Life of an HMA Sample

INDOT Office of Materials Management

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Why are you here?

• All of you are involved in the delivery of quality asphalt pavements to the taxpayers of Indiana

• INDOT spends hundreds of millions of dollars each year on asphalt alone
Why are you here?

- Very important to validate the quality of the asphalt materials INDOT is buying

- Best way to do this:
  - Roadway plate samples
  - Cores
  - Suite of tests performed at a lab
Why are we doing this webinar?

- Many changes in the past few years
  - How INDOT accepts asphalt mix designs
  - What labs are running tests
  - How the test data gets to the Producers
  - How the Producers appeal

- Important to get the samples from the job, to the lab, tested, and results back to Producers in the shortest time possible
The Tools We Use

• DMF Entry
• Field Assistant
  • SiteManager
• Lab Testing
• HMA Pay Wizard
Who is Using What

- DMF Entry
  - Producers
  - District Testing
- Field Assistant & SM
  - District Construction
- Lab Testing
  - Three test labs
- HMA Pay Wizard
  - Producers, INDOT
DMF Entry

• The New DMF Acceptance Process
  • Digital acceptance of DMFs by Use Case instead of per Contract CLN
    • Course, ESAL Categories, 402 Mix types
  • DMF is submitted to DTE w/ attachments & DTE accepts it for the requested Cases or modifies what the mix may be accepted for.

• Accepted DMFs are assigned to the appropriate Contract Items by the P/S
DMF Entry

- Direct Producer/Supplier Access & Submittal
  - Displays all mixes for each District, with Acceptance Status
  - Enter mix design, attach supporting documentation, and submit for acceptance
DMF Entry

• District Testing reviews submitted mix and communicates in-app with Producer/Supplier
• Acceptable use cases can be revised
• If accepted, a DMF number is assigned, and P/S is notified
DMF Entry

• Upon District Acceptance, mix can be applied to applicable CLNs & Item Codes on their contracts

• Typing in the Contract # displays list of applicable items, simply check the box to assign.

• Contract Items added are listed on the Contracts tab for P/S, DTE, & PE/S use
Field Assistant / SiteManager

- **Field Assistant HMA Tracker** is now available for use by request on Contracts that have not already started HMA paving
  - Test locations are determined programmatically
  - Payments are made on tons delivered, MAF-adjusted
  - 530s are auto-submitted, complete with DMF

- 530s can be used in Field Assistant even without HMA Tracker, and are submitted with DMF

- SiteManager 530s cannot include DMF, but will be amended upon request
Field Assistant

- DWRs are created on a web application (no internet connection required)
Field Assistant

- HMA Tracker randomly determines upcoming testing locations, while allowing overrides for exceptions, etc.
- Tickets are entered sequentially and daily tons are tallied.
Field Assistant

- Field Assistant notifies Technician of upcoming test by highlighting delivery tickets when near
- Associated samples are also highlighted on the Sampling tab
Field Assistant

• When samples have been taken, a 530 can be generated to include all station data, DMF, etc.
• 530 is uploaded and payment is made when Daily is synced
SiteManager

- SiteManager 530s are entered when an Internet connection is established but are incomplete.

- If you plan to use SiteManager to enter 530s, Contract Item & Represented quantity are required, and you must contact District Testing staff with the Sample # and intended DMF.
From Field to Hub

• Plate samples & core samples are taken by the HMA Tech on site, marked with Sample ID
• When all samples have been taken for a Sublot, Construction contacts District Testing to notify of pending pick-ups
• QC sample data may be entered into the HMA Pay Wizard at this point if Field Assistant was used to enter Sample Data
At the Hub

• Samples arrive at District HMA hub

• Testing personnel check:
  • Is the sample complete?
  • Is sample (R#) in SiteManager?
  • Is DMF (Mix ID) in SiteManager?

• Sample is entered into shipment log
• Box/cylinder labels are printed
# Vendor Sample Shipment Log

**Des # 1700610**  
Fort Wayne - Blue Grass

<table>
<thead>
<tr>
<th>Sublot Ref. #</th>
<th>Invoice Ref. #</th>
<th>Notification (mm/dd/yyyy)</th>
<th>Start Date (mm/dd/yyyy)</th>
<th>Sample ID</th>
<th>Sample Type</th>
<th>Contract</th>
<th>CLN</th>
<th>Lot</th>
<th>Sub</th>
<th>DMF</th>
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**At the Hub**
At the Hub

• Testing labs are notified

• Labs come and pick up samples

• Backup samples are retained at the hub
Lab Testing

• Samples arrive at the Lab
  • Must be checked in *immediately* with date received
  • Verify DMF in the System matches what's on label

• Testing is conducted
  • DMF selection at check-in shows users some expected features of the mix, dry-back, etc

• Samples are Approved for Pay Wizard
  • Once all tests are complete, samples are approved
Lab Testing

• Checking in samples allows us to verify the correct DMF was entered and allows a real-time analysis of our Labs’ workload.

