

Aggregate Plant Samples - DWR App

Select **Contract**

Click **MATERIALS** on toolbar

Select **Date** from calendar

Choose **SAMPLES** or **REQUIREMENTS**

- **SAMPLES**

Click + **Add Material**

Scroll to find **Material Code**

Clicking on the **Material Code** begins the Sample

OR

- **REQUIREMENTS**

Click **Lookup work item**

Scroll to find **Item Code**

Clicking on the **Item Code** displays required tests for the item selected

Clicking **Create Sample** begins the Sample

Record **Sample ID** onto paper documents

SAMPLE DETAILS

Select **Sampled By** (if necessary)

Record **Represented Quantity**

VENDORS

Select **Producer/Supplier**

LOCATION

Select **Geographic Area** (Choose Region AND County)

Record **Sampled From** location

ITEMS

Select **Item(s)** associated with the test(s)

TESTS

Choose **DEST – TDOT Contractor Lab** for Destination Lab

Select test(s)

REMARKS and ATTACHMENTS (Optional)

Add **REMARKS** and / or **ATTACHMENTS** if applicable, to add additional information regarding the Sample

LIMS

Select **Send to LIMS**

SAVE

After the next Sync, your sample will be available in LIMS to enter results

Quick Reference Guides (QRGs) developed by Materials & Tests can be seen here:

<https://www.tn.gov/tdot/materials-and-tests/field-operations/site-manager-materials.html>