

**20. Disputes.**

**20.01 Dispute Resolution.** The dispute resolution procedures set forth in this Section 20 shall govern the resolution of any dispute, claim, or controversy (including alleged failure to provide approvals, consents, or to mutually agree with respect to a proposed course of conduct) arising out of, under, or relating to this Agreement and any right or obligation thereunder, or the alleged breach, validity, or termination thereof ("Dispute"), unless otherwise provided in this Agreement or mutually agreed to by the parties. Resolution of any Dispute shall be by senior executives of the Parties or, upon failure to timely reach a resolution in such manner, by ARRC's President & CEO and DOT&PF's Commissioner as provided in subsection 20.03 below.

**20.02 Negotiation by Senior Executives.**

**A.** Upon a Party's receipt of written notification to the other Party of a Dispute, each Party shall, not later than seven (7) days thereafter, select and appoint as its representative a person not concerned with the day-to-day performance of that Party's obligations under this Agreement and who has general decision-making authority to resolve and settle the subject Dispute on behalf of such Party. Not later than fourteen days after receipt of written notification of said Dispute, each party shall provide to the other a written explanation of the material particulars of its position as to the Dispute. Not later than twenty-one (21) days after receipt of written notification of a Dispute, as provided above (the "First Meeting Deadline"), the representatives selected by the parties to resolve the same shall meet to attempt in good faith to settle the Dispute and to produce written terms of settlement. Such written terms of settlement, if any, when signed by each party's representative, shall serve as conclusive evidence of the resolution of such Dispute. If such written terms of settlement are not produced and signed by each party's representative (i) not later than fourteen (14) days after the date of such representatives' first meeting or (ii) within twenty-one (21) days after the First Meeting Deadline (in the event the representatives fail to meet by the First Meeting Deadline), or (iii) within such longer period as may be mutually agreed to by the parties in writing, then, a party may refer the Dispute to ARRC's President & CEO and DOT&PF's Commissioner in accordance with subsection 20.03 below.

**B.** All discussions and deliberations pursuant to this subparagraph 20.02 shall be considered settlement negotiations and may not be offered as evidence in any arbitration, litigation or other proceedings between the Parties.

**20.03 Final Resolution.** If the Parties fail to settle the Dispute in accordance with subsection 20.02 above, the Dispute shall be submitted by either Party to ARRC's President & CEO and DOT&PF's Commissioner for resolution. The Parties hereby agree that the ultimate decision reached by said individuals shall represent the final and legally binding resolution of the Dispute. As the senior officer for the State of Alaska, and holding authority over the Board of Directors of the ARRC and the Commissioner of the Department of Transportation, the Governor or his designee shall have the final say.

**21. Official Railroad Use of Roadway.** ARRC shall be allowed use of the Tunnel roadway without charge for official ARRC purposes. However, use without charge shall be limited to ARRC vehicles and ARRC employees, contractors or agents on official ARRC business when the Tunnel is subject to the management of the ARRC or at other times when traveling on ARRC official business. Any ARRC contract or other arrangement for highway transport of freight or passengers shall be subject to the standard toll rate applicable to vehicle use of the Tunnel. ARRC recognizes that only ARRC owned or leased vehicles on official business will pass without charge. It is ARRC’s responsibility to manage its employees and contractors, and that it is ARRC’s responsibility to keep DOT&PF informed regarding whom or who is not an authorized contractor. Unauthorized vehicles will be charged a toll.

**22. Best Efforts to Mitigate.** The Parties each agree to use their best efforts to, and shall reasonably accommodate the efforts of the other Party to, mitigate any delays, costs or damages to railroad operations or to Tunnel operations so as to minimize costs, including costs payable to ARRC under this Agreement, and to avoid economic waste.

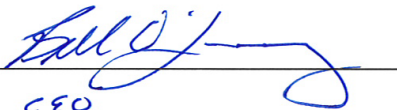
**23. Assignment.** DOT&PF may not assign, transfer or otherwise encumber its interest under this Agreement without the prior written consent of ARRC, which consent may not be unreasonably withheld. ARRC may not assign, transfer or otherwise encumber its interest under this Agreement without the prior written consent of DOT&PF, which consent may not be unreasonably withheld.


**24. Binding Effect.** This Agreement shall be binding upon and inure to the benefit of ARRC and DOT&PF and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set out below.

ALASKA RAILROAD CORPORATION

ALASKA DEPARTMENT OF  
TRANSPORTATION AND PUBLIC  
FACILITIES

By:   
Its: CEO

By:   
Its: COMMISSIONER

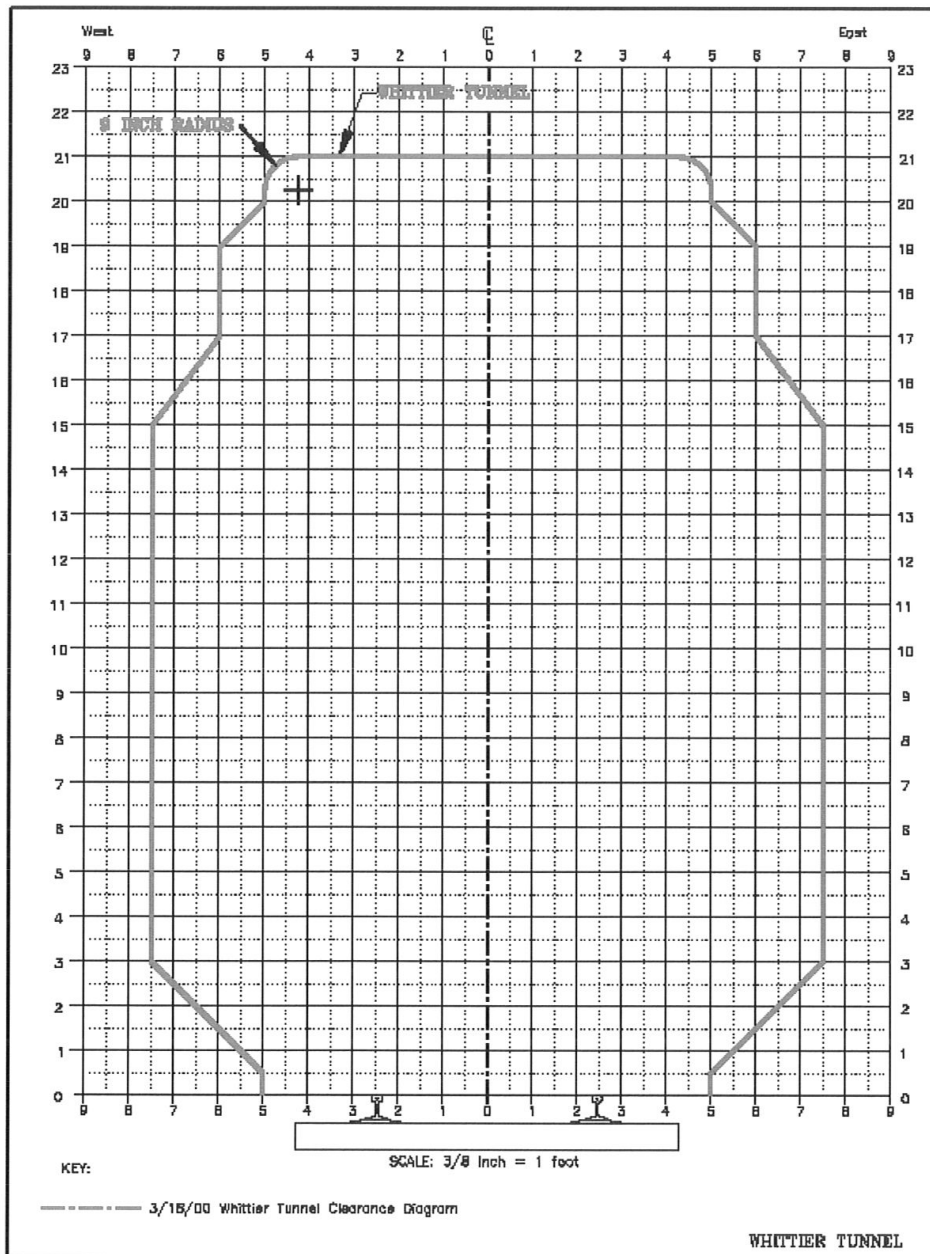
Dated: 9/25/14

Dated: 9/25/14

Attachments:

- Appendix A: Tunnel Clearance Diagram
- Appendix B: Major repairs currently needed with funding requested.
- Appendix C: Tunnel Use Schedule

**Appendix A-Tunnel Clearance Diagram**



## **Appendix B**

### **Major Repairs Currently Needed**

#### **1. Replace Track Circuit System for the Whittier Tunnel**

STIP Need ID: 28329 Name: Replace Track Circuit System for the Whittier Tunnel

**Background** – The Track Circuit System (TCS) detects when a train is in the tunnel and closes the tunnel to highway traffic. The TCS is an electrical circuit which uses the track rails as the conductors. If a train is present in the tunnel, the electrical circuit is shunted by the wheel/axle system of the train and the tunnel is closed to highway traffic.

Over the past few years, the TCS has experienced a progressive failure. During the past year the TCS has failed 40 times by falsely detecting a train in the tunnel when there wasn't one. The most likely cause of the failure is that water in the tunnel shunts the track circuit causing a "false occupancy" failure of the TCS. If the "false occupancy" failure occurs when the tunnel is in railroad mode (TCS fails to detect that the train has left the tunnel), it may take up to several hours for the Alaska Railroad (ARRC) to override the TCS and reopen the tunnel up to highway tunnel.

The report prepared by Burns Engineering as part of the AK DOT&PF "*Evaluation of the Train Signal and Rail systems for the Whittier Tunnel*" research project recommends that the existing TCS be replaced with an axle counter system. The axle counter system is a more reliable system for detecting the presence of a train in the wet tunnel environment.

**Description** – This project will replace the existing Track Circuit System with an axle counter system for train detection in the Whittier Tunnel. This would prevent future shutdowns of the Whittier Tunnel from "false occupancy" failures of the TCS. This project will also perform an as-built survey to determine the location of the key components (telephones, fire alarms, etc.) and install DOT/PF furnished reflectors in the curb to establish location control for future work in the tunnel.

**Cost Estimate** – The Burns Engineering research report estimated the cost to replace the existing TCS with an axle counter system to be \$144k. However, the ARRC estimates the cost to be approximately \$431k which includes \$38k for contingency and \$146k for "reimbursable total". Since the axle counter system will be integrated into the train signal system, the ARRC will insist on selecting the vendor for the axle counter system and installing the system themselves. An additional \$69k should be budgeted for vendor selection and project administration.

The cost of as-built survey and installing the reflectors on the curb for location control is an additional \$100k. The as-built survey work may possibly be added by contract amendment to an existing survey contract or by DOT/PF crews. The installation of the reflectors can be done by the Whittier Tunnel Operations staff. The DOT/PF has already purchased the reflectors. **The total cost of this STIP project is \$600k.**

## **2. Drainage Improvements for the Whittier Tunnel**

STIP Need ID: 28330 Name: Drainage Improvements for the Whittier Tunnel

**Background** – A significant amount of water drains from the tunnel crown and sidewalls. This water saturates the underlying ballast which causes: 1) the precast concrete panel inverts to settle; 2) accelerates the corrosion of the rail; and 3) corrosion of the rebar in the precast concrete panels that form the driving surface of the tunnel invert.

The precast concrete panel system that forms the driving surface of the Whittier Tunnel has a 20 year design life. Since the tunnel provides the only highway and rail access, the replacement of the panels will have a significant impact for access to and from Whittier. Constructing additional drainage systems will extend the performance life of the driving surface and delay the difficult reconstruction and replacement of the precast concrete panel tunnel invert.

The 2000 construction project installed water control systems in the wetter sections of the tunnel. An additional 2,000 to 2,500 lineal feet of water control systems needs to be installed in wet areas not covered in the 2000 construction project. Additional rock may have to be excavated from the tunnel crown to create enough room for the additional water control systems. In addition, some of the existing water control systems need to be modified in some areas where water drips from the edge of the pan onto the tunnel walls and splashes on to the panel surface. The water from these areas can be controlled by installing a gutter with drain pipes that collects the water from the pan and drains it into the storm drain system.

Installation of the additional water control system will reduce the amount of water draining to the tunnel invert and underlying ballast. This will reduce the risk of panel settlement, corrosion of the rail and extend the performance life of the precast concrete invert system.

**Description** – This project will install additional water control systems to extend the performance life of the concrete panel driving surface of the Whittier Tunnel. This work will also include a LIDAR survey to determine where additional rock needs to be removed from the tunnel crown to make enough room for the additional water control systems.

**Cost Estimate** - The cost of this project is dependent on the amount of rock in the tunnel crown that has to be excavated to make enough room for the water control systems. Excavating the rock will be extremely expensive. **The total cost for this STIP project is \$3 million.** This includes design and construction contract administration.

### **3. Whittier Tunnel Precast Concrete Panel Invert Preservation**

STIP Need ID: 28331 Name: Whittier Tunnel Precast Concrete Panel Invert Preservation

**Background** – Asphalt pavement was placed in the rail insert of the precast concrete panels to protect the rail from corrosion and provide a smooth driving surface for highway traffic. The asphalt pavement has started to degrade which results in a rough driving surface and allows water to corrode the rail which reduces the performance life of the rail.

Approximately 15% of the concrete panel invert has cracks that need to be sealed to prevent water from intruding into the panels and corrode the rebar.

**Description** – This project replaces the asphalt in the rail insert that protects it from water and reduces corrosion. This will extend the life of the rail and extend the time that it will need to be replaced. Sealing the cracks will prevent corrosion of the rebar and extend the performance life of the concrete panel invert.

**Cost Estimate** – The total cost estimate for this STIP project is \$1 million. This includes design and construction contract administration.

### **4. Back-up generation for normal operations of the AAMT**

STIP Need ID: 28332 Name: Back-up generation for normal operations of the AAMT

Description: This project will upgrade the current emergency power capabilities and establish full backup power for sustained normal tunnel operations during emergencies and prolonged power outages.

Background:

There is currently enough standby power to operate most cameras, some lighting, and the ventilation fans for the safe-houses; but not to sustain normal tunnel operations. In the event of an emergency or prolonged power outage tunnel operations are hampered and traffic backs up very quickly. The tunnel is an important link to an ice free port, if the ports on the eastside of Cook Inlet were to become inoperable, Whittier with the rail/highway would become a critical feature of importance to sustain the supply chain for south-central Alaska. **The total cost for this STIP project is \$2 million.** This includes design and construction contract administration.

