

| Splitting a Sample Record

Splitting a Sample Record

AASHTOWare Project Construction & Materials™ Quick Reference Guide

Additional Quick Reference Guides and Computer Based Training files are available from ODOT

Roles:

CM – Materials Administrator, CM – Region QA, CM – ODOT Sample Tester, CM – Contractor Lab QC Manager, CM – Contractor Sample Tester

Background:

- A sample record contains information about a material that was sampled, tested, reviewed, or otherwise assessed. Oregon is using the Split Sample feature to link the QC and QA samples together and evaluate them within the AWP system.
- The following process will help reduce the confusion and risk of entries not matching between the two halves of the Split Samples.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



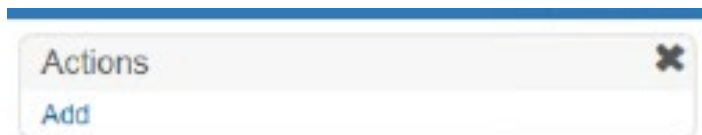
Row Actions menu (on rows)

Rev 08-28-2025

| Splitting a Sample Record

Adding a Sample Record:

1. In the **Materials** component, click the **Sample Records** link.
2. In the Sample Record Overview component, click the component **Actions** menu and select the **Add** action.
3. Select a **Material Code**, **Sample Date**, **Organization**, **Sample Type** (IA/VER), **IA Subtype** (IA-QA or IA-QC), **Acceptance Method** (Sample and Test), and **Lab Reference Number**, if relevant. Fill out the other fields as necessary.
4. Click the **Save** button.



Adding Information to Sample Record Tabs

1. Start on the **Sample Location** tab and enter any relevant information.
2. Move to the **Additional Information** tab and enter **Sampler ID** and other relevant information.
3. Move to the **Sources** tab and click on the **Select Primary Source** button. Select the Source and click the **Add to Sample Record** button. Click **Save**. Choose an **SMFMI Name** if this is an aggregate sample.
4. Move to the **Contract** tab and click on the **Select Contract Project Items** button. Select the appropriate contract items associated with the material and click **Save**.

| Splitting a Sample Record

Splitting the Sample Record:

1. From the Sample Record, click the component **Actions** menu, and then click the **Split Sample Record** link.
2. Enter the number of split samples needed in the **Number of Additional Sample Records to be Created** field. This should just be one (1). Splitting a sample record more than once will not allow the samples to be evaluated for IA compliance within the AWP system.
3. Click the **Split Sample Record** button.

Sending the Split Sample Record to the Corresponding Lab:

1. Once the Sample Record has been split click the **Overview** link below the home button to return to the **Sample Record Overview** menu.
2. Select the new Sample Record with the same Sample Record number and the – **1** suffix to open the split sample.
3. From the **General** Tab of the Split Sample – Sample Record, you can change the **IA Subtype** to the alternate **IA-QA** or **IA-QC** subtype.
4. Now you can change the **Organization** field to the Organization of the split samples lab.
5. Click **Save**.
 - **Note:** When you save the sample record with the new Organization, it should disappear from your Sample Record Overview and will appear in the split sample labs test queue. It is a good idea to communicate the Sample Record Number to the split sample lab and/or technician.

| Splitting a Sample Record

Adding Labs to Your Split Sample:

1. From your Sample Record, click the **Lab/Associations** tab.
2. Click the **New** button.
3. In the **Association Type** field, click the drop-down arrow and select **Destination Lab**.
4. In the **Association Value** field, search for and select the **Destination Lab** for the Sample Record.
5. Click the **Save** button.

Adding Tests to Your Split Sample:

1. Click the **Tests** tab.
2. Click the **Assign Tests** button.
3. In the **Review Required Tests** section, click the blue next arrow on the right side.
4. In the **Select Default Tests** section, select all tests that are to be assigned to the sample. Click the blue next arrow on the right side.
5. In the **Select Option Tests** section, click the blue next arrow on the right side.
6. In the **Add Test Runs and Confirm** section, click the green **Confirm** button on the lower right corner.

Next Steps:

Next, you would enter Test Results on a sample. You can view more information in the **Enter Test Results QRG**.