



2011 COMMERCIAL VEHICLE ENFORCEMENT FACILITY INVENTORY OF NEEDS

PREPARED BY:

THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AND

THE CALIFORNIA DEPARTMENT OF TRANSPORTATION



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PURPOSE

This Inventory of Needs (ION) is a planning and procedures document for Commercial Vehicle Enforcement Facilities (CVEF). It documents the decision-making process approved by the Director of the California Department of Transportation (Caltrans) and the Commissioner of the Department of the California Highway Patrol (CHP) relating to the identification, prioritization, implementation, and tracking of new facility construction, relocation, and major upgrades.

There are two primary reasons for the CVEF: infrastructure preservation and public safety. Highway pavement and structure life depends upon the weight and frequency of the traffic using the facility. Heavy trucks cause far greater impact on pavement and bridges compared to passenger cars. To illustrate the difference between cars and trucks, a road test sponsored by the American Association of State Highway Officials, many years ago, established that it takes the passage of approximately 9,600 cars to equal the pavement damage caused by one legal truck weighing 80,000 pounds. More recent studies on pavement damage indicate that a 10 percent overload roughly increases the pavement damage by as much as 40 percent. It is important to monitor overweight truck traffic in order to preserve and extend pavement life.

The inspection program enhances commercial vehicle and driver safety. The presence of CVEF improves detection and apprehension of impaired and fatigued commercial vehicle operators, as well as oversized and overweight commercial vehicles, thus prolonging the useful life of the highway and enhancing the safety of the traveling public.

OBJECTIVES

1. Construct new CVEF on highways where none exist, and relocate or upgrade existing facilities which are inadequate for existing traffic volume. Priority is placed on new construction or upgrades at ports of entry. As used in this document, a "port of entry" is defined as any location where goods are transported into the state using commercial vehicles.
2. Conduct engineering and traffic studies to determine the feasibility of construction/upgrade of the CVEF that were identified in the 2001 ION document. Emphasis would be made on conducting studies at ports of entry.
3. Optimize safety, operational needs, and working conditions to ensure the efficient operation of existing facilities.
4. Implement intelligent transportation system technology at the CVEF to help move trucks efficiently and use enforcement personnel effectively.

EXECUTIVE SUMMARY

FUNCTION

The ION document is used to identify, prioritize, implement, and track CVEF projects including new facility construction, relocations, modifications, minor improvements, and maintenance.

PERMANENT COMMERCIAL VEHICLE ENFORCEMENT FACILITIES

There are currently 51 CVEFs in 37 locations operating throughout the state, plus 73 mini-sites. Five classifications have been established to define existing and future facilities: A, B, C, D, and mini-sites. Definitions of the CVEF classifications and mini-sites are shown in Annex B, number 1 through 5. A location map is on page 9 for reference. Since the release of the "2001 ION" document, the following changes have occurred:

- The relocation of the Willits platform scale (PS) was completed and renamed Ridgewood.
- The Tecate CVEF, on State Route (SR) 188 at the Mexican border, which opened for operation in March 2009.
- Temporary trailers were placed at the existing mini-sites on SR-118 near the city of Moorpark.
- The northbound (N/B) Carson PS on Interstate (I) 405 is closed due to damage to the building and inadequacy for future improvements. The southbound (S/B) PS is also closed due to necessary repairs for health reasons.
- The Two Rock PS has been out of service because of problems with outdated equipment. This location has been removed from the list of CVEF.
- The Dunsmuir Grade and Donner Pass facilities were reclassified from class B to class A.
- The westbound (W/B) Livermore facility has been rebuilt to current code and regulations.

PROPOSED NEW FACILITIES AND IMPROVEMENTS

A new CVEF will be added to the existing list of enforcement facilities. The project is located at Mountain Pass on I-15 near the border of Nevada, which is in the final design stage. This project includes construction of an agricultural inspection facility and serves as a joint port of entry for inspection of all trucks entering California.

A new Cordelia eastbound (E/B) CVEF will be built 0.2 miles east from the existing CVEF on I-80, and will be completed in 2013.

A new Otay Mesa N/B CVEF, on I-905, class A facility is in the preliminary design stages.

There is a need to improve and upgrade many of the existing facilities which are inadequate to handle current and future truck traffic volumes. Also, due to the statewide average truck volume increase of 50 percent on major routes over the last two decades, there is a need to construct new facilities to inspect and cite noncompliant trucks on state highways. Table 1, page 5, shows a list of facility projects which are currently being programmed and funded. Table 2, page 7, shows a list of facility locations that are identified as new construction. Table 3, page 7, shows a list of

existing facility locations that are identified as major upgrades. The future construction and programming of these projects are subject to engineering studies and availability of funds.

The terms and conditions of the joint CHP/Caltrans Interagency Agreement (IA) establish the responsibility for specified repairs and maintenance at CVEF.

FACILITY STAFFING

Facility staffing levels are based upon the operational objectives of the individual facility and related factors. These factors include facility classification, command status, hours of operation, and enforcement needs. Facility staffing levels are contingent upon the budgetary process and the fiscal well being of the state.

FUNDING

Necessary funding for facility projects is obtained by Caltrans through reservations set aside in the State Highway Operation and Protection Program (SHOPP), which is approved by the California Transportation Commission. The current goal for the four years beginning with the state Fiscal Year 2010/2011 to maintain the existing facilities, is 5 million dollars annually. The California Department of Transportation will make a good faith effort to allocate additional funds of ten million dollars annually for new CVEF construction. The construction of the facility at Mountain Pass is funded by SHOPP.

The projects listed on Table 2, page 7, as new construction, and Table 3, page 7, as major upgrades, are not currently programmed in the SHOPP. Their design and construction will be subject to engineering studies, benefit-cost analyses, lifecycle costs, etc.

The California Department of Transportation and CHP recognize the addition of new CVEF will extend the life of highway pavement and improve safety on the highways. The California Department of Transportation and the CHP are constantly evaluating advanced technologies that affect the movement of commercial vehicles. The following list shows examples of advanced technologies that will be investigated and used appropriately when needed:

1. Remote Sensing Technologies.
 - Radiation portal monitor.
 - Virtual weigh station.
 - Infrared for tailpipe emissions or brakes.
 - Vehicle size compliance using lasers or radar.
 - Intelligent Transportation Systems Card Advanced Loop Technologies for commercial vehicle identification and tracking.

2. Credentialing Systems.

- Electronic Bypass Management System.
- Performance and Registration Information System Management Program.
- Safety and Fitness Electronic Records.
- Commercial Vehicle Information System and Networks.

3. Data Exchange and Communication Network.

- Automatic vehicle identification antennas.
- Transponders.
- Dedicated short range communications standards and technologies.

Research for deployment of advanced technology to automate weight and safety inspection/enforcement that could potentially replace the existing practice for truck size, weight and safety inspections would require many years to complete. Weigh-in-motion (WIM) technology cannot yet provide consistent and reliable data.

Facility maintenance is funded by Caltrans and administered by CHP. Currently, Caltrans provides 2 million dollars annually. The CHP is responsible for maintenance of the facilities as defined in the joint CHP/Caltrans IA. The local Caltrans District Maintenance Offices are responsible for resolving all other maintenance issues.

