MATERIALS DIVISION

Virginia Department of Transportation

MEMORANDUM

GENERAL SUBJECT: **Elimination of VDOT Legal Load Requirement**	**NUMBER:** **MD 331-10**
SPECIFIC SUBJECT: MOI Sections 107, 108, 109, VDACS Report 1 and 2 in Chapter I, and 803.50 Form TL-101A	**DATE: April 1st 2010**
DIRECTED TO: **District Materials Engineers**	**SIGNATURE:** **Charles A. Babish, P.E.** **State Materials Engineer** *Signature on original copy of memorandum*

This Memorandum notifies the users of the Materials Division Manual of Instructions that Chapter I, Sections 107 Scale Program and 108 Bonded Weighperson Program, have been revised, that Section 109, Legal Load Determination, has been deleted, that the Weighing Inspection Report and VDACS Reports 1 and 2 in Chapter 1 have been revised, and that Section 803.50, Form TL-101A, Report on Legal Load Determination, has been deleted. While Section 108.04 Duties of Certified (Bonded) Weighperson and Section 108.06 Department Monitoring have been significantly changed and posting of a weekly tare sheet is no longer required, trucks must still be tared at least weekly.

The purpose of the change is to comply with changes to VDOT Road and Bridge Specifications Section 109.01(a), no longer requiring legal load determinations of trucks by VDOT.

Replace Section 107 – Scale Program with the following:

107 SCALE PROGRAM

Truck and hopper scales used in weighing material for Department work are to be certified and sealed, as outlined in the Road and Bridge Specifications. Batch test weights are also included in this policy. The ~~District Administrator and~~ District Materials Engineer, in whose area the plant is located, will be responsible for initiating these instructions.

Sec. 107.01 Certification of Batch Test Weights

The 10 fifty-pound (225 kilogram) batch test weights are to be calibrated and certified, as outlined in the Road and Bridge Specifications.

Test weights having drilled or formed holes, other than the adjustment cavity on the sidewall, are not acceptable. The likelihood of dirt, cement, asphalt, or other foreign material accumulating in the holes makes this type of test weight unsatisfactory for plant use.

Test weights, in order to be certified, must conform to Weights and Measures' requirements for a Class C test weight. Such weights must have a sealing cavity for calibration, and the cavity must be of such design that its opening can be readily capped and sealed. Additional information is available upon request from Weights and Measures concerning sources where acceptable test weights may be purchased.

Sec. 107.02 Certification of Scales

(a) The following instructions will cover all situations requiring the sealing of scales, but will not be limited necessarily to the following situations:

(1) When plants and scales are initially set up.

(2) When scales are moved from one location to another.

(3) ~~When seals on scales expire at the end of 6 months.~~ *When there has been more than seven months since the last inspection by the Office of Product and Industry Standards (OPIS) / Virginia Department of Agriculture and Consumer Services (VDACS) or an approved private scale service company.*

(4) When scales are suspected or determined to be out of tolerance or adjustment at anytime during operation, regardless of when previously sealed.

(b) The following procedures should be used in obtaining compliance with scale certification requirements:

(1) The Scale Owner, whether it be the Material Producer, Supplier or Contractor, shall determine the date on which the scale will be needed. Should inspection and sealing of the scales be required under any of the four above noted conditions, then the Scale Owner shall contact ~~the regional office of *the Bureau of* Weights and Measures *(Weights and Measures)*, Department of Agriculture and Consumer Services, at least ten days prior to the anticipated date of officially using the scales. In addition, if and when scales require any service under any of the four above noted conditions, the Scale Owner will also be responsible for obtaining an approved scale repairman or manufacturer's representative to perform any required service on the scales prior to the date of inspection by Weights and Measures, as outlined below. In any case, scales shall be checked by a scale service agency at least semi-annually, and this should include testing the scale with known test weights, as outlined in Item 5 below.~~ *a scale service company licensed by (OPIS) / (VDACS). The scales are required to be inspected twice per year. A producer may use an OPIS/VDACS inspection as one of the required inspections however it is the producer's responsibility to obtain the service of a private scale company when OPIS resources are not available. There shall be no less than six to no more than*

seven months between inspections to assure the scales are in compliance with specifications. Scales that have not been inspected within the time frames requested without a substantial reason can be considered to be out of tolerance, therefore no more materials will be purchased without review.

(2) The scale manufacturer's representative or repairman will have a definite Scale Technician Service and Test Report that has been established or approved by Weights and Measures, to follow when checking the scales.

(3) One copy each of the Scale Technician Service and Test Report, when properly filled out by the scale repairman, shall be given to the scale Owner~~, District Materials Engineer,~~ and Weights and Measures. The scale Owner ~~will~~ *shall* be responsible to see that the District Materials Engineer receives the copy so designated. This must be signed by the person inspecting the scale, and must indicate whether the scale is satisfactory or unsatisfactory for use, in accordance with the requirements of National Institute of Standards and Technology, Handbook 44, corrected through the current year. The scale Owner's copy of the report is to be posted in the scale house or in the office close to the scales, where it is readily available to anyone desiring to refer to it.

(4) Scales shall not be placed in, or returned to, service by a scale repairman, unless it meets all requirements of National Institute of Standards and Technology, Handbook 44, outlined in Item 3 above (also see Item 6). When scales have been "tagged" rejected or condemned by Weights and Measures, only they can remove the tag and return scales to service.

(5) Scale repairmen must have and use at least 500 lbs. (225 kg) of test weights on hopper type scales and at least 20,000 lbs. (9050 kg) of test weights on motor truck scales. Strain load tests shall be conducted when scale capacity exceeds the test weights used.

It is the intent that the 20,000 lbs. (9050 kg) of test weights used on motor truck scales be transported on a single truck, whose vehicle weight combined with the test weights will approach the range of loads being weighed on the scales.

