

INVENTORY OF NEEDS COMMERCIAL VEHICLE ENFORCEMENT FACILITY



CALIFORNIA DEPARTMENT OF
TRANSPORTATION
AND
DEPARTMENT OF CALIFORNIA HIGHWAY
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INVENTORY OF NEEDS
COMMERCIAL VEHICLE ENFORCEMENT FACILITY

PREPARED BY

THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

AND

THE DEPARTMENT OF THE CALIFORNIA HIGHWAY PATROL



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1/23/24

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Purpose

The Inventory of Needs (ION) is intended to serve as a planning and procedure document for Commercial Vehicle Enforcement Facilities (CVEF), commonly called weigh stations, on the California State Highway System. The main purpose of the 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 construction, relocation, major upgrades, and maintenance of CVEF.

Need

There are three primary reasons for CVEFs: infrastructure preservation, truck operations, and highway 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 and Transportation Officials 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. 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 the safety of the public in general. The presence of CVEFs improves detection and apprehension of impaired and fatigued commercial motor vehicle (CMV) operators, as well as oversized and overweight CMVs. This prolongs the useful life of the highway and enhances highway safety.

CVEFs play a critical role the safe movement of goods across California. Therefore, the location and prioritization of work at the CVEFs will have to be aligned with the needs and opportunities identified in key strategic and long-range plans including the California Freight Mobility Plan.

The ION will be updated every four years by Caltrans and the CHP.

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 planning, engineering, and traffic studies to determine feasibility of construction/upgrades 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) and Connected and Automated Vehicle (CAV) technology at CVEFs to help move CMVs efficiently and use enforcement personnel effectively.
5. Establish virtual weigh stations (VWS), based on CMV traffic volume, at locations which do not have adequate space to accommodate a traditional CVEF to increase the level of CMV screening throughout the state at a substantially lower cost than construction of traditional CVEF.

Executive Summary

Function

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

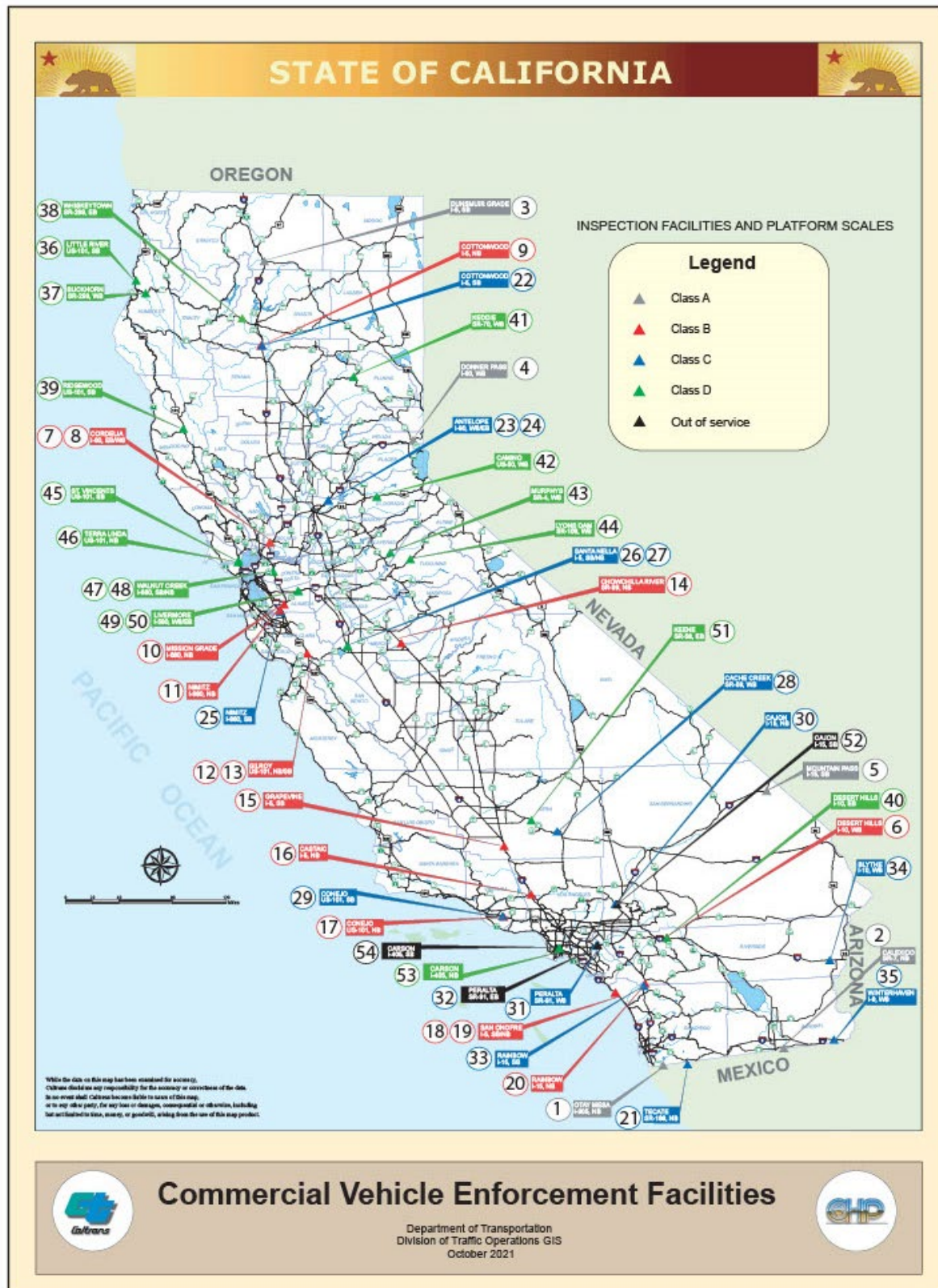
Commercial Vehicle Enforcement Facilities

There are currently 54 existing (Classification A through D) CVEFs throughout the state (see Appendix B), plus 76 mini-sites (see Appendix C). Six classifications have been established to define existing and future CVEFs: A, B, C, D, mini-sites, and VWS (see Appendix A). All existing operational CVEF locations and their classifications are also shown on the location map (see Page 3).

Since the release of the 2019 ION document, the following changes have occurred:

1. The upgrade and construction of the CVEF in Carson on southbound (SB) Interstate 405 was completed and it has been put into operation. The project scope included the rehabilitation of access lanes and the parking lot; the replacement of the building; and installation of traffic control lights, changeable message sign, weigh-in-motion (WIM) scales, and other equipment.
2. The upgrade and construction of the Peralta eastbound (EB) and westbound (WB) CVEFs were completed. The projects' scope included replacement of the buildings and installation of inspection booths.

Location Map of Existing Commercial Vehicle Enforcement Facilities



Status of CVEF Projects

Recently and Nearly Completed CVEF Projects

Table 1A below shows recently and nearly completed CVEF projects, which improved existing CVEFs.

