Section 11.1

ASPHALT LOT DOCUMENTATION

11.1.1 Purpose

This procedure establishes guidelines for asphalt LOT documentation related to the daily measurement and documentation of bituminous quantities.

11.1.2 Authority

Sections 20.23(3) (a) and 334.048(3), Florida Statutes (F.S.)

11.1.3 General

Specifications Section 320 includes the requirements for asphalt plant operations. All asphalt plants will have electronic weigh systems with automatic ticket printouts.

11.1.4 Asphalt LOT Submittal Package

The *LOT Submittal Package* consists of information provided by the Contractor's Plant and Roadway Technicians and/or the Department's Plant and Roadway Verification Technicians. It is compiled by Department personnel which could include the Plant and Roadway Verification Technicians and/or Resident Office. *LOT Submittal Packages* (see <a href="https://doi.org/10.1001/journal.org/10

Each LOT is either 2,000 or 4,000 Tons and initial LOTs are always 2,000 Tons, per **Specifications Section 334-5.2**. The **LOT Submittal Packages** will be uploaded to the collaboration site when the LOT is paid and should include the following documentation:

(A) Asphalt Ticket Information

Paper or Electronic Ticketing (E-Ticketing) information will be submitted per **Specifications Section 320-3**. The ticket information will be available for review by the Plant Verification Technician one day after production and will become part of the **LOT Submittal Package**.

Note: Material of different types, pay items, waste, or private work for each day's production run will be identified on the *Quality Control Roadway Report (QCRR)*.

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The following ticket information is required:

Required Information	e-Tickets	Printed Tickets	
Sequential Load Number	✓	✓	
Project Financial ID Number (FIN)	✓	~	
Date and *Time	✓	✓	
Name and location of the plant	✓	✓	
Mix Design Number	✓	✓	
Place for recording mix temperature:			
By: Plant QC	✓	Hand-recorded	
By: Plant VT	✓		
By: Roadway QC	✓	Hand-recorded	
By: Roadway VT	✓		
By: Hand Recording		✓	
Truck Number	✓	✓	
Gross, Tare, and Net Tonnage	✓	✓	
Daily cumulative tonnage of mix for the mix design	✓	~	

(1) Printed Tickets - There must be an original and at least one (1) legible copy. The original is retained by the Plant Verification Technician and one copy goes to the Roadway Verification Technician. See Attachment 11.1-2 for examples of printed asphalt tickets.

Tickets will be grouped by LOT in the daily order of production. The original weight tickets will be scanned into the *LOT Submittal Package* and the hard copies will be destroyed. It is also acceptable to receive scanned tickets from the Contractor. Scanned tickets must be checked and verified for accuracy and clarity by the RO before inclusion within the *Lot Submittal Package* and before destruction of tickets.

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(2) Electronic Ticket Information - After each truck is loaded, ticket information will be electronically recorded and uploaded to the e-ticketing software database. Each truckload's ticket information will be provided to the users of the e-ticketing software database.

A comma separated value (.csv) file will be provided to the Roadway Verification Technician. The .csv file will be included in the LOT Submittal Package. It is not necessary to print tickets in the traditional format; the .csv file is sufficient. **See Attachment 11.1-2** for an example.

NOTE: Save a copy of the .csv file as an Excel (.xlsx) file prior to working in the report to have full Excel functionality. The .xlsx version can be included in the LOT package for additional information as needed.

(B) Asphalt Plant – Composite Pay Factor Sheet

The Contractor's test results for each Sublot are entered into *Materials Acceptance and* Certification (MAC) at the asphalt plant. The gradation, asphalt content, air voids, and density together generate the *Composite Pay Factor (CPF) Sheet* for the LOT.

The CPF Sheet is generated in MAC and is part of the Comparison Package Information Report which also contains the LOT verification information. See Attachment 11.1-3. The CPF Sheet is required for all Lot Submittal Packages regardless of testing. For non-tested lots, the CPF Sheet will show a CPF equal to 1.

