

# COVID-19 Contactless Ticket Methods

## Background

In response to the COVID-19 pandemic while following the requirement of the Governor's directives for social distancing and non-contact procedures, MnDOT is releasing the following guidance for our projects as it pertains to ticket taking for all materials.

At this time the Department is **not** requiring E-ticketing on projects, although this is one of the options below that can be used to help implement contactless ticket taking.

The Department will temporarily allow the electronic submittal of load tickets on construction projects. The electronic format can be agreed to by the Engineer and Contractor (PDF, photo, etc.). All of the existing contractual requirements related to tickets remain (timing of submittal, information on ticket, etc.).

## Option 1

- Inspector counts trucks hauling throughout the day including truck number and time
- Contractor uses "Genius Scan" from the App Store (or comparable app) Tickets can be easily scanned into a PDF with app
- The scanned ticket can be sent via email in a timely manner. Either when truck leaves plant or as the load is delivered.
- After receiving electronic copies, the inspector compares tickets to daily truck count documentation to verify material was incorporated in the project
- Yield checks will be done roughly using truck counts and average load weights or other methods using electronic tickets referenced above
- Per standard specs, all tickets received on the project (concrete, bituminous, seeding, etc.) is recommended to be done as specified above

## Option 2

- **E-Ticketing** is accepted. If being added to an existing project the Department will reimburse the pre-approved costs of adding E-ticketing via Extra Work CO
  - If E-ticketing the Contractor will email electronic copies of the paper tickets to the Department for cross-reference with the E-ticketing procedures