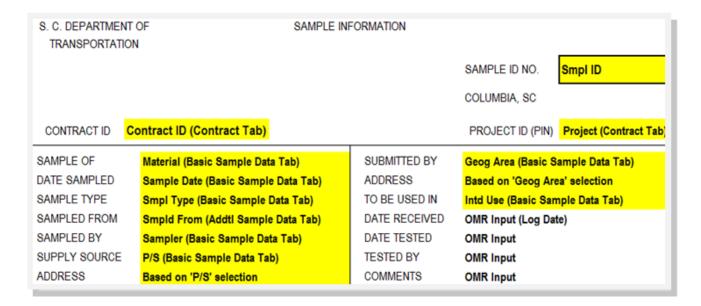# SiteManager Sample Input Guidance

In order to simplify the SiteManager input process as much as possible, this guide will spell out the minimum input requirements for sampled materials and explain how those inputs are used to determine the level of testing and the labeling of final test reports.

The construction office is now in charge more than ever on how their test reports are labeled and what general information is included. Most of the general information listed on the test report populates directly from what was input into SiteManager by the submitter (everything in yellow below). By having these fields completely and accurately filled out by the submitter, OMR is able to expedite the sample testing and reporting processes. **Please follow the guidance below for the minimum requirements when entering materials into SiteManager**.

S. C. DEPARTMENT OF TRANSPORTATION	SAMPLE INFORMATION		
		SAMPLE ID NO.	**Smpl ID**
		COLUMBIA, SC	
CONTRACT ID	**Contract ID (Contract Tab)**	PROJECT ID (PIN)	**Project (Contract Tab)**
SAMPLE OF	**Material (Basic Sample Data Tab)**	SUBMITTED BY	**Geog Area (Basic Sample Data Tab)**
DATE SAMPLED	**Sample Date (Basic Sample Data Tab)**	ADDRESS	**Based on 'Geog Area' selection**
SAMPLE TYPE	**Smpl Type (Basic Sample Data Tab)**	TO BE USED IN	**Intd Use (Basic Sample Data Tab)**
SAMPLED FROM	**Smpld From (Addtl Sample Data Tab)**	DATE RECEIVED	**OMR Input (Log Date)**
SAMPLED BY	**Sampler (Basic Sample Data Tab)**	DATE TESTED	**OMR Input**
SUPPLY SOURCE	**P/S (Basic Sample Data Tab)**	TESTED BY	**OMR Input**
ADDRESS	**Based on 'P/S' selection**	COMMENTS	**OMR Input**

The Basic Sample Data Tab

Basic Sample Data	Addtl Sample Data	Contract	Other	Tests

Smpl ID: A unique ID generated through the SiteManager Sample ID Label Generator

Status: OMR use only. Should always be 'Active' when submitting a sample. The testing lab will ultimately use this field to qualify the material.

Sample Date: The actual date that the material was Sampled. This date will be used to calculate the break date for concrete cylinders.

Link To: only required when entering a Check Sample for a failing sample, you should put the original failing Sample ID in this field

Log Date: OMR use only. Used to log the Date Received in Lab.

Smpl Type: please select the correct sample type for how you want the material qualified. See these explanations of Sample Type below:

⇒ **Job Control**—sampled material that is being used on your job that requires acceptance. Sample counts towards your Sampling and Testing (S&T) Checklist.

⇒ **Check Sample**—samples representing the original material of a job control sample that failed to meet specifications. Sample does not count towards S&T Checklist.

⇒ **Early Break**—additional concrete samples that are to be tested prior to the 28-day break acceptance samples. Sample does not count towards the S&T Checklist.

⇒ **For Information Only**—samples submitted for information only for investigative purposes. Sample does not count towards S&T Checklist.

⇒ **Independent Assurance**—samples submitted for I.A. program purposes. Sample does not count towards S&T Checklist.

⇒ **Pending Change Order**—used when logging a sample that is Pending a Change Order where the contract cannot be attached until the change order is approved. PLEASE IDENTIFY THE **CONTRACT ID** AND **PIN** ON THE OTHER TAB WHEN SUBMITTING SAMPLES PENDING CHANGE ORDERS.

Acpt Meth: please select the appropriate method used to accept the material.

Material: please select the material code that corresponds with what you want the material qualified as. For example, if you have a sample of #57 aggregate that is used as stone bridge lift material, this material should be submitted as "StoneBridgeLift" so that it is tested and qualified as such (gradation & unit weight). If you simply submit it as "Agg57" the material will only be tested and qualified using the limited requirements of coarse aggregate (gradation only). In turn, you will not know if this material meets for Stone Bridge Lift because the appropriate tests were not run and this would also cause a discrepancy on you S&T checklist as it would not show as a sample towards "StoneBridgeLift" sampling requirement.

Sampler: select the user who actually obtained the sample. Please contact the SiteManager unit if you do not see that correct user in the list.

P/S: If the material has an approved Producer/Supplier list, you will have to select the appropriate one here. If the material does not have this approved list, this field will be left blank.

Prod Nm: only required when a specific 'Brand Name' product is approved for that material from the Producer/Supplier. The system will force you to select an item in this field if it is required. Typically only required for Certification submittals.

Geog Area: The managing RCE of the project should be selected here.

Repr Qty: The quantity of material that the sample is representing.

2

The Addtl Sample Data Tab

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

Smpld From: This field is very important and should identify the location and from what the actual sample was pulled. Many samples are not actually obtained at the Producer/Supplier location, for example, when aggregate is sampled from a ready mix concrete plant, the Producer/Supplier selected is the aggregate quarry in which the material originated, therefore the 'Smpld From' field should identify that the material was actually obtained from the specific ready mix plant. This field is very important for investigation purposes on materials failing to meet specification. It should contain specific sample location as well as any other relevant information: Station #, Batch, Lot, Job Mix #, Shipment ID, Truck #, Pit Location, Plant Location, etc.

The Contract Tab

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

Attach the Contract and all appropriate line items from that Contract in which this sampled material will be incorporated. You can only attach ONE contract per Sampled ID. However, if the material sampled is being used in several contracts, you can assign an additional unique Sample ID to that single sample (double tag) and fill out SiteManager appropriately for the additional Sample ID. OMR will generate a test report for each contract and place them in the appropriate ProjectWise Folder. The 'Represented Qty' should reflect the amount of each line item that the sampled material represents.

The Other Tab

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

This tab should be used to identify any other information relevant to the sampled material that was not captured on the previous tabs. This additional information is often very helpful in the sample testing and reporting process.

If you have any questions about the sample submission process, please contact:
Brian Johnson – SiteManager Coordinator
(803) 737-6725 or JohnsonBA@scdot.org