### **5. Rehabilitation Train Signal Power Systems**

Description: This project will rehabilitate the power systems that support the train signal system, a necessary component for highway operations. Existing power systems are all original equipment and are reaching the end of their reliable service life. This includes rehabilitation/replacement of:

- C-can 110V to DC Capacitors
- Batteries
- Voltage Regulators
- Transfer Switches
- Other aging components

Cost Estimate: Total estimated costs are still being developed. It is expected to be in the \$100,000 range.

| Appendix C: Whittier Highway/Rail Schedule |                         |               |             | Appendix C: Whittier Highway/Rail Schedule |                         |               |             |
|--|-------------------------|---------------|-------------|--|-------------------------|---------------|-------------|
| May 1 through September 30                 |                         |               |             | October 1 through April 30                 |                         |               |             |
| Beginning Time                             | Highway Activity        | Rail Activity | Ending Time | Beginning Time                             | Highway Activity        | Rail Activity | Ending Time |
| 4:45 AM                                    |                         | Available     | 5:00 AM     | 4:45 AM                                    |                         | Available     | 5:00 AM     |
| 5:00 AM                                    | Safety Inspection       |               | 5:15 AM     | 5:00 AM                                    |                         | Available     | 5:15 AM     |
| 5:15 AM                                    | Safety Inspection       |               | 5:30 AM     | 5:15 AM                                    |                         | Available     | 5:30 AM     |
| 5:30 AM                                    | Bear Valley to Whittier |               | 5:45 AM     | 5:30 AM                                    |                         | Available     | 5:45 AM     |
| 5:45 AM                                    |                         | Px Only       | 6:00 AM     | 5:45 AM                                    |                         | Available     | 6:00 AM     |
| 6:00 AM                                    | Whittier to Bear Valley |               | 6:15 AM     | 6:00 AM                                    |                         | Available     | 6:15 AM     |
| 6:15 AM                                    |                         | Available     | 6:30 AM     | 6:15 AM                                    |                         | Available     | 6:30 AM     |
| 6:30 AM                                    | Bear Valley to Whittier |               | 6:45 AM     | 6:30 AM                                    | Safety Inspection       |               | 6:45 AM     |
| 6:45 AM                                    |                         | Available     | 7:00 AM     | 6:45 AM                                    | Safety Inspection       |               | 7:00 AM     |
| 7:00 AM                                    | Whittier to Bear Valley |               | 7:15 AM     | 7:00 AM                                    | Whittier to Bear Valley |               | 7:15 AM     |
| 7:15 AM                                    |                         | Available     | 7:30 AM     | 7:15 AM                                    |                         | Px Only       | 7:30 AM     |
| 7:30 AM                                    | Bear Valley to Whittier |               | 7:45 AM     | 7:30 AM                                    | Bear Valley to Whittier |               | 7:45 AM     |
| 7:45 AM                                    |                         | Available     | 8:00 AM     | 7:45 AM                                    |                         | Available     | 8:00 AM     |
| 8:00 AM                                    | Whittier to Bear Valley |               | 8:15 AM     | 8:00 AM                                    | Whittier to Bear Valley |               | 8:15 AM     |
| 8:15 AM                                    |                         | Available     | 8:30 AM     | 8:15 AM                                    |                         | Available     | 8:30 AM     |
| 8:30 AM                                    | Bear Valley to Whittier |               | 8:45 AM     | 8:30 AM                                    | Bear Valley to Whittier |               | 8:45 AM     |
| 8:45 AM                                    |                         | Available     | 9:00 AM     | 8:45 AM                                    |                         | Available     | 9:00 AM     |
| 9:00 AM                                    | Whittier to Bear Valley |               | 9:15 AM     | 9:00 AM                                    | Whittier to Bear Valley |               | 9:15 AM     |
| 9:15 AM                                    |                         | Available     | 9:30 AM     | 9:15 AM                                    |                         | Available     | 9:30 AM     |
| 9:30 AM                                    | Bear Valley to Whittier |               | 9:45 AM     | 9:30 AM                                    | Bear Valley to Whittier |               | 9:45 AM     |
| 9:45 AM                                    |                         | Available     | 10:00 AM    | 9:45 AM                                    |                         | Available     | 10:00 AM    |
| 10:00 AM                                   | Whittier to Bear Valley |               | 10:15 AM    | 10:00 AM                                   | Whittier to Bear Valley |               | 10:15 AM    |
| 10:15 AM                                   |                         | Available     | 10:30 AM    | 10:15 AM                                   |                         | Available     | 10:30 AM    |
| 10:30 AM                                   | Bear Valley to Whittier |               | 10:45 AM    | 10:30 AM                                   | Bear Valley to Whittier |               | 10:45 AM    |
| 10:45 AM                                   |                         | Available     | 11:00 AM    | 10:45 AM                                   |                         | Available     | 11:00 AM    |
| 11:00 AM                                   | Whittier to Bear Valley |               | 11:15 AM    | 11:00 AM                                   | Whittier to Bear Valley |               | 11:15 AM    |
| 11:15 AM                                   |                         | Available     | 11:30 AM    | 11:15 AM                                   |                         | Available     | 11:30 AM    |
| 11:30 AM                                   | Bear Valley to Whittier |               | 11:45 AM    | 11:30 AM                                   | Bear Valley to Whittier |               | 11:45 AM    |
| 11:45 AM                                   |                         | Available     | 12:00 PM    | 11:45 AM                                   |                         | Available     | 12:00 PM    |
| 12:00 PM                                   | Whittier to Bear Valley |               | 12:15 PM    | 12:00 PM                                   | Whittier to Bear Valley |               | 12:15 PM    |
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| 12:30 PM                                   | Bear Valley to Whittier |               | 12:45 PM    | 12:30 PM                                   | Bear Valley to Whittier |               | 12:45 PM    |
| 12:45 PM                                   |                         | Available     | 1:00 PM     | 12:45 PM                                   |                         | Available     | 1:00 PM     |
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| 3:30 PM                                    | Bear Valley to Whittier |               | 3:45 PM     | 3:30 PM                                    | Bear Valley to Whittier |               | 3:45 PM     |
| 3:45 PM                                    |                         | Available     | 4:00 PM     | 3:45 PM                                    |                         | Available     | 4:00 PM     |
| 4:00 PM                                    | Whittier to Bear Valley |               | 4:15 PM     | 4:00 PM                                    | Whittier to Bear Valley |               | 4:15 PM     |
| 4:15 PM                                    |                         | Available     | 4:30 PM     | 4:15 PM                                    |                         | Available     | 4:30 PM     |
| 4:30 PM                                    | Bear Valley to Whittier |               | 4:45 PM     | 4:30 PM                                    | Bear Valley to Whittier |               | 4:45 PM     |
| 4:45 PM                                    |                         | Available     | 5:00 PM     | 4:45 PM                                    |                         | Available     | 5:00 PM     |
| 5:00 PM                                    | Whittier to Bear Valley |               | 5:15 PM     | 5:00 PM                                    | Whittier to Bear Valley |               | 5:15 PM     |
| 5:15 PM                                    |                         | Available     | 5:30 PM     | 5:15 PM                                    |                         | Available     | 5:30 PM     |
| 5:30 PM                                    | Bear Valley to Whittier |               | 5:45 PM     | 5:30 PM                                    | Bear Valley to Whittier |               | 5:45 PM     |
| 5:45 PM                                    |                         | Available     | 6:00 PM     | 5:45 PM                                    |                         | Available     | 6:00 PM     |
| 6:00 PM                                    | Whittier to Bear Valley |               | 6:15 PM     | 6:00 PM                                    | Whittier to Bear Valley |               | 6:15 PM     |
| 6:15 PM                                    |                         | Available     | 6:30 PM     | 6:15 PM                                    |                         | Available     | 6:30 PM     |
| 6:30 PM                                    | Bear Valley to Whittier |               | 6:45 PM     | 6:30 PM                                    | Bear Valley to Whittier |               | 6:45 PM     |
| 6:45 PM                                    |                         | Available     | 7:00 PM     | 6:45 PM                                    |                         | Available     | 7:00 PM     |
| 7:00 PM                                    | Whittier to Bear Valley |               | 7:15 PM     | 7:00 PM                                    | Whittier to Bear Valley |               | 7:15 PM     |
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| 7:30 PM                                    | Bear Valley to Whittier |               | 7:45 PM     | 7:30 PM                                    | Bear Valley to Whittier |               | 7:45 PM     |
| 7:45 PM                                    |                         | Available     | 8:00 PM     | 7:45 PM                                    |                         | Available     | 8:00 PM     |
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| 8:30 PM                                    | Bear Valley to Whittier |               | 8:45 PM     | 8:30 PM                                    | Bear Valley to Whittier |               | 8:45 PM     |
| 8:45 PM                                    |                         | Available     | 8:55 PM     | 8:45 PM                                    |                         | Available     | 8:55 PM     |
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| 9:15 PM                                    |                         | Available     | 9:30 PM     | 9:15 PM                                    |                         | Available     | 9:30 PM     |
| 9:30 PM                                    | Bear Valley to Whittier |               | 9:45 PM     | 9:30 PM                                    | Bear Valley to Whittier |               | 9:45 PM     |
| 9:45 PM                                    |                         | Available     | 10:00 PM    | 9:45 PM                                    |                         | Available     | 10:00 PM    |
| 10:00 PM                                   | Whittier to Bear Valley |               | 10:15 PM    | 10:00 PM                                   | Whittier to Bear Valley |               | 10:15 PM    |
| 10:15 PM                                   |                         | Available     | 10:30 PM    | 10:15 PM                                   |                         | Px Only       | 10:30 PM    |
| 10:30 PM                                   | Bear Valley to Whittier |               | 10:45 PM    | 10:30 PM                                   | Bear Valley to Whittier |               | 10:45 PM    |
| 10:45 PM                                   |                         | Px Only       | 10:30 PM    | 10:45 PM                                   |                         | Maintenance   | Coordinate  |
| 11:00 PM                                   | Whittier to Bear Valley |               | 11:15 PM    | 11:00 PM                                   | Maintenance             | Coordinate    | 11:15 PM    |
| 11:15 PM                                   | Maintenance             | Coordinate    | 11:30 PM    | 11:15 PM                                   | Maintenance             | Coordinate    | 11:30 PM    |
| 11:30 PM                                   | Maintenance             | Coordinate    | 11:45 PM    | 11:30 PM                                   | Maintenance             | Coordinate    | 11:45 PM    |
| 11:45 PM                                   | Maintenance             | Coordinate    | 12:00 AM    | 11:45 PM                                   | Maintenance             | Coordinate    | 12:00 AM    |
| 12:00 AM                                   | Maintenance             | Coordinate    | 12:15 AM    | 12:00 AM                                   | Maintenance             | Coordinate    | 12:15 AM    |
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| 12:45 AM                                   | Maintenance             | Coordinate    | 1:00 AM     | 12:45 AM                                   | Maintenance             | Coordinate    | 1:00 AM     |
| 1:00 AM                                    | Maintenance             | Coordinate    | 1:15 AM     | 1:00 AM                                    |                         | Available     | 1:15 AM     |
| 1:15 AM                                    | Maintenance             | Coordinate    | 1:30 AM     | 1:15 AM                                    |                         | Available     | 1:30 AM     |
| 1:30 AM                                    |                         | Available     |             | 1:30 AM                                    |                         | Available     |             |
| 4:30 AM                                    |                         | Available     |             | 4:30 AM                                    |                         | Available     |             |

Notes:

- Trains using the tunnel may cause 15 to 30 minute delays to highway traffic.
- ARRC "Available" train openings will be at "22" and "52" minutes in the hour.
- ARRC coordinate with Bear Valley freights to avoid peak highway use periods.
- DOT will coordinate with ARRC to allow trains into their Maintenance windows when possible.

**APPENDIX 3: TOLL COLLECTION PROCEDURES**

**APPENDIX 3: TOLL COLLECTION PROCEDURES**

\* NOTE: this is not a stand-alone document; it is an appendix to the *AAMT Tunnel Operations & Emergency Response Manual*.

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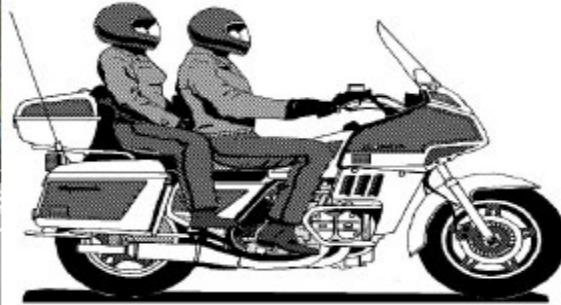
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**1 Vehicle Classification**

Class A Vehicle

- Passenger vehicles not pulling trailers.
- Trucks (pickup trucks) with a gross vehicle weight rating (GVWR) of less than 12,000 lbs, not pulling trailers. A placard in the crease of the inside driver’s side door usually will show the vehicles gross vehicle weight rating (GVWR). A gross vehicle weight rating (GVWR) is the maximum allowable total weight of a road vehicle or trailer that is loaded, including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight
- Per AKDOT, 3500 series pickups with a normal bed are class A regardless of GVWR and 3500 series pickups with modified beds must have their GVWR checked to determine vehicle class. If GVWR cannot be proven they are Class B2.
- All stretch limousines, regardless of passenger count and weight.
- Recreational vehicles less than 28 feet, not pulling trailers
- Extended vans that can carry 9 people or less, including the driver (this is based on the total seating capacity of the vehicle).
- Motorcycles and motorcycles pulling trailers

The following are examples of a Class A vehicles.



Class A, after checking (GVWR) is under 12,000lbs

Class B1 Vehicle

- Passenger vehicles pulling trailers, that are no more than 8.5 ft wide and the total combined length cannot be more than 75ft.
- Recreational vehicles less than 28ft long pulling trailers.
- Trucks that have a GVWR less than 12,000 lbs. pulling a trailer.
- Recreational vehicles 28 feet or greater and not pulling trailers.

The following are examples of a Class B1 vehicles.



Class B2 Vehicle

- Recreational vehicles 28 feet long and greater and pulling trailers
- Vans and Buses designed to carry 10 or more, but less than 30 people, including the driver. (Whether the people are present or not)
- Passenger vehicles pulling boat trailers more than 8.5 feet wide but not more than 10 feet wide and total combined length of under 75 feet. This vehicle should possess a permit and should also display the appropriate markers required by the permit.
- Trucks with no more than 2 axles pulling trailers, excluding truck-tractor combinations.
- Trucks with a gross vehicle weight rating (GVWR) of 12,000lbs or more, no more than three axles, not pulling trailers. (A placard on the B-post inside driver's side door or behind driver's seat usually will show the vehicles (GVWR). Per AKDOT 3500 series pickups with modified beds must have their GVWR checked to determine vehicle class. If the GVWR of a 3500 series with a modified bed cannot be proven (label missing or defaced etc.) then the B2 fare applies.

Most U.S. cars have a placard (sticker) with this information. It is located typically either in the driver's side door or doorframe, behind the driver's side seat, owner's manual, or also may be present on another sticker immediately under the hood near the radiator, although that sticker more typically contains information about the size of the motor, various fluid capacities, etc.

Most U.S. commercial trucks (especially semi-trailer trucks and dump trucks) are required by licensing authorities to have this information printed on the outside of the vehicle and for it to be clearly visible from a specified distance. Many do so by painting these numbers in a large font on the driver's side of the truck near the door. GVWR is often confused with curb weight, which represents the weight of the vehicle with no passengers or cargo. The difference between GVWR and curb weight is the total passenger and cargo weight capacity of the vehicle. For example, a pickup truck with a curb weight of 2000lbs might have a cargo capacity of 3000lbs, meaning it can have a GVWR of 5000lbs when fully loaded.



DOT number is a good indication that this vehicle's GVWR is over 12,000lbs.



Generally these 3500 Series pickups with dually rear ends & modified beds usually have a GVWR of 12,000 or more.



Some vehicles will show the GVWR of the vehicle on the door panel

Class C Vehicle

- Buses or Motor Coaches designed to carry 30 or more people including the driver. The passenger limit in a vehicle is 55 people.
- Buses given a reduced fare or non-revenue status by the AKDOT are to be charged the full fare per Federal Highway Administration. The Auditor or Shift Supervisor will then refund the difference.

