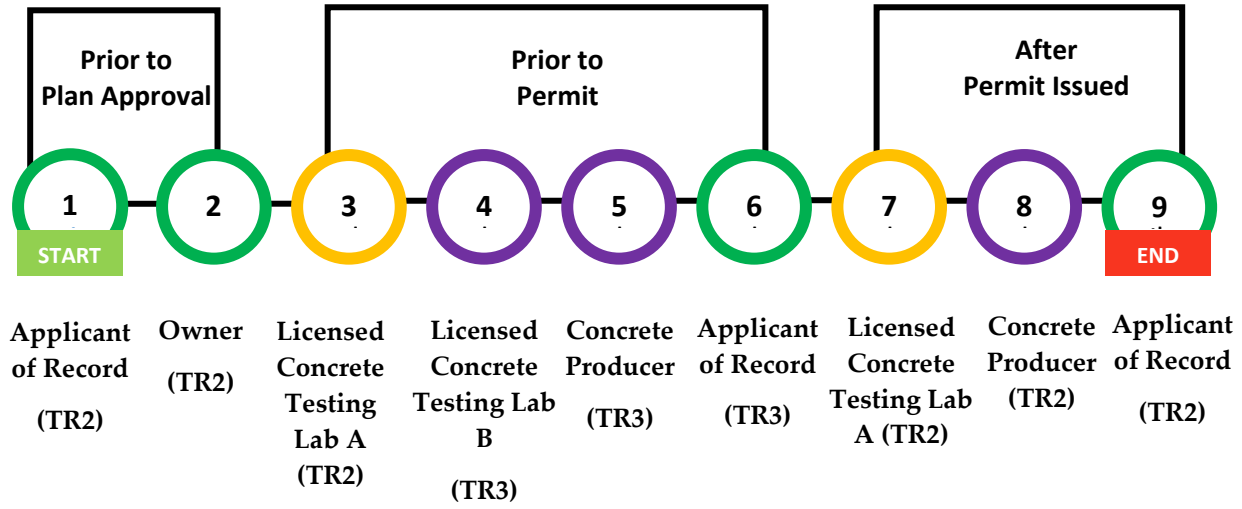
DOB NOW: *Build* – Technical Reports
TR2 & TR3 Step-By-Step Guides
Work Type: Structural
Scope of Work: Concrete

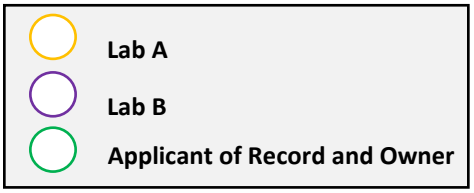
The following steps apply only to Structural Job Filings with Concrete as the proposed scope of work.

In DOB NOW: *Build*, the system will generate the required fields based on the data entered within the Structural Job Filing tabs.

There are repeated steps within the TR2 and TR3 tabs.

The below process flow displays the roles involved in the TR2 and TR3/P process and the various stages where data entry is required.





In these Step-by-Step Guides you will learn how to:

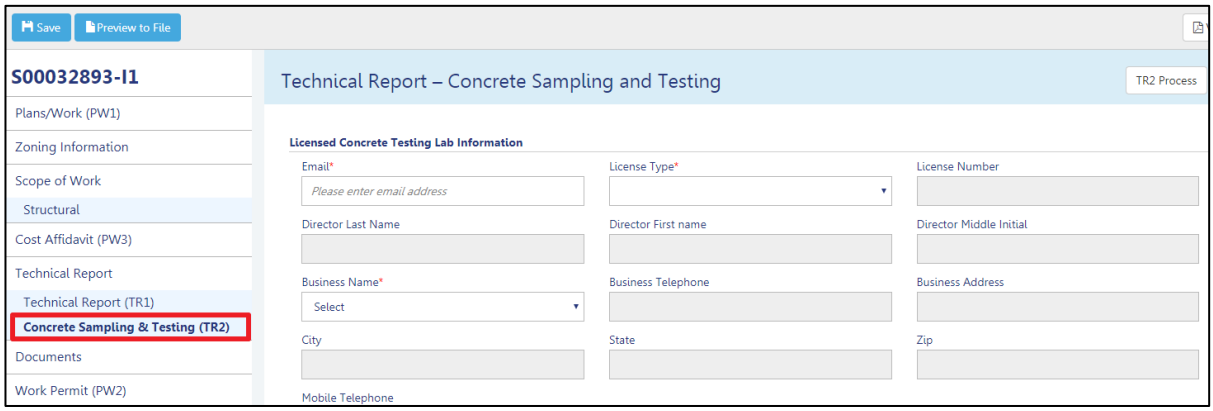
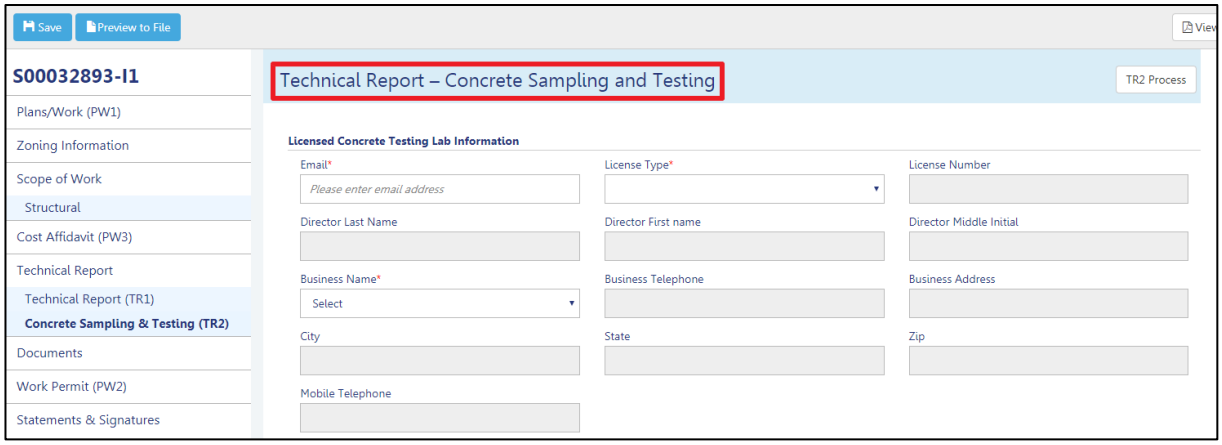
Technical Report (TR2): Concrete Sampling and Testing _____ 3

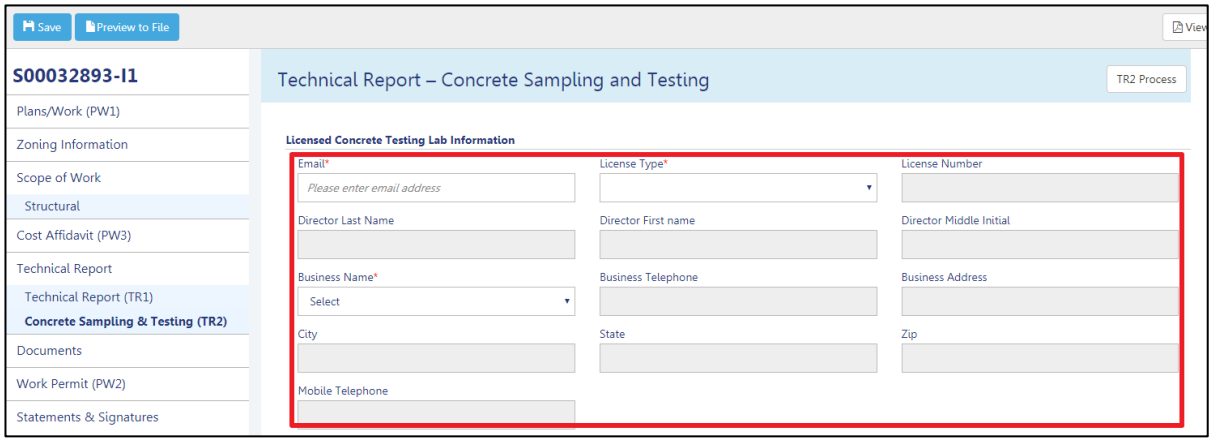
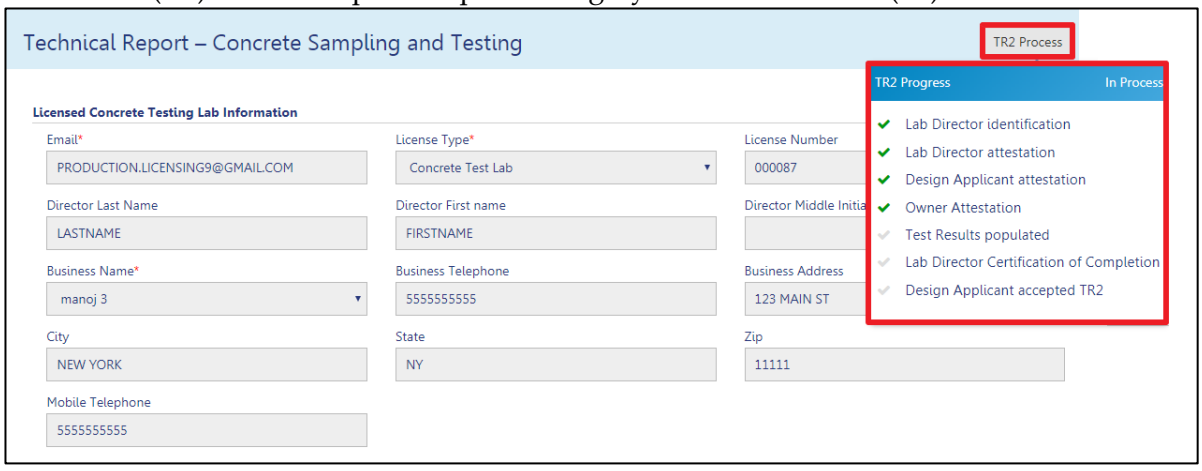
Complete Technical Report (TR3): Concrete Design Mix _____ 9

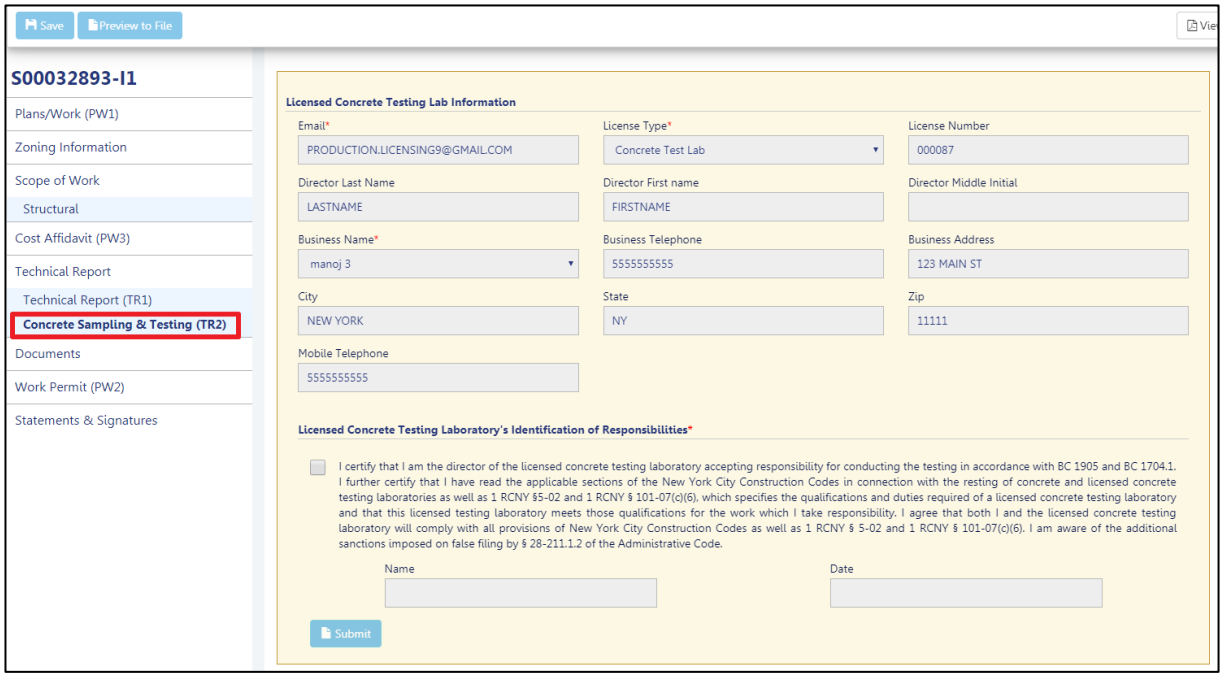
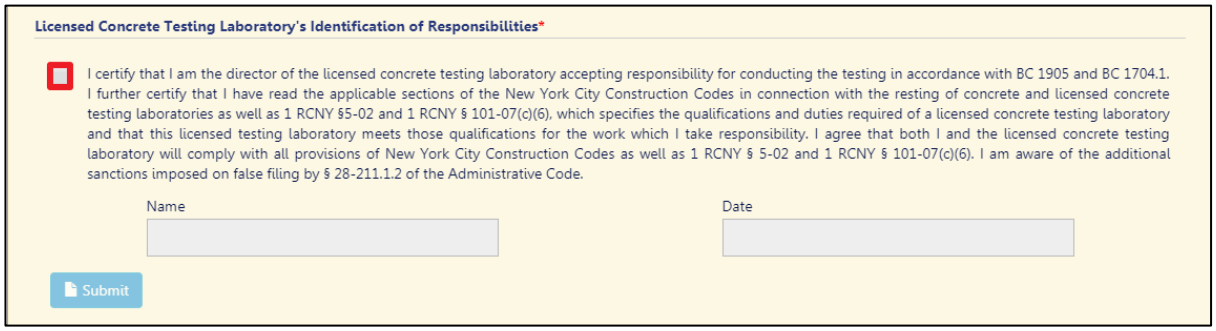
Complete Technical Report (TR2): Concrete Sampling and Testing _____ 25

