EXHIBITS

Exhibit #1

Scale Interface Operations

EXHIBITS

Exhibit #1 - Scale Interface Operations

SCOPE.

This section describes the operation of the weighing system from the viewpoint of activities to be performed. It is included for clarification of the intent of system requirements. Exhibit #7 provides a schematic view of the weighing and recording system. The figure shows the existing work stations at the American Avenue landfill, the Coalinga Landfill, and the County building. The Figure also shows existing equipment.

American Avenue Landfill Operation.

The vehicle scale system consists of three platform scales, two for vehicles entering the Landfill and one for vehicles leaving the landfill. The scales are controlled by a scale computer system as described below. The scales at the landfill are arranged as shown on the drawings, with the two entrance scales on one side of the scalehouse and the existing scale on the other side of the scalehouse.

At the landfill, the entrance operator station shall face the entrance scales with the scale weight displays visible to the scale attendant. The existing operator station shall face the existing scale. The scale attendants at each station shall be able to see the vehicles on the scale and read the vehicle license plate numbers with the use of the cameras for transaction purposes.

Functions.

The scale attendants use the scale computer system to record the vehicle identity, gross weight, tare weight (if required), and origin, material identification for each vehicle entering and leaving the facility. The scale computer system prints receipts for each vehicle. The information collected is transmitted to a computer in the County office for further processing.

SCALE OPERATOR FUNCTIONS.

Entrance Station. The entrance operator's station consists of a computer, remote digital displays, ticket printer, monitors for external cameras with remote, and manual override signal controller. Vehicles with RF tags are be weighed on scale one.

The sequences of events at scale one are as follows:

SCALE ONE

- The vehicle enters the scale, the computer starts the transaction and turns the signal light red.
- The RF reader picks up the vehicle signal from its tag and transmits the information to the computer.
- The vehicle pulls on to the scale platform and stops.
- The computer pulls up the account information on the vehicle/bin for the new transaction.

- The scale transmits the vehicle weight to the computer and weight readout.
- The computer calculates the difference between the stored tares weight and the gross weight and process the transaction. The computer shall be able to verify what jurisdiction the bin is from based on stored information.
- The information is then printed on the remote printer terminal located adjacent to the scale for the vehicle operator.
- The information is recorded and the computer turns the signal light to green.
- The vehicle leaves the platform.
- The computer completes the transaction.

SCALE TWO

- The vehicle enters, the computer starts the transaction and turn the entrance signal light red.
- The vehicle pulls on to the scale platform and stops.
- The scale attendant moves the cameras with the remote to view the vehicle license plate number.
- The scale attendant enters the number on the keyboard and directs the scale to take and record the gross weight. The gross weight is displayed on the computer screen and weight readout.
- The scale attendant asks the customer if they are a charge or cash customer, the origin of the solid waste, and what type/category of solid waste they are hauling.
- If the vehicle has a stored tare weight the computer calculates the difference from the gross weight and processes the information. Vehicle must weigh out to determine if the load is minimum.
- If the vehicle does not have a stored tare weight the transaction is left Open for the exit weight-out.
- The information is recorded and the Computer turns the signal light to green.
- The vehicle leaves the platform.
- The computer completes the transaction (if possible).

EXIT STATION.

The exit operator's station consists of a computer, remote digital display, ticket printer, and monitors for external cameras with remote. All vehicles which don't have a stored tare weight stop at the exit station upon leaving the landfill.

The sequence of events are as follows:

- The vehicle enters the scale.

- The scale attendant moves the cameras with the remote to view the vehicle license plate number.

- The scale attendant will select the vehicle number on his keyboard. The scale computer will reactivate the open transaction window from the screen and will get the vehicle tare weight from the file record and calculate the net weight dumped. The scale attendant may order the scale computer to weigh the vehicle, with the newly taken tare weight replacing the weight stored in the vehicle record.

- The scale computer will inform the operator or the driver is to pay the required fee or if the account is to be billed.

- For billed accounts, the computer will print a receipt. The attendant will hand the receipt to the driver, who will sign it and return one copy to the operator. The operator will then release the vehicle.

- For cash accounts, the operator will open the cash drawer and collect the fee from the driver and enter the amount into the computer and then print a receipt for the driver. The receipt will be a three part form. Two parts will be retained by the scale operator.

- The computer completes the transaction.

- RF tagged vehicles and vehicles which were billed at the Entrance Station need not stop at the Exit Station.

Coalinga Landfill Operation

Coalinga does not currently have lights for the scale. Vehicles enter at scale one and exit at scale one. All vehicle identification are made by the scale house attendant and read the license plate numbers with the use of the cameras for transaction purposes. All records are sent to the central computer by the single scale computer at the end of the day. The Contractor is to verify with the phone company the ability to use a phone line for data communication.

Cash Drawers. The cash drawers at each scale operator station are controlled by the computer. When the amount collected is entered by the operator, the computer allows the drawer to open for deposit and change.

CENTRALIZED COMPUTER FUNCTIONS.

Scale System Server. An existing server at the County Offices will function as the scale system centralized computer and, if necessary, will have a copy of the scale house system software. This computer will accept data transmitted from the landfill sites and be the central data repository for all scale system users at the County Offices. This computer will also transmit scale system file updates to the landfill sites.

County Office Users. One new and ten existing PCS at the County Offices will be connected to the server as indicated in exhibit #11, and will have copies of the scale house system software.

Exhibit #2

Scalehouse Operational Procedures

Exhibit #2 - Scalehouse Operational Procedures

Purpose: To provide formal procedures for the daily operation of the Scalehouse related to landfill operations at the American Avenue and Coalinga Disposal Sites, in conjunction with the operation of the TicketPro computer system. Several different transactions occur at the Scalehouse throughout the day at the landfills.
The Disposal Site Attendant (DSA) must arrive at the site at his/her scheduled time in order to prepare the Scalehouse for daily operations. To enter the Scalehouse, the DSA will unlock the entrance, enter the first door and immediately close and lock it. The DSA will then enter the alarm code into the alarm keypad located on the west inside wall of the Scalehouse entrance. The DSA will enter the next door, ensuring that it is also closed securely. The DSA should turn on the lights and initiate completion of the steps on the Opening Checklist listed below**.** Each step on this checklist must be completed, but not necessarily in the order in which they appear on the checklist.

OPENING CHECKLIST

- Turn on the monitors and server for the network computers at Scale 2 and Scale 3, Logon to the TicketPro computer system following the instructions in the TicketPro System instruction manual using your assigned logon identification.

- Turn the scale lights to red following the instructions in the TicketPro System instruction manual.

- Open the front gate to allow other employees to enter the site (As long as the scale lights are red, customers should not drive onto the scales. If they do, ask them to back up off of the scale).

- Unlock the compartment cell door of the safe using the combination provided. The Disposal Site Attendant must unlock their assigned compartment cell using their key and remove their assigned cash drawer (containing the $300.00 cash drawer fund) from the safe. Count the bills and the change to ensure that it totals $300.00, replacing the bills and change in the cash drawer as it is counted. Using a 10-key calculator, prepare a beginning cash drawer receipt and place it in the cash drawer.

- Enter the start of the day cash into TicketPro following the instructions in the TicketPro System instruction manual.

- At the scheduled landfill open time (see below), turn the scale lights to green following the instructions in the TicketPro System instruction manual. This signals the customers to drive onto the scales. *Note – The Scalehouse operation dates and times are as follows:*

Transactions

Several different transactions occur at the Scalehouse throughout daily operations of the landfill. Please note that the Disposal Site Attendant must reference the TicketPro instruction manual for direction on the usage of the TicketPro computer system. Many transactions that occur at the Scalehouse are not routine transactions. Likewise, different transactions are subject to different fees. These fees are stored in TicketPro, and are also printed on a Fee Schedule.

Transactions Scale 1 – Customers with-Radio Frequency (RF) Tags

A customer qualifies to have a Radio Frequency (RF) tag on their vehicle when three criteria are met:

1. The vehicle hauls waste from the same origin all of the time;
2. The waste hauled is always the same type of waste, e.g. general refuse, and
3. The customer has a charge account and does not pay at the scale.

The tare weight of the vehicle, type of waste, origin of the waste, customer account information, and vehicle identification (license plate number) are stored in the TicketPro computer system. The transactions for all of these vehicles occur on Scale 1.

A customer with a RF tag will drive onto Scale 1 when the signal light turns green, and must stop when the signal light turns red. Only one customer at a time is allowed on the scale. Therefore, if more than one customer drives onto the scale, the Disposal Site Attendant (DSA) will inform the second customer to back-up off the scale. As the customer drives onto Scale 1, the RF Reader reads the identification number stored in the RF tag. The account information for the customer and the specific vehicle is accessed in TicketPro. The scale automatically weighs the vehicle, and TicketPro generates a ticket for the transaction based on the information stored in the RF tag and the gross weight information. A ticket is printed inside the Scalehouse on printer 1, and another ticket is printed on the outside printer at Scale 1. All drivers are to take the outside ticket.

The DSA pulls the ticket from printer 1 and separates the yellow, white, and pink copies. The white copies for all charge customers are batched together and placed in the batch separator. (Note – All white tickets must be kept in ticket number order. However, the yellow customer copy does not have to be in ticket number order) All pink copies are placed in a batch separator located on the counter by the Scale 2 computer, and must be kept in control number order (the number that is pre-printed on the ticket). These transactions are complete once the customer unloads. The customer does not have to weigh out, and there is no need for direct contact between the DSA and the customer.

If a ticket fails to print on the printer at Scale 1, the driver must walk over to the Scale 2 window of the Scalehouse. The DSA must let the driver sign the ticket from the inside printer 1. The DSA will give the yellow copy of the signed ticket to the driver. The signal light will turn green letting the driver know to exit the scale.

Transactions Scale 2 – Charge Account -Customers with Stored Tare Weights

When any customer drives onto Scale 2, the Disposal Site Attendant (DSA) will determine what type of transaction will take place. The DSA will ask the driver whether or not the customer intends to pay by check or cash, or if the transaction will be charged to an account. The DSA must then determine if the vehicle has a stored tare weight by first asking the customer, then checking the list of vehicle license plate numbers in TicketPro. Once the type of customer has been determined, the DSA can process the transaction. For **charge account customers with stored tare weights**, the DSA must follow the procedures described below:

Some haulers qualify for a stored tare weight and have a charge account, but do not qualify for a RF tag. These trucks must weigh in at Scale 2. The customer will drive onto the scale when the signal light turns green and must stop when the signal light turns red. Only one customer at a time is allowed on the scale. If more than one customer drives onto the scale, the DSA will inform the second customer to back-up off the scale.

- The scale automatically weighs the vehicle.
- The DSA will ask the customer for the company name, then pull up the account by selecting the company name from the list of accounts in TicketPro.
- The DSA must focus an outside surveillance camera on the license plate of the vehicle (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras), then select that license plate number from the list of license plate numbers in TicketPro.
- The DSA must obtain the origin of the waste and the type of waste, e.g. general refuse, from the customer and enter that information in TicketPro.
- The DSA will indicate in TicketPro where the customer will unload, (e.g. landfill face, tire area, etc.).
- The DSA will verify the gross weight in TicketPro, then print a ticket based on the information the DSA entered and the gross weight of the vehicle.
- The DSA will have the customer sign the ticket. The yellow copy is given to the customer; the white and pink copy is kept by the DSA. The DSA will batch the white copy in ticket number order ,and pink copy in control number order with the white copies of charge tickets in the batch separator located on the counter by the Scale 2 computer.
- The DSA will advise the customer where to unload and the signal light will turn green letting the customer know to exit the scale.

Transactions Scale 2 – Cash/Check- Customers with Stored Tare Weights

When any customer drives onto Scale 2, the Disposal Site Attendant (DSA) will determine what type of transaction will take place. The DSA will ask the driver whether or not the customer intends to pay by check or cash, or if the transaction will be charged to an account. The DSA will then determine if the vehicle has a stored tare weight by first asking the customer, then checking the list of vehicle license plate numbers in TicketPro. Once the type of customer has been determined, the DSA can process the

transaction. For **cash/check customers with stored tare weights**, the DSA must follow the procedures described below.

