

Procedure for

Updating Test Reports & Transferring Test Results

In accordance with the Materials Sampling Manual the Central Laboratory and District personnel have limited authorization for updating test reports, other than their own. Laboratory personnel may not perform updates on another laboratory's reports, except for the purpose of adding disposition remarks for failing tests. A Request to Transfer/ Update Test Report form is included in this section. It may be copied for use when necessary. Listed below are policies for transferring or updating test reports.

1. **Item Number update due to incorrect format (entry made prior to item number editing)**
{Ex: From - 502(1) To - 502(01)}

The submitter of the sample shall route a computer message to the laboratory where the report was entered (District or Central) and request the item number format be updated. Include required information such as project number, material code, laboratory number (other pertinent information may be necessary depending on the material).

2. **Updates necessary due to incorrect data submitted on the Sample Identification form (including Item Number other than format):**

The submitter of the sample shall completely prepare a new Sample Identification form with all required information, including what is to be updated. Submit the new Sample Identification form to the laboratory where the report was entered (District or Central), along with a signed "Request to Transfer/Update Test Report" form. Caution should be used when changing item numbers since the same material tested under one item may have different specification requirements under another item.

3. **Updates necessary to add disposition of failing tests:**

When updating another laboratory's report for the purpose of adding disposition remarks for failing tests, a same day computer message is required to be routed to the laboratory where the report was originally entered. The message should include information such as project number, material code and lab number (other pertinent information may be necessary depending on the material).

4. **Updates necessary due to data entry operator error:**

In cases of data entry operator error, contact the laboratory where the report was entered (District or Central).

5. **Transferring test results from one project to another:**

If special conditions necessitate transferring MATT System test results from one project to another, the submitter of the sample shall completely prepare a new Sample Identification form with all required information from the old report and all pertinent information for the new project such as project number, submitter code, quantity to be transferred, ident. and item number. Put an appropriate statement in the Remarks field indicating the project number from which the test results are being transferred. Submit the new Sample Identification form to the laboratory where the report was entered (District or Central) along with a signed "Request to Transfer/Update Test Report" form.

REQUEST TO TRANSFER/UPDATE TEST REPORT

Date Submitted: _____

Material _____ **Code** _____

Laboratory Number _____

From Project Number _____

To Project Number _____

Quantity to be Transferred _____

Identification

Item Number

Other Fields to be Updated:

Field	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification for Transfer/Update _____

Requested By: _____ **Date:** _____

Authorized By: _____ **Date:** _____
(Proj. Engr. / Lab. Engr. Signature)

Laboratory Personnel Performing Updates:

Initials: _____ **Title:** _____ **Date:** _____