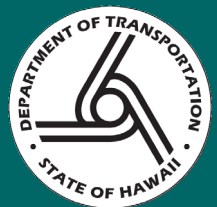


USER'S GUIDE TO SAMPLE CARDS FIELD TEST IN FACS

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION – CONSTRUCTION
E-CONSTRUCTION

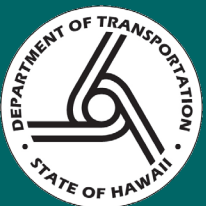
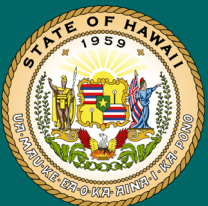
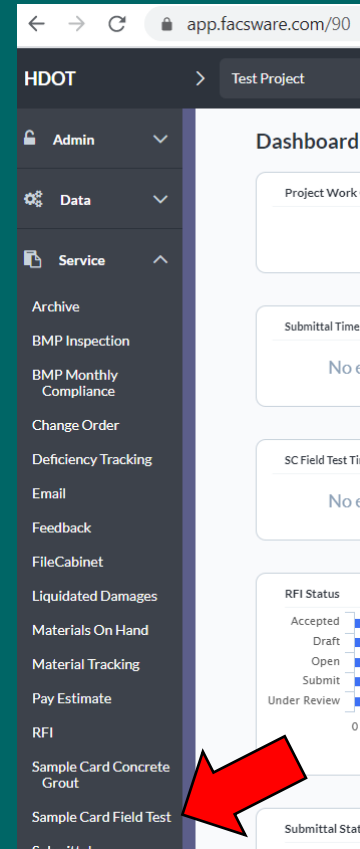


USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

To create a Sample Card – Field Test (for submitting COCs, Bags of Aggregate/Dirt, AC samples, Rebar, etc.), first select a project.

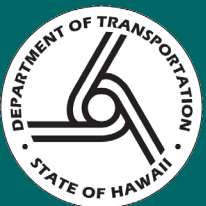
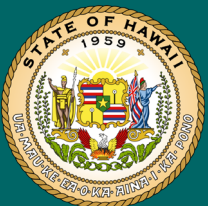
Next, click on Sample Card Field Test (under Service)



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

The Sample Card Field Test Log Grid will appear

| Sample Card Field Test | | | | | | | | | |
|--|-----------------------------|-----------|----------------------|--------|--------------------------|-----------|------------|---------------|---------|
| <input checked="" type="checkbox"/> Filter | | | | | | | | | |
| <input type="checkbox"/> JC No | Sample Type | Sample No | Test Report By | Status | Sample Card Going To ... | Sample of | BIC | Created from: | Deleted |
| | | | | | | | | to: | |
| | | | | | | | | | |
| <input type="checkbox"/> 80 | | | Jennifer Yoza | Open | District Lab | | | 07/08/2020 | No |
| <input type="checkbox"/> 83 | AC - Asphalt Concrete | 1 | Sajina Patinhattayil | Open | District Lab | | | 08/11/2020 | No |
| <input type="checkbox"/> 84 | AAG - Asphalt Aggregates | 123 | Greg Varni | Open | District Lab | | | 08/20/2020 | No |
| <input type="checkbox"/> 85 | ACB - Asphalt Concrete Base | 23 | Brian Chang | Open | HWY-LG | | | 08/25/2020 | No |
| <input type="checkbox"/> 86 | AAG - Asphalt Aggregates | 82,620 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| <input type="checkbox"/> 87 | AAG - Asphalt Aggregates | 5,897 | Greg Varni | Open | HWY-LG | | Greg Varni | 08/26/2020 | No |
| <input type="checkbox"/> 88 | ABC - Aggregate Base Course | 82,620.1 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| <input type="checkbox"/> 89 | CD - Concrete, Type D | 82,620.2 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| <input type="checkbox"/> 90 | | | Greg Varni | Open | District Lab | | | 09/02/2020 | No |
| 1 of 1 rows per page | | | | | | | | | |
| 1 - 36 of 36 items | | | | | | | | | |
| <input type="button" value="New"/> | | | | | | | | | |



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

To create a new sample card,
click on the New button

Sample Card Field Test

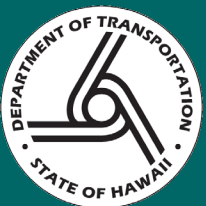
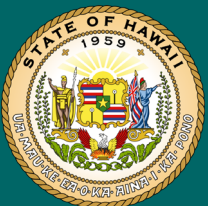
☒ Filter

| JC No | Sample Type | Sample No | Test Report By | Status | Sample Card Going To... | Sample of | BIC | Created from: | Deleted |
|-------|-----------------------------|-----------|----------------------|--------|-------------------------|-----------|------------|---------------|---------|
| 80 | | | Jennifer Yoza | Open | District Lab | | | 07/08/2020 | No |
| 83 | AC - Asphalt Concrete | 1 | Sajina Patinhattayil | Open | District Lab | | | 08/11/2020 | No |
| 84 | AAG - Asphalt Aggregates | 123 | Greg Varni | Open | District Lab | | | 08/20/2020 | No |
| 85 | ACB - Asphalt Concrete Base | 23 | Brian Chang | Open | HWY-LG | | | 08/25/2020 | No |
| 86 | AAG - Asphalt Aggregates | 82,620 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| 87 | AAG - Asphalt Aggregates | 5,897 | Greg Varni | Open | HWY-LG | | Greg Varni | 08/26/2020 | No |
| 88 | ABC - Aggregate Base Course | 82,620.1 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| 89 | CD - Concrete, Type D | 82,620.2 | Greg Varni | Open | District Lab | | | 08/26/2020 | No |
| 90 | | | Greg Varni | Open | District Lab | | | 09/02/2020 | No |