Table 1A. Recently and Nearly Completed CVEF Projects

Caltrans District	CHP Division	County	Route	Marker Post (MP)	Facility	Fiscal Year (FY)	Construction Cost (\$K)
7	Southern	Los Angeles (LA)	405	11.7/12.2	Carson SB	2021/2022	\$7,557
Description: Reconstruction of CVEF on SB of Route 405 at Carson.							
12	Border	Orange	91	R13.6	Peralta WB	2021/2022	\$6,679
Description: Rehabilitate the CVEF on WB of Route 91 at Peralta.							
12	Border	Orange	91	R13.8	Peralta EB	2021/2022	\$5,396
Description: Rehabilitate the CVEF on EB of Route 91 at Peralta.							
3	Valley	Nevada	80	19.25	Donner WB	2021/2022	\$1,063
Description: Replacement of overhead doors, workstations, and light-emitting diode (LED) light fixtures.							

CVEF Projects in Construction

Table 1B below shows projects currently under construction to improve existing CVEFs.

Table 1B. Projects Under Construction

Caltrans District	CHP Division	County	Route	MP	Facility	FY	Construction Cost (\$K)
7	Southern	LA	5	54.4/58.8	Castaic	2021/2022	\$1,588
Description: Remodel of CVEF structures.							
7	Coastal	Ventura	101	9/9.2	Conejo	2021/2022	\$4,864
Description: Remodel of CVEF structures and pavement rehabilitation.							

Proposed New CVEFs and Improvements

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

Table 2 and Table 3 show all CVEF projects which are currently programmed in the 2018, 2020, and 2022 State Highway Operation and Protection Program (SHOPP) document, or in the Project Initiation Document (PID) Phase, respectively.

Northbound Otay Mesa East is identified as new construction CVEF, shown in Table 4. This project was initiated by the San Diego Association of Governments (SANDAG), in conjunction with the United States (US) federal government, and will be part of a larger project that includes US Department of Homeland Security, US Customs and Border Protection, etc. Table 5 shows the priorities of new CVEFs as a wish list. Table 6 shows the priority of VWS as a wish list. The new locations for these CVEFs will be determined in a later phase. Table 7 shows a list of existing CVEF 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.

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

The ION proposes establishing VWS, which are roadside enforcement facilities that do not require continuous CHP staffing and may be monitored from an adjacent patrol vehicle. These VWSs may use a variety of sensor components, such as WIM, to collect data, such as license plate reader (LPR) system, size and weight, and safety information. Potential locations for VWS are included in Table 6.

In addition to VWSs, other improvements include the possibility of adding electric vehicle charging stations, technology upgrades to improve freight throughput and CHP enforcement (e.g., adding Tire Anomaly Classification Systems), installing smog-check equipment for heavy-duty vehicles by the California Air Resources Board, and system readiness for autonomous trucks and any other future technologies.

Table 2. Recently Programmed CVEF Projects in SHOPP

Caltrans District	CHP Division	County	Route	MP	Facility	Construction Cost (\$K)
7	Coastal	Ventura	118	13.6/15.6	Moorpark EB	\$2,710
Description: Construct new modular office facility and install overhead truck scale open/close signs at both EB and WB facilities.						
2	Northern	Tehama	5	39/41.9	Cottonwood SB	\$19,191
Description: Construction of a new Class C CVEF with one attached truck inspection bay.						
5	Border	San Diego	5	0.3	Otay Mesa Northbound (NB)	\$6,234
Description: Construct a new third lane at existing CVEF.						
8	Inland	San Bernardino	16	20.6/20.7	Cajon CVEF SB	\$22,031
Description: Construct a new Class C CVEF co-located with a brake check area.						

NOTE: All projects listed in Table 2 are funded in 321-SHOPP.

Table 3. Current CVEF Projects in PID Phase

Caltrans District	County	Route	MP	Facility	Percent Complete	Description
2	Lassen	36	24.0	Susanville	5	Susanville CVEF (Town Hill)
1	Humboldt	299	Realignment (R) 7.4	Buckhorn	5	New Buckhorn CVEF WB
7	Ventura	118	14.3/15.8	Moorpark	25	New Moorpark CVEF EB
8	Riverside	10	R14.6/R16.3	Desert Hills	25	Desert Hills CVEF WB
10	Merced	99	0.6	Chowchilla River	25	Chowchilla River CVEF NB
5	San Diego	5	R67.2	San Onofre	25	San Onofre CVEF NB and SB

Table 4. Priorities for New CVEF Funded by Others

Priority Number	Facility	Caltrans District	Initiated Date	CHP Division	County	Route	MP	Class
1	Otay Mesa East Port of Entry (POE)	11	2018	Border	San Diego (SD)	11	To be determined (TBD)	A
2	Cordelia WB	4	2021	Golden Gate	Solano	80	TBD	B

NOTE: The NB Otay Mesa East POE is being constructed in consultation with the federal government and SANDAG.

Table 5. Priorities for CVEFs in Wish List

Priority Number	Facility	Caltrans District	CHP Division	County	Route	MP	Class	Comment
1	Needles	8	Inland	San Bernardino	40	131.0	A	New
2	Blythe (Blackrock)	8	Border	Riverside	10	144.3	C	Upgrade from C to A
3	Chowchilla River SB	10	Central	Merced	99	TBD	C	New
4	Donner Pass EB	3	Valley	Nevada	80	TBD	D	New
5	Shandon WB State Route (SR) 46 near Lucy Brown Road	5	Coastal	San Luis Obispo (SLO)	46	TBD	C	New
6	Shandon EB SR-46 near Lucy Brown Road	5	Coastal	SLO	46	TBD	C	New
7	Bishop	9	Inland	Inyo	395	TBD	D	Upgrade mini site to Class D

Table 6. Priorities for VWS Wish List

Priority Number	Facility	Caltrans District	CHP Division	County	Route	MP
1	EB SR-138 East of Palmdale	7	Southern	Los Angeles (LA)	138	TBD
2	Stockton Port Interstate (I) 5	10	Valley	San Joaquin	5	TBD
3	Long Beach I-710 NB	7	Southern	LA	710	TBD
4	Solemint	7	Southern	LA	14	TBD
5	SB 101 North of SR-58	5	Coastal	SLO	58	TBD

Table 7. Priorities for Major Upgrades to Existing CVEFs and Mini-Sites

Priority Number	Facility	Caltrans District	CHP Division	County	Route	MP	Comments
1	Antelope EB	3	Valley	Sacramento	80	16.0	Upgrade to new Class C building
2	Antelope WB	3	Valley	Sacramento	80	15.8	Upgrade to new Class C building
3	Santa Nella NB	10	Central	Merced	5	23.4	Upgrade to new Class C building
4	Santa Nella SB	10	Central	Merced	5	23.4	Upgrade to new Class C building
5	San Onofre	11	Border	SD	5	R67.1	Replace with a new Class C building and install modular trailer for training/briefing space
6	Desert Hills EB	8	Border	Riverside	10	R15.6	Replace existing building with a new Class C building
8	Keene	6	Inland	Kern	58	81.0	Relocate east of Tehachapi, upgrade from Class D to Class C building
9	Nimitz SB	4	Golden Gate	Alameda	880	4.0	Replace existing building with a new Class C building
10	Moorpark WB	7	Coastal	Ventura	118	11.3	Upgrade from mini site to Class D building

CVEF Staffing

Operational objectives are utilized to determine staffing levels at each CVEF. These factors include CVEF classification, command status, hours of operation, and enforcement needs. Staffing levels are contingent upon the budgetary process and the fiscal well-being of the state. At the start of project planning, CHP will prepare a budget change proposal for staffing of new CVEFs or have a plan of action to utilize existing CHP staff to operate the facility.

