ROADWAY AGGREGATES AND ROADBED MODIFICATION ITEMS

This chapter contains the following sections:

OVERVIEW

Roadway Aggregate and Roadbed Modification (Mod) Items have different documentation requirements for each unit of measure (UOM). All Roadway Aggregate and Roadbed Mod Item quantities must be measured and calculated. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format should be followed. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

> ***Note:*** *Forms change periodically, go to the SharePoint Construction Forms, Area: Construction Admin - Payment Forms for the latest version.*

Screenings (paid by the ton) shall be documented in the same manner as described and illustrated in this chapter. The type and grade of bituminous material used with the screening will be specified in the contract's Special Provisions and documentation will depend on the type specified.

INSPECTOR'S RESPONSIBILITIES – AGGREGATE AND ROADBED MOD ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Typical Sections (the 2 sheet) and the Summary of Base and Surface Quantities (the 3 sheet) in the contract plans, for location and quantity information.
- 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.*

AGGREGATE TON ITEMS

- 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
- Turn in ALL computerized load tickets into the Office Engineer.

> ***Note:*** *In situations where computerized load tickets are not available (i.e., cold milled material for base) use volume calculations converted to weights. Refer to Appendix B, Calculation Formulas, in this Manual for details.*

RECORD OF DELIVERY – AGGREGATE BASE SPREADSHEET

The Record of Delivery – Aggregate Base spreadsheet (Figure 9-1) is used to track the daily material delivered to the job site. The spreadsheet is used as part of the source documents for payment.

1. Open the Record of Delivery – Aggregate Base spreadsheet received in an email from the Office Engineer. 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. Record the following information from the computerized load tickets into the appropriate day tab in the spreadsheet:
   - 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 Designations. Each station listed must have a line designation and LT, RT, or CL.
   - Tons Delivered – from computerized load ticket, indicate any waste at the end of the day.
   - Remarks – Explanations of changes in Line Designations and waste. State the total tons per AEB (category)*.
3. Save and email the completed spreadsheet to the Office Engineer.

Record of Delivery -- Aggregate Base, Sand Blotter, Shoulder Material

Date:	11/12/2015	(mm/dd/yyyy)	Total Tons	212.77
Contract No.:	3585			
Item No.:	302 0130			
Description:	Type 1B Agg Base			
Tickets taken by:	TH	(initials)	Optimum Moisture:	%
Checked against scale sheet:		(initials)	Actual Moisture:	%

Ticket No.	Truck No.	Time	Station	Tons Delivered	Cumulative Tons	Remarks
0234	6	6:20 AM	"A" 1+00 RT	26.90	26.90	
0235	43			25.22	52.12	
0236	47			27.71	79.83	
0237	50			26.85	106.68	
0238	6	7:10 AM	"A" 9+75 RT	27.00	133.68	AEB #1 = 133.68
0239	43		"X" 10+15 RT	27.29	160.97	Change in line designation
0240	47			26.25	187.22	
0241	50	8:05 AM	"X" 18+15 RT	25.55	212.77	AEB #2 = 79.09
						0 Waste

Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 | Day 13

*NOTE: The inspector must indicate the ton amount to be paid to each AEB (category) in the Remarks.

In this example, there was a total of 212.77 tons delivered to the job with 133.68* of those tons being paid in AEB #1. Therefore, 212.77 - 33.68 = 79.09* tons that remain to be paid in AEB #2.

Figure 9-1: Record of Delivery – Aggregate Base (Inspector's Entries)

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (AGGREGATE TON ITEMS)

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 ton Items. These posting will be completed by the Office Engineer.
   - Equipment – type and hours
   - Personnel – title and hours
2. Record the following required information in the Report Details window (Figure 9-2):
   - 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.