1 - 36 of 36 items

1 of 1 rows per page

[New](#)



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

An entry for a Sample Card – Field Test is divided into 8 parts:

1. Information
2. Field Test
3. Address
4. Pavement Core
5. Pay Items
6. Comments
7. References
8. Resubmittal

< **Sample Card Field Test** [Print](#) ☐ Notify Recipients **OPEN** << >>

Unsaved Data: All required fields must be completed. Please address the following: Missing Required Field Sample Type

▼ [Expand all sections](#)

▼ INFORMATION

▼ FIELD TEST

▼ ADDRESS

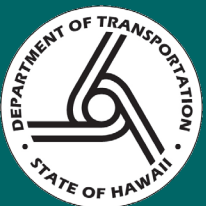
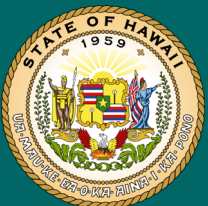
▼ PAVEMENT CORE

▼ PAY ITEMS

▼ COMMENTS

▼ REFERENCES

▼ RESUBMITTAL



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Information:

Under information, enter the basic information of the sample

Note: fields with the blue asterix require an entry for the sample card to be saved

^

INFORMATION

① JC No

101

AVCA

Test Report By

Keith Yamamoto

Report Date

09/16/2020

Agency*

Required

Sampled By

Sample Witnessed By

Date Sample Card Submitted

Sample Card Going To

District Lab

① Sample Type *

Required

Sample No *

E-Mail Address

keith.yamamoto@hawaii.gov

Status

Open

Office Phone

Date Sampled *

09/16/2020

Time Sampled

am

pm

① Method of Acceptance

① Priority

Normal

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

6

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

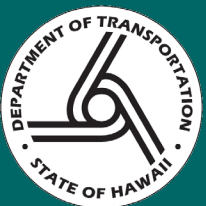
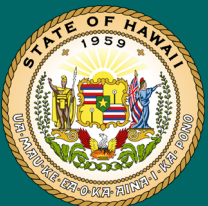
Information:

The JC No. is automatically entered sequential, by FACS.

If a sample card is deleted, the deleted sample card's JC number cannot be reused

^ INFORMATION

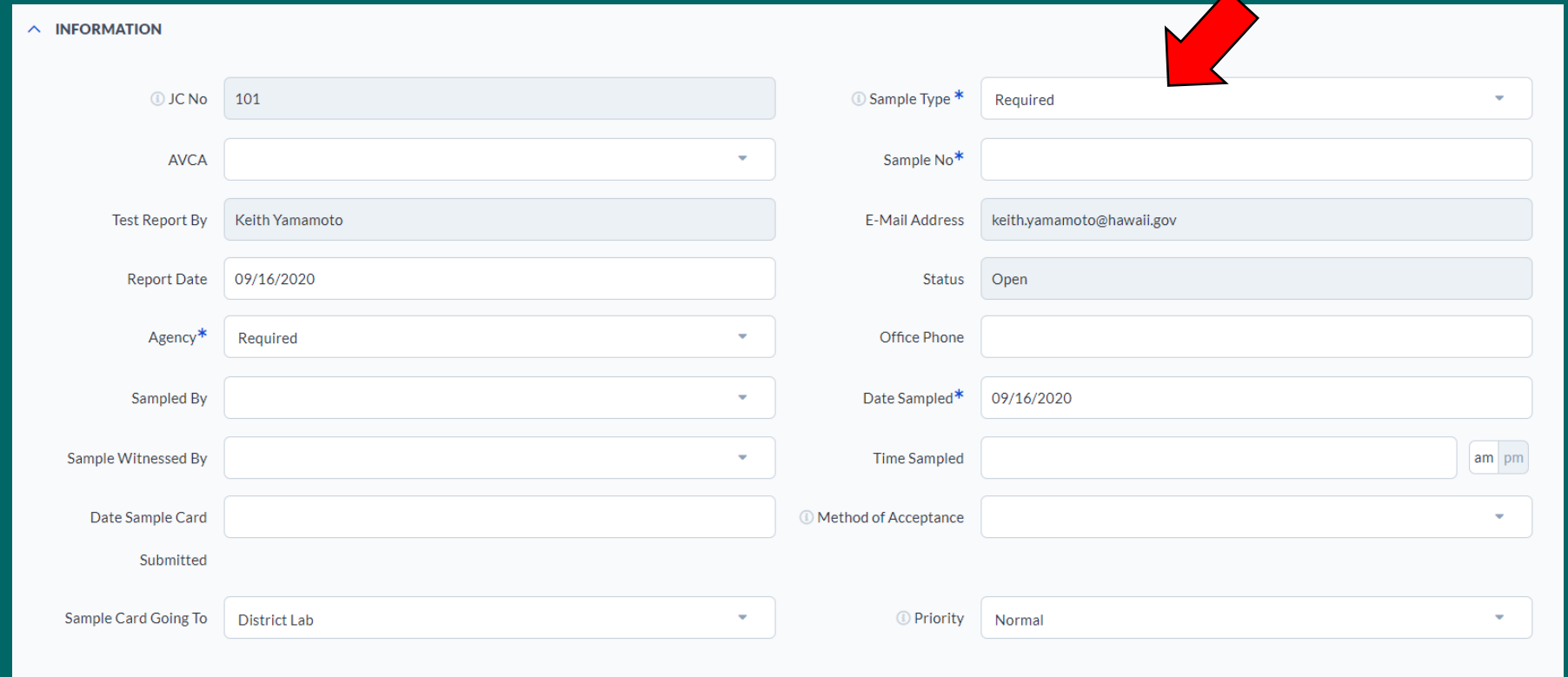
| | | | |
|----------------------|----------------|------------------------|---|
| ① JC No | 101 | ① Sample Type * | Required |
| AVCA | | Sample No * | |
| Test Report By | Keith Yamamoto | E-Mail Address | keith.yamamoto@hawaii.gov |
| Report Date | 09/16/2020 | Status | Open |
| Agency * | Required | Office Phone | |
| Sampled By | | Date Sampled * | 09/16/2020 |
| Sample Witnessed By | | Time Sampled | <input type="text"/> am <input type="text"/> pm |
| Date Sample Card | | ① Method of Acceptance | |
| Submitted | | ① Priority | Normal |
| Sample Card Going To | District Lab | | |



