This process addresses both Emulsion and Tack Coat samples taken at the Project Site and sent to the MO Lab for testing. There is a difference between Emulsions and Tack Coats in SiteManager, namely a “T” at the end of the Material Code. This will differentiate the materials, which is important in how they are being tested, and what specifications the material has to meet. However, the process for logging these samples at the project site is the same.

Emulsions and Tack Coats arrive at project sites, accompanied by documentation (Asphalt Emulsion Certified Test Analysis) from the supplier, certifying the material. See example below of how a Tack Coat might arrive at the project site. The circled fields below must be entered into SiteManager when logging samples. Emulsions would have the test results on the left of that page, and no “T”. Even if a “straight” (un-diluted) emulsion is being used as a Tack Coat, the “T” should be there.
Diluted Emulsions Used as Tack Coats

In the past, a tack coat was made by diluting an asphalt emulsion with water, or another additive. Today, some un-diluted emulsions can also be used as a tack coat. A new EI is about to be issued, explaining which emulsions can be diluted and which cannot be diluted. Below is an excerpt from EI XX-XXX, describing Diluted Tack Coats.

“Only the grades of emulsions meeting the requirements of Table 702-7 Diluted Tack Coats shall be allowed. These diluted tack coats may be produced by diluting these asphalt emulsion grades with an emulsifier and/or water and thoroughly mixing into a homogeneous liquid.”

<table>
<thead>
<tr>
<th>MATERIAL DESIGNATION</th>
<th>702-XXXX T(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emulsion Grades</td>
<td>SiteManager Material Code</td>
</tr>
<tr>
<td>702-3401</td>
<td>702-3401T</td>
</tr>
<tr>
<td>702-4501</td>
<td>702-4501T</td>
</tr>
<tr>
<td>702-3601</td>
<td>702-3601T</td>
</tr>
</tbody>
</table>

Undiluted Emulsions Used as Tack Coats

In some cases, emulsions are used as a tack coat without diluting them. These types of tack coat are referred to as “straight” tack coat. These “straight” tack coats should still be logged in as tack coats, using the Material Codes with the “T” as indicated in the table below. Below is an excerpt from EI XX-XXX, describing Straight Tack Coats.

“Only the grades of emulsions meeting the requirements of Table 702-8 Straight Tack Coats shall be allowed in straight tack coat applications. Use of any other material as a straight tack coat requires prior approval by the Director, Materials Bureau. These tack coats shall not be further diluted with water.”

<table>
<thead>
<tr>
<th>MATERIAL DESIGNATION</th>
<th>702-XXXX T(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emulsion Grades</td>
<td>SiteManager Material Code</td>
</tr>
<tr>
<td>702-3002</td>
<td>702-3002T</td>
</tr>
<tr>
<td>702-4002</td>
<td>702-4002T</td>
</tr>
</tbody>
</table>

Note: When paving 6.3 mm HMA mixes, a straight emulsion tack coat is required, and only certain emulsion grades are permitted for this application. Emulsion grades RS-1h (702-3002) and CRS-1h (702-4002) are permitted as straight emulsion tack coats, for 6.3 mm mix paving.
Log Sample: (Path = MID window, hit “Show All” button to display non-generic Material Codes)

- Basic Sample Data Tab
  - First fill in **Sample Date**:
    - Cursor starts in this field, format is mm-dd-yyyy
  - **Sample Type**: (select dropdown, scroll to find) Use “Monitor”
  - **Material**: Choose Material Code (e.g. 702-3401T)
    - Emulsions may be used as tack coats or not – be sure you select the correct material code for the Item you are sampling for.
    - **TACK COAT MATERIAL CODES MUST HAVE A “T”, DO NOT SELECT MATERIALS THAT DO NOT END IN “T”. DO NOT USE “702-TACKCOAT”. See previous page for the 5 material codes allowed for tack coat samples.
  - **Sampler**: If user is in the system, choose Sampler, if not use Other Tab. See Below.
  - **Producer/Supplier**: Choose the code for who supplied the material, e.g., Tank Farm, or other intermediate supplier, may or may not be the Primary Source (e.g. L0101), from Bill of Lading. **Must be an “L” number.**
  - **Prod Nm**
    - Name of Emulsion/Tack Coat, necessary for SiteManager
    - Material Code + Primary Source Code (e.g., 702-3401TSUICOR where “SUICOR” is for Suit-Kote Corporation, Cortland)
  - **Manufacturer**: (Primary Source) from Approved List. Automatically filled in from Prod Nm.
  - **Geog. Area**: Select the Region where sample was taken, required field. Not necessarily Region you work in. (e.g. if you are covering another Region.)

- SAVE
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Samples at Project Site

- Addtl Sample Data Tab
  o Station, Offset (optional)
  o Sample Origin (at)
    - Job, etc.
  o Sampled From
    - Truck, etc.
  o Ctrl Number
    - Manufacturer’s Lot Number.

![Sample Information Screen](image-url)
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Samples at Project Site

- Other Tab (The window will add a row to the table, to start)
  - In Type column, click dropdown, select Destination Lab (first choice in list)
  - In ID column, hover, right click, take search, select “Main Office Building (Campus)”
  - SAVE
  - Select NEW (white sheet on top tool bar), adds a row in the table
  - In Type column, click dropdown, select Distributing Contractor
  - In ID column, type in the company name.
  - Repeat for Contract Number and Sampled By (if not filled in on the Basic Sample Tab), as needed.

- Basic Sample Data Tab
  - Select Print Label button
  - The Available Printers field should display the default printer assign by your PC.
    - You may print a label to your normal printer, or select a special label printer from the dropdown, assign to your lab.
  - The next time you print labels, the Available Printers field will remember the choice you made for printer, the previous time
  - Enter number of copies required
  - Select Print. Label is to be attached to the sample for shipping.