



Florida Department of TRANSPORTATION



Earthwork Records System (ERS) Project Administrator Instructions

January 25, 2024

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Chapter 1 – Project Administrator Functions for ERS Plots

A. Navigating to an Existing ERS Project

An ERS Program Maintenance User (PMU) creates the ERS Project in MAC and assigns the companies so a data entry user from one of the Quality Control (QC) companies can create the plots. There may be more than one QC company assigned. The Project Administrator (PA) reviews the ERS Plots before sampling and testing begins, reviews ERS MAC samples, and finalizes and creates comparison packages for field density MAC samples.



1. Select the Earthwork Records System menu option.
2. Select the Earthwork Records System submenu option.

The Earthwork Records System screen appears. If you have not worked on an ERS project before, the screen will say *Please select a ERS Project to View*. If you have worked on an ERS project before, MAC will default to the last ERS Project you worked on.



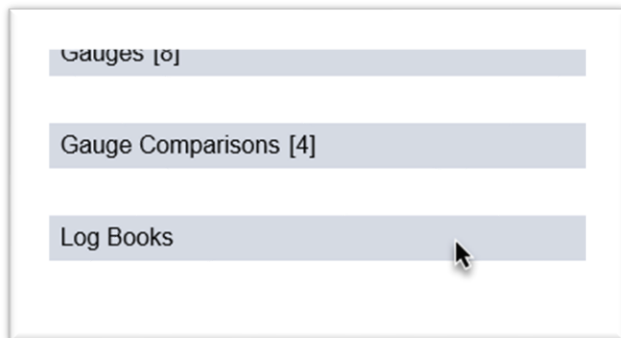
3. Enter the Financial Project Number (FPN) in the Go to field and select the project from the returned list.

B. Reviewing ERS Plots Before Sampling Begins

When multiple QC companies are assigned, the companies should designate who will be responsible for creating and updating the plots once it has been created by the PMU and report to the PA.

The PA is responsible for reviewing the plots when QC data entry marks the logbook Ready for Sampling as part of the Department's verification of the data entries. If the data appears to be correct and complete, no action needs to be taken. If the PA review indicates that the data is incorrect and incomplete, they will select Mark Not Ready for Sampling to reopen the plot entry for corrections. The PA should review all data points for all ESB and drainage logbook(s) by comparing what is entered in MAC to what is shown in the contract plans.

The PA should set up ERS notifications to know when QC data entry designates a logbook as ready for sampling. The basic notification instructions can be found at [Notifications and Dashboard Introduction & Basic Instructions](#). The list of notifications intended for PAs can be found at [Project Administrator Notifications](#).



1. Click on the Logbook tab to expand it.



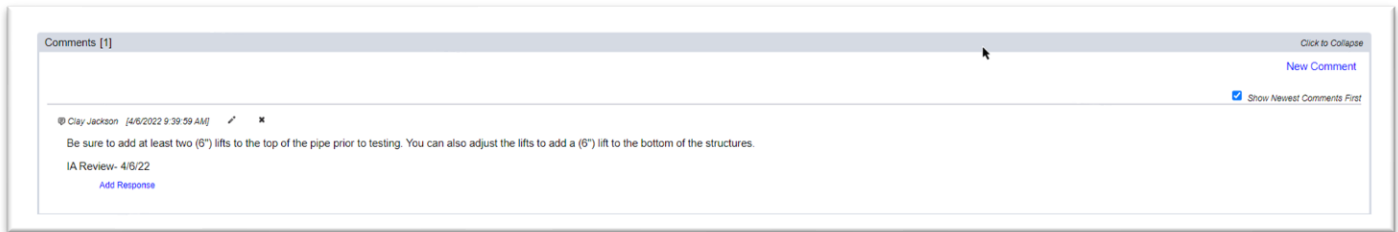
2. Select the logbook from the Select Logbook to display dropdown list.

3. Use filters to review the data. The review includes, but is not limited to:

- Plots
- Embankment Points
- LOT data
 - Surface Thickness
 - Base Thickness
 - Subgrade Thickness
 - Project Plan Notes
 - LRI
 - Lift Thickness
- Pads
 - Labels
 - Thicknesses
- Drainage
 - All Pipe Runs included
 - Structure Names
 - Pipe Types
 - Manual adjustments for pipe lifts

C. Designating a Logbook Not Ready for Sampling

If your review determines the data is incorrect or incomplete, designate the ERS project as Not Ready for Sampling to reopen the logbook and allow QC data entry personnel to make revisions.

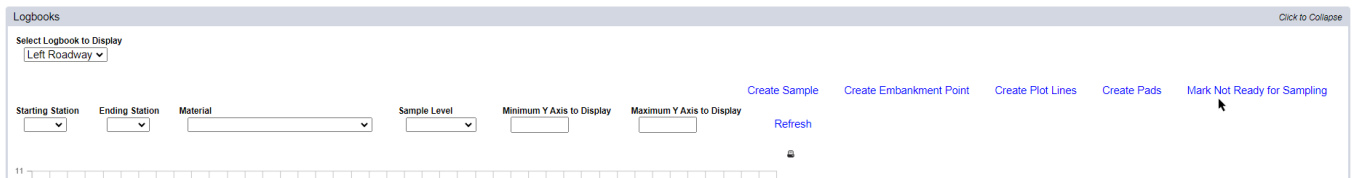


1. Click on the ERS Project Comments tab to expand it.
2. Select the New Comment option to create a comment.

A Create Comment dialog box appears



3. **Comment** - include any details for corrections needed.
4. Select the Save option to save the comment.



5. On the logbook, select the Mark Not Ready for Sampling option.

NOTE: This review and designation must be performed before any samples are taken. Since an initial gauge comparison must also be performed before sampling can begin, the PA should perform this review before the initial gauge comparison.

The data entry for the QC company should make changes based on the PA's comments. The data entry person should designate the logbook as Ready for Sampling. Repeat the review until you are satisfied that the plot data is ready for sampling. Indicate to the data entry person who created the plots that you have completed your review.

PAs should subscribe to the ERS notifications that are sent when changes are made after the logbook is Marked Ready for Sampling. If the PA is a recipient of the notifications, they should review the logbook and revised data upon receipt of the notification. They should review the data using the Historical Version option on a weekly basis per **Materials Manual Section 2.3**.

Chapter 2 – Project Administrator Functions for Sample Life Cycle

The role that finalizes ERS samples and create comparison packages is the system role of PA. You must be in your system roles and have the PA role to perform these functions. Field density samples have comparison packages, including resolution, if applicable. Stabilization mixing depth and base thickness samples are auto finalized because they are witnessed by the VT. They do not have comparison packages since there is no VT sample. The roles for updating and resubmitting returned samples is a Data Reviewer for the company of the sample. The instructions for the Data Reviewers can be found in the [ERS Sample Life Cycle Manual](#).

The PA should perform sample review and create comparison packages at a minimum of a weekly basis in accordance with the **Materials Manual Section 2.3**

NOTE: FDOT Specification Sections 105, 120, 145, 160, 200 and 548 require direct data entry into MAC for ERS tests. The only exception is a contract deemed a remote contract by the District Materials and Research Engineer and periods where the MAC application is not available, for example, server outages. It is the PA's responsibility to ensure technicians (both QC and VT) **DO NOT** write the results on paper and enter into MAC later. Technicians doing so risk being evaluated under the Independent Assurance Program and receiving a strike for improperly documenting test results and not following **Specification** requirements. It is understood that there will be construction operations where the technician will not subject the device being used to record the data to certain risks, such as a trench operation. The nuclear gauge records raw data that can be entered into MAC as soon as the technician is in a safe area.

