

Instructions for Testing and Reporting Fine Aggregate Proficiency Sample

1. Perform the following tests: FM1-T011, AASHTO T27, and FM1-T084. All tests should be conducted on each sample according to the AASHTO or FSTM Standard Test Methods indicated.
2. Report the results of a single determination only, not the average of two or more attempts.

NOTE: Perform FM1-T011 on the same sample as AASHTO T27.

3. Enter the test results in LIMS. Follow the instructions below the test report form.

The test report forms are available through the web address below in case you were not provided with one.

<http://www.dot.state.fl.us/statematerialsoffice/quality/programs/independentassurance/pr ofsampleprogram/proficiencyreports.shtm>

The deadline date to enter your test results in LIMS is posted on the SMO website below. It is under the “Test Reported By” column of the spreadsheet.

<http://www.dot.state.fl.us/statematerialsoffice/quality/programs/independentassurance/pr ofsampleprogram/sampleschedule.pdf>

LIMS Result Entry Instruction:

1. The District Materials Offices are responsible for logging all samples for the technicians in their District.
2. The Technician has to receive the sample in LIMS by going to “Receipt”, and click on “Receive Proficiency Sample”.
3. The Technician has to enter their test results by going to “Result Entry”, and click on “Test Entry by Sample”.
Note: a. Use the “Notepad” on the menu bar to enter your Company’s name and mailing address.
b. Verify your test results before you click “update”.
c. Error in entering test results could result to a strike.
4. The Technician has to validate the sample by going to “Validate”, and click on “Validation by Sample”.
5. Do not approve the sample. SMO will approve the sample.