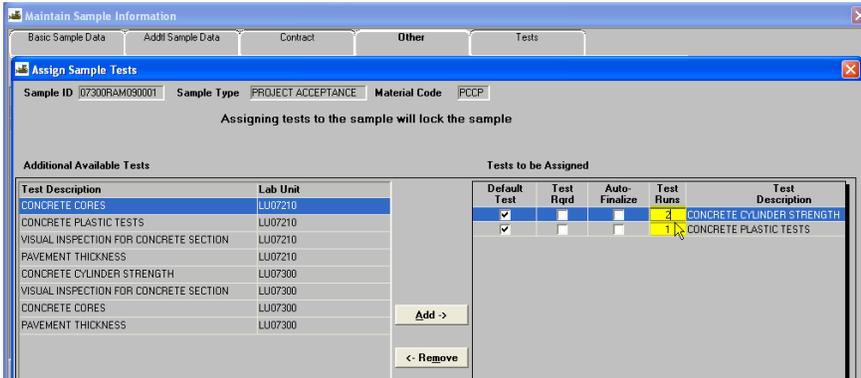
Default Test	Test Hqrd	Auto-Finalize	Test Runs	Test Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	CONCRETE CYLINDER STRENGTH
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	CONCRETE PLASTIC TESTS

Add > | < Remove

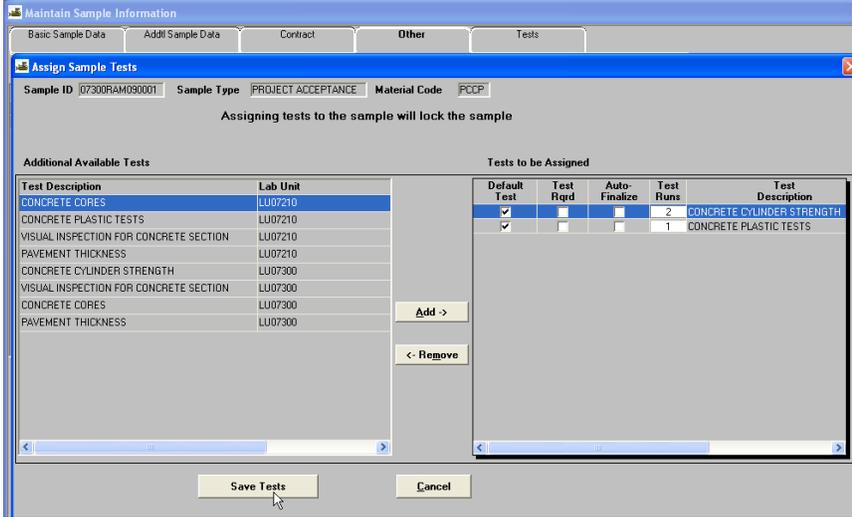
Save Tests | Cancel



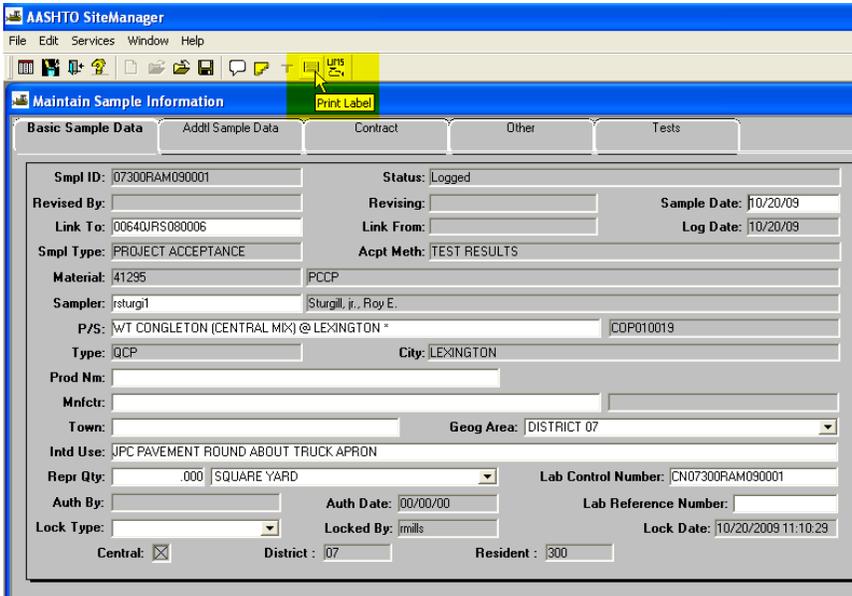
STEP 44: EARLY BREAK CYLINDERS WERE MADE BECAUSE THE CONTRACTOR WAS WANTING TO OPEN THE PAVEMENT UP AS SOON AS POSSIBLE, SO 2 ADDITIONAL TEST RUNS WERE ADDED TO ACCOUNT FOR THE EXTRA TESTING.

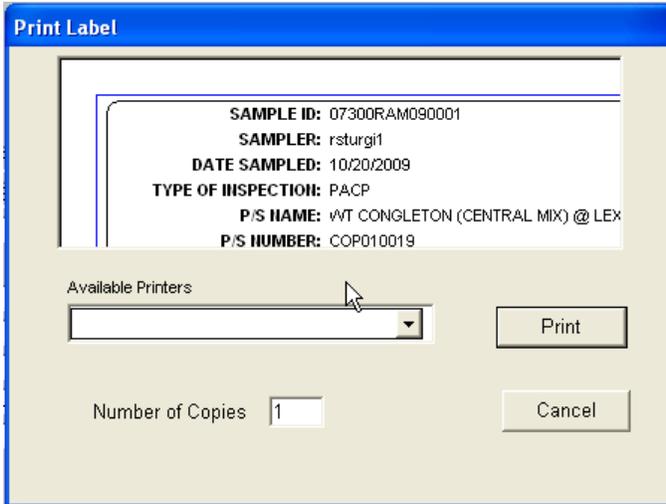


STEP 45: CLICK THE SAVE TESTS BUTTON ONCE YOU ARE SURE THAT ALL TESTS ASSIGNED TO THE SAMPLE ARE CORRECT AND YOU HAVE ACCOUNTED FOR THE ADDITIONAL SET OF EARLY BREAK CYLINDERS.

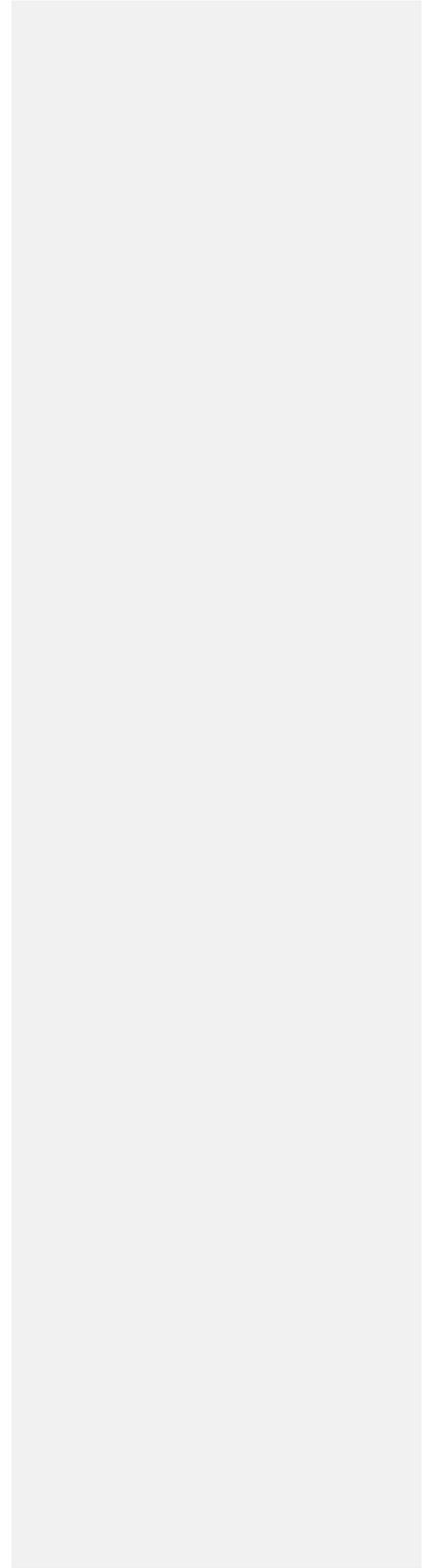
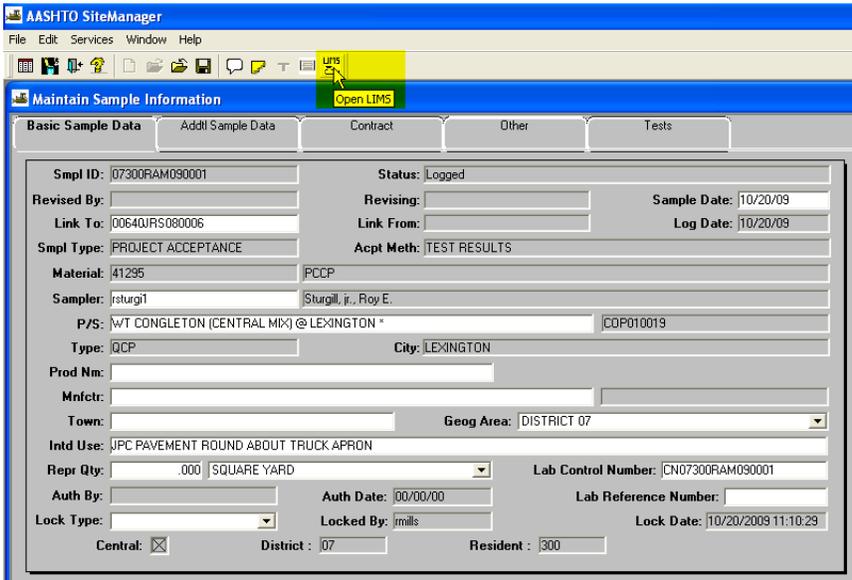


STEP 46: TO PRINT A LABEL FOR THE CYLINDERS OR ANY OTHER SAMPLE, CLICK THE PRINT LABEL BUTTON.

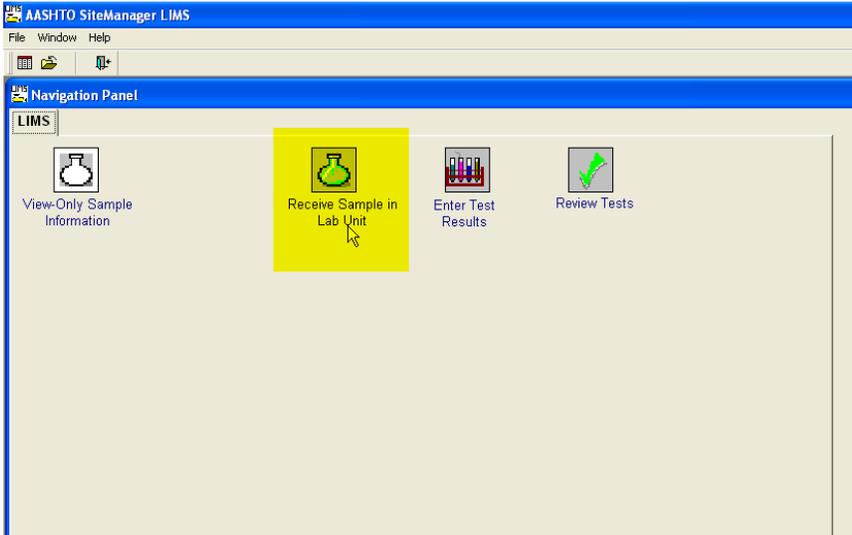




STEP 47: AFTER YOU CLICK SAVE TESTS, YOU WILL SEE THE WINDOW BELOW. NOW CLICK THE "LIMS" BUTTON.



STEP 48: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT



STEP 49: THE WINDOW BELOW WILL SHOW UP WITH ALL THE SAMPLES THAT ARE CURRENTLY IN THE SELECTED LAB.

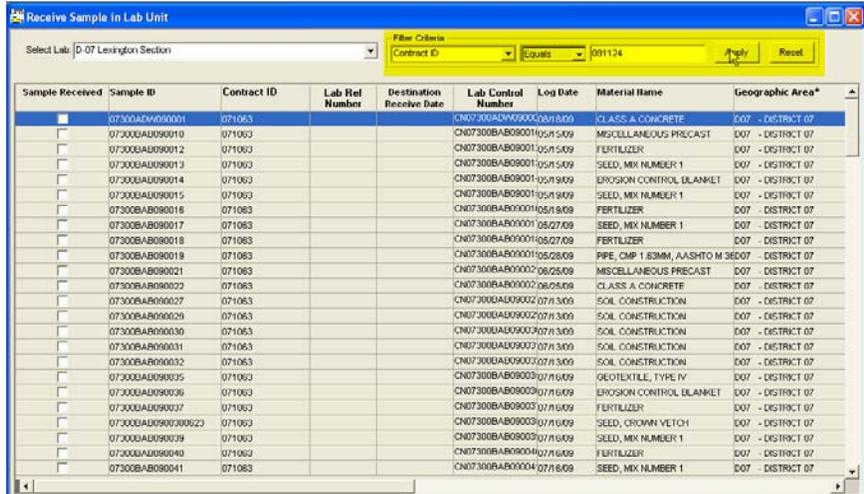
Receive Sample in Lab Unit

Select Lab: D:07 Lexington Section

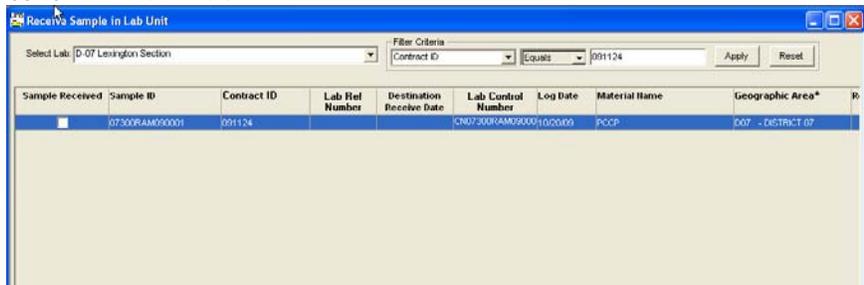
Filter Criteria: [] Contains [] Apply [] Reset []

Sample Received	Sample ID	Contract ID	Lab Ref Number	Destination Receive Date	Lab Control Number	Log Date	Material Name	Geographic Area*
<input type="checkbox"/>	07300ADM090001	071063			CN07300ADM090001	05/15/09	CLASS A CONCRETE	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090010	071063			CN07300BAB090010	05/15/09	MISCELLANEOUS PRECAST	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090012	071063			CN07300BAB090012	05/15/09	FERTILIZER	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090013	071063			CN07300BAB090013	05/15/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090014	071063			CN07300BAB090014	05/15/09	EROSION CONTROL BLANKET	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090015	071063			CN07300BAB090015	05/15/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090016	071063			CN07300BAB090016	05/15/09	FERTILIZER	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090017	071063			CN073000AD090017	05/27/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090019	071063			CN073000AD090019	05/27/09	FERTILIZER	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090019	071063			CN073000AD090019	05/27/09	PILE, CMP 1 6MM, AASHTO M 30	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090021	071063			CN07300BAB090021	06/25/09	MISCELLANEOUS PRECAST	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090022	071063			CN07300BAB090022	06/25/09	CLASS A CONCRETE	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090027	071063			CN07300BAB090027	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090028	071063			CN07300BAB090028	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090030	071063			CN07300BAB090030	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090031	071063			CN07300BAB090031	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090032	071063			CN07300BAB090032	07/13/09	SOIL CONSTRUCTION	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090035	071063			CN073000AD090035	07/15/09	GEOTEXTILE, TYPE IV	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090036	071063			CN073000AD090036	07/15/09	EROSION CONTROL BLANKET	D07 - DISTRICT 07
<input type="checkbox"/>	073000AD090037	071063			CN073000AD090037	07/15/09	FERTILIZER	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB0900380623	071063			CN07300BAB090038	07/15/09	SEED, CROWN VETCH	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090039	071063			CN07300BAB090039	07/15/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAB090040	071063			CN07300BAB090040	07/15/09	FERTILIZER	D07 - DISTRICT 07
<input type="checkbox"/>	07300BAR090041	071063			CN07300BAR090041	07/15/09	SEED, MIX NUMBER 1	D07 - DISTRICT 07

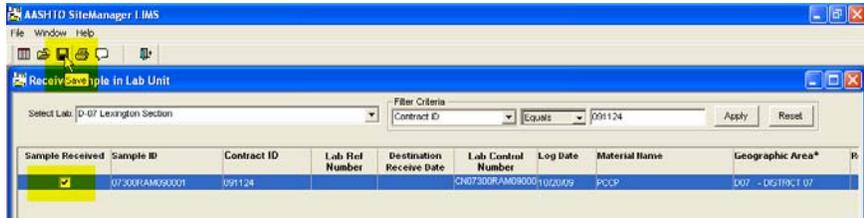
STEP 50: TO FIND ALL SAMPLES FOR CONTRACT ID 091124, USE THE FILTER CRITERIA WINDOW TO CREATE A FILTER THAT USES THE INFORMATION HIGHLIGHTED BELOW. AFTER THE INFORMATION IS ENTERED, CLICK THE APPLY BUTTON.



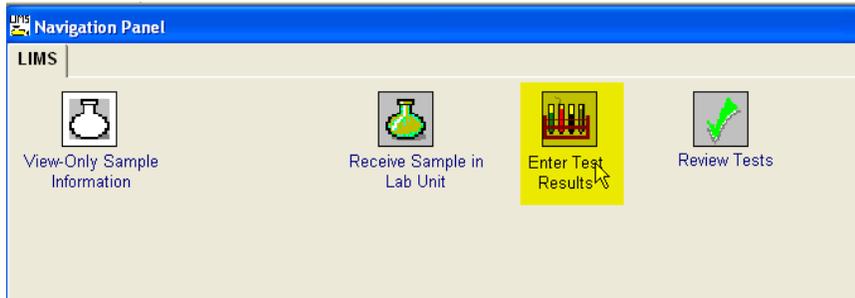
STEP 51: THERE IS ONLY ONE SAMPLE FOR THE CONTRACT SELECTED, AND IT IS THE SAMPLE THAT WE WERE LOOKING FOR. WE WERE LOOKING FOR THE SAMPLE THAT WAS TAKEN FOR THE CONCRETE PAVEMENT.



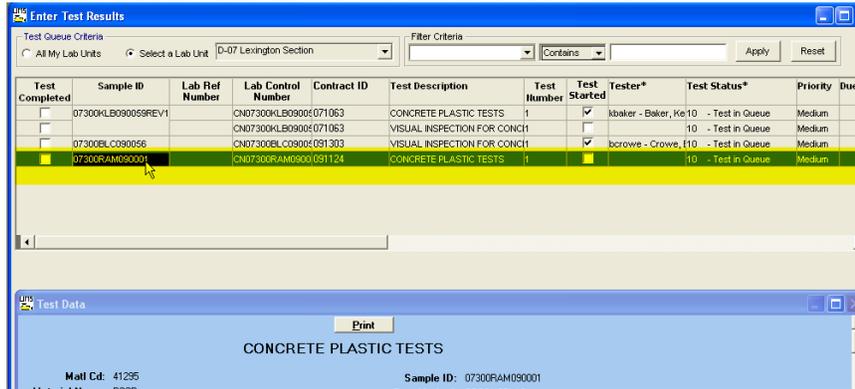
STEP 52: CLICK THAT WE RECEIVED THE SAMPLE AND CLICK THE SAVE BUTTON.



STEP 53: DOUBLE CLICK THE ENTER TEST RESULTS ICON.



STEP 54: SCROLL THROUGH THE SAMPLES AND FIND THE SAMPLE THAT YOU ARE LOOKING FOR. IN THIS EXAMPLE, WE ARE LOOKING FOR THE CONCRETE PLASTIC TESTS SAMPLE THAT WAS TAKEN BY RAM. DOUBLE CLICK ON THE SAMPLE ONCE YOU FIND IT.



STEP 55: THIS IS A SCREEN SHOT OF WHAT THE PLASTIC TESTS SHEET LOOKS LIKE.

The screenshot shows a software window titled 'Test Data' with a 'Print' button. The main heading is 'CONCRETE PLASTIC TESTS'. The form contains the following fields and values:

- Material Information:**
 - Matl Cd: 41255
 - Material Name: PCCP
 - Prod Supp Cd: COP010019
 - Prod Supp Name: WT CONGLETON (CENTRAL MK) @ LEXINGTON *
- Test Information:**
 - Sample ID: 07300RAM080001
 - Test Method: COCONCLAS
 - Test No.: 1
 - Tester: mls
- Template Status:** [Dropdown menu]
- Sampled at Quantity:** [Dropdown menu]
- Slump KM 64-302:**
 - Slump: [Text field] in
 - Technician: [Text field]
- Air Content (Pressure Method) KM 64-303:**
 - Initial Air Content %: [Text field]
 - Aggregate Correction Factor: 0.2 [Dropdown menu]
 - Final Air Content %: [Text field]
 - Technician: [Text field]
- Air Temperature KM 64-318:**
 - Temperature: [Text field] F
 - Technician: [Text field]
- Concrete Temperature KM 64-318:**
 - Temperature: [Text field] F
 - Technician: [Text field]
- QC Tests Witnessed By KYTC:** [Text field]

STEP 56: ENTER ALL OF THE PLASTICS INFORMATION AND THEN MINIMIZE THE WINDOW.

The screenshot shows a software window titled 'Enter Test Results' with a sub-window 'Test Data'. The main content area is titled 'CONCRETE PLASTIC TESTS' and contains the following information:

Material Information:
 Matl Cd: 41295
 Material Name: PCCP
 Prod Supp Cd: COP010019
 Prod Supp Name: WT CONGLETON (CENTRAL MK) @ LEXINGTON *

Sample Information:
 Sample ID: 07300RAM090001
 Test Method: COCONPLAS
 Test No.: 1
 Tester: mlls

Template Status: In Spec
 Sampled at Quantity: 75 SQYD

Slump KM 64-302:
 Slump: 1.5 in
 Technician: rsturgil

Air Content (Pressure Method) KM 64-303:
 Initial Air Content %: 6
 Aggregate Correction Factor: 0.2
 Final Air Content %: 5.8
 Technician: rsturgil

Air Temperature KM 64-318:
 Temperature: 78 F
 Technician: rsturgil

Concrete Temperature KM 64-318:
 Temperature: 83 F
 Technician: rsturgil

QC Tests Witnessed By KYTC:

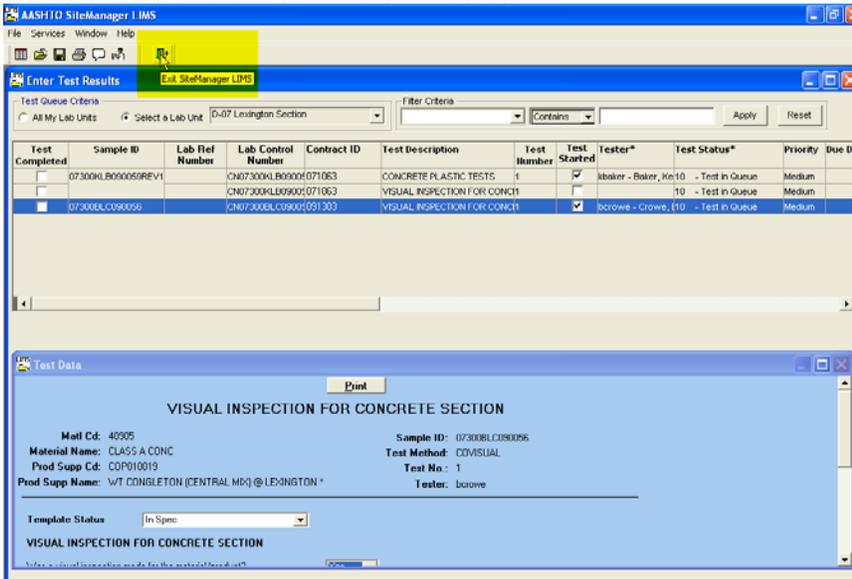
STEP 57: CLICK THAT THE TEST HAS BEEN COMPLETED AND CLICK ON THE SAVE BUTTON.

The screenshot shows the 'AASHTO SiteManager LIMS' interface. At the top, there is a menu bar (File, Services, Window, Help) and a toolbar. Below that is the 'Enter Test Results' window, which is minimized. The main area displays a 'Test Queue Criteria' section with a dropdown menu set to 'D-07 Lexington Section' and a 'Filter Criteria' section with a 'Contains' dropdown. Below this is a table of test results:

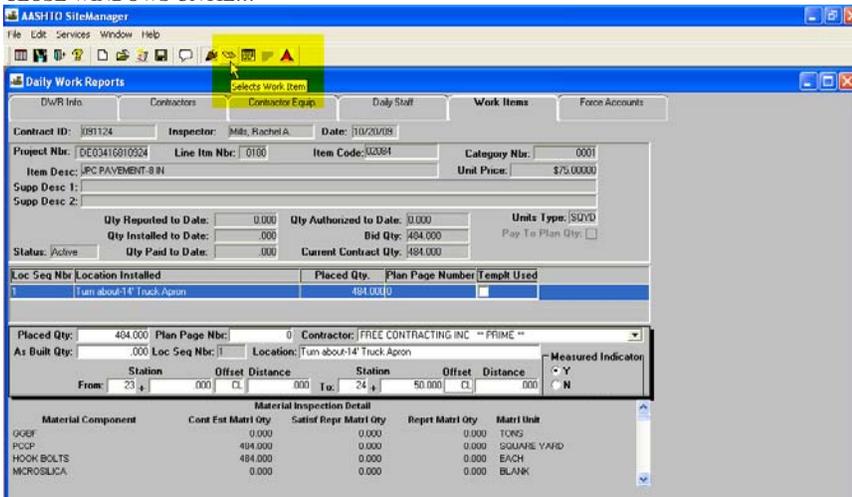
Test Completed	Sample ID	Lab Ref Number	Lab Control Number	Contract ID	Test Description	Test Number	Test Started	Tester*	Test Status*	Priority	Due D.
<input type="checkbox"/>	07300KL8090069REV1		CN07300KL8090069071063		CONCRETE PLASTIC TESTS	1	<input checked="" type="checkbox"/>	lbaker - Baker, Ke10	- Test In Queue	Medium	
<input type="checkbox"/>			CN07300KL8090069071063		VISUAL INSPECTION FOR CONC11		<input type="checkbox"/>		10 - Test In Queue	Medium	
<input type="checkbox"/>	07300LCO90056		CN07300LCO90056091303		VISUAL INSPECTION FOR CONC11		<input checked="" type="checkbox"/>	bcrowe - Crowe, LT0	- Test In Queue	Medium	
<input checked="" type="checkbox"/>	07300RAM090001		CN07300RAM090001091124		CONCRETE PLASTIC TESTS	1	<input checked="" type="checkbox"/>	mlls - Mlls, Rachd10	- Test In Queue	Medium	

At the bottom of the screenshot, the 'Enter Test Results' window is shown again, but it is minimized and partially obscured by the table. It displays the same 'CONCRETE PLASTIC TESTS' form as in Step 56.