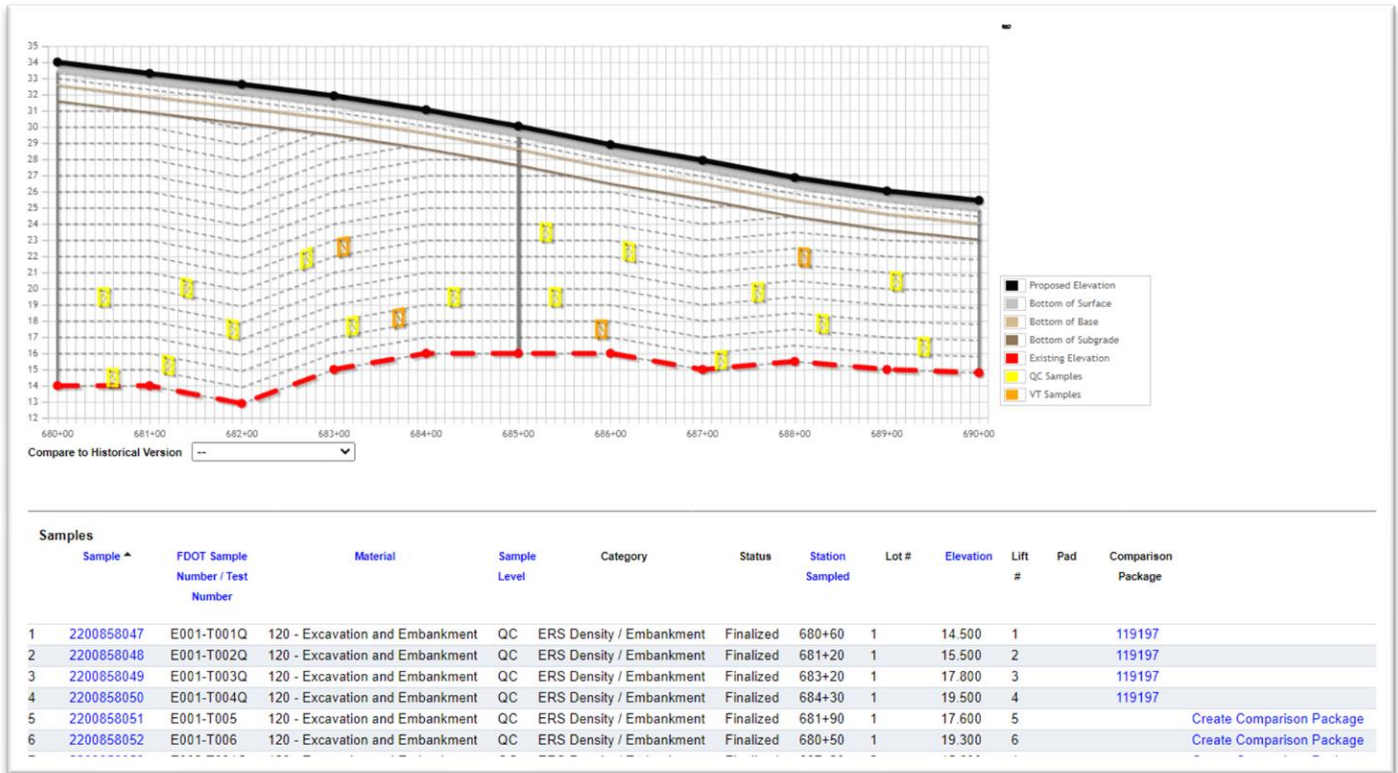
For remote contracts and periods of MAC outages, it is permitted to document the results on the MAC ERS Density forms contained within the Contractor Quality Control Earthwork Records System (**Form No. 675-020-27**) and Verification Earthwork Records System (**Form No. 675-020-28**). No other form of documentation should be used as these forms align with MAC sample and test entry fields. The old forms do not. The PA should ensure technicians performing ERS tests on contracts that are not remote keep a supply of the forms on hand in case of an outage.

The data recorded on the forms must be entered into MAC within 24 hours of the test being performed per **Specifications Section 105** or the application becoming available. The PA is responsible for ensuring any ERS data is entered in a timely manner as with all project samples.

A. Reviewing a Field Density Sample (PA)

ERS samples have sample finalization guide lists. See the [Sample Finalization Guide List ERS Field Density Sample](#). The samples are listed on the ERS logbook screen, but the PA must navigate to the sample screen for each sample to review the data before finalizing it and then return to the ERS project screen.

The Logbook Sample List appears under the plots. The samples with a sample status of pending finalization need to be reviewed and if correct, finalized. If they are not correct or complete, they need to be returned for data corrections.

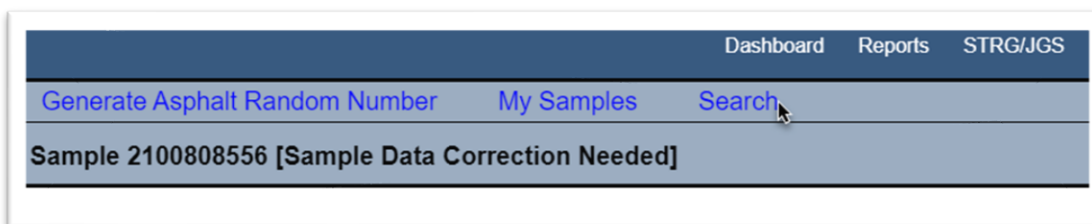


There is an easier way to find and review samples for PAs. This is the process used for non-ERS samples and saves the PA from bouncing from the ERS Project to the sample and back.



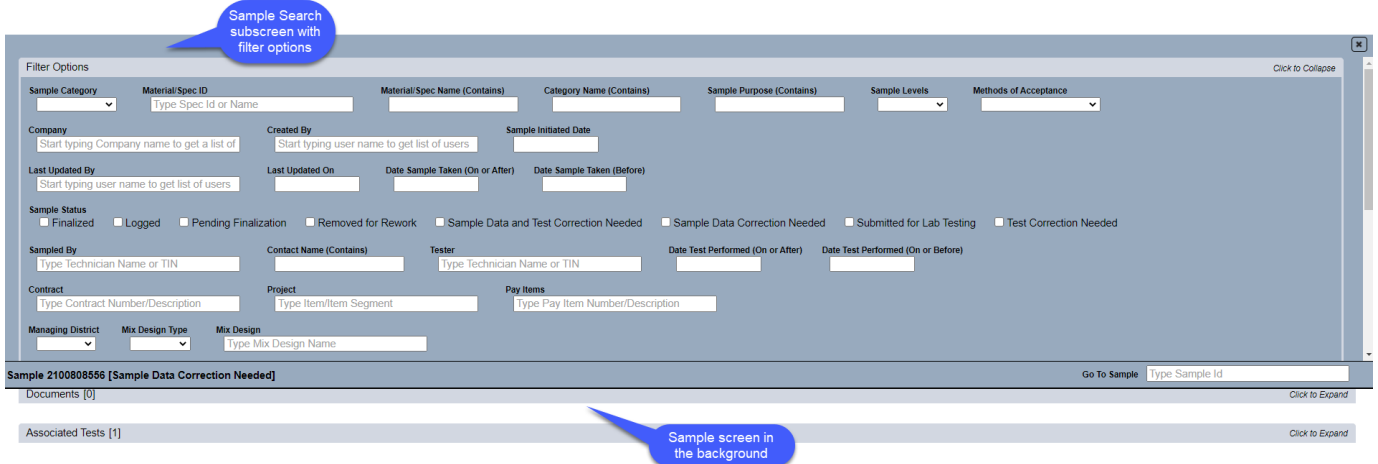
1. Select the Samples menu option.
2. Select the Manage Samples submenu option.

The Sample screen appears.



3. Select the Search option.

The Sample Search subscreen appears over the Sample screen in the background with filters to apply to the sample search.



