



Pennsylvania
Department of Transportation

Reference Guide for TA-TCI Module: Project Basics

Acronyms, Key Important Terms, and Definitions

As-Built Drawings: The records of how a project was built. They are a marked-up version of the approved construction plans reflecting all changes made on the project. It is the inspection team's responsibility to capture and record project deviations on the official As-Built Drawing plan set.

Change Number: PennDOT publications are updated on a regular basis. Each change to a publication is assigned a number so that people referencing the publication can know which version of the publication is being used on a project.

Contract: A legally binding agreement that outlines the rights, responsibilities, and obligations of the parties involved in a construction project. As a reference document, it guides how work is to be performed, managed, and paid for.

District Labor & Contract Compliance Agent (DLCCA): See Labor & Contract Compliance Manual for Inspector-in-Charge below.

Engineering Construction Management System (ECMS): A website used to manage construction projects, contracts, and agreements.

ECMTS: Environmental Commitments and Mitigation Tracking System - A set of procedures developed by PennDOT to track environmental commitments and mitigation through the design, construction, and maintenance & operations phases of transportation projects.

eConcrete App: A mobile app that ensures all concrete-related activities are properly documented and traceable.

eTicketing App: A mobile app that allows Inspectors and Contractors to view supplier-generated tickets and take action.

Field Office: A PennDOT field office is a branch of the Pennsylvania Department of Transportation (PennDOT) that operates in various counties across Pennsylvania. These offices handle specific tasks, maintain paper plans for projects in the county, and serve as reporting locations for inspectors.

IIC (Inspector-in-Charge): The lead Inspector on a project who oversees the inspection staff.

Labor & Contract Compliance Manual for Inspector-in-Charge: A downloadable manual in PDF format designed to assist the Inspector-in-Charge in maintaining project compliance with the following contract areas: Equal Employment Opportunity Subcontracting, Labor and Contract

Requirements, Project Safety, Disadvantaged Business Enterprises, and Diverse Businesses. The manual must remain a part of the construction project records upon completion.

Maintenance and Protection of Traffic (MPT) App: A mobile app designed to streamline work zone safety oversight by providing a structured checklist and automated notification system to verify traffic control setups during construction and maintenance activities. Users are able to log inspections, report problems, and track live updates, which in turn improves compliance, safety, and transparency.

Mobile Construction Documents (MCDocs) App: A digital library for construction project documentation. It provides centralized, mobile access to reference documents and project-specific submittals, improving field efficiency, accuracy, and compliance.

PennDOT Publication 2 - Project Office Manual (POM): A compilation of policies and procedures relating to field administration and inspection of construction contracts. Its purpose is to serve as a reference guide for the appropriate District staff.

PennDOT Publication 8 - Construction Manual for Construction Project Inspection: This manual helps Inspectors understand and apply the information from Pub 408. It is designed to assist Inspectors in performing inspection duties by providing guidelines for good construction practices across the various phases of a project.

PennDOT Publication 72M - Revisions to Standards for Roadway Construction: A standard for roadway construction that provides guidelines and specifications for both new and existing roadway designs, ensuring consistency and quality across construction projects.

PennDOT Publication 219M - Standards for Bridge Construction: Establishes standards for bridge construction. It includes specifications that can be adopted for new and existing projects, ensuring consistency and quality in bridge design and construction.

PennDOT Publication 408 - Specifications: The main rulebook and most frequently used publication by Inspectors. It provides detailed requirements for materials, construction methods, measurements, and payments, and is used to check whether construction is being done correctly.

PennDOT Project Collaboration Center (PPCC): The central electronic filing system for digital recordkeeping and file sharing.

Project Site Activity (PSA) report: The official daily record that captures all work activity on the jobsite.

Reference Document: A document that defines the scope of the project and the work the contractor must satisfy to complete the project and receive payment.

Source Document: The Construction Inspector's official record of project activities, used to track contractor compliance, support payment, verify work quality, document project history, and provide evidence for resolving disputes or defending against claims.

Standard Drawing: An approved drawing showing standard details that are used repeatedly on multiple projects.

Links to Reference Materials

ECMS, Engineering and Construction Management System:

<https://www.ecms.penndot.pa.gov/ECMS/SVCOMLogin>

eConcrete App: <https://apps.apple.com/us/app/penndot-econcrete/id1606025086>

Environmental Commitments and Mitigation Tracking System (ECMTS) Process:

<https://dominoappsbp.penndot.pa.gov/ceea/CeEaHelp.nsf/0c2c04579609198485256bfe005f5929/e4d2f0399b5200718525754400515233?OpenDocument>

eTicketing App: <https://apps.apple.com/us/app/penndot-eticketing/id1585228986>

PennDOT MCDocs App: <https://apps.apple.com/us/app/penndot-mcdocs/id1448408409>

PennDOT Project Collaboration Center (PPCC):

<https://ppcc.penndot.pa.gov/siteminderagent/ppcc/PDUserSelector.fcc>

PennDOT Publication 2 - Project Office Manual:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/project-office-manual-pub.-2/465606>

PennDOT Publication 219M - Standards for Bridge Construction:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/standards-for-bridge-construction-pub.-219m/465745>

PennDOT Publication 408 – Specifications: https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub_408/pub%20408.pdf

PennDOT Publication 72M - Revisions to Standards for Roadway Construction (change number 12):

https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub-72m/72m_2010_12/72m_2010_12.pdf

PennDOT Publication 8 - Construction Manual for Construction Project Inspection:

<https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub%208.pdf>

PSA App: <https://apps.apple.com/us/app/penndot-psa/id1319902376>

The Labor and Compliance Manual for Inspector-in-Charge:

<https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/about-us/equalemployment/documents/labor%20contract%20compliance%20manual.pdf>