This chapter contains the following sections:

Overview	
Hot Plant/Marination Inspector's Responsibilities– Plantmix Surfacing Items	
Inspector's Responsibilities – Plantmix Surfacing Items	
Office Engineer's Responsibilities – Plantmix Surfacing Items	
Inspector's Responsibilities – Recycled Bituminuous Surface	
Office Engineer's Responsibility – Recycled Bituminous Surface	



OVERVIEW

All Plantmix and Recycled Bituminous Surfacing Items must be measured. Documentation examples for a few selected Plantmix and Recycled Bituminous Surfacing Items are illustrated in this chapter. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

Forms change periodically, go to the SharePoint Construction Forms Area for the latest form available.

HOT PLANT/MARINATION INSPECTOR'S Responsibilities- plantmix surfacing items

- Receive a copy of the current Jobmix Formula from the Office Engineer.
- Make sure to have enough Transmittal for Asphalt Sample forms (Form No. 020-016), to cover all the material samples for the day. If there are any questions concerning this form, contact the Materials Division.
- Complete the Plant Inspector's portion of the Daily Plant Report of Asphalt Mixtures (Form No. 040-011) and turn into the Office Engineer. Refer to Part 3, Forms, in the <u>Field Testing Guide</u> for details. Contact Construction Division Quality Assurance for assistance.
 - If the current Jobmix formula is being used on multiple contracts for different Resident Engineers, record the additional contract numbers at the top of the Plant Inspector portion of the 040-011 form.
 - Make sure to record ALL Plantmix Wasted in the Report of Asphalt Quantiles section of the 040-011 form.
- Collect a Bill of Lading (B/L) (Figure 10-1) for each delivery of asphalt cement and/or mineral filler.
 - Record the contract ID in the upper right-hand corner.
 - Check and initial all weight calculations.
 - Turn into the Office Engineer each day.
- Collect a Material Certification (Figure 10-2) for each delivery of asphalt cement and/or mineral filler.
 - Record the contract ID in the upper right-hand corner.
 - Turn into the Office Engineer each day.
 - If a hotplant or marination plant supplies material on multiple contracts for different Resident Engineers, record the additional contract numbers on the B/Ls and Material Certifications.
 - The Transmittal for Test Samples and Certifications forms (Form No. 020-018) will be completed (by the Inspector or the Office Engineer) and sent into the Materials Division. When there is more than one B/L and Material Certification to be submitted for approval, combine them all on one transmittal. If there are any questions concerning this form, contact the Materials Division.