Some haulers qualify for a stored tare weight and choose to pay for each transaction at the Scalehouse. The customer will drive onto the scale when the signal light turns green, and must stop when the signal light turns red. Only one customer at a time is allowed on the scale. Therefore, if more than one customer drives onto the scale, the DSA will inform the second customer to back-up off the scale:

- The scale automatically weighs the vehicle.
- The DSA must focus an outside surveillance camera on the license plate number of the vehicle (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras), then select that license plate number from the list of license plate numbers in TicketPro.
- The DSA will obtain the origin of the waste and the type of waste, e.g. general refuse, from the customer, then enter that information in TicketPro.
- The DSA will indicate in TicketPro where the customer will unload, (e.g. landfill face, tire area, etc.).
- The DSA will verify the gross weight in TicketPro, then print the ticket based on the information the DSA entered and the gross weight of the vehicle.

<u>If the customer is paying by check:</u>

- The DSA will indicate in TicketPro that the type of payment is check; then inform the customer of the amount due and ask them to make the check payable to “American Avenue Landfill”.
- The customer must give the DSA their check and the DSA will verify that the check is properly completed (make sure the date, amount of the check and it’s written description are correct, and that the check has been signed), ask for the customer’s identification and write the customer’s driver’s license number and expiration date on the front of the check as shown here:
- The check will be placed in the batch separator that is located on the counter next to the Scale 3 computer.
- The DSA will write the check number on the ticket.
- The DSA will have the customer sign the ticket. The yellow copy is given to the customer; the white and pink copy is kept by the DSA. The DSA will batch the white and pink copy in ticket number order with the white copies of cash tickets in the batch separator located on the counter by the Scale 3 computer.
- The DSA will then advise the customer where to unload, and the signal light will turn green letting the customer know to exit the scale.

<u>If the customer is paying by cash:</u>

- The DSA will indicate in TicketPro that the type of payment is cash, then inform the customer of the amount due and collect their cash.

- The DSA will place the money across the cash drawer at the Scale 3 computer. The DSA will enter the amount given to them in TicketPro then count the correct amount of change due.
- The DSA will give the change to the customer along with the ticket for them to sign.
- The yellow copy of the ticket is given to the customer; the white and pink copy is kept by the DSA. The DSA will batch the white copy in ticket number order with the white and pink copies of cash tickets in the batch separator located on the counter by the Scale 2 computer.
- The money will be placed in the cash drawer, and the cash drawer must be properly closed.
- The DSA will then advise the customer where to unload, and the signal light will turn green letting the customer know to exit the scale.

Transactions Scale 2 – Charge Account -Customers without Stored Tare

Frequent haulers may elect to maintain a charge account and be billed monthly, but their truck/trucks does/do not qualify for stored tare weight privileges. For **charge account customers without stored tare weights** the Disposal Site Attendant (DSA) will follow the procedures described below.

A charge customer will drive onto Scale 2 when the signal light turns green, and must stop when the signal light turns red. Only one customer at a time is allowed on the scale. Therefore, if more than one customer drives onto the scale, the DSA will inform the second customer to back-up off the scale:

- The scale automatically weighs the vehicle.
- The DSA must ask the customer for the company name, then pull up the account by selecting the company name from the list of accounts on TicketPro.
- The DSA must focus an outside surveillance camera on the license plate of the vehicle (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras), then select that license plate number from the list of license plate numbers in TicketPro. If the vehicle license plate number is not listed, enter the vehicle license plate number into TicketPro for that transaction.
- The DSA will obtain the origin of the waste and the type of waste (e.g. general refuse from the customer), then enter that information in TicketPro.
- The DSA will indicate in TicketPro where the customer is to unload (e.g. landfill face, tire area, etc.).
- The DSA will verify the gross weight in TicketPro then send the transaction to Scale 3.
- The DSA will advise the customer where to unload and to drive onto Scale 3 to weigh out after they dump their load.
- The signal light will turn green letting the customer know to exit the scale.

Please reference **Transactions Scale 3 – Charge Account Customers without Stored Tare Weights** for directions to complete these types of transactions.

Transactions Scale 2 – Cash/Check-Customers Without Stored Tare Weights
Many customers are one-time customers, infrequent customers or customers who simply elect to pay for each transaction at the Scalehouse, and whose vehicles do not have stored tare weights. For **cash/check customers without stored tare weights**, the Disposal Site Attendant (DSA) will follow the procedures described below.

The customer will drive onto the scale when the signal light turns green, and must stop when the signal light turns red. Only one customer at a time is allowed on the scale. Therefore, if more than one customer drives onto the scale, the DSA will inform the second customer to back-up off the scale.

- The scale automatically weighs the vehicle.
- The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras), then select that license plate number from the list of license plate numbers in TicketPro. If the vehicle license plate number is not listed, enter the vehicle license plate number into TicketPro for that transaction.
- The DSA will obtain the origin of the waste and the type of waste (e.g. general refuse) from the customer, then enter that information in TicketPro.
- The DSA will indicate in TicketPro where the customer is to dump their load (e.g. landfill face, tire area, etc.).
- The DSA will verify the gross weight in TicketPro, then send the transaction to
  Scale 3.
- The DSA will advise the customer where to unload and to drive onto Scale 3 to weigh out and pay for the transaction after they unload.
- The signal light will turn green letting the customer know to exit the scale.

Please reference **Transactions Scale 3 – Cash/Check Customers Without Stored Tare Weights** for directions to complete these types of transactions.

Transactions Scale 3 – Charge Account -Customers Without Stored Tare Weights
The transactions at Scale 3 are for all vehicles that do not have a stored tare weight and must weigh out in order to determine the net weight of the load disposed. For **charge account customers without stored tare weights**, the Disposal Site Attendant (DSA) will follow the procedures described below.

After the charge customer has disposed of their load they will drive onto Scale 3 to weigh out. The DSA will bring up the screen in TicketPro that contains the listing of customers (by vehicle license plate number) that need to weigh out:

- The scale automatically weighs the vehicle.

The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras).

- The DSA will select the customer weighing out then verify their outbound weight (tare weight).
- The DSA will print the ticket based on the information the DSA entered at Scale 2 and the tare weight of the vehicle obtained at Scale 3.
- The DSA will have the customer sign the ticket. The yellow copy is given to the customer and the white copy is kept by the DSA. The DSA will batch the white and pink copy in ticket number order with the white copies of charge tickets in the batch separator located on the counter by the Scale 2 computer; the pink copies stay with the printer.
- The customer will drive off of the scale.

Transactions Scale 3 – Cash/Check :**Customers Without Stored Tare Weights**

After the cash/check customer has unloaded they will drive onto Scale 3 to weigh out. The Disposal Site Attendant (DSA) will bring up the screen in TicketPro that contains the listing of customers (by vehicle license plate number) that need to weigh out.

<u>If the customer is paying by check:</u>

- The scale automatically weighs the vehicle.
- The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras).
- The DSA will select the customer weighing out, then verify their outbound weight (tare weight).
- The DSA will indicate in TicketPro that the type of payment is check.
- The DSA will inform the customer of the amount due and ask them to make their check payable to “American Avenue Landfill”.
- The DSA will print the ticket based on the information the DSA entered at Scale 2 and the tare weight of the vehicle obtained at Scale 3.
- The customer will give the DSA their check and the DSA will verify that the check is properly completed (make sure the date, amount of the check and its written description are correct, and that the check has been signed) ask for the customer’s identification and write the customer’s driver’s license number and expiration date on the front of the check as shown here.

- The DSA will write the check number on the ticket.
- The check will be placed in the batch separator that is located on the counter next to the Scale 3 computer.
- The DSA must have the customer sign the ticket. The yellow copy is given to the customer and the white copy is kept by the DSA. The DSA will batch the white copy in ticket number order and the pink copy in control number

- order with the white copies of cash tickets in the batch separator located on the counter by the Scale 3 computer.
- The customer will then exit the scale.

If the customer is paying by cash:

- The scale automatically weighs the vehicle.
- The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the Scalehouse Building Maintenance Manuals for complete instructions for operating the surveillance cameras).
- The DSA will select the customer weighing out, then verify their outbound weight (tare weight).
- The DSA will indicate in TicketPro that the type of payment is cash.
- The DSA will inform the customer of the amount due.
- The DSA will print the ticket based on the information the DSA entered at Scale 2, and the tare weight of the vehicle obtained at Scale 3, then collect the cash from the customer.
- The DSA will place the money across the drawer at the Scale 3 computer. The DSA will enter the amount given to them in TicketPro, then count the correct amount of change due.
- The DSA will give the change to the customer along with the ticket for them to sign.
- The yellow copy of the ticket is given to the customer and the white and pink copy is kept by the DSA. The DSA will batch the white copy in ticket number order and the pink copy in control number order with the white copies of cash tickets in the batch separator located on the counter by the Scale 3 computer.
- The money will be placed in the cash drawer and the cash drawer must be properly closed.
- The customer will then exit the scale.

American Avenue- If Customer Leaves Without Paying

This only happens with customers who should weigh out at Scale 3 then pay at the Scalehouse. Instead of verifying the payment type as cash/check, the DSA will indicate the payment type as “coupon”. The DSA will complete the transaction according to the procedures detailed in **Section 1-8: Transactions Scale 3 – Charge Account Customers Without Stored Tare Weights and Section 1-9: Transactions Scale 3 – Cash/Check Customers Without Stored Tare Weights.**

American Avenue Voids

Periodically, transactions that have either been completed, started but not yet completed need to be voided. Reasons may vary for this necessity. When a Disposal Site Attendant (DSA) determines that a void is necessary, the DSA will ensure that the void does not take place until the transaction is completed in TicketPro in order to ensure proper accounting of all transactions. Therefore, if the transaction is not yet complete, the DSA will complete the transaction with arbitrary information (the data is insignificant as long as the transaction is properly voided).

The DSA will complete the void in TicketPro following the instructions in the TicketPro instruction manual. The DSA must write a full explanation pertaining to the reason for the void on the ticket and staple additional paper to the ticket for the explanation if necessary. The explanation will include, but is not limited, the ticket number of the correction, name and address of the customer and the signature of the DSA.
The DSA will separate and staple together all of the paperwork related to the voided ticket (the yellow and white copy are stapled together; the pink copy is stamped "Void" and stays with the pink tickets at the printer). Then, the DSA will batch the information with the white and pink copies of the cash and charge tickets to be reviewed by the Business Office, and make an entry in the **Scalehouse Log Book**. (**Please see Section 1-21: Troubleshooting – Use of the Scalehouse Log Book**)

Note: Tickets can only be voided on the day that the transaction has taken place. Do not void any tickets if the ticket date is not the same day that you intend to process the void. If a problem arises with a customer (cash/check or charge) having been erroneously charged, the DSA must call the Business Office (262-4016) and further instructions will be given to correct the problem.

American Avenue Deposits

Every Monday, Wednesday and Friday, the Disposal Site Attendant (DSA) is responsible for preparing the previous days' receipts for pick up by Armored Transport. Either the Supervising Disposal Site Attendant (SDSA), a Disposal Site Lead Supervisor (DSLS) or the Disposal Site Supervisor (DSS) will enter the Scalehouse to assist in the preparation of the deposit. The SDSA , DSLS or DSS will open the deposit cell of the safe and remove the previous days' deposits, then close and lock the door to the deposit cell of the safe. (The deposits will already be prepared and in the blue lock bags inside the Deposit Safe as instructed in the **Closing Checklist** [see Section 1-14, Exhibit C].)

The DSA and SDSA, DSLS or DSS will open each blue lock bag and verify that the daily deposit and the tarp sales deposit for the corresponding day are inside and complete. The SDSA, DSLS or DSS will lock the bag and take the key. The DSA will place the locked deposit bag and change fund bag inside their designated compartment of the compartment cell of the safe. The DSA will lock their compartment and the SDSA, DSLS or DSS will leave the Scalehouse to perform their supervisory duties at the landfill.