**CURRENT STATUS OF PROGRAMMED COMMERCIAL VEHICLE
ENFORCEMENT FACILITY PROJECTS
TABLE 1**

Caltrans District	CHP Division	Co.	Rte.	Mile Post	Location	Fiscal Year	Cap. Cost X \$1,000	Projected Completion Date
4	Golden Gate	Solano	80	14.4	Cordelia	9/10	925	Completed 7/9/2010
Description: Replace 2 platforms, 3 overhead signs, traffic signal conductor, and traffic signal light on E/B (deferred portion of Expenditure Authorization # 1A1100).								
6	Central	Kern	5	11.9	Grapevine	9/10	1713	2010
Description: Replace roof on the administration building; expand building, and remove trailer.								
4	Golden Gate	Alameda	680	R8.7	Mission Grade	9/10	466	10/2011
Description: Replace weight display and leaking roof for office area. (Note: Scope cost should be changed - District will prepare a Pavement Conditions Report.)								
3	Valley	Nevada	80	18.8	Donner Pass	9/10	2100	10/2011
Description: Rehabilitate truck lanes. Upgrade heating and air conditioning. Replace PS. Relocate the truck counter. Replace the public address (PA) system. Install security camera.								
4	Golden Gate	Alameda	580	R8.9	Livermore, W/B	10/11	1979	9/2012
Description: Rehabilitate pavement and enlarge the parking area - W/B facility.								
4	Golden Gate	Alameda	880	4.2	Nimitz	10/11	1211	6/2012
Description: Replace roof, install weigh station message sign (WSMS) on the S/B side, in-station lane control changeable message sign for both, N/B and S/B, bay overhead ceiling lighting, and sump pump system to pump out groundwater.								
10	Central	Merced	5	23.4	Santa Nella	10/11	1723	2011
Description: Replace WSMS (N/B and S/B). Install over-height indicator (S/B), directional signals (S/B), and new cameras (N/B and S/B). Relocate WSMS control box to the counter tops (N/B and S/B). Rebuild cabinet/counter top and upgrade electrical (S/B). Replace PA system at S/B.								

**CURRENT STATUS OF PROGRAMMED COMMERCIAL VEHICLE
ENFORCEMENT FACILITY PROJECTS (continued)
TABLE 1**

8	Border	Riverside	10	R 15.8	Desert Hills	11/12	1960	2012
Description: Construct new administration building and septic system.								
7	Coastal	Ventura	10 1	9.0	Conejo	11/12	512	2012
Description: Install remote overweight display. Install emergency standby generator at N/B only. Remove median island and install mast arm at both facilities. Replace roof on N/B inspection bay. Install security camera on S/B.								
3	Valley	Sacramento/ El Dorado	80 50	16.0 27.1	Camino and Antelope	11/12	390	11/2011
Description: Replace WSMS at Camino, and install closed circuit television at the Antelope weigh station.								
4	Golden Gate	Alameda	58 0	R8.9	Livermore E/B	11/12	1810	6/2013
Description: Rehabilitate pavement and enlarge parking area - E/B facility.								
7	Southern	Los Angeles	5	R 54.8	Castaic	12/13	1647	2013
Description: Replace roof. Replace WSMS and wiring. Add one security camera. Retrofit heating, ventilation, and air conditioning. Replace control panel and PA system. Upgrade electrical, plumbing and lighting systems. Install flood lighting and lighting in the parking lot. Reconstruct broken concrete slabs.								
8	Border	Riverside	15	1.0	Rainbow N/B	12/13	304	2013
Description: Install sensors for automatic open/close off ramp. Replace over-height detector. Lower exhaust fan. Relocate the blower motor that pressurizes the under-truck lights.								
11	Border	San Diego	15	53.5	Rainbow S/B	12/13	700	2013
Description: Reconstruct septic tank, upgrade the security camera, install the standby generator, and reconstruct the storage/office space.								

**PRIORITIES FOR NEW
COMMERCIAL VEHICLE ENFORCEMENT FACILITIES
TABLE 2**

Priority No.	Location	Caltrans Dist.	CHP Div.	Co.	Rte.	Mile Post
1	I-710 N/B*	7	Southern	Los Angeles	710	TBD
2	Needles	8	Border	San Bernardino	40	131.0
3	Moorpark	7	Southern	Ventura	118	11.3
4	Blythe	8	Border	Riverside	10	144.5
5	Chowchilla River S/B	10	Central	Merced	99	TBD

*Construction of a conventional weigh station is not feasible. Additional discussion is necessary for other options.

**PRIORITIES FOR MAJOR UPGRADES TO EXISTING
COMMERCIAL VEHICLE ENFORCEMENT FACILITIES
TABLE 3**

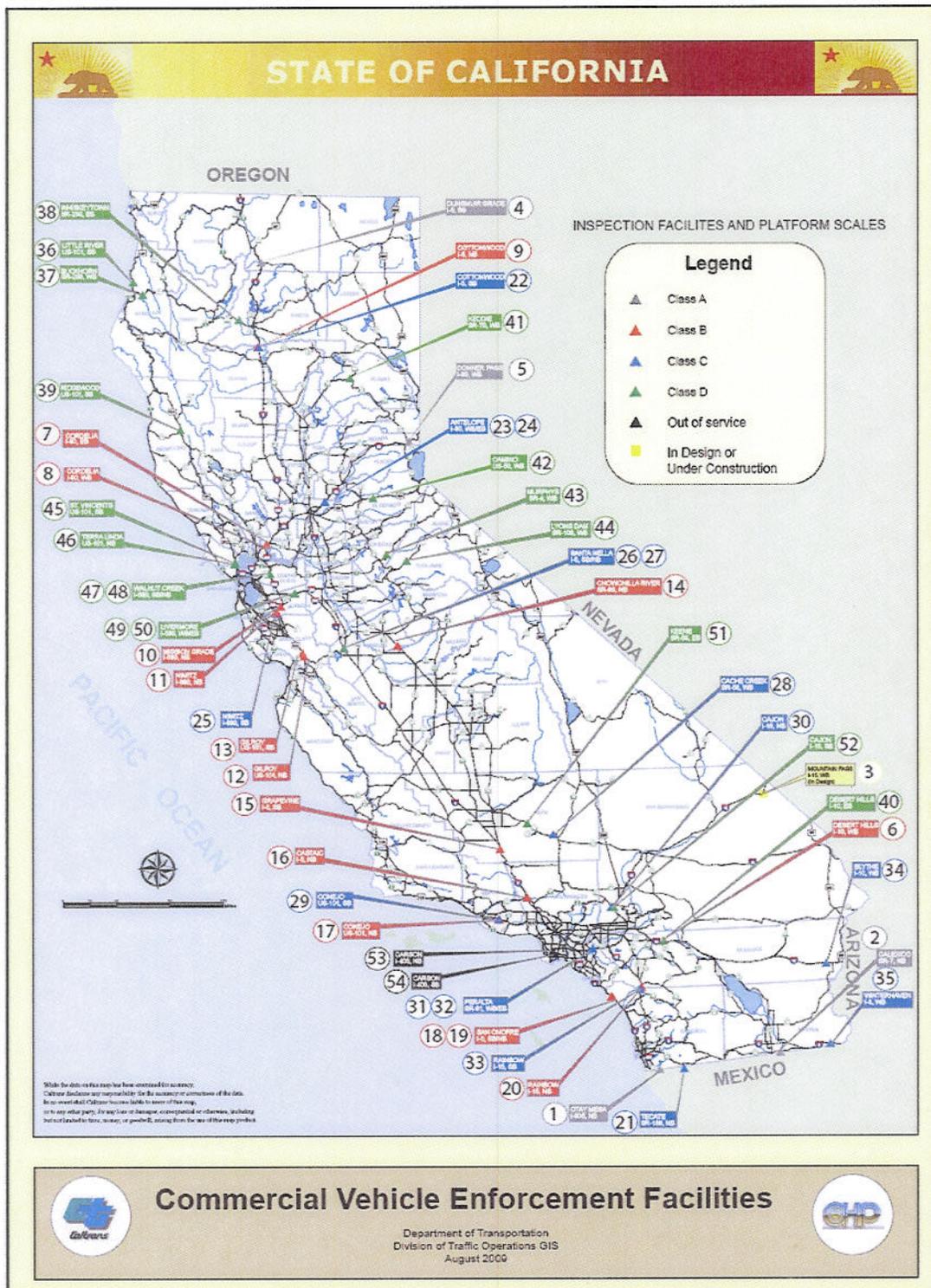
Priority No.	Location	Caltrans Dist.	CHP Div.	Co.	Rte.	Mile Post
1	Carson N/B	7	Southern	Los Angeles	405	11.7
2	Carson S/B	7	Southern	Los Angeles	405	12.2
3	Dunsmuir Grade	2	Northern	Siskiyou	5	R7.2
4	Peralta W/B	12	Border	Orange	91	13.8
5	Peralta E/B	12	Border	Orange	91	13.6
6	Keene	6	Inland	Kern	58	81.0
7	Cottonwood S/B	2	Northern	Tehama	5	40.8
8	Susanville (Town Hill)	2	Northern	Lassen	36	24.0
9	Solemint	7	Southern	Los Angeles	14	27.1

