

VIRGINIA DEPARTMENT OF TRANSPORTATION

MATERIALS DIVISION

MEMORANDUM

GENERAL SUBJECT: Weigh persons Daily Summary Sheet (Form TL 102A)	NUMBER: MD 406-16
SPECIFIC SUBJECT: Revision regarding TL 102A Form in the Materials Manual Of Instructions Sections 108.04(f) and 803.50 for use in the Materials Information Tracking System (MITS)/Producer Lab Analysis Information Details(PLAID) system	DATE: September 20, 2016
	SUPERSEDES:
APPROVED:	Charles A. Babish, PE State Materials Engineer Approved: _____

EFFECTIVE DATE

- This memorandum is effective upon being published.
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PURPOSE

- This Memorandum notifies users of VDOT’s Materials Division Manual of Instructions that Chapter I, Section 108.04(f) and Chapter VIII, Section 803.50 have been revised due to the implementation of a new electronic TL-102 form used in the MITS/PLAID system.
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Changes are **Shaded**

PROCEDURES

- **Sec. 108.04 (f) Daily Summary Sheet (Form TL-102A)**

Weigh person is to furnish a Daily Summary Sheet (Form TL-102A), which is developed on the “Producer Lab Analysis and Information Details” PLAID website <https://plaid.vdot.virginia.gov>, for each order and/or contract. One TL-102A will be issued for each day of production per material/job mix shipped to state projects and purchase orders. The summary sheet shall contain all pertinent information, and shall be delivered to the person receiving the weigh tickets at the project or work area by the end of the next working day, or in accordance with the agreement made with the Department’s representative

receiving the material. The Daily Summary Sheet shall be submitted through PLAID and delivered in person or electronically delivered for acceptance of materials being shipped. (See additional details in Section 108.05.)

- **Sec. 803.50 Form TL-102A, Weighpersons Daily Summary**

Form TL-102A, which is established on PLAID, shall be furnished for each order and/or contract receiving materials. The weigh person shall submit the Daily Summary through PLAID and have the Project Inspector's copy delivered to the person taking up tickets at the project or work area by the end of the next working day. The quantity of materials shipped may be weighed in either the English system of units or the metric system, and the total shown on the appropriate line on the TL-102A. The person receiving the Daily Summary typically should reconcile it against the tickets received within ten (10) days. If there are differences, the TL-102A shall be returned to the producer or contractor for correction or an explanation written on the bottom portion of the form. The Daily Summary Sheet shall be turned in at the completion of a project to the District Contracting Manager who will check it against the final estimate and the weigh tickets.

NOTES

REFERENCES

COPY DISTRIBUTION:

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| Deputy Chief Engineer | VDOT Resident Engineers |
| Division Administrators | Federal Highway Administration |
| District Administrators | Virginia Ready Mix Association |
| District Location & Design Engineers | Precast Concrete Association of Virginia |
| District Construction Engineers | Virginia Transportation Construction Alliance |
| District Maintenance Engineers | Virginia Asphalt Association |
| District Bridge Engineers | American Concrete Paving Association Mid-Atlantic Chapter |
| District Traffic Engineers | Old Dominion Highway Contractors Association |