STEP 58: CLICK ON THE EXIT SITEMANAGER LIMS ICON.



STEP 59: CONTINUE TO CLOSE OUT WINDOWS WITHIN SITEMANAGER UNTIL YOU GET BACK TO THE DAILY WORK REPORTS "WORK ITEMS" TAB. NOW CLICK ON THE SELECTS WORK ITEM BUTTON.
CLOSE WINDOWS UNTIL...



STEP 60: THE CONTRACTOR HAS INSTALLED CLASS II CHANNEL LINING ON THE PROJECT, SO WE NEED TO SCROLL THROUGH THE WORK ITEMS AND FIND THE CLASS II CHANNEL LINING. DOUBLE CLICK ON THE CHANNEL LINING CLASS II ITEM.

Daily Work Reports						
DWR Info.		Contractors		Contractor Equip.		Daily Staff
Contract ID: 091124		Inspector: Mills, Rachel A.		Date: 10/20/09		
Instd	Project Number	Line Item Number	Category Number	Category Description	Item Code	Description
<input type="checkbox"/>	DE034168109;0150	0001	ROADWAY	ROADWAY	01825	ISLAND CURB AND GUTTER
<input type="checkbox"/>	DE034168109;0160	0001	ROADWAY	ROADWAY	01891	ISLAND HEADER CURB TYPE 2
<input type="checkbox"/>	DE034168109;0170	0001	ROADWAY	ROADWAY	02014	BARRICADE-TYPE III
<input checked="" type="checkbox"/>	DE034168109;0180	0001	ROADWAY	ROADWAY	02084	JPC PAVEMENT-8 IN
<input type="checkbox"/>	DE034168109;0190	0001	ROADWAY	ROADWAY	02159	TEMP DITCH
<input type="checkbox"/>	DE034168109;0200	0001	ROADWAY	ROADWAY	02230	EMBANKMENT IN PLACE
<input type="checkbox"/>	DE034168109;0210	0001	ROADWAY	ROADWAY	02242	WATER
<input type="checkbox"/>	DE034168109;0220	0001	ROADWAY	ROADWAY	02429	RIGHT-OF-WAY MONUMENT TYPE 1
<input type="checkbox"/>	DE034168109;0230	0001	ROADWAY	ROADWAY	02432	WITNESS POST
<input checked="" type="checkbox"/>	DE034168109;0240	0001	ROADWAY	ROADWAY	02483	CHANNEL LINING CLASS II
<input type="checkbox"/>	DE034168109;0250	0001	ROADWAY	ROADWAY	02545	CLEARING AND GRUBBING
<input type="checkbox"/>	DE034168109;0260	0001	ROADWAY	ROADWAY	02562	SIGNS
<input type="checkbox"/>	DE034168109;0270	0001	ROADWAY	ROADWAY	02600	FABRIC GEOTEXTILE TY IV FOR PIPE
<input type="checkbox"/>	DE034168109;0280	0001	ROADWAY	ROADWAY	02650	MAINTAIN & CONTROL TRAFFIC
<input type="checkbox"/>	DE034168109;0290	0001	ROADWAY	ROADWAY	02671	PORTABLE CHANGEABLE MESSAGE SIGN
<input type="checkbox"/>	DE034168109;0300	0001	ROADWAY	ROADWAY	02678	SCARIFYING PAVEMENT
<input type="checkbox"/>	DE034168109;0310	0001	ROADWAY	ROADWAY	02701	TEMP SILT FENCE

STEP 61: CLICK THE NEW BUTTON AND ENTER THE INFORMATION FOR THE CHANNEL LINING. LOCATION, STATIONS, QUANTITY PLACED.

AASHTO SiteManager					
File Edit Services Window Help					
Daily Work Rep New					
DWR Info.		Contractors		Contractor Equip.	
Contract ID: 091124		Inspector: Mills, Rachel A.		Date: 10/20/09	
Project Nbr: DE03416810924		Line Item Nbr: 0240		Item Code: 02483	
Item Desc: CHANNEL LINING CLASS II		Category Nbr: 0001		Unit Price: \$35.00000	
Supp Desc 1:					
Supp Desc 2:					
Qty Reported to Date: 0.000		Qty Authorized to Date: 0.000		Units Type: TON	
Qty Installed to Date: .000		Bid Qty: 1130.000		Pay To Plan Qty: <input type="checkbox"/>	
Status: Active		Qty Paid to Date: .000		Current Contract Qty: 1130.000	
Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Tempr Used	
Material Inspection Detail					
Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit	
AGG CHANEL LINING II	1,130.000	2,000.000	0.000	TONS	

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports Save

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Project Nbr: DE03416810924 Line Itm Nbr: 0240 Item Code: 02483 Category Nbr: 0001
 Item Desc: CHANNEL LINING CLASS II Unit Price: \$35,00000

Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: TON
 Qty Installed to Date: .000 Bid Qty: 1130.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 1130.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	2' FLAT BOTTOM SPECIAL DITCH	246.000	0	<input type="checkbox"/>

Placed Qty: 246.000 Plan Page Nbr: 0 Contractor: FREE CONTRACTING INC ** PRIME **
 As Built Qty: .000 Loc Seq Nbr: 1 Location: 2' FLAT BOTTOM SPECIAL DITCH

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: 18 +	.000	RT	To: 21 +	45.000	RT	<input type="radio"/> Y <input checked="" type="radio"/> N

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
AGG CHANEL LINING II	1,130.000	2,000.000	0.000	TONS

STEP 62: CLICK THE OPEN MATERIAL INSPECTION DETAIL WINDOW.

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports Open Material Inspection Detail Window

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 091124 Inspector: Mills, Rachel A. Date: 10/20/09

Project Nbr: DE03416810924 Line Itm Nbr: 0240 Item Code: 02483 Category Nbr: 0001
 Item Desc: CHANNEL LINING CLASS II Unit Price: \$35,00000

Supp Desc 1:
 Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: TON
 Qty Installed to Date: .000 Bid Qty: 1130.000 Pay To Plan Qty:
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 1130.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	2' FLAT BOTTOM SPECIAL DITCH	246.000	0	<input type="checkbox"/>

Placed Qty: 246.000 Plan Page Nbr: 0 Contractor: FREE CONTRACTING INC ** PRIME **
 As Built Qty: .000 Loc Seq Nbr: 1 Location: 2' FLAT BOTTOM SPECIAL DITCH

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: 18 +	.000	RT	To: 21 +	45.000	RT	<input type="radio"/> Y <input checked="" type="radio"/> N

Material Inspection Detail

STEP 63: CLICK THE CREATE SAMPLE FOR SELECTED MATERIAL.

The screenshot shows the AASHTO SiteManager interface. The 'Material Inspection' window is open, displaying various project and material details. The 'Create Sample for Selected Material' button is highlighted with a yellow box. The window contains the following data:

Contract ID:	091124	Inspector:	Mills, Rachel A.	DWR Date:	10/20/09		
Project Nbr:	DE03416810924	Line Itm Nbr:	0240	Item Code:	02483	Category Nbr:	0001
Item Desc:	CHANNEL LINING CLASS II		Unit Price:	\$35.00000			
Supp Desc 1:							
Supp Desc 2:							
Qty Reported to Date:	246.000	Qty Authorized to Date:	0.000	Units Type:	TON		
Qty Installed to Date:	.000	Bid Qty:	1130.000	Pay To Plan Qty:	<input type="checkbox"/>		
Status:	Active	Qty Paid to Date:	.000	Current Contract Qty:	1130.000		

Material Component	Cont Est Matl Qty	Satisf Repr Matl Qty	Repr Matl Qty	Matl Unit	Conversion Factor	Contract S&T	DWR Sample
AGG CHANEL LINING II	1,130.000	2,000.000	0.000	TON	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
AGVISQUAL-VISUAL AGGREGATE 1.0		999999.0	VI -VISUAL INSPECTIONS	PACP -PROJECT ACCEPTANCE	

STEP 64: COMPLETE THE BASIC SAMPLE DATA TAB BY USING THE FOLLOWING POLICY:

Sample ID	<p>Identifier of the sample record. 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 <i>DDSSSIIYY####XXXX</i>. The definition of each character is outlined below.</p> <ul style="list-style-type: none"> - (DD) The district number of where the sample was taken. - (SSS) The section 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 than 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. RV01 would be used to indicate a revised sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time).
-----------	---

Status	<p>Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group 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, INVALID and FAILED will count toward satisfying the sample requirements for a material. - Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample - Now automatic..
Revised by	<p>This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This is only relevant when a sample record is revised. - This field is not populated on the <i>revised</i> sample record.
Revising	<p>Used when the current sample has been authorized and a revision is being made on a sample record.</p> <p>This field is auto populated with the Sample ID of the original sample record for revised samples only.</p> <p>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.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.
Sample Date	<p>Enter the actual date the sample was physically taken.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This field is automatically filled in by the system with today's date.
Link To	<p>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:</p> <ul style="list-style-type: none"> - 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 - QC/QA samples will be linked to the Mix Design sample records - Other situations when applicable.
Link From	<p>This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.</p>
Log Date	<p>This field is automatically filled in by the system with today's date.</p>
Sample Type	<p>This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.</p>

Acceptance Method	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.
Material	Using the look-up function select the material being sampled and tested.
Sampler	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.
P/S	Using the look-up function select the approved 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 office for further action.
Type	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).
City	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.
Prod Nm	Using the look-up function, select the appropriate product name (brand of material) when available.
Mnfctr	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available. <ul style="list-style-type: none"> - For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field. <u>Note:</u> <ul style="list-style-type: none"> - 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.
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	This field is auto populated with the date the sample was authorized. <u>Note:</u> <ul style="list-style-type: none"> - The system will use the current date when the same is authorized.

Lock Type	<p>The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.</p> <p>If a sampler from an <i>equivalent other office</i> 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 <i>IAS samples</i>, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.</p> <ul style="list-style-type: none"> - <u>Office Level One</u>: Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records) - <u>Office Level Two</u>: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District) - <u>Office Level Three</u>: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.
Lab Reference Number	This field is a number defined by the lab unit to identify a sample. KYTC will not use this field.

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Smpl ID: 07300RAM090002 Status: PENDING

Revised By: Revising: Sample Date: 10/20/09

Link To: Link From: Log Date: 10/20/09

Smpl Type: PROJECT ACCEPTANCE Acpt Meth: VISUAL INSPECTIONS

Material: 10115 AGG - CHANNEL LINING II

Sampler: rwaldrid rwaldridge, Richard T.

P/S: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND RD AGP007001

Type: LMST City: LEXINGTON

Prod Nm: Geog Area: DISTRICT 07

Intd Use: FLAT BOTTOM SPECIAL DITCH

Repr Qty: .000 TONS Lab Control Number: CN07300RAM090002

Auth By: Auth Date: 00/00/00 Lab Reference Number:

Lock Type: Locked By: rmills Lock Date: 10/20/2009 12:11:06

Central: District: 07 Resident: 0300

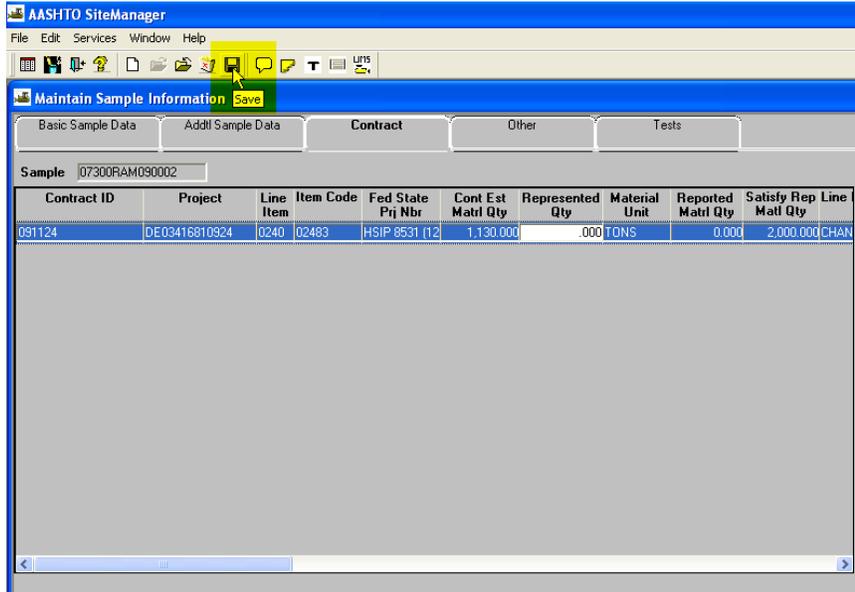
STEP 65: CLICK THE “ADDTL SAMPLE DATA” TAB AND ENTER INFORMATION

Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per KYTC policy, this field will not be used.
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.
Offset	Population of this field is required for the following: <ul style="list-style-type: none"> - Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left) - Soils and Cores: distance left or right from centerline (e.g. 7' Left)
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.
Mix ID	Per KYTC policy, this field will not be used.
Plant ID	Per KYTC policy, this field will not be used.

Comment [v2]: Need to update for LIMS (Additional fields).

Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. This checkbox should always be populated for Project Acceptance and QC samples.
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.
Sample Created From DWR	Indicates sample was created from a Daily Work Report.
DWR Date	Date of the Daily Work Report
DWR Inspector	Inspector who recorded the Daily Work Report.

STEP 66: CLICK THE "CONTRACT" TAB AND CLICK THE SAVE BUTTON.



STEP 67: CLICK THE OTHER TAB AND SELECT DESTINATION LAB. THEN SELECT WHICH LAB UNIT THAT THE MATERIAL WILL BE TESTED AT AND CLICK SAVE.

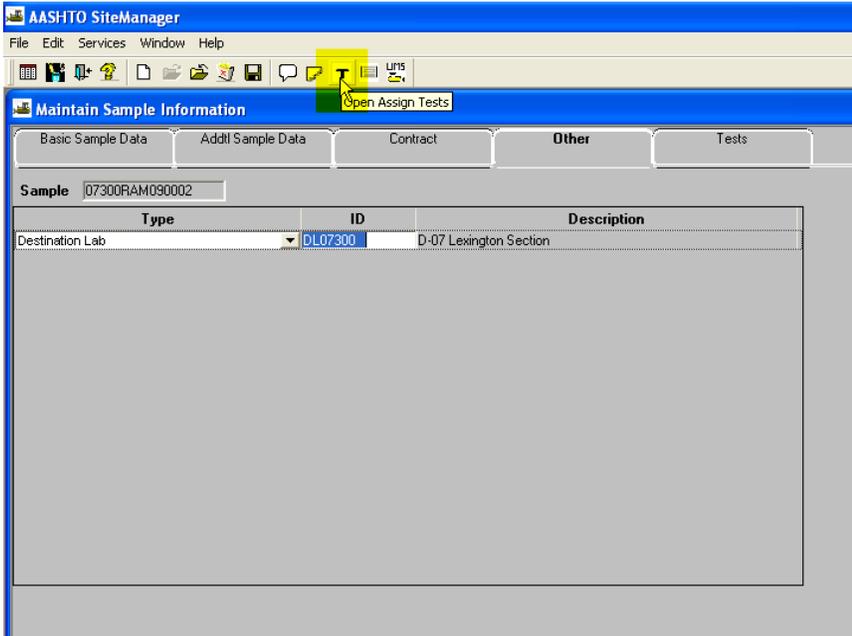
The screenshot shows the 'Maintain Sample Information' form with the 'Other' tab selected. The 'Sample' field contains '07300RAM090002'. A dropdown menu is open for the 'Type' field, showing the following options:

Type	ID	Description
Destination Lab		
FACILITY MANAGEMENT		
Inspection Agency Code		
LOCAL GOVERNMENT		
MAINTENANCE		

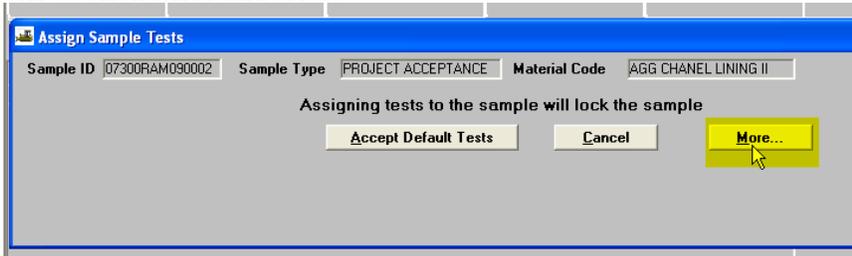
The screenshot shows the 'Maintain Sample Information' form with the 'Other' tab selected. The 'Sample' field contains '07300RAM090002'. The 'Type' dropdown menu is now closed, and the selected value is 'DL07300'. The corresponding 'ID' and 'Description' fields are populated:

Type	ID	Description
Destination Lab	DL07300	D-07 Lexington Section

STEP 68: CLICK THE OPEN ASSIGN TESTS BUTTON.



STEP 69: CLICK THE MORE BUTTON.



STEP 70: REVIEW THAT THE ASSIGNED TEST IS A VISUAL AND IT IS ASSIGNED TO THE SECTION OFFICE.

Assign Sample Tests

Sample ID: 07300RAM090002 Sample Type: PROJECT ACCEPTANCE Material Code: AGG CHANEL LINING II

Assigning tests to the sample will lock the sample

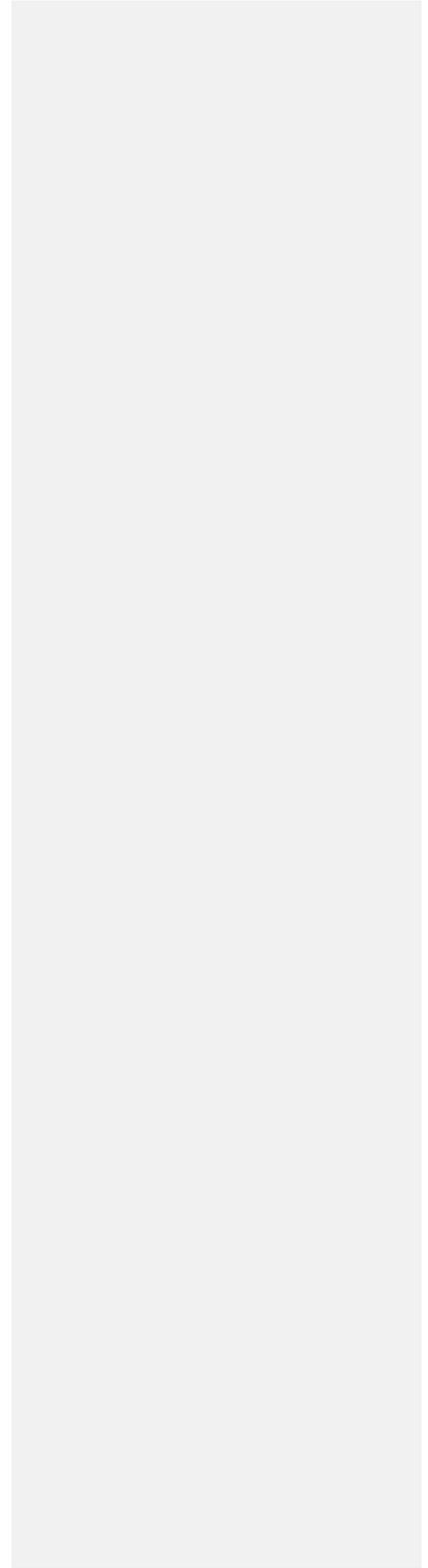
Additional Available Tests		Tests to be Assigned				
Test Description	Lab Unit	Default Test	Test Rqrd	Auto-Finalize	Test Runs	Test Description
VISUAL AGGREGATE PROPERTIES	LU07300	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VISUAL AGGREGATE QUALITY

Assign Sample Tests

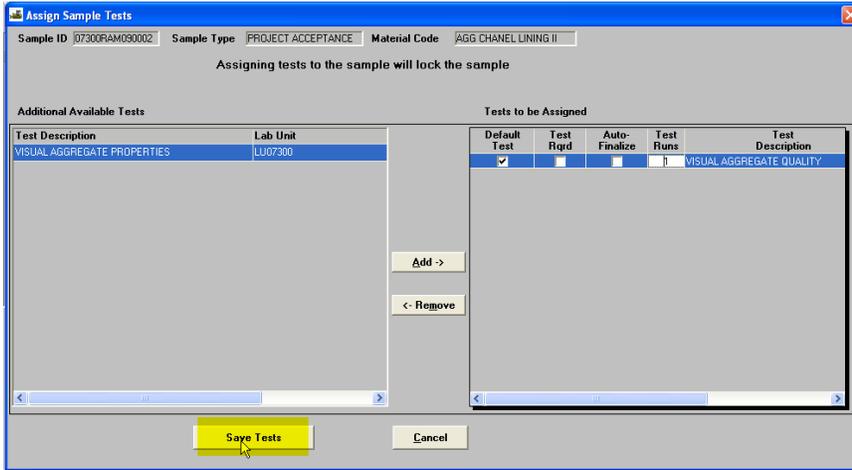
Sample ID: 07300RAM090002 Sample Type: PROJECT ACCEPTANCE Material Code: AGG CHANEL LINING II

Assigning tests to the sample will lock the sample

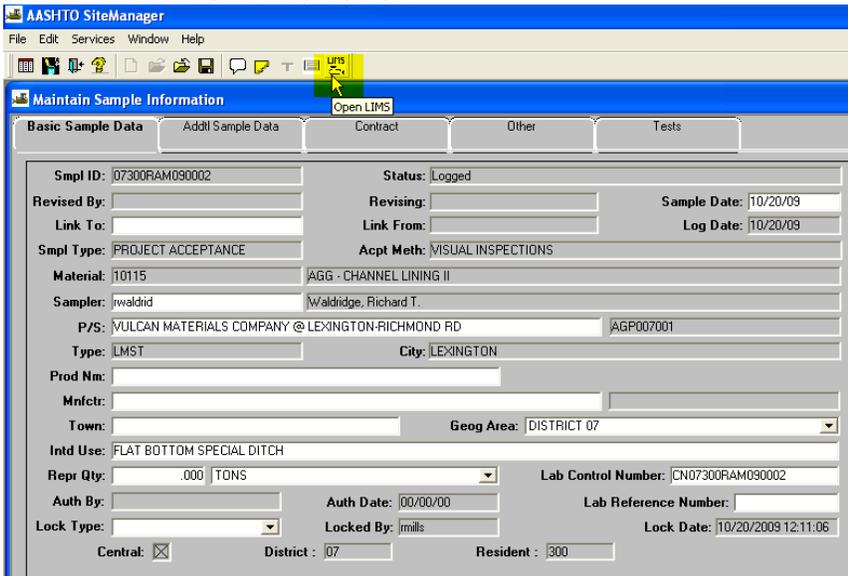
Additional Available Tests		Tests to be Assigned		
Test Description	Lab Unit	Test Description	Lab Unit	Test Method
VISUAL AGGREGATE PROPERTIES	LU07300	VISUAL AGGREGATE QUALITY	LU07300	AGVISQUAL



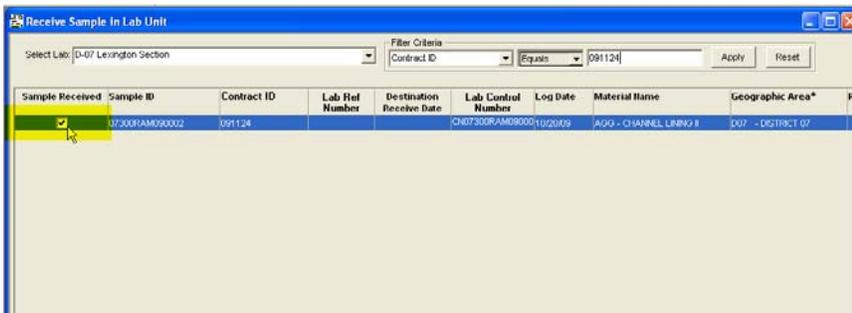
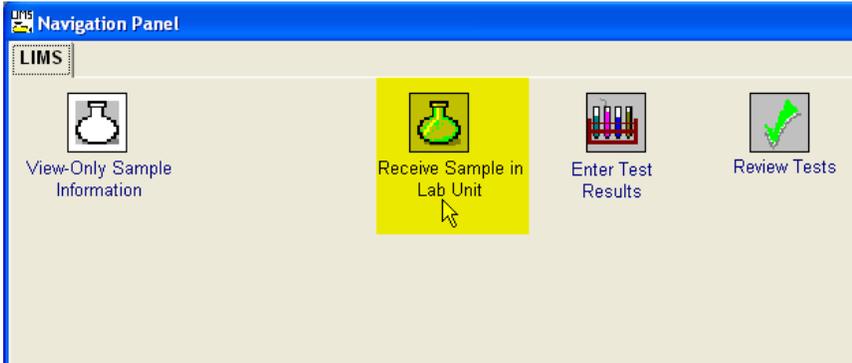
STEP 71: CLICK SAVE TESTS.



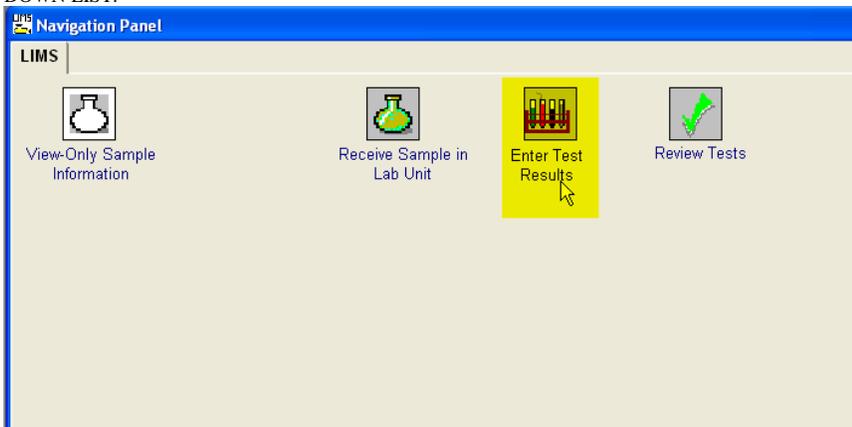
STEP 72: CLICK THE "OPEN LIMS" BUTTON.



STEP 73: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON. CHECK THAT THE SAMPLE HAS BEEN RECEIVED AND CLICK THE SAVE BUTTON.



STEP 74: DOUBLE CLICK THE ENTER TEST RESULTS ICON. MAXIMIZE THE VISUAL AGGREGATE QUALITY TEMPLATE AND ENTER IF THE MATERIAL WAS IN SPEC OR OUT OF SPEC ON THE DROP DOWN LIST.



