SECTION 90 RECORD KEEPING PROCEDURES

I. GENERAL

Construction inspection is performed to ensure and confirm that contract requirements are met and documented in the contract records. The records should indicate what work was accomplished, what checks and / or tests were made and the results of the checks and tests.

It is the responsibility of the Engineer to be familiar with all sections of the Contract Administration Manual (CAM), the Construction Inspection Manual (CIM), the Construction Program Employee Safety Manual, the Materials Bureau forms/manuals and other referenced material and to organize the contract records, reports, forms, and other contract documents.

SiteManager is NYSDOT's primary contract administration tool and record keeping system. SiteManager is used to record detailed inspection records, manage material acceptances, track and process payments, track and process change orders, and as the central contract accounting system. SiteManager is used by almost all Construction Program staff, including Inspectors, Engineers, Construction Area Supervisors, Regional Construction Engineers, the Office of Construction, the Materials Bureau, and the Accounting Bureau.

SiteManager is a secure system that uses User Identification/Password combinations as a replacement for signatures on paper form(s) to authorize actions. SiteManager records the date/time that a record is approved, as well as the individual who granted the approval. An individual's authority is controlled by the rights associated with the role that the individual is assigned and the contract(s) that the individual is granted contract authority for. For example, the Engineer on a contract will be authorized to review and approve DWRs completed by Inspectors on the contract he/she is assigned to but will not be able to see any records for a different contract that he/she has not been granted access to. Regional staff will typically be assigned contract authority for all contracts in the Region. Quick Reference Guides (QRGs) are available on the Department website as references, on how to perform specific tasks associated with contract recordkeeping in SiteManager. QRGs can also be found with the electronic version of the Construction Administration Manual (CAM) under the section of the CAM and standard specification that it correlates with.

ProjectWise is a document management software. NYSDOT first started using it in conjunction with CADD for the creation of plan sheets and filing of project design information. As the Department is storing project files electronically, the Office of Construction designated ProjectWise as its main location for the storage of project files. Seed contract folders are already set up for use by the Regional CADD Administrator. These folders should be created at time of letting.

Locally Administered Federal-Aid construction contracts have similar record keeping requirements, but SiteManager and/or ProjectWise are not available for use by ocal sponsors. Local sponsors may use other software such as Appia or FieldManager, or they may record inspection results on forms, in either electronic or paper formats. Local sponsors will have to adapt the guidance presented in this manual to the recordkeeping system(s) utilized.

II. CONTRACT RECORDS

The format and general procedures for Department construction contract record keeping were developed to ensure that documentation exists for the acceptance of materials and work in terms of both quality and quantity. The basis of acceptance for material and work quality, the method of measurement and the basis of payment are established by the contract pay item specifications. Record keeping is guided by the contract requirements for each item of work. Records must be available for inspection by NYSDOT and Federal Highway Administration personnel at the Engineer's field office at all times.

There are many types of records that must be kept for a construction contract. Records are required to document acceptance, payment of work items, compliance with general contract provisions and as built conditions. Records may be prepared by the Engineer, Inspectors, Regional Staff, the Contractor, or others that are involved. Records are required for all contracts where public monies are spent. The type and level of documentation required is dictated by the contract documents and specifications.

Complete documentation is required utilizing the record management methods described in this manual. Timely and accurate record keeping practices not only provide up to the minute information on pay items but also provides the necessary justification and supporting data for the quality and quantity of each item incorporated in the work. The Engineer should ensure that each contract pay item in the

contract is sufficiently documented to undergo an audit years later without the need for any personal explanations.

All field staff must create and maintain records contemporaneously (recorded as events occur). In particular, prepare Contract Diary entries and Daily Work Reports (DWRs) contemporaneously. Ensure records conform to current policies and procedures. All active contracts should adapt, insofar as possible, to the latest revisions. Do not modify documentation that has been compiled prior to any revision retrospectively.

A. CONTRACT RECORD ORGANIZATION AND IDENTIFICATION

Separate contract records into their various ProjectWise categories and name them according to the Office of Construction naming convention which can be found in the Seed folder structure established for the contract. If the folder structure has not been created, contact the Regional ProjectWise Data Manager. Where descriptions are needed, they should be well defined and each record filed so it can be easily found. Ensure that individual sheets have enough identification on them so if removed from the file, it is still identifiable.

Plainly mark all field books and other records showing contract identification, contents of the record, name of Engineer and the date. Mark each record and field book with the name of the Regional Director and the address of the Regional Office.

Create a job stamp for each contract and use it to identify records and forms within Adobe. Purchase a job stamp for use on paper records as necessary. The job identification stamp should contain the following information (preferably in this order):

Contract Number (D Number)
Project Identification Number (PIN)
Brief descriptive title
County (optional)
Contractor

B. CORRESPONDENCE/SHOP DRAWINGS

The Engineer, or designee, will keep a log of all incoming and outgoing correspondence, including shop drawings. The ProjectWise Excel log sheet will be the official document to track all contract correspondence. All correspondence should be scanned and filed electronically. If something cannot be scanned, file it in hard copy.

The Engineer should attach any incoming correspondence that may be of concern to the Construction Area Supervisor (CAS) / Regional Construction Engineer (RCE), or that pertains to matters outside the authority of the Engineer, to the correspondence log and notify the CAS/RCE for appropriate action. This will allow others to view the correspondence. The RCE should be made aware of these attachments as appropriate. The Engineer should send a copy of any letter they write to the RCE unless Regional policy requires otherwise.

The Engineer will obtain the approval of the Office of Construction and Regional Construction Engineer, if an electronic system other than ProjectWise is to be used to manage correspondence and submittals. The Engineer will enter a note in the Engineer's Contract Diary explaining where the correspondence log is kept as a cross reference. Do not duplicate or enter portions of the correspondence in different systems.

C. SECURITY OF RECORDS

When not in use, keep all source documents, reports, correspondence, survey notes, computer flash drives, etc. locked in the fire resistant file cabinets provided in the Engineers field office. Whenever the field office is unattended, both the office and the lockable files should be locked.
All electronic files should be stored secured and when not in use all computers should be locked in accordance with the Manual of Administrative Procedures (MAP) 2.18.2.7 *Access Control Procedure*.

D. AVAILABILITY OF CONTRACT RECORDS

The Department's policy and procedure for processing public requests for access to printed Department information is contained in the Manual of Administrative Procedures (MAP) 2.7-1 *Processing Requests for Access to Department Records*. Direct any questions regarding the availability of these or other construction contract records to the Office of Construction.

The Department's policy regarding the availability of construction contract records is to allow a Contractor to inspect and if desired, to copy records, notes or documents that contain statistical or factual tabulations or data pertaining to engineering and payment information which apply to their contract during the period between award and final agreement. This does not relieve the Contractor of their responsibility to keep their own records. The following guidelines apply to commonly requested construction documents:

1. Contract Diary and Daily Work Reports (DWRs). Allow the Contractor to review those portions of the Contract Diary and Authorized DWRs that contain statistical or factual tabulations or data under the supervision of a Department employee.

2. Quantities. Allow the Contractor to review methods of measurement and computations for quantities under the supervision of a Department employee.

