



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

May 20, 2021

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Intergovernmental Grant Agreement #34284 with the State of Oregon, acting by and through its Department of Transportation, Commerce and Compliance Division for Clackamas County Motor Carrier Personnel to perform Commercial Vehicle Inspections at State Weigh Stations

Purpose/Outcomes	Allow Clackamas County Motor Carrier Safety personnel to perform commercial vehicle inspections at ODOT Weigh Stations 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek with a mutual goal of improving highway safety and protecting infrastructure.
Dollar Amount and Fiscal Impact	No financial impact, agreement only
Funding Source	N/A
Duration	Effective from date of all received signatures to January 23, 2025
Previous Board Action	05/11/21: Discussion item at issues
Counsel Review	This contract has been reviewed by County Counsel on April 26, 2021. NB
Procurement Review	No, item is an IGA for use of ODOT Weigh Station facilities with no financial transactions.
Strategic Plan Alignment	1. Improved Community Safety 2. Ensure safe, healthy and secure communities by ensuring that commercial motor vehicles meet Federal safety standards.
Contact Person	Joseph Marek, Traffic Safety Program Manager – (503) 970-8987
Contract No.	34284

BACKGROUND:

The Clackamas County Department of Transportation and Development, Motor Carrier Safety Section requests the approval of Intergovernmental Grant Agreement #34284 with the State of Oregon, acting by and through its Department of Transportation, Commerce and Compliance Division to allow Motor Carrier Safety Staff to perform commercial vehicle inspections at three State-owned weigh stations. The agreement includes permission to use the facilities and protocols for cleaning it after use. Use of these State-owned weigh stations by County personnel allow more comprehensive coverage of commercial vehicle inspections along Highway 212/224 and Highway 26, both busy freight corridors.

This contract is effective from date of all signatures until January 23, 2025, at which point it will need to be renewed.

RECOMMENDATION:

Staff recommends the Board approval of this agreement.

Respectfully submitted,

Joseph Marek

Joseph Marek
Traffic Safety Program Manager
Department of Transportation and Development

AGREEMENT FOR SERVICES
Intergovernmental
CCD Weigh Stations – Clackamas County

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, Commerce and Compliance Division hereinafter referred to as "CCD" and the Clackamas County, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually as "Party" and collectively as "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, a state agency may enter into agreements with units of local government for the performance of any or all functions and activities that state agency, its officers, or agents have the authority to perform.
2. The purpose of the Agreement is to allow Agency temporary access, upon written request, to CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations to assist with enforcement activity. The Parties share a mutual goal of improving highway safety and protecting infrastructure.

The Parties therefore agree as follows:

TERMS OF AGREEMENT

1. **Project.** Under such authority, Agency wishes to retain the use of CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations to perform enforcement activity as described in Exhibit A, hereinafter referred to as "Project."
2. **Exhibits Attached and Incorporated.**
 - a. This Agreement includes the following exhibits, each of which is attached and incorporated into this Agreement by reference:
 - Exhibit TCD – Terms, Conditions and Definitions
 - Exhibit A – Statement of Work and Delivery Schedule
 - Exhibit B – Compensation & Payment Provisions **[RESERVED]**
 - Exhibit C – Insurance **[RESERVED]**
 - Exhibit D – Special Terms & Conditions **[RESERVED]**
 - Exhibit E – Americans with Disabilities Act (ADA) Compliance **[RESERVED]**
 - Exhibit F – Contact Information
 - Exhibit G – 2ZXY Key Form
 - Exhibit H – CCD Weigh Station Open/Close Procedure Example

3. **Order of Precedence**

Unless a different order is required by law, this Agreement shall be interpreted in the following order of precedence:

- 1) This Agreement (including all amendments, if any) less all Exhibits, attachments and other documents and information incorporated into this Agreement,
- 2) Exhibit TCD,
- 3) Exhibit A, the Statement of Work,
- 4) All other Exhibits,
- 5) Any other attachments,
- 6) Any documents/information incorporated into this Agreement by reference.

This provision survives termination of the Agreement.

4. **Term of Agreement; Effective Date.** The term of this Agreement begins on the date all required signatures are obtained and terminates on January 23, 2025, on which date this Agreement automatically terminates unless extended by a fully executed amendment.