AAASH10 SiteManager LIMS [Enter Test Results]

File Services Window Help

Test Queue Criteria: All My Lab Units | Select a Lab Unit: D-07 Lexington Section | Filter Criteria: [Contains] [Apply] [Reset]

Test Completed	Sample ID	Lab Ref Number	Lab Control Number	Contract ID	Test Description	Test Number	Test Started	Tester*	Test Status*	Priority	Due Date
<input type="checkbox"/>	07300KLD090059REV1		CND7300KLD09005071053		CONCRETE PLASTIC TESTS	1	<input checked="" type="checkbox"/>	ksaker - Baker, Ke	10 - Test in Queue	Medium	
<input type="checkbox"/>			CND7300KLD09005071053		VISUAL INSPECTION FOR CONC1		<input type="checkbox"/>		10 - Test in Queue	Medium	
<input type="checkbox"/>	07300BLC090058		CND7300BLC09005091303		VISUAL INSPECTION FOR CONC1		<input checked="" type="checkbox"/>	bcrowne - Crowne, Et	10 - Test in Queue	Medium	
<input checked="" type="checkbox"/>	07300RAM090002		CND7300RAM09000091124		VISUAL AGGREGATE QUALITY		<input type="checkbox"/>		10 - Test in Queue	Medium	

Test Data

Print

VISUAL AGGREGATE QUALITY

Matl Cd: 10115 Sample ID: 07300RAM090002
 Material Name: AGG CHANEL LINING II Test Method: AGVISQUAL
 Prod Supp Cd: AGP007001 Test No.: 1
 Prod Supp Name: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND F Tester: mills

Visual Aggregate Quality

Beginning with the 2008 Spec, Year, Visual Aggregate Quality is to include inspection for gradation, shale, excessive coating, percent crushed, etc., as appropriate. A visual failure must be followed up with a physical test for the property in question.

Test Data

Print

VISUAL AGGREGATE QUALITY

Matl Cd: 10115 Sample ID: 07300RAM090002
 Material Name: AGG CHANEL LINING II Test Method: AGVISQUAL
 Prod Supp Cd: AGP007001 Test No.: 1
 Prod Supp Name: VULCAN MATERIALS COMPANY @ LEXINGTON-RICHMOND F Tester: mills

Visual Aggregate Quality

Beginning with the 2008 Spec, Year, Visual Aggregate Quality is to include inspection for gradation, shale, excessive coating, percent crushed, etc., as appropriate. A visual failure must be followed up with a physical test for the property in question.

ENTERING OTHER INFORMATION ON A DWR

STEP 76: THERE ARE OTHER PLACES IN THE DWR TO ENTER INFORMATION. THE GENERAL REMARKS IS A GOOD PLACE TO ENTER INFORMATION ABOUT THE CONTRACT. THERE ARE OTHER REMARKS AREAS FOR VISITORS, EROSION CONTROL, OTHER OR ACCIDENTS WHERE CABINET PERSONNEL CAN DOCUMENT IN DETAIL THE IMPORTANT ASPECTS OF THINGS THAT HAPPENED ON THE PROJECT DURING THE DAY.

The screenshot shows the 'Daily Work Reports' application window. The 'DWR Info' tab is active, displaying fields for Contract ID (091124), Inspector (Mills, Rachel A.), and DWR Date (10/20/09). Below these are sections for 'Locked', 'Authorized', and 'Authorized Date'. A 'Temperature' section shows High (84) and Low (70) values. A 'Weather Conditions' section shows A.M. (Partly Cloudy) and P.M. (Sunny). There are also checkboxes for 'No Work Items Installed', 'No Contractors On Site', and 'No Daily Staff On Site', along with 'Work Suspended' and 'Suspended Time' fields. The 'Remarks' section is expanded, showing a list of categories: 'Erosion Control', 'General', and 'Other'. The 'General' category is selected, and the text reads: 'The Contractor placed JPC pavement using a concrete paver. The JPC pavement is used for the truck apron as part of the turn about. All of the JPC pavement was placed today and the truck apron is complete.' A 'Spell Check' button is visible to the right of the text area.

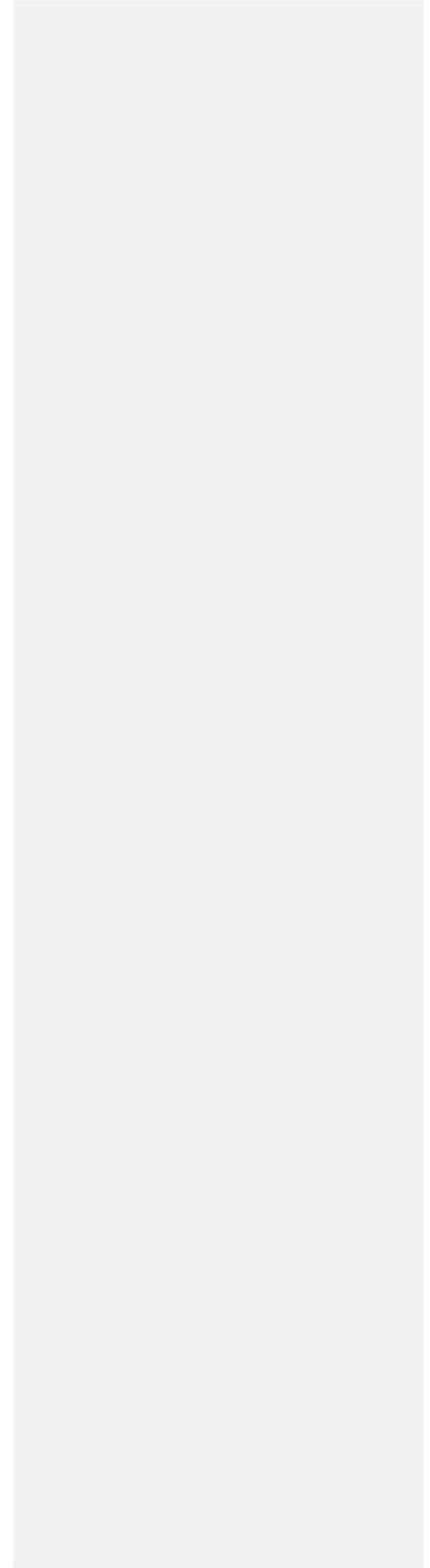
STEP 77:

PREVIEW DWR INFORMATION

The screenshot shows the 'Daily Work Reports' application window with the 'Preview DWR' button highlighted by a yellow arrow. The interface is identical to the previous screenshot, showing the 'DWR Info' tab and various data fields. The 'Remarks' section is expanded, showing a list of categories: 'Accident', 'Begin and End Time', and 'Controlling Operation'. The 'Accident' category is selected, and the text area is empty. A 'Spell Check' button is visible to the right of the text area.

STEP 78: SNAPSHOT OF THE DWR PREVIEW

RPT-ID: RDWRHCON	COMMONWEALTH OF KENTUCKY	DATE: 10/21/2009
USER: rmills Mills, Rachel A.	TRANSPORTATION CABINET	PAGE: 1 of 3
DAILY WORK REPORT FOR CONTRACT: 091124		
DWR Date: 10/20/2009	Contract ID: 091124	Authorized: No
Inspector ID: rmills	Inspector: Mills, Rachel A.	Locked: No
Paid: No	High Temp: 84	
Low Temp: 70		A.M. Condition: Partly Cloudy
Work Suspended Time: 00:00		Work Resumed Time: 00:00
No Work Items Instld: <input type="checkbox"/>		No Contrs Present: <input type="checkbox"/>
No Staff Present: <input checked="" type="checkbox"/>		P.M. Condition: Sunny
Remarks: Yes	Begin and End Time	The Contractor was onsite working from 6:30 AM until 5:30 PM. I was onsite for inspection from 7:00 AM until 5:45 PM.
	Controlling Operation	Concrete Pavement is the controlling operation.
	Erosion Control	BMPs are in place according to the BMP plan and as advised by D. Jasper on 10/12/2009.
	General	The Contractor placed JPC pavement using a concrete paver. The JPC pavement is used for the truck apron as part of the turn about. All of the JPC pavement was placed today and the truck apron is complete. JPC paving started at station 23+50 on mainline (Old Frankfort Pike) and continued in a radius of 75 feet progressing NB around the round about finishing at the starting joint. A sample was taken and cylinders made from Ticket number #####. The results were entered into SM LIMS. 484 square yards (340 CY) of Class P was delivered onsite for this operation. The Contractor constructed a Flat Bottom Special Ditch using CLASS II Channel Lining at RT STA 18+00 to RT STA 21+45. This was done using a 3 person crew with an excavator and trucks delivering material.
	Traffic Control	Old Frankfort Pike was closed to through traffic within the project limits. All traffic control was in accordance with MUTCD standards and KYTC standard drawings. Some flagging was necessary for mobilizing equipment. All flaggers used were certified for flagging and signs for flagging were in place.
	Working Day Statement	The Contractor will be charged a working day for since more than 4 hours was expended on the controlling operation.

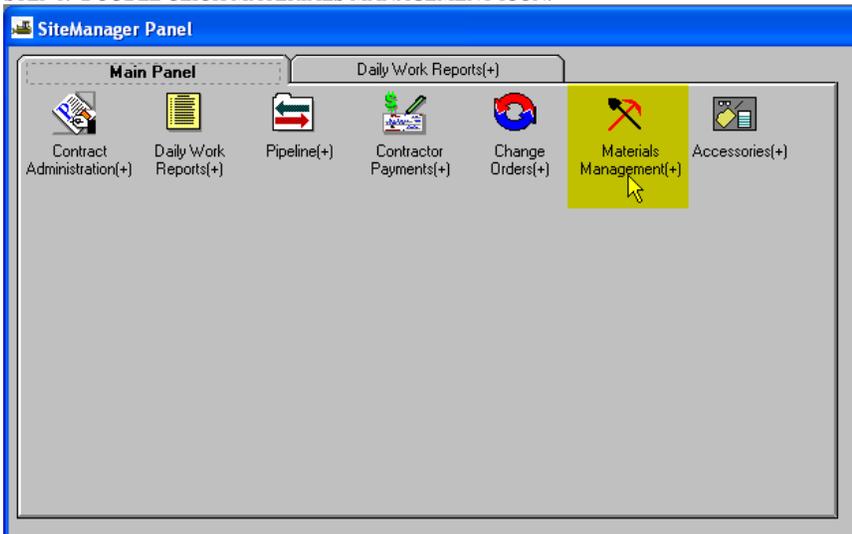


Contractor Information				
Contractor ID: 02069	Contractor Name: FREE CONTRACTING INC	Hrs Worked:	0.000	
Nbr of Supervisors: 1	Nbr Of Workers: 18			
Supervisor/Foreman :	Name	Hrs. Worked		
	Superintendent	0.000		
Variable Labor:	Personnel Title	Qty	Hrs. Worked	
	Flaggers	2	0.000	
	Quality Control Technicians	1	0.000	
	Laborers	12	0.000	
	Skilled	3	0.000	
Equipment:	Description	Qty	Qty Used	Hrs. Used
	Concrete Pavers	1	1	0.000
	Concrete Saws	1	1	0.000

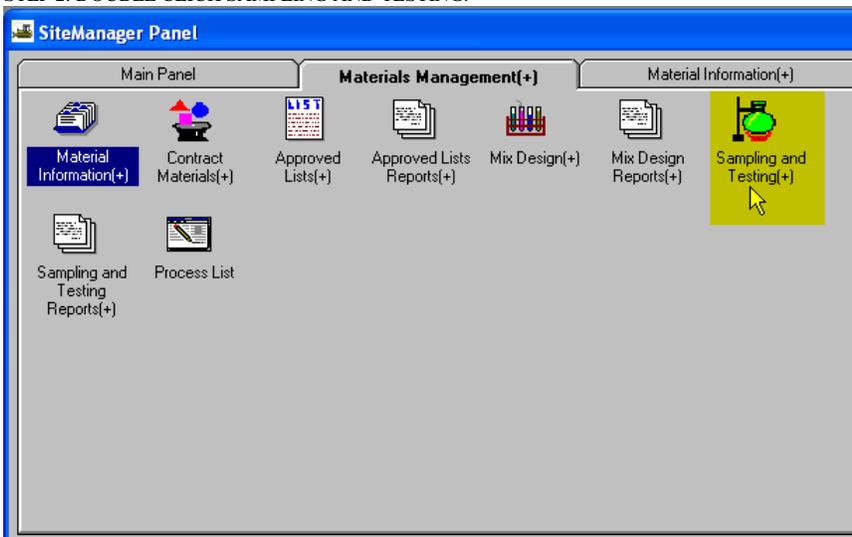
Work Item Information										
Item Code: 02084	Description: JPC PAVEMENT-8 IN									
Supp Desc 1:										
Supp Desc 2:										
Project Nbr	Line Item Nbr	Catg.	Plan Pg Nbr	Place Qty	Units	Contractor ID		Contractor Name	Measured	Instld Qty
DE03416810924	0180	0001	0	484.000	SQYD	02069	FREE CONTRACTING INC	Yes	.00	
Location: Turn about-14' Truck Apron										
Station Offset Distance Station Offset Distance										
From: 23 + 0.000 CL 0.000 To: 24 + 50.000 CL 0.000										
Item Code: 02483	Description: CHANNEL LINING CLASS II									
Supp Desc 1:										
Supp Desc 2:										
Project Nbr	Line Item Nbr	Catg.	Plan Pg Nbr	Place Qty	Units	Contractor ID		Contractor Name	Measured	Instld Qty
DE03416810924	0240	0001	0	245.000	TON	02069	FREE CONTRACTING INC	No	.00	
Location: 2' FLAT BOTTOM SPECIAL DITCH										
Station Offset Distance Station Offset Distance										
From: 18 + 0.000 RT 0.000 To: 21 + 45.000 RT 0.000										

ENTERING SAMPLE DIRECTLY IN SITEMANAGER

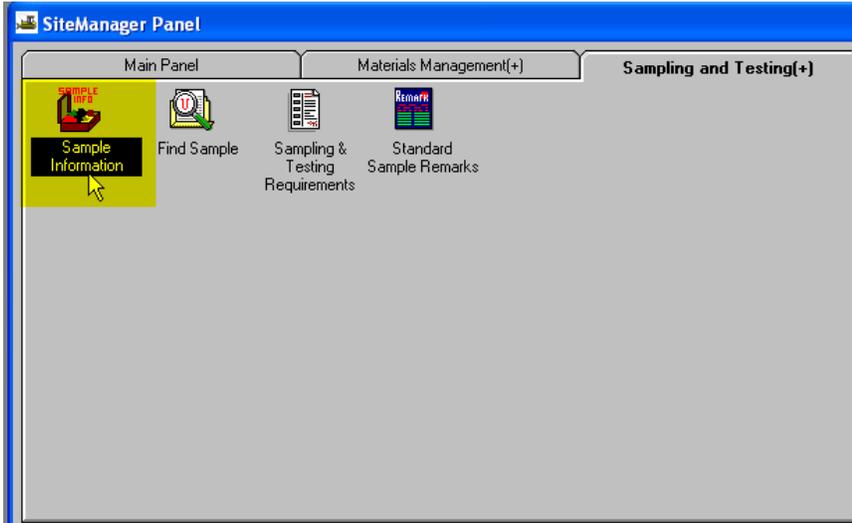
STEP 1: DOUBLE CLICK MATERIALS MANAGEMENT ICON.



STEP 2: DOUBLE CLICK SAMPLING AND TESTING.



STEP 3: DOUBLE CLICK SAMPLE INFORMATION.



STEP 4: ENTER SAMPLE INFORMATION.

The screenshot shows the 'Maintain Sample Information' form. It has a blue header bar with the title 'Maintain Sample Information'. Below the header, there are four tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', and 'Tests', with 'Basic Sample Data' selected. The form contains various input fields and dropdown menus for sample information. A mouse cursor is pointing at the 'Revised By' field.

Smpl ID:	Status: PENDING	
Revised By:	Revising:	Sample Date: 10/20/09
Link To:	Link From:	Log Date: 10/20/09
Smpl Type:	Acpt Meth:	
Material:		
Sampler:		
P/S:		
Type:	City:	
Prod Nm:		
Mnfctr:		
Town:	Geog Area:	
Intd Use:		
Repr Qty: .000	Lab Control Number:	
Auth By:	Auth Date: 00/00/00	Lab Reference Number:
Lock Type: Resident: 300	Locked By:	Lock Date:

Sample ID	<p>Identifier of the sample record. 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 <i>DDSSSIIYY####XXXX</i>. The definition of each character is outlined below.</p> <ul style="list-style-type: none"> - (DD) The district number of where the sample was taken. - (SSS) The section 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 than 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. RV01 would be used to indicate a revised sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time).
Status	<p>Identifies the current status of this record. SiteManager automatically assigns sample status. Once all tests for the sample are completed, the product group 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, INVALID and FAILED will count toward satisfying the sample requirements for a material. - Only COMPLETE, FAILED, INVALID, VOID SAMPLE, FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample - Now automatic..
Revised by	<p>This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This is only relevant when a sample record is revised. - This field is not populated on the <i>revised</i> sample record.

Revising	<p>Used when the current sample has been authorized and a revision is being made on a sample record.</p> <p>This field is auto populated with the Sample ID of the original sample record for revised samples only.</p> <p>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.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID.
Sample Date	<p>Enter the actual date the sample was physically taken.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This field is automatically filled in by the system with today's date.
Link To	<p>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:</p> <ul style="list-style-type: none"> - 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 - QC/QA samples will be linked to the Mix Design sample records - Other situations when applicable.
Link From	<p>This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.</p>
Log Date	<p>This field is automatically filled in by the system with today's date.</p>
Sample Type	<p>This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.</p>
Acceptance Method	<p>This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.</p>
Material	<p>Using the look-up function select the material being sampled and tested.</p>
Sampler	<p>Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.</p>
P/S	<p>Using the look-up function select the approved 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 office for further action.</p>
Type	<p>Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).</p>
City	<p>Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.</p>
Prod Nm	<p>Using the look-up function, select the appropriate product name (brand of material) when available.</p>

Mnfctr	<p>Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available.</p> <ul style="list-style-type: none"> - For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field. <p><u>Note:</u></p> <ul style="list-style-type: none"> - 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.
Town	Population of this field is optional.
Geog Area	Using the pick-list, specify the district where the sample was taken.
Intd Use	Enter the intended use of the material.
Represented Quantity	Per KYTC policy, this field will not be used.
Represented Quantity Units	This field is auto populated with the English Unit of measure for the material sampled.
Auth By	This field is auto populated with the ID of the person who authorized the sample record.
Auth Date	<p>This field is auto populated with the date the sample was authorized.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - The system will use the current date when the same is authorized.
Lock Type	<p>The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.</p> <p>If a sampler from an <i>equivalent other office</i> 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 <i>IAS samples</i>, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.</p> <ul style="list-style-type: none"> - <u>Office Level One</u>: Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records) - <u>Office Level Two</u>: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District) - <u>Office Level Three</u>: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)
Locked By	This field is auto populated with the ID of the person who locked the sample record.
Lock Date	This field is auto populated with the date and time the sample record was locked.
Lab Control Number	This field provides a means to link samples for review in LIMS. Optional.

Lab Reference Number

This field is a number defined by the lab unit to identify a sample. KYTC will not use this field.

STEP 5: CLICK SAVE.

The screenshot shows the AASHTO SiteManager software interface. The main window is titled "Maintain Sample Information" and has a "Save" button highlighted in yellow. The window contains several tabs: "Basic Sample Data", "Add Sample Data", "Contract", "Other", and "Tests". The "Basic Sample Data" tab is active, displaying a form with the following fields:

Smpl ID:	07300RAM090003	Status:	PENDING		
Revised By:		Revising:		Sample Date:	10/20/09
Link To:		Link From:		Log Date:	10/20/09
Smpl Type:	CERTIFICATION	Acpt Meth:	CERTIFICATION		
Material:	40305	CURING COMPOUND TYPE II			
Sampler:	rsturgi1	Sturgill, Jr., Roy E.			
P/S:	KAUFMAN PRODUCTS @ BALTIMORE, MD (CEM)		COP060020		
Type:	MISC	City:	BALTIMORE		
Prod Nm:	WHITE WAX CURE J-9A				
Mnfctr:	DAYTON SUPERIOR CHEMICALS @ OREGON, IL (CEM)		COP060016		
Town:		Geog Area:	DISTRICT 07		
Intd Use:	CURING COMPOUND FOR JPC PAVEMENT				
Repr Qty:	.000	Lab Control Number:	CN07300RAM090003		
Auth By:		Auth Date:	00/00/00		
Lab Reference Number:					
Lock Type:	Resident: 300	Locked By:		Lock Date:	

STEP 6: CLICK THE ADDTL SAMPLE DATA TAB, ENTER THE INFORMATION AND CLICK SAVE.

Smpl ID	This field is auto populated with the Sample ID.
Buy American (check box)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.
Buy American (drop-down list)	Per KYTC policy, this field will not be used.
Chemistry Lot Num	To be used by the Chemistry Section only for recording lot numbers.
Witnessed By	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.
Smpl Size	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.
Dist from Grade	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Dist from Grade – Length	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.
Station	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.
Offset	Population of this field is required for the following: <ul style="list-style-type: none"> - Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left) - Soils and Cores: distance left or right from centerline (e.g. 7' Left)
Reference	The location referenced on the plans where the sample was taken. The population of this field is optional.
Smpld From	Population of this field is required for concrete cylinders structure location and other locations as needed.
Smpl Origin	The population of this field is optional. May enter a description of where the sample originated.
Control Type	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.
Cntrl Number	This field should be populated when a Control Type is selected in the previous field.
Seal Number	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.
Design Type	Using the pick-list, this field should be populated when a mix design is being sampled.
Mix ID	Per KYTC policy, this field will not be used.

Comment [v3]: Need to update for LIMS (Additional fields).

Plant ID	Per KYTC policy, this field will not be used.
Plant Name	Per KYTC policy, this field will not be used.
Plant Type	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).
Creator User ID	This field is auto populated with the ID of the person who created the sample record.
Include Standard Remarks	Population of this field indicates that standard remarks should be included on the Lab Report. This checkbox should always be populated for Project Acceptance and QC samples.
Last Modified User ID	This field is auto populated with the ID of the person who last modified the sample record.
Last Modified Date	This field is auto populated with the date when the last modification was made to the sample record.
Sample Created From DWR	Indicates sample was created from a Daily Work Report.
DWR Date	Date of the Daily Work Report
DWR Inspector	Inspector who recorded the Daily Work Report.

AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information
Save

Basic Sample Data **Add Sample Data** Contract Other Tests

Smpl ID: 07300RAM090003 Buy American: Witnessed By:

Chemistry Lot Num: K090700067

Smpl Size: Dist from Grade:

Station: Offset: Reference:

Smpld From: Smpl Origin:

Control Type: Cntrl Number: Seal Number:

Design Type: Mix ID:

Plant ID: Plant Type:

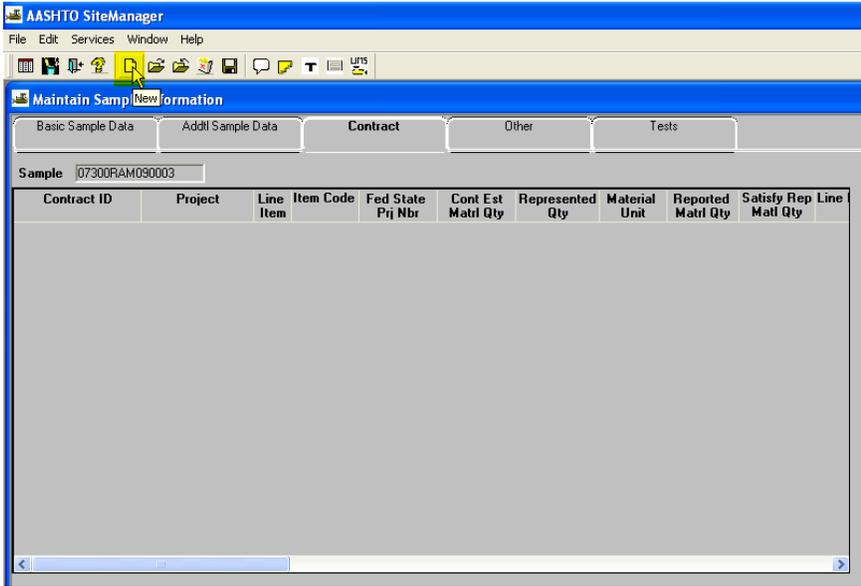
Creator User ID: jrmills Include Standard Remarks: Sample Created from DWR: DWR Date: 00/00/00

Last Modified User ID: jrmills Last Modified Date: 10/20/09 DWR Inspector:

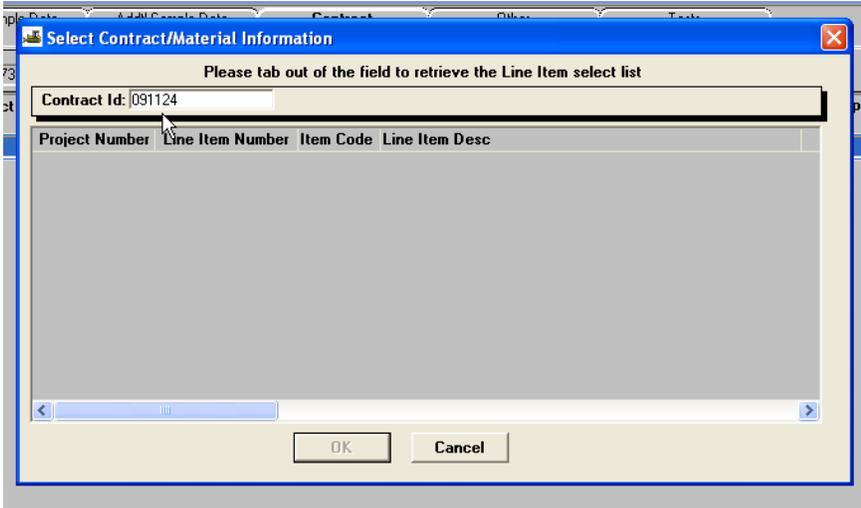
* KYTC Cust 04/25/07

STEP 7: CLICK THE CONTRACT TAB AND CLICK THE NEW BUTTON.

Contract ID	Using the search function, make the necessary contract item associations for Project Acceptance samples. The Contract ID will be displayed based upon the record selected.
Project	This field is auto populated with the Project Number based on the record selected.
Line Item	This field is auto populated with the Line Item based on the record selected.
Item Code	This field is auto populated with the Item Code based on the record selected.
Fed State Prj Nbr	This field is auto populated with the Federal/State number based on the record selected.
Cont Est Matrl Qty	This field is auto populated with the Contract Estimated Material Quantity based on the record selected. This is the material quantity expected to be placed over the life of the contract based on the current bid item quantity to conversion factor relationship identified in the contract sampling and testing requirements.
Represented Qty	Population of this field is optional.
Material Unit	This field is auto populated with the Material Unit based on the record selected.
Reported Matrl Qty	This field is auto populated with the Reported Material quantity based on the record selected. This total material installed. Calculated: Installed Quantity of Contract Item x Conversion Factor.
Satisfy Rep Matrl Qty	This field is auto populated with the Satisfy Reported Material Quantity (total material quantity reported on the Contract tab of the Maintain Sample Window) based on the record selected. In standalone mode, this data only includes those samples logged on the current local database, and therefore may not be representative of the entire item.
Line Item Desc	This field is auto populated with the Line Item Description based on the record selected.
Supplemental Description 1	This field is auto populated with the Supplemental Description based on the record selected.
Supplemental Description 2	This field is auto populated with the Supplemental Description 2 based on the record selected.
Contract Description	This field is auto populated with the Contact Description based on record selected.



STEP 8: ENTER THE CONTRACT ID.



