# USER'S GUIDE TO SAMPLE CARDS FIELD TEST IN FACS
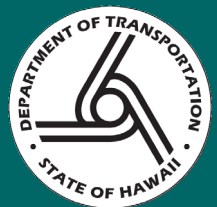
STATE OF HAWAII

DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION – CONSTRUCTION

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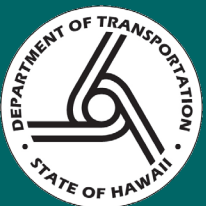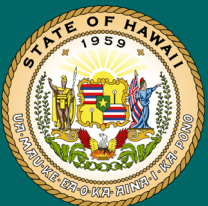
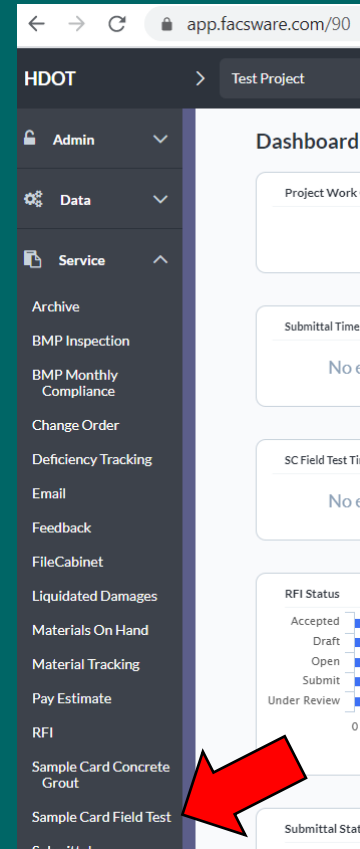# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

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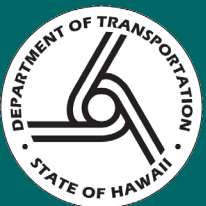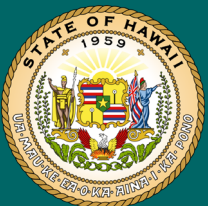
Next, click on Sample Card Field Test (under Service)

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

The Sample Card Field Test Log Grid will appear

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

To create a new sample card, click on the New button
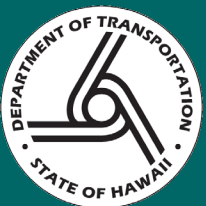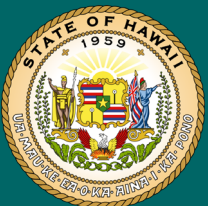
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

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
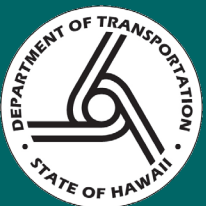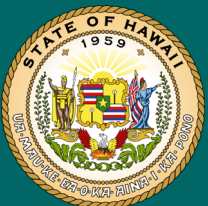
Information:

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

# 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

# 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



**INFORMATION**
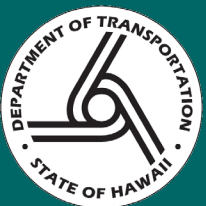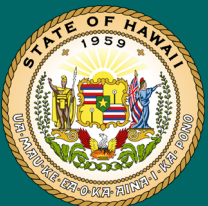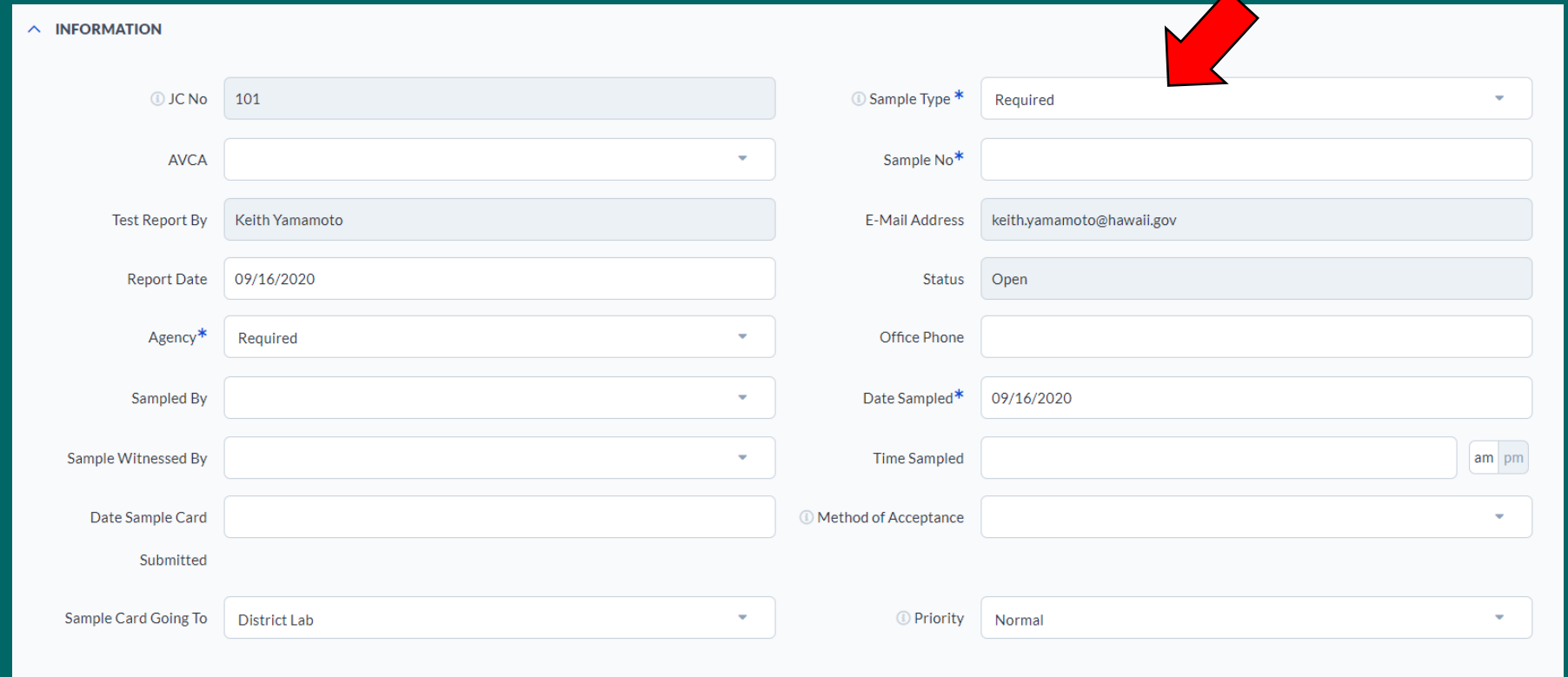
| | |
|---|---|
| ⓘ JC No | 101 |
| AVCA | |
| Test Report By | Keith Yamamoto |
| Report Date | 09/16/2020 |
| Agency* | Required |
| Sampled By | |
| Sample Witnessed By | |
| Date Sample Card Submitted | |
| Sample Card Going To | District Lab |

| | |
|---|---|
| ⓘ 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 | |
| ⓘ Priority | Normal |

Names for the Test Report By, Sampled By, and Sample Witnessed By input are pulldown lists
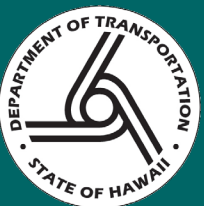
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

**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

| | | | |
|---|---|---|---|
| ⓘ JC No | 101 | ⓘ 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 | am pm |
| Date Sample Card Submitted | | ⓘ Method of Acceptance | |
| Sample Card Going To | District Lab | ⓘ Priority | Normal |

Note: Acceptance sampling is normally used by standard projects, while the Verification and Contractor Acceptance sampling is used for Design-Build projects
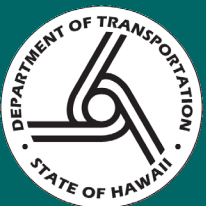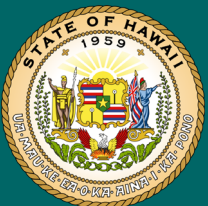
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS
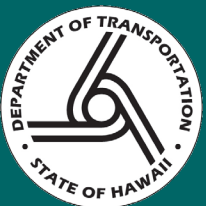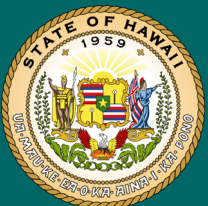
Information:

Date input fields have pop calendar functions where you can select dates from a calendar
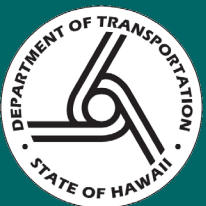
You can also type in a date using the following format:

MM/DD/YYYY

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

Field Test:

Enter specific data for the sample under Field Test

# 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



Additional names can be added to the automatically filled in names

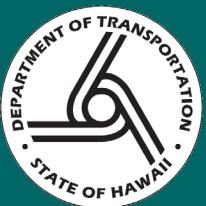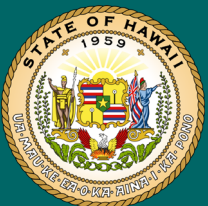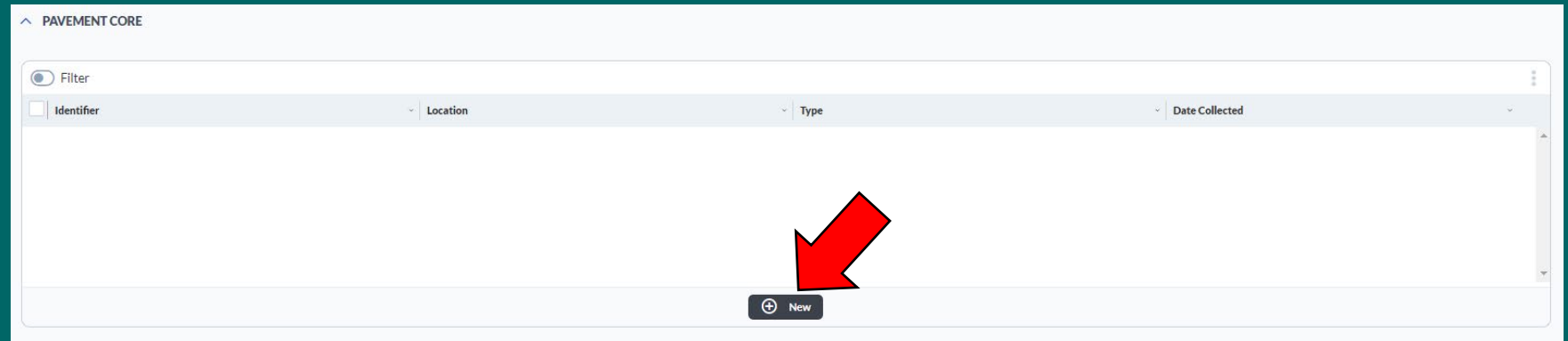# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

