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SECTION 1 - INTRODUCTION

1.1 Check the lab number to make sure it’s current, using SiteManager or LIMS Flyover.

1.2 Take samples once per day or lot. Select proper sample containers and label the containers with proper information. At least one sample, per project is sent to MTD, while additional samples are stored.

1.3 Log the samples, sent to MTD, in SiteManager and be sure to include all required information. Barcode and ship the samples to MTD.

1.4 Associate stored samples to the project and send in stored samples when needed.
SECTION 2 – CHECKING THE QM LAB NUMBER

2.1. Verify the lab number, assigned by MTD on the ticket from the transport, is current by comparing the lab number on the ticket with the lab number listed in SiteManager (Section 2.4) or LIMS Flyover (Section 2.5).

2.2. If the lab number from MTD is not current (has expired), an advanced lab number has not been issued, or if the lab number does not match (e.g. producer or grade does not match the shipping ticket), reject the load.

2.2.1. On rare occasions, MTD may issue an “Advance” lab number, which is approval for the material given in advance of MTD’s complete testing. In this case, the lab number on the shipping ticket may not yet be in SiteManager, but will be in LIMS Flyover.

2.2.2. Once the lab number has been found in LIMS Flyover, double click on it.

2.2.3. On the screen showing the sample details, look for the “Advance Lab#” check box. A check here indicates that this is an advanced lab number.

2.2.4. If necessary, contact MTD regarding the status and estimated completion time for the sample.

2.3. Record the lab number, producer, grade, and effective dates for future quick reference.

NOTE 1 – The lab numbers are usually valid for a calendar month, so it will likely be used repeatedly on a given project. Having a list on hand of previously verified numbers makes it easy to verify more loads when they arrive with the same number.
2.4. Verifying the lab number using SiteManager.

2.4.1. Log in to SiteManager and double click on “Materials Management,” then “XiteManager.”

2.4.2. Double click on “Assistant.”

2.4.3. Select the following information:
- the type of asphalt used on the project (Example: “ASPH CEMENT”) under “Material Category,”
- the grade of asphalt (Example: “AC-20-5TR”) under “Material Name,” and
- the producer name (Example: “WRIGHT ASPHALT—BROWNWOOD, TX”) under “Producer Name.”
2.4.4. If you have trouble finding the lab number through this method, or you do not know some of the information, type in the SiteManager ID under “Sample ID.” The SiteManager ID will be “QM301” followed by the lab number from the shipping ticket. (Example: QM301C19370863)

2.4.5. Find the SiteManager ID that matches the lab number from the shipping ticket (the SiteManager ID will start with “QM301” followed by the lab number) and check to make sure the date of the shipment is within the valid dates for the SiteManager ID. (Example: QM301C19370863 with valid dates from April 1, 2019 to April 30, 2019)

2.5. Verifying the QM lab number using LIMS Flyover.

2.5.1. Use Citrix or SiteManager Terminal Server to access:

- Log in to Terminal Server and select “Additional Apps” from the Launch pad. Then double click “LIMS Flyover Database,” or
- Log in to MyCitrix (mycitrix.txdot.gov) and select “Apps” at the top of the screen. Then double click “LIMS Flyover.”
2.5.2. In the Flyover Application, select “Lab Number” as the filter column and type in the lab number. (No “QM301” for this application; just the “C” number.)
SECTION 3 – SAMPLING FREQUENCIES

3.1. Collect, or witness collection of, one sample, per day or per lot from the project, in accordance with Tex-500-C. Additional instructions for sampling and labelling are in the next section.

3.2. Submit at least one sample of each grade and source, per project to MTD for testing, in accordance with the DBB Guide Schedule. Instructions for creating the sample in SiteManager and preparing it for shipping are in Section 5.

3.3. Log and label the rest of the samples for storage. Instructions for this process are in Section 6.

NOTE 2 – Samples should be collected after the first load is shot through the distributor to obtain a representative sample.
SECTION 4 – SAMPLING PROCESS

4.1. Use a new, clean 1-quart can for hot applied asphalt and cutbacks, or a wide mouth plastic jar for emulsions.

4.2. Collect samples at the frequency in accordance with the specification and as outlined in Tex500-C with witness by the Engineer.

4.3. Mark the samples with the producer, producer facility location, grade, district, date sampled, and project information including highway and CSJ. (QM samples will not include any project information.)
4.4. Allow sample to cool before placing lid on the sample. After cooling, seal the container with the lid.

4.5. If sample is to be sent in to MTD for testing, proceed to Section 5.

4.6. If sample is not being sent to MTD, proceed to Section 6.
SECTION 5 – LOGGING AND LABELING SAMPLES FOR SUBMISSION TO MTD

5.1. Log in to SiteManager and double click on “Materials Management,” then “Sampling and Testing,” and finally “Sample Information.”

5.2. Enter the following required information, as a minimum, on the “Basic Sample Data” tab:

- sample type (should almost always be “Project Test” for project samples),
- material code,
- sampler,
- producer or supplier,
- sample date, and
- the “Smpl ID” field should be automatically populated.
Then save the sample and proceed to the “Addtl Sample Data” tab.

