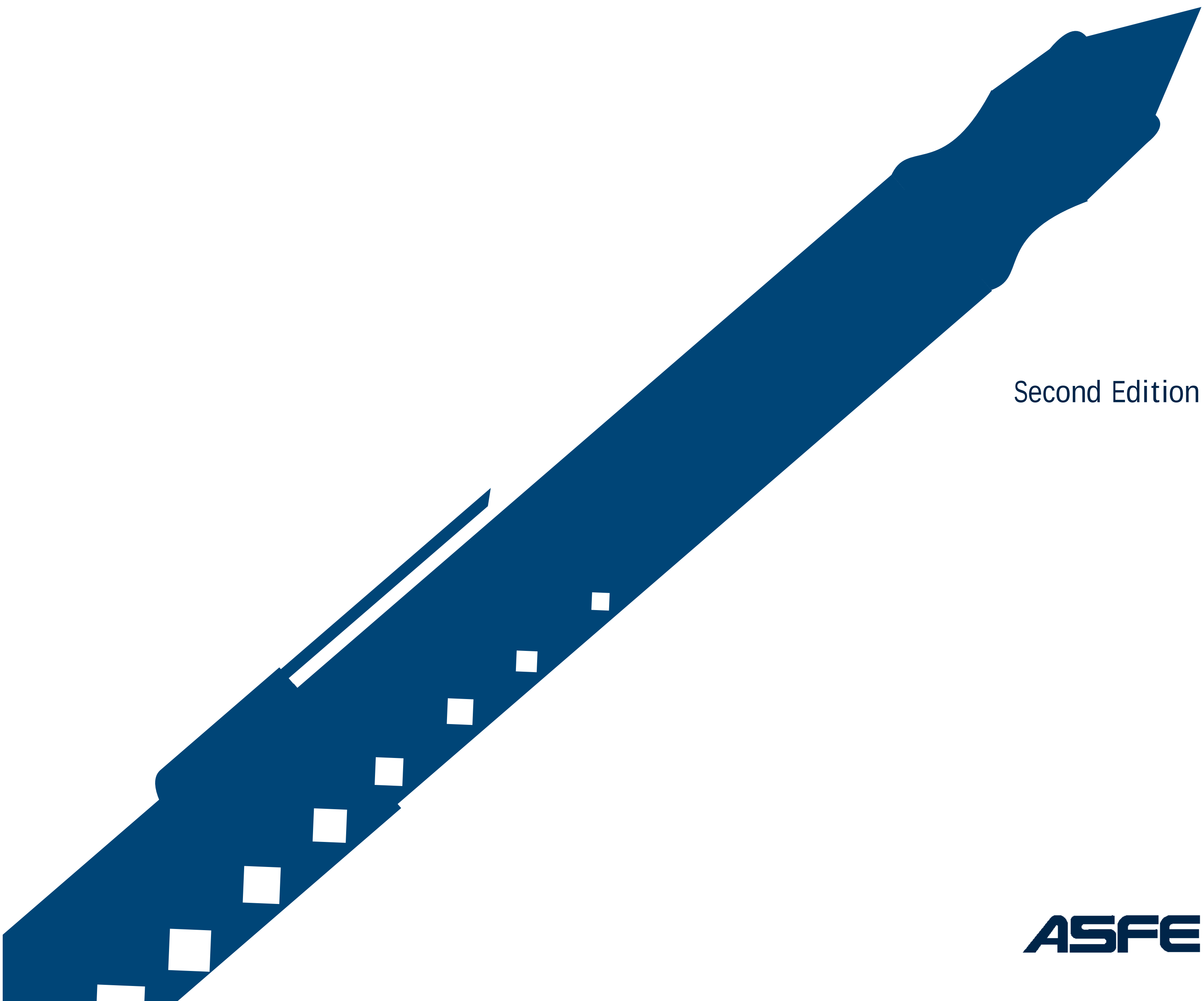
DAILY FIELD REPORT

FOR GEOTECHNICAL FIELD OBSERVATION



Second Edition

ASFE

CONTENTS

ASFE research indicates that a number of liability problems occur because of inadequate documentation of field observation. Effective forms can help firms avoid some of those problems. This publication comprises sample forms and instructions for their use. Firms are encouraged to customize the samples to meet their own unique needs.