4. Use the following filters:

a. Material/Spec Id – one of the MAC ERS Material Ids

i. 120 – Excavation and Embankment

ii. 145 – Geosynthetic Reinforcement

iii. 160 – Stabilizing

iv. 200 – Rock Base

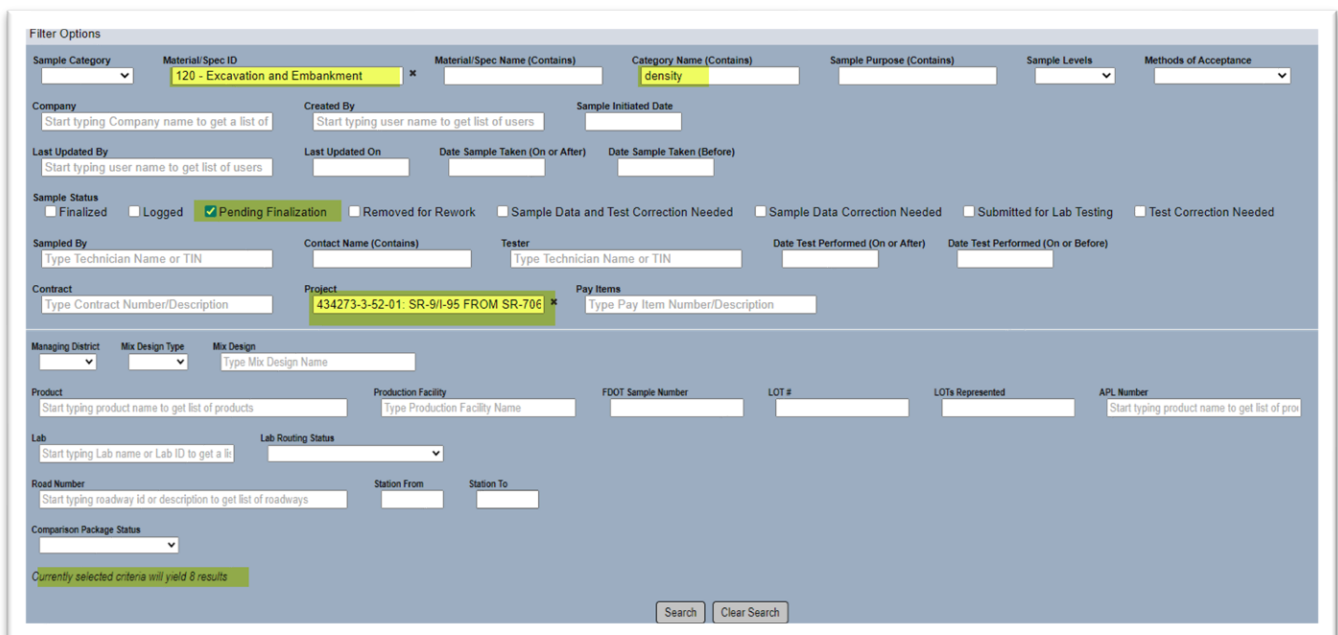
v. 548 – Retaining Walls

b. Category Name (Contains) – “density” – this will eliminate all lab tests and all other ERS tests besides field densities since stabilizing mixing depth and base thickness samples are auto finalize.

c. Sample Status – check “Pending Finalization”

d. Project – the ERS FPN

Here is an example that returns samples:



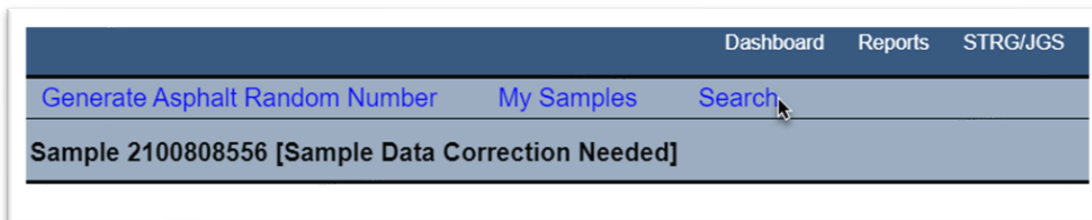
5. Select the Search option to retrieve the samples.

MAC will populate the bottom of the Search subscreen with the results. As long as you remain on the Sample screen, these results will remain in the list.

Sample ID	MAC Spec	Sample Level	Sample Status	Date Sample Taken	Contract/Project(s)	FDOT Sample Number	Mix Design	LOT #	Sublot #	LOTS Represented
1	2100857866	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T001			
2	2100857867	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T002			
3	2100857868	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T003			
4	2100857869	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T004			
5	2100857870	120 - Excavation and Embankment, Change Order [10/2021], v1.0	VT	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T002			
6	2100857871	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T005			
7	2100857872	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/9/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	PH001-T006			
8	2100857884	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	11/10/2021	T4537 / 434273-3-52-01: SR-9II-95 FROM SR-706/INDIANTOWN RD TO PALM BEACH/MARTIN COUNTY LINE	E001-T008			

6. Navigate to the first sample by clicking on the first row.

That sample will appear on the sample screen. The Sample Search subscreen will be minimized but is still there. If the sample review shows the data is correct and complete, finalize the sample according to [B. Finalizing the Sample](#). If the sample review is unsuccessful, return the sample for correction as described in the sections below.



7. Select the Search option again.

The Search subscreen will advance to the front of the screen above the Sample screen. The same results will be on the list generated in step 5, except this first sample will no longer be listed because it should no longer be pending finalization.

Sample ID	MAC Spec	Sample Level	Sample Status	Date Sample Taken	Contract/Project(s)	FDOT Sample Number	Mix Design	LOT #	Sublot #	LOTS Represented
1	2100808521	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E001-T002Q			1
2	2100808522	120 - Excavation and Embankment, Change Order [10/2021], v1.0	VT	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E001-4011v			1
3	2100808524	120 - Excavation and Embankment, Change Order [10/2021], v1.0	VT	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E001-T001V			1
4	2100808530	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T001			4
5	2100808533	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T002			4
6	2100808541	120 - Excavation and Embankment, Change Order [10/2021], v1.0	VT	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E001-T003V			3
7	2100808544	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T004			4
8	2100808546	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T005			4
9	2100808552	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T006			4
10	2100808565	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/23/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E004-T007			4
11	2100808849	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	6/24/2021	T5675 / 439238-1-52-01: SR 25/500/US441/ FROM SR 35/SE BASELINE RD TO SR 200/SW 10TH STREET	E002-T001			1

Showing 1 to 11 of 11. Export Results

Now there are only 11 results

8. Click on the top row again to navigate to the next sample.

9. Review the sample and finalize or return it for corrections.

10. Repeat until all samples are finalized or returned for corrections.

1. *Reviewing the Sample*

Sample ID	Sample Status	Finalize Sample	Return Sample	Delete Sample	View Sample Transmittal Information for Print	View Sample Certificate of Analysis for Print	View History
2000636030	Pending Finalization						
Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On				
Susan Musselman	8/10/2020	Susan Musselman	8/10/2020				
Material Certification	ERS Project						
419345-2-52-01 [Pending]	419345-2-52-01						
Material Information							Click to Expand
Sample Information							Click to Expand
Location Information							Click to Expand
Sample Comments [0]							Click to Expand
Documents [0]							Click to Expand
Associated Tests [1]							Click to Expand

1. Review the data using the sample checklist ([Field Density Sample Finalization Checklist](#)).

- a. Materials Tab
- b. Sample Information Tab
- c. Location Tab
- d. Associated Tests Tab – View Test to review results

NOTE: If key fields are incorrect, the sample cannot be returned for data corrections. A new sample must be created with the correct key fields and the incorrect sample must be deleted. **DO NOT** return a sample for corrections if the incorrect data is a key field.

NOTE: The following instructions describe how to return a sample for sample corrections, test corrections or both for instructional purposes. On ERS Field Density samples, it is a good practice to **always return** the sample for Sample Data and Test Corrections ([4. Returning a Sample for both Sample and Test Corrections](#)). This avoids errors in the sample status that cannot be corrected and the sample having to be deleted and reentered.

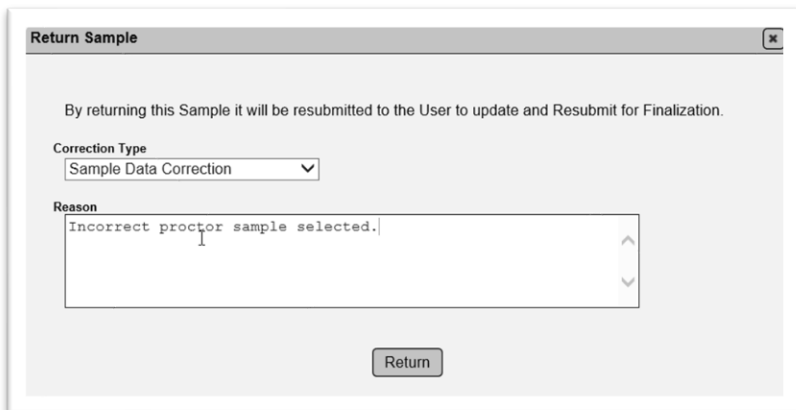
2. *Returning the Sample for Sample Data Corrections*

If the sample data is incorrect, but the tests results seem appropriate, the PA should return the sample by selecting the Sample Data Correction option. This opens the sample information portion of the sample, but not the test results.

