

## MoDOT Guidance to RE's for Asphalt Ticket Collection During COVID-19 Pandemic

There are three primary reasons why MoDOT/FHWA requires collection of asphalt tickets in the field:

1. To verify an accurate pay total by ensuring all loads of asphalt produced for the project were actually delivered on site.
2. To verify the correct mix type is being placed at all times.
3. To monitor the ongoing total to ensure the tonnage is tracking reasonably within plan quantity.

During this time of social distancing mandates, we have three allowable methods that fulfill the above requirements:

1. Contractors can use an approved eticketing software/app that allows the inspector to track the location of each load and to receive the tickets on their phones via an app. If your contractor requests this option, incorporate the attached JSP into the contract with a no-cost change order. Note that during our 2020 trial period for eticketing, the JSP does still require the contractor to produce paper tickets from the plant computer that the inspector will use later to compare against the total of the etickets. The paper tickets are collected by the contractor either at the plant or in the field. [FleetWatcher](#) is one such app that is being used by some contractors and currently available in the MoDOT app store. The contractor secures the software and gives the inspector login credentials. You need at least periodic cell service at the job site for this option to work. Eticketing apps not only offer paperless tickets, but also track the loads and confirm dumping in the paver. For this option, the contractor needs to submit a daily summary of the ticket tonnage for each type of mix, with a digitally signed statement confirming the total is true and accurate.
2. In lieu of sending a paper ticket with each load of asphalt, the contractor's plant operator can send an electronic ticket from the plant computer to the inspector via an email or text. The ticket would be digitally printed and transmitted as a pdf document, or sent as a picture (jpeg) of the printed paper ticket. This option is only feasible if the inspector has cell service at the job site. The inspector should monitor the trucks as best he/she can to make sure the deliveries match the text/email tickets. The inspector will total the electronic tickets at the end of the shift and compare that to the daily summary from the plant computer. The contractor needs to also provide paper tickets as a back-up, but they do not need to be delivered to the site. [Connex](#) by Command Alkon is an app that some contractors use for paperless tickets. This app does not meet the tracking terms of the JSP, but does suffice as a temporary electronic ticket option during COVID-19. No change order is needed for this option. This email serves as documentation of temporary approval of an alternative to paper tickets. For this option, the contractor needs to submit a daily summary of the ticket tonnage for each type of mix, with a digitally signed statement confirming the total is true and accurate.
3. The contractor can use the traditional method of sending paper tickets out with each load and a contractor field person will safely collect the tickets on the job site. The contractor

will need to periodically inform the inspector of the ongoing tonnage and mix type. This can be done by either the plant person or field person taking a picture of the tickets periodically and texting the photo to the inspector; or the field person can verbally keep the inspector informed of the ongoing tonnage while maintaining a safe distance. At the end of the shift, the contractor's field person will give the tickets to the inspector in an envelope. The inspector will deliver the tickets back to the office in a sealed container, such as a zip loc bag, and wait at least 24 hours before totaling (remove from bag during the waiting period). For the last day of the estimate period, the inspector can pay off of the plant computer daily summary report, then verify the accuracy of that quantity later when it is safe to handle the tickets.

Other options may be allowable as well. If you have any other asphalt delivery monitoring ideas that fulfill the 3 verification requirements at the top of this note, please send to the details to MoDOT Central Office Construction and Materials for review.

(Adapted from April 16, 2020 email to RE's from Dennis Brucks)