**Pavement Core:**

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

Click on the New button to enter information
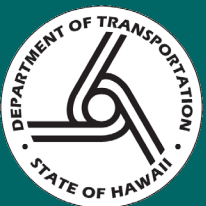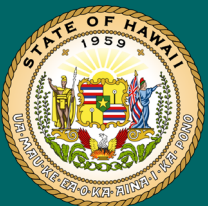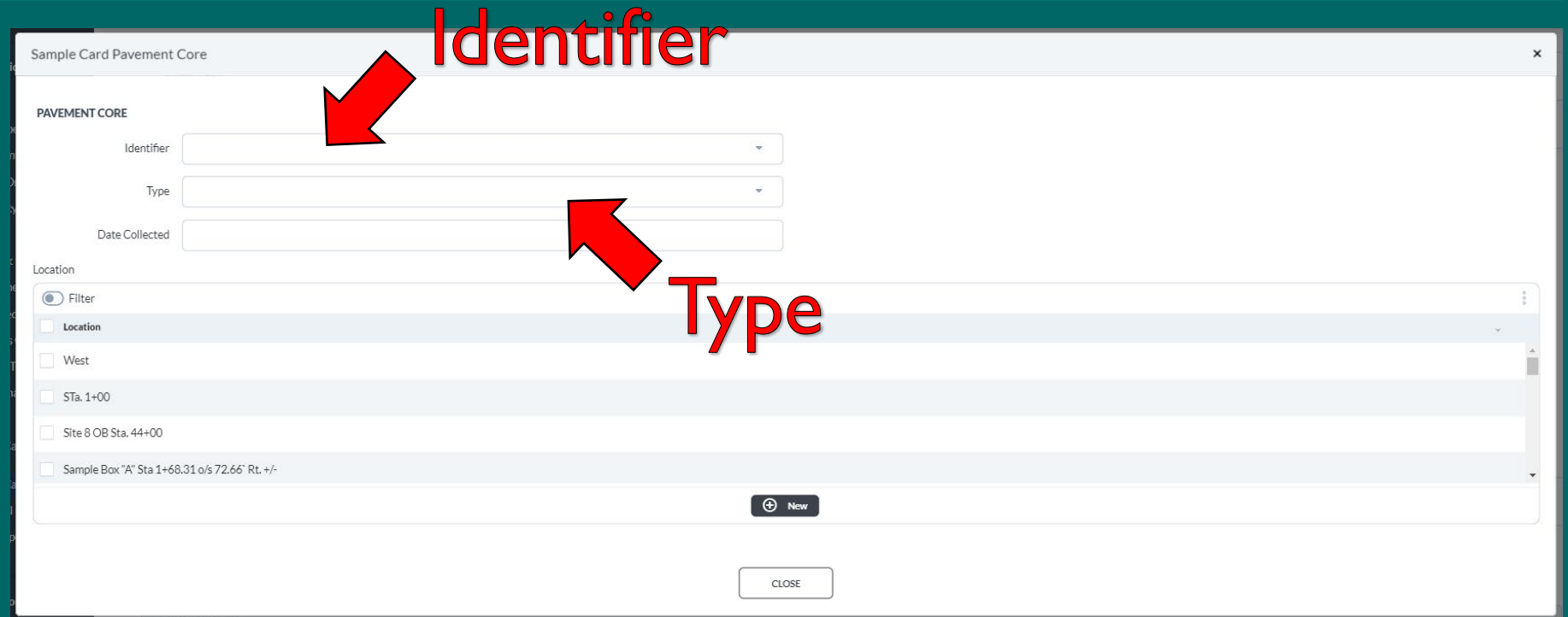
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

**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)
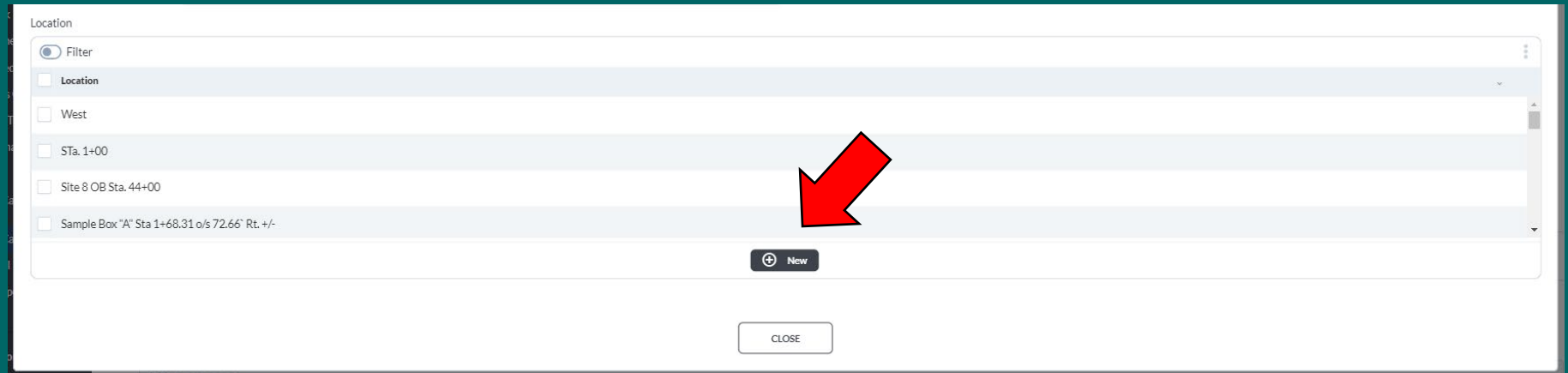
Sample Card Pavement Core