When the Armored Transport arrives at the Scalehouse, the DSA must let the Armored Transport representative inside the Scalehouse then ensure that the door is closed securely and locked. The DSA will then unlock their compartment in the compartment cell of the safe and remove the deposit bag and change fund bag. The DSA will prepare a receipt for the Armored Transport representative to sign, verifying that the deposit bag and change fund bag was received by the Armored Transport. The DSA will then give the Armored Transport representative the batched tarp sales receipts. The pink copies of the tags go into the purple bag; the white copy of the tags and the yellow charge tags are kept on the counter next to the mainframe computer. The DSA will let the Armored Transport representative out, again ensuring that the door is closed securely and locked.

CLOSING CHECKLIST

- At the end of the business day close the front gate using the automatic switch.

- Add up the cash tarp sale receipts then count out that amount of cash and change, completing a cash report as you go. Count the remainder of the cash and change, completing a separate cash report as you go.

- Complete the "End of the Day" report in TicketPro following the instructions in the TicketPro instruction manual. Separate the amount of cash and change identified for the deposit in the "End of the Day".

- Verify that $300.00 in bills and change is remaining for business the next day. Put that money back in the cash drawer, with the calculator tape, then secure the cash drawer inside the DSA's assigned compartment cell of the safe, ensuring that their compartment cell is locked. The DSA must then close and lock the compartment cell door of the safe.

- Remove the checks that were stored in the batch separator throughout the business day. Add up the check tarp sales receipts, then add up the checks collected for tarp sales using a 10-key calculator, separated by the bank number printed on the left side of the calculator tape. Rubber band the calculator tape to the checks. Add up the remainder of the checks from the batch separator using a 10-key calculator, separated by the bank number printed on the left side of the calculator tape, and rubber band the calculator tape to the checks.

- Complete a County of Fresno Deposit Transmittal for the tarp sales deposit and another for the daily deposit. Wrap the tarp sales deposit cash, change and checks up in a copy of the tarp sales deposit form, then put it into the blue lock bag. Repeat the same steps for the daily deposit then lock the bag, leaving the key in the locking mechanism.

- Drop the blue lock bag, with the key inside the locking mechanism, into the deposit drop of the safe.

- Do your back up from the scale 2 computer following the instructions in the TicketPro instruction manual.

- Logoff of TicketPro on the Scale 2 and Scale 3 computers following the instructions in the TicketPro instruction manual. Turn off all of the monitors (make sure the CPU's are left on.)

- Set the outside surveillance cameras as follows: Camera 1 = old maintenance building to the north; camera 2 = eastside of the Scalehouse; camera 3 = front gate to the south; camera 4 = asphalt road to the north.

Close the blinds and lock the slide out drawers.

- Batch the white copies of all of the tags, the yellow copies of the charge tags for all customers. The pink copies of all of the tags, and the yellow tarp sales receipts together with a copy of each deposit slip and the white copy of the "End of the Day" report.

- Staple the yellow copy of the "End of the Day" report to a copy of the daily deposit slip and the tarp sales deposit slip, then place it in the "Deposit Folder" kept in the filing cabinet. Batch the pink copy of the "End of the Day" report with the other pink copies in Control Number order.

- Cover the computers.

- Check the inside and outside bathrooms to make sure they are empty.

- Turn off the lights, lock the door, set the alarm, and then lock the door as you leave.

American Avenue Closing

- The compartment cells of the safe located inside the Scalehouse must be kept closed and locked at all times. Specifically, if you must open your compartment cell to take something out of it or to put something inside of it, you must ensure that the compartment cell is closed and locked immediately following the completion of your task. At no time should the compartment cells be left unlocked and unattended.

- As a Disposal Site Attendant (DSA), you are required to perform your duties in accordance with these procedures, in addition to policies and procedures prescribed by the County of Fresno. Supervisors will perform periodic reviews of the operations of the Scalehouse to ensure conformance to all prescribed procedures. This will entail periodic reviews of surveillance videotapes, which are kept for 31 days, and transaction records, in addition to day to day supervisory functions.

  Supervisors and auditors will perform surprise cash counts/reconciliations of the change funds. Staffing of the Scalehouse will be managed on a rotating basis. You should present yourself at your scheduled shift prepared to perform Scalehouse functions as well as "Spotting" duties. Should you require clarification of any prescribed procedures, you should contact your supervisor.

- As a DSA, you are required to answer incoming phone calls to the landfill and answer customer questions.

- Always collect payment from customers paying at the Scalehouse **prior to** providing the customer with their receipt.

- From time to time, an Equipment Operator will radio to the DSA that a certain customer had some tires in their load. The DSA must charge the customer for the tires when the customer weighs out at Scale 3. The DSA will prepare a separate transaction from the original transaction, following the procedures described previously for the type of transaction that will take place. If it is a customer that is not required to weigh out, the DSA will complete a transaction for the charge of the tires.

- Whenever a DSA changes over a box of tickets, they must log the beginning and ending numbers of the tickets on a log sheet. The log sheets are in a folder located in the paper organizer next to the inbound computer. A supervisor must verify that the numbers indicated are accurate.

- The Scale 2 computer defaults to Scale 2, and the Scale 3 computer defaults to Scale 3. If the DSA is at the Scale 2 computer, but needs to complete a transaction at Scale 3, the DSA will change the computer to Scale 3 and vice versa for the Scale 3 computer and Scale 2. Any computer can be changed to process charge account transactions at any of the Scales. All cash transactions must be finalized at the Scale 3 computer.
- If anyone other than a DSA or a supervisor is inside the Scalehouse, all money should be properly secured in the cash drawer or in the safe.

- Every transaction must have a license plate number. If a vehicle has a trailer and the vehicle does not have a license plate number, the DSA will record the Vehicle Identification Number (VIN). If the vehicle is new and does not have a license plate number, the DSA will record the VIN from the temporary registration that should be taped to their window. If either of these numbers cannot be obtained, the DSA will inform the customer that their refuse cannot be accepted for disposal.

TRIPLE RINSE

The landfill hosts a triple rinse program for pesticide containers that cannot be disposed of until they are rinsed thoroughly three times. The second Wednesday of each month in the months of March, June, September and December, an employee of the County of Fresno Department of Agriculture is at the landfill to inspect and certify that the pesticide containers are triple rinsed before being brought to the landfill. Customers are only allowed to dispose of these containers when the Agriculture Department employee is there to inspect and certify their containers (between the hours of 9:00 a.m. – 2:00 p.m).

When a customer drives onto a scale with triple rinse containers, the Disposal Site Attendant (DSA) will complete the transaction according to the procedures described previously, for the type of transaction that will take place. The type of refuse must be designated “Certified Pesticide Containers”.

The Resources Division has contracted with a company to dispose of the rinsed containers. This company does not charge the landfill for this service. Periodically a driver from this company will drive onto Scale 2.

- The scale automatically weighs the vehicle.
- The DSA will pull up the company name in TicketPro, and indicate the source as “landfill”.
- The DSA will select “triple rinse out”, verify the tare weight of the vehicle, then send the transaction to Scale 3.
- The DSA will inform the driver to weigh out at Scale 3 once he/she is prepared to leave with the triple rinse containers.

The transaction will be stored until the driver weighs out at Scale 3. Sometimes the trailer is left at the site and the vehicle weighs out on another day. Other times their work is performed the same day their truck weighs in. The driver will weigh out at Scale 3 and **no** fee is charged. (It is important to remember that if the vehicle is weighed in with the shredding machine on it, the vehicle must be weighed out with the shredding machine on it.) The information obtained on the ticket for this transaction will be used to report refuse that is not placed in the landfill.

American Avenue Obtaining Stored Tare Weights

In order for a vehicle to qualify for stored tare weight privileges, the vehicle must meet the three criteria described in **Section 1-3: Transactions Scale 1 – Customers with Radio Frequency (RF) Tags**. Additionally, the Disposal Site Attendant (DSA) must track the gross, tare and net weight history of the specific vehicle for five transactions.

- When a customer requests that one or more of their vehicles be allowed to use a stored tare weight for their transactions, the DSA will first verify that the vehicle meets the three criteria.
- The DSA will then obtain a Polaroid photograph of the vehicle (the camera is located in the Scalehouse safe). The photograph must be a full side view of the vehicle, so the entire truck is in the photograph.
- The DSA will then complete the **Form to Complete to Obtain a Stored Tare Weight Average (Exhibit D)**. It will most likely take more than one day to record five separate transactions for each vehicle.
- Once the DSA has completed the tare weight average form, he/she will make a photocopy of the form for their records, and provide the original and the corresponding photograph(s) to the either the Supervising Disposal Site Attendant (SDSA), a Disposal Site Lead Supervisor (DSLS) or Disposal Site Supervisor (DSS).
- The documents will then be provided to the assigned Staff Analyst in the Resources Division for verification and review.
- The Staff Analyst will notify the SDSA or DSLS in writing (with a copy sent to the DSS) of each approval for stored tare weight privileges. The SDSA or DSLS will instruct the DSA to store tare weights for specific vehicles in TicketPro.

- Once the tare weight(s) are stored, the vehicle will not be required to weigh out.
- A Radio Frequency (RF) tag will be issued by the County of Fresno to the vendor if they wish to use charging privileges.

All vehicles entering the site must be covered to prevent any part of the load from spilling, falling, blowing, or leaking from the vehicle in accordance with the **Covered Load Guidelines (Exhibit E)**. If a vehicle enters the site and is not covered in accordance with the Guidelines, the hauler is subject to an $8.00 fee in addition to the standard tipping fee.

As indicated in number II – C of the **Covered Load Guidelines (Exhibit E)**, a tarp may be purchased at the Scalehouse for pick-up trucks and utility trailers less than eight (8) feet in length in lieu of paying the $8.00 fee. Therefore, the site will maintain a continuous stock of tarps available for sale. The following sections outline the responsibilities of the Disposal Site Attendants (DSAs), Supervising Disposal Site Attendant (SDSA), Disposal Site Lead Supervisor (DSLS), and Disposal Site Supervisor (DSS), in relation to administering the provisions of the **Covered Load Ordinance**:

SDSA and DSLS

- Ensure that a continuous supply of tarps is available for sale at the Scalehouse.
- Upon receipt of packaged tarps, remove each tarp from its package and number the tarps for inventory purposes. The sales price information must also be labeled on each tarp. The downtown office will provide this information on a **Tarp Sales Schedule (Exhibit F)**, and the **Schedule** must be posted in the Scalehouse for reference. The information will be labeled using the following format:
- The tarps will be stored inside the locking storage cabinet located in the old Scalehouse. The SDSA or DSLS will unlock the cabinet, stack the tarps in the cabinet in inventory number order. The smallest numbered tarp must be in the top left corner of the top shelf, with the next smallest number under it, and so forth. The next row of tarps to the right of the first, and the following shelves, will be stacked in the same manner, so that the tarp on the bottom shelf on the bottom of the far right stack is numbered with the most recent date and the highest number. Inventory must be rotated each time new inventory is placed in the cabinet. The cabinet will be locked after stocking of the tarp inventory is complete, and after each time the locker is opened to remove inventory.
- Ensure that a minimum of five (5) tarps are stocked inside the Scalehouse for the DSA to sell to customers.
- Perform inventory control weekly to ensure that each tarp purchased and sold is accurately accounted for.

- Provide a monthly report of purchased and sold tarp inventory to the, Disposal Site Supervisor, Principal Engineer and the Business Office. **Monthly Tarp Inventory Report** (Exhibit G) will be completed to accomplish this task. Each entry on the Report will be completed in order to ensure accurate inventory control.

DSA

- When a customer drives their vehicle onto Scale 2, the DSA will observe the load to determine if it is covered in accordance with the Guidelines referenced in this section of the procedures (see **Exhibit E**). If the load meets the covered load criterion, the DSA will process the transaction following the instructions described in **Sections I-3 through 1-9** of these procedures, depending on the type of payment.

