

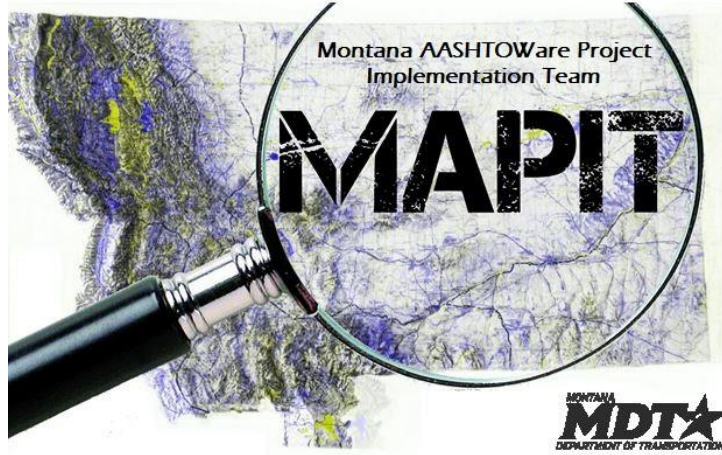


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Creating Sample Records

Date: 102/01/2017





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❑ **Process Definition**

This process defines the steps to create sample records for sampling of materials for physical testing.

❑ **Acronyms and Definitions**

MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. All samples need two types of identification (Sample Label, tag with Sample Label, or Sample ID written on sample) when sent in for testing.
2. Create the sample record
  - a. Navigate to Materials > Sample Records
  - b. Click on the Component Action menu and select Add. \*\*If copying from an existing sample, open the sample and from the Component Action menu select Copy.
  - c. General Tab
    - i. Select the Material Code
    - ii. Select a Sample Date (Date the sample was taken)
    - iii. Select the appropriate Sample Type
    - iv. Select the appropriate Acceptance Method (Test Results in most cases)
    - v. Select the Witnessed By (Person witnessing the sample)
    - vi. Enter the Specimen Number(s) if applicable (i.e. 1,1A – 2,2A)
    - vii. Enter the Intended Use
    - viii. Select the appropriate District or Area from the District/Area dropdown list
    - ix. Enter the Lab Reference Number if applicable
    - x. Select Control Type from the dropdown list and Enter Number if applicable
    - xi. Click Save



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Sample Record: 20191112060250

<ul style="list-style-type: none"> <li>General</li> <li>Sample Location</li> <li>Additional Information</li> <li>Sources</li> <li>Destination Lab(s)</li> <li>Contract</li> <li>Tests</li> </ul>	<p><b>Sample ID</b> 20191112060250</p> <p><b>Id</b> 2058</p> <p><b>Material Code - Name</b> 551.03.02.02 Class General Concrete</p> <p><b>QPL Required</b> No</p> <p><b>Lab Control Number</b> CN20191112060250</p> <p><b>Witnessed By ID - Name</b> Begin typing to search or press Enter</p> <p><b>Specimen(s) Number</b> L1S1 - L1S4</p> <p><b>Intended Use</b> 6" Concrete Sidewalk</p> <p><b>District/Area</b> BLGS - Billings</p>	<p><b>Remarks</b> 1</p> <p><b>Sample Date</b> 11/12/2019</p> <p><b>Created Date</b> 11/12/2019 6:02:50 PM</p> <p><b>Sample Status</b> In Testing</p> <p><b>Sample Type</b> PROJ - Project Acceptance</p> <p><b>Acceptance Method</b> TEST - Test Results</p> <p><b>Source ID - Source Name</b> KNIFERIVERBILEAST - Knife River Billings East Plant</p> <p><b>Source City</b></p> <p><b>Authorized By</b></p> <p><b>Authorized Date</b></p>
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xii. The Sample ID and Lab Control Number will be auto-generated using YYYYMMDDHHMMSS format for the Sample ID and CNYYYYMMDDHHMMSS format for the Lab Control Number. A different Control Number can be selected from the dropdown list if linking samples

d. Sample Location Tab

i. Enter Sampled From, Latitude, Longitude, Distance, Reference Station, Offset and Elevation if applicable

Sample Record: 20191112060250

<ul style="list-style-type: none"> <li>General</li> <li>Sample Location</li> <li>Additional Information</li> <li>Sources</li> <li>Destination Lab(s)</li> <li>Contract</li> <li>Tests</li> </ul>	<p><b>Sampled From</b> KnifeRiver Cement Truck</p> <p><b>Latitude</b></p> <p><b>Longitude</b></p> <p><b>Distance From Grade</b></p> <p><b>Distance From Grade Units</b></p>	<p><b>Reference</b></p> <p><b>Station</b></p> <p><b>Offset Distance</b></p> <p><b>Offset Direction</b></p> <p><b>Elevation</b></p> <p><b>Comments</b></p>
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e. Sources Tab

- i. Click the Select Primary Source button, enter a name in the search box, select the desired source and click the Add to Sample Record button
- ii. If the QPL Required field displays Yes you must select a product name from the QPL Production Name field
- iii. Click Save



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Sample Record: 20191112060250

General

Sample Location

Additional Information

Sources

Destination Lab(s)

Contract

Tests

Primary Source

Select Primary Source...

