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I. COMMUNICATION

A. KNOW WHO YOU WORK FOR

Asphalt Plant Verification Technicians (Plant VT’s) are working for the Turnpike Materials Office. Each project is assigned to a Turnpike Asphalt Manager (TAM). The TAM is an agent of the Turnpike Bituminous Engineer.

<table>
<thead>
<tr>
<th>Turnpike Bituminous Office:</th>
<th>Office Number</th>
<th>Cell Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eduardo Hernandez, Bituminous Engineer</td>
<td>(954) 934-1144</td>
<td>(954) 770-7781</td>
<td><a href="mailto:Eduardo.hernandez@dot.state.fl.us">Eduardo.hernandez@dot.state.fl.us</a> *</td>
</tr>
<tr>
<td>Luis Calderon, Pavement Evaluation Specialist</td>
<td>(954) 934-1148</td>
<td>(954) 444-4571</td>
<td><a href="mailto:luis.calderon@dot.state.fl.us">luis.calderon@dot.state.fl.us</a> *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Turnpike Asphalt Managers:</th>
<th>Office Number</th>
<th>Cell Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Putnik, North</td>
<td>(407) 264-3498</td>
<td>(407) 362-8815</td>
<td><a href="mailto:heather.putnik@dot.state.fl.us">heather.putnik@dot.state.fl.us</a></td>
</tr>
<tr>
<td>Garth Hall, South</td>
<td>(954) 934-1150</td>
<td>(954) 410-2346</td>
<td><a href="mailto:garth.hall@dot.state.fl.us">garth.hall@dot.state.fl.us</a></td>
</tr>
</tbody>
</table>

Fax Numbers: NORTH FAX: (407) 264-3850 SOUTH FAX: (954) 934-1349

* NOTE: The Turnpike Bituminous Engineer and the Turnpike Asphalt Managers are included in the TPKASPHALT email address.

B. COMMUNICATION WITH TAM:

Communication must occur between the Plant VT and the TAM at least TWICE during every shift, maybe more.

The Plant VT must leave a voice mail message if the TAM does not answer a phone call.

Required Calls to the TAM Every Shift Include:

1. CALL IN:
   i. Upon arrival at the asphalt plant, call the TAM’s OFFICE phone (TAM may request that the call in go to cell)
   ii. Voice mail message should include: VT Arrival Time to the plant, the FIN, the plan for the operation, and expectations (such as weather concerns; plant, lab, or field equipment issues; personnel issues; etc.)

2. CALL OUT:
   i. Upon departure from the asphalt plant, call the TAM’S OFFICE Phone (TAM may request call out to go to cell)
   ii. Voice mail message should include: brief info on operation (i.e. tests performed, mix type & quantity produced, any non-compliant test results – PC or QC, any loads rejected – temperature or other reason, etc.)
   iii. Include Call Out information along with ALL other details from the shift in TimeTracker, prior to leaving.

3. QUESTIONS:
   i. Call the TAM’S OFFICE Phone (or include in nightly email) with ANY general questions that you have.
   ii. If you’re not sure, ask your TAM. Never assume, always ask if you are not sure.

4. ISSUES:
   i. If any issues, concerns, problems, or disputes occur call the TAM’S CELL Phone and leave a voice mail with the details.
   ii. The TAM may not return your call, especially outside of business hours; however, the TAM will begin to address the issue as soon as the message is received.
   iii. Include ALL details in Time Tracker. If you are unable to speak to the TAM, follow-up with an email to let the TAM know that there are important details in Time Tracker.

C. COMMUNICATION WITH ROADWAY VT

Communication must occur between the Plant VT and the Roadway VT MULTIPLE times during every shift, including:

1. As soon as possible after start time (<30 min) – Road VT needs to know you arrived and needs your phone #
   i. If you know the producer’s plan (what, when, etc.), inform the Roadway VT at this time.
2. When you know the plan for the shift (unless you already communicated this with the initial call)
3. When the first truck ships
4. When the mix design being shipped changes (unless they are back and forth throughout the shift)
5. Each time you send Random Numbers (let the Road VT know which truck will have the envelope)
6. When the plant has an issue that will result in suspending or delaying mix shipment
7. When an IV is pulled and cores are needed
8. When a load is not counted toward random testing, ensure Road VT restricts the load to temporary/miscellaneous use
9. Any other time you believe you need to communicate.
D. **OTHER COMMUNICATION REQUIREMENTS:**

Include the Financial ID Number (FIN) for the construction project in the subject of ALL emails related to the project.

When sending emails to the TAM, send the email to tpkasphalt@dot.state.fl.us rather than the TAM’s email address.

Copy tpkasphalt@dot.state.fl.us on ALL asphalt related emails for Turnpike projects, regardless of recipient.

Unless instructed to do so by this SOP or by the TAM, do not send correspondence to the CEI or Contractor.

Other than normal Plant VT duties during or before the shift, calls with the Contractor and CEI must involve the TAM.

Do not communicate through text messages. Use email or phone calls.

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**II. TURNPIKE CONSULTANT ASPHALT TECHNICIAN PROTOCOL**

A. **TEST REQUEST PROCESS:**

**Consultant Assignments:** For each construction project, the Turnpike will have assigned a consultant firm to cover Asphalt Plant VT services. If possible, multiple projects running from one plant will be assigned to the same firm. The assigned firm might be a consultant holding a Materials Contract with the Turnpike (Prime) or a sub consultant to the firm holding a contract (Sub).

**Email Lists:** Each firm’s primary manager will have submitted a list of email addresses that will be set to receive Test Request notifications for any construction project that the firm is assigned to cover. The VTs’ email addresses may be included in the email list; however, they’re not required. When a Test Request is submitted, all email addresses in the submitted list will receive it.

**Technician Selection Responsibility:** The assigned firm is responsible for providing a Plant VT that is approved by the Turnpike Asphalt Team, has a PA with the Turnpike, and is billable for the construction project being covered. The Plant VT may be employed by the assigned firm or one of the other consultant or sub consultant firms that are on contract to provide Plant VT services to the Turnpike.

**Technician Assignment:** Once the firm has determined which technician will cover the project, the assigned firm’s primary manager is responsible for selecting the technician’s name for the Test Request in the Turnpike’s Test Request System. This responsibility may be delegated to other personnel within the firm or to another firm if that other firm is providing the Plant VT for the requested shift. If this selection is not made within a reasonable time, the TAM will contact the primary manager for the firm that is the Prime for that materials contract to request assistance scheduling the shift.

**Point of Contact:** Once the Plant VT is assigned to cover a shift, all communication regarding the shift being covered will be between the TAM and the Plant VT. The Plant VT is responsible for relaying any pertinent scheduling details back to their firm’s manager, according to the protocols that the Plant VT’s firm has in place.

**Service Needs without Test Request:** On occasion, a Plant VT may be requested when no Test Request is submitted. A few examples when this may occur are: changes to the current request (start time, location, cancellation, etc.); production with less than 24 hour notice; services needed at the plant outside of normal plant production (such as lot verification); or samples/paperwork requiring delivery. When this occurs, the TAM will place a phone call or send an email to the Plant VT (if assigned) or to the primary manager for the assigned firm (if a plant VT has not been assigned).

**Technician Response:** Plant VTs must only respond to requests to be at the plant initiated from the Turnpike Test Request System or a request received directly from the TAM. Hours are only billable if one of these requests is received or if the time is approved by the TAM prior to the shift.

**Contact from Others:** Anytime the CEI or the Contractor informs the Plant VT or the assigned firm of plant production that has not already been received either through a test request or directly from the TAM, the person that was contacted must:

1. Immediately inform the CEI/Contractor that the shift will not get covered until the CEI makes the request through the Test Request System or through direct contact with the TAM
2. Immediately inform the TAM that the CEI/Contractor indicated there would be production that has not been scheduled
3. The Plant VT or assigned firm must allow the TAM to research the pending production and wait for the TAM to make contact with the Plant VT or the assigned Firm before covering the additional production.

B. **ARRIVAL TIME AND DEPARTURE TIME:**

**Test Request Start Time:** Often, the time on the test request will be the time the first truck is expected to ship. The producer may begin producing mix prior to the test request start time (plant VT not required); however, the producer cannot ship mix earlier than the time on the test request, unless the Plant VT, the Road VT, and the Contractor’s required technicians are in place. On occasion, the TAM may ask the VT to arrive early for inspection if the producer commonly begins producing mix early.

**Early Arrival:** Unless pre-approved by the TAM, time at the plant prior to the test request start time cannot be billed.

**Late Arrival:** Plant VTs running late must call the TAM’s cell phone at or before the test request time to inform the TAM of the late arrival. In this case, billable start time will be based on the time the VT arrives. As long as the contractor has given adequate notice to the CEI, a late arriving Plant VT cannot stop shipment of the mix after the test request start time (contact TAM if unsure).
Departure Time: Prior to departing, all Plant VT responsibilities in this SOP must be complete (such as: ensure all necessary tests are sampled & observe testing, run applicable V tests, update/complete lot packages, enter Time Tracker, call out, etc.)

Early Departure: Use judgment and communicate with TAM! If all mix for the shift has been produced (in the silo) AND a random test isn’t going to fall within the remaining loads, AND all VT duties are complete for the shift, it is acceptable to leave the plant early (don’t let the contractor know you plan to leave.) Call out just before leaving the plant and give TAM all the details.

Early Departure – QC test incomplete: Not advisable; however, in some cases, a VT may leave the plant if the QC test is mostly complete as long as a copy of the partially tested raw data is obtained and all that remains is gradation. All other requirements above apply. Maybe, shift a nearby IV to this time. Call out just before leaving the plant and give TAM all the details (be clear).

C. CANCELLATIONS:
If the project cancels while the VT is enroute or after the VT arrives at the plant, the VT should call the TAM's cell phone to receive other duties that the VT should perform during the scheduled shift. If the TAM does not answer, the VT must leave a message on the cell phone voice mail system, and begin working on other duties (if available). If there are no other duties that the VT can perform AND the TAM doesn't return the call within a reasonable amount of time (15 minutes or so), then the VT can assume the TAM has no duties and head back. The time is only billable if the VT and TAM communicate following this process.

