FDOT

Florida Department of TRANSPORTATION

Data Entry for Independent Assurance Program Split 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 Program. Technicians have a Technician Identification Number (TIN) that is tracked in the Department's Construction Training and Qualification Program (CTQP). This TIN is the 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 Split Sample evaluations, there is data entry required for evaluated technician's sample and the IA Evaluator's sample.

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
  - Technicians are not required to perform their own data entry
  - 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.
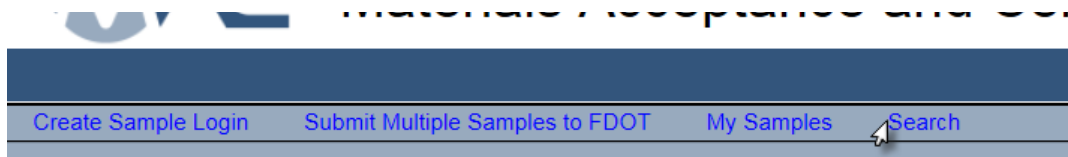
Chapter 1 – Entering the Evaluated Technician's Sample and Test Data

A.   Finding the Sample

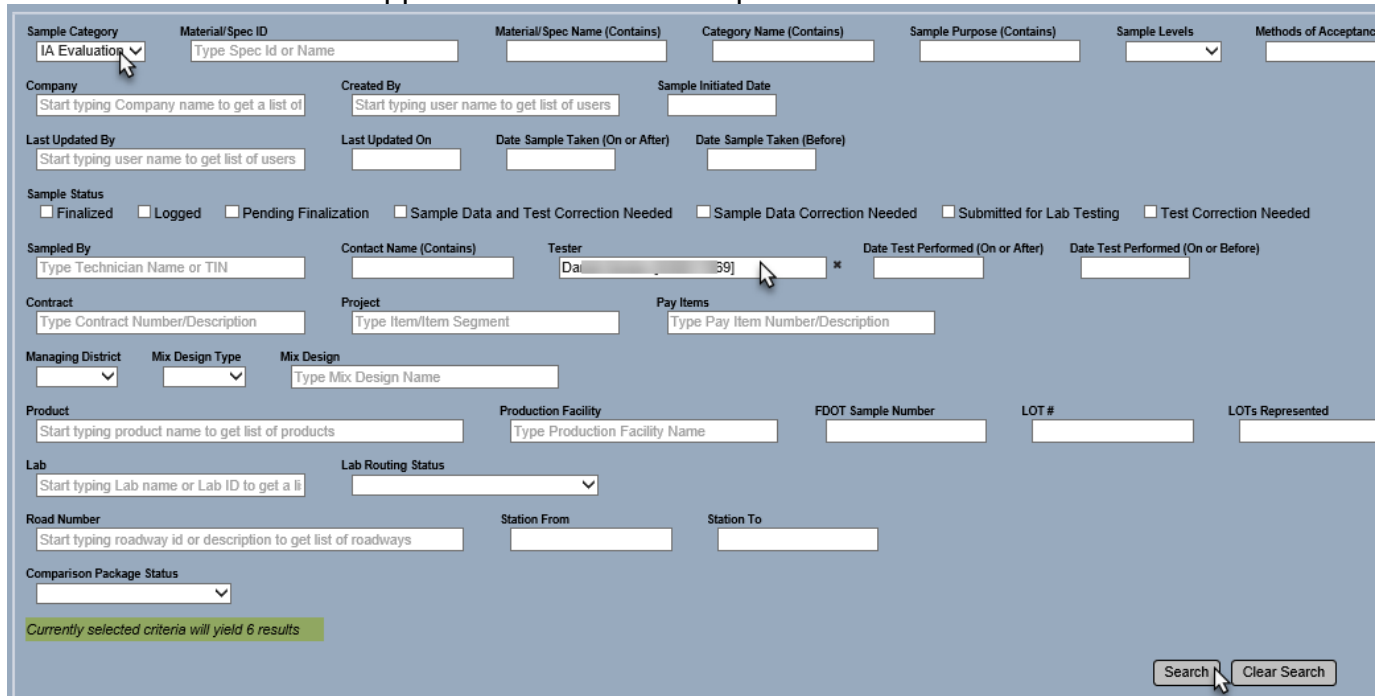There are several ways to find the sample in MAC.
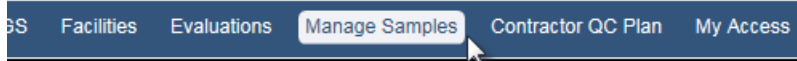
1. Click on the Manage Samples menu option from the MAC menu. You will be navigated to the Sample screen.