This is the second edition of an ASFE classic. Special thanks are owed to those members of the ASFE Practice Education Committee who reviewed the original and provided comments, Saiid Behboodi, P.E. in particular. We also need to acknowledge the services of John P. Bachner, who was the principal author of the first edition, and the editor of this edition.

Please note that only members of ASFE may photocopy the materials included in this guide. All others are bound to copyright restrictions. As always, your suggestions for improvement will be welcomed.

Richard H. Wargo, P.E.
Chairman, Practice Education Committee
June 2001

INSTRUCTIONS FOR USING THE SAMPLE DFR

The sample forms provided in this publication are not intended for use as is. They are offered to help you develop materials that are compatible with your own unique needs.

CUSTOMIZING

We suggest the following procedure for using this booklet to develop effective DFR materials of your own.

1. *Assign a Coordinator*
   Assign one person to coordinate the activity. Discuss details (as indicated by the suggested instructions that follow) and set a completion date.

2. *Develop a Plan*
   Identify those who will be involved in key steps to be taken, and milestone dates. Speak personally with those whose participation is most important to gain their support. Inform all prospective participants of the project and what's expected of them.

3. *Circulate*
   Circulate copies of the samples to all field personnel. Have them review the samples and discuss them together, to determine what they like and dislike about the various approaches, what they would suggest for improvements, and so on.

4. *Meet to Discuss; Develop a Draft*
   Hold a meeting of all affected persons to discuss which elements are acceptable as is, which should be modified, and what could be added or eliminated. Develop a draft DFR for your own use based on consensus decisions.

5. *Review the Draft*
   Have your draft DFR reviewed by the director of field operations, director of engineering, and project managers, among others. The DFR you ultimately develop should help in gathering the project information needed by your own personnel and your clients.

6. *Finalize a Form*
   Develop a final version of the DFR, possibly after testing it first to gain feedback.

7. *Practice*
   After preparing written instructions (suggested for inclusion as an element of the form) and conducting instructional sessions, have users apply the material and report their suggestions for improvement; e.g., how instructions could be more effectively worded.

8. *Conduct Instructional Sessions*
   Thoroughly brief all field representatives on use of the form(s) you develop. You may wish to deliver instructions via an audiotape for future hires.

9. *Confirm*
   Review completed DFRs to confirm they are being used as intended. Repeat training and/or revise instructions to achieve the firm's objectives.

10. *Revise*
    Experience will suggest that changes of one type or another will be of value. As the form itself is changed, be certain to eliminate the existing forms and provide new ones, with some type of identification number to indicate the new forms' "vintage." If appropriate, be sure to also change instructions and your instructional program.

NEED FOR CONTINUITY

Continuity among all DFRs related to a project can be critically important, especially when projects are delayed or otherwise stopped, then restarted. Consider the following suggestions to create continuity and to otherwise enhance DFRs so they contribute more to effective reporting and liability loss prevention.

PREPARING INSTRUCTIONS

Prepare written instructions to explain use of your DFR. ASFE has developed a set of model instructions that relate to each “box” provided in its sample DFR Page 1.
(ASFE’s samples have been designed with instructions shown on the reverse side, except the form used for DFR Page 1 would comprise a 17” x 11” sheet, folded up the middle to form four 8 1/2” x 11” pages, with instructions conveyed on pages 2, 3, and 4.)
The following notes relate to the sample instructions, to help you develop your own. Notes on instructions for the second and third elements of ASFE’s sample forms are covered in the following two sections (*Reporting* and *DFR Site Sketch)*.

Project I.D.

The firm should develop a standard procedure to identify projects. In many cases, a project will be known generically (e.g., “Elm Street Bridge”), or it will be known more specifically as “Highland Mall” when its name has already been selected. You may want to develop an identification system that includes the name that is most commonly associated with the project, as well as some other description, including the firm’s project number. As such, identification could comprise:

0078/2002/HIGHLAND MALL

In instructions given to field personnel, you could explain how project identifications are created, and provide an example in the instructions, as indicated in the sample instructions provided.

