During Use on a Contract

At the job site, FIELD - Operations Inspector is working in "Standalone" mode, the FIELD - Operations Inspector cannot verify the batch passed, failed, or has pending test results. As of 3/3/15 a P or F is being added to the end of lab serial numbers for pavement marking materials that are a batch or lot to indicate pass or fail. This will show up on certifications submitted at the end of the job.

Current documentation procedures are followed and the FIELD - Operations Inspector records the quantity of the work item installed on the daily work report (DWR).
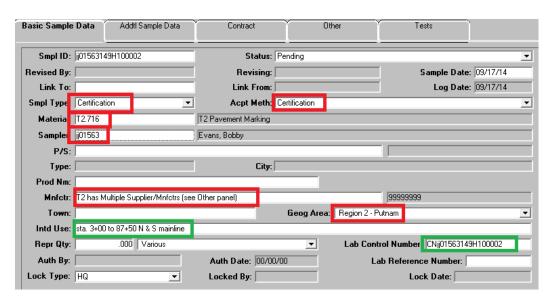
On the day of placement on the roadway, the contractor fills out the DT1296 - *Daily Pavement Marking* form, which contains the batch numbers. The contractor and inspector sign this form. FIELD - Operations Office Staff later receives signed copies of the DT1296 forms.

Upon receiving the completed DT1296 forms in the Operations Field Office

Operations Field Office Staff will create a T2.716 sample listing all contract item codes and pay quantities for that day's work. At the end of the job, if there were any failing materials used, the contractor will be required to re-do the work with approved materials.
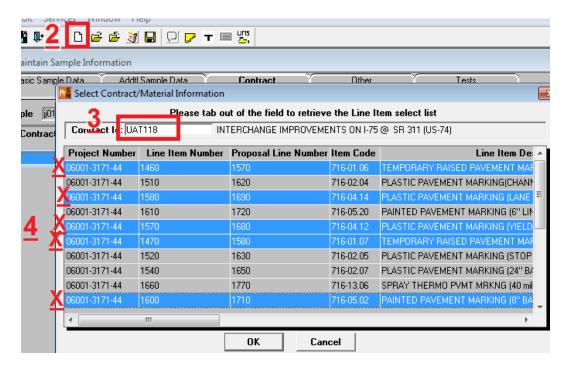
Below are the fields we require to be filled out for each sample:

1. On the main tab enter the data shown below. Sampler will be the TDOT inspector that signed the Daily Pavement Marking Form. Intd Use will be the location and direction noted on the form
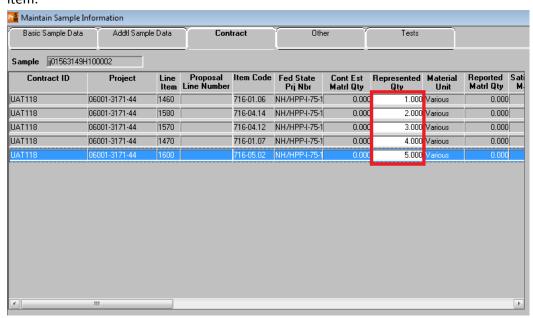

No information will be required on the "Addtl sample Data" tab. To add data to the Contract tab, follow these steps:

2. Navigate to the "Contract" tab. Select the "New" icon at the top of the window.

3. Select the contract in the window that comes up.

4. You can hold down the Ctrl key on your keyboard while clicking each item you want to document on the sample. Then click OK. NOTE: Remember quantities need to be entered at the project level. If your contract has more than 1 project, you may need multiple entries for an item.

5. Next you will enter the quantity placed for each project item:

6. The next step will be selecting the T2 lab and T2 supplier on the "Other" tab:

7. Save the record. Then click the "Open Assign Tests" icon at the top of the window, and click "Accept Default Tests" button. This will "Authorize" the sample so payment can be made.

8. Create subsequent samples by copying the original sample **and copying the original samples Control Number.** VERY IMPORTANT!! COPY THE LAB CONTROL NUMBER!! Intd Use & Sampler fields on the main tab along with the items and quantities on the contract tab may need modification. Click the "add tests" button and sample will complete.

Below are screen captures to help you navigate thru creating the subsequent samples. The first window is located by navigating to Main Panel/Materials Management/Sampling and Testing/Find Sample:

Find Sample Parameters

Find Parameters for the Find Sample Window
(Samples must meet all criteria specified below.)

- [ ] Geographic Area:
- [ ] Sampled By:
- [x] Material Code: `T2.716`
- [ ] Producer/Supplier Code:
- [ ] Sample Date: `00/00/0000` till `00/00/0000`
- [x] Contract ID: `UAT118`
  - [ ] Project: **Or** [ ] Proposal Line Nbr:
  - [ ] Line Item:
- [ ] Item Code:

OK   **Parameters**   **Cancel**   **Help**

Find Samples for Contract UAT118

Project Number	Line Item	Proposal Line Number	Sample ID	Material Code	Material Name
06001-3171-44	1460	1570	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1470	1580	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1570	1680	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1580	1690	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1600	1710	jj01563149H100002	T2.716	T2 Pavement Marking

File   Services   Window   Help

Process Status
View Sample   Ctrl+Shift+W

Project Number	Line Item	Proposal Line Number	Sample ID	Material Code	Material Name
06001-3171-44	1460	1570	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1470	1580	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1570	1680	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1580	1690	jj01563149H100002	T2.716	T2 Pavement Marking
06001-3171-44	1600	1710	jj01563149H100002	T2.716	T2 Pavement Marking

At the end of the Contract

The contractor submits a T2 certification with detail of the installed quantities of materials on the job and the certifications will be provided at this time. FIELD - Operations Office Staff has already created samples using the daily reports, so no sample is required for this paperwork. Office staff will add the Sample Control Number and submit this paperwork to Regional M&T Office for review and signature.

If there are issues with final T2 and certifications Regional M&T has the option to "Unauthorize" samples until issues are resolved.