				Ce	JT -5608
	130-	130 A			86980
*****	041	Graymont Filot Per	Western US	Inc.	00100
SALAN	Land	13 Miles	W of West W	endover, E	xit 398
GRAVMONIT	8/21/15	West Wend	lover NV 898	83 204650	
Sierra Nevada Construction Inc. 9.0. BOX 50760 Sparks NV 89435	' Sier Must Must	tang Hot Plan tang NV 89434	onstruction at	Inc.	
BILL OF	LADING - Not Neg	otiable	4007049		Page: 1
Customer#: 187173 Customer PO#: Mustang	Shi	p Date:	20-Aug-201	.5	raye, A
Related Ord No:	Bro	ker Name:	Customer's	Truck	
Terms: Net 30	Cy Del:	ivery:	21-Aug-201	.5	2
Shipment#: 56449026	. CTQ/	/NIK:		-	172957
Tare: 46180 lb 20. Tare: 82760 lb MAN WT	Car	/Truck #: rier:	130 Customer's	Truck	
Item Quantity Description					
2000 41.380 TN Chem Hydrate High Calcium	, Bulk				
This is to certify t	hat Hydrated Lin	e produced a	t Pilot		K
project identified a	ind covered by th	is BL confor	ms to the		
chemical and physics	l requirements o	ASTM C109	7 and AASHTO		
EMERGENCY TEL. NO.	WHMIS: (800) 42	24-9300 CHBM	TREC (US)		
	(613) 5	96-6666 CAN	JTEC (CANADA	.)	
	041				
·					
Delivery Instructions:	1				
MUSTANG HOT PLANT				1	
NUBTANG HOT PLANT					
MUSTANG HOT FLANT Shipper/Deputy: Ca	rrier:	,	Consignee	L	
NUBTANG HOT PLANT Shipper/Deputy: Ca per <u> </u>	BHIPPING NOTICE-	Customer Cop		Number	4007049
Shipper/Deputy: Ce per <u>4 per pe</u> pe		Customer Cog	per A	Number	4007049
Shipper/Deputy: Ca per <u>4</u> pe Figure 10-1: Bill of La	SHIPPING NOTICE-	Customer Cog		Number Cont 36	2 4007049
RUBTANG HOT PLANT shipper/Deputy: Ca per <u>J A</u> pe Figure 10-1: Bill of La Erdon Mai Las Vega 2427-457-46	ELEPTING NOTICE- ading whet Products. Les 1 chanse Ave. Newsdo, 88136 666	Customer Cog	per A	Number Cont 36	2007049 508
RUBERAND ROT PLANT shipper/Deputy: Ca per <u>A</u> pe Figure 10-1: Bill of La Error As Las Vepu Product 76-22/W Data Sama	ar Jay JA ar Jay JA shirpinko norice- ading obust Products. Las 1 churd Products. Las	Customer Cog	per AL	Runber Runber Cont 34	22 4007049
ABSTAND HOT PLANT Shipper/Deputy: Ca per <u>A</u> pr Figure 10-1: Bill of La Error Ass Add W.P. Product 76-22:W Data Sam Tame # AC1 Time Sam	Artick: Art	Gustomer Gor	per Antonia generation of the second	Cont 36	222 4007049
ABSTAND HOT PLANE Shipper/Deputy: Ca pez pez pe Figure 10-1: Bill of La Error Ass Las Vega Tech Product 76-22/W Des Sem Tank # AC_1 Time Sam Test	Artick: Art	rountomer Cop	per Antonia generation of the second	Runber Runber Cont 36 2/21/15 Cauris	508 Result
ABSTAND HOT PLANE Shipper/Deputy: Ca per per igure 10-1: Bill of La Econo Ass 8400 W.PJ Las Vigas 7024-87-4 Product 76-22/W Dete Sam Tank # 66-1 Time Sam Tests or original binder Tests Tests	ALE STATES		per H	Cont 36 2/21/15 230 Min.	2007049
ABETANO HOT PLANZ Shipper/Deputy: Ca per A per Figure 10-1: Bill of La Error Ass 6400 W.Fi Las Vega 702427-# Product 76-22W Des Sam Tents on original binder Flash Point, "C	ALL PRODUCTS	Gustomer Cop	per Antonia generation of the second	Cont 36 Runber Cont 36 8/21/15 Cateria 230 Min. 3 Min:	22 4007049 502 Result 2213
ABSTAND HOT PLANZ Shipper/Deputy: Ca per A per Figure 10-1: Bill of La Ernont Ass 6400 W.Ri Las Vegas 702457-# Product 76-22/W Dete Sam Tank # AG-1 Time Sam Test Test Test Test On original binder Flash Point, "C Viscosity Billso, "Chand, Test Temp 78"C 6	ALL CONTRACTOR OF CONTRACTOR O		per Artested per Tected ate Tected ate Method ast Method ast To Tate ASHTO Tate	Cont 34 Runber Cont 34 8/21/15 Cottoria 3 Min. 1.3 Min.	22 6007049 508 22113 1.573
ABSTAND HOT PLANZ Shippez/Deputy: Ca pes A pe Figure 10-1: Bill of La Eroon Ass Eroon Ass Ero	AN DEAL OF THE STATE STA		per All	Lubra Number Cont SE 2/21/15 Cotoria 230 Min. 230 Min.	2213 1.673 28.73
ABSTAND HOT PLANZ Shipper/Deputy: Ce pes Ape Gigure 10-1: Bill of La Eroon Ass Las Vegas 702-457-4 Product 76-221-1/ Tent # AC_1 Tene Sam Test Test Test Test Shar, C' hand, Test Temp 76°C @ Duckling & 155 °C, Pan's Duckling & 4 °C, Somvinia,cm Sieve	An Antonio Ant	Veges Fermine/	per Hull per Hull y w ete Tested est Method est Method est Traffe ASHTO T316 est T730	Cont 32 R/21/15 Cotteria 230 Min. 3 Min. 1.3 Min. 220 Min. Pass	2210 2211 1.673 24.73 24.73 24.73 24.73 24.73
HIBETAND HOT PLANT Shipper/Deputy: Ce per A pe Figure 10-1: Bill of La Figure 10-1: Bill of La Erront Asi Les Vegas Todust 76-22HV Des Sem Todust 76-22HV Des Sem Todust 76-22HV Des Sem Test Test Test Test Sem Fisch Point, "C Viscosity @ 155 "C, Pa"s Dynamic Bheer, G"haid, Test Temp 76"C @ DucSity @ 4 "C, Sommin,cm Sieve Polymer Content, % by mate	An Antonio Ant		per Hy	20 Min. 3 Min. 230 Min. 3 Min. 230 Min. 230 Min. 230 Min. 230 Min.	2213 1.573 28.75 064: 2415
ABSTAND HOT PLANZ shipper/Deputy: Ca pez pez pe Figure 10-1: Bill of La Eroson Ass & 400 W.P. Test Son Original binder Tests on original binder Tests on original binder Tests on original binder Fisch Pork, "Co Viscoshy & 15 °C, Pa*n Ductifix @ 4 °C, Sommin.cm Sieve Poymer Content, % by mass Tests on Residue from R.T.F.O, Nev.1728	Arter: Ading A	Customer Cog	ete Tested est Method ev. 1716 ev. 1746 ev. 1730	20 Min. 220 Min. 230 Min. 230 Min. 230 Min. 230 Min. 230 Min.	2213 1.673 2213 1.673 28.73 28.73 28.73 28.73 28.73 28.73 28.73 28.73 28.73
ABSTAND HOT PLANZ Shipper/Deputy: Ca pell igure 10-1: Bill of La Eroon Ass Labo Ways Labo Way	Artier: Article Control of Contr	Customer Cop	ete Tested per Type per Aylo py ete Tested est Method ev. 1716 ASHTO T316 ASHTO T316 ev. 1726 ev. 1726	Cont 34 Rumber Cont 34 2/21/15 Cottoria 230 Min. 3 Max 1.3 Min. 20 Min. Pass 3.0 Min. 0.50 Max.	2213 1.673 28.73 29.74 20.74 2
ABETAND HOT PLANZ Shipper/Deputy: Ca per Carter of Car	Artikri BRITPEINO NOTICE- Ading ober Products. Les 1 cherar Ave. Noreds, 8135 bied 10rads, KPa 10rads, KPa	Customer Cop	per Antonia generation of the second	Cont 36 Rumber Cont 36 2/21/15 Cotteria 230 Min. 3 Max 1.3 Min. 20 Min. Pass 3.0 Min. 0.50 Max. 2.20 Min.	2213 1.673 2817 2817 2817 2817 2817 2817 2817 2817
ABETAND HOT PLANZ Shipper/Deputy: Ca per A per igure 10-1: Bill of La Eroon Ass 6400 W.PJ Lae Vegan 702437-# Product 76-22/W Dete Sem Tests on original binder Tests on original binder Flash Port, "C Viscosity & 155 °C, Pa's Ductility & 4 °C, Sommin,cm Sieve Pelymer Content, % by mets Tests on Readus from R.T.F.O., Nev.1728 Dynamic Shee, C'hind, Test Temp 76°C @ Ductility & 4 °C, Sommin,cm	Artier: Article Construction Article Const		per Andre Per An	Contro 36 Rumber Rumber Contro 36 8/21/15 Cottoria 200 Min. 3 Max 1.3 Min. 200 Min. 3.0 Min. 2.0 Min. 0.50 Max. 2.20 Min. 10 Min.	2213 1.573 2857 065 2213 1.573 28.73 065 065 14.5
ABETAND HOT PLANZ Shipper/Deputy: Ca per A per igure 10-1: Bill of La Eroon Ass 6400 W.RJ Las Vegas 702457-# Product 76-22NV Des Sam 702457-# Product 76-22NV Des Sam 704457-# Product 76-22NV Des Sam 70457-# Product 76-22NV D	ALL CONTRACTOR OF A CONTRACT O		per	Contro SE Rumber Contro SE 8/21/15 Cottoria 230 Min. 230 Min. 200	2200000049
ABSTAND HOT PLANZ Shipper/Deputy: Ca per Aper igure 10-1: Bill of La Eroon Ass Eddo W.Ri Las Vegas 702-857-# Product 76-22/W Dets Sam Tank # AG-1 Time Sam Test Tests on original binder Flash Point, "C Viacoshy @ 135 "C, Pa"s Dynamic Shear, G*kind, Test Temp 26"C @ Dynamic Shear, G*kind, Test Temp 26"C @ Dynamic Shear, G*kind, Test Temp 26"C @	RELEVIENCE		per	Number Number Control SE 8/21/15 Cottoria 230 Min. 1.3 Min. 2.0 Min. 9.50 Min. 2.0 Min. 0.50 Max. 2.0 Min. 10 Min. 5000 Max. 5000 Max.	2213 1.573 28573 2851 14.5 2851 14.5 662.1 85.