Only actual time worked (including applicable travel time) will be billable. Even if the VT is cancelled enroute and does not reach the plant, the VT is billable for the time on the road (up to allowable travel time). However, if a VT is enroute before the VT was expected to be enroute (based on the requested start time minus allowable travel time for the situation), then the time is not billable.

If the cancellation was received before the VT is enroute, then there is no billable time for the cancelled shift.

D. MULTIPLE TURNPIKE PLANT VTS DURING A SHIFT:
If possible, when multiple projects run from one asphalt plant, those projects will be assigned to the same firm for Plant VT services. Regardless of the number of test requests received for projects running from a single plant during a single shift, only one Plant VT is required and approved to cover the plant. Additional Plant VTs at the plant will not be billable; however, if conflict of interests prohibit one firm from covering all projects run from one plant, production could occur with multiple plant VTs present.

An additional plant VT may be approved by the TAM for rare circumstances. This must be approved prior to the shift.

In the event that a Plant VT must leave the plant early and an additional Plant VT arrives to cover the remainder of the shift, overlapping time is not billable. Any overlapping time will be removed from BOTH technicians until it is decided by the assigned firm’s primary manager which technician will be billing for the overlapping time.

E. TRAVEL POLICY:
1. GENERAL
   i. Regardless of travel time, Call-In and Call-Out ALWAYS occurs at the plant
   ii. Time Tracker entry must reflect the applicable BILLABLE time including the BILLABLE travel time.
   iii. Any exceptions to the below standard billing process must be agreed upon prior to performing the assignment.
   iv. All below Travel Time between locations is based on Google Maps estimated travel time
   v. A Consultant Billable Travel Rate Sheet may be provided to summarize approved maximum travel times between commonly visited locations such as asphalt plants, consultant offices, and IV labs

2. PLANT VT SERVICES
   i. Travel time to and from the asphalt plant is billable, but no more than the pre-determined travel time between the nearest Consultant Office and the plant, unless the Plant VT performs additional duties away from the plant.

3. IV DELIVERY SERVICES (VT services performed)
   i. The allowable travel time is based on the location of the asphalt plant, location of the IV lab relative to the plant and consultant office, and the location of the consultant office closest to the plant.
   ii. The billable travel time when delivering the IV or the IV cores is determined by adding the following:
      a. Travel Time from the asphalt plant to the IV lab (use the IV lab that results in the least total travel; this is usually the IV lab closest to the plant)
      b. Travel Time from the IV lab back to the consultant office closest to the asphalt plant
4. **IV DELIVERY SERVICES  (No VT Services performed)**
   i. If the person performing this task will be requiring the contractor to sample the IV upon arrival, the person must be a CTQP Plant Level 1 & 2 Qualified Technician. If the IV has been sampled and is prepared for pickup, then the person can be a courier and isn’t required to hold CTQP Qualifications to perform this duty.
   ii. If a technician/courier is sent to a plant to obtain an IV sample or to a CEI office to obtain IV cores when that technician/courier is not performing regular VT services, then travel time is based on the following:
      a. The travel time from the consultant office closest to the asphalt plant (or CEI office) PLUS the travel time from the asphalt plant (or CEI office) to the nearest IV laboratory PLUS the travel time from that IV Laboratory back to the consultant office closest to the asphalt plant (or CEI office)
      b. For IVs being sampled upon arrival, a reasonable time spent at the plant is billable as long as the technician performs call-in and call-out at the plant. Give sufficient reason if the time at the plant exceeds one hour.
   iii. This policy can also be used for determining the billable travel time for any other courier duties where a technician from the consultant office is being requested to travel for the Turnpike Bituminous Engineer or the TAM (such as Lot Package Delivery, Resolution Pickup and Delivery, etc.)

F. **TURNPIKE ASPHALT TEAM WEBSITE**
The Turnpike Asphalt Team has a public webpage for Plant VTs to assist with daily duties.

Access the Turnpike Asphalt Team’s public webpage with this web address:  [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)

You will be expected to visit this site daily. Use this site to access the following:

1. Asphalt plant assignment sheets (lists mix designs that are approved for the plant to produce)
2. Review list of mix designs that are in cease production (if any)
3. Access the Time Tracker System
4. Access the Test Request System (to review submitted requests)
5. Access asphalt related links and downloads

This site is public and can be accessed by Plant VTs, CEIs, producers, contractors, and anybody else with internet access.

G. **PROJECTSOLVE SP SYSTEM**

**Description:** The Test Request System and the Time Tracker System are built inside ProjectSolveSP. Many other applications used by project personnel, Turnpike staff, and other FDOT staff are also housed in the ProjectSolveSP System. Use of ProjectSolveSP requires a special username and password. The username will look similar to this: `firstname.lastname@pbsvc`

**Password Details:** The Password must be changed every 60 days. You will become locked out if you do not change your password before it expires. If you forget your password or become locked out of ProjectSolveSP, please send an email to `tpkasphalt@dot.state.fl.us` to request a password reset.

**Change Password:**

1. Log in to the ProjectSolveSP system
   i. You can access the system from links in the Asphalt Team’s public webpage ([http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt))
2. Click your name at the top right corner of the webpage then click Change Password
3. Enter the current password and the new password and click Change Password
4. Immediately inform the CEI/Contractor that the shift will not get covered until the CEI makes the request through the Test Request System or through direct contact with the TAM
5. Immediately inform the TAM that the CEI/Contractor indicated there would be production that has not been scheduled

H. **TEST REQUEST SYSTEM:**

To access the Test Request System:

1. Go to the Turnpike Asphalt Team’s public webpage ([http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt))
2. Click the link for Asphalt Test Requests
   i. Unless you are already logged in, you will be prompted to log into the system
   ii. You must have a ProjectSolveSP username and password to access this system
   iii. This link takes you to a list of all Test Requests, there is also a link for calendar view.

To Assign the Plant VT that will cover a Test Request

1. Go to the Turnpike Asphalt Team’s public webpage ([http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt))
2. Click the link for Asphalt Test Requests
   i. Unless you are already logged in, you will be prompted to log into the system
   ii. You must have a ProjectSolveSP username and password to access this system
3. Find the request that needs to be assigned and click the FIN in that entry
4. From the top of the window that opens, click “Edit Item”
5. Select the technician’s name from the “Assigned Tech” selection
6. Click “Save”

Note: This will generate a “Plant VT Assigned” email to the Test Request email list
I. **TIME TRACKER SYSTEM:**

1. A Time Tracker entry must be completed immediately prior to calling out for every shift.

2. To access the Time Tracker System:
   
i. Go to the Turnpike Asphalt Team’s public webpage ([http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt))
   
   ii. Click the link for **Time Tracker**

   a. Unless you are already logged in, you will be prompted to log into the system
   b. You must have a ProjectSolveSP username and password to access this system.

   iii. Click the link for the project you are covering

3. To create a new Time Tracker Entry:
   
i. Access the Time Tracker System for the project you are covering (see #2 above)

   ii. Click on the “Create New Time Tracker Entry” link

   iii. Do Not Delete the following fields; they will already be filled in:

   a. Construction Project Contract Number, FIN, and Description
   b. Materials Contract Task Work Order Number, FIN, and Description

   iv. You will have to select the MAT Contract Number according to the Materials Contract that you are covering

   a. Contact the TAM if you are unsure which MAT Contract Number you should select.

   b. While waiting for the TAM’s response, just select one as it can be updated later if you select the wrong entry.

   v. Select the Asphalt Plant

   vi. Enter Begin Date, Begin Time, End Date, End Time, and select Lunch Break duration, if applicable

   a. Remember, this is the **billable time**, which includes any approved travel time and IV delivery time

   b. Technicians shadowing must enter all hours that are normally billable

   c. Leaving the plant for more than 15 minutes for any reason must be reported as a lunch break, unless authorized by the TAM to leave the plant for Turnpike business.

   vii. Enter the Daily Report in the Comments Box

   a. This box will hold a significant amount of information

   b. This box allows formatting text:

   1) Examples of available text formatting: Bulleted lists, text font, text color, text size, etc.

   2) To Format Text: use the selections in the Format Text Ribbon at the top of the webpage.

   Note: The Format Text ribbon will only be available when you have clicked into the Comments Box or highlighted text in the comments box.

   c. The following information should be included in this daily:

   1) Any tonnage being changed to Waste or from Waste

   2) Mix Designs and Mix Types produced; include tons produced for each mix

   3) Tests that were pulled; include the load number, mix design, and type of test (QC, PC, IV, Visc, etc.)

   4) Any QC or PC failures; report if producer ceased production, the determined cause of failure, producer’s actions taken, results of follow up tests, etc.

   5) Lots that were opened (which truck delivered the road random numbers), Lots that were completed, Lots that were verified, Lots requiring resolution, etc.

   6) Inspections Performed. Include any negative findings.

   7) Who performed Roadway VT services for the shift

   8) Visitors to the Lab or Plant

   9) Any issues, concerns, disputes, etc. that occurred (include full details)

   viii. Do Not Attach any files while creating a new entry; otherwise, the attachments will be lost.

   a. Attach Files after initially saving the new entry

   ix. Click the “Save” button.

4. To review, edit, or attach a file to a Time Tracker Entry

   i. Access the Time Tracker System for the project you are covering (see #2 above)

   ii. Click on the three dots in the entry you need to edit and select Edit Item

   Note: if the entry has been approved, you will not be able to edit the entry

   iii. Make any necessary edits

   iv. To Attach a File to the entry

   a. While editing the Time Tracker Entry, click the “Attach File” selection at the top of the page

   b. Click “Browse”

   c. Choose the file (double click the file or click the file then click Open).

   Note: Only one file at a time can be selected

   d. Click OK to add your file to the entry

   e. Repeat for any other files that must be added to the Time Tracker Entry

   v. Click the “Save” button to update the Time Tracker Entry

5. The call-out to the TAM should occur just after completing Time Tracker and immediately before you leave the plant’s lab. Even if you are delivering an IV, you must call out just BEFORE you leave the plant’s lab.
III. VT RESPONSIBILITIES ON TURNPIKE PROJECTS

A. PROJECT SPECIFICATION REVIEW:

1. Project Specific Supplemental Specifications, Special Provisional Specifications, Developmental Specifications, and Technical Special Provisional Specifications related to Asphalt Production should be included in the Project Lock Box. Specification changing DCE Memos that have been accepted on the project should also be included in the Specification folder on the network drive.