CVEF Funding

Necessary funding for facility projects is obtained by Caltrans through allocations set aside in the SHOPP, which is approved by the California Transportation Commission (CTC) based on the investment plan in the State Highway System Management Plan (SHSMP) prepared by the Headquarters (HQ) Office of Asset Management. The 2021 SHSMP identifies approximately \$864 million in unconstrained needs for upgrades and maintenance of CVEF assets statewide over the ten-year period. While the SHOPP is primarily focused on maintaining and preserving the condition of existing CVEFs, other funding sources (e.g., state transportation improvement program, other agency partnerships) are also leveraged to expand the inventory of new CVEFs.

Caltrans and the CHP agree the addition of new CVEFs will extend the life of highway pavement and improve highway safety. Caltrans and the CHP are constantly evaluating advanced technologies, partnerships with private sector, and the possibility of revising current enforcement laws that affect the movement of CMVs. The following list shows examples of advanced technologies that will be considered and used appropriately when needed:

1. Remote Sensing Technologies
 - Radiation portal monitor
 - VWS
 - Vehicle size compliance using lasers or radar
 - Intelligent Transport System Card Advanced Loop Technologies for CMV identification and tracking
 - Tire defect detectors
 - Brake defect detectors

2. Credentialing Systems
 - Electronic Bypass Management System (EBMS)
 - Performance and Registration Information System Management
 - Safety and Fitness Electronic Records
 - Innovative Technology Deployment (formerly Commercial Vehicle Information System and Networks)

3. Data Exchange and Communication Network
 - Automatic Vehicle Identification antennas
 - Transponders
 - Dedicated Short Range Communications α C-V2X standards and technologies
 - Broadband

Research for deployment of advanced technology to automate weight and safety inspection/enforcement, which could potentially replace the existing practice for truck size, weight, and safety inspections, would require many years to complete. Citations cannot be issued based on WIM technology due to the lack of consistent and reliable data for issuing citations.

Primary Maintenance of CVEFs is funded by Caltrans. The CHP is responsible for some maintenance of the CVEFs as defined in the CHP/Caltrans IAA. The Caltrans District Maintenance Offices are responsible for resolving all other CVEF maintenance issues.

Replacement Equipment on Existing CVEF

Much of the existing CVEF equipment (see Appendix D for full list) is beyond its useful life and needs to be replaced. While the CHP maintains these items, repair parts are becoming difficult to locate and replacement is the only viable option (see Appendix K). Additional safety items to protect state staff are included in the table below and are to be funded by Caltrans. It is recommended these issues be incorporated into CVEF projects in the future as funding becomes available.

Table 8. General Needs on Existing Operational CVEFs

ISSUE	COMMENT
Bay Doors	The existing bay doors at CVEFs throughout the state are at the end of their useful life and are difficult to find parts for repairs. Under terms of the IAA, the CHP has replaced several original CVEF bay doors due to catastrophic failure.
Scale Replacement and New Installations	<p>As with many of the CVEF systems that were installed 30 to 40 years ago, scale repair parts are difficult to locate. Evaluate scale and replace or upgrade as needed. In fiscal year 2021/2022, the scales at the NB Conejo and NB Castaic CVEFs had to be replaced, due to catastrophic failure, at a cost of \$100,000 for both scales.</p> <p>To meet federal mandates on making California highways efficient and to reduce traffic, 76-foot scales should be installed where possible. This will allow for vehicles that need additional screening to move faster through the lanes. Additionally, a 76-foot scale will help alleviate trucks from having to readjust when attempting to get their axles onto the static scale.</p>
Roof Replacement	The CHP completed several roof repairs over the past few years and has roof maintenance contracts for the CVEFs. Most of the roofs have exceeded their life expectancy.

ISSUE	COMMENT
<p>Lighting Upgrades (Bay, perimeter, and floor lights)</p>	<p>Lighting in the bays is insufficient at many CVEF locations and needs to be replaced with LED lights. Caltrans has completed lighting upgrades at some locations; however, this should be done statewide. Additionally, many of the seals in the in-ground floor lights have deteriorated to a point that repairs are no longer viable, and, in many cases, the metal framing is bent causing a safety hazard for the CVEF staff. Parking lot lighting should also be upgraded to LED lighting and additional property lights should be added where needed.</p>
<p>Lobby Enclosures and Transaction Ports</p>	<p>Safety of the CHP staff is a high priority. Because CVEFs are staffed by law enforcement officers, members of the public coming into the lobby area of a CVEF with a weapon is a concern. As with the CHP Area offices, CVEF lobbies need to be enclosed with level 3 ballistic glass, and the counters and walls need to be wrapped with bullet resistant material to ensure the safety of the CHP staff. At smaller class C and D CVEFs, where there is minimal space and a full-size lobby enclosure may be difficult to install, a transaction window on the outside of the CVEF with a transaction port where documents can be passed back and forth will provide safety and security to the staff working at the CVEF.</p>
<p>Electronic (e) Screening Technology</p>	<p>Where applicable, the CHP would like to install e-screening technology to assist with selecting CMVs for inspection. This technology includes, but is not limited to, sorting systems, cameras, automated license plate readers, Department of Transportation number readers, Commercial Vehicle Safety Alliance decal readers, hazardous materials placard readers, fire defect detectors, thermal brake scanners, and radiation detection systems.</p>

ISSUE	COMMENT
Camera Systems	Many cameras are no longer functional and repair parts cannot be found. Furthermore, many locations need additional cameras to be installed in "blind spot" locations to ensure the safety of the staff working at these CVEF locations.
Heating, Ventilation, and Air Conditioning (HVAC) Systems	The CHP has replaced many of the HVAC systems that are beyond their useful life. Much of this can be done via "on bill financing" through local utilities. Not only would this be at "zero" cost, but it would also save in energy consumption and help meet the Governor's mandates on energy efficiency.
Public Address (PA) System	Many of the PA systems throughout the state are no longer functional. The equipment in some cases is 30 to 40 years old and repair parts are difficult to locate, if at all.
Auto-Closure Systems	Where applicable, systems which monitor traffic conditions and automatically turn the CVEF entrance sign from 'open' to 'closed' when CVEF traffic backs-up onto the highway should be installed.

