

**TYPE A/B
CERTIFICATIONS
USER GUIDE AGENCY
(REGIONAL LAB)**

Verify Role.

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_CONTRACTS
- KDOT_LABORUSER
- MATERIALUSER_KS**
- OCC
- PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_FHWA
- Receive Sample at Destination Lab

Construction Person Overview Reference Data

user (Copied from MATERIALUSER)

?	Construction	?
▼	Change Order	▼
▼	Contract Administration	▼
▼	Contract Claims	▼
▼	Contract Permits	▼
▼	Contract Progress	▼
▼	Contract Specific Authorities	▼
▼	Contract Time	▼
▼	Contract Vendor Assets	▼
▼	Contractor Evaluation	▼
▼	Meetings	▼
▼	Payment Estimate Accounting	▼
▼	Payment Estimate Approval Decisions	▼
▼	Payment Estimates	▼

Person Overview Save ?

Type search criteria or press Enter Advanced

Qualifications: No Filter User: No Filter Reference Employee: No Filter

0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

Reference Data ?

- Administrative Offices
- Alternate Test Workflow
- Code Tables

On this page: Materials Materials Worksheets Construction Person Overview Reference Data

PROJECT KDOT role for Materials User (Copied from MATERIALUSER)

Materials ? Construction ?

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Click "Sample Records".

Construction ?

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Materials Worksheets ?

- Enter Test Results
- Maintain Test Queue
- Receive Sample at Destination Lab
- Receive Sample at Lab Unit
- Review Samples
- Review Tests

Person Overview Save ?

0 marked for deletion | 0 changed

Enter search criteria above to see results 0 Show first 10

Reference Data ?

- Administrative Offices
- Alternate Test Workflow
- Code Tables

Sample Record Overview

Sample Record Overview

1. Click the component action button.

Type search criteria or press Enter Advanced

2. Click "Add".

Actions
Add

0 marked for deletion 0 changed

Enter search criteria above to see results or Show first 10

Overview

Add Sample Record

▼ Add Sample Record

General

Sample Location

Additional Information

Sources/Facilities

Associations

The Sample ID will automatically populate once you click "Save". LEAVE BLANK.

9. Click "Save".

1. Select the date that the material was sampled.

3. Select "CTA" from the drop down.

4. Select "Cert" from the drop down.

2. Enter the material code for the material that was sampled. NOTE: The material code MUST be in a material set on a line item(s) on the contract that will be associated with this sample.

5. Enter the Quantity represented by the sample.

6. Enter the Unit of Measure for the quantity.

7. OPTIONAL: Select "Gen" from the drop down.

8. OPTIONAL: Enter Remarks. Same as information that was put in the Free Form Test in CMS.

Sample ID*

Material Code Name

Administrative Office

Lab Control Number

Lab Reference Number

Lot/Heat Number

Lot/Heat Type

Seal Number

Sample Size

Sample Size Units

Represented Quantity

Represented Quantity Units

▼ Remarks

Type *

Remark *

Save

Sample Record Summary

Sample Record rckbs0220411032440

1. Click the component action button.

General	Sample ID *
Sample Location	rckbs0220411032440
Additional Information	Material Code - Name
Sources	Q 062016000
Associations	EPXY COAT REBAR (CARBON) (DRS9GR0E)
Contract	Lab Reference Number
Tests	
	Lot/Heat Number
	Lot/Heat Type
	Represented Quantity
	4.940 000
	Represented Quantity Units
	Q LBS
	POUND
	Lab Control Number
	Q rckbs0220411032440
	Specimen Number

Remarks
0
Sample Date
08/11/2022
Sample Status
Received at Destination Lab
Acceptance Method
CTA - CERTIFICATION TYPE A
Authorized By
Authorized Date
Revised By
Link To Related Sample ID
Q Begin typing to search or press Enter
Linked Related Sample ID

2. Click "Attachments".

- Actions
- Add New
- Copy
- Tasks
- Authorize
- Split Sample Record
- Unauthorize
- Views
- Attachments**
- Issues
- Links
- Reports
- Sample Label
- Test Results Report
- Historical Reports
- Test Results Report

Attachments Overview

There are unsaved changes. x

Attachments For Sample Record 2. Click "Save". Save

Q Type search criteria or press Enter Advanced

Select File... 1. Click "Select File".

Select your cover sheet for the Type A/B Cert that your are entering.

