

Section I-1: How to Start a Sample Record (for Industry Users)

Applicable Role:

1. Industry Lab Access DXX

I1-1 VIEW SAMPLE RECORDS

Click on the **Home Page**.

Click on **Sample Records**.

The screenshot shows the WVDOT Dev Site navigation menu. At the top, there are buttons for 'Home', 'Previous', 'My Pages', and 'WVDOT Dev Site'. On the right, there are 'Actions', 'Help', and 'Log off' buttons. Below the navigation bar, there are links for 'Materials Worksheets', 'Materials', 'Construction', and 'Reference Data'. The main content area is titled 'PROJECT Industry Laboratory Access D07 (Materials)'. It features three expandable menu sections: 'Materials Worksheets', 'Materials', and 'Construction'. The 'Materials' section is expanded, and 'Sample Records' is highlighted in yellow. Other options in the 'Materials' section include 'Acceptance Actions', 'Action Relationships', 'Daily Source Reports', 'Find Sample', and 'Mix Design'. The 'Construction' section includes options like 'Change Order', 'Contract Administration', 'Contract Claims', 'Contract Permits', 'Contract Progress', 'Contract Specific Authorities', 'Contract Time', 'Contractor Evaluation', 'Payment Estimate Accounting', 'Payment Estimate Approval Decisions', and 'Payment Estimates'. The 'Materials Reference Data' section includes 'Facilities'.

(I1-1)

This takes you to the **Sample Record Overview Page**

The screenshot shows the 'Sample Record Overview' page. At the top, there is a 'Sample Record Overview' header with a 'Save' button and a help icon. Below the header, there is a search bar with the text 'Type search criteria or press Enter' and a 'Sample Date Sort' dropdown menu. The page indicates 'Showing 50 of 3949' records. At the bottom right, it shows '0 marked for deletion' and '0 changed'. The main content area is a table with three columns: 'Sample ID', 'Lab Reference Number', and 'Sample Status'. The first row shows 'DBray20240206024745', 'test', and 'Logged'. Below this is another table with three columns: 'Material Code', 'Material Full Name', and 'Sample Date'. The first row shows '601.003.003.02', 'Concrete, Class B, With Fly Ash, Slag Cement, Natural SCM', and '02/06/2024'.

(I1-2)

If you don't have access to this screen, contact the DOH Materials Email listed at the bottom of this page.

I1-2 START A SAMPLE RECORD

Click on the ▼ (to the right) of Save.

Click **Add Sample**.

Sample Record Overview



(I1-3)

This takes you to the **Add Sample Record Page**.

Add Sample Record

(I1-4)

I1-3 GENERAL TAB

Enter all the information (in Yellow) as it is Required.

NOTE: The Green Fields **MAY** be used based on the Sample Type and your District's workflow.

If you have the information, you can fill in the Green Fields.

Add Sample Record

▼ Add Sample Record Save ?

General

Lab Reference Number	C423456	Sample Date*	01/20/2024 📅
Material Code - Name	601.003.005.02 Concrete, Class D, With Fly Ash, Slag Cement, Natural SCM	Sample Type	QC Quality Control
Field Technician	Farley, Tabitha CD Smith	Acceptance Method	TR Test Results
Sample Size	5		
Sample Size Units	CF - CUBIC FEET		

(I1-5)

Go to the **Next Step**.

If you have more than **One (1) Test** assigned to a single Lab Reference Number (i.e. Field Tests), Enter those Test Numbers as follows:

C1B0239-02-F
C1B0239-03-F

**In this example the -02 is the sequence or load number, the F denotes the Field Test and L denotes the Lab Tests).

NOTE: The **Lab Reference Numbers** are assigned by the District Construction Engineer or their Designee.

For example, **Class B (or any other Mix Designs)**, use the following format to distinguish between the **Field** and **Lab** Samples:

C1B0239-F – For Field Test (Slump and Air)

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AWP Questions:
dohawpmaterials@wv.gov

C1B0239-L - For Cylinder Breaks

Once all the information has been Entered, click **Save**.

(I1-6)

Once you click **Save** additional Tabs and Fields appear on the Sample Record.

(I1-7)

NOTES: If the **Material Tester** does **NOT** appear in the list of choices, Enter the Tester's name under **Remark*** in the **Remarks Section** (bottom of the Page).

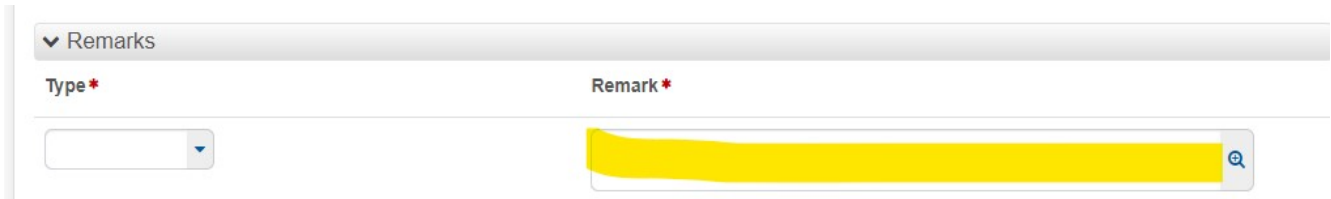
The **Remark*** Field can be used for any General Purpose.