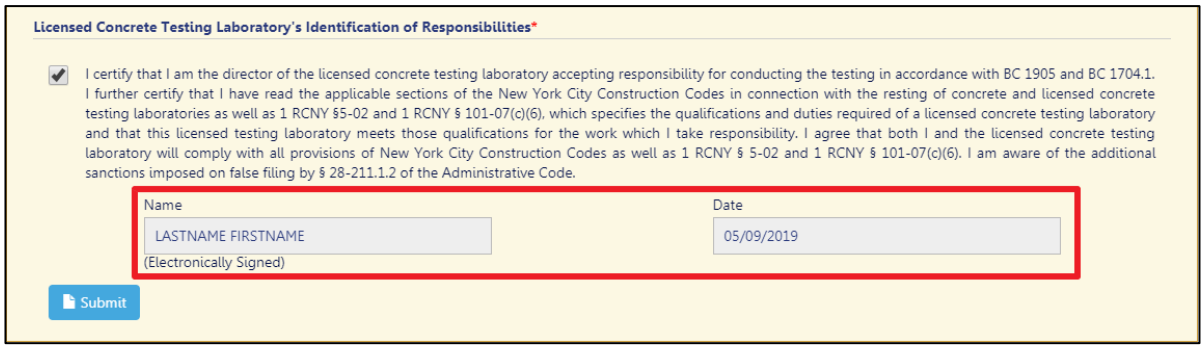
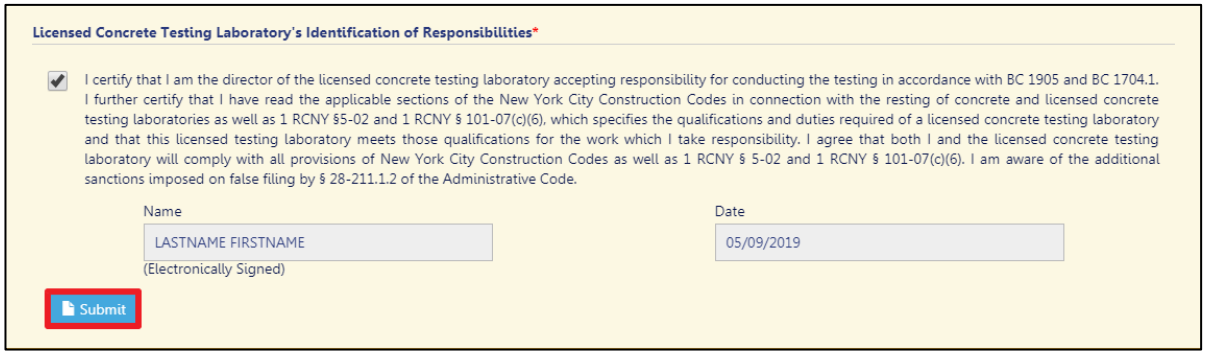
PRIOR TO PLAN APPROVAL: Technical Report (TR2): Concrete Sampling and Testing

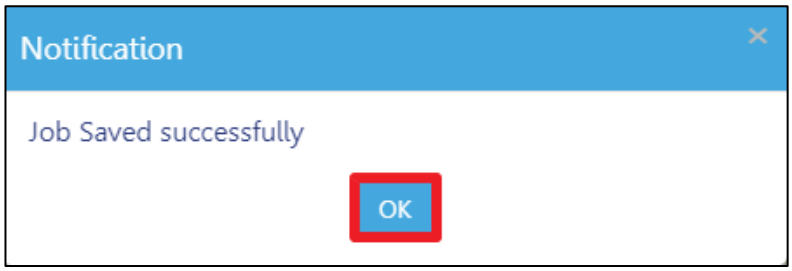
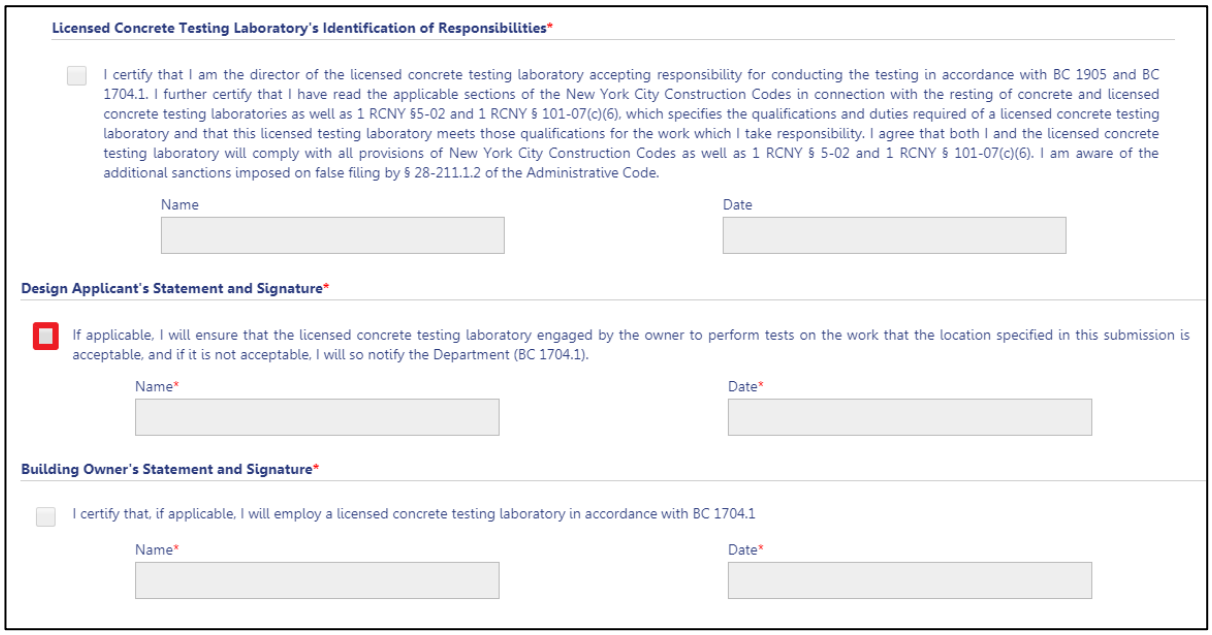
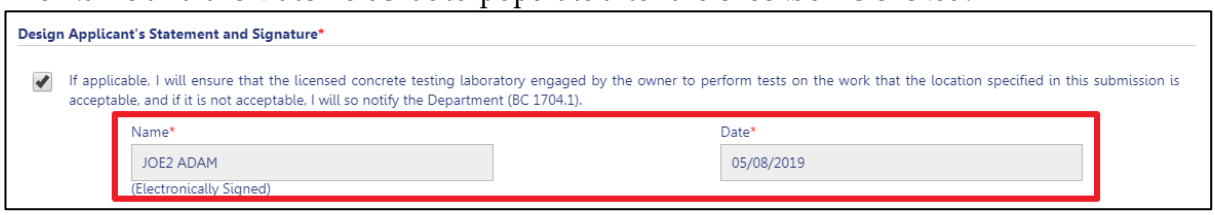
Complete the following steps to enter the **Technical Report (TR2)**: Concrete Sampling and Testing details:

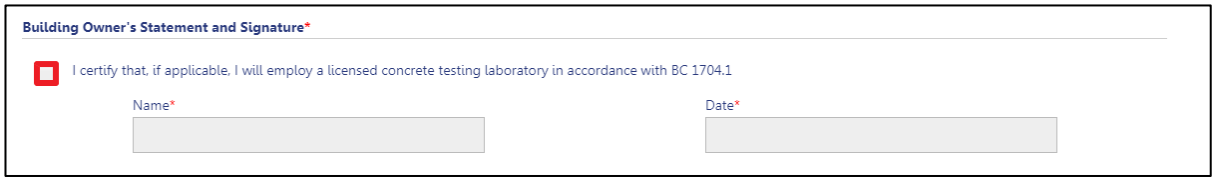
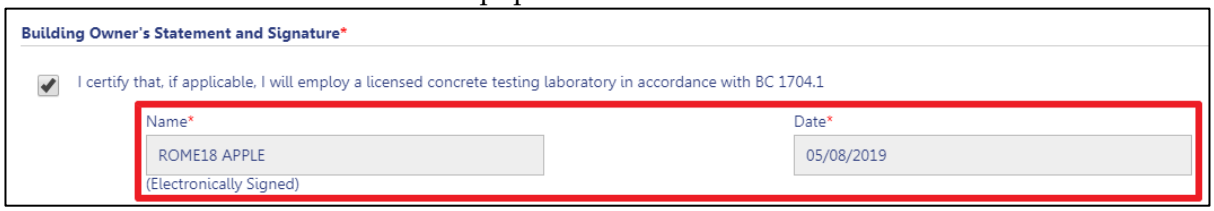
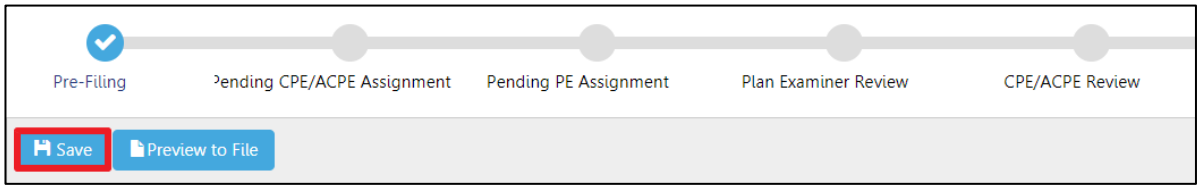
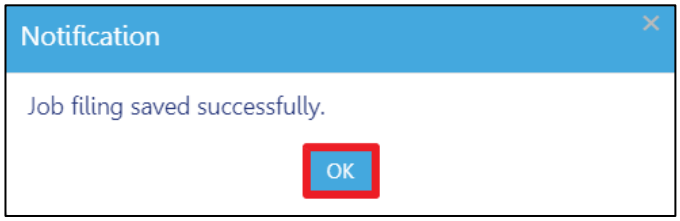
Step	Action
	STAKEHOLDER (APPLICANT OF RECORD, OWNER, FILING REPRESENTATIVE)
1.	Select the **Technical Report: Concrete Sampling & Testing (TR2)** tab. 
	The **Technical Report – Concrete Sampling and Testing** section displays. 
	Note Any of the Stakeholders associated to the Job Filing MUST associate the Testing Lab Director by completing the **Licensed Concrete Testing Lab Information** section.

Step	Action
2.	Complete the following required fields in the **Licensed Concrete Testing Lab Information**: ☐ **Email** ☐ **License Type** ☐ **Business Name** 
	Clicking the **TR2 Process** button located at the top-right of the **Technical Report - Concrete Sampling and Testing** section displays the TR2 progress. Completed steps have a green checkmark (✔) and incomplete steps have a grayed-out checkmark (✔). 

Step	Action
LICENSING CONCRETE TESTING LAB DIRECTOR (LAB A)	
3.	The Licensed Concrete Testing Laboratory logs in and selects the **Concrete Sampling & Testing (TR2)** tab. 
	The Licensed Concrete Testing Laboratory section has a light-yellow background.
4.	The Licensed Concrete Testing Laboratory selects the checkbox in the **Licensed Concrete Testing Laboratory's Identification of Responsibilities** section. 

Step	Action
	The **Name and the Date** fields' auto-populate after the checkbox is clicked. 
5.	The Licensed Concrete Testing Laboratory clicks **Submit** in the **Licensed Concrete Testing Laboratory's Identification of Responsibilities** section. 
6.	A **Confirm** notification displays with the message that reads, "**Upon clicking Yes, this attestation may not be unchecked**." The Licensed Concrete Testing Laboratory clicks **Yes**, to proceed.

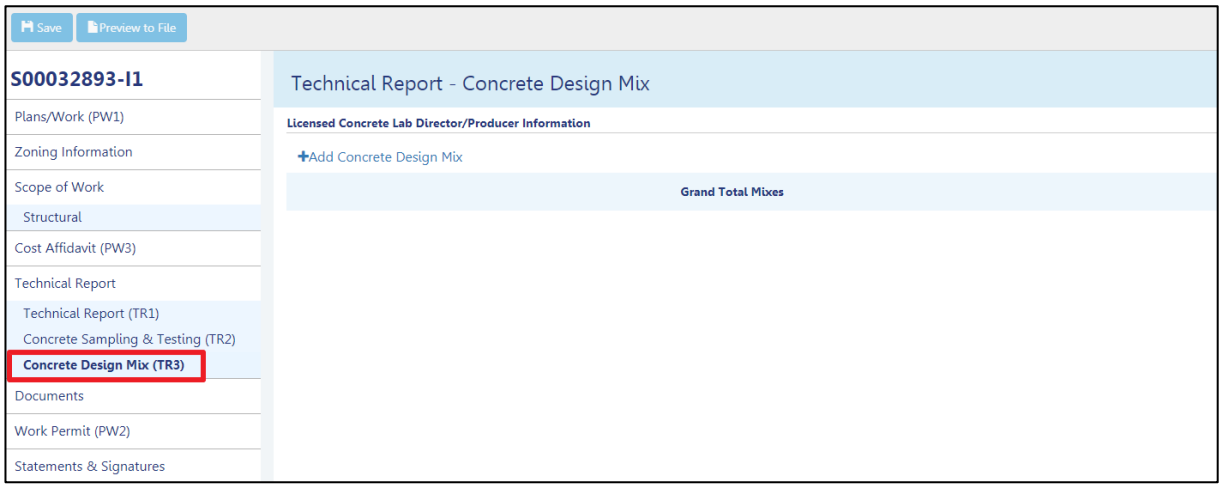
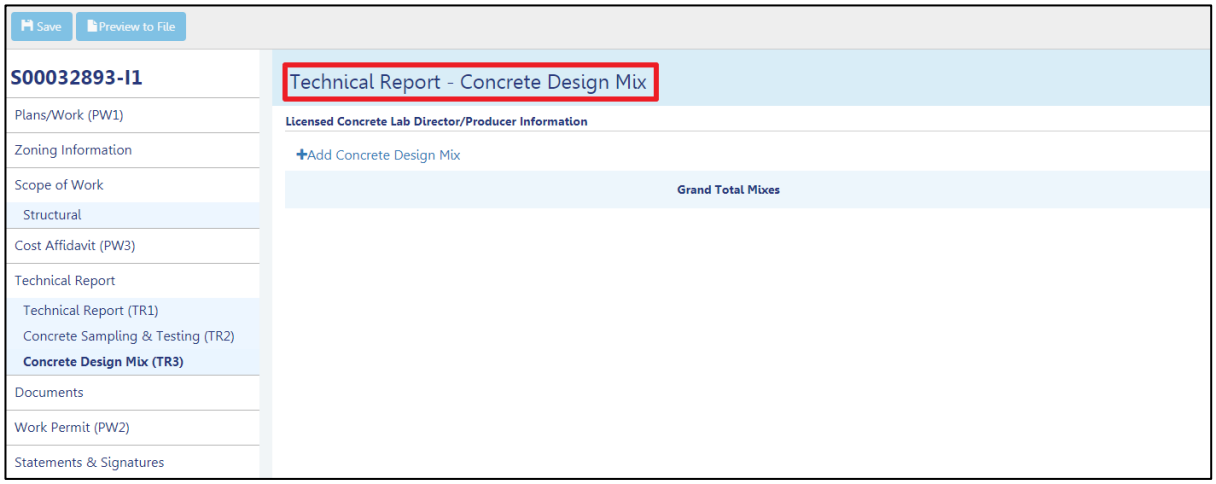
Step	Action
7.	A Notification pop-up window with the message "**Job saved successfully**" displays. The Licensed Concrete Testing Laboratory clicks **OK** to close the Notification pop-up window. 
STAKEHOLDER (PW1 APPLICANT OF RECORD)	
8.	Select the checkbox in the **Design Applicant's Statement and Signature** section. 
	The **Name and the Date** fields' auto-populate after the checkbox is clicked. 