- If the DSA determines that the load is not properly covered, the DSA will inform the driver that the transaction is subject to an $8.00 additional fee, or they may purchase a tarp. The DSA will advise the driver of the amount that would be due if they elect to purchase the tarp. This information is available on the Schedule referenced in the **SDSA and DSLS** heading of this section of the procedures (see previous page) and must be posted in the Scalehouse for reference.

- If the customer elects to pay the $8.00 fee, the DSA will indicate in TicketPro that the load was "uncovered" and TicketPro will automatically add the $8.00 fee to the transaction. The DSA will then complete the transaction following the instructions described in **Section 1-6: Transactions Scale 2 – Charge Customers Without Stored Tare Weights** and **Section 1-7: Transactions Scale 2 – Cash/Check Customers Without Stored Tare Weights**.

- If the customer chooses to purchase a tarp in lieu of paying the $8.00 additional fee, the DSA will collect payment for the tarp (cash or check only) and provide the tarp to the customer before the customer can dispose of their load.

  - The DSA will complete a hand-written receipt for the purchase of the tarp to give to the customer. The receipt book is kept on the counter next to the Scale 2 computer. The DSA will obtain a tarp that is kept on top of the locking video storage cabinet, write the inventory number of the tarp on the receipt, then copy the price, sales tax and total information from the Schedule that is posted inside the Scalehouse. The DSA will indicate the license plate number of the vehicle, the date of the sale, whether the payment is cash or check, then sign their name on the receipt.

- The DSA will enter the tarp sale information from the receipt into the tarp sale database on the computer located by the door to the break room. This information is necessary to properly account for inventory.

- The DSA will collect the payment from the customer, count any change due for a cash transaction, then give the tarp, the white copy of the receipt and any change due to the customer. The DSA will batch the yellow copies of the receipts in the batch separator located on the counter by the Scale 2 computer, then replace the receipt book containing the pink copies of the receipts on the counter next to the Scale 2 computer. If the customer pays for the tarp with a check, the DSA will paper clip the check to the other checks collected for tarp sales inside the gray check box.

The DSA will complete the transaction for the customer following the instructions described in **Section 1-6: Transactions Scale 2 – Charge Customers Without Stored Tare Weights** and **Section 1-7: Transactions Scale 2 – Cash/Check Customers Without Stored Tare Weights**.

THE RADIO FREQUENCY (RF) READER AT SCALE 1 STOPS WORKING

The Disposal Site Attendant (DSA) will close Scale 1, activate the RF Reader at Scale 2, then defer all RF tag customers to Scale 2. The DSA will record detailed information regarding the RF Reader error in the **Scalehouse Log Book**. (See **Use of the Scalehouse Log Book** at the end of this section.)

PAPER JAM IN A PRINTER

Clean the paper out, reload the paper and reprint the ticket that was destroyed by the jam. It is not suggested that the DSAs reprint a ticket from the Scale 3 computer, since the reprint takes a long time on that computer. (Please note: reprinting a ticket automatically shuts down the RF Reader lane, so try to reprint tickets when the RF Reader lane has no line.). The jammed tickets must be included in the batch of tickets for that day, and labeled appropriately. The DSA will record detailed information regarding the paper jam in the **Scalehouse Log Book**. **(See Use of the Scalehouse Log Book** at the end of this section.**)**

COMPUTER(S) GO DOWN

- Call the technical support vendor. The vendor name and phone number is located in the Scalehouse logbook.
- Call the Disposal Site Supervisor (351-0698). If the supervisor is not available, contact the Principal Engineer of the Resources Division at 262-4259.
- If only one computer is down all transactions can be completed for all of the scales at one computer.

The DSA will record detailed information regarding the computer error in the **Scalehouse Log Book**. (See **Use of the Scalehouse Log Book** at the end of this section.)

CUSTOMER DOES NOT HAVE ENOUGH MONEY

See the procedures described for **Customer Leaves Without Paying**. However, the DSA will enter the amount of money the customer did pay, then indicate “coupon” for the remainder. Take down the customer’s name, address, phone number, driver’s license number and expiration date and write this information on the ticket. The DSA will record detailed information regarding the customer shortage in the **Scalehouse Log Book**. (See **Use of the Scalehouse Log Book** at the end of this section.)

CASH REGISTER DRAWER IS OVER/SHORT

The DSA will record detailed information regarding the overage/shortage in the **Scalehouse Log Book**. (See **Use of the Scalehouse Log Book** at the end of this section.)

IRATE CUSTOMER THAT DISPOSAL SITE ATTENDANT CAN NOT SATISFY

Call a supervisor to assist. If a supervisor is not available, take down the customer's name, phone number, ticket number if applicable and the details of the complaint. Advise the customer that someone will contact them shortly, and ask for the best time for someone to call the customer back. The DSA will locate the Supervising Disposal Site Attendant and inform them of the complaint. If the Supervising Disposal Site Attendant is not available, contact the Disposal Site Lead Supervisor, the Disposal Site Supervisor, the Principal Engineer or the assigned Staff Analyst in that order. If none of these individuals are available, call the secretary at the Resources Division. The DSA will record detailed information regarding the complaint in the **Scalehouse Log Book**. (See **Use of the Scalehouse Log Book** below.)

USE OF THE SCALEHOUSE LOG BOOK

All special and unusual occurrences must be properly documented in the **Scalehouse Log Book**, located next to the Scale 2 computer.

American Avenue The Deposit Cell
All duties performed in conjunction with the safe must be executed in full view of the surveillance cameras.

The safe is designed with two (2) separate cells – the **Deposit Cell** and the **Compartment Cell**. Below is the description for the **Deposit Cell**:

The Deposit Cell

The *Deposit Cell* can only be opened using a key and a combination. The Supervising Disposal Site Attendant (SDSA) and one of the Disposal Site Lead Supervisors (DSLS) will have a key to the lock. Each Disposal Site Attendant (DSA) will have the combination to the lock. Therefore, the cell cannot be opened unless the SDSA or the DSLS **and** a DSA are present.

The safe has a drop box on the top that daily deposits will be placed in. The "drop" will lead to the **Deposit Cell**. Since no single person can gain access to the **Deposit Cell**, the deposits will remain secure.

The Compartment Cell
All duties performed in conjunction with the safe must be executed in full view of the surveillance cameras.

The safe is designed with two (2) separate cells – the **Deposit Cell** and the **Compartment Cell**. Below is the description for the **Compartment Cell**:

The Compartment Cell

The *Compartment Cell* can be opened using a combination. The Disposal Site Supervisor (DSS), Supervising Disposal Site Attendant (SDSA), Disposal Site Lead Supervisors (DSLSs), all Disposal Site Attendants (DSAs), and the Principal Engineer will have the combination. Each DSA will be assigned one of the five compartments to secure their individual change funds. Each compartment has two (2) separate key locks.

- One lock is unique to each compartment. Each DSA will be assigned one of the five (5) compartments and they will each be assigned a key unique to their compartment.

- The other locks on the compartments are the same on each compartment. The DSS, SDSA, DSLSs and the Principal Engineer will have a key to these locks. The locks will remain unlocked during normal operations. However, in the event of an emergency, if a supervisor wishes to perform a surprise cash count, if an employee is dismissed, etc., the compartments can be locked prohibiting access to the compartment(s).

American Avenue– Preparation of Cash Register

The Disposal Site Attendant (DSA) will open the Scalehouse in the morning and unlock the door to the **Compartment Cell** of the safe using the combination provided to him/her, then unlock their compartment with their unique key to remove their individually assigned cash register drawer (drawer) with their $300.00 change fund. The DSA must close and lock their compartment, then close and lock the **Compartment Cell**. The DSA will prepare a calculator tape verifying that $300.00 is in their drawer, then place the drawer in the register.

American Avenue: **Deposits – End of Day**

At the close of business, the Disposal Site Attendant (DSA) in the Scalehouse will prepare the daily deposit and separate their $300.00 change fund. The DSA will place the deposit in a locking cash bag, place the key inside the locking mechanism of the bag, then place the bag (key included) inside the drop box of the safe, making sure the deposit drops into the **Deposit Cell.** The DSA will verify their $300.00 change fund by preparing a calculator tape and placing it inside their drawer. The DSA will place the drawer in their compartment, close and lock their compartment, then close and lock the **Compartment Cell**.

Deposits – Armored Transport

Deposits will be prepared for pick-up by Armored Transport on Monday, Wednesday, and Friday mornings. A supervisor will use the key to unlock the key mechanism of the **Deposit Cell**, and the Disposal Site Attendant (DSA) in the Scalehouse will use the combination to unlock the combination mechanism of the **Deposit Cell**. The DSA will remove the deposit bags that are inside the **Deposit Cell**, the key for each bag should be inside the locking mechanism of each bag, and open each bag with the supervisor present. The **Deposit Cell** must be closed and both locking mechanisms engaged.

The DSA and the supervisor will verify the accuracy of each deposit. The DSA will prepare the required deposit form for the deposits, and the supervisor and the DSA will initial the upper right hand corner of the deposit form. The DSA will place all deposits in one (1) locking bag, engage the lock and remove the key with the supervisor present. The supervisor will take the key and the DSA will place the locked bag inside their compartment, close and lock their compartment, then close and lock the **Compartment Cell***.* The supervisor may then leave the Scalehouse, taking the key to the locked bag with him/her.

When Armored Transport arrives at the Scalehouse, the DSA will remove the locked bag containing the deposits from their compartment, close and lock their compartment, then close and lock the **Compartment Cell**. Armored Transport will return the locking bag given to them the previous deposit day, and will take the new locked bag.

Monitoring Change Fund

The Disposal Site Attendants (DSAs) will monitor their change fund to ensure that they provide ample notice to a supervisor, or the Disposal Site Supervisor that they are in need of change. However, in the event that the DSA working in the Scalehouse is in immediate need of change, a supervisor, or the Disposal Site Supervisor will authorize the exchange of money between the cash drawers of DSAs. The **Money Exchange – DSAs** form **(Exhibit H*)*** must be completed each time an exchange of money occurs between drawers.

COMPUTER DOWN-INBOUND

If the computers go down:

- Notify the Supervising Disposal Site Attendant (SDSA) or a Disposal Site Lead Supervisor (DSLS) on site. If neither SDSA nor DSLS is on site, contact the Disposal Site Supervisor.
- Call the technical support vendor; their phone number is located in the **Scalehouse Logbook**.
- If only one computer is down, all transactions can be completed for all of the scales at one computer.
- If all computers are down, all transactions will be processed manually. Each transaction will be recorded on a manual cash or charge ticket.
- If the power is still on and only the computers are down, each vehicle will be weighed in and out utilizing the electronic scales.

- Scale 1 will be closed and each vehicle will weigh in at Scale 2.
- The Disposal Site Attendant (DSA) will ask each driver if their transaction will be charged to an account or if they will be paying by cash/check. The DSA will then obtain the correct manual ticket to continue the transaction (charge or cash/check).
- The DSA will indicate the date and time on the appropriate ticket, and write their name in the section labeled “GROSS BY – DEPUTY”.
- If the transaction will be charged to an account, the DSA will record the account number in the section labeled “CUSTOMER”, and the account name in the section

labeled “CARRIER” on the charge ticket. The DSA will refer to the **Accounts Report (Exhibit K)** located on the counter by the Scale 3 computer with the **Procedures Manual** to obtain this information.