5. **Termination.** This Agreement may be terminated by mutual written consent of all Parties.

a. CCD may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by CCD, under any of the following conditions:

- i. If Agency fails to perform any of the other provisions of this Agreement, and after receipt of written notice from CCD fails to correct such failures within ten (10) days or such longer period as CCD may authorize.
- ii. If CCD fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow CCD, in the exercise of its reasonable administrative discretion, to continue to fund its obligations for performance of this Agreement.
- iii. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if CCD is prohibited from paying for such services from the planned funding source.

b. Agency may terminate this Agreement effective upon delivery of written notice to CCD, or at such later date as may be established by Agency, under any of the following conditions:

- iv. If CCD fails to perform any of the other provisions of this Agreement, and after receipt of written notice from Agency fails to correct such failures within ten (10) days or such longer period as Agency may authorize.
 - v. If Agency fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to continue to fund its obligations for performance of this Agreement.
 - vi. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if Agency is prohibited from paying for such services from the planned funding source.
- c. Any termination of this Agreement shall not extinguish or prejudice any rights or obligations accrued to the Parties prior to termination.
6. **Certification.** Each Party certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on its behalf, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind that Party.
7. **No Substitutions or Assignments.** Agency shall not assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without first obtaining the written consent of CCD. CCD's consent to any subcontract (or other delegation of duties) does not relieve Agency of any of its duties or obligations under this Agreement. This Agreement is binding upon and inures to the benefit of each of the Parties, and, except as otherwise provided, their permitted legal successors and assigns.
8. **No Third Party Beneficiaries.** Agency and CCD are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. This provision survives termination of the Agreement.
9. **Waiver; Amendment.** No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. This provision survives termination of the Agreement.

10. **Notice.** Except as otherwise expressly provided in this Agreement, all notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Project Manager at the physical address or email address set forth in Exhibit F, or to such other addresses as either Party may indicate pursuant to this paragraph. Any notice so addressed and mailed becomes effective five (5) days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective when the sender receives confirmation of receipt from the recipient (not an auto-reply). Except as set forth above in this paragraph, the Parties may agree to provide operational notices such as delivery, acceptance or rejection of services or deliverables by email as may be mutually agreed in Exhibit A.
11. **Severability.** The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid. This provision survives termination of the Agreement.
12. **Counterparts.** This Agreement may be executed in several counterparts all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
13. **Integration.** This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Clackamas County, by and through its
designated officials

By _____

Date _____

By _____

Date _____

**LEGAL REVIEW APPROVAL (If required
in Agency's process)**

By _____

STATE OF OREGON, by and through
its Department of Transportation

By _____

Amy Ramsdell Commerce and
Compliance Division Administrator

Date _____

CCD Contact:

Garry Pullen, Field Services Technical
Analyst

3939 Fairview Industrial Ave.
Salem, OR 97302

Agency/CCD
Agreement No. 34284

Agency Counsel

Phone: (503) 378-6070

Email: Garry.P.Pullen@odot.state.or.us

Date _____

Agency Contact:

Joseph F. Marek

Phone: (503) 742-4705

Email: JoeMar@clackamas.us

EXHIBIT TCD – TERMS, CONDITIONS AND DEFINITIONS

THIRD PARTY CLAIMS: The following paragraphs 1 through 4 shall survive termination of the Agreement.

1. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against CCD or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
2. With respect to a Third Party Claim for which CCD is jointly liable with Agency (or would be if joined in the Third Party Claim), CCD shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of CCD on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of CCD on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. CCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if CCD had sole liability in the proceeding.
3. With respect to a Third Party Claim for which Agency is jointly liable with CCD (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by CCD in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of CCD on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of CCD on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

4. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

RECORDS

The Parties acknowledge and agree that either Party, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of either Party which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of the Project and final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by the requesting party. This provision survives termination of the Agreement.

WORKERS COMP

All employers, including the Agency and Agency's contractors, if any, that employ subject workers, as defined in ORS 656.027, who work under this Agreement in the State of Oregon shall comply with ORS [656.017](#) and shall provide the required Workers' Compensation Insurance coverage, unless such employers are exempt under ORS [656.126\(2\)](#). The coverage shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 for each accident. Agency shall ensure that each of its contractors complies with these requirements.