The sections of the vehicle scales should be checked at increments up to and including 20,000 lbs. (9050 kg) using the test weights. Next, the sections should be checked with the test weight transport vehicle and a load of 20,000 lbs. (9050 kg) of test weights. In the event the combined weight of transport vehicle and test weights is less than 44,000 lbs. (19,950 kg), an empty or partially loaded truck which weighs approximately the same as the combined weight of the transport vehicle and test weights is to be weighed and test weights added to the scale platform to bring the total load to 44,000 lbs. (19,950 kg) or greater.

~~Weigh monitors~~ *District Materials representatives* should review scale service reports and/or occasionally observe a 6 month service check to assure themselves that 20,000 lbs. (9050 kg) of test weights are being used, that sections of the scale are being checked both with 20,000 lbs. (9050 kg) of test weights and with the combined weight of the transport vehicle and 20,000 lbs. (9050 kg) of test weights, and that a gross platform load of 44,000 lbs. (19,950 kg) or greater is being used.

(6) If Weight and Measures can test and approve the scale prior to date of use or date of seal expiration, ignore the remainder of Items 6 and 7, and proceed to Item 8 for further instructions.

If Weights and Measures cannot test and approve the scales prior to the date of seal expiration, or the anticipated date of use of new or newly relocated scales, the District Materials Engineer may issue temporary approval for use of scales. In making this approval, the District Materials Engineer ~~is to~~ *shall* determine ~~that~~ *whether* a conscientious effort was made by the scale owner to obtain the services of Weights and Measures prior to expiration of seal or date of use.

For temporary scale approval to be issued, the following actions ~~are to~~ *must* occur:

a. The scale owner ~~is to~~ *shall* request by letter to the District Materials Engineer for an extension of time.

b. The scale owner ~~is to~~ *shall* provide a signed Scale Technician Service and Test Report, indicating that the scale meets the requirements of Handbook 44. The inspection should have been performed within the last thirty (30) days.

c. The District Materials Engineer ~~is to~~ *shall* notify the scale owner in writing of temporary approval.

The scale must be inspected and sealed by Weights and Measures as soon as possible if the scale owner expects to continue using the scale.

(7) If the report indicates that the scale does not meet the requirements of Handbook 44, the District Materials Engineer will immediately notify the scale Owner by phone, and confirm by letter, that the scale has been taken out of service for Department work, until it has been properly repaired by the appropriate repairman and approved by Weights and Measures.

(8) Weights and Measures will give appropriate advance notice as to when they will check the scales. It is suggested that the scale Owner have the scale repairman who serviced the scale present at the specified time, to correct any minor deficiency immediately while the Weights and Measures official is present. The Weights and Measures official will not wait until major repairs are made, or if minor repairs require an unreasonable length of time to accomplish. The scale Owner will be responsible to see that the District Materials Engineer receives a copy of the Scale Inspection Report issued by Weights and Measures.

(9) If the inspection by Weights and Measures reveals that the scales are not functioning properly and if the necessary repairs or adjustments cannot be made by the scale repairman immediately, the District Materials Engineer will then notify the scale Owner by phone, and confirm by letter, that the scales have been taken out of service for State work until properly repaired and then sealed by Weights and Measures. No additional temporary approval will be given.

(10) Copies of all correspondence and reports outlined in Items 6, 7, 8, and 9 above will be sent to, or retained by, the State Materials Engineer, Administrative Services Officer, ~~District Administrator~~ and District Materials Engineer. In cases which involve a contractual dispute, copies of all correspondence and reports noted in Items 6, 7, 8 and 9 will also be sent to the Construction Engineer and Residency Administrator involved.

Sec. 107.03 Deleted

Sec. 107.04 General Scale Requirements and Check Points

The following is some helpful information regarding scale accuracy:

(a) Single Draft Weighing

The length of a vehicle scale must be adequate to accommodate in its entirety the longest vehicle or vehicle combination. The total weight of a vehicle or combination is not to be determined by adding together the results obtained by separately and not simultaneously weighing each end of such vehicle or individual elements of such couple combination. The weight of a couple combinations may be determined by uncoupling the various elements (tractor, trailer), weighing each unit separately as a single draft, and adding together the results.

(b) Scale Platform

The scale platform should be of adequate strength. The surface should be reasonably smooth and in surface alignment with the pit coping. The opening between platform and coping should be approximately 25 mm, to prevent lodging of foreign matter between platform and pit wall. The surface should be kept in good repair, and cleaned when necessary or at least once a day.

(c) Scale Pit

The pit wall, floors, and piers for lever stands should be of good quality concrete. It is imperative that there be periodic cleaning, good pit drainage, and ventilation. Adequate room should be provided so that the inspector or repairman can move about the pit freely. The pit should be deep enough, and access thereto should be such, as to facilitate inspection, cleaning, and maintenance of scale parts.

(d) Elements in Pit

All stands should be set on concrete and securely anchored. All elements should be in alignment and level if so designed, with adequate clearance around live parts. Pivots and bearings of the main and extension levers should be well packed with grease to protect the parts against corrosion. All elements, levers, and structural steel should be painted periodically to minimize rust hazards. The weighbridge should be of steel, adequately strong to prevent deflection.

(e) Indicating Elements

Indicating elements should be rigidly mounted upon firm foundation, independent of the scale house, weighing room, or other similar structure. Adequate clearance must be provided around the indicating elements and the connections. On beam type truck scales, all connections not above the beam stand must be enclosed. Keep weighbeam bars and face plates in clean and legible condition. Keep automatic elements clean and the dash pot properly filled with oil. See that the poises on the notched weighbeams have pawls that fit the weighbeam notches, and that the spring-loaded weighbeam poises are strong enough to seat the pawl properly in the weighbeam notches. See that the poises on the weighbeam, tare bar, frictional bar, and tare bar on automatic - indicating scales, when they are pushed as far as they will slide in the zero direction of the weighbeam, give a correct (zero) indication. Any loose material used for the purpose of balancing the weighbeam must be secured so that it cannot shift or be knocked off, thus affecting the balance condition of the scale. See that the weighbeam is centered in the fulcrum stand bearing and pivots in loops, and that, when weighbeam is correctly balanced in center of trig loop, the amount equal to two (2) minimum graduations on the weighbeam will hold the weighbeam to the top or bottom of the trig loop. See that the operations of application and removal of unit weights are positive, and that the value of the unit weights in place at any time is clearly indicated on the reading face of the dial.