Sample ID	Sample Status	Sample was Auto-Finalized	Comparison Required	Return Sample	View Sample Transmittal Inform
2000636039	Finalized	No	Yes		
Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On		
Susan Musselman	9/17/2020	Susan Musselman	9/17/2020		
Material Certification	ERS Project				
430565-1-52-01 [In Final Review]	430565-1-52-01				

1. On the sample screen, select the Return Sample option.

A Return Sample dialog box will appear.



The dialog box is titled "Return Sample" and contains the following elements:

- A message: "By returning this Sample it will be resubmitted to the User to update and Resubmit for Finalization."
- A "Correction Type" dropdown menu with "Sample Data Correction" selected.
- A "Reason" text area containing the text "Incorrect proctor sample selected." with a cursor at the end.
- A "Return" button at the bottom.

2. **Correction Type** – select Sample Data Correction from the dropdown list.
3. **Reason** – enter the information that needs to be revised. Include all sample corrections that need to be made.
4. Select the Return option to return the sample to the company that created the sample.

The sample status will be revised to Sample Data Correction Needed. The sample header ONLY will be opened for data corrections.

NOTE: If the proctor sample selected on a field density test is incorrect, select Sample Data and Test Correction from the Correction Type dropdown list. The user needs to be able to select another proctor sample and MAC needs to be able to recalculate the test. If you select Sample Data Correction, the test will appear in as Testing In Progress. The user will not be able to update the test or resubmit the sample to FDOT.

3. *Returning a Sample for Test Result Entry Correction*

If the test data is incorrect, but the sample information seem appropriate, the PA should return the sample by selecting the Test Correction option. This opens the test portion of the sample, but not the sample information.



Sample ID	Sample Status	Sample was Auto-Finalized	Comparison Required	Return Sample	View Sample Transmittal Inform
2000636039	Finalized	No	Yes		
Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On		
Susan Musselman	9/17/2020	Susan Musselman	9/17/2020		
Material Certification	ERS Project				
430565-1-52-01 [In Final Review]	430565-1-52-01				

1. Select the Return Sample option.

A Return Sample dialog box will appear.

Return Sample

By returning this Sample it will be resubmitted to the User to update and Resubmit for Finalization.

Correction Type
Test Correction

Reason
Confirm the Technician's TIN and Date Tested.

Return

2. **Correction Type** – select Test Correction from the dropdown list.
3. **Reason** – enter the information that needs to be revised.
4. Select the Return option to return the sample to the company that created the sample.

The sample status will be revised to Test Correction Needed. The associated tests will be opened for data corrections.

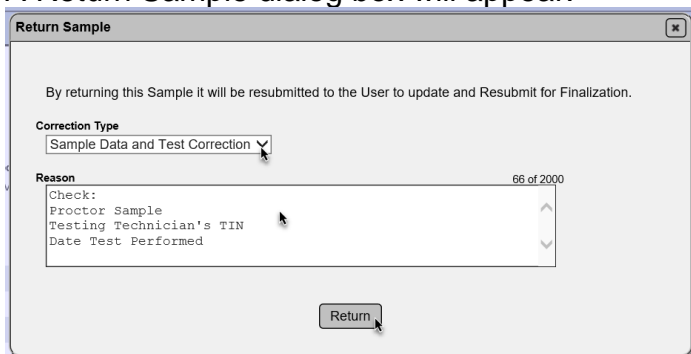
4. *Returning a Sample for both Sample and Test Corrections*

If both the sample header and test data have incorrect entries, the PA should return the sample so that both the sample information and the test information are open for corrections. This option should be selected when returning a field density sample for a correction to the proctor sample so that MAC can update the field density test results based on the new values for the updated proctor sample.

Sample ID	Sample Status	Sample was Auto-Finalized	Comparison Required	Return Sample	View Sample Transmittal Infor
2000636039	Finalized	No	Yes		
Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On		
Susan Musselman	9/17/2020	Susan Musselman	9/17/2020		
Material Certification	ERS Project				
430565-1-52-01 [In Final Review]	430565-1-52-01				

1. Select the Return Sample option.

A Return Sample dialog box will appear.



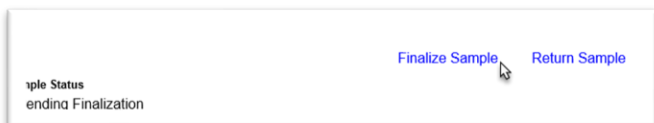
2. **Correction Type** – select Sample Data and Test Correction from the dropdown list.

3. **Reason** – enter the information that needs to be revised.

4. Select the Return option to return the sample to the company that created the sample. The sample header AND associated tests will be opened for data corrections.

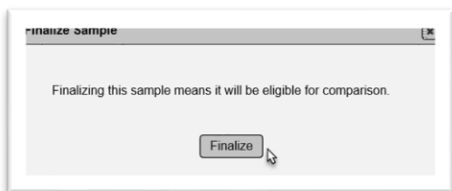
B. Finalizing the Sample

Once the sample and test data are correct, or if the initial review shows no sample or test data issues, you are ready to finalize the sample.



1. On the sample screen of the sample you wish to finalize, select the Finalize Sample option.

A Finalize Sample dialog box will appear with a message advising you that this step will make the sample eligible for comparison packages.



2. Select the Finalize option. The sample status will be updated to Finalized and the sample can be included in a comparison package.

You can navigate back to the ERS project by selecting the ERS project hotlink at the top of the sample screen.

Sample ID 2000635959	Sample Status Finalized	Sample was Auto-Finalized No	Comparison Required Yes
Sample Initiated By Susan Musselman	Sample Initiated Date 6/19/2020	Last Updated By Susan Musselman	Last Updated On 6/19/2020
Material Certification 419345-2-52-01 [Pending]		ERS Project 419345-2-52-01	

C. Creating an ERS Field Density Comparison Package

The PA can create comparison packages from the ERS Project screen. All the samples in the comparison package must be finalized. Then a hotlink to create a comparison package will appear on any sample that has a comparison requirement in the MAC Spec.

Sample	FDOT Sample Number	Material	Sample Level	Category	Status	Station Sampled	Lot	Elevation	Lift	Pad	Comparison Package
1	2000635952	2Q	120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1605+80	Lot 1	6.400		Create Comparison Package
2	2000635953	3Q	120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1607+10	Lot 1	6.900		Create Comparison Package
3	2000635955	4V	120 - Excavation and Embankment	VT	ERS Testing / Field Density	Finalized	1605+10	Lot 1	8.000		Create Comparison Package
4	2000635956	4R	120 - Excavation and Embankment	RT	ERS Testing / Field Density	Finalized	1605+20	Lot 1	7.900		Create Comparison Package
5	2000636030	1	120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1608+70	Lot 1	6.100		Create Comparison Package

1. From the Logbook Sample List, select the Create Comparison Package option on one of the samples in the comparison package. It does not matter which one.

A Create Comparison Package dialog box appears over the ERS project screen. It automatically filters on the MAC Spec of the sample you selected with the hotlink and retrieves other samples in the same logbook matching those filters that are finalized, but not yet in a comparison package.