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 the CHP. The decisions will be disseminated to the appropriate Caltrans District, the CHP Facilities Section, and the CHP Commercial Vehicle Section. The Caltrans Districts will implement decisions in a timely manner. The CHP Facilities Section, the CHP Commercial Vehicle Section, and Caltrans districts will coordinate all phases of decision-making in emergencies and routine operations, especially in the following areas:

1. Maintaining and improving existing CVEFs
2. Future projects
3. Research and implementation of advanced technologies
4. Expenditure of funds

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

B. CVEF Improvement Projects

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

1. Caltrans' Responsibilities

- a. Centralize the prioritization and programming of CVEF projects in the Caltrans headquarters office, and address improvements from a statewide perspective.
- b. Designate, in the 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 CVEFs by using the criteria developed jointly with the CHP Facilities Section and the CHP Commercial Vehicle Section.
- d. Develop and maintain a priority list of projects for new construction and major upgrades by using criteria developed jointly with the CHP.
- e. Closely monitor the status of CVEF improvement projects.
- f. Conduct planning, traffic, and engineering studies to determine the feasibility of building new CVEFs and upgrading existing CVEFs and investigate deploying advanced technologies for development of future projects.
- g. 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.
- h. Allocate funding for CVEF projects annually.
- i. If Caltrans is unable to allocate funds as stated in item (h) above, the Director of Caltrans or a designated representative shall communicate the facts in writing to the Commissioner of the CHP.
- j. Administer funding for all projects that are designed and constructed by Caltrans.
- k. Notify the CHP of unforeseen problems delaying maintenance activities on projects.
- l. Provide maintenance of the CVEFs items not delegated to the CHP under

the IAA.

- m. Upon completion of the construction of the radiation portal monitor structures, Caltrans will issue necessary encroachment permits at no cost to the CHP and the CHP's contractor for installation of radiation detector devices and for maintenance of related devices, equipment, and appurtenances.
- n. Continue to pursue long-term goals of securing funding approval for new CVEFs.
- o. Consult with the CHP Facilities Section and the CHP Commercial Vehicle Section during the planning, design, and construction phases of all CVEF projects.
- p. Consult with the CHP Information Management Division, Telecommunications Section, so they may provide input on vault requirements, including conduit, electrical input/output, telephones, data, concrete pads, and specification standards for access control, security, and Closed-Circuit Television systems.
- q. Forward all plans for construction to CHP Facilities Section for review and approval. The CHP Facilities Section, the CHP Commercial Vehicle 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.

2. CHP Responsibilities

- a. Accept responsibility for maintenance or repair of CVEFs items 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 CVEF, and the designated CHP Facilities Maintenance Coordinator in the Facilities Section. The CHP requests for maintenance of CVEFs and scales should be submitted on a CHP 280, Caltrans Maintenance Request for Commercial Vehicle Enforcement Facility and Platform Scales, (Appendix H) by the commander or CVEF supervisor and sent to the CHP Facilities Section. The requests will be forwarded to Caltrans headquarters for processing if deemed to be Caltrans' responsibility.
- c. Coordinate the development of improvement projects and the development of priority lists with Caltrans HQ, District Weigh Station Program Advisors, the CHP Facilities Section, and the CHP Commercial Vehicle Section.

- d. Assign a CHP headquarters coordinator to meet with the Caltrans headquarters Program Advisor on a regular basis to facilitate the resolution of CVEF concerns.
- e. Provide a list of the 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 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.

3. Mutual Responsibilities of the 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 VWS systems where feasible. Currently, there are no VWS systems in California; however, Caltrans and the CHP can explore this idea, such as adding camera and communication equipment in the exiting statewide WIM system to screen CMVs so adjacent CHP officers can receive notifications of potential violations.
- d. Determine the specific location and configuration of any new CVEF based upon 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 HQ Programs Advisor and the CHP headquarters coordinator.
- f. Update the ION every four years.

CVEF 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 are "the special or emergency maintenance or repairs 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 operations and maintenance of all CVEFs shall comply with National Pollution Discharge Elimination System policy, California Occupational Safety and Health Administration (CalOSHA), and Americans with Disabilities Act regulations.

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

A. CVEF Maintenance – Caltrans Responsibilities

Caltrans is responsible for all maintenance and repair items within Caltrans rights-of-way which are not specifically identified as a CHP responsibility. The CHP commanders or the 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 the CHP. If maintenance work is deemed to be Caltrans responsibility, the work is coordinated through the Caltrans Headquarters Maintenance Coordinator and 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. CVEF Maintenance – CHP Responsibilities

Under the terms of the joint CHP/Caltrans IAA, the CHP has primary responsibility for specific repair and maintenance at facilities. The CHP CVEF commanders, Division Special Services commanders, or their designated representatives shall coordinate these responsibilities with the maintenance coordinator in the CHP Facilities Section.

Maintenance of e-screening equipment is determined via mutual agreement between the CHP and Caltrans. With the concurrence of Caltrans, CHP may procure e-screening equipment and related maintenance agreements with e-screening vendors at specific CVEFs. Upon expiration of a maintenance agreement on CHP-purchased e-screening equipment, Caltrans will be responsible for procuring the maintenance agreement renewal. The CHP will utilize grant funds, when available, to pay for the costs of maintaining e-screening equipment. The CHP and Caltrans will coordinate with e-screening vendors to obtain maximum cost savings and avoid duplicating efforts. Also, vendors are responsible for the maintenance of bypass and communication equipment, and Caltrans is responsible for the maintenance of the e-screening system for the bypass.

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 CVEF Improvement Projects

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

Representatives from Caltrans Office of Commercial Vehicle Operations, the CHP Facilities Section, and the CHP Commercial Vehicle Section shall review the status of ongoing projects and project construction. The status of projects is updated by Caltrans with the 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. Input is also provided by the CHP's field Division Special Services commanders and Caltrans District Weigh Station Program Advisors, as appropriate.

CVEF Design

Caltrans Office of Commercial Vehicle Operations and Division of Engineering Services, along with CHP Facilities Section and the CHP Commercial Vehicle Section representatives, shall review and approve design proposals for future CVEFs and, if necessary, develop and approve any design changes or modifications. The CHP Facilities Section will obtain input from the CHP Commercial Vehicle Section and the CHP Area command and include those comments in the design review.

Appendix A. CVEF Definitions

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

Currently, there are 54 existing operational Class A through D of CVEFs throughout the state. There are currently 5 Class A, 15 Class B, 15 Class C, and 19 Class D. In addition, there are 76 mini-sites.

1. Class A CVEFs

Class A CVEFs are located at strategic POE into the state and have an independent CHP command identity.



Class A CVEF at Calexico

Class A CVEFs normally operate 24 hours per day, 7 days per week, or match the hours of operation of federal ports of entries when located at international borders with Mexico. Class A CVEFs may be used by other state or local agencies, as well as jointly used by bordering state representatives at the CHP commander's discretion. Consideration should be given to incorporating administrative office space designated for agencies such as the California Air Resources Board (CARB), California Department of Tax and Fee Administration (CDTFA), California Department of Motor Vehicles (DMV), and the county court clerk during the planning of future CVEFs. Accommodations and funding should also be included for the installation of the mainline EBMS. The California Department of Food and Agriculture (CDFA) may also occupy space at certain sites.

Appendix A. CVEF Definitions (*continued*)

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

Appendix A. CVEF Definitions (*continued*)

2. Class B CVEFs

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



Class B CVEF at Chowchilla

Class B CVEFs may operate up to 24 hours per day, 7 days per week. Class B CVEFs may be used by other state or local agencies such as CARB, CDTFA, DMV, CDFA, and the county court clerk. Administrative office space should be included in the CVEF 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 EBMS.

