



MEMORANDUM

GENERAL SUBJECT: Procedure for Handling Manual (Reprint) Weigh Tickets	NUMBER: MD 343-10
SPECIFIC SUBJECT: Materials Manual of Instructions: Section 108.04 – Duties of Certified (Bonded) Weighperson	DATE: October 22, 2010
DIRECTED TO: District Materials Engineers	SIGNATURE: Charles A. Babish, PE <i>Signature on original copy of memorandum</i>

This Memorandum notifies the users of the Materials Division Manual of Instructions that Chapter I, General Instructions, Section 108.04 has been revised. This updated document replaces the October 2009 version of Chapter I, Section 108.04, as amended by MD 331-10.

The purpose of the change is to provide a procedure to Materials Division personnel to handle manual (reprint) weigh tickets.

Make the following change to Section 108.04:

Sec. 108.04 Duties of Certified (Bonded) Weighperson

Following are specific duties of Weighpersons performing weighing operations for material shipped to State work:

(a) Scale Operation

- (1) Must be zeroed and platform clean before weekly taring, and must remain so while material is hauled to State projects or purchase orders.
- (2) Must have current seal of Virginia Department of Agriculture and Consumer Services, Bureau of Weights and Measures. Must also have been tested within the last 6 months. (See Section 107.02)
- (3) In case of scale malfunction, notify the District Materials Engineer or his/her representative.
- (4) Weighperson is to assist VDOT representative in performing checks of scales.

(b) Taring Trucks

(1) The truck tare weight to be used in the weighing operation will be the weight of the empty truck with full tank(s) of fuel and the driver seated in the truck. The tare weight is to be recorded to the nearest 20 pounds (10 kg).

(2) For routine taring, the Weighperson shall tare each truck at least once a week during periods of materials shipment to State work. At the option of the Contractor, a new tare may be determined for each load. In that case, the requirement for full tank(s) of fuel will be waived and the most recent tare is to be used to determine net pay quantity.

(c) Weigh Ticket Information

(1) Weigh ticket is to accompany each load and is to include plant (company) name and location, date, load number, size and type of material, project, schedule, or purchase order number, and lot number and/or aggregate certification when applicable.

(2) For truck scales, tickets must include 2 printed weights, one of which must be the NET WEIGHT. For hopper scales, tickets must include the printed NET WEIGHT.

(3) Weighperson's signature (either handwritten signature, handwritten initials, or computer printout of name or initials) certifies that the truck has been properly weighed and that weights are correct. Tickets are not to be presigned.

(4) Tickets are to be checked for proper weights and completeness of information.

(5) *When an error is found on a weigh ticket, the weighperson shall issue a manual (reprint) ticket, handwriting "Reprint" on it and circling or underlining the information that was corrected and issue this to The Department promptly.*

(f) Daily Summary Sheet (Form TL-102A)

(1) Weighperson is to furnish a Daily Summary Sheet (Form TL-102A) to each order and/or contract. One TL-102A will be issued for each lot of production shipped to the state projects and purchase orders. (Multiple lots may be reported on the TL-102A if directed by the District Materials Engineer. The summary sheet is to contain all pertinent information, and is to 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 may be handwritten and delivered in person or electronically generated and e-mailed for acceptance of materials being shipped. (See additional details in Section 108.05.) (See Sec. 800 for sample Form TL-102A)

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District Materials Engineers
District Construction Engineers
District Maintenance Engineers
Areas Construction Engineers
Virginia Asphalt Association | Virginia Transportation Research Council
Virginia Ready-Mixed Concrete Association
Precast Concrete Association of Virginia
Virginia Transportation Construction Alliance
Virginia Dept. of Minority Business Enterprise
Federal Highway Administration
American Concrete Paving Association
NE Chapter, Southern Region
Old Dominion Highway Contractors
Association |
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