2. Review these Specifications when you are first assigned to a project. Review these after an extended time away from the project. Finally, review these periodically during the project.

3. If at any time there is a question regarding the project, procedures, or required activities, review the specifications in the Project Lock Box. (NOTE: if the specifications are missing, please contact your TAM immediately to have a new copy added to the network drive.)

4. If you are made aware of any changes that the contractor and/or CEI is making to the project specifications, please let the TAM know so that the change can be added to the Project Lock Box. Do not make changes without the TAM’s approval.

5. Although they are NOT part of the Contract Documents, other resources include the following (all these can be accessed through links found on the Turnpike Materials Website at http://www.tiny.cc/tpkasphalt):
   i. This Verification Technician SOP and the VT Procedures Meeting Material.
   ii. The Turnpike Bituminous Engineers General Items for distribution at pre pave meetings.
   iii. The Materials Manual (MM) (specifically section 3).
   v. This FDOT Inspection Guide Lists.

B. BEGINNING OF SHIFT DUTIES:

1. Call in to TAM’s Office Phone when arriving to the plant.

2. Call Road VT. Let the Roadway VT know you have arrived and make sure the Road VT has your phone number.

3. Determine the daily plan, including the mixes that will be produced.

4. Contact Road Verification Technician again, to discuss the contractor’s plan at the Road (expected types of mixes, expected tonnages, expected times, etc.) Try to determine if any DDM Replacement, Straightedge Correction, Miscellaneous or Temporary mix is planned. Be alert if the contractor is giving the Road Verification Technician a different plan than the producer is giving you.

NOTE: Steps 2, 3, and 4 may be done with one phone call if it can be done within 30 minutes of test request start time.

5. If you have not been on the project within the last week or this is the first time covering this project, Ensure mixes can still be produced (even if they were produced yesterday):
   i. First, check that the mixes are NOT in Cease Production. Mixes in Cease Production are listed at the following website: http://www.tiny.cc/tpkasphalt
   ii. Second, ensure the mix is still listed on the Plant Assignment sheet. These can be reviewed from within the Department’s Database following these steps (no login needed):
      a. With the Department’s Database System open, click Reports on the top right side of the screen.
      b. Scroll down to the Mix Design section and click Plant Assignment Sheet.
      c. Select the District and select the report type (recommend pdf).
      d. The report will download and after opening the report, scroll down to the plant number and verify the mix design is listed
   iii. IMPORTANT NOTE: Mix design numbers include a letter at the end to indicate revisions. When checking if a mix can be run, treat different revision letters as separate designs. If the contractor is running revision “b” of a design (such as SP 10-1234b) but only revision “c” is listed on the Plant Assignment Sheet (such as SP 10-1234c), then revision “b” cannot be run. Likewise, if revision “b” is listed as being in cease production then the contractor CAN produce revision “c” as long as revision “c” is still listed in the Plant Assignment Sheet.
   iv. IMPORTANT NOTE: On occasion, mixes in cease production will be removed from the Plant Assignment Sheet. If this occurs, the mix will also be removed from the list of mixes in Cease Production. Due to this, it is important to ALWAYS check the Plant Assignment Sheet whenever a mix is removed from the list of mixes in Cease Production.
6. Update Waste Tonnage or any other tonnage removed from the Lot for the previous shift(s)
   i. If more than 25 tons of mix is removed from the lot (waste, misc, or temp) for the previous day’s production,
      determine cause of the removal of the tonnage from the lot:
      a. In TimeTracker Record loads that are being removed from the lot and the reason(s) (i.e. wasted due to rejected
         mix, wasted due to unused mix, mix used as Miscellaneous, mix used as temporary, etc).
      b. If the waste tonnage is incorrect, see the requirements in the “Contractor QC Sampling and Testing” section below
         (item #2); inform the TAM and let the QC technician know that the waste tonnage needs to be adjusted.
      c. If the contractor disagrees, then allow the TAM to handle the tonnage dispute. Until the dispute is solved, track
         the tonnage WITHOUT reducing the tonnage, even if this means tracking tonnage separate from the QC. The
         TAM will let you know how to handle the Lot’s Tonnage after the dispute is solved.
   ii. If tonnage that the Plant VT counted during the prior shift is being removed from the lot because it is
       Miscellaneous tonnage or Temporary tonnage or correctly identified Waste Tonnage greater than 50 tons, Do
       Not Remove this tonnage from the Plant VT’s Lot Tonnage tracking until the End of the Lot:
       a. Tracking and Documentation can be confusing!!! Good notes, Documentation, and Communication with TAM
          and the Roadway VT are VERY important when this occurs!
       b. While the lot’s open, the Plant VT’s lot tonnage will differ from the QC’s Road Report Lot Tonnage
          1) There will be NO difference in the QC, Road VT, and Plant VT’s tonnages for Temp or Misc tonnage
             that was identified at the plant prior to the mix being shipped or for waste mix that did not get shipped
             (because it should’ve already been pulled from the Plant VT’s tracking).
          c. Communicate with the Roadway VT so Density Cores are pulled based on the Plant VT’s Lot Tonnage tracking
             1) The Road VT will not count Misc and Temp tonnage the way the Plant VT will so the Road VT’s
                tonnage will be similar to the QC’s tonnage; therefore, the Plant VT and Roadway VT must
                communicate Daily on the difference in lot tonnage between the QC’s tracking and the Plant VT’s
                tracking
             2) On a daily basis, the roadway VT will have to identify cores that need to be skipped
             3) If there are random density cores within the tonnage difference, then those cores should be skipped
                and those numbers should be identified on the Roadway Random Number Sheet as “Miscellaneous
                [or Temporary] tonnage counted by the Plant VT during production – no core needed.”
             4) A minimum of three cores are still necessary in each sublot (if there is density required material) so
                additional cores may be necessary but must come from the sublot according to the Plant VT’s tonnage.
       d. Pull QC tests based on the Plant VT’s Lot Tonnage
       e. When the Lot is closed (such as reaching 2,000 tons according to the Plant VT’s tonnage or reaching the number of days), the
         Plant VT will adjust his numbers to match the contractor’s numbers (as long as the contractor’s waste, miscellaneous, and
         temporary tonnages are correct).

7. Determine previous tonnage and last day produced to determine if any Lots need to be closed and/or Lots need to be
   opened. Check random numbers so you are up to date on where random numbers occur

8. Collect previous paperwork and truck tickets. Update Lot Package paperwork with collected paperwork and truck tickets

9. Obtain Full Mix Summary from the Department’s Database.
   i. The update will contain all QC, PC, IV, V, and R data that have been entered into the database.

10. To keep the contractor from figuring out when a random number will occur, prep for random tests at the beginning of the
    day, even if you are sure there will be no random number. If you commonly help fold boxes prior to a QC test, then do
    that at the beginning of the shift and do the same prep every shift.

11. Ensure ALL empty truck beds are being checked and debris or left-over asphalt/millings are being cleaned out
    i. For every truck, the beds need to be checked prior to that truck’s first load for the shift
       a. If Trucks are dedicated to Asphalt and issues are not occurring, then ensure the first few are being checked
       ii. If trucks are being used for RAP during the shift, randomly choose a truck(s) throughout the shift to check
C. **BEGINNING OF A LOT:**

1. When a design is first used on the project, contact the TAM to obtain an official FDOT copy of the mix design to be placed in the Lock Box for future reference (TAM will place an official FDOT copy on the network drive; ensure the contractor’s copy matches the official FDOT copy.) Even if the revision letter is the only change, treat the mix as a new mix design.

2. Prior to generating any random numbers, ensure the mix design is acceptable to be produced (perform the following check EVERYTIME a Lot is opened, regardless of how much or how recent a mix has been used on the project):
   - First, check that the mixes are NOT in Cease Production. Mixes in Cease Production by the Turnpike are listed at the top of the Turnpike Asphalt Team’s public website: [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)
   - Second, ensure mix is still listed on the Plant Assignment sheet. These can be reviewed from within the Department’s Database following these steps (no login needed):
     - With the Department’s Database System open, click Reports on the top right side of the screen.
     - Scroll down to the Mix Design section and click Plant Assignment Sheet.
     - Select the District and select the report type (recommend pdf).
     - The report will download and after opening the report, scroll down to the plant number and verify the mix design is listed

**IMPORTANT NOTE:** Mix design numbers include a letter at the end to indicate the revision. When checking if a mix can be run, treat different revision letters as separate designs. For Example:
   - If the contractor plans to run revision “b” of a design but only revision “c” is listed on the plant assignment sheet, then revision “b” cannot be run.
   - Likewise, if revision “b” is listed as being in cease production then the contractor is allowed to run revision “c” as long as revision “c” is listed in the Plant Assignment Sheet.

**IMPORTANT NOTE:** On occasion, mixes in cease production will be removed from the Plant Assignment Sheet. If this occurs, the mix may be removed from the Cease Production list. Therefore, it is important to ALWAYS check the Plant Assignment Sheet whenever a mix is removed from the Cease Production list.

3. Generate random numbers for Plant & Road testing using the department’s database.
   - Random numbers are confidential and are never to be shared with the contractor while the lot is open.
   - The Random Numbers Generated are NOT saved in the department’s database; therefore, print them
   - If a mistake is made (like wrong lot, wrong mix design number, etc.), nothing is saved so you can generate a new set of random numbers with the correct header information.
   - The Turnpike uses random numbers to collect IV samples; however, those are now generated automatically by the Turnpike’s At-A-Glance Sheet.

4. Provide the Road VT with Roadway Random Numbers (RN) and a copy of the Mix Design:
   - Place the RN sheet for the roadway cores along with a copy of the Mix Design in an envelope, seal the envelope with tape, and sign across the opening.
   - Send via one of the contractor’s haul trucks (or as approved by the TAM).
   - Call the Road VT and inform him that a new lot has been opened and RNs have been generated. Let the Road VT know which truck will deliver the random numbers.
   - Record the truck that delivered the envelope in TimeTracker.

5. Update At-A-Glance with new lot information, including the Random Numbers (Note: Take care to keep the random numbers secret while entering into At-A-Glance.)