(C) Asphalt Roadway – Verification Report

Form No. 675-030-21, Asphalt Roadway - Verification Report, is filled out by the Roadway Verification Technician. The technician enters and verifies the spread rate, the temperature, and bituminous materials used in each LOT. This will be submitted within the LOT Submittal Package in Excel Format. See Attachment 11.1-4.

(D) Asphalt Roadway – Daily Report of Quality Control Report (QCRR)

The final portion of the LOT Submittal Package contains Form 675-030-20A, Asphalt Roadway - Daily Report of Quality Control, also known as the Quality Control Roadway Report (QCRR). See Attachment 11.1-5A. This form is furnished by the Department, completed by the Contractor, and is required to be submitted to the Project Administrator (PA) at the close of each lot or as requested by the PA. The QCRR calculates the spread rate and quantity adjustments automatically.

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(1) Each Contractor is required to record the placement of asphalt on the above form as the pavement operation progresses. The Contractor's Plant and Roadway Technicians are responsible for verifying the *QCRR* is filled out and correct. The Contractor is to ensure quality work. These reports are to be available for the Department's Plant and Roadway Verification Technicians at the place of production. The Roadway Verification Technician and the PA will work together to ensure that the Contractor's quantities are correct on the *QCRR* and the *LOT Submittal Package* is complete and ready for submission into the Collaboration Site. If corrections to the *QCRR* are required, the RO will send the form back to the Contractor for resubmittal.

- (2) The **QCRR** will be submitted in Excel format. Once the asphalt is completed and paid for, the final **QCRR** will be sent via email to the State Materials Office as a record of the as-built pavement data at the following email address: SM-MACQCRRUpload@dot.state.fl.us. The final **QCRR** submitted to the State Materials Office will be the final **QCRR** record in the Electronic Document Management System (**EDMS**). See **CPAM 11.4** for further information.
- (3) All projects let January 2018, and after, will **not** be required to submit *Form* 700-050-72, *Computer Summary of Quantities for Asphaltic Concrete*, also known as the daily asphalt ticket cover. However, the same daily tonnage information can be produced by the *QCRR* through the Reports function within the spreadsheet. The Report *Daily Tons by Intended Use* should be used to compare the daily tonnage documented within the *QCRR* and the ticket information for accuracy. Since the *Daily Tons by Intended Use* Report is within the *QCRR*, it is not required to be submitted separately. See Attachment 11.1-5B for an example of this report.

11.1.5 Attachments

Attachment 11.1-1	LOT Submittal Package and PDF Package
Attachment 11.1-2	Asphalt Ticket Sheet Examples
Attachment 11.1-3	CPF Sheet Generated in MAC
Attachment 11.1-4	Asphalt Roadway - Verification Report
Attachment 11.1-5A	Asphalt Roadway – Daily Report of Quality Control
Attachment 11.1-5B Quality (Control Roadway Report – Daily Tons by Intended Use

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Attachment 11.1-1 Lot Submittal Package and PDF Package

Example A - LOT Submittal Package in PDF Package using printed tickets.

- (A) White: Asphalt tickets compiled by day.
- (B) Yellow: The CPF Sheet generated in MAC in PDF
- (C) Pink: The **QCRR** in Excel Format (.xlsm)
- (D) Orange: Verification Technician's Reports in Excel Format (.xls) by day

Name	Description	Modified	Size		
Delivery Tickets Lot 21 07-12-21.pdf		11/22/2021 12:51:37 PM	3.54 MB		
Delivery Tickets Lot 21 07-13-21.pdf		11/22/2021 12:51:37 PM	8.95 MB		
Delivery Tickets Lot 21 07-14-21.pdf		11/22/2021 12:51:37 PM	140.96 KB		
LOT 21 CPF.pdf		11/22/2021 12:51:36 PM	174.39 KB		
LOT 21 QCRR.xlsm		11/22/2021 12:51:36 PM	4.59 MB		
TI VT Asphalt report 7-12-21.xls		11/22/2021 12:51:36 PM	453.00 KB		
TI VT Asphalt report 7-13-21.xls		11/22/2021 12:51:36 PM	454.00 KB		
TI VT Asphalt report 7-14-21.xls		11/22/2021 12:51:36 PM	399.50 KB		

Example B - LOT Submittal Package in PDF Package using e-Ticketing information.