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Information:

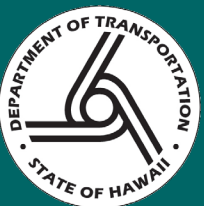
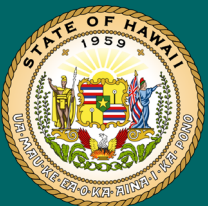
Sample Type – Based on FSTQP and IA certifications of the person creating the sample card (Test Report By) and the person who witnessed the sampling (Sample Witnessed By), will limit what sample types are available



The screenshot shows the 'INFORMATION' section of a sample card form. It contains two columns of input fields. A red arrow points to the 'Sample Type' dropdown menu, which is currently set to 'Required'. The form includes fields for JC No (101), AVCA, Test Report By (Keith Yamamoto), Report Date (09/16/2020), Agency* (Required), Sampled By, Sample Witnessed By, Date Sample Card, Submitted, Sample Card Going To (District Lab), Sample Type* (Required), Sample No*, E-Mail Address (keith.yamamoto@hawaii.gov), Status (Open), Office Phone, Date Sampled* (09/16/2020), Time Sampled (am/pm), Method of Acceptance, and Priority (Normal).

| Field | Value |
|----------------------|---------------------------|
| JC No | 101 |
| AVCA | |
| Test Report By | Keith Yamamoto |
| Report Date | 09/16/2020 |
| Agency* | Required |
| Sampled By | |
| Sample Witnessed By | |
| Date Sample Card | |
| Submitted | |
| Sample Card Going To | District Lab |
| Sample Type* | Required |
| Sample No* | |
| E-Mail Address | keith.yamamoto@hawaii.gov |
| Status | Open |
| Office Phone | |
| Date Sampled* | 09/16/2020 |
| Time Sampled | |
| Method of Acceptance | |
| Priority | Normal |

Names for the Test Report By, Sampled By, and Sample Witnessed By input are pulldown lists



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Information:

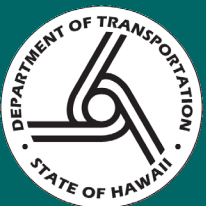
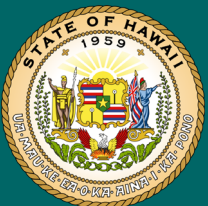
The AVCA input field, indicates if the sample represents an Acceptance, Verification, or Contractor Acceptance sample

This input field has a pulldown menu

^ INFORMATION

| | | | |
|----------------------|----------------|------------------------|----------------------------|
| ① JC No | 101 | ① Sample Type * | Required |
| AVCA | | Sample No * | |
| Test Report By | Keith Yamamoto | E-Mail Address | keith.yamamoto@hawaii.gov |
| Report Date | 09/16/2020 | Status | Open |
| Agency * | Required | Office Phone | |
| Sampled By | | Date Sampled * | 09/16/2020 |
| Sample Witnessed By | | Time Sampled | <input type="text"/> am pm |
| Date Sample Card | | ① Method of Acceptance | |
| Submitted | | ① Priority | Normal |
| Sample Card Going To | District Lab | | |

Note: Acceptance sampling is normally used by standard projects, while the Verification and Contractor Acceptance sampling is used for Design-Build projects



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Information:

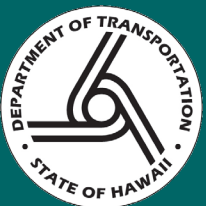
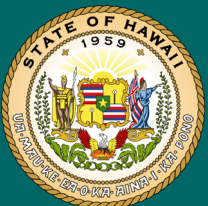
Date input fields have pop calendar functions where you can select dates from a calendar

You can also type in a date using the following format:

MM/DD/YYYY

^ INFORMATION

| | | | |
|----------------------|----------------|------------------------|---|
| ① JC No | 101 | ① Sample Type * | Required |
| AVCA | | Sample No * | |
| Test Report By | Keith Yamamoto | E-Mail Address | keith.yamamoto@hawaii.gov |
| Report Date | 09/16/2020 | Status | Open |
| Agency * | Required | Office Phone | |
| Sampled By | | Date Sampled * | 09/16/2020 |
| Sample Witnessed By | | Time Sampled | <input type="text"/> am <input type="text"/> pm |
| Date Sample Card | | ① Method of Acceptance | |
| Submitted | | ① Priority | Normal |
| Sample Card Going To | District Lab | | |



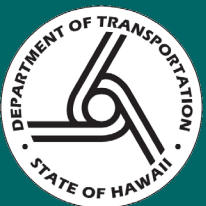
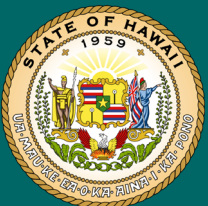
USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Field Test:

Enter specific data
for the sample under
Field Test

FIELD TEST

| | | | |
|-------------------|----------------------|------------------------|----------------------|
| ① Sample of | <input type="text"/> | ① Qty of Material | <input type="text"/> |
| Type of Submittal | <input type="text"/> | Manufacturer of Brand | <input type="text"/> |
| Source of Supply | <input type="text"/> | ① Quantity Represented | <input type="text"/> |
| Where Sampled | <input type="text"/> | Material is used for | <input type="text"/> |
| Pertinent Facts | <input type="text"/> | | |
| ① Remarks | <input type="text"/> | | |
| Section | <input type="text"/> | Sample Received Date | <input type="text"/> |
| Suitability | <input type="text"/> | Date Tested | <input type="text"/> |
| Tested By | <input type="text"/> | Date Returned | <input type="text"/> |



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Address:

The people listed in the address section can access and review the sample card.