3. Cross Sections. Allow the Contractor to review cross sections under the supervision of a Department employee.

4. FOIL Requests. Where review of contract diaries, DWRs, quantities or computations exceeds the normal amount of time required for a comparison of quantities at a meeting with Department staff, provide copies of the required information to and charge the Contractor in accordance with the billing procedure provided in MAP 2.7-1.

5. Standard Reports. Provide copies of standard SiteManager reports to the Contractor, Subcontractors, or Material Suppliers that is relative to their work with an explanation of their use. Requests for reports that are significantly beyond what is normally printed may be referred to the Records Access Officer in accordance with MAP 2.7-1.

Special procedures have been established for the release of subsurface information. Refer requests for subsurface information from anyone to the Regional Geotechnical Engineer.

III. SITEMANAGER & LIMS

A. CUSTOM RECORD TEMPLATES

Complete the 3 Custom Record Templates in SiteManager (Project Contacts, Project Staffing and General Project Data). (See Exhibit 90A) These templates were developed from forms that Engineer were previously required to submit. Business Intelligence (BI) Reports are run automatically and posted daily so they are always up to date and accessible by others in the Department.

At the Preconstruction Meeting, blank, fillable templates are available to capture key Contractor information. These can be filled out by either the Contractor or Construction field staff. Construction field staff control their own data and the Regional office monitors it. If the Regional Office finds an issue with the information in the templates, they should contact the Engineer. There are also “maintenance” reports that help ensure all the reports are up to date and correct. Some of the reports available based on data entered into the custom templates are:

Status of Active Contracts
Status of Working Contracts
Emergency Contacts
EIC Phone List

EIC Mailing List Labels
Directions to Field Office
Working Projects by Residency
Projects Working Nights by Region
Projects Nearing Completion

The reports are powerful and informative; they contain intelligence that makes them fully functional on smart phones and tablet computers. Select a phone number on a smart phone and it dials the number; click on directions and the navigation application starts and provides turn by turn directions.

B. ENGINEER'S CONTRACT DIARY

The Contract Diary is one of the most important contract documents. It provides invaluable information and evidence in the event of future contractual controversies or legal actions. Record any information that might have a bearing on any probable dispute or claim against the State. Record factual information, do not record opinions. The Engineer will ensure that the Contract Diary contains detailed information about conditions and actions by the various parties that have a significant effect on the progress of the job. (See Exhibits 90C and 90D.)

The Engineer should account for all personnel actively assigned to the contract in the Contract Diary for each diary date. The Contract Diary need not repeat information provided on Daily Work Reports (DWRs). Contract Diary remarks are to provide more information than just "see DWR of (name)". When an Inspector's DWR comments critically or adversely about an operation, explain how and when it was resolved, together with proper cross references.

The Engineer maintains the Contract Diary within SiteManager. Complete Contract Diary "remarks" by noon of the following business day. The Engineer's Daily Contract Diary is to be the only diary kept by the Engineer, no unofficial diaries are to be kept. Complete a Contract Diary for every normal business day as well as any other day the Contractor works or a Daily Work Report is recorded.

Only one Contract Diary can be created in SiteManager per contract per day, regardless of the number of personnel assigned. SiteManager automatically associates DWRs created by the assigned Inspectors to the Contract Diary for the same date. When the Inspector has completed the DWR, the Engineer will "Authorize" the DWR, which locks it and prevents any further editing by the Inspector. If the Inspector or the Engineer determines that a DWR needs to be corrected, the Engineer will "Unauthorize" the DWR, allowing the Inspector access. After the DWR is corrected, it must be "Authorized" again in the contract diary, which will establish a new date/time approval of the Contract Diary. Once an estimate is run in SiteManager, a DWR cannot be "Unauthorized" and therefore remains locked. Care should be taken to ensure all DWRs are complete and accurate before authorizing them and running an estimate.

If a Consultant Resident Engineer is assigned, the Engineer will continue to prepare the Contract Diary. The Resident Engineer is to prepare a DWR in accordance with the "Contract Diary Remarks Guidelines" below as their Diary. The Engineer reviews and authorizes the Resident Engineer's DWR and refer to it in the Engineer's diary under the corresponding "Remarks" category(s). The Engineer need not duplicate these remarks but instead make reference to them.

1. Duration of Contract Diary Entries

Begin contract diary entries with either the Pre-Construction Meeting(s) or the first on-site activity by the Contractor, whichever is first. In instances where the start of construction is delayed with the Department's consent, or when the Contractor does not work for several days at a time, the Engineer may exercise individual judgment with regard to continuous vs. intermittent diary entry during this period and is to so note it in the diary. Record pertinent actions and if intermittent diary entry is used, account for unrecorded days under Remarks – 3. - General.

Cease regular contract diary entries when the Regional Director recommends contract final acceptance, or the contract completion date is reached. If contract diary entries are to be made, the last date of the contract should be used to document meetings, payments, change order processing, etc. and a note in the General Comments should be used to note the dates. An administrative time extension does NOT change the contract completion date, but it allows additional diary entries. After cessation of regular Contract Diary entries, until the final agreement, maintain a log of contract related

actions (telephone calls, correspondence, conversations, etc.) that are pertinent to contract completion. Attach the log to a Contract Diary in SiteManager. If the work for preparation of the final agreement is transferred to the Regional Office, record the transfer in the log and any additional log entries will be made by Regional Construction Contracts staff.

2. Contract Diary Entries

Contract Diary entries are not locked in SiteManager until the contract is marked complete after the final agreement has been approved. Original entries, later determined to be in error, must not be edited or deleted. If a previous contract diary is opened and edited in SiteManager, it will be saved with a new date/time stamp of approval. If an error is found a revised "Remark" in the category is to be made on the date it was found or determined to be an error and a reference to the original date noted with a correction made.

3. Contract Diary Remarks Guidelines

(01). DWR Complete – Leave Blank. This field is for DWR entries only and not a Diary remark.

(02). WZTC – Work Zone Traffic Control – Indicate WZTC conditions encountered in the daily inspection, especially with regard to necessary signs, channelization, etc. and note any corrective action ordered. (Follow through in future entries, noting final action to obtain satisfactory results.) Do not use oversimplified, one word remark "Satisfactory". Provide a brief description of WZTC including location, and details. (e.g., "All signs in place in accordance with Plan Sheet/Standard Sheet xyz and in good condition" or "Single lane closure on I-87 SB passing lane, from Exit 16 to Exit 15, 9:00 AM – 3:00 PM.)

Inspectors are to record on their DWRs the WZTC for the Contractor's operation(s) they inspect. Document if a specific individual is delegated the responsibility for inspecting all WZTC.

For multiple sites spread out over a large geographical area, or work on multiple shifts (e.g., day and night), refer to specific DWRs (including the inspector's name) for those sites which the Engineer has not personally observed on that day.

(03). General – List all Inspectors and the operations that they were covering. Indicate the details of any operation not covered by a DWR. This information may be needed should a dispute or claim arise that requires an analysis of the Contractors total work force and equipment usage. (See Remarks o. *Dispute* below.)

