

Universal Material Acceptance - Quick Reference Guide

When the Materials Sampling Guide defines material sampling requirements and that material has yet to be introduced into SMGR, a physical sample is to be submitted to NDOR for consideration. The NDOR field personnel/consultant will generate a SMGR sample record and provide the defined material sample, identified by a SiteManager Sample Identification tag. The sample and its associated documentation, stored in OnBase* will be submitted to the NDOR Central/branch laboratory.

SMGR Sample record will be created in accordance with established guidelines as dictated in [Creating and Authorizing a SiteManager Sample Record](#) with these unique parameters:

Basic Sample Data

- **Material:**
 - UMA, Universal Material Acceptance material
- **P/S:**
 - Producer Supplier Not Listed
- **Prod Nm:**
 - Product Not Listed
- **Intd Use:**
 - Location to be used or other information

Addtl Sample Data

- **Smpl Size:**
 - Specify the sample size and select a unit of measure

Addtl Sample Data, Cont'd

- **Station/Offset:**
 - Location to be used or other information
- **Reference:**
 - Provide the specification citation

Other

- **Type and ID:**
 - Select 'User ID for email notification' (optional)

Tests

- **Test Templates:**
 - MSX001001, Universal Material Submission
 - Select Lab ID
 - MSF008001, Producer/Supplier Submission – Field
 - Select Lab ID

Based on the Minimum Material Certificate, Test, and Inspection Requirements as defined by the Materials Sampling Guide, these test methods exist in SMGR and will be used to satisfy the sampling and testing requirements

Test Templates:

- MSF001001, Approved Products Usage Verification – Field
- MSF003001, Visual Inspection Verification – Field

Test Templates, Cont'd:

- MSL004001, Certificate of Compliance - Central Lab
- MSL005001, Certificate of Test - Central Lab
- MSL009001, Sample & Test – Central Lab

When a sample record with the UMA material code is generated, the SMGR materials staff and NDOR Central Laboratory will receive notification and will subsequently evaluate Material Acceptance submissions.

NDOR Central Laboratory personnel will validate the receipt of associated documentation and materials and ultimately authorize these sample records (unless otherwise directed).

*OnBase document retrieval function will work correctly when a UMA sample record is properly completed.