Based on what sample type selected, the list of people is automatically populated. This list was developed with HWY-L

ADDRESS


Address

☐ Filter

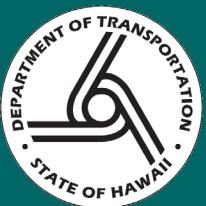
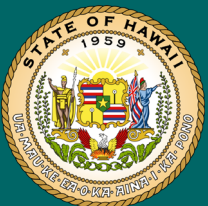
| <input type="checkbox"/> First Name | <input type="checkbox"/> Last Name | <input type="checkbox"/> Email | <input type="checkbox"/> Company | <input type="checkbox"/> Default Role | <input type="checkbox"/> Account |
|-------------------------------------|------------------------------------|--------------------------------|-------------------------------------|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Greg | Varni | gregv@facsware.com | FACS | Admin | FACS |
| <input type="checkbox"/> Keith | Yamamoto | keith.yamamoto@hawaii.gov | Hawaii Department of Transportation | Admin | HDOT |
| <input type="checkbox"/> Alex | Oshiro | alex.oshiro@hawaii.gov | Hawaii Department of Transportation | Project Admin | HDOT |
| <input type="checkbox"/> Facs | rep | support@facsware.com | FACS | Admin | FACS |

☐ Notify Recipients

BIC



Additional names can be added to the automatically filled in names

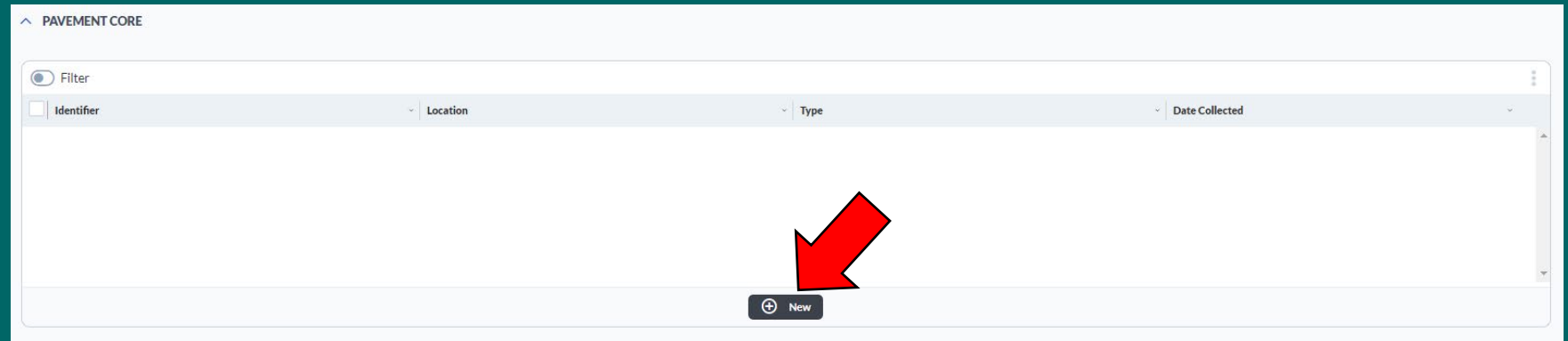


USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Pavement Core:

Under Pavement Core, information on for paving samples – asphalt or PCCP is entered

Click on the New button to enter information

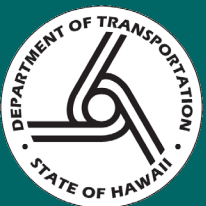
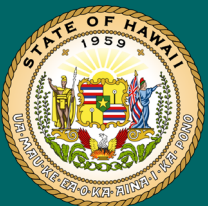


PAVEMENT CORE

Filter

| Identifier | Location | Type | Date Collected |
|------------|----------|------|----------------|
|------------|----------|------|----------------|