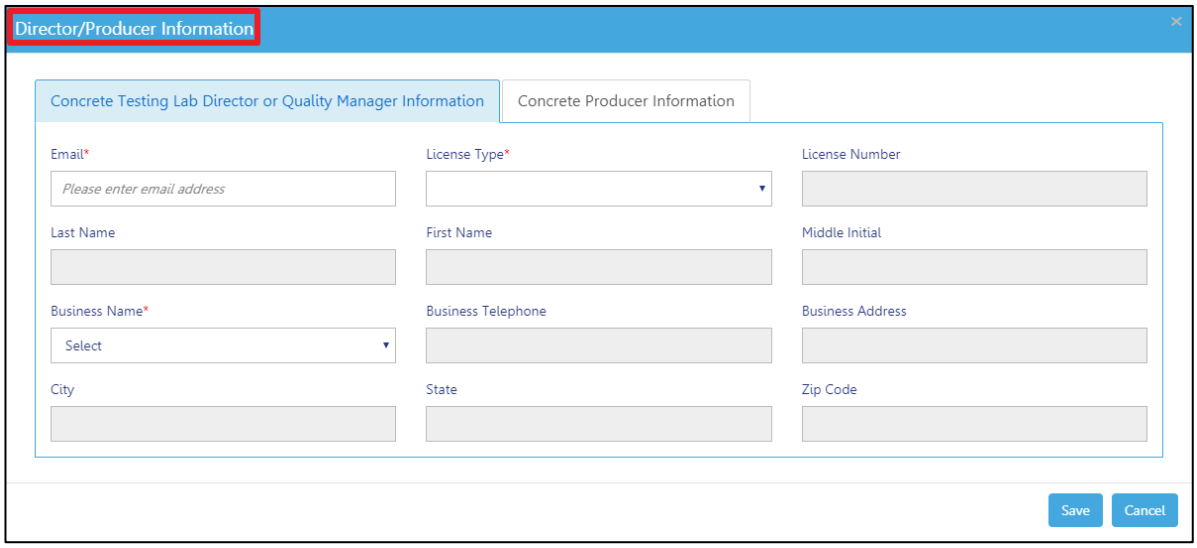
Step	Action
BUILDING OWNER	
9.	The Building Owner logs in and selects the checkbox in the **Building Owner's Statement and Signature** section. 
	The **Name and the Date** fields' auto-populate after the checkbox is clicked. 
STAKEHOLDER (PW1 APPLICANT OF RECORD)	
10.	Located in the upper left-hand corner of the page, click **Save**. 
11.	A Notification pop-up window with the message "**Job filing saved successfully"** displays. Click **OK** to close the notification window. 
You have completed the *Complete Technical Report (TR2): Concrete Sampling and Testing Step-by-Step Guide.*	

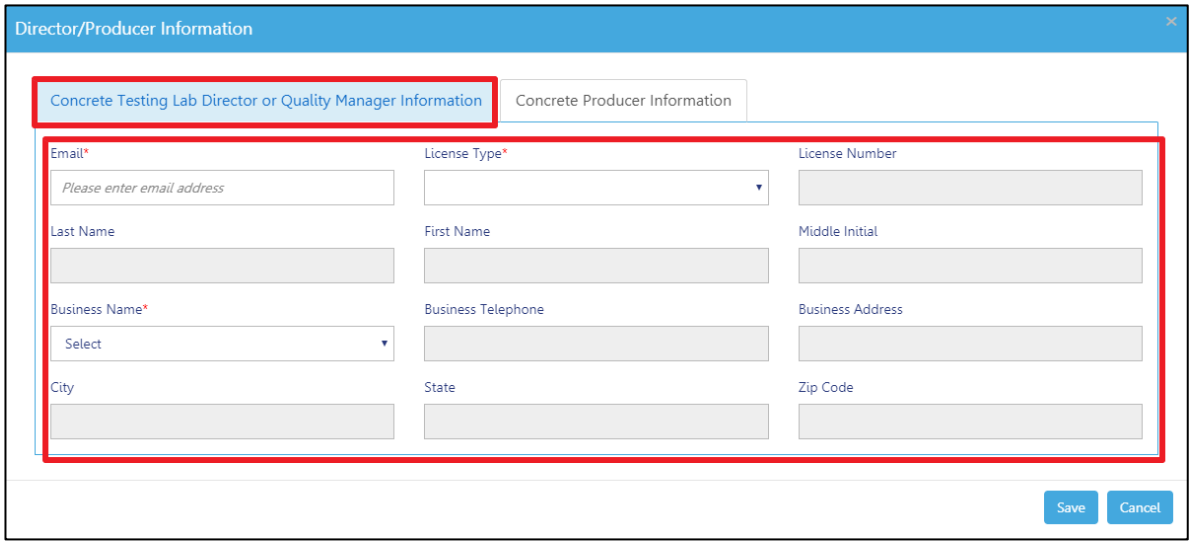
The Concrete Design Mix (TR3) tab displays after the Job Filing is approved by DOB, for Job Filings that are Standard Plan Examination or Review or Professional Certification without a Work Permit (PW2).

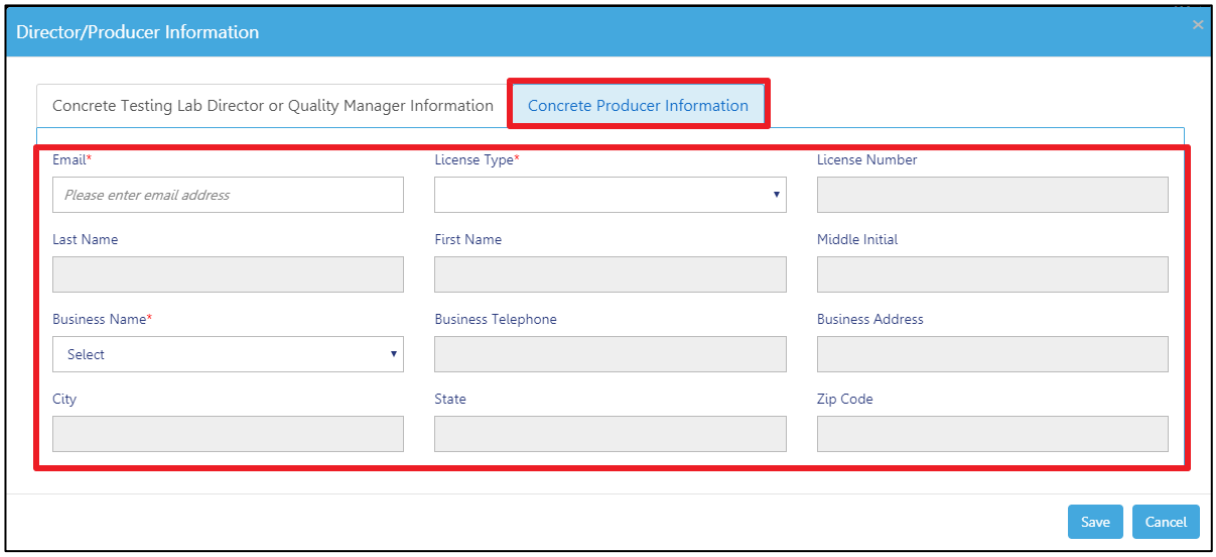
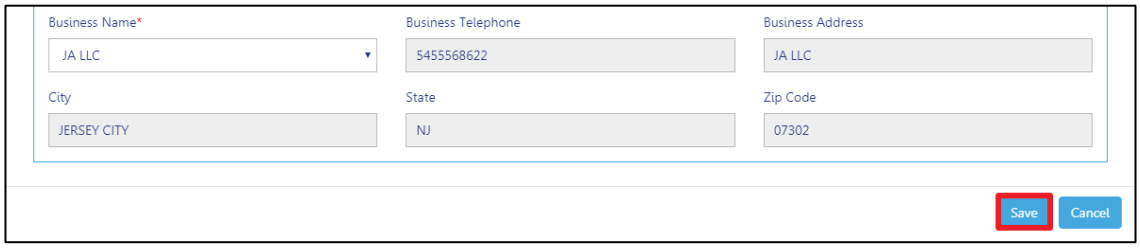
PRIOR TO PERMIT: Technical Report (TR3): Concrete Design Mix

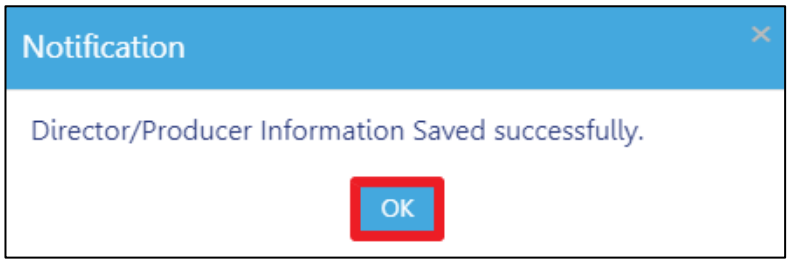
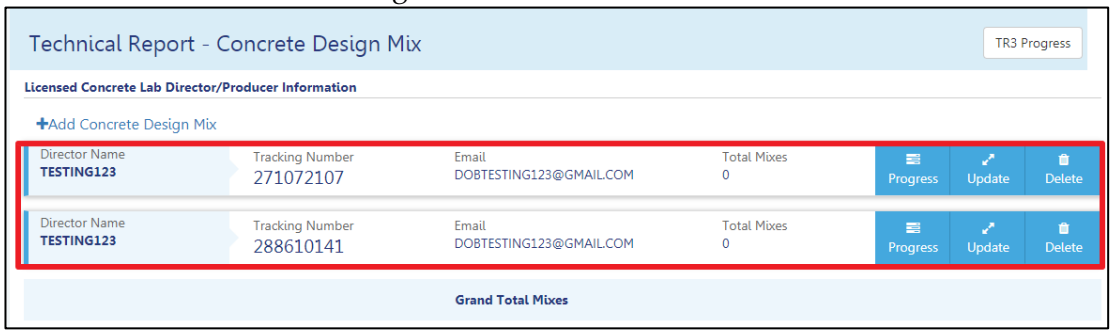
Complete the following steps to enter the **Technical Report (TR3)**—Concrete Design Mix:

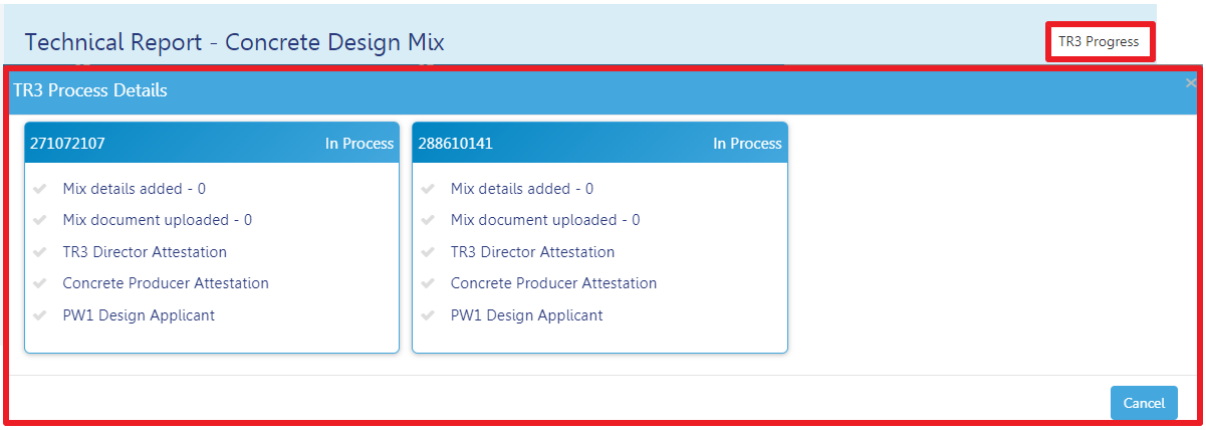
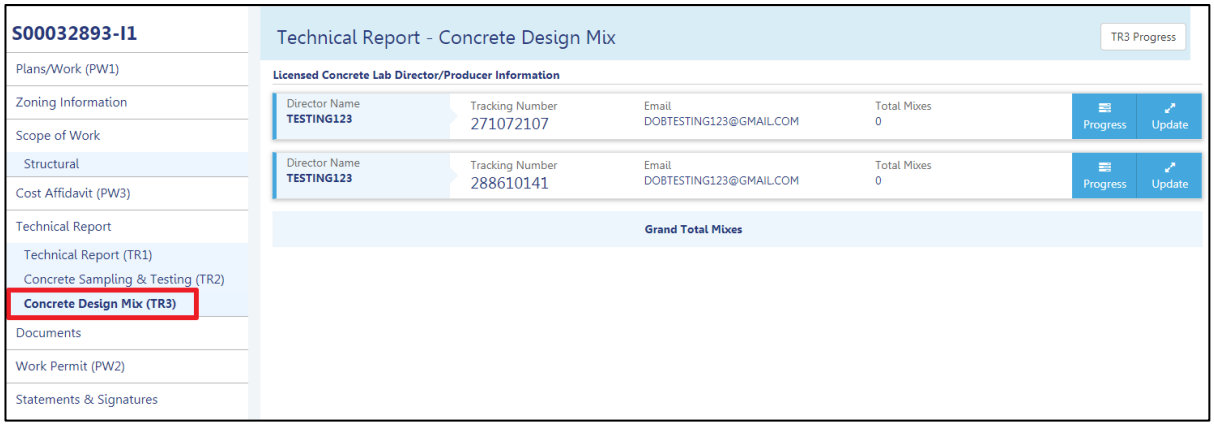
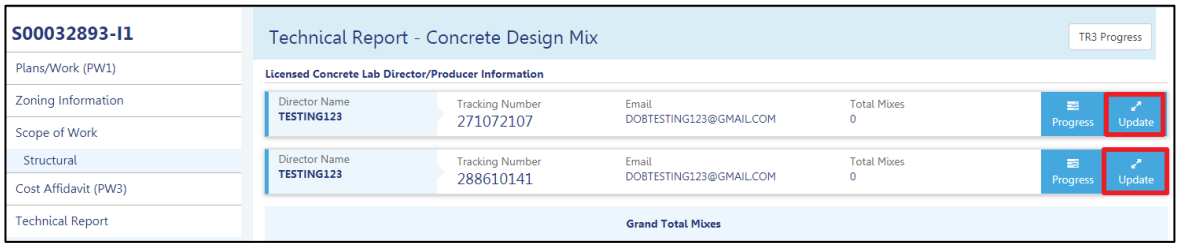
Step	Action
STAKEHOLDER (APPLICANT OF RECORD, OWNER, FILING REPRESENTATIVE)	
1.	Select the **Technical Report - Concrete Design Mix** tab. 
	The **Technical Report – Concrete Sampling and Testing** section displays. 