Inspection of Materials: Record any samples, tests or checks taken if they are not covered by the DWRs. Also, record by whom they were taken, whether they passed or failed, and note any corrective action if necessary. Include samples taken by others such as Contractors, test labs, etc., if pertinent to a work operation.

Indicate any Subcontractor's first day of work. Indicate the date and location of the Contractor's initial entry and completion of work on any easement (temporary or permanent) or fee taking.

Record weather conditions for each business day for the duration of the Contract, through a DWR. If no operations are recorded on a day then an inspector is to be assigned to record the weather on their DWR. If there are no DWRs (no personnel) on the day record weather conditions in the Diary.

(04). Contractor Work Hours - Note the Contractor's work hours (start and completion) in military time. If the Contractor worked less than a full day, give cause or reason and also refer to the Inspector's Daily Work Reports when necessary, by specific Inspector's name(s).

(05). Phone Calls – Document all pertinent incoming and outgoing phone conversations, including decisions and directives. Note any directions from Construction Area Supervisor(s) or approvals by Regional or Main Office staff. Cross reference to correspondence remarks section for e-mail communications.

(06). Visitors – Record all visitors, time on and off-site, their affiliated organization(s), and any pertinent discussions that affect the contract.

(07). Directions to Prime/Sub – Document discussions with Contractor, including written and verbal orders, final actions taken, any details important to support possible future disputes or legal action.

(08). Accidents – Follow current Department procedures regarding documentation of incidents found in the *CAM Section 97 Accident Reporting* . All incidents are to be recorded under this remark; including all worker or vehicle incidents, even if no one was injured.

(09). Environmental – Document inspections, concerns, directives, or issues relevant to environmental requirements.

(10). Civil Rights – If a DBE has performed a Commercially Useful Function (CUF) on a Federal-Aid (FA) contract, make the following entry: *[DBE Firm Name] has performed a Commercially Useful Function (CUF) on contract [D123456] on [date].* If there are compliance issues it should also be noted.

(11). Suspension/Delay – Record delays, conditions, events and Contractor actions or inactions that have or could have an effect on the Contractor's adherence to the approved schedule. Refer to §108-01 *Progress Schedule*, for additional information.

(12). Meetings – Note the Pre-Construction Meeting, regular progress meetings, and any other pertinent meetings with Regional, Main Office or outside agencies, (e.g., meetings with representatives of utilities, railroads, and various government agencies.) Note meetings held with property owners, especially where agreements regarding driveways, trees, or frontage treatment, etc. are made.

(13). Utilities – Record any work performed by others: i.e., permit work, utilities, landowners, municipal personnel and others. Note start and completion of work and any pertinent conditions.

(14). Correspondence – Reference incoming and outgoing correspondence if it is of possible concern so that the Regional Construction Engineer may have access to it, refer to II.B.. Correspondence is for attaching and logging correspondence.

(15). Dispute – Describe disputed work issues, including the first date of notice. Indicate if force account records are being maintained, or alternatively, if the Contractor has been directed to maintain force account records. DWR should note presence of supervisory personnel and any idle equipment so that the total on site work force and equipment is recorded. Record the presence of supervisory personnel and idle equipment that do not appear on a DWR. This information may be needed should a dispute or claim arise that requires an analysis of the Contractor’s total work force and equipment usage.

(16). Non-Compliance – Note Contractor/Subcontractor non-compliance and refer to Remarks g. – Directions to Prime/Sub above to record any directives given to the Contractor to rectify the situation.

(17). Audit – Record any audits performed by either the Department or other Agencies (i.e., OSC, FHWA, NYSDOL, etc.) and state the name(s) of the person(s) performing the audit.

C. DAILY WORK REPORTS (DWRs)

A DWR is each inspector's daily diary and work report. Each inspector is to create a DWR for each date the Contract Diary is created, in order to maintain an audit trail. (See Exhibit 90D)

If an Inspector is absent for a day, the DWR need only state "Absent". If an inspector erroneously creates a DWR on a non-business day, the Engineer will need to create a Diary for that date in order to authorize the DWR so the contract may be closed out. It is not necessary for any other staff to create a DWR for that non-business day.

1. Typical Daily Operations

Construction inspection is performed to ensure and confirm that each contract requirement is met and these facts are documented in the Inspector's Daily Work Report (DWR). The DWR will be the source record for all items of work. The DWR indicates what work was accomplished, what checks or tests were made and the results of the checks and tests.

All checks/tests required by the specifications are to be performed and results recorded, including tests that are performed by the Contractor's staff and witnessed by the inspector. If a test cannot currently be performed, indicate in the remarks why and when it will be performed.

Cross-check inspectors and subsequent/previous DWRs to prevent recording information on a DWR more than once, recording on multiple Inspectors' DWRs, omitting entries from DWRs, or incorrect measurement of portions of pay items. This control can be attained by any combination of methods such as coloring in a set of plans as work is completed and recorded, by checking against a master list of items by station, length, area, or other methods.

Inspectors complete a DWR, which by reference is considered to be part of the Contract Diary, and should be completed by the end of each day by all inspection staff.

Authorized contract pay item quantities recorded on DWR's and the Material Acceptance (Sample) records are used to generate the payment record in SiteManager and will produce reports used in the contract payment process.

2. DWR Entries

A DWR is reviewed in SiteManager by the individual with the PM role, who "Authorizes" the DWR. If an error is noted in a DWR, the DWR is returned to the Inspector for correction prior to authorization. A DWR is locked in SiteManager when the Engineer or individual with PM role "Authorizes" the DWR. If a DWR needs to be corrected after it is authorized by the PM, the PM must reset the DWR to "Unauthorized", have the Inspector make corrections, and then reauthorize it. Once a contract payment is made based on an item and quantity on a DWR, no further edits to a DWR can be made. Changes must then be made on a correction DWR which references the original, incorrect DWR.

3. DWR Entry Guidelines

SiteManager has a number of tabs that are used to enter information into a DWR.

a. DWR Info

Contract D number
Date
Temperature and Weather for their operation(s)
Remarks –
#01 – DWR Complete – Enter "Complete" when the DWR is complete and ready for review.
#02 – WZTC –Record the Work Zone Traffic Control for the Contractor's operation(s) inspected. Note procedure used, indicate any problems encountered and remedies to correct them. Do not use oversimplified remark "Satisfactory". Provide a brief description of WZTC with location, and details. (e.g., "Single lane closure on I-87 SB passing lane from Exit 16 to Exit 15, 9:00 AM – 3:00 PM.)
#03 – General Remarks – Enter remarks that do not pertain to a work item, including any discussions with Contractor personnel or other relevant topics (e.g., permit work, utility work, etc.). Record Subcontractor's first day of work.
#04 - Contrctr Work Hrs - Record Contractor and/or Subcontractor work hours in military time.
#05-17 are not used for typical Inspector's DWRs.

b. Contractors

Select the Prime and/or Subcontractor(s) who are performing the work being recorded and their personnel (Labor).
Record under 'Remarks' for Contractor personnel if the shift is either greater than or less than the standard eight hour day, noting those hours.

c. Contractor Equipment

Record all Equipment used by the Prime and/or Subcontractor(s) performing the work by selecting from the pulldown list.
Record under 'Remarks', for Contractor Equipment, the duration of the shift.
Record specific type of equipment under 'Remarks' for Force Account operations.
Record all operating equipment as well as non-operating equipment.

d. Daily Staff

Not Used

e. Work Items

Select the Work Item in the correct Category (Fiscal Share), the Description of Work is displayed.
Record the quantity in the 'Placed Quantity' field.
Enter the Engineering Share if applicable.
Select the Contractor performing the work item.
Enter the location of the operation including drainage structure number, ramp name, street name, mile marker, pour number, or other description to assist in retrieval of information. Fill in the stationing field(s) if pertinent.

