

MATERIAL CERTIFICATION GUIDE



REVISED FEBRUARY 2021



Introduction

The material certification process involves reviewing multiple reports and Sample IDs. This packet details the SiteManager reports that are needed to ensure that the material sampling and testing requirements have been fulfilled. These reports are beneficial to view throughout the life of a contract.

For any questions or concerns, please contact your District Testing Department.

Where are the reports located?

All the reports needed for the material certification process can be found on SiteManager Reports¹. SiteManager Reports uses the same username and password that are used in SiteManager. Once logged in, look under the “Material Certification” category to see the list of each available report (Figure i). Not every report listed will need to be used.

Where are the Frequency Manuals located?

Frequency Manuals can be viewed on the Division of Materials & Tests website², and are located under “Approved Lists” as “Frequency of Sampling and Testing Manual.” They are able to be printed or saved to your computer.

- [Approved Material Samples with no Product Names](#)
- [Failed Contract Samples](#)
- [Samples with no Producer Supplier Code](#)
- [Material Certification Sample](#)
- [Material Approval Number Sample](#)
- [Contract Sample Checklist by Material](#)
- [Contract Sample Checklist by Project](#)
- [Contract Sample Checklist by CLN](#)
- [Contract Sample Checklist for Testing Shortages](#)
- [Material Certification Summary](#)
- [Contract Sampling and Testing Discrepancy Tool](#)
- [Material Certification by PLN](#)
- [Contract Items Not Listed on the Contract Sample Checklist Reports](#)
- [Contract Estimate Quantity and Final Quantity Discrepancy Report](#)
- [Contract Sample Records with Acceptance Method Equals Test Results](#)

Figure i: The list of available material certification reports in SiteManager.

¹ <https://sitemanager.in.gov/>

² <https://www.in.gov/indot/2736.htm>



Summary of Reports Used for Material Certification

Use the following reports in the order shown during the material certification process and are described in detail on the following pages. By utilizing these reports prior to submitting the contract for material certification review, or periodically during the life of the contract, the total time needed to complete the process will be shortened.

- Samples with no Product Names 3
- Failed Contract Samples 4
- Samples with no Producer Supplier Code 6
- Material Certification Samples 7
- Material Approval Number Samples 10
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- Contract Sample Checklist for Testing Shortages 23
- Material Certification Summary 26
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- Instructions for Resetting P/S Manufacturer and/or Product Names in SiteManager 35**



Samples with no Product Names

The “Approved Material Samples with no Product Names” report provides a list of Sample IDs where a product name was not chosen in the Product Name field on the Basic Sample Data tab in Site Manager. Generally, if a material is on an INDOT Approved List, and the list shows the material has a brand name, then a product name is required when completing a Sample ID. If the report is blank, no action is needed (Figure ii). If Sample IDs are listed, please add the product name of the material used to the Sample IDs in SiteManager (Figure iii). If the list of product names does not show the name of the product used then please first see the [Instructions for Resetting P/S Manufacturer and/or Product Names in SiteManager](#). If the needed product name still does not show up on the list then contract your District Testing Department for assistance.

Report Date: 06/29/2020	INDIANA		Page 1 of 1
Department Of Transportation			
Approved Material Samples with no Product Name Report			
Contract ID			
Sample ID	Material Code	Matl Full Name	Sample Date

Figure ii: This version of the report is complete since it lists no samples.

Report Date: 07/02/2020	INDIANA		Page 1 of 1
Department Of Transportation			
Approved Material Samples with no Product Name Report			
Contract ID	R -39422		
Sample ID	Material Code	Matl Full Name	Sample Date
R192521880103	913M14090	Pave Mark, Temp Tape I, Wht	03/06/2020
R192521880102	913M14105	Pave Mark, Temp Tape I, Black	03/06/2020
R192521880101	913M14100	Pave Mark, Temp Tape I, Ylw	03/06/2020

Figure iii: Three samples will need product names chosen in SiteManager for this report to be complete.



Failed Contract Samples

The “Failed Contract Samples” report lists any Sample IDs with the Basic Sample Data tab Status field of the sample marked as “Failed.” Failed materials incorporated into the scope of the contract are required to have two Sample IDs: one reporting the failure (Figure iv, “Sample ID”), and a second reporting the resolution (e.g. Failed Material Adjudications) (Figure iv, “Linked Sample ID”). The report is complete once there is a Linked Sample ID listed for each failed Sample ID (Figure iv), or if there are no failed samples and the report is blank (Figure vi). To report a material resolution, please see the [Instructions on Reporting Failed Material Adjudications in SiteManager](#).

Report Date: 07/17/2020	INDIANA Department Of Transportation Failed Contract Samples Report Contract # RS-41287			Page 1 of 1
Contract ID	Sample ID	Sample Status	Linked Sample ID	
RS-41287	R192487540335	FAIL	R202541740335	

Figure iv: There is one failed sample with a Linked Sample ID. This report is complete.

Report Date: 08/27/2020	INDIANA Department Of Transportation Failed Contract Samples Report Contract # RS-38558			Page 1 of 1
Contract ID	Sample ID	Sample Status	Linked Sample ID	
RS-38558	A202417900123	FAIL		
RS-38558	A202417900125	FAIL		
RS-38558	A202417900126	FAIL		

Figure v: A Linked Sample ID is needed for each of the listed samples.



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Report Date: 07/10/2020	INDIANA Department Of Transportation Failed Contract Samples Report Contract #	Page 1 of 1	
Contract ID	Sample ID	Sample Status	Linked Sample ID
<hr/>			

Figure vi: There are no failed samples, so the report is blank. If the contract did not have any failed samples then this report is complete.



Samples with no Producer Supplier Code

The “Samples with no Producer Supplier Code” report provides a list of Sample IDs where a P/S Manufacturer was not selected on the Basic Sample Data tab. If the report is blank, no action is needed (Figure vii). If Sample IDs are listed, please select the P/S Manufacturer for each sample in SiteManager. If the list of P/S Manufacturers does not show the needed P/S Manufacturer then please see the [Instructions for Resetting P/S Manufacturer and/or Product Names in SiteManager](#). If the needed P/S Manufacturer is still not an option to select then contract your District Testing Department for assistance.

The report also gives information on the Status of each Sample ID. If Sample IDs are “Pending,” then check if the Status on the Basic Sample Data tab is revised to “Complete” (Figure viii).

Report Date: 06/29/2020	INDIANA				Page 1 of 1
Department Of Transportation					
SiteManager Samples with no Producer Supplier Code Report					
Contract ID	Sample ID	Material Code	Sample Date	Status	

Figure vii: This version of the report is complete since it lists no samples.

Report Date: 07/02/2020	INDIANA				Page 1 of 1
Department Of Transportation					
SiteManager Samples with no Producer Supplier Code Report					
Contract ID	Sample ID	Material Code	Sample Date	Status	
B -41826	R202498918610	621M00020	05/06/2020	Pending	

Figure viii: One sample will need the P/S Manufacturer chosen in SiteManager for this report to be complete. Also, the Sample ID’s Status of “Pending” needs to be changed to “Complete.”



Material Certification Samples

The “Material Certification Samples” report is used to summarize Sample IDs recording a certification as part of the acceptance of the material. The report will identify all Sample IDs associated to a contract reporting SM9003 (Certification) and SM1004 (Buy America) test methods on the Tests tab, and whether or not a file has been attached to the Sample ID. The appropriate Acceptance Method for all Sample IDs on this report should correspond with the Acceptance Method listed on the Contract Sample Checklist (Figure x). Commonly, the Acceptance Method found on this report will be “Certification” or “Multi-Method.” The type of certification required for each material (i.e. Type A, B, C, D, Other, Mill, Buy America) is listed in the Frequency Manual, the Contract Information Book’s Special Provisions, or Standard Specifications. If the type of certification shown on the report needs to be changed, then please go into the SM9003 template of the Sample ID and select the correct type from the drop down box. Sample IDs without the type selected will have “Blank Template” listed under the “Certification Type” column (Figure xi).