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. **Sample Category** – select IA Evaluation from the dropdown list to filter out the technician's production samples.
4. **Tester** – enter the Technician's name or TIN and select it from the returned list.
5. **Sample Status** – select Submitted for Lab Testing to filter out completed IA samples.

This may result in more than one entry if the technician has IA proficiency samples.

6. Select the Search option.

A list of IA evaluation samples will appear on the bottom of the sub screen. The samples with an FDOT Sample Number like "CA1718" are IA proficiency samples. IA split samples do not normally have an FDOT Sample Number. If all the samples have an FDOT Sample Number, contact the Evaluator for the FDOT Sample Number.

	Sample ID ▲	MACSample Spec Level	Sample Status	Date Sample Taken	Contract/Project Sample (s)	FDOT Sample Number	Mix Design	LOT #	Sublot #	LOTs Represented
1	1700153349		Finalized			FA1718				
2	1700170909		Submitted for Lab Testing			CA1718				
3	1700199216		Finalized			CA1718				
4	1800310964		Finalized			FA1819				
5	1800357431		Submitted for Lab Testing			CA1819				
6	1800359981		Submitted for Lab Testing							

> **IA Proficiency samples have an FDOT Sample ID.**

7. Click on the row of the sample to navigate to the sample.

You will be navigated to the sample.

Sample 1600017776 [Submitted for Lab Testing]   Go To Sample Type Sample Id

View Sample Transmittal Information for Print   View History

Sample ID	Sample Status
1600017776	Submitted for Lab Testing

Sample Initiated By	Sample Initiated Date	Last Updated By	Last Updated On
▉▉▉▉	10/19/2016	▉▉▉▉	10/19/2016

Evaluation	Current Status
0000001853 - ▉▉▉▉	In Progress

FDOT Sample Number	Technician	Email	Supervisor's Email	
001	▉▉▉	▉▉▉	▉▉▉	✏ Update Emails

Sample Comments [0]   Click to Expand

Documents [0]   Click to Expand

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.

Laboratory Information

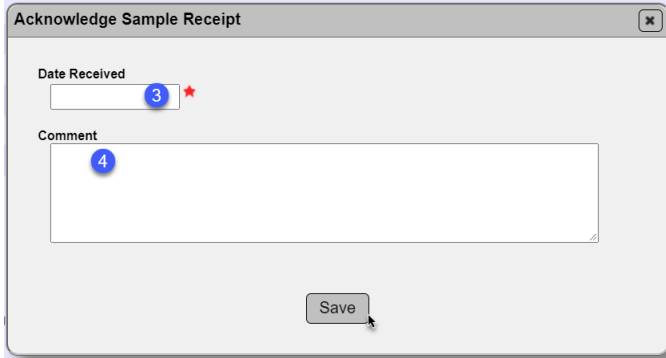1. Click on the Laboratory Information tab to expand it.

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

2. Click on the Acknowledge Sample Receipt option.

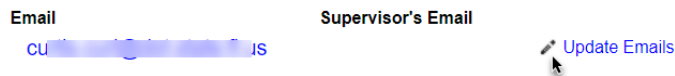An Acknowledge Sample Receipt dialog box will appear.