Select Final or Interim quantity (if 'Work in Progress' – select Interim)

Interim Quantity: Interim quantities are estimates of the quantity of work completed. They are used for progress payment type items. Payments are generally made 100% of the item and then a negative % interim. Once the item is complete a positive % interim is paid. Document computations for interim quantities.

Interim quantities are estimates of the work completed and must be superseded by final quantities which are based on accurate measurements, and computations.

Final Quantity: Final quantities are the final measured or computed amounts actually used. With most items, final quantities will be used and recorded on a DWR. Base computations of volumes, areas, etc. on final measurements made with the degree of accuracy consistent with the item.

When the final quantity is calculated for a previously entered interim quantity, record the final quantity on a DWR and reference the date when the interim quantity was recorded, and deduct the interim quantity.

For example: computations for excavation should not be made to the nearest hundredth (0.01) of a cubic foot, when field measurements are made to the nearest tenth of a foot (0.1) for elevation, and to the nearest foot (1) distance. All quantities shall be entered to the appropriate decimal place as specified by the item specification's Method of Measurement. No quantities shall be entered to more than two decimal places except lump sum items.

Briefly record in the "Remarks" any information necessary to document the quality of materials, work processes, attachments, and any other activities (note "Remarks" prints in the summary report from BI and if too lengthy will be multiple pages long):

- Describe the work being performed for the contract pay item listed;
- Note any inspection of materials placed or received;
- Check measurements or tests made by the inspector or others and enter the location of checks, samples and tests and their frequency;

- Reference contract pay item quantities to delivery tickets, measurements, sketches, computations or other source documents;
- For linear payments, compute pay item quantities via “templates”. For 2 or 3 dimensional payments, attach supporting field measurements and computations to the DWR;
- Neatly draw and clearly label sketches, indicating which measurements are field measurements and attach the sketch(s) to the work item tab. Note in the remarks that a sketch is attached;
- If work on a contract pay item is incomplete, or the item is progress payment eligible, note that the work is in progress and record a zero quantity so that the Contractor’s work on that item is documented. Note that completed quantities will be recorded on a later DWR. Cross reference subsequent DWR’s back so that inspection of the entire scope of the contract pay item is documented;
- Note work or materials rejected, the contract pay item and reason(s).

4. Specialized Operations

Certain work operations have unique record keeping requirements and “templates” have been associated to the following specialized operations (work items) and are required to be used. When an Inspector is assigned to one of these operations, they are to fill out the associated template under that work item to record delivery, temperatures, tests and any other required information.

Concrete Pavement
Structural Concrete
Asphalt Pavement

If a template is not available, upon Regional Construction Engineer concurrence, the current MURK form may be attached to the work item for information and noted in the “remarks”.

MURK 1RR – Railroad Force Account	
MURK 3 – Concrete Pavement DWR	(See CIM Section 501)
MURK 4 – Asphalt Pavement DWR	(See CIM Section 402)
MURK 5 – Structural Concrete DWR	(See CIM Section 555/557)
MURK 6 – SPDES Stormwater Inspection Report	(See CIM Section 209)

D. COMPUTATION BOOKS/FIELD BOOKS

Composition of computation and field books will vary due to what have become "acceptable practices". Whenever possible, quantities should be computed as "Final" on the inspector's DWR and entered directly into SiteManager or scanned and attached to a SiteManager DWR. Show the date and names or initials of the persons who made and checked computations.

All survey field notes should be recorded electronically whenever possible and stored in the ProjectWise *Survey* folder. Original raw data from survey and other devices should be maintained in the format produced by the device, prior to conversion or import into some other format or device. This data can be stored in ProjectWise Survey Folder following the Project Development Manual Appendix 14 and/or the Office of Construction ProjectWise Naming Convention.

Field notes and computations should be checked, signed or initialed and dated. Notes shall be recorded neatly, clearly, uncrowded and in sufficient detail to be easily understood. Field books should have all pages numbered and there should be an index of its contents on the first page. Field books should show the date, weather conditions and party personnel at the beginning of each day's notes.

E. MATERIALS

The contract records must contain documentary evidence of compliance with the specification to support acceptance of all materials furnished or incorporated into the work. (See Exhibit 90E) This documentation consists of one or more components in the form of:

1. Visual and / or Approved List material via the Sample Window.
2. Material Certifications as specified in the contract pay item and associated material item.
3. Sample Tests in the form of Certifications as specified in the contract pay item via the Sample, Enter Test Results and Review Samples windows.
4. Samples submitted for further testing and acceptance via the Sample Window and (Laboratory Information Management System) LIMS.

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After the documentation has been entered, the information is used prior to processing payment by checking that quantities of materials placed do not exceed quantities of materials received and accepted, as well as ensuring that payments are not made until materials are verified. The Specifications as well as Materials Inspection Detail (MID) window describe the necessary documentation or acceptance procedure for each item of work.

1. Types of Material Acceptances

Manufacturer's Certification (Sample)
Erector's Approved Shop Drawing(s)
Department form (per Materials Methods or other Department procedures) (Sample)
Engineers Evaluation/Visual Inspection (Sample)
Approved List (Sample)
Sampling and Testing (Sample)
Stockpile Approval/Delivery (Sample)
Stone fill Gradation/Evaluation (Sample)

Detail all materials received that require acceptances or certifications (e.g., pipe, rebar, mesh, etc.) as required by the specification.

For materials that use hot mix asphalt or portland cement concrete, information is provided from the plant at the end of the day's production on Form BR 316 or BR 342 (PCC) or BR 307 or 343 (HMA). Verify that the total amount shipped from the plant was received.

Do not complete a sample of bulk items from acceptable sources (e.g., topsoil, subbase, select fill, etc.) that have delivery tickets and are documented via a DWR template (i.e., logging the tickets and placing them in the appropriate item file). Retain weight or batch slips received for items paid for in place (e.g., concrete, etc.), in the item file but do not treat them as source documents.

Ensure the Template or Sample connected to a contract pay item contains the following:

a. Material Code. Verify that all applicable material codes (primarily 700 series specifications) are identified. If several materials are required by one contract pay item, select all the corresponding templates or samples. (Example: 709-04)

b. Material Description. Indicate as appropriate: the type, model, option, grade, etc. of the material received. (Example: Epoxy-Coated Bar Reinforcement)

c. Product Name. Some materials are identified by brand name, many do not have a brand name, and therefore those entries are blank. (Example: Blank)

d. Producer/Supplier. Identify the producer or supplier using the pre-populated pull-down selection. If the vendor is not on the list, notify the Helpdesk via e-mail to add the vendor. If multiple suppliers provide materials for an item of work, use one sample/template per supplier. (Example: XYZ Rebar Supply, Inc)

e. Inspection. Inspect material when it is received to ensure that it meets the material requirements. Record the inspection on a DWR, including the date received, the quantity, corresponding item numbers and any other pertinent information that establishes compliance.