Type A Certifications are required to be attached to the Sample ID in SiteManager per Page iii, Section G of the Frequency Manual. Buy America Certifications are also required to be attached to the Sample ID in SiteManager per Construction Memorandum 20-03. The remaining types of certifications are not attached to the sample in SiteManager, unless directed by the District. Hard copies of these certifications should be included in a certification folder of the Final Construction Record.



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Department Of Transportation									
Material Certification Samples									
R202402551000	1298018	0023	902M00175	Binder, AE-NT	Certification	SM9003-v1	A	YES	
R202402551001	1296045	0023	902M00175	Binder, AE-NT	Certification	SM9003-v1	A	YES	
R202402551001	1401737	0025	902M00175	Binder, AE-NT	Certification	SM9003-v1	A	YES	
R202402551001	1401782	0021	902M00175	Binder, AE-NT	Certification	SM9003-v1	A	YES	
R202402557000	1296045	0025	615M00110	Steel Rod 1" x 5"	Certification	SM1004-v1	Buy America	YES	
R202402557000	1296045	0025	615M00110	Steel Rod 1" x 5"	Certification	SM9003-v1	OTHER	YES	
R202402557000	1401737	0027	615M00110	Steel Rod 1" x 5"	Certification	SM1004-v1	Buy America	YES	
R202402557000	1401737	0027	615M00110	Steel Rod 1" x 5"	Certification	SM9003-v1	OTHER	YES	
R202402557000	1401782	0023	615M00110	Steel Rod 1" x 5"	Certification	SM1004-v1	Buy America	YES	
R202402557000	1401782	0023	615M00110	Steel Rod 1" x 5"	Certification	SM9003-v1	OTHER	YES	
R202402557000	1600691	0031	615M00110	Steel Rod 1" x 5"	Certification	SM1004-v1	Buy America	YES	
R202402557000	1600691	0031	615M00110	Steel Rod 1" x 5"	Certification	SM9003-v1	OTHER	YES	
R202543400130	1296045	0030	621M00020	Seed Mixture R	Certification	SM9003-v1	OTHER	NO	
R202543400130	1401737	0032	621M00020	Seed Mixture R	Certification	SM9003-v1	OTHER	NO	
R202543400130	1401782	0027	621M00020	Seed Mixture R	Certification	SM9003-v1	OTHER	NO	
R202543400130	1401836	0033	621M00020	Seed Mixture R	Certification	SM9003-v1	OTHER	NO	
R202543400130	1600691	0036	621M00020	Seed Mixture R	Certification	SM9003-v1	OTHER	NO	
R202543400142	1298018	0017	401M34546	QC/QA HMA 9.5mm (3/8 in) Surface, Cat 2	Certification	SM9003-v1	D	NO	
R202543400144	1296045	0018	401M34521	QC/QA HMA 19.0mm (3/4 in) Inter, Cat 2	Certification	SM9003-v1	D	NO	

Figure ix: A complete version of the Material Certification Samples report. The samples have the correct type of certification selected, and the Type A and Buy America certifications are attached.

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Department Of Transportation									
Material Certification Samples									
R202543400292	1401782	0040	913M14160	Epoxy Adhesive	Certification	SM9003-v1	B	NO	
R202543400292	1401836	0046	913M14160	Epoxy Adhesive	Certification	SM9003-v1	B	NO	
R202543400356	1401782	0022	907M00920	Precast Concrete Unit,	Approval Number	SM9003-v1	C	NO	

Figure x: The Acceptance Method for the last Sample ID will need to be changed from "Approval Number" to either "Certification" or "Multi-Method" to match the Contract Sample Checklist.



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INDIANA Department Of Transportation Material Certification Samples

Contract ID: RS-41337

Sample ID	Project Number	PLN	Material Code	Material Name	Acceptance Method	Test Method	Certification	Is there an Attachment?
R182504507000	1801470	0012	402M32622	HMA Base 25.0mm (1 in),(Type C)	Certification	SM9003-v1	Blank Template	NO
R182504569010	1801469	0004	402M32723	HMA Intermediate 19.0mm(3/4 in), (Type D)	Certification	SM9003-v1	D	NO
R182504569010	1801471	0004	402M32723	HMA Intermediate 19.0mm(3/4 in), (Type D)	Certification	SM9003-v1	D	NO

Figure xi: For this report, the type of certification (Type D) will need to be chosen on the SM9003 template for the Sample IDs showing a "Blank Template".



Material Approval Number Samples

The “Material Approval Number Sample” report is used to summarize Sample IDs requiring an approval number as part of the acceptance of the material. The report will identify Sample IDs associated to a contract reporting SM7005 (Project Acceptance of Precast/Prestress Members), SM9004 (Approval Number), SM9019 (Metal/Steel Pipe Acceptance), and IT211 (C.A.P.P.) on the Test tab. The appropriate Acceptance Method for all Sample IDs on this report should correspond with the Acceptance Method listed on the Contract Sample Checklist (Figure xii). Commonly, the Acceptance Method found on this report will be “Approval Number” or “Multi-Method.” The type of approval number required for each material is defined in the Frequency Manual, the Contract Information Book’s Special Provisions, or Standard Specifications. Approval Numbers typically start with a letter-prefix (CF, D, J, M, Q, W, etc.); however, source codes will not have a letter-prefix (e.g. Certified Precast Concrete Producer). If Sample IDs listed do not have an approval number reported or have an incorrect number reported (Figures xiii, far right column), please add or revise the number in the test template of the Sample ID. Sample IDs that do not contain a required approval number will have “BLANK” listed (Figure xiv). If Sample IDs listed have the appropriate approval number, no action is needed (Figure xv).

For non-C.A.P.P. materials that are permitted by the Standard Specifications (e.g. 211.02), the IT211 test method shall report the Certified Technician in lieu of the Q and D numbers.



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Department Of Transportation									
Material Approval Number Samples									
R202402558000	1401737	0028	904M05500	CA, Class F, CS, Class I Riprap	Q952001	Approval Number	IT211-v1	Q952001: D006200: 2-4S, L4-LII, L4III:	
R202402558000	1600691	0032	904M05500	CA, Class F, CS, Class I Riprap	Q952001	Approval Number	IT211-v1	Q952001: D006200: 2-4S, L4-LII, L4III:	
R202402558001	1600691	0032	904M05500	CA, Class F, CS, Class I Riprap	Q972023	Approval Number	IT211-v1	972023: 036390: :	
R202402559000	1298018	0025	904M05530	CA, Class F, CS, Class II Riprap	Q952001	Approval Number	IT211-v1	Q952001: D996370: Ledge2-4s L4-LII, L4LIII:	
R202402577000	1296045	0033	907M00326	PIPE, RC, CL II, D 50, 2100mm	8577	Approval Number	SM9004-v1	ACPA	
R202402578001	1296045	0034	910M00007	Reinforcing Steel, Gr 420 (60)	J099801	Approval Number	SM9004-v1	J099801	
R202416700000	1401782	0022	907M00920	Precast Concrete Unit,	8597	Other	SM9004-v1	8597	
R202543400063	1296045	0028	918M00112	Geotextiles w Riprap & Revetment Type 2A	8478	Approval Number	US 250NW W199401	SM9004-v1	W199401

Figure xii: The Acceptance Method for sample R202416700000 will need to be changed from "Other" to either "Approval Number" or "Multi-Method" as needed to match the Contract Sample Checklist. The approval number for sample R202402577000 will need to be changed from "ACPA" to the source code of the precast concrete material source.



