

INVENTORY OF NEEDS COMMERCIAL VEHICLE ENFORCEMENT FACILITY



CALIFORNIA DEPARTMENT OF TRANSPORTATION
AND
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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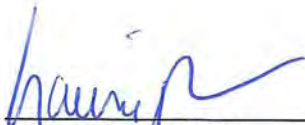
**INVENTORY OF NEEDS
COMMERCIAL VEHICLE ENFORCEMENT FACILITY**

PREPARED BY

THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

AND

THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL (CHP)



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6-17-19

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Purpose

This Inventory of Needs (ION) is intended to serve as a planning and procedure document for Commercial Vehicle Enforcement Facilities (CVEFs), commonly called Weigh Stations (WS). The main purpose of this ION is to document 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, major upgrade and maintenance. The ION is a living document which will be updated as required by Caltrans and CHP.

Need

There are three primary reasons for CVEFs: infrastructure preservation, truck operations, and traveling public safety. Highway pavement or structure life depends upon the weight and frequency of truck traffic. 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, a few 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. Recent studies on pavement damage indicate that a 10 percent overload increases the pavement damage by as much as 40 percent. It is imperative to monitor overweight truck traffic to preserve and extend pavement life.

The truck inspection enforcement program enhances commercial vehicle operations, driver safety, and safety of the public in general. The presence of CVEFs improves detection and apprehension of impaired and fatigued commercial vehicle operators, as well as oversized and overweight commercial vehicles. This prolongs the useful life of the highway and enhances the safety of the traveling public.

Objectives

1. Construct new CVEFs on highways where none exist and relocate or upgrade existing facilities which are inadequate for existing truck traffic volume. Priority is placed on new CVEF construction or upgrades of CVEFs 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 feasibility of construction/upgrade of CVEFs that are identified in this document. Emphasis will be made on conducting studies at ports of entry.
3. Optimize safety, operational needs, and working conditions to ensure the efficient operation of existing CVEFs.
4. Implement Intelligent Transportation System (ITS) technology at CVEFs 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, major improvements, and maintenance.

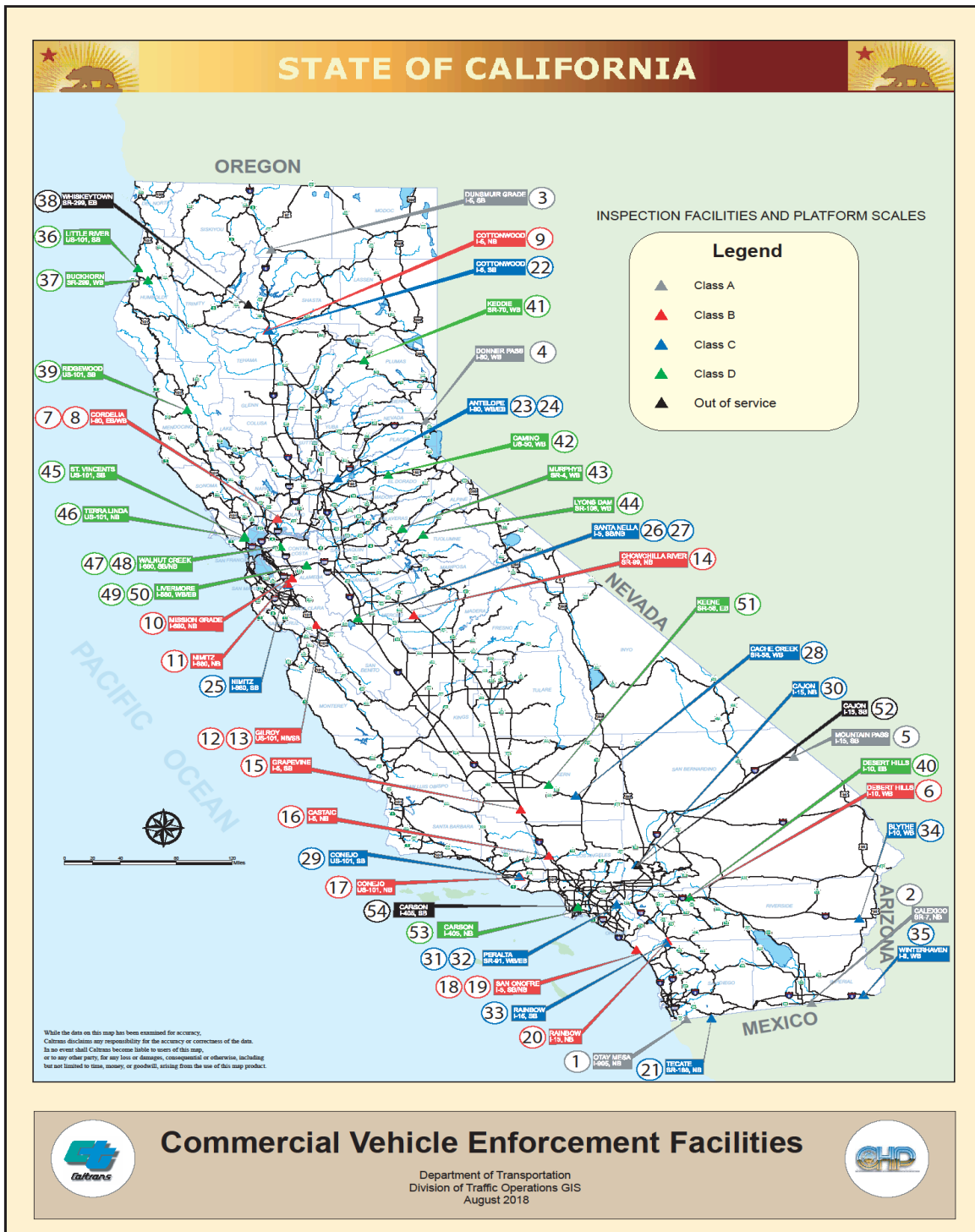
Permanent Operational CVEFs

There are currently 54 existing operational CVEFs (three facilities are temporary out of service) throughout the State (see Appendix A), plus 77 mini-sites (see Appendix B). Four classifications have been established to define existing and future CVEFs: A, B, C, and D (see Appendix C). All existing operational CVEF locations and their classifications are also shown in the following location map.

Since the release of the “2011 Inventory of Needs” document, the following changes have occurred:

1. A new Commercial Vehicle Enforcement Facility at Cordelia, 0.2 miles of the existing CVEF on eastbound Interstate 80 (I-80), was built to replace the existing one. The project was done, and the facility was in operation in 2013.
2. Temporary trailers were placed at the existing mini-site on State Route (SR) 118 near the City of Moorpark
3. The CVEF at Livermore on westbound I-580 has been rebuilt to current code and regulation.
4. The CVEF at Dunsmuir on southbound I-5 is in the process of being improved and upgraded from Class B to Class A.
5. A new CVEF was recently built at Mountain Pass on southbound I-15 near the border of Nevada. This project was completed in 2016.
6. The reconstruction of CVEF at Carson on northbound I-405 was completed and put into operation in January of 2018. The project scope included the rehabilitation of access lanes and parking pavement; the replacement of the building; and installation of traffic control lights, Changeable Message Sign (CMS), Weigh-in-Motion (WIM) scales, and other equipment.
7. The Cajon CVEF Class D on southbound I-15 was out of service since August 2016 as it was completely burned down by a fire.
8. The Whiskeytown CVEF Class D on SR 299 was temporarily out of service since July 2018 as it was damaged by the Carr fire in Redding.