(I1-8)

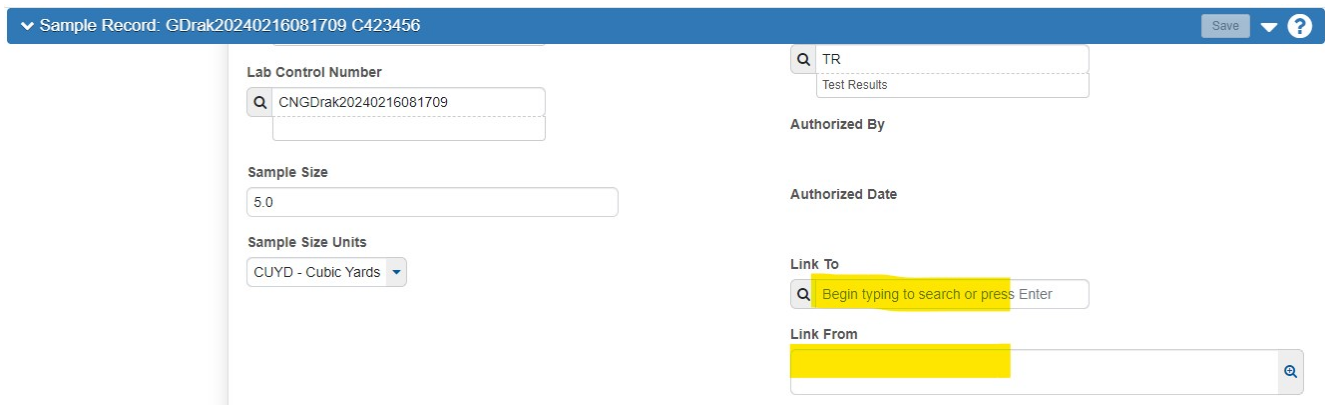
BOTH the Type* and Remark* Fields are **REQUIRED**, if you Enter **One Field**, you need to Enter **BOTH Fields**.

If you do **NOT** have Remarks, leave these Fields Blank.



(I1-9)

NOTE: Leave the **Link To** and **Link From** Fields Blank, these are used for **Similarity Evaluations** done by the WVDOH.



(I1-10)

I1-4 MIX DESIGN INFORMATION TAB

If the Material has a MIX DESIGN:

Click on **Mix Design Information Tab**.

Enter the **Mix Design Type**.

Enter the **Mix Design ID**.

Sample Record: GDrak20240123013036 C423456

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Evaluation

Mix Design Type

PCC - Portland Cement Concrete

Mix Design ID

1901404-PCC

Class C with Fly Ash

Created By

A037034@wv.gov

Created Date

01/23/2024 1:30:37 PM

Last Updated By

A017965@wv.gov

Last Updated Date

01/25/2024 8:29:31 AM

(I1-11)

NOTE: If your Mix Design is **NOT** Available, list the Mix Design information in the **Remarks*** **Section** (at bottom of page), choosing **General** as the **Type*** of Remark.

If the Material does **NOT** have a Mix Design, leave the Mix Design Type and Mix Design ID Fields Blank.

Go to the **Next Step**.

Once the information has been Entered for the Sample Record, click **Save**.

Sample Record: GDrak20240123013036 C423456

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Evaluation

Mix Design Type

PCC - Portland Cement Concrete

Mix Design ID

1901404-PCC

Class C with Fly Ash

Created By

A037034@wv.gov

Created Date

01/23/2024 1:30:37 PM

Last Updated By

A017965@wv.gov

Last Updated Date

01/25/2024 8:29:31 AM

(I1-12)

I1-5 SOURCES/FACILITIES TAB

Click on the **Sources/Facilities Tab**.

NOTE: Primary Source MUST be chosen BEFORE choosing the Primary Facility.

Click on **Select Primary Source** (a Select Primary Source dialog box appears).

Source ID - Source Name	Facility ID - Facility Name
S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.	-

(I1-13)

In the **Search Box** Enter the first few letters of the Source Name (a Source ID - Name appears).

Click on the **Source ID Number** (i.e. S-CCC4.600) that appears in the list.

Click on **Add to Sample Record**.

Source ID - Name	Source Type	Source City	Location Description
S-CRH10.01.600 - CRH-OLDCASTLE INFRASTRU			

(I1-14)

Click on **Select Primary Facility** (a Select Primary Facility dialog box appears).

In the **Search Box** Enter the first few letters of the Facility Name (a Facility ID – Name appears).

Click on the **Facility ID Number** (i.e. F-CCC4.600) that appears in the list.

Click on **Add to Sample Record**.