Example of a typical Class C vehicle



Class D Vehicle

- Trucks with a GVWR of 12,000lbs or more, four or more axles, not pulling trailers
- Truck-tractor and trailer combinations.
- Motor Vehicles, including any trailer and any load if they are more than 8.5ft (excluding mirrors) but not more than 10ft wide, not more than 15ft high and the total combined length cannot exceed 75ft in length (except as provided in B2 class). These vehicles must have an oversize permit and must display all permit required markings.
- If the above trailers are more than 10ft wide or they are E CLASS

A typical Class D vehicle

Class E Vehicle (Oversize)

- Motor Vehicles including any trailer and any load, if they are more than 10ft wide, excluding mirrors, but not more than 11ft wide. If over 8.5ft wide should have an oversize permit, required markings and a pilot car if required on the permit.
- Any trailer more than 15ft high or 11ft wide or total combined length is more than 80ft may not enter the tunnel!

Wide load and oversize vehicles should have a permit issued by the DOT permit office. Oversize vehicles are those vehicles that dimensions are more than 8.5ft wide, excluding mirrors, but not more than 10ft wide. These vehicles should have a banner designating "wide load" or an "oversize" banner. These vehicles should be classified as Class B2, Class D, or Class E vehicles and the toll fee is \$38, \$137 or \$330 respectively. Vehicles whose dimensions are more than 10ft wide, excluding mirrors, but not more than 11ft wide and not more than 75ft long. These vehicles should have a banner designated "oversize" and they are always classified as a Class E vehicle and the toll fee is \$330 unless they meet the criteria for Class G.

Vehicles exceeding the maximum vehicle size or weight identified for Class E vehicles will need to contact the Alaska Railroad or AAMT Facilities Manager to arrange for transportation.

Class F Vehicle (Non- Revenue)

- Vehicles that have been determined by the DOT Commissioner in the best interest of the state, that travel the tunnel on a regular basis are classified as Non-Revenue and have specific numbers assigned to them.
- These vehicles are Alaska Railroad Corporation (ARRC) #555, United States Forestry Service (USFS) #999, Alaska Department Of Transportation (AKDOT) #777, Official Emergency Vehicles (Police, Fire & Ambulances) and others as approved by ADOT. See Non-Revenue Log.

Class G Vehicle

- All vehicles owned or operated by a government agency. This vehicle must have white or yellow government plate and be registered to the US Government, State of Alaska, or a City or municipality.
- A vehicle owned or operated by a school district on official business or a vehicle under contract with a school district and are on official business. Unless the vehicle has Government plates they will require an official letter from the school district. It must be written on the school district’s letterhead stating the official school business that they are on, the type of vehicle and signed by the school principal.
- Any personal vehicles on official school business, must have written approval from the commissioner of the state. This must be done prior to their travel through tunnel.
- Do not be misled by license plates that say Exempt. This does not “exempt” them from tolls. They should be classified in their regular class.
- Full size busses will be charged as Class C and if they meet the criteria listed above we will refund the difference between the Class C and Class G fares.

**2 Lane Assignment and Safety Briefings**

Vehicles are put into designated lanes according to their classification. See below

|        |  |        |
|--------|--|--------|
| Lane 1 | Cars & Pickup Trucks                   | Lane 1 |
| Lane 2 | Cars & Pickup Trucks                   | Lane 2 |
| Lane 3 | Motor homes & Towed Trailers           | Lane 3 |
| Lane 4 | Fully Loaded Motor Coaches             | Lane 4 |
| Lane 5 | Tractor Trailers and Commercial Trucks | Lane 5 |

|        |  |        |
|--------|--|--------|
| Lane 6 | Handicap, Overflow, Empty Motorcoaches | Lane 6 |
|--------|--|--------|

B2 Pickups, Noncommercial Box Vans and Campers go in the Motor home lane.

LCD screens are located in each toll booth and provide a view of the Bear Valley Staging area. These screens are used for vehicle placement, a visual on lane traffic signals, and vehicle U-Turns.

### Safety Briefings

There is pertinent safety information that needs to be passed on to all vehicles that travel through the toll lane. It is your job to be a good ambassador for the State of Alaska, Webber Infra, and for the Anton Anderson Memorial Tunnel. All people should be treated in a friendly and courteous manner. The information that is passed on to the customer should not be rushed so that the information is clearly understood.

Toll collectors should ask the following questions and provide the following information:

- As the vehicle enters the lane: “Are you going to Whittier?”
- “Have you been through the tunnel before?”
- After the vehicle has decided to go through to Whittier
  - All vehicles are to be informed of safety information for travel through the tunnel.
    - The speed limit is 25mph
    - Keep your headlights on at all times
    - Observe all traffic signals
    - No stopping in the tunnel unless it is an emergency
    - All convertibles must close their tops and secure them while inside the tunnel.
    - Keep a distance of 100ft from the vehicle in front of you as you travel through the tunnel. The metering light will set the spacing distance.
  - For Class A vehicles
    - Motorcycles receive an added safety brochure & briefing
    - Each vehicle is offered an AAMT Safety Brochure & Schedule
  - For Class B1’s B2’s, D and E vehicles
    - Each vehicle offered an AAMT Safety Brochure & Base schedule
    - Ask if they are carrying any extra fuel containers or hazardous material.
    - Have them fill out a Fuel Waiver if applicable.
    - Class B1, B2, D – Keep a distance of 500ft from the vehicle in front of you as you travel through the tunnel. The metering light will set the spacing distance.
    - Class C, E – Keep a distance of 1600 ft from the vehicle in front of you as you travel through the tunnel. The metering light will set the spacing distance (note: empty busses are spaced at 500 ft)

**Unsafe vehicles are not permitted to use the Tunnel.** If you smell or see drugs or alcohol, smell smoke or hot brakes or other unsafe conditions notify TO as soon as safely possible.

### Motorcycle Safety

- In addition to the AAMT Safety Brochure, all Motorcycles shall be given a separate AAMT Motorcycle Safety Brochure. Ask motorcycles traveling through the tunnel the following required toll questions and given specific motorcycle safety information.
- Helmets are required for travel through the tunnel per AKDOT.
- Motorcycles will be released at the very end of the tunnel opening
- Upon entry into the tunnel cross the rail at a diagonal and ride between the rails.
- Do not ride on the rail.
- No riding on the sidewalk
- Maintain a distance of 100ft from vehicles and other motorcycles through the tunnel.
- Riding side by side is not allowed.
- Maintain 25 mph throughout the tunnel.
- Avoid weaving between the rails.
- The Collector must alert the Tunnel Operator that a motorcycle is in the staging area.
- When released obey all metering lights.
- Be aware! At each end of the tunnel you may encounter wind turbulence, due to ventilation fans and weather, be ready for crosswinds.
- Upon exiting the tunnel cross the rail at a diagonal and proceed down the exit.
- If returning from Whittier motorcycles line up in lane 7 in the Whittier Staging Area or as directed by the Traffic Controller and wait for a traffic signal or direction.
- Emergency stopping only.

### 3 Loss Prevention and Safety

#### Robbery Procedures

- **NEVER jeopardize your safety or the safety of others by trying to protect money or other assets.** Always cooperate with the robber.
- If you are robbed, please try to remember the following procedures:
  - During the robbery:
    - Remain Calm – You will be able to get a better description of the robber. Most robbers do not harm the victim if the victim does as told by the robbers.
    - Do not resist – Cooperate with the robber to minimize possible harm.
    - Do not – make fast or sudden moves.
    - Do not – attempt to block the robber’s escape route.

- Do not – attempt to contact the police or security until the robber has left the site.
- After the robbery:
  - Note the direction of travel – when he/she leaves (without taking risks).
  - Tunnel Operator and Supervisor – have video be reviewed and archived and have Maintenance to block off area (yellow tape) if appropriate to preserve the scene.
  - Call the police immediately – and stay on the line.
  - Preserve the scene – for evidence.
  - Lock the doors, and do not let anyone in.
  - Do not touch anything the robber may have touched.
  - Contact emergency number if anyone has been injured.
  - Ask witnesses to remain at the scene and write statements. Do not compare notes with others. Just write what has been observed.
- Preventive measures:
  - Be alert to suspicious people observing you.
  - Keep Tollbooth door locked at all times.
  - Do not count cash in the open.
  - Do not step outside to talk to customers, converse through the window.
  - Do not leave Tollbooth Door open when closing or opening your lane.

#### Counterfeit Policy


- Policy is to NOT ACCEPT bills that you believe to be counterfeit.
- A counterfeit pen is issued to each toll collector to check all \$50, and \$100 bills. The counterfeit pen will assist in the identification of counterfeit money. The paper is often the initial give away, as counterfeit note tends to be a lot floppier than the real thing.
- In the event that you suspect the money, perform the following:
  - Do not confront the patron.  
Inform the customer that you are not able to accept the bill and either ask for another bill or another form of payment. Do not challenge the customer on the validity of the bill! If they do not have another form of payment, call for a Supervisor to inform them that they will not be able to go through the tunnel and process them as a U-Turn.
  - After the customer leaves, inform the Tunnel Operator so they can review and archive the video for evidence and notify a supervisor. Record the description of the person(s) and vehicle, license plate and details of the transaction onto your Collector's violation log.
  - Awareness and familiarization of counterfeit characteristics can provide additional protection against accepting any suspicious bills. See the Counterfeit Currency Appendix for additional information.
- Items to look for:
  - Portrait - The portrait on each bill is a lifelike picture. Each portrait is only on one denomination. For example, George Washington appears only on the \$1 bill, not on the \$100 bill. Portraits on counterfeit bills appear unclear or unnaturally white.
  - Feel of Paper - Money is printed on high-quality paper made of cotton and linen. A new genuine bill has a very crisp paper with a distinctive feel; strong and different from regular paper. The paper is often the initial give away for a counterfeit note, it tends to be a lot floppier than the real thing. We are all used to handling cash on an everyday basis and know the feel of a real note even if we are not aware of it.
  - Print Quality - A genuine note has very crisp well defined print with plenty of tonal range in the intaglio areas. The artwork along the side of the bill has intricate, crisscrossing lines, which are clear and unbroken. Lines in counterfeit bills are often smudged or broken. The print quality of counterfeits is very inferior, fine details are lost and areas can sometimes appear blurred.

- Threads - Beginning with series 1990, a polyester thread, which can't be reproduced by photocopiers, is woven inside \$10, \$20, \$50 and \$100 bills. USA TEN, USA TWENTY, etc. is printed on it to match the denomination. Hold the note up to the light. What you will be able to see depends upon the features present but generally most bank notes carry a watermark and thread. A thread will always appear, as a solid line when viewed in this way and good watermark detail should be seen. If a see through feature is present the front and back images should produce the composite image. Some counterfeiters will attempt to simulate a watermark but it will be lacking in the fine detail seen in an original and the image may be visible when not held up to the light. Some also attempt to reproduce the effect of the thread but again it is more likely to be visible when not looking at the note using transmitted light. The register of a see-through feature is likely to be imprecise so that a composite image is not produced.
- Ink - The special "never-dry" ink that is used can be rubbed off, however, this isn't a foolproof test since ink on some counterfeit bills also rubs off. The print on a bank note also produces a very distinctive feel with the intaglio areas being raised compared to the rest. This effect is most pronounced on brand new notes. The raised effect of intaglio is not often reproduced and most counterfeits are flat all over.
- Microprinting - "The United States of America" is printed in miniature letters around the border of the portrait. To the naked eye the words appear as a black line, which is also how photocopiers print them. Since the consequences for passing counterfeit currency include fines up to \$5,000 or imprisonment up to 15 years, you need to be careful that you do not pass suspect bills back to a customer as change.
- Color - The colors on a genuine note are clear and well defined and metallic ink areas have a sheen. The colors seen on a counterfeit note can sometime appear washed out. Color copies sometime copy both light greens and oranges as yellows. Metallic areas often do not have a sheen.
- Latent Images - When viewed obliquely a hidden image should emerge. Because the mechanism, which produces a latent image is a result of the tactile nature of intaglio, this effect will not be seen on a counterfeit unless some simulation of intaglio has been attempted. This alone will not ensure that a latent image effect will be produced.
- Optically Variable Ink - A color shift should be seen from this feature as the angle of viewing is changed. A very difficult effect to simulate, the color shift effect will generally not be seen on a counterfeit note.
- Hologram - The feature produces multi colors and different images depending upon the angle of viewing. Extremely difficult to reproduce but the counterfeiter may simulate it by a plain shiny foil.
- Foil - A particular design is hot blocked onto a note. Extra security is provided by overprinting it with intaglio design. The feature is seen in a variety of colors and has a very high sheen. The feature will appear as a black area on a color copier counterfeit. Some counterfeiters will attempt to simulate it but printing on top of it will be difficult.
- Anti Copy Tints - These are very flat unassuming features revealing nothing. These features can be activated depending on the method used to counterfeit the note. A half tone separation method will produce a visual disturbance within the area either producing interference fringes, patterns that pop out, or words that emerge.
- Watermarks - Make sure the watermark President's Portrait (present in newer notes) is the same President as the one in the central portrait. Some counterfeiters are bleaching out low denomination bills and printing higher denominations on the paper but the water mark will be that of the lower denomination bill or be illegible.

## 4 Toll Collection

Yodel is used for credit card and cash transactions, coupon redemption, collection of additional funds for misclassified Ecomm trips as well as multi-trip purchases.

### Yodel Procedures

- **Start of Shift**
  - Log Into Clover to start shift.
  - Log Into Yodel point of sale (POS) with Collector number and password.
  - Select drawer 1 for morning shift and drawer 3 for night shift.
  - Select yes when prompted for new batch.
    - Booth 1 will use drawers 5 and 6, if needed.
    - Booth 2 will use drawers 2 and 4, respectively.
  - Enter drawer amount for opening cash.
  - Use the X-Report to verify your register is empty. If the register is not empty, chose a different register.
  - Log Into Clover Flex using same drawer number and user name.
- **End of Shift**
  - Select home.
  - Select batch.
  - Select blind close.
  - Use the cash calculator tab below to enter total cash held in till and drawer.
  - Closing report will print.
  - Logout of Clover Flex
  - Logout of Clover and print shift report.
- **Purchasing Multiple Trips**
  - Sell the class of trip to patron and enter their name and phone number.
  - Use the QR code on the printed receipt to deduct a trip.
  - Explain to the patron that they can purchase additional trips via the Yodel Portal or the Yodel app using their cellular phone.
  - Hand patron their receipt and the Yodel Frequently Asked Questions (FAQ) sheet.
- **Non-Revenue Transactions**
  - Non-revenue cards are entered as Non-Rev in the Clover register and logged on the violation log.
- **How to Print a Credit Card Receipt (if it doesn't print)**
  - Check the status of the transaction in the Clover app (transactions).
  - If transaction completed, print the receipt for the patron.
  - If transaction did not complete, follow "restart Yodel app" procedures:
    - Press the square button at the bottom of the screen and then the close the all apps button. 
    - Make sure you log back into the same drawer as you opened with.
    - Only reboot the Clover device as a last resort.
    - Charge the credit card and a receipt should print.

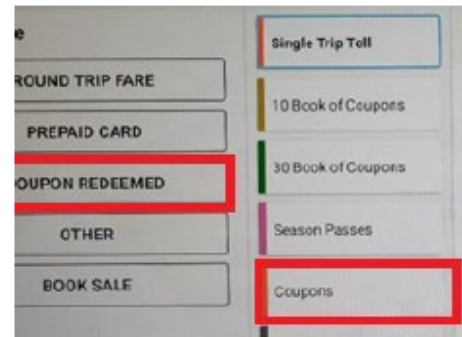
- If the receipt doesn't print check, the screen for an error message, e.g., payment declined or an insufficient balance to pay the entire fare. If payment is declined, ask patron for a different method of payment to complete the transaction.
  - **Notes:**
    - Split payments such as a combination of credit card, cash, and/or check must have supervisor or Auditor approval and be logged.
    - If enough money wasn't collected due to a misclass:
      - Have the supervisor void the transaction and start over, or
      - Use the custom item button in the Clover Register to charge the difference and log it.
    - Occasionally a chipped credit card's chip can't be read.
      - If this happens, follow the prompts on the screen.
      - You will be advised to reinsert and try the card in the chip slot three times before it will tell you to swipe the card. You must acknowledge all on-screen prompts during this process or else nothing happens.

