

MoDOT Trns*port™ SiteManager™

Quick Reference Guide

Concrete Cylinder Sample Sent to Central Lab

So, you want to create a Sample Record for your concrete cylinders? Here's a quick reference on what steps to take:

All the information listed below is based on the **Materials Manual** and can be found in **Volume 3, Section AS-3510**. Please take the time to read over that information for greater detail on submitting samples to the Central Lab.

Preparing the Samples for Shipment

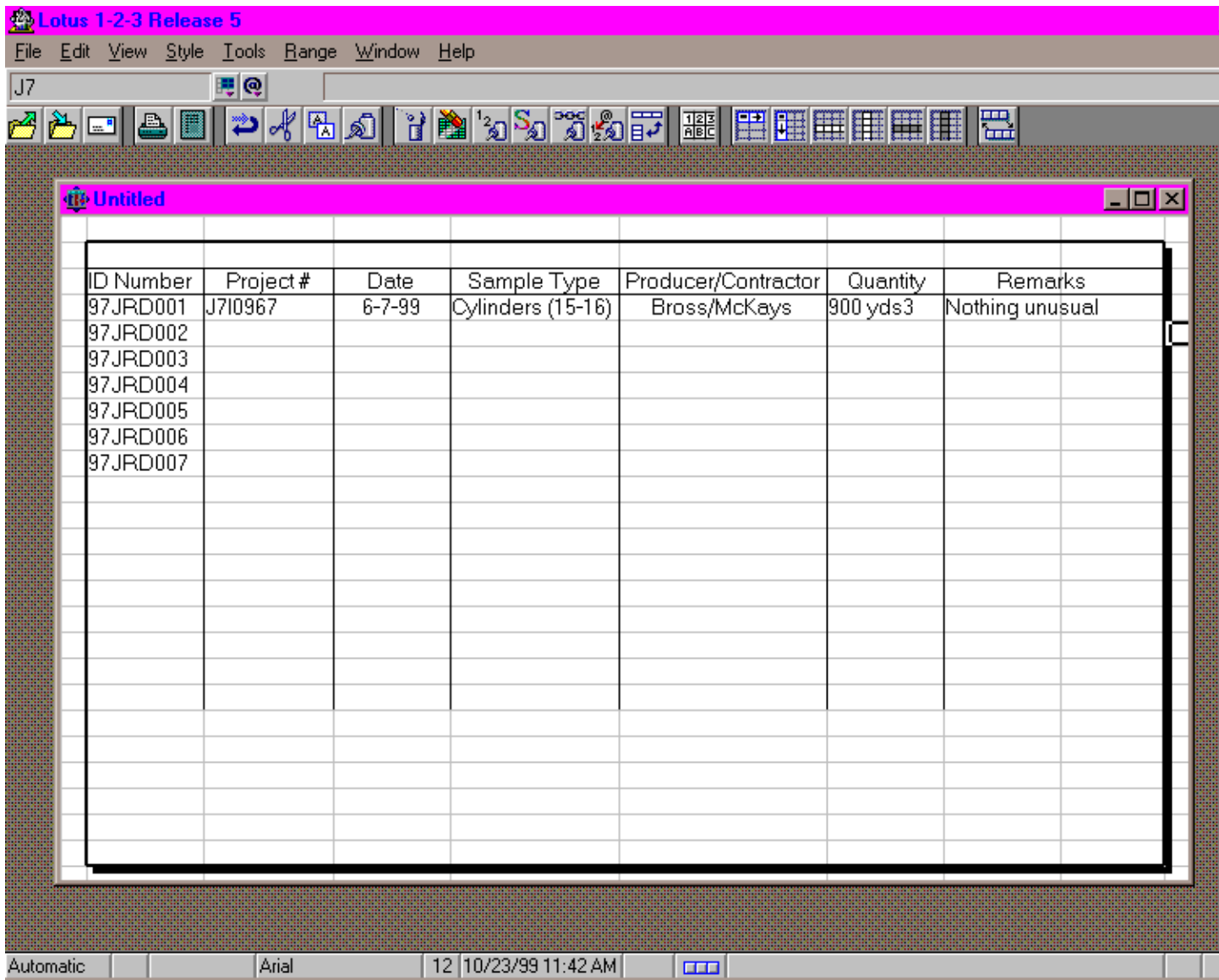
Personal identification numbers should be assigned to cylinders at the time they are created in the field. Each inspector should have a field dairy dedicated to his/her ID numbers. Items to track in the diary can include the ID number, Project Number, Type of Sample, Contractor/Producer, Quantity Represented, and any necessary remarks about unusual circumstances.

The Inspectors Identification number should be in a 8 digit format, where the first digit is the last number of the current year, the next digit is the District Number (0 = District 10), followed by the inspectors 3 letter SiteManager identifier (related to his/her initials), than the actual sample number in a 3 number format starting with 001.

Example: 1999 + District 7 + John R. Doe + first sample of the year =
97JRD001

The last three numbers should be consecutive, starting with the first sample of the year, and continuing throughout the year, only starting over when the year changes. If the inspectors has more samples than 999, start over with a capital "A" as the first digit in the sample number (i.e. 97JRDA01 would be the next number following 97JRD999).

