



## **Purpose**

Electronic ticketing (E-ticketing) is becoming mainstream as the effects of the Covid-19 pandemic are realized in the construction industry. As the industry is modernized, WSDOT is incorporating E-ticketing into our construction projects. E-ticketing is a safer, more reliable way to document materials brought on-site and provides a common location for the documentation to be stored.

## **Guidance**

Contractors, Subcontractors and Suppliers shall begin submitting all tickets electronically through an approved Electronic Ticketing System (ETS). This information would traditionally be submitted via paper tickets at the work site. The ETS is a system that monitors, tracks, and reports loads of material from the point of measurement and load out. There are E-ticketing vendors that can provide an E-ticketing service to the Contractor/material supplier. However, it is also acceptable for the Contractor/material supplier to create an electronic ticket via photo image (PDF). Most projects will likely use multiple systems based on Contractor/Supplier capabilities. For example, a HMA paving Contractors might use a vendor/E-Ticketing platform for HMA delivered to the project, while the aggregate producer might provide digital images of paper tickets for shoulder rock, delivered on the same project. Whichever methods are used, the systems must be approved by the Engineer prior to any material delivered to the project. A Type 2 Working Drawing is the means for the submittal of the ETS for approval to the Engineer. It is recognized that some material source locations may not support internet connectivity or have adequate phone reception. In those situations, the Engineer should collaborate with the Contractor on how to transmit the truck load information but still eliminate the handling of paper tickets.

The Contractor will be responsible for ensuring the ETS contains all information required in Standard Specification [1-09.2\(1\)](#) for truck weight measurement and [6-02.3\(5\)B](#) for concrete delivery. All systems must be capable of tracking partial loads, as well as providing backup plans for lost internet connectivity or phone reception. Standard Specification 1-09.2(1) has been modified so AM/PM tare weights are included on the E-tickets. This will eliminate the need to collect Scaleman Daily Reports at the end of each days hauling operation.

The Contractor must provide system support including training and technical assistance to those who will use the ETS, including the Contracting Agency.



The Project Inspector is responsible for monitoring and tracking loads of material as they arrive at the jobsite. However, the inspector will no longer be required to collect a ticket from each driver. Verification of loads received remains an important responsibility of the WSDOT inspection staff. The Project Inspector shall document loads received on the [WSDOT Contactless Weight Ticket Log](#) (WSDOT Form 410-001). The Project Inspector shall also receive a Daily Summary Report, generated by the ETS by the end of the day's hauling activities, or at a time as approved by the Project Engineer. The Daily Summary Report must include the information listed for each material as outlined in the Special Provision. The Project Inspector should then reconcile quantities captured in the WSDOT Contactless Weight log, with the summary provided by the Contractor. Should discrepancies be identified between these 2 documents, the discrepancy should be documented and communicated to the Contractor to resolve the difference.

Electronic ticketing is a new bid item and will be paid as a lump sum to each Contractor as required in Contracts moving forward. Until WSDOT establishes a bid history for this lump sum item, it is recommended that an estimate amount between \$5,000 to \$10,000 be used for the PS&E.

### **Background**

The Covid-19 pandemic forced WSDOT to make significant changes to E-signatures and handling of paper documents. Material documentation, including weight tickets, on project sites around the state requires project inspectors to be near hazards, including heavy equipment, potential Covid-exposure and live traffic. The ability to utilize electronic tickets will greatly reduce these risks to our engineering and technician staff.

### **Resources**

[Standard Specifications](#)

### **Implementation Plan**

The E-ticketing General Special Provision will be incorporated into projects beginning immediately, and will be added to the 2022 Standard Specifications. A lump sum Bid item shall be included in Contracts for payment for the E-ticketing system.

E-ticketing is most effective when Project Inspectors have access to either a mobile phone, laptop, or tablet capable of receiving electronic tickets.



**Washington State  
Department of Transportation**

# **CONSTRUCTION BULLETIN**

State Construction Office  
Multimodal Development & Delivery

**Electronic Ticketing System (ETS)**

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