Cover sheet.pdf 472271 bytes

0 marked for deletion | 0 changed | [Expand All](#)

Filename	Historical Report	Size (kb)	Additional Roles Count
Cover sheet.pdf			0
Description			
Cover Sheet of Type A Cert.	Attorney/Client Privilege	<input type="checkbox"/>	

Attachments Overview

Attachments For Sample Record Save

Type search criteria or press Enter Advanced Showing 1 of 1

Select File...

0 marked for deletion 0 changed Expand All

Filename	Historical Report	Size (kb)	Additional Roles Count
TestResultsReport.pdf	Yes	7	0

Description
Generated by Test Results Report on 06/16/2021 11:04:27

1. Click the row action button for your attachment.

2. Click "Select Roles".

- Actions
- Delete
- Exclude from Search Results
- Select Roles...

Either enter the roles you want or click "Show first 10".

Select Roles

Q mat

Advanced Showing 10 of 10

Select: All None

2 selected

Role ID	Role Description
AREA	pay estimate user copied from contracts
	SAMPLE ROLE for Estimation (DO NOT MODIFY)
	KS ROLE for Design Staff
ESTIMATION_KS	KS ROLE for Estimation
ESTIMATION_KS_NONAGENCY	KS ROLE for Non Agency Estimation
ESTIMATION_KS_READ ONLY	Read only role for Kansas Estimation
MATERIALUSER	SAMPLE ROLE for Material User (DO NOT MODIFY)
<input checked="" type="checkbox"/> MATERIALUSER_KS	KDOT role for Materials User (Copied from MATERIALUSER)
<input checked="" type="checkbox"/> MATERIALUSER_KS_SUPERVISOR	KS ROLE for Material User Supervisor
NONAGEESTIMATION	SAMPLE ROLE for Non Agency Estimation (DO NOT MODIFY)

1. Select the role(s) you want to have access to the attachment.



2. Click "Add to Attachment".



Add to Attachment

Attachments Overview

There are unsaved changes. x

2. Click "Previous".

1. Click "Save".

Save ?

Type search criteria or press Enter Advanced Showing 1 of 1

Select File...

0 marked for deletion 0 changed Expand All

Filename	Historical Report	Size (kb)	Additional Roles Count
TestResultsReport.pdf	Yes	7 0	
Description Attorney/Client Privilege			
Generated by Test Results Report on 06/16/2021 11:04:27			
Additional Role	Role Description		
MATERIALUSER_KS	KDOT role for Materials User (Copied from MATERIALUSER)		X
MATERIALUSER_KS_SUPERVISOR	KS ROLE for Material User Supervisor		X

On the Sample Location tab, all information is optional. For the Sampled From box you can enter either Production or Stockpile.

Home Previous My Pages TEST ENVIRONMENT Actions Help Log off

Overview Find Sample Maintain Test Queue Receive at Destination Lab Receive at Lab Unit Review Samples Review Tests

Sample Record Summary

Sample Record slade20210616103000 - Successfully Saved

Sample Record: slade20210616103000 Save ?

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Click "Additional Information".

Sampled From

Sample Origin

Geographic Area

Reference

Station

Station Plus

Offset Distance

Offset Direction

Elevation

Comments

Location

Start Coordinate X <input type="text"/>	End Coordinate X <input type="text"/>
Start Coordinate Y <input type="text"/>	End Coordinate Y <input type="text"/>
Start Coordinate Z <input type="text"/>	End Coordinate Z <input type="text"/>
Start Location Method <input type="text"/>	End Location Method <input type="text"/>
Start Location Quality <input type="text"/>	End Location Quality <input type="text"/>
Start Location Quality Unit <input type="text"/>	End Location Quality Unit <input type="text"/>
Start Location Issue <input type="text"/>	End Location Issue <input type="text"/>
Start Location Created By <input type="text"/>	End Location Created By <input type="text"/>
Start Location Created Date <input type="text"/>	End Location Created Date <input type="text"/>
Start Location Last Updated By <input type="text"/>	End Location Last Updated By <input type="text"/>
Start Location Last Updated Date <input type="text"/>	End Location Last Updated Date <input type="text"/>
Start Location End Active Date <input type="text"/>	End Location End Active Date <input type="text"/>

Sample Record Summary

Save Complete

Sample Record: slade20210616103000 **2. Click "Save".** Save ?