2. Multiple Material Acceptance Items

Many pay items require multiple materials/acceptances/suppliers which may require the input of multiple material samples or templates for a contract pay item.

a. When more than one material acceptance is required for a contract pay item, check that all material requirements are met before the item is accepted for incorporation into the work.

b. For the various materials that make up the contract pay item, identify the quantity in the unit of measure for the contract pay item. For example, guiderail tube and posts will both identify the length of installed guiderail that the material will supply, not length of tube and number of posts.

3. Multiple Items for a Single Material Acceptance

Many contract pay items share the same material as a component of the item(s). Use a shared sample window to input data for multiple contract pay items on the Contract Data Tab in the Sample Window. As long as the documentation covers the multiple items, the Engineer may elect to input the information under an initial item and list the other contract pay items, thus documenting them as well.

IV. PROJECTWISE

The Office of Construction folder structure and Office of Construction ProjectWise Naming Convention is to be used for all projects statewide. Modifications to the folder structure may be permitted but shall be submitted to the Office of Construction for review and approval to determine if the modification will be project specific or statewide. Regional ProjectWise Data Manager will add the D Contract Number in front of the PIN folder that already exists and will copy over the Construction Seed File to the project for the field personnel upon request of the Regional Construction Engineer (or their designee). The Office of Construction ProjectWise Naming Convention can be found in the root folder "Construction" along with the Project Development Manual Appendix 14 Naming Convention. Any modifications to the naming conventions shall be submitted to the Office of Construction ProjectWise Data Manager for approval and inclusion.

A. ELECTRONIC FILES

All electronic files that are not saved in SiteManger will be stored electronically in the Projectwise folder for the corresponding record and in compliance with the naming conventions established by the Office of Construction and Office of Design.

B. CADD TERRAIN DATA

If the project includes any terrain data used to calculate pay quantities for such items as excavations, drainage, backfill or any other contract item, then the sections and support data shall be adequately identified (job stamp, station, etc.) and stored as contract records. This applies to both manually and computer generated data. Treat survey notes, etc., for cross sections as source records.

1. Volume Calculation Techniques

The triangulated volume between two Triangulated Irregular Network (TIN) surfaces is the most accurate method of calculating volume, but is not verifiable on paper using manual calculations. For fairly straight roadway alignments, the average end area method is also an accurate method of calculating volume, and it can be verified manually. For areas with significant horizontal curves, a shorter cross section interval will result in more accurate average end area calculations. The triangulated volume should be used as a check of average end area volumes to ensure accuracy.

a. Computer Generated Cross Sections

Print and store reduced size, final as-built cross-sections on 11" x17" paper or PDF file. Store pdf files in ProjectWise in the ""CADD" folder. Do not retain paper copies of pdf files. Incorporate the contract D number into the cross-section set file name(s) (e.g., D123456_Rte123_XSect.pdf).

Manually spot check a minimum of 5% of all cross sections and resulting quantity calculations including a variety of conditions such as, cut to fill, benching or stripping, mainline-ramp intersect, etc. Retain and store those sections used for spot checking.

Final as built cross sections should be stored electronically in a Microstation file using proper naming convention (e.g., D123456_Rte123_Xsect.dgn). Models within the Microstation file should be named reflecting the cross sections that they contain. Cross sections can also be saved in a pdf format using the same naming convention to eliminate the need to navigate through different models within a Microstation file.

Manually spot check a minimum of 5% of all cross sections and resulting quantity calculations including a variety of conditions such as, cut to fill, benching or stripping, mainline-ramp intersect, etc. Retain and store those sections used for spot checking.

b. Paper Cross Sections

Electronic collection and printing is the preferred method of producing cross sections on paper. Exercise care in the manual plotting, computation and checking of cross sections. Identify the individuals performing each type of work.

Electronic collection and/or printing using MicroStation is the preferred method of producing cross sections on paper. Some pdf printing software used for printing cross sections is capable of making computations, but you should exercise care when using this method as there could be scaling issues. Identify the individuals performing each type of work.

C. PHOTOGRAPHS / VIDEOS

As part of the record keeping process, photographs and/or videos should be taken before, during, and after construction to help document progress and avoid disputes concerning pre-existing conditions. Photographs taken by an individual standing at an identifiable location (next to a sign, pole, hydrant, etc.) that can be identified post construction will enable better comparison of the site(s) pre and post construction. The number of photographs required will vary greatly depending on the size and complexity of the construction effort.

Take photographs at the lowest resolution that provides a clear representation of the desired details the photograph is intended to show. Ensure that the date and time is displayed on the digital photograph using the proper camera settings to aid identification for future use.

Organize and store photographs using Microsoft PowerPoint. In the ProjectWise folder there are instructions on how to use PowerPoint. Reduce very large jpeg files produced by digital cameras using “Image Resizer” (Image Resizer is available as a free download from Microsoft). Follow the “Shrinking Picture” and “Store Project Photos”. Create separate files for needed sets of photographs, using the following file naming convention: Begin each file name with the contract D#, then PRE_, PROG_ [Progress] or POST_, and then a description. (e.g. D123456_PRE_Rte 123 or D123456_PROG_123 Bridge Over Creek.) Separate sets of photographs by highway, bridge, drainage, other structures, etc. to create logical sets that are readily identifiable by the file name and result in manageable PowerPoint file sizes. Use the presenter notes in Powerpoint to provide location, subject, photographer, and other pertinent remarks for each photograph. Store PowerPoint files on ProjectWise in the “Photos/Videos” folder.

1. Pre-Construction. Take a set of photographs before construction begins. Take both overall photographs of the site(s) and specific photographs of affected elements (i.e., bridges, intersections, affected driveways/ properties, drainage structures to be altered, reconstruction areas, signs, guiderail, etc.). Photos of any private properties that are adjacent to the site should also be taken to show pre-existing conditions.

2. Progress. Take progress photographs as needed, including significant work zone traffic control (WZTC) setups. Situations that may be of interest or concern should be photographed. Include a photograph of each major piece of equipment used in the construction process.

Take photographs of areas of disputed work, locations of accidents, or other situations where factual documentation is needed. Document those elements of work that are not visible after the work is complete, including excavations for abutments & piers, completed pile and footing placements, pile and structural member connections, forms, rebar placement, concrete placement for structural elements and underground utility facility installations.

If a stop work order is issued, take photographs of the affected area when the stop work order was issued.

3. Post-Construction. Take a set of photographs after construction is complete at or near the locations of the original photographs. Photographs shall be taken of new structures and structures that undergo major rehabilitations.

V. FOIL

A. AVAILABILITY OF CONSTRUCTION CONTRACT RECORDS TO THE PUBLIC

Refer requests for construction contract records from owners of borrow pits, plants, or quarries; labor union representatives; or anyone not a part of the contract to the Freedom of Information Law (FOIL) Officer or the Records Access Officer in accordance with MAP 2.7-1.