(f) Correct Balance

Keep the beam scale-weighbeam tip in center of trig loop with all poises at zero. The automatic scale indicator on dial face must be pointing to zero, and the printer dial reading must indicate zero. Zero balance should be checked after each five (5) drafts or more often if conditions tend to change the weight of the platform.

(g) General

A scale is not to be used for weighing a load totaling more than the capacity indicated on the scale by the manufacturer. Weighmasters must have an unobstructed view of the entire scale platform. The indicating elements, the lever system, and the underside of the load receiving elements of a scale shall be adequately protected against wind and weather effects.

(h) Temporary Test on Truck Scales

Acquire correct (zero) balance, place loaded truck on scale platform with rear wheels about .25 m from the end of platform, obtain correct amount, and record. Place truck on other end of platform in same manner and repeat the operation. Both ends should be within 2 lbs. (1 kg) per 1000 lbs. (500kg) of gross load of truck.

(i) Temporary Test on Hopper Scales

Acquire correct (zero) balance, making sure that all live parts of the scale are free from a binding condition. Distribute test weights on hopper and record amount indicated. This amount should be within 2 of the minimum graduations on the indicating element. On hopper scales, consideration should be given to suitability of position of the indicating elements, freedom from vibrations, disturbing air currents, and easy accessibility to facilitate daily cleaning of live elements of the scale.

(j) Documentation of Scale Checks

When District Materials personnel make a routine accuracy check of plant truck and hopper scales, the scale inspection should be documented showing the date of the inspection and whether or not the scales appeared to be accurate. If any inaccuracies in scales are evident, the particular details of the discrepancy should also be noted. The procedure for checking a set of truck scales begins with a quick visual inspection of the scales to see that material is not jammed into the areas around the platform or below the scales which would affect the weights. The readout unit is to be inspected for a proper "zero" and, if digital, that the readout unit has a seal on it to prevent tampering with adjustments inside.

Sec. 107.05 Recordkeeping and Scale Certification Data System

The Department has agreed to the following initiatives which are intended to assist Weights and Measures in providing their service to suppliers of VDOT. In addition, this system is a means of standardizing recordkeeping for the Bonded Weigh Program~~s~~ as a whole.

VDOT employees are not to contact representatives of Weights and Measures to request the sealing of scale. Requests must originate with a producer billing procedure. However, ~~the~~ District ~~Weigh Monitors~~ *Materials representatives* are encouraged to develop a good working relationship with the regional VDACS inspectors responsible for his/her respective producer scales.

The Central Office of Weights and Measures should be contacted by our producers to request the scheduling of the scale sealing operation.

Each District is to furnish Weights and Measures inspectors in their region a list of in-state producers and the status of the service/sealing activity for the scales involved. The "Agriculture Report" (See Appendix No. I-B is an extracted report from the "Certified Scale Status Report" data base for the District. This report is to be issued at least once each 6 months and quarterly if practicable. ~~The~~ District ~~Weigh Monitors~~ *Materials representatives* are to remind aggregate and hot mix suppliers of upcoming expiration of Weights and Measures certification. This courtesy reminder is to be given at least 4 to 6 weeks prior to the expiration date.

~~The total "Certified Scale Status Report" (See Appendix No. I-C) data base should be routinely updated each month and submitted to the State Materials Engineer on a quarterly basis.~~

Replace Section 108 – Bonded Weighperson Program with the following:

SECTION 108 BONDED WEIGHPERSON PROGRAM

The Department requires Contractors and Producers who furnish material by weight to have a certified and bonded Weighperson perform the weighing operations for such material furnished for State work. The District Materials Engineer is responsible for monitoring the Bonded Weighperson program.

Sec. 108.01 Surety Bond

The Weighperson's Surety Bond ~~is to~~ *shall* be issued in the name of the Producer's firm, rather than in the name(s) of the Weighperson(s). The Weighperson or other company representative ~~is to~~ *shall* see that the original copy of the surety bond is submitted to the District Materials Engineer, in whose District the shipping source is located, who will, following review and approval, make appropriate distribution, ~~including a copy for the District Weigh Monitor~~. ~~In the case where the plant is shipping material across District boundaries, one copy each is to be sent to any other District Materials Engineer(s) into whose District(s) the material is being shipped.~~ The Weighperson will be expected to post his/her ~~copy of the~~ Bond at the work area for ready reference of the District ~~Weigh Monitor~~ *Materials representative.*. (See Sec. 800 for a sample Surety Bond.)

Sec. 108.02 Certification of Weighperson

The District Materials Engineer or representative will meet with each proposed Weighperson to verify that the person is bonded, and understands and has the ability to follow VDOT specifications. The evaluation will be made on the basis of an oral evaluation utilizing the standardized questionnaire provided by the Central Materials Office:

(a) The Weighperson Evaluation Form

This form is not intended to be used as a numerically graded examination of the candidate. ~~The~~ District ~~Weigh Monitors~~ *Materials representative* will provide each candidate *a copy of the* Weighperson Training Manual from which the questions are based. The candidates are to be allotted an appropriate amount of time to review and study this information prior to being orally quizzed on the material. If a candidate has problems recalling the answers to the questions, the District ~~Monitor~~ *Materials representative* should prompt or coach the candidate to a reasonable extent. However, if in the opinion of the ~~monitor~~ *representative*, the candidate needs more study time to better prepare for the evaluation, an additional amount of time may be allowed before retesting. Upon successful completion of the Weighperson Evaluation, the District ~~Monitor~~ *representative* ~~is to~~ *shall* recommend the issuing of a Weighperson Certificate by the District Materials Engineer. The signed Weighperson Evaluation Form will serve as a record and documentation of qualifications. The weighperson will be evaluated at the weighing facility at where he/she is employed and evaluated in accordance with the requirement for the equipment he/she will be utilizing in the weighing process.