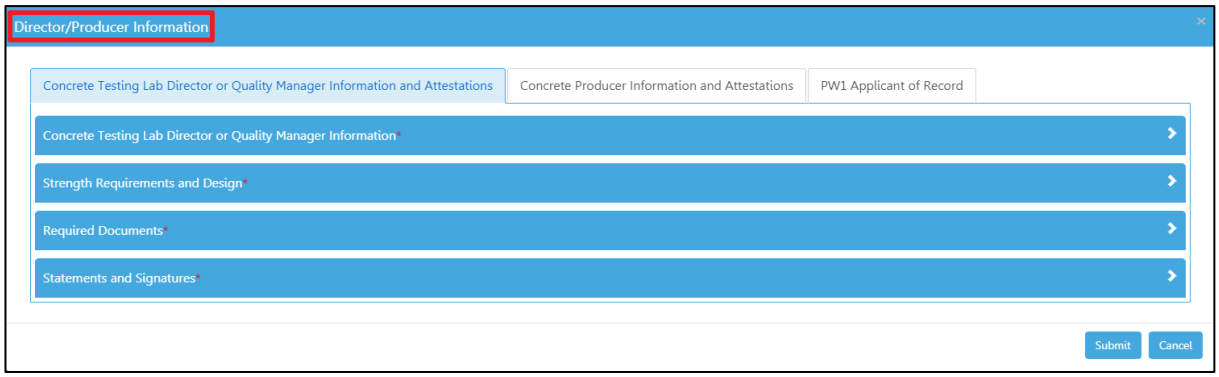
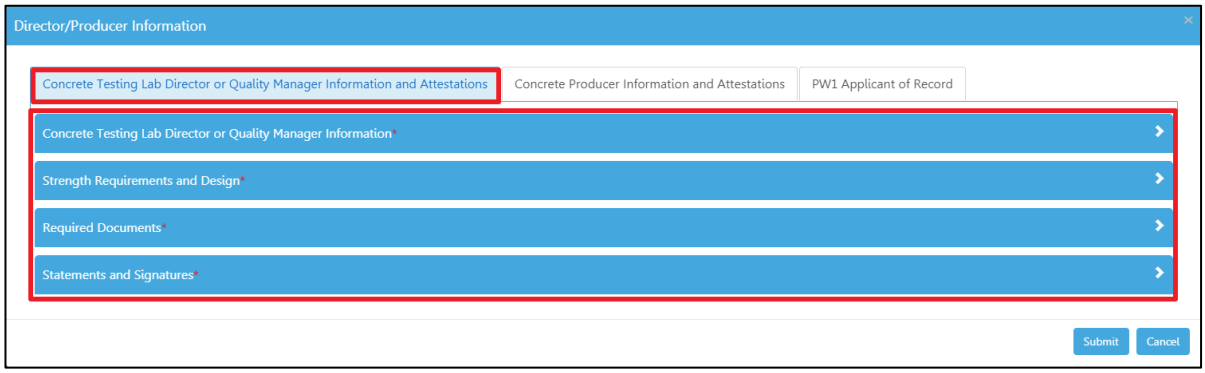
Step	Action
	Note Any of the Stakeholders associated to the Job Filing MUST associate the Licensed Concrete Lab Director and/or Producer Information by completing the **Licensed Concrete Lab Director/Producer Information** section.
2.	Click **+Add Concrete Design Mix**.
3.	The **Director/Producer Information** pop-up window displays. 

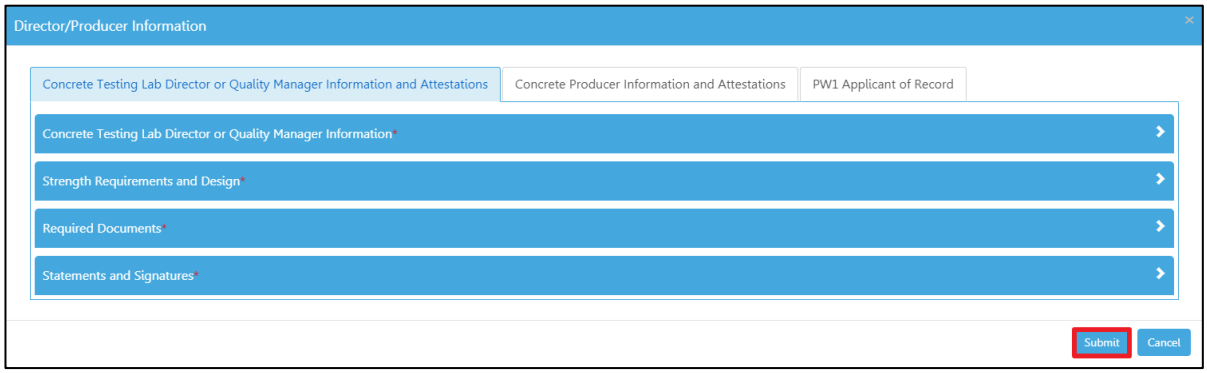
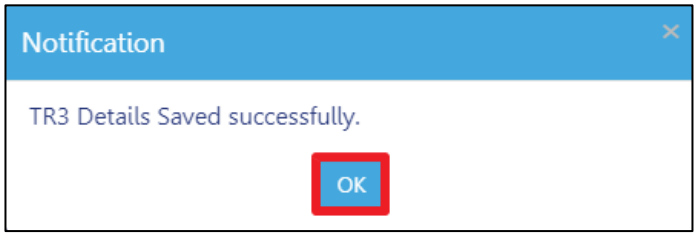
Step	Action
4.	Select the **Concrete Testing Lab Director or Quality Manager Information** tab to complete the following required fields: ☐ **Email** ☐ **License Type** ☐ **Business Name** 

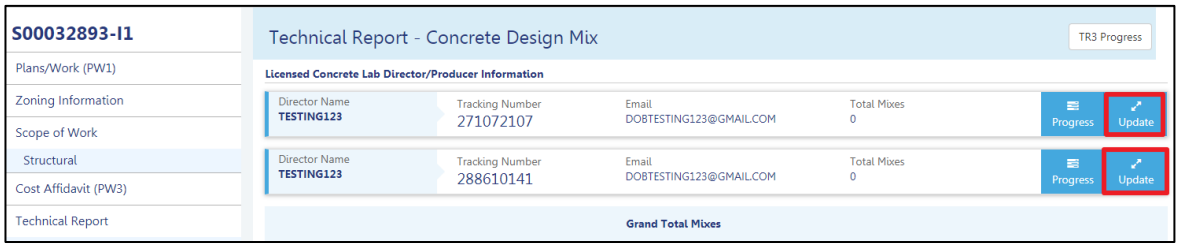
Step	Action
5.	Select the **Concrete Testing Lab Director or Quality Manager Information** tab to complete the following required fields: ☐ **Email** ☐ **License Type** ☐ **Business Name** 
	Note The Concrete Testing Lab Director or Quality Manager can also complete the Concrete Producer Information section.
6.	Click **Save**. 

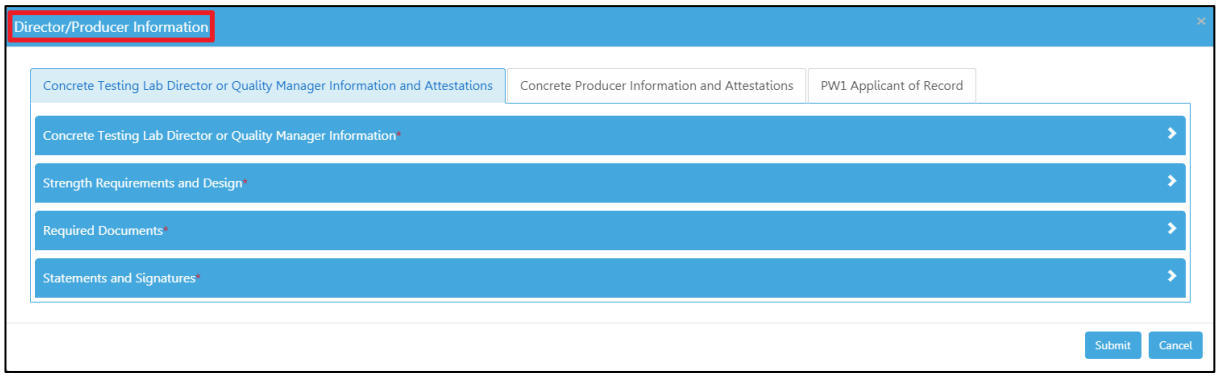
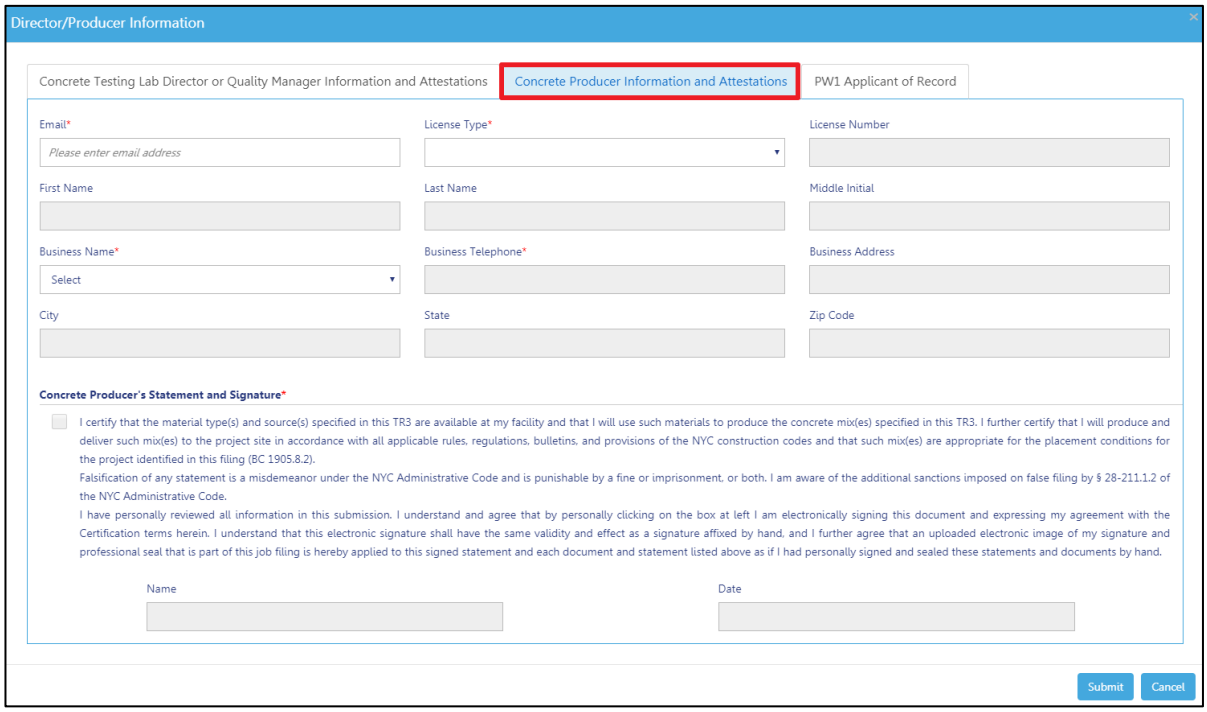
Step	Action
7.	A Notification pop-up window with the message "**Director/Producer Information Saved successfully"** displays. Click **OK** to close the notification window. 
	Note The **Concrete Design Mix**(s) is displayed with Progress, Update and Delete options. **Note** Only the Stakeholders associated to the Job Filing can delete a **Concrete Design Mix**. **Note** However, if Concrete Testing Lab Director or Quality Manager Information completes Statements and Signatures the Mix cannot be deleted. **Note** A maximum of 20 Concrete Design Mixes can be added to a Job Filing. Only if the Statement and Signatures within a Mix is completed, it will be counted towards the total number of Concrete Design Mixes. 

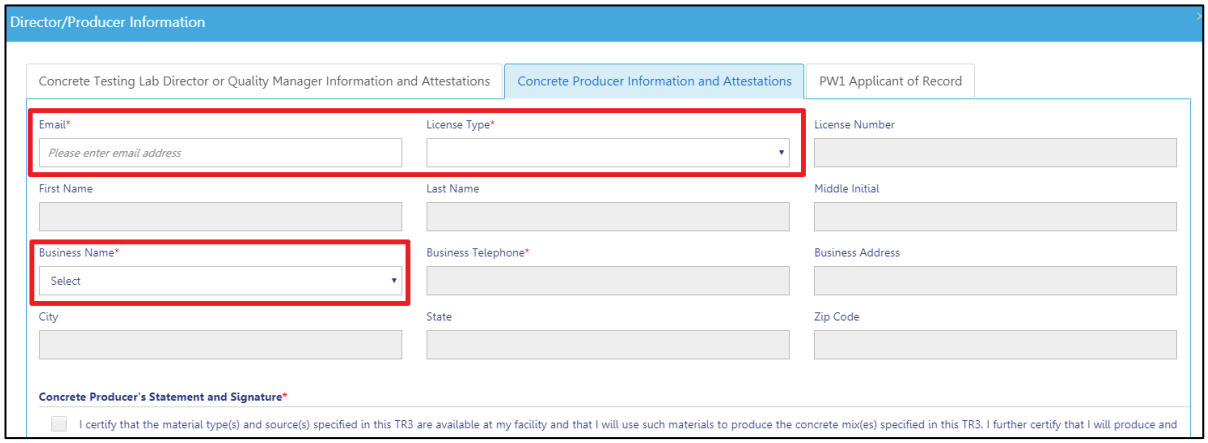
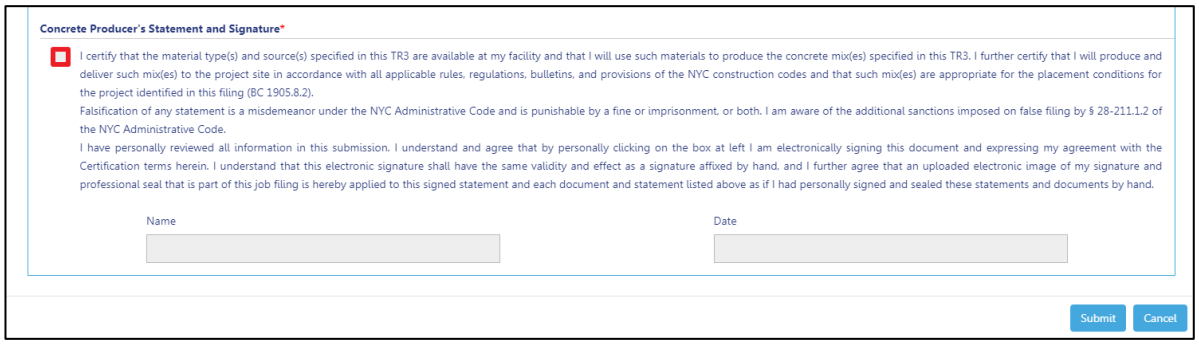
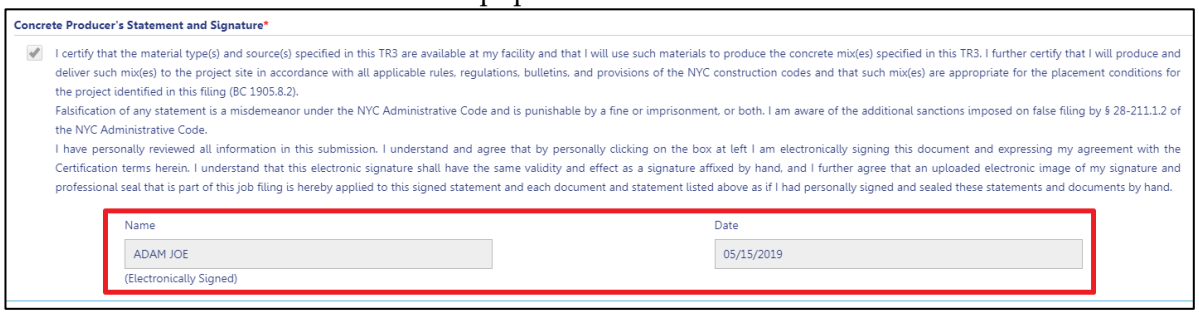
Step	Action
	Clicking the **TR3 Process** button located at the top-right of the **Technical Report - Concrete Design Mix** section displays the TR3 progress for all mixes added. Completed steps have a green checkmark (✔) and incomplete steps have a grayed-out checkmark (✔). 
LICENSING CONCRETE TESTING LAB DIRECTOR (LAB B)	
8.	The Licensed Concrete Lab Director/Producer logs in and selects the **Concrete Design Mix (TR3)** tab. 
9.	The associated **Licensed Concrete Lab Director/Producer** clicks **Update** on each mix to complete the required fields. 