6. Start a Lot Package Folder in the Network Drive. The Lot Package Folder must be updated EVERY DAY.

7. **SPLIT TICKET:**
   - At the beginning of a New Lot, ensure the tonnage from the last truck in the previous lot is correctly split between the previous lot and the new lot.
   - This is done by writing on that last ticket from the previous lot the tonnage from that truck that went to complete the last lot and the tonnage from that truck that is being placed into the current lot
   - Copy that ticket and place the original in the previous lot and place the copy in the new lot.
D. CONTRACTOR QC SAMPLING, TESTING, AND INSPECTING:

1. Monitor and Track tonnage being shipped to the road.
   i. For QC: Use the random numbers to determine when a QC test is necessary. Plant VT can use the At-A-Glance to determine which truck to pull the QC test since that truck number is based on the random number.
   ii. For IV: Use the At-A-Glance to determine which truck to pull an IV Sample.
   iii. With few exceptions, the random test must be sampled from the truck that the random number falls in
   iv. All trucks are subject to random test (including no pay tons, straightedge or DDM replacement, 1st or only load, etc.)
   v. If the truck that is sampled for QC or IV is later found to have been used as waste, temporary, miscellaneous, or no cost, the test still stands regardless of how good or how poor the results are.
   vi. If the producer indicates a truck or trucks that hasn’t shipped will be used for temporary or miscellaneous mix:
       a. Call the Road VT and verify that the mix is only used for these locations
       b. In TimeTracker, Record the loads to later verify that the loads were used as intended
       c. Do not count those loads toward the random number (immediately remove that tonnage from the Plant VT lot tonnage)
       d. If the producer could not indicate the exact trucks that would be used for temporary or miscellaneous or if the trucks will be split (partial temp/misc and partial permanent), then track all tonnage as permanent tonnage
           1) The tonnage is tracked by the Plant VT as ‘Lot Tons’ and is not removed from the Plant VT’s tons until the lot is closed. The QC Lot tons will differ (see item 4 in “Beginning of Shift Duties” above.)
   vii. On Turnpike Projects, Waste tonnage ONLY includes material NOT PLACED on the project.
       a. Waste includes material with the current project’s FIN that is left over at the end of the shift, rejected for use on the project, or placed on a non-FDOT project.
       b. Permanent mix used for Straightedge Correction, other surface deficiency repair, failed mix replacement, or no cost IS NOT WASTED FROM THE LOT; it is INCLUDED in the current LOT.

   NOTE: More details on Waste are included in the “Road Report” item below (item F, number 2)

2. Ensure Trucks are being cleaned out before being loaded
   i. At the beginning of the night, ALL trucks need to be checked before they receive their first load (reduce to checking only a few if all the trucks are dedicated to asphalt)
   ii. If the trucks are being used to transport RAP during the shift, randomly check a truck (or more) throughout the night to ensure all the RAP is being removed
3. Ensure Truck Temperatures are taken correctly and at the correct frequency
   i. Observe the QC technician taking truck temperatures and ensure the QC technician is using a working, accurate thermometer (calibrated and checked).
   ii. To check the thermometer, using a Plant VT provided, calibrated thermometer, measure the temperature of a load that the QC Technician also measured and ensure thermometers are giving similar temperatures. Perform this check at least once per shift.
   iii. Truck temperatures must be taken in the hole located on the side of the truck (never over the top)
   iv. Verify temperatures are written on the ticket and make sure it is clear that the temp written was from the plant
   v. Correct Frequency:
       a. First five trucks
       b. One out of every five trucks after the first five
       c. If temp problem is found, QC should check next five trucks
   vi. Temperature too high or too low, truck should be rejected and cannot be used
       a. Ticket cannot be re-used, load is rejected and should be counted as waste.
       b. Verify material was discarded and truck was re-loaded and new ticket was printed with new tonnage and load #

4. Within five minutes prior to a random number, notify the contractor that the random number has arrived. Once the truck is sampled, without bias, the sample will remain the QC sample for that sublot.

   NOTE: If the contractor decides to reject a load AFTER the Plant VT requested a QC or IV test from that load, require the producer to pull the sample from that load before the load is discarded. Contact the TAM if a dispute occurs. In the event of a dispute, continue to treat that sample as the QC or IV test unless otherwise directed by the TAM.

   NOTE: Miscalculation (inadvertent or due to unknown waste, miscellaneous tonnage, or temporary tonnage) does not add bias and is considered normal operation; however, knowingly deciding to sample from a truck that does not contain the random cumulative tonnage for any reason results in bias and is always considered inappropriate.

   NOTE: In the event a random number is not reached during the shift and at least 100 tons have been produced since the last test, at least one Contractor Process Control (PC) must be run during the shift. If for some reason the PC is not run, inform the TAM during your “Call Out.” Also, report the missed test in Time Tracker along with any info from the contractor regarding the missed test. The TAM will take action with the contractor, if necessary.
5. Ensure the technician sampling and splitting is CTQP Qualified. The technician that samples and splits (same person) must be identified as the sampler for that sample in the Department’s Database.

6. Observe the sampling and splitting operations to ensure that the quality control, verification, and resolution samples are correctly sampled from the truck, split correctly*, boxed, sealed with tape (VT signs across the tape), and identified (Project Number, Mix Design Number, LOT #, Sublot #, Date, Type, etc.)
   i. Samples must be split according to the Method. If samples are boxed at the sampling rack, then one shovel from each of three locations must be included with R; one shovel from each location must be included for V; one shovel from each of the three locations must be included with the QC sample in the metal bucket.
   ii. IV samples must be sampled in this same manner if they are boxed at the sampling rack.

7. Ensure the technician(s) performing the test(s) is CTQP Qualified. For each test, the Technician that tested must be identified as the Tester in the Department’s Database.

8. Contractor must test the sample within one working day.

9. Observe the contractor as the test is performed and verify the accuracy of the test data and ensure the test methods are being followed.

10. Raw Data Collection:
    i. Handwritten Process:
       a. If anything is written down, the paper must be a form and the technician must use colored ink.
       b. The form can be a contractor generated form but never scratch paper.
       c. Form must have entry for sample identification info, entry for the Tech ID (name or TIN) for each test, and must have entry for all measurements required by the method for the test(s) included in the form.
       d. This document becomes the handwritten data sheet for this test.
       e. Corrections made to the handwritten data can only be made while the scale is still displaying the value.
       f. Corrections must be made by the technician running the test. The technician running the test will strike through the value with one line; write the new value above, and initial the correction.
       g. Check the accuracy of handwritten data immediately after results are written down.
       h. Place your initials on each of the Contractor’s handwritten data sheet as you check the accuracy of the data
       i. VT initials go on the Contractor’s original handwritten data sheet.
       j. Obtain a copy of the handwritten raw data sheet as soon as it has been initialed; copy must be sent to the TAM at the end of the shift.
       k. Note: AT ANY TIME: Do not allow the handwritten sheet to be taken out of the Plant VT’s view until the Plant VT has initialed the handwritten sheet and obtained a copy of the handwritten data sheet
    ii. Direct Entry
       a. Although highly recommended, a handwritten record is not required if measurements are typed directly into MAC while the measurement is made. However, even if measurements are typed into MAC, if values are written down prior to typing into MAC, then that paper becomes a handwritten document; follow the above handwritten process.
       b. Plant VT MUST make sure numbers are still showing on scale when data is typed into MAC
       c. Plant VT MUST make sure entry in MAC is SAVED immediately after testing.
       d. Plant VT MUST make sure entry in MAC is SAVED before contractor walks away from a test.
       e. Plant VT MUST make sure entry in MAC is SAVED before computer/tablet is taken from VT’s View or taken out of the testing area.
       f. Plant VT MUST inform TAM (in Time Tracker) that contractor is following Direct Entry and let the TAM know that there will be no handwritten paperwork.

11. Record the Date, Load Number, and Sample Number into the At-A-Glance Sheet for QC Acceptance Tests as well as any Process Control Tests that the contractor runs
12. **SAMPLE NUMBER**: All Samples entered into MAC must be identified using a unique Sample Number.

**SAMPLE NUMBER INFORMATION**

<table>
<thead>
<tr>
<th>Mix Type Designations</th>
<th>Sample Level</th>
<th>Sample Levels</th>
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<tbody>
<tr>
<td>B2 – 12.5 mm Base Mix</td>
<td>QC – Quality Control (Random #)</td>
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</tr>
<tr>
<td>1A – 9.5 mm TL-A*</td>
<td>V – Verification (split from QC)</td>
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</tr>
<tr>
<td>2C – 12.5 mm TL-C*</td>
<td>P – Verification of a lot (no random reached)</td>
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<td>3D – 19.0 mm TL-D*</td>
<td>R – Resolution (split from QC)</td>
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<td>1F – 9.5 mm Friction</td>
<td>X – Process Control</td>
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<tr>
<td>2F – 12.5 mm Friction</td>
<td>I – Independent Verification (IV)</td>
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</tr>
<tr>
<td>5F – FC-5</td>
<td>S – Contractor Run IV-Split</td>
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</tr>
<tr>
<td>A1 – ATPB - 57 stone</td>
<td>C – Department Run IV-Split</td>
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<tr>
<td>A2 – ATPB - 67 stone</td>
<td>A – Independent Assurance Sample (IA)</td>
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<tr>
<td>* for other Traffic Levels, replace the letter with the appropriate TL</td>
<td>L – Liquid Viscosity Sample</td>
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</table>

**SAMPLE NUMBER NOTES**

If the contractor uses a different Mix Design but the Mix Type and the Traffic Level is the same, do not reset the numeric values...continue to count sequentially.