ABSTAND HOT PLANZ Shippez/Deputy: Ca pest A pe igure 10-1: Bill of La Econt Ass Econt Econt Ass Econt Econt Ass Econt Econt Ass Econt Econt Ass Econt Econt Ass Econt Econt Econt Econt Econt Econt Econt Econt Econt Econt Econt Econt	Arrier: Arrier: Arrier: Ading Arrier: Ading Arrier:		per	Xumber Number Control SE R/21/15 Cotoria 230 Min. 230 Min. 230 Min. 220 Min. 230 Min. 230 Min. 0.50 Max. 300 Max. 300 Max.	2213 1.673 28.75 28.
HIBETAND HOT PLANT Shipper/Deputy: Ca per A pro- Figure 10-1: Bill of La Figure 10-1: Bill of La Eroson Ass acode W.P.J Product 76-22HV Dets Sem Tests on original binder Tests on original binder Tests on original binder Tests on original binder Tests on original binder Fisch Point, 'C Viscoshy @ 135 'C, Pa's Ductility @ 4 'C, Sommin.cm Sieve Poymer Content, % by mass Tests on Residue from R.T.F.O, Nev.1722 Mass Loss, % Dynamic Streer, G'hind, Test Temp 76'C @ Ductility @ 4 'C, Sommin.cm Tests on Residue from R.T.F.O, Nev.1722 Mass Loss, % Dynamic Streer, G'hind, Test Temp 76'C @ Ductility @ 4 'C, Sommin.cm Tests on Residue from Pressure Aging Vec Ductility @ 4 'C, Sommin.cm Tests on Residue from Pressure Aging Vec Ductility @ 4 'C, Sommin.cm Tests on Residue from Pressure Aging Vec Dynamic Streer, G'hind, Test Temp 31'C @ 1 Creep Stiffness, S, Test Temp -12'C @ 00 te Creep Stiffness, New Xiew, Test Temp -12'C @ 00 te Creep Stiffness, Rue New York 10'C @ 1	Prier: Prier: Prier: Ading	Customer Cog	ete Tested ete Tested ete Tested ex. 1726 ex. 1727 ex. 17	20 Min. 220 Min. 220 Min. 220 Min. 220 Min. 220 Min. 220 Min. 230 Min. 20 Min. 20 Min. 20 Min. 3 Min. 20 Min. 3.0	2007049 608 Result 2213 1.573 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 28.75 29.75
ANDERTAND HOF PLANT Shipper/Deputy: Ca par- Figure 10-1: Bill of La Figure 10-1: Bill of La Eroon Ass & 6400 W.P. Freduct: 76-22W/ Dets Sam Tank # &C-1 Time Sam Tests on original binder Tests on Status, Crainb, Test Temp 76°C @ DuciBilly @ 4°C, Sommin.cm Sieve Poyner Content, % by mass Tests on Residue from R.T.F.O, Nev.1728 Mass Loss, % Dynamic Stree, G'hind, Test Temp 76°C @ DuciBilly @ 4°C, Sommin.cm Tests on Residue from Pressure Aging Vet Dynamic Stree, G'hind, Test Temp 12°C @ Creep Stiffness, S, Test Temp -12°C @ 80 ss Creep Stiffness, S, Test Temp -12°C @ Direct Tension, Falure Streen, Test Temp -12°C @	Arrier: Arrier: Arrier: Ading Arrier: Ading Arrier:		ete Tested ete Testes ete Tested ete Tested	Xumber Number Control SE 2/21/15 Cotoria 230 Min. 3 Mar. 20 Min. 220 Min. 2.20 Min. 0.50 Mar. 3.00 Min. 10 Min. 5000 Mar. 3.000 Mar.	2213 1.673 28.75 28.75 2
ANDERTAND HOF PLANT Shipper/Deputy: Ca par-S_Aper Figure 10-1: Bill of La Eroson Ass Labourge Young Tank # AC-1 The Sam Tank # AC-1 The Sam Tests on original binder Fisch Port, "C Viscostly © 155 °C, Pa*s Dynamic Sheer, G*hind, Test Temp 76°C @ Ducstily @ 4 °C, Sommin.cm Sieve Polymer Content, % by mass Tests on Residue from R.T.F.O., Nev.1728 Mass Loss, % Dynamic Sheer, G*hind, Test Temp 76°C @ Ducstily @ 4 °C, Sommin.cm Sieve Dynamic Sheer, G*hind, Test Temp 76°C @ Ducstily @ 4 °C, Sommin.cm Tests on Residue from R.T.F.O., Nev.1728 Mass Loss, % Dynamic Sheer, G*hind, Test Temp 76°C @ Ducstily @ 4 °C, Sommin.cm Tests on Residue from Pressure Aging Ves Dynamic Sheer, G*hind, Test Temp 17°C @ Ducstily @ 4 °C, Sommin.cm Tests on Residue from Pressure Aging Ves Dynamic Sheer, G*hind, Test Temp 17°C @ Drect Tension, Falure Stare, Test Temp 17°C @	And in general sector of the s	Customer Cop	ete Tested per Arb per Arb	Cont 30 Number Cont 30 R/21/15 Cotteria 20 Min. 3 Max 1.3 Min. 20 Min. Pass 3.0 Min. 0.50 Max. 20 Min. 10 Min. 5000 Max. 300 Min. 100 Min. 3500 T03	2007049 608 808 808 808 808 808 808 808 808 808
MUSTAND HOT PLANT shipper/Deputy: Ca per definition of the second seco	All and a second	Customer Cog	Per And per And And Per And And And Per And And Per And And Per And And Per And And And Per And And And And Per And And And And And And And And And And	Cont 36 Rumber Cont 36 2/21/15 Cottoria 230 Min. 3 Max 1.3 Min. 20 Min. 230 Min. 2.0 Min. 0.50 Max. 2.00 Min. 3.0 Min. 3.00 Min. 300 Max 0.300 Max 0	2213 1.673 2857 2857 2873 2873 2873 2873 2873 2873 2865 14.5 2865 14.5 2865 14.5 2865 14.5
NUBERAND NOT PLANT Shipper/Deputy: Ca per A per Figure 10-1: Bill of La Emon Ass Eddo W.PJ Las Vegan Tank # AC-1 The Sam Tank # AC-1 The Sam Tests Tests on original binder Flash Port, "C Waccobly @ 15' C, Pa's Dynamic Shear, G'hind, Test Temp 76'C @ Ductility @ 4 'C, Somviniu.cm Sieve Polymer Content, % by mass Tests on residue from PLF.C. Nev. 1728 Mass Loss, % Dynamic Shear, G'hind, Test Temp 76'C @ Ductility @ 4 'C, Somviniu.cm Sieve Dynamic Shear, G'hind, Test Temp 76'C @ Ductility @ 4 'C, Somviniu.cm Tests on residue from Pressure Aging Ves Dynamic Shear, G'hind, Test Temp 12'C @ Ductility @ 4 'C, Somviniu.cm Tests on residue from Pressure Aging Ves Dynamic Shear, G'hind, Test Temp -12'C @ Ductility @ 4 'C, Somviniu.cm Tests on residue Strater, Test Temp -12'C @ Ductility Content Maringer for accu- The contifies that this material in control of the State of Newoder Straderd to contant of the State of Newoder Strad	Alexandre and a second a	Customer Cog	ete Tested per Arb per Arb	Coint 36 Rumber Rumber Coint 36 2/21/15 Cotteria 230 Min. 3 Max 1.3 Min. 20 Min. 20 Min. 10 Min. 10 Min. 300 Max 0.300 Min. 100 Min. 300 Max 0.300 Min. 1.00 Min.	2213 1.673 2857 2857 2857 2857 2857 2857 2857 2857
ANDERTAND HOF PLANT Shipper/Deputy: Ca per definition of the second se	All and a second a secon	Customer Cog	ete Tested per Arb per Arb	Contro 34 Rumber Contro 34 R/21/15 Cottoria R/21/15 Cottoria 230 Min. 3 Max 1.3 Min. 20 Min. 3 Max 1.3 Min. 20 Min. 3 Max 1.3 Min. 20 Min. 3.0 Min. 1.0 Min. 300 Max. 3.00 Max. 3	2210 508 Result 2211 1.573 28.73 Des: 2.881 14.5 862.2 862.2 862.2 862.2
HUBETAND HOT PLANT Shipper/Deputy: Ca par pe igure 10-1: Bill of La figure 16-22NV product 76-22NV product 76-22N	Alexandress and a second secon	Customer Cog	ete Tested per Arb per Arb	Contro 36 Number Contro 36 8/21/15 Cottoria 200 Min. 3 Max 1.3 Min. 200 Min. 3 Max 1.3 Min. 200 Min. 3.0 Min. 3.00 Min. 300 Max. 3.00 Min. 3.00 Mi	2213 1.573 2857 44.5 2851 44.5 852.2 65 0.333
ANDERTAND HOT PLANT Shipper/Deputy: Ca per A pro- Figure 10-1: Bill of La Figure 10-1: Bill of La Ecoor Ass Labor Ways Labor Ways Product 76-22NV Data Sam Tank # AC-1 The Sam Tank # AC-1 The Sam Tests or original binder Fisch Point, "C Viscoshy @ 135 °C, Pa*s Dynamic Sheer, G*hind, Test Temp 76°C @ Ducifility @ 4 °C, Som/min.cm Sieve Polymer Content, % by mass Tests on Residue from R.T.F.O., Nev.1728 Mass Loss, % Dynamic Sheer, G*hind, Test Temp 76°C @ Ducifility @ 4 °C, Som/min.cm Sieve Double @ 4 °C, Som/min.cm Tests on Residue from R.T.F.O., Nev.1728 Mass Loss, % Dynamic Sheer, G*hind, Test Temp 76°C @ Ducifility @ 4 °C, Som/min.cm Tests on Residue from Pressure Aging Ves Dynamic Sheer, G*hind, Test Temp 71°C @ Ducifility @ 4 °C, Som/min.cm Tests on Residue from Pressure Aging Ves Dynamic Sheer, G*hind, Test Temp 71°C @ Ducifility @ 4 °C, Som/min.cm Tests on Newder Stated * Oguing Control Manager for accu The material is certifies State of Newder Standard to Signature Autor Date 28/24/25 Notes: @Li, & SCU/25	And in general sector of the s	Customer Cog Customer Cog Customer Cog Customer Cog Customer Cog Customer Cog N N N N N N N N N N N N N	ete Tested st Method ex. T746 ex.	Cont 34 Rumber Cont 34 2/21/15 Cottoria 20 Min. 3 Max 1.3 Min. 20 Min. 220 Min. 3.0 Min. 2.0 Min. 3.0 Min. 5000 Max. 3.00 Min. 5000 Max. 3.00 Min. 5000 Max. 3.00 Min. 5000 Max. 3.00 Min. 5000 Max. 3.00 Min.	2007049 508 Result 2211 1.573 2873 Des: 2.881 14.5 86 0.353