Select Primary Facility

Q carr Advanced Showing 1 of 1 1 selected

Facility ID - Name	Facility Type	Facility City	Location Description
✓ F-CCC4.600 - Carr Concrete Company	FAB - Fabricator		Williamstown, WV

Add to Sample Record

(I1-15)

After Entering the **Primary Source** and **Primary Facility**, click **Save**.

Sample Record Summary

Sample Record: GDrak20240123013036 C423456 Save ?

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Primary Source/Facility

Select Primary Source... Select Primary Facility...

Source ID - Source Name	Facility ID - Facility Name
S-CRH2.00.601 - CRH-CENTRAL SUPPLY CO.	F-CRH2.05.601 - CRH-Central Supply @ Glenville, WV
Source City	Facility City
	Glenville
Source Type	Facility Type
Source Location Description	Facility Location Description

(I1-16)

I1-6 DESTINATION LAB

Click on the **Destination Lab Tab**.

Click on the ▼ (beneath **Ready?**).

Choose **Yes**.

Make sure the correct **Destination Lab** has been chosen.

Click **Save**.

Sample Record: DBray20240206024745 test

Save

0 added | 0 marked for deletion | 0 changed

Association Type	District/Central Lab *	Ready?
Destination Lab	<input type="text" value="IDEST-02"/>	Yes

(I1-17)

I1-7 CONTRACT TAB

Click on the **Contract Tab**.

Click on **Select Contract Project Items Box**.

Sample Record: GDrak20240207083821 C423456

Save

0 marked for deletion | 0 changed

Select Contract Project Items...

No rows found matching criteria.

(I1-18)

In the Search Box Enter the **Contract Name**.

Click on each **Contract Project Item** you want to associate with this Sample Record.

NOTE: You can choose multiple Contracts and Line Numbers.

Click **Save**.

Select Contract Project Items

Q TEST3210 System Default Showing 2 of 2

Select: All None 2 selected

Contract	Project	Project Item	Material Set
✓ TEST3210 - Test Project	TEST3210	0045 - HP10X42 STEEL PILE	Default
✓ TEST3210 - Test Project	TEST3210	0005 - CLEARING AND GRUBBI	Default

Save

(I1-19)

I1-8 TESTS TAB

Click on the **Tests Tab**.

Click **Assign Tests**.

Sample Record: GDrak20240207083821 C423456 Save ?

General Mix Design Information Sources/Facilities Destination Lab Contract Tests

Material 601.003.005.02 - Concrete, Class D, With Fly Ash, Slag Cemen

Sample Type QC - Quality Control

Assign Tests

0 marked for deletion | 0 changed

No rows found matching criteria.

(I1-20)

NOTE: Select only **One (1) Test** per Sample Record.

Click on the **Arrow** (bottom of the page).

1 Select Optional Tests:

Q Type search criteria or press Enter Advanced Showing 4 of 4

Select: All | None 1 selected

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
MP601.03.51	Total A-Bar of Solids	D01-AGG	No	1
T22	Compressive Strength - Cylinders	D01-PCC	No	1
<input checked="" type="checkbox"/> AWP601.03 PCC QA/QC	PCC - Slump & Air	D01-PCC	No	1
T121	PCC - Yield & Unit Weight	D01-PCC	No	1

(I1-21)

NOTE: Choose only **One (1) Run** per Sample Record, unless directed otherwise.

Click the **Green Confirm button (ONLY ONCE)**.

2 Add Test Runs and Confirm:

▼ Required Tests 0 changed

No rows found matching criteria.

▼ Selected Default Tests 0 changed

No rows found matching criteria.

▼ Selected Optional Tests 0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs
AWP601.03 PCC QA/QC	PCC - Slump & Air	D01-PCC	No	<input type="text" value="1"/>

(I1-22)

This takes you to the **Sample Record Summary Page**.

Sample Record Summary

Sample Record: TAWP20240320065427 Industry-Training-Test2
Save ▼ ?

General

Mix Design Information

Sources/Facilities

Destination Lab

Contract

Tests

Material	601.003.003.02 - Concrete, Class B, With Fly Ash, Slag Cemen	Sample Type	QC - Quality Control
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0 marked for deletion | 0 changed

Description	Test Method	Destination Lab	Test Data
PCC - QC - Slump & Air	AWP601.03 PCC QA/QC	IDEST-02	1.0
Industry - Ready	Industry - Accepted	Industry - Rejected	
<input type="text"/>			
Industry - Ready Date	Industry - Accepted Date	Industry - Rejected Date	
<input type="text" value="mm/dd/yyyy"/>			
Notes			
<input style="width: 100%;" type="text"/>			

(I1-23)

NOTE: The Industry Ready Field is used when the Sample Record is Complete and ready to be Reviewed by the District.

Users will push the **Sample Records** through **LIMS**, up until they Enter their **Test Results**.

For instructions on How to Enter the Test Results: **Go to Section I-2 How to Navigate LIMs and Enter Test Results (for Industry Users)**.