VI. CONTRACT RECORDS

A. RETENTION OF RECORDS

Contract records are subject to detailed review by engineers and auditors of the State and Federal government years after the construction work is completed. Department policy requires retention of contract records for various periods, depending upon the type of record. See MAP 1.5-2 *Records Management Program*.

B. RECORD DISPOSITION AUTHORIZATION (RDA)

As part of record retention, certain records must be maintained for various lengths of time. The list below describes the records and the corresponding lengths of time required per Department policy to be maintained.

1. RDA#: 23016 – Capital Construction Contract Expenditure Records for Design-Bid-Build Projects

a. Retention Period: 36 years

b. Description: Various records created under NYSDOT construction contracts for Design-Bid-Build projects that are used to support and document project expenditures. Records include, but are not limited to, signed contract agreements; daily work reports (“DWRs”) and contract diaries, which record daily work activities and progress on the project; change orders and supporting documentation, including authorizations of extra work, explanations, and force account forms; disputes; final acceptances; final agreements; and uncompleted-work agreements.

2. RDA#: 23018 – Capital Construction Contract Non-Expenditure Records for Design-Bid-Build Projects

a. Retention Period: 7 years

b. Description: Various records created under NYSDOT construction contracts for Design-Bid-Build projects that are not used to support or document expenditures. Records include, but are not limited to, correspondence between contractors and project stakeholders; contractor-submitted plans, drawings, and procedures; requests for information (“RFIs”); and material acceptance records.

3. RDA#: 23019 – Capital Construction Contract Certified Payroll Records for Design-Bid-Build Projects

a. Retention Period: 5 years

b. Description: Series includes contractor-certified payroll records created under NYSDOT construction contracts for Design-Bid-Build projects. These records, which are affirmed by the contractor or sub-contractor as true under penalty of perjury, include the name and address of each worker, the hours and days worked, the occupation worked, the hourly wage rates paid, and the supplements paid or provided.

C. FINAL RECORDS

Final records will vary in number according to the size and complexity of the project. Most records should already be stored and saved electronically within ProjectWise. Paper records should be avoided whenever possible. Scanned documents should be placed in their respective ProjectWise folder. The original paper records may be retained for the duration of the contract but need not be archived. The ProjectWise D# Contract Construction folder can be archived after the Final Agreement is processed. The Regional Construction Office will notify the Projectwise Data Manager when the Final Agreement is approved and the contract is ready to archive. Any final paper records shall be stored in a secured method such as organized in a bound book, loose leaf book, folder, envelope, etc.. Boxes containing final records should be numbered consecutively and the contents should be listed on the outside of the box.

1. Critical Dates

Ensure all of the critical dates marked *Required to Finalize* in SiteManager are entered by the SiteManager Regional Contract Administrator, including Contractor's last day of work and contract final acceptance. Do not print lists for archiving.

2. Inspection Staff

Print a copy of the report of the inspection staff assigned to the contract.

3. Final Book

Compile the Final Book at the completion of work and include any required reports produced by SiteManager in place at time of finalizing. Include the Final Record Index in the front of the first Final Book. Include a hard copy of the Final Estimate (CONR 22 SiteManager Report). Group and label all other records as appropriate.

VII. REFERENCES

Office of Construction ProjectWise Naming Convention
Structure Procedures
Materials Procedures
Geotech Procedures
Material Supplier Viewer
Materials Approved List
Traffic Signal Approved Lists
Construction QRGs

VIII. EXHIBITS

A Sample NYSDOT Custom Record Template
B Sample SiteManager Engineer's Contract Diary Inquiry Report
C Sample SiteManager Engineer's Contract Diary Tracker Detail Report
D Sample SiteManager Daily Work Report
E Sample SiteManager Material Sample Data

NYSDOT Custom Record Template
Supplemental Project Information - General Project Data
Custom Record Template - Field Office Worksheet

This worksheet can be used to collect data that will be entered in the SiteManager Custom Record Template area

General Contact Information

Enter Dates as YYYY/MM/DD

Actual or Anticipated Start Date:

Actual or Anticipated Construction End Date:

Extended Shutdown:

Extended Shutdown Begin Date:

Extended Shutdown End Date:

Project Description:

Web Page:

Seperate Towns, Routes, Locations, BIN #'s, and CIN #'s by Semicolon (;))

Project Towns:

Project Routes:

Project Locations:

BIN Numbers:

CIN Numbers:

Night Work (Y/N):

A + B Bidding (Y/N):

Contract Lane Miles (KM):

SPDES Project:

Incentives/Disincentives (Y/N):

Quantity PVMS:

Work Zone Traffic Control Designee's

	N.Y.S.D.O.T.	Prime Contractor
Name:		
Email:		
SM User ID:		
Work Phone:		
Emergency Phone:		

List All Residencies Affected by this Project using the standard 2 digit coding

Residency 1:		Primary Contact:		Phone:	
Residency 2:		Primary Contact:		Phone:	
Residency 3:		Primary Contact:		Phone:	
Residency 4:		Primary Contact:		Phone:	
Residency 5:		Primary Contact:		Phone:	

Residency 6:		Primary Contact:		Phone:	
Residency 7:		Primary Contact:		Phone:	
Residency 8:		Primary Contact:		Phone:	
Residency 9:		Primary Contact:		Phone:	
Residency 10:		Primary Contact:		Phone:	

Field Office Information - Physical Location

Address 1:					
Address 2:					
City:		State:		Zip:	
Phone 1:		Phone 2:		FAX:	

Enter Lat. & Long. in Decimal Format. (42.713615 -73.815874)

Latitude:		Office Open Date:		Enter Dates as YYYYMMDD
Longitude:		Close Date:		

Network Designation:		Active (Y/N):		Booster Repeater Installed (Y/N):	

Field Office Information - Directions from Regional Office

Miles from the Reg. Office to F.O. (1 Way):

Forward Field Office Map to your Regional SM Administrator in PDF Format.

Directions from RO:	

Contractor Staging Area's

Enter Lat. & Long. in Decimal Format. (42.713615 -73.815874)

Staging Area 1:	Latitude:		Longitude:	
Staging Area 2:	Latitude:		Longitude:	
Staging Area 3:	Latitude:		Longitude:	
Staging Area 4:	Latitude:		Longitude:	