Shown below is a typical ID number field diary format:



One sample number should be assigned to each **set** of cylinders. A cylinder set is composed of two cylinders. The individual cylinders should be further identified by specimen numbers. The specimen numbers are project and mix type specific, and run consecutively starting with the number 1. Each time the project or mix type changes, start over with specimen number 1. Do not start over with the Sample numbers, unless the year ends.

Each cylinder should be identified with the sample ID number, specimen number, date of pour, and class of concrete. It's recommended this information be recorded directly on the side of each cylinder with a black marker.

Listed below are excerpts from the Materials Manual relating to Cylinder samples:

MM.Vol3-3510.2.6 Samples submitted to the Central Lab shall have at a minimum, the following information printed directly on the sample, sample container, or sample tag: Sample ID Number, Material (where the sample is obtained), Product Name (with grade and size, when necessary to fully describe sample), and any Special Instructions. Some specific Sample I.D. requirements:

- Concrete Cylinders - ID NO.
- Date of Pour
- Cement Factor (Not water/cement ratio)
- Special Instructions such as RUSH

The information above in **REQUIRED**, and **must** be written on the box!

SiteManager Sample Record:

Log on to SiteManager and navigate to Materials Management.Sampling and Testing.Sample Information. This window has five tabs across the top: Basic Sample Data, Additional Sample Data, Contract, Other, and Tests. When the window opens it should be focused in the first tab, the Basic Sample Data tab:

AASHTO SiteManager
 File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Smpl ID: 8MDMG022 Smpl Unit: quart Status: Pending

Revised By: Revising: Smpl Dt: 03/26/99

Link To: Link From: Log Dt: 00/00/00

Smpl Type: Proj F.A.S.T. Acpt Meth: Sample and Test

Smpld By: glascd Denis M. Glascock DMG

Material: 0501CCB Concrete, Class B

P/S: 3039400130 River Ready Mix

Type: PROD City: Caruthersville, MO Pemiscot

Mnfctr: Town:

Geog Area: District 10 - Sikeston Prod Nm:

Intd Use: Bent Represented Quantity: .000

Auth By: Auth Date: 00/00/00

Ready Server PROD SMADMIN bro

Basic Sample Data tab

Enter you ID number in the field labeled " **Smpl ID**". Be sure to use capital letters only. Before saving this record, double check this number for accuracy. One the record is saved it cannot be changed or deleted!

Tab to the next field " **Smpl Unit**" and select from the drop down list, the unit of inspection. Use only the mixed case or small lettered units.

Tab to the next field " **Status** " and select Pending from the drop down list. A quick short cut to the drop down list is to type the first letter of the word your looking for in the field. In this case, type "p" and "pending" will populate the field. If this is a "Rush" sample, select "Pending/ Rush" instead. Under no circumstances should a sample sent to the Central Lab show the status as "accepted". Obviously, it can not be accepted if tests are still to be performed

Tab to the next field "**Smpl Date** " and enter the date the sample was taken.

Tab past the " **Link to**" and " **Link From** " fields. These are used for samples that are related to other samples. Unless you are relating this sample to another, it is not necessary to populate these fields. Please see the Material Manual for more information about these fields.

Tab past the " **Log Dt** " field. This date is only populated by the Central Lab. Field Personnel will never use this field. When the Central Lab receives the sample, it will record the date here. When this date is populated, field personnel shall not make changes to the sample record.

In the " **Smpl Type** " field select " **District Project** " as a general rule. This may vary between Districts, check with District Materials to make sure. If the set of cylinders your submitting are companion samples to I.A.S. Than select "**Proj. F.A.S.T.**" instead. There may be special circumstances that dictate a different sample type selection.

In the " **Acpt Meth** " field select " Sample and Test" from the drop down list. (Short cut - type "s" in the field and it will populate)

In the " **Smpld By** " field, type in your user ID. If it is not know, perform a search for this field and select from the list.

In the " **Material** " field perform a search and select the correct class of concrete from the list. If you type in "501" in the field before starting the search, it will short cut the list to the concrete section of the Materials list.

After you have selected the correct concrete class, tab to the " **P/S** " field. This stands for **Producer/Supplier**, and can only be populated after a material has been selected. Perform a search for the correct Producer/Supplier. If the correct Producer/Supplier is not available in the list, contact the District Materials Department to have the Producer/Supplier associated with the product.

Tab down to the " **Geog Area** " field and select the correct District.

Tab to the " **Intd Use** " field, and type in a general description of "where and what" for the concrete placed.

Tab to the " **Represented Quantity** " field and enter the amount represented by the cylinder set.

Select the " **Remarks** " icon from the tool bar. Enter the information shown below in the example.

MMVol3-3510.10 Portland Cement Concrete Cylinder records. Required data is to be entered into remarks.
An example of the data necessary is entered in SiteManager as Sample ID 8MDMG022.