**QC Sample Number MUST end in “Q” and the numeric value MUST be consecutive**
- Consecutive Numbers: Start at 001; DO NOT skip numbers, even if last lot had less than 4 sublots
- Verification Sample Number MUST end in “V” and numeric value MUST match QC’s numeric value
- Resolution Sample Number MUST end in “R” and numeric value MUST match QC’s numeric value

**Verification of a lot where a Random Number was Not Reached**
- Begins with Mix Type Designation (same as other types) but ends in P
- Number is the Lot Number
- Example: Lot 5 has no Random QC Sample; therefore, the Sample Number for the V sample is 2D005P

**IV Sample Number MUST end in “I” and the numeric value MUST be consecutive**
- Consecutive Numbers: Start at 001; DO NOT skip numbers
- IV’s numeric value DOES NOT match QC’s numeric value
- Contractor Run IV Split MUST end in “S” and numeric value MUST match the IV’s numeric value
- District Run IV Split MUST end in “C” and numeric value MUST match the IV’s numeric value

**PC Sample Number**
- Consecutive Numbers: Start at 001; DO NOT skip numbers
- PC Sample Number MUST end in “X” and numeric value MUST be consecutive (EXCEPT IV Split)
- PC’s numeric value DOES NOT match QC’s numeric value and DOES NOT match IV’s (EXCEPT IV split)
- Contractor Run IV Split MUST end in “S” and numeric value MUST match the IV’s numeric value
### SAMPLE NUMBER EXAMPLES

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<th>Lot</th>
<th>Sublot</th>
<th>QC Sample</th>
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<th>Resolution</th>
<th>IV Sample</th>
<th>Contractor Split of IV</th>
<th>Department Split of IV</th>
<th>Recovered Viscosity (mix)</th>
<th>Liquid Viscosity</th>
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13. All QC, IV, and V data must be entered into the Department’s Database.
   i. Mix must be tested within one working day from when it is sampled. Department Database entries must occur daily; therefore, Department Database entries should be complete one to two days after the sample is taken.
   ii. Cores must be cut within 24 hours of placement; therefore, all cores must be cut within 24 hours of the end of a sublot, and maybe sooner if the last random core is reached earlier. The contractor has one working day to test the cores. Core entries into the Department’s Database must be completed within one day after the last core for a sublot is tested.

14. Obtain the Mix Summary from the Department’s Database
   i. Use this mix summary to ensure database entries are occurring on time
   ii. Compare the QC Raw Data to the data in the Mix Summary to ensure accuracy of uploaded data
   iii. Ensure Core Locations are uploaded to the Department’s Database on time and compare raw data to core data in the Mix Summary for accuracy

15. Check for any values outside the master production range:
   i. If any results are outside the master production range, inform the QC manager and the TAM immediately.
   ii. For certain failures, the contractor is required to cease production of the mix. Although the department and the VT does not issue cease production notices for QC failures, the contractor must stop production if required by specification.
   iii. If the contractor does not cease production when the specification requires, remind the contractor of the specification requirements and immediately inform the TAM by phone call
E. **QC DENSITY CORES:**

- Contractor is required to cut applicable random QC density cores within 24 hours of placing mix. Check the roadway random number sheet to find out if core’s random was reached during the shift(s); if so, then the cores should be present. If prior day’s cores are not present, ask the contractor and notify the TAM by phone call.
- If there are less than 5 cores at the end of the lot, then verify that the missing density core(s) are due to random numbers being in non-density areas. Unless ALL tonnage in the sublot is non-density, there must be AT LEAST 3 cores.
- In the event that the density required material in the sublot did not have at least 3 random numbers, the Road VT must choose the location(s) for the minimum required cores. The Road VT needs to use a random method and select areas in the density-required material.
- If all material in the sublot requires density, then there must be 5 density cores.

F. **ROAD REPORT TONNAGE:**

1. Notify TAM if more than two days behind on resolving tonnage issues between Plant VT’s tonnage, Road Report tonnage and ticket book tonnage (NOTE: remember, there are situations when Plant VT tonnage will be different)
2. Pay attention to Waste Tonnage: On Turnpike Projects, Waste tonnage ONLY includes material NOT PLACED on the project. Therefore, waste includes material with the current project’s FIN that is left over at the end of the shift, rejected for use on the project, or placed on a non-FDOT project.
   i. Material used for Straightedge Correction, cross slope deficiency, or other surface deficiency repair IS NOT WASTED FROM THE LOT; it is INCLUDED in the current LOT
      a. The material is marked on the road report’s intended use column as “Straightedge Correction” and the density required column cannot be left blank. Straightedge Correction is a ‘no pay’ item.
   ii. Material to replace failed mix IS NOT WASTED FROM THE LOT; it is INCLUDED in the current LOT.
      a. This material is marked on the road report’s intended use column as the correct intended use (it is paid for).
      b. The material that was removed will not be paid for; however, the removed material’s road report is NOT changed, either. The CEI reduces the pay with a pay adjustment, not a lot tonnage reduction.
   iii. Material used for Temporary or Miscellaneous is not included in the Lot if the Plant VT is informed that the material is going to be used for Temporary or Miscellaneous before it is shipped:
      a. Due to random sampling concerns, if the VT is not informed that mix is being used for Miscellaneous or Temporary prior to shipping the mix, then the Plant VT will keep the tonnage in the Lot and will remove the tonnage after the lot is complete (Plant VT tonnage will not match QC tonnage until the lot is complete).
   iv. Material placed on the project but not paid by the Turnpike is not waste and IS INCLUDED in the current LOT
      a. On the road report, intended use is marked as “No Pay Material” and density required is set to Y or N.
      b. This includes material that is being paid by a Prime Contractor where FTE will not be paying for the mix.

3. Update At-A-Glance Sheet daily
   i. Use the Plant VT At-A-Glance Sheet located on the project jump drive. The blank At-A-glance sheet can be downloaded from the Turnpike Asphalt Team’s website at [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)

G. **COVERING DELINEATION TESTS:**

1. When a Verification Technician is requested to observe delineation tests, it is very important for the VT to have a copy of the Delineation Scope that the contractor is using.
2. Initially, these cores should not be trimmed until the Plant VT has the opportunity to verify the cores.
3. Using the Delineation Scope, the VT must first identify all samples required by the scope.
   i. First, count cores; ensure the correct number exists. There is a problem if there are too many or too few cores.
   ii. Second, review the core labels to make sure the cores were cut from the locations listed in the Delineation Scope. If something does not match, then there is a problem.
   iii. Inspect each core. Verify that the cores match the location cored from. For example, if it is clear that the core came from an area where only one lift was placed but lift 2 of 3 is supposed to be tested, then there is a problem. Verify that the correct lift is going to be tested. pay close attention to the samples being tested.
   iv. For each core identify the Lift that must be retained during the trimming operation.
   v. Document the operation as you see it:
      a. Take pictures if needed. Write down what you see as it happens.
      b. If you believe the technician is being careless, then document that.
      c. If you believe cores were mixed up, miss labeled, wrong lift tested, or swapped with non-delineation cores, then make a note of it.
4. Monitor the trimming operation:
   i. Pay special attention! Cores can easily get mixed up during trimming. The wrong lift could easily be tested.
   ii. Ensure the contractor cuts and labels one core at a time.
   iii. Verify that each core is cut, the correct Lift is retained, and the correct label is written back on the core.
   iv. Document the operation as you see it:
      a. Take pictures if needed. Write down what you see as it happens.
      b. If you believe they are being careless, then document that.
      c. If you believe cores were mixed up, miss labeled, wrong lift tested, or swapped with non-delineation cores, then make a note of it.

5. Monitor the Tests:
   i. Again, pay special attention to the cores and their labels! They can get mixed up very easily when cores are being heated and broken up.
   ii. Make sure the contractor has a good working plan to ensure samples are correctly identified throughout the testing process.
   iii. Verify the correct procedures are used during the heating and combining of samples.
      a. Many times there are different procedures as cores have to be combined to run certain tests.
      b. Make sure cores from different locations are not combined. Combined cores must be from the same location and the same lift...A core from lift 1 cannot be combined with a core from lift 2; they are not the same.
   iv. Closely observe the tests to ensure correct test procedures are used on all test samples.
   v. Since there is no verification sample:
      a. It is more important to verify that the technician is writing the correct values on the handwritten sheet.
      b. It is more important to review the handwritten data and initial it.
      c. It is more important to copy the handwritten data while tests are being conducted.
   vi. At the end of the shift, if any samples did not get run, box, seal, and sign the box to verify the samples don’t get swapped or messed with before the next day.
   vii. At the end of the shift
      a. Fax the copies of the raw data to the TAM
      b. If there were any issues, concerns, problems, disputes, or questions, Call the TAM on the Cell Phone and leave a detail message. Follow-up with information included in the nightly email to TPKASPHALT.
      c. Complete TimeTracker with details of the operation and details of any issues, concerns, problems, or disputes.
   viii. After all testing is complete:
      a. Gather the copies of the contractor handwritten data along with the contractor’s saved worksheet data file and any other information to go with the delineation files
      b. Send the documentation to the TAM.
      c. Let the TAM know the operation is complete

H. VERIFICATION:
Do not complete Verification until all paperwork required for the lot submittal package has been received from the contractor and results for all tests (including cores) are entered into the Department’s Database.

1. Verify that all the paperwork has been received and all data has been entered into the Department’s Database.
   i. Under no circumstance should database entries be delayed more than three days after the completion of a sublot.
   ii. When applicable, ensure all QC data in the department’s database matches the Handwritten Data Sheet, including the correct ‘static only’ designation and correct sample numbering
   iii. Ensure all Core Stations have been entered into the Department’s Database with the QC Test Results

2. Specification indicates verification will be performed within 24 hours of the lot’s completion; however, department can perform verification after the 24 hour window, if needed.
   i. Turnpike’s goal: Complete 80% of all verifications within 3 days of lot closure and 100% within 7 days.
   ii. If all paperwork has not been received or if entries have not been entered into the Department’s Database then inform TAM in an email to TPKASPHALT that these are missing.
      a. The TAM will work on getting the contractor to comply.
      b. Verification must occur as soon as possible after receiving required paperwork or database entry is completed.
      c. On occasion, the TAM will request the lot to be verified without the proper paperwork and database entry.
      d. When verification is delayed due to missing paperwork and/or missing entries from the Department’s Database, these delays will not count against the goal for the Plant VT.
   iii. Verification should be performed during a scheduled shift.
      a. For projects that are currently running, Verification should occur as soon as the lot is complete.
   iv. For projects in non-production; the VT (or VT’s firm) must monitor open lots.
      a. For projects in non-production: Within a day or two of the time a lot must be closed, the VT (or VT’s firm) must contact the TAM and determine if/when/who will close & verify the lot.
b. As a rule of thumb, if the project is expected to run within the next 5 days, the TAM will likely have the VT run verification when the project starts back up. If the project is not expected to run within 5 days, or more than 5 days have passed, then the TAM will likely have the VT run verification the next day.