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Department Of Transportation									
Material Approval Number Samples									
R202402529000	1401737	0011	904M02710	CA, Class D, CS, 53	Q952001	Approval Number	IT211-v1	Q952001: D954010: L2-4S, L4-LII, L4-LIII:	
R202402529000	1401782	0009	904M02710	CA, Class D, CS, 53	Q952001	Approval Number	IT211-v1	Q952001: D954010: L2-4S, L4-LII, L4-LIII:	
R202402529000	1401836	0011	904M02710	CA, Class D, CS, 53	Q952001	Approval Number	IT211-v1	Q952001: D954010: L2-4S, L4-LII, L4-LIII:	
R202402529000	1401836	0012	904M02710	CA, Class D, CS, 53	Q952001	Approval Number	IT211-v1	Q952001: D954010: L2-4S, L4-LII, L4-LIII:	
R202402529000	1600691	0017	904M02710	CA, Class D, CS, 53	Q952001	Approval Number	IT211-v1	Q952001: D954010: L2-4S, L4-LII, L4-LIII:	
R202402532000	1296045	0012	904M00690	CA, Class A, CS, 8	Q952001	Approval Number	IT211-v1	Q952001: D060450: 4-level III:	
R202402536002	1401782	0011	904M00680	CA, Class A, CS, 5	Q972023	Approval Number	IT211-v1	972023: 040340: L1-7,8-9:	
R202402536002	1401836	0014	904M00680	CA, Class A, CS, 5	Q972023	Approval Number	IT211-v1	972023: 040340: L1-7,8-9:	
R202402536002	1600691	0019	904M00680	CA, Class A, CS, 5	Q972023	Approval Number	IT211-v1	972023: 040340: L1-7,8-9:	
R202402541000	1600691	0041	907M01810	Box, Precast RC, 4-Sided	8542	Approval Number	SM9004-v1	NPCA	
R202402556000	1600691	0030	615M00010	Markers - Right of Way Precast Concrete	8597	Approval Number	SM9004-v1	NPCA	
R202402558000	1296045	0026	904M05500	CA, Class F, CS, Class I Riprap	Q952001	Approval Number	IT211-v1	Q952001: D006200: 2-4S, L4-LII, L4LIII:	

Figure xiii: The approval numbers for samples R202402541000 “Box, Precast RC, 4-Sided” and R202402556000 “Markers – Right of Way Precast Concrete” will need to be changed to reflect the source code of the precast concrete material supplier. All other approval numbers are correct.



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Department Of Transportation									
Material Approval Number Samples									
R204315700111	1592275	0041	907M00238	PIPE, RC, CL II, D 50, 900mm	8577	Approval Number	SM9004-v1	8577	
R204315700113	1592275	0043	907M00194	PIPE, RC, CL II, D 50, 600mm	8577	Approval Number	SM9004-v1	8577	
R204315700115	1592275	0016	904M02650	CA, Class D, CS, 2	Q162278	Approval Number	IT211-v1	162278: 165110:	
R204315700116	1592275	0041	907M00238	PIPE, RC, CL II, D 50, 900mm	8577	Approval Number	SM9004-v1	8577	
R204315700119	1592275	0054	907M00920	Precast Concrete Unit,	8537	Approval Number	SM9004-v1	8537	
R204315700120	1592275	0050	907M00920	Precast Concrete Unit,	8573	Approval Number	SM9004-v1	8573	
R204315700122	1592275	0019	904M06950	Structural Backfill, 600um (#30)	9997	Approval Number	IT211-v1	BLANK: BLANK:	
R204315700123	1592275	0043	907M00194	PIPE, RC, CL II, D 50, 600mm	8577	Approval Number	SM9004-v1	8577	
R204315700124	1592275	0041	907M00238	PIPE, RC, CL II, D 50, 900mm	8577	Approval Number	SM9004-v1	8577	

Figure xiv: For this report, the Q and D numbers of the material (or the Certified Technician if applicable) will need to be reported in the IT211 template on the Test tab.



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10/22/2020									
INDIANA									
Department Of Transportation									
Material Approval Number Samples									
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R202543400239	1401737	0016	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400239	1401737	0017	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400239	1401782	0012	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400239	1401782	0013	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400239	1600691	0020	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400239	1600691	0021	904M02710	CA, Class D, CS, 53	Q952001		Approval Number	IT211-v1	Q952001: D954010: Ledge 2-4S, L4-LII, L4-LIII:
R202543400335	1401836	0013	918M00123	Geotxtile Pvmnt/Subgrade stabiliz Type2B	8480	US 4800/30 W209420	Approval Number	SM9004-v1	W209420
R202543400335	1401836	0031	918M00123	Geotxtile Pvmnt/Subgrade stabiliz Type2B	8480	US 4800/30 W209420	Approval Number	SM9004-v1	W209420
R202543400392	1401737	0042	913M14152	Prismatic Reflector, Yellow	8813	3M #190 W088265	Approval Number	SM9004-v1	W088265
R202543400392	1401782	0040	913M14152	Prismatic Reflector, Yellow	8813	3M #190 W088265	Approval Number	SM9004-v1	W088265

Figure xv: This report is completed since the correct approval numbers are listed for each Sample ID.



Contract Items Not Listed on the Contract Sample Checklist Report

This report summarizes PLNs that are not listed on the Contract Sample Checklist Report. The Contract Sample Checklist is to summarize all materials that have acceptance requirements. The intent of the report is to identify items with common material acceptance requirements (based on the SiteManager’s current global list of items), and identify items with conditional material acceptance requirements not necessarily reflected on the current global list in SiteManager. Unlike most other reports, this report will never be blank. Review the report to identify items where materials with acceptance requirements were used on the project, but were omitted from the Contract Sample Checklist. A “Y” is returned for items which typically have materials with acceptance requirements.

Instruction for the Project Engineer/Supervisor

Identify any items returning a “Y” or added by change order. Review is required to determine if material acceptance requirements need to be added to the Contract Sample Checklist.

0021	1173393	0021	206-51220	EXCAVATION, WET	429.5	CYS	N
0027	1173393	0027	301-12234	COMPACTED AGGREGATE NO 53	0.0	CYS	Y
0032	1173393	0032	401-10258	JOINT ADHESIVE, SURFACE	0.0	LFT	Y
0034	1173393	0034	401-11785	LIQUID ASPHALT SEALANT	0.0	LFT	Y
0035	1173393	0035	406-05520	ASPHALT FOR TACK COAT	0.0	TON	Y

Figure xvi: Four items have returned “Y”, indicating a possible material acceptance shortage; however acceptance is not necessary for unused materials. Corrective action is not required because the quantity reported for the four items are each “0.0”.

CLN	Project	PLN	Item Code	Item Description	IC-642 Final Qty Amount	Item Unit	Global Testing Req'd	PLN Added By CO#
0095	1173393	0086	801-07118	BARRICADE, III-A	160.0	LFT	N	
0096	1173393	0087	801-08401	TEMPORARY TRAFFIC BARRIER, TYPE 2	200.0	LFT	Y	
0097	1593077	0005	801-92448	CONSTRUCTION SIGNS MOBILE	12.0	DAY	N	
0097	1593078	0006	801-92448	CONSTRUCTION SIGNS MOBILE	16.0	DAY	N	
0097	1593080	0006	801-92448	CONSTRUCTION SIGNS MOBILE	16.0	DAY	N	

Figure xvii: One item returned “Y”, indicating a possible material acceptance shortage. Depending on the type of Type 2 Temporary Traffic Barrier used, either an external document or an approval number is needed to accept the material.



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CLN	Project	PLN	Item Code	Item Description	IC-642 Final Qty	Final Amount	Item Unit	Global Testing Req'd	PLN Added By CO#
0128	1173393	0118	105-06807	ADDITIONAL Cost for winter concrete due to Utility delay	1.0		LS	N	011
0129	1173393	0119	203-02070	BORROW	500.0		CYS	N	013
0132	1593077	0122	105-06807	ADDITIONAL Casting remov, manhole filled	1.0		LS	N	016

Figure xviii: Change Order 016 added an item which may require material acceptance depending on the material used for filling the void left after casting removal. This is an example of a conditional material which the global list cannot identify.

