MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS

CONCRETE ADMIXTURES
Navigations -> Home dashboard -> Materials component -> Sample Records Row

Admixtures are done in a sample record and there should be one admixture sample record for each classification of concrete. (General, Deck, Structure etc.) The sample record allows for all admixtures to be added to one record.

1. From the home dashboard, click on the Sample Record link under the Materials component.

2. Create the sample record by selecting the White drop arrow on the blue component ribbon in the upper right corner. Select Add
3. Enter the information on the General Tab. The material code (551.02.05.01) can be used, or type in Admixture in the search box under Material Code -Name.
4. The date can be the date that the certification was received.
5. Specimen number
6. Sample Type and Acceptance Method are Project Acceptance and Test Results. (Do not use other.)
7. Intended Use: enter which concrete classification this applies to for easy reference later.
    a. There will need to be one sample record for each type of concrete classification used on the job. Ex: One for general, one for Deck, one for Structure, ect.
8. District Area
9. Control Type or the Control Number is not a required field and does not need to be used. Lab Control is a field for the lab and does not need to be filled out.
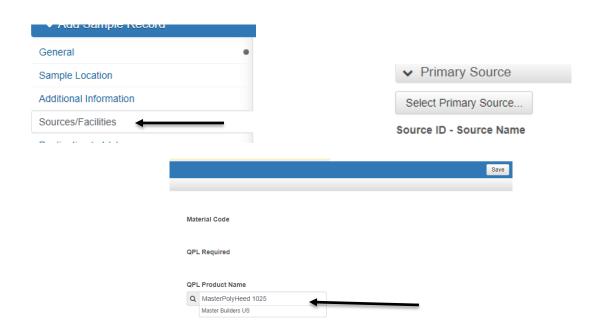
Sample ID

Material Code - Name

Q 551.02.05.01

Concrete Admixture

Lab Control Number

Witnessed By ID - Name

Q SowiejaJ

Sowieja Jennifer

Specimen(s) Number

1

Intended Use

Admixture - General

District/Area

WP - Wolf Point

Lab Reference Number

Sample Date

08/22/2022

Created Date

Sample Status

Sample Type

PROJ - Project Acceptance

Acceptance Method

TEST - Test Results

Authorized By

Authorized Date

Revising Sample ID

Revised By

10. Click on the Sources/Facilities Tab located on the left side of the screen.
11. Click on the Select Primary Source gray button.
12. Enter the name of the supplier of the material in the search box, or place the cursor in the search box and hit Enter. Note: BASFUS/BASFCN are replaced by MasterBuilders. Please use Master Builders as the supplier.
13. Fill out the QPL product name. Admixtures is required to be on the QPL and only 1 name of the admixture certs needs to be entered in this box.
14. Save.

▼ Add Sample Record

General ●
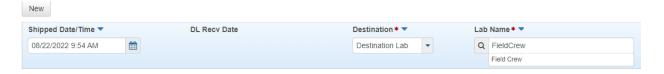
Sample Location

Additional Information

Sources/Facilities ←

▼ Primary Source

Select Primary Source...

Source ID - Source Name

Save

Material Code

QPL Required

QPL Product Name

Q MasterPolyHeed 1025

Master Builders US

15. If the record is saved prior to filling out the Sources/Facilities tab, there will be an error that states it requires a source prior to saving. It will also create an error if there is a source but do not have the QPL Product name box filled out. Once this information is filled out, the record can be saved with no errors.

> **Error:** No rows saved; detected rows with errors. Please review messages below.
> - Source ID: Invalid value ''; value is required.
> - Sample ID '20220822092705': QPL Product Name is required for Material: 551.02.05.01.

16. The Sample Location and Additional Information Tab do not need to be filled out for Admixtures certifications.
17. Select the Destination Labs tab.
18. Select the New Button
19. Enter in the date
20. Enter Field Crew in the Lab Name. This is certification only so no Lab data needs to be entered.
21. Save

New

Shipped Date/Time ▼	DL Recv Date	Destination * ▼	Lab Name * ▼
08/22/2022 9:54 AM		Destination Lab	FieldCrew
			Field Crew

22. Select the Contract Tab.
23. Select Contract Project Items Button.
24. Select the Items that this material will affect. Note: Keep in mind with Conventional, Optimized and pre-cast concrete options. Consult the mix design for the type that is to be used.
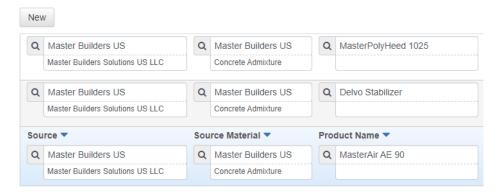25. Click the Save Button in the lower right corner.

Select Contract Project Items...   0 marked for dele

Contract	Contract Project Item Material Sets		
03C19 - WESTBY - WEST	3		
Project - Description	**Category - Description**	**Proj Ln N...**	**Item**
7953020000 - WESTBY - WEST	0001 - GRADE, GRAVEL, PMS OVERLA'	0360	551020030 - CONCRETE-CLASS GENEI
Fed St Proj Num	**Material Set Name**	**Represented Quantity**	
STPP 30-1(20)16	General-Uses Conventional ←		
7953020000 - WESTBY - WEST	0001 - GRADE, GRAVEL, PMS OVERLA'	0690	608010050 - SIDEWALK-CONCRETE 6 I
STPP 30-1(20)16	General-Uses Conventional ←		
7953020000 - WESTBY - WEST	0001 - GRADE, GRAVEL, PMS OVERLA'	0720	609010030 - CURB-CONC MEDIAN TYP
STPP 30-1(20)16	General-Uses Conventional		

26. Click on the Tests Tab
27. Click on the Blue drop arrow next to the Assign Tests Button.
28. Click on the Assign Default tests.

29. Click on the Blue drop down on the test row.
30. Select the MDT Admixtures test under Views.
31. Once in the Agency View, add in the source, source material and Product name.
32. If there are more than one admixture, add those by selecting the NEW button. Note: Portland cement, Blended cement and Fly ash are not to be added here. Those are added in to a DWR acceptance action.
33. Save.

34. Once that is completed, go to the Sample Record Test (either by using the quick link under the Home button, or going back to the test summary and selecting the 1.0) and Mark the test complete.
35. Let the FOP know that this record is ready to be marked level 2 complete.

ATTACHMENTS:
    Certifications will need to be attached on to the sample record.
    From the General Tab, select the white drop arrow on the component ribbon.
    Select Attachments.
    Upload all certifications for the admixtures.
    Do not put these in the agency view or on the test tab. They will not show on your checklist as they will be on a Global Level and not to your contract.