Materials Acceptance and Certification System
Create Comparison Package

1) Select MAC Spec/Comparison Logic
 Material Type: 120 - Excavation and Embankment | Spec Edition: 120 - Excavation and Embankment, Project, Supplemental Specification, 01/2009, v1 | Spec Category: ERS Testing / Field Density | Comparison Package Definition: T 238

2) Filter Sample List
 Create Filter: 1442 - 419345-2-52-01 - SR-60 FROM W OF LION COUNTRY SAFARI RD TO FOREST HILLCRESTWOOD BLVD
 Filters from the Sample selected in Sections 1) and 2)

3) Additional Optional Filters
 Mix Design: [] | FDOT Sample Number: [] | LOT #: []
 Sampled On or After: [] | Sampled Before: []
 Production Facility: [] | Product: []

4) Select Samples for Comparison Package

Sample	Date Sample Taken	FDOT Sample Number	LOT #	Mix Design	Sample Level	Production Facility	Product	Select All
2000635951	6/18/2020	1Q	1		QC			<input type="checkbox"/>
2000635952	6/18/2020	2Q	2		QC			<input type="checkbox"/>
2000635953	6/18/2020	3Q	3		QC			<input type="checkbox"/>
2000635954	6/18/2020	4Q	4		QC			<input type="checkbox"/>
2000635955	6/18/2020	4V	4		VT			<input type="checkbox"/>
2000636030	7/15/2020	1			QC			<input type="checkbox"/>

Showing 1 to 6 of 6

5) Configure Selected Samples
 Show Comparison after Creation Stay on Create Screen to create more Comparisons

[Create Package](#) [Create Package and Run Compare](#)

It is crucial that the ERS field density comparison packages be created on a regular basis, so the list doesn't contain too many samples to manage. The PA should perform sample review and create comparison packages at a minimum of a weekly basis in accordance with the **Materials Manual Section 2.3**

3) Additional Optional Filters

Mix Design FDOT Sample Number LOT #

Sampled On or After Sampled Before

Production Facility Product

2. You can use FDOT Sample Number to filter further if needed.

4) Select Samples for Comparison Package

Sample	Date Sample Taken	FDOT Sample Number	LOT #	Mix Design	Sample Level	Production Facility	Product	Select All
2000635951	6/18/2020	1Q	1		QC			<input checked="" type="checkbox"/>
2000635952	6/18/2020	2Q	2		QC			<input checked="" type="checkbox"/>
2000635953	6/18/2020	3Q	3		QC			<input checked="" type="checkbox"/>
2000635954	6/18/2020	4Q	4		QC			<input checked="" type="checkbox"/>
2000635955	6/18/2020	4V	4		VT			<input checked="" type="checkbox"/>
2000636030	7/15/2020	1			QC			<input type="checkbox"/>

Showing 1 to 6 of 6

5) Configure Selected Samples

Sample Level	FDOT Sample Number	LOT #	Mix Design	Original	Verification
2000635951	1Q	1		<input type="checkbox"/>	<input type="checkbox"/>
2000635952	2Q	2		<input type="checkbox"/>	<input type="checkbox"/>
2000635953	3Q	3		<input type="checkbox"/>	<input type="checkbox"/>
2000635954	4Q	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2000635955	4V	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Show Comparison after Creation Stay on Create Screen to create more Comparisons

3. In Section 4), select the samples to be included in this comparison package. Section 5 will expand to include those samples.

4. In Section 5), select the original QC sample and the corresponding VT sample. If MAC indicates any, ensure the samples selected by MAC are correct or select the correct samples, if they are incorrectly assigned by the system.

5. Select the Create Package and Run Compares option.

The comparison screen will show a comparison status. The samples in the package are considered to be closed.

Comparison Package 88030 [2000636030 QC-VT]					
Comparison Package ID	Comparison Definition	Comparison Type	Comparison Status		
88030	T 238	Includes Original Sample	Compares		
Spec			Last Updated By	Last Updated On	
120 - Excavation and Embankment, Supplemental Specification, 01/2009, v1.31			Susan Musselman	8/28/2020	
Original Sample	Sample Level	FDOT Sample Number	LOT #	Project(s)	ERS Project
2000636030	QC	1		419345-2-52-01	419345-2-52-01
Verification Sample	Sample Level	FDOT Sample Number	LOT #	Project(s)	ERS Project
2000635973	VT	1V	1	419345-2-52-01	419345-2-52-01

On the Logbook Sample List, the samples in a comparison package show a hotlink to the package.

Sample	FDOT Sample Number	Material	Sample Level	Category	Status	Station Sampled	Lot	Elevation	Lift	Pad	Comparison Package
1	2000635952	2Q 120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1605+80	Lot 1	6.400			88028
2	2000635953	3Q 120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1607+10	Lot 1	6.900			88028
3	2000635955	4V 120 - Excavation and Embankment	VT	ERS Testing / Field Density	Finalized	1605+10	Lot 1	8.000			88028
4	2000635956	4R 120 - Excavation and Embankment	RT	ERS Testing / Field Density	Finalized	1605+20	Lot 1	7.900			
5	2000636030	1 120 - Excavation and Embankment	QC	ERS Testing / Field Density	Finalized	1608+70	Lot 1	6.100			Create Comparison Package

There is a link back to the ERS Project screen on the comparison package screen.

Comparison Package ID	Comparison Definition	Comparison Type	Comparison Status		
88028	T 238	Includes Original Sample	Does Not Compare		
Spec			Last Updated By	Last Updated On	
120 - Excavation and Embankment, Supplemental Specification, 01/2009, v1.30			Susan Musselman	8/10/2020	
Original Sample	Sample Level	FDOT Sample Number	LOT #	Project(s)	ERS Project
2000635954	QC	4Q	4	419345-2-52-01	419345-2-52-01
Verification Sample	Sample Level	FDOT Sample Number	LOT #	Project(s)	ERS Project
2000635955	VT	4V	4	419345-2-52-01	419345-2-52-01

D. Adding the QR Resolution Sample to a Non-comparing Package

If the comparison status is Does Not Compare, the QR sample will most likely already be in MAC since the field personnel run the test as soon as they know there is a non-comparison.

NOTE: Selecting the Run Resolution option does not trigger the resolution process. It is used to add the resolution sample(s) to the comparison package after they are tested, submitted to FDOT for Verification, and finalized. Do not select the Run Resolution option until you have finalized the resolution sample(s).

Comparison Package 4522 [1700064172 QC-VT] Go To Comparison | Type Comparison Package

Run Resolution | Mark Resolution Not Performed | Delete Comparison Package

Comparison Package ID	Comparison Definition	Comparison Type	Comparison Status
4522	Compressive Strength	Includes Original Sample	Does Not Compare

1. On the comparison package screen that requires resolution, select the Run Resolution option.

A Run Resolution dialog box will appear. This dialog box includes any resolution sample with the same filters as the original search criteria that is not already in a comparison package.

Run Resolution

Select Resolution Sample For Original Sample

Mix Design: FDOT Sample Number: LOT#:

Sampled On or After: Sampled Before:

Sample	Contract/Project	Date Sample Taken	FDOT Sample Number	LOT#	Mix Design	Sample Level	
1	2000635956 T4472 / 419345-2-52-01	6/18/2020	4R	4	RT	RT	✓ Select
2	2000635962 T4472 / 419345-2-52-01	6/19/2020	4R	4	RT	RT	✓ Select
3	2000635974 T4472 / 419345-2-52-01	6/19/2020	1R	1	RT	RT	✓ Select
4	2000635982 T4472 / 419345-2-52-01	6/19/2020	2R	2	RT	RT	✓ Select

Showing 1 to 4 of 4

2. Click on the blue Select option to select the resolution sample.

Run Resolution

Select Resolution Sample For Original Sample

2000635956 RT [4R] ✖ Change

3. Once the appropriate sample is designated, select the Run option to run the resolution logic.

The Resolution Status is updated. The samples in the package are considered to be closed.

E. Designating Resolution Not Performed

If the QC technician does not perform the resolution test and it is not discovered until there is no opportunity to perform it, the package must be designated as Resolution Not Performed because resolution is required.

Run Resolution | Mark Resolution Not Performed | Delete Comparison Package | View for I

Comparison Package ID	Comparison Definition	Comparison Type	Comparison Status
88029	T 238	Includes Original Sample	Does Not Compare

1. On the comparison package indicated as Does Not Compare, select the Mark Resolution Not Performed option.

A Mark Resolution Not Performed dialog box appears.



2. **Comparison Package Resolution Not Performed Reason** – select the appropriate reason from the dropdown list.

3. Select the Save option.

The samples in the package are considered to be closed. The missing resolution test is an Exception to the Project Materials Certification Letter (PMCL) under the Missed Frequency category.

