Sample Records - Splitting a Sample Record for Assurance

BACKGROUND: You can split an unauthorized sample record to create one or more editable copies. The copies inherit information on the General, Sources, and Associations tabs, as well as any remarks, attachments, links, and contract project item associations. Tests are copied, but test results are not.

If you intend to change the Sample Type of the split, as when creating an Assurance split from an Acceptance sample, you must split the original sample before assigning tests to it.

ROLES: Materials Technician, Materials Lab Supervisor, Materials Lab Technician, Materials Rover

NAVIGATION:

Materials > Sample Records >

1. On the Sample Record Overview page, use the search and filter options at the top of the page to find the desired sample record and click on its **Sample ID** link.
2. On the Sample Record Summary page, click the arrow in the upper right to open the Component Actions menu and, in the Tasks section, click on **Split Sample Record**.
3. In the Split Sample Record window, enter the number of new sample records you would like to create, and click the **Split Sample Record** button. The system creates the specified number of copies of the original sample record. Each copy is assigned the Sample ID of the original sample record, appended with a hyphen and a sequential number that identifies the split. The system then locks the Sample ID field for the original and all the splits, so that the link between them is maintained.

Note: If you are creating an Assurance split from an Acceptance sample, this must be performed before tests are assigned to the sample. After you've performed the split as described above, change the sample type of the new sample by going to its Sample Record Summary page and, in the **Sample Type** field, selecting ASSR from the dropdown. If necessary, edit stationing, destination, and other information and click **Save** in the upper right corner.

To associate the split with a different lab than the original sample
To associate the split with a different lab than the original sample, click the **Associations** tab on the left. If necessary, delete the existing lab association by selecting **Delete** in the association's row actions menu. Then click the **New** button and enter the new lab in the **Association Value** autocomplete field. Click **Save** in the upper right corner.