Class B CVEFs 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 CVEF 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 CVEFs 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 CVEFs 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 CVEFs are typically commanded by a CHP lieutenant and staffed by sergeants, officers, CVISs, clerical staff, maintenance workers, and/or janitors.

Appendix A. CVEF Definitions (*continued*)

3. Class C CVEFs

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



Class C CVEF at Santa Nella

Class C CVEFs 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 CVEFs 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 EBMS.

Class C CVEFs are designed and staffed for a primary focus on the inspection of vehicle size, weight, equipment, and loads. Class C CVEFs, 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.

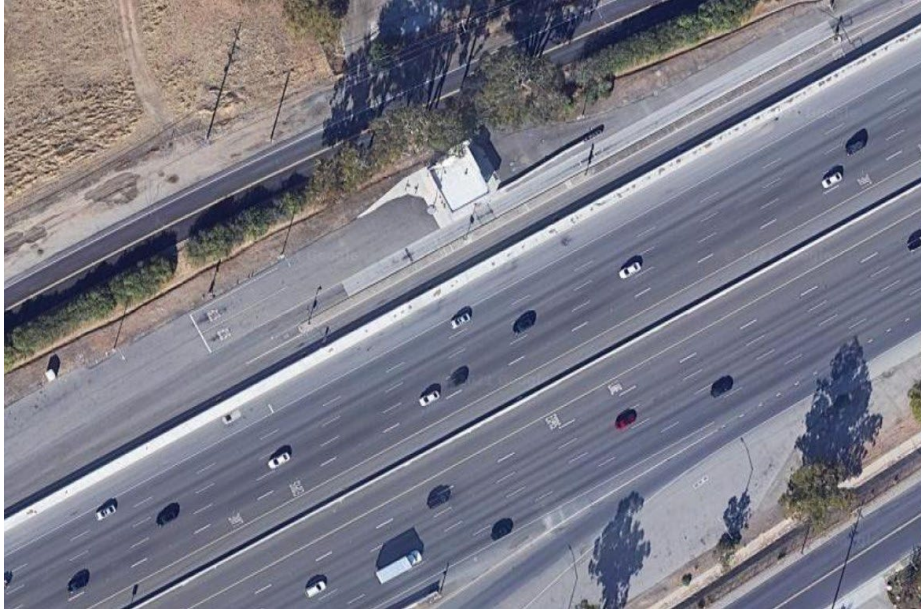
Class C CVEFs are to be staffed by officers and may be staffed by CHP sergeants and CVISs, depending on the size, function, and location of the facility. Class C CVEFs located near Class A or B CVEFs will become a portion of that command structure. Other Class C CVEFs are under the direct command of the respective CHP Division Special Services commander. In those instances where a CHP sergeant has not been specifically assigned to the Class C CVEF, the CVEF is to be supervised by the CHP Division commercial sergeant.

A Class C Special CVEF has all the features and equipment of a Class C CVEF, with the addition of a covered inspection area containing up to three inspection bays. Due to its remote location, a Class C Special CVEF may have additional items such as a sergeant's office, break room, weapons room, and evidence room

Appendix A. CVEF Definitions (*continued*)

4. Class D CVEFs

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



Class D CVEF at Livermore

Class D CVEF operational hours are based on such factors as: the average daily truck traffic, peak truck traffic hours, and seasonal needs. These CVEFs 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 EBMS.

Class D CVEFs are designed and staffed for a primary focus on the weighing of vehicles. Class D CVEFs are staffed by the CHP officers. Class D CVEFs located near Class A or B CVEFs will become a portion of that command structure. Other Class D CVEFs are under the direct command of the respective CHP Division Special Services commander and are supervised by the CHP Division commercial sergeant.

Appendix A. CVEF Definitions (*continued*)

5. Mini-Sites

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 Location on Route 37 in Sonoma County

The mini-site should include an area designed for truck inspections and may be randomly used by CHP 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 devices.

Mini-site locations are under the command of the CHP CVEF commander or Division Special Services commander who has supervisory responsibility for the CHP officers using the site.

Appendix A. CVEF Definitions (*continued*)

6. Virtual Weigh Stations



Virtual weigh stations (VWS) are roadside, structureless CVEFs, other than equipment mounts, that do not require continuous staffing and may be monitored from another location. The locations of VWS are established for a variety of purposes, depending on the priorities and needs of each command. A variety of sensor components to collect data, such as WIM, camera system, size and weight, and safety information are incorporated into VWS. Additionally, VWS should include a nearby paved area where CMV inspections may occur. While VWS will primarily be fixed and co-located with existing Caltrans WIM locations, VWS may also be incorporated into mobile trailers.

Virtual weigh station locations are under the command of the CHP Commercial Vehicle Section. The CHP personnel using the site are under the command of their respective CVEF commander or Division Special Services commander who has supervisory responsibility for them.

Appendix B. Existing Operational CVEF (A - D Classification)

Number (No.)	Name	Route	District-County-Route-MP
Class A Facilities			
1.	Otay Mesa	NB SR-905	11-SD-SR-905-12.0
2.	Calexico	NB SR-7	11-IMP-SR-7-0.1
3.	Dunsmuir Grade	SB I-5	02-SIS-I-5-R6.9
4.	Donner Pass	WB I-80	03-NEV-I-80-19.3
5.	Mountain Pass	SB I-15	08-SB-I-15-178.6
Class B Facilities			
6.	Desert Hills	WB I-10	08-RIV-I-10-R15.6
7.	Cordelia	EB I-80	04-SOL-I-80-14.8
8.	Cordelia	WB I-80	04-SOL-I-80-14.2
9.	Cottonwood	NB I-5	02-TEH-I-5-40.4
10.	Mission Grade	NB I-680	04-ALA-I-680-R8.8
11.	Nimitz	NB I-880	04-ALA-I-880-3.9
12.	Gilroy	NB US-101	04-SCL-US-101-R11.4
13.	Gilroy	SB US-101	04-SCL-101-R8.9
14.	Chowchilla River	NB SR-99	10-MER-99-0.6
15.	Grapevine	SB I-5	06-KER-5-11.7
16.	Castaic	NB I-5	07-LA-5-R54.5
17.	Conejo	NB US-101	07-VEN-101-9.1
18.	San Onofre	SB I-5	11-SD-5-R67.1
19.	San Onofre	NB I-5	11-SD-5-R67.2
20.	Rainbow	NB I-15	08-RIV-15-R1.1
Class C Facilities			
21.	Tecate	NB SR-188	11-SD-188-0.1
22.	Cottonwood	SB I-5	02-TEH-5-40.8
23.	Antelope	WB I-80	03-SAC-80-15.8
24.	Antelope	EB I-80	03-SAC-80-16.0
25.	Nimitz	SB I-880	04-ALA-880-4.0
26.	Santa Nella	SB I-5	10-MER-5-23.4
27.	Santa Nella	NB I-5	10-MER-5-23.6
28.	Cache Creek	WB SR-58	09-KER-58-105.6
29.	Conejo	SB US-101	07-VEN-101-9.1
30.	Cajon	NB I-15	08-SBD-15-R20.7
31.	Peralta	WB SR-91	12-ORA-91-R13.6L
32.	Peralta	EB SR-91	12-ORA-91-R13.7R
33.	Rainbow	SB I-15	11-SD-15-53.9
34.	Blythe/Black Rock	WB I-10	08-RIV-10-R144.3
35.	Winterhaven	WB I-8	11-IMP-8-R89.5