Location Map of Existing CVEFs



Status of CVEFs

Recently Completed Projects

Table 1 below shows all completed CVEF projects since 2011, to improve the existing facility or to build new CVEF, throughout the State.

Table 1. Recently Completed CVEF Projects

Caltrans Dist.	CHP Div.	Co.	Rte	PM	Facility	FY	Const. Cost (\$K)	Project Completion Date
4	Golden Gate	AL A	580	R8.9	Livermore WB	10/11	\$698	2/2012
Description: Rehabilitated pavement and enlarged parking area.								
4	Golden Gate	AL A	580	R9.2	Livermore EB	11/12	\$661	2/2013
Description: Rehabilitated pavement and enlarged parking area.								
8	Border	RIV	15	R1.0	Rainbow NB	12/13	\$209	5/2013
Description: Installed sensors for automatic open/close of off ramp. Replaced over-height detector. Lowered exhaust fan and relocated the blower motor that pressurizes the under-truck lights.								
7	Coastal	VE N	101	9.1	Conejo	11/12	\$559	10/2013
Description: Installed remote overweight display. Installed emergency standby generator at NB only. Removed median island and installed mast arm at both NB and SB facilities. Replaced roof on NB inspection bay. Installed security camera on SB.								
8	Border	RIV	10	R15.7	Desert Hills	11/12	\$2,329	5/2014
Description: Constructed new administration building and septic system.								

Inventory of Needs Commercial Vehicle Enforcement Facility

Caltrans Dist.	CHP Div.	Co.	Rte	PM	Facility	FY	Const. Cost (\$K)	Project Completion Date
7	Southern	LA	5	R54.4	Castaic	12/13	\$2,143	10/2014
Description: Replaced roof, Weigh Station Message Sign, and wiring. Added one security camera. Retrofitted heating, ventilation, and air conditioning. Replaced control panel and public-address system. Upgraded electrical, plumbing and lighting systems. Installed flood lighting and lighting in the parking lot. Reconstructed broken concrete slabs.								
11	Border	SD	15	54.0	Rainbow SB	12/13	\$377	12/2014
Description: Reconstructed septic tank; upgraded security camera; installed standby generator; and reconstructed storage/office space.								
4	Golden Gate	SOL	80	14.3	Cordelia EB	12/13	\$50,620	7/2013
Description: Completely reconstructed Commercial Vehicle Enforcement Facility.								
8	Inland	SB D	15	177.3/181.1	Mountain Pass	09/10	\$40,494	12/2016
Description: Constructed CVEF Class A at the Mountain Pass Joint Port of Entry, 3.9 miles south of Yates Well Road.								
7	Southern	LA	405	11.7	Carson NB	14/15	\$5,041	6/2017
Description: Reconstructed the previously abandoned CVEF.								

Proposed New Facilities and Improvements

There is a need to improve and upgrade numerous existing facilities that are inadequate to handle current and future truck traffic volumes. Additionally, due to the statewide average truck volumes increase of 50 percent on major routes over the last two decades, there is a need to construct new facilities to inspect trucks on State highways.

Table 2 and Table 3 show all CVEF projects which are currently programmed in the 2018 State Highway Operation and Protection Program (SHOPP) document, or in the Project Initiation Document (PID) document respectively.

There are currently six CVEFs that are identified as new construction as shown in Table 4, and three existing CVEFs shown in Table 5: NB Santa Nella, SB Santa Nella, and Grapevine, all proposed to be relocated. The new locations for these CVEFs will be determined in a later phase. Table 6 shows a list of existing facility locations that are identified as major upgrades. The future programming and construction of these projects are subject to future engineering studies, benefit-cost analyses, and lifecycle costs etc.

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

Table 2. Recently Programmed CVEF Projects in SHOPP

Caltrans Dist.	CHP Div.	Co.	Rte	PM	EA	Facility	Const. Cost (\$K)
2	Northern	TEH	5	39.0/41.9	1H680	Cottonwood SB	\$18,225
Description: Upgrade SB Cottonwood CVEF.							
3	Valley	SAC	80	15.2/17.0	0H530	Antelope WB	\$5,540
Description: Widen the WB auxiliary lane to the Antelope CVEF and replace mainline WIMs both sides.							
7	Southern	LA	5	R54.4/R54.8	32880	Castaic	\$4,630
Description: Replace office structure and inspection enclosure and upgrade floor slab LED lighting.							
7	Coastal	VEN	118	13.3/15.6	34160	Moorpark EB/WB	\$2,710

Inventory of Needs Commercial Vehicle Enforcement Facility

Caltrans Dist.	CHP Div.	Co.	Rte	PM	EA	Facility	Const. Cost (\$K)
Description: Construct new modular office facility and install overhead truck scale on/off message signs both EB and WB directions at Moorpark.							
7	Coastal	VEN	101	9.0/9.2	33100	Conejo NB/SB	\$4,434
Description: Replace concrete slabs and repair Asphalt Concrete pavement.							
7	Southern	LA	405	11.7/12.2	28910	Carson SB	\$7,557
Description: Reconstruction of CVEF on SB of Route 405 at Carson.							
12	Border	ORA	91	R13.6	0N490	Peralta WB	\$6,679
Description: Rehab the CVEF on WB of Route 91 at Peralta.							
12	Border	ORA	91	R13.8	0N270	Peralta EB	\$5,396
Description: Rehab and upgrade the CVEF on EB of Route 91 at Peralta.							

Table 3. Current CVEF Projects in PID Phase

Caltrans Dist.	Co.	Rte	PM	Facility	PID Type	% Complete	Description
02	LAS	36	24.0	Susanville	PIR	5	Susanville CVEF
08	SBD	15	20.6/ 20.7	Cajon SB	SCVP	100	Cajon CVEF SB

Table 4. Priorities for New CVEFs

Priority No.	Facility	Caltrans Dist.	CHP Div.	Co.	Rte	PM	Class
1	Needles	8	Inland	SBD	40	131.0	A
2	Stockton Port I-5	10	Valley	SJ	5	TBD	B
3	Long Beach I-710, NB	7	Southern	LA	710	TBD	B
4	Chowchilla River, SB	10	Central	MER	99	TBD	C
5	EB 138 East of Palmdale	7	Southern	LA	138	TBD	C

Table 5. Priorities for Relocation of Existing CVEFs

Priority No.	Facility	Caltrans Dist.	CHP Div.	Co.	Rte	PM	Description
1	Santa Nella NB	10	Central	MER	5	23.5	High Speed Rail Authority funded project. New location to be determined.
2	Santa Nella SB	10	Central	MER	5	23.4	High Speed Rail Authority funded project. New location to be determined.
3	Grapevine	6	Central	KER	5	11.7	New location to be determined.