PRIORITIES FOR NEW WEIGH-IN-MOTION SITES
TABLE 4

Priority No.	Location	Type of Work	Caltrans Dist.	CHP Div.	Co.	Rte.	Mile Post
1	Install WIM System	N	4	Coastal	Santa Clara	152	R25.5
2	Install WIM System	N	4	Golden	Sonoma	37	2.6
3	Install WIM System	N	4	Coastal Golden	Varies	29, 4	VAR
4	Install WIM System	N	4	Coastal	Santa Clara	17	7.7

Note: Caltrans is currently exploring funding options for these facilities.

LOCATION MAP OF EXISTING AND PROPOSED COMMERCIAL VEHICLE ENFORCEMENT FACILITIES



ROLES AND RESPONSIBILITIES

A. Decision-Making.

All decisions pertaining to improvements, repairs, maintenance, and future projects, will be made by Caltrans, and Executive Management from CHP, and will be disseminated to the appropriate Caltrans District and CHP Division. The Districts will implement decisions in a timely manner. The CHP and Caltrans will coordinate all phases of decision-making in emergencies and routine operations, especially in the following areas:

1. Maintaining and improving existing facilities.
2. Future projects.
3. Research and implementation of advance technology.
4. Expenditure of funds.

Final decisions regarding new construction, relocation, and upgrades are made by the Director/Commissioner.

B. Facility Improvement Projects.

All projects are identified and prioritized based on a process developed by Caltrans and CHP. The process is detailed in Annex E. Some of the considerations include input from Caltrans and CHP personnel, average daily truck traffic, proximity to other facilities, and availability of right-of-way easements.

a) Responsibilities of Caltrans:

1. Centralize the prioritization and programming of CVEF projects in their headquarters office, and address improvements from a statewide perspective.
2. Designate, in headquarters and in each Caltrans District, a program advisor and maintenance coordinator for all improvement projects.
3. Develop an annual priority list of projects for existing facilities by using the criteria developed jointly with CHP.
4. Develop and maintain priority lists of projects for new construction and major upgrading by using criteria developed jointly with CHP.
5. Closely monitor the status of CVEF improvement projects.
6. Conduct traffic and engineering studies to determine the feasibility of building new CVEF and upgrading existing CVEF, and investigate deploying advanced technologies for development of future projects.

7. Design, prepare contract documents, advertise, and administer construction of projects funded from SHOPP. Projects funded from sources other than SHOPP may be designed, developed and constructed by other state and local agencies or private entities by agreements, or under encroachment permits.
8. Allocate 5 million dollars annually from SHOPP for four years beginning 2010/11 for the construction of improvement projects to maintain and upkeep existing facilities. Funding to upgrade existing facilities and new facility construction will be subject to the availability of SHOPP funds. The California Department of Transportation will make a good faith effort to allocate additional funds of \$10 million a year for new CVEF construction. In addition, Caltrans will fund the installation of radiation portal monitor structures at new CVEF subject to availability of funds from SHOPP. Funding for construction of radiation portal monitor structures at existing facilities will be subject to available funds in SHOPP for improvement projects.
9. If Caltrans is unable to allocate funds as stated in number eight above, the Director of Caltrans, or a designated representative, shall communicate the facts in writing to the Commissioner of the CHP.
10. Administer funding for all projects that are designed and constructed by Caltrans.
11. Promptly notify CHP of unforeseen problems delaying maintenance activities on projects.
12. Provide maintenance of the CVEF not delegated to CHP under the IA.
13. Upon completion of the construction of the radiation portal monitor structures, Caltrans will issue necessary encroachment permits at no cost to CHP, and CHP's contractor, for installation of radiation detector devices and for maintenance of related devices, equipment, and appurtenances.
14. Continue to pursue long term goals of securing funding approval for new CVEF.

b) Responsibilities of CHP:

1. Accept responsibility for maintenance, repair, or modification of CVEF, as provided within the parameters of the IA.
2. Coordinate all maintenance activities not covered under the IA between the local CHP commander with control over the facility and the designated District Maintenance Coordinator. A CHP 280, Caltrans Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales form, shall be prepared by the commander or facility supervisor for each maintenance request and then forwarded to the District Maintenance Coordinator, and a copy to CHP Facilities Section.

3. Coordinate the development of improvement projects and the development of priority lists with Caltrans Headquarters and District Weigh Station Program Advisors, and CHP, Commercial Vehicle Section.
4. Assign a CHP Headquarters coordinator to meet with the Caltrans Headquarters Program Advisor on a periodic and regular basis, to facilitate the resolution of CVEF concerns.
5. Provide a list of CHP contacts to coordinate with the Caltrans District Program advisors and maintenance coordinators.
6. Provide funding for preparing plans and contract documents, and administering the installation of radiation portal monitor equipment at new and existing CVEF when deemed an operational necessity by the CHP. The structures for this equipment will be subject to available SHOPP funds. The CHP shall be solely responsible for maintaining (including but not limited to repairing, replacing, removing, or protecting) all such materials, equipment, and appurtenances, excluding the radiation portal monitor structures.

c) Mutual responsibilities of CHP and Caltrans:

1. Cooperate in maintaining and improving the existing CVEF and in the construction of new facilities.
2. Annually develop and update the list of priorities for CVEF improvement projects.
3. Determine the specific location and configuration of any new facility based on operational needs, traffic volumes, engineering studies, environmental considerations, and right-of-way concerns.
4. Maintain routine contact between CHP and Caltrans on CVEF matters covered by this document through the designated Caltrans Headquarters Programs Advisor and the CHP Headquarters Coordinator.
5. Hold regular meetings with the CHP Headquarters coordinator and the Caltrans Headquarters Program Advisor, on an agreed upon schedule, to review the status of projects and maintenance needs.

