



South Carolina
Department of Transportation

MEMORANDUM

TO: District Engineering Administrators
District Construction Engineers

FROM: Robert E. Isgett III, P.E. Director of Construction

DATE: April 21, 2020

RE: Temporary Delivery Method of Weigh Tickets for all Material to be paid by Weight other than Hot Mix Asphalt or Concrete Mixer Deliveries – “Contactless” Weigh Ticket Protocol for COVID-19

In response to CDC guidelines related to COVID-19 and to ensure the safety of SCDOT, contractor, and consultant personnel, a “Contactless” Weigh Ticket Protocol has been created. This protocol is to be implemented immediately for all material that will be paid by weight other than Hot Mix Asphalt or Concrete Mixer Deliveries. This temporary acceptance method of weigh tickets will remain in effect until further notice.

Contactless Weigh Ticket Protocol

1. SCDOT will provide email for RCE (or designee) to the Contractor.
2. **For Bulk Cement & Concrete Paving:** Contractor will send the following information (Load Out Time and Individual Net Tons) for every truck to SCDOT cell phone via plain text upon arrival to the project site.
 - a. SCDOT will provide cell phone number or email for Inspector on the site and identify which method can be used to deliver the required information (email, picture text, or plain text).
 - b. If inspector can accept emails or pictures, those may be provided instead of the plain text's noted above. The key is that all the information noted above is provided.
 - c. If inspector changes, SCDOT will send updated contact information.
 - d. Contractor will provide Superintendent’s phone number to the SCDOT inspector.
3. Inspector will document all materials delivered to the project that will be paid for by weight in their field notebook to include the following information: Date, Truck ID, & Material Type.
4. No later than 12:00 p.m. the next business day, the contractor will email copies of all load tickets and mill test reports to SCDOT RCE in PDF format, one ticket per page.



District Engineering Administrators
District Construction Engineers
Page 2
April 21, 2020

If you have any questions regarding this temporary revision, please contact Clay Richter at (803) 315-5330.

REI:cwr

ec: Randall Young, P.E., Chief Engineer for Project Delivery
Merritt Vann, Quality Program Manager
Merrill Zwanka, Materials & Research Engineer
Kevin Harrington, State Construction Engineer
Clay Richter, Road Construction Engineer
Tad Kitowicz, FHWA
Leslie Clark, Carolinas AGC

File: Con/cwr