Select Contract/Material Information

Please tab out of the field to retrieve the Line Item select list

Contract Id: 091124 OLD FRANKFORT PIKE (KY 1681)

Project Number	Line Item Number	Item Code	Line Item Desc
DE03416810924	0110	01024	PERF PIPE HEADWALL TY 2-4 IN
DE03416810924	0120	01028	PERF PIPE HEADWALL TY 3-4 IN
DE03416810924	0140	01761	MANHOLE TYPE B
DE03416810924	0150	01825	ISLAND CURB AND GUTTER
DE03416810924	0160	01891	ISLAND HEADER CURB TYPE 2
DE03416810924	0180	02084	JPC PAVEMENT-8 IN
DE03416810924	0600	04740	POLE BASE

OK Cancel

AASHTO SiteManager

File Edit Services Window Help

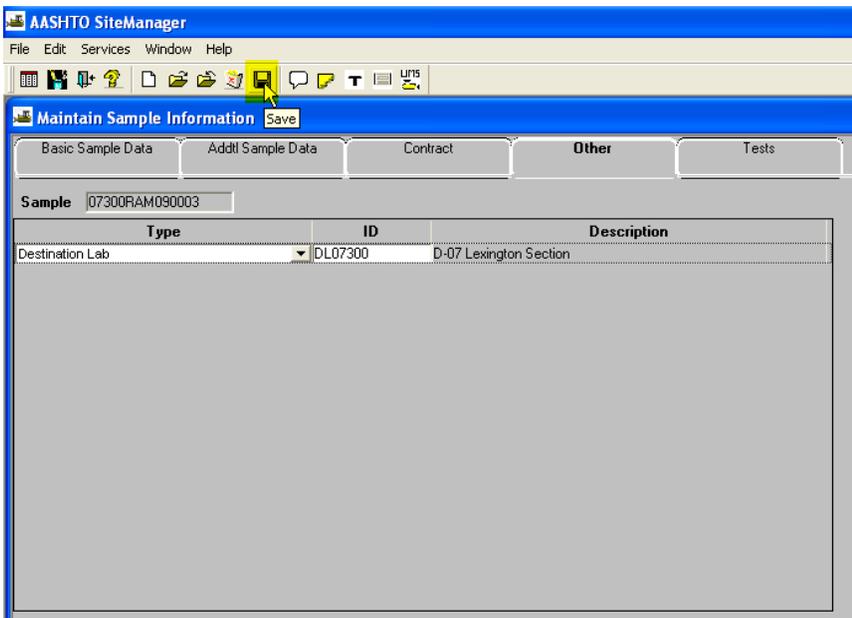
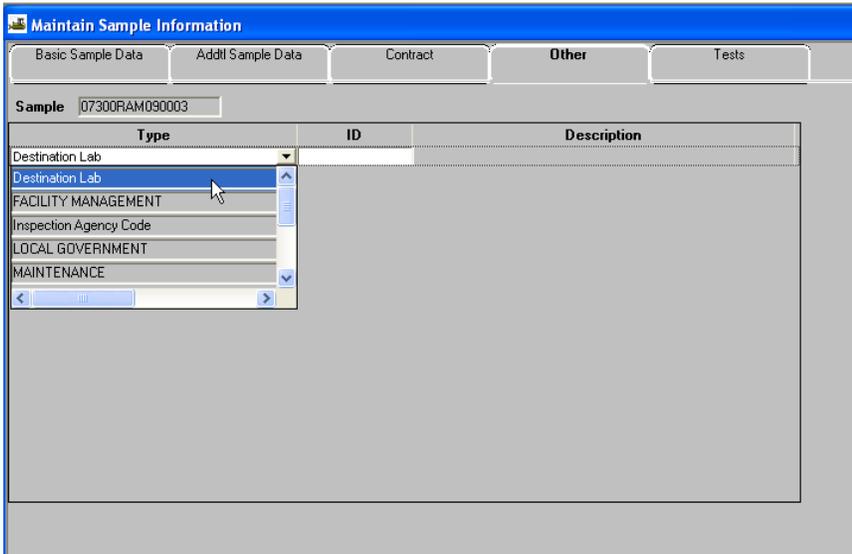
Maintain Sample Information Save

Basic Sample Data Addtl Sample Data Contract Other Tests

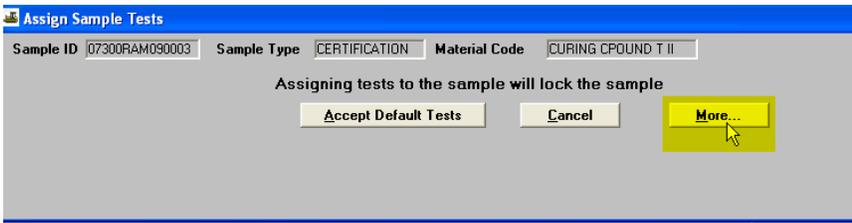
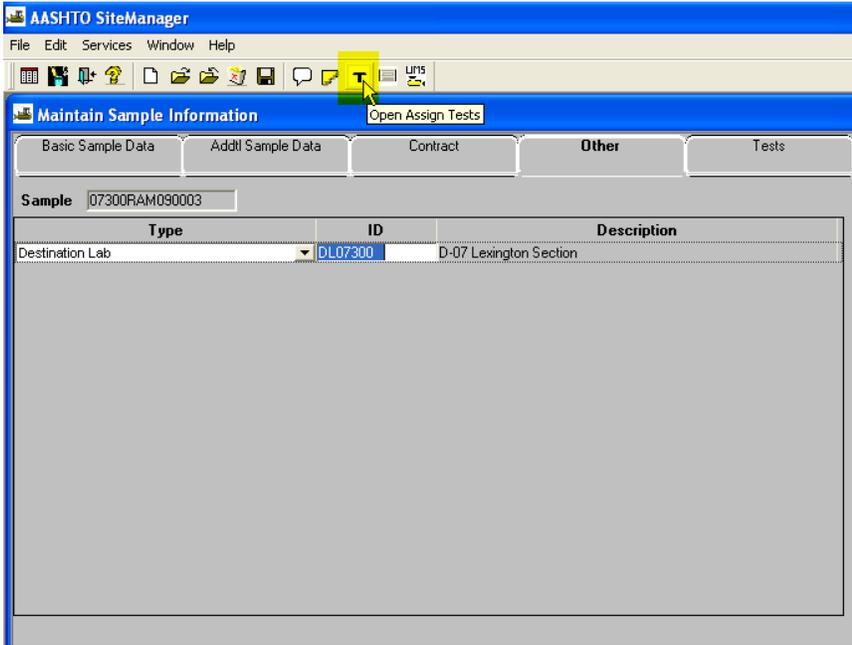
Sample: 07300RAM090003

Contract ID	Project	Line Item	Item Code	Fed State Prj Nbr	Cont Est Matl Qty	Represented Qty	Material Unit	Reported Matl Qty	Satisfy Rep Line Matl Qty
091124	DE03416810924	0180	02084	HS/P 8531 (12)	484.000		GALLONS	0.000	0.000 JPC P

STEP 9: CLICK THE OTHER TAB, SELECT DESTINATION LAB, SELECT THE APPROPRIATE LAB AND CLICK SAVE.



STEP 10: CLICK THE OPEN ASSIGN TESTS BUTTON AND CLICK MORE.



STEP 11: REVIEW THE TESTS ASSIGNED TO THE SAMPLE.

Assign Sample Tests

Sample ID: 07300RAM090003 Sample Type: CERTIFICATION Material Code: CURING CPOUND T II

Assigning tests to the sample will lock the sample

Additional Available Tests

Test Description	Lab Unit
CURING COMPOUND	LU07300

Tests to be Assigned

Default Test	Test Flag	Auto-Finalize	Test Runs	Test Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	CERTIFICATION FOR CONCRETE SE

Buttons: Add -> <- Remove

Buttons: Save Tests Cancel

Assign Sample Tests

Sample ID: 07300RAM090003 Sample Type: CERTIFICATION Material Code: CURING CPOUND T II

Assigning tests to the sample will lock the sample

Additional Available Tests

Test Description	Lab Unit
CURING COMPOUND	LU07300

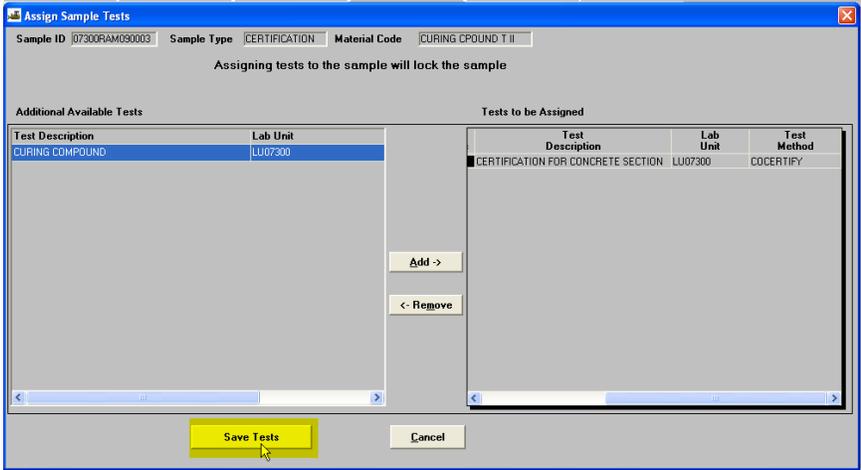
Tests to be Assigned

Test Description	Lab Unit	Test Method
CERTIFICATION FOR CONCRETE SECTION	LU07300	COCERTIFY

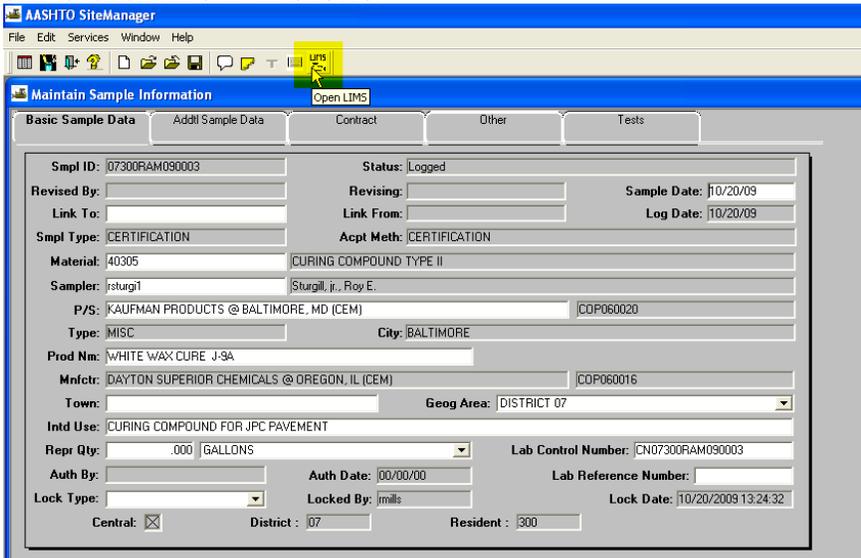
Buttons: Add -> <- Remove

Buttons: Save Tests Cancel

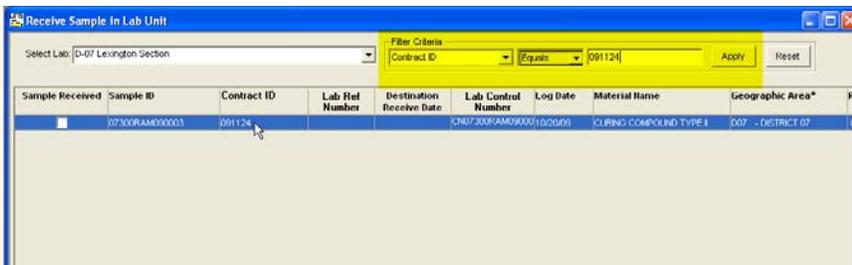
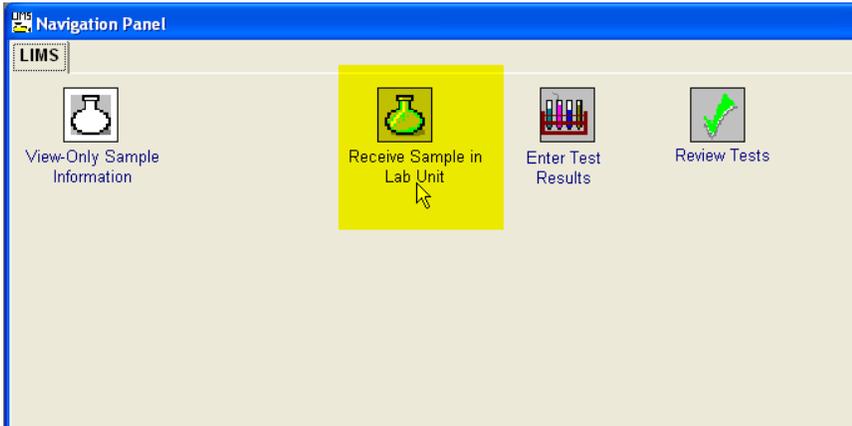
STEP 12: CLICK SAVE TESTS.



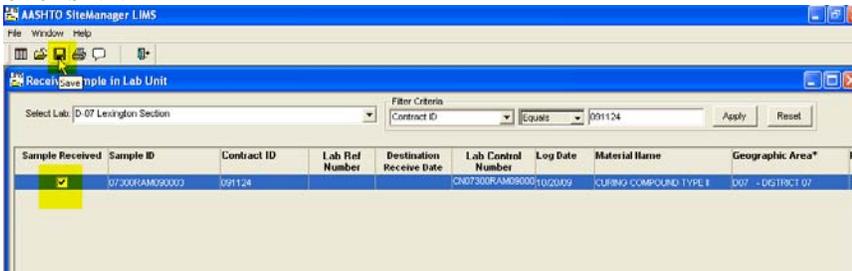
STEP 13: CLICK THE OPEN LIMS BUTTON.



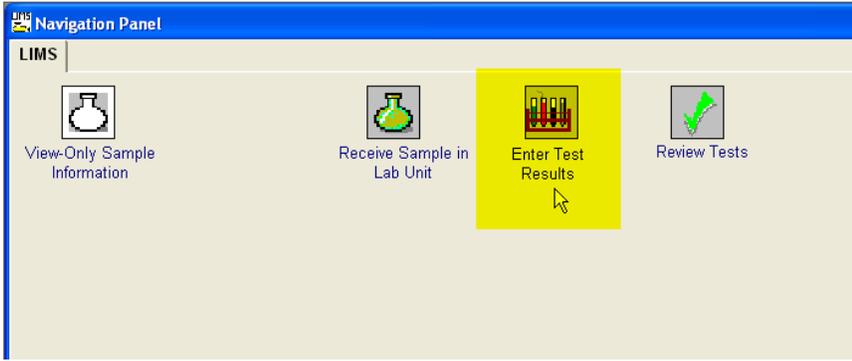
STEP 14: DOUBLE CLICK THE RECEIVE SAMPLE IN LAB UNIT ICON, FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR.



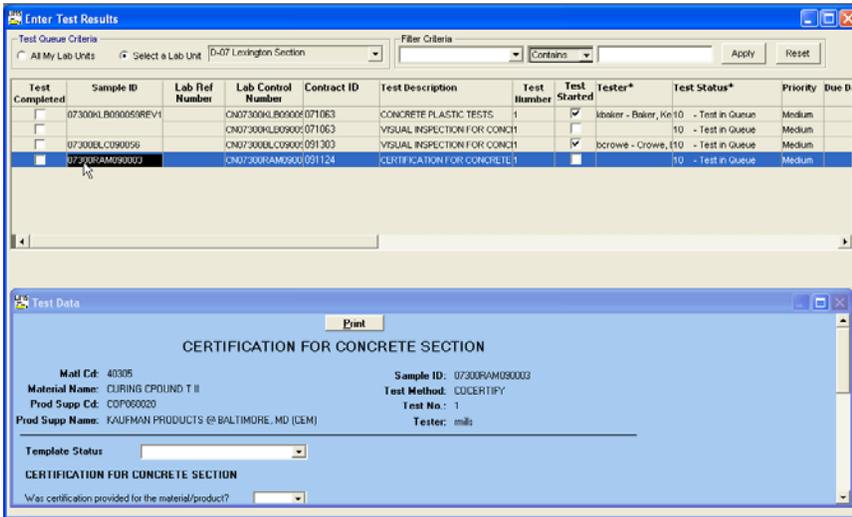
STEP 15: SELECT THE SAMPLE ID THAT YOU ARE LOOKING FOR, CLICK SAMPLE RECEIVED AND CLICK SAVE.



STEP 16: DOUBLE CLICK THE ENTER TEST RESULTS ICON.



STEP 17: FIND THE SAMPLE ID THAT YOU ARE LOOKING FOR AND MAXIMIZE THE TEST DATA WINDOW.



STEP 18: ENTER THE INFORMATION FOR THE SAMPLE AND WHETHER OR NOT THE MATERIAL WAS IN SPEC OR NOT.

AASHTO SiteManager LIMS
File Services Window Help

Enter Test Results
Test Data

Print

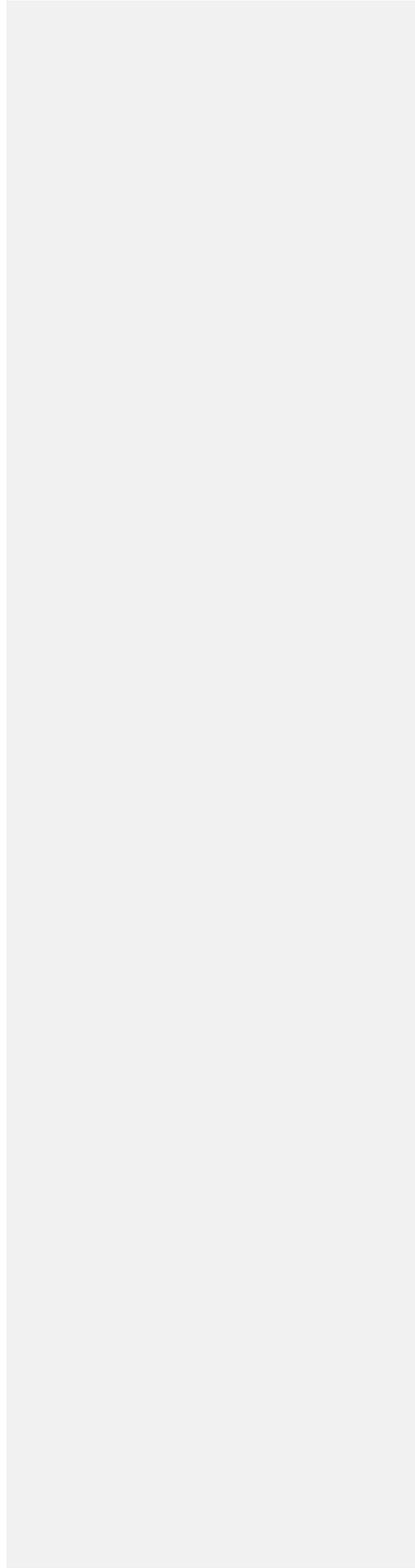
CERTIFICATION FOR CONCRETE SECTION

Matl Cd: 40305	Sample ID: 07300RAM090003
Material Name: CURING CPOUND T II	Test Method: COCERTIFY
Prod Supp Cd: COP060020	Test No.: 1
Prod Supp Name: KAUFMAN PRODUCTS @ BALTIMORE, MD (CEM)	Tester: rmls

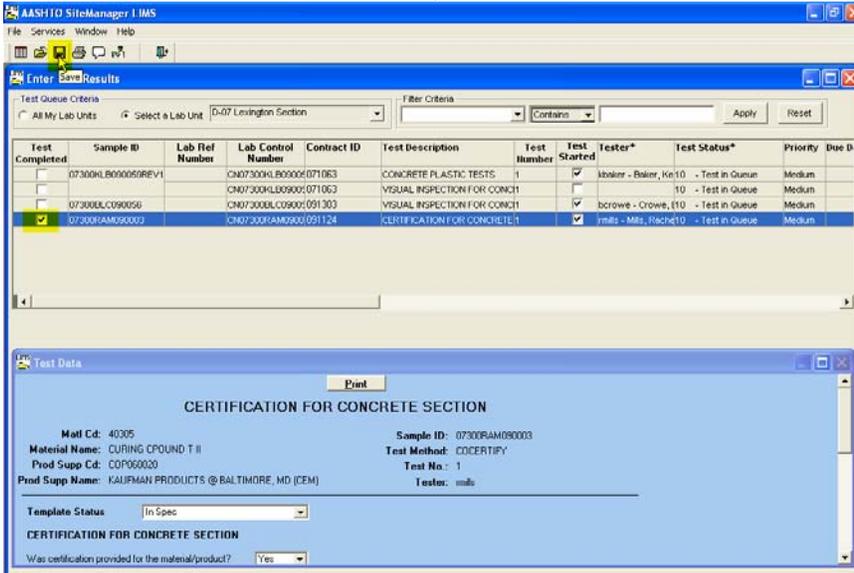
Template Status:

CERTIFICATION FOR CONCRETE SECTION

Was certification provided for the material/product?	<input type="text" value="Yes"/>
Does the certification meet the required specifications?	<input type="text" value="Yes"/>
Is the material/product in satisfactory condition?	<input type="text" value="Yes"/>
Does the material/product match the certification?	<input type="text" value="Yes"/>
Is the producer/supplier approved?	<input type="text" value="Yes"/>
Technician	<input type="text" value="rsturg1"/>

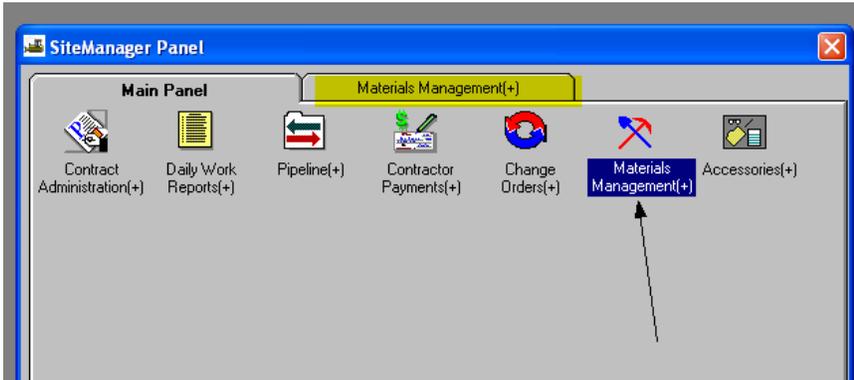


STEP 19: MINIMIZE THE TEST DATA WINDOW, CLICK TEST COMPLETED AND CLICK SAVE.

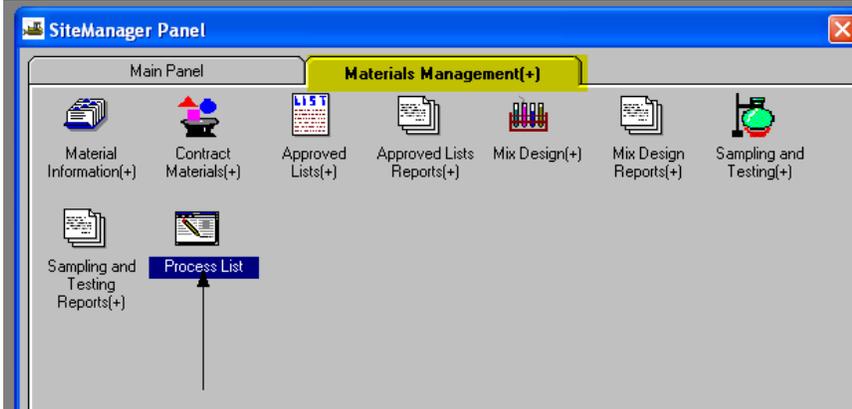


HOW TO RUN A SAMPLING CHECKLIST REPORT

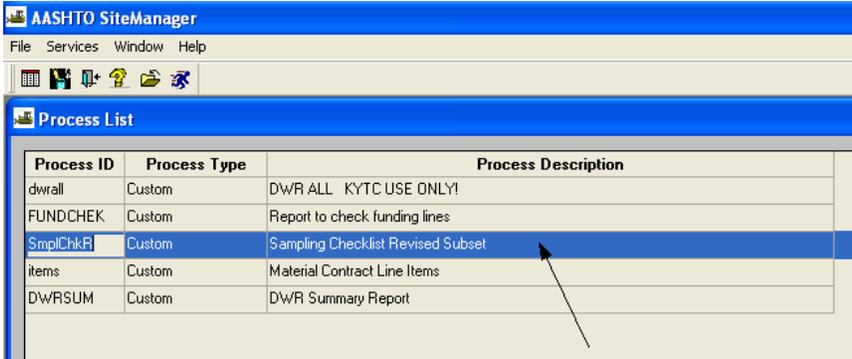
STEP 1:



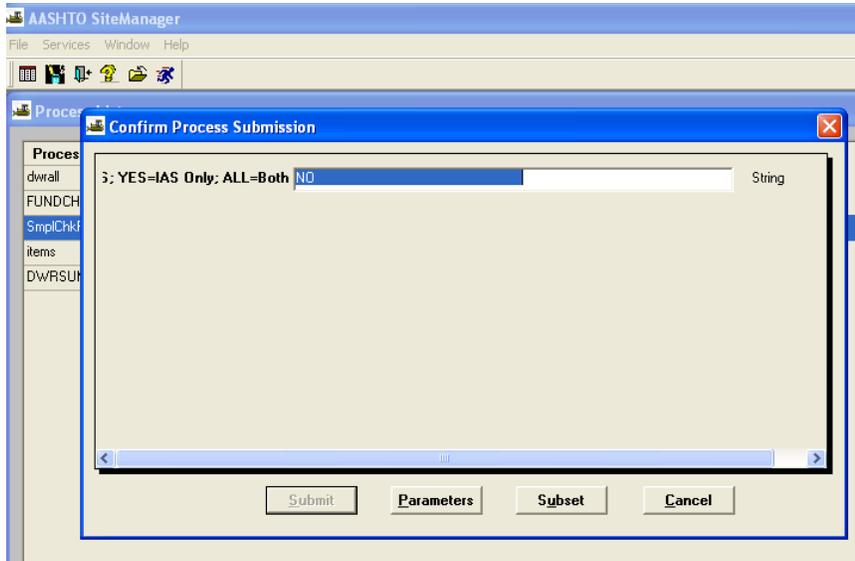
STEP 2: DOUBLE CLICK PROCESS LIST



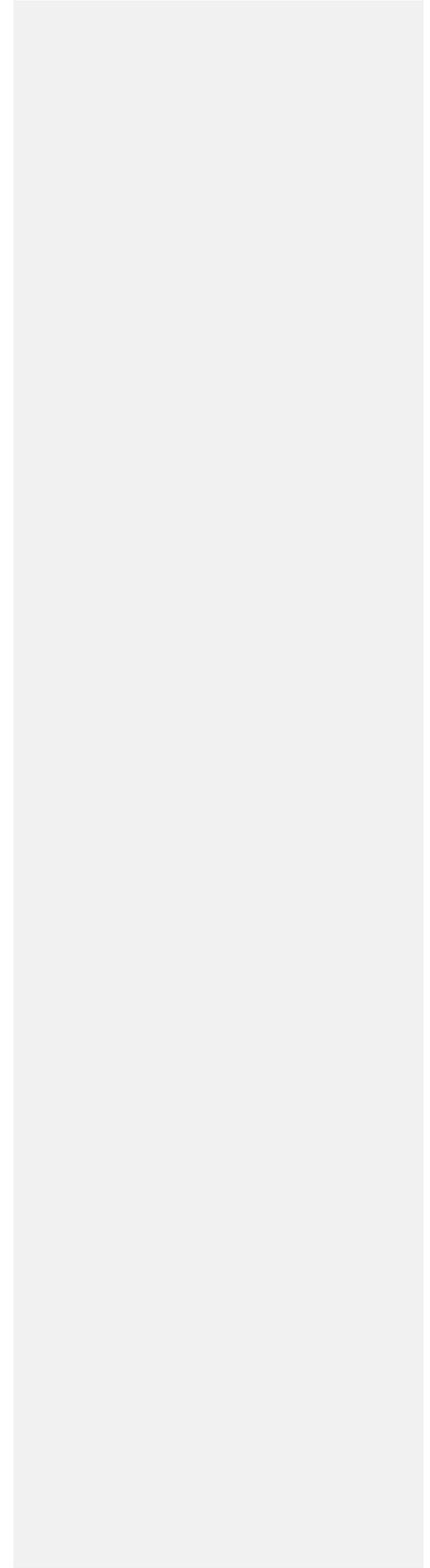
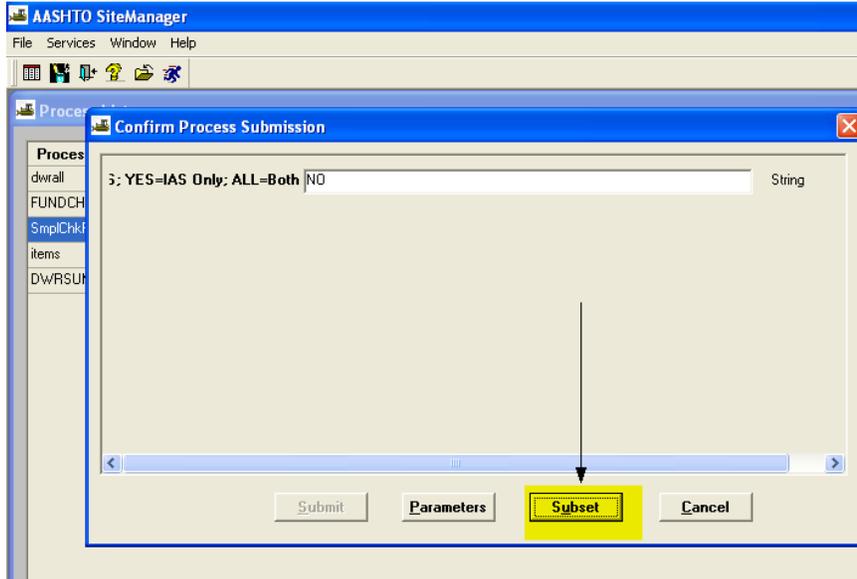
STEP 3: DOUBLE CLICK SAMPLING CHECKLIST REVISED SUBSET



STEP 4: ACCEPT "NO" VALUE TO OBTAIN CONTRACT SAMPLING & TESTING REQUIREMENTS NOT INCLUDING INDEPENDENT ASSURANCE SAMPLES (IAS). "YES" VALUE RETURNS ONLY IAS SAMPLING & TESTING REQUIREMENTS. "ALL" WILL RETURN BOTH THE IAS AND ALL OTHER SAMPLING & TESTING REQUIREMENTS FOR THE CONTRACT. *99% OF TIME THE "NO" VALUE WILL BE ACCEPTABLE. CHECK WITH THE DISTRICT MATERIALS ENGINEER IF IAS TESTING IS BEING DONE.