Figure 10-2: Material Certification

10-4

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (PLANTMIX Surface)

- 1. Create an IDR in Mobile Inspector (Details only) daily to document the activity being monitored at the plant. Refer to the Mobile Inspector User Guide for details on using this application.
- 2. Record the following required information in the Report Details window (Figure 10-3):
 - Date
 - Weather
 - Low and high temperature
 - Attachments (N/A) Send ALL photos via email.
 - Remarks Record the following information:
 - Checks every hour to determine bit ratio
 - Average daily bitumen ratio, calculated from daily totals of mix, aggregate, and asphalt.
 - Quantities of material delivered to the plant, plant settings, and moisture corrections.
 - Plant production rate and plant operation times, noting any time the plant is not in operation and the reason why.
 - Indicate if material was supplied for use on additional contracts.
- 3. Complete a final review of the IDR and lock it.

Note: When a Mobile Inspector IDR is completed and locked the information is uploaded into a FieldManager IDR where it is reviewed and generated.

ď		
Date:	Wed (2/01/2017
Weather:	Cloudy with	light rain show *
Low Temp:		34]°
High Temp:		57 °
Attachments:		0
Remarks:		
Hot Plant Inspection: design #BE 16-48 .IM	Production of type 2C j	plantmix from mix
Low ambient temperat Shut down at 4:55pm.	ure delayed the start ti	me to 10:00am.
Plant checks: 10:43pm	n-bitumen ratio = 4.05%	6; 12:05pm =

Figure 10-3: IDR Report Detail Window (Hot Plant/Marination Inspector)

RECORD OF DELIVERY – ASPHALT CEMENT, MINERAL FILLER Spreadsheet

The Record of Delivery – Asphalt Cement, Mineral Filler spreadsheet (Figure 10-4) is used to track the asphalt cement and mineral filler that was delivered to the project. A separate spreadsheet is used for each type of material. The spreadsheets are used as part of the source documents for payment.

- Open the Record of Delivery –Asphalt Cement, Mineral Filler spreadsheet received in an email from the Office Engineer. Refer to the <u>How to Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Record the following information from the B/L into the spreadsheet:
 - Contract Number
 - Description Material type
 - Inspector Initials
 - Date

10

- Bill of Lading No.
- Truck No.
- Trailer No. (if applicable)
- Tons
- 3. Email the completed spreadsheet to the Office Engineer at the end of each day.

Record of Delivery -- Asphalt Cement, Mineral Filler

Contract No.	:	3583			Total Ton	s: 154.78	
Description:		PG 76-NV					
Inspector	Date	Bill of Lading No.	Truck No.	Trailer No.	Tons	Cumulative Tons	Remarks
NPW	08/06/2016	56007	12380	125	22.55	22.55	
NPW	08/06/2016	56015	1952520	1295	23.72	46.27	
TJL	08/07/2016	56020	12380	125	22.89	69.16	
TJL	08/07/2016	56028	2340	4852	23.09	92.25	
TJL	08/07/2016	56040	1952520	1295	24.66	116.91	
NPW	08/08/2016	56045	1952520	1295	13.96	130.87	
NPW	08/08/2016	56549	12380	125	23.91	154.78	
	Sheet1	(+)	l	_	<u> </u>	 : [4]	

Figure 10-4: Record of Delivery – Asphalt Cement, Mineral Filler

PLANT RECORD SPREADSHEET

The Plant Record spreadsheet (Figure 10-5) is used to track the materials samples taken each day. Refer to Subsection 106.04, *(Control of Material) Samples and Tests*, in the Standard Specifications for details.

- Open the Plant Record spreadsheet received in an email from the Office Engineer. Refer to the <u>How to Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Record the following information:
 - Sample No.
 - Date
 - Time
 - Tons Represented
 - Inspector's initials
- 3. Email completed spreadsheet to the Office Engineer at the end of each day.

Important: The sample number and date must match the field number and date sampled on the Transmittal for Asphalt Samples (Form No. 020-016).

10-6

Plant Record

Contract No.:	3583			Total Tons:	127.00		
Asphalt Type:	PG 76-22NV						
Sample No.	Date (mm/dd/yyyy)	Time	Tons Represented	Inspector (initials)	Remarks		
1	08/04/2016	6:00 AM	25.00	ТМН			
2	08/04/2016	2:00 PM	17.00	ТМН			
3	08/05/2016	6:05 AM	25.00	ТМН			
4	08/06/2016	6:00 AM	25.00	ТМН			
5	08/07/2016	5:30 AM	25.00	TMH			
6	08/07/2016	12:00 PM	10.00	TMH			

Figure 10-5: Plant Record Spreadsheet

INSPECTOR'S RESPONSIBILITIES – PLANTMIX Surfacing items

- Obtain a copy of the Agreement Estimate report to use as a reference to ensure that items and quantities are paid in the correct category (AEB).
- To help identify paving items, use the Summary of Quantities located in the Contract plans.
- Review the following for accuracy:
 - Special Provisions
 - Supplemental Notices
 - Contract Modifications

Note: When any changes are made to an item, reference the Contract Modification number in the IDR item posting remarks.

 Fill out the Street Inspector's portion of the Daily Plant Report of Asphalt Mixtures (Form No. 040-011) and turn into the Office Engineer. It is important that all information is accurate to what is shown in the Record of Delivery – Plantmix Surface spreadsheet for that day. Refer to Part 3, Forms, in the <u>Field Testing Guide</u> for details. Contact Construction Division Quality Assurance for assistance.

Note: Make sure to record ALL Plantmix Wasted on the 040-011 form.

- Retrieve all computerized load tickets and review for the following information:
 - Date
 - Material source
 - Material type
 - Gross, tare, net weights, and tons
 - Cumulative total tons
 - Time
 - Contract Number
 - Pit Number
- Turn in ALL computerized load tickets into the Office Engineer each day.

RECORD OF DELIVERY – PLANTMIX SURFACE SPREADSHEET

The Record of Delivery – Plantmix Surface spreadsheet is used to track daily material delivered to the job site. The spreadsheet is used as part of the source documents for payment.

- Open the Record of Delivery Plantmix Surface spreadsheet received in an email from the Office Engineer. Refer to the <u>How</u> to <u>Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Record the following information from the computerized load tickets onto the appropriate day tab in the spreadsheet (Figure 10-6):
 - Date
 - Contract Number
 - Item Number
 - Description Item
 - Tickets Taken By Initials
 - Ticket Number
 - Truck Number
 - Time Every fifth load
 - Station Beginning and Ending Station for the day and every change in Line Designation. Each station listed must have a line designation and LT, RT, or CL.
 - Temperature
 - Tons Delivered from computerized load ticket, indicate any waste at the end of the day.
 - Remarks Explanations of waste. State the total tons per AEB (category).
- 3. Email the completed spreadsheet to the Office Engineer at the end of each day.