+ New



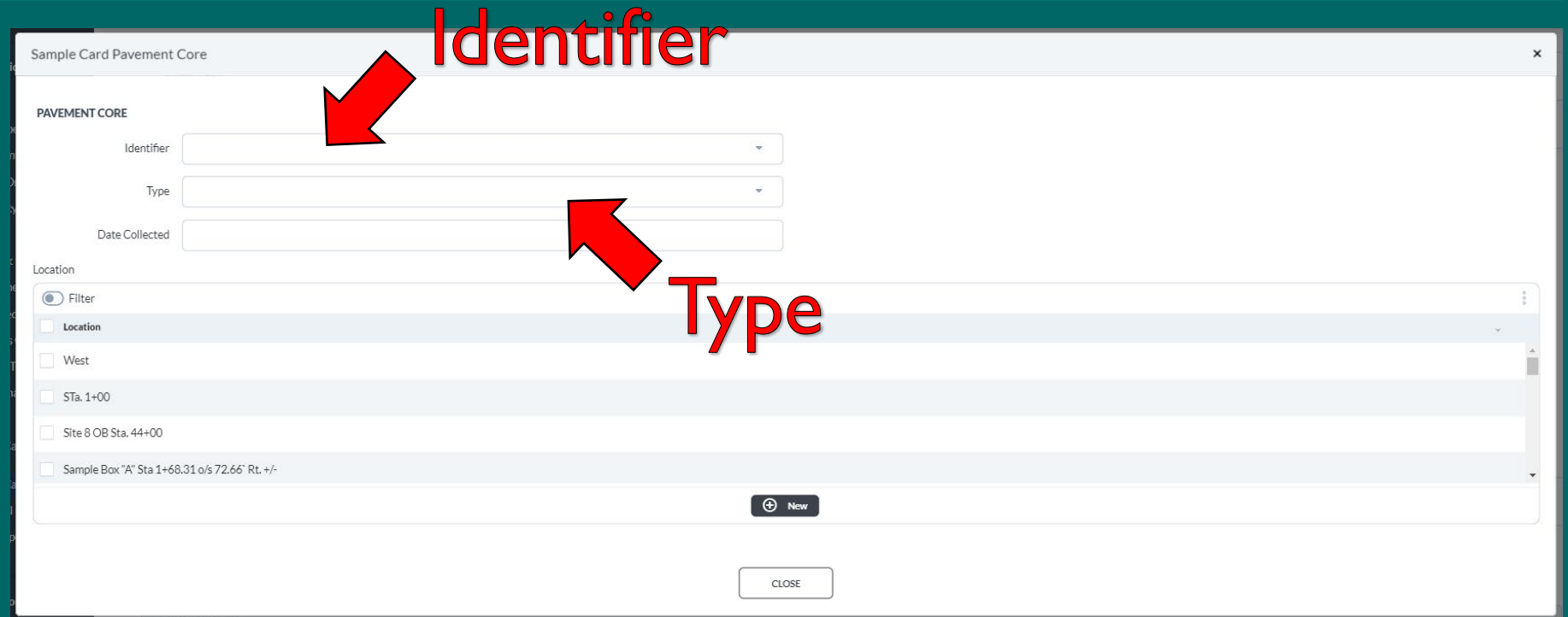
USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

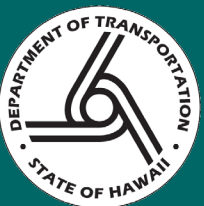
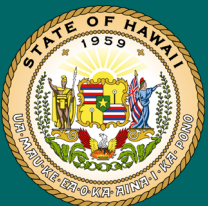
Pavement Core:

Identifier is used to distinguish samples in a set, use A thru L (pulldown menu) for either core or uncompacted

Type is to used to distinguish between Core or Uncompacted (pulldown menu)



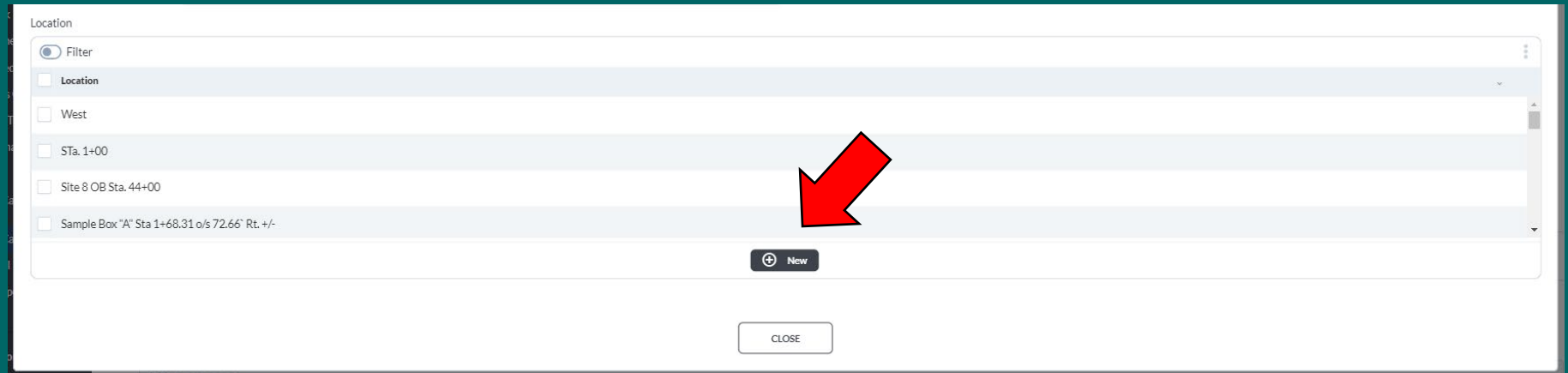
The screenshot shows a web form titled "Sample Card Pavement Core". It contains several input fields: "Identifier" (a pulldown menu), "Type" (a pulldown menu), and "Date Collected" (a text field). Below these is a "Location" section with a "Filter" button and a list of location options: "Location", "West", "Sta. 1+00", "Site 8 OB Sta. 44+00", and "Sample Box 'A' Sta 1+68.31 o/s 72.66' Rt. +/-". At the bottom right of the form are "New" and "CLOSE" buttons. Two red arrows are overlaid on the form: one points to the "Identifier" field with the word "Identifier" in red text above it, and another points to the "Type" field with the word "Type" in red text next to it.