3. **Date Received** – enter the date the sample was physically received.
4. **Comments** – 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.
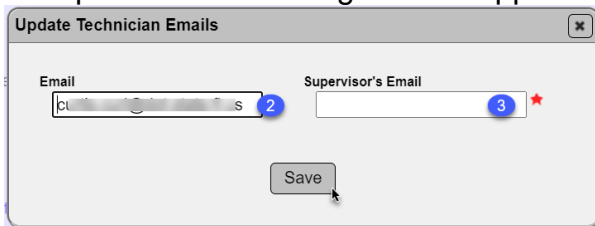
C.   Updating Evaluation Emails

To update the email information on an evaluation:

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.

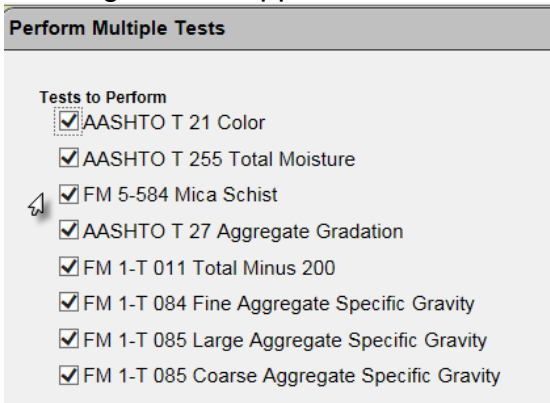You will receive a message the the emails were successfully updated.

D.   Entering the Test Results and Finalizing the Sample
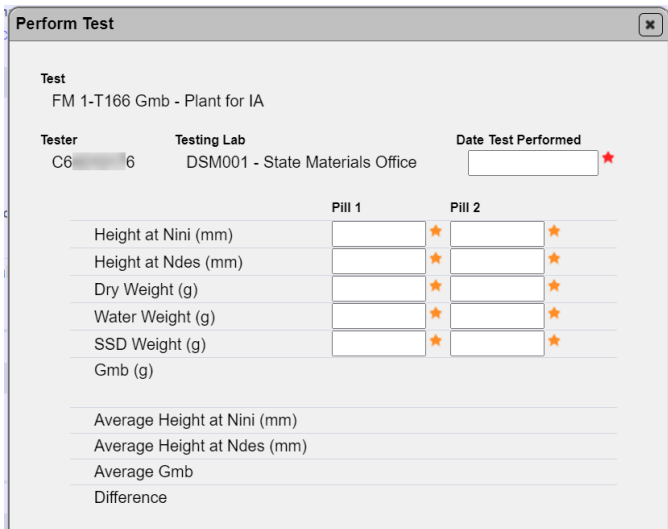
Click to Collapse

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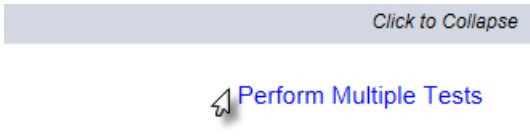
1. To perform data entry for all or some of the tests, select the Perform Multiple Tests option.

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 at this time, 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.
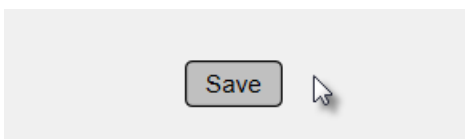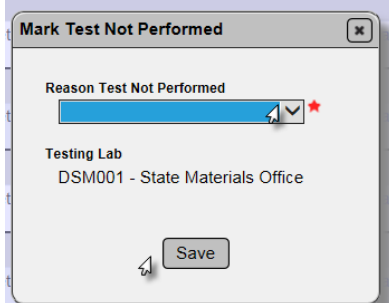
Save

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.
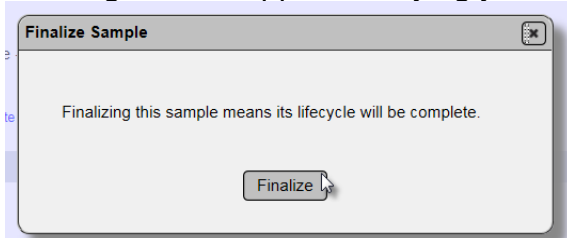
[Finalize]

9. Select the Finalize option to continue.

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

Finalize Sample was successful