Assuming you use hard-copy DFRs, ASFE suggests that you prepare a package of DFRs for each project, with certain information preprinted on each DFR, such as project identification, location, and so on. In this way, field personnel will have fewer blanks to fill in, creating less chance for error. In addition, each person associated with a project should be given a background description of the project itself and the basic information about items, such as project identification and file number. You may even find it worthwhile to prepare background information about the project, basic information for use in DFRs, and prepared forms, and keep all the material together in a project notebook or binder, in hard-copy and/or electronic versions. Doing so would help ensure that all people use the same information. It could also build more interest in the project and more enthusiasm for doing the work well.

Location or Address

When an address is available, it can be used. If an address is not available, some other effective means of identifying a location should be employed. This information could also be considered basic, and could thus be included on preprinted forms and/or provided on a basic information sheet.

Project No.

This has been used as a descriptor because it is the approach most firms seem to prefer. You may prefer a different approach, for example, file number. Consider this part of basic information, however, unless it is for some reason susceptible to change.

Report No.
Reports commonly are numbered consecutively. Have you established procedures to help ensure that all reports are consecutively numbered? If not, you may want to do so.

Page No.
To help prevent problems of missing pages, we have indicated on each page of a multi-page report that the given page is X of an overall Y.

Date
A standard means should be used to indicate the date. The simplest might be to use alphanumerics, for example, 8 November 02, as opposed to using 3/6/02, which could mean March 6 or June 3, depending on what a person's used to.

Day of the Week
This datum would be inserted as a self-check, to help prevent mix-ups. If an individual indicates Tuesday, November 8, and November 8 is a Wednesday, November 7 may have been meant.

Weather/Temp (°F)
This is somewhat self-explanatory, but you may want to give examples of routine reporting procedures and those that might be considered "special"; e.g., when overnight temperatures dip below freezing, or when a field representative is working inside, in a semi-heated structure, and outside, where freezing temperatures prevail.

Project Professional
You may wish to indicate PROJECT ENGINEER, PROJECT GEOLOGIST, or PROJECT MANAGER instead of PROJECT PROFESSIONAL. In any event, the person indicated would be the individual whom the field representative would contact were the field representative's supervisor not available. It may not be wise to include that individual's name on the preprinted DFR materials, if any, but it would be appropriate to include it on a basic information fact sheet, along with the individual's office phone, cell phone, and pager numbers.
You also would be well-served by developing a standard approach to indicating names; i.e., John Doe, J. Doe, or J.D.

Supervisor
The same applies as for PROJECT PROFESSIONAL.

Field Representative
The same applies as for PROJECT PROFESSIONAL.

Owner
The owner's name can be preprinted easily enough, and certainly should be included in the basic information transmitted to those working on the project.

Client
Same as for OWNER.

General Contractor
Most projects are still built by general contractors. In some cases, however, the project may be design/build or a construction manager may be employed. In the latter case, a preprinted form could indicate,

NO GC/ABLE AND KANE, CON. MGRS.

General Contractor's Representative

When appropriate, GENERAL CONTRACTOR'S could be scratched through, or it could be changed on a preprint. Field representatives should be trained and encouraged to inform the general contractor's representative that they are on site, to introduce themselves, and so on.

Specialty Contractor

Representatives of several specialty contractors commonly are on site on any given day. If necessary, a separate form could be used for each type of work; e.g., one for excavation and another for compaction.

Specialty Contractor's Superintendent or Foreman

The same applies as for the GENERAL CONTRACTOR'S REPRESENTATIVE. Some field representatives may need strong encouragement to introduce themselves and ask for the other person's name, or the correct spelling of that name.

Plans and Specifications

The field representative *must* physically check plans and specifications or their equivalents *at each visit to the site* to verify that the correct version of the plans and specifications, or report, etc., is being used.

Project Briefing

This is included specifically to help ensure that no person goes to a project site unless that person has been properly briefed. An individual on site is the firm's eyes and ears. Without a briefing beforehand, the person has little idea of what to look for or what to listen for, increasing the risk of liability problems. **The briefing is extremely important;** do not overlook it. The briefing should be provided by the project manager, the director of field services, or the project professional.