Table 6. Priorities for Major Upgrades to Existing CVEFs and Mini-Sites

Priority No.	Facility	Caltrans Dist.	CHP Div.	Co.	Rte	PM	Comments
1	Cajon SB	8	Inland	SBD	15	R20.7	Rebuild facility, upgrade from class D to class C.
2	Antelope EB	3	Valley	SAC	80	16.0	Upgrade similar to Carson (expand runways into facility).
3	Antelope WB	3	Valley	SAC	80	15.8	Upgrade similar to Carson (expand runways into facility).
4	Blythe (Blackrock)	8	Border	RIV	10	144.3	Upgrade from class C to class A.
5	Desert Hills	8	Border	RIV	10	R15.6	Remove old scale head and add 1 additional lane.
6	San Onofre	11	Border	SD	5	R67.1	Upgrade to similar to Carson.
7	Solemint	7	Southern	LA	14	27.1	Upgrade from mini-site to CVEF similar to Carson (Class D).
8	Moorpark WB	7	Coastal	VEN	118	11.3	Upgrade from mini-site to CVEF similar to Carson (Class D).
9	Carson SB	7	Southern	LA	405	12.0	In planning stage.
10	Keene	6	Inland	KER	58	81.0	Relocate East of Tehachapi, upgrade from class D to class C.
11	Susanville (Town Hill)	2	Northern	LAS	36	24.0	Upgrade from mini-site to CVEF similar to Carson (Class D).
12	Peralta WB	12	Border	ORA	91	13.8L	Upgrade CVEF Class C.
13	Peralta EB	12	Border	ORA	91	13.6R	Upgrade CVEF Class C.
14	Cottonwood SB	2	Northern	TEH	5	40.8	Upgrade CVEF class C.

Facility Staffing

Facility staffing levels are based on 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. At the start of project planning, Caltrans must ensure that the CHP will prepare a budget change proposal for staffing of new facilities or have a plan of action to utilize existing CHP staff to operate the facility.

Funding

Necessary funding for facility projects is obtained by Caltrans through reservations set aside in the SHOPP, which is approved by the California Transportation Commission (CTC). The current goal for the ten years beginning 2019/20 is to keep the existing facilities operational is \$16.5 million annually. This amount includes \$9.5 million for WIMs and \$7.0 million for CVEFs.

Caltrans and CHP are in agreement that the addition of new CVEFs will extend the life of highway pavement and improve safety on the highways. Caltrans and CHP are constantly evaluating advanced technologies and the possibility of revising current enforcement laws that affect the movement of commercial vehicles. The following list shows examples of advanced technologies that will be considered and used appropriately when needed:

1. Remote Sensing Technologies
 - Radiation portal monitor
 - Virtual Weigh Station (VWS)
 - Infrared for tailpipe emissions or brakes
 - Vehicle Size Compliance Using Lasers or Radar
 - ITS Card Advanced Loop Technologies for commercial vehicle identification and tracking.
2. Credentialing Systems
 - Electronic Bypass Management System
 - Performance and Registration Information System Management (PRISM) Program
 - Safety and Fitness Electronic Records (SAFER)
 - Commercial Vehicle Information System and Networks (CVISN)
3. Data Exchange and Communication Network
 - Automatic Vehicle Identification (AVI) antennas
 - Transponders
 - Dedicated Short Range Communications (DSRC) 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. WIM technology cannot yet provide consistent and reliable data for issuing citations.

Facility maintenance is funded by Caltrans. CHP is responsible for maintenance of the facilities as defined in the joint CHP/Caltrans IAA. The Caltrans District Maintenance Offices are responsible for resolving all other maintenance issues.

General Needs on Existing Operational CVEFs

CHP recently prepared the inspection of the current CVEFs and provided general needs on the issues at the CVEFs (Table 7). It is recommended these issues be incorporated into CVEF projects in the future as the program funding becomes available.

Table 7. General Needs on Existing Operational CVEFs

ISSUE	COMMENT
Bay Doors	The existing bay doors at CVEFs throughout the State are aging, and it is becoming difficult to find parts for repair. In the past year, CHP has replaced approximately 6 bay doors due to catastrophic failure under IAA. CHP suggests that Caltrans start a replacement program for the replacement of all remaining bay doors throughout the State.
Public Address (PA) System	Many of the PA systems are not functional. As with the bay doors, the equipment is 30-40 years old and repair parts are difficult to locate, if at all. CHP suggests that Caltrans start a replacement program for the replacement of the PA systems throughout the State.
Camera System	Many of the cameras are not functional and repair parts cannot be found. Additionally, many locations need additional cameras to be installed in the "blind spot" locations to ensure the safety of the staff working at these CVEF locations. CHP suggests that Caltrans start a replacement program for the replacement of the camera systems throughout the State.
Roof Replacement	CHP has had a number of roof repairs over the past several years and have obtained roof maintenance contracts for most of Caltrans owned buildings. Most of the roofs have far exceeded their life expectancy and CHP suggests that an evaluation of the roofs be done and those needing replacement be replaced.
Scale Replacement	As with many of the systems installed 30 to 40 years ago, repair parts are becoming difficult to locate. While the scales for the most part are in good condition, CHP will have them maintained. CHP suggests that Caltrans have them evaluated and replaced or upgraded as needed.

ISSUE	COMMENT
Ventilation	Ventilation in the bays is a major health and safety issue. The ventilation is not adequate at most of the CVEFs that have enclosed bays. The ventilation systems need to be evaluated and replaced or upgraded as needed.
Lobby Enclosures	Safety of CHP staff is a high priority. With the current view of law enforcement, members of the public coming into the lobby area of a CVEF or platform scale with a weapon is a very real concern. As with CHP Area offices, the lobbies need to be enclosed with level 4 ballistic glass and the counters and walls wrapped with Kevlar in order to ensure the safety of CHP staff.
Lighting Upgrades	Lighting in the bays is insufficient at most CVEF locations and needs to be replaced with LED lights. Caltrans has done lighting upgrades at some locations, but this needs to be done statewide.
76-foot Scales	To meet federal mandates on making our highways efficient and reduce traffic, CHP would like to have 76-foot scales placed at the back of the building which will allow for compliant vehicles to move faster through the lanes while those that need additional screening can move to the back of the facility. Additionally, a 76-foot scale will alleviate the backing up and moving forward that commonly happens when trucks attempt to get their axles onto the scale.
Sorting Technology	Where applicable, CHP would like to install sorting technology which will help with the flow of traffic and meet federal mandates. CHP is currently reviewing several sorting technologies and would like the same technology installed at each location.
Sign Boards	Sign boards should be built to accommodate the new and changing technologies and should be electronic with the ability to have messages manually input so that critical information can be provided to commercial vehicles.

