Florida Department of
TRANSPORTATION

Data Entry for Independent Assurance Program Proficiency Samples

May 25, 2021

Contents

Introduction

Who enters the data for an IA evaluation sample?

The Florida Department of Transportation evaluates active sampling and testing technicians under the Independent Assurance (IA) Program. Technicians have a Technician Identification Number (TIN) that is tracked in the Department's Construction Training and Qualification Program (CTQP). This TIN is used as an indicator in MAC that the person active and should be evaluated is an active technician.

There are four types of evaluations; Observation, Split Samples, a combination of Observation and Split samples on the same evaluation and Proficiency Samples. For Proficiency Sample evaluations, there is data entry required for evaluated technicians' samples. These instructions focus on the data entry required for samples in the IA Proficiency Sample process. There are separate instructions that cover the entire Independent Assurance program for Program Maintenance Users and the State Materials Office Technical Unit.

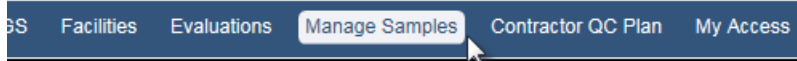Technicians and data entry personnel are two different things. Some people are both.
- As described above, technician qualifications are assigned to a TIN
- Data entry roles are assigned to users in companies on an FDOT account; either an FDOT User Id account or Internet Subscriber Account (ISA) and are not based on a TIN
  - o Technicians are not required to perform their own data entry
  - o Many technicians will have an FDOT account and company roles to perform their own data entry.

These instructions **do not** apply to the technician Any person with the role of data entry for the company of the laboratory where the sample is tested or the company the field sample is associated to can enter the data on behalf of the technician if he doesn't have the appropriate account and roles assigned. The technician is **NOT** required to enter his own data.
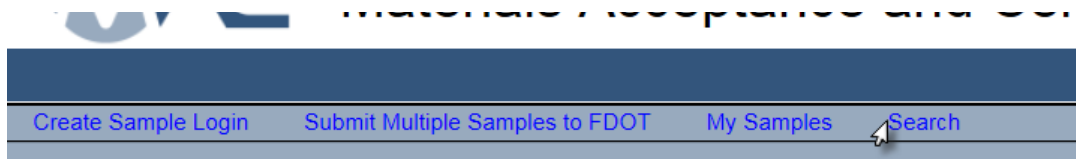
Chapter 1 – Entering the Evaluated Technician's Sample and Test Data

A.   Finding the Sample
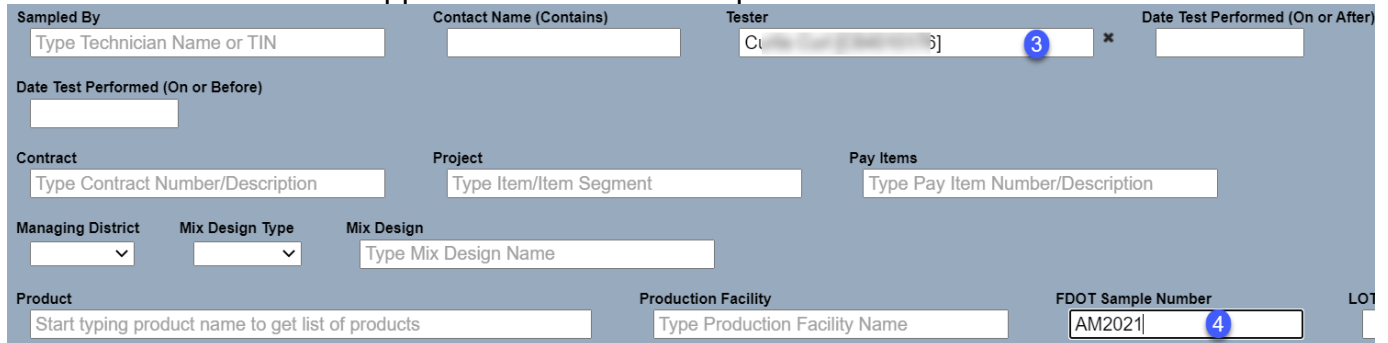
There are several ways to find the sample in MAC.

1. Click on the Manage Samples menu option from the MAC menu. You will be navigated to the Sample screen.

2. Click on the Search option on the top left side of the screen.

A Search sub screen will appear in front of the Sample Screen.