STEP 5: CLICK SUBSET



STEP 6: CLICK IN THE CONTRACT COLUMN TO SORT CONTRACTS IN NUMERICAL ORDER AND FIND YOUR CONTRACT.

The screenshot shows a software window titled "Confirm Process Submission" with a "Select Subset" dialog box open. The dialog box contains a table with the following columns: Contract, Fed St/Prj Nbr, Vendor, Status, Primary Count, Lev2, and Lev3. The "Contract" column is highlighted in yellow, and a mouse cursor is pointing at the first row of the table.

Contract	Fed St/Prj Nbr	Vendor	Status	Primary Count	Lev2	Lev3
000274	FE04 MGT TUNNEL	611302314	ACTV	121	11	
000555	APD 119-2 (66)	00226	ACTV	098	12	300
000622	FD04 042 0121 011-012	00237	ACTV	042	01	340
000736	IM-NH 75-7 (115) 165	00117	ACTV	041	06	320
000750	APD 119-2 (68)	00226	ACTV	098	12	300
000753	FD04 048 0421 006-011	00226	ACTV	048	11	320
010088	JJ01 048 0421 010-012	00226	ACTV	048	11	320
010409	STP 7370 (4)	00237	ACTV	038	01	340
010602	STPR 60-3 (68)	02288	ACTV	082	04	300
010705	STPS 7434 (8)	02519	ACTV	114	03	300
010707	APD 119-2 (69)	02520	ACTV	098	12	300
010732	STP 7320 (7) FSP 037 0060 4-7	000897	CMPL	037	05	380
010764	FD04 005 0068 010-013	01116	ACTV	005	03	320
010797	STPM 8764 (10)	02452	ACTV	056	05	340
010801	DPR-STPR 025 (003)	02457	ACTV	062	04	320
010804	APD 80-6 (16)	02628	ACTV	098	12	340

At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

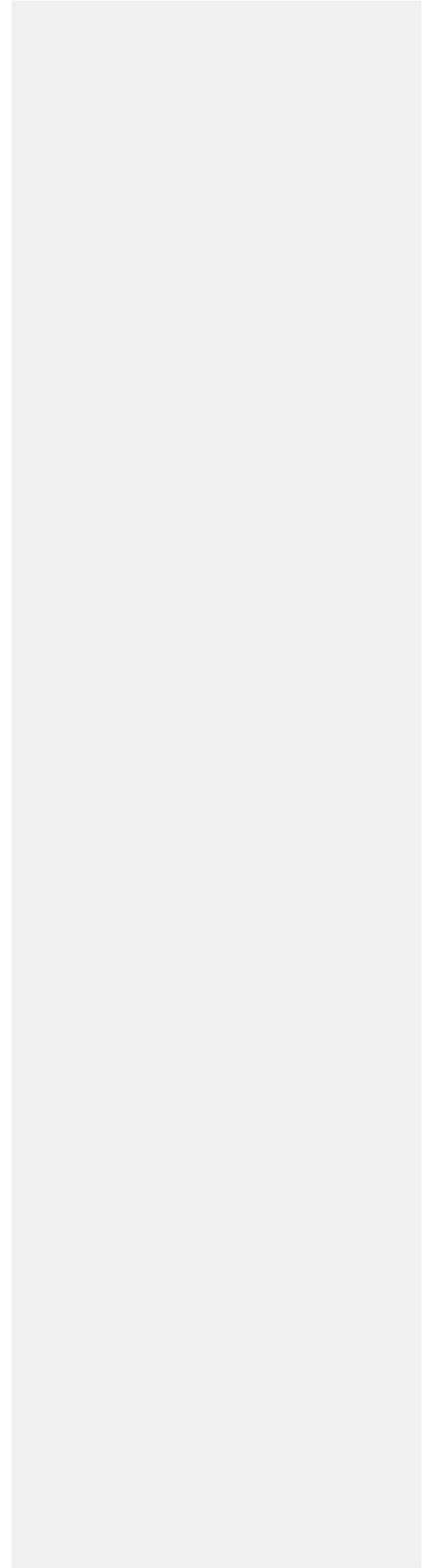
STEP 7: CLICK OK

Confirm Process Submission

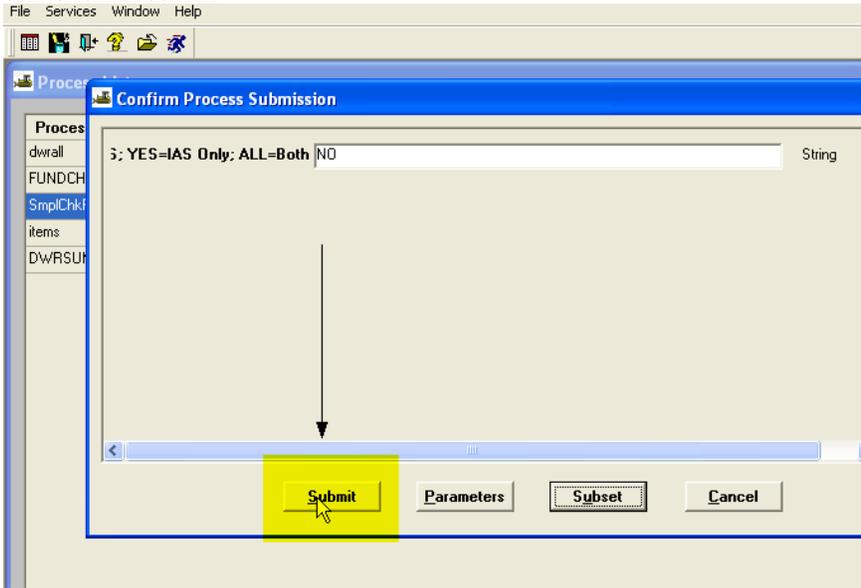
3: YES=IAS On

Contract	Fed St/Pr	Prj Nbr	Vendor	Status	Primary	Coun	Lev2	Lev3
091121	ARRA 5196	(10)	01947	ACTV	037	05	380	
091122	BRZ 1003	(194)	00349	ACTV	097	10	340	
091123	ARRA 150-1	(096)	01947	ACTV	115	04	360	
091124	HSIP 8531	(12)	02069	ACTV	034	07	300	
091125	BRZ 0903	(156)	01590	ACTV	091	09	300	
091126	084GR09D003	HPP	02280	ACTV	084	07	360	
091127	BRZ 0903	(159)	00349	ACTV	068	09	320	
091128	BRZ 1003	(192)	00349	ACTV	097	10	340	
091129	NH 268-2	(10)	01947	ACTV	034	07	300	
091132	FE04 118 0296	001-002	00434	ACTV	118	11	360	
091134	121GR09D007	FE04	02360	ACTV	013	10	300	
091135	ARRA 5121	(010)	02942	ACTV	090	04	360	
091201	BRZ 0903	(165)	02280	ACTV	035	09	300	
091202	STP 5057	(012)	01910	ACTV	089	02		
091204	CPTL 104	8034	02493	ACTV	029	08	360	
091301	IM 64-8	(070)	02938	ACTV	010	09	320	

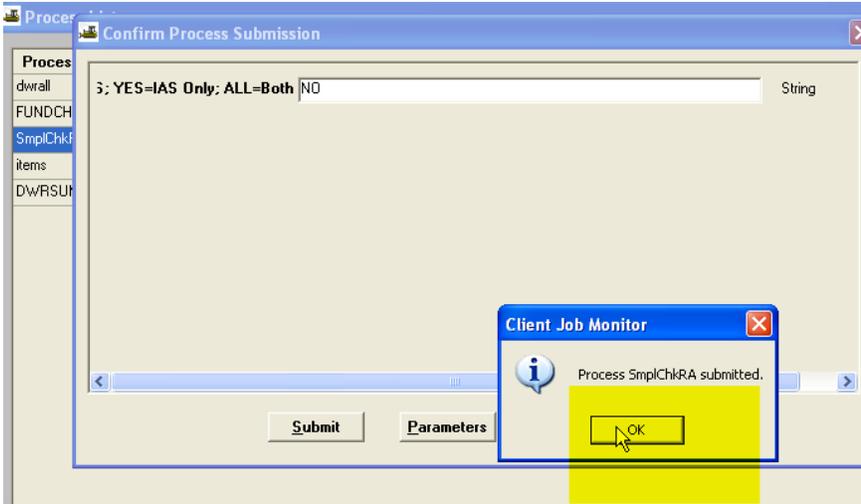
OK Cancel



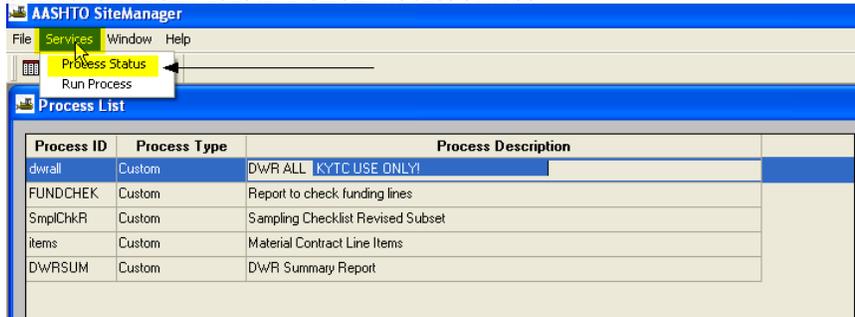
STEP 8: CLICK SUBMIT.



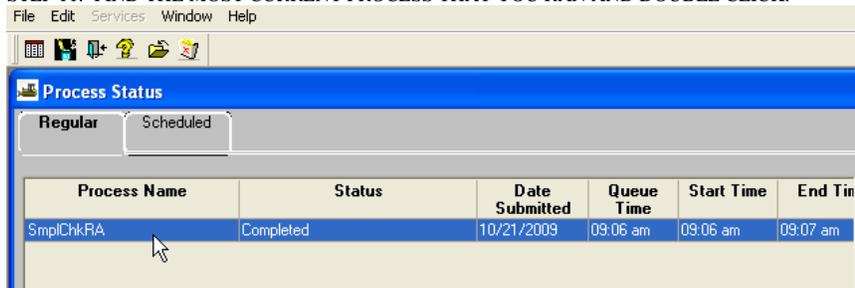
STEP 9: CLICK OK AND THEN CLICK OK IF ANOTHER BOX POPS UP.



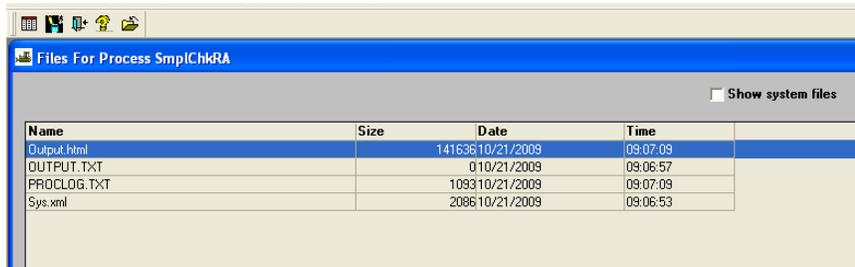
STEP 10: CLICK SERVICES AND CLICK PROCESS STATUS.



STEP 11: FIND THE MOST CURRENT PROCESS THAT YOU RAN AND DOUBLE CLICK.



STEP 12: DOUBLE CLICK OUTPUT.HTML



STEP 13: THIS IS A SNAPSHOT OF THE SAMPLING CHECKLIST FOR CONTRACT ID 091124.

Rpt-ID: RMMSMPCL COMMONWEALTH OF KENTUCKY Date: 10/21/2009
 User: TRANSPORTATION CABINET
 Sampling Checklist

Contract ID: 091124 Federal/State Project:
 Location: GRADE & DRAIN
 Type of Work: WITH ASPHALT County: FAYETTE Route:
 SURFACE
 Vendor ID: 02069 Vendor Name: FREE CONTRACTING INC

Project	Line Item	Item Code	Item Description	Bid + CO Qty	Installed Qty	Unit
DE03416810924	0010	00001	DGA BASE	1,189,000	126,400	TON

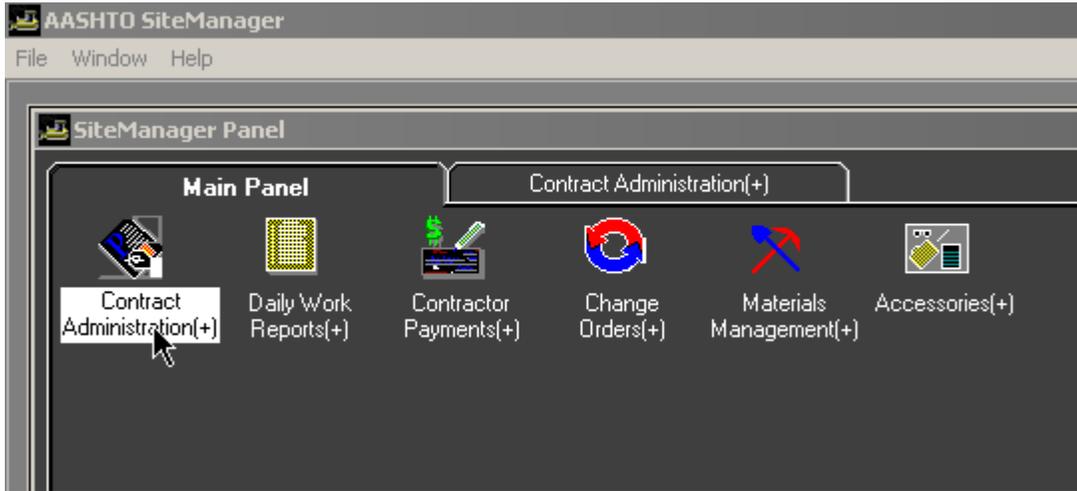
Material Code	Material Name	Sample Type	Accept. Method	Test Method	Freq.	Total Req'd	Total Taken	Samples Deficient
10455	BASE AGG - DGA	PACP	TR	AG% SHALE	1/50,000	1	0	1
		PACP	TR	AGCRSQUAL	1/50,000	1	0	1
		PACP	TR	AGK200&T27	1/2,000	1	0	1
		PACP	TR	AGSANDEQUL	1/25,000	1	0	1

SPECIAL INSTRUCTIONS: SMALL QUANTITY FOR AGGREGATE MAY APPLY. PLI FOR ALL FAILING SEMIXING PLANTS APPROVED PRIOR TO INITIAL USE INSPECTED ONCE EVERY TWO YRS

THIS SHOWS THE TESTS AND NUMBER OF TEST REQUIRED TO SATISFY SAMPLING AND TESTING REQUIREMENTS FOR CONTRACT 091124, LINE ITEM 0010. SAMPLES LOGGED IN THAT MATCH THESE SAMPLE TYPES, ACCEPTANCE METHODS, AND TEST METHODS WILL COUNT TOWARD SAMPLING AND TESTING REQUIREMENTS. IF THESE THREE THINGS DO NOT MATCH YOUR SAMPLE RECORD, THEY WILL NOT COUNT.

VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

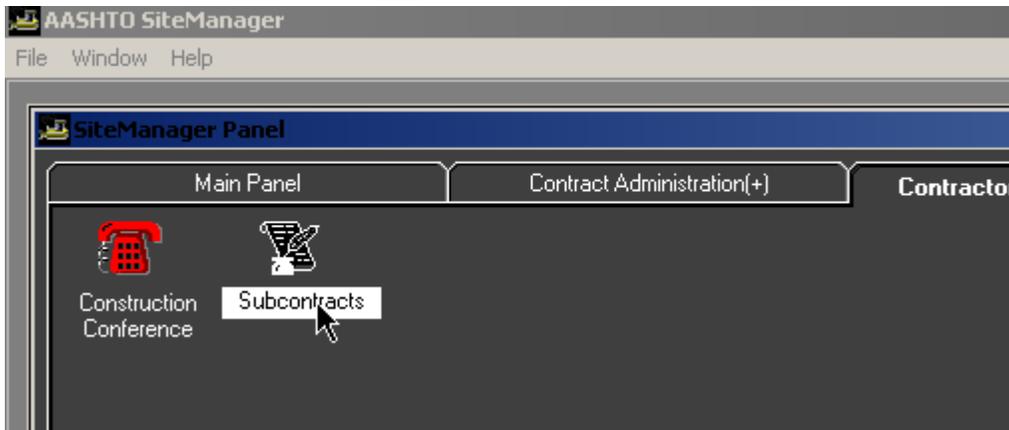
STEP 1: DOUBLE CLICK THE CONTRACT ADMINISTRATION ICON



STEP 2: DOUBLE CLICK THE CONTRACTOR MANAGEMENT ICON

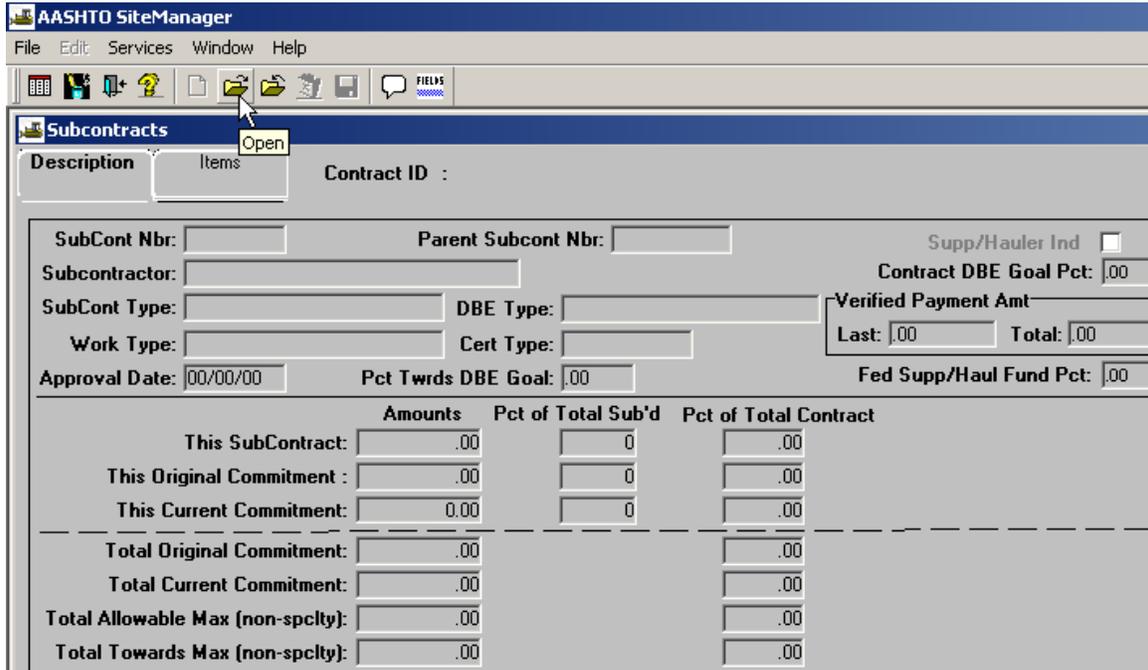


STEP 3: DOUBLE CLICK THE SUBCONTRACTS ICON

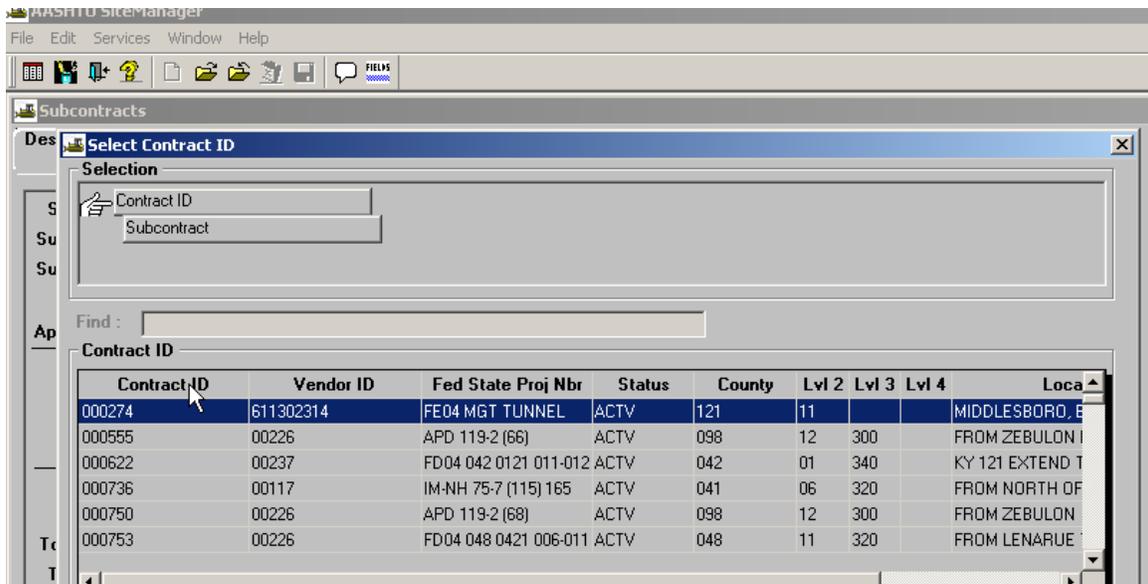


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 4: CLICK THE OPEN FOLDER BUTTON ON THE TOOLBAR

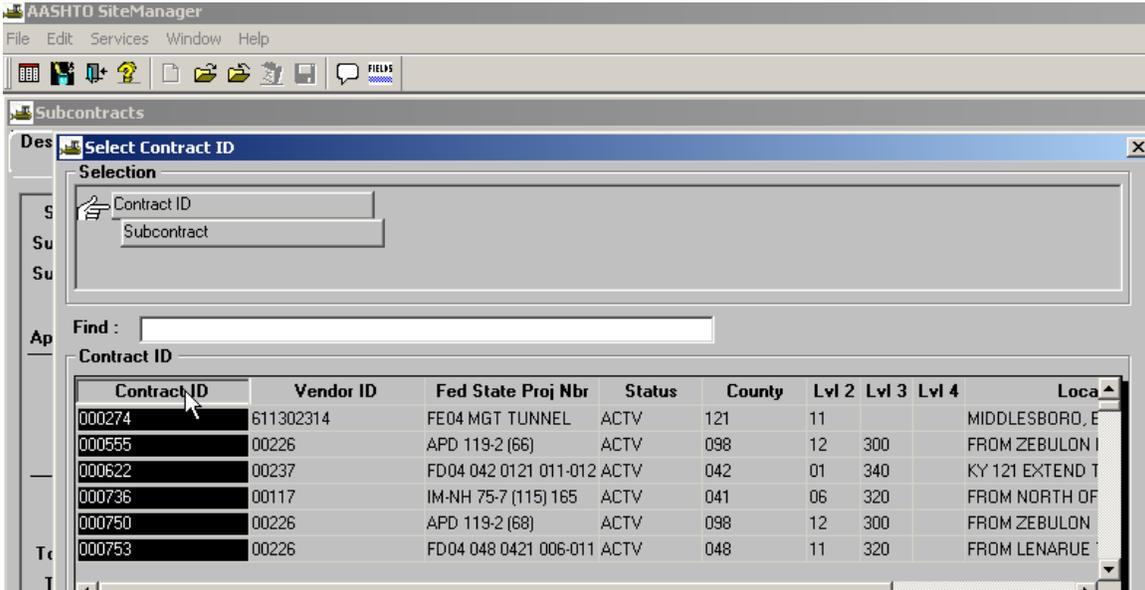


STEP 5: PLACE CURSOR IN THE CONTRACT ID COLUMN

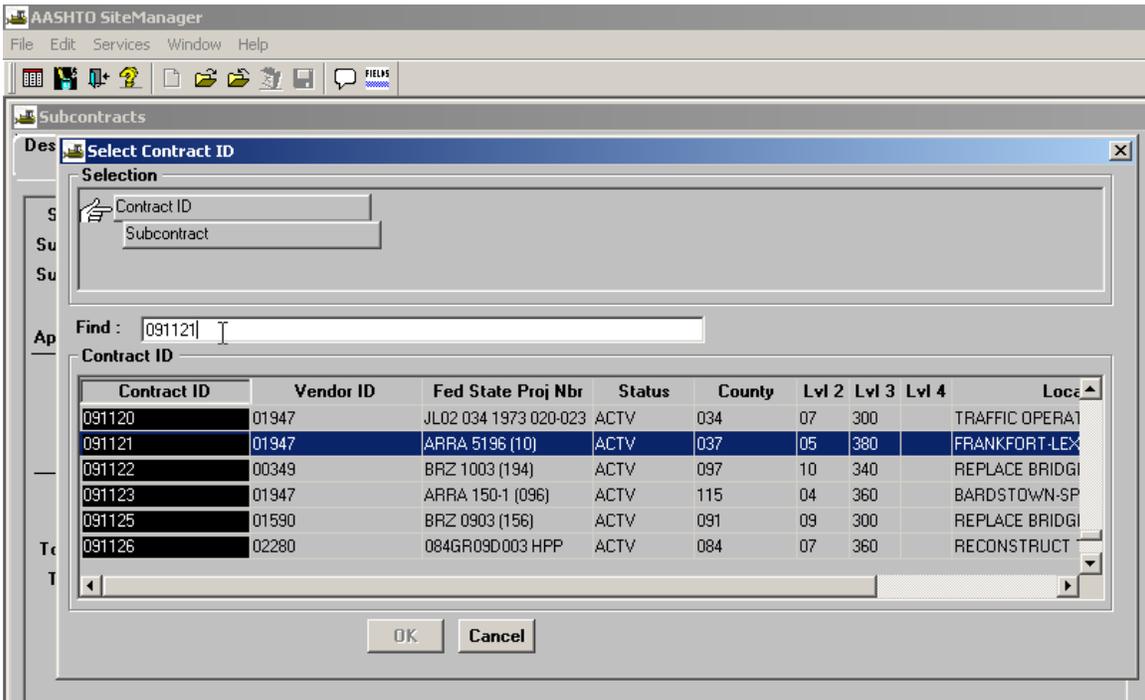


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 6: RIGHT CLICK ON THE CONTRACT ID COLUMN TO HIGHLIGHT

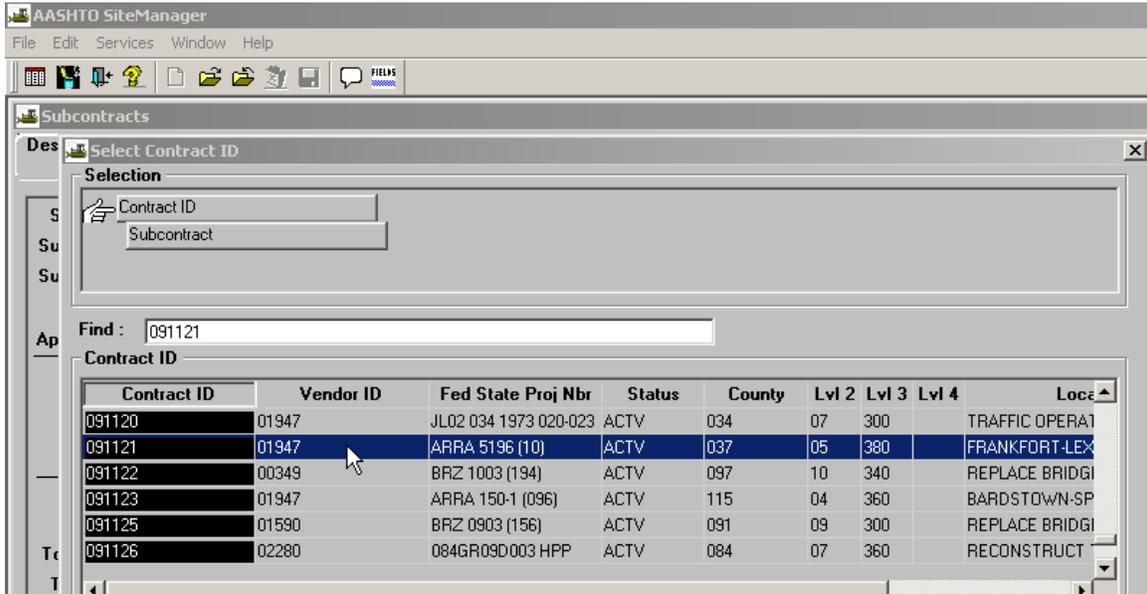


STEP 7: TYPE THE CONTRACT ID NUMBER IN THE FIND BOX

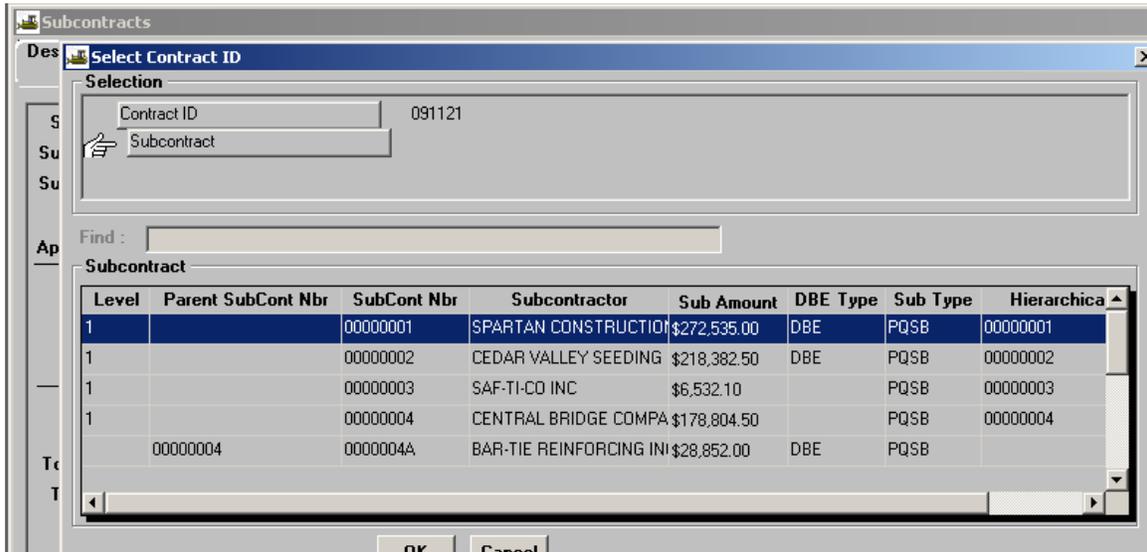


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 8: DOUBLE CLICK ON THE CONTRACT ID ROW THAT IS HIGHLIGHTED

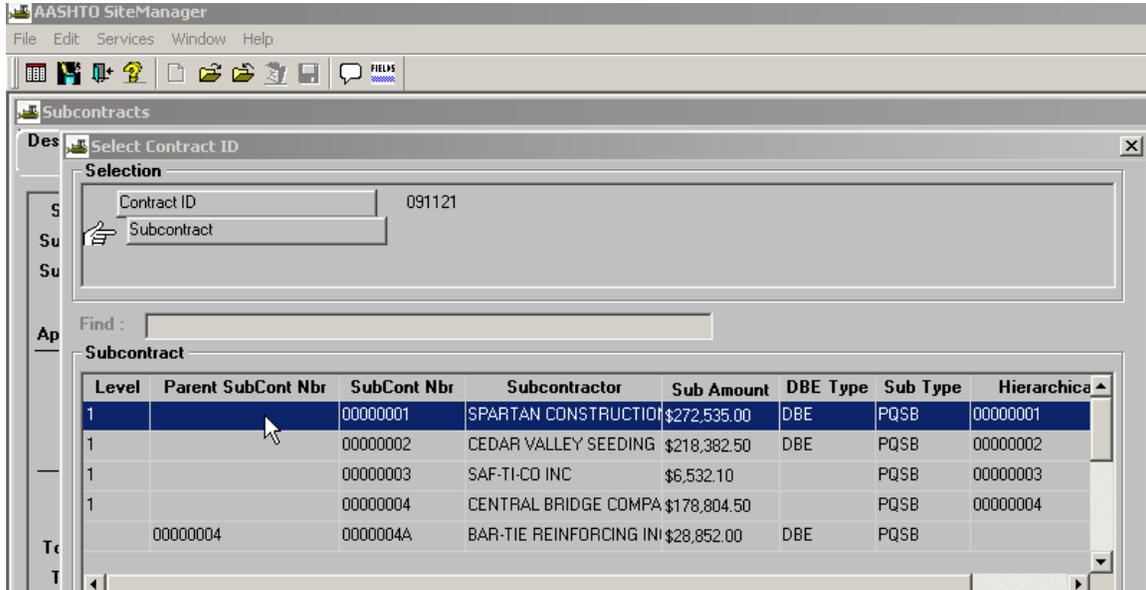


STEP 9: THIS SCREEN SHOWS THE LIST OF SUBCONTRACTS THAT HAVE BEEN APPROVED FOR THIS PROJECT.

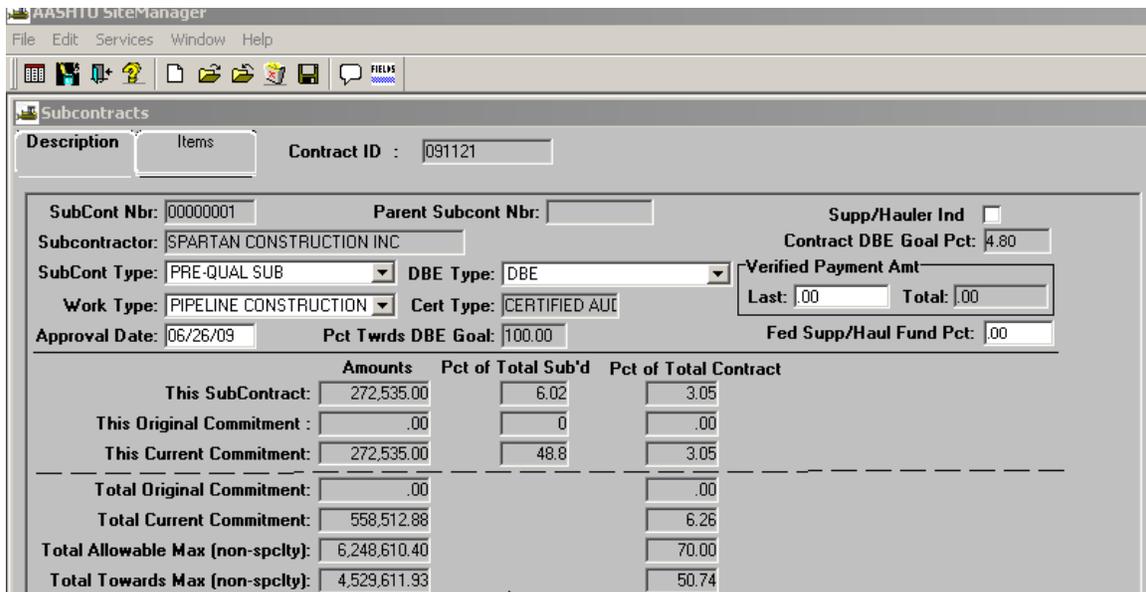


VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 10: DOUBLE CLICK ON THE SUBCONTRACT TO FIND OUT THE APPROVAL DATE AND TO SEE EXACTLY WHICH ITEMS OF WORK THEY HAVE BEEN APPROVED FOR.



STEP 11: THIS WINDOW GIVES THE DESCRIPTION OF THE SUBCONTRACT (AMOUNT, SUBCONTRACTOR, DBE OR NOT, APPROVAL DATE)



VIEWING SUBCONTRACTS AND ASSOCIATED ITEMS IN SITEMANAGER

STEP 12: CLICK ON THE ITEMS TAB

Subcontracts

Description **Items** Contract ID: 091121

SubCont Nbr: 00000001 Parent Subcont Nbr: Supp/Hauler Ind
 Subcontractor: SPARTAN CONSTRUCTION INC Contract DBE Goal Pct: 4.80
 SubCont Type: PRE-QUAL SUB DBE Type: DBE Verified Payment Amt
 Work Type: PIPELINE CONSTRUCTION Cert Type: CERTIFIED AUC Last: .00 Total: .00
 Approval Date: 06/26/09 Pct Twrds DBE Goal: 100.00 Fed Supp/Haul Fund Pct: .00

	Amounts	Pct of Total Sub'd	Pct of Total Contract
This SubContract:	272,535.00	6.02	3.05
This Original Commitment :	.00	0	.00
This Current Commitment:	272,535.00	48.8	3.05
<hr/>			
Total Original Commitment:	.00		.00
Total Current Commitment:	558,512.88		6.26
Total Allowable Max (non-spclty):	6,248,610.40		70.00
Total Towards Max (non-spclty):	4,529,611.93		50.74
Total Spclty Subcontracted:	.00		.00
Total Subcontracted:	4,529,611.93		50.74

STEP 13: REVIEW THE ITEMS IN THE ITEMS TAB TO DETERMINE WHICH ITEMS OF WORK THAT THE SUBCONTRACTOR IS APPROVED TO PERFORM

Subcontracts

Description **Items** Contract ID : 091121 Subcontract Nbr : 00000001

Project Number	Line Item	Item Code	Units Type	Specialty	Short Description
DE03704210921	1720	01052	LINEAR FOOT	N	SEWER PIPE-8 IN
DE03704210921	1730	01052	LINEAR FOOT	N	SEWER PIPE-8 IN
DE03704210921	1740	01052	LINEAR FOOT	N	SEWER PIPE-8 IN
DE03704210921	1750	01052	LINEAR FOOT	N	SEWER PIPE-8 IN
DE03704210921	1760	01054	LINEAR FOOT	N	SEWER PIPE-12 IN

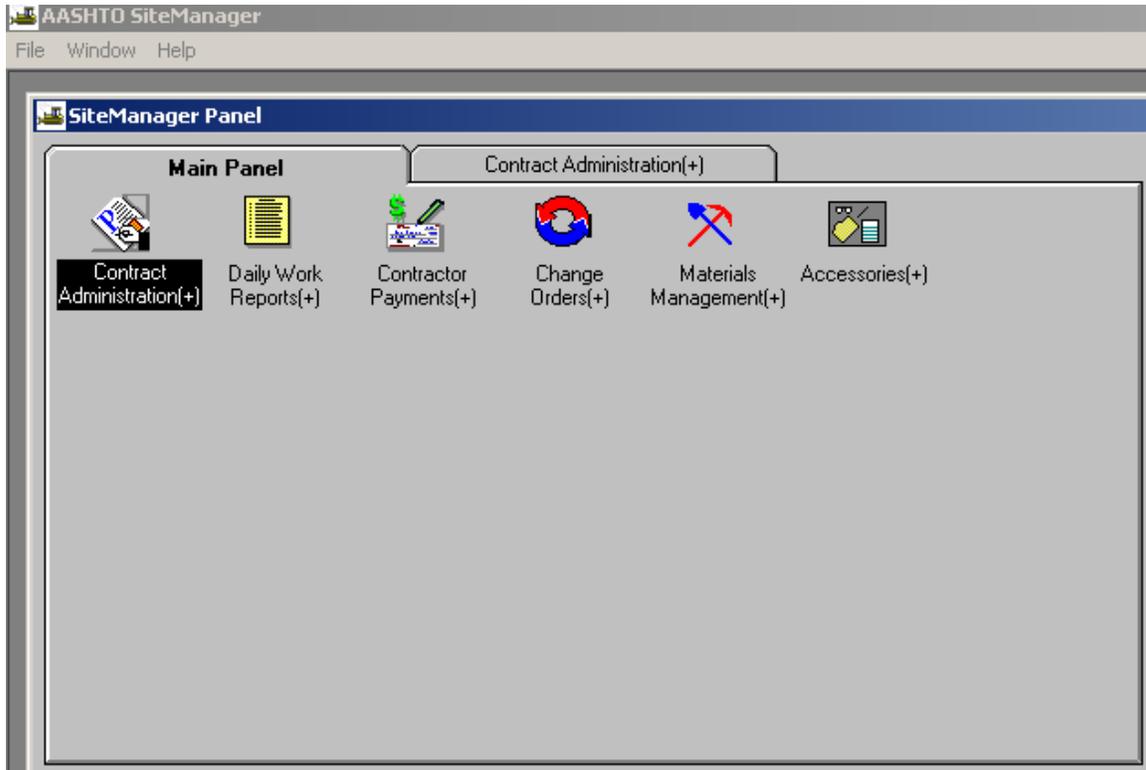
Pj Nbr: DE03704210921 Line Item: 1720

Supp Desc1: 0 TO 6 FEET DEPTH
 Supp Desc2:

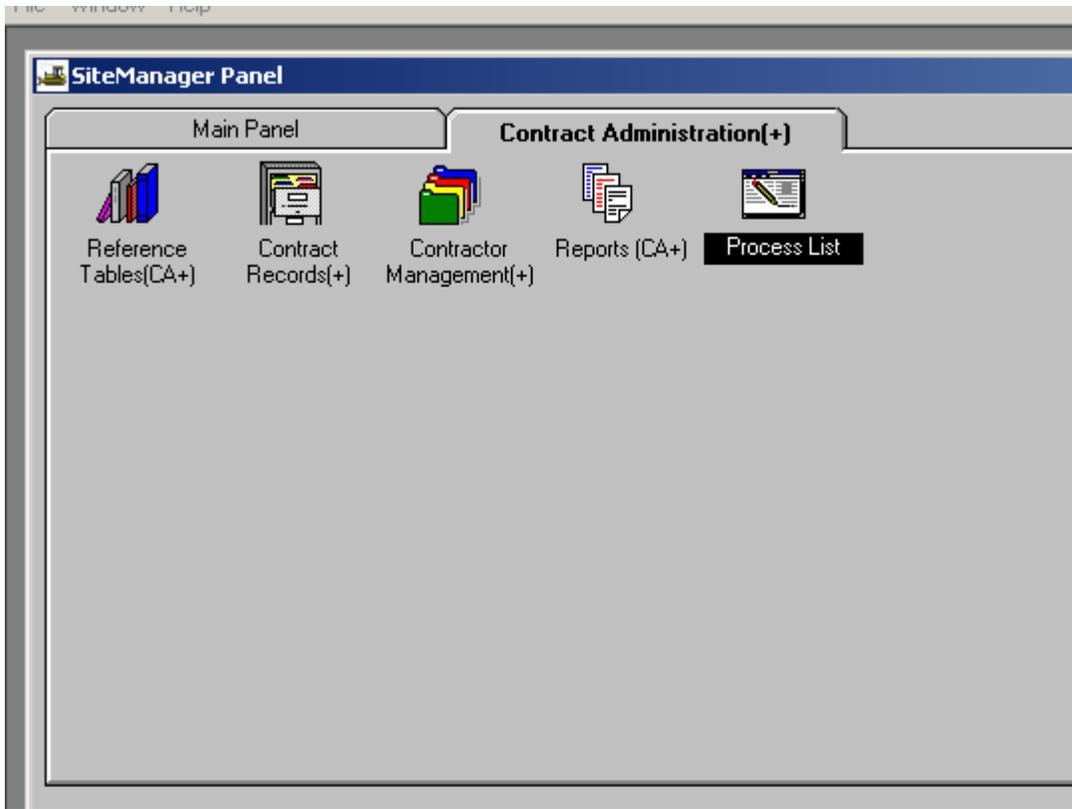
	Quantity	Unit	Price \$	Amount \$
Contract Bid:	60.000	LINEAR FOOT	54.00000	3,240.00
Current Contract:	60.000	LINEAR FOOT	54.00000	3,240.00

HOW TO RUN A DIARY REPORT

Step 1: Double Click the Contract Administration Icon



Step 2: Double Click the Process List Icon



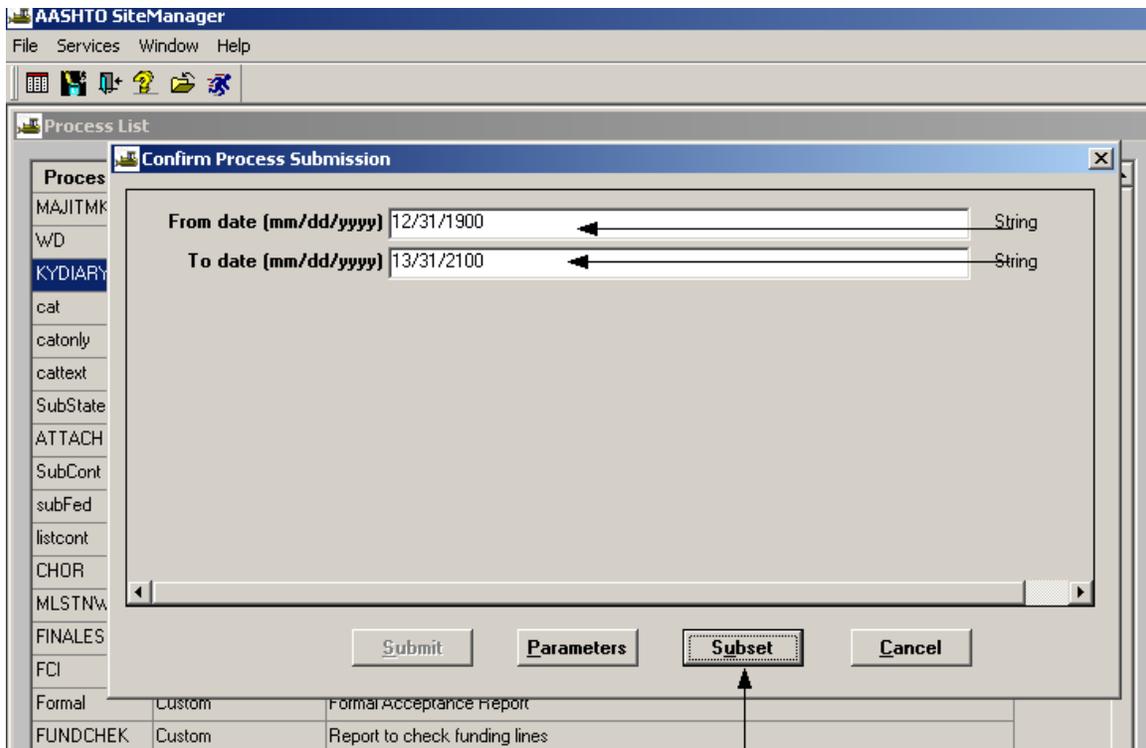
Step 3: Double Click the Diary Report (KYDIARY)

AASHTO SiteManager
 File Services Window Help

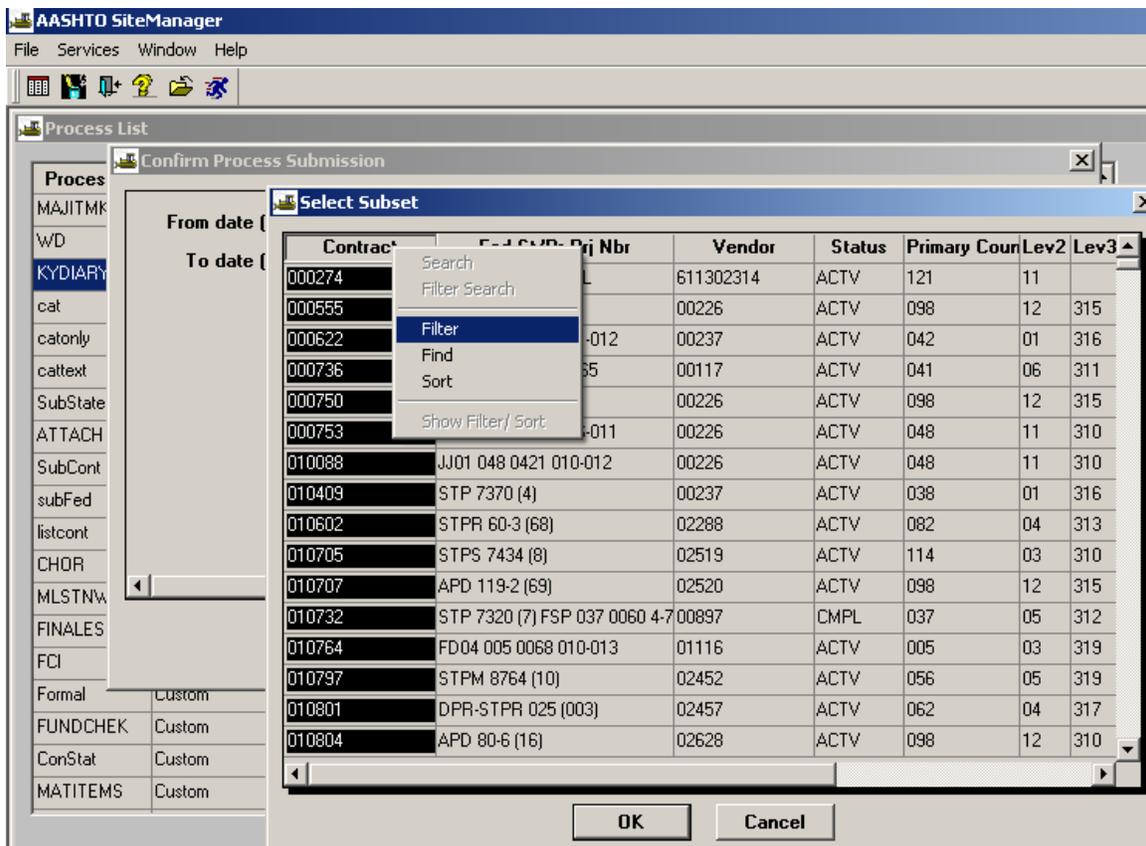
Process List

Process ID	Process Type	Process Description
MAJITMKY	Custom	Major Item MAJITMKY template
WD	Custom	Work Day
KYDIARY	Custom	Diary report
cat	Custom	Proj. Pay Items by Category with Major It
catonly	Custom	contid/project/category
cattext	Custom	category for PDA & Payroll
SubState	Custom	SubContract Approval ~ State
ATTACH	Custom	Attachment Report
SubCont	Custom	SubContract Summary
subFed	Custom	Subcontract Approval Federal
listcont	Custom	LIST OF CONTRACTS
CHOR	Custom	Change Order Funding Report
MLSTNWD	Custom	MILESTONE WORK DAY REPORT
FINALEST	Custom	FINAL ESTIMATE DATA SHEET
FCI	Custom	Final Inspection Report
Formal	Custom	Formal Acceptance Report
FUNDCHK	Custom	Report to check funding lines
ConStat	Custom	Contract status
MATITEMS	Custom	BID ITEMS WITH PROJECT LINE NUMBERS

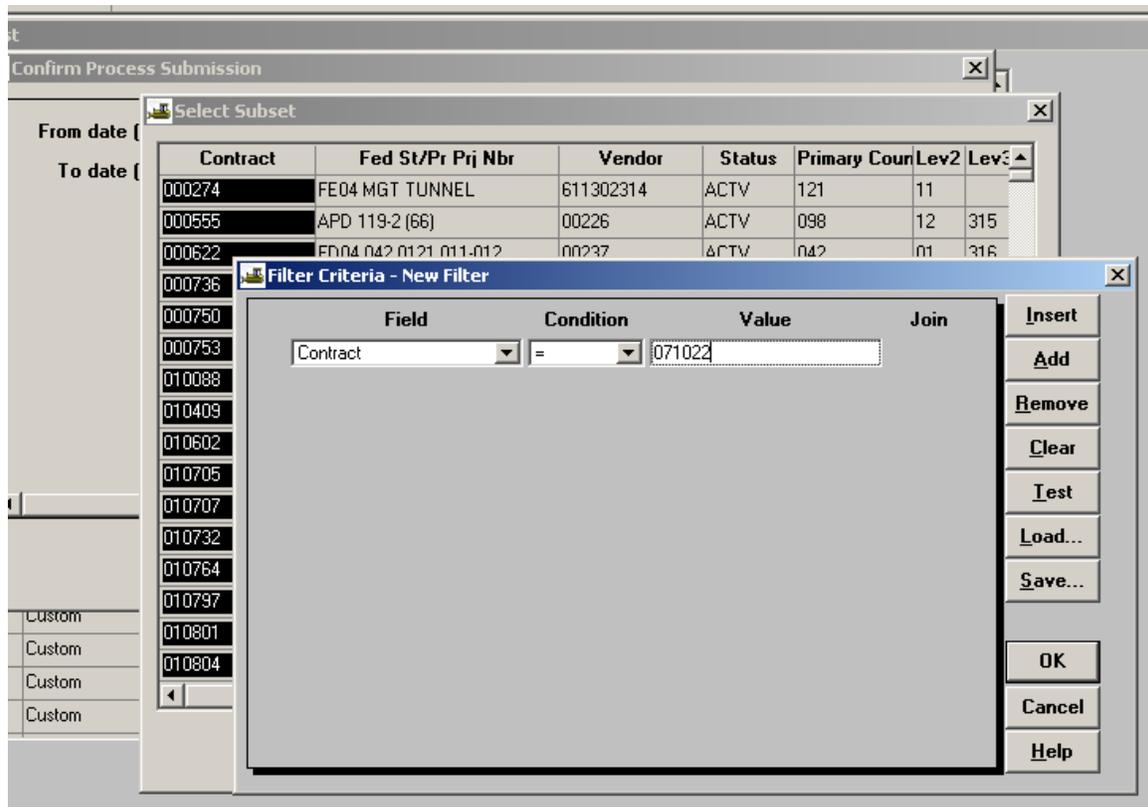
Step 4: Click the Subset button or (Enter the specific dates that you want to inquire about and then click the Subset button)



Step 5: Right Click on the Contract Column and then click Filter



Step 6: Click Insert, Select Contract under the Field Colum & then Enter the Contract Id that you are looking for. Click OK



Step 7: Click OK to the Filter Message

Process List

Confirm Process Submission

Select Subset

From date ()

To date ()

Contract	Fed St/Prj Nbr	Vendor	Status	Primary Cour	Lev2	Lev3
000274	FE04 MGT TUNNEL	611302314	ACTV	121	11	
000555	APD 119-2 (66)	00226	ACTV	098	12	315
000622	FD04 042 0121 011-012	00237	ACTV	042	01	316
000736						
000750						
000753						
010088						
010409						
010602						
010705						
010707						
010732						
010764						
010797						
010801						
010804						

Filter Criteria - New Filter

Field	Condition	Value	Join
Contract	=	071022	

Filter Message

Specified filter will return 1 rows

OK

Insert

Add

Remove

Clear

Test

Load...