CLN	Project	PLN	Item Code	Item Description	IC-642 Final Qty	Final Amount	Item Unit	Global Testing Req'd	PLN Added By CO#
0128	1173393	0118	105-06807	ADDITIONAL Cost for winter concrete due to Utility delay	1.0		LS	N	011
0129	1173393	0119	203-02070	BORROW	500.0		CYS	N	013
0132	1593077	0122	105-06807	ADDITIONAL Casting remov, manhole filled	1.0		LS	N	016

Figure xix: 500 CYS of Borrow was used. If the Borrow was used for embankment, then the Frequency Manual requires acceptance by moisture and density control testing.



Contract Estimate Quantity and Final Quantity Discrepancy Report

This report compares the IC 642’s **PLN** Final Qty Amount to the Contract Sample Checklist’s **PLN** Estimate Qty Amount, calculates a difference in the two quantities, and identifies if the difference in quantities may affect testing requirements. The “IC-642 **PLN** Final Qty Amount” reflects the quantity reported via authorized Daily Work Reports, while the Contract Sample Checklist’s **PLN** “Estimate Qty Amount” reflects the quantity paid to the contractor via progress estimates. Only **PLN**’s with a “Difference” between the two quantity amounts will appear on the report as a row. A row will return the projected testing shortage and the specific test method that will be shorted upon generation of the next estimate. A contract without any differences between quantities will be blank (Figure xxi-A). If a row is returned then correction is required. Possible corrective actions are:

1. Correction of the reported quantity on the Daily Work Report.
2. Creation or modification of a Sample ID in Site Manager to satisfy the Projected Testing Shortage.

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Department Of Transportation											
Contract Estimate Quantity & Final Quantity Discrepancy Report											
Contract ID: R -30867											
Project	PLN	CLN	Item Code	Item Description	IC-642 Final Qty Amount	Estimate Qty Amount	Difference	Item Unit	Projected Testing Shortage	Test Method	
0014060	0016	0016	203-02000	EXCAVATION, COMMON	7,897.800	7,897.790	0.010	CYS	6	T310E-v3	
0014060	0024	0024	302-07455	DENSE GRADED SUBBASE	7,082.220	7,082.000	0.220	CYS	7	T310E-v3	
0014060	0055	0055	604-07901	CURB RAMP, CONCRETE, G	851.290	851.000	0.290	SYS	2	T152-v1	
0014060	0055	0055	604-07901	CURB RAMP, CONCRETE, G	851.290	851.000	0.290	SYS	1	T119E-v1	
0014060	0055	0055	604-07901	CURB RAMP, CONCRETE, G	851.290	851.000	0.290	SYS	1	T121E-v1	

Figure xx: For PLN 0055, “CURB RAMP, CONCRETE, G” projects a testing shortage of two T152-v1 (air) tests. Possible corrective actions are:

1. Processing of a negative estimate to reduce the reported quantity on the Daily Work Report.
2. Create or modify a Sample ID(s) to report additional T152 tests.



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If the report is generated after the Final Estimate is generated or when all reported quantities have been paid to the contractor through Progress Estimates, then this report will be blank (Figure xxi-B). A blank report requires no action.

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		Department Of Transportation								
		Contract Estimate Quantity & Final Quantity Discrepancy Report								
Contract ID:										
Project	PLN	CLN	Item Code	Item Description	IC-642 Final Qty Amount	Estimate Qty Amount	Difference	Item Unit	Projected Testing Shortage	Test Method

Figure xxi: A: All IC-642's PLN Final Qty's match Contract Sample Checklist's Estimate Qty's. No action is required. B: The report was generated after the Final Estimate was generated.



Contract Sample Records with Acceptance Method = Test Results Reports

The “Contract Sample Records with Acceptance Method = Test Results” report summarizes all Sample IDs on a contract with the Acceptance Method of “Test Results” selected (Figure xxii). These Sample IDs represent testing of materials where detailed data entry is necessary to report acceptable results. The intent of the report is to facilitate a strategic, in-depth review of Sample IDs to confirm accuracy and completeness of reported results, including quantities, test methods, and valid sample authorization. The Project Engineer/Supervisor will utilize the report differently from the DTE.

Instruction for the District Testing Engineer

District Testing uses this report to review Sample IDs in accordance with Directive 109. Reviewed Sample IDs are to be marked as reviewed & compliant, reviewed & noncompliant, or unreviewed. Sample IDs requiring corrective action or additional review by the PE/S are communicated to the PE/S. Note: Uncommon Authorizers may indicate noncompliant Sample IDs.

Instruction for the Project Engineer/Supervisor

The report provides an overview of material testing on the project. HT’s continually create Sample IDs which report test results throughout the project. The PE/S uses this report to verify that the represented quantity is correctly allocated to each PLN and is supported by the correct type and number of test methods. Note: When multiple PLNs are assigned to a Sample ID, the Contract Sample Checklist may artificially inflate the number of satisfied tests returned.



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INDIANA Department Of Transportation Contract Sample Records with Acceptance Method = Test Results

CONTRACT ID: B-34424

Material: 702M00030 - PCC, Class C						No. of Records: 39
Sample ID	Originally Auth By		Last Auth By	Test Method(s) Reported	Represented	
	PLN	CLN			Quantity	Unit
R184410200010	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1	38.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0061	0061	CONCRETE, A, SUBSTRUCTURE		38.000	CYS
R184410200012	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1: T152v1	57.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0061	0061	CONCRETE, A, SUBSTRUCTURE		57.000	CYS
R194410200001	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1	19.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0064	0064	CONCRETE, C, SUBSTRUCTURE		19.000	CYS
R194410200005	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1	19.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0064	0064	CONCRETE, C, SUBSTRUCTURE		19.000	CYS
R194410200006	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1	16.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0064	0064	CONCRETE, C, SUBSTRUCTURE		16.000	CYS
R194410200009	d40arch		d40arch	T119E-v1: T121E-v1: T152-v1	50.000	CYS
Project Number	PLN	CLN	Item Description		Rep. Qty	Unit
1173393	0064	0064	CONCRETE, C, SUBSTRUCTURE		50.000	CYS

Figure xxii



Contract Sample Checklist

The Contract Sample Checklist is used to summarize the proper acceptance of materials as instructed by the Frequency Manual, the Contract Information Book's Special Provisions, or the Standard Specifications. Any materials requiring acceptance sampling and/or testing should be summarized on this checklist. Upon generation of a contract in SiteManager, the Contract Sample Checklist will list all items incorporating materials that require the documentation of test methods for acceptance. The initially generated Contract Sample Checklist should not be misconstrued as a to-do list. Early review of the checklist's material codes, test templates (methods), and frequencies of sampling and testing is encouraged. If you recognize an incorrect item, material code, test template, or frequency on the checklist, please contact your District Testing Department to have the Contract Sample Checklist changed.

There are various sections to review on the Contract Sample Checklist: Check Conversion Factors, make sure that all materials with acceptance requirements are listed, ensure the proper test methods are shown, check that the frequency is calculating the correct Current Req'd tests, and verify that Sample IDs are registering as "Satisfied" tests. All corrections to the checklist, except for the Estimate Qty and Satisfied tests need to be made by the District Testing Department; however, corrections to Sample IDs need to be made by Construction personnel.



Conversion Factors

The Material Conversion Factor converts the Estimate Quantity’s unit of measurement into the Estimate Material Quantity’s unit of measurement. Estimate Material Quantities are later used to determine the number of Current Required tests.

To check for conversion factors that have a value of zero, press Ctrl + F and search for “0.00000.” If there are no search results found, no action is needed. If there are conversion factors that need to be changed, contact your Testing Material Records Administrator (Figure xxiii).

CLN	0025 PIPE, TYPE 1, CIRCULAR, 54 IN.							
Project	PLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty		
1296081	0018	715-05129	PIPE, TYPE 1, CIRCULAR, 54 IN.	LFT	59	59.000		
Material Code	Material Full Name	Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty		
908M04320	PIPE, CORR ALUM, 68x13mm, 2.67mm, 908.04 1350mm	908.04	ft	0.00000	0	0		
Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency	
SM9019-v2	Metal/Steel Pipe Acceptance	Acceptance Testing	Approval Number	0	0	0	9999999.000	

Figure xxiii: The Material conversion Factor for this material will need to be changed from 0.00 to 1.00 to convert the Estimate Quantity into the Estimate Material Quantity.