- If the transaction will be paid for by cash or check, the DSA will record the customer’s name in the section labeled “CUSTOMER”, and the name of the driver (if different than the customer) in the section labeled “CARRIER” on the cash/check ticket.
-
- The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the **Scalehouse Building Maintenance** manuals for complete instructions for operating the surveillance cameras), then record that license plate number in the section labeled “VEHICLE LICENSE NO.”. If the vehicle has a trailer, the license plate number of the trailer must also be located using the surveillance cameras and recorded in the section labeled “TRAILER LICENSE NO.”.
-
- The scale automatically weighs the vehicle and the gross weight is displayed on the electronic display located behind the Scale 2 printer. The DSA will round that weight to the nearest 20 pounds (i.e. 20,118 = 20,120; 20,108 = 20,100) and record that weight in pounds in the “GROSS LBS.” section of the ticket.
-
- The DSA will obtain the origin of the waste from the customer and record that information in the section labeled “REMARKS” on the appropriate ticket.
- The DSA will record the reason for using the manual ticket in the section labeled “REMARKS” on the appropriate ticket.
- The DSA will obtain the type of waste (e.g. general refuse) from the customer, then record that information in the section labeled “COMMODITY”, then indicate the appropriate tipping fee for the type of waste based on the **Fee Schedule** (**see Exhibit B** located **in Section I** of these procedures).
-
- If the vehicle has a stored tare weight, the DSA will obtain it from the **Five Weight Average Report** located in a binder by the Scale 3 printer (**see Exhibit D – *Form to Complete to Obtain A Stored Tare Weight Average*** located in **Section I** of these procedures), then record the tare weight in pounds in the “TARE LBS.” section of the ticket. See the **Outbound** section of these procedures (**Section 3-2**) for completing the transaction. The DSA will advise the customer where to dispose of their load, and to drive onto Scale 3 to weigh out (if the vehicle does not have a stored tare weight) and either authorize the charge or pay for the transaction after they dispose of their load.
-

COMPUTER DOWN-OUTBOUND

- If the customer’s vehicle does not have a stored tare weight, they must return to Scale 3 to complete their transaction after they dispose of their load.
- The scale automatically weighs the vehicle and the tare weight is displayed on the electronic display located on the counter behind the Scale 3 computer.
- The Disposal Site Attendant (DSA) must focus an outside surveillance camera on the license plate of the vehicle, (please reference the Scalehouse Building

Maintenance manuals for complete instructions for operating the surveillance cameras).

- The DSA will obtain the appropriate manual ticket started at Scale 2 for the customer, write their name in the section labeled “TARE BY – DEPUTY”, then record the tare weight of the vehicle in pounds on the appropriate manual ticket.
- The DSA will calculate the net weight in pounds by subtracting the tare weight from the gross weight, rounding the weight to the nearest 20, then indicate the net weight in pounds on the appropriate ticket.
- The DSA will then convert the rounded net weight from pounds to tons by dividing the pounds by 2,000. Tons must be recorded with no more than two decimal places (e.g.. 34,520/2,000 = 17.26 tons, not 17.260 tons.) The DSA will indicate the converted weight in tons on the ticket below the section labeled “NET LBS.”
- The DSA will calculate the amount due by multiplying the converted tons by the appropriate tipping fee already recorded on the ticket when the customer weighed in.
- If the amount due is the minimum charge, the DSA will indicate that in the “COMMODITY” section of the ticket and fill in the correct amount due.

Procedure for Charge Customer

- The DSA will indicate the amount charged on the section of the ticket labeled “TOTAL”, then have the customer sign the ticket. The yellow copy is given to the customer and the white, blue and hard copies are kept by the DSA. The DSA will batch the copies retained in order with the manual charge tickets in the batch separator located on the counter by the Scale 2 computer.
- The customer will drive off of the scale.

Procedure for Check Customer

- The DSA will inform the customer of the amount due and ask them to make their check payable to “American Avenue Landfill”.
- The customer will give the DSA their check and the DSA will verify that the check is properly completed and then process the check in accordance with the instructions taped to check separator by the Scale 3 computer.
- The DSA will write the check number on the ticket.
- The check will be placed in the check separator located by the Scale 3 computer.
- The DSA must have the customer sign the ticket. The DSA will make a photocopy of the ticket and give the photocopy to the customer. The DSA will keep the pink and hard copy, then batch them in ticket number order with the manual cash/check tickets in the batch separator located on the counter by the Scale 3 computer.

Procedure for Cash Customer

- The DSA will inform the customer of the amount due.
- The DSA will collect the cash from the customer.
- The DSA will place the money across the drawer that is at the Scale 3 computer.
- The DSA will calculate the correct change by subtracting the amount due from the amount the customer provided then count the correct amount of change due.

- The DSA will give the change to the customer with the ticket for them to sign.
- The DSA will make a photocopy of the ticket and give the photocopy to the customer. The DSA will keep the pink and hard copy, then batch them in ticket number order with the manual cash/check tickets in the batch separator located on the counter by the Scale 3 computer.
- The money will be placed in the cash drawer, and the cash drawer must be properly closed.
- The customer will then exit the scale.

Computers Down and Power is Out :

- Notify the Supervising Disposal Site Attendant., or the Disposal Site Lead Supervisor on site. If neither is available, contact the Disposal Site Supervisor.
- Call the technical support vendor; their phone number is located in the **Scalehouse Logbook**.
- All transactions must be processed manually. Each transaction will be recorded on a manual cash or charge ticket.
- Scale 1 must be closed and each vehicle will be processed through Scale 2.
- The Disposal Site Attendant (DSA) will ask each driver if their transaction will be charged to an account or if they will be paying by cash/check. The DSA will then obtain the correct manual ticket to continue the transaction (charge or cash/check).
- The DSA must focus an outside surveillance camera on the license plate of the vehicle, (please reference the **Scalehouse Building Maintenance** manuals for complete instructions for operating the surveillance cameras), then record that license plate number in the section labeled “VEHICLE LICENSE NO.”. If the vehicle has a trailer, the license plate number of the trailer must also be located using the surveillance cameras and recorded in the section labeled “TRAILER LICENSE NO.”.
- Check to see if the vehicle is included in the **Five Weight Average Report (see Exhibit D – *Form to complete to Obtain a Stored Tare Weight Average* in Section I of these procedures)**.

VEHICLES WITH FIVE WEIGHT AVERAGE

- The DSA will indicate the date and time on the appropriate ticket and write their name in the sections labeled “GROSS BY – DEPUTY” and “TARE BY – DEPUTY”.
- If the transaction will be charged to an account, the DSA will record the account number in the section labeled “CUSTOMER”, and the account name in the section labeled “CARRIER” on the charge ticket. The DSA will refer to the **Accounts Report** (Exhibit I) located on the counter by the Scale 3 computer with the **Procedures Manual** to obtain this information.
- If the transaction will be paid for by cash or check, the DSA will record the customer’s name in the section labeled “CUSTOMER”, and the name of the driver (if different than the customer) in the section labeled “CARRIER” on the cash/check ticket.
- The DSA will obtain the gross weight for the vehicle from **the Five Weight Average Report (see Exhibit D in Section I of these procedures)**, round that weight to the

nearest 20 pounds (i.e. 20,118 = 20,120; 20,108 = 20,100) and record that weight in pounds in the “GROSS LBS.” section of the ticket.

- The DSA will obtain the tare weight for the vehicle from the Five Weight Average Report, round that weight to the nearest 20 pounds (i.e. 18,110 =18,100) and record that weight in pounds in the “TARE LBS.” section of the ticket.
- The DSA will subtract the recorded tare weight from the recorded gross weight, then enter that figure in pounds in the “NET LBS.” section of the ticket.
- The DSA will then convert the rounded net weight from pounds to tons by dividing the pounds by 2,000. Tons must be recorded with no more than two decimal places (e.g.. 34,520/2,000 = 17.26 tons, not 17.260 tons.) The DSA will indicate the converted weight in tons on the ticket **below** the section labeled “NET LBS.”
- The DSA will obtain the type of waste (e.g. general refuse) from the customer, then record that information in the section labeled “COMMODITY”, then indicate the appropriate tipping fee for the type of waste based on the **Fee Schedule** (**see Exhibit B located in**
- **Section I of these procedures**).
- The DSA will calculate the amount due by multiplying the converted tons by the appropriate tipping fee.
- If the amount due is the minimum charge, the DSA will indicate that in the “COMMODITY” section of the ticket and fill in the correct amount due.
- The DSA will obtain the origin of the waste from the customer and record that information in the section labeled “REMARKS” on the appropriate ticket.
- The DSA will record the reason for using the manual ticket in the section labeled “REMARKS” on the appropriate ticket.
- The DSA will indicate that the ticket is based on data from the **Five Weight Average Report (see Exhibit D in Section I of these procedures)** in the section labeled “REMARKS” on the appropriate ticket.

Computers Down – Conclusion

- If the computer functions are restored before the end of the day, the Disposal Site Attendant (DSA) will generate a ticket in TicketPro for each manual ticket (charge and cash/check) by entering the information into TicketPro obtained on each of the manual tickets. The tickets should be processed and separated according to the procedures described in the **Transactions** section located in **Sections 1-4 through 1-9** of these procedures**.** The manual charge or cash/check ticket WILL be stapled to the corresponding TicketPro ticket generated. The deposit will be prepared according to the procedures described in **Section 1-13: Deposits**.
- If the computer functions are not restored before the end of the day, the DSA will prepare the daily deposit based on collections indicated on the tickets generated in TicketPro before the computer failure and the manually generated tickets. The manual transaction will have to be entered into TicketPro and the “End of the Day” procedures as described in **Section 1-14** will need to be completed for that day’s

- transactions in TicketPro before the next “Start of the Day” procedures detailed in **Section I, Number: 1-1** can be completed.

- The DSA will record detailed information regarding the computer error in the calehouse Log Book. (Please refer to Use of Scalehouse Log Book under Section 1-21: Troubleshooting).

Exhibit #3

Reports

Exhibit #3 - Reports

EXISTING LANDFILL-RELATED INFORMATION, REPORTS, AND DOCUMENTS.

(A sample of current TicketPro reports is attached to this RFP as an Adobe Acrobat file)

COMPUTER OPERATIONS - DATA MANAGEMENT

This section describes how to process the tonnage reports for the American Avenue and Coalinga Landfills. Part I discusses when the tonnage reports are completed, and Part II explains how to process the tonnage reports.

PART ONE. PROCEDURES FOR TONNAGE MONITORING

The following procedures are to be used to monitor and record the tonnages received at the American Avenue and Coalinga Landfills. (Note: Many forms are created in Crystal Reports software and all monitoring and recording is done in Ticket Pro software at the landfills**.**

I. DAILY:

The above Ticket Pro System gathers data as it happens through the computers at the landfills. The information is entered into the landfill computers automatically as it occurs by the computer software installed on the computers. Some of the major haulers are completely automated. The gate attendants, through the computers process the rest and the self-haulers. The data is then downloaded to the Server after each transaction.

II. MONTHLY:

At the end of the month all the data for the month should have been received from the landfills, and downloaded into the server. Thirty-two different reports are created for American, and Coalinga. Of these, Solid Waste Planning staff, for tonnage reporting, uses twelve at American and nine at Coalinga. The rest are used for accounting and scale tracking purposes. These reports are created by software called Crystal Reports, and are based on the Ticket Pro data system. Printouts are made on 8-1/2" X 11" paper.

III. QUARTERLY:

In addition to the State quarterly report, other reports that are prepared quarterly include:

1. AB1220 (BOE-IWM): This report is a letter to the State Board of Equalization with the completed forms provided by the State Board. This is done to determine the fees paid based on the landfills tonnages. This is to cover the cost of operating the State Integrated Waste Management Board as required by AB 939, and the Cleanup and Maintenance costs.

2. Surcharge reports: this report to appropriately accounts for the total tonnages, and the dollar amount to be charged to each Enterprise Fund. The Resources Division staff sends a memo to Financial services with the information necessary to charge the appropriate enterprise accounts.

PART TWO: PROCEDURES FOR PROCESSING THE TONNAGE REPORTS.

MONTHLY DOWNLOADS:

There are four ticket pro reports that are downloaded and linked to on a monthly basis. These four reports are necessary to generate the monthly and quarterly reports that are made monthly and quarterly in Excel. These are the "AB1220.rpt", "AB939 Daily.rpt", "FastDailyVolume.rpt", and the "HaulerTonnage.rpt".