F. Creating an Incomplete Package

Sometimes the comparison package cannot be completed because the original sample, verification sample, or both are missing. When this happens, you still need to create a comparison package with the samples that are available and designate the comparison package as incomplete. Since one or both tests needed to perform the comparison are missing, no comparison status is applied. This closes the sample life cycle for the samples that are available.

5) Configure Selected Samples

	Sample Level	FDOT Sample Number	LOT #	Mix Design	Original	Verification
2000635951	QC	1Q	1		<input type="checkbox"/>	<input type="checkbox"/>
2000635952	QC	2Q	2		<input type="checkbox"/>	<input type="checkbox"/>
2000635953	QC	3Q	3		<input type="checkbox"/>	<input type="checkbox"/>
2000635955	VT	4V	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Perform a create comparison package. The results will have one key sample missing. In this example, the QC original sample is missing. The VT sample and all the associated samples still need to be in comparison package to be considered closed.

2. Indicate all the samples that should be in this incomplete package.

3. Under Section 1) Select MAC Spec/Comparison Login/select the Incomplete Package indicator.

4. **Incomplete Comparison Package Reason Code** – select the appropriate reason form the dropdown list.

Currently if you attempt to create the package without designating an original and verification sample, you will receive an error message.

ERROR: Incomplete Package must at least have an Original or Verification Sample

5. Select any sample in the incomplete package as the Original Sample. In our example, the reason we have an incomplete package is because the original sample is the missing sample, so this error message is incorrect. But the system will not allow you to continue until a sample is selected.

6. Select the Create Package option at the bottom of the screen to create the package.

The Status will be updated to Incomplete Package with the reason you assigned. The samples in the package are considered to be closed. This will create a finding and may result in an Exception to the PMCL under the Missed Frequency category.

G. Deleting an ERS Field Density Comparison Package

Sample	Sample #	FOOT Sample Number / Test Number	Material	Sample Level	Category	Status	Station Sampled	Lot #	Elevation	LIFT #	Pad	Comparison Package
1	2301225822	T001V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	104+40	1	0.300	UNSTABILIZED SUBGRADE 1	UNSTABILIZED SUBGRADE	174270
2	2301225830	T001V	160 - Stabilizing	VT	ERS Density / LRI (OBG)	Finalized	104+70	1	0.200	Widening LRI 1	Widening LRI	174379
3	2301225840	T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	104+80	1	0.100	UNSTABILIZED SUBGRADE 1	UNSTABILIZED SUBGRADE	174270
4	2301225842	T001Q	160 - Stabilizing	QC	ERS Density / LRI (OBG)	Finalized	104+20	1	0.200	Widening LRI 1	Widening LRI	174379
5	2301227031	BT001	200 - Rock Base	QC	ERS Base Thickness	Finalized	104+00	1	0.000	Widening LRI 1	Widening LRI	174379
6	2301228269	E001-T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	112+80	1	6.900	1		183729
7	2301255485	E001-T002V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	106+90	1	11.100	1		183729
8	2301255486	E001-T002Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	107+10	1	10.900	1		183729
9	2301271488	T002V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	111+10	1	0.800	Shoulder Barrier Wall 2	Shoulder Barrier Wall	185230

1. From the Logbook Sample List, select the comparison package hotlink.

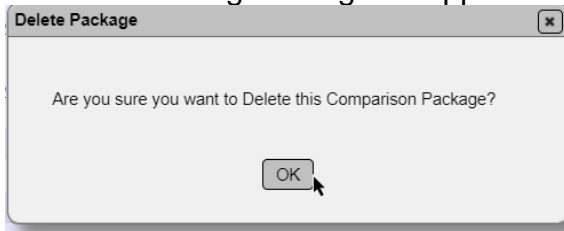
You will be navigated to the Comparison Package screen for that package.

Comparison Package ID	Comparison Definition	Comparison Type	Comparison Status	
174379	Field Density CMPR	Includes Original Sample	Compares	Delete Package View for Print
Spec	160 - Stabilizing, Supplemental Specification, 10/2021, v6.0	Last Updated By	Last Updated On	
		David Caseja	9/27/2023	
Original Sample	Sample Level	FOOT Sample Number	LOT #	Projects)
2301225842	QC	T001Q		ERS Project
				446154-2-52-01 446154-2-52-01
Verification Sample	Sample Level	FOOT Sample Number	LOT #	Projects)
2301225830	VT	T001V		ERS Project
				446154-2-52-01 446154-2-52-01

2. Select the Delete option.

NOTE: You may want to select the View for Print option and print the Comparison Package report before deleting the entry so you have a record of the package as it is now.

A Delete Package dialog box appears.



3. Select Ok to delete the package.

H. Adding an Associated Sample to an Existing Comparison Package

The ERS Comparison Package process is designed to occur from the ERS project screen. Because it has its own filtering and it assumes that all the samples will be present when the package is created, associated samples not included when the comparison package is created cannot be added later on the Comparison Package screen. The associated sample may be missing due to being originally missed and discovered during the ERS project review or sample summary reports. It may be possible for the missing sample to be taken so that there is not a missed frequency Exception on the PMCL. However, some time may have passed from when the original, verification and other associated samples were taken.

Comparison Package ID	Comparison Method	Comparison Type	Comparison Status
186230	ERS Field Density	Includes Original Sample	Compares

Original Sample	Sample Level	FDOT Sample Number	LOT #	Project(s)	ERS Project
2301271525	QC	T002Q		446154-2-52-01	446154-2-52-01
2301271488	VT	T002V		446154-2-52-01	446154-2-52-01

Sample	Date Sample Taken	FDOT Sample Number	Mix Design	Sample Level
2301271523	11/13/2023	T001Q		QC
2301271529	11/13/2023	T003Q		QC

Sample for Lot 4 needs to be added.

If the PA navigates to the Comparison Package screen and selects the Associated Samples tab, there is an Update Associated Samples option.

If the PA selects it, an Update Associated Samples dialog box appears. Since the special filtering for ERS comparison packages was not applied to the Comparison Package screen, chances are the missing sample will not appear.

Update Associated Samples

Select Associated Samples for Comparison Package

Sample	Date Sample Taken	FDOT Sample Number	LOT #	Mix Design	Sample Level	Production Facility	Product	Select All
2301271529	11/13/2023	T003Q			QC			<input checked="" type="checkbox"/>
2301271523	11/13/2023	T001Q			QC			<input checked="" type="checkbox"/>

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Sample for Lot 4 does not appear.

Save

In order to get MAC to apply the ERS filtering, you must use the ERS comparison package process from the ERS project screen.

Sample	FDOT Sample Number / Test Number	Material	Sample Level	Category	Status	Station Sampled	Lot #	Elevation	Lift #	Pad	Comparison Package	
1	2301225822	T001V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	104+40	1	0.300	UNSTABILIZED SUBGRADE 1	UNSTABILIZED SUBGRADE	174270
2	2301225830	T001V	180 - Stabilizing	VT	ERS Density / LRI (OBG)	Finalized	104+70	1	0.200	Widening LRI 1	Widening LRI	Create Comparison Package
3	2301225840	T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	104+80	1	0.100	UNSTABILIZED SUBGRADE 1	UNSTABILIZED SUBGRADE	174270
4	2301225842	T001Q	180 - Stabilizing	QC	ERS Density / LRI (OBG)	Finalized	104+20	1	0.200	Widening LRI 1	Widening LRI	Create Comparison Package
5	2301227031	BT001	200 - Rock Base	QC	ERS Base Thickness	Finalized	104+00	1	0.000	Widening LRI 1	Widening LRI	
6	2301228269	E001-T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	112+80	1	6.900			183729
7	2301255485	E001-T002V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	106+90	1	11.100			183729
8	2301255486	E001-T002Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	107+10	1	10.900			183729
9	2301271488	T002V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	111+10	1	0.800	Shoulder Barrier Wall 2	Shoulder Barrier Wall	186230
10	2301271523	T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	104+20	1	0.100	Shoulder Barrier Wall 1	Shoulder Barrier Wall	186230
11	2301271525	T002Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	106+80	1	0.600	Shoulder Barrier Wall 2	Shoulder Barrier Wall	186230
12	2301271529	T003Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	110+40	1	1.100	Shoulder Barrier Wall 3	Shoulder Barrier Wall	186230
13	2301271531	T004Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	112+50	1	1.600	Shoulder Barrier Wall 4	Shoulder Barrier Wall	Create Comparison Package

Needs to be in this comparison

1. From the ERS Project screen, on the Logbook Sample List with the missing associated sample, find the comparison package hot link it should be in and click on it to be taken to the Comparison Package screen.
2. Follow the instructions in [G. Deleting an ERS Field Density Comparison Package](#).
3. Navigate back to the ERS project and logbook where the samples to be in the comparison package are listed.