Date:			02/20/2017	(mm/dd/yyyy)	Total Tons	153.46	
Contract	No.:		3583				
Item No.	/ Descriptio	on:	4020190 - PBS TYPE 2C (WE	T)			
Tickets ta	aken by:		REW		(initials)		
Checked	against scal	e sheet:			(initials)		
Ticket No.	Truck No.	Time	Station	Temperature (°F)	Tons Delivered	Cumulative Tons	Remarks
5172	192333	11:00 AM	"TJ" 17+70 RT	340	21.99	21.99	
5173	192346			335	16.06	38.05	
5174	192333			340	18.41	56.46	
5175	192346			336	19.57	76.03	
5776	192333	12:30 PM	"TJ" 15+90 RT	335	21.10	97.13	AEB # 1 total = 97.13 tons
5177	192346	1:05 PM	"NP" 10+12RT	330	20.40	117.53	
5178	192333			335	20.60	138.13	
5179	192346	1:45 PM	"NP" 8+10 RT	335	20.33	158.46	AEB # 2 total = 56.33 tons
					-5.00	153.46	Excess material at the end of shift

Figure 10-6: Record of Delivery – Plantmix Surface

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (PLANTMIX SURFACE)

- 1. Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the Mobile Inspector User Guide for details on using this application.
 - Report Details daily activities
 - Item Postings N/A for Plantmix Ton Items. The item posting will be completed by the Office Engineer in FieldManager.

- Equipment type and hours
- Personnel title and hours
- 2. Record the following required information in the Report Details window (Figure 10-7):
 - Date
 - Weather
 - Low and high temperature
 - Attachments (N/A) Send ALL photos via email.
 - Remarks Verify with the Resident Engineer on what information is required.

Date:	Tue, 02/21/2017
Weather:	Cool and clear
Low Temp:	50 °F
High Temp:	70 °F
Attachments:	0
Remarks:	
Placed PBS Type 2C wet and from "A" 10+12 Rt to ' was 158.46 tons. There w at the end of the day for a AEB#1 - 97.13 tons	from "X" 17+70 Rt to "X" 15+90 Rt, "A" 8+10 Rt. Total delivered for the date ere 5 tons of waste in excess material total of 153.46 tons placed.

Figure 10-7: IDR Report Detail Window

- 3. Record the following required information in the New Equipment window (10-8 and 10-9):
 - Contractor Actual contractor performing the work (include subs).
 - Type Detailed description of the equipment (e.g., diesel, HP, model, make).
 - Number How many of each type.
 - Hours Total hours in use.

Note: An attachment to an equipment's base configuration must have its own record.

Contractor:	LAS VEGAS PAVI *
Туре:	Bobcat 256C Skid
Number:	1
Hours:	8

Figure 10-8: IDR Equipment Entry



Figure 10-9: IDR Equipment List

- 4. Record the following required information in the New Personnel window (Figure 10-10 and Figure 10-11):
 - Contractor Actual contractor performing the work (include subs).
 - Type Details of personnel type (e.g., foreman, laborer, truck driver).
 - Number How many of each title.
 - Hours-Total hours worked.

	New F	Personnel	
Contractor:		LAS VEGAS PAVING CO	-
Туре:		Foreman - Donald Driver	-
Number:			1
Hours:			8
	✓	×	

Figure 10-10: IDR Personnel Entry

	Add Personnel	
LAS VEGAS PAVIN	G CORPORATION	
Foreman - Donald D	river	
Number: 1.00	Hours: 8.00	
LAS VEGAS PAVIN	G CORPORATION	
Laborer		
Number: 3.00	Hours: 8.00	
LAS VEGAS PAVIN	G CORPORATION	
Operator		
Number: 2.00	Hours: 8.00	

Figure 10-11: IDR Personnel List

5. Complete a final review of the IDR and lock it.

Note: When a Mobile Inspector IDR is completed and locked the information is uploaded into a FieldManager IDR, where it is reviewed and generated for processing progress payments.

10

10-10

OFFICE ENGINEER'S RESPONSIBILITIES – PLANTMIX Surfacing items

- Save and file the Mix Design(s) to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# Mix Design directory.
- Collect all Bill of Ladings (B/Ls). Scan and save them to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# BL directory.
 - If the marination is being done for more than one contract make copies of the B/Ls and send them to the other Resident Engineers for the remainder of the project.

Note: Each contract will be listing the same B/Ls. Communicate with the other office personnel and compare what has been used on each contract to assure no B/L is being used more than once.

- Collect all Material Certifications. Scan and save them to the appropriate EDOC Contract Files\Material and Testing Files\Division No. 4 Materials Division Certs and Test Reports\4.# directory. Send original certifications to the Materials Division for approval.
 - If the marination is being done for more than one contract make copies of Material Certifications and send them to the other Resident Engineers for the remainder of the project.
- Collect all computerized load tickets from the Inspector(s). Only the last ticket is required for documentation.
- The Transmittal for Test Samples and Certifications (Form No. 020-018) shall be completed by the Office Engineer for the Materials Certifications. If there are any questions concerning this form, contact the Materials Division.
- Save plantmix surfacing item photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 Multimedia Records\3.1 Photographs with Descriptions directory.
- Approve materials in FieldManager when the approved material certifications are received from the Materials Division. Refer to Chapter 6, Working with Materials, in the FieldManager User Guide, for details.
- Distribute executed copies of Contract Modifications to Inspectors.

RECORD OF DELIVERY – ASPHALT CEMENT, MINERAL FILLER Spreadsheet

The Record of Delivery – Asphalt Cement, Mineral Filler spreadsheet (Figure 10-4) is used to track the asphalt cement and mineral filler that was delivered to the project. A separate spreadsheet is used for each type of material. The spreadsheet is used as part of the source documents for payment.

- 1. Email the Record of Delivery Asphalt Cement, Mineral Filler spreadsheet to Hotplant/Marination Inspector daily. Refer to the How to Manage Load Sheets document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Review the entries against the B/Ls.
- 3. Save the updated Record of Delivery Asphalt Cement, Mineral Filler spreadsheet to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# directory.

PLANT RECORD SPREADSHEET

The Plant Record spreadsheet (Figure 10-5) is used to track the materials samples taken each day. Refer to Subsection 106.04, *(Control of Material) Samples and Tests*, in the Standard Specifications for details.

1. Email the Plant Record spreadsheet to the Hotplant/Marination Inspector daily. Refer to the How to Manage Load Sheets document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.

- 2. Verify that the sample number and date match the field number and date sampled on the Transmittal for Asphalt Samples form (Form No. 020-016). These two items are important when calculating liquidated damages.
- 3. Save the updated Plant Record spreadsheet to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# directory.

RECORD OF DELIVERY – PLANTMIX SURFACE SPREADSHEET

The Record of Delivery – Plantmix Surface spreadsheet (Figure 10-12) is used to track daily material delivered to the job site. The spreadsheet is used as part of the source documents for payment.

- Email the Record of Delivery Plantmix Surface spreadsheet to the Inspector daily. Refer to the <u>How to Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Save the updated Record of Delivery Plantmix Surface spreadsheet to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# directory.
- 3. Review the entries in the appropriate day tabs against the computerized load tickets. Ensure that all waste is explained in the Remarks.
- 4. Enter the Hotplant/Marination Inspector's waste, from the Daily Plant Report of Asphalt Mixtures (Form No. 040-011), in the Tons Delivered column and an explanation in the Remarks section.
- 5. Enter initials in the Checked against scale sheet box and save the file.
- 6. Save the completed spreadsheet (Figure 10-12) to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# directory and email a copy back to the inspector.