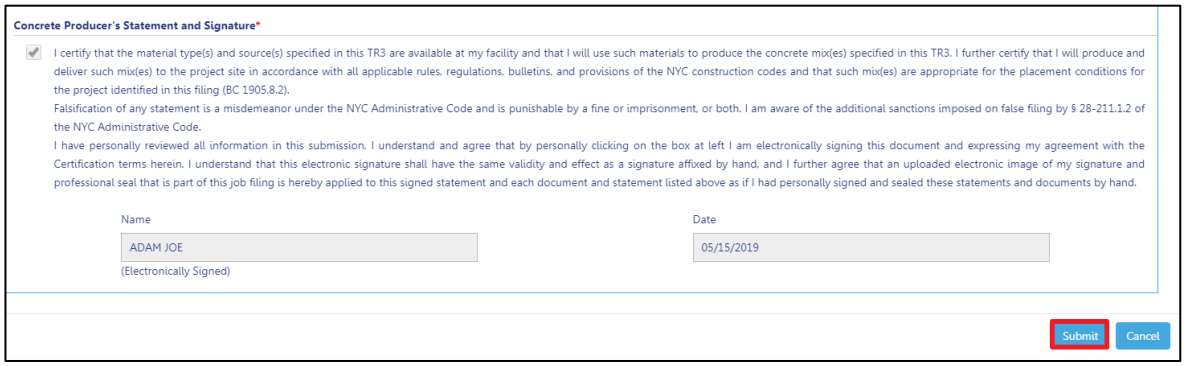
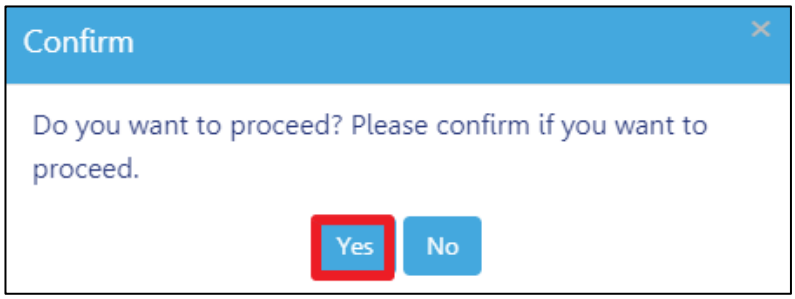
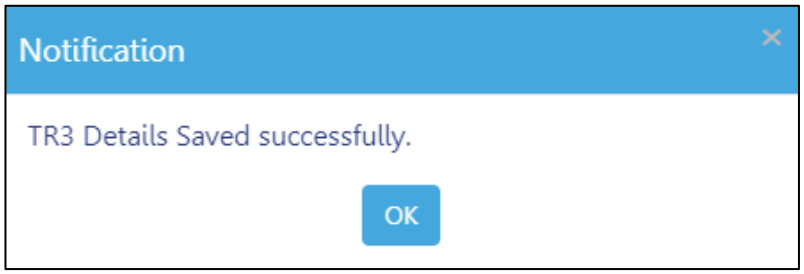
Step	Action
	The **Director/Producer Information** pop-up window displays. 
10.	The associated **Licensed Concrete Lab Director/Producer** completes the following required fields in the **Concrete Testing Lab Director or Quality Manager Information and Attestations** tab: ☐ **Concrete Testing Lab Director or Quality Manager Information** ☐ **Strength Requirements and Design** ☐ **Required Documents** ☐ **Statements and Signatures** 

Step	Action
11.	The **Licensed Concrete Testing Laboratory** clicks **Submit** in the **Concrete Testing Lab Director or Quality Manager Information and Attestations** tab. 
12.	A **Confirm** notification displays with the message that reads, "**Do you want to proceed? Please confirm if you want to proceed**." The Licensed Concrete Testing Laboratory clicks **Yes**, to proceed.
13.	A **Notification** pop-up window with the message "**TR3 Details Saved successfully.**" displays. The Licensed Concrete Testing Laboratory clicks **OK** to close the notification window. 

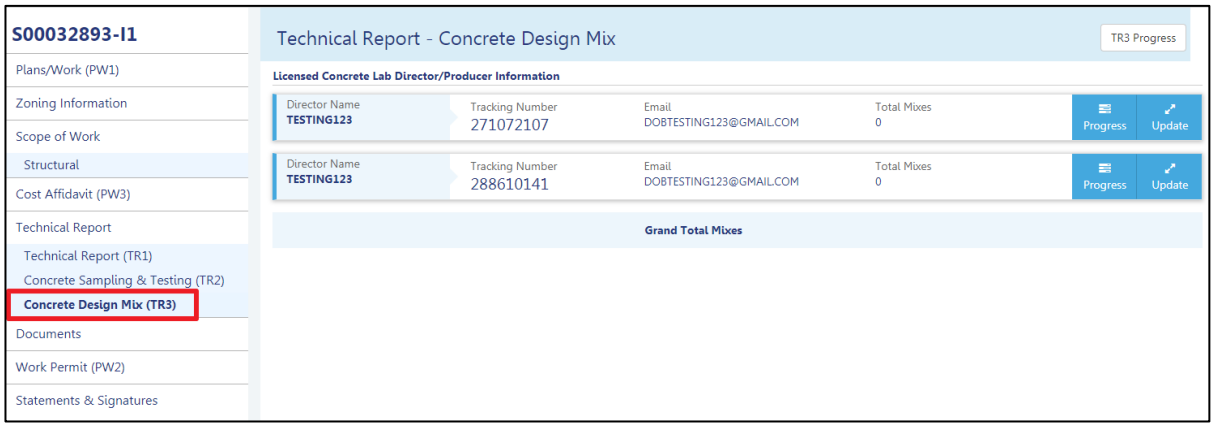
Step	Action
CONCRETE PRODUCER	
	Note Any of the Stakeholders associated to the Job Filing or the Concrete Producer MUST associate the Concrete Producer by completing the **Concrete Producer Information and Attestations** section.
14.	The **Licensed Concrete Producer or Stakeholder** logs in and selects the **Concrete Design Mix (TR3)** tab.
15.	The associated **Licensed Concrete Producer or Stakeholder** clicks **Update** on each mix to complete the required fields. 

Step	Action
	The **Director/Producer Information** pop-up window displays. 
16.	The Licensed Concrete Producer or Stakeholder selects the **Concrete Producer Information and Attestations** tab. 

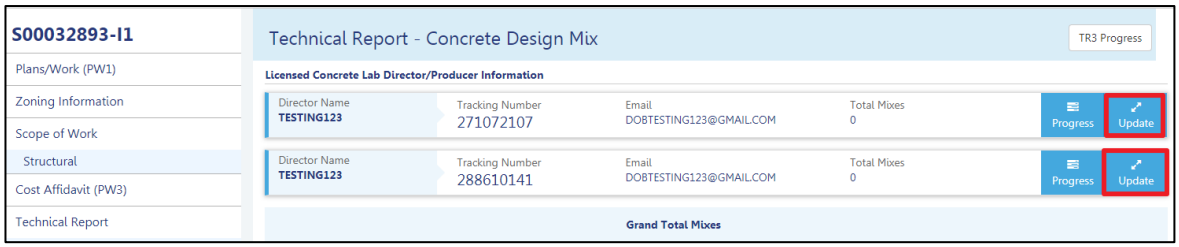
Step	Action
17.	The Licensed Concrete Producer or Stakeholder completes the following required fields in the **Concrete Producer Information and Attestations** tab: ☐ **Email** ☐ **License Type** ☐ **Business Name** 
18.	The Concrete Producer selects the checkbox in the **Concrete Producer's Statement and Signature** section. 
	The **Name and the Date** fields' auto-populate after the checkbox is clicked. 

Step	Action
19.	The Concrete Producer clicks **Submit** in the **Concrete Producer Information and Attestations** section. 
20.	A **Confirm** notification displays with the message that reads, "**Do you want to proceed? Please confirm if you want to proceed**." The Concrete Producer clicks **Yes**, to proceed. 
21.	A Notification pop-up window with the message "**TR3 Details Saved successfully**" displays. The Concrete Producer clicks **OK** to close the Notification pop-up window. 

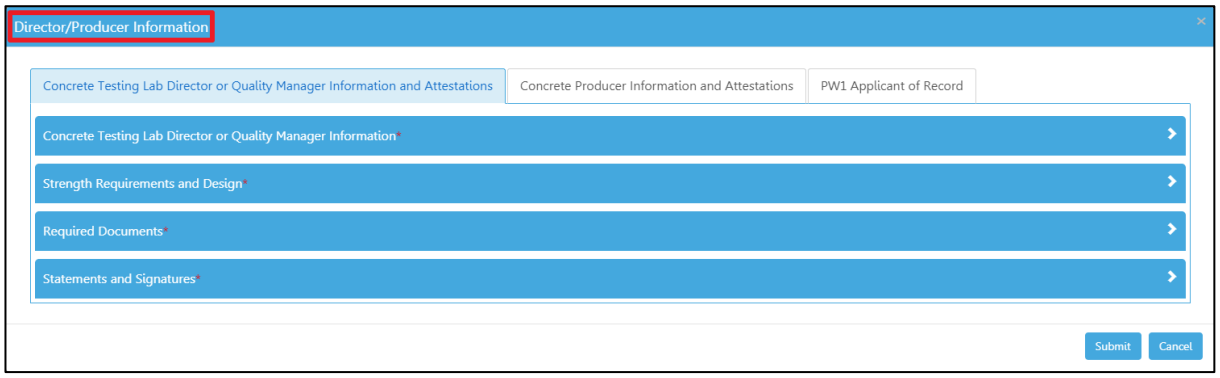
Step	Action
STAKEHOLDER (PW1 APPLICANT OF RECORD)	
22.	Select the **Concrete Design** Mix **(TR3)** tab.

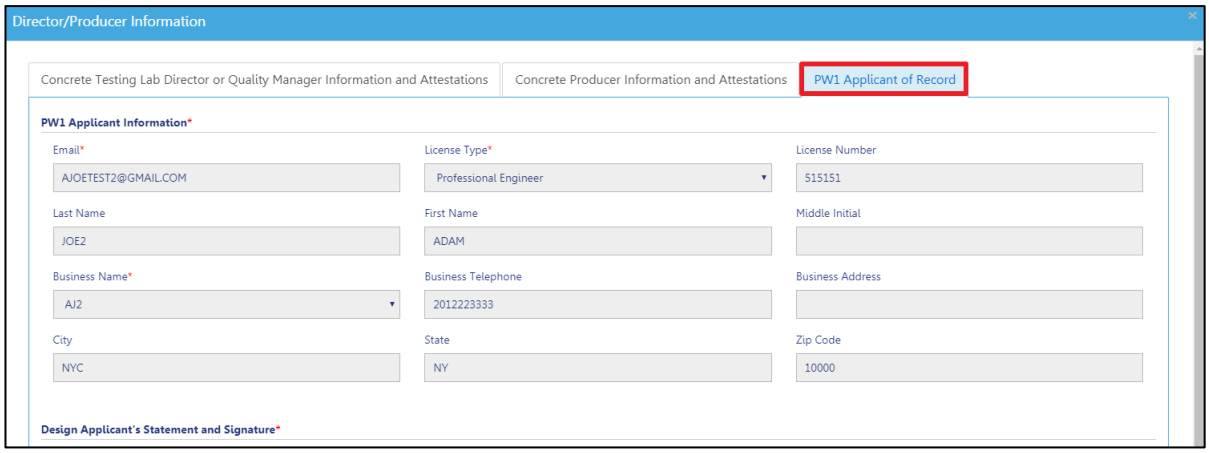
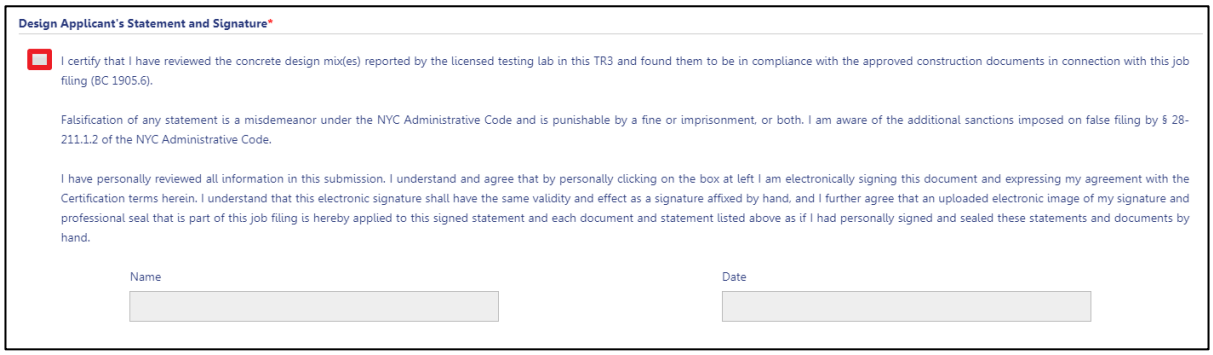
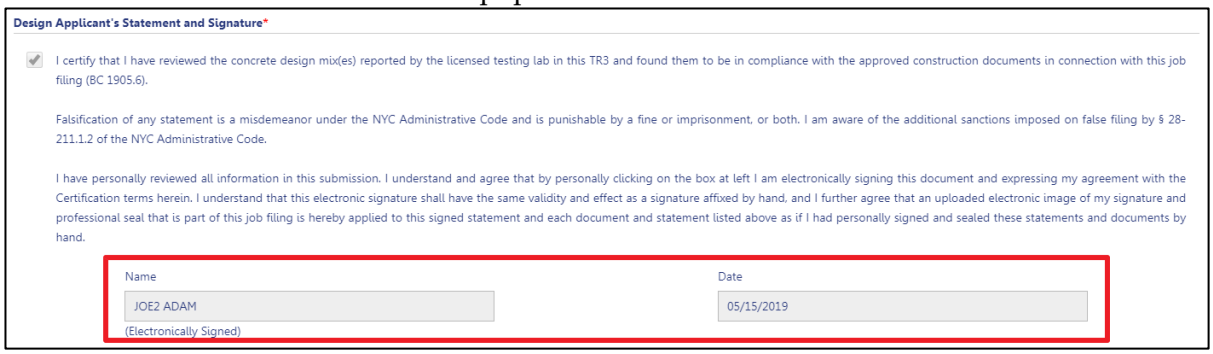


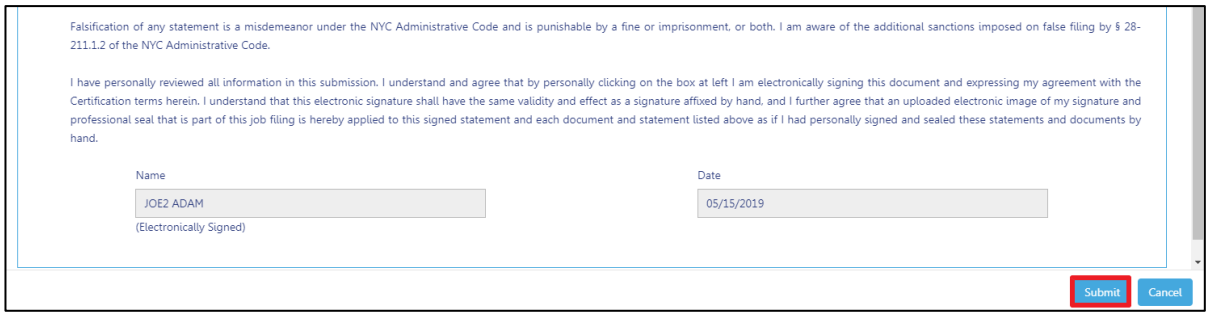
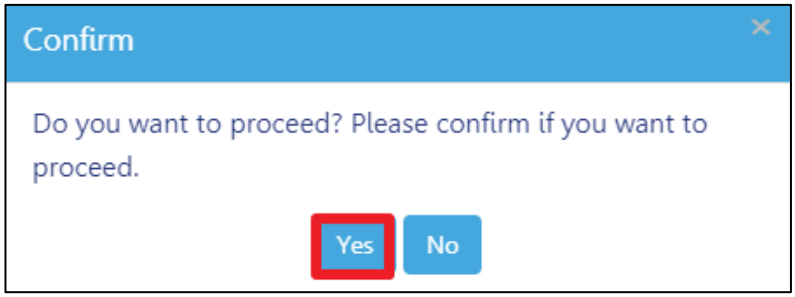
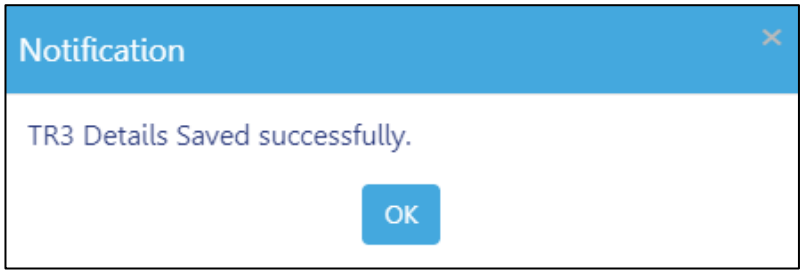
23.	Click **Update** on each mix to complete the required fields.