Source of Fill

Identifying the borrow pit source—not simply saying "off site"—is important. Noting any source changes or additions during a project also is important. The field representative should verify that each source and its materials have been preapproved.

Contractor's Equipment Observed in Use

A simple listing of the primary equipment being used is all that usually is needed; e.g., 1 loader, 6 trucks, 1 compactor.

Firm Equipment Used

Identify your test equipment so calibrations can be checked.

Visitors

Field representatives may need encouragement to record visitor information. They will need guidance to help them determine who is a visitor and who is not. They should be precise in indicating arrival and departure times; e.g., 10:48AM.

Follow-up from Prior Report

Train field representatives to complete this section, as well as the following four. Do not combine these five sections. Experience suggests that these five sections could relate some of the most critically important information of all. Separating the five sections into distinct elements helps ensure that what needs to be done gets done.

Did You Observe Everything You Expected To?

Many field representatives find it difficult to write down what they did not see. This question is designed to encourage the reporting of important information. Note, too, that experienced field representatives often have "gut feelings" that they may not report unless they respond to this question.

Did You Observe Anything Unexpected?

Similar to the prior question, this one asks field representatives to report what they saw that they did not expect to see.

Did You See, Hear, Smell, or Touch Anything Unusual or Unexplained?

This question may relate to routine construction or environmental issues.

What, in Particular, Should Be Observed, Checked, or Tested During the Next Visit?

The answers to this question provide the basis for completing the FOLLOW-UP FROM PRIOR REPORT space. When providing instructions to field representatives, have them indicate *why* something should be observed, checked, or tested during the next visit, as opposed to just providing a list. Also helpful: Indicating specifically what type of check or test to perform, or what in particular to look for.

REPORTING

ASFE's sample instructions include suggestions on writing effective reports. Check with ASFE as to programs or materials available to help you in this respect. For example, research indicates that use of the passive voice blurs reporting, because it permits use of complete sentences that convey incomplete information. Likewise, use of pronouns can mislead readers about whom or what is being referred to. Guidance related in the sample instructions should illustrate these points.

DFR SITE SKETCH

A site sketch can be of great help. Consider including one as a separate free-standing page or possibly on the back of another. ASFE suggests that the site sketch be preprinted, to prevent the variances in scale or dimensions that would otherwise occur.

ASFE

DAILY FIELD REPORT

PROJECT NO.

PAGE NO. 1 OF ______

REPORT NO.

DATE

PROJECT I.D.

LOCATION OR ADDRESS

DAY OF THE WEEK

OWNER

WEATHER

TEMP(ºF)

CLIENT

PROJECT PROFESSIONAL

GENERAL CONTRACTOR

SUPERVISOR

GENERAL CONTRACTOR'S REPRESENTATIVE

FIELD REPRESENTATIVE

SPECIALTY CONTRACTOR ❏ GRADING ❏ EXCAVATION ❏ OTHER

PLANS AND SPECIFICATIONS

BY ______________

DATE ____________

SPECIALTY CONTRACTOR'S SUPERINTENDENT OR FOREMAN

PROJECT BRIEFING

❏ PREVIOUSLY REPORTED ❏ BY

❏ NO ❏ ON

❏ UNKNOWN

SOURCE OF FILL

CONTRACTOR'S EQUIPMENT OBSERVED IN USE

FIRM EQUIPMENT USED

Type/Model	Mfr.	Ser. No.

VISITORS

Name	Representing	Arr.	Dpt.

FOLLOW-UP FROM PRIOR REPORT ❏ YES ❏ NO

DID YOU OBSERVE EVERYTHING YOU EXPECTED TO? ❏ YES ❏ NO

DID YOU OBSERVE ANYTHING UNEXPECTED? ❏ NO ❏ YES

DID YOU SEE, HEAR, SMELL, OR TOUCH ANYTHING UNUSUAL OR UNEXPLAINED? ❏ NO ❏ YES

WHAT, IN PARTICULAR, SHOULD BE OBSERVED, CHECKED, OR TESTED DURING THE NEXT VISIT?

Fill out the form completely in ink **before leaving the field**.

PROJECT I.D.
Insert the project identification name and/or number assigned by the firm.