Custom Record Template: Supplemental Project Information - General Project Data

Diary Date	Creator	Created On	Estimate	Locked?	Code Description	Remarks:
05/15/2013	jvnolan	05/23/2013	0001	N	03 General	No work was performed by the contractor on this date. Received Source Supply Letters from Halmar for Valente who are proposed to supply aggregate items to the project. These letters were forwarded to Mike (R-1 Geotechnical Engineer) and Greg (R-1 Materials Engineer). Received a Field Office review letter from Abeel (Construction Safety Engineer). I forwarded the outstanding issues to Don (Halmar) for corrective measure implementation. Received a memo stating the concerns from Lori (Safety Coordinator) with regard to the Nighttime Lighting Plan as submitted by the contractor. This memo will be forwarded to the contractor for implementation of corrective measures. Received a response letter from detailing their response to the Health & Safety Plan Review #1. A revised H&S Plan will be forwarded by at a later date.
05/16/2013	jvnolan	05/24/2013	0001	N	03 General	No work was performed by the contactor on this date. Received an email package from Mike (R-1 Geotechnical Engineer) containing information on testing certification requirements for consultant inspectors who cover earthwork items. Mike (Construction Supervisor) emailed Engineering confirming verbal noticed he issued yesterday requiring Engineering to reach out to Bill (MO Contracts Unit) for a determination on whether Stacie (CPM specialist) has a conflict of interest. Ms. currently has an ongoing contract with Servidone who is one of the partners in the Joint Venture for this project.
05/16/2013	jvnolan	05/24/2013	0001	N	12 Meetings	A Preconstruction Meeting was held today at 50 Wolf Road. See project file for meeting minutes and attendance sheet for topics of discussion and individuals who were present.
05/17/2013	jvnolan	05/24/2013	0001	N	03 General	No work was performed by the contractor on this date. Received an informal RFI from Donal requesting Survey Control information for TriPoint. I forwarded this request to HDR for a response. Received a copy of RED FLAG #13130024 inan email from Tom (R-1 Structures Engineer), for a plate weld at pier 9 that has a crack in it. This RED FLAG will be the responsibility of the contractor for remediation. Doug (Regional Structures Management Engineer) also stated in anemail that if the contractor could not complete the repairs in the proper time allotment, then the completion date could be extended if needed. Received an email copy from Steve who forwarded my startup letter to Local officials. See correspondence file for details of the letter.

Estimate #: 14

Diary Date	Diary Creator	Estimate	Checked Out	DWR Authorized	DWR Creator	Work Items Installed	"DWR Complete" Remarks
06/04/2013	jvnolan	0002	N	Y	oemmolo	No	Complete.
	jvnolan	0002	N	Y	trizzo	No	Complete. Performed office clerical work for EIC and office engineer.
06/05/2013	jvnolan	0002	N	Y	dmarotta	No	Complete
	jvnolan	0002	N	Y	dquell	No	Complete. Performed office engineering duties.
	jvnolan	0002	N	Y	dstuffle	No	DWR Complete 06/07/2013.
	jvnolan	0002	N	Y	mcrosby	No	
	jvnolan	0002	N	Y	oemmolo	No	Complete.
	jvnolan	0002	N	Y	sfrostti	No	DWR Complete 06/07/13.
	jvnolan	0002	N	Y	trizzo	No	Complete. Performed office clerical work for EIC and office engineer. Attended Weekly Progress Meeting
06/06/2013	jvnolan	0002	N	Y	dmarotta	No	Complete
	jvnolan	0002	N	Y	dquell	No	Complete. Performed office engineering duties.
	jvnolan	0002	N	Y	dstuffle	No	DWR Complete 06/07/2013
	jvnolan	0002	N	Y	mcrosby	No	Complete
	jvnolan	0002	N	Y	oemmolo	No	Complete
	jvnolan	0002	N	Y	sfrostti	No	DWR Complete 06/07/13.
	jvnolan	0002	N	Y	trizzo	No	Complete. Performed office clerical work for EIC and office engineer. Worked on meeting minutes from the Weekly Progress meeting.
06/07/2013	jvnolan	0002	N	Y	dmarotta	No	Complete
	jvnolan	0002	N	Y	dquell	No	Complete. Performed office engineering duties.
	jvnolan	0002	N	Y	dstuffle	No	DWR Complete 06/07/2013
	jvnolan	0002	N	Y	mcrosby	No	Complete
	jvnolan	0002	N	Y	oemmolo	Yes	Complete.
	jvnolan	0002	N	Y	sfrostti	No	DWR Complete 06/07/13.
	jvnolan	0002	N	Y	trizzo	No	Complete. Performed office clerical work for EIC and office engineer.
06/10/2013	jvnolan	0002	N	Y	dmarotta	No	Complete
	jvnolan	0002	N	Y	dquell	No	Complete. Performed office engineering duties.
	jvnolan	0002	N	Y	dstuffle	No	DWR Complete 6/11/13
	jvnolan	0002	N	Y	mcrosby	No	Completed - No Pay Items
	jvnolan	0002	N	Y	oemmolo	Yes	Complete. Attachment.
	jvnolan	0002	N	Y	sfrostti	No	DWR Complete 06/11/13. No items paid.
	jvnolan	0002	N	Y	trizzo	No	Complete. Performed office clerical work for EIC and office engineer. Attended Weekly Staff Meeting
06/11/2013	jvnolan	0002	N	Y	dmarotta	No	Complete

NYSDOT SiteManager Reporting System

Daily Work Report Summary for D261631 - Inspector: at on 07/03/2012

DWR Date:	7/3/2012	**Authorized:** Y	**Authorized Date:** 07/09/2012	**Locked:** N	**Paid:** Y	**Estimate:** 0017	
User ID:		**Inspector:** Rick		**Remarks ID:**	201207030613542340		
Weather AM: Clear		**PM:** Clear	**Temperature High:** 86	**Low:** 61			
Work Suspended: 0		**Resumed:** 0	Work Items Are Installed	Contractors Are On Site		Daily Staff NOT Recorded	

Daily Work Report Remarks Summary

01 DWR Complete	DWR Complete
02 WZTC	All nec traffic control devices in place
03 General	ITEM 950.XX - FAW Relocate MCI Line at Bridge #5 Prime contractor continues work at Bridge #5. Jackhammered portions of west abutment and cut steel conduit with hand grinder. Lowered conduit to allow jacking of new structure. MURK 11 kept to track work. MCI representative John Cournoyer on site today to approve work B&M RR flagger - Jim Gebo on site D&H RR flagger Joe Christman on site. ********** ITEM 203.02 - Unclass Excav & Disp ITEM 203.03 - Embankmant In Place Prime contractor continues excavating backslope and foreslope on Glenridge Rd - STA 2+180 to 2+190 +/- LT. Placed excavated material along new D&H RR alignment Sta DHW 20+300 to 20+240 +/- . Material not compacted completely. Compaction test will be performed when fully compacted. Pay estimated quantity based on truck load count: (19) LOADS X (18 CY) /Load = 342 CY X 90% bulk factor = 307.8 CY 307.8 CY X 0.7645594 CM/CY = 235 CM PAY 203.02 ..... 235 CM INTERIM PAY 203.03 -------- 235 CM INTERIM ********** UTILITY PERMIT WORK Verizon working at various locations on Glenridge Rd. & Maple Ave.
04 Contrctr Work Hrs	Prime 0600-1400 Hrs
13 Utilities	Utility Permit Work Verizon working at var locations on Glenridgfew Rd & Maple Ave

Contractor Information

Contractor Labor and Equipment Information

Contractor Identification	Contractor Name	Total Supervisors	Total Workers	Total Hours Recorded
	LOY INC	0	6	48

There is no Contractor Supervisor Information reported for this Contractor on this DWR.