9	2301271488	T002V	120 - Excavation and Embankment	VT	ERS Density / Embankment	Finalized	111+10	1	0.800	Shoulder Barrier Wall 2	Shoulder Barrier Wall	Create Comparison Package
10	2301271523	T001Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	104+20	1	0.100	Shoulder Barrier Wall 1	Shoulder Barrier Wall	Create Comparison Package
11	2301271525	T002Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	106+80	1	0.600	Shoulder Barrier Wall 2	Shoulder Barrier Wall	Create Comparison Package
12	2301271529	T003Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	110+40	1	1.100	Shoulder Barrier Wall 3	Shoulder Barrier Wall	Create Comparison Package
13	2301271531	T004Q	120 - Excavation and Embankment	QC	ERS Density / Embankment	Finalized	112+50	1	1.600	Shoulder Barrier Wall 4	Shoulder Barrier Wall	Create Comparison Package

3. On the Logbook Sample List, all the samples that were in the comparison package that was deleted will now have the Create Comparison Package option. Select the option on any sample to get the ERS Create Comparison Package screen.

From here the instructions are the same as in [C. Creating an ERS Field Density Comparison Package](#).

4) Select Samples for Comparison Package

Sample	Date Sample Taken	FDOT Sample Number	LOT #	Mix Design	Sample Level	Production Facility	Product	Select All
2301271488	11/13/2023	T002V			VT			<input type="checkbox"/>
2301271523	11/13/2023	T001Q			QC			<input type="checkbox"/>
2301271525	11/13/2023	T002Q			QC			<input type="checkbox"/>
2301271529	11/13/2023	T003Q			QC			<input type="checkbox"/>
2301271531	11/13/2023	T004Q			QC			<input type="checkbox"/>

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5) Configure Selected Samples

Show Comparison after Creation Stay on Create Screen to create more Comparisons

I. Comparison Packages for Thicklift Approval

1. **Embankment and Rock Base**

The comparison package is made up of 1 original QC sample, one verification VT sample. There are no associated samples. If the original and verification samples compare and the PA approves thick lifts, the project moves to standard production comparison packages ([C. Creating a Field Density Comparison Package](#)).

2. **Retaining Wall**

The comparison package is made up of 1 original QC sample, one verification VT sample and 3 associated QC samples. The process follows [C. Creating a Field Density Comparison Package](#) during the life of the test wall. Once the test wall is complete, if the and the PA approves thick lifts, the project moves to standard production comparison packages.

H. Comparison Packages for Reduced Frequency

When creating comparison packages for reduced frequency, be aware that the VT sample may fall on a lift that was not tested by QC because it was a reduced frequency lift as shown in this example.

4) Select Samples for Comparison Package

Sample	Date Sample Taken	FDOT Sample Number	LOT #	Mix Design	Sample Level	Production Facility	Product	Select All
2200858856	1/25/2022	E001-T001Q			QC			<input checked="" type="checkbox"/>
2200858857	1/25/2022	E001-T002RF			QC			<input checked="" type="checkbox"/>
2200858858	1/25/2022	E001-T003Q			QC			<input checked="" type="checkbox"/>
2200858859	1/25/2022	E001-T004RF			QC			<input checked="" type="checkbox"/>
2200858865	1/25/2022	E001-T002V			VT			<input checked="" type="checkbox"/>

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5) Configure Selected Samples

	Sample Level	FDOT Sample Number	LOT #	Mix Design	Original	Verification
2200858856	QC	E001-T001Q			<input type="checkbox"/>	<input type="checkbox"/>
2200858857	QC	E001-T002RF			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2200858858	QC	E001-T003Q			<input type="checkbox"/>	<input type="checkbox"/>
2200858859	QC	E001-T004RF			<input type="checkbox"/>	<input type="checkbox"/>
2200858865	VT	E001-T002V			<input type="checkbox"/>	<input checked="" type="checkbox"/>

The original sample is E001-T002RF. The verification sample is E001-T002V. The associated samples are E001-T001Q, E001-T003Q and E001-T004RF.

Chapter 3 – Impact of Proctor Sample Life Cycle on ERS Field Density samples

It is a common practice to proceed with earthwork operations before proctor samples have completed the MAC sample and comparison life cycles. Because the proctor sample is a child record of ERS field density samples, changes to proctor sample data impacts ERS field density samples. Contractors must understand that by proceeding, there is a risk that material acceptance issues will be encountered later and will take extra steps to resolve. PAs must understand how this practice impacts ERS field density samples. The proctor sample must be created in MAC for the ERS field density technicians to select it. There should be no situation where field densities are being performed and the proctor material has not been sampled.

1. *Proctor Test hasn't been Performed*

Field densities samples can be created, but not submitted to FDOT for Verification because the proctor sample Maximum Density value is a required field and cannot be populated from the proctor sample if the test has not been performed and the value populated on the proctor test. The ERS field density sample status will be Logged or Submitted for Lab Testing and sample cannot be Submitted to FDOT for Verification by a Data Reviewer from the Sample screen until the Maximum Density value from the proctor sample is populated on the ERS field density sample.

2. *Proctor Test is Designated as Not Performed*

If the lab is not able to complete the proctor test, and mark the proctor sample as Test Not Performed, the ERS field density sample(s) using that proctor sample will not have a Maximum Density value to import. The density sample(s) will need to have the proctor sample selected replaced on the Sample screen with the new proctor sample that has the proctor test performed.

3. *Proctor Sample is tested, not Submitted to FDOT*

Until the proctor sample is Submitted to FDOT for Verification, the Maximum Density value may change if the Data Reviewer updates the test when confirming the data before submitting to FDOT for Verification. This also may happen later in the sample life cycle; for example, the PA returns the proctor sample to the company of the lab for test corrections. On ERS field density samples, MAC will replace the Maximum Density value and recalculate the % Maximum Density. If the recalculation results in a failure, the ERS field density test disposition will be designated as **Fail***.

4. *Proctor Type Impact on the Material Placed Condition Field*

When the proctor type cannot be derived from the proctor sample on the ERS field density test, the dropdown options for the “Material placed condition?” field will not populate correctly.

5. Proctor Sample is not in a Comparison Package or Does Not Compare

If the proctor sample comparison package hasn't been created and comparison performed, the comparison status is unknown. If it has been created and the comparison status is **Does Not Compare**, resolution must be performed to indicate if the QC proctor Maximum Density value can be used. If resolution is performed and QC is not upheld, all ERS field density samples using the QC proctor sample must have the QC proctor sample replaced with the proctor sample to be used as indicated in the resolution process. This must be done by a Data Reviewer of the companies on the Sample screen for any samples impacted, not just QC samples.

Any ERS field density sample with a proctor sample in a comparison package that Does Not Compare will have this flag.

The screenshot shows a 'Sample Information' form with the following details:

- Company: [Redacted]
- Method of Acceptance: Sampling And Testing
- Sample Level: QC
- Category: ERS Density / Stabilized Subgrade
- Logbook: Knoll Rd (Sta. 9300+50 to Sta. 9339+92)
- Proctor Sample: 2301291998
- Date Sample Taken: 1/17/2024
- Test Area/Test No.: SS008-T001Q

A tooltip points to the Proctor Sample ID, stating: "Proctor Sample is in a Non-Comparing Comparison Package".

This is not a finding by itself. It is intended to indicate there may be further action needed based on the resolution results. The flag triggers Data Entry and the PA to see if any samples need to be changed because the proctor sample resolution status indicates QC results should not be used.