Check Transactions

- Always make sure the check is filled out correctly.
  - Both the written amount and the numeric amount must be correct.
  - The date needs to be filled out.
  - Write your toll collector number and date in the top corner of the check.
- Hit "Check" in the Payment menu at the bottom of the screen and type in the check number with the on-screen keyboard. Press continue and a receipt will print.
- Customers get the receipts for check purchases unless they decline them.
- Place the check either under your change tray or in your bank bag.

Coupon Redemption

- Select the Coupon Redeemed Menu.
- Select the Coupon submenu.
- Choose the appropriate coupon class being redeemed.
- Select the Coupon tab on the Payments Menu.
- Write the time of redemption across the coupon and place in your drawer.



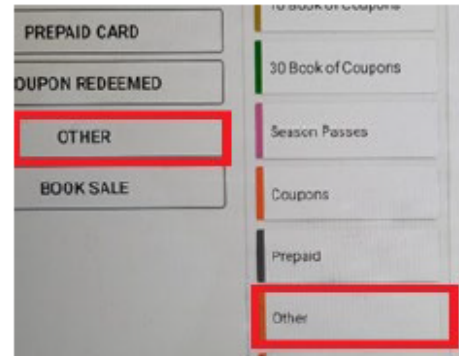
Season Passes

- Season Passes can be for the person or for the vehicle, the purchaser must decide which one.
  - If the pass is for the person:
    - Log the purchase in your Violation log and in the Season Pass sales log with the person's name.
  - If the pass is for the vehicle:
    - Record the vehicle's make, model, color, and license plate number in the Violation and Season Pass sales logs.

Other/Non-Revenue Transactions

- Select Other on the menu and submenu.
- Select one of the following:

- Class F for non-revenue vehicles or for a person or vehicle using a season pass
- Employee, or
- U-Turn
- Select the green Pay button.
- Select Other/Non-Revenue in the payment menu at the bottom of the screen.
- Log the transaction in the Violation log

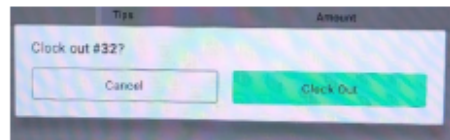
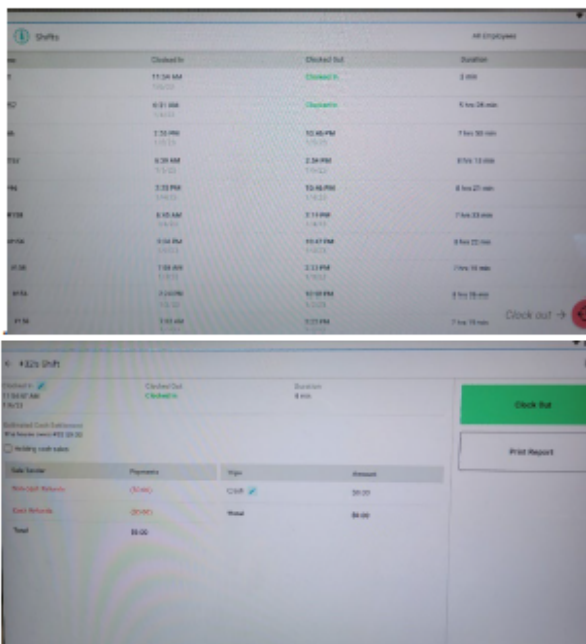


Refunds

- Refunds must be processed by a Supervisor or Tunnel Operator if a Supervisor is unavailable.
  - The Supervisor/Tunnel Operator must enter their ID number into Clover.
  - Press “No” to login to shift.
  - Select Transactions (either select all employees or the collector currently logged in from the drop down).
  - Pick the right transaction based on the customer receipt or last four transactions of the card.
  - Hit the Refund button
  - Print receipts for the customer and another for the Collectors log.

End of Shift Procedures

- At the end of your tour press the Shifts button. Do not press the red log off button.
- Select your username/number from the list of collectors.
- Press the green log off button, then again to confirm log off.
- Select Print Reports.
- If you accidentally log off before the end of your shift, print the report then log back in. You will have to add the two reports totals for your cash out.



The screenshot shows a financial report interface. At the top, there are fields for 'Created by', 'Created Date', and 'Status'. Below these are some summary statistics. The main part of the interface is a table with the following columns: 'Bank Transfer', 'Payments', 'Type', and 'Amount'. The table contains two rows of data and a total row.

| Bank Transfer     | Payments | Type  | Amount |
|-------------------|----------|-------|--------|
| Highly Profitable | 100.00   | Card  | 100.00 |
| Card Payments     | 100.00   | Total | 100.00 |

## 5 Toll Collector Opening and Closing Procedures

### Summer A.M. Opening Procedures

- Don a reflective vest before exiting the TCC.
- Toll collectors need to count their till and verify it with the Tour Opening Report.
- Sign out a radio with the Tunnel Operator if one isn't assigned to you.
- Inform Tunnel Operator they're going out to the booth.
- Before you open your lane, lock the till in the tollbooth.
- Clock into Clover system with your password.
- Close the tollbooth door when you go out to remove the traffic cones.
- Turn on the OPEN sign.
- Check with Tunnel Operator to see if you can begin to stage traffic to staging area.

Break times will be at the discretion of the supervisor on duty.

### Summer A.M. Closing Procedures

- Prior to the end of the shift the collector will
- Wait to clock out, until evening toll collector relieves them.
- Clean booth before leaving.
- Empty wastebasket.
- Wipe down counters and touch screen.
- Restock Safety pamphlets, credit card paper.
- Ensure all paperwork is complete.
- Follow cash-out procedures.

### Summer P.M. Closing Procedures

- Before closing the Toll collector will wait for the gate to be closed, before clocking out.
- Toll collector will clean booth before exiting, empty wastebasket, wipe down counters and Clover screen.
- Restock Safety pamphlets and Credit card paper.
- Toll collector will close lanes with traffic cones.
- Lock or latch windows.
- Make sure all paperwork is complete.
- Follow cash-out procedures.

### Winter A.M. Opening Procedures

- Don a reflective vest before exiting TCC.
- Make sure that traffic cones are put in their appropriate positions unless it is snowing heavily.  
Note: If DOT is plowing around booths remove them as needed, put cones back as soon as they are finished. (Otherwise vehicles will drive around the booth)
- Shovel snow around tollbooths. When shoveling toll 3 & toll 2 put snow into lane 2 for easier removal by plow truck.
- First traffic will be run through Lane 3.
- Check cash drawer, coupons & get proper paperwork.
- Notify the TO before you are going out to the tollbooth.
- Log into Clover, prepare cash drawer.
- Make sure brochures are fully stocked.
- Remove cones from lane 3, leave lanes 1 & 2 coned off.

- If maintenance vehicles are parked in Lanes 1 or 2 make sure cones have been placed behind them.
- Check with TO before releasing traffic into the staging area.
- Turn on your OPEN sign.
- Keep up with snow removal throughout the day.
- Notify operator of any hazardous road conditions in the toll area that change during the day.

#### Winter A.M./P.M. Closing Procedures

- After TO confirms the gate closure, lock or latch window.
- Turn the heat to a low setting. Do not turn it off.
- Sweep and empty trash, keep booth NEAT and CLEAN.
- Make sure traffic cones are put in their appropriate positions for closing.
- If a storm cycle is anticipated for the evening, remove all cones and place by TCC garage doors.
- Turn off the OPEN sign.
- Log out of Clover toll system and print shift report.
- Notify TO that you are leaving booth and coming into the TCC.
- Complete your cash out and sign. Give bag and envelope (and radio if you signed one out) to supervisor (or TO if Supervisor isn't available).

#### Side Work for all Toll Collectors

- Clean windows and counters.
- Sweep and mop.
- Keep tollbooths neat and clean.
- Check the public restrooms, restock and clean as needed.

#### Cash Out Procedure

- The toll collectors "Tour Closing Form" or the electronic version will be used in entering all sales information from the toll collectors daily work shift.
- The cash drawer will be set back to what it started with. Example: If cash drawer had \$250, then it ends at \$250.
- Each bill is counted and entered into the "Tour Closing Form" under the drawer category.
- The remaining money is counted and entered under the revenue category.
- The totals from each bill in both the drawer and revenue category are added together and entered into the "Total Drawer and Revenue" category.
- Enter total of each check received in check ledger.
- Enter total amount of credit cards received in the credit card category.
- Enter total amount of debit cards received in the debit card category.
- Enter total amount of refunds given for the day in the refund category.
- Count all coupons per class and enter into their provided space.
- Make sure toll collector verifies signs and supervisor verifies and signs.

#### Policies

- During the cash out process, the cash drawer is never to be left unattended.
- We do not at any time, hold in the tollbooth cash, checks, coupons, prepaid cards etc for anyone.
- Collectors never exchange money other tour funds. Call the supervisor to bring you the correct change.
- Never work out of someone else's cash drawer and never let anyone work out of your cash drawer.
- Do not co-mingle personal funds and state funds. Your tour funds are state funds.
- Do not store purses or other personal items near state funds. When possible, such items should be stored in your locked vehicle.

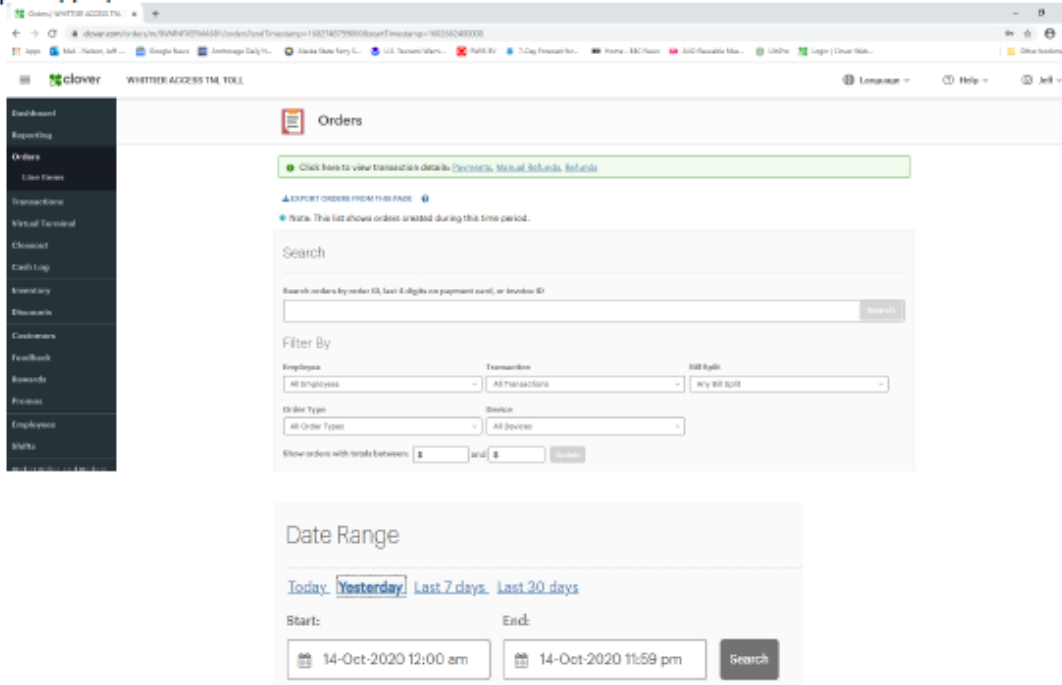
- Your cash drawer should only be opened when you are entering cash, coupon, prepaid or credit card slips for a transaction.
- Once you start a cash transaction complete the transaction before you do anything else. If the customer asks you a question, politely say just a moment, finish the cash transaction and then answer the question.
- Sometimes customers will make mistakes and believe that they have given you more or less than they actually did. Most mistakes can be easily handled by keeping the amount of cash given to you on the counter of your cash drawer and leave it out until your transaction is complete.
- Your cash bag will be locked in booth or returned to the vault during lunch, upon returning from breaks/lunch you will receive your tour fund to finish your shift. This is the only time your tour fund should be moved.
- Before you open a closed lane lock the funds in your tollbooth.
- Before you close your lane lock the funds in your tollbooth and then perform closing duties.
- Close the door and window anytime you leave the booth, even if it's only for a second. It only takes a second to be caught off guard.
- The center blind must be raised completely during a customer transaction. This allows the camera to record the customer transaction. Once there is no traffic the tollbooth attendant may adjust center blind to their comfort.

**6 Auditing and Deposit**

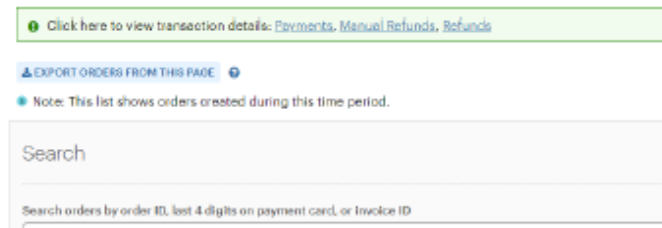
- Verify currency in collector's Till (either \$250 Winter season or \$500 Summer season)
- Count cash and checks from the collector's cashout and add to the daily or weekly Deposit Receipt.

| Revenue Date: 01/21/23 to 01/27/23        |           | Deposit Date: 2/6/2023 |                    |           |                |                    |          |  |
|---|-----------|------------------------|--------------------|-----------|----------------|--------------------|----------|--|
| <b>Webber Infra<br/>Bank Deposit Slip</b> |           |                        |                    |           |                |                    |          |  |
| Coins                                     | Loose     | Bills                  | Total              | Date      | Toll Collector | Cash               | Checks   |  |
| \$0.01                                    |           |                        | \$ -               | 1/21/2023 |                | 272.00             |          |  |
| \$0.05                                    |           |                        | \$ -               | 1/21/2023 |                | 91.00              |          |  |
| \$0.10                                    |           |                        | \$ -               | 1/22/2023 |                | 126.00             |          |  |
| \$0.25                                    | 20        |                        | \$ 5.00            | 1/22/2023 |                | 156.00             |          |  |
| \$0.50                                    |           |                        | \$ -               | 1/23/2023 |                | 87.00              |          |  |
| \$1.00                                    | 2         |                        | \$ 2.00            | 1/23/2023 |                | 65.00              |          |  |
| \$1                                       |           | 21                     | \$ 21.00           | 1/24/2023 |                | 39.00              |          |  |
| \$2                                       |           |                        | \$ -               | 1/24/2023 |                | 78.00              |          |  |
| \$5                                       |           |                        | \$ -               | 1/25/2023 |                | 65.00              |          |  |
| \$10                                      |           | 24                     | \$ 240.00          | 1/25/2023 |                | 39.00              | 38.00    |  |
| \$20                                      |           | 35                     | \$ 700.00          |           |                |                    |          |  |
| \$50                                      |           | 1                      | \$ 50.00           |           |                |                    |          |  |
| \$100                                     |           |                        | \$ -               |           |                |                    |          |  |
| TCash                                     |           |                        | \$ 1,011.00        |           |                |                    |          |  |
| TCoin                                     |           |                        | \$ 7.00            |           |                |                    |          |  |
| Ti Cks                                    |           |                        | \$ 38.00           |           |                |                    |          |  |
| <b>Total Deposit</b>                      |           |                        | <b>\$ 1,056.00</b> |           |                |                    |          |  |
| <b>Auditor</b>                            |           | <b>Nelson #32</b>      |                    |           |                |                    |          |  |
| <b>Polybag #</b>                          | A00571738 |                        |                    |           |                |                    |          |  |
| Total                                     |           |                        |                    |           |                | \$ 1,018.00        | \$ 38.00 |  |
| <b>TOTAL DEPOSIT</b>                      |           |                        |                    |           |                | <b>\$ 1,056.00</b> |          |  |

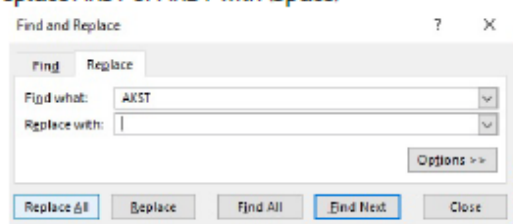
**Auditing with Clover**  
Export appropriate order data from Clover to Excel



- Select Yesterday or Custom Date and hit search



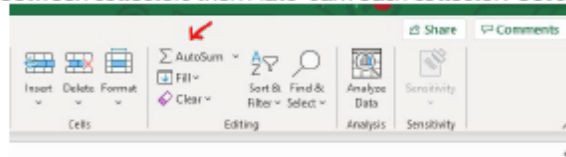
- Click Blue Bar to Export Data
- Data will now be in your Download folder
- Then open the newly downloaded workbook.
- Then select Column A
- Select the Find and Select drop down tab
- Select Replace then replace AKST or AKDT with (Space)



- Hit Replace all then enter



- Insert 3 blank rows between collectors then Auto-sum each collector. Set sums to bold.



