March 20, 2015

CONSTRUCTION MEMORANDUM
15-03

TO: District Deputy Commissioners
    District Construction Directors
    District Technical Services Directors
    District Testing Engineers
    District LPA Coordinators
    District Area Engineers
    Field Engineers
    Project Engineers/Supervisors

FROM: Mark A. Miller, Director
      Division of Construction Management and District Support

SUBJECT: SiteManager Test Template Reviewer ID Removal

The purpose of this memorandum is to notify all field personnel of the recent change to SiteManager’s Material Management Section.

Effective immediately, the reviewer ID is no longer required to be filled out when inputting a test method or material record. The removal of this requirement is due to SiteManager’s ability to capture the first user ID and date when the sample was originally authorized and also captures the user ID and date when the sample was last modified. It is interpreted that the first user to authorize the sample is the user that is required to review all the information on the sample record. District Testing will still be reviewing all of the sample records for any contracts prior to certifying the material and will be holding the PE/S responsible for blank testing information on the test tab.

Any questions should be directed to the Office of Construction Management.

MAM/ekh