LOCATION OR ADDRESS
Insert the location of the project site, as described by the firm.

PROJECT NO.
Insert the project number assigned by the firm.

REPORT NO.
Reports should be numbered consecutively. Be certain about the prior report's number. If you did not prepare the prior report, you should have been furnished a copy. If you do not have a copy, speak with the Director of Field Operations.

PAGE NO.
The cardinal numeral 1 has been inserted, to indicate this is the first page of the report. When you are done with the report, determine how many pages there are altogether, and add additional information; i.e., "PAGE NO. 1" would become "PAGE NO. 1 OF X" where X is the total number of pages.

DATE
Indicate the date on which you provided field observation services, abbreviating the month to avoid confusion; for example, *Apr. 22, 2002*.

DAY OF THE WEEK
Insert the day of the week that corresponds to the date. By inserting both the date and the day of the week, we can help ensure accuracy.

WEATHER/TEMP (˚F)
Indicate weather conditions that prevailed while you were at the site. Examples might include:

partly cloudy

or

sunny, then cloudy, then rain

or

snow flurries all day

For temperature, indicate the approximate temperature, or the variation, in degrees Fahrenheit. For example:

75˚F

or

60˚F, dipped to 50˚F 3PM

PROJECT PROFESSIONAL
Insert the name of the project professional *from our firm* who is in charge.

SUPERVISOR
Insert the name of your supervisor, indicating first name, initial, and full last name; for example, *John Q. Doe.*

FIELD REPRESENTATIVE
Insert your name. *Note*: If the blank has already been filled, but a last-minute reassignment was necessary, scratch through the name already inserted and insert your own.

OWNER
If this space has not already been completed, insert the name of the project owner, as identified by the firm.

CLIENT
If the firm's client is the owner, so indicate with a checkmark. Otherwise, indicate the name of the nonowner client, such as a civil engineer, architect, subcontractor, or other entity.

GENERAL CONTRACTOR
Indicate the name of the general contractor. If there is no general contractor, as may be the case when several contractors report to a construction manager, indicate as instructed.

GENERAL CONTRACTOR'S REPRESENTATIVE
Who is the general contractor's (or construction manager's, etc.) representative on the site on the day of this report? *Do not get this information by hearsay*. ***Important:*** If you know the individual, let the person know you are present and then insert the person's name. If you do not know the individual, introduce yourself, then obtain the correct spelling of the person's name and insert it here.

SPECIALTY CONTRACTOR
Indicate the name and type of each specialty contractor whose work you are observing today, for example, a grading contractor, an excavation contractor, or some other type (indicate what other type).

SPECIALTY CONTRACTOR'S SUPERINTENDENT OR FOREMAN
Indicate the name of each specialty contractor's representative. ***Important***: If you know the individual, let the person know you are present and then insert the person's name. If you do not know the individual, introduce yourself, then obtain the correct spelling of the person's name and insert it here.

PLANS AND SPECIFICATIONS
Absolutely essential: At the start of the project, record the name of the person and/or company that prepared the plans and specifications, and the date of last revision. Check the plans and specifications *every day without exception*. If they are the same, just indicate *Same*. *Do not assume* they are the same, however; you ***must*** check. If you note any revision to the plans or specifications, indicate *Revised* and the revision date. If you are filling in for someone else and do not know if the plans and specifications are the same as before, merely indicate the basic information, that is, the name of the person and/or company that prepared the plans and specifications, and the date of last revision. ***Remember:*** Take nothing for granted. Using superceded information could result in major problems for everybody.

PROJECT BRIEFING
It is the policy of this firm that every field representative should obtain a project briefing before observing work at the site. If you have already been briefed, and have reported that fact on a prior DFR, simply check the box for PREVIOUSLY REPORTED. If you have been briefed, but have not yet reported that fact, check the box marked BY and, in the space following, indicate the name of the individual who briefed you, using either the person's first name or an initial, and full last name. In the space after ON, indicate the date of the briefing. For example:

BY *Jack Jones, P.E.*

ON *Wednesday, June 5, 2002*

If you have not been briefed, check the box before NO.

