



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS



EMULSION AND CUTBACK SAMPLING

Emulsion and Cutback Sampling

The most important thing to remember with these or any sample is the actual physical specimen (sack, bag, jar, can, roll, cylinder, bar, etc.), must be labeled with the Sample Record ID number that contains the sample information. Use a tag, sticky label, or just write on the sample container. Each sample or specimen must be able to be tracked back to the sample record in case it gets separated from the corresponding paperwork.

Create a DWR Acceptance Record and a Sample Record for each pair of cans to record witnessing the sampling of the emulsion and for the emulsion testing.

FIELD - DWR Acceptance Record

Navigation: Daily Work Report > Work Items Tab

1. Add the work item and create an item posting

Item Posting Num	Contractor	Station/Location	Placed Qty
1	7240 - KNIFE RIVER CORPORATION - YELLOWST	Materials only.	

Contractor* <input data-bbox="203 892 560 919" type="text" value="KNIFE RIVER CORPORATION - YELLOWSTONE (...)"/>	Attention 0
Placed Quantity <input data-bbox="203 955 332 987" type="text"/>	Units TON
Station From <input data-bbox="203 1018 373 1050" type="text"/>	Agency Views None
Offset Type From <input data-bbox="203 1081 316 1113" type="text"/>	Automobilization Posting
Offset Distance From <input data-bbox="203 1144 373 1176" type="text"/>	Location/Description <input data-bbox="820 1155 1404 1186" type="text" value="Materials only."/>
Station To <input data-bbox="203 1207 373 1239" type="text"/>	Plan Quantity <input type="checkbox"/>
Offset Type <input data-bbox="203 1270 316 1302" type="text"/>	Material Set <input data-bbox="820 1302 933 1333" type="text" value="CRS-2"/>
Offset Distance <input data-bbox="203 1354 373 1386" type="text"/>	Comments <input data-bbox="820 1365 1404 1417" type="text"/>

2. Click Save
3. Click on the Acceptance Records Tab
4. Expand the Emulsion material row
5. Select the Source (Material manufacturer)
6. From the Field Inspection Value field, select EMULS – Emulsion Sample Witnessed
7. From the Witnessed field, select the Witnessed Date
8. Enter the Invoice # (Bill of Lading)
9. Select the Dilution Ratio
10. Enter the Manufacturer Specific Gravity
11. In the Comments field, enter the Can#'s witnessed



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Material	Represented Qty	Source	Product Name/Seal#/Bat...		
702.01.06.01 - CRS-2, Cationic R ₂	19.63000	WESTEML - Western Emulsions Ir			
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty	
TON	1.00000	19.63000	31.10000	19.63000	

Source ▼ <input type="text" value="WESTEML"/> Western Emulsions Inc	Field Inspection Value ▼ EMULS - Emulsion Sample Witnessed
Product Name/Seal#/Batch/Lot ▼ <input type="text" value="Begin typing to search or press Enter"/>	Witnessed ▼ 08/27/2019
Represented Quantity ▼ <input type="text" value="19.63000"/>	Invoice # ▼ <input type="text" value="10-409141"/>
Comments ▼ <input type="text" value="2 & 2A Represented is in tons."/>	Dilution Ratio ▼ 50:50
SMFMI Decrementation Yes	Manufacturer Specific Gravity ▼ <input type="text" value="1.0080"/>
	Sample Type (*Only when creating Sample) ▼ PROJ - Project Acceptance
	Acceptance Method (*Only when creating Sample) ▼ TEST - Test Results

12. Click Save
13. Click on the Row Action menu and select Attachments
14. Click Select File
15. Browse to the Invoice or Bill of Lading and click Open
16. Click Save
17. Click Previous
18. For each additional pair of cans witnessed that day, you can copy the DWR Acceptance Record. Click on the Acceptance Record Row Action menu and select Copy
19. Update the Comments for the appropriate Can#
20. Update the Invoice#, Dilution Ratio and Manufacturer Specific Gravity
21. Attach the Invoice or Bill of Lading if different
22. Click Save
23. Repeat steps 18-22 for each pair
24. Create the sample record from the first DWR Acceptance Record.
25. In the Sample Type field select PROJ – Project Acceptance
26. In the Acceptance Method field select TEST – Test Results
27. Click Save
28. Click on the Acceptance Record Row Action menu and select Create New Sample Record
29. Enter your crew# in the Administrative Office search field and select the crew.
30. Click Save
31. A sample record will be automatically created with the Sample Date, Sample Type, Acceptance Method, Source and Contract Item associated
32. Enter the Witnessed By
33. Select the District/Area



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34. In the Specimen(s) Number field enter the Can#'s. Enter the individual sample #'s contained in Sample Record using this format: 1-1A, 12-12A, or 103-103A