3. **Tester** – enter the Technician's name or TIN and select it from the returned list.
4. **FDOT Sample Number** – enter the Proficiency FDOT Sample Number.

This should result in one sample returned.
5. Select the Search option.

The bottom of the search subscreen will return one sample.

Sample ID ▲	MACSample Spec Level	Sample Status	Contract/Project (s)	FDOT Sample Number	Mix Design	LOT #
1 1600014444		Submitted for Lab Testing		ATT-SMO1		

Showing 1 to 1 of 1   ⬈ Export Results

6. Click on the row of the sample to navigate to it.

You will be navigated to the sample.

B.   Receiving a Lab Sample

If the sample is a lab sample and it is not auto-received, the data entry person will need to designate that it was received at the lab.
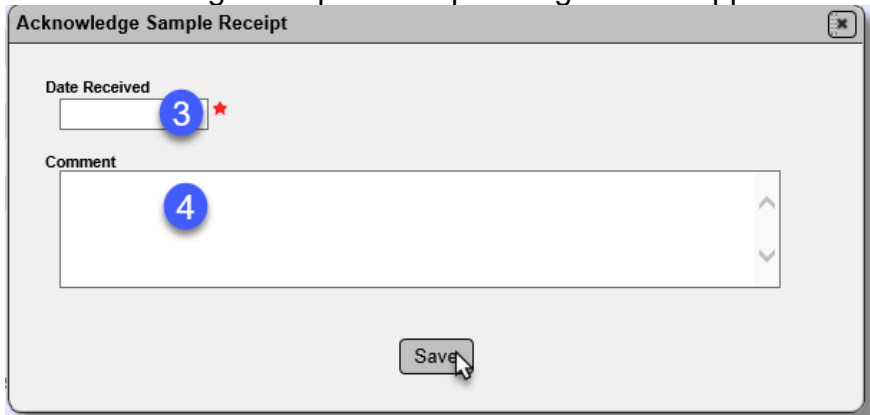

1. Click on the Laboratory Information tab to expand it.

Status	Type	Date Sample Received	Comment	
Waiting on Receipt	Full			⬈ Acknowledge Sample Receipt

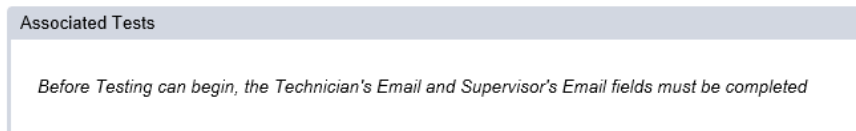2. Click on the Acknowledge Sample Receipt option.

An Acknowledge Sample Receipt dialog box will appear.

3. **Date** – enter the date received.
4. **Comment** – enter any comments, if desired.
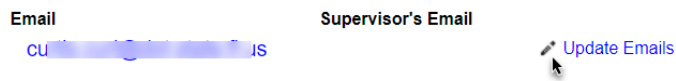5. Click on the Save option to acknowledge the sample was received.

The sample status will be updated to Submitted for Lab Testing.
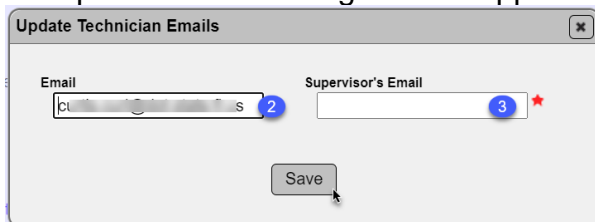
C.   Updating Evaluation Emails

Even if a sample is received, testing cannot begin until the Technician and Supervisor's emails are entered or updated.