FACILITY MAINTENANCE

Within this context, “maintenance” is defined as “the preservation, upkeep, and restoration of the roadway structures and appurtenant facilities as nearly as possible in the condition in which they have been constructed” and, additionally, as “the preservation and keeping of right-of-ways, and each type of roadway structure, safety, convenience of device, planting, illumination equipment and other facilities, in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvements.” Also included is “the

special or emergency maintenance or repair necessitated by accidents or by storms, or other weather conditions, slides, settlements, or other unusual or unexpected damage to a roadway, structure, or facility.”

A listing of Caltrans and CHP maintenance responsibilities and procedures for initiating required maintenance work is provided in the IA.

A. Facility Maintenance - Caltrans Responsibilities.

The California Department of Transportation is responsible for all maintenance and repair items within Caltrans right-of-ways, which is not specifically identified as a CHP responsibility. The CHP commanders, or their designated alternates, are to ensure maintenance work deemed the responsibility of Caltrans is coordinated through the local Caltrans District Maintenance Coordinator, or the Maintenance Area supervisor. Annex H shows a list of telephone numbers for District Maintenance coordinators.

Procedures for requesting Caltrans maintenance work is included in Annex F. A copy of the Maintenance Request for CVEFs is also included in Annex G.

B. Facility Maintenance - CHP Responsibilities.

Under the terms of the joint CHP/Caltrans IA, the CHP has primary responsibility for specified repair and maintenance at facilities. Facility commanders, Division Special Services commanders, or their designated representatives shall coordinate these responsibilities with the Division analyst at the CHP Facilities Section.

Also, notwithstanding the radiation portal monitor structure, the CHP is responsible for maintaining (including but not limited to repairing, replacing, removing, or protecting) all such materials, equipment, and appurtenances as part of the radiation portal monitor system. Enforcement and inspection areas/facilities that are located out of Caltrans' right-of-way are not covered by this agreement.

TRACKING AND CONTROLLING COMMERCIAL VEHICLE ENFORCEMENT FACILITY IMPROVEMENT PROJECTS

The California Department of Transportation and CHP are jointly responsible for the tracking and controlling of major and minor improvements and new CVEF projects. Both agencies have agreed to meet every two months to ensure open lines of communication between the agencies and to enhance their ability to effectively communicate their needs.

Representatives from Caltrans, Office of Truck Services, and CHP, Facilities Section, shall meet regularly to review the status of ongoing projects. The status of projects is updated by Caltrans with their District Weigh Station Program Advisor's input on a regular basis. New projects may be introduced, and changes in minor project priority may be executed as needed. Participants should include input from CHP's field Division Special Services commanders and Caltrans District Weigh Station Program advisors as appropriate.

A CHP Facility Section representative should meet regularly with a Caltrans representative (of the appropriate managerial level) for a complete program review and update. Projects currently under way, as well as those under consideration, will be evaluated on the basis of progress, priority, and/or feasibility, as appropriate. Any mutually agreed upon changes can be instituted as a result.

FACILITY DESIGN

The California Department of Transportation, Office of Truck Services, Office of Structural Design, and CHP, Facilities Section representatives should review and approve design proposals for future facilities and, if necessary, develop and approve any design changes or modifications.

ANNEX A

EXISTING COMMERCIAL VEHICLE ENFORCEMENT FACILITIES

No.	Name	Route	Dist-Co-Rte- PM
Class A Facilities			
1.	Otay Mesa	N/B I-905	11-SD-905-12.0
2.	Calexico	N/B SR-7	11-IMP-7-0.1
3.	Dunsmuir Grade	S/B I-5	02-SIS-5-R7.2
4.	Donner Pass	W/B I-80	03-NEV-80-18.8
Class B Facilities			
5.	Desert Hills	W/B I-10	08-RIV-10-R15.8
6.	Cordelia	E/B I-80	04-SOL-80-14.4
7.	Cordelia	W/B I-80	04-SOL-80-14.4
8.	Cottonwood	N/B I-5	02-TEH-5-40.8
9.	Mission Grade	N/B I-680	04-ALA-680-R8.7
10.	Nimitz	N/B I-880	04-ALA-880-3.7
11.	Gilroy	N/B US 101	04-SCL-101-8.8
12.	Gilroy	S/B US 101	04-SCL-101-8.8
13.	Chowchilla River	N/B SR-99	10-MER-99-0.9
14.	Grapevine	S/B I-5	06-KER-5-11.9
15.	Castaic	N/B I-5	07-LA-5-R54.4
16.	Conejo	N/B US 101	07-VEN-101-9.2
17.	San Onofre	S/B I-5	11-SD-5-R67.4
18.	San Onofre	N/B I-5	11-SD-5-R67.4
19.	Rainbow	N/B I-15	08-RIV-15-1.0
Class C Facilities			
20.	Tecate	N/B SR-188	11-SD-188-0.1
21.	Cottonwood	S/B I-5	02-TEH-5-40.8
22.	Antelope	W/B I-80	03-SAC-80-16.0
23.	Antelope	E/B I-80	03-SAC-80-16.0
24.	Nimitz	S/B I-880	04-ALA-880-3.7
25.	Santa Nella	S/B I-5	10-MER-5-23.4
26.	Santa Nella	N/B I-5	10-MER-5-23.4
27.	Cache Creek	W/B SR-58	06-KER-58-105.5
28.	Conejo	S/B US 101	07-VEN-101-9.2
29.	Cajon	N/B I-15	08-SBD-15-R20.9
30.	Peralta	W/B SR-91	12-ORA-91-R13.8
31.	Peralta	E/B SR-91	12-ORA-91-R13.8