**Identifier**

**PAVEMENT CORE**

Identifier

Type

**Type**

Date Collected

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. +/- |

⊕ New

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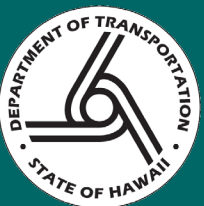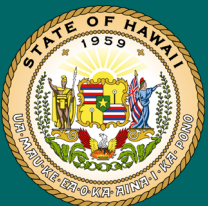
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

**Pavement Core:**

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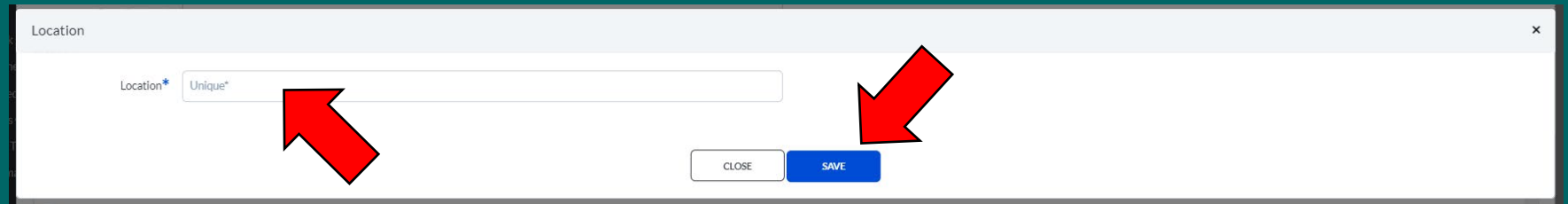
**Location (new)**

# 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
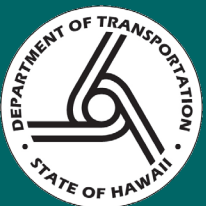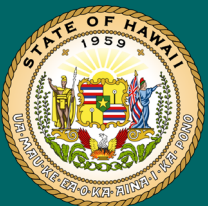
Location

Location* [Unique*]

CLOSE    SAVE

# 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

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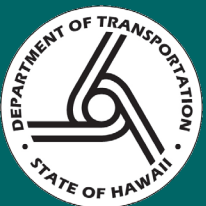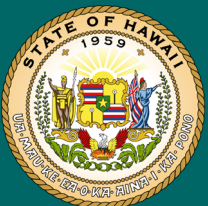
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

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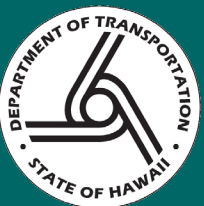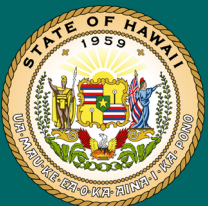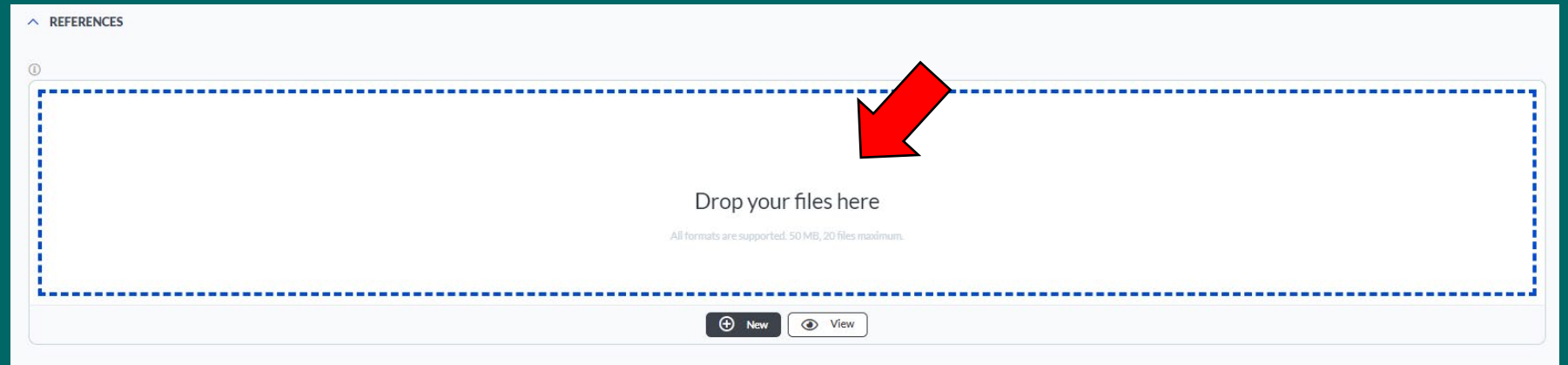
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

