



"Will Call" Process



The Contractor has identified a "Will Call" scenario.

The Contractor notifies the HMA Producer.

The HMA Producer documents the Will Call event on the Asphalt Lab-provided Anticipated Next-Day Rundown spreadsheet and emails it to the Consultant, Contractor(s), TxDOT Area Office and Asphalt Lab.

Rundown Deadline:
Day Operations: Before 6:00 PM (the day prior)
Night Operations: Before 10:00 AM (day of)

The Consultant responds to all via e-mail acknowledging the Will Call event, and provides the contact information of their tentatively scheduled 1A Lab Technician.

The HMA Producer responds to all *via email confirming whether or not production is taking place.

Producer Will Call Deadline:
Day Operations: Before 7:00 AM
Night Operations: Before 12:00 PM



Dispatch the 1A Lab Technician.

Production is canceled.
Services are not required.
Do not dispatch the 1A Lab technician.

Legend

Construction Contractor
HMA Producer
Consultant

Rundown Submittal Form



Rundown Submittal Form

The Area Office or it's CE&I must complete the Rundown Submittal Form for each day's production.

SAT LAB
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SAT- District Rundown Submittal Form

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[CLICK HERE TO SUBMIT FORM](#)

CSJ: <input type="text"/>	Date of Production: <input type="text"/>
Producer: <input type="text"/>	Plant: <input type="text"/>
MIX 1	MIX 2 (if applicable)
Production Start Time: <input type="text"/>	Production Start Time: <input type="text"/>
Bid Item Description: <input type="text"/>	Bid Item Description: <input type="text"/>
QTY: <input type="text"/> Tons	QTY: <input type="text"/> Tons
Contract Line Item(s): <input type="text"/>	Contract Line Item(s): <input type="text"/>
Exempt Production: <input type="radio"/> YES <input type="radio"/> NO	Exempt Production: <input type="radio"/> YES <input type="radio"/> NO
Lot Number: <input type="text"/>	Lot Number: <input type="text"/>
Lot Size: <input type="text"/>	Lot Size: <input type="text"/>

A copy of the form can be downloaded using the following QR Code:



Instructional video on "How-To" complete the Rundown Submittal Form



Contact Information



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Texas Department of Transportation



SAN ANTONIO DISTRICT LAB

Asphalt Rundown Standard Operating Procedure