

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: June 18, 2020

File: Division of Construction
CPD 20-14



From: RACHEL FALSETTI, Chief
Division of Construction

Subject: **TEMPORARY PROCEDURES FOR CONTACTLESS WEIGHMASTER CERTIFICATES**

Construction procedure directive 20-14 modifies the *Standard Specifications* to limit human contact in the submission of weighmaster certificates to the California Department of Transportation (Caltrans) during the COVID-19 pandemic. For materials requiring weighmaster certificates, contractors may request to use electronic submittal to allow contactless submittal of weighmaster certificates. Caltrans may revoke the use of the modification if the required weighmaster certificates and other required information are not received on time from the contractor.

If the contractor requests this change, a change order will be executed as described in this memorandum, which modifies the requirement of Section 9-1.02B(2) "Equipment," of the *Standard Specifications*, regarding submission of weighmaster certificates to the engineer with each load at the delivery point.

Revised requirement:

- Submission of the weighmaster certificate by the contractor will be electronic and will not require physical handling.
- Electronic submittals can be either by:
 - Mobile device applications. Suitability of a proposed application must be assessed by the engineer.
 - Email to the engineer of legible scans or photographs of weighmaster certificates.
- Electronic weighmaster certificates for delivery of material must be received on or before arrival of the truck to the job site to allow proper inspection of the material.
- The scale house weighmaster will continue to print certificates daily.
- For each day that materials are produced, the weighmaster must sign and stamp a daily weighmaster certificate summary that captures the following information in a tabular form:

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1. Contract number, county, route
 2. Date and time
 3. Description of material
 4. Mix design number (where applicable)
 5. Certificate number
 6. Gross weight of the loaded truck
 7. Tare weight of the truck
 8. Net weight of the material to be paid
 9. Running daily total for each material
 10. Truck number
- The contractor will retain originals of weighmaster certificates and daily summaries. For material not incorporated into the work, the contractor will label the weighmaster certificate:
 - Rejected--if the load was rejected
 - Not incorporated into the work—if the load was not used
 - XX tons not incorporated into the work—if only a portion of the load was used in the project

The contractor will reduce quantities on the scale summary reflecting any rejected or partially incorporated material. The contractor will sign and certify that the materials were incorporated into the work and submit the daily summary of weighmaster certificates electronically to the engineer by 12:00 pm the next business day after material placement.

Attached to this memorandum are a sample change order memorandum and a sample change order. This memorandum serves as delegation of authority from the Division of Construction for change order approval, except when change order language is altered.

If you have questions or comments regarding this directive, contact Ken Solak, Division of Construction, at Ken.Solak@dot.ca.gov or (916) 227-7314.

Attachments:

1. Sample Form CEM-4903, "Change Order Memorandum"
2. Sample Form CEM-4900, "Change Order"