- Save as a normal Excel workbook with the correct day's date as part of the name.. (YYYY.MM.DD-Clover Report)
- Note: If a split payment was received the payment will not be reflected in either the Cash or Credit columns of the Clover Report. See example in diagram below

- From Clover select the reporting tab and export the Sales by Tender and Card Type report, the Items sold report All and export and save, then select each individual collector from the Employees dropdown menu and export and save each YYYY.MM.DD-Items sold report #100, YYYY.MM.DD-Items sold report #101 etc.

| A  | B                         | C        | D        | E           | F         | G       | H         | I          | J              | K      | L            |
|--|---------------------------|----------|----------|-------------|-----------|---------|-----------|------------|----------------|--------|--------------|
| 7. The report reflects all revenue items in paid, partly paid, partially refunded and refunded status. Does not include open orders. |                           |          |          |             |           |         |           |            |                |        |              |
| 8  |                           |          |          |             |           |         |           |            |                |        |              |
| 9  | Gross Sales               | \$177.00 |          |             |           |         |           |            |                |        |              |
| 10   | Net Sales                 | \$177.00 |          |             |           |         |           |            |                |        |              |
| 11   | CDSS                      | \$0.00   |          |             |           |         |           |            |                |        |              |
| 12   | Gross Profit              | \$177.00 |          |             |           |         |           |            |                |        |              |
| 13   | Net Profit                | \$88.50% |          |             |           |         |           |            |                |        |              |
| 14   |                           |          |          |             |           |         |           |            |                |        |              |
| 15   | Category Name             | Total    | Refunded | Gross Sales | Discounts | Refunds | Net Sales | % Net Sale | Avg Item Price | FIDSS  | Gross Profit |
| 16   | Single Trip Toll          |          |          |             |           |         |           |            |                |        |              |
| 17   | Class A Toll              | 26       | 0        | \$177.00    | \$0.00    | \$0.00  | \$177.00  | 13.64%     | \$11.80        | \$0.00 | \$177.00     |
| 18   | Class B2 Toll             | 2        | 0        | \$76.20     | \$0.00    | \$0.00  | \$76.20   | 34.64%     | \$38.10        | \$0.00 | \$76.20      |
| 19   | Class B1 Toll             | 3        | 0        | \$60.00     | \$0.00    | \$0.00  | \$60.00   | 12.10%     | \$20.00        | \$0.00 | \$60.00      |
| 20   | Total (Single Trip Toll)  | 34       | 0        | \$313.20    | \$0.00    | \$0.00  | \$313.20  | 100.00%    | \$15.18        | \$0.00 | \$313.20     |
| 21   |                           |          |          |             |           |         |           |            |                |        |              |
| 22   | Classroom                 |          |          |             |           |         |           |            |                |        |              |
| 23   | Class D Coupon Redeemed   | 14       | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 24   | Total (Coupons)           | 14       | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 25   |                           |          |          |             |           |         |           |            |                |        |              |
| 26   | Prepaid                   |          |          |             |           |         |           |            |                |        |              |
| 27   | Class D Prepaid Redeemed  | 6        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 28   | Class B2 Prepaid Redeemed | 2        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 29   | Class B1 Prepaid Redeemed | 3        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 30   | Total (Prepaid)           | 11       | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 31   |                           |          |          |             |           |         |           |            |                |        |              |
| 32   | Other                     |          |          |             |           |         |           |            |                |        |              |
| 33   | Class F Accessories       | 4        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 34   | L-Turn                    | 4        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 35   | Total (Other)             | 8        | 0        | \$0.00      | \$0.00    | \$0.00  | \$0.00    | 0.00%      | \$0.00         | \$0.00 | \$0.00       |
| 36   |                           |          |          |             |           |         |           |            |                |        |              |
| 37   | TOTAL                     | 67       | 0        | \$313.20    | \$0.00    | \$0.00  | \$313.20  | 100.00%    | \$17.25        | \$0.00 | \$313.20     |

- Use the information from the Individual Collector's Items Sold reports to fill in the Clover Coupons and Clover Prepays for each collector on the Audit Report

| Class | Clover Coupons | Collector Coupons | Class | Clover Prepaid | Collector Prepaid |
|-------|----------------|-------------------|-------|----------------|-------------------|
| A     | 14             |                   | A     | 6              |                   |
| B1    |                |                   | B1    |                |                   |
| B2    |                |                   | B2    | 2              |                   |
| C     |                |                   | C     |                |                   |
| D     |                |                   | D     | 3              |                   |
|       |                |                   | E     |                |                   |
| G     |                |                   | G     |                |                   |
| Total | 14             | 0                 | Total | 11             | 0                 |

- Then fill in the actual coupons collected and prepaids logged in the corresponding Collector sections and adjustments.

| Class   | Clover Coupons | Collector Coupons | Class | Clover Prepaid | Collector Prepaid |
|---|----------------|-------------------|-------|----------------|-------------------|
| A   | 14             | 14                | A     | 6              | 4                 |
| B1  |                |                   | B1    |                |                   |
| B2  |                |                   | B2    | 2              | 1                 |
| C   |                |                   | C     |                |                   |
| D   |                |                   | D     | 3              | 4                 |
|   |                |                   | E     |                |                   |
| G   |                |                   | G     |                |                   |
| Total   | 14             | 14                | Total | 11             | 9                 |
| <b>Auditor Coupon and Prepaid Adjustments</b> |                |                   |       |                |                   |
| 2 Cls APP s/b 2 Cls A WS Pass                 |                |                   |       |                |                   |
| 1 Cls B2 PP s/b 1 Cls D PP                    |                |                   |       |                |                   |

| P         | Q        | R                 | S            | T      | U                          | V                   | W          | X              | Y         | Z         | AA        |
|-----------|----------|-------------------|--------------|--------|----------------------------|---------------------|------------|----------------|-----------|-----------|-----------|
| Order Tot | Payments | Payment / Refunds | Total Refund | Credit | Surcharge / Manual Refunds | Tender              | Credit Car | Credit Card Tr | Order Pay | Cash      | Credit    |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 332172     | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Prepaid           |            |                | Paid      | \$ -      | \$ -      |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 23409      | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Prepaid           |            |                | Paid      | \$ -      | \$ -      |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 4316       | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Credit Card       | 29083      | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 493375     | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Cash              |            |                | Paid      | \$ 13.00  | \$ -      |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 790162     | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Coupon            |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Other/Non-Revenue |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Coupon            |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Prepaid           |            |                | Paid      | \$ -      | \$ -      |
| 13        | 13       |                   | 0            | 0      | 0                          | 0 Debit Card        | 784054     | 2.36301E+11    | Paid      | \$ -      | \$ 13.00  |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Coupon            |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Prepaid           |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Other/Non-Revenue |            |                | Paid      | \$ -      | \$ -      |
| 13        | 13       |                   | 13           | 0      | 0                          | 0 Credit Card       | 026922     | 2.36301E+11    | Refunded  | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Coupon            |            |                | Paid      | \$ -      | \$ -      |
| 0         | 0        |                   | 0            | 0      | 0                          | 0 Other/Non-Revenue |            |                | Paid      | \$ -      | \$ -      |
|           |          |                   |              |        |                            |                     |            |                |           | \$ 200.00 | \$ 306.00 |

- Use the numbers from the Collector’s Clover shift report to fill in the Clover Totals.
- Discrepancies between Collector Clover reports and Collector logs are reconciled using physical coupon count, video, and auditor judgement.
- Reconciled Pre-Paid trips are entered into the appropriate prepaid tally worksheet named by date. The sum of prepaids located at the bottom of the tally worksheet must equal the sum of all toll collectors prepaids located in the “Daily” tab of the toll audit spreadsheet.
- The “sales by Tender and Card Type” clover report is used to verify the sums of debit and credit entered in the Collector’s worksheets in the Toll Audits spreadsheet.
- Use actual Revenue cash and check and the Clover Report credit total for actual credit/debit revenue.

|                      |            |
|----------------------|------------|
| Earned Revenue Date: | 12/29/2022 |
| Collector ID:        | 157        |
| Auditor ID:          | 32         |

| Audit Activity                       | Clover Collector Totals | Actual Revenue Settlement |
|--------------------------------------|-------------------------|---------------------------|
| Closing receipts                     |                         |                           |
| Cash Out                             | 200.00                  | 201.00                    |
| Checks                               | 0.00                    | 0.00                      |
| Credit                               | 319.00                  | 306.00                    |
| Net Cash Value                       | 519.00                  | 507.00                    |
| Variance                             | (12.00)                 |                           |
| Auditor Vehicle Adjustments Required |                         |                           |
| Over \$1 cash, change error          |                         |                           |
| 1 cls A or refunded, changed mind    | (13.00)                 |                           |

- Add any adjustments in the appropriate section.

## 7 Auditor Quick Reference

- Pull cash, checks, coupons and credits slips, after recording Collector's Clover revenue into the Tour Funds spreadsheet, place the credit reports into a white envelope with revenue dates and amounts on the outside.
- Record Toll Collector's cash & check revenue in \Toll Collector-Auditor\O-Deposit Receipts.
- Enter the actual cash, checks, and Clover credit totals into the Actual Revenue column of the Tour Funds spreadsheet.
- Use the information from the Individual Collector's Items Sold reports to fill in the Clover Coupons and Clover Prepays for each collector into the Tour Funds spreadsheet.
- Enter the actual number of coupons collected in the Collector Coupons column of the Tour Funds Spreadsheet.
- Enter Prepaid trips from the collector's violation log into the Prepaid Tally Form (Weekly or daily version) and the info from Violation log/Prepaid Tracking Form into the Actual Prepaid column of the Tour Funds spreadsheet for each collector.
- Make 2 copies of checks (1 for ADOT Report)
- Reconcile all collectors to zero. (If possible)
- Print out all individual spreadsheets and the Roll up.
- Verify they are accurate and complete.  
Compare credit against Clover Report by 'Tender and Card Type'(Must match)
- Copy data (using Paste Special: Values) from the Daily\Weekly sheet to the appropriate Rolling Review spreadsheet in \Toll Collector Auditor\C-Rolling Review\2022-2023 Rolling Revenue Report
- Prepare the deposit (KB is for revenue and Denali Nu-Vision is for change orders only)
- Enter all cash and check info.
- Verify the left and right side of the computer deposit receipt's cash & check info matches and agrees with the Roll-up.
- Place white copy of the deposit receipt, cash, coins (rolled if applicable) and checks (with adding machine tape if needed) into the Loomis bag and seal.
- Enter the Loomis Bag # into the computer deposit receipt and print it out
- Tape the Loomis bag label and yellow copy of the receipt to the computer deposit receipt you just printed.
- Log the deposit into the Loomis Deposit Book in the top drawer of the vault. (Do not sign until Loomis picks up the deposit(s)).
- Initial all reports and give to Project Manager to sign.
- Assemble the report in this order
  - Cover letter
  - Deposit Slip
  - Roll up
  - Clover Sales Report
  - Copies of checks
  - Daily Collector Reports
  - Deposit Report (except for the Daily Collector Reports) get scanned and emailed once deposit goes in. (With a cc to the other auditor)

## 8 Monthly and Annual Report Preparation

### Monthly Reports

- Make sure all data from daily/weekly reports has been entered into the Rolling Revenue Report.
- Print out Rolling Revenue Report for the month.
- Print out Clover Credit Card Fee Statement for the month (single sided).
- Reconcile Credit Card Fee Statement against the same month in the Rolling Revenue Report.
- Pull and print Clover Item Sales Report for the last month.
- Print and sign cover letter and submit to Project Manager for approval and signature.
- Email the reports to AKDOT.
- File the reports.