					1		150.15
Date:			02/20/2017		(mm/dd/yyyy)	Total Tons	153.46
ontract N	lo.:		3583				
tem No. /	Descriptio	n:	4020190 - PBS TYPE 2C (WE	T)			
lickets tal	ken by:		REW		(initials)		
Checked a	gainst scal	e sheet:	КММ		(initials)		
Tiskot	Truck	Time	Station	Tomporatura	Topr	Cumulativo	Pomarke
No.	No.	Time	Station	(°F)	Delivered	Tons	Refilding
5172	192333	11:00 AM	"TJ" 17+70 RT	340	21.99	21.99	
173	192346			335	16.06	38.05	
174	192333			340	18.41	56.46	
175	192346		1.111	336	19.57	76.03	
776	192333	12:30 PM	"TJ" 15+90 RT	335	21.10	97.13	AEB # 1 total = 97.13 tons
177	192346	1:05 PM	"NP" 10+12RT	330	20.40	117.53	
178	192333			335	20.60	138.13	
179	192346	1:45 PM	"NP" 8+10 RT	335	20.33	158.46	AEB # 2 total = 56.33 tons
					-5.00	153.46	Excess material at the end of shift
5175 5776 5177 5178 5179	192346 192333 192346 192333 192346	12:30 PM 1:05 PM 1:45 PM	"TJ" 15+90 RT "NP" 10+12RT "NP" 8+10 RT	335 335 330 335 335	21.10 20.40 20.60 20.33 -5.00	97.13 117.53 138.13 158.46 153.46	AEB # 1 total = 97 AEB # 2 total = 56 Excess material at

Figure 10-12: Record of Delivery – Plantmix Surface

LAST COMPUTERIZED LOAD TICKET

The last computerized load ticket is part of the official contract documentation record for payment.

- 1. Copy the following information from the appropriate day tab in the Record of Delivery Plantmix Surface spreadsheet (Figure 10-12) onto the last computerized load ticket of the day:
 - · Beginning and Ending stations, making sure all stations are represented and match the spreadsheet.
 - Indicate line designation left, right or center line.

- AEB (category) number and total tonnage
- Waste from the Hotplant/Marination Inspector and the Street Inspector, even if it is zero, and circle in Red.
- 2. Have the Resident Engineer sign the ticket.
- 3. Have the person checking the information on the ticket initial it.
- Scan and save the ticket into the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# Scale Ticket Mix Design directory.

BILL OF LADING CALCULATION SHEET

The Bill of Lading Calculation Sheet (Figure 10-13) verifies there are enough Bill of Ladings (B/Ls) to cover the quantities placed on the contract based off the mix design (only). Go to the SharePoint Construction Forms, <u>Area: Construction Admin - Payment</u> Forms Area for the latest form available.

- Complete the areas in Blue every two weeks, after Bill of Lading (B/Ls) are collected and recorded on the Record of Delivery Asphalt Cement spreadsheet, and the computerized load tickets are collected and recorded on day tabs of the Record of Delivery – Plantmix Surface spreadsheet.
- Save the completed Bill of Lading Calculation Sheet to the appropriate EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# Directory.

State of Nevada	
BILL OF LADING CALCULATION SHEET	
CONTRACT NO. 3583 DATE 03/18/2017 MATERIAL PBS Type 2	c
MIX DESIGN NO. BF17-22 SRAP 0.00%	The %RAP, %OIL and %M.F. are
(% OIL 5.10% + % M.F. 1.50%) + 1 = 1.088 COMBINED % FOR CALCULATING	taken from the applicable mix design.
TOTAL WET TONS DELIVERED: 23,400.18	NOTE: When adding in RAP, use the Bin Percentage from the bottom of the mix design sheet.
TOTAL WET TONS DELIVERED: 23,400.18 ÷ 1.066 = 21,951.39 DRY TONS	The Total Wet Tons Delivered
21,951.39 X 5.10% = 1,119.52 TOTAL ASPHALT TONS	amount comes from the Record of Delivery – Plantmix Surface spreadsheet. Add up the Total Tons from each of the day tabs for the
21,951.39 X (1-0.00%) X 1.50% = 329.27 MINERAL FILLER TONS	two-week period. Do not deduct Waste.
TOTAL BILL OF LADINGS DELIVERED FOR ASPHALT CEMENT: 1,119.83 TONS TOTAL BILL OF LADINGS DELIVERED FOR MINERAL FILLER: 354.18 TONS IN THE BOXES ABOVE, PLACE THE ACCUM. TOTAL SHOWN ON THE RECORD OF DELIVERY FOR THE ASPHALT CEMENT	The Total B/Ls Delivered for Asphalt Cement and Mineral Filler come from the Record of Delivery Asphalt Cement spreadsheet. Add up the Cumulative Tones for the two-week period.
AND MINERAL FILLER. COMPARE THESE TOTALS TO THE CALCULATED ASPHALT AND MINERAL FILLER SHOWN ON THIS FORM.	Payment should not be made if
THIS SHEET IS USED TO ASSURE THAT ENOUGH ASPHALT AND MINERAL FILLER BILL OF LADINGS ARE COLLECTED TO COVER WHAT WAS DELIVERED. DO NOT DEDUCT WASTE OR STORAGE.	there is not enough Bill of Ladings (B/L) to cover what has been delivered.
 * If this mix design does not contain RAP, enter 0 in the box next to "%RAP". * When RAP is included use the bitumen ratio added as shown on the mix design. Do not use the bitumen ratio total. * The percentage of RAP is taken from the Bin Percentages total RAP %, not the Bitumen Ration From RAP %. 	
ENTERED BY: Aaron Rodgers	
CHECKED BY: Brett Favre	
Rev 08-15	I

Figure 10-13: Bill of Lading Calculation Sheet

Note: It is the responsibility of the Resident Engineer to work with the contractor to have extra and/or missing B/Ls submitted. These B/Ls must be entered into the Record of Delivery Asphalt Cement spreadsheet.

DAILY PLANT REPORT OF ASPHALT MIXTURES FORM

The Daily Plant Report of Asphalt Mixtures form (Form No. 040-011) is a three-piece form done by the Tester, Hotplant and Street Inspectors. Refer to Part 3, Forms, in the <u>Field Testing Guide</u> for details. Contact Construction Division Quality Assurance for assistance with this form.

- 1. Collect and review the Hot Plant Inspector's, Street Inspector's and Tester's portion of form.
- 2. Take all three parts, (Tester, Plant Inspector, and Street Inspector,) and cut and tape together and attach all pertinent test reports.
- 3. Compare the stations on the form with those on the Record of Delivery Plantmix spreadsheet.
- 4. Confirm that all the information on the report is correct and initial in the lower right-hand corner.
- 5. Have the Resident Engineer sign the form.
- 6. Distribute copies according to the bottom of the form. All original copies will be sent to Construction Division Quality Assurance staff.
- Scan and save copy of the form and all pertinent test reports in the appropriate EDOC Contract Files\Materials & Testing Files\ Division No. 8 - Plant Reports\8.# directory.

Note: If the jobmix formula is being used on multiple contracts for different Resident Engineers, copies of the Plant Inspector's portion must be made and sent to the other Resident Engineers for the remainder of the projects. This does not relieve any of the other documentation requirements.

INSPECTOR DAILY REPORT (IDR) - FIELDMANAGER

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the FieldManager User Guide for details.

INSPECTOR'S IDR

- 1. Verify the following:
 - Information in the General tab Comments
 - Information in the Contractor tab (Personnel and Equipment)
- 2. Generate the IDR.

ITEM POSTING IDR

- 1. Create an IDR in FieldManager to document the item postings for the ton items:
 - In the General tab, enter a Comment related to the item posting.
 - Enter an item posting (Figure 10-14) for the ton item based on the Total Tons for each AEB (category) from the appropriate day tab(s) in the Record of Delivery Plantmix Surface spreadsheet.

Note: These IDRs can be completed daily, weekly or bi-weekly within the two-week pay period.