**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

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

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
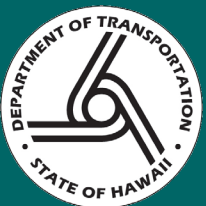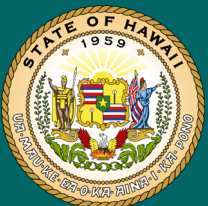
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS
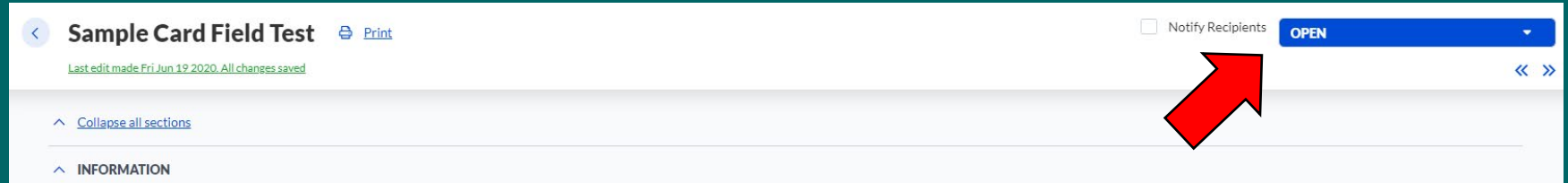
For each of the statuses, here is who can modify/comment on the sample card

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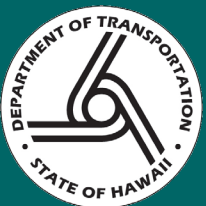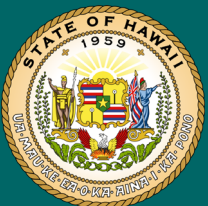
# USER'S GUIDE TO SAMPLE CARDS-FIELD TEST IN FACS

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.

Open → Submit → Received → In Test → Approved/Approved with Conditions/Rejected/Acknowledged

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**

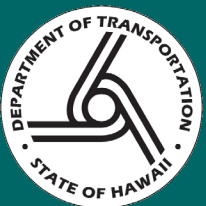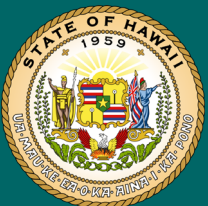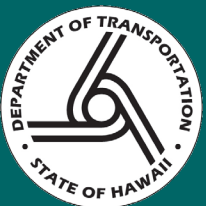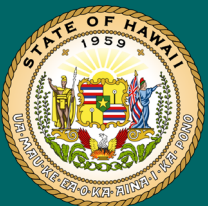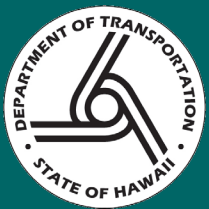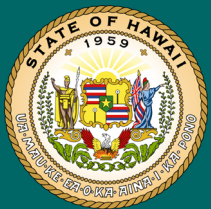| | JC No ▲ | Sample Type | Sample No | Test Report By | Status | Sample Card Going To … | Sample of | BIC | Created | Deleted |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 80 | | | Jennifer Yoza | Open | District Lab | | | 07/08/2020 | No |
| ☐ | 83 | AC - Asphalt Concrete | 1 | Sajina Patinhattayil | 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 | | District Lab | | | 09/02/2020 | No |

of 1  999 ▼ rows per page    1 - 39 of 39 items

⊕ New    ✉ Open    ⧉ Copy    ⟲ History    🖨 Print    🗑 Delete

# END OF GUIDE

# 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