A normal download of files takes approximately five minutes. Below is the list of most frequently run report:

I. RESOURCES DIVISION & LANDFILL STAFF – REPORTS

A. Daily/Monthly Haulers' Contract Reports : One Resources Division staff person enters the haulers' contract information into a computer (in conjunction with Excel software) on an ongoing basis and, once a month, prepares a summary report listing the amount of solid waste delivered to the American Avenue Landfill by the commercial haulers.

B. Daily/Monthly Volume Reports: This information, which is divided into 11 by types/categories, is entered onto a one-page form (see Exhibit 6-2) by the scalehouse attendant. One Resources Division staff person enters the weight information into a computer (in conjunction with Excel software) on an ongoing basis and, once a month, prepares a summary report listing the tonnage, by type/category of solid waste, deposited in the American Avenue Landfill.

C. Daily/Quarterly AB 939 Disposal Origin Reports : One Resources Division staff person enters the weight and origin information into a computer (in conjunction with Excel software) on an ongoing basis and, once a quarter, prepares a summary report. At that time, Resources Division staff sends a letter to the respective jurisdictions about the amount of solid waste landfilled from that jurisdiction.

D. Daily Cash Report : The scalehouse attendant counts, by hand, American Avenue Landfill daily revenues. This amount is entered onto a daily cash report, which is submitted to the Financial Services Office twice a week.

E. Daily Deposit Ticket – The scalehouse attendant prepares a daily deposit ticket, which summarizes American Avenue Landfill daily revenues. The daily deposit ticket is attached to the revenues, which are picked up three times a week by armored car transport and delivered to the County Treasurer in downtown Fresno.

F. Monthly Triple-Rinsed Pesticide Container Report: The scalehouse attendant prepares a monthly triple-rinsed pesticide container weight/revenue report. This report, which is associated with every other month event, is delivered to the Resources Division and Financial Services Office. The triple-rinsed pesticide container tonnage information is placed onto the monthly tonnage report by Resources Division staff. Note that the Triple rinsed events are held on the second Wednesday of every other month beginning in March.

II. FINANCIAL SERVICES OFFICE STAFF – REPORTS AND DOCUMENTS

A. Daily Tickets From Disposal Site – It takes approximately thirty minutes to run the TicketPro report and thirty minutes to reconcile that day's tickets. The total estimated time per month is approximately thirty hours.

B. Interface –This is when one day's worth of ticket information is downloaded from the disposal site into the Win Cam system. Each time this is done, the total has to be checked against the TicketPro report. This takes process approximately thirty minutes for each day, and approximately fifteen hours a month. These are filed into a box.

C. Posting – One day of data takes approximately one hour to post depending on the size or volume for that day.

D. Statement Printing – This is done monthly and takes approximately one hour to do the printing.

E. Statement Preparation This is done monthly and takes approximately two hours to fold and stuff the envelopes. There are several statements that are some times too large to fit into a regular envelope. When this happens, the address for the larger ones will be done manually (by hand).

F. Mailing – Each month when the statements are done, they have to be rubber banded with a mailing slip attached. This process takes approximately fifteen minutes.

REPORTS.

There are currently 39 reports in the Ticket Pro. In addition to any reports native to, and delivered with, the application, the following reports must be delivered as part of the installation. Fresno County retains the right to add new reports as necessary.

List of Current Reports on TicketPro.

1. AB1220.rpt
2. AB939Daily.rpt
3. Accounts.rpt
4. ActivityByVoid.rpt.
5. Boxes.rpt
6. CDH-Sourcejurisdiction.rpt
7. CDH-SourceReport.rpt
8. CDH-SourceReport_bySource.rpt
9. DailyLog.rpt
10. DailyCharge.rpt
11. Destination.rpt
12. DeailedActivitybyAccountName.rpt
13. DetailedActivityByAccountNumber.rpt
14. DetailedActivityByDate.rpt
15. DetailedActivitybyTicket.rpt
16. DetailedTransbyAddressNH.rpt
17. Fast DailyHauler.rpt
18. FastDailyVolume.rpt
19. FastMonthlyCapacityUsed.rpt
20. FastMonthlyRecycling.rpt
21. FastMonthlyTrippleRinseRecycling.rpt
22. FastMonthlyVolume.rpt
23. FastMonthlyVolumeBarGraph.rpt
24. FastMonthlyVolumeLineGraph.rpt
25. FastTireCirculation.rpt
26. Haulertonnage.rpt
27. HaulerTonnageByMonthYear.rpt
28. Materialsused.rpt
29. MaterialsGroups.rpt
30. Materials.rpt
31. MonthlyTrippleRinseRecyclingRevenue.rpt
32. Sources.rpt
33. SourceTonnage.rpt
34. SummaryActivitybyAccountName.rpt
35. SummaryActivityAccountNumber.rpt
36. SummaryActivitybyDate.rpt
37. testreport.rpt
38. UncoveredLoad.rpt
39. Vehicle.rpt.

Exhibit #4

Stop Light Interface

Exhibit #4 - Stop Light Interface

Truck Control Lights.

The entrance scales are equipped with a pair of two-color (red, green) outdoor indicator lights to control truck entrance and exit to the platform. The stop light interface shall be similar to the existing system. Signal lights shall be in a horizontal layout with 8-inch poly carbonates body, door, reflector lens. Signal control light shall be Eagle Signal Controls, "Model SA22OQ-1111BBB", or equal. Signals shall be installed and mounted on an aluminum post with square base pedestal of the manufacturer's standard design. The signals shall be installed as shown on the plans such that the green map is located 6-feet above adjacent roadway. All parts of the exterior light assembly excluding lenses and signal face, and post shall be painted yellow per FDOT standards.

Each operator station shall be equipped with a RED-GREEN-AUTO switch for the corresponding lights at each lane. In the AUTO position, the lights will be controlled by the scale computer. The operator can manually control the vehicle from any position by turning the switch to the RED or GREEN position.

The sequence of light operation shall be as follows:

- Turn signal light to green to admit the vehicle to the position.
- Turn the signal light to red when the vehicle is on the scale.
- After weighting is completed, turn the signal light to green. This allows next vehicle to enter.

The exit scale will not be controlled with a traffic signal.

Coalinga Landfill Scale Operation. The operation of the single scale at the Coalinga Landfill shall be essentially the same as the American Avenue Landfill. Vehicles should enter at scale two and exit at scale as described in the preceding section. All vehicle identification will be made by the scale house attendant. All records shall be sent to the central computer by the single scale computer at the end of the day. The Contractor is to verify with the phone company the ability to use a phone line for data.

Exhibit #5

RF Tag Reader Interface

Exhibit #5 - RF Tag Reader Interface

The 8530 cameras capture the transactions and are able to view license plate number of vehicles on the scale, using the monitors in the scalehouse. Ticket Pro will interface with the system to capture the ticket numbers with the images of the corresponding vehicles, their license plate number, date and time of the day for each transaction with the tickets generated for each vehicle.

In the inbound/outbound weighing mode, the vehicle is weighed twice. The inbound weight is stored in a temporary register. When the outbound vehicle is weighed, the stored inbound weight is recalled from the memory and used to calculate the net weight of the contents of the vehicle. The inbound weight is sent to the printer along with the memory address or ID that is retaining the weight. Once the outbound vehicles drives into the scale, the camera will send the outbound vehicle data to the printer and will adjust thee commodity register accumulator.

Permanent stored tare weight registers are used when the user has a fleet of vehicles with known empty (tare) weights and can use a fixed tare value. Once the vehicle drives into the scale, the tare weight is recalled by ID from memory and an outbound ticket is printed.

Exhibit #6

Security Camera System Interface

Exhibit #6 - Security Camera System Interface

The current capture request process uses a TCP/IP client socket. (Ethernet protocol). This socket is non-blocking. The interface between the Camera system and the TicketPro software allows the TicketPro to request a still capture from any given camera and send it to TicketPro via TCP/IP sockets. Up to six (6) stills about a particular transaction must be available for immediate retrieval upon request for a ticket display. Video feeds that are archived/stored at the County can reside in their original locations and formats in original system but the jpeg files can be linked to the tickets, cross-referenced with immediate access whenever a ticket with photos is recalled for review within the TicketPro system. The jpegs can be compressed to approximately 50-60 kb for storage.

The program will accept as configuration data, the IP Address and port of the capture Process, along with a definition of Scale/Camera cross reference. This allows the requesting process to identify which camera to request the capture of an image.

This cmd definition is not set in stone. This definition is provided as examples of what it currently does and as a starting point for our interface.

The request for capture is as follows:

CMD, CAMERA NUMBER, TICKET ID, SCALE ID, A COMMENT, THE SCALE OPERATOR ID, VEHICLE ID

This capture command relies on the capturing process to attach the date and time of the image capture. A test request looks like this:

Capture, 1,15000222,Inbound scale1,Test record ,Bob,123ABC

Each field in the request is comma delimited, and is positional. If there is no data for a particular field the commas are still there as place holders. The ticket number, vehicle id, scale id, camera id, and cmd are required fields, these cannot be blank.

The current request process then expects to receive a reply indicating the status of the image capture. Either a completed message with a file name or a failed message with a failure number or id.

The format of this message is as follows:

CMD,RESULT,FILE ID

A test message looks like this:
A valid capture:
Reply,0,\\rabratt\imagefolder\x22387t43.jpeg
Or
A failed capture:

Reply,876,

In the valid capture message, the command is “Reply”, the valid result is “0”, the file id is the actual location that the file can be retrieved from.
The failed message gives the Reply cmd and then an error message. This is then logged and the operator is notified.

Based on the program configuration the image file can stay were it was originally captured to, or can be copied to a new local location for storage, and cross referencing for the ticketing system to use.

Other Commands that are available are as follows:

“DISCONNECTING”

This command is used to notify the server socket and process that this instance of the requesting program is disconnecting from it. That allows the server process to perform any needed clean up routines and to place the server socket back into listening mode, ready for the next connection request from a client socket.

The connection request is a part of the actual socket process and does not require a special command.

It is estimated at this time that there could be up to 6 capture request processes running at any given moment in time.