Roles and Responsibilities

A. Decision-Making

All decisions pertaining to improvements, repairs, maintenance, and future projects, will be made by Executive Management from Caltrans and CHP. The decisions will be disseminated to the appropriate Caltrans District, CHP Facilities Section, and CHP Commercial Vehicle Section. The Caltrans Districts will implement decisions in a timely manner. 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 Caltrans Director and the CHP Commissioner.

B. Facility Improvement Projects

All projects are identified and prioritized based on procedures developed by Caltrans and CHP. The procedures are detailed in Appendix 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.

a) Caltrans' Responsibilities

- a. Centralize the prioritization and programming of CVEF projects in Caltrans headquarters office, and address improvements from a statewide perspective.
- b. Designate, in Caltrans headquarters and in each Caltrans District, a Program Advisor and Maintenance Manager for all improvement projects.
- c. Develop an annual priority list of projects for existing facilities by using the criteria developed jointly with CHP Facilities and Commercial Vehicle Sections.
- d. Develop and maintain a priority list of projects for new construction and major upgrades by using criteria developed jointly with CHP.
- e. Closely monitor the status of CVEF improvement projects.
- f. Conduct traffic and engineering studies to determine the feasibility of building new CVEF and upgrading existing CVEFs and investigate deploying advanced technologies for development of future projects.

- h. 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 permit.
- i. Allocate \$16.5 million annually from the SHOPP for the ten years beginning 2019/20 for the construction of improvement projects to maintain and upkeep existing facilities. This amount includes \$9.5 million for WIMs and \$7.0 million for CVEFs. In addition, funding for construction of radiation portal monitor structures at new CVEFs and existing operational CVEFs will be subject to available funds in SHOPP for improvement projects.
- j. If Caltrans is unable to allocate funds as stated in number 8 above, the Director of Caltrans or a designated representative shall communicate the facts in writing to the Commissioner of CHP.
- k. Administer funding for all projects that are designed and constructed by Caltrans.
- l. Promptly notify CHP of unforeseen problems delaying maintenance activities on projects.
- m. Provide maintenance of the CVEFs not delegated to CHP under the IAA.
- n. 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.
- o. Continue to pursue long term goals of securing funding approval for new CVEFs.
- p. Consult with the CHP Facility and Commercial Vehicle Sections during the planning, design, and construction phases of all CVEF projects.
- q. Consult with CHP's Information Management Division and Telecommunications Section, so they may provide input on vault requirements, including conduit, electrical input/output, telephone, data, concrete pads and specification standards for access control, security and Closed-Circuit Television (CCTV) system.
- r. Forward all plans for construction to the CHP's Facility Section for review and approval. The CHP's Facility Section and Caltrans headquarters' Architecture Branch shall meet regularly to establish and maintain design standards for each class of facility. This includes ensuring new technologies and traffic management are incorporated into the design document.

b) CHP's Responsibilities

- a. Accept responsibility for maintenance, or repair of CVEFs as provided within the parameters of the IAA.

- b. Coordinate all maintenance activities not covered under the IAA between the local CHP commander with control over the facility and the designated CHP Facilities Maintenance Coordinator in the Facilities Section. CHP requests for maintenance of facilities and scales should be submitted on a Caltrans Maintenance Request for Commercial Vehicle Inspection Facility and Platform Scales Form CHP 280 by the commander or facility supervisor and sent to CHP Facilities Section. The requests will be forwarded to Caltrans Headquarters for processing if deemed Caltrans responsibility.
- c. Coordinate the development of improvement projects and the development of priority lists with Caltrans Headquarters, District Weigh Station Program Advisors, CHP Facility and Commercial Vehicle Sections.
- d. 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.
- e. Provide a list of CHP contacts to coordinate with the Caltrans District Program Advisors and Maintenance Managers.
- f. Provide funding for preparing plans and contract documents and administering construction of radiation portal monitor equipment at new and existing CVEFs when deemed an operational necessity by CHP. The structures for this equipment will subject to available SHOPP funds. 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

- a. Cooperate in maintaining and improving the existing CVEFs and in the construction of new facilities.
- b. Annually develop and update the list of priorities for CVEF improvement projects.
- c. Agree to explore the use of virtual CVEF systems where feasible.
- d. 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.
- e. Maintain routine contact on CVEF matters covered by this document through the designated Caltrans Headquarters Programs Advisor and CHP Headquarters Coordinator.

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-way, 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 improvement.” 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.” The maintenance and operations of all CVEFs shall comply with National Pollution Discharge Elimination System (NDPES) Policy, California Occupational Safety and Health Administration (Cal OSHA) and Americans with Disabilities (ADA) Regulations.

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

A. Facility Maintenance – Caltrans’ Responsibilities

Caltrans is responsible for all maintenance and repair items within Caltrans rights-of-way, which is not specifically identified as a CHP responsibility. CHP commanders or CHP designated alternates are to ensure maintenance work needed at their facility is submitted via a CHP 280 (Appendix H) to the CHP Facilities Section. The request will be reviewed and deemed whether the maintenance work is the responsibility of Caltrans or CHP. If maintenance work is deemed to be Caltrans responsibility the work is coordinated through the Caltrans Headquarters Maintenance Coordinator and then to the Caltrans District Maintenance Managers. Appendix I shows a list of contact numbers for Caltrans District Program Advisors and Appendix J shows a list of contact numbers for Caltrans District Maintenance Managers.

Procedures for requesting Caltrans maintenance work is included in Appendix G.

B. Facility Maintenance – CHP’s Responsibilities

Under the terms of the joint CHP/Caltrans IAA, CHP has primary responsibility for specified repair and maintenance at facilities. Facility CHP’s commanders, Division Special Services Commanders, or their designated representatives shall coordinate these responsibilities with the Maintenance Coordinator at the CHP Facility Section.

Maintenance of E-screening equipment is the responsibility of CHP in coordination with Caltrans and vendors. Also, vendors are responsible for the maintenance of Bypass & Communication equipment, and Caltrans is responsible for the maintenance of WIM system for the Bypass.

Also, notwithstanding the radiation portal monitor structure, 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 CVEF Improvement Projects

Caltrans and CHP are jointly responsible for the tracking and controlling of major and minor improvements and new CVEF projects. Both agencies have agreed to hold quarterly construction meeting to ensure open lines of communication between the agencies and enhance their abilities to effectively communicate their needs.

Representatives from Caltrans Office of Commercial Vehicle Operations, CHP Facility and Commercial Vehicle Sections shall review the status of ongoing projects and project construction. The status of projects is updated by Caltrans with Caltrans District Weigh Station Program Advisor's input on a regular basis. New projects as well as those under consideration may be introduced, and changes in project priority or feasibility 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.

Facility Design

Caltrans Office of Commercial Vehicle Operations and Office of Structural Design, along with CHP Facility and Commercial Vehicle Sections representatives should review and approve design proposals for future facilities and, if necessary, develop and approve any design changes or modifications.