~~The form is to be kept on file at the District Office for the period the person is actively engaged in the weighing operation.~~

~~We~~ *VDOT* suggest*s* the number of employees certified at an individual facility be limited to one *(1)* full time weighperson with one or two *(2)* persons serving as backup. The number may vary according to conditions that may occur in high production facilities. However, the number of active weighpersons should be kept in line with the production demands of a facility.

By limiting the number of employees ~~we~~ *VDOT* certif~~y~~*ies*, ~~we~~ *VDOT* can exercise more control over the Bonded Weigh Program and the amount of monitoring required at each facility. In addition, it is not good practice to encourage the producer to have numerous people certified who are not actively participating in the weighing operation. This effort would tend to protect the producer as well as the State by encouraging reliance on persons who are more thoroughly versed and familiar with the weighing process.

For each certification issued by the District, there ~~is to~~ *shall* be a corresponding Weighperson Evaluation Form on file in the District Office for the individual. ~~A new Weighperson Evaluation Form is to *shall* be processed and signed prior to the expiration of a current certification. This certification will be valid for a period of 3 years.~~

The Department reserves the right to withdraw the certification of a Weighperson at any time during the term of the certificate if the performance of duties is not deemed satisfactory.

Upon satisfactorily demonstrating that ability, the Weighperson will be certified by the District Materials Engineer. A copy of the Weighperson's certification also shall be posted for ready reference of the District ~~Weigh Monitor~~ *Materials representative*. (See Sec. 800 for details of a sample Certification.) This certification will remain in effect ~~for the 3 year term of certification,~~ as long as~~,~~ the Weighperson is actively participating in the weighing operation (does not exceed a period of 120 days without actually performing the weighing operation). The Producer is to notify the District Materials Engineer in the event a weighperson is used who has not performed the weighing operation within 120 days.

Following are listed particular items that will be reviewed by the District Materials Engineer or representative during the course of the examination of the Weighperson:

(1) Demonstrates ability to properly perform weighing operations.

(2) Demonstrates ability to prepare ~~*and post*~~ tare weights.

(3) Demonstrates and/or explains the system the Producer uses to identify lots and keep up with the running totals.

(4) Demonstrates an understanding of the Daily Summary Sheet, Form TL-102A. Explains how the sheets will be delivered to the projects, orders, etc.

(5) Has posted a copy of Surety Bond.

(6) Knows what to do in case of a malfunction.

(7) Knows who to contact in the VDOT in case of problems.

~~(8) Is knowledgeable of how spot-checks will be made. (The proposed District Weigh Monitor spot-checking system should be explained to the Weighperson.)~~

Sec. 108.03 General Guidelines for Weighperson

Following are general guidelines for Weighpersons:

(1) See that trucks are properly tared and in compliance with specifications and instructions.

~~(2) Maintain and post tare sheet. (See Sections 108.04 and 109.)~~

(3) Assure that all weights are true and correct.

(4) Post Certification, Surety Bond, and a current Virginia Weights and Measures Scale Inspection Report. (See Sections 108.01, 108.02 and 107.02.)

(5) Maintain accumulative tonnage for lots and (IAS) Q.A. sampling.

(6) Submit Daily Summary Sheet, Form TL-102A, in accordance with specification requirements. (See Sections 108.04 and 800.)

(7) Provide information to the Department's (IAS) Q.A. Monitor and assist with spot-checks.

(8) Comply with all pertinent specifications and instructions.

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 ~~Weigh Monitor~~ *representative* in performing checks of ~~truck and hopper~~ scales.

~~**(b) Truck Identification**~~

~~(1) Check truck for identification number and legal gross and legal net weight limits. This data must be permanently stenciled or painted on the truck body and must be clearly visible and legible. (See also Section 109.)~~

~~(2) Virginia Department of Transportation trucks are to use E.D. number as truck I.D.~~

(c) 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.

~~For trucks tared weekly, this tare is to be compared to the tare determined by the Department at the time the legal weight was determined. (See Section 109.) The larger of the 2 tare weights is to be used to determine net pay quantity, until the truck is rechecked by the Department's representative. Generally, a recheck should be requested when the difference exceeds 200 pounds (100 kg).~~

~~(3) Following the initial round of legal load determinations of vehicles by the Department representative, as outlined in Section 109, and at the option of the Producer/Contractor, further legal load determinations may be made by the Bonded Weighperson. In this case, the trucks may be used for up to 30 days, or until the VDOT Monitor rechecks the truck(s), whichever occurs first.~~

~~If the Bonded Weighperson makes the legal load determination, he/she is to determine that fuel tanks are full and the truck bed clean, measure extreme axle spacing, and determine legal gross and net weights.~~

~~**(d) Tare Worksheet**~~

~~(1) Tare sheet (Form TL-104) is to be completed weekly and is to include company name, plant location, date trucks tared, I.D. of each truck used, maximum legal gross weight/maximum legal net weight, Department determined tare weight, actual tare and tare weight used, and signature of Weighperson taring trucks.~~

~~(2) Posted at location visible to Weighperson, or displayed on computer monitor during weighing operations.~~

~~(3) Worksheet is to be neat and legible, and must be kept on file for a period of 12 months. If the worksheet is computer generated, a paper copy must be printed not later than the end of each week.~~

(e) Weigh Ticket Information

(1) Weigh ticket is to accompany each load and is to include plant (company) name and location, date, ~~truck identification~~, 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) Must include LEGAL GROSS WEIGHT for trucks hauling material weighed on vehicle scales, or LEGAL NET WEIGHT for trucks hauling material weighed on hopper scales. These weights may be printed or in script form.~~

(4) 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.