The screenshot shows the 'AASHTO SiteManager' application window. The title bar reads 'AASHTO SiteManager' and the menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The main window is titled 'Maintain Sample Information' and has several tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab is active. A 'Remarks (General Remarks)' dialog box is open, containing the following text:
[EXAMPLE ONLY- THIS INFORMATION DOES NOT REPRESENT A PARTICULAR POUR]
Sample consists of one set of cylinders
Cement Factor = 6.0
Date of pour 03/26/99
Type 2 Lonestar Cement-Cape Girardeau
Class C Holnam Fly Ash-Labadie
St. Charles Sand #1-Bridgeton
Weber North Limestone-Maryland Heights
754.94 Cu. M. (Yield)
WB 364 Pier 4, Footing
The background form has the following fields:
- Status: Pending (dropdown)
- Smpl Dt: 03/26/99 (text)
- Log Dt: 00/00/00 (text)
- Geog Area: District 10 - Sikeston (dropdown)
- Intd Use: Bent (text)
- Represented Quantity: .000 (text)
- Auth By: (text)
- Auth Date: 00/00/00 (text)
- Mnfctr: (text)
- Town: (text)
- Prod Nm: (text)
- Location: ville, MO (text) and Pemiscot (text)
The status bar at the bottom shows 'Creates or displays remarks' and user information: 'Server', 'PROD', 'SMADMIN', and 'br'.

Before leaving this tab, check to make sure your ID number is correct, than **save** the record.

Addtl. Sample Data tab

After saving, select the additional sample data tab. (Click on the tab column next to basic sample data). You should see the window captured below, without the data populating the blanks. The screen capture below reflects example data in the correct fields.

The screenshot shows the 'AASHTO SiteManager' application window. The title bar includes 'File Edit Services Window Help'. The main window title is 'Maintain Sample Information'. Below the title bar are five tabs: 'Basic Sample Data', 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Addtl Sample Data' tab is selected. The form contains the following fields and controls:

- Smpl ID:** BMDMG022
- Buy American:** [Dropdown]
- Reqst By:** [Text Field]
- Witnessed By:** oberdj
- Smpl Size:** 2 cylinder [Dropdown]
- Dist from Grade:** [Text Field] [Dropdown]
- Station:** BRA5522
- Offset:** [Text Field]
- Reference:** [Text Field]
- Smpld From:** First Truck on Site
- Smpl Origin:** Jobsite / Project
- Control Type:** [Text Field]
- Cntrl Number:** [Text Field]
- Seal Number:** [Text Field]
- Design Type:** [Dropdown]
- Mix ID:** [Text Field]
- Plant ID:** [Text Field]
- Plant Type:** [Text Field]
- External Reference Document:** [Dropdown]
- Creator User ID:** oberdj
- Include Standard Remarks:**
- Last Modified User ID:** brookl
- Last Modified Date:** 06/22/99

The status bar at the bottom shows 'Ready' and server information: 'Server PROD SMADMIN bro'.

The " **Reqst By** " and " **Witnessed By** " by fields can be filled in if this is a companion IAS sample. Type in the IAS Inspectors name in the requested by and state "IAS Companion". Perform a search in the witnessed by field and select the IAS Inspector, or if you know his user ID, type it in and tab.

In the " **Sample size** " Field, type in the first box " 2 cylinder " and leave the second field (with the drop down menu) blank.

In the " **Dist. from Grade** " , " **Station** " , " **Offset** " , and " **Reference** " fields, fill in available project information.

In the " **Smpld From** " field, type in the specific place the sample was taken. (Ex: "First truck on Site)