5.3. Enter the QM sample number (the “C” number from the asphalt lab) into the “Seal Number” field.

Then save the data and go to the “Contract” tab.

5.4. Click on the “New” icon in the button bar and then type in the CCSJ to find the contract information. Select OK.
5.5. The contract information should now be shown in the “Contract” tab. Save and proceed to the “Tests” tab.

5.6. Enter the following information:
- “TXTRASPH” as the test method,
- “46810001” as the Lab ID,
- any short descriptor or a number in the “Test Nbr” field, and
- the current date in the “Started” field.
Then save.

5.7. Generate and print out Form 202 by selecting “Services” ⇒ “Lab Report” ⇒ “Print Form 202” from the menu. Print a hard copy of the Form 202.

5.8. Print out barcode labels and affix them to the sample containers. Instructions for generating and printing the barcodes are in Section 7.

5.9. Place the samples in the shipping box along with a copy of the Form 202. Attach a bar code label for each sample to the outside of the box.

NOTE 3 – Do not include any other materials (e.g. aggregates, HMA, etc.) in the same box used for shipping asphalt samples.

NOTE 4 – Use crumpled newspaper as packing material in the box. Avoid packing materials such as packing peanuts, shredded paper, etc.
5.10. Obtain the FedEx or other shipping tracking number and add it to the “Intd Use” field. If the district uses the “Intd Use” field for other project related information, the tracking number can be typed in the remarks “bubble”.

5.11. Ship the sample, within three days of collection, to the following address:
Texas Department of Transportation
Materials and Tests Division/Asphalt Binder Lab
Cedar Park Campus, Building 51
9500 N Lake Creek Parkway
Austin, TX 78717
SECTION 6 – LOGGING SAMPLES FOR STORAGE

6.1. Transport the samples to the designated storage area in the district laboratory or area office.

6.2. In SiteManager, associate the sample with the QM sample and project, and document the number of transports received for each day. Follow the instructions in Section 8 to associate the sample.

6.3. Write the new SiteManager ID on the side of the sample.

6.4. Print out two bar codes of the new SiteManager ID provided by the Assistant for the sample. To do this, follow the instructions in Section 7.

6.5. Store the samples in a designated area in the district laboratory or area office for one year of hot-applied binders and cutback asphalts or for two months for emulsified asphalts. Organize the samples by sample date and project.

NOTE 5 – MTD may request these samples for additional testing later.
SECTION 7 – LABELING THE CONTAINERS WITH BARCODES

7.1. Open the P-touch software and select “New Layout.”

7.2. Select the “Barcode” Option.

7.3. Copy and paste the SiteManager ID into the “Data” box and ensure bar code option “Code 128” is selected. (If “Code128” is not selected, click on the “Protocol” and select it.)

NOTE 6 – It is possible to change the size of the bar code label by dragging the corners of the box where it’s shown. If any resizing is necessary, make sure the bar code itself is 3/4 in. to 1 in. high and 4 in. to 4-1/2 in. long.
7.4. Print 3 copies of the bar code.

7.5. Attach 2 bar codes to the sides of the container in the vertical orientation.
7.6. Save the last bar code label for the outside of the shipping container.
SECTION 8 – ASSOCIATING SAMPLES TO PROJECTS

8.1. Follow the process described in Section 2.4 to find the QM sample using SiteManager.

8.2. Double click on the QM sample to select it.

8.3. On the sample detail screen, click “Copy.”

8.4. In the window that comes up, do one of the following:
   - Select the “CCSJ” button and type in the CCSJ number (the dropdown list may begin to populate once you get part of the CCSJ in) or
   - Select the “District” button and pick your district or area from the dropdown.

Then click on “Get Contract” or “Find Contract.”
8.5. Select the correct project from the upper window, and the material line item from the lower window.

8.6. If you are associating a daily sample with the project for storage, check the “Add Remarks” box.

8.7. Click on “Build Sample.”

8.8. If you chose “Add Remarks,” a box will pop up for you to enter remarks. For stored samples, enter “Daily Sample for Storage” and a minimal description. Then click “OK.” For example:
8.9. Write down the new SiteManager ID provided.
SECTION 9 – REACTIVATING STORED SAMPLES AND SUBMITTING TO MTD

9.1. Find the SiteManager ID of the sample to be submitted. This is easily done by reading it from the side of the sample.

9.2. Log in to SiteManager and double click on “Materials Management,” then “Sampling and Testing,” and finally “Sample Information.”

9.3. Enter the SiteManager ID in the “Smpl ID” field and press ENTER or TAB. This should bring up the sample information.

9.4. Select “Services” ⇒ “Copy Sample” ⇒ “Without Test Results” from the menu.

9.5. Copy or write down the new SiteManager ID.

9.6. Click on the “Tests” tab and follow the instructions for logging and shipping a sample, beginning with Section 5.6.

9.6.1. Make sure to place the new barcode labels, so that they cover the old ones completely.

9.6.2. Mark out the old SiteManager ID and write the new one on the sample.