ANNEX A

EXISTING COMMERCIAL VEHICLE ENFORCEMENT FACILITIES *(continued)*

No.	Name	Route	Dist-Co-Rte- PM
Class C Facilities			
32.	Rainbow	S/B I-15	11-SD-15-53.5
33.	Blythe	W/B I-10	08-RIV-10-R144.5
34.	Winterhaven	W/B I-8	11-IMP-8-R89.6
Class D Facilities			
35.	Little River	S/B US 101	01-HUM-101-97.5
36.	Buckhorn	W/B SR-299	01-HUM-299-R7.4
37.	Whiskeytown	E/B SR-299	02-SHA-299-12.6
38.	Ridgewood (Old Willits)	S/B US 101	01-MEN-101-41.1
39.	Desert Hills	E/B I-10	08-RIV-10-R15.5
40.	Keddie	W/B SR-70	02-PLU-70-33.0
41.	Camino	W/B US 50	03-ED-50-27.1
42.	Murphys	W/B SR-4	10-CAL-4-29.7
43.	Lyons Dam	W/B SR-108	10-TUO-108-17.2
44.	St. Vincents	S/B US 101	04-MRN-101-15.2
45.	Terra Linda	N/B US 101	04-MRN-101-14.1
46.	Walnut Creek	S/B I-680	04-CC-680-16.0
47.	Walnut Creek	N/B I-680	04-CC-680-16.0
48.	Livermore	W/B I-580	04-ALA-580-R8.9
49.	Livermore	E/B I-580	04-ALA-580-R8.9
50.	Keene	E/B SR-58	06-KER-58-81.0
51.	Cajon	S/B I-15	08-SBD-15-R20.9
52.	Carson (Out of Service)	N/B I-405	07-LA-405-12.2
53.	Carson (Out of Service)	S/B I-405	07-LA-405-12.2

ANNEX A

**PROPOSED COMMERCIAL VEHICLE
ENFORCEMENT FACILITIES**

No.	Name	Route	Dist-Co-Rte- PM
		Class A Facilities	
54.	Mountain Pass (In Design)	W/B I-15	08-SBD-15-184.0

ANNEX B

FACILITY DEFINITIONS

Definitions have been developed for Commercial Vehicle Enforcement Facilities (CVEF) based upon primary function, staffing needs, size, location, and physical configuration. Five classifications have been established to define existing and future facilities: A, B, C, D, and mini-sites.

There are currently 51 CVEF in 37 locations operating throughout the state, plus 73 mini-sites. Five classifications have been established to define existing and future facilities: A, B, C, D, and mini-sites. Of the 51 facilities in operation, there are four class "A," 15 class "B," 15 class "C," and 17 class "D." Two class "D" facilities are out of service.

A Facility Location List and Facility Features and Equipment List are included in Annexes A and C, respectively.

1. CLASS "A"

Class "A" facilities are located at strategic ports of entry into the state and have independent California Highway Patrol (CHP) command identity.

Class "A" facilities normally operate 24 hours per day, seven days per week, or match the hours of operation of federal ports of entries when located at international borders with Mexico. Class "A" facilities may be used by other state or local agencies as well as jointly used by bordering state representatives at the CHP commander's discretion. Therefore, they should include in their design administrative office space designated for agencies such as the Air Resources Board (ARB), Board of Equalization (BOE), Department of Motor Vehicles (DMV), and the county court clerk. Accommodations and funding should also be included for the installation of the mainline electronic bypass management system. The California Department of Food and Agriculture (CDFA) may co-locate at identified sites.

Class "A" facilities generally have weigh-in-motion (WIM) and static scales for weighing vehicles, and covered areas for inspection of vehicles and equipment. The covered inspection areas should be constructed with three or more bays (at least one designed without inspection pits). The number of bays is determined by the average daily truck traffic and projected long-term needs for the location. The facility should have an open storage area for legalizing loads, a parking area, and an area to permit the turning of trucks for reweighing. Class "A" facilities are designed and staffed for a primary focus on the inspection of vehicle size, weight, equipment, and loads during all hours of operation.

Class "A" facilities should include a secured room for weapons storage/maintenance, a room for storage of evidence and other sensitive items, a break room, a briefing room, a training room, and a work area for maintaining state vehicles.

ANNEX B

FACILITY DEFINITIONS *(continued)*

Class "A" commercial facilities are typically commanded by a lieutenant and staffed by sergeants, officers, Commercial Vehicle Inspection Specialists (CVIS), clerical staff, maintenance workers and/or janitors and may include automotive technicians.



Class "A" Facility at Calexico, CA

ANNEX B

FACILITY DEFINITIONS (*continued*)

2. CLASS "B"

Class "B" facilities are located along major highway routes and have an independent CHP command identity.

Class "B" facilities may operate up to 24 hours per day, seven days per week. Class "B" facilities may be used by other state or local agencies such as the ARB, BOE, DMV, CDFA, and the county court clerk. Administrative office space should be included in the facility design to accommodate allied agency use on a permanent or frequent basis. Accommodations and funding should also be included for the installation of the mainline electronic bypass management system.

Class "B" facilities generally have WIM and static scales for the weighing of vehicles and covered inspection areas for the inspection of vehicles and equipment. The covered inspection areas should be constructed with two or more bays (at least one designed without an inspection pit). The number of bays is determined by the average daily truck traffic and projected long-term needs for the location. The facility should have an open storage area for legalizing loads, a parking area, and an area to permit the turning of trucks for reweighing. Class "B" facilities are designed and staffed for a primary focus on the inspection of vehicle size, weight, equipment, and loads during all hours of operation.

Class "B" facilities should include a secured room for weapons storage/maintenance, a room for storage of evidence and other sensitive items, a separate break room, and briefing/training rooms.

Class "B" facilities are typically commanded by a lieutenant and staffed by sergeants, officers, CVIS, clerical staff, and maintenance workers and/or janitors.



Class "B" Facility at Chowchilla, CA

ANNEX B

FACILITY DEFINITIONS (*continued*)

3. CLASS "C"

Class "C" facilities are located at strategic points on major highway routes. These facilities may operate 24 hours per day, five or seven days per week, predicated upon variable factors such as the average daily truck traffic and peak commercial traffic hours. These facilities may have WIM systems and should have static scales designed for vehicle weighing, areas for the inspection of vehicle equipment, an open storage area for legalizing loads, a parking area, and an area to permit the turning of trucks for reweighing. Accommodations and funding should also be included for the installation of the mainline electronic bypass management system.

Class "C" facilities are designed and staffed for a primary focus on the inspection of vehicle size, weight, equipment, and loads. Class "C" facilities not equipped with a covered inspection area and/or under-truck lighting, direct their primary focus on vehicle inspections during daylight hours. During nighttime and periods of inclement weather, this focus is redirected toward size, weight, and loading enforcement, as well as conducting inspections of driver qualifications and topside vehicle equipment.

Class "C" facilities are staffed by officers and may be staffed by sergeants and CVIS, depending on the size, function, and location of the facility. Class "C" facilities located in close proximity to class "A" or "B" facilities will become a portion of that command structure. Remaining class "C" facilities are under the direct command of the respective Division Special Services commander, and, in those instances where a sergeant has not been specifically assigned to the facility, are supervised by the Division commercial sergeant.

A class "C" special facility has all the features and equipment of a class "C" facility, plus a covered inspection area containing up to three inspection bays. Due to its remote location, a class "C" special facility may have additional items such as a sergeant's office, break room, weapons room, and evidence room.



Class "C" Facility at Santa Nella, CA

ANNEX B

FACILITY DEFINITIONS (*continued*)

4. CLASS "D"

Class "D" facilities are located at strategic points on major and secondary highway routes. Operational hours of these facilities are based on such factors as: the average daily truck traffic, peak truck traffic hours, and seasonal needs. These facilities shall have scales designed for the weighing of vehicles and may have a limited open area for the inspection of vehicle equipment. Accommodations should be made for the installation of the mainline electronic bypass management system.