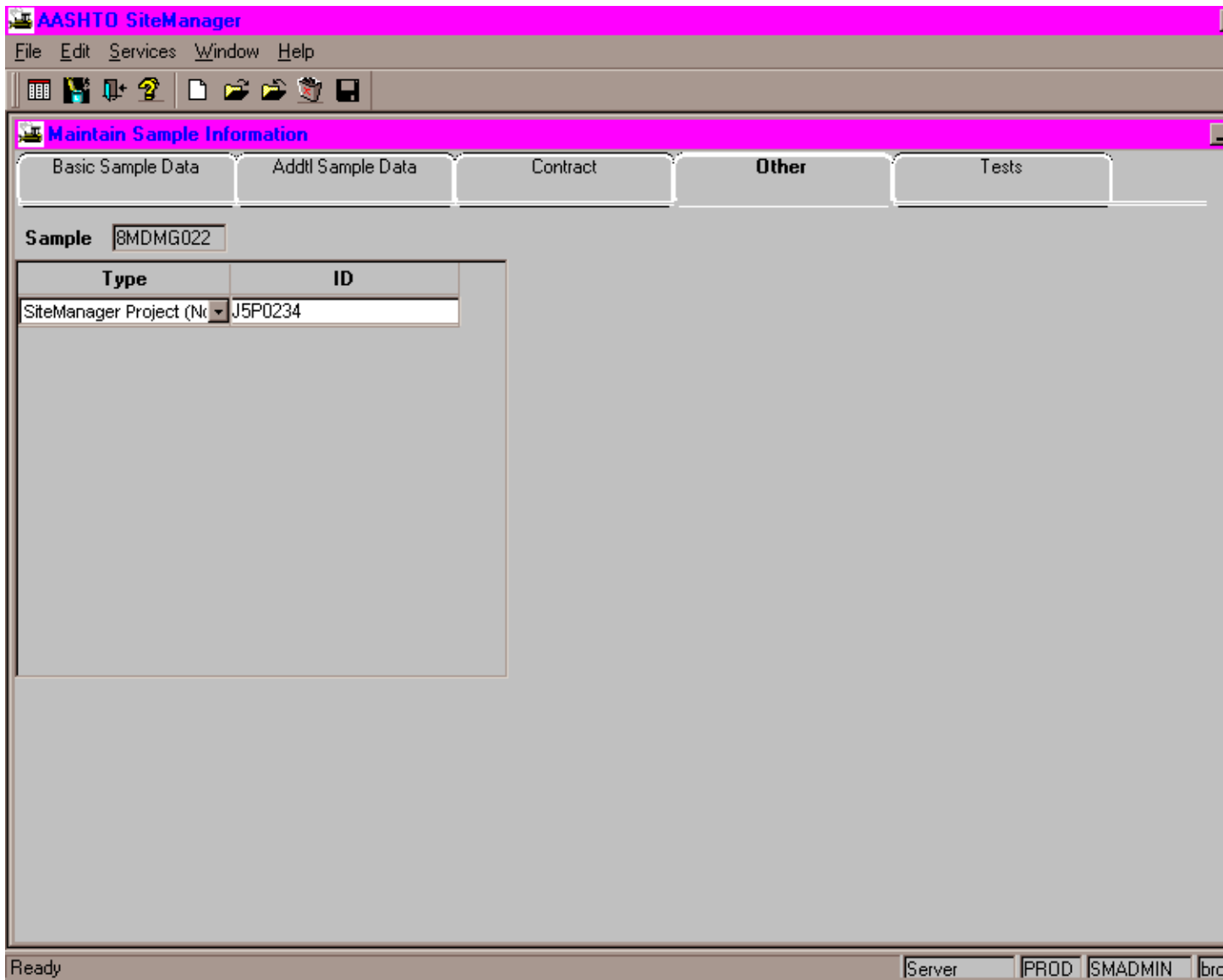
In the " **Smpl Origin** " field, type in the general place the sample was taken. (Ex: Jobsite \ Project)

Save the record.

Generally, the " **Contract** " tab will not be used for cylinders sent to the Central Lab. Some Districts may require cylinders to be set up in the sampling and testing requirements, in which case the contract tab would need to be populated. **Check with District Materials.**

Other tab

After saving, select the other. (Click on the tab column between Contract and Tests). You should see the window captured below, without the data populating the blanks. The screen capture below reflects example data in the correct fields.



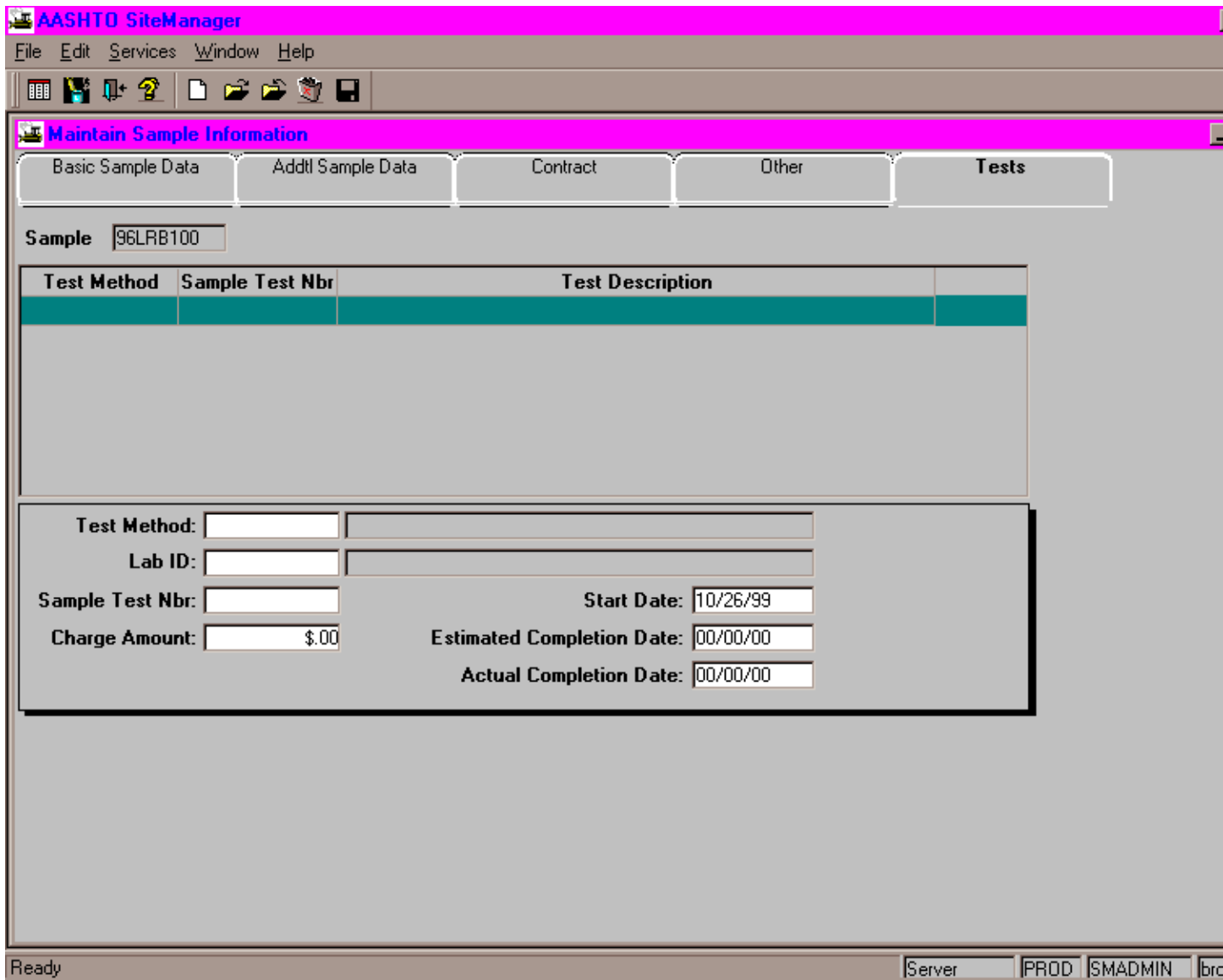
Focus in the drop down menu under the heading " **Type**". Select the category "SiteManager Project (No Sampling and Testing Requirements) ". It shows up as "SiteManager Project (No".