Appendix B. Existing Operational CVEF (A – D Classification) (continued)

No.	Name	Route	District-County-Route-MP
Class D Facilities			
36.	Little River	SB US-101	01-HUM-101-R97.2
37.	Buckhorn	WB SR-299	01-HUM-299-R7.4
38.	Whiskeytown	EB SR-299	02-SHA-299-12.7
39.	Ridgewood (Old Willits)	SB US-101	01-MEN-101-41.2
40.	Desert Hills	EB I-10	08-RIV-10-R15.6
41.	Keddie	WB SR-70	02-PLU-70-33.0
42.	Camino	WB US-50	03-ED-50-27.1
43.	Murphys	WB SR-4	10-CAL-4-29.7
44.	Lyons Dam	WB SR-108	10-TUO-108-17.2
45.	Saint Vincents	SB US-101	04-MRN-101-15.2
46.	Terra Linda	NB US-101	04-MRN-101-14.1
47.	Walnut Creek	SB I-680	04-CC-680-16.6
48.	Walnut Creek	NB I-680	04-CC-680-16.3
49.	Livermore	WB I-580	04-ALA-580-R9.0
50.	Livermore	EB I-580	04-ALA-580-R9.1
51.	Keene	EB SR-58	09-KER-58-81.0
52.	Cajon	SB I-15	08-SBD-15-R20.7
53.	Carson	NB I-405	07-LA-405-11.8
54.	Carson	NB I-405	07-LA-405-12.0

Appendix C – Existing Operational Mini-Sites

No.	District	Name	County	Route	MP	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	Mendocino 128	MEN	128	21.2	EB/WB	01-MEN-128-PM 21.2
10.	1	Mendocino 101	MEN	101	64.8	NB/SB	01-MEN-101-PM 64.8
11.	1	Mendocino 1	MEN	1	9	NB/SB	01-MEN-1-PM 9.0
12.	1	Maranda	HUM	101	23.2	SB	01-HUM-101-PM 23.2
13.	1	Phillpsville	HUM	101	R19.5	NB/SB	01-HUM-101-PM R19.5
14.	1	Willow Creek	HUM	299	40.8	NB	01-HUM-299-PM 40.8
15.	2	Lassen	LAS	36	16.3	WB	02-LAS-36-PM 16.3
16.	2	Buenaventura	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	Hackmore	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-SIS97-PM R13.1
33.	2	Millville	SHA	44	R19.4	WB	02-SHA-44-PM R19.4
34.	2	Plumas 70 EB	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 C – Existing Operational Mini-Sites (continued)

No.	District	Name	County	Route	MP	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	Camptonville	YUB	49	5.5	SB	03-YUB-49-PM 5.5
50.	3	Camptonville	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	EB	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-SUT99-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 Grade	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	Moorpark	VEN	118	13.8	EB	07-LA-118-PM 13.8
67.	8	Fontana	SBD	10	14.6	WB	08-SBD-10-PM 14.6
68.	9	Bishop	INY	395	111.3	SB	09-INY-395-PM 111.3
69.	9	Topaz	MNO	395	117	NB	09-MNO-395-PM 117.0
70.	10	Ione	AMA	88	0	WB	10-AMA-88-PM-0.0
71.	10	Dozier	SOL	113	7.3	EB	10-SOL-113-PM 7.3
72.	10	Picketts Junction	ALP	88	13.5	WB	10-ALP-88-PM 13.5
73.	10	Pine Grove	AMA	88	R24.9	WB	10-AMA-88-PM R24.9
74.	10	San Andreas	CAL	49	15	NB	10-CAL-49-PM 15.0
75.	10	Willow Creek	AMA	16	R7.1	WB	10-AMA-16-PM R7.1
76.	11	Viejas Vista Point	SD	8	R35.5	EB	11-SD-8-PM R35.5

Appendix D. CVEF Features and Equipment List

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

MINI SITE

- A paved area designed for truck inspections

VIRTUAL WEIGH STATIONS

- A paved area designed for truck inspections
- Weight-in-motion system
- Sensors, may include the following:
 - LPR
 - USDOT readers
 - Automated e-screening of credentials
 - Height detection
 - TACS
 - Three-dimensional imaging
 - Radiation detection
 - Hazardous materials placard readers
 - CVSA decal readers
- Camera system

Class D CVEFs

Supplied by Caltrans:

- Static scales
- Ballistic glass and lobby enclosure, or transaction window and transaction port
- Loop counters
- Height sensor
- Length sensor
- Public address system
- Protective barrier between scale grounds and highway traffic
- Public rest rooms with prison-grade plumbing fixtures and accessories.
Additionally, the public restroom entrance should be located on the outside of the building, with a camera facing the door, and a door actuator from the inspection booth for entry into the restroom.
- 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

Appendix D. CVEF Features and Equipment List (continued)

highway

- Drinking fountains in office, and inspection and public areas
- Office and counter space for enforcement activities
- Storage area for the CHP forms
- Central HVAC
- Adequate storage area to house communication equipment (radio, telephone, management information system [MIS])
- 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 station
- Emergency shower
- Traffic control lights in scale lanes
- Highway extinguishable message sign (EMS) also known as weigh station message sign indicating:
 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 EMS)
- In lieu of an EMS, an enhanced regulatory sign with warning beacons conforming to the California Manual on Uniform Traffic Control Devices (MUTCD) may be erected roadside prior to the CVEF indicating:
 1. "WHEN FLASHING ALL TRUCKS STOP AT SCALES"
 2. "WHEN FLASHING ALL TRUCKS AND BUSES STOP AT SCALES" (This is an optional feature that may be considered for installation at selected locations where enroute bus inspections are required.)
- In accordance with the MUTCD, signing prior to the CVEF should be in accordance with the "D8 Series" standard.

The following may be included:

- Video traffic and security monitoring system
- Flagpole with base light
- Communications tower, conduit, and cabling

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

- Telephone system for employees and the public
- Multi-function copier/fax/scanning machine

Appendix D. CVEF Features and Equipment List (continued)

- 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
- Supply/storage lockers
- Counter stools
- Radio equipment for CHP communication

Class C CVEFs

All features and equipment of a Class D CVEF, plus:

Supplied by Caltrans:

- Video traffic and security monitoring system
- In-office storage space for CVIS equipment. The following may be included:
 - One to two inspection bays
 - Inspection pit or under-truck lights
 - Automatic bay doors (emergency power back-up)
 - Traffic lights (interior and exterior of bays)
 - Emergency signaling system
 - Truck request/cancel system
 - Exhaust fumes removal system
 - Individual heating systems for CVIS and officer inspections by workstations
 - Flagpole with base light
 - CVIS panic alarm system
 - Generator (Installed only at POE to maintain operation at full capacity during a power outage. If installed, 500-gallon diesel tank minimum is required.)

