MATERIALS PROCEDURE

SUBJECT: SCALE AND METER ACCURACY INSPECTIONS FOR HMA AND PCC PRODUCTION FACILITIES

SCOPE

This procedure describes the process of completing 90 calendar day interval accuracy checks for hopper scales, truck scales, continuous weigh systems, and liquid asphalt meters. Annual scale and meter checks prior to the start of Department work will still be completed by the Department.

BACKGROUND

Scale and meter checks are an important function in maintaining the quality of both Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC). Properly functioning scales and meters are one part of an automation system that ensures individual materials are correctly batched. Scale and meter accuracy is important for a number of reasons: proper material proportions, acceptability, ease of handling and placement, and in some cases payment determination. Without properly batched materials the quality of both HMA and PCC is jeopardized, with the potential for reduced material payments, material rejection and/or removal.

The need to complete scale checks is sometimes hampered by the need to produce HMA or PCC in order to supply construction projects in a timely fashion. Scale and meter checks sometimes need to be completed during off-hours (nights or weekends) when the availability of NYSDOT inspection is difficult.

This procedure establishes the process for producers to perform 90 calendar day scale and meter checks at their convenience to appropriately progress the production of HMA or PCC. This procedure does not change requirements for automation and recordation inspections, nor scale or meter checks associated with annual inspections.

PROCEDURE

Refer to the appropriate Standard Specifications for HMA and PCC batching facilities for specific facility requirements. In general, scale and meter checks are required annually prior to Department work, at intervals of not more than 90 calendar days, when a plant location changes, or when material production problems occur. The Department will conduct and/or observe scale and meter checks for annual inspections prior to the start of Department work, when a plant location changes, and as ordered by the Regional Director. Scale and meter checks shall be completed at intervals of not more than 90 calendar days in accordance with one of the following options:

1. DOT INSPECTION. The Department will perform or observe required scale and meter checks. The producer shall notify the Regional Materials Engineer (RME) at least 2 weeks prior to the end of a 90 day interval to arrange for completion of scale and meter checks. Scale and meter checks will be performed by the Department using the procedures outlined in Materials Method 27.
II PRODUCER INSPECTION. Producers shall perform scale and meter checks, at their convenience, according to the following procedure:

a. The producer shall provide written notice to the RME of intention to perform scale and meter checks.

b. Materials Method 27 shall be followed, using appropriate NYSDOT forms. The RME will provide a copy of Materials Method 27 and appropriate forms prior to scale and meter checks.

c. Scale and meter checks shall be performed by a qualified technician, capable of making necessary adjustments to correct deficiencies at the time of the check.

d. The Producer shall provide a certification that all scale and meter checks are properly performed and accurate. The certifying party shall be familiar with Materials Method 27, independent of or employed by the Producer, and shall receive prior approval of the RME. To receive RME approval, the certifying party shall perform a scale and meter check witnessed by the Department to demonstrate understanding of Materials Method 27 procedures and documentation requirements.

e. All forms shall be initialed by the qualified technician. Further, the certifying party shall sign all forms, including a statement on the forms that "all scale and meter checks were properly performed according to Materials Method 27 and found to be accurate."

f. Scale and meter checks shall be completed prior to the end of a 90 calendar day interval.

g. The Producer shall notify the RME of the planned check date and time at least 1 week prior to performing a scale or meter check. If a scale or meter check must be rescheduled for any reason, the Producer shall notify the RME at least 24 hours prior to the originally scheduled date and time of the reason for the change and shall provide the RME with the new date and time for the check. The RME will have the option of sending an unannounced representative to witness the entire or any portion of the scale and meter check.

REPORTING

Immediately upon completion of scale checks a copy of all forms shall be faxed to the RME. Copies of all forms shall be provided to the Department’s plant inspector. Original forms shall be provided to the Department at the direction of the RME.

ACTIONS

Any scale or meter found to be inaccurate shall be corrected immediately. Production from the facility shall progress in accordance with the requirements of the Standard Specifications. Any scale or meter that is routinely found to be inaccurate will be checked by the Department until accuracy can be maintained. These checks by the Department will be performed for 2 consecutive 90 calendar day interval checks, unless problems warrant the need for more frequent checks.

Upon receipt of scale and meter check forms and certification, the RME will review the forms for accuracy and completeness. The RME will notify the producer of acceptability by close of business, the first business day after receipt of the forms and certifications. Scale and meter check forms that are not received immediately after being performed or found to be incomplete will result in the immediate disapproval of the facility.

Improperly performed scale and meter checks will result in a re-check of the scales and meters, with a Department representative present. The “Producer Inspection” option shall be rescinded until the producer can demonstrate understanding of Materials Method 27 procedures and documentation requirements.

Facilities where scale or meter checks are not performed within the 90 calendar day interval, or where check results are not properly reported to the RME, will be disapproved from producing materials for Department projects until acceptable checks are completed. A lapse in scale or meter checks by more than 30 calendar days shall require a check to be completed by the Department.