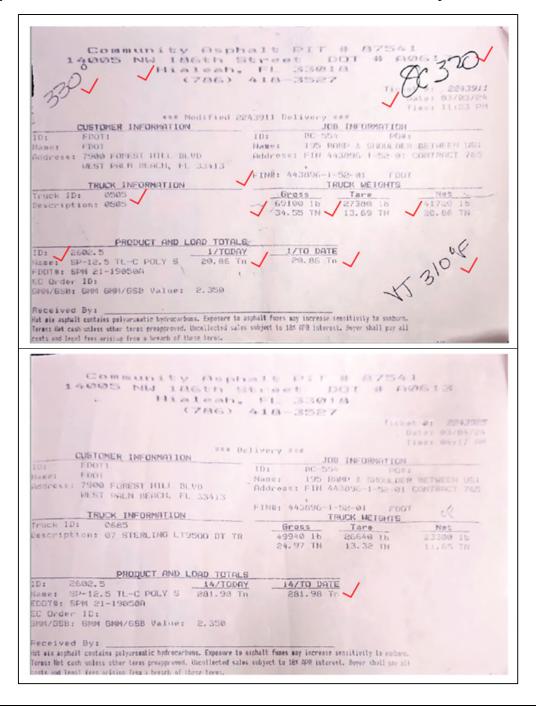
- (1) White: Electronic record of each truck load's ticket information in .csv file
- (2) Yellow: The CPF Sheet generated in MAC in PDF
- (3) Pink: The **QCRR** in Excel Format (.xlsm)
- (4) Orange: Verification Technician's Reports in Excel Format (.xls) by day

Name	Description	Modified	Size
e-Tickets Lot 21 07-12-21 to 07-14-21.csv		8/18/2021 3:31:00 PM	5.06 KB
LOT 21 CPF.pdf		11/22/2021 12:51:36 PM	174.39 K
LOT 21 QCRR.xlsm		11/22/2021 12:51:36 PM	4.59 MB
TIII VT Asphalt report 7-12-21.xls		11/22/2021 12:51:36 PM	453.00 KE
TIII VT Asphalt report 7-13-21.xls		11/22/2021 12:51:36 PM	454.00 KE
TI VT Asphalt report 7-14-21.xls		11/22/2021 12:51:36 PM	399.50 KE

Asphalt Attachment 11.1-2

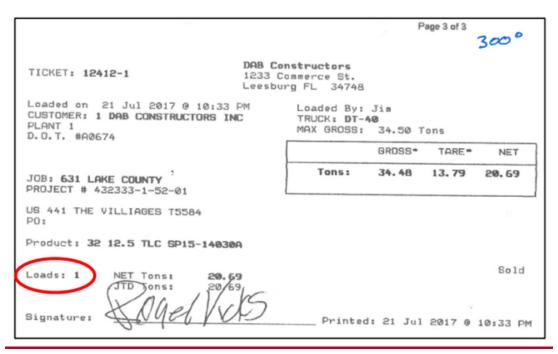
Asphalt Ticket Sheet Examples

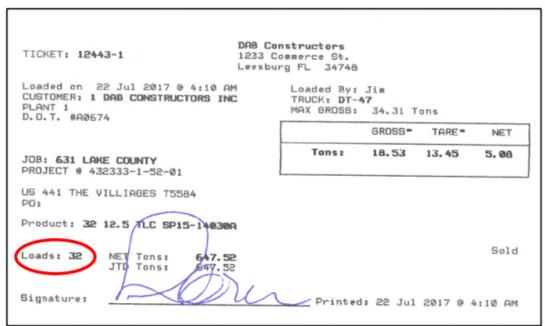
Example A: Printed tickets of the first and last truckload - 1st day's run