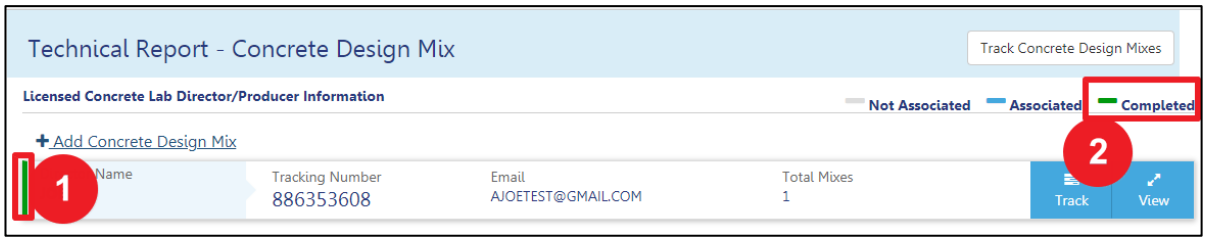
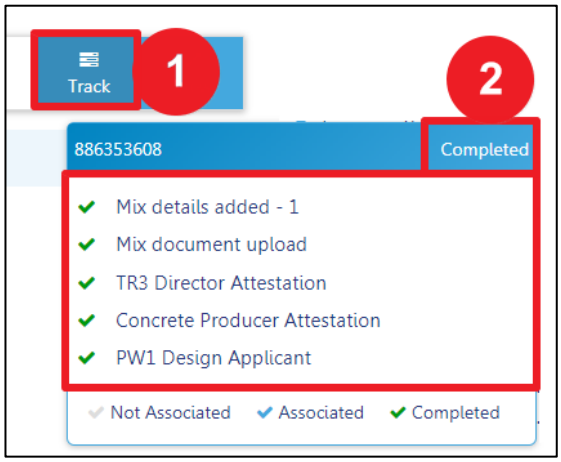


The **Director/Producer Information** pop-up window will display.



Step	Action
24.	Select the **PW1 Applicant of Record** tab. 
25.	Select the checkbox in the **Design Applicant's Statement and Signature** section. 
	The **Name and the Date** fields' auto-populate after the checkbox is clicked. 

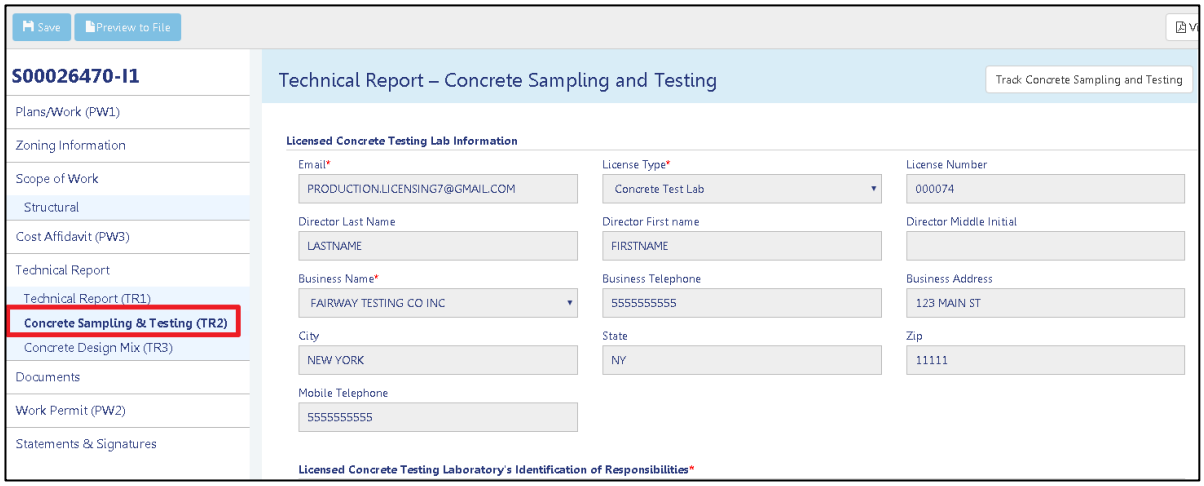
Step	Action
26.	Click **Submit** in the **PW1 Applicant of Record** section. 
27.	A **Confirm** notification displays with the message that reads, "**Do you want to proceed? Please confirm if you want to proceed**." Click **Yes**, to proceed. 
28.	A Notification pop-up window with the message "**TR3 Details Saved successfully**" displays. Click **OK** to close the Notification pop-up window. 

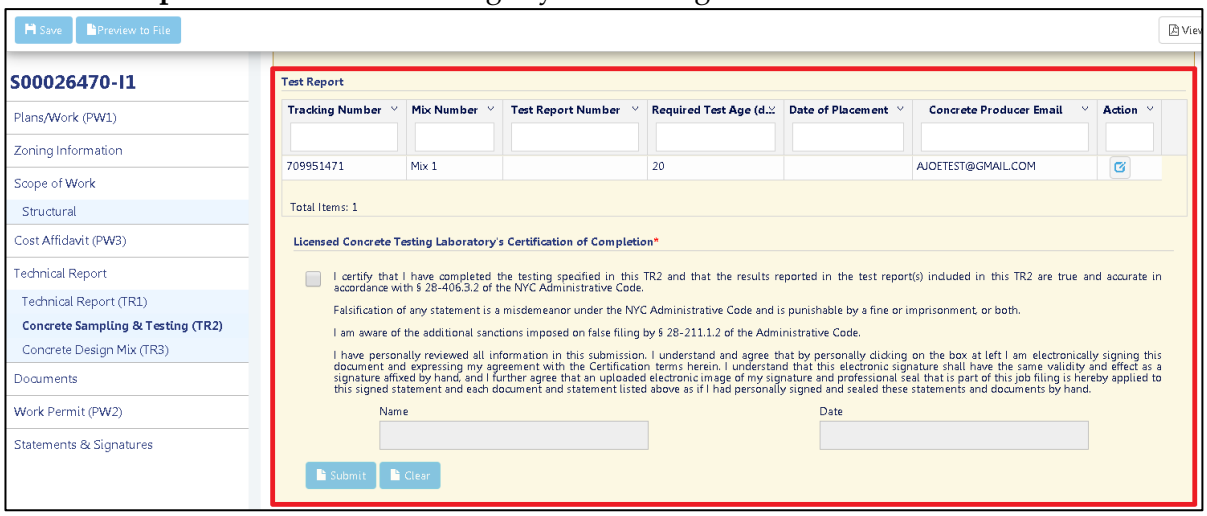
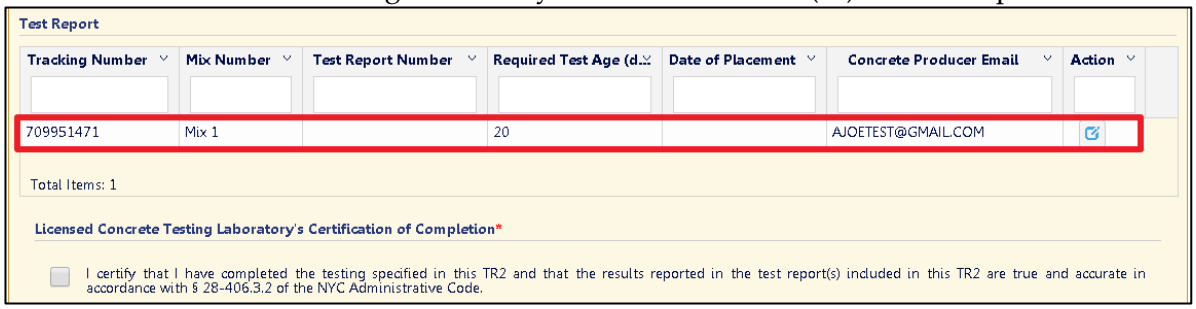
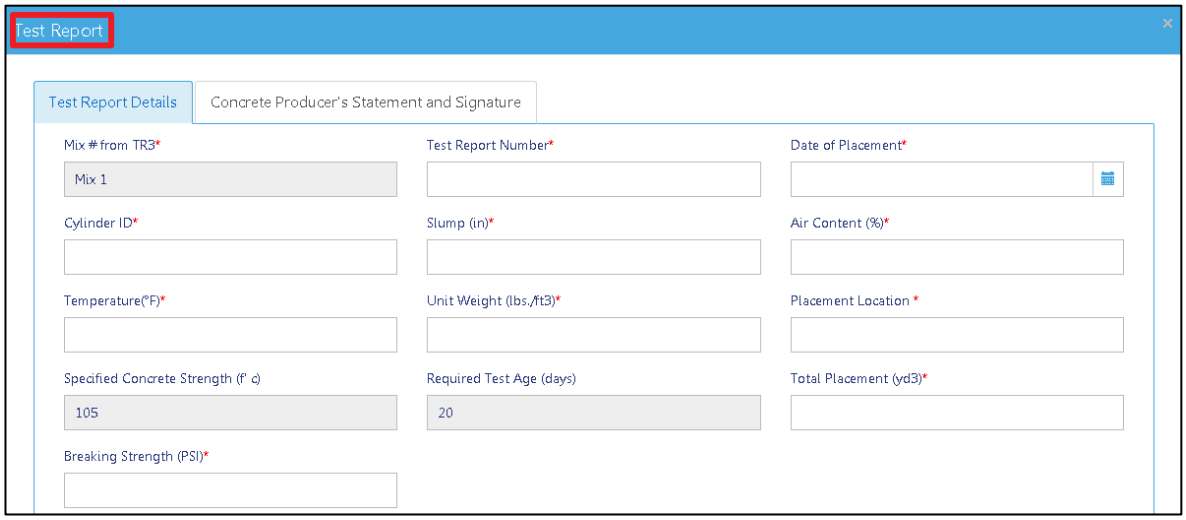
Step	Action
	A green bar displays once all required fields are completed for each mix.  Click **Track** to view the checklist for each Mix. 
You have completed the *Complete Technical Report (TR3): Concrete Design Mix Step-by-Step Guide.*	

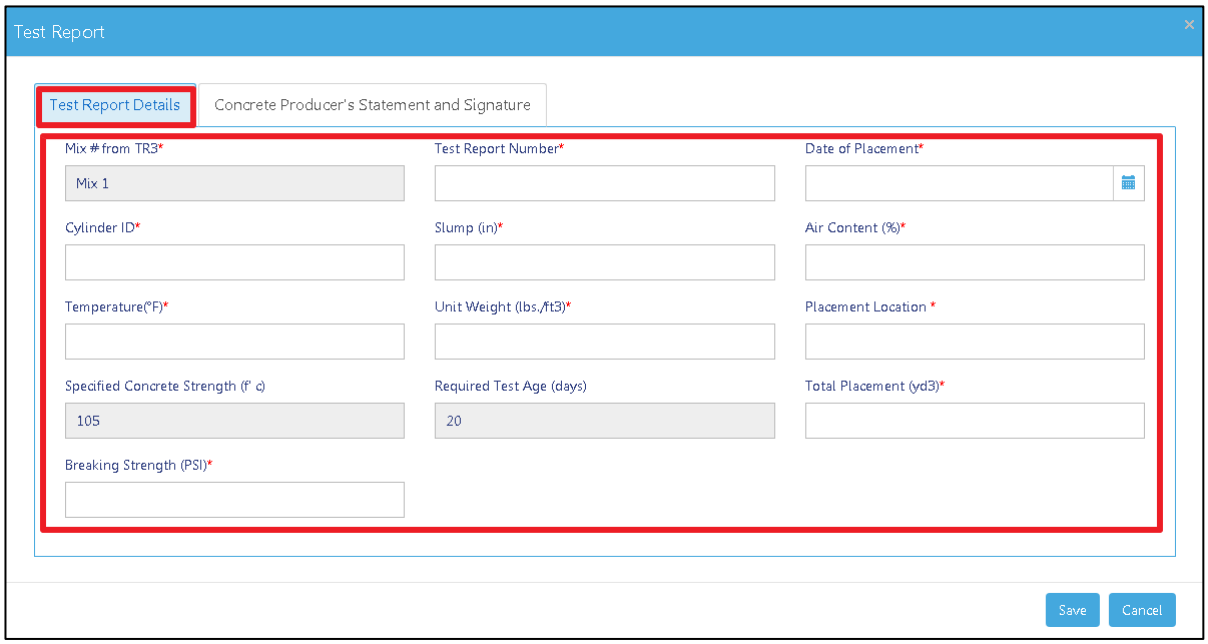
Note: The Concrete Design Mix (TR2) tab updates to display the **Test Report** section after the Work Permit (PW2) is approved by DOB.