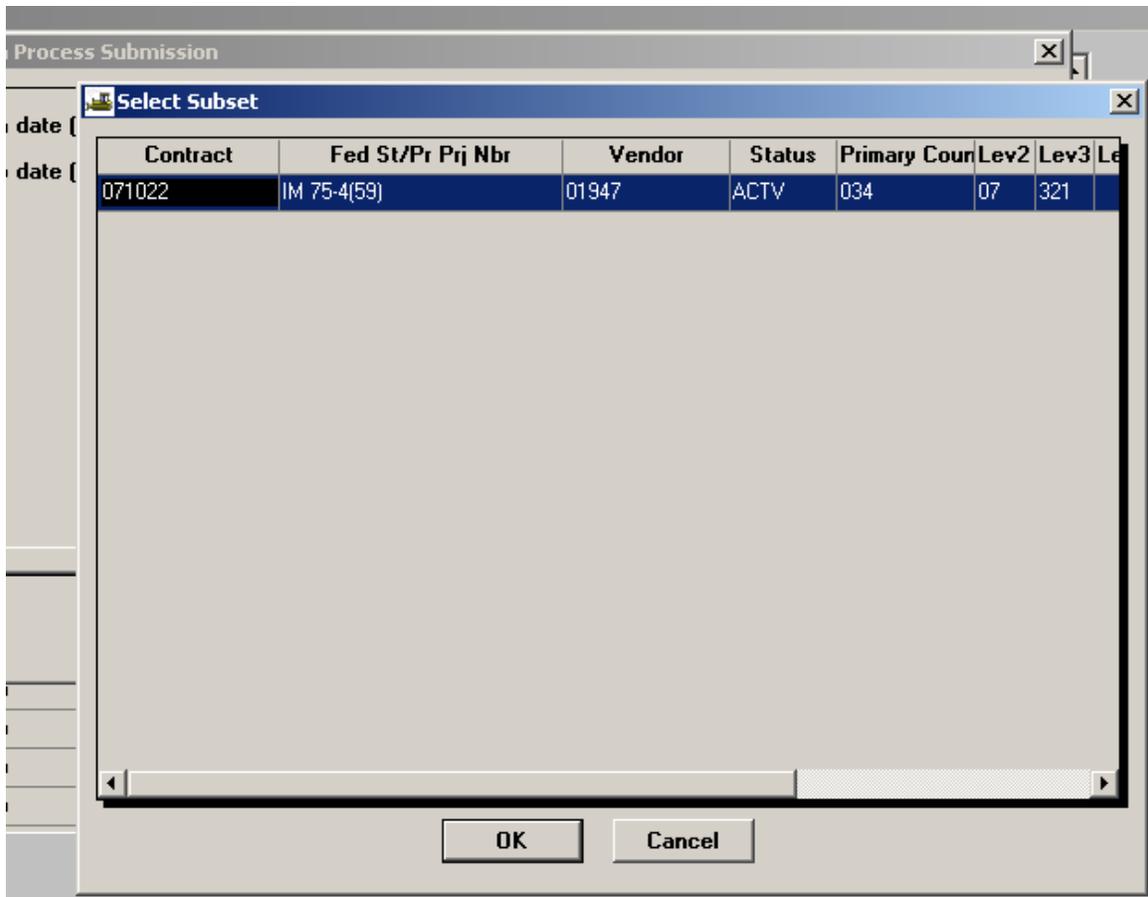
Save...

OK

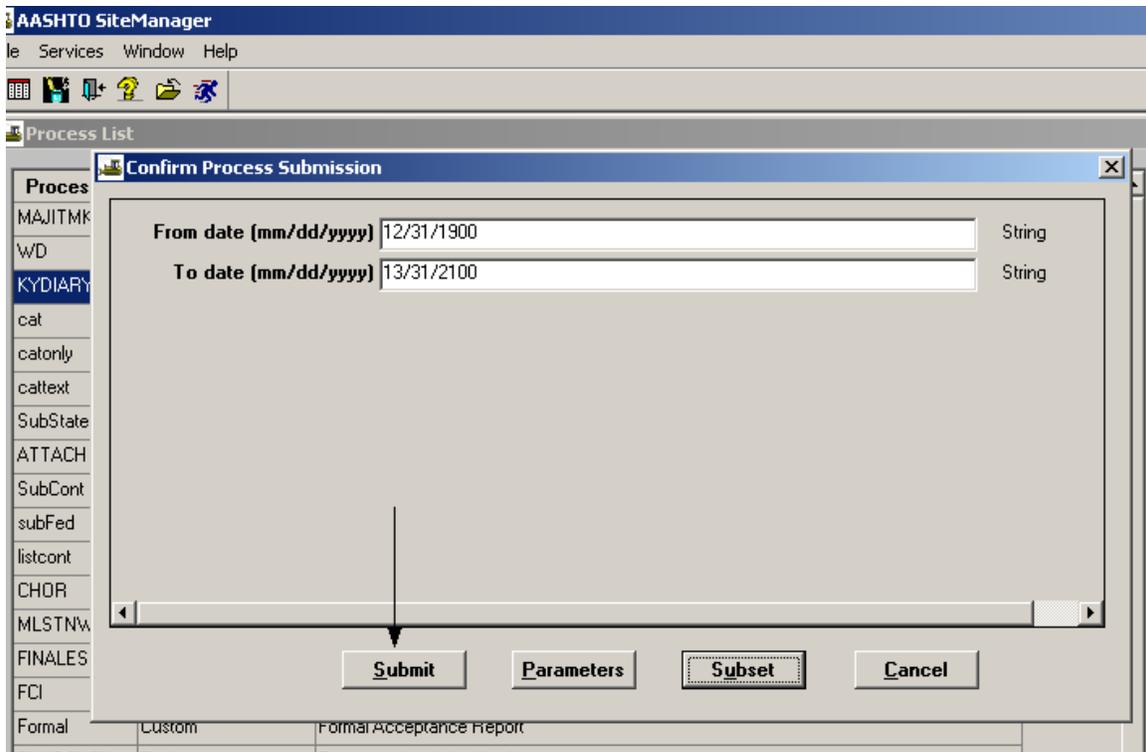
Cancel

Help

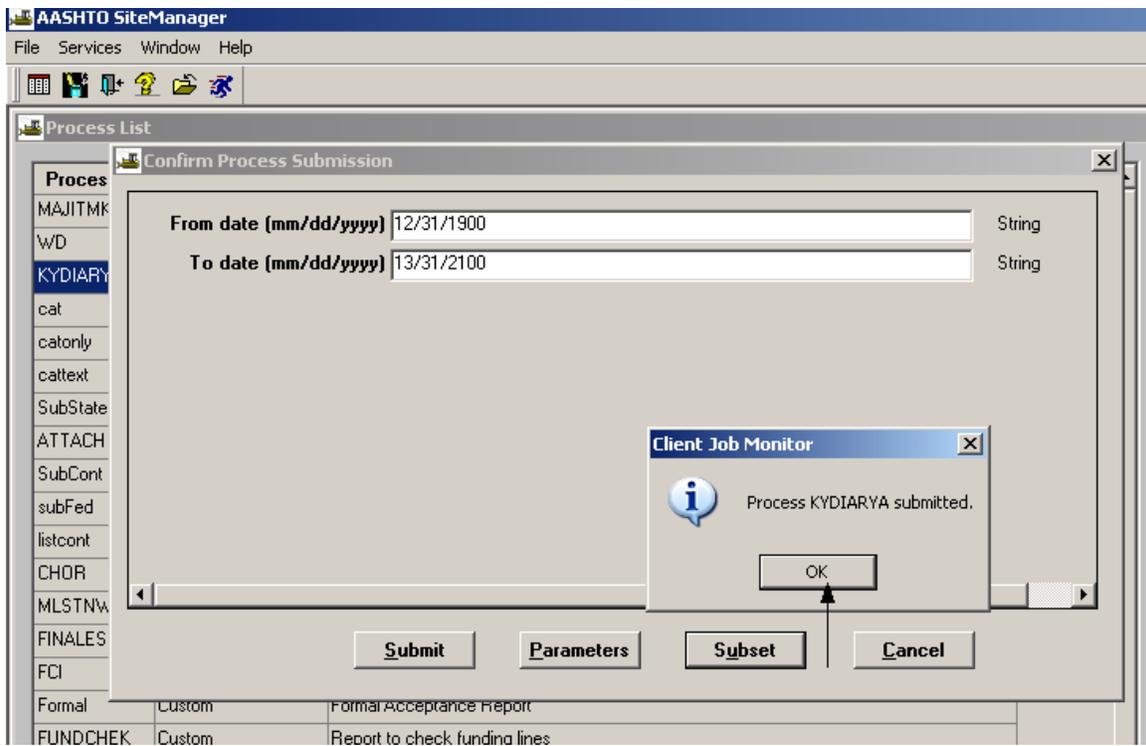
Step 8: Click the OK button

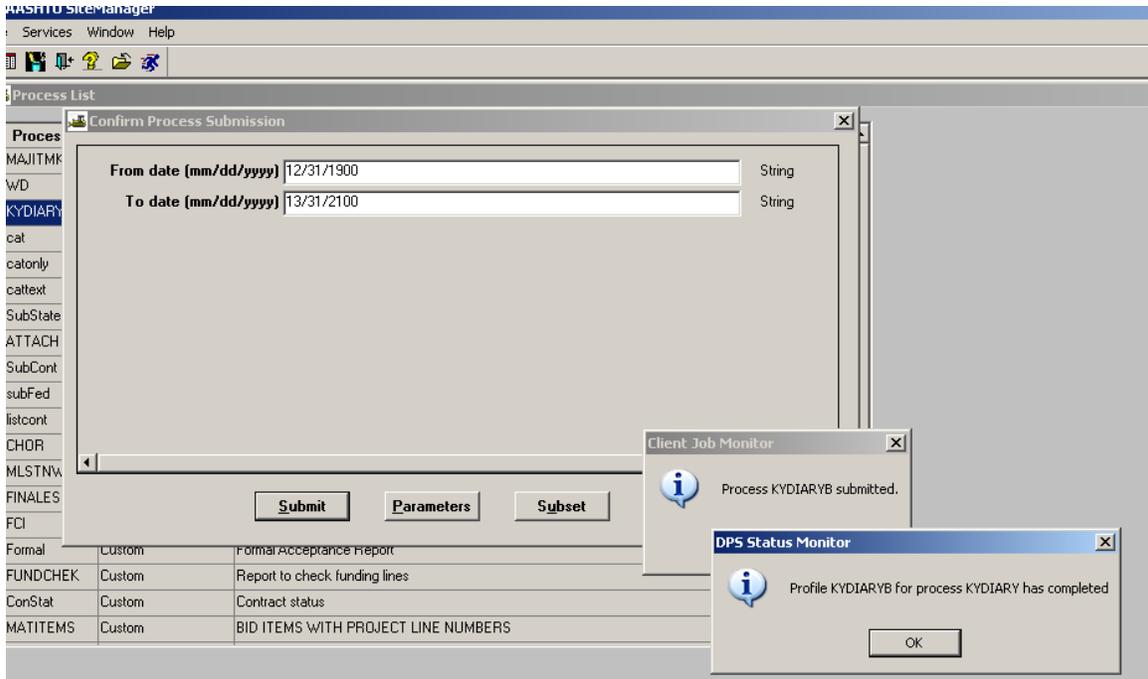


Step 9: Click the Submit button

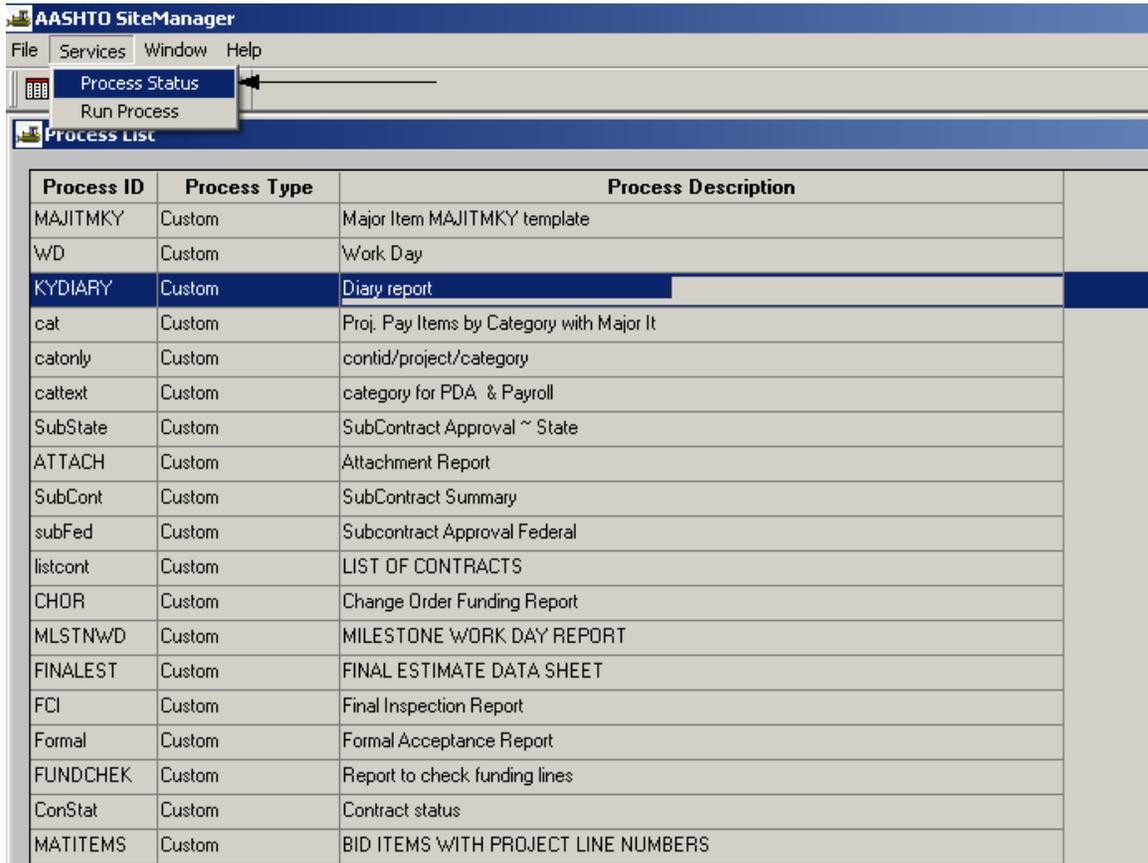


Step 10: Click OK on both Messages





Step 11: Click the Process Status under the Services Menu



Step 12: Double Click the KYDIARYA report

The screenshot shows the AASHTO SiteManager interface. The 'Process Status' window is open, with 'Regular' selected. A table lists several processes, with 'KYDIARYA' highlighted in blue. The table has columns for Process Name, Status, Date Submitted, Queue Time, Start Time, and End Time.

Process Name	Status	Date Submitted	Queue Time	Start Time	End Time
FCID	Completed	9/18/2008	11:19 am	11:19 am	11:19 am
CHORA	Completed	9/19/2008	12:52 pm	12:52 pm	12:52 pm
CHORB	Completed	9/19/2008	12:58 pm	12:58 pm	12:58 pm
CHORC	Completed	9/19/2008	01:00 pm	01:00 pm	01:00 pm
CHORD	Completed	9/19/2008	01:02 pm	01:02 pm	01:02 pm
KYDIARYA	Completed	9/22/2008	10:49 am	10:49 am	10:50 am

Step 13: Double Click the Output.html

The screenshot shows the AASHTO SiteManager interface. The 'Files For Process KYDIARYA' window is open, displaying a list of files. A checkbox for 'Show system files' is present. The table lists files with columns for Name, Size, Date, and Time.

Name	Size	Date	Time
Output.html	31691939	9/22/2008	10:50:32
OUTPUT.TXT		9/22/2008	10:49:07
PROCLOG.TXT	8629	9/22/2008	10:50:32
Sys.xml		20859/22/2008	10:49:04

Step 14: Print Diary Report for your Review & Enjoy the Reading

Diary Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address C:\Documents and Settings\rmlills\Local Settings\Temp\copy858.htm

636 blocked

RPT-ID: KYDIARY
 Date: 09/22/2008
 Time: 10:49 am
 Contract Time Type: COMPLETION DATE

COMMONWEALTH OF KENTUCKY
 TRANSPORTATION CABINET
 DIARY WORK ITEM SUMMARY FOR CONTRACT: 071022

FOR DIARY DATE: 03/31/2007
 Diary Created By: Lancaster, Teresa J.
 Last Modified By: Lancaster, Teresa J.

ASSOCIATED DAILY WORK REPORTS

Inspector Name	Authorized Indicator	Authorized Date
Walker, Keith	Y	04/06/2007

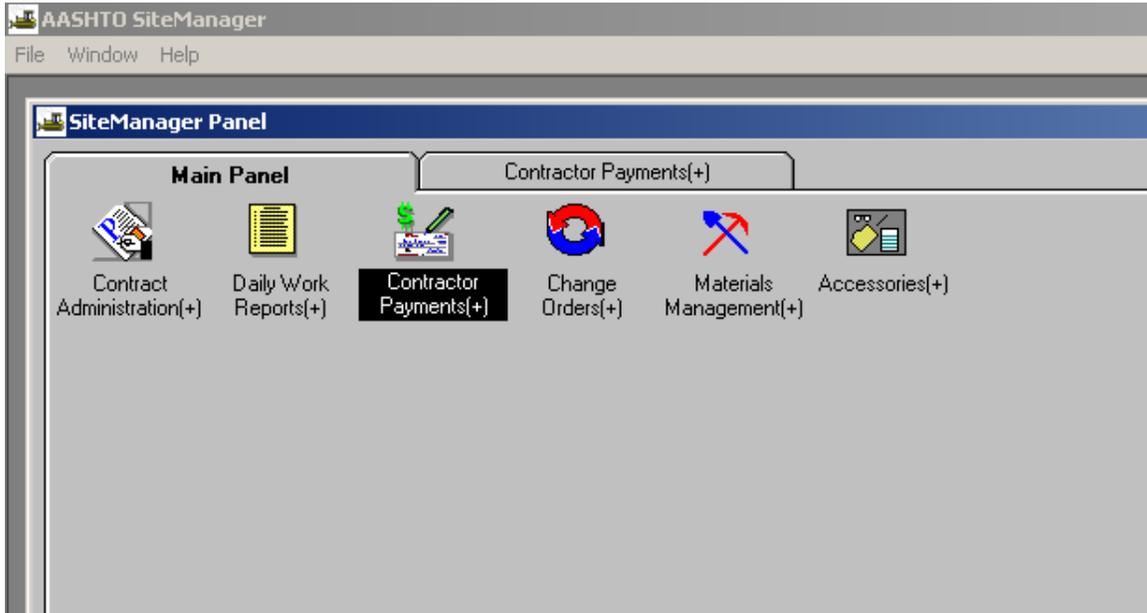
Remarks: NO

DAILY WORK REPORT

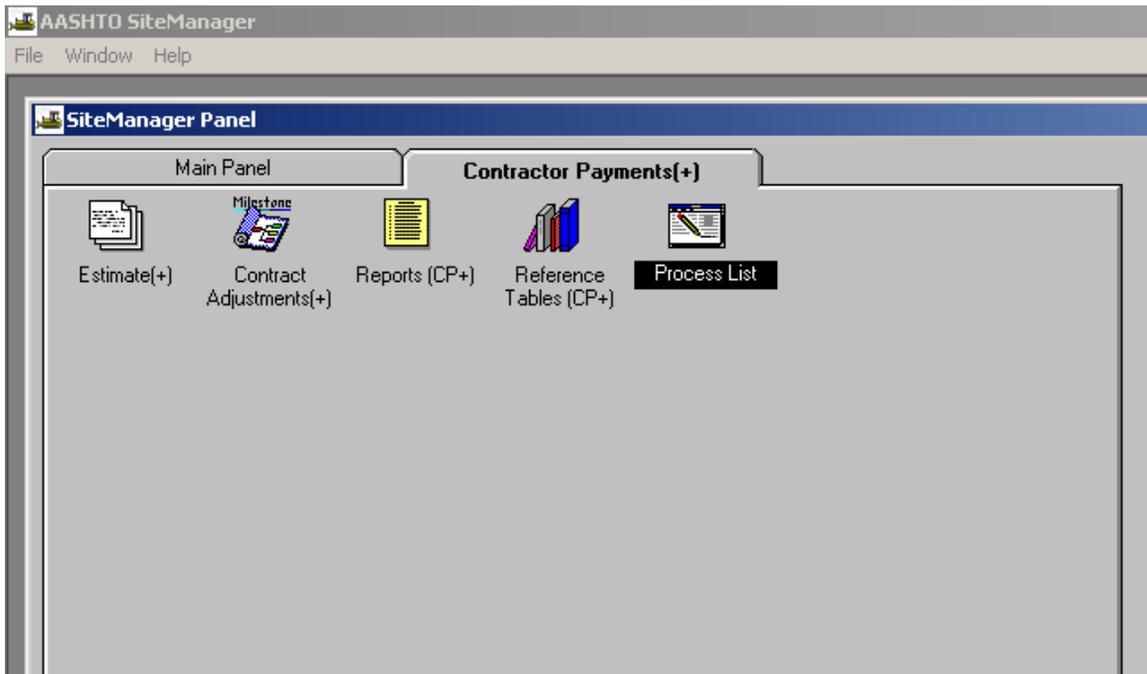
Contract ID:	071022	DWR Date:	03/31/2007	Authorized:	Y
Inspector ID:	kwalker	Inspector Name:	Walker, Keith	Paid:	Y
High Temp:	72	Low Temp:	51	A.M. Conditions:	Cloudy
Remarks:	YES			P.M. Conditions:	Cloudy

HOW TO RUN AN ESTIMATE REPORT IN SITEMANAGER

Step 1: Double Click Contractor Payments Icon



Step 2: Double Click Process List Icon



Step 3: Double Click the ESTSUM5 process ID

AASHTO SiteManager
File Services Window Help

Process List

Process ID	Process Type	Process Description
MAJITMKY	Custom	Major Item MAJITMKY template
WD	Custom	Work Day
ESTSUM5	Custom	Estimate Summary for Contractor ESTSUM5 Template
KYDIARY	Custom	Diary report
cat	Custom	Proj. Pay Items by Category with Major It
catonly	Custom	contid/project/category
cattext	Custom	category for PDA & Payroll
ATTACH	Custom	Attachment Report
SUBPAY	Custom	Subcontract Payments
ESTCSV	Custom	Estimate Summary CSV by ContID
MLSTNWD	Custom	MILESTONE WORK DAY REPORT
condwr	Custom	Item Quantites from DWR in CSV format APPROVED
dwrall	Custom	DWR ALL KYTC USE ONLY!
FINALEST	Custom	FINAL ESTIMATE DATA SHEET
FUNDCHK	Custom	Report to check funding lines
MATITEMS	Custom	BID ITEMS WITH PROJECT LINE NUMBERS