• The sample will pull in data from the verified DMF to allow accurate testing conditions.
Lab Testing

• Summary grid contains unsynced test result data for a user

• Each test form is designed to follow testing procedure, with intent being direct data entry by Technicians
Lab Testing

• When full battery of tests are complete, sample must be Approved for Pay Wizard

• Approval screen summarizes test results & relates them to expected results per DMF
HMA Pay Wizard

- QC data is entered by P/S when DMF is available
  - Immediately on sync if using HMA Tracker or FA 530 Form
  - After District Support ticket is requested otherwise

- In “Add Sample” screen, verify DMF and Rep. Qty

- When corresponding INDOT QA samples are Approved for Pay Wizard, notify P/S of results

- Samples appealed or accepted directly in app by P/S

- Final results are available after Appeals are finalized
HMA Pay Wizard

- P/S will not see a Contract until they have added an associated sample via the “Add Sample” screen.
- Available Contracts will be listed in Summary as they are added by P/S.
HMA Pay Wizard

• QC data is available as P/S enters it
• Quantity of sublots and whether Lot is complete is noted by P/S in “Add Sample” screen
HMA Pay Wizard

- When appeal window is opened, P/S can request a test to be re-run using backup plates or cores
- Pre-final adjustments are available to aide in decision making
- Appeal requests and appeal results are final
HMA Pay Wizard

• Final adjustment amounts are available on the Pay Adjustment tab once appeal testing is done.
Frequently Asked Questions

• A list of common issues and solutions, and how to avoid them
  • Producer
    • Contact is District Testing
  • District Testing
    • Contact is cmsupport
  • INDOT Testing Labs
    • Contact is District Testing
Producer/Supplier FAQs

- Sample ID is not working for QC data entry
  - Ensure correct ID, and that it matches sample box
  - Data may be incomplete:
    - DMF may be missing
      - District Hubs or Testing Lab will verify DMF on check-in
    - Contract association may be missing

- QC data was entered incorrectly
  - Contact District Testing with Sample ID & data points to be corrected
Producer/Supplier FAQs

• Trying to extend a Lot or mark a Lot complete
  • Fix released June 20th
  • Producer needs to mark “Yes” or “No” when prompted "Will this Sublot finish the Lot?"
  • If a Lot is not marked complete but should have been, or if Sublots need rolled into a previous Lot, contact District Testing
District Testing FAQs

- Test data in SiteManager but not Pay Wizard
  - QC data must exist or QA data will not display
  - If QC data does exist:
    - Most likely the sample was not Approved for Pay Wizard in Lab Testing, or for some reason cannot be
    - A sample cannot be Approved for Pay Wizard if it has been Authorized and/or marked Complete in SiteManager
    - Ensure it is in Pending status and see if the testing lab can Approve for Pay Wizard
District Testing FAQs

• Incorrect QA data displays in Pay Wizard
  • District can correct test data in SiteManager and it will be immediately available in Pay Wizard

• Incorrect Appeal Windows
  • Will be adjustable with upcoming Admin role
    • Until available, contact cmsupport@indot.in.gov
    • Any time data is changed, emails that may have been automated will not be. Notify PE/S and P/S manually that updates exist and to review
District Testing FAQs

• Extended Lot or Sublot error, Lot needs to be marked complete
  • Will be adjustable with upcoming Admin role
    • Until role is available, contact cmsupport@indot.in.gov & notify PE/S and Producer/Supplier

• Calculation errors, rounding errors, incorrect appeal tolerances, programing errors
  • Contact Nathan Awwad
District Testing FAQs

• Updating Rep. Qty. / tonnage for a sublot
  • Ensure the PE/S changes the ‘Rep Qty’ in the ‘Contract’ tab of the material record and on Basic Sample Data tab in SiteManager
    • If done prior to QC entry, will be correct in Pay Wizard
  • If QC data has already been entered:
    • Ensure Material Record in SiteManager is updated
    • Will be adjustable with upcoming Admin role
      • Until role is available, contact cmsupport@indot.in.gov & notify PE/S and Producer/Supplier
INDOT Testing Labs FAQs

• Sample does not show in Check-in screen
  • The “Copy sample” function has likely been used in SM
    • A system-wide fix for this is forthcoming
  • Contact District Testing
    • Delete “Check-in Date” and “Lab ID” from “Other” tab
  • Lab can then check the sample in

• Sample was Approved for Pay Wizard with only partial testing complete, or a test did not sync to SiteManager
  • Contact cmsupport@indot.in.gov
Further Resources

• Recording and Presentation will be made available upon request if you aren’t signed up for INDOT Construction or Materials email distribution list

• All manuals are available at https://erms12c.indot.in.gov/sitemanagermanuals/ (Hint: select key word filters!)

• Our systems are frequently being enhanced and improved; feel free to send feedback, suggestions and requests to cmsupport@indot.in.gov