Appendix A. Existing Operational CVEFs by Classification

No.	Name	Route	Dist-Co-Rte- PM
Class A Facilities			
1.	Otay Mesa	N/B SR 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-R6.9
4.	Donner Pass	W/B I-80	03-NEV-80-19.3
5.	Mountain Pass	S/B I-15	08-SBD-15-178.6
Class B Facilities			
6.	Desert Hills	W/B I-10	08-RIV-10-R15.6
7.	Cordelia	E/B I-80	04-SOL-80-14.8
8.	Cordelia	W/B I-80	04-SOL-80-14.2
9.	Cottonwood	N/B I-5	02-TEH-5-40.4
10.	Mission Grade	N/B I-680	04-ALA-680-R8.8
11.	Nimitz	N/B I-880	04-ALA-880-3.9
12.	Gilroy	N/B US 101	04-SCL-101-R11.4
13.	Gilroy	S/B US 101	04-SCL-101-R8.9
14.	Chowchilla River	N/B SR 99	10-MER-99-0.6
15.	Grapevine	S/B I-5	06-KER-5-11.7
16.	Castaic	N/B I-5	07-LA-5-R54.5
17.	Conejo	N/B US 101	07-VEN-101-9.1
18.	San Onofre	S/B I-5	11-SD-5-R67.1
19.	San Onofre	N/B I-5	11-SD-5-R67.2
20.	Rainbow	N/B I-15	08-RIV-15-R1.1
Class C Facilities			
21.	Tecate	N/B SR 188	11-SD-188-0.1
22.	Cottonwood	S/B I-5	02-TEH-5-40.8
23.	Antelope	W/B I-80	03-SAC-80-15.8
24.	Antelope	E/B I-80	03-SAC-80-16.0
25.	Nimitz	S/B I-880	04-ALA-880-4.0
26.	Santa Nella	S/B I-5	10-MER-5-23.4
27.	Santa Nella	N/B I-5	10-MER-5-23.6
28.	Cache Creek	W/B SR 58	06-KER-58-105.6
29.	Conejo	S/B US 101	07-VEN-101-9.1
30.	Cajon	N/B I-15	08-SBD-15-R20.7
31.	Peralta	W/B SR 91	12-ORA-91-R13.6L
32.	Peralta	E/B SR 91	12-ORA-91-R13.7R
33.	Rainbow	S/B I-15	11-SD-15-53.9
34.	Blythe/ Black Rock	W/B I-10	08-RIV-10-R144.3
35.	Winterhaven	W/B I-8	11-IMP-8-R89.5

Appendix A. Existing Operational CVEFs by Classification - *continued*

No.	Name	Route	Dist-Co-Rte- PM
Class D Facilities			
36.	Little River	S/B 101	01-HUM-101-R97.2
37.	Buckhorn	W/B SR 299	01-HUM-299-R7.4
38.	Whiskeytown (Out of Service)	E/B SR 299	02-SHA-299-12.7
39.	Ridgewood (Old Willits)	S/B US 101	01-MEN-101-41.2
40.	Desert Hills	E/B I-10	08-RIV-10-R15.6
41.	Keddie	W/B SR 70	02-PLU-70-33.0
42.	Camino	W/B US 50	03-ED-50-27.1
43.	Murphys	W/B SR 4	10-CAL-4-29.7
44.	Lyons Dam	W/B SR 108	10-TUO-108-17.2
45.	St. Vincents	S/B US 101	04-MRN-101-15.2
46.	Terra Linda	N/B US 101	04-MRN-101-14.1
47.	Walnut Creek	S/B I-680	04-CC-680-16.6
48.	Walnut Creek	N/B I-680	04-CC-680-16.3
49.	Livermore	W/B I-580	04-ALA-580-R9.0
50.	Livermore	E/B I-580	04-ALA-580-R9.1
51.	Keene	E/B SR 58	06-KER-58-81.0
52.	Cajon (Out of Service)	S/B I-15	08-SBD-15-R20.7
53.	Carson	N/B I-405	07-LA-405-11.8
54.	Carson(Out of Service)	S/B I-405	07-LA-405-12.0

Appendix B. Existing Mini-Sites

No.	District	Name	County	Route	PM	Direction	Location
1	1	Mendocino	MEN	1	2.6	SB	01-MEN-01-PM 2.6
2	1	Mendocino	MEN	1	57.3	SB	01-MEN-01-PM 57.3
3	1	Two-rock	MEN	20	28.7	WB	01-MEN-20-PM 28.7
4	1	Willits	MEN	101	48.7	SB	01-MEN-101-PM 48.7
5	1	Clearlake	LAK	53	3.2	NB/SB	01-LAK-53-PM 3.2
6	1	Clearlake Oak	LAK	20	28.6	WB	01-LAK-20-PM 28.6
7	1	Fortuna	HUM	101	56	NB	01-HUM-101-PM 56.0
8	1	Hoopa	HUM	96	15.3	WB	01-HUM-96-PM 15.3
9	1	Lassen	LAS	36	16.3	WB	01-LAS-36-PM 16.3
10	1	Mendocino 128	MEN	128	21.2	EB/WB	01-MEN-128-PM 21.2
11	1	Mendocino 101	MEN	101	64.8	NB/SB	01-MEN-101-PM 64.8
12	1	Mendocino 1	MEN	1	9	NB/SB	01-MEN-1-PM 9.0
13	1	Miranda	HUM	101	23.2	SB	01-HUM-101-PM 23.2
14	1	Phillipsville	HUM	101	R19.5	NB/SB	01-HUM-101-PM R19.5
15	1	Willow Creek	HUM	299	40.8	NB	01-HUM-299-PM 40.8
16	2	Buenaventure	SHA	299	22.2	WB	02-SHA-299-PM 22.2
17	2	Susanville	LAS	36	24.0	WB	02-LAS-36-PM 24.0
18	2	Dana	SHA	89	37.1	SB	02-SHA-89-PM 37.1
19	2	Douglas City	TRI	3	22.4	SB	02-TRI-3-PM 22.4
20	2	East Red Bluff	TEH	36	46.1	NB/SB	02-TEH-36-PM 46.1
21	2	Forest Glen	TRI	36	22	EB	02-TRI-36-PM 22.0
22	2	Fort Jones	SIS	3	33.4	NB	02-SIS-3-PM 33.4
23	2	Hackamore	MOD	139	20	SB	02-MOD-139-PM 20.0
24	2	Happy Camp	SIS	96	41.5	EB	02-SIS-96-PM 41.5
25	2	Hat Creek	SHA	44	50.5	SB	02-SHA-44-PM 50.5
26	2	Hayfork	TRI	3	8.9	NB	02-TRI-3-PM 8.9
27	2	Honey Lake	LAS	395	49.9	NB/SB	02-LAS-395-PM 49.9
28	2	Johnstonville	LAS	395	R60.7	NB	02-LAS-395-PM R60.7
29	2	Junction City	TRI	299	44.8	NB	02-TRI-299-PM 44.8
30	2	Klamath River	SIS	96	101.6	EB	02-SIS-96-PM 101.6
31	2	Lassen EB 36	LAS	36	22.5	EB	02-LAS-36-PM 22.5
32	2	Living Memorial	SIS	97	R13.1	SB	02-SIS-97-PM R13.1
33	2	Millville	SHA	44	R19.4	WB	02-SHA-44-PM R19.4
34	2	Plumas EB 70	PLU	70	92.3	EB	02-PLU-70-PM 92.3
35	2	Red Bluff	TEH	36	R32.2	EB	02-TEH-36-PM R32.2
36	2	Redding	SHA	273	10.5	SB	02-SHA-273-PM 10.5
37	2	Round Mountain	SHA	299	54.3	SB	02-SHA-299-PM 54.3
38	2	Termo	LAS	395	R114.8	NB/SB	02-LAS-395-PM R114.8

