

Ready to Review – Quick Reference Guide

In order to facilitate timely review of sample records used for sampling/testing and contract material documentation, SiteManager has provided for a sample record status entitled 'Ready for Review'. **Field personnel** will create sample records and when the record is ready to be reviewed, the creator need only change the status to 'Ready for Review'.

This status will prompt the responsible laboratory at NDOT to review the sample record. The lab will complete and authorize the record or contact the sample record creator to address any noted deficiencies.

On an ongoing basis, sample record creators will receive a system-generated message regarding samples that appear to be abandoned. The first notification will be generated 7 days after the sample is created. Notifications will be generated for unauthorized sample records with no updates and the sample status does not equal 'Ready for Review'.

If after 14 days, the record remains unchanged, sample record creators will be prompted on a daily basis until the sample is properly addressed.