

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-1-45
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Subject: S.O.P. THE RECORDING OF MEASUREMENT OF MATERIALS IN HAULING VEHICLES			Distribution A, B, C, D, E
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PURPOSE: To Establish Policy and Procedure Relative to the Measurement of Trucks and the Recording of Hauled Quantities.

GENERAL:

This S.O.P. will apply to all construction materials hauled to or on the project which will be measured for payment in tons, gallons, cubic yards, loose vehicular measure (LVM), or pounds.

1. **Preparation:** Immediately after a contract has been awarded for construction, or as soon as possible, the County Engineer will prepare for the measurement of each material which will be paid for by the pound, gallon, ton, or cubic yard (LVM). Such items are normally, but not restricted to:
 - 1.1. Excavation (LVM). See Note 1.
 - 1.2. Erosion Control Items. See Note 2.
 - 1.3. Paved Ditch (cy). See Note 5.
 - 1.4. Hot Plant Mixed Bituminous Courses (Ton). See Note 3.
 - 1.5. Granular Material (cy). See Note 1.
Granular Material (Ton). See Note 3.
 - 1.6. Soil Stabilization Items (Cement, Lime, Fly-ash, etc.) (Ton). See Note 3.
 - 1.7. Stabilizer Aggregate (cy). See Note 1.
Stabilizer Aggregate (Ton). See Note 3.
 - 1.8. Liquid Asphalt (Gal). See Note 4.
 - 1.9. Cover Aggregate (cy). See Note 1.
 - 1.10. Aggregate for Slurry Seal (Ton). See Note 3.
 - 1.11. Concrete (cy). See Note 5.
 - 1.12. Reinforcing Steel (Lb). See Note 6.
 - 1.13. Castings, Grating, etc. (Lb). See Note 6.
 - 1.14. Structural Steel (Lb). See Note 6.
 - 1.15. Rip Rap (Ton). See Note 3.

Note 1. Tickets prepared by the County Engineer with information as required herein.

Note 2. Measurement required as appropriate for each item. See S.O.P. No. SA II-1-48, Section 8.

Note 3. Hauling vehicles must be weighed on certified scales at locations approved by the County Engineer. Tickets must be provided certifying the correctness of applicable information as listed below. When necessary to verify the quantity of material placed on the project, the County Engineer may require hauling vehicles to be weighed when leaving the site.

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Note 4. Distributor measurements are used to determine quantities for payment. Measurement and volume determination must be recorded on Form SA-724 in accordance with S.O.P. No. SA II-1-48, Section 10.

Note 5. Measurement will be based on neat dimensions shown on the plans in accordance with the Method of Measurement included in the specifications for specific pay items.

Note 6. Measurement will be based on computed weights in accordance with the Method of Measurement included in the specifications for specific pay items.

When tickets are required a sufficient number, based on plan quantities, will be prepared showing the following information:

- 1.16. Project Number
- 1.17. County
- 1.18. Contractor (Prime or Sub)
- 1.19. Construction Item being measured
- 1.20. Date Placed
- 1.21. Station limits where placed
- 1.22. Temperature (if applicable)
- 1.23. Gross and Tare weights (if applicable)
- 1.24. Volume of hauling vehicle (if applicable)
- 1.25. Hauling Vehicle Number
- 1.26. Signature block for Inspector receiving material
- 1.27. Unit of measurement (ton, cubic yard, gallon, etc.)

Tickets should be numbered and each number accounted for. If a mistake is made while filling out a ticket, it should be marked "VOID" and left in the book; not thrown away. Normally, tickets should be made up in triplicate with one copy going to the driver of the hauling vehicle, one copy to the Contractor, and the original remaining in the book for the project records.

2. Field Procedure: Prior to placing any type of material where tickets will be used as a basis for determining pay quantities, the capacity of the hauling vehicle will be determined by the County Engineer. Any and all measurements will be retained for the project file in the County Engineers Office and will serve as documentation for the capacity of a particular hauling unit.

Tickets will be written for each individual load of material as it is being placed on the project. Each ticket will be completely filled out, will have all required information and be signed by the County Engineer's representative receiving the material on the project.

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As often as possible; preferably each day, the County Engineer, or his representative, will check with the Contractor to assure that each has one copy of all tickets written. Any discrepancies found will be resolved at this time and the agreed total carried forward for the remaining work.

Material(s) should not be approved for payment unless documented by a properly executed ticket written at the time the material was placed.