Appendix B. Existing Mini-Sites – *Continued*

No.	District	Name	County	Route	PM	Direction	Location
39	2	Vina	TEH	99	3.8	NB	02-TEH-99-PM 3.8
40	2	Weaverville	TRI	3	32.2	SB	02-TRI-3-PM 32.2
41	2	Weed	SIS	97	3	NB/SB	02-SIS-97-PM 3.0
42	2	Burney	SHA	299	76.2	WB	02-SHA-299-PM 76.2
43	2	Davis Creek	MOD	395	54	SB	02-MOD-395-PM 54.0
44	2	Greenville	PLU	89	23.8	NB	02-PLU-89-PM 23.8
45	2	Macdoel	SIS	97	40.5	NB	02-SIS-97-PM 40.5
46	2	Newell	MOD	139	40.4	NB	02-MOD-139-PM 40.4
47	2	Ponderosa	SHA	89	42	NB	02-SHA-89-PM 42.0
48	2	Rattlesnake	MOD	299	37.4	NB	02-MOD-299-PM 37.4
49	3	Comptonville	YUB	49	5.5	SB	03-YUB-49-PM 5.5
50	3	Comptonville	SIE	49	4.7	SB	03-SIE-49-PM 4.7
51	3	Grass Valley	NEV	174	5.2	WB	03-NEV-174-PM 5.2
52	3	Nevada City	NEV	49	16.5	SB	03-NEV-49-PM 16.5
53	3	Riverton	ED	50	39.6	WB	03-ED-50-PM 39.6
54	3	Sierraville	SIE	89	15.7	WB	03-SIE-89-PM 15.7
55	3	Sutter	SUT	99	1.6	SB	03-SUT-99-PM 1.6
56	4	Pacheco	SCL	152	R34.4	WB	04-SCL-152-PM R34.4
57	4	Pacheco	SCL	152	R34.7	EB	04-SCL-152-PM R34.7
58	4	Sonoma	SON	37	2.6	NB/SB	04-SON-37-PM 2.6
59	5	Arroyo Grand	SLO	101	8.9	NB	05-SLO-101-PM 8.9
60	6	Fresno	FRE	168	40.1	SB	06-FRE-168-PM 40.1
61	6	Oakhurst	MAD	41	36.9	SB	06-MAD-41-PM 36.9
62	7	Fillmore	VEN	126	20.1	SB	07-VEN-126-PM 20.1
63	7	Los Angeles	LA	57	R0.7	EB	07-LA-57-PM R0.7
64	7	Main Street	LA	405	12.9	SB	07-LA-405-PM 12.9
65	7	Via Princessa	LA	14	R31.3	EB/WB	07-LA-14-PM R31.3
66	7	Moorepark	VEN	118	15.1	WB	07-LA-118-PM 15.1
67	7	Moorepark	VEN	118	13.8	EB	07-LA-118-Ppm 13.8
68	8	Fontana	SBD	10	14.6	WB	08-SBD-10-PM 14.6
69	9	Bishop	INY	395	111.3	SB	09-INY-395-PM 111.3
70	9	Topaz	MNO	395	117	NB	09-MNO-395-PM 117.0
71	10	Ione	AMA	88	0	WB	10-AMA-88-PM 0.0
72	10	Dozier	SOL	113	7.3	EB	10-SOL-113-PM 7.3
73	10	Picketts Junction	ALP	88	13.5	WB	10-ALP-88-PM 13.5
74	10	Pine Grove	AMA	88	R24.9	WB	10-AMA-88-PM R24.9
75	10	San Andreas	CAL	49	15	NB	10-CAL-49-PM 15.0
76	10	Willow Creek	AMA	16	R7.1	WB	10-AMA-16-PM R7.1
77	11	Viejas Vista Point	SD	8	R35.5	EB	11-SD-8-PM R35.5

Appendix C. Facility Definitions

Definitions have been developed for CVEFs based upon primary function, staffing needs, size, location, and physical configuration. Four classifications have been established to define existing operational and future CVEFs: A, B, C, D.

Currently, there are 54 existing operational CVEFs (three facilities are temporary out of service) throughout the State. There are 5 Class "A," 15 Class "B," 15 Class "C" and 19 Class "D." Three Class "D" facilities are out of service. In addition, there are 77 mini-sites.

1. Class "A"

Class "A" facilities are located at strategic ports of entry into the State and have independent CHP command identity.



Class "A" Facility at Calexico, CA

Class "A" facilities normally operate 24 hours per day, 7 days per week, or match the hours of operation of federal ports of entries 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, CHP representatives should include in their design administrative office space designated for agencies such as the Air Resources Board, Department of Tax and Fee Administration, Department of Motor Vehicles, and the county court clerk. Accommodations and funding should also be included for the installation of the mainline electronic bypass management system. California Department of Food and Agriculture may also co-locate at certain sites.

Appendix C. Facility Definitions - *continued*

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 re-weighing. Class "A" facilities are designed and staffed with 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 and 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.

Class "A" commercial facilities are typically commanded by a CHP lieutenant and staffed by sergeants, officers, commercial vehicle inspection specialists, clerical staff, maintenance workers and/or janitors and may include automotive technicians.

Appendix C. Facility Definitions – *continued*

2. Class "B"

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



Class "B" Facility at Chowchilla, CA

Class "B" facilities may operate up to 24 hours per day, 7 days per week. Class "B" facilities may be used by other State or local agencies such as the Air Resources Board, Department of Tax and Fee Administration, Department of Motor Vehicles, California Department of Food and Agriculture, 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 re-weighing.

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 CHP lieutenant and staffed by sergeants, officers, commercial vehicle inspection specialists, clerical staff, maintenance workers and/or janitors.

Appendix C. Facility Definitions – *continued*

3. Class "C"

Class "C" facilities are located at strategic points on major highway routes.



Class "C" Facility at Santa Nella, CA

Class "C" facilities may operate 24 hours per day, 5 or 7 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 re-weighing. 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 toward conducting inspections of driver qualifications and topside vehicle equipment.

Class "C" facilities are to be staffed by officers and may be staffed by CHP sergeants and commercial vehicle inspection specialists, depending on the size, function, and location of the facility. Class "C" facilities located near 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 CHP Division Special Services Commander, in those instances where a CHP sergeant has not been specifically assigned to the facility, are supervised by the CHP 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 CHP sergeant's office, break room, weapons room, and evidence room.

