



INDIANA DEPARTMENT OF TRANSPORTATION

Division of Materials and Tests
120 S Shortridge Road
Indianapolis, IN 46219

PHONE: 855-INDOT4U
FAX: (317) 356-9351

Mike Braun, Governor
Lyndsay Quist, Commissioner

June 5, 2025

TESTING MEMORANDUM 25-02

To: District Testing Staff
Consultant and INDOT Technicians
Materials and Tests Staff

Thru: Jim Reilman, PE
State Materials Engineer *JR*

From: David Jacobs, PE *DJ*
Technical Support Engineer

RE: Transition from SiteManager to AASHTOWare Project

As INDOT transitions from use of Site Manager (SM) to AASHTOWare Project (AWP), users will need to use both systems to perform functions. This memorandum serves as reference to instruct when users should shift from SM to AWP to perform their functions, and when users may need to shift back to SM to perform their functions.

Independent Assurance (IA)

The Division of Information Technology (IT) maintains a conversion tool to convert a SM qualification into an AWP qualification. Starting July 1, 2025, IT will inactivate the SM-AWP conversion tool and activate the AWP-SM conversion tool. IA are to continue reporting qualifications in SM until June 30, 2025. Starting July 1, 2025, IA are to shift entry of qualifications to AWP.

Lab Supervisors and Lab Technicians

Contract acceptance testing (e.g., HMA, concrete, soils/aggregate proctors, threaded tie bar, nuts/bolts/washers, bearing pads, prestressed-precast concrete beams, bricks/blocks sampled at the jobsite, etc.) are to be reported in the system in which the contract was generated. If a contract was generated in SM, then all ACCEPTANCE sample records are to be in SM. If a contract was generated in AWP, then all ACCEPTANCE sample records are to be in AWP.

“Program Materials” (e.g., aggregate, paint, liquid asphalt, base metal samples, bricks/blocks sampled at the source, etc.) are to be reported in AWP starting July 1, 2025 and are not to use the sample type of ACCEPTANCE.

The sample type of ACCEPTANCE in AWP is defined for sample records that document the acceptance of materials for payment of installed materials. (i.e., Any sample records requiring association to a contract line item.) At this

time, the only foreseeable reason why a user will need to shift back to SM is to report an ACCEPTANCE sample/test for a contract generated in SM. The sample types of VERIFICATION, POINT OF USE, AUDIT, INFORMATIONAL, or QUALITY should be used for “program materials.”

District Testing Administrators (DTA)

DTA’s will utilize both systems to manage the contract pay item materials, conversion factors tests, rates, and frequencies. DTA’s may also be assigned the responsibility of managing the personnel assigned to their respective lab. (i.e., the DTA of Seymour District Testing can assign and remove users as employees join and separate from Seymour District Testing.)

District Testing Engineers & District Materials Engineers (DTE)

DTE’s will utilize both systems to manage the contract pay item materials, conversion factors tests, rates, and frequencies. DTE’s will also assist in the management of reference pay items (commonly known as the “global list”). DTE’s have the responsibility (which may be delegated to the DTA) of managing the personnel assigned to their respective lab.

State Testing Administrator (STA)

The STA is already utilizing both systems to manage reference data (e.g., source information, source materials, source material products, test assignments, reference specifications, and reference pay items/materials/tests/conversion factors/rates/frequencies).

M&T Engineers/Geologists (EG)

AWP uses a new role to allow QPL owners direct access and management of their respective QPL’s sources, materials, and products. EG’s will utilize their respective INDOT_SOURCE_MGR role to maintain the sources, source materials, and source material products needed to facilitate a Qualified Product List. New sources need to follow the naming conventions below:

Source Type = The type which matches the title of the QPL

Source ID = [source type prefix] + 5-digit sequence

Source Name = Name of Manufacturer + “-” + City, State abbreviation

Note: Keep Manufacturer names consistent so our database is more easily searchable. If Irving Materials Incorporated is abbreviated “IMI”, then use “IMI” consistently. Do not report E&B Paving as both “E&B” and “E & B”.

Location = The physical location of the point-of-manufacture and must be of a format that a geospatial mapping program (e.g., Google Maps) can recognize.

Geographic Area = Based on the location, the geographic area will be one of seven areas + either “in” Indiana’s borders or “out” of Indiana’s borders. (e.g., IMI Pendleton = 6300 In)

All users

Users should report issues and request help up the chain-of-command (i.e., Lab Technicians ask their Lab Supervisors, Lab Supervisors ask their supervisor, DTE’s ask either the Source Manager/STA). Error that cannot be resolved through the chain-of-command should be directed to David Jacobs, dajacobs@indot.in.gov