Anton Anderson Memorial Tunnel  
Monthly Revenue Report

| February-23 | Toll System Settlement | Collector Revenue Settlement | Shortage Overage | Cash              | Check         | Cred# Revenue Settlement | Total Deposits     |
|-------------|------------------------|------------------------------|------------------|-------------------|---------------|--------------------------|--------------------|
| 2/1/2023    | 363.00                 | 363.00                       | 0.00             | 104.00            | 0.00          | 259.00                   | 363.00             |
| 2/2/2023    | 700.50                 | 700.50                       | 0.00             | 104.00            | 0.00          | 596.50                   | 700.50             |
| 2/3/2023    | 512.00                 | 512.00                       | 0.00             | 195.00            | 0.00          | 317.00                   | 512.00             |
| 2/4/2023    | 533.00                 | 533.00                       | 0.00             | 182.00            | 0.00          | 351.00                   | 533.00             |
| 2/5/2023    | 372.00                 | 372.00                       | 0.00             | 129.00            | 0.00          | 243.00                   | 372.00             |
| 2/6/2023    | 569.00                 | 569.00                       | 0.00             | 164.00            | 0.00          | 405.00                   | 569.00             |
| 2/7/2023    | 581.50                 | 581.50                       | 0.00             | 113.00            | 0.00          | 468.50                   | 581.50             |
| 2/8/2023    | 503.50                 | 503.50                       | 0.00             | 130.00            | 0.00          | 373.50                   | 503.50             |
| 2/9/2023    | 594.00                 | 594.00                       | 0.00             | 208.00            | 0.00          | 386.00                   | 594.00             |
| 2/10/2023   | 5,502.00               | 5,502.00                     | 0.00             | 130.00            | 0.00          | 5,372.00                 | 5,502.00           |
| 2/11/2023   | 623.00                 | 623.00                       | 0.00             | 182.00            | 0.00          | 441.00                   | 623.00             |
| 2/12/2023   | 501.00                 | 501.00                       | 0.00             | 117.00            | 0.00          | 384.00                   | 501.00             |
| 2/13/2023   | 1,210.50               | 1,210.50                     | 0.00             | 195.00            | 0.00          | 1,015.50                 | 1,210.50           |
| 2/14/2023   | 582.50                 | 582.50                       | 0.00             | 149.00            | 0.00          | 433.50                   | 582.50             |
| 2/15/2023   | 831.00                 | 831.00                       | 0.00             | 130.00            | 0.00          | 701.00                   | 831.00             |
| 2/16/2023   | 3,687.00               | 3,687.00                     | 0.00             | 243.00            | 0.00          | 3,444.00                 | 3,687.00           |
| 2/17/2023   | 1,283.00               | 1,283.00                     | 0.00             | 324.00            | 0.00          | 959.00                   | 1,283.00           |
| 2/18/2023   | 659.00                 | 659.00                       | 0.00             | 195.00            | 0.00          | 464.00                   | 659.00             |
| 2/19/2023   | 1,589.50               | 1,589.50                     | 0.00             | 454.00            | 0.00          | 1,135.50                 | 1,589.50           |
| 2/20/2023   | 1,061.00               | 1,061.00                     | 0.00             | 299.00            | 0.00          | 762.00                   | 1,061.00           |
| 2/21/2023   | 584.00                 | 584.00                       | 0.00             | 169.00            | 0.00          | 415.00                   | 584.00             |
| 2/22/2023   | 5,784.50               | 5,784.50                     | 0.00             | 246.00            | 0.00          | 5,538.50                 | 5,784.50           |
| 2/23/2023   | 492.00                 | 492.00                       | 0.00             | 182.00            | 0.00          | 310.00                   | 492.00             |
| 2/24/2023   | 1,404.00               | 1,404.50                     | 0.50             | 622.00            | 0.00          | 782.50                   | 1,404.50           |
| 2/25/2023   | 1,246.50               | 1,245.50                     | (1.00)           | 324.00            | 0.00          | 921.50                   | 1,245.50           |
| 2/26/2023   | 1,609.00               | 1,609.00                     | 1.00             | 436.00            | 0.00          | 1,171.00                 | 1,609.00           |
| 2/27/2023   | 1,003.50               | 1,003.50                     | 0.00             | 299.00            | 0.00          | 704.50                   | 1,003.50           |
| 2/28/2023   | 540.00                 | 540.00                       | 0.00             | 208.00            | 0.00          | 332.00                   | 540.00             |
|             | <b>\$34,890.50</b>     | <b>\$34,891.00</b>           | <b>\$0.50</b>    | <b>\$6,235.00</b> | <b>\$0.00</b> | <b>\$28,656.00</b>       | <b>\$34,891.00</b> |

Web Page  
FD Box 0003, Hagerstown, MD 21744-0003

**YOUR CARD PROCESSING STATEMENT**

WHITTIER ACCESS TML TOLL  
GORDON BURTON  
3300 E TUDOR RD  
ANCHORAGE AK 99507-1248

Page 1 of 6 **TMS IS NOT A BILL**  
Statement Period 02/01/23 - 02/28/23  
Merchant Number 000002627622735  
Customer Service Website - www.businesshack.com  
Phone - 1-800-451-5817

**SUMMARY** An overview of selected activity for the statement period.

|        |                               |             |
|--------|-------------------------------|-------------|
| Page 1 | <b>Total Amount Submitted</b> | \$28,769.00 |
| Page 2 | <b>Chargebacks/Reversals</b>  | 0.00        |
| Page 3 | <b>Adjustments</b>            | 0.00        |
| Page 4 | <b>Fees</b>                   | -\$876.11   |

*Handwritten:*  
28,769.00  
- 445.00      1 JAN  
-----  
28,324.00  
+ 332.00      28 FEB  
-----  
28,656.00

**IMPORTANT INFORMATION ABOUT YOUR ACCOUNT**

**TERMINAL SOFTWARE UPDATES.** We periodically update the software on Merchant Services terminals to enhance the application and support current industry data security standards. In most cases, the updates will download to your terminal automatically and you can follow the prompts on the terminal to complete the process. Please status a batch regularly to ensure your terminal receives the latest software updates. If you have questions, please call Customer Service at 1-800-451-5817 or contact your Merchant Services relationship manager.

**NEW MASTERCARD AND DISCOVER REQUIREMENT FOR CONTACTLESS PAYMENTS.** Effective April 1, 2023, for Mastercard and April 14, 2023, for Discover, all contactless-enabled point-of-sale (POS) devices will be required to support chip contactless transactions only. As of those dates, magnetic stripe data (MSD) contactless transactions will not be supported. If you use a software product from an independent software vendor (ISV), please contact your vendor to determine if any changes are required. If you use a terminal, we will contact you if action is needed to comply with this and/or other requirements.

**SUMMARY BY DAY**

| Date Reimbursed | Submitted Amount | Chargebacks/Reversals | Adjustments | Fees | Amount Received |
|-----------------|------------------|-----------------------|-------------|------|-----------------|
| 8/30/22         | \$486.97         | 0.00                  | 0.00        | 0.00 | \$486.97        |
| 8/31/22         | \$230.00         | 0.00                  | 0.00        | 0.00 | \$230.00        |
| 9/01/22         | \$930.00         | 0.00                  | 0.00        | 0.00 | \$930.00        |
| 9/04/22         | \$317.00         | 0.00                  | 0.00        | 0.00 | \$317.00        |
| 9/05/22         | \$391.00         | 0.00                  | 0.00        | 0.00 | \$391.00        |
| 9/06/22         | \$243.00         | 0.00                  | 0.00        | 0.00 | \$243.00        |
| 9/07/22         | \$605.00         | 0.00                  | 0.00        | 0.00 | \$605.00        |
| 9/08/22         | \$698.00         | 0.00                  | 0.00        | 0.00 | \$698.00        |
| 9/09/22         | \$273.00         | 0.00                  | 0.00        | 0.00 | \$273.00        |
| 9/10/22         | \$388.00         | 0.00                  | 0.00        | 0.00 | \$388.00        |
| 9/11/22         | \$3,272.00       | 0.00                  | 0.00        | 0.00 | \$3,272.00      |
| 9/12/22         | \$441.00         | 0.00                  | 0.00        | 0.00 | \$441.00        |
| 9/13/22         | \$384.00         | 0.00                  | 0.00        | 0.00 | \$384.00        |
| 9/14/22         | \$1,815.00       | 0.00                  | 0.00        | 0.00 | \$1,815.00      |

File To: VTRB Merchant Correspondence, 1802 Doral St, 2nd Floor, NYC, NY 10037-0202, Carroll, CA 94129

**YOUR CARD PROCESSING STATEMENT**

Merchant Number: 030000027522756 Page 2 of 0  
 Customer Service: Website - www.businesscards.com Statement Period: 03/01/23 - 02/28/23  
 Phone - 1-800-981-8817

**SUMMARY BY DAY**

| Date Submitted   | Submitted Amount   | Chargeback Amount | Adjustments | Fees            | Amount Positived   |
|------------------|--------------------|-------------------|-------------|-----------------|--------------------|
| 03/14/23         | \$432.56           | 3.00              | 0.00        | 6.30            | \$425.26           |
| 03/14/23         | \$705.06           | 3.00              | 0.00        | 6.30            | \$701.76           |
| 03/17/23         | \$3,488.08         | 3.00              | 0.00        | 6.30            | \$3,478.78         |
| 03/18/23         | \$889.08           | 3.00              | 0.00        | 6.30            | \$879.78           |
| 03/18/23         | \$484.08           | 3.00              | 0.00        | 6.30            | \$474.78           |
| 03/20/23         | \$1,136.08         | 3.00              | 0.00        | 6.30            | \$1,126.78         |
| 03/21/23         | \$782.08           | 3.00              | 0.00        | 6.30            | \$772.78           |
| 03/22/23         | \$4,158.08         | 3.00              | 0.00        | 6.30            | \$4,148.78         |
| 03/23/23         | \$3,800.08         | 3.00              | 0.00        | 6.30            | \$3,790.78         |
| 03/24/23         | \$2,100.08         | 3.00              | 0.00        | 6.30            | \$2,090.78         |
| 03/25/23         | \$782.08           | 3.00              | 0.00        | 6.30            | \$772.78           |
| 03/26/23         | \$681.08           | 3.00              | 0.00        | 6.30            | \$671.78           |
| 03/27/23         | \$1,171.08         | 3.00              | 0.00        | 6.30            | \$1,161.78         |
| 03/28/23         | \$784.08           | 3.00              | 0.00        | 6.30            | \$774.78           |
| Month End Charge | 0.00               | 0.00              | 0.00        | \$378.15        | -\$378.15          |
| <b>Total</b>     | <b>\$26,786.08</b> | <b>0.00</b>       | <b>0.00</b> | <b>\$378.15</b> | <b>\$26,407.93</b> |

**SUMMARY BY CARD TYPE**

| Card Type    | Average Ticket | Total Gross Sales You Submitted |                   | Refunds  |             | Total Amount You Submitted |                   |
|--------------|----------------|---------------------------------|-------------------|----------|-------------|----------------------------|-------------------|
|              |                | Items                           | Amount            | Items    | Amount      | Items                      | Amount            |
| Mastercard   | \$22.73        | 153                             | \$3,146.50        | 0        | 0.00        | 153                        | \$3,146.50        |
| Discover     | \$13.00        | 1                               | \$13.00           | 0        | 0.00        | 1                          | \$13.00           |
| AMEX/CCQ     | \$13.00        | 25                              | \$325.00          | 0        | 0.00        | 25                         | \$325.00          |
| <b>Total</b> |                | <b>179</b>                      | <b>\$3,484.50</b> | <b>0</b> | <b>0.00</b> | <b>179</b>                 | <b>\$3,484.50</b> |

**SUMMARY BY BATCH**

| Batch        | Submit Date | Average Ticket | Total Gross Sales You Submitted |            | Refunds |        | Total Amount You Submitted |            |
|--------------|-------------|----------------|---------------------------------|------------|---------|--------|----------------------------|------------|
|              |             |                | Items                           | Amount     | Items   | Amount | Items                      | Amount     |
| 030203110055 | 02/01/23    | \$75.34        | 25                              | \$445.00   | 0       | 0.00   | 25                         | \$445.00   |
| 030203202054 | 02/02/23    | \$14.35        | 15                              | \$215.00   | 0       | 0.00   | 15                         | \$215.00   |
| 030203203057 | 02/03/23    | \$24.80        | 24                              | \$348.00   | 0       | 0.00   | 24                         | \$348.00   |
| 030203203058 | 02/03/23    | \$21.12        | 15                              | \$217.00   | 0       | 0.00   | 15                         | \$217.00   |
| 030203203059 | 02/03/23    | \$13.50        | 26                              | \$351.00   | 0       | 0.00   | 26                         | \$351.00   |
| 030203203060 | 02/03/23    | \$13.50        | 18                              | \$243.00   | 0       | 0.00   | 18                         | \$243.00   |
| 030203203061 | 02/03/23    | \$25.31        | 15                              | \$454.00   | 0       | 0.00   | 15                         | \$454.00   |
| 030203203062 | 02/03/23    | \$28.89        | 18                              | \$460.00   | 0       | 0.00   | 18                         | \$460.00   |
| 030203203063 | 02/03/23    | \$37.35        | 10                              | \$273.00   | 0       | 0.00   | 10                         | \$273.00   |
| 030203203064 | 02/19/23    | \$18.30        | 21                              | \$384.00   | 0       | 0.00   | 21                         | \$384.00   |
| 030203210043 | 02/11/23    | \$418.80       | 27                              | \$6,120.00 | 0       | 0.00   | 27                         | \$6,120.00 |
| 030203210050 | 02/12/23    | \$13.70        | 32                              | \$438.00   | 0       | 0.00   | 32                         | \$438.00   |
| 030203210057 | 02/12/23    | \$18.00        | 34                              | \$324.00   | 0       | 0.00   | 34                         | \$324.00   |
| 030203240056 | 02/14/23    | \$43.91        | 34                              | \$1,512.00 | 0       | 0.00   | 34                         | \$1,512.00 |
| 030203240059 | 02/15/23    | \$38.15        | 12                              | \$457.00   | 0       | 0.00   | 12                         | \$457.00   |
| 030203240060 | 02/16/23    | \$29.00        | 14                              | \$406.00   | 0       | 0.00   | 14                         | \$406.00   |
| 030203270071 | 02/17/23    | \$40.26        | 34                              | \$1,368.00 | 0       | 0.00   | 34                         | \$1,368.00 |
| 030203280072 | 02/18/23    | \$27.30        | 34                              | \$928.00   | 0       | 0.00   | 34                         | \$928.00   |
| 030203280073 | 02/19/23    | \$13.25        | 25                              | \$464.00   | 0       | 0.00   | 25                         | \$464.00   |
| 030203280074 | 02/20/23    | \$18.51        | 42                              | \$775.00   | 0       | 0.00   | 42                         | \$775.00   |
| 030203210075 | 02/01/23    | \$14.14        | 54                              | \$764.00   | 0       | 0.00   | 54                         | \$764.00   |

File To: RFD Merchant Correspondence, 1000 Grand St, 3rd Floor, UAC/2021/023, Corning, CA 94002

Items Report  
 Feb 1, 2021 11:40 AM - Feb 18, 2021 11:59 PM  
 Requested on: Mar 1, 2021 8:58 AM  
 # Rows: Item Type = Revenue Items

Categories: All  
 This report reflects all revenue items in paid, partially paid, partially refunded and refunded status. Do not include open orders.

