This QRG describes the step by step procedures for creating a concrete sample record. This was written specifically to provide instruction for field personnel creating sample records for fresh concrete tests and when making cylinders. The instructions provided for inputting the represented quantity on the contract folder tab reflect the policies in affect at several Residencies, and may not reflect the standard practice in all offices.

**Procedure For Making a Concrete Sample Record**

Log onto SiteManager

Click on the Materials Management icon.

Click on the Sampling and Testing icon.

Click on the Sample Information icon.

Fill out the folder tabs from left to right. This is where your Sampling and Testing Check list will help you.
### Basic Sample Data (first folder tab)

#### Sample Information

<table>
<thead>
<tr>
<th>Smpl ID:</th>
<th>LL SSSS YYMMDD TTTT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>43 2418 060920 1037</td>
</tr>
</tbody>
</table>

Smpl ID always starts with your lab (residency) number LL (43). And then your four digit sampler number SSSS (2418). Next the date and time you took (made) the sample (not the date and time you are making the sample record). The date should be entered year YY (06) month MM (09) day DD (20). The time should be entered in 24 hour format TTTT (1037).

#### Status: 1a: Pending - Res

This means that you have taken (made) the sample and are awaiting the lab to receive it.

#### Revised By: not used

#### Revising: not used
Sample Date: 09/20/06
   This is the date you took (made) the sample.

Link To: not used
   This could be used to link to an IAS sample, or any other sample that may be relevant.

Link From: not used

Log Date: 00/00/00
   This is the date the lab receives the sample. The lab will input this date.

Smpl Type: MAT Material
   This is from the sampling and testing check list and must match to satisfy requirements.

Material: pcco001   HC Conc Class AA(AE)
   This the type of concrete you are sampling. This is a searchable field, and must also match the sampling and testing checklist to satisfy requirements.

Sampler: nrogers       Rogers, Neil E.
   This is the person who performed the test. This is a searchable field

P/S: Enid Concrete   m00463
   This is the producer / supplier of the concrete. This is a searchable field.

Type: PCC
   This is automatically filled in when you pick your Material.

City: Reference Plant
   This is automatically filled in when you pick your P / S. When you see “Reference Plant” you will need to fill out the Plant ID field on the Addtl Sample Data folder tab.

Prod Nm: not used
   This is not used unless the material is pre-qualified.

Mnfctr: Enid Concrete       m00463
   This is usually the same as the P/S and is a searchable field.

Town: not used
   If you would like to put the town that you are closest to you can, but this is not required.
**Geog Area: Garfield County**
This is the county you are working.

**Intl Use: not required**
This is not required, but more information is always helpful. If you are pouring an Abutment, Drilled Shaft, etc. you could indicate that here.

**Repr Qty: .000**
This will not be used. The place to indicate this is on the Contract folder tab.

The remaining fields will auto populate when the proper information is filled in.

Click the save icon and proceed to the *Addtl Sample Data* folder tab.

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### Addtl Sample Data folder tab

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>4324180693201037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req't By</td>
<td></td>
</tr>
<tr>
<td>Smpl Size</td>
<td>28 day</td>
</tr>
<tr>
<td>Dist from Grade</td>
<td>Spaces</td>
</tr>
<tr>
<td>Station</td>
<td></td>
</tr>
<tr>
<td>Smpl From</td>
<td>Truck</td>
</tr>
<tr>
<td>Smpl Origin</td>
<td></td>
</tr>
<tr>
<td>Lot Number</td>
<td>0001</td>
</tr>
<tr>
<td>Sub-Lot Number</td>
<td></td>
</tr>
<tr>
<td>Design Type</td>
<td>Spaces</td>
</tr>
<tr>
<td>Plant ID</td>
<td>m00453-01</td>
</tr>
<tr>
<td>Seal Number</td>
<td></td>
</tr>
<tr>
<td>Plant Type</td>
<td>HC Conc Batch</td>
</tr>
</tbody>
</table>

**Include Standard Remarks:** No

**Creator User ID:**ingers

**Last Modified User ID:** thoma

**Last Modified Date:** 09/27/06
Smpl ID: 4324180609201037
   This will automatically be filled in.

Buy American: not checked   Leave drop down reading: “Spaces”

Reqst By: not used

Witnessed By: not used

Smpl Size:  28 day           “Spaces”
   This is where you indicate if the sample is to be 28 day or Fresh & 7. Leave the drop down next to it reading “Spaces”.

Dist from Grade: blank      “Spaces”
   Leave the drop down next to it reading “Spaces”.

Station: blank           Offset: blank       Reference: blank
   Leave all of these fields blank.

Smpld From: Truck
   This field is to indicate where the sample was taken, IE Truck, Pump Truck, Bucket, etc.

Smpl Origin: not used

Lot Number: 0001
   This is used to indicate the cylinder set number.

Sub-Lot Number: not used Seal Number: not used

Design Type: Spaces        Mix ID: not available for concrete.
   Leave this drop down reading spaces

Plant ID: m00463-01       Enid Concrete (Enid, OK)     Plant Type: HC Conc
Batch
   This is where you indicate which plant supplied the concrete. When the “City” field on the Basic Sample Data folder tab reads Reference Plant, you will need to fill this field out. The grayed out fields are automatically filled in after you pick a plant. This is a searchable field.

