

## PG Binder - Quick Reference Guide

**Sample record creator** retrieves sampled material per instructions provided in the NDOR Materials Sampling Guide, and creates a sample record using these unique parameters:

### **Basic Sample Data tab**

Material Code: 1029PGB, Performance Graded Binder – LIMS Managed Material.

P/S Name: Selections may be made from the standard list of P/S, as-yet-to-be-introduced P/S (PSNL), or mixed suppliers. The selection made from the available values will impact the presentation of the test method.

Product Name: Selections may be made from the standard list of products, as-yet-to-be-introduced products (PSNL), or mixed binders. The selection made from the available values will impact the presentation of the test method.

### **Addtl Sample Data tab**

Provide sample size.

### **Contract tab**

Link only those contract items associated with this sample record.

### **Other tab**

Add the destination lab.

### **Tests tab**

The *Assign Sample Tests* window will be presented:

In addition to the default templates, the **sample record creator** will assign the appropriate lab template

Performance Graded Binder – Central Lab (Let Before 1/25/2017) or

Performance Graded Binder – Central Lab (Let After 1/26/2017)

Select the option to 'Save Tests'.

Following the prompts, the **sample record creator** will complete BTF002001, PG Binder Sample Submission template.

Items of particular note

Select the effective date

Complete the sample submission information

Upon successful completion of the test template, the 'Template Incomplete' watermark will disappear.

After closing the test template the user will be returned to the Tests tab to complete the 'Actual Completion Date'.

To generate a Sample ID tag, from the Process List select Sample Tag (SSRS). SMGR will generate the sample ID tag. The tag will be printed and attached to the material sample for submission to the lab.

The **NDOR Bituminous Laboratory Manager** will evaluate the sample when it arrives in the bituminous lab and will complete and authorize the sample record at the conclusion of the evaluation.