Contract Sample Checklist for Testing Shortages

The “Contract Sample Checklist for Testing Shortages” report provides a list of test methods that have not been satisfied. This report is to be used after confirming all conversion factors are accurate on the Contract Sample Checklist. If shortages are shown, then create a Sample ID, revise an existing Sample ID, or revise the Contract Sample Checklist to correct the shortages. (Figures xviii and xix). If the report is blank, no action is needed (Figure xxiv).

If a material has a conversion factor of 0.00, then its unsatisfied acceptance methods will not be listed on this report. Resolve conversion factor issues prior to utilizing this report. Contact your District Testing Department to update Material Conversion Factors.

Report Date: 06/29/2020			INDIANA				Page 1 of 1	
Department Of Transportation								
Contract Sample Check List (Sorted by Project and PLN) for Testing Shortages								
Contract ID			Prime Contractor				Letting Date	
Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty	
Material Code	Material Full Name		Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty	
Test Method	Test Description		Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency
Total Req'd = Number of Test Methods required for the Bid + Change Order Quantity for the Pay Item Current Req'd = Number of Test Methods required for Paid Quantity for the Pay Item Satisfied = Number of Tests taken that meet Contract Sampling and Testing Requirements for the Pay Item								

Figure xxiv: This version of the report is complete since no acceptance methods are listed.



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Contract Sample Check List (Sorted by Project and PLN) for Testing Shortages

Contract ID			Prime Contractor			Letting Date		
R -34815			PHEND & BROWN INC			10/12/2017		
Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty	
0901798	0057	0057	604-05528	HMA FOR SIDEWALK	TON	1,378.00000	1,495.12000	
Material Code	Material Full Name	Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty		
402M32720	HMA Intermediate 19.0mm(3/4 in),(Type A)	402.07	TON	1.00000	1,378.00000	1,495.12000		
Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency	
SM9003-v1	Certification Data	Acceptance Testing	Certification	2	2	1	1000.000	
Material Code	Material Full Name	Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty		
402M32830	HMA Surface 9.5mm (3/8 in),(Type A)	402.07	TON	1.00000	1,378.00000	1,495.12000		
Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency	
SM9003-v1	Certification Data	Acceptance Testing	Certification	3	3	1	600.000	
Material Code	Material Full Name	Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty		
402M32831	HMA Surface 9.5mm (3/8 in),(Type B)	402.07	TON	1.00000	1,378.00000	1,495.12000		
Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency	
SM9003-v1	Certification Data	Acceptance Testing	Certification	3	3	2	600.000	

Total Req'd = Number of Test Methods required for the Bid + Change Order Quantity for the Pay Item
 Current Req'd = Number of Test Methods required for Paid Quantity for the Pay Item
 Satisfied = Number of Tests taken that meet Contract Sampling and Testing Requirements for the Pay Item

Figure xxv: Additional certifications are needed to satisfy the acceptance methods listed.



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Report Date: 07/06/2020

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INDIANA Department Of Transportation Contract Sample Check List (Sorted by Project and PLN) for Testing Shortages

Contract ID B -41014	Prime Contractor PIONEER ASSOCIATES INC	Letting Date 01/15/2020
--------------------------------	---	-----------------------------------

Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty
1801104	0014	0025	703-06029	REINFORCING BARS, EPOXY COATED	LBS	301.00000	301.00000

Material Code	Material Full Name	Spec. Ref	Material Unit	Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
910M00375	Epoxy Coated Reinforcing Steel, Gr 420	910.01(b)9	LBS	1.00000	301.00000	301.00000

Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency
SM9004-v1	Material List Approval Number	Acceptance Testing	Approval Number	1	1	0	9999999.000

Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty
1801104	0015	0026	703-08247	EMBEDDED GALVANIC ANODE	EACH	42.00000	42.00000

Material Code	Material Full Name	Spec. Ref	Material Unit	Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
100M00000	None	100	ZZ	1.00000	42.00000	42.00000

Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency
SM9003-v1	Certification Data	Acceptance Testing	Certification	1	1	0	9999999.000

Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty
1801116	0009	0017	213-09269	FLOWABLE BACKFILL, NON-REMOVABLE	CYS	21.00000	21.00000

Material Code	Material Full Name	Spec. Ref	Material Unit	Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
213M00030	Flowable Backfill, Non-Removable	213	CYS	1.00000	21.00000	21.00000

Test Method	Test Description	Sample Type	Acpt Method	Total Req'd	Current Req'd	Satisfied	Frequency
D6103E-v2	Flowable Backfill Flow Test (ENGLISH)	Acceptance Testing	Test Results	1	1	0	100.000
IT216-v1	Lightweight Dynamic Cone Penetrometer of Flowable Backfill	Acceptance Testing	Test Results	1	1	0	9999999.000

Figure xxvi: The acceptance methods listed will need to be satisfied for this report to be complete.



Material Certification Summary

The “Material Certification Summary” report lists every Sample ID created for that project and some of the information included under the Basic Sample Data tab in SiteManager. To check for samples that have not been authorized, press Ctrl + F and search for “00/00/0000”. If there are no search results found, no action is needed (Figure xxvii). If Sample ID’s are found, please go into each for review and authorization (Figure xxviii). This report can also serve to recognize Sample IDs still in “Pending” status.

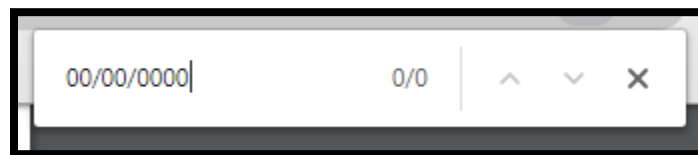


Figure xxvii: The search results will show "0/0" when all samples have been authorized.



INDIANA DEPARTMENT OF TRANSPORTATION

INDIANA Department Of Transportation Material Certification Summary Report

CONTRACT LINE NUMBER: 0022

Project Number: 1173224 **Project Line Number:** 0022 **Item Code:** 211-09264 **Description:** STRUCTURE BACKFILL, TYPE 1

Sample Date	Sample ID	Material Code	Material Name	Contract Tab Quantity	Units	Status	Authorized Date
08/01/2016	R162455609222	904M06940	Structural Backfill, 4.75mm (#4)	2,590.70	TON (English)	Complete	00/00/0000

Project Number: 1173224 **Project Line Number:** 0022 **Item Code:** 211-09264 **Description:** STRUCTURE BACKFILL, TYPE 1

Sample Date	Sample ID	Material Code	Material Name	Contract Tab Quantity	Units	Status	Authorized Date
10/03/2016	R132455610252	904M06940	Structural Backfill, 4.75mm (#4)	1,802.21	TON (English)	Complete	00/00/0000

Project Number: 1173224 **Project Line Number:** 0022 **Item Code:** 211-09264 **Description:** STRUCTURE BACKFILL, TYPE 1

Sample Date	Sample ID	Material Code	Material Name	Contract Tab Quantity	Units	Status	Authorized Date
08/01/2016	R162455609221	904M06940	Structural Backfill, 4.75mm (#4)	2,590.70	TON (English)	Complete	09/22/2016

Project Number: 1173224 **Project Line Number:** 0022 **Item Code:** 211-09264 **Description:** STRUCTURE BACKFILL, TYPE 1

Sample Date	Sample ID	Material Code	Material Name	Contract Tab Quantity	Units	Status	Authorized Date
11/18/2016	R162455612233	904M06940	Structural Backfill, 4.75mm (#4)	309.93	TON (English)	Complete	12/23/2016

Wednesday 07/08/2020

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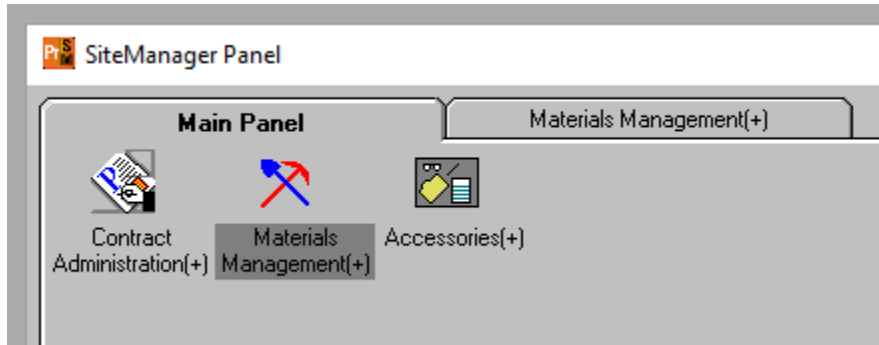
Figure xxviii: Two samples will need to be reviewed and authorized for this report to be complete. The other two samples on this page have been authorized and are correct.