To update the email information on an evaluation:

1. Select the Update Emails icon (✏️).

An Update Emails dialog box will appear.

2. **Email** – this is the technician's email. If the email is listed in CTQP, the field will be populated. This may not be up to date and need to be revised for the technician to receive the QPR.
Update either or both emails.
3. **Supervisor's Email** – enter the technician's QC manager for QC technicians or PA for VT technicians. This is a requirement for the QPR.
4. Select the Save option.

You will receive a message the the emails were successfully updated.

Update Technician Emails was successful

D.   Entering the Test Results and Finalizing the Sample

Click to Collapse

Perform Multiple Tests

1. To perform data entry for all or some of the tests, select the Perform Multiple Tests option.

A dialog box will appear with all the available tests.

Perform Multiple Tests

Tests to Perform
☑ AASHTO T 21 Color
☑ AASHTO T 255 Total Moisture
☑ FM 5-584 Mica Schist
☑ AASHTO T 27 Aggregate Gradation
☑ FM 1-T 011 Total Minus 200
☑ FM 1-T 084 Fine Aggregate Specific Gravity
☑ FM 1-T 085 Large Aggregate Specific Gravity
☑ FM 1-T 085 Coarse Aggregate Specific Gravity

2. If you don't want to perform a test now, deselect if from the checked list. Deselecting does not delete the test, it only removes it from the data entry now.

Perform Test   ☒

Test
    FM 1-T166 Gmb - Plant for IA

Tester	Testing Lab	Date Test Performed
C6......6	DSM001 - State Materials Office	★

	Pill 1	Pill 2
Height at Nini (mm)	★	★
Height at Ndes (mm)	★	★
Dry Weight (g)	★	★
Water Weight (g)	★	★
SSD Weight (g)	★	★
Gmb (g)		

Average Height at Nini (mm)
Average Height at Ndes (mm)
Average Gmb
Difference

3. To perform the selected tests, enter the data in the test definition fields as appropriate.
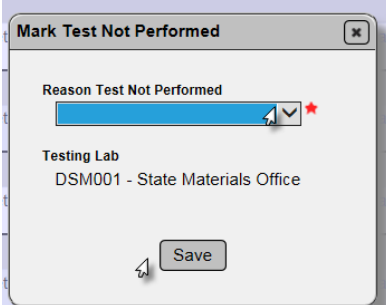
[Save]

4. When all the entries are complete, select the Save option.

Testing in Progress   Required   Perform Test   Mark Test Not Performed

5. Select the Mark Not Test Performed option to indicate that a test was not performed.

A Test Not Performed dialog box will appear.

Mark Test Not Performed [×]

Reason Test Not Performed
[▼] *

Testing Lab
DSM001 - State Materials Office

[Save]

a. Select the reason the test was not performed from the drop down list.
b. Select the Save option.
The test status will be updated to Test Not Performed with the reason selected.
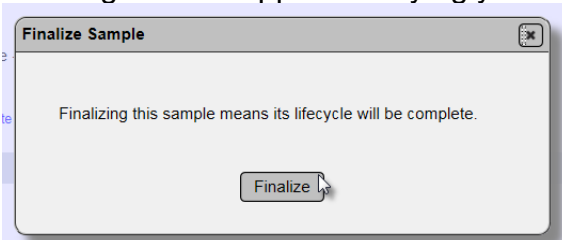
6. When all the tests are completed or designated as not performed, data entry person can finalize the sample.

Finalize Sample   View Sample

7. Review the data to ensure it is correct and complete. If not, make changes as needed.
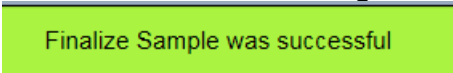8. Select the Finalize Sample option to finalize the sample.

A dialog box will appear notifying you that finalizing the sample will end the sample life cycle.

Finalize Sample [×]

Finalizing this sample means its lifecycle will be complete.

[Finalize]

9. Select the Finalize option to continue.

You will receive a message that the sample was finalized successfully.

Finalize Sample was successful