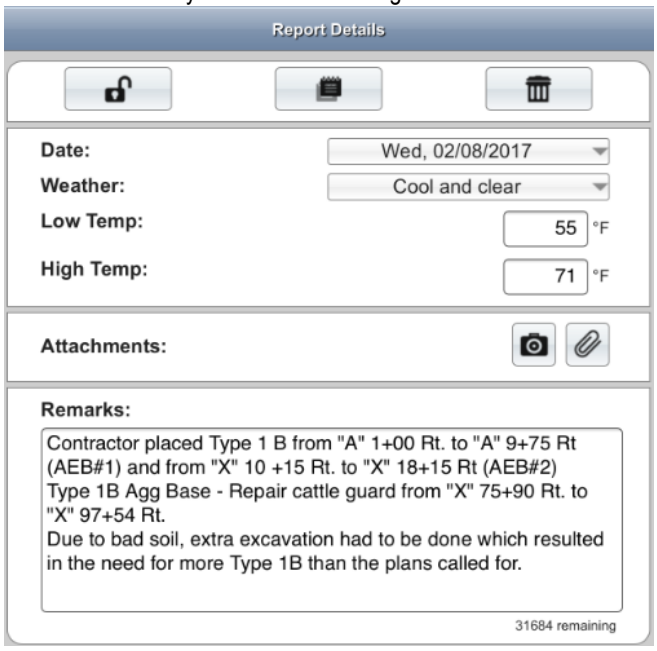


Figure 9-2: IDR Report Detail Window

3. Record the following required information in the New Equipment window (Figure 9-3 and Figure 9-4):
   - 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.*

Figure 9-3: IDR Equipment Entry

Figure 9-4: IDR Equipment List

4. Record the following required information in the New Personnel window (Figure 9-5 and Figure 9-6):
   - 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.

Figure 9-5: IDR Personnel Entry

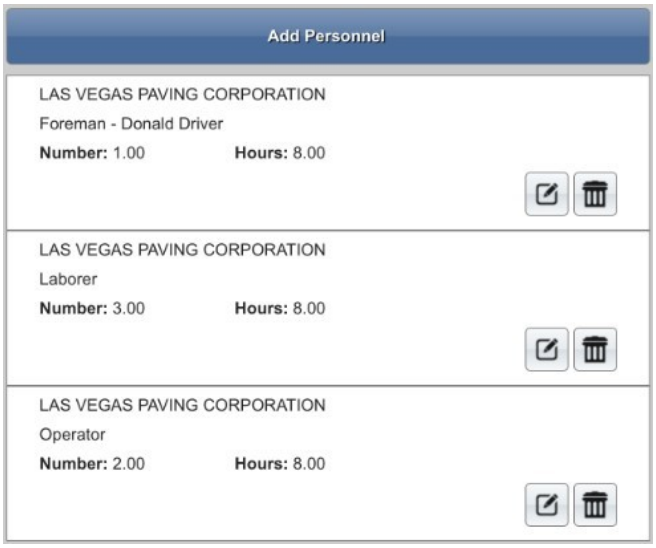


Figure 9-6: IDR Personnel List

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.*

AGGREGATE CUYD ITEMS

- Turn in ALL roadway aggregate item calculation sheets to the Office Engineer.

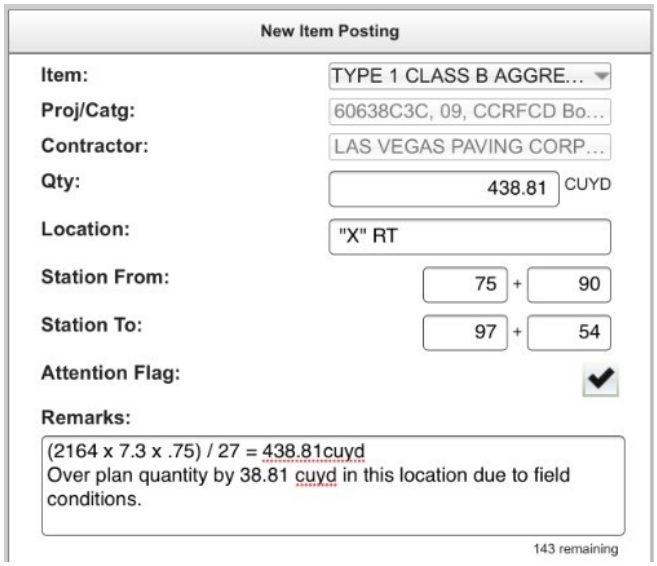
INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (AGGREGATE CUYD ITEMS)

