



MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Project Construction & Materials

Emulsion Sampling

An update to the Emulsion process allows the user to create one record **PER DAY** for emulsion samples. The user needs to verify that both samples (1-1A, 2-2A, ect) are obtained from the same vessel. This would be from the main tanker or the pup trailer. In situations where the sample will need to be taken from the distributor, the user will have to note this information on the **Sampled From** field on the **Sample Location** Tab and make sure that all samples are obtained per the MT 601.

Daily Work Report - Acceptance Action

1. Navigate to the **Work Items** tab and verify the Emulsions Bid Item is included
2. Click on the **Acceptance Records** tab
3. **Expand the material set row** to see the Material codes
4. **Expand the material code row** and fill out the required information
5. **Add comments** in the comments field
 - a. Example: Sample ID #, B.O.L number and specimen number
6. **Save**
7. Navigate back to the **material code row**
8. Click on the **row actions** arrow
9. Select the **Attachments** link
10. Upload all attachments that are applicable

Line Num	Item ID	Item Description	Project ID	Catg	Seq#	Loc/Desc	Seq	Qty Posted
0080	402020375	EMULSIFIED ASPHALT CHFRS-2P	10221148000	0001	1	test		1

Material	Represented Qty	Source	Facility	SMFMI
702.01.05.03 - CHFRS-2p, Cationic Hig		IDASPHALT - Idaho Asphalt Supply Inc	-	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty	Sat Rep Matl Qty
TON	1.00000	0.00000	940.30000	

Source ID	Field Inspection Value
IDASPHALT Idaho Asphalt Supply Inc	EMULS - Emulsion Sample Witnessed

Seal#/Batch/Lot	Witnessed
Begin typing to search or press Enter	08/10/2026

QPL Product Name	Invoice #
Begin typing to search or press Enter	12345

Represented Quantity	Dilution Ratio
	60:40

SMFMI Decrementation	Manufacturer Specific Gravity
☒	1.0600

Sample Type	Acceptance Method

Comments
Sample ID 20260810084305, 1-1A

Actions

- Calculate Represented Quantity
- Copy
- Copy DWR Acceptance Records to Items
- Create New Sample Record
- Delete
- Attachments (0)**
- Links
- Material
- Tracked Issues

Sample Records – Samples

FIELD STEPS

1. Navigate to the **Sample Records** link
2. Click on the **white component action arrow**
3. Select **Add**
4. Fill out all the appropriate information on the **General Tab**
 - a. If there are multiple BOL, it is good practice to include all of the B.O.L numbers in the Remarks field
 - b. The user can also designate which BOL is represented to which test run
5. Enter in the correct source on the **Sources/Facilities** tab
 - a. Click on the Select Primary Source button
6. **Save**
7. On the **Sample Location** tab, enter where the sample was obtained in the **Sampled From** field
8. **Save**
9. In the **Manufacturer's Specific Gravity** field, enter the information found on the BOL
10. Select the **Emulsion Dilution Ratio**
 - a. If the user is unsure of the dilution, the user should verify with the contractor
11. **Save**
12. Enter in the **Destination lab**
 - a. Field Crew and the District Lab need to be included
13. **Save**
14. On the **Contract tab**, select the appropriate contract information
15. **Save**
16. On the **Tests tab**, click on the **Assign Tests** button
17. Click on the -> button in the bottom right
18. Select the **District Received** test
19. Click on the -> until the Confirmation page
20. Select the **Confirm** button

Note:

- All samples obtained for **the day** will be on one sample record
- Verify if the district lab would like the field crew to enter Helena lab tests
 - If the lab would like the field crew to address this, then follow the steps under the district section
- If the user does not need to add Helena tests, then the user will need to print the Sample Record page and the sample labels and attach them to the sample bottles

DISTRICT STEPS

1. Navigate to the appropriate **Sample Record**
2. Click on the **Destination Lab** tab
3. Click **New**
4. Add **Helena Receiving**
5. **Save**
6. Click on the **Tests** tab
7. Click on the **Assign Tests** button
8. Select the blue ->
9. Under the **Select Default Tests**, click on the **Emulsion Properties test**
10. On the **Confirmation** page, enter in the amount of Test runs needed
 - a. There should be one test run per sample
 - i. Example: If there are 5 samples, there should be 5 test runs
11. Click on the **Confirm** button

Assign Sample Record Test

▼ Assign Sample Record Test ?

Progress: Review Required Tests Select Default Tests Select Optional Tests Add Test Runs and Confirm

4 Add Test Runs and Confirm:

▼ Required Tests 0 changed

No rows found matching criteria

▼ Selected Default Tests 0 changed

Test Method	Test Description	Lab Unit	Autofinalize	Test Runs ▼
Emulsion Properties	AASHTO T 59, T 72, T 49	Asphalt	No	5

☑ Selected Optional Tests 0 changed

No rows found matching criteria

Confirm

← →