SECTION 28 – FIELD DOCUMENTATION

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Section 28:

Field Documentation

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28.1 GENERAL

The use of electronic data collection systems is encouraged and acceptable. These systems will become more prevalent in the future. As new processes are developed, electronic data information will become a dominant factor for documentation.

28.2 ORIGINAL FIELD MEASUREMENTS

The Department has established the following procedures for documenting original field measurements for AWP contracts.

1. Field measurements for payment should be recorded electronically in the field at the time of measurement in a format suitable for inclusion as a permanent part of the contract's documentation. Standard Department electronic forms should be utilized when appropriate to record field measurements for specific items. Documentation generated and stored outside of AWP should utilize the Intelligent File Cabinet system. This system provides a consistent and uniform process for storing documents for the contract.
2. Documentation stored within AWP should be entered into the system directly from original field measurements. When the Field Assistant application is utilized, original field measurements for payment should be recorded at the time of measurement and synced to the system, when appropriate. Field notes should be digitized and stored within the Intelligent Filing Cabinet system for retention.
3. When pay quantities are estimated during the contract prior to final field measurement, the use of Inspector's Dailies or other documentation, not part of the FCR, is acceptable for making entries. As items of work are completed and final field measurements are made and documented as described above, the estimated pay quantity for an item should be adjusted in AWP as needed to correlate to the final pay quantity. A note in the comments section of AWP should be made to describe why the adjustment was made.
4. Original field measurement documents are necessary to justify the payment of items. Documents should be organized and stored within the Intelligent File Cabinet system. Documents necessary for the FCR submittal must be stored within the Intelligent FCR system.

The procedures outlined above are intended to compliment other instructions within the GIFE and the Final Construction Record Guide, not to replace them.

Questions concerning documentation of original field measurements should be addressed to the District Construction Records Officer. District Construction Records questions should be addressed to CM.

28.3 AWP DATA ENTRY

The purpose of these instructions is to establish standardized guidelines for the entry of data into AWP to promote greater efficiency. All current policies and procedures should continue to be followed unless revised by the following instructions.

28.3.1 Personal Data Entry

All data collected by a Construction field employee will be entered into AWP by the employee collecting the data. This allows supervisors the ability to authorize information as intended. Under no circumstances will an employee log in or enter data into AWP using a login ID other than their own, as indicated in the Information Resources Use Agreement. An employee's manager will not enter information into AWP unless one of the following exceptions occurs:

1. A specific individual has been assigned to complete all paperwork for a contract as identified by the corresponding AE or DCD.
2. An employee's absence from work is preventing payment to the Contractor.

28.3.2 Data Entry Timeframes

This procedure ensures that information is entered in a timely manner and that estimates for contractor payment will not be delayed.

Daily Work Reports

All information regarding Contractor activity, personnel, equipment, and pay items will be entered into a Daily Work Report in AWP by the PEMS or HT who observed the work. The information should be entered within two business days of completion, excluding weekend days and State holidays.

Material Sample Information

All information pertaining to materials delivered to the site should be entered into the Sample Record in AWP. If the sample contains test results, it should be entered by the PEMS or HT who performed the test. The information must be entered within two business days, excluding weekends and State holidays.

HMA and soil samples taken to area labs or District labs MUST be entered into AWP before the sample is transported. If the sample is for a certification, CAPP, or Material List Approval Number, it may be entered by any individual on site and should be completed within ten business days of the material being installed, excluding weekends and State holidays. Exceptions to this timeframe include tests that require more than a ten business day waiting period before testing is completed, according to the SS or Frequency Manual. This ensures that information is entered in a timely manner and expedites the Material Certification process.