Source ID  
Q KNIFERIVERBILEAST  
Knife River Billings East Plant

Source City

Source Type  
MTRL - Material Supplier

Source Legal Description

Material Code  
551.03.02.02

QPL Product Name  
Q Begin typing to search or press Enter

QPL Required  
No

f. Destination Lab(s) Tab

- i. Click the New button to add a Destination Lab
- ii. If there are Field tests, select FieldCrew as the destination lab
- iii. If the sample is being dropped off at a District or Area lab, add a destination lab row and select the District or Area Lab
- iv. If the sample is being routed to Helena for testing, add a destination lab row and select Helena Receiving. **\*\*This step is ONLY done by the District or Area lab**

Sample Record: 20191112060250

General

Sample Location

Additional Information

Sources

Destination Lab(s)

Contract

Tests

Q Type search criteria or press Enter [Advanced](#) Showing 2 of 2

New

Shipped Date/Time	DL Recv Date	Destination*	Lab Name*
11/13/2019 8:00:00 AM	11/13/2019	Destination Lab	Q Billings Billings Receiving
11/27/2019 7:04:39 AM	11/27/2019	Destination Lab	Q FieldCrew Field Crew

g. Contract Tab

- i. Click on the Select Contract Project Items button
- ii. Enter the appropriate contract ID in the search box to filter the list
- iii. Check the applicable project item rows. Select ONLY the material sets you are using (i.e. Conventional or Optimize, not both) and click Save

Select Contract Project Items

Q 04619 [Advanced](#) Showing 9 of 9

Select: All None

Contract	Project	Project Item	Material Set
04619 - BECRAFT LANE SIDEWALK - LOCKWOOD	9158125000	0250 - CURB AND GUTTER-CONC	General-Uses Conventional
✓ 04619 - BECRAFT LANE SIDEWALK - LOCKWOOD	9158125000	0250 - CURB AND GUTTER-CONC	General-Uses Optimized
04619 - BECRAFT LANE SIDEWALK - LOCKWOOD	9158125000	0210 - SIDEWALK-CONCRETE 6 IN	General-Uses Conventional
04619 - BECRAFT LANE SIDEWALK - LOCKWOOD	9158125000	0220 - CONCRETE 6 IN	General-Uses Conventional
✓ 04619 - BECRAFT LANE SIDEWALK - LOCKWOOD	9158125000	0220 - CONCRETE 6 IN	General-Uses Optimized

- iv. Expand each item added and enter the Represented Quantity if applicable



# MONTANA DEPARTMENT OF TRANSPORTATION

## AASHTOWare Project Construction and Materials



Project - Description	Represented Quantity	Category - Description
9158125000 - BECRAFT LANE SIDEWALK - LOCKWOOD	136.00000	0001 - GRAVEL, PMS OVERLAY, SIDEWALK, CURB/GUTTER, FENCING,
Material Set Name	Item	
General-Uses Optimized	608010050 - SIDEWALK-CONCRETE 6	
Fed St Proj Num	Proj Ln Num	Remarks
TA 1099(125) /	0210	0

<b>Material Unit</b>
CUYD
<b>Unit of Measure</b>
SQYD - Square Yard

Represented Quantity ▼

136.00000

Satisfied Represented Quantity

2,053.61919

### h. Tests Tab

- i. To assign default tests, click on the Arrow to the right of the Assign Tests button and select Assign Default Tests. Tests will automatically be added for the appropriate testing labs
- ii. To assign optional tests, click on the Assign Tests button. Use the arrow buttons to navigate to the Select Optional Tests window. Click on the appropriate test rows and click the right arrow button. Change the number of Test Runs if applicable and click Confirm.

Sample Record: 20191112060250

General	Material	Sample Type
Sample Location	551.03.02.02 - Class General Concrete	PROJ - Project Acceptance
Additional Information		
Sources	Q Type search criteria or press Enter System Default Showing 5 of 5	
Destination Lab(s)	Assign Tests	0 marked for deletion
Contract		
Tests		

Test #	Test Method	Test Description	Dest Lab	Lab Unit	MAA	Test Status	Test Result
1.0	Concrete Properties	AASHTO T 152, T 119, T 309, T 121	Billings	BillingsLab	☑	40 - Test Complete	
2.0	Concrete Properties	AASHTO T 152, T 119, T 309, T 121	Billings	BillingsLab	☑	40 - Test Complete	
1.0	28,56-day Cylinder	AASHTO T 22 - 28/56 Day	Billings	BillingsLab	☑	60 - Test Approved by Level 2	Pass
1.0	7-day Cylinder	AASHTO T 22 - 7 Day	Billings	BillingsLab	☑	60 - Test Approved by Level 2	
3.0	Concrete Properties	AASHTO T 152, T 119, T 309, T 121	FieldCrew	FieldCrewTesting	☑	10 - Test In Queue	