SOURCE OF FILL

If you are certain about the fill source, so indicate. For example:

Jones Farm, next door

or

Gifford's borrow pit

or

Excavation on-site, grid location C-6

If you have been told that the fill came from an off-site source, but you do not know that for a fact, you *must* indicate a hearsay situation; e.g.;

Borrow area on Anderson property, per K Johnson (Sup't)

If you do not know where the fill is from, find out.

If there is no fill being used, you could indicate:

Not appl. or *NA*

Note: Do not assume that the source of last week's or even yesterday's fill is the same as today's. Be sure to *inquire every day*. Also, be certain to indicate any change in fill source, especially when a change was not expected. When a new source is used: verify that it has been preapproved; indicate who preapproved and when; and identify the source of your information.

CONTRACTOR'S EQUIPMENT OBSERVED IN USE

Identify equipment belonging to the specialty contractor whose work you are observing. This means equipment in use on the site on the day of this report, including equipment rented to or otherwise under the control of the contractor.

FIRM EQUIPMENT USED

If you brought testing equipment to the site and used it, indicate exactly what you brought; i.e., the type of equipment and its model, the manufacturer, and the serial number.
As an example:

Type/Model	Mfr.	Ser. No.
Nuclear density	*Troxler*	*4083*
Meterl3400	*Elec. Labs.*	

VISITORS

Identify each individual you saw visiting the site on the day to which this report relates. *Do not guess.* Speak with the owner's representative, the general contractor's representative, the specialty contractor's representative, or some other appropriate individual to obtain the names of the persons and companies involved. Also indicate each visitor's time of arrival and time of departure, being as precise as possible. For example:

Name	Representing	Arr.	Dpt.
Jim Bloke	*Bloke Associates*	*0830*	*1015*
Larry Smith	*Delta Equipment*	*0930*	*1300*

FOLLOW-UP FROM PRIOR REPORT

Each report includes space where you indicate what, in particular, should be observed, checked, or tested during the next visit. You should have received a copy of the prior report. In the space marked FOLLOW-UP FROM PRIOR REPORT, indicate whether you did or did not take care of the follow-up items. If you did not, you would check the box before NO and indicate why not. One reason might be, “Nothing was indicated.” Another could be, “Could not do it because of weather.” In the latter case, you would carry the item forward, if appropriate; in other words, you would indicate that the same item should be observed, checked, or tested next time. Still another reason for no follow-up might be that you did not receive a copy of the prior report and you were not told what it said. In that instance, you would indicate: “No guidance or report copy provided.”

If you did follow up, you would check the box before YES. You could then indicate, “All items taken care of; see description on report page.” or you could list the items briefly and indicate them in more detail on the report page.

If you followed up on some items but not others, you would check both NO and YES boxes, and then indicate what you did not do and why; what you did do could be indicated on the next page.

DID YOU OBSERVE EVERYTHING YOU EXPECTED TO?

Sometimes you'll arrive on a site with a pretty good idea of what you will find, based on what you had been told by others, based on what you saw during your last visit, or based on your intuition. If *everything* you saw was something you expected to see, merely check the box before YES. If you did not see everything you expected to see, check the box before NO and indicate what you expected to see, but did not. For example:

> *NO*
> *Expected fine sand at footing subgrade.*

or

> *NO*
> *Expected to see old foundation mentioned in our report. Asked grading contractor's super (Joe Estes) what happened. He said the clearing sub removed it about five days before our first site visit.*

***Important*:** Notice the critical difference between writing *The clearing sub removed the old foundation five days before our first visit.* and *The grading contractor's super (Joe Estes) told me the clearing sub removed the old foundation five days before our first site visit.* The firm might have to defend either statement, and the first one, which makes a factual statement, may be wrong. The second statement distinguishes between facts and hearsay; between what you witnessed and what you were told happened, making it clear that you did not know *for a fact* that the old foundation was removed.

DID YOU OBSERVE ANYTHING UNEXPECTED?

This is almost the same question as the one before, except here you may be talking about unexpected progress or an unusual piece of equipment . . . something you did not expect to see. The same rules apply as for the space above: Don't worry that the “something unexpected” you saw may not be much after all. It could have extremely important consequences.