1. Click on the proctor sample MAC Sample Id hotlink to be navigated to the proctor sample screen.

The screenshot shows a sample detail screen for Sample ID 2301291998. The top section contains a table with the following data:

Sample ID	Sample Status	Sample was Auto-Finalized	Comparison Required
2301291998	Finalized	No	Yes

Below the table, there are fields for 'Sample Initiated By', 'Sample Initiated Date' (12/12/2023), 'Last Updated By' (Susan Musselman), and 'Last Updated On' (1/24/2024). A 'Material Certification' link (442764-1-52-01 [Pending]) is also present.

The screen features a list of tabs for navigation:

- Material Information
- Sample Information
- Laboratory Information
- Location Information
- Contact Information
- Sample Comments [1]
- Documents [0]
- Associated Tests [6]
- Associated Comparison Packages [2]

2. Click on the Associated Comparison Packages tab to expand it.

Some soils samples can be included in more than one comparison package.

Associated Comparison Packages [2]				
	Comparison Package ID	Sample Comparison Type	Comparison Status	Resolution Status
1	189952 [Split Proctor]	Original Sample	Does Not Compare	QC Upheld
2	189953 [LBR]	Original Sample	Compares	

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3. Review the comparison package designated with the Proctor comparison. Pay attention to the Resolution status.

- a. If resolution is not yet performed, you will not be able to decide if additional steps are needed.
- b. If resolution is performed, there are 2 possible outcomes.
 - i. **QC Upheld** – no action needed. The QC proctor sample can remain on any ERS field density sample.
 - ii. **Use VT Results for Acceptance** – action must be taken on **all** ERS field density samples using the proctor sample
 - Return the samples for sample and test corrections (Chapter 2, Section A [4. Returning a Sample for both Sample and Test Corrections](#))
 - Have the appropriate Data Reviewers replace the QC proctor sample id with the VT proctor sample id
 - MAC will recalculate the % compaction
 - This may result in a previously failing test now passing and vice versa
 - Failing test results need a manual finding on the MC Review so that the resolution can be documented

Chapter 4 – Searching for all ERS Open Samples on a Project

Sometimes the PA may wish to see all the samples on a project that are not yet finalized. You can only see the samples on a specific logbook on the ERS Project screen.

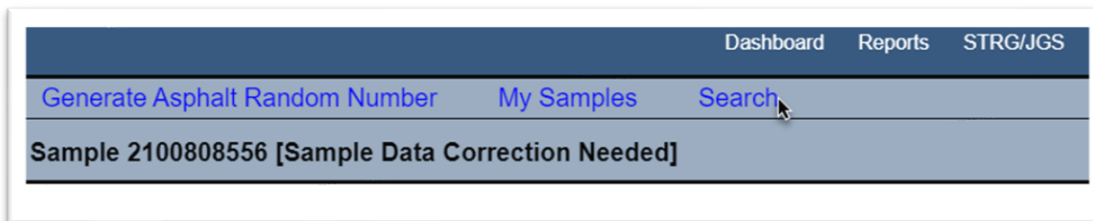
A. Finding Open Samples on the Sample Search Subscreen

The Sample Search screen can be helpful for finding open ERS samples.



1. Select the Samples menu option.
2. Select the Manage Samples submenu option.

The Sample screen appears.



3. Select the Search option.

The Sample Search subscreen appears over the Sample screen in the background with filters to apply to the sample search.

4. Use the following filters:
 - a. Material/Spec Id – one of the MAC ERS Material Ids
 - i. 120 – Excavation and Embankment
 - ii. 145 – Geosynthetic Reinforcement
 - iii. 160 – Stabilizing
 - iv. 200 – Rock Base
 - v. 548 – Retaining Walls
 - b. Category Name (Contains) – ERS. This will eliminate all lab tests.
 - c. Sample Status – check all but “Finalized” and “Removed for Rework.”
 - d. Project – the ERS FPN

Filter Options

Sample Category: Material/Spec ID: 120 - Excavation and Embankment * Material/Spec Name (Contains): Category Name (Contains): ERS Sample Purpose (Contains): Sample Levels: Methods of Acceptance:

Company: Created By: Sample Initiated Date:

Last Updated By: Last Updated On: Date Sample Taken (On or After): Date Sample Taken (Before):

Sample Status: Finalized Logged Pending Finalization Removed for Rework Sample Data and Test Correction Needed Sample Data Correction Needed Submitted for Lab Testing Test Correction Needed

Sampled By: Contact Name (Contains): Tester: Date Test Performed (On or After): Date Test Performed (On or Before):

Contract: Project: 422938-6-52-01: SR23 FROM NORTH OF Pay Items:

Product: Production Facility: FDOT Sample Number: LOT #: LOTs Represented:

Lab: Lab Routing Status:

Road Number: Station From: Station To:

Comparison Package Status:

Currently selected criteria will yield 16 results

5. Select the Search option to retrieve the list of open samples.

The list of samples will appear on the bottom of the Search subscreen.

3	2100857790	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/22/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	E001-1001
4	2100857806	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	11
5	2100857808	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0010
6	2100857809	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0020
7	2100857810	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0030
8	2100857814	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0040
9	2100857816	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0050
10	2100857817	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0060
11	2100857818	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0070
12	2100857819	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0080
13	2100857821	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/27/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	T0090
14	2100857838	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/29/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	E001-T0020
15	2100857839	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Pending Finalization	10/29/2021	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	E001-T0030
16	2200858114	120 - Excavation and Embankment, Change Order [10/2021], v1.0	QC	Logged	1/4/2022	12/17/2021	422938-6-52-01: SR23 FROM NORTH OF SR16 TO NORTH OF SR21(BLANDING BLVD)	PH001-T0080

Showing 1 to 16 of 16 [Export Results](#)

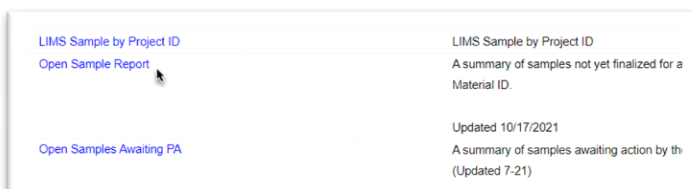
6. Click on any row to navigate to a sample.

7. To export the results to an Excel file, select the Export Results option.

B. Finding Open Samples with the Open Sample Report



1. Select the Reports menu option.



2. Under the Sample tab, select the Open Sample Report option.

An Open Sample Report dialog box appears. Only fields with red stars are required.

The screenshot shows a dialog box titled "Open Sample Report". It contains the following fields and controls:

- Contract**: Text input field with placeholder "Type Contract Number/Description".
- Project ID**: Text input field with placeholder "Type Item/Item Segment".
- Date Sample Taken On or After**: Date input field.
- Date Sample Taken Before**: Date input field.
- Sample Status**: Dropdown menu with a red star icon, indicating it is required.
- Material Section**: Dropdown menu.
- Managing District**: Dropdown menu.
- Lab ID**: Text input field with placeholder "Start typing Lab name or Lab ID to get a list".
- Material ID**: Text input field with placeholder "Type Material Id or Name".
- Sample Category**: Dropdown menu.
- Missing Comparison/Resolution (for Open Samples Awaiting PA)**: Dropdown menu.
- ERS Samples only?**: Dropdown menu.
- Report Format**: Dropdown menu with a red star icon, indicating it is required.
- Submit**: Button at the bottom.

3. **Contract or Project** – enter either a contract number or FPN and select the entry from the returned list to get only the samples for that contract or project.
4. **Sample Status** – you can select any option you want, but to see all open samples up to finalized on the same report, select the All but Finalized option. If you want to see the samples that are awaiting the PA to finalize, select the Pending Finalization Status.
5. **ERS Samples only?** – select this option to only get ERS samples.
6. **Report Format** – select PDF or Excel.
7. **Missing Comparison/Resolution** – select the appropriate option.
8. Open Samples Awaiting PA – to see all ERS Samples that are waiting for a PA to perform a function, select the following parameters:
 - a. Contract or Project
 - b. Sample Status = Pending Finalization
 - c. Missing Comparison/Resolution = Both
 - d. ERS Samples only? = Yes
9. Enter any other parameters as desired.
10. Select the Submit option.

MAC will download the report. Open the download as appropriate for your browser.