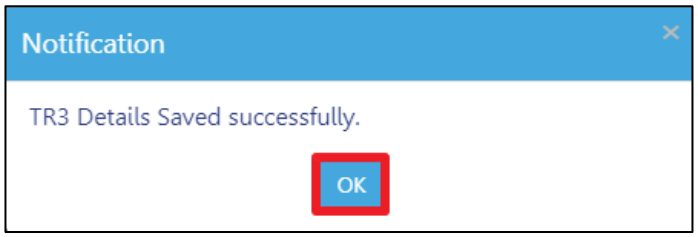
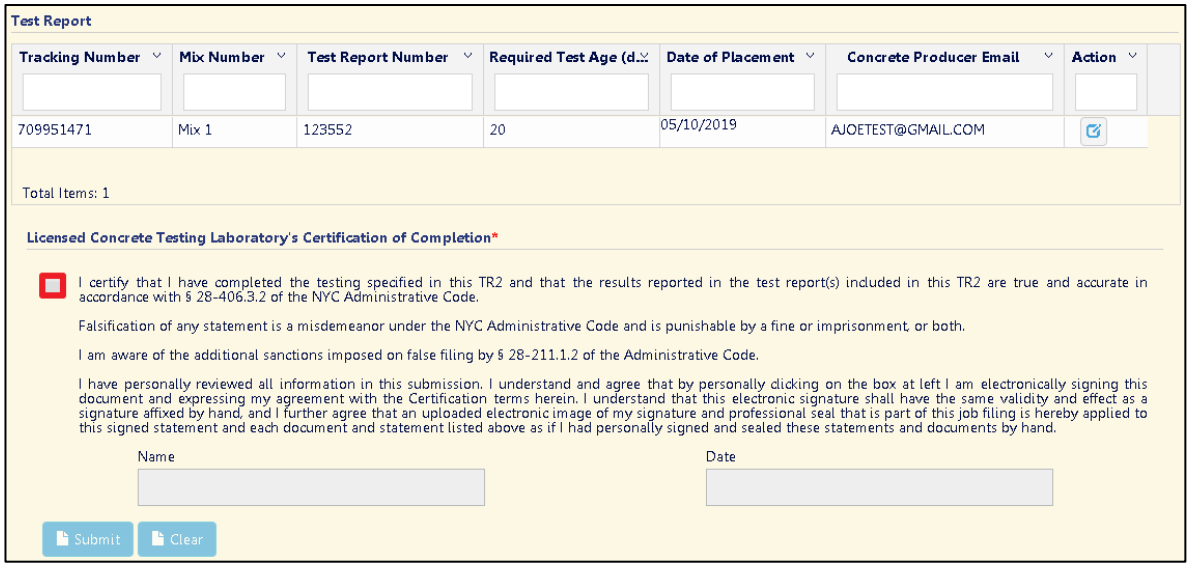
AFTER PERMIT ISSUED: Technical Report (TR2): Concrete Sampling and Testing

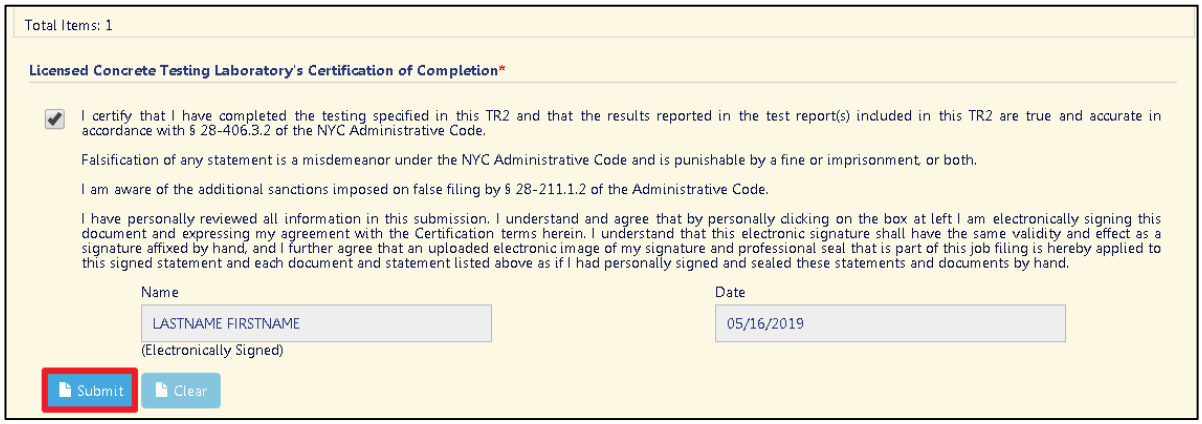
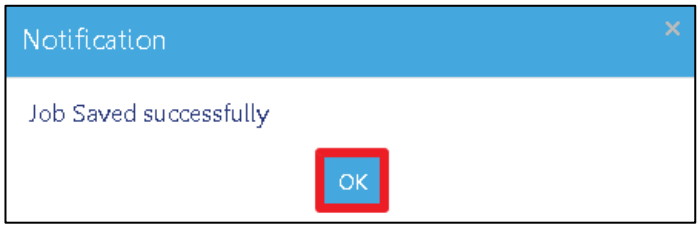
Complete the following steps to enter the **Technical Report (TR2)**: Concrete Sampling and Testing details:

Step	Action
LICENSING CONCRETE TESTING LAB DIRECTOR (LAB A)	
1.	The Licensed Concrete Testing Laboratory logins and selects the **Concrete Sampling & Testing (TR2)** tab. 
	Note The Concrete Design Mix (TR2) tab updates to display the **Test Report** section after the Work Permit (PW2) is approved by DOB.

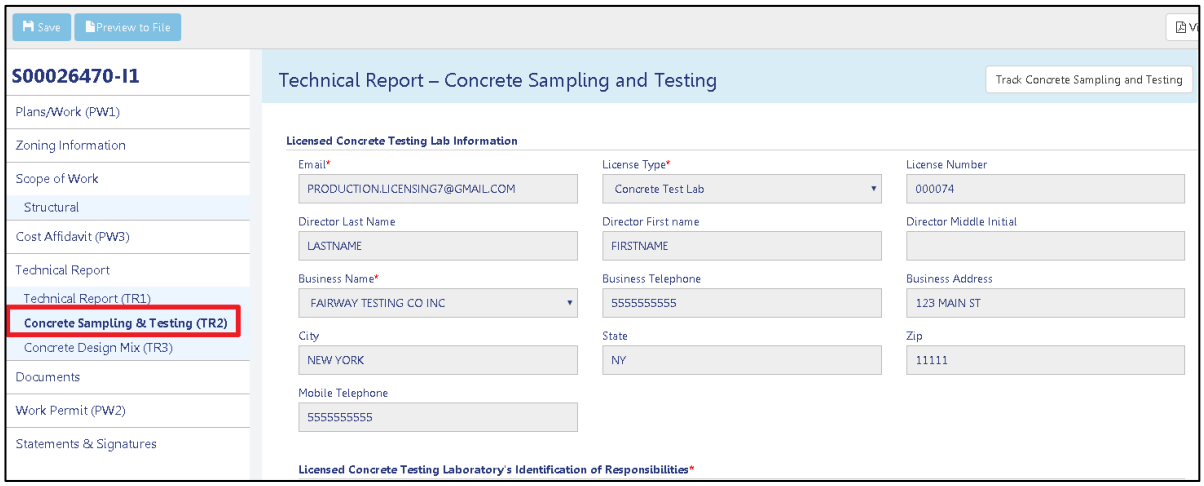
Step	Action
	The **Test Report** section will have a light-yellow background. 
2.	The Licensed Concrete Testing Laboratory clicks the **edit** icon ( ) on each report. 
3.	The **Test Report** pop-up window displays. 

Step	Action
4.	The Licensed Concrete Testing Laboratory selects the **Test Report Details** tab to complete the following required fields: ☐ **Test Report Number** ☐ **Date of Placement** ☐ **Cylinder ID** ☐ **Slump (in)*** ☐ **Air Content (%)** ☐ **Temperature(°F)** ☐ **Unit Weight (lbs./ft3)** ☐ **Placement Location** ☐ **Total Placement (yd3)** ☐ **Breaking Strength (PSI)** 
5.	The Licensed Concrete Testing Laboratory clciks **Save**.

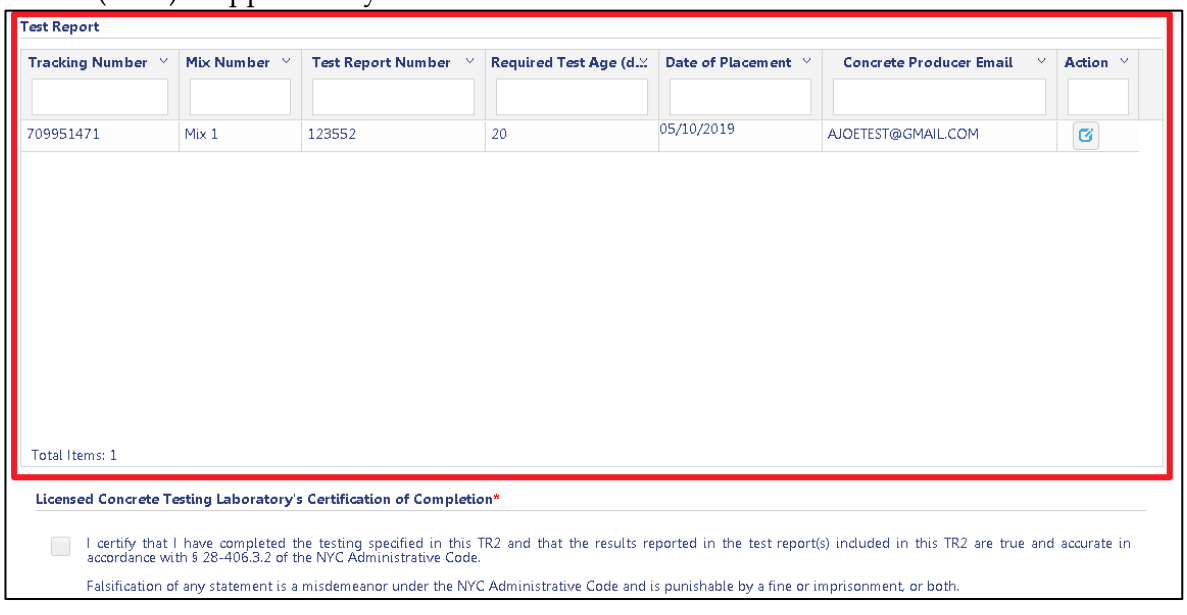
Step	Action
6.	A **Notification** pop-up window with the message "**TR2 Details Saved successfully.**" displays. The Licensed Concrete Testing Laboratory clicks **OK** to close the notification window. 
7.	The Licensed Concrete Testing Laboratory selects the checkbox in the **Licensed Concrete Testing Laboratory's Identification of Responsibilities** section. 

Step	Action
8.	The Licensed Concrete Testing Laboratory selects **Submit** in the **Licensed Concrete Testing Laboratory's Identification of Responsibilities** section. 
9.	A **Confirm** notification displays with the message that reads, "**Do you want to proceed? Please confirm if you want to proceed**." The Licensed Concrete Testing Laboratory clicks **Yes**, to proceed.
10.	A **Notification** pop-up window with the message "**Job Saved successfully**" displays. The Licensed Concrete Testing Laboratory clicks **OK** to close the notification window. 

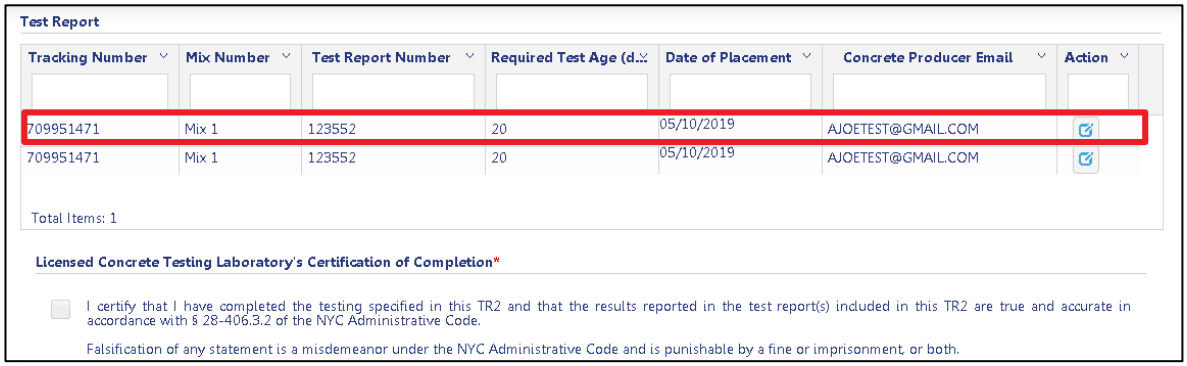
Step	Action
CONCRETE PRODUCER	
11.	The Concrete Producer logs in and selects the **Concrete Sampling & Testing (TR2)** tab.



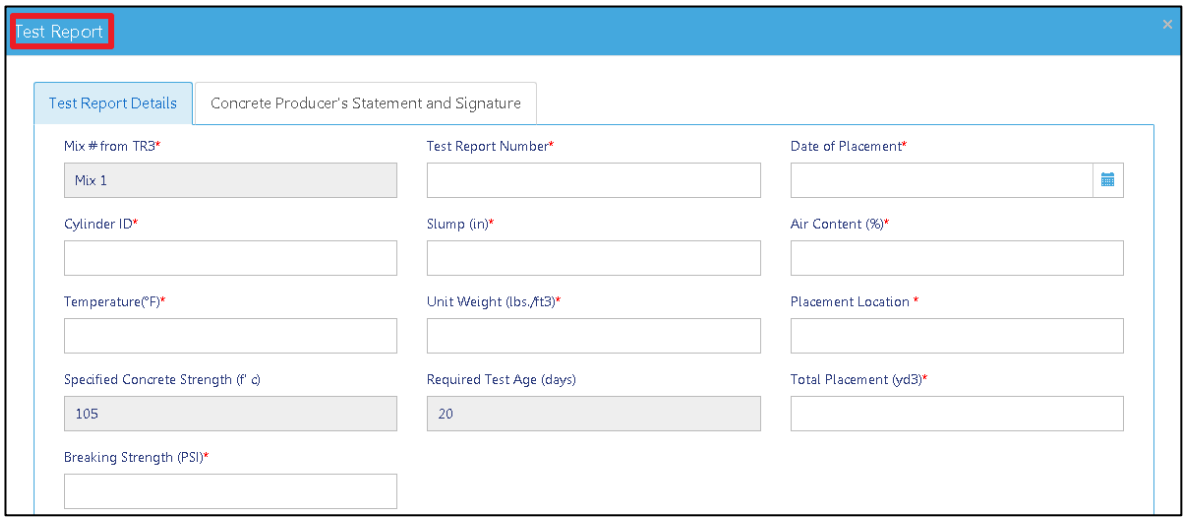
The Concrete Design Mix (TR2) tab updates to display the **Test Report** section after the Work Permit (PW2) is approved by DOB.