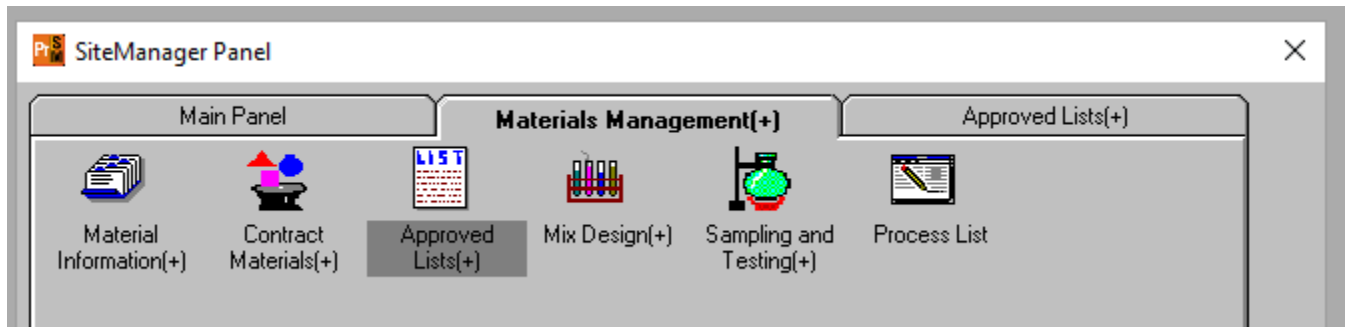
Instructions for Finding D#s in SiteManager

The D numbers for aggregate materials can be found in SiteManager by following the steps below.

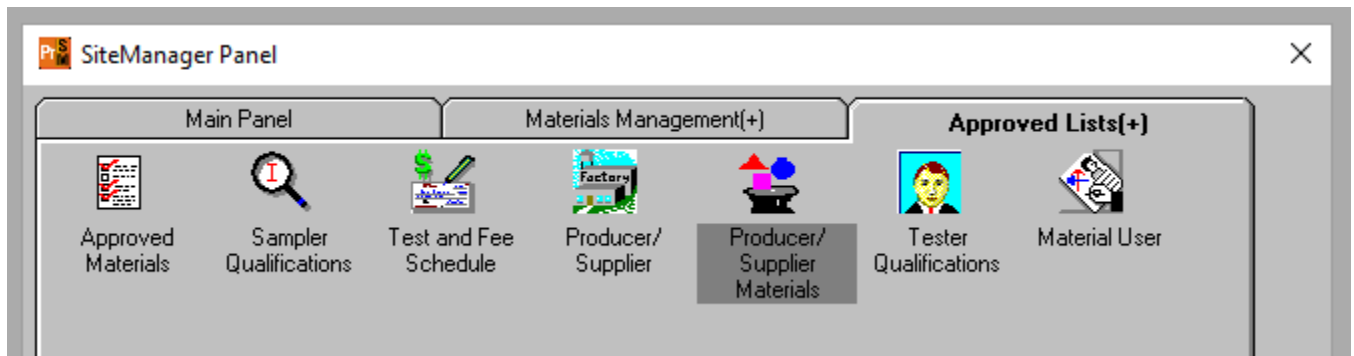
1. On the “Main Panel” tab, double click “Materials Management”.



2. Double click “Approved Lists”.



3. Double click “Producer/Supplier Materials”.



4. Single click “Producer/Supplier Code” (highlighted) to list the numbers in order.



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Producer Supplier List

Selection

prodr_supp_cd

Find :

prodr_supp_cd

Producer/Supplier Code	Producer/Supplier Name	Producer/Supplier Type	Status
Q042216	Heckett Multiserv - East Chicago, IN	Aggregate, CAPP	Inactive
Q042217	Navillus Aggregates Inc - Jonesboro, IN	Aggregate, CAPP	Inactive
Q042218	Gibson County Sand & Gravel Inc - Owensville, IN	Aggregate, CAPP	Active
Q042219	Elkhart County Grvl Inc - Plt 1 - Middlebury, IN	Aggregate, CAPP	Active
Q042220	Kokomo Gravel Inc - Peru, IN	Aggregate, CAPP	Inactive
Q052221	Irving Materials Inc - Greenwood	Aggregate, CAPP	Active
Q052222	Lincoln Park Stone - Gosport, IN	Aggregate, CAPP	Active
Q052223	BTI Crushed Stone Sales	Aggregate, CAPP	Inactive
Q052224	Haynes Sand & Gravel	Aggregate, CAPP	Active
Q052225	Rock Bottom Gravel Products, Inc.	Aggregate, CAPP	Inactive
Q062226	Yellow Creek Gravel Services	Aggregate, CAPP	Inactive
Q062227	Irving Gravel Co. Inc - Kendalville	Aggregate, CAPP	Active
Q062228	Speedway Sand and Gravel	Aggregate, CAPP	Active
Q062229	VCNA Prairie Aggregates, IN, Inc.	Aggregate, CAPP	Inactive
Q062230	Rush County Stone Co.	Aggregate, CAPP	Active
Q062231	Harsco Metals 2186	Aggregate, CAPP	Inactive
Q062232	VCNA Prairie Aggregate, IN, Inc. - Yard #2981	Aggregate, CAPP	Inactive
Q062233	US Aggregates, Inc. - Perkinsville Plant	Aggregate, CAPP	Inactive
Q062234	Michiana Aggregate Inc.	Aggregate, CAPP	Active
Q062235	Ward Stone, LLC	Aggregate, CAPP	Active
Q072236	Johnson Construction Material	Aggregate, CAPP	Inactive
Q072237	Niblock Excavating & Asphalt	Aggregate, CAPP	Active
Q072238	Purdy Materials, Inc.	Aggregate, CAPP	Active
Q072239	Eagle, Materials, LLC	Aggregate, CAPP	Inactive

OK Cancel

5. Scroll through the list to find the source of the aggregate. The Q Number is listed on the aggregate ticket. Double click on that source.
6. A window appears that shows a list of all the material codes that the source is approved to sell. This can be a long list for some sources so scroll to find the needed material code and double click it.