Class "D" facilities are designed and staffed for a primary focus on the weighing of vehicles.

Class "D" facilities are staffed by officers. Class "D" facilities located in close proximity to class "A" or "B" facilities will become a portion of that command structure. Remaining class "D" facilities are under the direct command of the respective Division Special Services commander, and are supervised by the Division commercial sergeant.



Class "D" Facility at Livermore, CA

ANNEX B

FACILITY DEFINITIONS (*continued*)

5. MINI-SITE

Mini-sites are designed as safe locations for portable scale operations and are strategically located on highways with an above-average volume of commercial vehicle traffic, to screen vehicles that may use alternative routes to avoid the CVEF.

The site should include an area designed for truck inspections, and may be randomly used by mobile road enforcement officers.

Operational equipment for mini-sites is normally transported to the site. Truck traffic is directed into the site by traffic control signs and devices. Mini-site locations are under the command of the facility commander or Division Special Services commander who has supervisory responsibility for the officers using the site.



Mini-Site Facility on Route 37 in Sonoma County, CA

ANNEX C

FACILITY FEATURES AND EQUIPMENT LIST

The following minimum features and equipment are necessary for the safe and efficient operation of all CVEF. Facility needs are listed by class of facility and supplying agency.

CLASS "D" FACILITY

Supplied by the California Department of Transportation (Caltrans):

- Static scales.
- Loop counters.
- Height sensor.
- Length sensor.
- Public address system.
- Protective barrier between scale grounds and highway traffic.
- Public restrooms.
- Adequate counter space for scale readout, computer, printing, radiological monitor, radio, and traffic control equipment.
- Digital weight display (scale head) and printer.
- Overweight alarm.
- Bullet-resistant glass and under-glass wall panels on all windows facing the highway.
- Drinking fountains in the office, inspection, and public areas.
- Office and counter space for enforcement activities.
- Storage area for California Highway Patrol (CHP) forms.
- Central heating and air conditioning system.
- Adequate storage area to house communication equipment (radio, telephone, Management Information System [MIS]).
- Window coverings.
- Janitor closet with mop, sink, and storage cabinets for supplies.
- Facility utility equipment storage room.
- Outdoor security lighting.
- Under-counter storage shelving and drawers for enforcement supplies.
- Emergency eye wash.
- Emergency shower.
- Traffic control lights in scale lanes.
- Highway sign (changeable message, also known as Weigh Station Message Sign).
 1. "ALL TRUCKS STOP AT SCALES."
 2. "SCALES CLOSED DO NOT ENTER."
 3. "BUSES ONLY STOP AT SCALES." - (This is an optional feature that may be considered for installation at selected locations when replacing nonfunctioning signs.)

ANNEX C

FACILITY FEATURES AND EQUIPMENT LIST (*continued*)

The following may be included:

- Video traffic and security monitoring system.
- Flag pole with base light.
- Communication tower.

Supplied by CHP (Caltrans preparation work may be required to facilitate installation):

- Telephone system for employees and the public.
- Printer and MIS system.
- Personal computer workstation including printer.
- Citation imprinter.
- Rechargeable flashlight unit.
- Portable CHP radio and charger.
- Filing cabinets.
- Bookcases.
- Tables.
- Side chairs.
- Adding machine.
- Supply/storage lockers.
- Counter stools.
- Antenna and related equipment for CHP communication.

CLASS "C" FACILITY

All features and equipment of a class "D" facility, plus:

Supplied by Caltrans:

- Video traffic and security monitoring system.
- In-office storage space for Commercial Vehicle Inspection Specialist equipment.

The following may be included:

- One to three inspection bays.
- Inspection pit or under truck lights.
- Bay doors.
- Traffic lights (interior and exterior of bays).
- Emergency signaling system.

ANNEX C

FACILITY FEATURES AND EQUIPMENT LIST (*continued*)

- Truck request/cancel system.
- Exhaust fume removal system.
- Individual heating systems for CVIS and officer inspection bay work stations.
- Flag pole with base light.
- Panic alarm system for the CVIS.
- Generator (installed only at ports of entry to maintain operation at full capacity during a power outage).

Supplied by CHP (Caltrans preparation work may be required to facilitate installation):

- Copy machine.
- Microwave oven.
- Refrigerator/freezer.
- Safety step ladders.
- Large wall-mounted fans (for inspection bay summer cooling in high heat areas).
- Fax machine.
- Base station with CHP radio console.

CLASS "B" FACILITY

All features and equipment of a class "C" facility, plus:

Supplied by Caltrans:

- Inspection bays.
- Inspection pits and bay doors, may include under truck lights.
- Commander's office (one occupant).
- Public counter and enforcement office.
- Supervisors' office (three-four occupants).
- Sufficient office space for clerical positions assigned (1.5) and file storage.
- Conference/training room with chalk boards and storage.
- Weapons/evidence security room(s).
- Men's and women's locker rooms equipped with restrooms and showers of sufficient size to account for fluctuations in employee gender representation. (Where possible, provide a moveable wall separating men's and women's locker rooms that can be adjusted when significant fluctuation occurs.)
- Employee break/lunch room with storage cabinets.
- Combined briefing/training room (that can be separated with a floor to ceiling accordion divider) with storage cabinets.

ANNEX C

FACILITY FEATURES AND EQUIPMENT LIST (*continued*)

- Built-in kitchen unit (sink, garbage disposal, stove, and refrigerator/freezer).
- Water faucets in inspection bays (one for each bay).
- Compressed air system.
- Compressed air hook-ups in each bay and in weapons room.
- Employee mail slots.
- Office and counter space for interagency personnel.
- Flag pole with base light.
- Generator (maintain the operation of emergency/security lighting for the office and parking area. At ports of entry, maintain operation at full capacity during power outage).

Supplied by CHP (Caltrans preparation work may be required to facilitate installation):

- Radio/monitor speakers.
- Television/VCR.
- A 35mm or digital camera.
- Polaroid camera.
- Personal computer and workstation equipment, including printer and modem.
- Executive wood desk and chair.
- Metal desks (with and without typing pedestals) and chairs.
- Ergonomic chairs for clerical work stations.
- Executive wood bookcases.
- Evidence locker.
- Shotgun/ammunition locker.
- Weapons clearing tube.
- Briefing tables.
- Stacking chairs.
- Typewriter.
- Postage scale and meter.
- Date/time clock.

CLASS "A" FACILITY

All features and equipment of a class "B" facility, plus:

Supplied by Caltrans:

- Sufficient office, scale head and business counter space for allied agency personnel.
- Generator, (maintain operation at full capacity during power outage).

ANNEX C

FACILITY FEATURES AND EQUIPMENT LIST (*continued*)

Supplied by CHP (Caltrans preparation work may be required to facilitate installation):

- Comprehensive computer database for use by CHP and other state agencies assigned to the facility.

ANNEX D

PROJECT PROCEDURES AND FUNDING PROCESS FOR COMMERCIAL VEHICLE ENFORCEMENT FACILITIES

A. Identification

Projects may be identified through input from California Highway Patrol (CHP) field Division Special Services commanders, California Department of Transportation (Caltrans) District Weigh Station Program advisors, local CHP commanders, Caltrans maintenance personnel, CHP and/or Caltrans Headquarters.