DID YOU SEE, HEAR, SMELL, OR TOUCH ANYTHING UNUSUAL OR UNEXPLAINED?

The question is self-evident. Once again, be specific. A typical entry might be.

> *Water entered excavation 6 feet above footing grade. Source unknown. Natural? Broken pipe?*

or

> *I noticed an acrid smell in the excavation near Grid Section G-8 at elevation 125feet. I observed the area but did not see anything to indicate what produced the smell.*

WHAT, IN PARTICULAR, SHOULD BE OBSERVED, CHECKED, OR TESTED DURING THE NEXT VISIT?

Some of the items you list here will be the obvious tasks that you were unable to complete today or did not have adequate time to do because the contractor got done late in the day. Be as specific as possible, so you or someone else will be certain to bring the proper equipment next time. Also indicate anything that your "gut reaction" says is out of the ordinary or may need looking into. Examples:

> *Check storm drain installation. See that cut-off collars were installed per plan.*

or

> *Have contractor use backhoe to expose fill on steep lots (1-5) if more than two feet of fill is placed by tomorrow's visit.*

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DAILY FIELD REPORT

PROJECT NO.	PAGE NO. ______ OF ______
REPORT NO.	DATE

PROJECT I.D.	FIELD REPRESENTATIVE

NOTES

❏ HAVE YOU AVOIDED THE PASSIVE VOICE?

❏ HAVE YOU REDUCED RELIANCE ON PRONOUNS?

HAVE YOU IDENTIFIED
❏ WHO? ❏ WHAT?
❏ WHEN? ❏ WHERE?

FIELD REPRESENTATIVE'S ACTIVITIES/DISCUSSIONS

ARR. ______ DPT. ______

CONTRACTOR ACTIVITIES

INDICATE ACTIVITIES YOU DID AND ***DID NOT*** OBSERVE

NOTICE

Our firm's professionals are represented on site solely to observe operations of the contractor identified, to form opinions about the adequacy of those operations, and to report those opinions to our client. The presence and activities of our field representative do not relieve any contractor from its obligation to meet contractual requirements. The contractor retains sole responsibility for site safety and the methods, operations, and sequences of construction.

❏ **THIS DFR IS PRELIMINARY**

A preliminary report is provided solely as evidence that field observation was performed. Observations and/or conclusions and/or recommendations conveyed in the final report may vary from and shall take precedence over those indicated in a preliminary report.

❏ **THIS DFR IS FINAL**

A final report is an instrument of professional service. Any conclusions drawn from this report should be discussed with and evaluated by the professional involved.

FIELD REPRESENTATIVE **DATE**

REVIEWED BY **DATE**

PROJECT I.D.
This should be the same as reported on page 1.

PROJECT NO.
This should be the same number as for page 1.

REPORT NO.
This should be the same report number indicated on page 1.

PAGE NO.
Where X equals the total number of pages in the report, this would be page what of the total? For example, if this is the second page of only a two-page report, you would indicate:

PAGE NO. 2 OF 2 PAGES

FIELD REPRESENTATIVE
This should be the same as reported on page 1.

NOTES
Review what you have written below, under CONTRACTOR ACTIVITIES and FIELD REPRESENTATIVE'S ACTIVITIES/DISCUSSIONS. Rewrite as necessary to reduce or, if possible, eliminate your reliance on the passive voice. A typical passive sentence either eliminates the subject of the sentence (the person or thing taking the action indicated by the verb) or it makes the subject the object of the preposition "by"; for example, "The ball was hit." or "The ball was hit by John." We want you to use the active voice, so you would write "John hit the ball." Consider something more typical of what a field representative might write:

A meeting was held and it was decided to begin proofrolling tomorrow.

The sentence indicates that things have happened or will happen, but, because the sentence was written in the passive voice, it fails to indicate who was involved. A meeting was held, but we do not know who called the meeting or who attended it. Likewise, "it was decided," but we don't know who made the decision. When you convert a sentence to the active voice, you are forced to answer basic questions; e.g.:

The construction super, John Doe, called a meeting with Ed Dailey, Bill Donahue, and me. We discussed the situation and Doe said that proofrolling will start tomorrow.

