



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET

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**CONSTRUCTION MEMORANDUM**

No. 01-2020

**TO:** Chief District Engineers  
TEBMs for Project Delivery and Preservation  
Section Engineers

**THROUGH:** Andy Barber, P.E.   
State Highway Engineer

**THROUGH:** Jon Wilcoxson, P.E.   
Assistant State Highway Engineer  
Office of Project Delivery and Preservation

**FROM:** Matthew P. Simpson, P.E.   
Director  
Division of Construction

**DATE:** April 3, 2020

**SUBJECT:** COVID-19 Contactless Ticket Process

In response to the COVID-19 pandemic, KYTC will not accept paper tickets at the project site for any deliveries. In lieu of paper tickets for weighed material deliveries and concrete deliveries, the Department will accept one of the following methods of documentation:

**Electronic Ticketing:**

The Department will immediately accept e-ticketing as the official pay documentation on projects. While most e-ticketing services provide an extensive list of available options, at this time the Department only requires the standard ticket information currently provided on the paper tickets to be included on the e-ticket. Any e-ticket service must provide access to KYTC field personnel to access tickets from a smartphone or tablet with the ability to make notes associated with each ticket if need be. The service must also provide a daily summary report to be used as basis for payment. Many of the e-ticketing services are offering this service at no cost during the COVID-19 pandemic.

**Picture/Email:**

This method will provide electronic copies to KYTC by the following steps:

1. The weighperson/batch person will email or text a .pdf copy or picture of the ticket to the designated KYTC inspector at the time of dispatch.
2. At the end of each work shift, the weighperson will be required to email a .pdf copy of all tickets and daily summary to KYTC personnel designated by the project engineer.
3. KYTC inspector matches electronic ticket to truck as it arrives, and documents all notes or additional information necessary to be tied to each load ticket for project records.
4. Payment of material will be made based on the .pdf daily summary of tickets for verified delivered loads.

5. Material suppliers will be required to keep hard copy records of their tickets consistent with project records retention policy but will not be required to submit paper tickets to KYTC.

**PDF Daily summary:**

With this method, the inspector will be required to document each truck as it arrives on site. At the end of each work shift, the weighperson will be required to email a .pdf copy of all tickets and daily summary to KYTC personnel designated by the project engineer. Material suppliers will be required to keep hard copy records of their tickets consistent with project records retention policy but will not be required to submit paper tickets to KYTC. Upon receipt of ticketing documentation the inspector will reconcile their field notes with the tickets to ensure that all batched loads arrived on site and make notes for any materials that are incidental to other pay items (i.e. silt checks, pipe bedding, etc.) for payment. The contractor must maintain constant communication with the weighperson and be able to provide the KYTC inspector individual truck and cumulative load information at any time for yield verification purposes.

Tickets for all other products also do not need to be collected in the field by a KYTC inspector. These tickets should be transmitted via email to the project engineer as soon as possible, prior to delivery if applicable. KYTC will still require paper tickets, bill of ladings, etc. for our records; however, it is not imperative that we receive them upon delivery. Minor modifications to address software or personnel issues that material suppliers may have with these methods may be approved by the project engineer.

MPS

CC: FHWA  
KAHC  
PAIKY  
KCSA