



NDOR SiteManager Materials Management

Laboratory and Field Personnel
Instructions

Sample Identification Numbering
Scheme

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1. Purpose:

This document is intended to be used in conjunction with the existing training materials provided by the NDOR (Nebraska Department of Roads), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

The purpose of this instructional document is to define the steps necessary for personnel to accurately assign a sample identification number within SMGR.

1.1 Roles and Responsibilities:

As of the publication date of this document, roles and responsibilities are defined as follows:

SiteManager Staff: 402.479.4760, DOR.SiteManagerMaterials@nebraska.gov.

1.2 Abbreviations:

ID: Identification Number

M&R: NDOR Materials & Research

NDOR: Nebraska Department of Roads

SMGR: SiteManager

2. Operational Instructions:

Sample Identification is one of the most important steps in the materials portion of SMGR.

The Sample Identification Number contains twelve digits. It is important to utilize all of these digits to accurately track your sample within SMGR.

2.1 Sample Identification Number:

Sample Identification Number is a 12-digit number.

The first seven numbers will be populated automatically by SMGR.

2.1.1 Calendar Year:

The first two digits represent the calendar year.

Example: 11 _ _ _ _ _ _ _ _

2.1.2 SiteManager User ID Number:

The next five digits represent an individual's SMGR User ID number.

Example: 1154321 _ _ _ _ _

- Please Note: If the User ID Number is four digits, precede the identification number with a zero. For example, Rhonda DeButts' DOR number is 9026, therefore the first seven digits of a sample created by Rhonda would look like this: 1109026).

2.1.3 Location:

The next character will be used differently by field and laboratory personnel.

Field personnel will enter the district number where their office is located.

Example: 11543211 _ _ _ _

Laboratory personnel will use an assigned alpha character to identify their laboratory.

Lincoln Central Lab – A
Omaha Branch Lab – B
Norfolk Branch Lab – C
Grand Island Branch Lab – D
North Platte Branch Lab – E

Example: 1154321A _ _ _ _

2.1.4 Consecutive Numbering:

The final four digits would be a consecutive number carried through the calendar year.

For example, samples created by 11543210001, 11543210002, etc.

Each person entering samples will continue the consecutive numbering scheme throughout the year. DO NOT start a new numbering scheme when working on multiple projects. Only begin a new numbering scheme when the first sample of the year is created.

2.1.5 Continuity for Numbering:

Samples created in ensuing years would follow this format with the first two digits representing that calendar year (ie: 125432110001).