3. When verification is required, inform the contractor’s technician that Verification will occur (do not ask for permission). The spec requires verification within 24 hours; therefore, with few exceptions, the contractor shouldn’t delay verification.
   i. If the producer asks the VT to postpone verification, try to negotiate and encourage the producer to allow the verification to continue during this shift.
      a. If the producer is persistent, then postpone verification but remember, goal still counts from the lot close date.
      b. Include details in an email to TPKASPHALT on why the producer requested to delay the verification
      c. Leave a voice mail on the TAM’s Cell Phone
      d. Put the details of the attempt to verify in Time Tracker and the reason given for delaying verification
   ii. The Turnpike Materials Office will not take action against the producer; however, the Materials Office will inform the CEI. The CEI could bring negative actions to the contractor if delays continue

4. Prior to running the Verification Test, have the contractor locate ALL Verification Boxes, ALL Resolution Boxes, and ALL required density cores. Verify, without a doubt of doubt, that the samples are present and correct.
   i. There must be a Verification and Resolution Sample for each random QC test in the lot.
   ii. If less than 50 tons of mix in a sublot require density, then no density cores are required for that sublot.
   iii. For any sublot with 50+ tons of density required material and a QC sample, there MUST be 3 to 5 cores.
      a. If there are less cores present than were tested (see handwritten sheet or Database), then Cores are Missing! Follow the steps for a missing sample.
      b. If there are less than 3 cores present and the number of cores tested (see handwritten sheet or Database) is the same as the number of cores present, then additional cores must be cut.
      c. If there are only 3 or 4 cores present and the same number of cores tested (see handwritten sheet or Database), then check the amount of mix requiring density to ensure one or two random numbers occurred in Non-Density areas. If the number of cores required based on the amount of mix that required density does not match the number of cores in the lab, then additional cores must be cut.
      d. If additional cores must be cut, Postpone Verification! Leave mix boxed up and leave cores as they were found.
         Do not let the contractor know which sublot was going to be verified:
            1) Include details in an email to TPKASPHALT about the need for additional cores. Document the issue regarding the necessary additional cores in TimeTracker
            2) The TAM will work on getting the cores cut.
            3) Restart Verification when all cores are present.
            4) When restart Verification, RE-VERIFY without a shadow of doubt that ALL Verification and Resolution boxes are STILL present and all cores are STILL present.
      iv. If ANY of the V boxes, R boxes, and/or Cores for the LOT are lost, damaged, destroyed, or otherwise unavailable for V or R testing, then POSTPONE VERIFICATION! Do not let the contractor know which sublot was going to be verified. Leave the mix boxed up and leave cores as they were found.
         a. Contact the TAM via Cell Phone (leave a voice mail if there is no answer)
         b. Include details in an email to TPKASPHALT to notify that there were samples missing
         c. In Time Tracker ID which sample(s) are missing and what happened in the lab while attempting to locate samples.
         d. Wait for further instructions prior to continuing with any tests for the Lot with missing samples.

5. Run Tests for Verification on the Verification Sublot Sample. Perform Core Density Tests using the Core Dry.

6. VT must record handwritten data directly onto the FDOT Form in colored ink (same handwritten data requirement as the contractor). This handwritten data sheet will be included in the LOT Package.

7. Record Date of Verification on At-A-Glance and send the raw data to the TAM (save to network drive).

8. Enter the Verification Test Results into the Department’s Database:
   i. Using Company Role, create the sample and enter data for all tests
   ii. Sample Numbering: See the sample number information in the Contractor QC Sampling and Testing section.
   iii. After entering all data, submit sample for FDOT Verification

9. Create Comparison Package
   i. Using System Role, Finalize all QC Samples for the lot and finalize the Verification Sample.
   ii. Create the Comparison Package which will show if the Verification Sample Compared to the QC Sample
   iii. If all characteristics compare then the lot is complete. Print the Comparison Summary.
   iv. If any characteristic did not compare, then follow the Resolution Process Below

10. If there were no QC tests in the lot due to no random number reached (paper lot) then:

REMEMBER: VERIFY, WITHOUT A SHADOW OF DOUBT THAT ALL THE SAMPLES FOR THE LOT ARE PRESENT – EVERY BOX AND EVERY CORE

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**Remember:**
Verify, without a shadow of doubt, that the samples are present and correct.

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**Remember:**
For any sublot with 50+ tons of density required material and a QC sample, there MUST be 3 to 5 cores.
Using System Role, click on Samples (top right of page) and then select Closeout Samples

Click “Create the Comparison Package”
   a. Select the Material based on Specification (334 or 337)
   b. Select the Spec Edition (which is based on the Spec Year for the project)
   c. Select QC/VT
   d. Select the Project
   e. Click Visual Inspection. NOTE: You cannot enter or select the lot number unless you check Visual Inspection
   f. Type the Lot Number into the Lot Number box
   g. Select the Lot Closed due to time (30 or 60 days)
   h. Click “Create Package” and the new Comparison Package will open

Click Comments and click “New Comments”
   a. include the Sample Number, the Tonnage, and the Mix Design Number in the new Comment
   b. Click “Save” to save the comment

At the top of the webpage, click “View for Print” to download the Comparison Package pdf.

Print the Comparison Package pdf and include in the lot package.

Send e-mail to TAM informing that Lot Package is ready for review in Network Drive (e-mail time/date will be used as the Lot Delivery Date)

**I. RESOLUTION:**

If the Verification does not compare to the Contractor’s data:

1. **BEFORE LEAVING PLANT:** Log Resolution Sample(s) into Department’s Database
   i. Using Company Roles, create Resolution Sample(s) in Department’s Database.
   ii. Route sample(s) to appropriate District Materials Laboratory (nearest lab unless TAM directed otherwise)
   iii. Ensure ONLY test(s) for non-comparing characteristic(s) is selected for testing
   iv. Print Transmittal Pages for all samples being delivered.

2. **BEFORE LEAVING PLANT:** Take possession of all the Resolution Samples (don’t leave plant without R samples).
   i. If any verification or resolution samples are missing, contact TAM immediately.

3. Deliver Resolution Sample(s) with a copy of all Transmittal Pages
   i. Contact TAM prior to delivering samples

   Handwritten data will be written using colored ink and directly onto a Form. The Resolution lab will retain handwritten data on file to comply with State of Florida for retaining Site Source Documents.

5. After the Resolution samples are delivered to the Resolution Lab, follow the instruction from the TAM. Here are the details:
   i. The resolution lab will enter the data into the Resolution Sample in the Department’s Database
   ii. The VT (or TAM) will finalize the Resolution Sample in the Department’s Database and complete the comparison package and print comparison package summary to include with the Lot Package

**J. IV COLLECTION PROCEDURES:**

1. An Independent Verification Sample will be collected based on the following:
   i. Technicians requiring a contractor to sample an IV must have the following current CTQP Qualifications:
      a. Asphalt Plant Technician Level 1
      b. Asphalt Plant Technician Level 2
   ii. The Technician will have the contractor to pull an Independent Verification Sample within the first 1,000 tons for the project and the first 1,000 tons for any mix design being run for the first time:
      a. If the Turnpike IV Random Load falls within the first 45 loads (1,000 tons), then use the random load.
      b. If the Turnpike IV Random Load is more than 46 loads from the beginning of the lot, then subtract either 45 loads (1,000 tons); 90 loads (2,000 tons); or 135 loads (3,000 tons) from that random load number so that the IV will occur in the first 45 loads (1,000 tons).
   iii. The Technician will require the contractor to pull an Independent Verification sample based on the At-A-Glance Sheet. The At-A-Glance sheet will show which load, if reached, to pull the sample from. If the load is not reached, the load number will be updated the following shift.
      a. Sampling rate for IV samples is 1 for each 4,000 tons
      b. For 4,000 ton lots: collect an IV for every lot when the load number in the At-A-Glance is reached.
      c. For 2,000 ton lots, collect an IV from one out of every two lots: Don’t just skip every other lot, figure out a way to randomly select the lot out of each two lots you will skip.
      d. If a lot closes before reaching the random IV tonnage, then look at the Random Number in the next Lot. If the random number in the next lot is in Sublot 2, 3, or 4, then get an additional IV in Sublot 1 for that lot.
e. It is possible for a Lot to NOT have an IV sample; however, if a LOT does not have an IV, let the TAM know.
iv. The Technician will collect an IV sample in the first 5 loads following a failure or within 5 loads after resuming production from a plant shutdown due to a production problem, such as a failure.
v. The Technician will also collect an IV sample if there is reasonable concern with the mix being produced.
vi. If contractor refuses to pull a sample when a random number is reached, pull an IV from the truck in question.

vii. Turnpike Personnel will collect IV samples independent of the VT’s samples during periodic visits to the plant.

2. Contractor must pull enough mix for three complete sets of tests
   i. The IV Tech will deliver enough mix to the IV laboratory for the IV lab to be able to run two complete tests.
   ii. The remaining mix is left with the contractor, who has the option to run their sample. Before leaving the plant, the VT must send contractor’s handwritten results (if applicable).
   iii. The VT at the road should collect Five IV cores (minimum of 3 cores if 5 cores cannot be cut such as with a small subplot; however, less than 5 cores should be rare).
      a. THE CONTRACTOR MUST CUT THESE CORES WITHIN 24 HOURS.
      b. THE ROAD VT MUST RETAIN ALL IV CORES AT THE CEI’S OFFICE FOR PICKUP. The IV cores do not return to the asphalt plant or the producer’s laboratory.
      c. The Road VT should record the location information for each core: Lane, Lift, Station, Offset, and Tonnage

3. SAMPLE NUMBERING: See the sample number information in the Contractor QC Sampling & Testing section.

4. Record the Date, Truck Number, and Sample Number in TimeTracker and in the At-A-Glance for all IV samples.

5. IV Delivery
   i. Log the sample into the Department’s Database
      a. Using Company Roles, create IV sample in the Department’s Database
      b. Route the sample to the appropriate IV laboratory
      c. Print the Transmittal Page
      d. The boxes being delivered must be labeled and must match the information on the Transmittal Page
      e. The Technician collecting the Cores at the CEI’s Office or from the field must receive the Core Location Information and required core thickness. This information must be delivered with the cores along with the original Transmittal Page.
      f. The Technician collecting the cores at the CEI’s Office or from the field should receive five (5) cores.
      g. The Technician collecting the cores from the CEI’s Office or from the field must make sure cores are identifiable prior to leaving the CEI’s Office.
   ii. The technician will deliver the boxes of mix to the IV laboratory at the end of the shift
      a. Make sure to indicate in an email that an IV is being delivered
   iii. Include the following with the IV sample:
      a. Transmittal Page
      b. Core Location Sheet
   iv. The technician will make arrangements to collect the cores that night from the field or they will be delivered to the CEI’s Office for pickup the next day.
      a. The technician or the technician’s firm must arrange for a technician to pick the cores up during the next business day (The technician picking the cores up needs to verify that they are available before driving to the CEI’s office).
      b. The technician that pulled the IV sample at the plant must document the plan for picking up the cores in Time Tracker.
      c. The cores must be delivered to the same IV laboratory as the mix was delivered.