Projects may be identified as a result of biennial facility inspections conducted by Caltrans and/or CHP.

The California Department of Transportation Weigh Station Maintenance coordinators and/or CHP Headquarters personnel may reclassify a project originally submitted as maintenance or a major/minor improvement project.

New facility construction projects may be identified by outside sources such as other governmental agencies, legislative bodies, and citizen groups.

B. Prioritization

1. Projects for new construction or major upgrading of existing facilities.

These projects are prioritized jointly based upon criteria including: average daily truck traffic; bypass capability; proximity to existing facilities; proposed highway improvements; high speed weigh-in-motion (WIM) information; and, traffic collision trends. Additional items considered, although not in priority order, include whether or not:

- a. The site will be cost-effective.
- b. The climate and geographical terrain may limit effectiveness of the facility.
- c. The appearance of the facility and the operational noise level are acceptable to the community.
- d. An adequate right-of-way can be acquired to accommodate the facility.
- e. Effective measures can be taken to eliminate bypass routes.
- f. The water supply and utilities needed for efficient operation of the facilities are reasonably available.

The network of facilities must provide maximum protection for as many highways as possible; however, commercial vehicle traffic passing through an installation should not be subject to duplicate control by other facilities within close proximity.

ANNEX D

PROJECT PROCEDURES AND FUNDING PROCESS FOR COMMERCIAL VEHICLE ENFORCEMENT FACILITIES (*continued*)

2. Projects to upkeep and maintain existing facilities.

These projects are prioritized by use of a Caltrans/CHP developed project priority rating process. (Annex E)

C. Approval

The approval for new Commercial Vehicle Enforcement Facilities (CVEF) projects is made jointly between the CHP and Caltrans.

D. Expenditure/authorization and program initiated by Caltrans

1. Project scope of work and cost estimate are prepared by Caltrans.
2. A project initiate document is prepared by the Caltrans District.
3. A project is programmed by Caltrans, Office Truck Services.

E. Procedures

1. Projects for new construction or major upgrading of existing facilities.
 - a. Requests for major facility improvement projects, including relocation and new construction, shall be routed through the appropriate Division chief to Commercial Vehicle Section (CVS) and Facilities Section, and subsequently to Caltrans, Office of Truck Services.
2. Projects to upkeep and maintain existing facilities.
 - a. Requests for facility improvement projects shall be routed through the appropriate CHP field Division Special Services commander, to CVS, and Facilities Section. Facilities Section will forward them to Caltrans, Office of Truck Services.
 - b. The California Department of Transportation Headquarters, and CVS will jointly prioritize approved projects and schedule for their completion.
 - c. The California Department of Transportation District Weigh Station Program advisors may be used as a resource for local development projects.
 - d. The improvement list will be updated on a yearly basis unless an emergency situation requires modification of the current year's list.

ANNEX D

PROJECT PROCEDURES AND FUNDING PROCESS FOR COMMERCIAL VEHICLE ENFORCEMENT FACILITIES (*continued*)

Annex F provides additional information and steps that should be taken to process projects to upkeep and maintain the existing facilities.

3. Project Study Report.
 - a. Application for State Highway Operation and Protection Program (SHOPP) candidacy.
 - b. Project, alternatives, and costs discussed.
4. State Highway Operation and Protection Program approval.
 - a. Approval presented to California Transportation Commission (CTC) for funding.
 - b. Funding includes only right-of-way and construction costs.
5. Project report.
 - a. Detailed project discussion.
 - b. Specific alternative identified.
 - c. Environmental clearances obtained.
 - d. Right-of-way purchased.
6. Plans/specifications/estimates.
 - a. Plans – blueprints and layouts.
 - b. Specifications – material specifications, costs, and payments.
7. Funds approval.
 - a. Funding approval reaffirmed by CTC.
8. Advertisement of project.
 - a. Bid packages prepared, released, advertised.
 - b. Bids returned.
 - c. Contracts awarded.
 - d. Time limits defined.
 - e. Direction on meeting specifications.

ANNEX D

PROJECT PROCEDURES AND FUNDING PROCESS FOR COMMERCIAL VEHICLE ENFORCEMENT FACILITIES (*continued*)

9. Construction begins.
10. Completed project accepted by CHP and Caltrans.
11. Funding.

- a. Projects for new construction or major upgrading of existing facilities.

Necessary funding for major facility projects is obtained by Caltrans through federal funding, or the SHOPP in conjunction with the CTC.

- b. Projects to upkeep and maintain existing facilities.

The California Department of Transportation sets aside funds from their Department project budget specifically for weigh station and WIM improvements. These funds are administered through Caltrans Headquarters.

ANNEX E

PROJECTS PRIORITY RATING TO UPKEEP AND MAINTAIN EXISTING FACILITIES

This calculation worksheet was designed and will be used by the California Department of Transportation and California Highway Patrol staff to help evaluate the need and priority of minor improvement projects.

NO	ITEM	PTS	DESCRIPTION
I.	Categories of Work.		
	A.	40	Personnel safety with California Occupational Safety and Health Administration.
	B.	32	Operations safety (video cameras, lengthen approach lanes, etc.).
	C.	30	Upgrade to command status.
	D.	22	Truck control and movement (signals, signing, striping, out-of-service parking, etc.).
	E.	18	Weighing capability enhancements (audible alarms, speakers, printers, etc.).
	F.	15	Remodel for interagency clerical need.
	G.	10	Personnel/staff enhancements (staff room, lockers, showers, etc.).
	H.	5	Increased space needs (files, storage, etc.).
	I.	4	Public improvements (restrooms, telephones, vending machines, etc.).
II.	Type of Facility.		
	A.	20	Port of entry inspection facility (POE).
	B.	15	Inspection facility.
	C.	10	Platform scale with commercial vehicle inspection specialist (CVIS) assigned.
	D.	5	Platform scale without CVIS, includes mini-sites.
III.	Hours of Operation.		
	A.	10	24 hours, 7 days/week.
	B.	8	24 hours, 5 days/week.
	C.	6	16 hours, 5 days/week.
	D.	4	8 hours, 5 days/week.
	E.	2	Seasonal/random.

ANNEX E

PROJECTS PRIORITY RATING TO UPKEEP AND MAINTAIN EXISTING FACILITIES *(continued)*

IV. Type of Roadway.

- A. 10 Freeway > 4 lanes.
- B. 8 Freeway ≤ 4 lanes.
- C. 6 Conventional highway 4 lanes.
- D. 4 Conventional highway 2 lanes.

V. Average Daily Truck Traffic.

- A. 20 >6,000.
- B. 16 4,000 – 6,000.
- C. 14 500 – 4,000.
- D. 6 < 500.

ANNEX F

CALIFORNIA DEPARTMENT OF TRANSPORTATION MAINTENANCE PROCEDURES

Procedures.

The CHP 280, California Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales (Annex G) has been developed to improve communications between the California Highway Patrol (CHP) and the California Department of Transportation (Caltrans) by providing the ability to track requests for maintenance and ensure timely response to requests. The CHP 280 shall only be used for those requests not already covered by the current interagency agreement (IA) between CHP and Caltrans.