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 - 4 in the Inspector Daily Report (IDR) – Mobile Inspector (Aggregate Ton Items) Section for details on completing the Report Details, Equipment and Personnel for the aggregate CUYD item(s).*

2. Record the following required information in the Item Postings window:
   - Item
   - Proj/Catg – Refer to the AEB report.
   - Contractor – ALWAYS the Prime Contractor (subcontractors are not allowed).
   - Qty – Based on measurements, calculations and plan.
   - 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.

Refer to Figure 9-7 for an example of an Inspector's roadway aggregate CUYD item posting.



NOTES for Roadway Aggregate CUYD (Figure 9-7):

- Payment for CUYD items shall be based on plan quantity or field measured and calculations if different than plan.
- Calculations for CUYD = L x W x D ÷ 27
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

Figure 9-7: IDR Item Posting – Roadway Aggregate CUYD

ROADBED MODIFICATION TON ITEMS

- Collect a Bill of Lading (B/L) for each delivery of Portland Cement.
  - 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 Portland Cement.
  - 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 9-8) 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.

1. Open the Record of Delivery and Payment – Portland Cement, Lime (Cold Recycle) spreadsheet received in an email from the Office Engineer. 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. 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. Save the spreadsheet and email to the Office Engineer.

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

Contract No.:	3585		
Item No.:	3050220	Total Tons Delivered:	149.87
Item Description:	Portland Cement		
Plan Qty. (tons):	800.00	Total Tons Used:	147.87

Inspector	Date	Truck No.	Trailer No.	Bill of Lading No.	Tons Delivered	Tons Wasted	Tons Left in Storage	Tons Used	AEB No.	Remarks
JLD	09/10/2016	122	122A	10101	26.10		3.00	23.10	01	
JLD	09/12/2016	110	110A	10102	25.89			28.89	01	
JLD	09/13/2016	113	113A	10104	25.10			25.10	01	
JLD	09/15/2016	111	111A	10201	24.00			24.00	03	
JLD	09/29/2016	112	112A	10242	23.98	2.00		21.98	03	
JLD	09/30/2016	124	124A	10250	24.80			24.80	03	

Sheet1

Figure 9-8: Record of Delivery and Payment - Portland Cement (Inspector's Entries)

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (ROADBED MOD TON ITEMS)

- 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 - 4 in the Inspector Daily Report (IDR) – Mobile Inspector (Aggregate Ton Items) Section for details on completing the Report Details, Equipment and Personnel for the roadbed mod ton item(s). The Office Engineer will complete the item postings for ton items.*

ROADBED MOD SQYD AND MILE ITEMS

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR (ROADBED MOD SQYD & MILE ITEMS)

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 - 4 in the Inspector Daily Report (IDR) – Mobile Inspector (Aggregate Ton Items) Section for details on completing the Report Details, Equipment and Personnel for the roadbed mod SQYD and MILE item(s).*

2. Record the following required information in the Item Postings window:
   - Item
   - Proj/Catg – Refer to the AEB report.

- Contractor – ALWAYS the Prime Contractor (subcontractors are not allowed).
- Qty – Based on measurements, calculations and plan
- 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.

Refer to Figure 9-9 and Figure 9-10for examples of an Inspector's roadbed mod SQYD and MILE item postings.