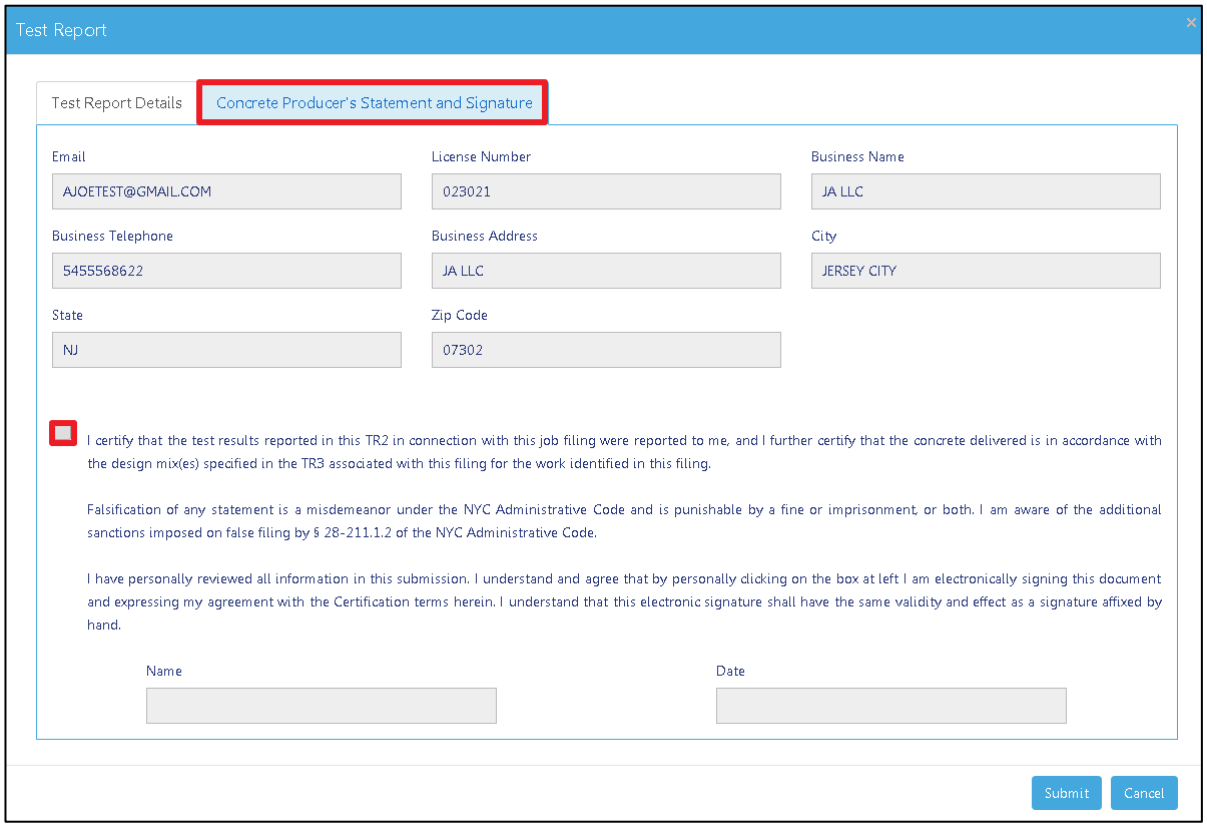
Step	Action
12.	The Concrete Producer clicks the **edit** icon ( ) on each report.



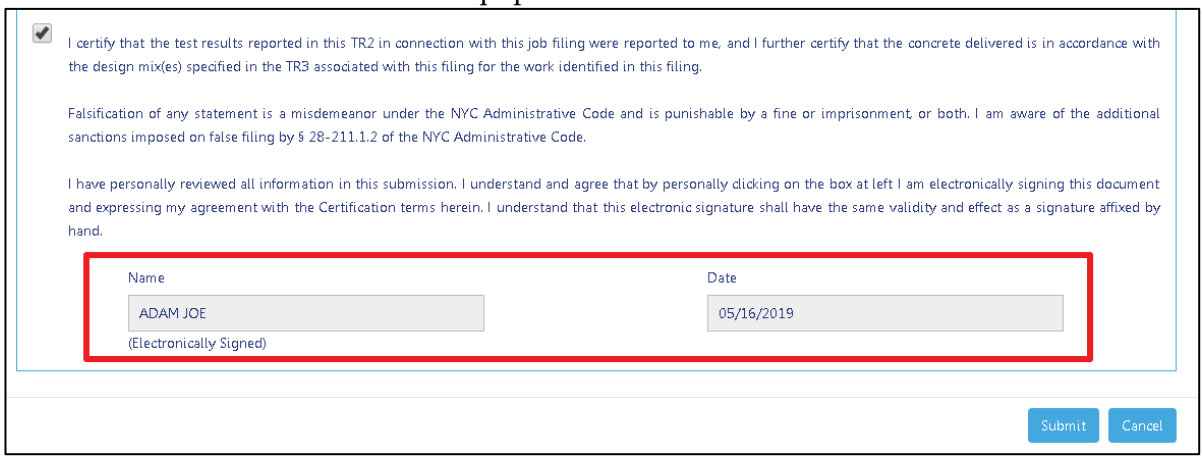
The **Test Report** pop-up window displays.

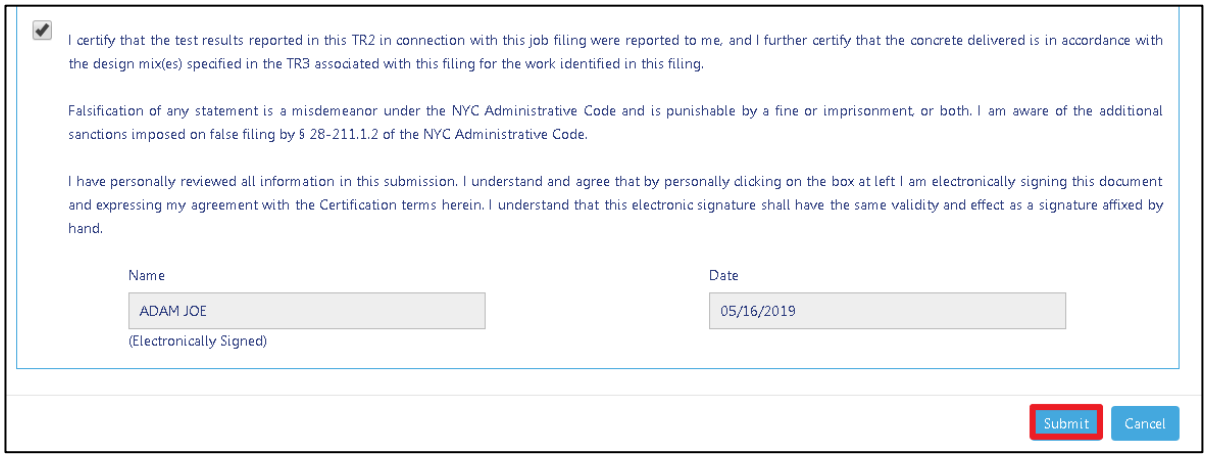
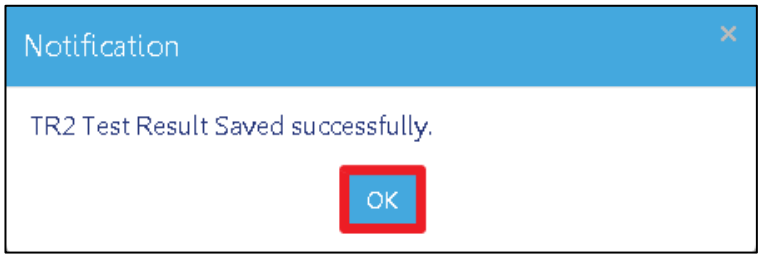


Step	Action
13.	The Concrete Producer selects the **Concrete Producer's Statement and Signature** tab to select the checkbox in the **Concrete Producer's Statement and Signature section**.

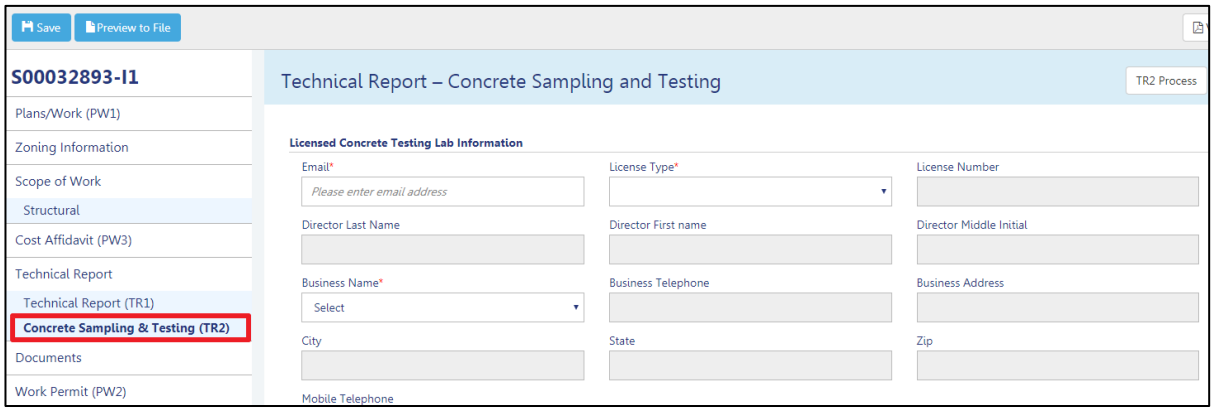


The **Name and the Date** fields' auto-populate after the checkbox is clicked.



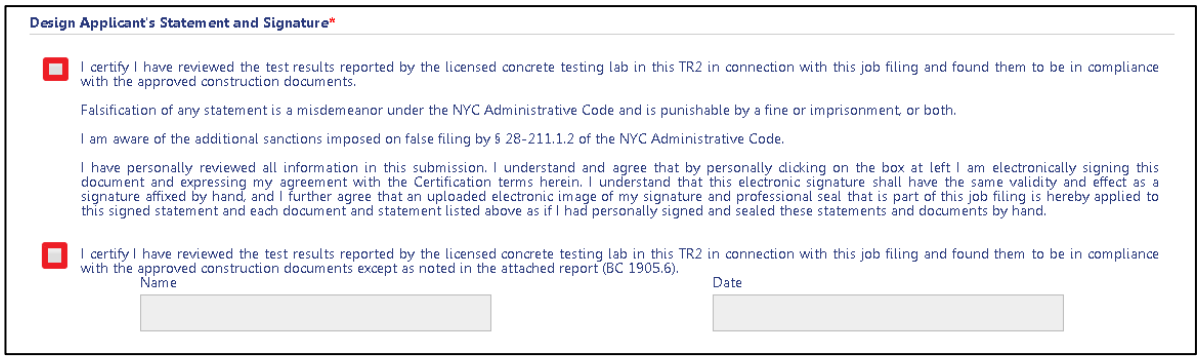
Step	Action
14.	The Concrete Producer clicks **Submit** in the **Concrete Producer's Statement and Signature** section. 
15.	A **Confirm** notification displays with the message that reads, "**Do you want to proceed? Please confirm if you want to proceed**." The Concrete Producer clicks **Yes**, to proceed.
16.	A **Notification** pop-up window with the message "**TR2 Test Result Saved successfully**." displays. The Concrete Producer clicks **OK** to close the notification window. 

Step	Action
STAKEHOLDER (PW1 APPLICANT OF RECORD)	
1.	Select the **Technical Report: Concrete Sampling & Testing (TR2)** tab.

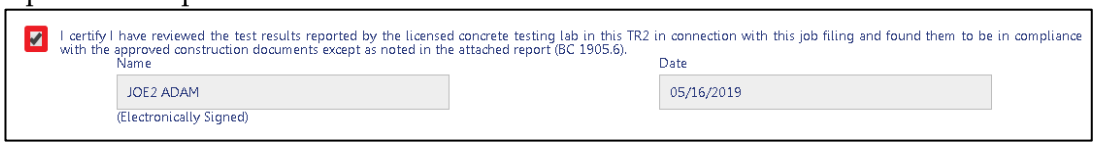
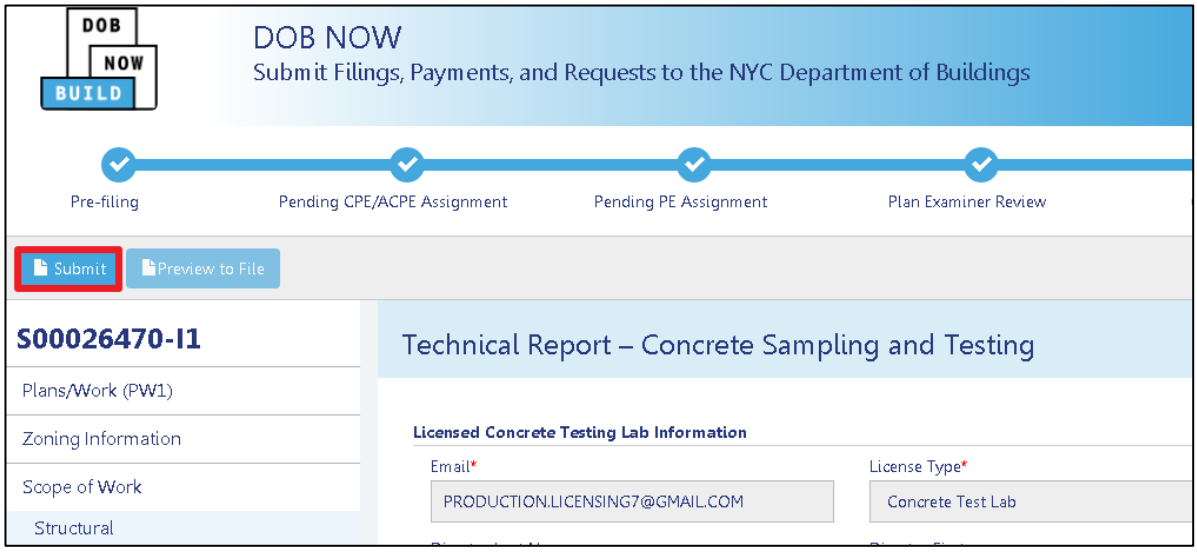


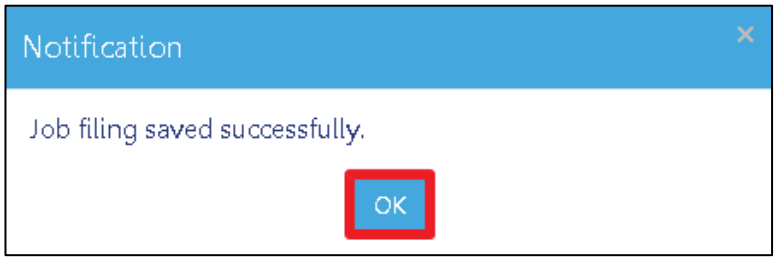
Note The Concrete Design Mix (TR2) tab updates to display the Test Report section after the Work Permit (PW2) is approved by DOB.

2. Select the applicable checkbox in the **Design Applicant's Statement and Signature** section.



The **Name and the Date** fields' auto-populate after the checkbox is clicked.

Step	Action
	Note If the "I certify I have reviewed the test results reported by the licensed concrete testing lab in this TR2 in connection with this job filing and found them to be in compliance with the approved construction documents except as noted in the attached report (BC 1905.6)." checkbox is selected, a report must be uploaded. Upload the report in the **Documents** tab. 
3.	From the top-right corner click **Submit**. 
4.	A **Confirm** notification displays with the message that reads, "**Upon clicking Yes, this attestation may not be unchecked**." Click **Yes**, to proceed.

Step	Action
5.	A Notification pop-up window with the message "**Job filing saved successfully.**" displays. Click **OK** to close the Notification pop-up window. 
You have completed the *DOB NOW: Build – Technical Reports TR2 & TR3 Step-By-Step Guides for Work Type: Structural (Scope of Work: Concrete).*	