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Pavement Core:

Choose a location, where the sample was collected from the list, or click on the New button to add a new location

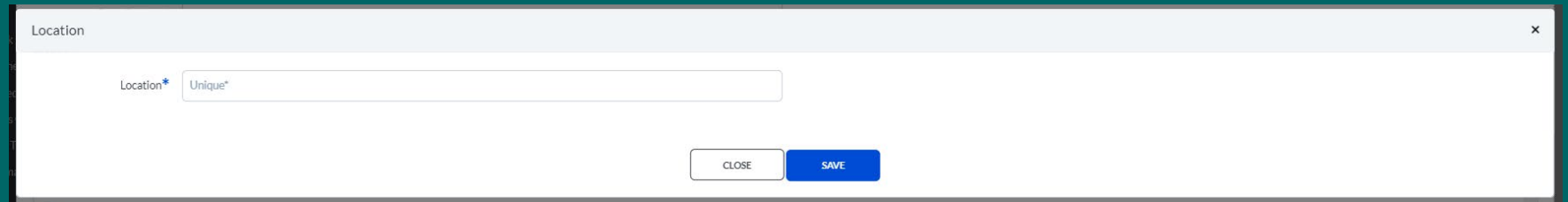


Location

☒ Filter

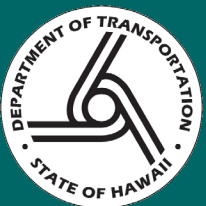
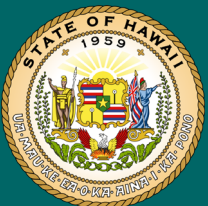
- ☐ Location
- ☐ West
- ☐ Sta. 1+00
- ☐ Site 8 OB Sta. 44+00
- ☐ Sample Box "A" Sta 1+68.31 o/s 72.66' Rt. +/-

Location (new)



Location

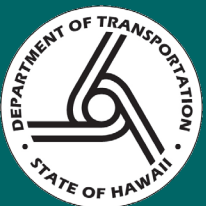
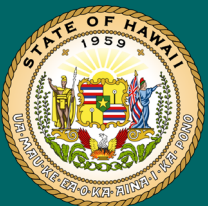
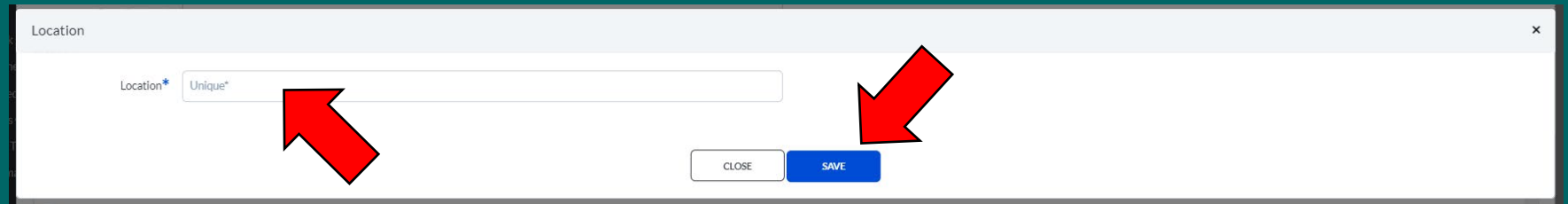
Location*



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Pavement Core:

Enter a new Location (the location needs to be different from those already entered) and then click on Save



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

Pay Items:

Select the pay item(s) that the material is to be used for

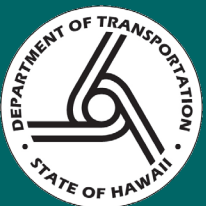
A highlighted (light blue) pay item, means it has been selected

^ PAY ITEMS

①

Filter

| <input type="checkbox"/> Type Code | Item Number | Item Description | Unit Price | Auth Qty | Pa | Unit of Measure | Original Qty | Extra Work Item | Order |
|------------------------------------|-------------|------------------|------------|------------------|-------------------|-----------------|--------------|-----------------|-------|
| <input type="checkbox"/> Bridge | 100.0000 | Test Item | 20 | 12,345.678912345 | Participating | EA | 1 | | 0001 |
| <input type="checkbox"/> Bridge | 22.0000 | MOT | 1 | 22 | Non-Participating | LS | 22 | checked | 0002 |
| <input type="checkbox"/> Bridge | 3.000 | non-par-non-extr | 10 | 10 | Non-Participating | ALLOW | 0 | | 0003 |
| <input type="checkbox"/> Bridge | 150.0005 | Strike | 100,000 | 1 | Participating | LS | 1 | checked | 150 |

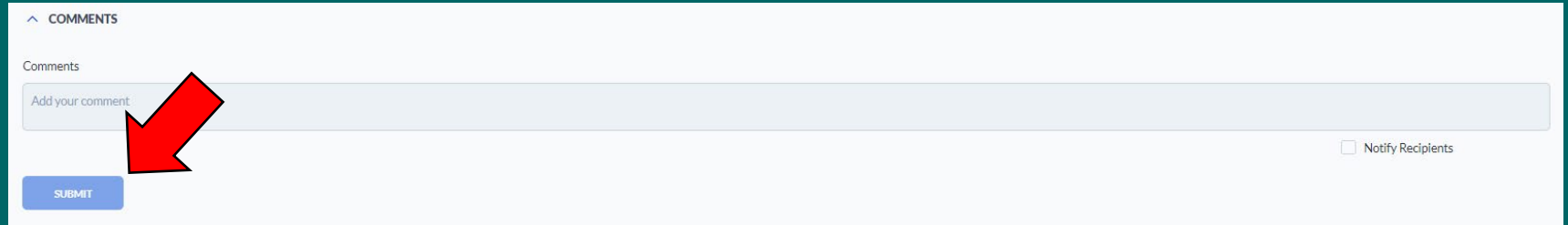


USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

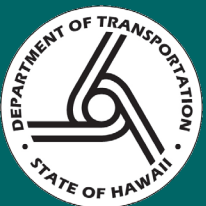
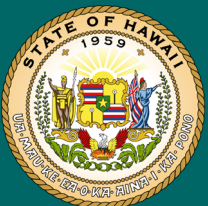
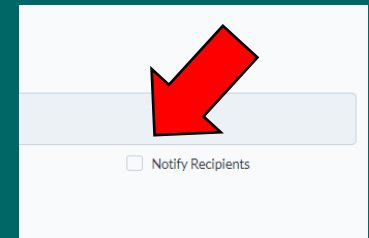
Comments:

Text conversations, between the all HDOT staff who have access to the project, can be documented in Comments.