- General
- Sample Location
- Additional Information
- Sources**
- Associations
- Contract
- Tests

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Sampler ID - Name	Created By
<input type="text" value="Begin typing to search or press Enter"/>	KDOTAD\slade
Witnessed By ID - Name	Created Date
<input type="text" value="Begin typing to search or press Enter"/>	06/16/2021 10:30:00 AM
Requested By	Last Updated By
<input type="text" value="Begin typing to search or press Enter"/>	KDOTAD\slade
Intended Use	Last Updated Date
<input type="text" value=""/>	06/16/2021 10:33:03 AM
Mix Design Type	DWR Inspector
<input type="text" value=""/>	DSR Inspector
Mix Design ID	Limited Sample Access Last Modified By
<input type="text" value="Begin typing to search or press Enter"/>	Limited Sample Access Last Modified Date
Buy America	Administrative Office Modified By
<input type="checkbox"/>	Administrative Office Modified Date
Buy USA Requirements	
<input type="text" value=""/>	

3. Click "Sources"

1. Select the "Buy America" check box.

Sample Record Summary

Save Complete

Sample Record: slade20210616103000 Save

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Primary Source/Facility

Select Primary Source... Select Primary Facility...

Click "Select Primary Source".

Source ID - Source Name Facility ID - Facility Name

Facility City

Source Type Facility Type

Source Location Description Facility Location Description

SMFMI Name
Begin typing to search or press Enter

Additional Sources

Type search criteria or press Enter Advanced

Select Sources... 0 marked for deletion | 0 changed

No rows found matching criteria.

Additional Facilities

Type search criteria or press Enter Advanced

Select Facilities... 0 marked for deletion | 0 changed

No rows found matching criteria.

Sample Record: slade20210616103000

Select Primary Source

General

Sample Location

Additional Information

Sources

Associations

Contract

Tests

Q Type search criteria or press Enter **Advanced**

Enter search criteria above to see results or **Show first 10**

0 selected

Add to Sample Record

Source Type	Facility Type
Source Location Description	Facility Location Description

SMFMI Name

Q Begin typing to search or press Enter

Additional Sources

Q Type search criteria or press Enter **Advanced**

Select Sources... 0 marked for deletion | 0 changed

No rows found matching criteria.

Additional Facilities

Q Type search criteria or press Enter **Advanced**

Select Facilities... 0 marked for deletion | 0 changed

No rows found matching criteria.

Either enter the Primary Source or click "Show first 10".

Select Primary Source

Q CMC

System Default

Showing 6 of 6

1 selected

1. Select the Primary Source from the list.

Source ID - Name	Source Type	Source City	Location Description
00014801 - CMC STEEL JACKSONVILLE	P - PRODUCER	JACKSONVILLE	
<input checked="" type="checkbox"/> 00014803 - CMC STEEL TENNESSEE	P - PRODUCER	KNOXVILLE	
00015303 - CMC STEEL SOUTH CAROLINA	P - PRODUCER	CAYCE	
00015304 - CMC STEEL ARIZONA	P - PRODUCER	MESA	
00085501 - CMC STEEL	P - PRODUCER	SAYREVILLE	
00015306 - CMC STEEL OKLAHOMA	P - PRODUCER	DURANT	

2. Click "Add to Sample Record".

Add to Sample Record

SMFMI Name

Q Begin typing to search or press Enter

Additional Sources

Q Type search criteria or press Enter Advanced

Select Sources...

0 marked for deletion | 0 changed

No rows found matching criteria.

Additional Facilities

Q Type search criteria or press Enter Advanced

Sample Record Summary

There are unsaved changes. x

Sample Record: rickba20220304034518 1. Click "Save". Save ?

General
Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Sample Location
Primary Source/Facility

Additional Information
Select Primary Source... Select Primary Facility...

Sources

Source ID - Source Name	Facility ID - Facility Name
00014803 - CMC STEEL TENNESSEE	
Source City	Facility City
KNOXVILLE	
Source Type	Facility Type
P - PRODUCER	
Source Location Description	Facility Location Description

SMFMI Name
Q Begin typing to search or press Enter

Additional Sources
Q Type search criteria or press Enter Advanced
Select Sources... 0 marked for deletion | 0 changed
No rows found matching criteria.

Additional Facilities
Q Type search criteria or press Enter Advanced

2. Click "Associations".

Sample Record Summary

Save Complete X

Sample Record: slade20210616103000 Save ?