Appendix C. Facility Definitions - *continued*

4. Class "D"

Class "D" facilities are located at strategic points on major and secondary highway routes.



Class "D" Facility at Livermore, CA

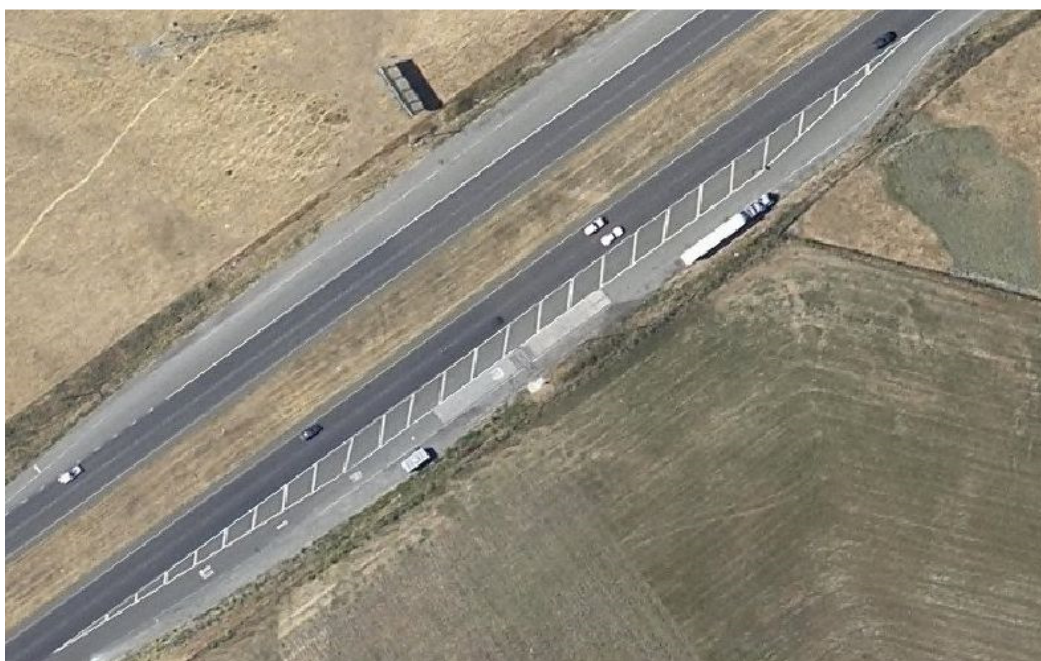
Class "D" facilities' operational hours are based on such factors as: the average daily truck traffic, peak truck traffic hours, and seasonal needs. These facilities shall have scales designed for the weighing of vehicles and may have a limited open area for the inspection of vehicle equipment. Accommodations 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 CHP 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 CHP Division Special Services Commander and are supervised by the CHP Division commercial sergeant.

Appendix C. 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 CVEFs.



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

The site should include an area designed for truck inspections and may be randomly used by mobile road CHP 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 CHP commander or Division Special Services Commander who has supervisory responsibility for the CHP officers using the site.

Appendix D. Facility Features and Equipment List

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

Class "D" Facility

Supplied by Caltrans:

- Static scales
- Ballistic Glass and Lobby Enclosure
- Loop counters
- Height sensor
- Length sensor
- Public address system
- Protective barrier between scale grounds and highway traffic
- Public rest rooms
- 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 highway
- Drinking fountains in office, and inspection and public areas
- Office and counter space for enforcement activities
- Storage area for CHP forms
- Central heating and air conditioning system
- Adequate storage area to house communication equipment (radio, telephone, Management Information System)
- Window covering
- 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 signs)

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.)

The following may be included:

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

Appendix D. Facility Features and Equipment List - *continued*

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

- Telephone system for employees and the public
- MIS system and printer
- 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
- Truck request/cancel system
- Exhaust fume removal system
- Individual heating systems for commercial vehicle inspection specialist and officer inspection bay work stations
- Flag pole with base light
- CVIS panic alarm system
- Generator (installed only at ports of entry to maintain operation at full capacity during power outage)

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

- Copy machine
- Microwave oven
- Refrigerator/freezer
- Safety step ladders

Appendix D. Facility Features and Equipment List - *continued*

- 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 (1 occupant)
- Public counter and enforcement office
- Supervisors' office (3-4 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 rest rooms 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
- Built-in kitchen unit (sink, garbage disposal, stove, 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 operation of emergency/security lighting for 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
- 35mm or digital 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

Appendix D. Facility Features and Equipment List - *continued*

- Weapons clearing tube
- Briefing tables
- Stacking chairs
- Typewriter
- Postage scale and meter
- Date/time dock

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)

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

Appendix E. Project Procedures and Funding Process for CVEFs

A. Identification

Projects may be identified through input from CHP field Division Special Services Commanders, CHP Facility Section, CHP Commercial Vehicle Section, Caltrans District Weigh Station Program Advisors, local CHP commanders, Caltrans maintenance personnel, CHP, and/or Caltrans Headquarters. Projects requested by the CHP Field Division Special Services Commanders requires approval from CHP's Commercial Vehicle Section.

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

Caltrans HQ 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 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. 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.

2. Projects to upkeep and maintain existing facilities:

These projects are prioritized in accordance with a Caltrans/CHP developed project priority rating process. (Appendix F)

Appendix E. Project Procedures and Funding Process for CVEFs - *continued*

C. Approval

The approval for new CVEF projects is made jointly between CHP and Caltrans.

D. Expenditure/authorization and program initiated by Caltrans

1. Project scope of work and cost estimate are prepared by Caltrans.
2. Project initiation document (PID) to be prepared by Caltrans District.
3. Project to be programmed by Caltrans, Office of Commercial Vehicle Operations.

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 CHP Facility Section, and subsequently to Caltrans, Office of Commercial Vehicle Operations.
 - b. Caltrans Headquarters, Office of Commercial Vehicle Operations, and CHP will jointly review each recommended project which will subsequently be considered for final approval.
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 CHP's Commercial Vehicle and Facility Sections who will forward them to Caltrans, Office of Commercial Vehicle Operations.
 - b. Caltrans Headquarters and CHP's Commercial Vehicle Section will jointly prioritize approved projects and schedule for their completion.
 - c. Caltrans 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 requires modification of the current year's list.

Appendix G 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 SHOPP candidacy
 - b. Project's scopes, costs, and schedule discussed

Appendix E. Project Procedures and Funding Process for CVEFs - *continued*

4. SHOPP approval
 - a. Approval presented to CTC for funding
 - b. Funding includes right-of-way, support 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 (PS&E)
 - a. Plans – blueprints and layouts
 - b. Specifications – material specifications, and payments
 - c. Cost Estimates – Total project cost
7. Funds approval

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
9. Pre-construction meeting with the CHP Field Command, CHP Facility, and Commercial Vehicle Sections should be held.
10. Construction begins
11. Completed project accepted by CHP and Caltrans
12. 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:

Caltrans sets aside funds from their Department project budget specifically for CVEF and WIM improvements. These funds are administered through Caltrans Headquarters.