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

(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)

Sec. 108.05 Reconciling Weigh Documents

The person receiving the Daily Summary Sheet (Form TL-102A) ~~is to~~ *shall* reconcile it against the weigh tickets received at destination. If there are differences, they should be corrected or explained. The Producer or Contractor ~~is to~~ *shall* be notified of any differences between the quantities shown on the Daily Summary and the weigh tickets.

The Daily Summary Sheet ~~is to~~ *shall* be turned in at the completion of a project to the District Location & Design Section, who will check it against the final estimate and the weigh tickets. Upon completing the final estimate, the Daily Summary Sheet ~~is to~~ *shall* be retained in the project files, in accordance with published retention schedules. For H - Orders, the Daily Summary Sheets will be sent to the State Materials Engineer after final checks by the Residency Administrator's office.

Sec. 108.06 Department Monitoring

The Department will monitor the certified Weighpersons and plants furnishing materials by weight on a continuing basis, with a minimum of one *(1)* inspection per calendar quarter per plant, or more often if needed. Where significant discrepancies are found, follow-up inspections and reports should be made within 30 days of the original inspection. Where found, discrepancies ~~are to~~ *shall* be corrected

immediately by the Weighperson, before allowing hauling to resume. The "Weighing Inspection Report" (Appendix No. I-A) shall be retained in the District for documentation with a copy going to the State Materials Engineer. In addition, the ~~Weigh Monitor~~ *District Materials representative* shall instruct the Producer to notify him/her when a less experienced temporary Weighperson is going to be used. This will give the ~~Monitor~~ *District Materials representative* an opportunity to visit the plant and review weighing and documentation procedures with the temporary Weighperson prior to weighing operations.

The District Materials Engineer, through the District ~~Weigh Monitor~~ *Materials representative*, will be responsible for conducting the weigh inspections. Following are listed items that are to be inspected or reviewed during the *District Materials representative's* ~~Weigh Monitor's~~ visits:

(1) Check scales, printer system, and weighing operations.

(2) Check Weighpersons for knowledge of applicable specifications.

(3) Check delivery tickets for proper weights and information, including tare weights and lot numbers.

~~(4) Spot check trucks and compare actual tare weight with tare weight shown on posted tare sheet. (Weighpersons will stop and weigh trucks at the time the Monitor makes such requests.)~~

~~(5) Check hauling equipment for compliance with specifications. Monitor will randomly select loaded trucks to be reweighed to verify weights shown on delivery ticket. Weighperson is to cooperate fully in reweighing any truck the Monitor selects.~~

~~(6) Check to see if gross weight limitations are being adhered to.~~

(7) Check on posted certifications, ~~tare weights~~, and bonds. (Dates, frequency, etc.)

(8) Check scale seals~~.~~ (~~P~~*p*roper dates) *and Weighperson's Surety Bond.*

(9) Check to see if Summary Sheets (Form TL-102A) are being handled properly. (See also Section 108.04 and 108.05.)

(10) Keep a diary or file on each Supplier, to include dates checked, copy of bond, corrections required, copy of certification, and instructions given, etc.

It is recommended that VDOT trucks continue to use E.D. number as truck I.D. number.

Delete Section 109 – Legal Load Determination as follows:

~~*SECTION 109 LEGAL LOAD DETERMINATION*~~

~~Sec. 109.01 Administration~~

~~Sec. 109 of the Road and Bridge Specifications provide for the uniform administration of legal load limits on Department contracts. To facilitate this administration, the Specifications require the following:~~

~~(a) Trucks hauling material for purchase by the Department on a tonnage basis shall display legal gross and legal net weights.~~

~~(b) Weigh tickets accompanying the load shall include the legal gross weight for trucks hauling material weighed on vehicle scales, and the legal net weight for trucks hauling material weighed on hopper scales. In addition, weigh tickets shall show the date, truck number, load number, lot number, plant name, size and type of material, and project, schedule, or purchase order number. See also Section 108.04(e).)~~

~~(c) Payment shall be denied for material delivered in excess of the legal load limit established for each truck.~~

~~Sec. 109.02 Responsibilities~~

~~The District Materials Engineers, through the Weigh Monitors, are responsible for determining/verifying the legal load limits for the various trucks being used to haul the Department's materials. This will involve scheduling with Contractors/Producers when the Weigh Monitors can visit the plant, measure axle spacing (rounded to the next higher foot), determine the tare for the trucks, and issue the legal weights on Form TL-101A, Legal Load Determination, as outlined in Sec. 800. The legal load determination will expire on the nearest April 1st to 4 years from the determination date to permit scheduling of determinations during the winter months. Where a consistent tare is reflected in the scalehouse documentation, only a visual inspection will be required on the truck and a new TL-101A issued. However, when no consistent record can be documented, or there is a permanent alteration made to the truck, change of ownership, or there is a continuous discrepancy in the weekly tare weight of 200 pounds (100 kg) or greater, a complete physical legal load determination will be performed.~~

~~Tare weight for trucks shall be determined by the Weighperson, as outlined in Section 108.04(c).~~

~~Following are guidelines for use by District Materials personnel (District Weigh Monitors) in the determination of legal load limits:~~

~~(a) Schedule legal load determinations through Producer/Contractor Suppliers who own the scales over which Department material is to be weighed. Request that a representative of the Supplier be present during the measurements to address concerns that may arise on the part of operators.~~