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

- Multi-function copier/fax/scanning machine
- Microwave oven
- Refrigerator/freezer/ice machine
- Safety step ladders
- Large wall-mounted fans (for inspection bay summer cooling in high-heat areas)

Appendix D. CVEF Features and Equipment List (continued)

- Base station with the CHP radio console

Class B CVEFs

All features and equipment of a Class C CVEF, plus:

Supplied by Caltrans:

- A minimum of three inspection bays, more may be required based on traffic volumes
- Inspection pits and bay doors, may include under-truck lights
- Commander's office (1 occupant)
- Public transaction counter
- Enforcement office
- Supervisors' office (3-4 occupants)
- Sufficient office space for clerical positions assigned and file storage
- Conference/training room with whiteboards and storage
- Armory and evidence security room(s)
- Inspection booths (one for each bay)
- Uniform room
- CHP equipment room with equipment storage cabinets
- 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.)
- Intoxicated persons holding room with prison-grade plumbing fixtures and accessories
- Ballistic glass and lobby enclosure
- Employee break/lunchroom with storage cabinets
- Public restrooms (entrance on outside of building, camera facing door, and door actuator from the inspection booth for entry into the restroom)
- Combined briefing/training room (that can be separated with a floor-to-ceiling accordion divider) with storage cabinets
- Modular furniture workstations for all staff except for the commander
- Built-in evidence locker (metal)
- Built-in kitchen unit (sink, garbage disposal, stove, refrigerator/freezer)
- Solid-surface countertops in kitchen
- 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
- Flagpole with base light
- Generator (Maintain operation of emergency/security lighting for office and parking area. At POE, maintain operation at full capacity during power outage)

**Appendix D. CVEF Features and Equipment List
(continued)**

- for 72 hours.)
- Diesel fuel tank for generator (minimum 500-gallon tank)

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

- Radio/monitor speakers
- Digital camera
- Multi-function copier/fax/scanning machine
- Personal computer and workstation equipment, including printer and modem
- Executive wood desk and chair (commander office)
- Ergonomic chairs
- Executive bookcases (commander office)
- Weapons/ammunition locker
- Weapons clearing tube
- Briefing tables
- Stacking chairs
- Postage scale and meter
- Date/time clock

Class A CVEFs

All features and equipment of a Class B CVEF, 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)
- Five to six inspection bays

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

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

Appendix E. Project Procedures and Funding Process for CVEFs

A. Identification

Projects may be identified through input from the CHP field Division Special Services commanders, the CHP Facilities Section, CHP Commercial Vehicle Section, Caltrans District Weigh Station Program Advisors, local CHP commanders, Caltrans maintenance personnel, and Caltrans headquarters. Projects requested by the CHP field Division Special Services commanders require approval from the CHP Commercial Vehicle Section.

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

Caltrans headquarters Weigh Station Maintenance Coordinators and/or the CHP headquarters personnel may reclassify a project originally submitted as maintenance or a major/minor improvement project.

New CVEF construction projects may also 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 CVEFs:

These projects are prioritized jointly based upon criteria, including average daily truck traffic, bypass capability, proximity to existing CVEFs, proposed highway improvements, high speed WIM, and traffic crash trends.

Additional items considered, although not in priority order, include whether:

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

The network of CVEFs must provide maximum protection for as many highways as possible; however, CMV traffic passing through a CVEF should not be subject to duplicate control by other CVEFs within proximity.

2. Projects to upkeep and maintain existing CVEFs:

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 by 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. Project initiation document to be prepared by Caltrans.
3. Project to be programmed by Caltrans

E. Procedures

1. Projects for new construction or major upgrading of existing CVEFs:
 - a. Requests for major CVEF improvement projects, including relocation and new construction, shall be routed through the appropriate CHP Facilities Section, and subsequently to Caltrans, Office of Commercial Vehicle Operations.
 - b. Caltrans Office of Commercial Vehicle Operations, and the CHP will jointly review each recommended project which will subsequently be considered for final approval.
2. Projects to upkeep and maintain existing CVEFs:
 - a. Requests for CVEF improvement projects shall be routed through the appropriate CHP field Division Special Services commander to the CHP's Commercial Vehicle Section and the CHP's Facilities Section who will forward them to Caltrans Office of Commercial Vehicle Operations.
 - b. Caltrans Office of Commercial Vehicle Operations and the 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 CVEF inventory and conditions 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 CVEFs.

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
 - 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, the CHP Facilities Section, and the CHP Commercial Vehicle Section should be held.
10. Construction begins
11. Completed project accepted by the 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 departmental 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 the CHP Commercial Vehicle Section staff to help evaluate the need and priority of minor improvement projects.

I. Category of Work

Item	Points	Description
A.	40	Personnel safety (Cal OSHA)
B.	32	Operational safety (e.g., video cameras, lengthen approach lanes)
C.	30	Upgrade to command status
D.	22	Truck control and movement (e.g., signals, signing, striping, out-of-service parking)
E.	18	Weighing capability enhancements (e.g., audible alarms, speakers, printers)
F.	15	Remodel for interagency clerical need
G.	10	Personnel/staff enhancements (e.g., staffroom, lockers, showers)
H.	5	Increase space needs (e.g., files, storage)
I.	4	Trucker's improvements (e.g., restroom, telephones, vending machine)

II. Type of Facility

Item	Points	Description
A.	20	Class A CVEF
B.	15	Class B CVEF
C.	10	Class C or Class D CVEF with CVIS assigned, includes VWS
D.	5	Class C or Class D CVEF without CVIS assigned, includes mini-sites

III. Hours of Operation

Item	Points	Description
A.	10	24 hours/day, 7 days/week
B.	8	24 hours/day, 5 days/week
C.	6	16 hours/day, 5 days/week
D.	4	8 hours/day, 5 days/week
E.	2	Seasonal/random

IV. Type of Roadway

Item	Points	Description
A.	10	Freeway > 4 lanes
B.	8	Freeway ≤ 4 lanes
C.	6	Conventional highway 4 lanes
D.	5	Conventional highway 2 lanes

V. Average Daily Truck Traffic

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

Appendix G. Caltrans Maintenance Procedures

Procedures

Form CHP 280 has been developed to improve communications between the CHP and Caltrans by providing the ability to track requests for maintenance and ensure timely responses to requests. The CHP 280 shall only be used for those requests not already covered by the current IAA between the CHP and Caltrans.

- A. The CHP Commanders shall indicate the location, CVEF 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 forwarded to the Caltrans HQ Weigh Station Maintenance Coordinator.
- B. A copy of all CHP 280 forms submitted will be retained by CHP Facilities Section for use in recording and tracking repair requests.
- C. The Caltrans HQ Weigh Station Maintenance Coordinator will evaluate requests and forward it to the Caltrans District Maintenance Manager for processing.
- D. Caltrans District Maintenance Manager will dispatch appropriate crews to the weigh station to address repairs.
- E. Any main maintenance or repair work that is questionable as to responsibility (the CHP or Caltrans) will be resolved by the CHP Facilities Maintenance Coordinator at CHP Facilities Section and Caltrans HQ Weigh Station Maintenance Coordinator.

