

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number CVE-005
	Subject Scales – Certification of (Permanent and Portable)	
	Special Instructions Replaces CVE-006 dated February 25, 2010	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the certification, repairs, hours of operation and daily operational procedures of both permanent and portable scales used by Commercial Vehicle Enforcement (CVE).

II. POLICY

Motor Carrier Inspector (MCI) District Coordinators shall ensure permanent and portable scales are certified and operated in accordance with this procedure.

III. PROCEDURE

A. MCI District Coordinators shall:

1. Inspect all permanent and portable scales under their command for serviceability, proper operation and needed maintenance at least once per month.
2. Ensure that all scales are certified at least every twelve (12) months, or as needed, by the Indiana State Board of Health.
3. Keep a record of each certification for three (3) years, unless pending court action requires a longer period of time.

B. Scale Certification

1. Permanent and portable scales shall be recertified, by the Indiana State Board of Health, immediately upon completion of all repairs or maintenance or prior to the expiration of the current certification. The recertification shall be valid for a twelve (12) month period. A copy of the certification shall be forwarded to CVE by the District Coordinator, who shall retain the original copy.
2. A copy of the latest certification shall be kept with all portable scales. Both the portable scales and a copy of the valid scale certification shall be presented at district inspections or when directed by the CVE Commander.
3. Prior to the annual recertification of portable scales an appointment shall be scheduled, a minimum of one (1) week in advance, with a certified repairperson who shall evaluate the scales and make any necessary adjustments.

C. Scale Repairs and Maintenance

1. All MCI's and CVEO Troopers operating permanent or portable scales shall report any possible problems with the scales to the appropriate MCI District Coordinator.
2. All minor permanent scale maintenance, such as changing light bulbs within the facility, emptying trash containers and vacuuming shall be completed equally by scale personnel. Major maintenance items shall be directed to the Indiana Department of Transportation (INDOT) by the MCI District Coordinator.
3. When permanent scale repairs are needed, the MCI District Coordinator shall call the appropriate Indiana Department of Transportation (INDOT) District Superintendent explaining, in detail, the malfunction and the repairs needed. This shall be noted on the monthly scale condition report when forwarded to CVED.
4. Upon completion of repairs and recertification to permanent scales the District Coordinator shall notify CVED of the repairs and recertification and forward a copy of the recertification to the CVED.
5. When portable scale repairs are needed, the MCI District Coordinator shall notify the scale repairperson within the applicable zone. Once the problem has been verified by the scale repairperson, they shall notify the Assistant MCI Administrator who shall coordinate the efforts to complete the necessary repairs.
6. No employee other than designated, certified scale repair personnel or personnel directed by the CVED Commander shall attempt to repair a defective portable scale.

To qualify as a scale repairperson, an employee must:

- a. Complete a course of instruction by the scale manufacturer; and
- b. Receive a satisfactory rating on the last Performance Appraisal Report.

D. Reporting Requirements

MCI District Coordinators shall, by the tenth day of the month, forward to their respective supervisor:

1. A monthly scale condition report and activity summary for the previous month including: the date of any problem and the scale serial number. If no problems were detected, that shall be noted as well; and
2. For those District Coordinators at Weigh-in-Motion (WIM) facilities they shall forward the WIM activity reports, including the total number of vehicles screened by the WIM System.

E. Scale Operations

1. Scale equipment shall be left on at all times at permanent scale locations.
2. Scale facilities, equipped with the WIM System, shall utilize the WIM System at all times during operation.
3. When a vehicle has been selected to be inspected the driver shall be directed to drive immediately to the parking area. Vehicles shall not be detained on the scale platform for any purpose other than weighing the vehicle.
4. All personnel shall periodically check the scale ramps for traffic backups. If a backup is imminent, the scales shall be closed until the scale ramp has been completely cleared of all vehicles. Once the ramp is clear the scales shall be reopened. Any vehicle which breaks down on the scale platform or in the scale lane(s); which impedes the flow of traffic, shall be removed by towing, if necessary, to reopen the lane(s).
5. Scale facility keys and or pass-cards shall not be loaned to or duplicated for other Department personnel or agencies without prior approval of the CVED Commander.
6. Only CVED personnel, who are properly trained, shall operate or utilize the portable scales or permanent scale facilities. Any other personnel or agency wishing to utilize permanent or portable scale facilities shall request approval, in writing, from the CVED Commander.
7. MCI District Coordinators shall immediately notify the MCI Field Commander by telephone of any scale closure that will be in excess of two (2) hours.

F. Hours of Service

1. When practical, portable scale operations should be used in addition to permanent scale operations to deter evasion of the permanent scales facilities.
2. When permanent scales are inoperable, due to repairs or other reasons, the portable scales may be used at the permanent scale location.
3. Whenever the permanent scales are closed, for any reason for more than two (2) hours, the senior employee at the scale shall immediately notify CVED.
4. Areas without scale installations shall utilize the portable scales a minimum of one (1) shift per day based on a five-day workweek.
- 5 District Coordinators shall assign the MCI's to locations with a high volume of truck traffic for the purpose of weighing and inspecting commercial vehicles.

6. Portable scale weighing operations shall be conducted along the highways during such times as adequate lighting conditions exist for safety and when road conditions are not deemed hazardous due to inclement weather.
 7. Portable scale operations may also be used at locations that are well lighted and protective of other vehicle traffic.
 8. District Coordinators shall complete and submit to the MCI supervisor a monthly schedule for MCI's.
 9. Schedules shall reflect maximum utilization of the available facilities and personnel.
 10. Travel time to and from home at the beginning and end of a work shift shall not be included in the 7½-hour work shift for MCI personnel.
 11. MCIs shall notify the district when beginning and ending a duty shift from a permanent scale installation or other prearranged portable scale location.
- G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.