



# **NDOR SiteManager Materials Management**

Laboratory and Field Personnel  
Instructions

Assessing SiteManager Material  
Discrepancies

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## 1. Purpose:

This document is intended to be used in conjunction with the existing training materials provided by 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 provide the steps necessary to successfully assess SMGR material discrepancies.

### 1.1 Roles and Responsibilities:

SiteManager Staff: 402.479.4760, [DOR.SiteManagerMaterials@nebraska.gov](mailto:DOR.SiteManagerMaterials@nebraska.gov).

### 1.2 Authentication:

Creating and Authorizing a SiteManager Sample Record: [http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials\\_Management\\_Guidance/Sitemanager/SOP\\_Creating\\_Authorizing\\_SiteManager\\_Sample\\_Record.pdf](http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Creating_Authorizing_SiteManager_Sample_Record.pdf)

Find Sample: [http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials\\_Management\\_Guidance/Sitemanager/SOP\\_Find\\_Sample.pdf](http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Find_Sample.pdf)

Generate a Sampling Checklist: [http://www.nebraskatransportation.org/mat-n-tests/pdfs-docs/Materials\\_Management\\_Guidance/Reporting/Generate-a-Sampling-Checklist2112013.pdf](http://www.nebraskatransportation.org/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Reporting/Generate-a-Sampling-Checklist2112013.pdf)

Instructions for Project Manager Material Compliance. [http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials\\_Management\\_Guidance/General/PM\\_Materials\\_Compliance.pdf](http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/General/PM_Materials_Compliance.pdf)

Material Management Guidance: <http://www.nebraskatransportation.org/mat-n-tests/matmanguidance.htm>

Materials Sampling Guide <http://www.dor.state.ne.us/mat-n-tests/sampguide.htm>

Sample Identification Numbering Scheme [http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials\\_Management\\_Guidance/Sitemanager/SOP\\_Sample\\_ID\\_Num\\_Scheme.pdf](http://www.dor.state.ne.us/mat-n-tests/pdfs-docs/Materials_Management_Guidance/Sitemanager/SOP_Sample_ID_Num_Scheme.pdf)

SiteManager Approved Products List <http://www.dor.state.ne.us/mat-n-tests/aplist.htm>

### 1.3 Abbreviations:

M&R: NDOR Materials & Research  
NDOR: Nebraska Department of Roads  
SCL: Sampling Checklist  
SMGR: SiteManager

## 2. Operational Instructions:

These instructions will provide the steps necessary to assess SMGR material discrepancies.

### 2.1 Material Discrepancy:

A material discrepancy is created when material requirements have not been met for a given contract line item. The discrepancy notices appear upon generation of an estimate where payment has been made for specific line items.

These discrepancies can be overridden when a generating progress estimate, however, a final estimate cannot be signed until all discrepancies have been addressed.

#### 2.1.1 Occurrence:

A material discrepancy will occur on a contract when:

- A sample record has not been created to represent the material.
- A material sample record has been created, but not authorized.
  - Note: If the SMGR material name is followed by the  $\alpha$  symbol, then the material can be authorized by field personnel. If there is no  $\alpha$  symbol behind the SMGR material name, then laboratory personnel will authorize the sample record when all testing has been completed.
- A material will not be used for a given line item.

A material discrepancy will occur on a contract when:

- the pay quantity is zero.

#### 2.1.2 Action:

When a material discrepancy is encountered, take these actions:

- Run the SCL (Sampling Checklist). This report will provide a listing of all line items and all materials in SMGR for the specific contract. For more information see, [Generate a Sampling Checklist](#).
- Review the right hand column of this document. If there is a number displayed, a material discrepancy exists. This number indicates that a sample(s) must be entered or authorized in SMGR.

#### 2.1.3 Resolution:

To resolve a material discrepancy, take these actions:

- If a material sample has not been created, the creation and authorization of the material sample will resolve the discrepancy. For more information, see [Creating and Authorizing SiteManager Samples](#).
- If a sample is not authorized, review the material to see if it is a material that is authorized at the field or at the laboratory level. If it is a laboratory authorized sample, there may be a delay until all of the testing has been performed (i.e. Portland cement concrete cylinders have a 28-day strength requirement. Therefore, the sample record for a concrete placement will not be authorized until the 28-day break has been performed and recorded in SMGR).
- If a material or a particular test method will not be used for a given line item, contact the M&R Division's SMGR staff to have that material requirement removed from the contract.

### 3. Examples:

Shown below are screen captures of actual line items and materials that would create a material discrepancy

#### 3.1 Missing Sample Record:

This line item has a pay quantity (shown in green). When reviewing the right hand column a number, other than zero, appears.

This indicates that a material sample has not been created.

