

If the INDOT Load Tracking Log was utilized due to requirements above, it should be signed, scanned, and included along with the e-tickets and e-summaries produced by the e-ticket system.

Option 2 (Preferred Contactless Method):

The plant or quarry can send a legible copy or image of the ticket via email or text 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 or cubic yards as applicable. When estimates are used it shall be noted as such on the log. The INDOT log will be signed by the inspector. 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. If a plant daily summary report is provided with a listing and tally of weights, then the plant daily summary report can be signed by the inspector and the paper tickets will not need tallied or signed at any point in time unless 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: INDOT Load Tracking Log

GP/JN