



# Florida Department of TRANSPORTATION

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## Lab Manager Company Role Notifications

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## Chapter 1 – Lab Manager (Company Role) Notification Recipient

Whenever users in company roles are assigned as recipients, MAC evaluates the record that triggered the notification for a company relationship. It uses this to determine the appropriate people to notify. These notifications are designated with a # by the Will Receive Notification symbol. When you see a ✓#, you know that you are set up as a recipient based on a company role.

All these notifications are set so that you Can Opt Out. This means you will get them unless you opt out. If you don't want them, opt out. Be careful opting out if you are the only user with that role for the company, particularly lab managers and facility profile managers.

If you want the notifications, you don't need to apply any filters. It is normally not good to filter on a notification with the checkmark and pound sign. It's too easy to create a conflict and filtering does not overwrite the internal filtering done by MAC.

## Chapter 2 – Lab Managers

MAC provides Lab Managers with several notifications related to the laboratory profile, evaluations and samples. Because Lab Manager is a company role and there is a lab on the evaluation or the specific laboratory profile or a lab or labs on a sample, MAC programming knows which Lab Manager(s) to notify without needing a subscription or filters.

### A. Evaluations

#### ***LQPR has failing step response that has been rejected***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User rejects a lab manager's response to a failing step. MAC emails the lab manager of the lab on evaluation so he can review the response and take further action as needed.

### B. Labs

#### ***Lab Suspended***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to suspended. MAC notifies the lab manager on the lab profile.

#### ***Lab Disqualified***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to disqualified. MAC notifies the lab manager on the lab profile.

#### ***Lab Closed***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes the overall lab status on the lab profile to closed. MAC notifies the lab manager on the lab profile.

#### ***Test Method Approved***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to approved. MAC notifies the lab manager on the lab profile.

#### ***Test Method Inactivated***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to inactivated. MAC notifies the lab manager on the lab profile.

### ***Test Method Rejected***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to rejected. MAC notifies the lab manager on the lab profile.

### ***Test Method Suspended***

This is triggered when the DMRO or SMO Lab Qualification Program Maintenance User changes a test method status to suspended. MAC notifies the lab manager on the lab profile.

## **C. Samples**

### ***Sample submitted for FDOT Verification***

This is triggered by a Data Reviewer submitting a sample to FDOT. Lab Managers are not assigned to receive this notification.

### ***Sample finalized***

The PA triggers this notification. Lab Managers are not assigned to receive this notification.

### ***Sample failed Specific Concrete Tests***

This is triggered when a sample with at least one failing test is Submitted to FDOT. Lab Managers are not assigned to receive this notification.

### ***Sample Failed Test(s) for Higher In lieu of Lower***

This is triggered when a sample is Submitted to FDOT with the higher in lieu of lower designation and at least one test fails the higher limit. It is intended for the DMRO Structural concrete PMUs so they can review the producer's Quality Control Program, if needed. Lab Managers are not assigned to receive this notification.

### ***Sample returned for lab test corrections***

This is a secondary notification triggered when a sample is returned for test corrections and there is at least one lab test on the sample. Lab Managers get this notification and are expected to forward to the appropriate Data Reviewer. This approach decreases the number of recipients.

### ***Sample returned for sample corrections***

All Data Reviewers for the company of the user that created a sample get notified when it is returned for corrections to the sample information. Lab Managers are not assigned to receive this notification.

### ***Sample returned for test corrections***

If a sample is returned for test corrections and there are field tests on the sample, all Data Reviewers for the company of the user that created a sample get notified. Examples are Rolling Straightedge samples and structural concrete samples.

For structural concrete samples that have both field tests and a lab test, MAC does not know if the tests that need correction are field or lab. Data Reviewers should coordinate with a Data Reviewer of the company or companies of the lab if both are needed to determine who will resubmit the sample to FDOT. Lab manager(s) of the lab(s) on the sample also get notified.

### ***Sample returned for sample and test corrections***

The same recipients for sample and test corrections apply. Lab Manager(s) and Data Reviewer(s) should coordinate to determine when the sample is ready to be resubmitted to FDOT and who will resubmit it.

### ***Sample deleted***

This notification is triggered when a data entry person, a DAC or a system administrator deletes a sample. Lab Managers are not assigned to receive this notification.

### ***Sample submitted for lab testing***

This is a secondary notification triggered when a sample is returned for test corrections and there is at least one lab test on the sample. Lab Managers get this notification and are expected to forward to the appropriate Data Reviewer. This approach decreases the number of recipients.

### ***Sample resubmitted***

This is triggered by a Data Reviewer. Lab Managers are not assigned as a recipient.

### ***Additional Info requested by lab***

This notification is intended for Data Reviewers for the company of the user that created a sample to let them know the sample testing cannot begin because the laboratory needs more information before they can start testing. Lab Managers are not assigned as a recipient.

### ***Sample routed to lab***

This notification is triggered when a data entry person routes a sample to another lab. Lab Managers are notified so they know a sample has been routed to their lab and they should expect to physically receive all or part of a sample from the original lab.