You must click on the Submit button for the comment to register



Only the people in the address section will get an e-mail notification, if the option is selected



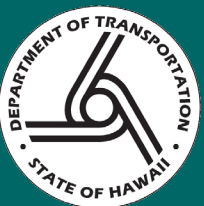
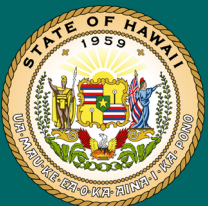
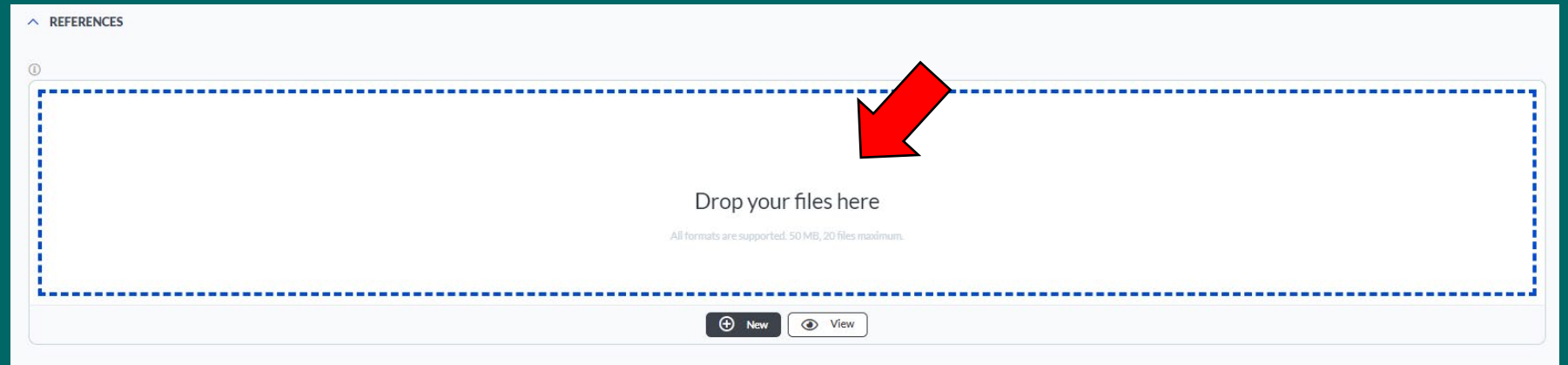
USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

References:

All material documents shall be attached to the sample card

The testing results will be attached by HWY-L

Drag and drop files into the limits of the blue box



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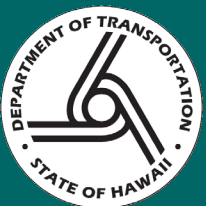
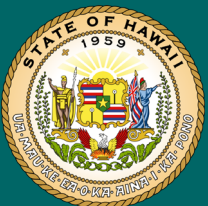
Resubmittal:

Notify HWY-L that the current sample card is a resubmittal of a rejected sample card by selecting the previously rejected sample card from the Log Grid of rejected sample cards

RESUBMITTAL

Filter

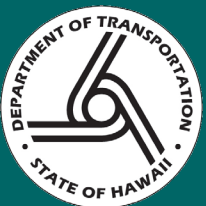
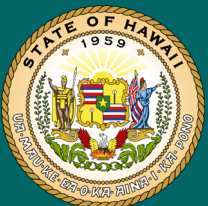
| <input type="checkbox"/> | JC No | AVCA | Sample Type | Sample No | Test Report B... | Sampled By | Date Sampled | Status | Sampled | Sample of | Manufacturer | BIC | Material is us... | Item | Priority | Date Tested | Tested By |
|--------------------------|-------|------------|---------------|-----------|------------------|---------------|--------------|----------|---------|----------------|-----------------|----------------|-------------------|---------------|----------|-------------|-----------|
| <input type="checkbox"/> | 7 | Acceptance | COCPC - Ce... | 3 | Armand Bac... | Armand Bac... | 06/30/2020 | Rejected | | 3000 PSI 3/... | HC&D, LLC | Armand Bac... | Concrete si... | 634.0100.6... | Normal | | |
| <input type="checkbox"/> | 9 | Acceptance | DMCS - Des... | 5 | Armand Bac... | Armand Bac... | 07/01/2020 | Rejected | | 5000 PSI-3/... | HC&D, LLC | Brian Ikehara | Concrete ab... | 503.0300.6... | Normal | | |
| <input type="checkbox"/> | 11 | Acceptance | DMA - Desi... | 2 | Armand Bac... | | 07/06/2020 | Rejected | HWY-LB | HMA State ... | Grace Pacifi... | Chi Meng Sa... | Bikeway Path | 401.0200 | Normal | | |
| <input type="checkbox"/> | 15 | Acceptance | COCLR - Ce... | 1 | Sonny Leong | | 07/30/2020 | Rejected | HWY-LR | Rectangular... | JSF Technol... | Kwok Ming ... | Pedestrian ... | 680.0100 | Normal | | |



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There are 8 statuses for Sample Cards – Field Test