Focus in the field under the heading " **ID** ". Type in the Project number.

Save the record.

Test tab

After saving, select the Test tab. (Click on the tab column at the far right of the screen). You should see the window c



Focus in the bottom portion of the window, in the field " **Test Method** ". Perform a search and select test T22, or simply type in "T22" and tab. If you type it in, be sure to capitalize the "T" or SiteManager will not find it.

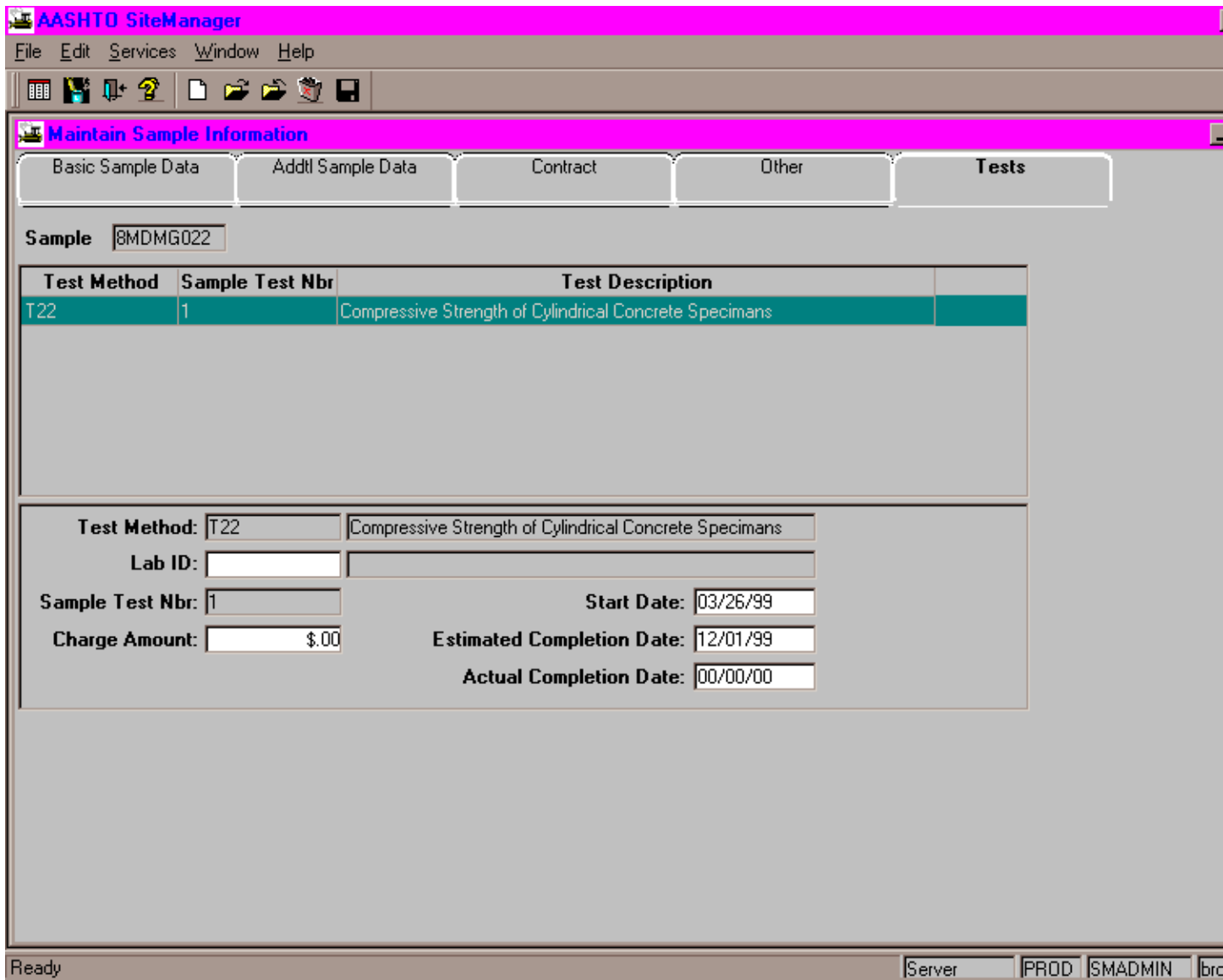
Tab to the " **Sample Test Nbr** " field and enter the number "1", if this is the first set of cylinders for this sample record. At this time, the Central Lab requests that only one set of cylinders be shown on sample records for cylinders sent to the lab.