Step 4: Click Subset

AASHTO SiteManager
File Services Window Help

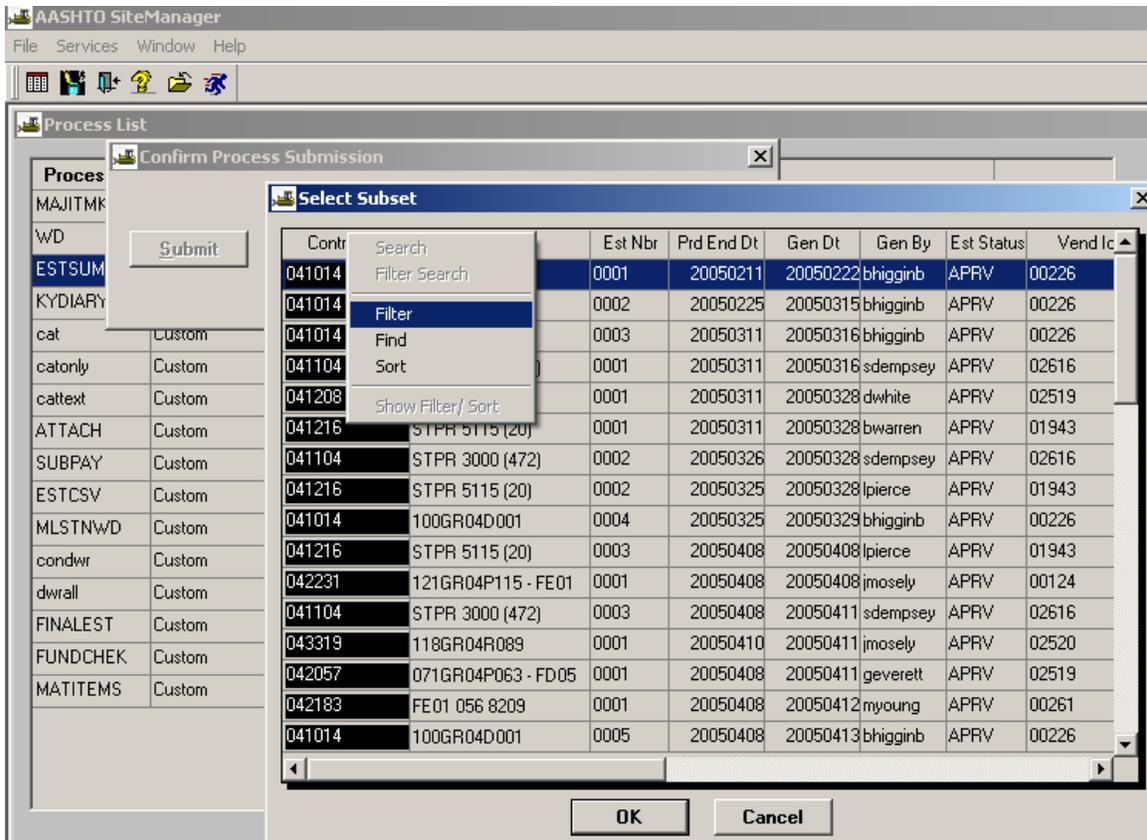
Process List

Confirm Process Submission

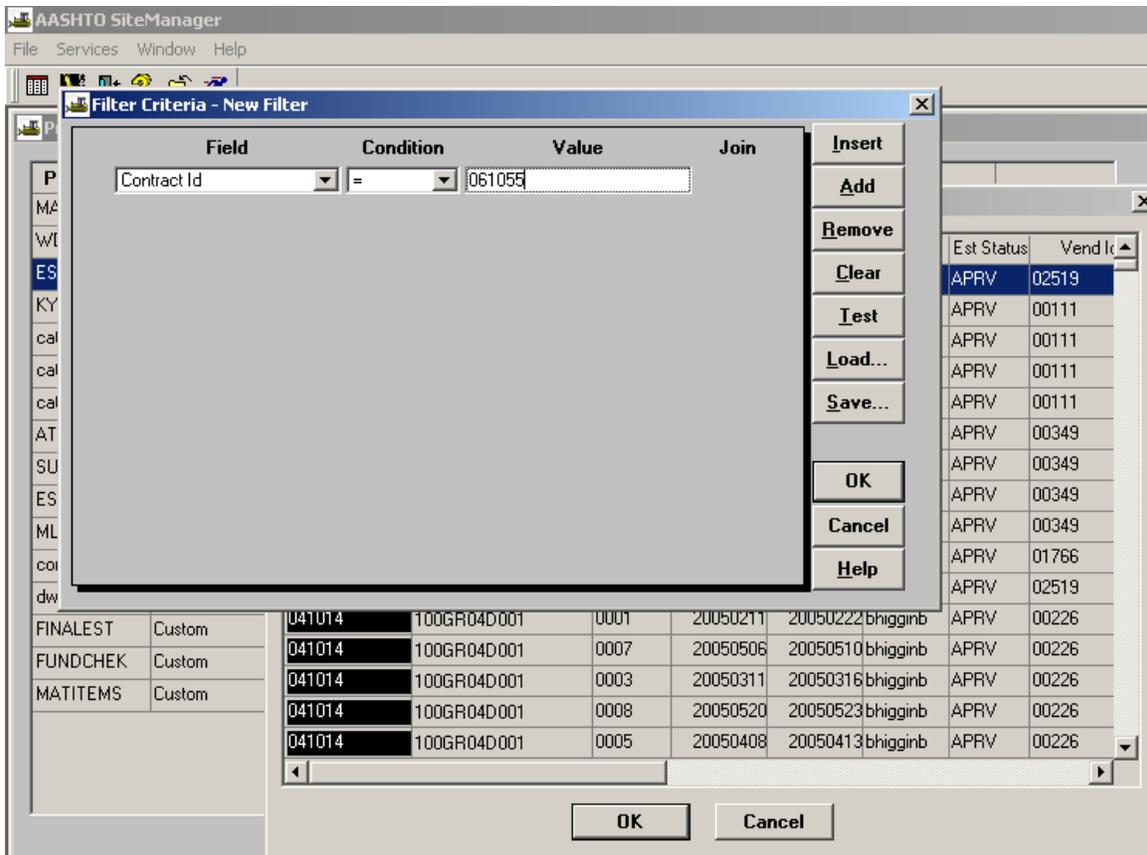
Submit Parameters **Subset** Cancel

Process ID	Process Type	Process Description
MAJITMKY		
WD		
ESTSUM5		
KYDIARY		
cat	Custom	Proj. Pay Items by Category with Major It
catonly	Custom	contid/project/category
cattext	Custom	category for PDA & Payroll
ATTACH	Custom	Attachment Report
SUBPAY	Custom	Subcontract Payments
ESTCSV	Custom	Estimate Summary CSV by ContID
MLSTNWD	Custom	MILESTONE WORK DAY REPORT

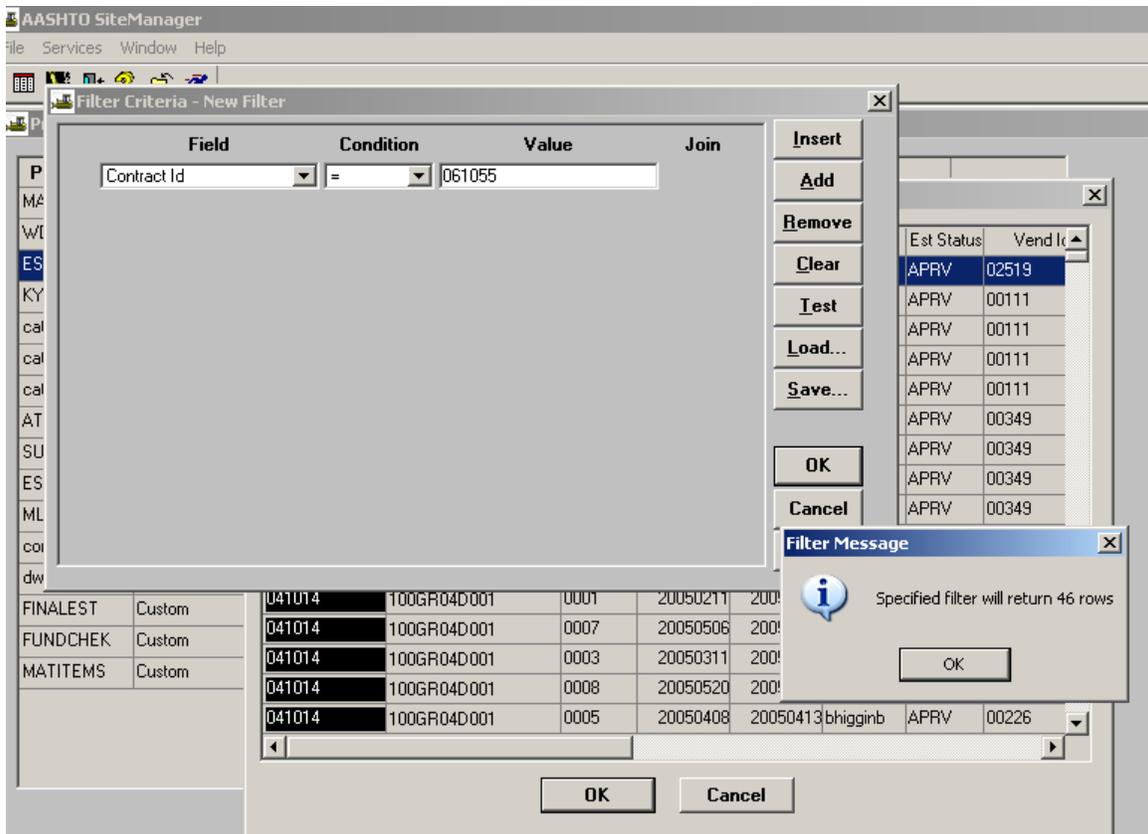
Step 5: Right Click on the Contract Id column and click filter



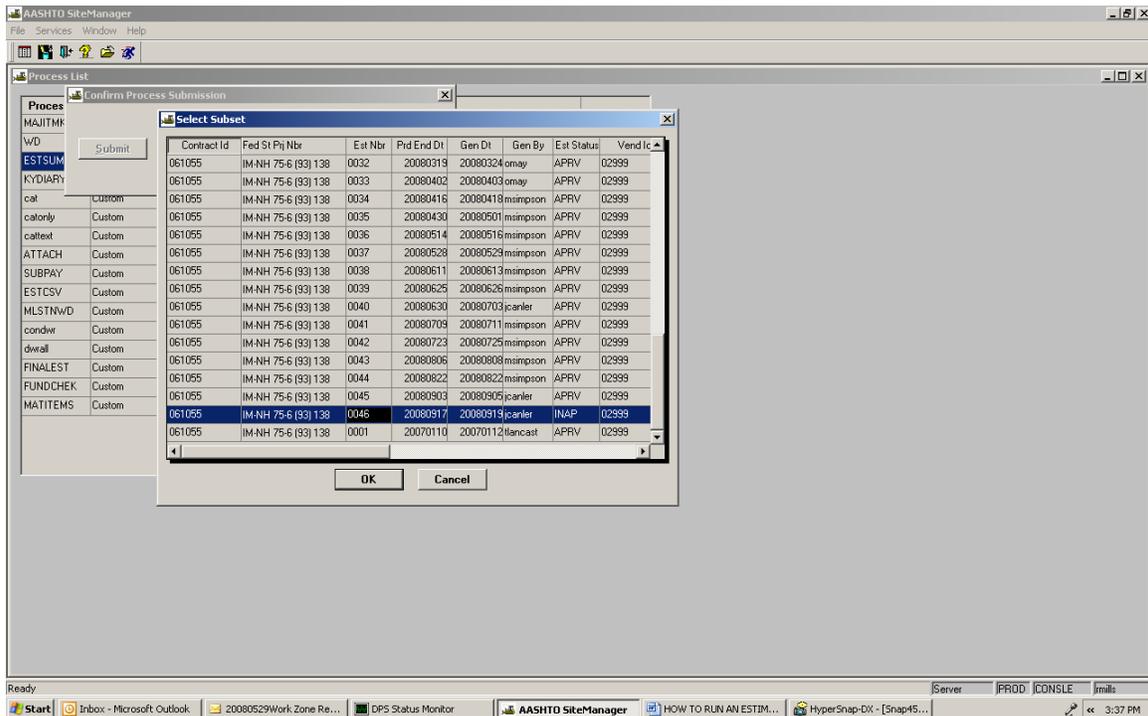
Step 6: Click Insert, Click on Contract ID from the field drop down menu, enter the Contract Id and Click OK



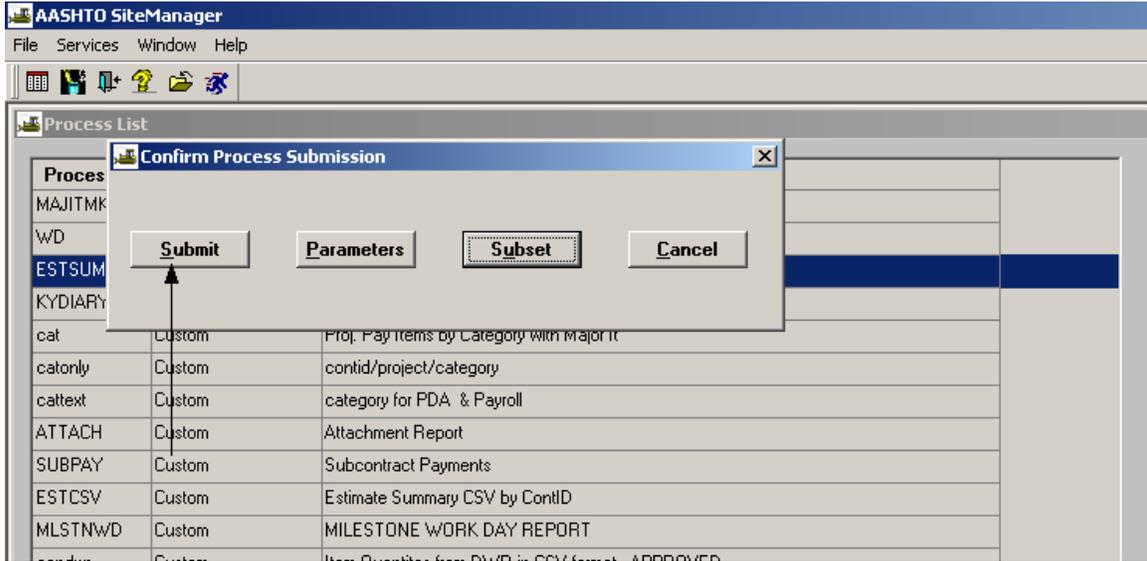
Step 7: Click OK



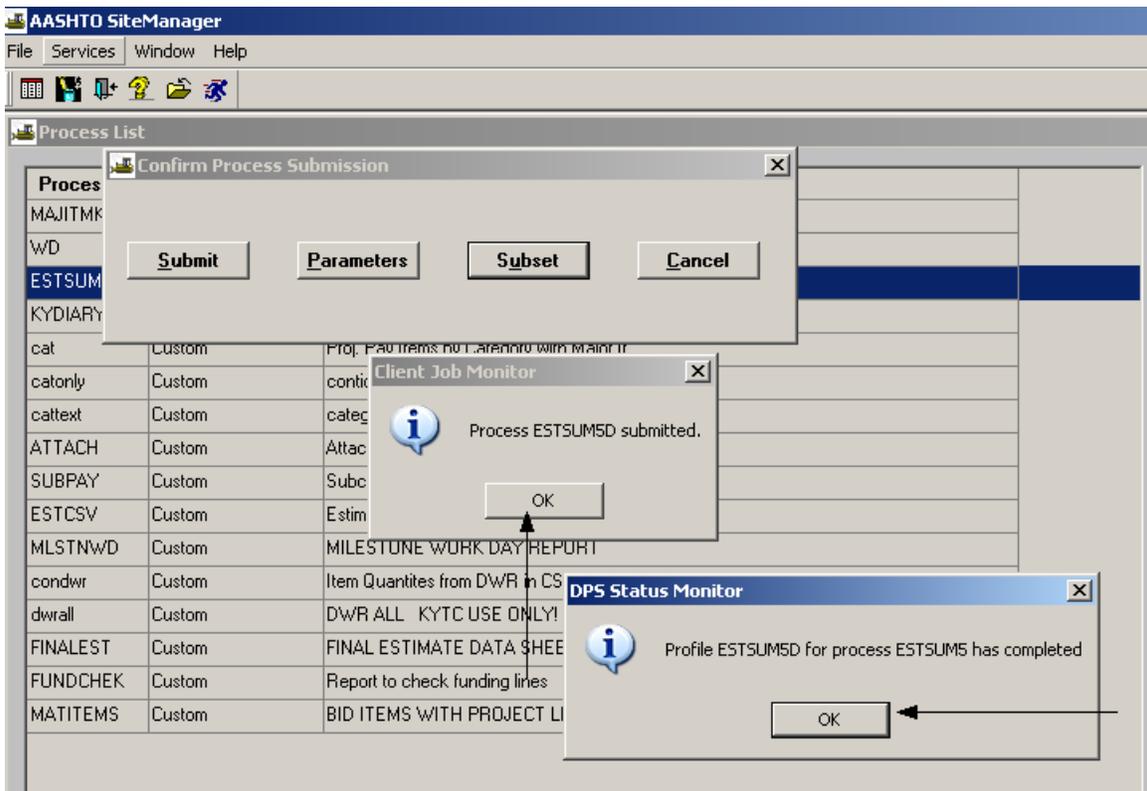
Step 8: Select the Estimate Number & Click OK



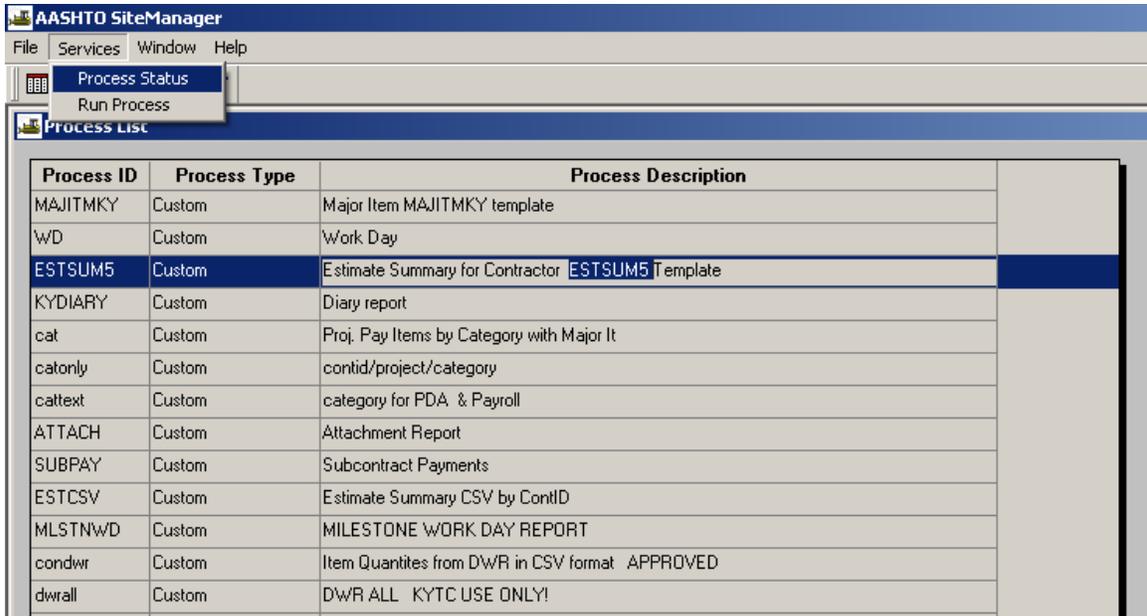
Step 9: Click Submit



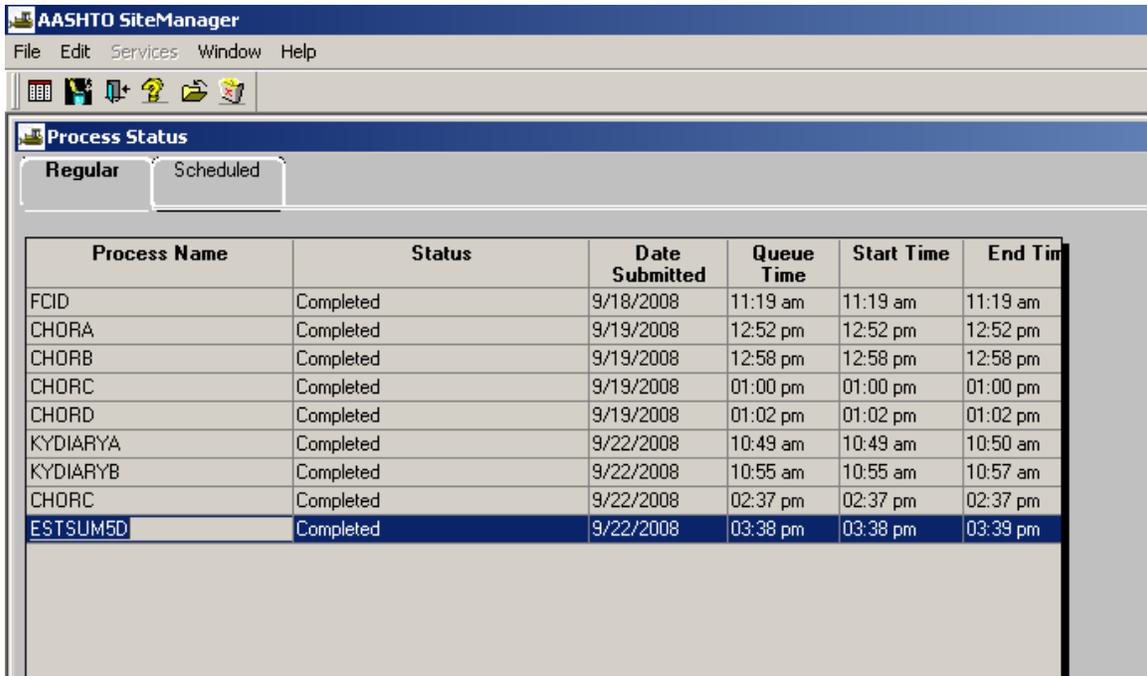
Step 10: Click OK to both pop up messages



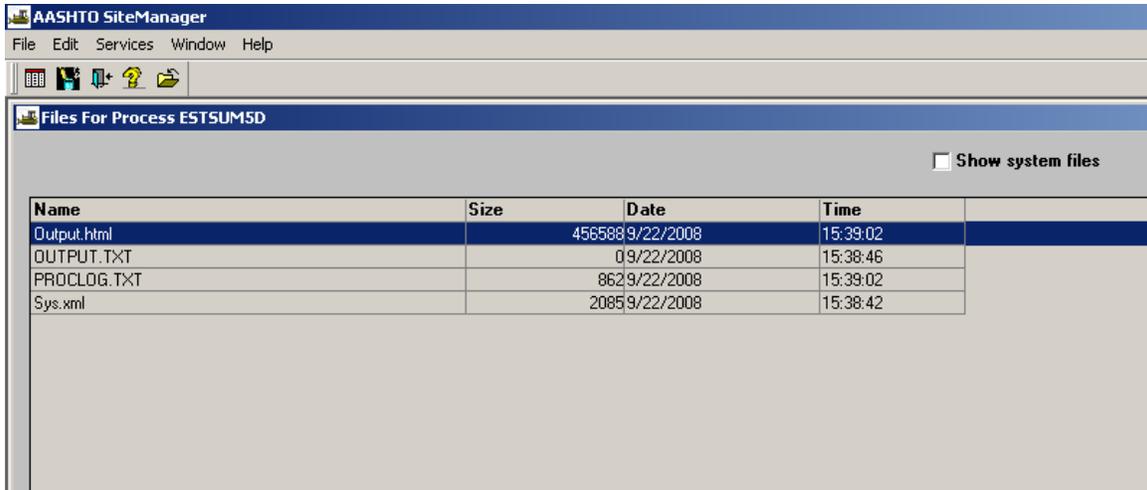
Step 11: Click process status under the services menu



Step 12: Find the process and double click



Step 13: Double Click Output.html



Step 14: Review and Print the Estimate



Estimate for 061055 No. 0046

Print Date: 09/22/2008

COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET

Contract ID	061055	Estimate Number	0046	Estimate Type	PROGRESS
District Office	LEXINGTON (0714) Simpson, Matthew F., P.E.				
Contractor	CENTRAL ROCK, IV NALLY & GIBSON PO BOX 4777 LEXINGTON, KY, 40544 09/04/2008 TO 09/17/2008			ADDRESS 2 VC Code VC0000132736	
Pay Period	DE1000706W1				
Date Approved	DM-NH 75-6 (9) 138				
Primary Proj Number	SCOTT				
Project No.	LEXINGTON-COVINGTON ROAD (E-75)				
Primary County	GRADE & DRAIN WITH ASPHALT SURFACE				
Name of Road					
Description					
Contract Type					
Date Let	11/17/2006	Formal Acceptance			
Date Awarded	11/22/2006	Date Work Began			11/09/2006
Date Contract Executed	11/29/2006	Open To Traffic			
Date NTP Issued	11/29/2006	Actual Completion Date			
Current Contract Amount	\$31,171,308.63	Total Earnings	\$39,894,761.77	Free to Date	\$39,886,092.35
Original Amount	\$49,800,219.04	Stockpiled Materials	\$0.00	This Estimate	\$308,669.42
Percent Complete	77.94	Gross Earnings	\$39,894,761.76		\$,93,090.12
Funds Available	\$11,278,046.87	Other Adjustments	\$-1,500.00		\$215,578.90
Total Change Orders	\$1,291,039.59	TOTAL	\$39,893,261.76		\$0.00
Change Order Summary					
Contract Id	061055	County	SCOTT		
Estimate Nbr	0046	Project Number	DM-NH 75-6 (9) 138		
Contractor	CENTRAL ROCK, IV NALLY & GIBSON	Period	09/04/2008 TO 09/17/2008		

SITEMANAGER GUIDANCE/PROCEDURE ON USE OF MATERIAL DEFICIENCY REMARK ON DAILY WORK REPORT

The ***Material Deficiency*** remark on a Sitemanager Daily Work Report should be used to document any problems associated with sampling, testing, or delivered materials to be used on Highway Construction projects. These problems may include, but are not limited to the following:

1. Project material samples are not taken according to proper sampling frequencies.
2. Project material tests are not performed according to proper testing frequencies.
3. A material is found to be Out of Spec, but is allowed to be incorporated into project.
4. Materials are delivered to the project arrive damaged, without proper documentation, missing proper identifying markings, etc.

The remark should give a full and detailed explanation of the issue that occurred on site and should list material name, project line item, and location on project. Any other pertinent information should also be included so as to accurately document deficiency.

EXAMPLES

- Permanent striping placed on project station 100+00 to 150+00. No paint sample was taken as striping was completed while I was inspecting Asphalt surface placement at station 307+00. Stripers had left project before I could return to area in question. Striping passes visual inspection. I was the only inspector on site this date.
- Required Nuclear Density test not performed on third lift of soil embankment at station 273+98. I was the only inspector on site this date and fill was being placed at the same time as Concrete for Pier 1 of bridge at Station 405+07. Density tests before and after this test had passing density and moisture results and material appeared to have adequate compaction upon visual inspection.
- Concrete Class-A accepted without Entrained air test results. 4.5 CY was received to be used on sidewalk ramp at station 155+27 RT. Seal on meter broke as test was being performed and concrete was accepted on a visual basis.
- Received notification from Division of Materials that Sample of Geotextile fabric used to wrap pipe backfill, station 173+00 placed 3/19/2009, had failed physical testing requirements.

- Shipment of Reinforced concrete pipe from Quality Pipe Company arrived on site without proper certifications. It was also determined that 3 pieces of 36" pipe were damaged. Damaged pipe was marked by inspector for removal from site. Supplier to fax all appropriate paperwork to Section Engineers office before material is used on project.