- A. Commanders shall indicate the location, facility name, and a brief description of the maintenance or repair being requested, and sign and date the form. The original CHP 280 shall be forwarded to the local Caltrans District Weigh Station Maintenance Coordinator with a copy sent to CHP Facilities Section for use in recording and tracking repair requests.
- B. Upon receipt of a response from Caltrans, the commander shall provide a copy of the response regarding the work completion schedule directly to CHP Facilities Section for use in follow-up coordination and tracking at Headquarters level with Caltrans.
- C. The California Department of Transportation District Weigh Station Maintenance Coordinator will evaluate requests and coordinate maintenance projects.
- D. Any maintenance or repair work that is questionable as to responsibility (CHP or Caltrans) will be resolved by the CHP Facility Maintenance Coordinator at CHP Facilities Section in cooperation with Caltrans.

Funding

Necessary funding for facility maintenance is provided as part of a joint CHP/Caltrans IA. Under the terms of the agreement, Caltrans transfers an agreed upon sum (currently \$2 million annually) to CHP. These funds are administered by CHP's Fiscal Management Section.

ANNEX G

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CALTRANS MAINTENANCE REQUEST FOR COMMERCIAL VEHICLE INSPECTION FACILITY AND PLATFORM SCALES CHP 280 (Rev. 4-01) OPI 062

LOCATION (DISTRICT, COUNTY, ROUTE PM)

FACILITY NAME

REQUESTED MAINTENANCE WORK

CHP FACILITY SUPERVISOR'S SIGNATURE

DATE

DATE REQUEST RECEIVED BY CALTRANS

STATUS OF REQUEST (RESPOND IF NOT COMPLETED IN 30 DAYS)

FINAL DISPOSITION (IF NOT COMPLETED AS REQUESTED)

CALTRANS DISTRICT MAINTENANCE REPRESENTATIVE'S SIGNATURE

DATE COMPLETED

cc: Commercial Vehicle Section (CVS)
CalTrans HQ – Chief, Truck Size & Weigh-in-Motion Branch

ANNEX H

TELEPHONE NUMBERS OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION WEIGH STATION PROGRAM ADVISORS

CALTRANS DISTRICT	WEIGH STATION PROGRAM ADVISOR
HQ	(916) 654-6914
1	(707) 445-6382
2	(530) 225-3251
3	(530) 741-5712
4	(510) 286-4560
5	(805) 549-3473
6	(559) 444-2559
7	(213) 897-3400
8	(909) 383-7959
9	(760) 872-0674
10	(209) 948-7373
11	(619) 688-3368
12	(949) 724-2929

ANNEX I

THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL MAINTENANCE RESPONSIBILITIES AND PROCEDURES

- A. The California Department of Transportation (Caltrans) will be responsible for all maintenance and repair items not specifically identified as California Highway Patrol (CHP) responsibility under the terms of the current interagency agreement (IA).
- B. The California Department of Transportation is not responsible for facilities built outside of Caltrans' right-of-way.

PROCEDURES

- A. Commanders or their designated representatives shall direct requests for repair, maintenance, or contract services included in the IA to the Facility Maintenance Coordinator assigned to Facilities Section at (916) 843-3400.
- B. When approving maintenance or repair work, the Facility Maintenance Coordinator will supply a contract number or "X" number to the individual requesting the work. The following procedures outline the responsibilities of commanders, or their designated representative, and steps required to obtain an "X" number:
 - 1. DEFINITION: "X" numbers are electronic mail (e-mail) authorizations to contract for services/repairs.
 - 2. SECURING BIDS: Commanders are responsible for securing bids for necessary service.
 - a. For service estimated to cost \$4,999.99 or less, three bids are required. If a certified small business is used, only two bids are required. Price quotes are obtained by telephone. Record the contractor information on a CHP 78X, X Number Service Order.
 - b. Only one bid is required for emergency repair/service. Emergency is defined as "necessary for the immediate preservation of life or state property." Record the contractor information on a CHP 78X, and provide an explanation of the emergency.
 - c. In cases where only one bid can be obtained, record the information on a CHP 78X and provide an explanation as to why only one bid was obtained.
 - 3. Service of \$5,000 or more: A contract must be negotiated as "X" numbers will not be issued for service of \$5,000, or more. Contact the Facility Maintenance Coordinator at Facilities Section if it is anticipated the repair, or service will exceed \$5,000.
 - 4. Obtaining "X" numbers: "X" numbers are approved by the commander in Facilities Section.

ANNEX I

THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL MAINTENANCE RESPONSIBILITIES AND PROCEDURES (*continued*)

5. All requests for an "X" number shall be forwarded in writing, in the form of an e-mail, to the commander at Facilities Section and shall contain the following:
 - a. Name of facility.
 - b. Name of requestor.
 - c. Name of vendor.
 - d. Estimated cost.
 - e. Reason/Description.

6. Receipt of "X" number: Upon receipt of the "X" number, the facility commander shall enter the "X" number on the CHP 78X and contact the contractor to begin service. Instruct the contractor to:
 - a. Place the "X" number on the invoice.
 - b. Send an itemized invoice, in duplicate, to the facility commander for approval. An itemized invoice consists of the materials/parts/supply costs, sales tax, labor costs, and total amount.
 - c. The invoice should be on a preprinted billhead or the contractor must sign the invoice prior to sending it to the facility.

7. Receipt of the Invoice: Upon receipt of the itemized invoice the facility commander shall:
 - a. Ensure the invoice is itemized, and in duplicate.
 - b. Retain the postmarked envelope, and staple it to the invoice.
 - c. Approve, initial, and date the copy of the invoice.
 - d. Ensure the "X" number is on the invoice.
 - e. Forward the original plus one approved copy of the invoice with the contractor's postmarked envelope, and a copy of the e-mail showing approval for the X number and the CHP 78X form, to the Facility Division Analyst at CHP Facilities Section within three working days of receipt. Retain a copy of the invoice in local files.

ANNEX I

THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL MAINTENANCE RESPONSIBILITIES AND PROCEDURES *(continued)*

8. Duplicate Invoices: Commanders should ensure duplicate invoices are not approved for payment. If a questionable invoice is received, attach a route slip with a notation "Possible Duplicate" and the "X" number that was assigned to the service/repair. Forward the invoice and the postmarked envelope to the Facility Division Analyst in CHP Facilities Section.
9. Payment Inquires: Facilities receiving inquiries on invoice payment should contact the Facility Division Analyst. The following information must be available.
 - a. "X" number.
 - b. Contractor's name.

If necessary, the facility Division Analyst will contact Fiscal Management Section to resolve payment inquires.

10. In the event a situation arises that requires immediate emergency repair and the commander of Facility Section cannot be contacted, the commander or designated representative may obtain the emergency repair from a private vendor. However, the commander of Facilities Section must be notified of the work done as soon as practical.
11. Commanders or their designated representative shall ensure all maintenance and repair work is done in a timely and complete manner before payment is authorized.
12. The CHP 280, Caltrans Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales, is to be used exclusively for requesting maintenance work from Caltrans not covered by the IA.