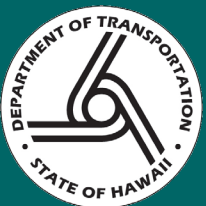
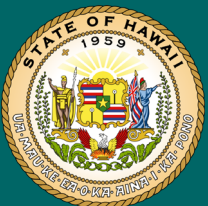
1. Open – in construction's court
2. Submit – in HWY-L's court
3. Received – in HWY-L's court
4. In Test – in HWY-L's court
5. Approved
6. Approved as Noted
7. Rejected
8. Acknowledged



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

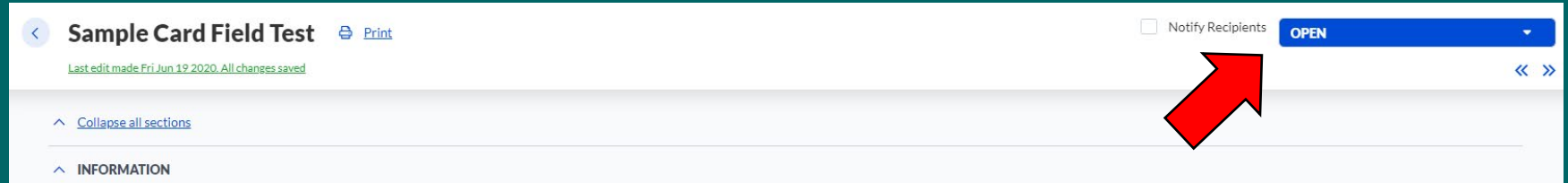
For each of the statuses, here is who can modify/comment on the sample card

1. Open – Only the sample card creator can modify the sample card
2. Submit – Only HWY-L personnel can modify the sample card. The sample card creator and HWY-L can comment
3. Received – Only HWY-L personnel can modify the sample card. The sample card creator and HWY-L can comment
4. In Test - Only HWY-L personnel can modify the sample card. The sample card creator and HWY-L can comment
5. Approved – No one can modify or comment on the sample card
6. Approved as Noted - No one can modify or comment on the sample card
7. Rejected - No one can modify or comment on the sample card
8. Acknowledged - No one can modify or comment on the sample card



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

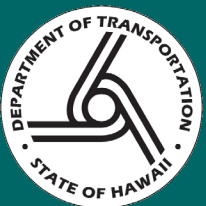
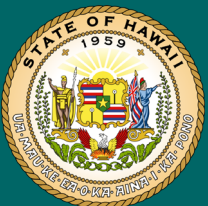
To change the status of a sample card entry, click on the status button



You may need to click on the button multiple times to obtain the desired status.



There will be a brief pause between status changes



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

To modify or view an existing sample card, select an entry (highlights light blue) and click on the Open button

You can also double click on an entry to open it

Modify the information as needed

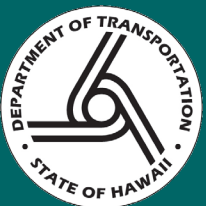
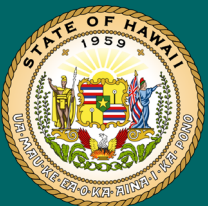
Sample Card Field Test

☐ Filter

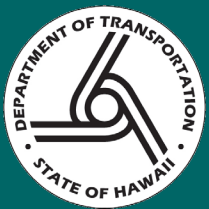
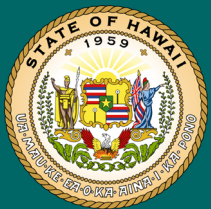
| JC No | Sample Type | Sample No | Test Report By | Status | Sample Card Going To | Sample of | BIC | Created from: | Deleted |
|-------------------------------------|-------------|-----------------------------|----------------|----------------------|----------------------|--------------|------------|---------------|---------|
| | | | | | | | | from: | |
| | | | | | | | | to: | |
| <input type="checkbox"/> | 80 | | Jennifer Yoza | Open | District Lab | | | 07/08/2020 | No |
| <input type="checkbox"/> | 83 | AC - Asphalt Concrete | 1 | Sajina Patinhattayil | Open | District Lab | | 08/11/2020 | No |
| <input type="checkbox"/> | 84 | AAG - Asphalt Aggregates | 123 | Greg Varni | Open | District Lab | | 08/20/2020 | No |
| <input type="checkbox"/> | 85 | ACB - Asphalt Concrete Base | 23 | Brian Chang | Open | HWY-LG | | 08/25/2020 | No |
| <input type="checkbox"/> | 86 | AAG - Asphalt Aggregates | 82,620 | Greg Varni | Open | District Lab | | 08/26/2020 | No |
| <input type="checkbox"/> | 87 | AAG - Asphalt Aggregates | 5,897 | Greg Varni | Open | HWY-LG | Greg Varni | 08/26/2020 | No |
| <input checked="" type="checkbox"/> | 88 | ABC - Aggregate Base Course | 82,620.1 | Greg Varni | Open | District Lab | | 08/26/2020 | No |
| <input type="checkbox"/> | 89 | CD - Concrete, Type D | 82,620.2 | Greg Varni | Open | District Lab | | 08/26/2020 | No |
| <input type="checkbox"/> | 90 | | Greg Varni | | District Lab | | | 09/02/2020 | No |

1 - 39 of 39 items

995 rows per page



END OF GUIDE



USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

NOTES

1. If a mistake is made in the sample type and the sample card has submitted, HWY-L will Reject the sample card and provide a comment to which sample type it should be.
 - a. This procedure will be used to allow Construction to control the JC numbers and the Sample Type numbers
2. The more detail you provide in the Description may make it easier to find select sample cards, without having to open up the attachment, during a project. Information in Pertinent Facts and Remarks can also help.
3. The list of Sample Types have changed from the list used in CPMS