SUBCONTRACTOR REQUIREMENTS & INDEMNIFICATION

1. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260 (Claims), to the extent such Claims are caused, or alleged to be caused by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that CCD shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of CCD, be indemnified from and against all Claims caused or alleged to be caused by the contractor or subcontractor.
2. Any such indemnification shall also provide that neither Agency's contractor or subcontractor nor any attorney engaged by Agency's contractor or subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency's contractor or subcontractor is prohibited from defending the State of Oregon, or that Agency's contractor or subcontractor is not adequately defending the State of Oregon's interests, or that an important

governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor or subcontractor if the State of Oregon elects to assume its own defense.

3. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from CCD.

RIGHT OF ENTRY

1. CCD grants Agency the right to enter onto CCD right of way for the performance of duties as set forth in this Agreement.

GOVERNING LAW; VENUE; CONSENT TO JURISDICTION:

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to principles of conflicts of laws. Any claim, action, suit or proceeding (collectively, "Claim") between the CCD and Agency that arises from or relates to the Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then unless otherwise prohibited by law, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. AGENCY HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS AND WAIVES ANY OBJECTION TO VENUE IN SUCH COURTS, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM. Nothing herein shall be construed as a waiver of the State's sovereign or governmental immunity, whether derived from the Eleventh Amendment to the United States Constitution or otherwise, or of any defenses to Claims or jurisdiction based thereon. This provision survives termination of the Agreement.

COMPLIANCE WITH LAW

Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

OWNERSHIP OF WORK PRODUCT; INTELLECTUAL PROPERTY [RESERVED]

REMEDIES [RESERVED]

EXHIBIT A
STATEMENT OF WORK AND DELIVERABLE SCHEDULE
PROJECT: CCD Weigh Stations - Clackamas County

PROJECT DESCRIPTION and OVERVIEW of SERVICES

To allow Agency temporary access, upon written request, to CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations to assist with enforcement activity. The Parties share a mutual goal of improving highway safety and protecting infrastructure.

CCD Responsibilities

1. CCD shall provide a 2ZXY key to Agency to access CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations after receiving a completed 2ZXY Key Form, as shown on Exhibit G.
2. CCD's Project Manager for this Agreement is Carla Phelps, Field Motor Carrier Services Section Manager, or assigned designee upon individual's absence. CCD shall notify the other Party in writing of any contact information changes during the term of this Agreement.

Agency Responsibilities

1. Upon execution of this Agreement, Agency shall complete and submit Exhibit G, attached hereto and by this reference made a part hereof, to CCD'S Project Manager listed in this Agreement, for issuance of a 2ZXY key to an authorized user. For the purpose of this Agreement, an authorized user is the person named on the 2ZXY Key Form.
2. Agency shall schedule occupancy dates for CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations for authorized user 30 calendar days in advance through CCD contact as shown on Exhibit F, Section b.
3. Agency shall schedule training for authorized user to operate CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh station through CCD contact as shown on Exhibit F, Section b.15 calendar days in advance of initial scheduled occupancy date at said weigh stations.
4. To ensure security, Agency's authorized user shall follow the CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations open/close procedure protocol posted in the weigh station. Exhibit H is provided as an example. Agency shall immediately notify CCD contact as shown on Exhibit F, Section b. of any breach of security. For the purpose of this

Agreement, a breach of security is the unauthorized entrance into CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations.