Appendix F. Project Priority Rating to Upkeep and Maintain Existing Facilities

This calculation worksheet was designed and will be used by Caltrans and CVS staff to help evaluate the need and priority of minor improvement projects.

NO	ITEM	PTS	DESCRIPTION
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I. Categories of Work

A.	40	Personnel safety (Cal-OSHA)
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	Trucker's improvements (rest room, 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 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

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

Appendix G. Caltrans Maintenance Procedures

Procedures

The CHP 280, Caltrans Maintenance Request for Commercial Vehicle Inspection and Platform Scales (Appendix H) has been developed to improve communications between CHP and 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 IAA between CHP and Caltrans.

- A. CHP 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 CHP Facilities Section for review, and if deemed to be a Caltrans responsibility, the CHP 280 will be forward to the Caltrans HQ Weigh Station Maintenance Coordinator with a copy sent directly to CHP Facility Section for use in recording and tracking repair requests.
- B. The Caltrans HQ Weigh Station Maintenance Coordinator will evaluate requests and forward it to Caltrans District Maintenance Manager for processing.
- C. Caltrans District Maintenance Manager will dispatch appropriate crews to Weigh Station to address repairs.
- 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 Facility Section in cooperation with Caltrans.

Funding

Necessary funding for facility maintenance is provided as part of a joint CHP/Caltrans Interagency Agreement. Under the terms of the agreement, Caltrans agrees to reimburse the CHP for maintenance and repair services on a quarterly basis. These funds are administered by CHP's Fiscal Management and Facility Sections.

Appendix I. Contact Numbers of Caltrans Weigh Station Program Advisors

Caltrans District	Weigh Station Program Advisor	Phone Number
HQ	NARAYAN SELWAL	(916) 322-6001
1	RODRIGUEZ SHERI	(707) 445-6377
2	JEFF PIZZI	(530) 225-3035
3	MARY ANN HUDSPETH	(530) 634-7622
4	RAMIN BOLOURCHIAN	(510) 286-4767
5	SAM TOH	(805) 549-3473
6	ANTHONY LOPEZ	(559) 312-1559
7	RASHID ANSARIE	(213) 897-0332
8	YONG KIM	(909) 383-6309
9	LIANNE TALBOT	(760) 872-0650
10	ALI JUMA	(209) 948-7373
11	HARWELL ONTOY	(619) 688-3367
12	BASSEM BARSOUM	(949) 936-3468

Appendix J. Contact Numbers of Caltrans District Weigh Station

Maintenance Managers

Caltrans District	Weigh Station Maintenance Manager	Phone Number
HQ	JEFF FERRARIO	(916) 654-2926
1	DANIEL RAMIREZ	(707) 445-5327
	MARTIN SILLS	(707) 445-6474
2	ROGER LUCAS	(530) 225-3550
	TOM G. WHITE	(530) 225-3442
3	CHRIS SEAL	(530) 265-7900
	STEVE HARDIE	(916) 859-7920
4	DAVID DESPAIN	(925) 926-6123
	EARL SHERMAN	(408) 452-7122
	WILL HAUKE	(707) 762-6641
5	LEE CHAVES	(805) 549-3787
6	STEVE FULLER	(559) 488-4145
	JOEL MARTIN	(661) 391-3813
7	STEVE G. PALMA	(661) 775-5465
	JOHN ACOSTA	(562) 692-0823
	DEBORAH PROCHNOW	(310) 342-6161
	JAMES FOWLER	(805) 389-1565
8	CELESTE SCHROAF	(951) 788-7015
	MICHAEL GRACZYK	(951) 323-1810
9	GREG MILLER	(760) 937-0783
10	CHARLA MODRELL	(209) 736-2691
	PATRICK BAYONA	(209) 948-3933
11	ALBERT HERRERA	(760) 352-1844
	OTTO BERRYMAN	(858) 467-4000
12	SKEAD PATTON	(714) 288-4040
	LIZ ANDERSON	(714) 685-3221

Appendix K. CHP Maintenance Responsibilities and Procedures

Responsibilities

- A. Caltrans will be responsible for all maintenance and repair items not specifically identified as CHP responsibility under the terms of the current IAA, Std. 213.
- B. Caltrans is not responsible for facilities built outside Caltrans right-of-way.

Procedures

- A. CHP Commanders or their designated representatives shall direct requests for repair, maintenance, or contract services included in the IAA to the facility Maintenance Coordinator assigned to Facility Section at (916) 843-3800. CHP Contact list is attached in Appendix L.
- 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 CHP commanders, or their designated representative, and steps required to obtain an "X" number:
 - 1. DEFINITION: "X" numbers are small dollar contracts under \$4999.99 for services/repairs.
 - 2. SECURING BIDS: CHP Commanders or their designee are responsible for securing bids for necessary services.
 - 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, and "X" is a 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" number will not be issued for service of \$5,000 or more. The facilities Analyst in the Facility Section will process the contract request.
 - 4. Obtaining "X" number: "X" number is provided by the Facility Section.

Appendix K. CHP 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 Facility Section and shall contain the following:
 1. Name of facility
 2. Name of requestor
 3. Name of vendor
 4. Estimated cost
 5. Reason/Description
6. X-number approval: A Facility Section Manager will review the x-number request for approval and send notification to the command via an e-mail.
7. 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/supplies costs, sales tax, labor costs, and total amount.
 - c. Sign the invoice prior to sending it to the facility, or the invoice should be on a preprinted billhead.
8. Receipt of the Invoice: Upon receipt of the itemized invoice, the CHP 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 X number and the CHP 78X form, to the Facility Maintenance Coordinator at CHP Facility Section within three working days of receipt. Retain a copy of the invoice in local files.
9. Duplicate Invoices: CHP 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 Facility Section.

Appendix K. CHP Maintenance Responsibilities and Procedures - *continued*

10. Payment Inquires: Facilities receiving inquiries on invoice payment should contact the CHP Facility Section X Number Coordinator. The following information must be available.

- a. "X" number.
- b. Contractor's name.

If necessary, the Facility Maintenance Coordinator will contact Accounting Section to resolve payment inquires.

11. In the event a situation arises that requires immediate emergency repair and the CHP Facility Section cannot be contacted, the CHP commander or designated representative is to contact ENTAC who will contact the Facility Section On-Call Manager to obtain emergency repair approval.

12. CHP Commanders or their designated representative shall ensure all maintenance and repair work is done in a timely and complete manner before payment is authorized.

13. The CHP 280, Caltrans Maintenance Request for Commercial Vehicle Inspection Facilities and Platform Scales is to be used exclusively for requesting maintenance work from Caltrans not covered by the IAA.

Appendix L. CHP Contact List

Name	Title/ Section	Phone Number
Tracey Vasquez	Manager, Facilities Section	916-843-3809
Sean Duryee	Commander-Captain, Commercial Vehicle Section	916-843-3400
Arnold Hardy	Lieutenant, Commercial Vehicle Section	916-731-6300