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Q Type search criteria or press Enter Advanced

New ← Click "New".

0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

Sample Record Summary

Save Complete

Sample Record: slade20210616103000

3. Click "Save". Save

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Sample Record: Test(s) may not be assigned to Sample Records without a Destination Lab association on the Associations tab.

Type search criteria or press Enter

Advanced

New

1 added 0 marked for deletion 0 changed

Association Type*

Association Value*

Begin typing to search or press Enter

4. Click "Contract".

1. Select "Destination Lab" from the drop down.

2. Search for your lab and select it.

Sample Record Summary

Save Complete X

Sample Record: slade20210616103000 Save ?

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Q Type search criteria or press Enter Advanced

Select Contract Project Items...

Click "Select Contract Project Items".

No rows found matching criteria.

0 marked for deletion | 0 changed

Home

Select Contract Project Item Line Numbers

Log off

Overview

Sample

Advanced

Type search criteria or press Enter

Select: All None

0 selected

Enter search criteria above to see results Or Show first 10

Save

No rows found matching criteria.

Associations

Contract

Tests

changed

?

?

Either enter a contract number or click "Show first 10".

Select Contract Project Item Line Numbers

519022262-dew2

Advanced Showing 9 of 9

Select: All None

1 selected

1. Select the line item(s) from the list.

Contract	Project	Project Item Line Nbr	Material Set
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	96 - CONCRETE PAVEMENT (11" UNIFORM) (AE)	PCCP (NRDJ)
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	98 - CONCRETE PAVEMENT (11" UNIFORM) (AE)	Bridge Approach PCCP
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	98 - CONCRETE PAVEMENT (11" UNIFORM) (AE)	Conc Pvmnt (11")(AE)(BR APP)
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	58 - REINFORCING STEEL (GRADE 60) (EPOXY (Rebar (GR 60)(Epoxy)
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	61 - BRIDGE REPAIR	014260 90 Set A
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	61 - BRIDGE REPAIR	Bridge Repair
✓ 519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	78 - REINFORCING STEEL (GRADE 60) (EPOXY (Rebar (GR 60)(Epoxy)
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	81 - BRIDGE REPAIR	014260 90 Set A
519022262-dew2 - GRADING, SURFACING AND BRIDGE REPAIR	KA 4831-01-dew2	81 - BRIDGE REPAIR	Bridge Repair

2. Click "Save".

Save

Sample Record Summary

Save successful

Sample Record: slade20210616103000 Save

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract

Tests

5. Click "Tests".

Type search criteria or press Enter

Advanced Showing 1 of 1

4. Click "Save".

Select Contract Project Items...

0 marked for deletion 0 changed

Contract		Contract Project Item Material Sets	
519022262-dew2	1		
Project	Item	Material Set Name	
KA 4831-01-dew2	025103 - REINFORCING STEEL (GRADE 60) (EPOXY COAT	Rebar (GR 60)(Epoxy)	
Fed St Proj Num	Proj Ln Num	Work Location	Remarks
NHPP-A483(101) / U081-072 KA 4831-01	78		0
Work Location		Material Unit	
Begin typing to search or press Enter		LBS.	
Represented Quantity	Satisfied Represented Quantity		
	2. Enter the Represented Quantity.		
Remarks			
Type *	Remark *		

Sample Record Summary

Save Complete

Sample Record: slade20210616103000 Save

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Material	062016000 - EPOXY COAT REBAR (CARBON) (GR60/GR420)	Sample Type	CRT - MANUFACTURER'S CERTIFICATION
Sources	Type search criteria or press Enter Advanced		
Assign Tests	No rows found m		

1. Click the action button.

2. Click "Assign Default Tests".

0 marked for deletion | 0 changed

Actions
Assign Default Tests

Sample Record Summary

Save Complete

Sample Record: slade20210616103000

Save ?

- General
- Sample Location
- Additional Information
- Sources
- Associations
- Contract
- Tests

Material	062016000 - EPOXY COAT REBAR (CARBON) (GR60/GR420)	Sample Type	CTA - CERTIFICATION TYPE A						
Q Type search criteria or press Enter <input type="button" value="Advanced"/> Showing 1 of 1									
Assign Tests <input type="button" value="0 marked for deletion"/> <input type="button" value="0 changed"/>									
Test Number	Test Method	Destination Lab	Lab Unit	MAA					
1.0	Type A Certification	Wichita Regional	Wichita Regional Lab	<input type="checkbox"/>	No	Yes	05 - T	1. Click the row action button.	<input type="button" value="X"/>

2. Click "Material Certifications Type A & B".

- Actions
- Delete
- Exclude from Search Results
- Open
- Tasks
- Add Test Run
- Generate Test Results Comparison
- Views
- Attachments
- Links
- Material Certifications Type A & Type B
- Tracked Issues

Sample Record Test ← 4. Click "Sample Record Test".