Funding

Necessary funding for CVEF maintenance is provided as part of a joint CHP/Caltrans IAA. 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 the CHP Fiscal Management Section and the CHP Facilities Section.

Appendix H. Caltrans Maintenance Request Form

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CALTRANS MAINTENANCE REQUEST FOR COMMERCIAL VEHICLE ENFORCEMENT FACILITY AND PLATFORM SCALES CHP 280 (Rev. 4-01) OPI 062	
LOCATION (DISTRICT, COUNTY, ROUTE, PM) 02-SHA-299-PM 76.2	
FACILITY NAME Burney Mini-Site	
REQUESTED MAINTENANCE WORK Pavement markings are no longer visible and need to be repainted.	
CHP FACILITY SUPERVISOR'S SIGNATURE	DATE 02/01/2024
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 Office of Truck Studies	
Destroy Previous Editions	
Chp280_0219.pdf	

**Appendix I. Contact Numbers of Caltrans Weigh Station
Program Advisors**

Caltrans District	Weigh Station (CVEF) Program Advisor	Phone Number
HQ	Narayan Selwal	(916) 387-5982
1	Mike Thiel	(707) 834-1035
2	LJ (Lloyd) Lea III	(530) 806-5335
3	Steven S. Lee	(530) 812-2820
4	Ganesh Karkee	(510) 907-1526
5	Roger Barnes	(805) 549-3473
6	Jason A. Miao	(559) 341-7990
7	Patricia Amadi	(818) 364-2760
8	Yong Kim	(909) 383-6309
9	Lianne Talbot	(760) 937-7826
10	Jaime Quesada	(209) 986-8782
11	Harwell Ontoy	(619) 688-3367
12	Adam Siddiqui	(949) 279-4617

Appendix J. Contact Numbers of Caltrans District Weigh Station Maintenance Managers

Caltrans District	Weigh Station (CVEF) Maintenance Manager	Phone Number
HQ	Evan Torres	(916) 917-4099
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) 452-7120
5	Lee Chaves	(805) 549-3787
6	Jason Miao	(559) 341-7990
	Joel Martin	(661) 304-0432
7	Dawn Kerr	(661) 358-4862
	John Acosta	(562) 692-0823
	Carlos Barrientos	(213) 272-8394
	James Fowler	(805) 389-1565
8	Tony Cue	(951) 323-6917
	Robert Saiz	(909) 754-4204
9	Andy Richard	(760) 937-0786
10	Charla Modrell	(209) 736-2691
	Jon Bevan	(209) 932-2365
11	Albert Herrera	(760) 352-1844
	Travis Valles	(858) 467-4388
12	Skead Patton	(949) 422-1593
	Liz Anderson	(949) 279-8979

Appendix K. CHP Maintenance Procedures

Procedures

- A. The CHP commanders or their designated representatives shall direct requests for repair, maintenance, or contract services included in the IAA to the CHP Facilities Section at (916) 843-3800. The CHP Contact list is attached in Appendix L.
- B. When approving maintenance or repair work, the CHP Facilities Section will supply a contract or "X" Number (contracts under \$9,999.99 for service/repair) to the individual requesting the work. The following procedures outline the responsibilities of the CHP commanders, or their designated representative, and steps required to obtain an X Number:
 1. SECURING BIDS: The CHP commanders or their designee are responsible for securing bids for necessary services.
 - a. For services estimated to cost \$9,999.99 or less, three bids are required. If a certified small business is used, only two bids are required. Price quotes are obtained by facsimile, e-mail, or telephone. Record the contractor information on a CHP 78X, X Number Service Order.
 - b. Only one bid is required for emergency repairs/services. 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.
 2. Service of \$10,000 or more: A contract must be executed, as an X Number will not be issued for services of \$10,000 or more. The analyst in the CHP Facilities Section will process the contract request.
 3. Obtaining an X Number: An X Number is provided by the CHP Facilities Section.

**Appendix K. CHP Maintenance Procedures
(continued)**

4. All requests for an X Number shall be forwarded in writing, in the form of an e-mail, to the CHP Facilities Section and shall contain the following:
 - a. Name of CVEF
 - b. Name of requestor
 - c. Name of vendor
 - d. Estimated cost
 - e. Reason/description

5. X Number approval: A CHP Facilities Section manager will review the X Number request for approval and send notification to the command via an e-mail.

6. Receipt of X Number: Upon receipt of the X Number, the CVEF commander shall enter the X Number on the CHP 78X and contact the contractor to begin service. The commander should instruct the contractor to:
 - a. Place the X Number on the invoice.

 - b. Send an itemized invoice, in duplicate, to the CVEF commander for approval. An itemized invoice consists of the materials/parts/supply 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.

7. Receipt of the Invoice: Upon receipt of the itemized invoice, the CHP CVEF commander shall:
 - a. Ensure the invoice is itemized and in duplicate.

 - b. Retain the postmarked enveloped 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. Upload the stamped/approved invoice to the Invoice Depot and attach the completed X Number package, including all required documents needed for processing of the invoice. The Area command shall retain a copy of the invoice in local files.

**Appendix K. CHP Maintenance Procedures
(continued)**

8. Duplicate Invoices: The 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 appropriate Division analyst in the CHP Facilities Section.
9. Payment Inquires: CVEFs receiving inquiries on invoice payments should contact the Facilities Section X Number Coordinator. The following information must be available.
 - a. X Number.
 - b. Contractor's name.If necessary, the CHP Facilities Section will contact the CHP Accounting Section to resolve payment inquires.
10. In the event a situation arises that requires immediate emergency repair, and the CHP Facilities Section cannot be contacted, the CHP commander or designated representative is to contact the CHP Emergency Notification and Tactical Alert Center who will contact the CHP Facilities Section on-call manager to obtain emergency repair approval.
11. The 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.
12. A matrix of responsibilities attached to the IAA designates which entity is responsible for specific repairs. Those repairs designated as Caltrans responsibility shall be submitted to the CHP Facilities Section via a CHP 280. The CHP 280 is to be used exclusively for requesting maintenance work from Caltrans not deemed CHP's responsibility or covered by the IAA.
13. After reviewing of CHP 280 forms, the CHP Facilities Section manager will forward the request to Caltrans for disbursement to the appropriate district's maintenance section.

Appendix L. CHP Contacts

Name	Title/Section	Phone Number
Amie Fish	Commander, Facilities Section	916-843-3800
Holly Coons	Staff Services Manager II, Facilities Section	916-843-3800
Holly Schoer	Staff Services Manager I, Facilities Section	916-843-3800
Brian Cocagne	Captain, Commander Commercial Vehicle Section	916-843-3400
Joey Daniels	Lieutenant, Commercial Vehicle Section	916-843-3400
Josh Clements	Sergeant, Commercial Vehicle Section	916-843-3400