Procedure for receipt of asphalt and aggregate tickets during the COVID-19 pandemic:

Technicians should…

1) Use the attached spreadsheet (on their iPad/tablet) to track specific information (Truck ID, Dump Time, etc.) for each Truck that brings material on to the project site.

2) Use one spreadsheet per day per each type of material that is received by ticket.

3) Match up Ticket Quantity data provided by the Contractor with the NCDOT recorded Truck ID / Dump Time in the Spreadsheet to ensure that NCDOT is agreed upon material quantity receipts.

4) Communicate with the crew foreman periodically throughout the day in order to determine the cumulative tonnage for calculation of the rate of spread.

Contractors should…

1) Collect all paper tickets per each material and compile them in a daily packet. These packets should be submitted to the Resident Engineer weekly. The contractor may scan and email a PDF version of the tickets to the Resident Engineer or his/her designee.

2) If possible, provide a daily ticket output in spreadsheet or CSV format for all materials delivered. This output should include typical ticket information as required by Article 106-7 of the Standard Specifications.

If you have any questions concerning this procedure, please contact your Area Construction Engineer.