~~(b) The specification requires the legal load limits to be "permanently stenciled" on each side of the truck. Stenciling or better will be accepted; that is, professional hand lettering which is as legible as or more legible than stenciling. The weight limits are to be placed on the side of the bed or trailer unless otherwise approved. The numbers shall be a minimum of 2 inches (50 mm) in height. If the positioning of the scale house preclude the truck I.D. number from being visible to the weighperson from the scale house, it may be necessary to also have the I.D. number placed in additional locations on the truck or some other method employed to identify the truck from the scale house (camera, speaker phone, mirror, etc.).~~

~~(c) A dated list of trucks checked by each District is to be developed on a microcomputer or word processor and published by the District Materials Section to aid in tracking and updating the pertinent information. The headings or format for the report are to be as follows (reading from left to right): report number, name of truck owner, truck/trailer ID number(s), number of axles, date checked, vehicle modifications if any, maximum legal gross weight, and maximum legal net weight.~~

~~(d) The legal load limits for each tractor/trailer combination are to be determined. Thus, the tractor ID number will have to be shown on the trailer along with the legal load limits for the tractor/trailer combination.~~

~~(e) The specification or special provision provides for the denial of payment for material delivered in excess of the legal load limit established for each truck. Residency personnel are to be responsible for comparing the actual with the legal weight and making the appropriate adjustment prior to payment of the estimate/invoice, etc.~~

~~Further, it is Department policy to not pay for material delivered on trucks for which legal load limits have not been determined by the Department, unless the use of such vehicles has been specifically directed by the Engineer.~~

~~(f) Producers/Contractors should be asked to give the District Materials Section at least 48 hours prior notice for requests that the Department schedule subsequent legal load determinations after the initial round of vehicle checks. Following the initial round of vehicle checks by the Department and at the option of the Producer/Contractor, legal load determinations may be made by the Bonded Weighperson; whereupon, the truck(s) may be used for up to 30 days. (See also Section 108.04(c)(3).) Weight limits thus determined are to be verified or adjusted by the Department's representative as soon as practicable and the information published, as outlined in Section 109.02(c).~~

~~(g) State Owned Trucks. Two axle and three axle tandem dump trucks should be supplied to the districts with no load limit indicated at the time of delivery. After the District or Residency Shops make whatever modifications or additions needed for the trucks to conform to the needs of that section or residency (adding tool boxes, snow plow hitches, etc.), the District Materials Bonded Weigh Monitor should be notified of the need to certify these trucks if they are to be used in the hauling of materials that are purchased on a tonnage basis. The Bonded Weigh Monitor will perform a modified legal load determination on the trucks and notify the District or Residency Shop personnel of the load limits for the truck. The weighing of State trucks should be done at the nearest or most convenient scale facility out of which the truck may be hauling. The District or Residency Shop personnel will affix the proper load limits as indicated to the truck in accordance with instructions from the Equipment Engineer. State trucks shall carry the Equipment Identification Number (i.e. R12345) as a means of recognition and differentiation. The use of "1" on weigh tickets to designate state trucks will eliminate conflict and confusion with numbers assigned to private hauling vehicles.~~

~~For all two axle state trucks, except 4 X 4's, 31,000# (14,061 kg) shall be the maximum legal gross weight. For 4 X 4, 2 axel dump trucks, Class 894, the maximum legal load is 33,500# (15,192 kg). For the three axle trucks with an axle spacing of less than 19 feet (5.8 m), 49,500# (22,453 kg) shall be the maximum legal gross weight, while trucks having axle spacing of 19 feet (5.8 m) or more shall be limited to a maximum of 50,000# (22,680 kg). The legal load determination shall be performed to determine the legal net weight for the vehicle. The maximum legal tare weight is the difference between the above listed gross weights and the maximum legal tare weight.~~

~~(h) Preprinted forms, Forms TL-101A, will be used to record legal load determinations, as outlined in Sec. 800. A copy of the Legal Load Determination (TL-101A) report is to be kept with the truck at all times. It will be the trucker's responsibility to furnish a copy of the report to all scale facilities at which the truck and its load are weighed.~~

~~(i) The Bonded Weighperson is to follow the procedure outlined in Section 108.04(c), for instructions on tare weights to be used to determine pay quantities.~~

~~(j) To reemphasize, it is very important to make sure that the fuel tanks are full and the operator is seated in the vehicle at the time the tare of the truck is determined. The operator should be requested to remove the tank cap such that the fuel level can be viewed. If the tank cannot visually be determined to be full, the operator should be asked to prove the level by an acceptable means, such as by stick reading.~~

~~(k) The truck identification number shall consist of a one digit district number (D) and a truck number varying from one to four digits (X) as illustrated below:~~

~~DX~~	~~-~~	~~i.e. 91, 92, 93~~
~~DXX~~	~~-~~	~~i.e. 901, 921, 943~~
~~DXXX~~	~~-~~	~~i.e. 9002, 9123, 9965~~
~~DXXXX~~	~~-~~	~~i.e. 90007, 91074,99075~~

Weighing Inspection Report

Date of Inspection_____

Producer_____

Location_____

Type Material Produced_____

I. Surety Bond: Yes *No
N/A

A. Issued in Compliance with Specifications			
B. Properly Posted			
C. Is Date Current			

II. WeighPerson:

Name_____
(Scale Operator)

A. This Person Certified			
B. Certification Current			
C. Copy of Certification Available			

III. Weigh Tickets:

A.	Furnished for Each Load			
B.	Contain Job Identifier			
C.	Denote Size and/or Type of Material			
D.	Contain *Net* Weight			
E.	Contain Tare and/or Gross Weight			
F.	Certification Signed			
** G.	Contain Signature			

