MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project CONSTRUCTION and MATERIALS

SELECTING DESTINATION LABS AND ASSIGNING TESTS IN SAMPLE RECORDS

Tests are automatically assigned to Sample Records based on the Material code, Sample Type and Destination Lab(s) selected. The following are the procedures for Field and District/Area Lab for selecting destination labs and assigning tests:

Field Process

There are 3 options for Field created samples when selecting destination labs on the Destination Lab(s) Tab:

1) The Field personnel are doing a field-related test and entering test results and no further testing is being done by the District/Area or Helena Labs; Or the Field personnel are creating a sample for Concrete Admixtures, Electrical Submittal or Steel Category 1 information.
2) The Field personnel are doing a field-related test AND the District/Area Lab and/or Helena Lab is doing further testing.
3) The Field personnel are NOT doing any testing and just dropping off the sample to the District/Area Lab for further testing by the District/Area or Helena Labs.

Option 1 Process for the Field – Field Only Testing or Certification (i.e. Field aggregate sample)

1. Destination Lab(s) Tab - Add FieldCrew as a Destination Lab
2. Tests Tab – Select Assign Default Tests from the Arrow dropdown next to Assign Tests; Field tests will be auto-assigned
3. Enter Field Test Results

Option 2 Process for the Field – Field, District/Area and/or Helena Testing (i.e. Concrete samples)

1. Destination Lab(s) Tab – Add both FieldCrew and District/Area Lab as destination labs
   **Do NOT add Helena, this is done by District/Area
   **If you are bypassing an Area Lab to send directly to a District Lab (or Helena), add only the District Lab (or Helena)
2. In the District/Area destination lab row, enter the Shipped Date when the sample was sent to the District/Area lab
3. Tests Tab – Select Assign Default Tests from the Arrow dropdown next to Assign Tests – Field tests and District/Area tests will be auto-assigned
4. Enter Field Test Results
5. Send the sample to the District/Area Lab

Option 3 Process for the Field – District/Area and/or Helena Testing Only (i.e. PGAB samples)

1. Destination Lab(s) Tab – Add only District/Area Lab as destination lab
   **If you are bypassing an Area Lab to send directly to a District Lab (or Helena), add only the District Lab (or Helena)

2. Enter the Shipped Date when the sample was sent to the District/Area lab
3. Tests Tab – Select Assign Default Tests from the Arrow dropdown next to Assign Tests –District/Area tests will be auto-assigned
4. Send sample to the District/Area Lab

District/Area Lab Process

There are 2 options for samples for the District/Area Lab when selecting destination labs on the Destination Lab(s) Tab:

1) The Field personnel are doing a field-related test AND the District/Area Lab and/or Helena Lab is doing further testing.
2) The Field personnel are NOT doing any testing and just dropping off the sample to the District/Area Lab for further testing by the District/Area or Helena Labs.
3) The District/Area Lab is creating the sample

Option 1 Process for the District/Area Lab – Field, District/Area and/or Helena Testing (i.e. Concrete samples)

1. District/Area Lab Marks the sample as Received in Receive At Destination Lab
2. Destination Lab(s) Tab – if the sample is being sent to Helena for further testing, add Helena as a destination lab and enter the Shipped Date when the sample was sent to Helena
3. Tests Tab – Select Assign Default Tests from the Arrow dropdown next to Assign Tests – Helena tests will be auto-assigned
4. Enter District/Area Lab Test Results if applicable
5. Send the sample to Helena if applicable

Option 2 Process for the District/Area Lab –Helena Testing Only (i.e. PGAB samples)

1. District/Area Lab Marks the sample as Received in Receive At Destination Lab
2. Destination Lab(s) Tab – Add Helena as a destination lab and enter the Shipped Date when the sample was sent to Helena
3. Tests Tab – Select Assign Default Tests from the Arrow dropdown next to Assign Tests – Helena tests will be auto-assigned
4. Send the sample to Helena