| Category Name                    | Sold        | Refunded | Gross Sales        | Discounts     | Refunds         | Net Sales          | % Net Sales Avg Item Size | COGS               | Gross Profit       |
|----------------------------------|-------------|----------|--------------------|---------------|-----------------|--------------------|---------------------------|--------------------|--------------------|
| <b>Single Trip Toll</b>          |             |          |                    |               |                 |                    |                           |                    |                    |
| Class A Toll                     | 1147        | 0        | \$54,879.00        | \$0.00        | \$50,000        | \$14,879.00        | 42.48%                    | \$19.00            | \$14,820.00        |
| Class B Toll                     | 61          | 0        | \$1,898.00         | \$0.00        | \$0.00          | \$1,898.00         | 0.47%                     | \$48.00            | \$1,898.00         |
| Class B1 Toll                    | 29          | 0        | \$666.00           | \$0.00        | \$0.00          | \$666.00           | 1.63%                     | \$32.00            | \$666.00           |
| Class C Toll                     | 1           | 0        | \$17.00            | \$0.00        | \$0.00          | \$17.00            | 0.00%                     | \$17.00            | \$0.00             |
| Class G Toll                     | 2           | 0        | \$12.00            | \$0.00        | \$0.00          | \$12.00            | 0.00%                     | \$6.00             | \$6.00             |
| <b>Total (Single Trip Toll)</b>  | <b>1230</b> | <b>0</b> | <b>\$57,802.00</b> | <b>\$0.00</b> | <b>\$50,000</b> | <b>\$7,802.00</b>  | <b>40.05%</b>             | <b>\$19.42</b>     | <b>\$7,802.00</b>  |
| <b>License/Tag Fee</b>           |             |          |                    |               |                 |                    |                           |                    |                    |
| Custom Item                      | 1           | 0        | \$8,810.00         | \$0.00        | \$0.00          | \$8,810.00         | 17.02%                    | \$2,970.00         | -                  |
| Custom Item                      | 1           | 0        | \$4,350.00         | \$0.00        | \$0.00          | \$4,350.00         | 8.91%                     | \$4,350.00         | -                  |
| Custom Item                      | 1           | 0        | \$950.00           | \$0.00        | \$0.00          | \$950.00           | 1.94%                     | \$495.00           | -                  |
| Custom Item                      | 1           | 0        | \$615.00           | \$0.00        | \$0.00          | \$615.00           | 1.08%                     | \$485.00           | -                  |
| <b>Total (License/Tag Fee)</b>   | <b>4</b>    | <b>0</b> | <b>\$14,725.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$14,725.00</b> | <b>30.42%</b>             | <b>\$11,175.00</b> | <b>-</b>           |
| <b>30 Back of Coupons</b>        |             |          |                    |               |                 |                    |                           |                    |                    |
| Coupon A - 30 Back               | 18          | 0        | \$4,200.50         | \$0.00        | \$0.00          | \$4,200.50         | 13.48%                    | \$147.25           | \$4,053.25         |
| <b>Total (30 Back of Coupon)</b> | <b>18</b>   | <b>0</b> | <b>\$4,200.50</b>  | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$4,200.50</b>  | <b>13.48%</b>             | <b>\$147.25</b>    | <b>\$4,053.25</b>  |
| <b>10 Back of Coupons</b>        |             |          |                    |               |                 |                    |                           |                    |                    |
| Coupon A - 10 Back               | 4           | 0        | \$480.00           | \$0.00        | \$0.00          | \$480.00           | 1.00%                     | \$120.00           | \$360.00           |
| <b>Total (10 Back of Coupon)</b> | <b>4</b>    | <b>0</b> | <b>\$480.00</b>    | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$480.00</b>    | <b>1.00%</b>              | <b>\$120.00</b>    | <b>\$360.00</b>    |
| <b>Coupons</b>                   |             |          |                    |               |                 |                    |                           |                    |                    |
| Class A Coupon Redeemed          | 663         | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Class B Coupon Redeemed          | 4           | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Class C Coupon Redeemed          | 3           | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| <b>Total (Coupon)</b>            | <b>669</b>  | <b>0</b> | <b>\$2,400</b>     | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$2,400</b>     | <b>0.00%</b>              | <b>\$0.00</b>      | <b>\$2,400.00</b>  |
| <b>Prepaid</b>                   |             |          |                    |               |                 |                    |                           |                    |                    |
| Class A Prepaid Redeemed         | 87          | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Class B Prepaid Redeemed         | 3           | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Class C Prepaid Redeemed         | 36          | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Class D Prepaid Redeemed         | 1           | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| <b>Total (Prepaid)</b>           | <b>127</b>  | <b>0</b> | <b>\$3,200</b>     | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$3,200</b>     | <b>0.00%</b>              | <b>\$0.00</b>      | <b>\$3,200.00</b>  |
| <b>Other</b>                     |             |          |                    |               |                 |                    |                           |                    |                    |
| Class F Non-revenue              | 188         | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| Employee                         | 146         | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| U Turn                           | 136         | 0        | \$800              | \$0.00        | \$0.00          | \$800              | 0.00%                     | \$0.00             | \$800.00           |
| <b>Total (Other)</b>             | <b>470</b>  | <b>0</b> | <b>\$2,400</b>     | <b>\$0.00</b> | <b>\$0.00</b>   | <b>\$2,400</b>     | <b>0.00%</b>              | <b>\$0.00</b>      | <b>\$2,400.00</b>  |
| <b>TOTAL</b>                     | <b>2762</b> | <b>0</b> | <b>\$86,207.50</b> | <b>\$0.00</b> | <b>\$50,000</b> | <b>\$36,207.50</b> | <b>10.00%</b>             | <b>\$13.48</b>     | <b>\$36,207.50</b> |

Annual Reports

- Make sure all data from daily/weekly reports has been entered into the Rolling Revenue Report for the fiscal year.
- Print out Rolling Revenue Report for the whole fiscal year including the Yearly Revenue Summary
- Pull and print Clover Item Sales Report for the fiscal year.
- Print cover letter and submit to Project Manager for approval and signature.
- Prepare over short report based on final total over/short total from the Annual Revenue Summary.
- If short request Project Manager to request check or otherwise make payment to ADOT and prepare the over/short report and submit to Project Manager for signature.
- Email the reports to AKDOT.

**APPENDIX 4: AAMT PROJECT SITE GUIDELINES**

**APPENDIX 4: PROJECT SITE GUIDELINES**

\* NOTE: this is not a stand-alone document; it is an appendix to the *AAMT Tunnel Operations & Emergency Response Manual* and the *Webber Employee Handbook*.

The Anton Anderson Memorial Tunnel (AAMT) operations and maintenance contract is a unique project for Webber. The location, the operational responsibilities, and the distinct characteristics of the facility require operational elements that are non-standard when compared to the rest of the company. Accordingly, this *AAMT Project Site Guidelines* document identifies additional provisions to accompany the *Webber Employee Handbook*. If there are any inconsistencies between the *Employee Handbook* and the *Project Site Guidelines*, notify your supervisor or the Project Manager for clarification.

The goal of this document is to provide clarity to employees so that we may all continue to provide the highest quality service to our client, the State of Alaska Department of Transportation and Public Facilities (DOT&PF).

The guidelines in this document are subject to change at any time; however, changes will be announced and made public in a timely manner.

**1. SITE-SPECIFIC SAFETY, PERSONAL PROTECTIVE EQUIPMENT (PPE), AND DRESS CODE GUIDELINES**

Personnel will adhere to the following guidelines when working outside the Tunnel Control Center:

- A company-issued Class III high-visibility vest or coat with the AAMT Fire Department logo is required.
- Safety toe boots (steel or composite) are encouraged for toll collectors and administrative personnel, but they are not required. If toll and administrative personnel would like to have safety toe boots, they will be reimbursed in accordance with company policy.
- Ice cleats are available and will be issued to you; use them during periods of inclement weather.

Personnel will adhere to the following when performing maintenance activities:

- Class III high-visibility vests and safety toe boots are required. Boots shall also have laces and extend over the ankle. Hardhats, gloves, eye protection, and hearing protection are also available; please ask your supervisor for these items, if needed.
- During periods of inclement weather, employees may wear safety toe (steel or composite) rubber or neoprene boots.
- Class III vests and safety toe boots are the minimum PPE requirements when working inside the tunnel near the AAMT Portal Buildings with corrugated steel overhead. Hardhats are required in the areas of the AAMT with rock or drip pans overhead.

Any other required PPE may be requested through the Local Purchasing Procedure mentioned within these Project Site Guidelines.

All-terrain vehicle (ATV) helmets (not hardhats) are required when operating the ATVs that are owned by the DOT&PF.

Shorts are not authorized while working; shorts may be worn while using the fitness equipment on site. Capri-style pants are allowed for individuals that are not working in a maintenance role.

Facial hair and long hair that interferes with the seal of self-contained breathing apparatus (SCBA) equipment is not allowed for personnel that are designated as firefighters.

All firefighting PPE that is issued to employees is property of the State of Alaska. It shall be returned in serviceable condition prior to an employee's last day. Failure to return this equipment may result in withholding of an employee's final paycheck or legal/criminal prosecution.

## **2. TOBACCO USE**

Webber does not allow the use of tobacco inside its facilities or company vehicles at any time. This policy also applies to all AAMT buildings. Smoking, vaping, and the use of chewing tobacco are allowed in the designated smoking area only; these areas are located behind the public restroom in the Bear Valley Staging Area or in your personal vehicle. The area behind the restroom provides some shelter from the weather and is 20 feet from the nearest building entrance in accordance with State of Alaska law. Time spent using tobacco will be counted as a portion of your break.

## **3. SITE GUIDELINES FOR DRIVING COMPANY VEHICLES OR FACILITY VEHICLES AND EQUIPMENT**

All personnel need to be trained before operating company vehicles or vehicles and equipment owned by the DOT&PF except half-ton trucks. Employees are not allowed to operate a vehicle or piece of equipment without having completed training and have a completed training checklist on file for that vehicle or piece of equipment. The only exception to this is training. An employee may operate vehicles and equipment without having a completed training and have a completed training checklist if they are in training and if a supervisor is present.

All company and DOT&PF vehicles are for business use only. Many of our half-ton trucks have an assigned driver who may bring the company vehicle to their residence with the Project Manager's approval to prevent theft, vandalism, or damage to their assigned vehicle. Vehicle drivers are responsible for paying citations from law enforcement personnel that are issued against their driver's license

Employees may not operate the bucket truck unless they have a valid Department of Transportation physical on file.

In the event of an accident, regardless of fault, the employee that was operating the vehicle must undergo a post-accident drug screening. The employee shall notify supervisory personnel immediately, and they shall immediately cease operating the vehicle unless the incident occurred in a hazardous location (i.e., Seward Highway areas with no shoulders; avalanche zones on Portage Glacier Road during winter; other seasonally hazardous areas). In this situation, the employee shall move to the nearest safe location, and then wait for supervisor instructions. Use the radio if cell service is unavailable. The employee must call the Shift Supervisor and/or Superintendent and/or Project Manager.

An employee may not be allowed to return to work until the post-accident screening results are received. In this situation, and if the employee receives a clear test result, the employee will be paid for scheduled time away from work. If not cleared through the drug screening test, then the employee may not be paid and may be subject to other disciplinary actions up to and including termination.

## **4. WORK HOURS, OVERTIME, AND HOLIDAYS**

Work hours: All AAMT staff work Flex Schedules (in accordance with 8 AAC 15.102) due to the Tunnel's extended operation hours. Current shifts are 10 hours with half-hour unpaid lunch. Our work week runs from Saturday to

Friday with pay day every Friday. Please note that the pay period workweek is different from the schedule workweek. From a schedule perspective, an employee's workday includes three 10-hour workdays and one 5-hour workday per workweek (minimum) with the week starting/ending at 10:15AM from May through September and at 11:15AM from October through April for day shifts. The week starts/ends at 7:15PM for night shifts.

Overtime (OT): For information about when OT applies, refer to the State of Alaska Flexible Work Hour Plan Forms that are on file with the Project Administrator. Shift coverage OT must be approved by the Shift Supervisor, Superintendent, or Project Manager.

Paid Time Off (PTO): Employees who intend to use PTO due to illness shall notify the Superintendent or Shift Supervisor on duty, who will find coverage as needed and complete a Tardy/Absentee Form. On the third day of PTO due to illness (or as directed by a supervisor), a doctor's note is required to remain on leave. A doctor's note may be required in some situations to release the employee from light duty.

Holidays: Employees are expected to work during holidays that occur during their usual recurring shift unless approved for personal time off (PTO).

Unused Holiday Hours: Currently, a few exempt/salaried employees help complete the firefighter coverage required for a specific shift. Consequently, when holidays occur, these individuals are unable to take that day off. For these few individuals only, the Project Manager will track this unused holiday time. For each holiday, 8 hours of unused holiday time will accrue if an exempt/salaried employee works the holiday; balances may not exceed 32 hours, and all hours shall be expended by the end of the calendar year. Negative balances may not occur. Unused holiday hours shall be expended prior to using PTO unless approved by the Project Manager. This unused holiday time will not be paid out if an employee with a balance of unused holiday hours departs the Company.

Road Closures: This is a slight deviation from section 2-5 *Inclement Weather* in the Webber Employee Handbook. If an employee is making a good faith attempt to arrive at work but is not able to do so, and if the employee is not at home, the employee is eligible at the discretion of project supervisory staff to be paid up to the full day's wages. However, despite eligibility for payment, an employee in this situation is commuting, not at work. Examples of this situation include: (1) an employee that is driving from Anchorage to the site during the winter, only to find that the roadway has been closed at Girdwood by the DOT&PF due to heavy snowfall—in this case, the individual is 40 miles from home, but they are also not at work; (2) an individual departs their home in Kenai in the summer only to find that the road is closed due to wildfires or a major automobile accident—in this case, the individual is 40 miles from home, and they are also not at work. Heavy snowfall, avalanches, automobile accidents, moose/automobile collisions, rockslides, wildfires, etc., can all shut down roadways in Alaska. Individuals should not expect to receive overtime or payment that exceeds one day's wages. Individuals should attempt to contact their supervisor in these situations. If an employee is directed to return home, the employee shall not be paid for the remainder of the day, but the employee may use PTO.

## 5. **TIMESHEETS**

Each week employees shall log time worked using Survey 123 not later than Friday. Superintendents and Shift Supervisors are to review Survey 123 timesheets for accuracy; standby hours may be verified using Manpower Reports. Once approved, the Project Administrator, will use Survey 123. If any corrections are needed, the Project Administrator will contact the Shift Supervisor, who will then make the correction or reach out to the employee to correct if available. An email will be sent with the Project Administrator, Supervisor and employee about the

correction made. Shift supervisors shall have verified time in Survey 123 for the review of the Project Administrator prior to 6:00 AM Monday.

Employees are responsible to ensure that timesheets accurately reflect the actual hours worked; any change to hours will require Supervisor or Administrator correction in Survey 123 .

The Project Manager will approve timesheets for the Superintendents, Fire Chief, and Project Administrator.

## 6. SCHEDULING

The operations and standby schedules will be posted on the 15<sup>th</sup> of the month for the following month. If you are not able to perform your shift, submit a leave request form (with supervisor approval) prior to the 15<sup>th</sup> of the month for the subsequent month. After the 15<sup>th</sup> of the month, if an individual cannot perform one of their normally scheduled shifts in the subsequent month, the individual must find their own replacement and annotate this on a leave request form. This applies to both the operations schedule and the standby schedule.

Note: You will not be charged PTO if you forego a standby shift.

## 7. STANDBY FIREFIGHTER GUIDELINES

The role of standby firefighters is to respond: (1) in the event of a potentially life-threatening emergency onsite, or (2) if critical systems are nonoperational during periods of high traffic and platooning operations are required. This is an obligation to our client, our company, and our community. All standby firefighters must remain in Whittier during their shift, and they must be able to report to the Whittier Portal building in their firefighting gear within 15 minutes. Standby personnel must arrange for transportation to meet this requirement. Personnel may not be under the influence of any substance while on standby duty. Standby personnel need to check-in with the Tunnel Operator at least 15 minutes prior to the first opening using ALMR Channel 16 (Tunnel Control Dispatch); after checking in, switch to Channel 15 (AAMT Ops). Telephone calls may be used only if the Tunnel Operator is not available via radio.

Transition time between shifts may be altered to accommodate minor differences between toll collection and maintenance schedules. These changes must be documented on the posted schedule. Standby personnel may work a standby shift before or after their normal on-duty shift. Standby personnel may also work two consecutive shifts in the same day. If the standby shift overlaps with an employee's normal shift, the normal rate of pay will supersede the standby rate through the completion of the normal shift, but employees shall minimize the occurrence of this situation.

Standby shifts will be:

- a. Summer: 5:30AM to 2:30PM and from 2:30PM to 11:30PM
- b. Winter: 7:00AM to 3:00PM and from 3:00PM to 11:00PM

Being included on the standby firefighter roster is optional. All personnel may choose whether they are included or excluded from the roster. The intent is to establish an indefinite roster (individuals may not continually change their participation status from month to month). If an employee wishes to relinquish a recurring shift on the standby roster, they shall coordinate this with the Project Manager.

Personnel that are not full-time employees of Webber may also serve as standby firefighters. These personnel will be paid the same standby rate as full-time employees. In the event of an emergency, they will be paid at their established company rate. They will also receive non-revenue cards, which will enable them to travel through the

tunnel for non-commercial purposes free of charge. All firefighting gear will be provided by the State of Alaska through Webber. Personnel that are not full-time employees are required to perform a minimum of two half-day shifts per week to maintain the use of their non-revenue cards. If this requirement is not met over a two-month period, an individual's non-revenue card may be revoked.

If personnel on stand-by fail to check-in, cannot be reached by radio, and cannot be reached by phone, they will receive a verbal warning (documented) on the first offense, a written warning on the second offense, and on the third offense, they will receive a written warning with 30-day suspension from standby and a 90-day standby probation.

