## **Corrugated Metal Pipe reporting**

## **OPERATIONS:**

Due to the possibility of material being shipped to a contract, but not being placed for payment for a long period of time we cannot easily tie some material reported by Regional M&T inspectors to contract line items. Operations will create a T2 sample using the DT-0280 form created by Regional M&T to approve payment for CMP as needed. They will need to write the SM sample ID on the DT-0280 form in case it is needed in the future. <u>No actual DT0044 form will be required</u> for these samples. These samples will use material codes:

T2.607- T2 Pipe - Box Culvert --- when Item does not specify metal (example 607-03.30- 18" PIPE CULVERT)

T2.607.1- Corrugated Metal Pipe- Linear Ft. --- when Item does specify metal (example 607-37.02- 18" CORRUGATED METAL PIPE CULVERT)

sample type/acceptance method: certification/certification

NOTE: If DT-0280 form lists items that would use both T2 codes listed above, a second sample will be required

## **REGIONAL M&T :**

Regional M&T inspectors will still create paper reports for CMP. When the report is created they will also create a SM sample and write the last 8 digits of the sample ID on the report as their report number. This sample will have a Sample Type/Acceptance Method of Acceptance/Acceptance. It will be assigned to the "Field" lab. The M020-Visual Inspection test linked to it and Regional M&T employees will perform the test and complete the sample. This cannot be tied directly to payment, but will allow us to track the materials.

Material code used shall be: 607.02.002- Pipe (Metal, Corrugated)

Their SM sample will need to capture as much data as possible. For CMP we need to capture size pipe and linear feet for each heat number. The easiest place to store this data is in sample remarks.

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Maintain Sample Information								
Basic Sample Data	Addtl Sample Data	Contract	Y Other	Tests				
Smpl ID: jj0 <sup>-</sup> Revised By: 4 Link To:	emarks (General Remark 23: 400' 18" 56: 400' 24" 56: 200' 36"	s] :		Sample Log				
Smpl Type: Ac								

We will track the contract and items on the "Contract" tab of the sample. Since we do not know precise line items that the material could be used for, we will select the contract and all possible items the material code could be used for.

- 1. Navigate to the "Contract" tab. Select the "New" icon at the top of the window.
- 2. Select the contract in the window that comes up.
- 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

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Basic Sample		Sample Data	Contract V	Other					
	_	Material Information							
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Contract	Contract I d: CN	R220 The	The grading, drainage, signals, construction						
	Project Number	Line Item Number	Proposal Line Number	Item Code					
	63111-3218-14	0620	0620	607-39.05					
	63111-3218-14	0530	0530	607-06.30					
	63111-3218-14	0550	0550	607-08.30					
	63111-3218-14	0510	0510	607-05.30					
3	63111-3218-14	0570	0570	607-09.30					
	63111-3218-14	0580	0580	607-11.30					
	63111-3218-14	0600	0600	607-39.03					
	63111-3218-14	0610	0610	607-39.04					

In order for us to be able to query contracts that specific heat numbers went to, the heat numbers and contract must also be listed on the "Other" tab of the sample.

'Basic Sample Data Addtl Sample D	ata Con	tract Other	'Tests				
Sample jj015631560090823							
Туре	ID	Description					
Destination Lab	▼ TD0T699000	DEST - TDOT Field Testing					
Heat Number	✓ 123						
Heat Number	▼ 456						
Contract	<ul> <li>BOB060</li> </ul>	THE CONSTRUCTION OF AN INTERCH	IANGE ON SR 111				

The sample will be assigned to the Field Lab and the test will be Visual inspection.

In LIMS, open the "enter test results" window:

- 1. find sample and select "Meets" in the dropdown on the template
- 2. select "test complete" box
- 3. Save to move the test forward to the next queue.

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-		- Test Queue Criteria -					- Filter Criteria -						
1	5	All My Lab Units	C Select a La	b Unit TDOT Field Lab	)	-	Sample ID		▼ Contains ▼ jj08027183F10	5845	- 1	Apply Reset	1
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		Supervisor Action	Reportable	Lab Control	Sample ID	Contr	act ID		Test Description	Test		Test Status*	Teste
				Number				Number		Number			
3				CNjj08027183F105845	jj08027183F105845				T27 - Sieve Analysis of Fine and Co	1	40 - 1	Test Completed	jj08027
-	21	Review Completed											
		Re-Queue											
		Order Retest											

In the "Review Tests" queue:

- 1. Make sure criteria is set to "All my Labs"
- 2. Set a filter to look for sample id and apply
- 3. Make sure correct sample is showing and select "Review Complete" from "Supervisor Action" drop-down
- 4. Save

The sample should be complete now.