6. The IV procedures in the specification will be followed if a failure occurs.
K. **Viscosity Sampling:**

**For Mixes ContainingRAP:**

1. Mix Viscosity samples are to be collected when Liquid samples are obtained.
2. Collect a sample of MIX for Viscosity testing within the first 1,000 tons of production for each RAP mix for the project.
3. Prior to the end of the shift, the Verification Technician must log the sample into the Department’s Database and print the transmittal sheet. See steps for logging Mix Viscosity Sample.
4. **Sample Numbering:** See the sample number information in the Contractor QC Sampling & Testing section.
5. Record the Mix Viscosity Sample into the At-A-Glance.
6. The VT’s firm should ship the sample with the transmittal sheet via FedEx, UPS, or other courier to the State Materials Office at 5007 NE 39th Ave., Gainesville, FL 32609 within three days of pulling the sample.

**Steps for Logging Mix Viscosity Samples:**

*Note:* To perform these actions you must be logged into MAC using Company Roles

1. Once Logged in select “Manage Samples or Samples”
2. “Create Sample”
3. Select “Program Sample”
5. MAC Spec: “916- Bituminous Materials, Program [Asphalt Binder Extraction and Recovery], for Extraction and Recovery Samples”
7. Sample Level: “VT”
8. Category: “PG Binder Grade” for Liquid Samples or “Extraction/Recovery” for Extraction and Recovery Samples
9. Fill in the rest of the required information in the appropriate boxes (Production Facility, Mix Design, Sample By, Contract/Project, etc.)
10. The Testing Laboratory is automatically set as “DSM001” for SMO
11. “Save”
12. Verify the information is correct
13. Print the “Transmittal Card”
14. Then “Submit” sample

**For Every Liquid Binder Used on a Project:**

1. Liquid samples must be sampled from every binder grade used on a project as follows:
   - Unmodified binders (non-polymer binders): Once per grade, per project, per year
   - Modified binders (polymer binder): Twice per grade, per project, per year
2. Prior to the end of the shift, the Verification Technician must log the sample into the Department’s Database and print the transmittal sheet. See steps for logging Liquid Viscosity Samples.
3. **Sample Numbering:** See the sample number information in the Contractor QC Sampling & Testing section.
4. Record the Liquid Viscosity Sample into the At-A-Glance.
5. The VT’s firm should ship the sample with the C-22 card via FedEx, UPS, or other courier to the State Materials Office at 5007 NE 39th Ave., Gainesville, FL 32609 within three days of pulling the sample.

**Steps for Logging Liquid Viscosity Samples:**

*Note:* To perform these actions you must be logged into MAC using Company Roles

1. Once Logged in select “Manage Samples or Samples”
2. “Create Sample”
3. Select “Program Sample”
5. MAC Spec: “916-Bituminous Material, Program [Project Samples], for Liquid Samples”
7. Sample Level: “VT”
8. Category: “PG Binder Grade” for Liquid Samples or “Extraction/Recovery” for Extraction and Recovery Samples
9. Fill in the rest of the required information in the appropriate boxes (Production Facility, Mix Design, Sample By, Contract/Project, etc.)
10. The Testing Laboratory is automatically set as “DSM001” for SMO
11. “Save”
12. Verify the information is correct
13. Print the “Transmittal Card”
14. Then “Submit” sample
L. **CONDUCT INSPECTION (TURNPIKE INSPECTION CHECKLIST):**

1. A Blank Turnpike Inspection Checklist should be included on the Jump Drive in the Project Lock Box. Additionally, recently updated versions of the Inspection Checklist can be downloaded from the Turnpike Materials Website at [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt).

2. The TAM will visit the plant on a periodic, unannounced basis and conduct a full Inspection Checklist based on the Turnpike Inspection Checklist.
   i. Review the checklist items and conduct inspection based on this checklist often enough to ensure the TAM finds no deficiencies not already identified by the Verification Technician.
   ii. You will find items can be reviewed at different frequencies. Many items should be reviewed more often.
   iii. It is recommended to conduct a complete review within one week of a project beginning (or your arrival to the project) and then at least once per month afterward. The TAM can assist during their visits to the plant.

3. The Turnpike Inspection Checklist includes most items from the STATEWIDE INSPECTION GUIDE LIST 7A, ASPHALT PLANT/LAB; however, it’s important to refer to the latest copy of the Statewide Guide List during the asphalt plant inspection. The guide lists are updated annually and may have new requirements not yet added to our checklist.

4. The current Asphalt Plant/Lab Statewide Inspection Guide lists can be obtained from the FDOT web site at [http://www.dot.state.fl.us/construction/CONSTADM/guidelist/guideindex.htm](http://www.dot.state.fl.us/construction/CONSTADM/guidelist/guideindex.htm) select current year, list 7A.

5. The Turnpike Inspection Checklist also includes most items from the QC Requirements (section 320-2); however, it is important to review the specs and ensure the contractor’s lab meets the requirements. Requirements include adequate work area, lighting, temp control, ventilation, equipment & supplies, computer w/excel, fax, phone, internet, printer, etc.

6. Immediately report (email preferred) any deficiencies to the producer and report all deficiencies, questions, or concerns in your TimeTracker Daily and on your call-out. Serious deficiencies should be reported to the TAM immediately.

7. Record the results of your inspection on the Turnpike Inspection Checklist and fax to the TAM at the end of your shift (or include a scan in your nightly email).

M. **END OF SHIFT DUTIES (ITEMS THAT MUST BE COMPLETE PRIOR TO LEAVING THE PLANT):**

1. Obtain Mix Summary from the Department’s Database. Ensure all samples are in Mix Summary.

2. Ensure all QC Cores from prior shifts have been cut and tested.

3. Ensure all paperwork and truck tickets from prior shifts have been received. If they have not been received, ask the contractor for these items and inform TAM if they are not received by the end of the shift.

4. Prior to the end of the shift, compare VT-initialed handwritten data to Mix Summary to ensure Accuracy of data in department’s database. Compare all results to the Master Production Range. Compare tonnages for all reports received during the shift. Organize paperwork correctly and place all paperwork & tickets into the correct place in the LOT folder; build lot packages daily.

5. Retain a copy of the VT-initialed handwritten data sheet, gyratory printout, ignition oven printout, and truck ticket for all QC, required PC (when a QC random number is not reached), and contractor run IV-split samples. These should be placed in the Lot folder in the QC Backup Section.

6. Enter all Verification Data for this shift into Department’s Database. Log any viscosity samples that has been collected during this shift into MAC and print the transmittal sheet (must accompanies sample).

7. Update At-A-Glance Sheet with record of all samples and daily tonnages (for current shift and previous shift updates).

8. If Needed and As the shift is ending, send ONE SINGLE EMAIL:
   i. If any section required an email to the TAM, then send the email and include quick details on the issue that required the email. The majority of all details should be in Time Tracker. This email is just a heads up.

9. Complete TimeTracker immediately prior to calling out for the shift. See the section on TimeTracker for more info.

10. The call-out to the TAM should occur just before you leave the plant’s lab. Even if you are delivering an IV, you must call out just BEFORE you leave. You don’t need to call after delivering the IV unless there was an issue with the delivery.

11. The call-out should include a summary of the information included in your daily report, especially if any problems or failures occurred. Let the TAM know if you are delivering an IV sample and where you are delivering it. Make sure you notify the TAM if the contractor indicates plans to run when you have received no test request.
IV. PAPERWORK

A. DAILY PAPERWORK:

1. WHAT TO COLLECT DAILY FROM CONTRACTOR
   - Previous Day’s QC Roadway Report (inform TAM if unavailable as it may need to be provided by TAM)
   - Previous Day’s Truck Tickets (Ticket Book Cover Attached)
   - Copy of handwritten QC/PC test data (initial/obtain copy as soon as test is complete BEFORE page is taken from lab)
   - Copy of QC ignition oven print out (copy with handwritten data at completion of the test)
   - Copy of truck tickets where samples were obtained (QC/PC/IV)
   - Copy of QC gyratory print out (copy at completion of the test)

2. WHAT TO COLLECT DAILY FROM DEPARTMENT OR OTHER TECHNICIAN
   - Recently Revised SOP (if a new SOP is available replace the previous SOP in the Project Lock Box)

3. WHAT TO CREATE/MAINTAIN/REPORT/REVIEW DAILY
   - Run Random Numbers in Department Database as a new Lots open
   - Update VT At-A-Glance Daily
     - Update At-A-Glance Sheet with record of all samples taken during shift. Also update the tonnage produced for each mix shipped during the current shift. Finally, update any previous shift tonnages that may have changed
   - Ensure Verification is on time
     - Review all Open Lots and close as needed (especially check Lots which are currently not being produced and close them when necessary)
     - As lots approach the close date, check Department Database entries. Ask contractor to upload samples not in the database (contact TAM if database entries are not completed after request)
     - As lots approach the close date, request all required paperwork that hasn’t been received (after requesting, contact TAM if not received)
   - Review Viscosity Samples (ensure no required Viscosity Sample is missed)
   - Review Test Data Daily (Data in Department Database must match Handwritten Data)
   - Review Contractor Reports (for complete information, correct test data, and consistent tonnages. Match the Plant VT tonnage with the Road Report and ticket book cover tonnage)
   - Make sure Lot Package Paperwork is entered into Lot Package Folder Correctly
   - Maintain Lock Box Organization
   - Time Tracker Daily Entry

   ALL RECEIVED PAPERWORK FOR THE LOT MUST BE CORRECTLY PLACED INTO THE LOT PACKAGE PRIOR TO CALLING OUT

   TIME TRACKER DAILY MUST BE COMPLETE PRIOR TO CALLING OUT

4. WHAT TO EMAIL DAILY (Try to send everything in One Single Email Each Shift)
   - Only send email if a section in the SOP requires an email. This email would be a heads-up email

5. WHAT TO SAVE TO THE NETWORK DRIVE DAILY
   - Quality Control Road Report
   - Updated VT At-A-Glance
   - QC/PC/IV-Split/V raw data handwritten sheet, including gyratory printout, ignition oven printout, etc.
   - Scan tickets from previous shift and save in the appropriate lot package folder.