Pr S Producer / Supplier Materials

Producer/Supplier Q062227 Irving Gravel Co. Inc.- Kendalville

Material Code	Material Full Name	Active
INDOT		
904M05570	CA, CS, Production Quality	Y
904M05580	CA, Gvl, Production Quality	Y
904M05590	CA, BF, Production Quality	Y
904M06020	FA, NS, 23	Y
904M06030	FA, NS, 24	Y
904M06090	FA, NS, Production Quality	Y
904M06940	Structural Backfill, 4.75mm (#4)	Y
904M07000	HMA - GSB - CA	Y
904M07010	HMA - GSB - FA	Y


Material Code: 904M06940 Structural Backfill, 4.75mm (#4)

Approval Status: Approved/Certified **List Type:** Aggregate

Effective Date: 01/01/00 00:01:00 **Expiration Date:** 12/31/49 00:00:00








Sample ID: _____

Last Modified Date: 08/29/06 **Last Modified User ID:** mrvils **INDOT**

7. Single click the  symbol at the top of the page to view the remarks.

Pr S AASHTO SiteManager

File Edit Services Window Help

Pr S Producer / Supplier Materials

Producer/Supplier Q062227 Irving Gravel Co. Inc.- Kendalville

Material Code	Material Full Name	Active
INDOT		
904M06020	FA, NS, 23	Y
904M06030	FA, NS, 24	Y
904M06090	FA, NS, Production Quality	Y
904M06940	Structural Backfill, 4.75mm (#4)	Y
904M07000	HMA - GSB - CA	Y
904M07010	HMA - GSB - FA	Y



8. The D Number will be located along with the size (and ledge combination) of the material.

Pr: Producer / Supplier Materials

Producer/Supplier: Q00

Material Code	INDOT
904M05570	C
904M05580	C
904M05590	C
904M06020	F
904M06030	F
904M06090	F
904M06940	S
904M07000	H
904M07010	H

Remarks (General Remarks) :

Mat'l Origin: Q062227
Ledge: ^
Rating: A5
D #: D060390
Comments:
Size/desc: #23/#24/#4 SB/SI/NS

Material Code: 904M06940 Structural Backfill, 4.75mm (#4)

Approval Status: Approved/Certified **List Type:** Aggregate

Effective Date: 01/01/00 00:01:00 **Expiration Date:** 12/31/49 00:00:00

Sample ID: _____

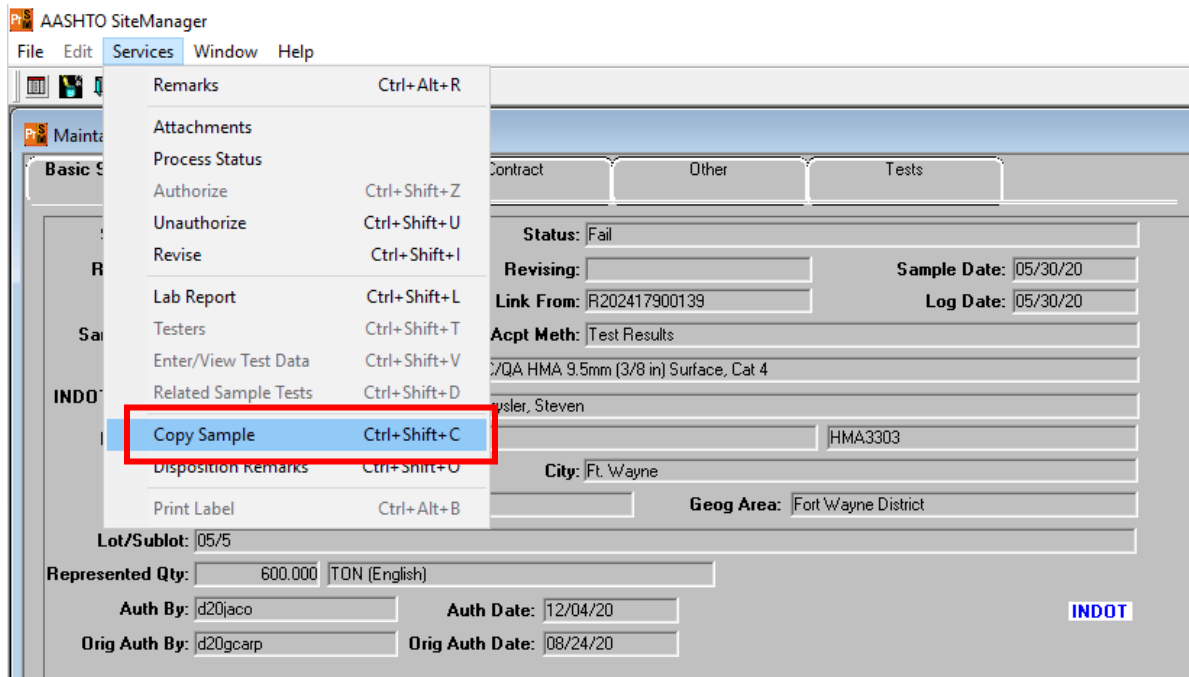
Last Modified Date: 08/29/06 **Last Modified User ID:** mrvils **INDOT**



Instructions on Reporting Failed Material Adjudications in SiteManager

Run the Failed Contract Samples report for the designated contract. Obtain a list of failed contract Sample IDs. All Failed Contract Sample IDs are required to be resolved prior to material certification. A resolved Sample ID will have an authorized Sample ID with a status of “Complete” linked to the Sample ID with a status of “Failed,” as indicated on the Failed Contract Samples report. Once a resolution is received concerning a failed material, documenting a resolved Failed Contract Sample Record is done as follows:

1. Copy the failed Sample ID to a new Sample Record.



2. Assign the copy a new Sample ID.
3. Mark the Status of the new Sample ID as “Complete.”
4. Confirm the Sample Date is the same as the Sample Date of the original Sample ID.
5. Confirm the Log Date is the date the new Sample ID is created.
6. Report the failed Sample ID in the “Link To” field of the new Sample ID.
7. Confirm the Represented Qty is correct.



INDIANA DEPARTMENT OF TRANSPORTATION

PrS Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R202417900139 Status: Complete

Revised By: Revising: Sample Date: 05/30/20

Link To: R202417900118 Link From: Log Date: 12/04/20

Sample Type: Acceptance Testing Acpt Meth: Test Results

Material: 401M34548 QC/QA HMA 9.5mm (3/8 in) Surface, Cat 4

INDOT Sampler/Witness: d20chry Chrysler, Steven

P/S-Mnfct: Brooks Construction Co - Auburn, IN HMA3303

Type: Certified HMA Producer City: Ft. Wayne

Prod Nm: Geog Area: Fort Wayne District

Lot/Sublot: 05/5

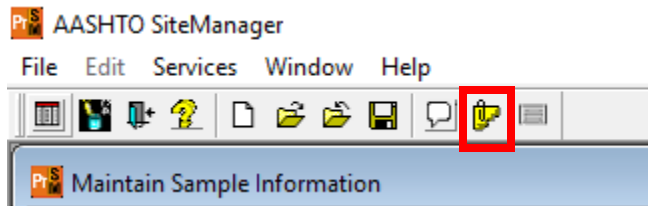
Represented Qty: 600.000 TON English

Auth By: d20chry Auth Date: 12/04/20

Orig Auth By: d20chry Orig Auth Date: 12/04/20

INDOT

8. Scan-in and attach the Resolution Letter to the new Sample ID.



9. Confirm the pay item is assigned and correct quantity is reported on the Contract tab.

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

Sample: R202417900139

Contract ID	Project	Line Item	Proposal Line Number	Item Code	Fed State Proj. No.	Cont Est Mat'l Qty	Represented Qty	Material Unit	Reported Mat'l Qty	S
RS-38558	1700250	0022	0031	401-07329	1700250005T	25,335.424	600.000	TON English	25,335.424	

10. On the Tests tab, for all test methods assigned, report the “Assigned”, “Physical Completion” and “Review” dates as the date shown on the Resolution Letter. **Note**, the test templates themselves should remain blank.



Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample: R202417900139

Test Method	Sample Test Nbr	Test Description
IT571-v3	571	Binder Content by Extraction
T166-v3	Cores	Bulk Specific Gravity of Compacted HMA
T166-v3	Pills	Bulk Specific Gravity of Compacted HMA
T209-v2	T209	Maximum Specific Gravity for HMA
T30-v1	571	Sieve Analysis of Asphalt Aggregate

Test Method: T30-v1 Sieve Analysis of Asphalt Aggregate

Lab ID: BGTL Bluegrass Testing Lab, LLC

Sample Test Nbr: 571

Charge Amount: \$.00

Assigned Date: 08/27/20

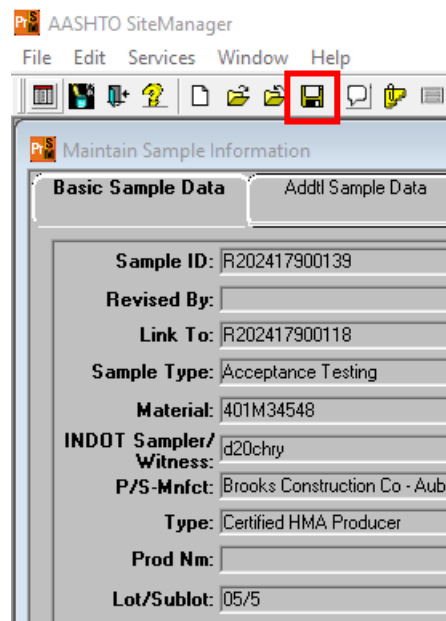
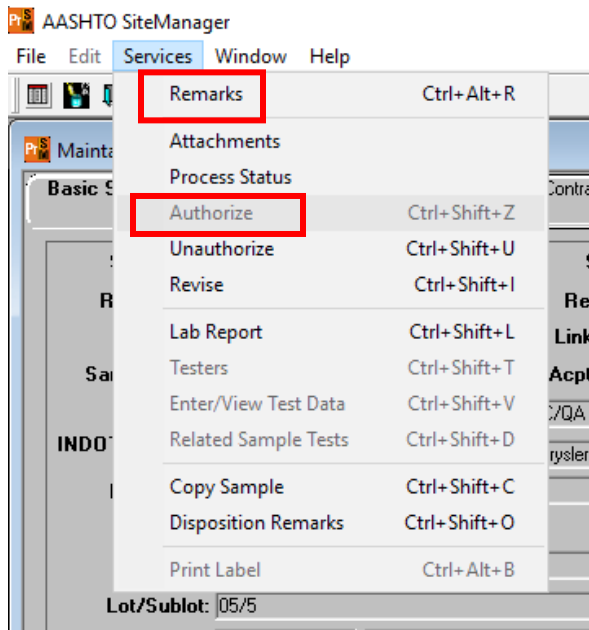
Physical Completion Date: 08/27/20

Review Date: 08/27/20

INDOT

11. Use the Remarks to note the attached Resolution Letter.

12. Authorize, then Save the new Sample ID.





Instructions on Resetting P/S Manufacturer and/or Product Names in SiteManager

Follow the steps listed below to reset the drop-down lists for the Producer/Supplier-Manufacturer (P/S-Mnfct) and Product Name (Prod Nm) on the Basic Sample Data tab of a Sample Record in SiteManager (SM), which may be filtered based on a previous selection.

1. **Important:** Take note of all of the information currently being reported on the *Basic Sample Data* tab and on the test templates being reported under the *Tests* tab. Upon resetting the drop-down lists, this information will be completely erased and will need to be re-entered.
2. Unauthorize the Sample ID if it is already authorized.
3. Delete all test templates from the *Tests* tab, as shown in Figure xxix.

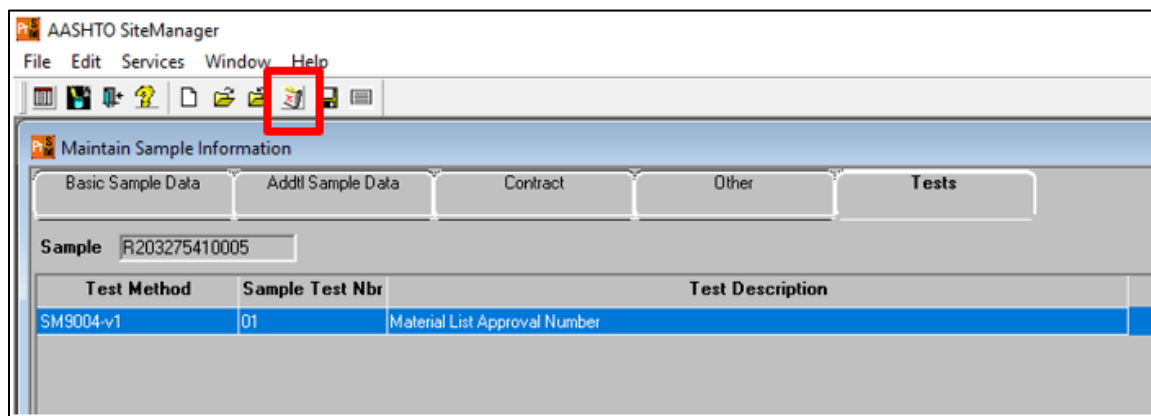


Figure xxix



4. Delete the material code from the *Material* field on the Basic Sample Data tab by left clicking on the *Material* field, pressing *delete* on the keyboard, and then pressing the *tab* or *Enter* key on the keyboard. This action will also erase INDOT Sampler/Witness, P/S-Mnfct, Prod Nm, Represented Qty, and Unit from the Basic Sample Data tab, as shown in Figure xxx.

Maintain Sample Information	
Basic Sample Data Addtl Sample Data Contract Other Tests	
Sample ID: R203275410005	Status: Complete
Revised By:	Revising: Heather Sample Date: 11/24/20
Link To:	Link From: Log Date: 11/24/20
Sample Type: Acceptance Testing	Acpt Meth: Multi-Method
Material:	Geotextiles w Riprap_Revetment Type1A
INDOT Sampler/Witness:	
P/S-Mnfct:	
Type:	City:
Prod Nm:	Geog Area: LaPorte District
Lot/Sublot:	
Represented Qty: .000	

Figure xxx

5. Re-enter the material code, re-populate all fields on the Basic Sample Data tab, being careful to select the correct P/S-Mnfct and Prod Nm, and then *Save*, as shown in Figure xxxi.

Maintain Sample Information	
Basic Sample Data Addtl Sample Data Contract Other Tests	
Sample ID: R203275410005	Status: Complete
Revised By:	Revising: Heather Sample Date: 11/24/20
Link To:	Link From: Log Date: 11/24/20
Sample Type: Acceptance Testing	Acpt Meth: Multi-Method
Material: 918M00110	Geotextiles w Riprap_Revetment Type1A
INDOT Sampler/Witness: d40butts	Butts, Nathan
P/S-Mnfct: Advanced Drainage Systems - Hamilton, Ohio	8690
Type: Plastic Pipe	City: Hamilton
Prod Nm: ADS0801T W209401	Geog Area: LaPorte District
Lot/Sublot:	
Represented Qty: 405.000	SQUARE YARDS (English)

Figure xxxi



6. Re-enter the tests removed in Step 3.

The screenshot shows a software window titled "Maintain Sample Information" with tabs for "Basic Sample Data", "Addtl Sample Data", "Contract", "Other", and "Tests". The "Tests" tab is active, displaying a table with the following data:

Test Method	Sample Test Nbr	Test Description
SM9004-v1	01	Material List Approval Number

Below the table, there are input fields for the selected test:

- Test Method: SM9004-v1
- Sample Test Nbr: 01
- Charge Amount: \$0.00
- Material List Approval Number: [Empty]
- Laporte District Field: [Empty]
- Assigned Date: 12/14/20
- Physical Completion Date: 00/00/00
- Review Date: 00/00/00

Figure xxxii

7. Complete the test template(s), as shown in Figure xxxiii.

The screenshot shows a software window titled "Material Test Template Usage" with the following fields:

- Sample ID: R203275410005
- Test Method: SM9004-v1
- Test Number: 01
- Material Code: 918M00110

The main content area displays a template for "MATERIAL LIST APPROVAL NUMBER" with the following sections:

- General Information**
- Approval Number: w209401
- Comments (IF NEEDED): [Empty]
- REVIEWER ID: [Empty]

Figure xxxiii

8. Save test template changes, and the complete and authorize sample as needed.