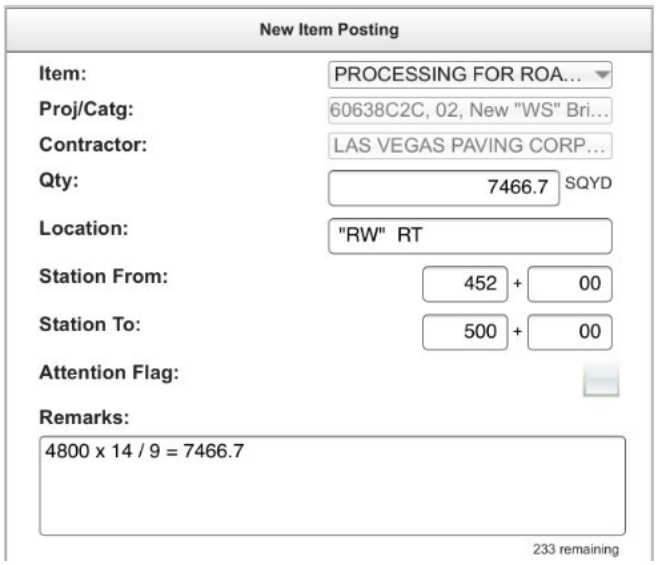


Figure 9-9: IDR Item Posting – Roadbed Mod SQYD

NOTES for Roadbed Mod SQYD (Figure 9-9):

- 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

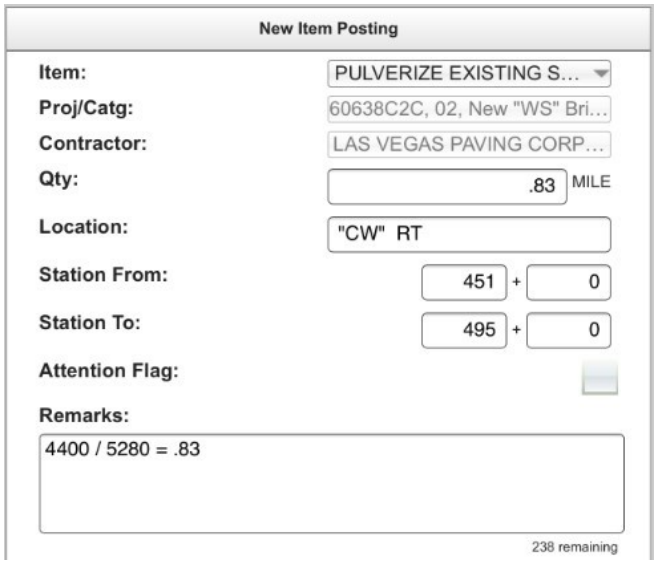


Figure 9-10: IDR Item Posting – Roadbed Mod MILE

NOTES for Roadbed Mod MILE (Figure 9-10):

- Payment for MILE items will be based on field measure.
- Calculation for MILE = LFT ÷ 5280 (Always use this number)
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

OFFICE ENGINEER'S RESPONSIBILITIES – AGGREGATE AND ROADBED MOD ITEMS

- Collect all computerized load tickets from the Inspector(s). Only the last ticket is required for documentation.
- Collect all Bill of Ladings. Scan and save them to the appropriate EDOC Contract Files\Contract Files\Division No. 8 - Daily Record of Scale Weights\8.# Portland Cement BL directory.
- 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.
- Save 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\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 2016-03-19 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 FieldManager User Guide, for details.
- Distribute executed copies of Contract Modifications to Inspectors.

AGGREGATE TON ITEMS

RECORD OF DELIVERY – AGGREGATE BASE SPREADSHEET

The Record of Delivery – Aggregate Base spreadsheet (Figure 9-11) is used to track the daily material delivered to the job site. The completed daily spreadsheets are used as the source documents for payment.