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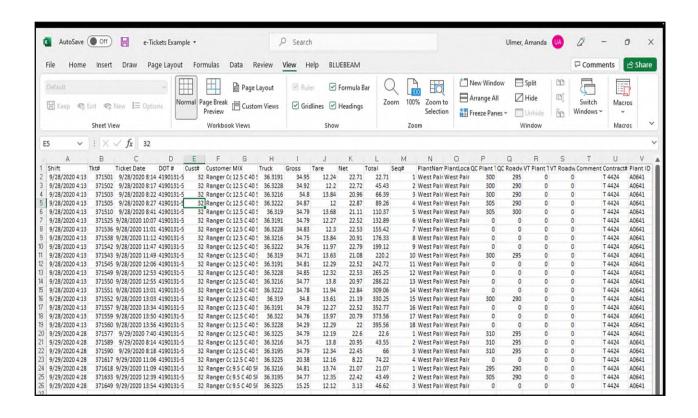




Example B: Electronic ticket information in .csv file for the first and last truckload – 1^{st} and 2^{nd} day's run

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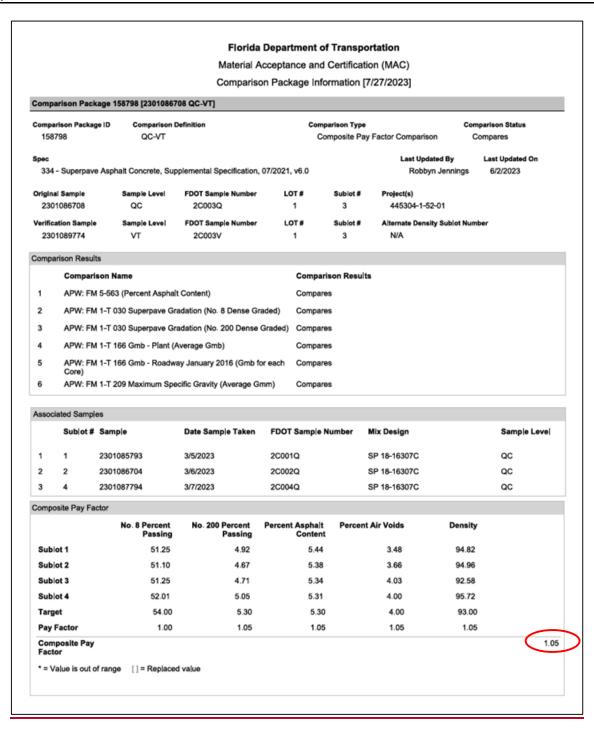


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Attachment 11.1-3 **CPF Sheet Generated in MAC**

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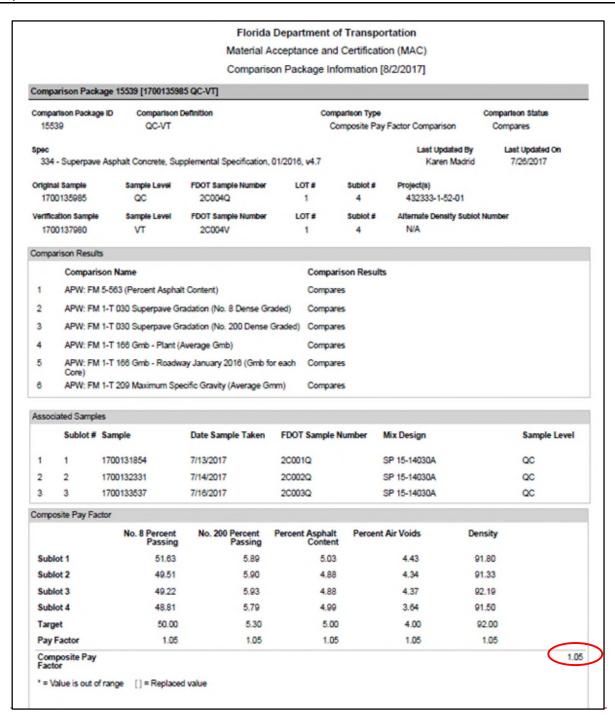