(NOTE: VT MUST CALL OUT JUST BEFORE LEAVING THE PLANT, EVEN IF DELIVERING AN IV)
B. **DIGITAL LOT PACKAGE INSTRUCTIONS:**

As paperwork is received, add the necessary information to each section.

1. Create Lot Package Folder (i.e. Lot XX) within the Asphalt Lot Packages folder. All files are scanned into this folder, except tickets (see SECTION 1: Asphalt Tickets for details)

2. **SECTION 1: Asphalt Tickets**
   - Create a sub-folder named “Asphalt Tickets”
   - This folder will have the scanned tickets for each shift.
     - The file should be saved as such: Year.Month.Day FIN# Lot#
       - Example: 2019.03.21 43516915201 LOT 29.pdf
       - Indicate at the end of the name if the tickets split from another lot
       - Review daily to make sure all tickets scanned and in proper order

3. **SECTION 2: MAC PAY FACTOR SHEET**
   - The file should be named as: MAC Pay Factor Sheet.pdf
   - This is the pdf of the comparison package cover sheet

4. **SECTION 3: MIX DESIGN**
   - This is a pdf of the mix design for the lot
   - Save the file as Mix Design.pdf

5. **SECTION 4: PC PAPERWORK**
   - This should be 1 scanned file of all the PC, or Contractor ran IV-Split Test should be included:
     - Copy of Handwritten test data – this should be the final sheet with all tests included
     - Copy of ignition oven printout (usually on Handwritten copy)
     - Copy of Gyratory Printout
   - Save the file as PC Paperwork.pdf

6. **SECTION 5: QC PAPERWORK**
   - This should be 1 scanned file of all the QC data should be included:
     - Copy of Handwritten test data – this should be the final sheet with all tests included
     - Copy of ignition oven printout (usually on Handwritten copy)
     - Copy of Gyratory Printout
   - Save the file as QC Paperwork.pdf

7. **SECTION 6: RANDOM NUMBER SHEET**
   - This should be scanned at the very end with all of the data handwritten or typed on the sheet for each sublot.
   - Save the file as Random Numbers.pdf

8. **SECTION 7: VERIFICATION BACKUP**
   - This should be 1 scanned file of all VT data should be included:
     - Copy of Handwritten test data
     - Copy of ignition oven printout (usually on Handwritten copy)
     - Copy of Gyratory Printout
   - Save the file as VT Paperwork.pdf

8. **FINAL LOT PACKAGE ASSEMBLY**
   - Once verification is complete and all files have been added to the network dive; send an email to the TAM that lot package is ready for review.
   - Retain all files in lock box until the TAM indicates the verification is accepted.
C. ** DOCUMENT DELIVERY: (FOR PHYSICAL LOT PACKAGES AND/OR OTHER DOCUMENTS) **

1. **HAND DELIVERY OPTION**
   - Hand Deliver the Lot Package to the TAM within 2 Days of Verifying the Lot.
   - The package can be dropped off at the front desk of the TAMs Office.
   - Ensure the TAM is expecting the package.

2. **COURIER OPTION**
   - Utilize a Courier that offers overnight or 2-day delivery and utilize one of these two options
   - Send Lot Package within 24 hours of verifying the lot
   - Ensure the lot package is sent to the Physical Address for the TAMs office.
   - Include the Tracking Number in your daily email to tpkasphalt@dot.state.fl.us as soon as it is generated.

3. **PHYSICAL MAILING ADDRESS**
   - North Physical Address
     Turkey Lake Service Plaza
     Mile Post 263 Florida’s Turnpike
     Building 5317
     Ocoee, FL 34761
   - South Physical Address
     Pompano Service Plaza
     Mile Post 65 Florida’s Turnpike
     Pompano Beach, FL 33069

D. **LOCK BOX CONTENTS AND LAYOUT:**

1. **SECTION 1: RANDOM NUMBERS**

2. **SECTION 2: OPEN LOTS IN PRODUCTION**
   - Each Open Lot will have a Lot Package Folder in this section
   - Each Open Lot will include a dry erase Lot Package Checklist
   - Don’t keep random numbers here
   - Once a Lot reaches the Lot Size (complete) or reaches the time limit, move the lot folder to the Complete Lots section in the Lock Box and open a new lot for future mix.

3. **SECTION 3: COMPLETED LOTS (BEING VERIFIED)**
   - These Lots are complete but have not been verified
   - Move Random Numbers to the Lot Package Folder when the Lot is complete
   - If paperwork is missing or MAC entry is missing, begin requesting the required paperwork or MAC entry, immediately

4. **SECTION 4: ASPHALT RELATED SPECIFICATIONS (OBTAIN FROM TAM)**

5. **SECTION 5: MIX DESIGNS (COPY FROM FDOT WEB SITE – OBTAIN FROM TAM)**
V. WHAT TO EXPECT FROM THE CONTRACTOR’S QC MANAGER/TECHNICIAN

A. LOTS:
   Asphalt is accepted on a lot-by-lot basis, based on density, air voids, asphalt content and gradation, verified by the Departments Verification Technician.

   All asphalt produced to the project except Temp and Misc. is counted as part of the current LOT. Waste is addressed after the shift and a reduction in the cumulative tonnage in the lot may be necessary. If the VT was unaware that mix shipped was Temp, Misc., or later wasted and the QC test was collected from one of those trucks, the QC sample will still be used for pay.

   Straightedge Corrections and Material to replace previously failed material is counted in the lot and will be tested if the random number falls on this material.

B. SAMPLE SIZE:
   When sampling for random QC test, the QC tech shall obtain a sample big enough mix to run the QC test and fill six boxes (each 12” X 8” X 4”) (approximately 105 pounds total should be obtained from the truck.)

C. PROVIDE SUPPLIES:
   The contractor will provide all necessary supplies for the sampling, testing, and inspection involved with the verification process (boxes, tools, materials, operational fax machine, phone line, computer, internet access, etc.)

D. TESTING:
   The contractor should sample all test samples, QC, PC, and IV (the VT can sample if needed). The contractor will test each subplot for compliance with the mix design and spec tolerance and will notify the department if a failure occurs.

E. TEST RESULTS:
   The contractor should have the Daily Roadway Report prepared 24 hours after production. The contractor should have all QC Samples in the department’s database within 24 hours of pulling a sample. Additionally, the contractor must have all cores cut within 24 hours of production.

F. LOT SIZE:
   Specification allow the contractor to choose 2000 or 4000 ton lots for superpave mixes (only new mixes require 2,000 initial lot size). Lot sizes of 2000 tons are required for FC-5 mixes.

G. ALLOW INSPECTION AND VERIFICATION:
   The contractor must provide the ability for the Verification Technician to perform inspection and verification. This includes allowing the Verification Access to the laboratory, plant tower, and stockpile grounds. The contractor should not be forcing the Verification technician to leave until the Technicians normal duties as listed in this SOP are completed.
VI. PROFESSIONALISM

A. PROFESSIONAL CONDUCT:
1. SATISFY REQUIREMENTS OF SOP
2. MAINTAIN A POSITIVE ATTITUDE: This will go a long way toward fostering partnership.
3. COOPERATE WITH TURNPIKE MANAGEMENT: You work for the Turnpike Materials Office.
4. AVOID CONFLICT OF INTEREST: A Verification Technician may be asked to no longer work in a specific plant to avoid any possibility of a conflict of interest. This is especially true for technicians that have previously worked in a specific asphalt plant or has family members working at the specific plant.
5. REPORT SUSPICIOUS ACTIVITY: Effective and Timely Communication is Key!
6. AVOID POSSIBILITY OF SUSPICION: A Verification technician may be asked to no longer work in a specific plant to avoid any possibility of suspicion.
7. ASK QUESTIONS: “I didn’t know” is not an acceptable excuse. No legitimate question is ever stupid, unless it is not asked. (Even if Christopher makes it seem like the question is stupid…always remember, Christopher doesn’t mean to make it seem that way. He is special.)
8. TAKE RESPONSIBILITY FOR YOUR ACTIONS: No Excuses. If you fall short on something, let us know. We all make mistakes; that is human. Covering mistakes up or not reporting them is not being trustworthy.
9. NEVER LIE: This is a big deal. Never Lie. We must be able to trust our Verification Technicians.
10. WORK THE HOURS YOU BILL: Report your breaks. If you are out of the plant more than 15 minutes, then report your break. Never take a nap. Never watch a movie. Don’t stare at YouTube. Never play a game (computer game, board game, card game). No MySpace, avoid Twitter, stay off Facebook, and remember snap chat should not be used.
11. STAY ALERT: Avoid double shifts; and never work more than a double shift and never come to the Turnpike to start a shift after working more than one consecutive shift for another firm. Stay Sober and Clean. The Asphalt Plant can be very dangerous if you are not alert, sober, and clean.
12. REMEMBER, THERE IS NO SPARE TIME: To follow this SOP takes every bit of your time in the plant.

B. DISCIPLINARY GUIDELINES:
1. The Following Activities will result in immediate dismissal from all Turnpike Activity:
   • Dishonesty
   • Facilitating or Knowingly allowing dishonest contractor activities without immediately notifying Turnpike Personnel
2. Other unsatisfactory performance such as failing to follow the SOP or failing to conduct business with professional conduct or conducting business in an unethical manor will result in the following:
   • First, an email will be sent to address the need for improvement
   • Second, a warning will be sent, via email, to the sub consultant primary contact.
   • Third, a face to face meeting will be required. The sub consultant’s primary contact will be required to attend. The Technician will not be allowed to work for the Turnpike until this meeting has been conducted.
   • Finally, the Asphalt team will discuss the likelihood of improvement. IF it is determined by the team that improvement is not expected, the VT will no longer be allowed to work for the Turnpike, regardless of the firm of employment. This will be indefinite.