

Guide for Personal Distancing while Collecting Samples and Documents For Acceptance of Materials on Highway Construction Projects

During the current COVID-19 epidemic we have been asked to take measures to minimize exposures of ourselves to others in order to slow the transmission of COVID-19, while continuing to perform essential duties.

This guide is intended to provide guidance on how these objectives can be balanced in a consistent manner to insure that:

1. NDOT continues to comply with FHWA materials acceptance requirements
2. While adhering to social and governmental obligations to slow the transmission of COVID-19.

Please refer to current COVID-19 Center for Disease Control and Prevention (CDC) Guidelines for information and Personal Protective Equipment (PPE) requirements.

I. General

There following are general recommendations that can be applied to many of the required sample and document collection activities necessary for the acceptance of materials on Highway Construction Projects

1. Contractor Sample Collection. For materials that require collection of the quality assurance sample, proficiency sample or other by Contractor personnel, it is recommended that:
 - a. The Contractors' personnel collect the sample and prepare it for submission to the NDOT Construction Technician (or their representative) as usual.
 - b. The NDOT Construction Technician should observe the collation and preparation activities from the recommended safe distance.
 - c. If possible, the Contractors' personnel should deliver the prepared sample to the bed of the NDOT Construction Technician's vehicle, and place it into the sample holding device as appropriate.
2. Collection of Materials Tickets and Certificates. The following are options that might be used to collect documents necessary for pay or acceptance of materials:
 - a. For documents collected frequently per day (such as scale tickets, bills of lading, etc...) digital photos of the document can be taken and texted or emailed to the NDOT Construction Technician (or their representative) who will record that a matching truckload unloaded at the paver. The original copies shall be combined for an end-of-day collection by the NDOT from a pre-designated location—such as a mailbox outside the plant's control house.
 - b. For documents collected infrequently (such as materials certificates, manufacturer's recommendations, etc...) the document can be provided:
 - i. electronically in a pdf format
 - ii. as a digital photo with the original either mailed or provided at a pre-designated location.
 - c. Where cellular service is not adequate for electronic transfer, collection by the NDOT from a pre-designated location remains an option for documents not requiring collection at the point of delivery (such as asphalt scale and concrete delivery tickets).

3. Sample deliveries to NDOT Labs. Samples delivered to NDOT labs by the Contractor, consultant, or NDOT staff should be appropriately labeled and dropped off at the lab loading dock.
 - a. Entering the lab facilities is to be avoided.
 - b. Delivery notification should be made via phone call or email to NDOT lab staff.

II Asphaltic Concrete:

1. Scale Tickets. If cellular service is not adequate for the digital photo method of I. 2. a. then the “note-pad” method might be considered by the parties and approved by NDOT prior to implementation.
 - a. The “note-pad” concept would require the Truck Driver to write the Truck Number, Load Tons and Cumulative Batched Tons for each of their loads delivered to the project. This information would need to be written in large, bold, legible script on a note pad or legal pad and shown to the NDOT Laydown Inspector each time they arrive with a load of asphalt at the paver. Hard copies of the original scale tickets would need to be collected for pick up at a pre-determined location at the end of each day’s production.
 - b. Some contractors might employ a fleet management system with an e-ticketing option that is a part of the system. E-ticketing was offered as a possible but unlikely option. It would require additional coordination between the Contractor and the NDOT (through the Project Manager) to work out details for the system.
2. Random samples, density core specimens and PG Binder samples can be collected per I. 1. b. or c.
3. PG Binder Bills of Lading can be collected per I. 2. b. or c.

III Portland Cement Concrete

1. Scale Tickets can be collected per I. 2. a or II. 1. a. or b.
2. Aggregate samples can be collected per I. 1.
3. Portland cement specimen can be collected per I. 1.

IV Aggregate & Soils

1. Contractor Sample Collection. For materials that require collection of the quality assurance sample, field sample, split-sample for verification, or other by Contractor personnel, it is recommended that samples be collected per I. 1.
2. Sample Deliveries to NDOT Labs. Samples delivered to NDOT labs can be performed per I. 3.

V Physical Test Lab Materials

1. Sample Deliveries to NDOT Labs. Samples delivered to NDOT labs can be performed per I. 3.