Process ID: RMMSPCL Report Version: 10212010 Test Meth: N/A	<b>State of Nebraska Department of Roads</b>	Report Date: June 27, 2012									
	<b>Sampling Checklist</b>	Materials & Research 1400 Hwy 2 Lincoln, NE 68502									
Contract ID: 1450AX Location: ALVO NORTH BRIDGES Type of Work: NEW BRIDGE Vendor ID: 1613	Letting Date: 11/03/2011 County: CASS Vendor Name: COLLINS CONTRACTING COMPANY, INC. (M. E.)	Federal/State Project: STP-BR-63-2(114) Route: 063									
<p>DISCLAIMER:                  Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.</p>											
Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
Material											
Producer / Supplier											
						Test Description	Cur Req	Tot Tkn	Tot Cmp	Tot Req	Tot Rem
11450A 000	0088	0001.08	BARRICADE, TYPE II	BDAY	1,040.000	260.000	160.000	80.000			
422BWLC - Barmcade Warning Lights Type C				Approved Products Usage Verification - Field		1	0	0	1	1	
422RS - Reflective Sheeting				Reflective Sheeting - Field		1	0	0	1	1	

Figure 1, Missing Sample Record, Example 1

**NDOR SiteManager Materials Management  
Laboratory and Field Personnel Instructions – Assessing SiteManager Material Discrepancies**

Process ID: RMMSPCL  
Report Version: 10212010  
Test Meth: N/A

**State of Nebraska  
Department of Roads**

Report Date: June 27, 2012

Materials & Research  
1400 Hwy 2  
Lincoln, NE 68502

**Sampling Checklist**

Contract ID: 1450AX  
Location: ALVO NORTH BRIDGES  
Type of Work: NEW BRIDGE  
Vendor ID: 1613

Federal/State Project: STP-BR-63-2(114)  
Letting Date: 11/03/2011  
County: CASS  
Vendor Name: COLLINS CONTRACTING COMPANY, INC. (M. E.)

Route: 063

**DISCLAIMER:**

Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.

Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date		Installed Qty			
<b>Material</b>												
<b>Producer / Supplier</b>												
							<b>Test Description</b>	<b>Cur Req</b>	<b>Tot Tkn</b>	<b>Tot Cmp</b>	<b>Tot Req</b>	<b>Tot Rem</b>
12519 000	0021	6010.26	CLASS 47BD-4000 CONCRETE FOR BRIDGE	CY	294.800	294.800		294.800	294.800		294.800	
1002PCC - Portland Cement Concrete												
RM0031 - Crete-Crete Ready Mix/Beatrice Concrete Co, Inc												
							PCC Laboratory Performed Test (4x8) - Central Lab	1	0	0	1	1
							PCC Laboratory Performed Test (6x12) - Central Lab	0	0	5	0	0
							PCC Plant and Field Performed Test	1	0	5	1	0
1004PC0001 - Portland Cement Blended-IPF, IPN, IPF/S												
PC004 - Ash Grove Cement - Louisville, NE												
							Portland Cement Type IP (Chemical Analysis) - Central Lab	1	0	1	1	0
100FAER - Finishing Aids/Evaporation Reducers ☐												
							Approved Products Usage Verification - Field	1	0	0	1	1
100PEJFAT - Pref Expansion Jt Filler-Asphalt Type ☐												
							Approved Products Usage Verification - Field	1	0	0	1	1
100PEJFFT - Pref. Expansion Jt Filler - Fiber Type ☐												
							Approved Products Usage Verification - Field	1	0	0	1	1
100PEJFSRT - Pref Expansion Jt Filler-Sponge Rubber ☐												
							Approved Products Usage Verification - Field	1	0	0	1	1
1012WPCFIELD - White Pigmented Cure Compound-Field Use☐												
P0258 - Right Pointe												
							Liquid Membrane-Forming Compounds for Curing Concrete	1	0	1	1	0
1033CLASSB - Class B (47B Fine) Aggregate												
A00178 - Beatrice Concrete Co-NW 1/4,Sec 21,T-2-N,R-2-E												
							Class B (47B Fine) Aggregate - Central Lab	1	0	1	1	0
							Class B (47B Fine) Aggregate - Field	1	0	6	1	0
1033CLASSE - Class E (47B Coarse) Aggregate												
C0107 - Martin Marietta Matls (Weeping Water Quarry, NE)												
							Class E (47B Coarse) Aggregate - Central Lab	1	0	1	1	0
							Class E (47B Coarse) Aggregate - Field	1	0	6	1	0
1107NSG - Non-Shrink Grout ☐												
P0281 - SpecChem												
							Approved Products Usage Verification - Field	1	0	1	1	0

Figure 2, Missing Sample Record, Example 2

### 3.2 Incomplete Sample Record:

This line item has a pay quantity (shown in green). This line item will return a discrepancy. The Barricade Warning Lights Type A have a sample recorded and authorized in SiteManager. (Note that there is a zero in the right hand column and that the Producer/Supplier of the lights, Empco-Lite, is displayed).