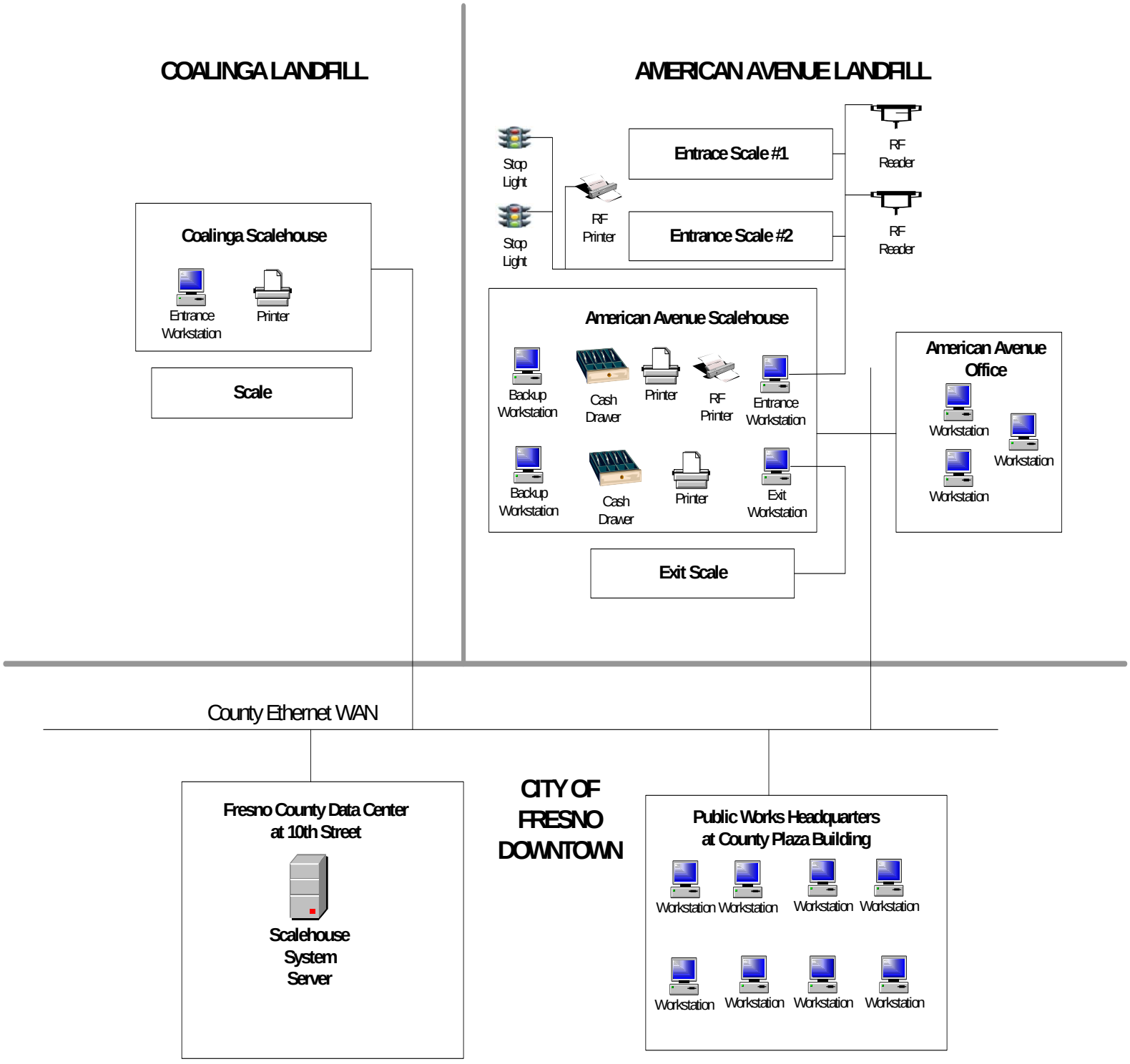
Ticket ID is limited to 10 characters
Vehicle ID is also limited to 10 characters.
Scale id is limited to 20 characters.
Comment is limited to 80 char.
Operator id is limited to 80 char.
Camera number is an integer value.
Result value is also an integer value.

All requests are shipped on the tcp socket as strings.

Exhibit #7

Flowcharts

Exhibit #7 - Flowcharts



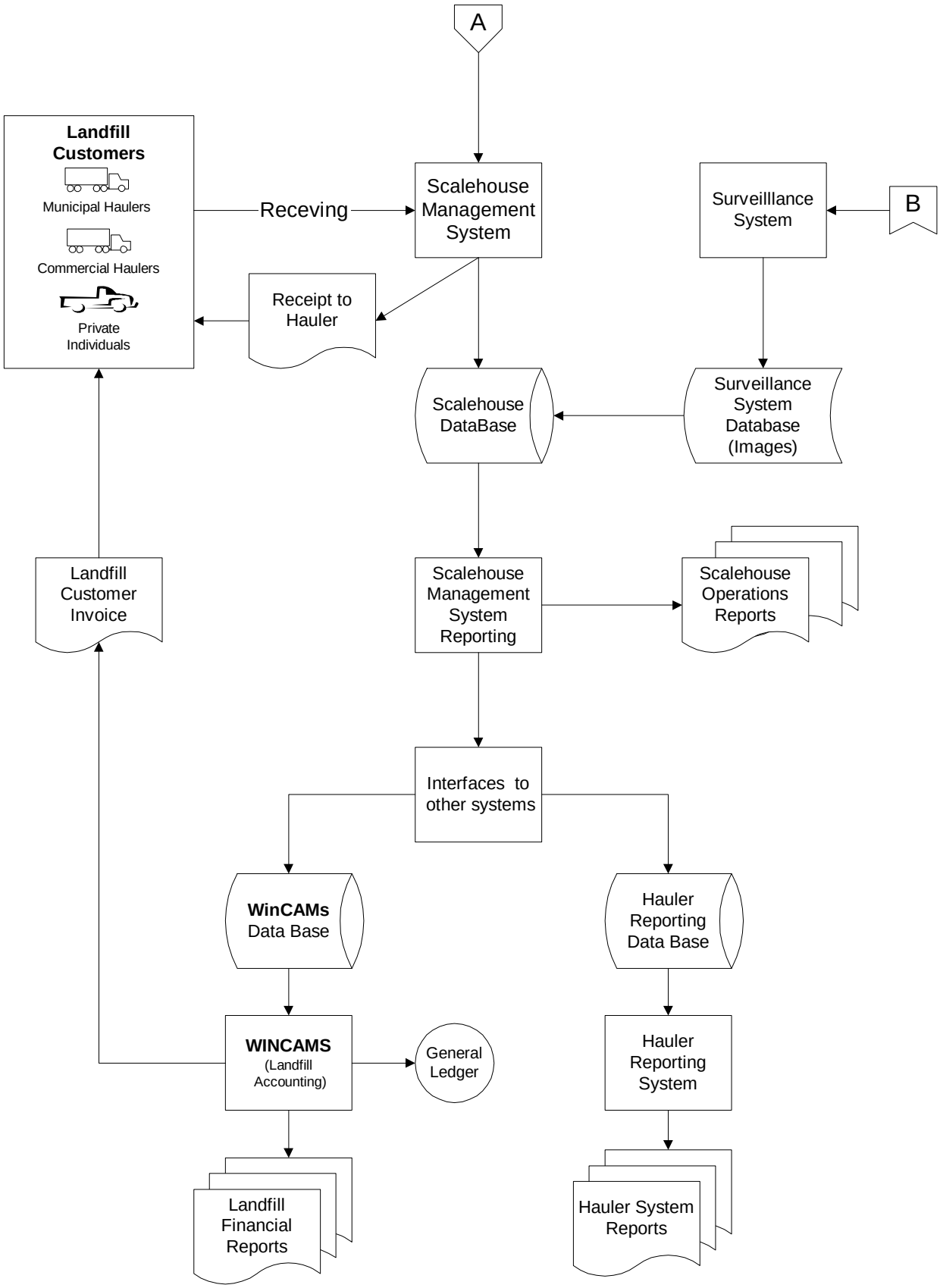

A
Landfill Customers
Municipal Haulers
Commercial Haulers
Private Individuals
Receving
Scalehouse Management System
Surveilllance System
B
Receipt to Hauler
Scalehouse DataBase
Surveillance System Database (Images)
Landfill Customer Invoice
Scalehouse Management System Reporting
Scalehouse Operations Reports
Interfaces to other systems
WinCAMs Data Base
Hauler Reporting Data Base
WINCAMS (Landfill Accounting)
General Ledger
Hauler Reporting System
Landfill Financial Reports
Hauler System Reports

Exhibit #8

TicketPro Data Dictionary

Exhibit #8 - TicketPro Data Dictionary

Table: Accounts

Columns

Name	Type	Size
AccountName	Text	30
AccountNumber	Text	10
Address	Text	30
City	Text	20
St	Text	2
Zip	Text	10
Phone_f	Text	20
Fax_f	Text	12
Contact	Text	25
Comments	Text	50
TaxRate	Text	8
ResaleNumber	Text	20
Discount	Text	7
Surcharge	Text	7
AccountStatus_o	Text	10
CreditLimit	Text	10
AvailableCredit	Text	10
MaterialGroup	Text	12
DefaultMaterial	Text	30
DefaultSource	Text	30
PrintScaleTicket	Yes/No	1
PrintPriceOnTicket	Yes/No	1
PrintCommentsOnTicket	Yes/No	1
AllowUnattendedOperation	Yes/No	1
BioHazardousMaterials	Yes/No	1
HaulerID	Text	3
ReportLevel	Text	3
HaulerAbv	Text	15
ContractedTons	Text	7
LastActivityTD	Date/Time	8
Last EditTD	Date/Time	8
LastEditedBy	Text	25

Table Indexes

Name	Number of Fields
AccountName	1
Fields:	AccountName, Ascending
AccountNumber	1
Fields:	AccountNumber, Ascending
DefaultSource	1
Fields:	DefaultSource, Ascending
HaulerID	1
Fields:	HaulerID, Ascending

Table: Accounts

ReportLevel	1
Fields:	ReportLevel, Ascending

Table: Destination

Columns

Name	Type	Size
Destination	Text	30
LastEditedTD	Date/Time	8
LastEditedBy	Text	25

Table Indexes

Name	Number of Fields
PrimaryKey	1
Fields:	Destination, Ascending

Table: reportconfig

Columns

Name	Type	Size
rptid	Number (Long)	4
ReportName	Text	50
InUse1	Yes/No	1
ParamID1	Text	50
ParamLabel1	Text	50
parmno1	Number (Long)	4
InUse2	Yes/No	1
ParamID2	Text	50
ParamLabel2	Text	50
parmno2	Number (Long)	4
inuse3	Yes/No	1
ParamID3	Text	50
ParamLabel3	Text	50
parmno3	Number (Long)	4
InUse4	Yes/No	1
paramID4	Text	50
ParamLabel4	Text	50
parmno4	Number (Long)	4
InUse5	Yes/No	1
ParamID5	Text	50
ParamLabel5	Text	50
parmno5	Number (Long)	4
InUse6	Yes/No	1
ParamID6	Text	50
ParamLabel6	Text	50
parmno6	Number (Long)	4
InUse7	Yes/No	1
ParamID7	Text	50
ParamLabel7	Text	50
parmno7	Number (Long)	4
InUse8	Yes/No	1
ParamID8	Text	50
ParamLabel8	Text	50
parmno8	Number (Long)	4
InUse9	Yes/No	1
ParamID9	Text	50
ParamLabel9	Text	50
parmno9	Number (Long)	4
InUse10	Yes/No	1
ParamID10	Text	50
ParamLabel10	Text	50
parmno10	Number (Long)	4
InUse11	Yes/No	1
ParamID11	Text	50
ParamLabel11	Text	50
parmno11	Number (Long)	4

Printername	Text	50
printerport	Text	50
printerdriver	Text	50

Table Indexes

Name	Number of Fields
PrimaryKey	1
Fields:	rptid, Ascending
ReportName	1
Fields:	ReportName, Ascending
rptid	1
Fields:	rptid, Ascending

Table: MenuTable

Columns

Name	Type	Size
ID	Number (Long)	4
Itemname	Text	50
ItemDescription	Text	80
OnStartupFlag	Yes/No	1
Scheduledtask	Yes/No	1
SchedTime	Text	50
Schedday	Text	50
schedmonthly	Yes/No	1
scheddaily	Yes/No	1
schedweekly	Yes/No	1
anexecutable	Yes/No	1
itemlocation	Text	200
itemruninfo	Text	200

Table Indexes

Name	Number of Fields
ID	1
Fields:	ID, Ascending
Itemname	1
Fields:	Itemname, Ascending
PrimaryKey	1
Fields:	ID, Ascending

Table: Summarydetail

Columns

Name	Type	Size
TicketID	Text	50
Info1	Text	80
info2	Text	50
info3	Text	50
info4	Text	50
info5	Text	50
info6	Text	50
info7	Text	50
info8	Text	50
info9	Text	80
info10	Text	50
info11	Text	50
info12	Text	50
info13	Text	50
info14	Text	50
info15	Text	50
info16	Text	50
info17	Text	50
info18	Text	50
info19	Text	50
info20	Text	50

Table Indexes

Name	Number of Fields
PrimaryKey	1
Fields:	TicketID, Ascending
TicketID	1
Fields:	TicketID, Ascending

