

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

LIMS Review Samples Window

Navigation

LIMS \ Review Samples

Review Samples Window Description

After all sample tests are approved by the Lab Supervisor and samples that did not qualify for the auto-finalization need to be approved by the Product Group users. LIMS maintains a list of Product Groups based on the material code, sample type and the lab unit. Users who have the authority to authorize the samples are assigned to these groups. Sample reviewers can generate a grid report to compare test results for different sample tests.

The Review Samples window is used to authorize samples for which tests have been approved by the line or lab supervisor(s). When the user opens the Review Samples window, a list of samples is retrieved as shown in the following Layout section. The list that appears is restricted based on the following criteria:

- n Only the samples for which a user has authority to approve will be listed. This is based on the sample's material code, sample type and the lab unit that performed the test(s). The user must belong to the Product Group which has been designated for the sample type, material code and the lab unit combination.
- n For each sample, only those tests that were marked as reportable by the supervisor are listed.
- n The reviewer must have the appropriate test qualifications
- n Contract level security will limit a user's access to the sample records based on the contract authority and sample-to-contract associations. The user must have the proper contract authority to view or edit the sample test. If a sample has no contracts associated, it will be available to any user who meets the other security conditions.

User can use the Filter Criteria to further limit the number of samples displayed in the list. The users can add sample remarks. The remarks functionality uses the GENRMRKS code ID for all the remarks. The remarks entered here are accessible from the Sample Information window in SiteManager. Users can list the samples based on the Sample ID or the Lab Control Number of the sample. Clicking on the LAB CONTROL NUMBER radio button on the Data View option on the top left of the window will display all samples grouped by the control number. This helps reviewers

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

to authorize all samples of a control number at once. Clicking on the SAMPLE ID radio button on the Data View option will display all samples sorted by the Sample ID.

Reviewers can either approve a sample or send the samples back to lab for further tests. To approve a sample, the user must populate the Acceptance Method* and Sample Status* columns and check on the Authorize column. Clicking the Save icon will update the sample with the acceptance method and sample status, and authorize the sample by populating the Authorized By field with the user ID of the user and Authorized date field for the sample. The system will write a log of the sample status change in the table lims_sample_log.

Samples can be sent back to the lab unit for further testing. To send a test back to the lab, a user can click on the Send Test Back to Lab column for each sample test and click on the Save icon. This will populate the test status with the one defined for Test Status for Back to Lab system parameter. The system will write a log of the all the test method status changes to the tracking table lims_sample_test_log. The status of the corresponding sample will be set to the status defined in the LIMS Sample Status for Pre Auth system parameter.

After every save the sample list is retrieved to refresh the data.

Procedure

Select correct Sample Status and Acceptance Method for the sample (as outlined on the Sampling Checklist Report) to count toward sampling and testing requirements. The Acceptance Method should be populated from creation of the sample record. If you change the Acceptance Method, it will override the prior choice.

The Reviewer will be limited to the samples hitting the requirements of their assigned product groups. Contract authority will also apply. This will limit the samples displayed on the screen, but the reviewer should only pick the samples that they are responsible for.

Field Table

Field Name	KYTC Population Policy & Procedure
Data View	Select to sort by Lab Control Number or Sample ID.
Acceptance Method *	Populated with the method recorded on the SiteManager Maintain Sample Information window's Basic Sample Data panel. Verify that the correct acceptance method is displayed.

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Field Name	KYTC Population Policy & Procedure
Sample Status *	<p>Select the status of the sample.</p> <p>PENDING - Created a sample record and assigned tests. All test results may not be complete.</p> <p>COMPLETE - All sampling and/or testing criteria have been satisfied.</p> <p>FAILED - Sample did not meet material specification requirements. See detailed remarks.</p> <p>FAILED AND REMOVED FROM PROJECT - Sample did not meet material specification requirements. Sample will not count toward meeting Contract Sampling and Testing requirements. See detailed remarks.</p> <p>VOID - Logged a sample record incorrectly or revised.</p> <p>INVALID - Sample was inadvertently destroyed or contaminated.</p>
Authorize	Select the Authorize check box and save.
Lab Control Number	An umbrella number used to link samples. May use during sample review to process multiple samples at once.
Lab Reference Number	Simplified sample identifier used in the labs.
Sample ID	Identifies the sample.
Contract ID	List of all contracts assigned to the sample.
Test Method	Method used to test material.
Test Description	Describes the test method.
Test Number	Sample test number assigned to the test
Send Test Back to Lab	Select the check box to send a test back to the lab for review (Review Tests window).
Lab ID	The lab unit where the test was performed
Material Code	Identifies the material.
Sampler	User ID of the sampler

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Field Name	KYTC Population Policy & Procedure
Sample Type*	Indicates type of sample.
Producer Supplier*	The producer / Supplier associated with the sample.
Control Number	Actual number for the type of control to identify the sample.
Seal Number	Seal number on the batch of the material tested.
Completion Date	Date when the sample was marked as complete in the lab unit
Manufacturer	Manufacturer of the material in the sample.
Sample Date	Date the sampler took the sample.
Toolbar ~ Remarks	Enter/View remarks associated with the selected sample. Enter appropriate remarks in Remarks field. Remarks should be recorded in capital letters followed by User ID and date.

REVIEW SAMPLES GRID VIEW

Review Samples Grid View Description

Sample Reviewers can generate a report listing the template results for selected sample tests. This can be used to compare the test results across samples as shown in the following Layout section. To generate this report, the user can select one or more sample tests and click on the VIEW/COMPARE RESULTS button. This will generate the report listing the template results, the minimum and maximum values for the spec templates and whether the test passed. Any result that does not fall within the minimum and maximum values are displayed in red with an asterisk.

Navigation

Select the test to be compared and click on the VIEW/COMPARE RESULTS button.

Procedure

View the test results to determine sample status and authorization.

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Field Table

Field Name	KYTC Population Policy & Procedure
Test Template	Test template for the compared tests
Template Column	Labels used to describe the template layout and data entry fields to record the test results. LIMS changes the color of the columns to red where the test results do not meet the minimum or maximum standards.
Min	Minimum acceptable value for the spec template.
Max	Maximum acceptable value for the spec template.
Sample ID / Test Number	This column is a combination of Sample ID and the sample test number selected for the grid view results comparison.