<p>Sample ID 20190919062459</p> <p>Id 1496</p> <p>Material Code - Name <input type="text" value="1702.01.06.01"/> CRS-2, Cationic Rapid Set Emulsion</p> <p>QPL Required No</p> <p>Lab Control Number <input type="text" value="CN20190919062459"/></p> <p>Witnessed By ID - Name <input type="text" value="StandingK"/> Standing Kevin</p> <p>Specimen(s) Number <input type="text" value="2 & 2A"/></p> <p>Intended Use <input type="text" value="US 2 - POPLAR 1496"/></p> <p>District/Area <input type="text" value="WP - Wolf Point"/></p>	<p>Remarks 1</p> <p>Sample Date <input type="text" value="09/18/2019"/></p> <p>Created Date 09/19/2019 6:24:59 AM</p> <p>Sample Status Pending Authorization</p> <p>Sample Type <input type="text" value="PROJ - Project Acceptance"/></p> <p>Acceptance Method <input type="text" value="TEST - Test Results"/></p> <p>Source ID - Source Name WESTEML - Western Emulsions Inc</p> <p>Source City</p> <p>Authorized By</p> <p>Authorized Date</p> <p>Revising Sample ID</p>
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35. Click Save
36. Click on the Destination Lab(s) Tab
37. Click New
38. In the Lab Name field enter the District/Area lab and select
39. In the Shipped Date/Time field select the date the sample is being dropped off at the District Lab
40. Click Save
41. Click on the Tests Tab
42. Click on the arrow next to Assign Tests and select Assign Default Tests. A District Received test will be automatically added so the District/Area Lab can now receive the sample

IMPORTANT: Emulsion samples must get to the Helena lab within 14 days of sampling!!!

The reason we ask the Field to complete a DWR Acceptance Record for each pair is not only to ensure the correct number of samples are taken but to make sure what was delivered to the project is in accordance with contract specifications. The supplier is required to certify their product meets our specifications (see 402.03.5(A) Acceptance) and most suppliers include their



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signature and certification language on their BOL's/Invoices. Please obtain both the 1 and 1A specimens from EITHER the truck or the tanker, but it is imperative they both come from the same vessel. That is, DO NOT take the 1 specimen from the truck and the 1A specimen from the trailer. Samples must be obtained at the point of delivery. In the event a sample can't be obtained from the delivery vessel, obtain a sample from a nozzle on the distributor. This sampling method should be avoided if at all possible so please consult with Helena Materials in this case.

DISTRICT – Receive Sample and Route to Helena

Navigation: Materials Worksheets > Receive Sample At Destination Lab

1. In the Select Destination Lab to Receive At select the District/Area Lab
2. Check the box to the left of the appropriate sample record row
3. Click Mark As Received
4. Click on the Sample Records quick link
5. Enter the last 4-digits of the sample record to filter the list
6. Click on the Sample ID link
7. Click on the Destination Lab(s) Tab
8. Click New
9. In the Lab Name field enter Helena and select
10. In the Shipped Date/Time field select the date the sample is being shipped to Helena
11. Click Save
12. Click on the Tests Tab
13. Click on the arrow next to Assign Tests and select Assign Default Tests. An Emulsion Properties test will be automatically added so Helena Receiving can now receive the sample

HELENA RECEIVING – Receive Sample and Route to Asphalt Properties Lab

Navigation: Materials Worksheets > Receive Sample At Destination Lab

1. In the Select Destination Lab to Receive At select Helena Receiving
2. Check the box to the left of the appropriate sample record row
3. Click Mark As Received

HELENA ASPHALT PROPERTIES LAB – Receive Sample and enter test results

Navigation: Materials Worksheets > Receive Sample At Lab Unit

1. In the Select Lab Unit to Receive At select Materials Binder Properties Lab
2. Check the box to the left of the appropriate sample record row
3. Click Mark As Received
4. Click on the Enter Test Results quick link
5. Under the Tests section, enter the last 4-digits of the sample record to filter the list
6. Click on the Test Number link
7. Enter the Due Date, Test Start Date
8. Click Save
9. Click the Reference Specifications Tab
10. Click the Use for Test box on the appropriate specification.



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11. Click Save
12. Click on the Component Action menu and select MDT Emulsions agency view link
13. Enter the test result data
14. Select the Test Result Value
15. Click Save
16. Click on the Sample Record Test link
17. Enter the Test Completion Date and verify the Test Result Value auto populated.
18. Enter Comments if the sample failed to meet specifications.
19. Click Save
20. Once data is reviewed and complete click on the Component Action Menu and select Mark Test Complete

****NOTE: To view the Bill of Lading / Invoice for this sample, there are 2 different ways to obtain the attachment.**

- A. Navigate to the DWR via the Sample Record
 - a. From the Sample Record, click on the Action Menu and select DWR under the Views section

The screenshot shows the AASHTOWare Project interface for a sample record. The top bar is blue with a 'Save' button on the right. The main content area is divided into three columns. The left column contains fields for Sample ID (20190816115908), Id (1112), and Material Code - Name (702.01.06.02, CRS-2p, Cationic Rapid Set Emulsion - Poly Mod). The middle column contains fields for Remarks (0), Sample Date (07/26/2019), Created Date (08/16/2019 11:59:08 AM), Sample Status (In Testing), and Sample Type (DDCI - Direct Application). The right column contains a menu with the following items: Actions, Add New, Copy, Tasks, Authorize, Split Sample Record..., Unauthorize, Void, Views, Attachments, DWR (highlighted with a red arrow), Issues, and Links.

- b. Click on the Acceptance Records tab
 - c. Click on the > to expand item row
 - d. Click on the Row Action and select Attachments under Views
 - e. Click on the desired attachment name link to open the document
 - B. Run the Contract Material Acceptance (Checklist) Report for the specific item(s)
 - a. Click on the Global Actions and select Generate Report
 - b. In the search field enter check to filter the list
 - c. Check the Contract Material Acceptance (Checklist) row
 - d. In the search field enter the Contract ID
 - e. Check the desired item(s)
 - f. Click the Execute button
 - g. Locate the DWR row with the desired attachment
 - h. Click on the attachment filename. It is a hyperlinked link directly to the attachment window
 - i. Click on the desired attachment name link to open the document