1. Email the Record of Delivery – Aggregate Base spreadsheet to the 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. Save the updated Record of Delivery – Aggregate Base 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.# Aggregate Base directory.
3. Verify and update the spreadsheet in the appropriate day tab:
   - Entries match the information on the computerized load tickets.
   - Beginning and ending stations with line designations and LT, RT, or CL.
   - Totals posted to each AEB (category) add up to the total delivered for the day.
   - A time is listed every fifth entry.
   - Waste was recorded.
   - The Remarks are appropriate and clear.
   - If the Total Tons box on the spreadsheet does not match the total tons on the final computerized load ticket enter a line through the total tons on the final ticket and record the number from the Total Tons box.
   - Record the Optimum Moisture (located on the Compaction Report Form – No. 040-069) and Actual Moisture (located on the Field Material Sieve Worksheet – Form No. 040-013) for the day.
   - Enter initials in the 'Checked against scale sheet:' box.
   - Show the calculations for moisture deductions, if applicable, in the Remarks.
4. Indicate the Dry Aggregate Pay Totals for each AEB (category). These totals will be entered in an IDR item posting in FieldManager.
5. Save the completed the spreadsheet to the appropriate EDOC Contract Files\Contract Files\ Division No. 8 - Daily Record of Scale Weights\8.# Aggregate Base directory.

Record of Delivery -- Aggregate Base, Sand Blotter, Shoulder Material

Date:	11/12/2015	(mm/dd/yyyy)	Total Tons	212.77
Contract No.:	3585			
Item No.:	302 0130			
Description:	Type 1B Agg Base			
Tickets taken by:	TH	(initials)	Optimum Moisture:	5.2 %
Checked against scale sheet:	BLF	(initials)	Actual Moisture:	6.4 %

Ticket No.	Truck No.	Time	Station	Tons Delivered	Cumulative Tons	Remarks
0234	6	6:20 AM	"A" 1+00 RT	26.90	26.90	
0235	43			25.22	52.12	
0236	47			27.71	79.83	
0237	50			26.85	106.68	
0238	6	7:10 AM	"A" 9+75 RT	27.00	133.68	AEB #1 = 133.68
0239	43		"X" 10+15 RT	27.29	160.97	Change in line designation
0240	47			26.25	187.22	
0241	50	8:05 AM	"X" 18+15 RT	25.55	212.77	AEB #2 = 79.09
						0 Waste
						133.68 / [1 + (6.4% /100)] *
						133.68 / 1.0640 = 125.64 Dry Agg
						125.64 x [1 + ((5.2% + 1%)/100)]
						125.64 x 1.0620 = 133.43 Pay Tons AEB #1
						79.09 / [1 + (6.4% / 100)] *
						79.09 / 1.0640 = 74.33 Dry Agg
						74.33 x [1 + ((5.2% + 1%)/100)]
						74.33 x 1.0620 = 78.94 Pay Tons AEB #2

Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 | Day 13

Figure 9-11: Record of Delivery – Aggregate Base (Office Engineer Entries)

NOTES for Moisture Deduction calculations:

- Moisture tests are required per Section 304, *Portland Cement Treated Base*, of the Standard Specifications.
- If moisture was not weighed, a note explaining why will be placed on the last computerized load ticket and in the remarks on the Record of Delivery – Aggregate Base spreadsheet relaying this information.
- Moisture deduction calculations are only completed when the Actual Moisture content of aggregate base is plus one percent of the Optimum Moisture.
- If a Compaction Report is not run daily, use a Compaction Report that was completed before the date being processed.
- Moisture deductions apply to both Type A and Type B Aggregate.
- Calculations for moisture deductions are shown in Figure 9-11. The following formulas shall be used to arrive at the daily pay total of aggregate base material when a deduction is necessary.
  - Total aggregate = Dry Agg / [1 + (actual moisture% / 100)]
  - Dry Agg x [1 + ((optimum % + 1 %) / 100)] = Dry Aggregate Pay Total
  - For instance, the daily total for AEB (category) #1 is 133.68 tons. Actual Moisture is 6.4% and optimum moisture is 5.2%. The calculated quantity for payment would be: 125.64 x 1.062 = 133.43 Dry Aggregate Pay Total AEB (category) #1.
- If calculations are needed and there are more than one AEB (category) numbers involved, make sure to adjust for the water in each AEB# as shown in Figure 9-11.
- If a calculation for water deduction is needed, the total tons WILL NOT match the total tons delivered.