Tab to the " **Start Date** " field and enter the date the cylinders were produced.

Tab to the " **Estimated Completion Date** " field and enter the day the cylinders should be tested.

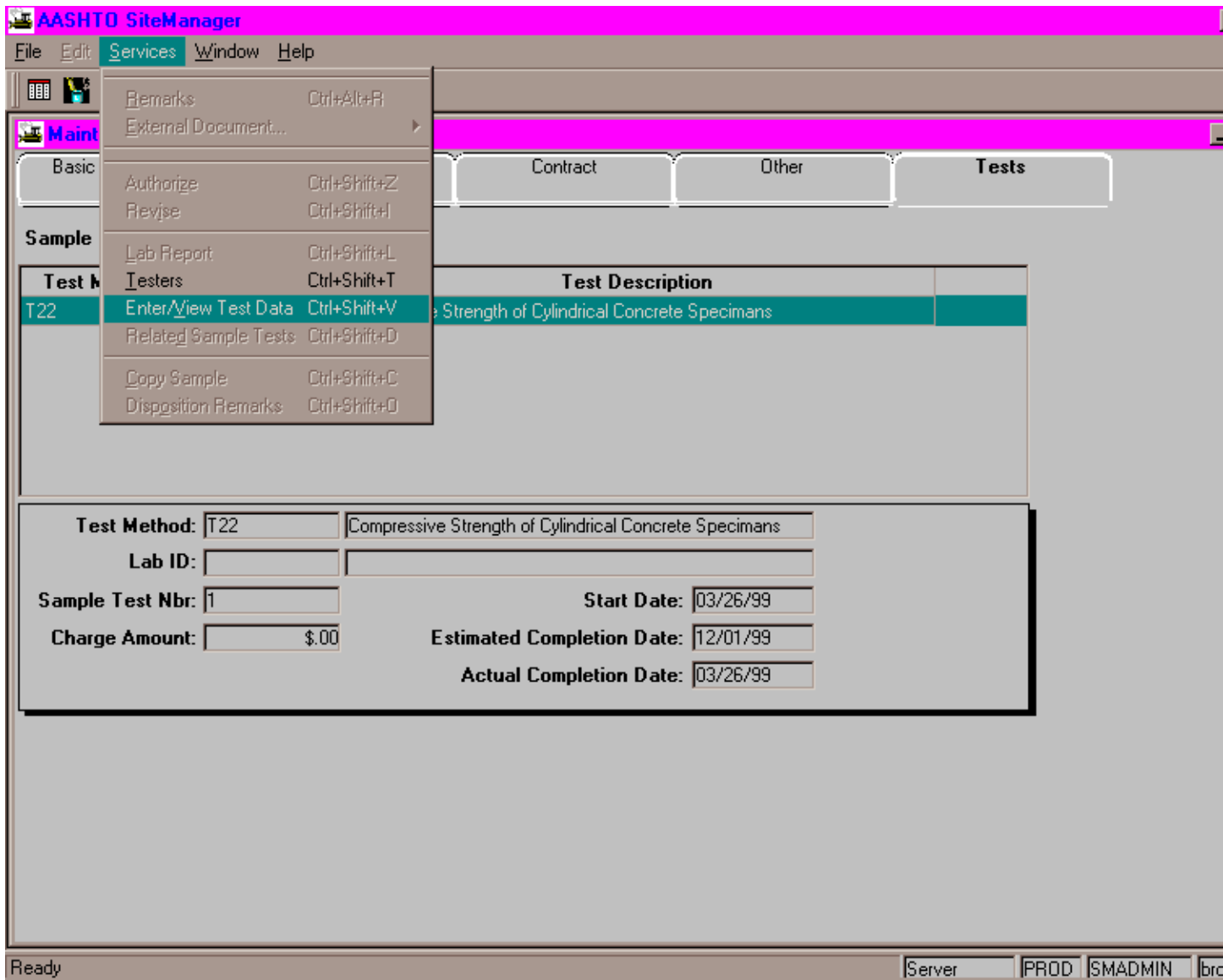
" **Save** " the record before proceeding.