5. Agency shall bear the cost for performing maintenance and repairs to CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek equipment and weigh stations that occur during Agency's occupancy. For the purpose of this Agreement, maintenance for said weigh stations shall include, but is not limited to; Agency to provide their own cleaning supplies and to wipe down surfaces with a disinfectant, to provide their own PPE and hand sanitizer, and to replenish used paper products to the same condition as when Agency arrived to CCD's weigh station. For the purpose of this Agreement, repairs to said weigh stations shall include any damage, intentional or accidental, resulting from the actions or omissions of the Agency or its agents or invitees. Examples include, but are not limited to; printer knocked off counter and breaks or key broken in door lock. Agency is not responsible for any repairs required as a result of normal wear and tear, acts of God, or damage caused by unrelated parties.
6. Agency shall carry adequate insurance with respect to the State of Oregon Insurance Fund to cover personal injury and property damage during Agency's occupancy of CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations. Oregon Department of Transportation is exempt from liability during Agency's occupancy at said weigh stations.
7. Agency shall contact CCD as shown on Exhibit F, Section b., immediately to report any issues or damages incurred during occupancy to the CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh station buildings or equipment. Agency shall email all applicable photos and documentation to CCD.
8. Agency will provide their own computer and mobile Wi-Fi to access the Web Enforcer program, IGA 31060 while using CCD's 03-08 EB Brightwood, 03-07 WB Brightwood and 03-04 Rock Creek weigh stations.
9. Agency shall be clear when issuing citations they are in no way acting on behalf of the Oregon Department of Transportation.

EXHIBIT F - CONTACT INFORMATION

1. The Parties Contact Information is as follows:

a. CCD's Project Manager:

Name:	Carla Phelps, Field Motor Carrier Services Section Manager
Address:	3930 Fairview Industrial Drive SE, Salem OR 97302-1166
Ph:	503-510-9370
E-mail:	Carla.d.phelps@odot.state.or.us

b. CCD's weigh station contact:

Name:	Karla Tackett
Address:	500 SE Frontage Rd. Cascade Locks, OR 97014
Ph:	541-374-8980
E-mail:	Karla.R.Tackett@odot.state.or.us

c. Agency's PM or Contact:

Name:	Joseph F. Marek
Address:	
Ph:	503-742-4705
E-mail:	JoeMar@clackamas.us

2. Either Party may change the Project Manager designation during the term of this Agreement by promptly sending written notice (e-mail acceptable) to the other Party, with a copy to ODOT Procurement Office.

EXHIBIT G – 2ZXY KEY FORM



Oregon
Kate Brown, Governor

Department of Transportation
Commerce and Compliance Division
3930 Fairview Industrial Drive SE
Salem, OR 97302-1166
www.oregon.gov/ODOT/MCT/

I WAS ISSUED 2ZXY KEY NO. _____ FROM THE OREGON DEPARTMENT OF TRANSPORTATION, COMMERCE AND COMPLIANCE DIVISION (CCD). BY TAKING POSSESSION, I UNDERSTAND THAT I AM RESPONSIBLE FOR THE SAFEKEEPING OF THE KEY. IF THE KEY IS LOST OR STOLEN, I WILL NOTIFY THE CCD PERSONNEL AT 3930 FAIRVIEW INDUSTRIAL DR SE, SALEM OR 97302-1166.

NAME (PRINTED)

AGENCY

ADDRESS

PHONE NUMBER

DATE

SIGNATURE

**EXHIBIT H – CCD WEIGH STATION OPEN/CLOSE PROCEDURE EXAMPLE
(Procedure will be posted in the building)**

• **OPENING:**

- Light switches to the right of the entrance need to be **ON** only during **dark** hours.



- Breaker box to the left of the entrance: Inside are two breakers that are labeled **OPEN/CLOSE SIGNS**, Both need to be turned on (This allows use of light switches on the wall near the scale door, light switches are labeled as well).



- Ensure all blinds are open.
- Located to the left of the desk, a light switch will turn on power to **Red/Green light (only power)**. Actual operation of red/green light is toggled by foot pedal on floor. **Ensure green light is on and functioning prior to opening scale.**



- **WITH ALL THESE STEPS DONE, WEIGH STATIONS WILL BE READY TO OPEN.**



- **CLOSING:**

- Wipe down surfaces and door knobs with a disinfectant cleaner to prevent the spread of contagious diseases and replenish used paper products to the same condition as when Agency arrived.
- Ensure **all** lights are off...outside, red/green, office lights, weigh station open/closed signs.
- If absent for **more** than a day from CCD's weigh station, turn off the breakers for the weigh station open/closed signs to conserve power.
- Empty garbage and Incinolet toilet prior to leaving.
- Ensure **both** doors are locked and secure prior to leaving.