



# INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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**Eric Holcomb, Governor**  
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April 9, 2020

## CONSTRUCTION MEMORANDUM 20-05

TO: District Deputy Commissioners  
District Construction Directors  
District Technical Services Directors  
District Area Engineers, Project Engineers/Supervisors  
District Project Management Director, Project Management Director  
District Traffic Engineers, District Testing Engineers  
District LPA Coordinators, Field Engineers, Office of Material Management

FROM: Gregory G. Pankow, P.E., Director   
Division of Construction Management and District Support

SUBJECT: Submittals and Weigh Tickets During COVID-19

Based on current statewide requirements due to COVID-19 and in order to continue to perform our essential operations for construction of roads and bridges as outlined in applicable orders, this memo modifies and supersedes INDOT's specifications, policies, procedures, and business practices effective immediately and until further notice.

Contractors are strongly encouraged to scan and email regular correspondence. This includes but not limited to required documents for the Preconstruction meeting, schedules, working drawings, and material/certification submittals. This will allow INDOT to review and respond in the most efficient manner. Due to volume and auditing requirements more specific instructions for weigh tickets are included herein.

### **Procedures for Accepting Paperless Weigh Tickets**

Effective until further notice INDOT will discontinue the mandatory practice of requiring paper tickets at the time of delivery on the project site. This applies to asphalt, concrete, and aggregate as well as any other materials such as liquid asphalt/emulsion, precast products, reinforcing steel list, and other products that require documentation.

For products such as liquid asphalt/emulsion, precast concrete products such as pipe and girders, reinforcing steel, etc., the Contractor shall coordinate with the vendor and have the required paperwork emailed or texted to the inspector.

An INDOT Load Tracking log prepared and signed by the inspector will serve as supplemental documentation. This signed document will replace signing the paper tickets if weights can be noted at the

time of delivery. An INDOT Load Tracking Log may not be needed with some e-ticketing systems or if pdf versions of tickets can be signed electronically at the time of delivery. In that case the summary log produced by the e-ticketing system can be signed instead of the paper tickets. An INDOT log, when needed, is to be used for each pay item and should include notes such as temperature checks for HMA, indication that tests were taken, etc. If it is only practical to use the INDOT log to count trucks or estimate quantities, then the paper tickets will eventually need signed. In all cases paper tickets are to be retained as part of the final construction records.

Option 1: Electronic Ticketing Option (E-Ticketing):

Any Contractor utilizing one of the e-ticketing systems (example: Fleetwatcher, Command Alkon, SOP, Haul Hub, etc.) can immediately suspend bringing paper tickets to the project site at the time of delivery once the system is approved and inspectors are trained. Inspectors will utilize the e-ticket throughout the day as materials are delivered and compare to the daily summary report produced by the software system. An INDOT Load Tracking Log may not be needed by the inspector depending on the capability of the e-ticketing system (see below). The e-ticketing system shall at a minimum include the information currently required to be on a normal ticket for the type of material being delivered.

An INDOT Load Tracking Log is not required if the e-ticketing system has the capability for the inspector to accept, reject, and split tickets at the time of delivery. The summary log produced by such systems includes this acknowledgment and can be signed instead of the paper tickets. Otherwise an INDOT log will be completed by the inspector, including the weigh ticket quantities. The INDOT log will be signed by the inspector instead of the paper tickets. The paper tickets will not need tallied or signed at any point in time.

To start the next day or the next week, both of which are acceptable, the Contractor shall deliver a stack of the paper tickets in sealed packaging to the INDOT PE/S, field office, or agreed upon drop off location.

Option 2 (Preferred Contactless Method):

The plant or quarry can print the ticket, take a picture, and email or text it to a designated project inspector concurrent with delivery.

The inspector will utilize the INDOT Load Tracking Log to record the needed load information including actual weights. The INDOT log will be signed by the inspector. The paper tickets will not need tallied or signed at any point in time unless discrepancies arise.

To start the next day or week, both of which are acceptable, the Contractor shall deliver the paper tickets as discussed in Option 1.

Option 3 (Limited Cellular Service Contactless Method):

This option is to be used if a plant, quarry, or project site has limited or no cellular service, or due to other resource limitations is unable to use Option 2 above.

The inspector will utilize the INDOT Load Tracking Log to record the needed load information which may include estimated weights/cubic yards. If the plant or quarry has the capability, it is requested that they produce a daily summary report listing each load so that the inspector can cross-check with the INDOT log. This check is primarily to match the count of trucks and the truck numbers. Both the INDOT log and the plant summary log will be signed by the inspector. The paper tickets will not need tallied or signed at any point in time unless a plant summary log is not available or discrepancies arise.

The Contractor and INDOT representative needs to derive an agreed upon method utilizing accepted social distancing to notify the inspector of the material type, weight or cubic yards (potentially estimated), and other information needed by the inspector for the purposes of monitoring placement rate, determining need for sampling and testing, etc. This will most likely be verbal in nature.

Different than the previous options, to start the next day the Contractor shall deliver the paper tickets as discussed in Option 1.

**Summary:**

Please ensure that your staff and all personnel managing your construction projects are familiar with this matter. Continue to emphasize the need to follow all the recent policies, protocols, and guidelines as we all work to provide essential services while staying safe and maintain our and the contracting industry's health. **The procedures outlined herein may warrant variation and continual evolvement. If there are any questions, please contact your Field Engineer.**

ATTACHMENT: Daily Load Tracking Sheet

GP/JN