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 – Aggregate Base spreadsheet (Figure 9-11) 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, even if it is zero, is circled in Red.
2. Have the Resident Engineer sign the ticket.
3. Scan and save the ticket into the appropriate EDOC Contract Files\Contract Files\ Division No. 8 - Daily Record of Scale Weights\8.# Aggregate Base directory.

INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER (AGGREGATE TON ITEMS)

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 aggregate ton items:
   - In the General tab, enter a Comment related to the item posting.
   - Enter an item posting (Figure 9-12) for the aggregate ton item based on the Dry Aggregate Pay Totals for each AEB (category) from the appropriate day tab(s) in the Record of Delivery – Aggregate Base spreadsheet.

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

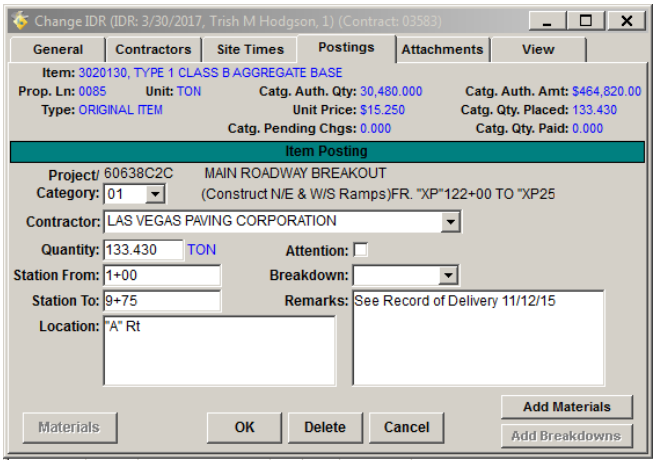


Figure 9-12: Office Engineer's IDR Item Posting (Agg TON)

NOTES for Aggregate TON (Figure 9-12):

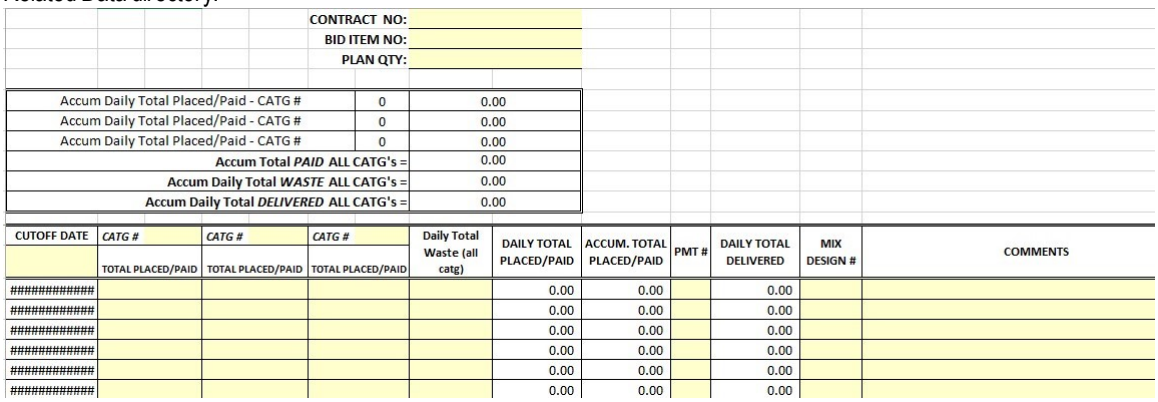
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- In Remarks, reference the Record of Delivery spreadsheet.