The screen capture below reflects example data in the correct fields

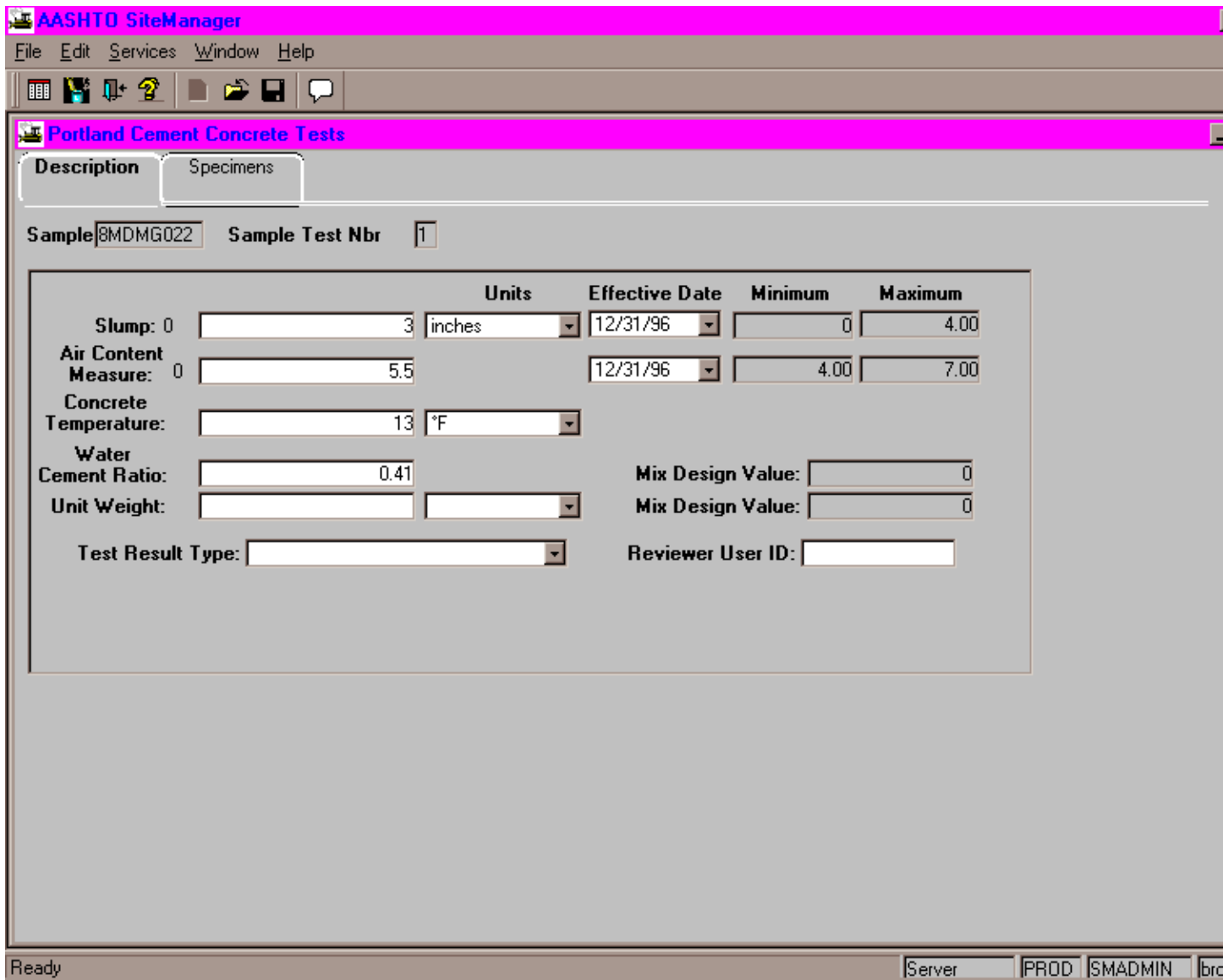


[Enter/View Test Data](#)

After saving the record, select " **services** " from the menu, and than select " **Enter/View Test Data** ".
(See screen capture below.)



You should see the window captured below, without the data populating the blanks. The screen capture below reflects example data in the correct fields.



This area of SiteManager has two tabs to choose from. The first one, " **Description** " tab should be activated when you enter the window. If not, simply click on the Description tab.

Focus in the first field next to " **Slump** ", and enter the results for the slump. Tab to the next field and select the correct " **units** " from the drop down list.

Tab to the field under " **Effective Date** ". Check the drop down menu for date of specifications that apply to this project . If no dates are available, leave this field blank.

Tab to the field next to " **Air Content Measure** " and enter your results. Enter comment if no air was used or was not tested (i.e. "None, Not Tested, No Air, what ever applies).

Tab to the field, second one, under " **Effective Date** ". Check the drop down menu for date of specifications that apply to this project . If no dates are available, leave this field blank.

Tab to the field next to " **Concrete Temperature** ". Enter the temperature of the concrete when sample was obtained.

Tab to the field next to concrete temperature and select the proper " **Units** " from the drop down menu.