** Computer Printout of Name or Initials, Handwritten Signature. or Handwritten Initials are Acceptable.

IV. Plant Records:

A. Tare *Information* ~~Worksheets (Form TL- 101):~~ Yes *No N/A

1.	Tare Performed at Proper Frequency			
~~2.~~	~~Tare List Properly Posted~~			
3.	Date of Posted Tare List Current			
4.	Tare Weight Properly Computed			
5.	Tare on Ticket Agrees with *current tare* ~~posted~~ Tare List (_____Tickets Checked)			
~~6.~~	~~Actual Tare of Trucks Agrees with posted Tare (_____Trucks Checked)~~			

~~7. Tare Worksheets Properly Filed~~

B. Weighperson's Daily Summary Sheet (Form TL-102A):

1. Contains All Pertinent Information
2. Is Delivered in Accordance with Specifications
3. Is Noted As Q.A. Tested

C. <u>Running Totals:</u>

1. Are Running Totals Kept
2. Is Method Timely and Accurate
3. Does System Provide for Lot and Sample Identification

V. <u>Hauling Equipment:</u>

~~A. Tared~~

~~B. Legibly Identified~~

~~C. Contains Stenciled Fuel Capacity~~

~~D~~*A*. Body Clean

VI. Scales:

	Yes	N/A	*No
A. Currently Sealed			
B. Automatic Printer System Operative			
C. Platform Clean			
D. Printer Indicates “0” Under No-Load Condition			
E. Temporary Scale Check Within Tolerance			

VII. Remarks:

_____

_____

_____

_____

*"No" Answers Must Be Explained To Include Action(s) Taken.

Signed_____
(Department ~~Weigh~~ *Materials Representative* ~~Technician/Monitor~~)

Signed_____
(Weighperson)

VDACS Report 1

District:

District ~~Weigh Monitor:~~*Technician*:

Date: 09/05/95

Plant	Special Codes	Plant I.D.	Scale Location	Weighperson	Fips Code	Wts. & Meas. Insp. date Certification
Acme Limestone	A!	864	Fort Spring, WV	Anthony Sims	N/A	06/08/89
Adams Construction (Lex.)	B!	801	Lexington	MD Sensabaugh	678	03/10/89
Blakemore (Grottoes)	B!	804	Grottoes	Robert Mays	165	09/13/89
Blueridge Stone	A!	846	Stuart Draft	Scott Riddle	015	05/23/89
B&S Construction (Har. North)	B!	827	Harrisonburg	Frank Wilkins	660	05/10/89
B&S Construction (H-burg)	B!	810	Harrisonburg	George Fawley	660	05/10/89
B&S Construction (Staunton)P	B!	812	Staunton	Scott Decker	790	04/19/89
B&S Construction (Augusta)P	B!	815	Augusta	Lacy McCray	015	04/19/89
Chesstone	A!	805	Winchester	Mickey Kline	840	03/15/89
CS Mundy (Flatrock)	A!	806	Forestville	Rick Maiden	171	04/04/89
CS Mundy (S. Glen)	A!	807	Singers Glen	Bettie Estep	165	03/09/89
CW Barger & Son	A!	804	Lexington	Denise Cornwell	678	03/10/89
Frazier (H-Burg) Lg.	A!	810	Harrisonburg	Jeff Hoffsinger	660	06/07/89
Frazier (H-Burg) Sm.	A!	810	Harrisonburg	Jeff Hoffsinger	660	01/11/89
Frazier (North)(Inb.)	A!	862	Rockingham	John Engle	165	05/11/89
Frazier (North)(Outb.)	A!	862	Rockingham	John Engle	165	08/02/89
Genstar	A!	868	Winchester	Gail Maywait	840	11/08/89
Honhson Limestone	A!	875	Lewisburg, WV	Donna Johnson	N/A	05/30/89
LoneJack Limestone	A!	813	Glascow	N. Massie	165	03/10/89
Luck (Augusta) Lg.	A!	871	Augusta County	Tom Erskine	015	04/19/89
Luck (Augusta) Sm.	A!	871	Augusta County	Tom Erskine	015	04/19/89
Luck (Elkton)	A!	867	Elkton	Judy Kite	165	10/10//89
Riverton	A!	817	Riverton	Cathy Rusk	187	11/21/89
Shen. Asphalt (Ves.)	A!	874	Vesuvius	Shirley Clark	163	04/19/89
Shen. Asp. (For-ville)	B!	826	Forestville	Susan Stroot	171	05/31/89
Staunton Lime	A!	857	Staunton	Cherru Blakley	780	04/19/89
S.M. Perry Berryville	A!	820	Berryville	Janet Broy	035	08/03/88
S.M. Perry (Winch.)	B!	814	Winchester	Donald Milon	840	05/25/88
S.M. Perry (Win.) Sc. 1	A!	821	Winchester	CE Hahn, Jr.	840	06/01/89
S.M. Perry (Win.)Sc. 2	A!	821	Winchester	CE Hahn, Jr.	840	N/A
Valley Asp. (C-brook)P	B!	824	Clearbrook	Pat Franklin	069	04/20/89
Valley Asp. (River.)P	B!	816	Riverton	Sthephen Greene	187	08/02/89
West S&G	A!	859	Grottoes	Shelly Shifflett	165	03/09/89
W.S. Frey Scale 1	A!	828	Clearbrook	D. Hershburger	069	02/07/89
W.S. Frey Scale 2	A!	828	Clearbrook	D. Hershburger	069	04/20/89

Special Codes:

A - Aggregate.
B - Bituminous.
! - Active producer.
@ - Extension after expiration date.
# - Plant closed.
$ - Plant not furnishing VDOT.