Labor Details

Personal Title		Quantity	Hours Worked	Total Hours
Laborer		1	8	8.00
Laborer Foreman		2	8	16.00

Daily Work Report Summary for D261631 - Inspector: at on 07/03/2012

Personal Title		Quantity	Hours Worked	Total Hours
Operating Engineer		2	8	16.00
Teamster		1	8	8.00
	Totals:	6		48.00

Equipment Summary

Equipment Description	Total Pieces	Pieces Used	Used Hours	Total Hours
Air Compressors	1	0	0	0.00
IR 185				
Excavators	2	0	0	0.00
Back hoe CAT 312				
Backhoe Hitachi				
Graders	1	0	0	0.00
Cat Dozer				
Trucks - Off Highway	1	0	0	0.00
CAT end dump				
Trucks - On Highway	3	0	0	0.00
1 - Pick Up Truck - 1/2 Ton 4WD				
Rack Truck				
Utility Van				
Totals:	8	0	0	0.00

Work Item Information

Item Code: 203.02 **Installed to Date:** 22,673.23 **Paid to Date:** 22,673.23 Location Value: $2,115.00

Item Description: UNCLASSIFIED EXCAVATION AND DISPOSAL

DWR Template Used: DWR Template Not Used

Line Item	Category	Eng.Share	Placed Qty	Units	Unit Price	Status	Contractor
0012	0001	1	235.00	CM	$9.000	Interim	LOY INC

Location: 1 Glenridge Rd - Backslope & Foreslope

	Station	Offset	Distance		Station	Offset	Distance
From:	2 + 180	LT	0.00	To:	2 + 190	LT	0.00

Remarks:

Total Item Code Value: $2,115.00

Item Code: 203.03 **Installed to Date:** 23,274.76 **Paid to Date:** 23,274.76 Location Value: $1,527.50

Item Description: EMBANKMENT IN PLACE

DWR Template Used: DWR Template Not Used

Line Item	Category	Eng.Share	Placed Qty	Units	Unit Price	Status	Contractor
0014	0001	1	235.00	CM	$6.500	Interim	LOY INC

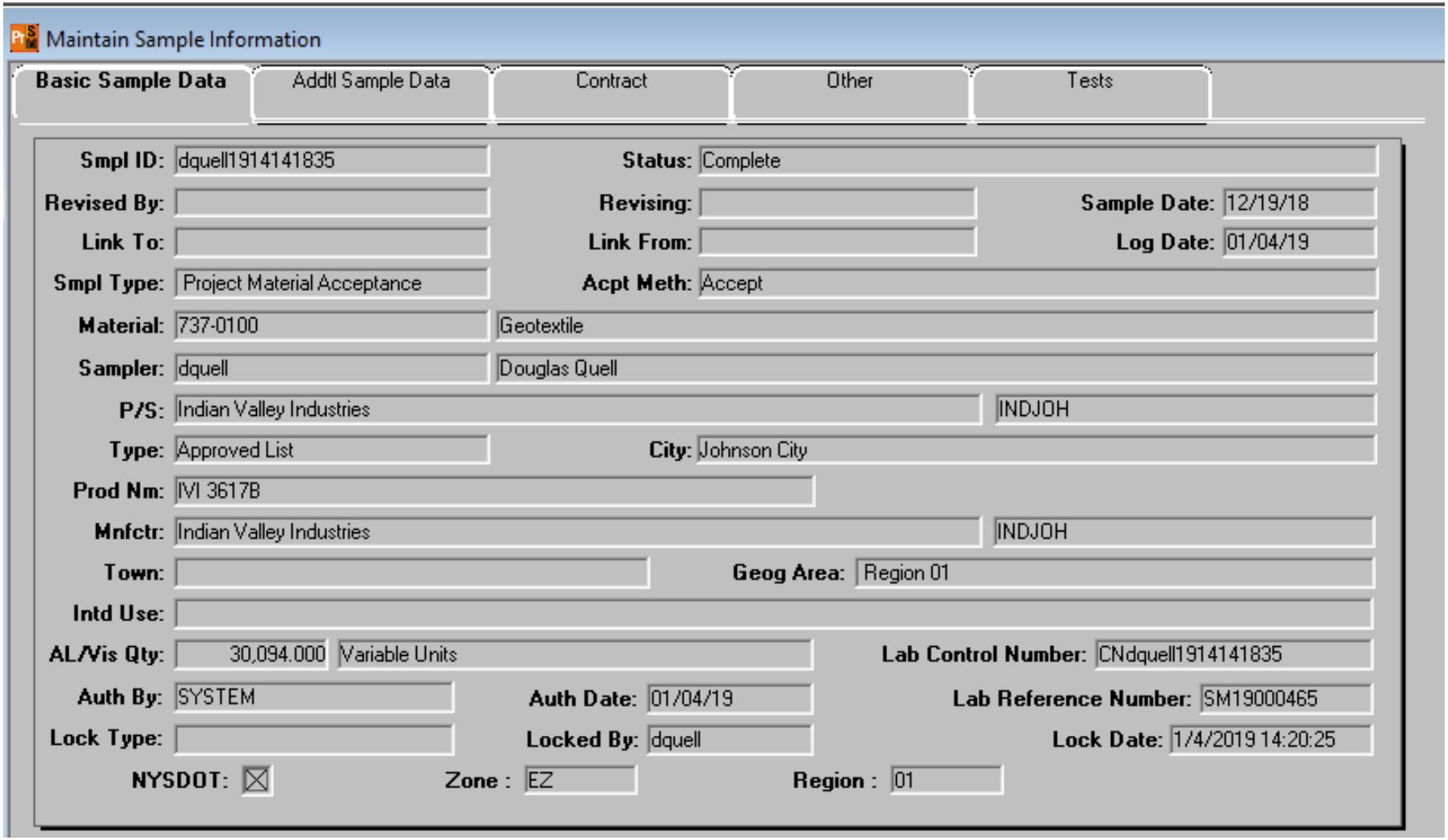
Location: 1 D&H RR

	Station	Offset	Distance		Station	Offset	Distance
From:	20 + 240	RT	0.00	To:	20 + 300	RT	0.00

Remarks:

Total Item Code Value: $1,527.50

Total DWR Value: $3,642.50


Maintain Sample Information
Basic Sample Data
Addtl Sample Data
Contract
Other
Tests
Smpl ID: dquell1914141835
Status: Complete
Revised By:
Revising:
Sample Date: 12/19/18
Link To:
Link From:
Log Date: 01/04/19
Smpl Type: Project Material Acceptance
Acpt Meth: Accept
Material: 737-0100 Geotextile
Sampler: dquell Douglas Quell
P/S: Indian Valley Industries INDJOH
Type: Approved List
City: Johnson City
Prod Nm: IVI 3617B
Mnfctr: Indian Valley Industries INDJOH
Town:
Geog Area: Region 01
Intd Use:
AL/Vis Qty: 30,094.000 Variable Units
Lab Control Number: CNdquell1914141835
Auth By: SYSTEM
Auth Date: 01/04/19
Lab Reference Number: SM19000465
Lock Type:
Locked By: dquell
Lock Date: 1/4/2019 14:20:25
NYSDOT:
Zone : EZ
Region : 01