Table: TicketDet

Columns

Name	Type	Size
TransactionNumber	Text	8
TransactionType	Text	6
TransactionMode	Text	10
TicketNumber	Text	8
VehDescription	Text	30
VehLicense	Text	8
VehRfTransponderID	Text	20
VehTrailer1Lic	Text	8
VehTrailer2Lic	Text	8
VehTareTD	Date/Time	8
VehTareBy	Text	25
VehTareWt	Text	6
VEhTareDevice	Text	10
VehTareSource	Text	14
BoxNumber	Text	10
BoxRfTransponderID	Text	20
BoxTareWt	Text	6
BoxLastTareTD	Date/Time	8
BoxLastTareBy	Text	25
BoxLastTareSource	Text	10
AccountName	Text	30
AccountNumber	Text	10
AccountStatus	Text	10
AccountSurcharge	Text	7
AccountDiscount	Text	7
AccountTaxRate	Text	8
Source	Text	30
ParcelName	Text	29
ParcelAddr1	Text	29
ParcelAddr2	Text	29
ParcelNumber	Text	12
ParcelResEquiv	Text	8
ParcelTotalSurcharge	Text	8
InboundWt	Text	6
InboundBy	Text	25
InboundWtSource	Text	10
InboundTD	Date/Time	8
InboundDevice	Text	10
OutboundWt	Text	6
OutboundBy	Text	25
OutboundWtSource	Text	10
OutboundTD	Date/Time	8
OutboundDevice	Text	10
GrossWt	Text	6
TareWt	Text	6
NetWt	Text	6

Table: TicketDet

CvtdWtTotal	Text	6
Material0	Text	30
Qty0	Text	10
Units0	Text	10
UnitPrice0	Text	8
Extended0	Text	8
Closure0	Text	8
Surcharge0	Text	8
ItemTotal0	Text	8
CvtdWt0	Text	6
Destination0	Text	30
ManifestReqd0	Yes/No	1
Material1	Text	30
Qty1	Text	10
Units1	Text	10
UnitPrice1	Text	8
Extended1	Text	8
Closure1	Text	8
Surcharge1	Text	8
ItemTotal1	Text	8
CvtdWt1	Text	6
Destination1	Text	30
ManifestReqd1	Yes/No	1
Material2	Text	30
Qty2	Text	10
Units2	Text	10
UnitPrice2	Text	8
Extended2	Text	8
Closure2	Text	8
Surcharge2	Text	8
ItemTotal2	Text	8
CvtdWt2	Text	6
Destination2	Text	30
ManifestReqd2	Yes/No	1
Material3	Text	30
Qty3	Text	10
Units3	Text	10
UnitPrice3	Text	8
Extended3	Text	8
Closure3	Text	8
Surcharge3	Text	8
ItemTotal3	Text	8
CvtdWt3	Text	6
Destination3	Text	30
ManifestReqd3	Yes/No	1
SubtotalExtended	Text	8
SubtotalSurcharge	Text	8
SubtotalClosure	Text	8
Subtotal	Text	8
TotalDiscount	Text	8
TotalTaxable	Text	7

Table: TicketDet

TotalTax	Text	8
TotalAmountDue	Text	8
AmountTendered0	Text	8
AmountTendered1	Text	8
ChangeReturned	Text	8
PaymentMethod0	Text	10
PaymentMethod1	Text	10
Status	Text	1
Printed	Yes/No	1
Completed	Yes/No	1
CompletedTD	Date/Time	8
PrintedTD	Date/Time	8
FinalStatus	Text	10
Void	Yes/No	1
PrintCount	Text	10
LockResource	Text	10
JobNumber	Text	16
VehAvgGrossWt	Text	6
BoxAvgGrossWt	Text	6
AvgGrossWtError	Yes/No	1
CompletedDate	Date/Time	8
HaulerID	Text	3
ReportLevel	Text	3
HaulerAbv	Text	15
Outbound	Yes/No	1

Table Indexes

Name	Number of Fields
AccountName	1
Fields:	AccountName, Ascending
AccountNumber	1
Fields:	AccountNumber, Ascending
BoxRfTransponderID	1
Fields:	BoxRfTransponderID, Ascending
PrimaryKey	1
Fields:	TransactionNumber, Ascending
Source	1
Fields:	Source, Ascending

Table: Operator

Columns

Name	Type	Size
Operator	Text	25
Password	Text	8
SecurityLevel	Text	1
LastEditedTD	Date/Time	8
LastEditedBy	Text	25

Table Indexes

Name	Number of Fields
PrimaryKey	1
Fields:	Password, Ascending

Exhibit #9

Project Area Map

Exhibit #9 – Project Area Map

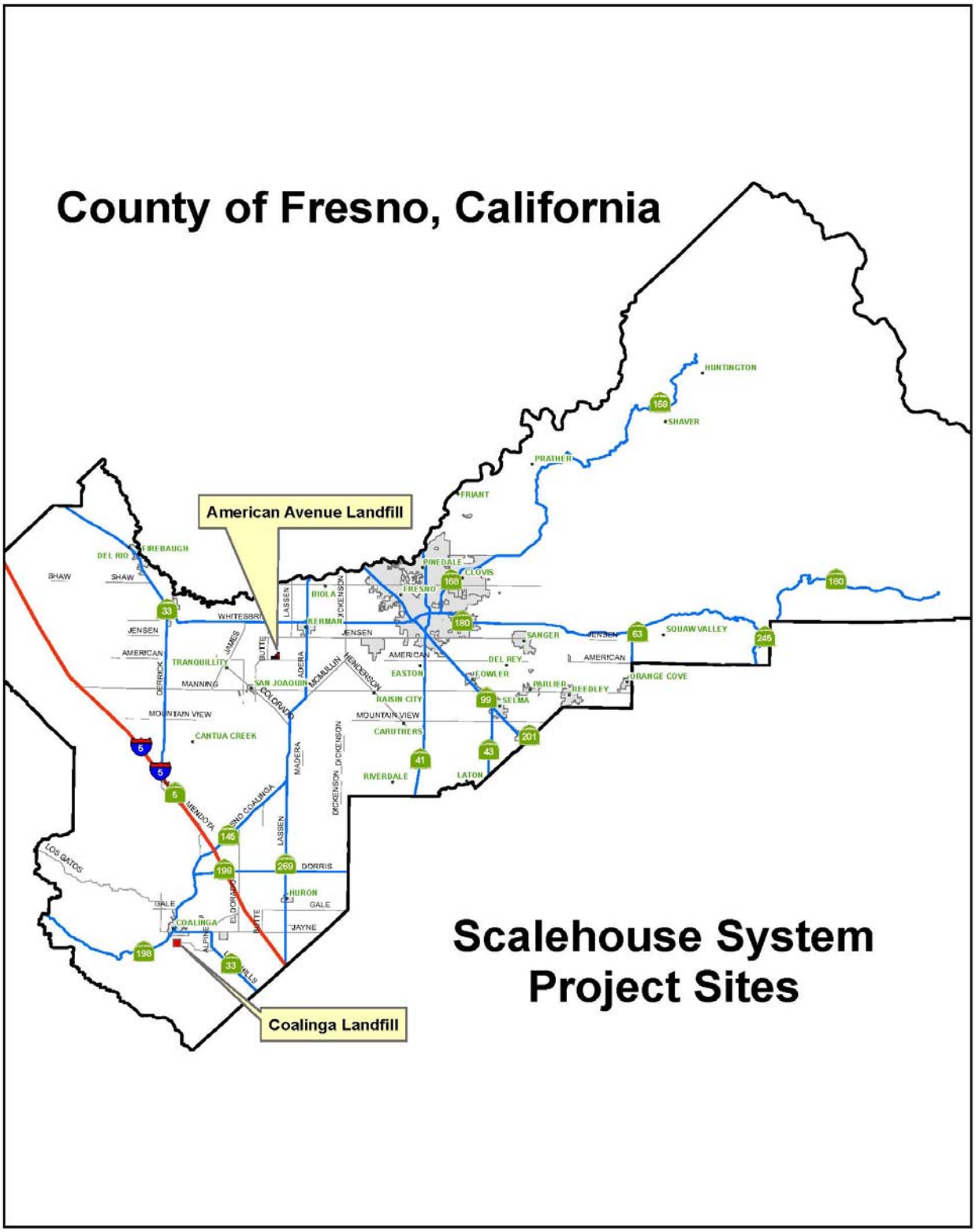


Exhibit #10

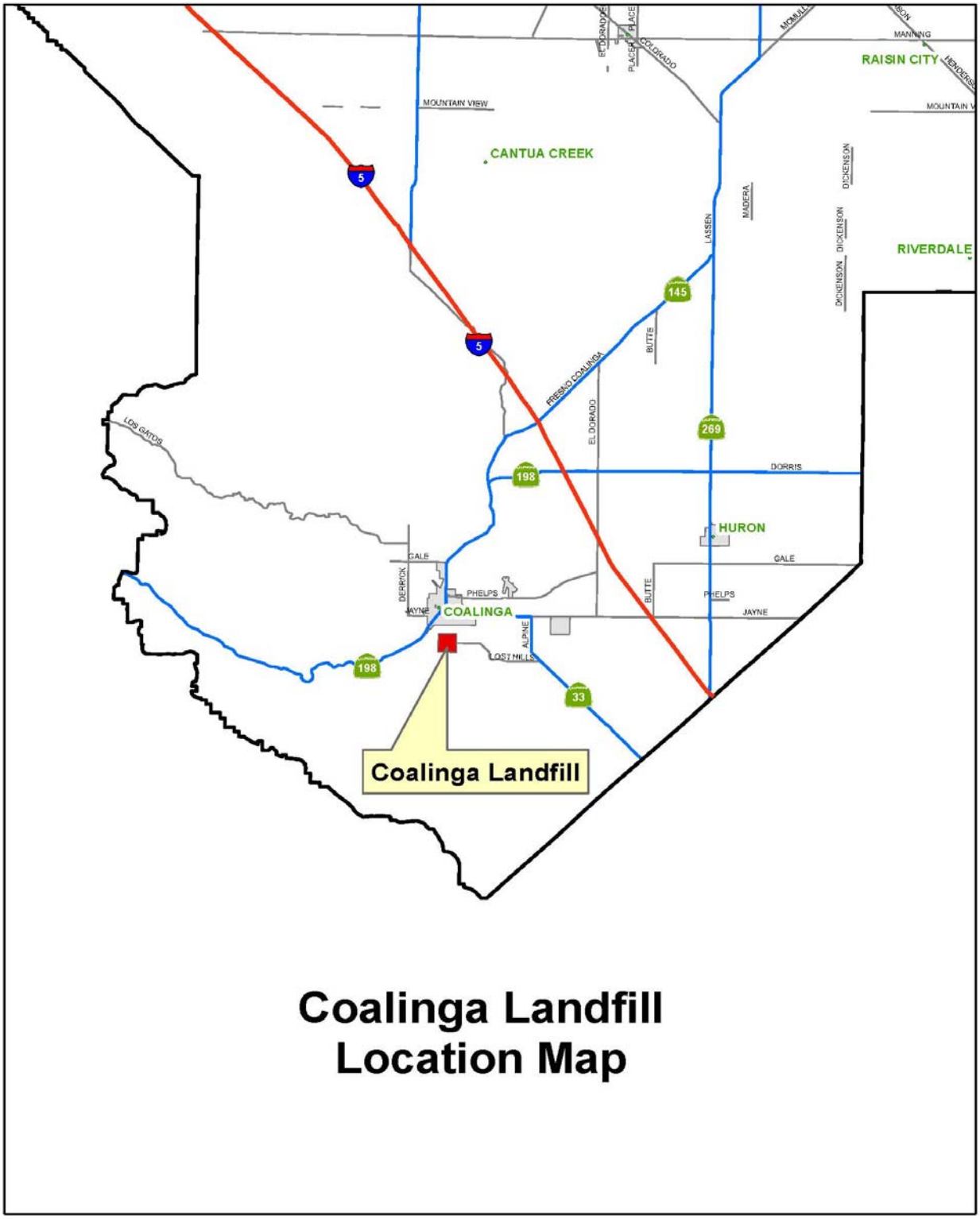
American Avenue Landfill Location Map

Exhibit #10 - American Avenue Landfill Location Map

Exhibit #11

Coalinga Landfill Location Map

Exhibit #11 – Coalinga Landfill Location Map



Coalinga Landfill Location Map