Remarks:

District Materials Engineer

Copies:

A. J. Mergenmeier, S.M.E.
District Weigh Monitor
J.W. Diggs, Weights & Measures

VDACS Report 2

District:

District ~~Weigh Monitor~~ *Technician*:

Date: 09/05/95

Plant	Special Codes	Plant I.D.	Scale Location	Weighperson	Fips Code	Wts. & Meas. Insp. date Certification	Date of Servicing	Service Company
Acme Limestone	A!	864	Fort Spring,W V	Anthony Sims	N/A	06/08/89	D. Of Labor	12/14/89
Adams Construction (Lex.)	B!	801	Lexington	MD Sensabaugh	678	03/10/89	Security	11/22/89
Blakemore (Grottoes)	B!	804	Grottoes	Robert Mays	165	09/13/89	Moore	09/14/89
Blueridge Stone	A!	846	Stuart Draft	Scott Riddle	015	05/23/89	Security	11/20/89
B&S Construction (Har. North)	B!	827	Harrisonburg	Frank Wilkins	660	05/10/89	Parham	12/05/89
B&S Construction (H-burg)	B!	810	Harrisonburg	George Fawley	660	05/10/89	Parham	10/05/89
B&S Construction (Staunton)P	B!	812	Staunton	Scott Decker	790	04/19/89	Parham	10/12/89
B&S Construction (Augusta)P	B!	815	Augusta	Lacy McCray	015	04/19/89	Parham	10/11/89
Chesstone	A!	805	Winchester	Mickey Kline	840	03/15/89	Bay Scale	10/30/89
CS Mundy (Flatrock)	A!	806	Forestville	Rick Maiden	171	04/04/89	Rich. Scale	10/13/89
CS Mundy (S. Glen)	A!	807	Singers Glen	Bettie Estep	165	03/09/89	Moore	10/13/89
CW Barger & Son	A!	804	Lexington	Denise Cornwell	678	03/10/89	VA Scale	10/18/89
Frazier (H-Burg) Lg.	A!	810	Harrisonburg	Jeff Hoffsinger	660	06/07/89	Moore	10/10/89
Frazier (H-Burg) Sm.	A!	810	Harrisonburg	Jeff Hoffsinger	660	01/11/89	Moore	10/10/89
Frazier (North)(Inb.)	A!	862	Rockingham	John Engle	165	05/11/89	Moore	10/10/89
Frazier (North)(Outb.)	A!	862	Rockingham	John Engle	165	08/02/89	Moore	10/10/89
Genstar	A!	868	Winchester	Gail Maywait	840	11/08/89	Apple Valley	11/05/89
Honhson Limestone	A!	875	Lewisburg, WV	Donna Johnson	N/A	05/30/89	Dept of Labor	11/08/89
LoneJack Limestone	A!	813	Glascow	N. Massie	165	03/10/89	VA Scale	12/11/89
Luck (Augusta) Lg.	A!	871	Augusta County	Tom Erskine	015	04/19/89	Moore	12/15/89
Luck (Augusta) Sm.	A!	871	Augusta County	Tom Erskine	015	04/19/89	Moore	12/15/89
Luck (Elkton)	A!	867	Elkton	Judy Kite	165	10/10//89	Rich. Scale	09/26/89
Riverton	A!	817	Riverton	Cathy Rusk	187	11/21/89	Bay Scale	12/05/89
Shen. Asphalt (Ves.)	A!	874	Vesuvius	Shirley Clark	163	04/19/89	Moore	10/24/89
Shen. Asp. (For-ville)	B!	826	Forestville	Susan Stroot	171	05/31/89	Moore	11/15/89
Staunton Lime	A!	857	Staunton	Cherru Blakley	780	04/19/89	Parham	11/20/89
S.M. Perry Berryville	A!	820	Berryville	Janet Broy	035	08/03/88	Moore	10/18/89
S.M. Perry (Winch.)	B!	814	Winchester	Donald Milon	840	05/25/88	Moore	02/15/89
S.M. Perry (Win.) Sc. 1	A!	821	Winchester	CE Hahn, Jr.	840	06/01/89	Moore	12/06/89
S.M. Perry (Win.)Sc. 2	A!	821	Winchester	CE Hahn, Jr.	840	N/A	Moore	12/06/89
Valley Asp. (C-brook)P	B!	824	Clearbrook	Pat Franklin	069	04/20/89	Moore	12/06/89
Valley Asp. (River.)P	B!	816	Riverton	Sthephen Greene	187	08/02/89	Moore	12/05/89
West S&G	A!	859	Grottoes	Shelly Shifflett	165	03/09/89	Moore	02/14/89
W.S. Frey Scale 1	A!	828	Clearbrook	D. Hershburger	069	02/07/89	Moore	12/06/89
W.S. Frey Scale 2	A!	828	Clearbrook	D. Hershburger	069	04/20/89	Moore	12/06/89

Special Codes:

A - Aggregate.
B - Bituminous.
! - Active producer.
@ - Extension after expiration date.
# - Plant closed.
$ - Plant not furnishing VDOT.

Remarks:

District Materials Engineer

Copies:

A. J. Mergenmeier, S.M.E.
District Weigh Monitor
J.W. Diggs, Weights & Measures

Delete Sec. 803.50 Form TL-101A, Report on Legal Load Determination as follows:

~~Form TL-101A is to be used to document the legal load determinations of trucks hauling tonnage materials to the Virginia Department of Transportation. The form is to used by the District Weigh Monitor in accordance with Section 108.04(c). The Distribution is one copy to the Truck Driver, one copy to the Certified Weigh Person, and one copy to the District Materials Engineer. (See specimen form in Section 805.)~~

cy:

Chief Engineer
Scheduling and Contract Division Administrator
Resident Administrators
Area Construction Engineers
District Materials Engineers
American Concrete Paving Association NE Chapter, Southern Region
Virginia Dept. of Minority Business Enterprise
Virginia Ready-Mixed Concrete Association
Federal Highway Administration
Virginia Transportation Construction Alliance
Precast Concrete Association of Virginia
Old Dominion Highway Contractors Association
Virginia Asphalt Association