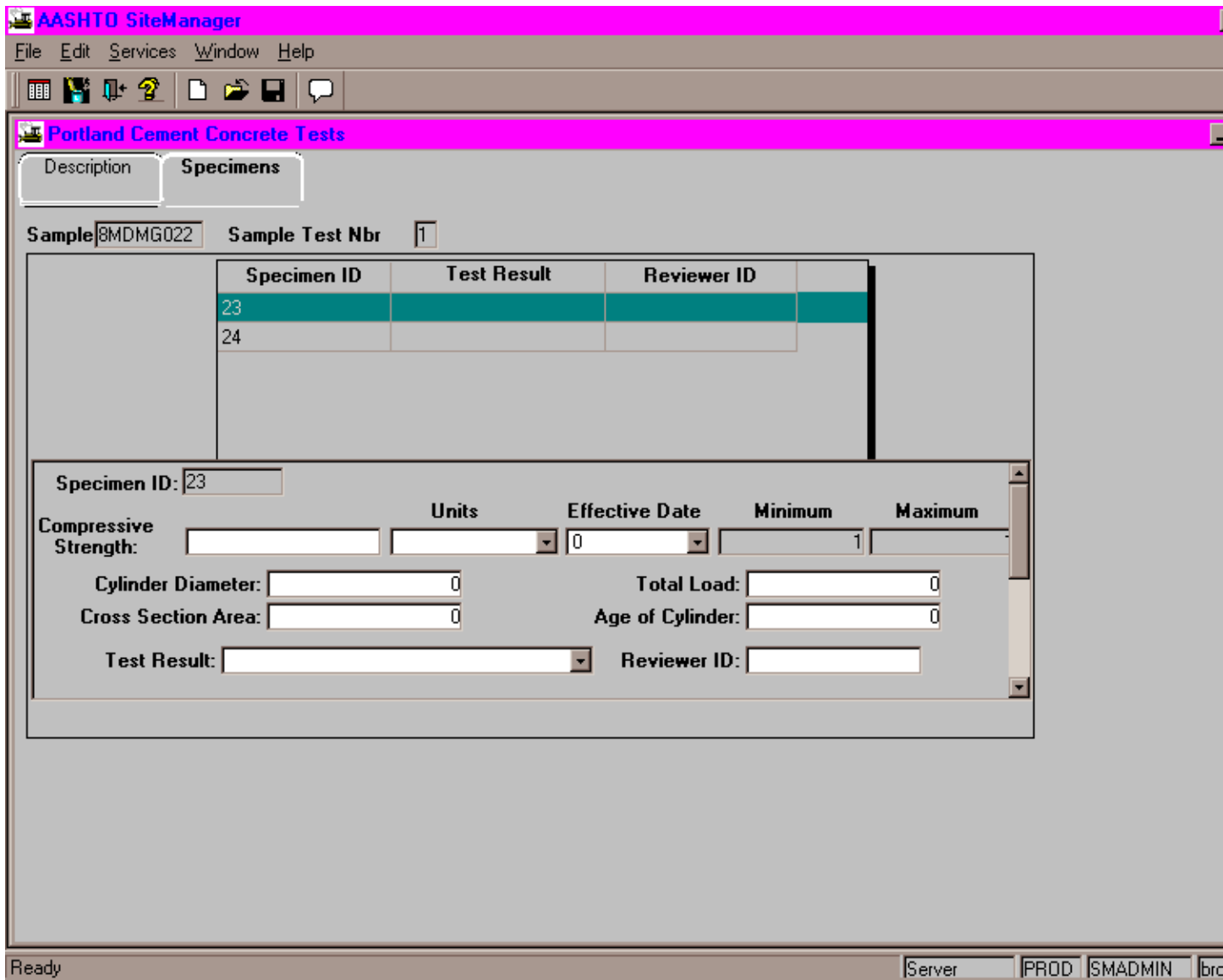
Tab to the field next to " **Water Cement Ratio** " and enter the results. (may be entered as gallons per sack)

MMVol3-3510.10.2 The Tests tab shall have the test T22 attached. On the Description tab, enter the air, slump, concrete temperature when available, and water cement ratio (which may be entered : per sack).

" **Save** " the record

After saving the record, select the " **Specimens** " tab

You should see the window captured below, without the data populating the blanks. The screen capture below reflects example data in the correct fields.



Focus in the field next to " **Specimen ID** ". Enter the specimen ID number.

MMVol3-3510.10.3

The Specimens tab shall have each specimen number entered. Specimen numbers should start with number 1 for the first cylinder made on the job and continue consecutively though tl for each individual mix design. When changing mixes, start a new numbering group. SiteMan does not accept letters in the specimen number field. For companion cylinders, the Construct and the Materials set may have the same specimen numbers because the cylinders are also i the Sample ID number, which will be different.

" **Save** " the specimen number

Focus in the upper portion of the window (point with the mouse in the rectangle where the number you just save is listed, and click the left button)

Select " **New** " from the icon list. This will give you a new record in the bottom portion of the screen.

Again, Focus in the field next to " **Specimen ID** ". Enter the second specimen ID number.

" **Save** " the second specimen number.

MMVol3-3510.10.4

The Central Lab will enter actual test data after breaking the samples. The Central La also authorize the sample, which locks the record, after the testing is complete.

After saving the second specimen number, you are finished with the sample record