🌾 Change IDF	R (IDR: 3/22/2017	, Cecilia A Whit	ed, 1) (Contract:	03583)		
General	Contractors	Site Times	Postings	Attachments	View	1
Item: 4030	120, PLANTMIX C	PEN-GRADED SU	JRFACING (1/2-IN	CH)(WET)		
Prop. Ln: 0105	Unit: TON	Catg.	Auth. Qty: 5,480.	000 Cate	g. Auth. Amt: S	537,040.00
Type: ORIG	SINAL ITEM	ر Catg. Pend	ing Chgs: 0.000	Catg	atg. Qty. Placed: 4, atg. Qty. Paid: 0.	373.760 000
		lt	em Posting			
Project/ Category:	60638C2C 01 🔻	MAIN ROADWA (Construct N/E	Y BREAKOUT & W/S Ramps)F	R. "XP"122+00) TO "XP25	
Contractor:	LAS VEGAS PA	ING CORPOR	ATION	•		
Quantity:	4,373.760 TC	N At	ttention: 🗌			
Station From:		Brea	akdown:	T		
Station To:		Re	emarks: 1) 3/13	8/17 = 2459.00		^
Location:	1)"RNT" 20+55 2)"TW" 56+10 to 3)"NW" 10+12 t	to "RNT" 45+14 o "TW" 60+20.2 o "NW" 25+16.1	1 RT 2) 3/14 1 RT 3) 3/15 10 LT	i/17 = 410.21 i/17 = 1504.55		T
Materials		ок	DeleteC	ancel	Add Mate	erials downs

Figure 10-14: Office Engineer's IDR Item Posting (Plantmix Ton Item)

NOTES for Plantmix TON (Figure 10-14):

- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- In Remarks, reference the Record of Delivery spreadsheet amounts.

2. Generate the IDR.

TONNAGE ITEM SPREADSHEET BY CUTOFF DATE

The Tonnage Item Spreadsheet by Cutoff Date spreadsheet (Figure 10-15) was created as a useful tool to aid in the tracking and payment of ton items. The use of this spreadsheet is not required for ton item documentation. The spreadsheet is found in the SharePoint Construction Forms, <u>Area: Construction Admin - Payment Forms</u> Area. Refer to the <u>Tonnage Items Spreadsheet by</u> <u>Cutoff Date Instructions</u> for details on using this spreadsheet.

- 1. Open the Tonnage Item Spreadsheet by Cutoff Date spreadsheet.
- 2. Complete the spreadsheet information for the two-week period prior to the cutoff date.
- 3. Save the spreadsheet to the appropriate EDOC Contract Files\Contract Files\Division No. 7 Construction Pay Estimate and Related Data directory.

	CONTRACT NO:									
			BID ITEM NO:							
			PLAN QTY:	2						
Accum Daily Total Placed/Paid - CATG # 0		0	.00							
Accun	Accum Daily Total Placed/Paid - CATG # 0		0.00							
Accun	n Daily Total Place	ed/Paid - CATG #	0	0	0.00					
Accum Total PAID ALL CATG's =		0	0.00							
Accum Daily Total WASTE ALL CATG's =			0	.00						
Accum Daily Total DELIVERED ALL CATG's =			0	.00						
					5					
CUTOFF DATE	CATG #	CATG #	CATG #	Daily Total	DAILY TOTAL	ACCUM TOTAL		DAILY TOTAL	MIX	
	TOTAL PLACED/PAID	TOTAL PLACED/PAID	TOTAL PLACED/PAID	Waste (all catg)	PLACED/PAID	PLACED/PAID	PMT #	DELIVERED	DESIGN #	COMMENTS
******					0.00	0.00		0.00		
******				1	0.00	0.00		0.00		
*****					0.00	0.00		0.00		
*****					0.00	0.00		0.00		
******					0.00	0.00		0.00		
					0.00	0.00	8	0.00		

Figure 10-15: Tonnage Item Spreadsheet by Cutoff Date Spreadsheet

INSPECTOR'S RESPONSIBILITIES – RECYCLED Bituminuous surface

Obtain a copy of the Agreement Estimate report to use as a reference to ensure that items and quantities are paid in the correct category (AEB).

- To help identify paving items use the Summary of Quantities located in the Contract plans.
- Review the following for accuracy:
 - Special Provisions
 - Supplemental Notices
 - Contract Modifications

Note: When any changes are made to an item reference the Contract Modification number in the IDR item posting remarks.

- Collect a Bill of Lading (B/L) for each delivery of Lime (Cold Recycle).
 - Record the contract ID in the upper right-hand corner.
 - Check and initial all weight calculations.
 - Turn into the Office Engineer each day.
- Collect a Material Certification for each delivery of Lime (Cold Recycle).
 - Record the contract ID in the upper right-hand corner.
 - Turn into the Office Engineer each day.

RECORD OF DELIVERY AND PAYMENT – PORTLAND CEMENT, LIME (COLD RECYCLE) SPREADSHEET

The Record of Delivery and Payment – Portland Cement, Lime (Cold Recycle) spreadsheet (Figure 10-16) is used to track the Bill of Ladings (B/Ls) for daily material delivered to the job site. The spreadsheet is used as part of the source documents for payment.

- Open the Record of Delivery and Payment Portland Cement, Lime (Cold Recycle) spreadsheet received in an email from the Office Engineer. Refer to the <u>How to Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents, Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- 2. Record the following:
 - Contract Number
 - Item Number
 - Description Item
 - Plan Qty. (tons)
 - Inspector Initials
 - Date
 - Truck No.
 - Trailer No.
 - Bill of Lading No.
 - Tons Delivered
 - Tons Waste
 - Tons Left in Storage at the end of the day.

Note: The amounts in Tons Left in Storage will automatically be added to the next day's Tons Used value. If there are any Tons Left in Storage at the end of the contract, they are considered waste and will be subtracted from the total Tons Used.

- AEB (category) No.
- Remarks leave blank for Office Engineer comments for payment.
- 3. Email the completed spreadsheet to the Office Engineer.

10-16

Tons Wasted	Tons Left in Storage	Tons Used		AEB	Remarks	
		Paid		NO.		
2.00	0.00	23.15	9			
5.00	0.00	21.05	9	-		
0.00	0.00	24.15	9			
2.00	10.00	11.25	9			
1	5.00 5.00 2.00 2.00	2.00 0.00 5.00 0.00 0.00 0.00 2.00 10.00	2.00 0.00 23.13 5.00 0.00 21.05 0.00 24.15 2.00 10.00 11.25	2.00 0.00 23.13 9 5.00 0.00 21.05 9 0.00 0.00 24.15 9 2.00 10.00 11.25 9	2.00 0.00 23.13 3 5.00 0.00 21.05 9 0.00 0.00 24.15 9 2.00 10.00 11.25 9	2.00 0.00 23.13 5 5.00 0.00 21.05 9 0.00 0.00 24.15 9 2.00 10.00 11.25 9

Figure 10-16: Record of Delivery & Payment – Lime (Inspector's Entries)

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (LIME -Ton)

 Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the Mobile Inspector User Guide for details on using this application.

Note: Refer to Steps 1 through 3 in the Inspector Daily Report (IDR) – Mobile Inspector (Plantmix Surface) section, in this chapter, for details on completing the Report Details, Equipment and Personnel for the lime item. The Office Engineer will complete these item postings.

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (RECYLED BITUMINOUS - SQYD)

1. Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the Mobile Inspector User Guide for details on using this application.

Note: Refer to Steps 1 through 3 in the Inspector Daily Report (IDR) – Mobile Inspector (Plantmix Surface) section, in this chapter, for details on completing the Report Details, Equipment and Personnel for the recycled bituminous items.

- 2. Record the following required information in the New Item Postings window (Figure 10-17):
 - Item
 - Proj/Catg Refer to the AEB report.
 - Contractor ALWAYS the Prime Contractor (subcontractors are not allowed)
 - Qty-Based on measurements and calculations
 - Location Must show line designation, LT, RT or CL and offset if known.
 - Station From/To Refer to Contract plans.
 - Attention Flag Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors.
 - Remarks Must show calculations when appropriate, refer to Calculation Sheet when appropriate (refer to Appendix B, Calculation Formulas, in this Manual for a Calculation Sheet example), other information relevant to item posting, and explanations when Attention Flag is checked.