A sample record must be completed and authorized to resolve this discrepancy.

Process ID: RMMSPCL Report Version: 10212010 Test Meth: N/A		<b>State of Nebraska Department of Roads</b>	Report Date: June 27, 2012								
		<b>Sampling Checklist</b>	Materials & Research 1400 Hwy 2 Lincoln, NE 68502								
Contract ID: 8847 Location: SPENCER NORTH Type of Work: ASPHALT Vendor ID: 3245		Letting Date: 09/29/2011	Federal/State Project: STP-281-4(117) County: BOYD Vendor Name: KNIFE RIVER MIDWEST(KNIFE RIVER CORP)								
Route: 281											
DISCLAIMER: Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.											
Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
Material											
Producer / Supplier											
						Test Description	Cur Req	Tot Tkn	Tot Cmp	Tot Req	Tot Rem
80847 000	0002	6617.25	CONCRETE REPAIR	SF	28,500	28,500	28,500	28,500			
700R0001 - Concrete Repair Material						Certificate of Compliance/Test - Central Lab	1	0	1	1	0
P0577 - Approved Equal											
80847 000	0003	0001.08	BARRICADE, TYPE II	BDAY	35,200.000	531.000	531.000	531.000			
422BWLC - Barricade Warning Lights Type C						Approved Products Usage Verification - Field	1	0	0	1	1
422RS - Reflective Sheeting											
P0128 - All Roads						Reflective Sheeting - Field	1	0	1	1	0

Figure 3, Incomplete Sample Record

### 3.3 Inconsistent Sample Record:

This line item is an area of concern. Note that a large quantity of material has been paid for (shown in green) but no sample records have been recorded in SiteManager (shown in blue). It is important that the creation of samples must keep pace with the payment of material

Process ID: RMMSPCL Report Version: 10212010 Test Meth: N/A		<b>State of Nebraska Department of Roads</b>	Report Date: June 27, 2012								
		<b>Sampling Checklist</b>	Materials & Research 1400 Hwy 2 Lincoln, NE 68502								
Contract ID: 1519Z Location: DORCHESTER SOUTHEAST Type of Work: NEW BRIDGE Vendor ID: 1742		Letting Date: 08/25/2011	Federal/State Project: BRO-7076(16) County: SALINE Vendor Name: HERBST CONSTRUCTION, INC.								
Route:											
DISCLAIMER: Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.											
Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date	Installed Qty			
Material											
Producer / Supplier											
						Test Description	Cur Req	Tot Tkn	Tot Cmp	Tot Req	Tot Rem
4251 9 000	0030	8029.25	FOUNDATION COURSE	SY	64,315.000	62,423.278	59,650.607	59,650.607			
1033AFCD - Aggregate Foundation Course Type D						Field Test 14	0	0	15	15	
						Lab Test 3	0	0	3	3	
307CCFC - Crushed Concrete Foundation Course						Field Tes 20	0	0	22	22	
						Lab Tes 4	0	0	5	5	

Figure 4, Inconsistent Sample Record

### 3.4 Unfinished Sample Record:

This is an example of a line item that will return a discrepancy because of the 28-day cylinder break not being completed. The producer/supplier is displayed and this is indicative that a sample has been created.

Process ID: RMMSPCL Report Version: 10212010 Test Meth: N/A	<b>State of Nebraska</b> <b>Department of Roads</b>  <b>Sampling Checklist</b>	Report Date: June 27, 2012  Materials & Research 1400 Hwy 2 Lincoln, NE 68502									
Contract ID: 1519Z Location: DORCHESTER SOUTHEAST Type of Work: NEW BRIDGE Vendor ID: 1742		Federal/State Project: BRO-7076(16) Letting Date: 08/25/2011 County: SALINE Vendor Name: HERBST CONSTRUCTION, INC. Route:									
DISCLAIMER: Material sampling requirements on the Sampling Checklist may not represent the actual number of samples required. Please refer to the project contract and the Materials Sampling Guide to make sure all material requirements are met.											
Project	Line Item	Item Code	Item Description	Unit	Bid + CO Qty	Qty Reported To Date	Qty Authorized To Date		Installed Qty		
<b>Material</b>											
<b>Producer / Supplier</b>											
						<b>Test Description</b>	<b>Cur Req</b>	<b>Tot Tkn</b>	<b>Tot Cmp</b>	<b>Tot Req</b>	<b>Tot Rem</b>
12519 000	0025	6080.00	STRUCTURAL STEEL FOR SUBSTRUCTURE	LB	2,765.000	2,765.000	2,765.000		2,765.000		
106BA - Buy America Cert-Prime Contractor P0166 - Herbst Construction, Inc.						Buy America Certification	1	0	1	1	0
708S0001 - Structural Steel for Substructure P0479 - Husker Steel						Certificate of Compliance/Test - Central Lab	1	1	0	1	1

Figure 5, Unfinished Sample Record