2. Generate the IDR.

TONNAGE ITEM SPREADSHEET BY CUTOFF DATE

The Tonnage Item Spreadsheet by Cutoff Date spreadsheet (Figure 9-13) 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, Area: Construction Admin - Payment Forms. Refer to the Tonnage Items Spreadsheet by Cutoff Date Instructions 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:

Accum Daily Total Placed/Paid - CATG #	0	0.00
Accum Daily Total Placed/Paid - CATG #	0	0.00
Accum Daily Total Placed/Paid - CATG #	0	0.00
Accum Total *PAID* ALL CATG's =		0.00
Accum Daily Total *WASTE* ALL CATG's =		0.00
Accum Daily Total *DELIVERED* ALL CATG's =		0.00

CUTOFF DATE	*CATG #* TOTAL PLACED/PAID	*CATG #* TOTAL PLACED/PAID	*CATG #* TOTAL PLACED/PAID	Daily Total Waste (all catg)	DAILY TOTAL PLACED/PAID	ACCUM. TOTAL PLACED/PAID	PMT #	DAILY TOTAL DELIVERED	MIX DESIGN #	COMMENTS
##########					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		0.00		
##########					0.00	0.00		0.00		

Figure 9-13: Tonnage Item Spreadsheet by Cutoff Date Spreadsheet

AGGREGATE CUYD ITEMS

INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER (AGGREGATE CUYD ITEMS)

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:
2. Information in the Comments and Remarks
   - Information in the Contractor tab (Personnel and Equipment)
   - That all 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.
   - Check that the Inspector's IDRs 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.*

3. Generate the IDR.

ROADBED MOD TON ITEM

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

The Record of Delivery and Payment – Portland Cement, Lime (Cold Recycle) spreadsheet (Figure 9-14) 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.

1. Email the Record of Delivery and Payment – Portland Cement, Lime (Cold Recycle) spreadsheet to the 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. 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.# Roadbed Mod 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.
5. 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.# Roadbed Mod directory.

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

Contract No.:	3585		
Item No.:	3050220	Total Tons Delivered:	149.87
Item Description:	Portland Cement		
Plan Qty. (tons):	800.00	Total Tons Used:	147.87

Inspector	Date	Truck No.	Trailer No.	Bill of Lading No.	Tons Delivered	Tons Wasted	Tons Left in Storage	Tons Used	AEB No.	Remarks
JLD	09/10/2016	122	122A	10101	26.10		3.00	23.10	01	
JLD	09/12/2016	110	110A	10102	25.89			28.89	01	AEB #1 = 77.09
JLD	09/13/2016	113	113A	10104	25.10			25.10	01	AEB #3 = 24.00
JLD	09/15/2016	111	111A	10201	24.00			24.00	03	PMT #5
JLD	09/29/2016	112	112A	10242	23.98	2.00		21.98	03	AEB #3 = 46.78
JLD	09/30/2016	124	124A	10250	24.80			24.80	03	PMT #6

Sheet1

Figure 9-14: Record of Delivery & Payment – Portland Cement (Office Engineer's Entries)

INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER (PORTLAND CEMENT TON ITEMS)

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 aggregate ton items:
   - In the General tab, enter a Comment related to the item posting.
   - Enter an item posting (Figure 9-15) for the Portland Cement 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.*

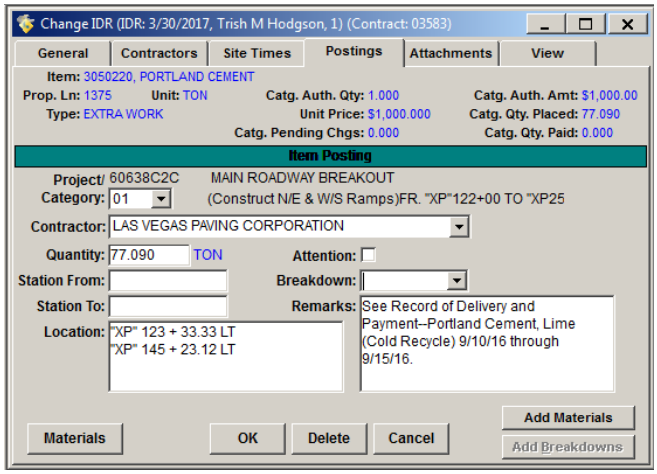


Figure 9-15: Office Engineer's IDR Item Posting (Roadbed Mod TON Item)

NOTES for Aggregate TON (Figure 9-15):
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- In Remarks, reference the Record of Delivery spreadsheet.

2. Generate the IDR.