

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-1-92
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Subject: S.O.P. SURFACE TREATMENT - REPORT OF BITUMINOUS MATERIALS AND AGGREGATES APPLIED (FORM SA-724)			Distribution A, B, C, D, E
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PURPOSE: To Standardize The Tabulation Of Quantities For Payment For Bituminous Surface Treatment Items.

REFERENCE: Section S-410 of the Standard Specifications and S.O.P. No. SA II-1-73.

It is essential that the necessary field data, calibrations, measurements, and material spreads ordered by the County Engineer and applied, be recorded, dated, and verified by the signature of the employee (inspector or Engineer) making the order, calibration, measurement, etc. This data is to be recorded in bound field notebooks. Such recordings and verification are required as the work progresses. Entries are to be made by area as rates of application are determined in accordance with Subsection S-410.12, at the close of work for the day, or at the transfer of the field notebook to the County Engineer's Office, whichever occurs first.

Form SA-724 will be used to record "shots" and will document the quantities and application rates of aggregates used in bituminous surface treatments. It is self-explained by the wordings at the top of each column.

Source information for cover aggregates is to be recorded by a ticket system as set out in S.O.P. No. SA II-1-45 and recorded as final data on Form SA-724.

Bituminous materials are to be recorded in bound field notebooks as source documents, and tabulated on Form SA-724 as final data.

The ticket numbers for each load of cover aggregate applied for a "shot" are to be recorded in the field notebook, along with the record of asphalt measurements, in order that the quantity can be identified with the "shot" when recording on Form SA-724.

To implement the recording of source data for bituminous materials, and identification of cover aggregate, the County Engineer should prepare, - ahead of actual work - columnar headings, sketches, dimensions, calculated areas, etc., in a bound field notebook in order that all pertinent data may be properly recorded during application, for transfer to Form SA-724.

Material transferred from other projects in accordance with S.O.P. No. SA II-3-32 should be explained in the field notebook and the remarks section of the Report Form.

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All pertinent data from the inspector's field notebooks should be posted periodically, at the earliest practicable time, on Form SA-724 such that the County Engineer Office records will provide an up-to-date and accurate tabulation of the quantities satisfactorily placed to date. Each such entry on Form SA-724 is to be initialed by the person making the entry. The original copies of the report are to be certified by the County Engineer and maintained in the Project files as each sheet is completed.

Separate reports should be completed for each grade of bituminous material and each type of aggregate used. That is:

- (a) Separate reports for prime material.
- (b) Separate reports for asphalt cement and coarse cover aggregate.
- (c) Separate reports for asphalt cement and seal aggregate.