Agency View Summary

▼ Type A/B Certifications 3. Click "Save" when finished entering all data. Save ?

Sample ID slade20210616103000	Sample Type CTA
Inspector ID	Lab Unit Wichita Regional Lab
Inspector Name	Lab Unit Description Wichita Regional Lab Unit
Source ID - Source Name 10	Material Code 062016000
Mix Plant Description CMC Steel	Material Code Description EPOXY COAT REBAR (CARBON) (GR60/GR420)
Mix Design	Quantity (Tons)
Contract 519022262-dew2	Project U081-072 KA 4831-01
Line Number 78	Item Code 025103
	Item Code Description REINFORCING STEEL (GRADE 60) (EPOXY COATED)

New ← 1. Click "New" to add as many rows as you need for your data. 0 added | 0 marked for deletion | 0 changed

Qty.	Description	Heat/Lot/Batch/Bundle #	Producer/Manufacturer/Mill/Brand	Remarks

2. Enter Data.

EXAMPLE

Sample Record Test

Agency View Summary

There are unsaved changes.

Type A/B Certifications Save ?

Sample ID slade20210616103000	Sample Type CTA
Inspector ID	Lab Unit Wichita Regional Lab
Inspector Name	Lab Unit Description Wichita Regional Lab Unit
Source ID - Source Name 10	Material Code 062016000
Mix Plant Description CMC Steel	Material Code Description EPOXY COAT REBAR (CARBON) (GR60/GR420)
Mix Design	Quantity (Tons)
Contract 519022262-dew2	Project U081-072 KA 4831-01
Line Number 78	Item Code 025103
	Item Code Description REINFORCING STEEL (GRADE 60) (EPOXY COATED)

New 6 added 0 marked for deletion 1 changed

48	#5 Bar	5716065302	GERDAU AMERISTEEL TN.	ACC	
2,329	#5 Bar	5716162502	GERDAU AMERISTEEL TN.	ACC	X
1,598	#6 Bar	5613409302	GERDAU AMERISTEEL FL.	ACC	X
46	#6 Bar	5715109602	GERDAU AMERISTEEL TN.	ACC	X
372	#6 Bar	5715966402	GERDAU AMERISTEEL TN.	ACC	X
564	#6 Bar	5716008502	GERDAU AMERISTEEL TN.	ACC	X
Qty.	Description	Heat/Lot/Bundle #	Producer/Manufacturer/Mill/Brand	Remarks	
4,948	Total Weight in Lbs.				

Sample Record Test Summary

Sample Record ID: slade20210616103000 Save ?

Test Number: 1.0 Test Method - Description: Type A Certification - Type A Cert Authorization

- General
- Testers
- Reference Specifications
- Retests

Test Information	
Test Status	Remarks
05 - Test Assigned	0
Priority	Planned Test Start Date
	<input type="text"/>
Default Test	Test Start Date
Yes	06/16/2021
Required Test	Estimated Completion Date
No	<input type="text"/>
Due Date	Actual Completion Date
<input type="text"/>	

2. Click "Save".

Sample Information	
Sample Type	Contract ID
CTA - CERTIFICATION TYPE A	519022262-dew2
Lab Unit	Source
Wichita Regional Lab - Wichita Regional Lab Unit	00000303 - CMC Steel
Lab Reference Number	Sample Date
Test Result Value	Sample Record Remarks
<input type="text"/>	1
	Counts Toward MAA
	No

1. Select the appropriate test result from the drop down. Options are Pass, Fail, PAAA.

Sample Record Remarks	
Type	Remark
GEN - General Remarks	Tagged B-1056154 Order No 40057672Black Bar Accepted on CMTR's on file at Wichita Lab

Additional Test Information	
Retest Test	Reportable
No	Yes
Number of Retests	Updateable
	Yes
Retest Requested	
No	
Test Requested	
No	

Remarks	
Type *	Remark *
<input type="text"/>	<input type="text"/>