

## SECTION 28 – FIELD DOCUMENTATION

### 28.1 GENERAL *(Rev. 01-21-14)*

The use of electronic data collection systems is encouraged and acceptable. In the future these systems will become more common place. For now, field books are the standard method of recording original field notes. For other field measurements, field books are not required but desirable.

### 28.2 ORIGINAL FIELD MEASUREMENTS *(Rev. 01-21-14)*

The Department has determined that the following procedures are to be followed for documenting original field measurements for SiteManager contracts.

1. Original field measurements for payment should be recorded in the field at the time of measurement in a format that is suitable for inclusion as a permanent part of the Final Construction Record (FCR). Standard Department forms, such as the IC-225 Pile Driving Record, should be utilized as appropriate to record field measurements for specific items. Acceptable formats are the use of full size 8-1/2 x 11 ruled or graph paper that can be punched and placed in a binder for inclusion with the FCR.
2. Entries should be keyed into the SiteManager system directly from the original field measurements. The field notes should then be filed for inclusion in the FCR.
3. When pay quantities are estimated during the contract prior to final field measurement, the use of Inspector's Dailies or other documentation that will not be part of the FCR is acceptable for making computer 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 the SiteManager system as needed to the final pay quantity. A note in the remarks section of SiteManager should be made to describe why an adjustment is being made.
4. Original field measurement documents are to be included with the submittal of the FCR. Documents should be organized and numbered in accordance with the Construction Record Guide and any subsequent directives from the District or Central Office Final Records sections.

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 Final Records Officer. District questions should be addressed to the Division of Construction Management.

### **28.3 SITEMANAGER DATA ENTRY** *(Add. 06-04-14)*

The purpose of these instructions is to establish standardized guidelines for the entry of data into the SiteManager system in order to address efficiency and utilize the system according to its intended design. All current policies and procedures should continue to be followed unless distinctly changed by the following instructions.

#### **28.3.1 Personal Data Entry**

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

1. A specific individual has been assigned to complete all paperwork for a contract as identified by the corresponding Area Engineer or District Construction Director.
2. An employee's absence from work is preventing payment being made to the contractor.

Additionally, a Consultant may enter test data for their Sub-consultant that performed the test. In this case, both the Consultant and Sub-consultant must be qualified in the test method that was performed.

#### **28.3.2 Data Entry Timeframes**

This policy ensures that information is entered in a timely manner and that the production of payment estimates 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 the SiteManager system by the Project Engineer or Supervisor (PE/S), Highway Technician (HT), or Shared Workforce (SWF) who observed the work within two business days of completion, excluding weekend days and State holidays.

- **Material Sample Information**

All information pertaining to materials produced or supplied on site should be entered into a Material Sample Information in the SiteManager system. If the sample contains test results, it should be entered by the Project Engineer or Supervisor (PE/S), Highway Technician (HT), or Shared Workforce (SWF) who performed the test within two business days, excluding weekends and State holidays. HMA and soil samples taken to Area Labs or District Labs **MUST** be entered into SiteManager 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. An exception to this timeframe is a test that requires more than a ten business day waiting time

before testing is completed, according to the Standard Specifications or Frequency Manual. This ensures that information is entered in a timely manner and expedites the completion of the Final Construction Record.

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