Check the Include Standard Remarks: box and this folder tab is complete.

Click the save icon and proceed to the Contract folder tab.
This is where you pick your contract and the line item(s) the sample represents. As well as the quantity.

To get your contract click the new icon.

In the Contract ID: field type your SiteManager contract number or you can also search in this field. Then press the tab key on your keyboard. This will bring up the line items associated for the material you picked on the Basic Sample Data folder tab.

This is where you pick your line item(s).
Pick your line item(s) and then click OK.

If you are entering a 28 day break, then you need to enter a Represented Qty.

If you are entering a Fresh & 7 day, then just type a 0 in the Represented Qty.

Enter the amount (even if it is 0) and this tab is complete.

Click the save icon and proceed to the Other folder tab.
This is where you enter your Concrete Mix ID number, and the Air Meter number you are using.

To get a new field to enter information click the new icon. If you click new twice you will get two lines.

Click the drop down arrow and scroll down to the Mix Design ID. Enter your Mix Design ID into the ID field. Repeat this process for the Air Pot ID number.

Click the save icon and proceed to the Tests folder tab.
This is where you add your test.

To get a new field to enter test information click the new icon.

You can add the Fresh Concrete Test (C94025)(slump, air, temp.) and Early Breaking Strength of Concrete Cylinders (C94020)(7 day) to the same sample record.

You need to make a new sample record for the Compressive Strength of Concrete Cylinders (C94014)(28 day) sample record.

Test Method:
To add a test to the sample record you can type the number of the test in the Test Method: field or you can search in the field.

Lab ID: 43
43 is Enid Residency’s Lab number.

Sample Test Nbr: 1
This is always number one.
Charge Amount: $0.00
This field is not used by field offices. Do not change the amount.

Start Date: 09/20/06
This is the date you made the test.

Estimated Completion Date: 00/00/00
This will be where you enter the date for your 7 & 28 day cylinders

Actual Completion Date: 09/20/06
This will only be entered for the fresh concrete test.
The lab will fill out this date for the cylinder breaks.

Once you have entered your test on your sample record you are ready to input the test data.

To enter test data click Services from the menu bar and scroll down to Enter/View Test Data and click.

This will open your test template.

First you will need to enter your Effective Date. This will populate your template with the spec. year information. This is in the gray part of the form at the top.

Next go through the form and fill out all pertinent information.

For the Air Content procedure: T-152 (Pressure Meter)
T-196 (Roller Meter)

This form does not need to be printed out.
The lab should review and authorize it.

This is an example of a properly entered Fresh template.
To enter 7 day (C94020) test information use the same procedure as the fresh test.

This form does not need to be printed out.
This is an example of a properly entered Early Day Break template.
Oklahoma Department of Transportation
Early Breaking Strength of Concrete Cylinders

Test Methods: T-22, T231
If L/D < 1.8 Correct Test Load According to T22

<table>
<thead>
<tr>
<th>English/Metric</th>
<th>English</th>
<th>Diameter (in)</th>
<th>6.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area (in)</td>
<td>28.27</td>
<td>Cylinder Age</td>
<td>7 Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cylinder Number</th>
<th>Cylinder 1</th>
<th>Cylinder 2</th>
<th>Cylinder 3</th>
<th>Cylinder 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Load (Pounds-Force)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Compressive Strength (psi)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fracture Type</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Average Maximum Load (Pounds-Force) 0
Average Compressive Strength (psi) 0 (rounded to nearest 10 psi)

Remarks 1: BRO-124D(51) CO
Remarks 2: Batch Ticket #13401
Remarks 3: 
Final Test Results: □ Pass □ Fail
Reviewer User ID:

Enter information the same way for the Compressive Strength (C94014) (28 Day) test.
This test needs to be on its own sample record.

This is the form that should be printed out to give to the lab.
Use the small gray "P" button at the upper right corner of the template.

After you print this out write the break dates on the form before you give it to the lab. You will need to put both the 7 day date and the 28 day date on the form. You could put this information in the remarks field if you would like.

This is an example of a properly entered Compressive Strength template.
**Oklahoma Department of Transportation**  
**Compressive Strength of Concrete Cylinders**

**Test Methods: T-22, T231**

If L/D < 1.8 Correct Test Load According to T22

<table>
<thead>
<tr>
<th>Cylinder Number</th>
<th>Cylinder 1</th>
<th>Cylinder 2</th>
<th>Cylinder 3</th>
<th>Cylinder 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1A</td>
<td>1B</td>
<td>1C</td>
<td></td>
</tr>
<tr>
<td>Maximum Load (Pounds-Force)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Compressive Strength (psi)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fracture Type</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Average Maximum Load (Pounds-Force)**  
[min] 0.00  
[max] 0

**Average Compressive Strength (psi)***  
[min] 0.0  
[max] 4000 (rounded to nearest 10 psi)

**Remarks**
- Remarks 1: BRO-124D (51) CO
- Remarks 2: Batch Ticket # 13401
- Remarks 3: P day 06/27/06  28 day 10/18/06

If a 'Pay Reduction Factor' needs to be calculated please type the minimum Compressive Strength Specification in field below:

- **Final Test Results:** ( ) Pass  
  ( ) Fail

**Reviewer User ID:**

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**Note on Last Modified Date:**

This QRG is the 10/25/06 version. The Last modified date reflects a change to the design of the SSS database system.