QUICK REFERENCE GUIDE:

Splitting A Sample For Assurance

Background:

After creating a sample record either from a DWR or the Dashboard, you still may need to create an assurance sample to fulfill testing requirements. Splitting the sample will allow you to create a second sample record that is linked to the original acceptance to provide an easy way to identify the assurance. If you have already added tests to your acceptance sample, you will need to delete them and re-add them after completing the Splitting a Sample process.

Roles:

All Construction & Material Roles

Navigation:

Materials > Sample Records >

1. On the Sample Record Overview page enter your Field Number into the search bar and click on desired **Sample ID**.
2. On the Sample Record Summary page, click the Collapsible arrow in the upper right to open the **Component Actions Menu** and, in the Tasks section, click on **Split Sample Record..**.
   a. In the Split Sample Record modal window, enter the number of new sample records you would like to create, typically 1, and click the **Split Sample Record** button. Each copy is assigned the Sample ID of the original sample record with a hyphen and a sequential number that identifies the split number (eg.-1). The split samples will have the original sample ID in the **Lab Control Number –linked ACPT/ASSR** field on the sample record.
   b. To find the Split Sample Record(s), click the **Overview** quick link at the top of the page.
   c. Search for the **Sample ID** of the newly created split.
   d. Click the **Sample ID** link of the split sample, on the general tab change the **Sample Type**, **Field Number**, and **Stationing** information if necessary
   e. On the **Lab Associations** tab, change the **Association Value** if necessary and click **Save**.
3. On the **Tests** Tab, Click the **Assign Tests** button to launch the guided test assignment process.
   Note: A sample record cannot have tests assigned to it until it has been associated with a Destination Lab.
4. Using the **blue arrows** in the bottom right for navigation, click the next button. No tests will appear in the **required tests** or **select default**. All available tests will appear in the **Select Optional Tests** screen. Click the appropriate tests for this sample and click next.
5. Review and click the **Confirm** button.
   Note: If the guided process does not show you the tests you expect, return to the sample record and verify that it's Material, Sample Type, and Destination Lab are correct. If that does not fix the problem, reach out to your Global Materials Admin or Materials Lab Admin.
6. On the **Tests** Tab fill out the following fields above the assigned tests.

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a. **Ref Spec –** Enter either the Standard Specification (i.e. SSHC 2020), the Regional Modification, Special Provision, or Change Order (i.e. CR703.1-050122 for Central Region Selected Material).

b. **Ref Spec Condition –** Enter the Classification of the material being tested. Such as Type A of Type B for Selected Material.

c. Click **Save.**

Note: If you do not know what your Ref Spec or Ref Spec Condition should be consult your contract materials or contact your Module Admins.

Next Steps:

Once you have created your assurance sample, make sure to communicate with the lab it was sent to, so they know to expect it in their queue.