Merely converting from the passive voice encourages you to answer the questions WHO? WHAT? WHEN? and WHERE? in each sentence or in each clause. But it may not be enough. Consider what we just wrote, and how answering the four questions encourages more detail.

The construction super, John Doe, called a meeting with Ed Dailey [who?], *the specialty contractor's rep, Bill Donahue* [who?], *the rep of Lease It All Equip, and me. We discussed the situation* [when? where?] *from 11AM-Noon in Doe's trailer, and Doe said that proofrolling will start tomorrow* [when?] *at 8:00AM.*

Why the detail? Because, if anything goes wrong, chances are we will have to review the facts two, three, or even more years from now. The more detail we have, the more we can help determine what really happened. Besides, more detail creates more credibility. If we make it a habit to report at length, honestly, and without bias, chances are our version will be the most accurate and the one that is most believed. DO NOT CHECK ANY BOX until you have made a good faith effort to provide solid details and to avoid the passive voice.

It is also important to try to write without pronouns. Consider the following sentences:

> *Ed Jones and John Smith parked the truck on the roughed roadway. It wasn't in good condition. They moved it to the side of the water truck, and that's when the D8 hit it.*

At the time that was written, the writer knew exactly what was meant. Do you? Would the writer one month later? Consider this:

> *Ed Jones (EJ) and John Smith (JS) parked EJ's truck on the roughed roadway. The roadway wasn't in good condition. EJ moved the truck to the site of the water truck, and that's when the D8 hit the water truck, just missing EJ.*

CONTRACTOR ACTIVITIES

In reporting what was done, indicate first what you saw. You can do this easiest on a chronological basis, that is, from when to when. An example of this type of reporting follows:

From	To	Activity
7:00AM	*9:00AM*	*J. Crab on the D8 worked on excavating area marked Crab 1 on the attached site sketch.*
9:06AM	*11:35AM*	*Crab placed one lift of fill over the same area.* *Fill was not compacted.*

After completing information about what you saw, indicate the work you *assume* the contractor did, but which you DID NOT OBSERVE. Example:

> *At the time I was performing the observations indicated above, Nameof Contractors also were placing fill in the area marked FILL TODAY on the attached site sketch.*

FIELD REPRESENTATIVE'S ACTIVITIES/DISCUSSIONS

Relative to your activities, indicate the time of your arrival and the time of your departure. Indicate what you did. For example, it may be sufficient to say, "I observed the work indicated under CONTRACTOR'S ACTIVITIES and completed my report from 3:30PM-4:00PM." Documenting your discussions also is extremely important, and you can integrate your comments with your discussion of activities or do so separately. An example of documentation:

> *I informed Bill Smith (BS) from Nameof Contractors that the fill was being placed in lifts too thick (1.5 feet) to achieve proper compaction. BS told me to test it all tomorrow: "It'll be okay. I'll take responsibility," BS said.*

FIELD REPRESENTATIVE

Sign your name where indicated and put in the date of your signature. DO NOT sign under REVIEWED BY. DO NOT indicate if the DFR is preliminary or final. That is something for the reviewer or some other party to take care of.

ASFE

DFR SITE SKETCH

PAGE NO. _____ OF _____

N

AREA EXCAVATED TODAY

FILL PLACED AND COMPLETED TODAY

LOCATION OF FIELD UNIT WEIGHT TEST

DFR SITE SKETCH

PROJECT I.D. ________________________________

PROJECT NO. ________________________________

REPORT NO. ________________________________

DATE ________________________________

FIELD REP. ________________________________

APPROXIMATE SCALE 1' = _______

Indicate the page no. of the sketch, in terms of which page of all pages. For example, if this is the third page of a total of four, you would indicate:

PAGE NO. 3 OF 4

The site sketch should already be completed in outline. Use it to indicate where certain things happened, where equipment was working, etc. This can be done with shading or just by drawing a circle or another shape with a number in it. For example, *Observed grading operations in Sketch Area 4.* or *Spoil soil was placed in pile in spot marked as 8 on sketch.*

Other Information

PROJECT I.D., PROJECT NO., REPORT NO., DATE, and FIELD REPRESENTATIVE information should be the same as that shown on Page 1.

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