Item:	RECYCLED BITUMINOU						
Proj/Catg:	60638C2C, 02, New "WS" Bri						
Contractor:	LAS VEGAS PAVING CORP						
Qty:	5539.6 SQYE						
Location:	"TW" RT						
Station From:	116 + 30						
Station To:	156 + 75						
Attention Flag:							
Remarks:							
3561.2 x 14 / 9 = 5539.0 Length does not equal of island at "TW" 125 + 10	6 distance between stations due to an to "TW" 129 + 93.80						

NOTES for Recycled Bituminous SQYD (Figure 10-17):

- Payment for SQYD items will be based on field measurements and calculations.
- Calculation for SQYD = L x W ÷ 9
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. .1

Figure 10-17: IDR Item Posting – Recycled Bituminous SQYD

OFFICE ENGINEER'S RESPONSIBILITY – RECYCLED BITUMINOUS SURFACE

- Collect all Bill of Ladings. Scan and save them to the EDOC Contract Files\Contract Files\Division No. 8 Daily Record of Scale Weights\8.# Lime (Cold Recycle) BL directory.
- Collect all Material Certifications. Scan and save them to the EDOC Contract Files\Material and Testing Files\Division No. 4 Materials Division Certs and Test Reports\4.# Send original certifications to the Materials Division for approval.
- Save item photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 Multimedia Records\3.# Photographs with Descriptions directory.
- Review item calculation sheets for accuracy and save electronically in the appropriate EDOC Contract Files\Division No. 7 Construction Pay Estimate and Related Data\7.# IDR Calculation Sheets directory using this naming convention: IDR YYYY-MM-DD Inspectors Initials, (e.g. IDR 2017-03-19 KMM).
- Approve materials in FieldManager when the approved material certifications are received from the Materials Division. Refer to Chapter 6, Working with Materials, in the <u>FieldManager User Guide</u>, for details.
- Distribute executed copies of Contract Modifications Inspectors.

RECORD OF DELIVERY AND PAYMENT – PORTLAND CEMENT, LIME (COLD RECYCLE) SPREADSHEET

The Record of Delivery and Payment – Portland Cement, Lime (Cold Recycle) spreadsheet (Figure 10-18) is used to track the Bill of Ladings (B/Ls) for daily material delivered to the job site. The spreadsheet is used as part of the source documents for payment.

- Email the Record of Delivery and Payment Portland Cement, Lime (Cold Recycle) spreadsheet to the Inspector daily. Refer
 to the <u>How to Manage Load Sheets</u> document located on SharePoint under Construction Administrative Services Documents,
 Manuals and Guides, EDOC for details on maintaining the spreadsheet.
- Save the updated Record of Delivery and Payment Portland Cement, Lime (Cold Recycle) spreadsheet, received in an email from the Inspector, to the appropriate EDOC Contract Files\Contract Files\Division No. 8 - Daily Record of Scale Weights\8.# Lime (Cold Recycle) directory.
- 3. Verify the following:

- Entries match the information on the Bill of Ladings (B/Ls).
- Plan Qty. (tons)
- Waste and storage was recorded.
- Correct AEB (category)
- 4. Enter the total Tons Used for each AEB (category) and the payment number in the Remarks section.
- Save the completed the Record of Delivery and Payment Portland Cement, Lime (Cold Recycle) spreadsheet, to the appropriate EDOC Contract Files\Contract Files\Division No. 8 - Daily Record of Scale Weights\8.# Lime (Cold Recycle) directory.

Record of Delivery & Payment -- Portland Cement, Lime (Cold Recycle)

Contract No.: 3585		Total Tons Delivered: 98.60								
Item No.:		4040140					85			
Item Description: Lime (Plan Qty. (tons): 420.00		Lime (Cold Recycle)						_		
		420.00	¥20.00		Total	Tons Used	79.60]		
Inspector	Date	Truck No.	Trailer No.	Bill of Lading No.	Tons Delivered	Tons Wasted	Tons Left in Storage	Tons Used & Paid	AEB No.	Remarks
CAW	02/14/2017	45	492	11017	25.15	2.00	0.00	23.15	9	
CAW	02/15/2017	390	391	11121	26.05	5.00	0.00	21.05	9	
CAW	02/18/2017	65	65A	11128	24.15	0.00	0.00	24.15	9	
CAW	02/19/2017	4	4A	11129	23.25	2.00	10.00	11.25	9	Pmt. 12 = 79.60 AEB # 9
4	Sheet1	(+)								

Figure 10-18: Record of Delivery & Payment – Lime (Cold Recycle) (Office Engineer's Entries)

INSPECTOR DAILY REPORT (IDR) FIELDMANAGER (LIME - TON)

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the FieldManager User Guide for details.

INSPECTOR'S IDR

- 1. Verify the following:
 - Information in the General tab Comments
 - Information in the Contractor tab (Personnel and Equipment)
- 2. Generate the IDR.

ITEM POSTING IDR

- 1. Create an IDR in FieldManager to document the item postings for Portland Cement and Lime ton items:
 - In the General tab, enter a Comment related to the item posting.
 - Enter an item posting (Figure 10-19) for the lime (cold recycle) item based on the Tons Used for each AEB (category) from the Record of Delivery & Payment Portland Cement, Lime (Cold Recycle) spreadsheet.

Note: These IDRs can be completed daily, weekly or bi-weekly within the two-week pay period.

2. Generate the IDR.

🌾 Change IDR (IDR: 4/12/2017, C	Cecilia A Whit	ed, 1) (Contract:	03583)	_ 🗆 🗙
General Contractors	Site Times	Postings	Attachments	View
Item: 4040140, LIME (COLD RE	CYCLE)			
Prop. Ln: 1275 Unit: TON	Catg.	Auth. Qty: 5,000.	000 Catg.	Auth. Amt: \$5,000.00
Type: EXTRA WORK		Jnit Price: \$1.000	Catg.	Qty. Placed: 79.600
	Catg. Pend	ing Chgs: 0.000	Cat	g. Qty. Paid: 0.000
		tem Posting		
Project/ 60638C2C M	AIN ROADW/	AY BREAKOUT		
Category: 02 - Ne	ew "WS" Brid	ge I-3035 "WS"3	4+30.85 TO "WS	^{;*} 58+00.
Contractor: LAS VEGAS PAVIN	NG CORPOR	ATION	-	
Quantity: 79.600 TON	A	ttention: 🗖		
Station From: 116+30	Brea	akdown:	•	
Station To: 117+00	R	emarks: See R	ecord of Delivery	and
Location: "TW" RT		Payme Recycl	ent-Portland Cem e) 2/14/17 throug	nent, Lime (Cold gh 2/19/17.
				Add Materials
Materials	ОК	Delete	ancel	Add Breakdowns

NOTES for Lime (Cold Recycle) TON (Figure 10-19):

- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- In Remarks, reference the Record of Delivery spreadsheet.

Figure 10-19: Office Engineer's IDR Item Posting (Lime (Cold Recycle) Ton Item)

INSPECTOR DAILY REPORT (IDR) FIELDMANAGER (RECYCLED BITUMINOUS - SQYD)

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the FieldManager User Guide for details.

- 1. Verify the following:
 - Information in the Comments and Remarks
 - Information in the Contractor tab (Personnel and Equipment)
 - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Contract Modifications).
 - Item quantities
 - Quantities in postings are documented to the correct Significant Figure
 - Stations and Line Designations in the Locations
 - Calculations are correct.
 - Remarks reference calculation sheets, if applicable.

Note: Length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the Inspector before assuming the calculations are incorrect.

2. Generate the IDR.