Florida Department of
TRANSPORTATION

Sample Data Entry for Auger Cast Pile Grout Samples

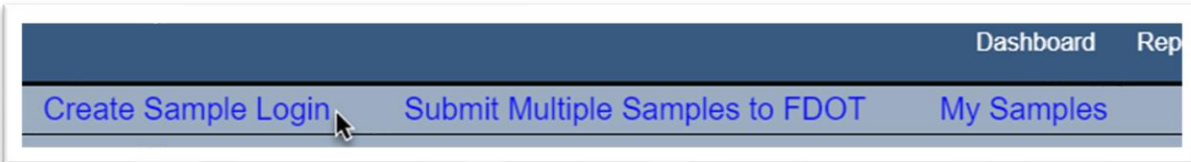May 20, 2021

Contents

Chapter 1 – Sample Login

Manage Samples	PMCL Letters	Contractor QC Plan	Earthwork Records System	User Profile

1. From the MAC home screen, select the Manage Samples menu option.

		Dashboard	Rep
Create Sample Login	Submit Multiple Samples to FDOT	My Samples	

2. Select the Create Sample Login page level action on the left side of the screen.

A Create Sample dialog box will appear. A red star (★) indicates a required field.

Create Sample Login

Sample Category
Project ⌄ ③

Contract/Project
Type Contract Number, Description or Project Number/Desc ④ ★

Pay Items
Type Pay Item Number/Description ⑤

Material/Specification
Type Spec Id or Name ⑥

3. **Sample Category** – this dropdown list defaults to project. Leave as is.
4. Contract/Project Enter the contract or Financial Project Id in this field and select it from the returned list.
5. **Pay Items** – enter a pay item if desired. They are optional. Do not enter a Lump Sum or Design Build pay item.
6. **Material/Specification** – enter 455 – Structures Foundations. If you select this field before selecting the pay item field, the pay item field will be filtered to the pay items with this Material assigned instead of all pay items with a Material assigned.

The dialog box will now show the Continue to Sample Information option.

7. Select the Continue to Sample Information Screen to continue.

The dialog box will be expand to show more fields. Additional fields will be added as more information is provided.

8. **Sample Level** – select the appropriate level from the dropdown list.
Additional fields will appear.

9. **Mix Design Free Text** – enter the auger cast pile grout mix design number. As indicated by the label, this is a free text field and is not connected to the approved mix designs in MAC.
10. **Sampled By** – enter the name of the person taking the sample in the field. This is a free text field that does not interface with the CTQP database.

11. **Date Sample Taken** – enter the date the sample was taken or select it from the calendar.

12. **FDOT Sample Number** – enter the sample number. This field is optional. The FDOT Concrete Sample Number Lot Number system suggests a format of CAG0001 to CAG9999.

13. **Quantity Represented** – enter the quantity that the sample represents. For example, if the sample quantity is 50 cubic yards, enter 50.

14. **Unit of Measure** – enter the quantity unit of measure that the sample represents. For example, if the sample quantity is 50 cubic yards, enter Cubic Yard(s).

15. Lot # – enter the lot number.

16. **Testing Lab** – enter the lab id or description and select the lab from the returned list.
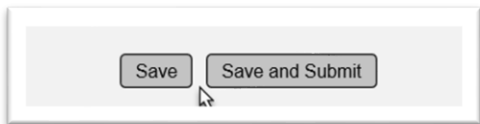

17. **Sampled From** – enter the location where the sample was taken from, for example, mixer.

18. **Station Sampled** – enter the station where the sample was taken.

19. **Station From** – enter the beginning station.

20. **Station To** – enter the ending station.

21. **Reference Line** – select the appropriate surveyed line from the dropdown list. If other is selected, enter the information in the comments field. This should be a surveyed line that can be relocated if needed.

22. **Offset Distance** – enter the distance the sample location is offset from the reference line.

23. **Offset Direction** – enter the direction the sample is offset from the reference line.

24. **Contact Name** – enter the name of the contact person who can respond to questions from the laboratory about the sample.

25. **Cell Phone # or Office Phone #** – enter the cell phone number in the field or office phone number in the Office Phone # field of the contact person. Both may be entered, but only one is required. When one is entered, the red star by the other field goes away.

26. **Email** – enter the contact person's email.

27. Enter a comment, if desired.

28. If documents need to be attached to the sample.

Save   Save and Submit

29. Select Save or Save and Submit.
a. Selecting Save will save the data entered so far and allow you to continue at a later time if you don't have all the information to submit the sample at this point. If you select Save you will need to return to the sample and select the Submit Sample for Testing Option. The Sample status will be Logged.

Submit Sample for Testing   Create New Sample Login from

Sample Status
80744   Logged

b. If you select Save and Submit, the sample will be submitted for lab testing. No further action is needed.

elete Sample   View Sample Transmittal Information for Print   View Sample Certificate of Analysis f

30. Select the View Sample Transmittal Information for Print option to provide a detailed report that should be attached to the cylinders when transported to the laboratory.

Chapter 2 – Sample Receipt

Follow the [MAC Project Sample User Manual](#) for sample receipt instructions.

Chapter 3 – Test Result Entry

The test result entry for auger cast pile grouts is the same as described in the [MAC Project Sample User Manual](#) and in the LINK TO CONCRETE SPECIFIC INSTRUCTIONS except ***there are no pass/fail limits set on the tests. Any results entered will have a test disposition of Pass. If the test results do not meet the project specific requirements, the Data Entry person should make a note in the test comments.***

Chapter 4 – FDOT Finalization & Comparison Packages

Follow the PA instructions for sample finalization and comparisons in the [MAC Project Sample User Manual.](#)

NOTE: There are no pass/fail limits set on the tests. The PA should make a note in the test comments if the test results do not pass the project specific requirements and add a manual finding for the failing test results on the MC Review for the project.

The PA should review the results and determine if they pass the project specific limits found in the plan notes. If they do not, the PA should create a manual finding on the MC Review and add a response on the disposition of the failing material.