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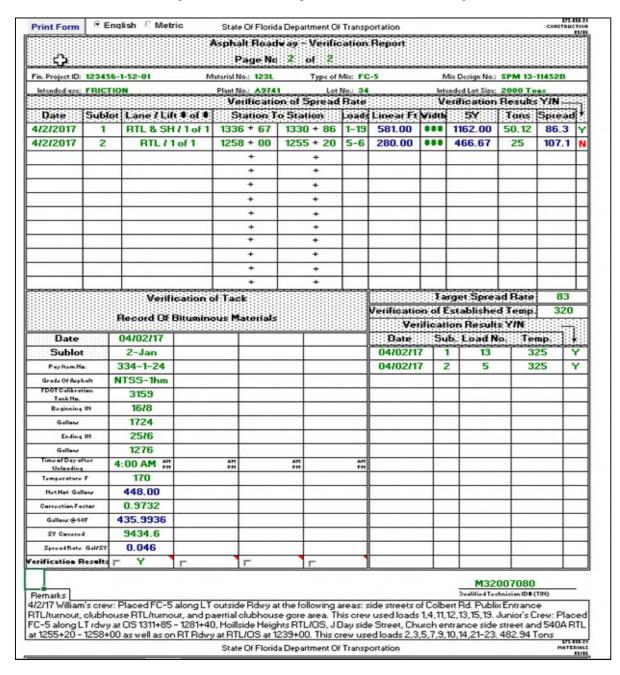
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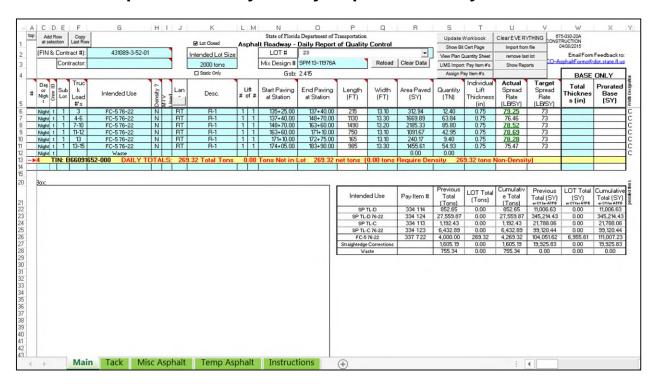
Attachment 11.1-4 Asphalt Roadway - Verification Report



Form 675-030-21, Asphalt Roadway – Verification Report is a field form used to verify spread rate, temperature, and bituminous materials.

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Attachment 11.1-5A Asphalt Roadway – Daily Report of Quality Control



Form 675-030-20A, Asphalt Roadway - Daily Report of Quality Control is used to calculate spread rates and record asphalt and tack quantities.

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Attachment11.1-5B Quality Control Roadway Report (QCRR): Daily Tons by Intended Use

4	Α	В	С	D	E	F	G
1							
2							
3	Sum of Quantity						
4		SP TL-C	Waste	(blank)	Grand Total		
5	(blank)						
6	7/11/2017	510.55	5.00		515.55		
7	7/13/2017	490.83	5.00		495.83		
8	7/14/2017	305.51	5.00		310.51		
9	7/16/2017	805.24	20.70		825.94		
10	7/17/2017	597.19			597.19		
11	7/18/2017	657.90	5.00		662.90		
12	7/21/2017	637.44	10.08		647.52		
13	7/23/2017	393.16			393.16		
14	7/24/2017	471.96	5.00		476.96		
15	7/25/2017	416.22	5.00		421.22		
16	7/26/2017	481.47	15.00		496.47		
17	7/27/2017	206.93			206.93		
18	7/31/2017						
19	Grand Total	5,974.40	75.78		6,050.18		
20							
21							

This report, produced by the *QCRR*, shows the daily tonnage by intended use. It should be used to verify the daily tonnage documented within the *QCRR* compared to the ticket information. This report is <u>not</u> required to be submitted separately and replaces the information previously provided by the daily asphalt ticket cover, *Form 700-050-72*, *Computer Summary of Quantities for Asphaltic Concrete*.

For example, on 7/21/2017, the report shows a Grand Total = 647.52 tons produced. However, only 637.44 tons were used and the remaining 10.08 tons were waste. Attachment 11.1-2 shows first load ticket and last load ticket. The final load ticket is for Load 32 on 7/21/2017 for a net total of 647.52 tons.