If an individual fails to respond to a standby call-out test or an emergency, attempts will be made to contact the individual via radio and phone. If the Tunnel Operator is unable to make contact, the individual will be immediately replaced and will not be paid for standby time that day. On the first offense, the individual will receive a written warning. On the second offense, the individual will receive a written warning with 30-day suspension from standby and a 90-day standby probation. Please note that the disciplinary measures noted above are baseline measures. These measures may be escalated to include termination at the discretion of project supervisory staff.

Any standby failures during a probationary period (either check-in, call-out test, or an emergency) will result in the following minimum disciplinary action: written warning and removal from standby program for six months. Reinstatement into the standby program is at the discretion of the Project Manager and Fire Chief.

## **8. LOCAL PURCHASING PROCEDURE**

If a vendor is not established in the Webber system, the Purchase Order (PO) requestor shall provide a point of contact at the vendor to the Project Administrator, who will work with the vendor and our corporate procurement staff to establish the vendor in the company's procurement system.

For established Webber vendors, superintendents and supervisors are responsible for initiating POs by obtaining quotes from vendors. Quotes must contain a description of the services and/or products being purchased, including price and model number(s), if applicable. All POs shall be requested via email to the Project Administrator with the quote attached or in the body of the email. Once the quote has been obtained, the Project Administrator will create a PO into Webber procurement system, SAP, which automatically notifies the Project Manager and Project Administrator via email that the PO is awaiting approval. The Project Administrator will send a notification via email to the Project Manager regarding the contents of the PO. The Project Manager will then approve the PO in SAP. When this approval process is complete, the Project Administrator will reply to the PO request email with the PO number in the body of the email. The PO requestor shall then give the vendor the PO number when the quote/order is confirmed.

After services or purchases have been completed, the PO requestor shall provide the Project Administrator with an invoice. The Project Administrator will complete the goods receipt process in SAP and process the invoice for payment.

In the event of changes between the initial quote and the final receipt from the vendor (i.e., price changes, returns, discounts applied at time of purchase, additional items purchased, items backordered, etc.), the PO requestor shall provide the Project Administrator with the original receipt, plus a copy of both the receipt and the quote with any changes between the two highlighted.

Due to frequent price changes with two specific vendors (NAPA Auto Parts and Lowes), the Project Administrator will automatically add a 10-percent contingency line with a generic description item to each PO. This will prevent triggering re-approval of the PO and any remaining balance will be rectified by the Project Administrator during the goods receipt process. If the PO requestor is shopping with another vendor for an indefinite quantity of supplies, the 10-percent contingency may be applied, but only with Project Manager approval.

#### **9. PROGRAMMABLE DOOR CODE GUIDELINES**

Programmable door locks have been installed on most buildings/doors at our project site so that employees can use a code (rather than a key) to gain access. These codes are unique to each individual and shall not be shared with others. The locks retain a historical record of the codes used for entry. Only the client, Project Manager, or project superintendents may authorize an outside entity to have their own code.

#### **10. NON-REVENUE CARD GUIDELINES**

Non-revenue cards are issued to employees as a courtesy of the DOT&PF. These cards allow employees to pass through the tunnel free-of-charge. Non-revenue access is limited to Class A and Class B1 vehicles that are not being used for commercial purposes. The use of the vehicle will be determined by the usage at the time the vehicle passes through the toll booth. Other vehicle classes may be allowed non-revenue passage at the Project Manager's or Superintendents' discretion.

#### **11. CONDOMINIUM 309 USE GUIDELINES**

The company condominium (condo) is a privilege and a shared living space. Treat it better than you treat your own home. Clean up after yourself and wipe down counters if you make coffee or prepare food. Remove your shoes at the door. Do not dispose of grease, oil, or hazardous materials in the drains. Do not make any alterations (to include installing new locks). No smoking (includes vaping). Do not leave windows open while the condo is unoccupied. No pets without Project Manager's permission (Project Manager will obtain written permission from the landlord).

The condo is for use by personnel that are at work. You may occupy the condo immediately prior to your first workday, between workdays, and immediately following your last workday. Priority for condo usage will be on a first-come, first-served basis. Any additional occupancy must be approved by the Project Manager or Superintendent. No guests or non-employees allowed unless approved by the Project Manager.

Report all maintenance issues to the Project Manager. In addition, report major maintenance items that require immediate repair to avoid damage to the condo directly to the landlord. Major items include problems with heat, frozen pipes, broken windows, water spots in ceiling, etc. Landlord contact information: Mike Murphy, 907-244-4732, or Marla Murphy, 907-980-1369.

We do not have renter's insurance, so any personal belongings lost from fire, theft, burglary, breakage, flooding, etc., are not the responsibility of Webber or the landlord. You may leave limited amounts of food and toiletries at the condo. Please label them with your name. Bring your own linens and be prepared to remove your linens from beds nightly.

If you use the condo, spend 5 minutes each day doing at least one of the tasks shown on the condo maintenance list. Remove trash weekly. Trash can be taken to the second-floor trash room (near room 207) for disposal.

**12. FIRE DEPARTMENT FITNESS CENTER**

The AAMT project site is one of the few projects within Webber to have fitness equipment available to its employees. Having this equipment onsite is a privilege; the company has agreed to this due to the lack of commercial gyms near the project area.

Our fitness equipment is for employee use only. Employees are not allowed to use this equipment without a signed waiver on file. Employees may change into gym clothes using the Tunnel Control Center restroom. Use of this equipment is also at the Superintendent or Shift Supervisor's discretion.

Equipment users need to be aware of two other concerns:

- Equipment: Wipe down after each use.
- Hygiene: If riding home to Anchorage in one of the company vehicles after a workout, be courteous of the other passengers in the vehicle.
- Image: We need to provide a professional image to the public. Returning to work after a workout while still sweating profusely also does not provide a positive image to the public. Use your judgement.

Again, this equipment is a privilege. Please do not abuse it.

**13. PERSONAL VEHICLE WASHING AND MAINTENANCE**

We recognize that most Whittier residents do not have garages in which they can perform vehicle maintenance. Therefore, employees may wash personal vehicles and perform minor maintenance at the Warm Storage building on their own time with permission from the Superintendent or Shift Supervisor prior to beginning work. This work must occur at no cost to the company, which means that employees shall obtain and dispose of their own oil, other fluids, and trash. All work shall be performed in compliance with environmental laws and regulations. Also, employees need to avoid negative perception issues from the public by working on the south side of the building (i.e., not in plain view of the public in the Bear Valley Staging Area). Lastly, cleanup after yourself, and do not leave excessive dirt in the vehicle washing area. The company is not liable or responsible for any incorrectly performed maintenance or injuries that occur while performing maintenance on private vehicles.

**APPENDIX 5: BLOODBORNE PATHOGEN CONTROL PLAN**

**SECTION 8. APPENDIX 5: BLOODBORNE PATHOGEN CONTROL PLAN**

\* NOTE: this is not a stand-alone document; it is an appendix to the *AAMT Tunnel Operations & Emergency Response Manual*.

**1. SCOPE / OVERVIEW**

This plan shall minimize the occupational exposure to communicable bloodborne pathogens by providing minimum procedures to be followed when conducting first responder responsibilities.

**2. ROLES AND RESPONSIBILITIES**

- Site Management – Responsible for implementing the requirements found in this procedure and notifying the Corporate HSE Department immediately after any employee exposure incident.
- Supervisor – Notify Site Management immediately after any employee exposure incident.
- First Responders – Follow Universal Precautions and to report report exposure incidents immediately to the exposed employee’s Supervisor.
- Corporate Health, Safety, and Environment (HSE) Department – Coordinate follow-up actions and an exposure incident investigation upon notification. Assist Site Management in the implementation and monitoring of this procedure.

**3. UNIVERSAL PRECAUTIONS**

All human blood and other body fluids, possibly contaminated with blood, will be considered potentially infectious for Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

| PROCEDURE   | PRECAUTION |            |                     |            |                     |
|---|------------|------------|---------------------|------------|---------------------|
|   | Wash Hands | Use Gloves | Protective Clothing | Face Guard | Wear Eye Protection |
| Talking to patients   | NO         | NO         | NO                  | NO         | NO                  |
| Examining patient without touching  | YES        | YES        | NO                  | NO         | NO                  |
| Examining patient including contact with blood, body fluids, mucous membranes | YES        | YES        | NO                  | NO         | YES                 |
| Handling soiled materials   | YES        | YES        | YES*                | YES*       | NO                  |
| Emergency situations with trauma  | YES        | YES        | YES                 | NO         | YES                 |
| Potential of spurting blood   | YES        | YES        | YES                 | YES        | YES                 |

\* Use protective clothing, mask, and eye wear if waste is very contaminated and splattering is likely.

**4. HEPATITIS VACCINATIONS AND IMMUNIZATIONS**

Employees that are first responders are highly encouraged to receive Hepatitis A and B vaccinations. If an employee pays out-of-pocket for either vaccination, the employee is eligible for reimbursement with proof of purchase.

All employees are encouraged to remain current on immunizations for non-bloodborne infectious diseases potentially communicable in the workplace, to include tetanus-diphtheria, influenza, measles, and rubella.

## **5. EXPOSURE DETERMINATION**

AAMT First Responders are considered to have occupational exposure and shall be included in the Company's Bloodborne Pathogens Exposure Control Plan. Personal protective equipment (PPE) shall be provided by the Company and worn by all employees that are considered at risk; however, exposure determination shall be made without regard to the use of PPE.

## **6. INCIDENT INVESTIGATION**

Minimum requirements for an exposure incident investigation include:

- The circumstance surrounding the exposure incident.
- The likely route(s) of entry.
- Engineering controls in place at the time of the incident.
- Work practice controls in place at the time of the incident.
- Personal protective equipment or clothing in use at the time of the incident.
- Any failures of the above controls at the time of the incident.
- Identification of the source individual.
- The exposed employee's training records.
- Vaccination records shall be provided by the employee at the employee's discretion.

## **7. POST-EXPOSURE EVALUATION**

If an employee has an exposure incident, the source material should be tested for the presence of HIV and HBV after obtaining any necessary informed consent, using an accredited laboratory. The employee shall be counseled by a licensed physician regarding the risk of HIV or HBV infection and shall be advised to report and to seek medical evaluation of any acute exposure. All testing and counseling shall be undertaken with confidentiality and at no cost to the employee.

If the exposure source material is positive for HIV antibody or is not available for examination, the employee shall be re-tested six months and one year after the initial test. If the exposure source material is negative for HIV antibody, the employee may be re-tested three months after the initial test.

If the source material is positive for HBV, a previously immunized employee shall be counseled by a licensed physician regarding the infection. The employee shall be evaluated clinically and tested. If immunity is inadequate, the employee shall be offered one dose each of HBV vaccine and Immune Globulin by the Company physician. If the source material is negative for HBV, a previously immunized employee shall be counseled by a licensed physician regarding the risk of HBV infection and evaluated clinically.

For each post-exposure evaluation, the Company shall obtain and provide to the affected employee a written report concerning the physician's recommendations including the employee's ability to receive Hepatitis B vaccine and medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment, and specific findings and diagnosis. The Company shall provide the employee this report within (15) days of the completion of the physician's evaluation.

The Company HSE shall maintain a confidential medical record for each exposed employee. The record shall include the employee's name and Social Security number, a copy of the employee's HBV vaccination records, information concerning the employee's ability to receive HBV vaccine and information and data related to any HBV or HIV exposure. Also, the activity the worker was engaged in at the time of exposure, the extent to which appropriate work practices and protective equipment were used, and a description of the exposure source. All exposure records will be kept in separate individual files in the project HSE Office for the duration of the project. Upon closeout of the project, all records shall be delivered to the Corporate Safety Manager for a period of 30 years.

## **8. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Company shall provide all necessary and appropriate PPE, including disposable nitrile gloves and protective clothing. An employee who needs special equipment should make that need known to his or her Supervisor so that such equipment can be made available.

When there is a potential for exposure to blood or other potentially infectious body fluids, the employee shall use the appropriate protective equipment to include gloves, protective clothing, face shields, masks, eye protection, resuscitation bags, or other ventilatory devices to form a protective barrier.

Masks and eye protection shall be worn whenever splashes, spray, droplets, or aerosols of blood or other potentially infectious materials may be generated and there is a potential for eye, nose, or mouth contamination.

Gloves shall be worn when the potential exists for the employee's hands to have direct skin contact with blood, other potentially infectious materials, mucous membranes, non-intact skin, and when handling items or surfaces soiled with blood or other potentially infectious materials.

Disposable single use gloves, such as surgical or examination gloves, shall be replaced as soon as possible when visibly soiled, torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves shall never be washed or disinfected for reuse.

Utility gloves may be disinfected for reuse if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, discolored, torn, punctured, or exhibiting any sign of deterioration.

Protective clothing may be either reusable or disposable, as long as it effectively prevents the pass-through of potentially contaminated body fluids. The Company shall arrange for the cleaning, laundering, or disposal of required Company provided personal protective equipment as needed. The Company shall also repair or replace required personal protective equipment as needed.

All contaminated personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible and placed in an appropriately designated area for decontamination or disposal.

## **9. WORK PRACTICES**

Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

Used needles and other sharps shall be disposed of intact into properly labeled and designated puncture-proof containers. Used needles shall not be removed from disposable syringes.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in any work area where there is a potential for occupational exposure to blood or other potentially infectious materials.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, and aerosolization of these substances.

Mouth pipetting or suctioning is prohibited.

**10. ENVIRONMENTAL CONTROLS AND HOUSEKEEPING**

Equipment, which may become contaminated with blood or other potentially infectious materials, shall be checked routinely and prior to servicing or shipping and shall be decontaminated as necessary.

All bins, pails, cans, and similar receptacles intended for reuse which have a potential for becoming infectious materials shall be inspected, cleaned, and disinfected periodically and cleaned and disinfected immediately or as soon as possible upon visible contamination.

Broken glassware that may be contaminated shall not be picked up directly with the hands but shall be picked up using mechanical means only.

The Company shall continue to fully implement the policy of safe handling of potentially infectious medical waste, including sharps and needles. Warning labels shall be affixed to all containers used to store or transport potentially infectious waste. An approved medical waste disposal company shall properly dispose of all medical waste.

Contaminated laundry shall be bagged at the location where it was used and shall not be handled in patient-care areas.

**11. TRAINING**

The Company shall provide bloodborne pathogen training at the time of employment and on an annual basis. Training materials are provided by Corporate HSE and include all required provisions from 29 CFR 1910.1030.

A record of each training session, including the date and attendees, shall be kept for three years.

**APPENDIX 6: RESPIRATORY PROTECTION PLAN**

**SECTION 9. APPENDIX 6: RESPIRATORY PROTECTION PLAN****SECTION 10.**

\* NOTE: this is not a stand-alone document; it is an appendix to the *AAMT Tunnel Operations & Emergency Response Manual*.

**12. SCOPE / OVERVIEW**

This plan shall provide guidelines to prevent employee exposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health. This program applies to all employees assigned to wear respirators (e.g., self-contained breathing apparatus, or SCBA, for firefighting purposes).

**13. ROLES AND RESPONSIBILITIES**

- Site Management – Determine the need for respiratory protection and provide employees in the program with respirators appropriate to the purpose intended.
- Employees – Wear SCBA when and where required, and in accordance with their training. Care for and maintain SCBAs as instructed and store them in a clean and sanitary location. Inform supervisor if the SCBA no longer fits well and request a new one that fits properly. Inform supervisor of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.

**14. SCBA AND PROCEDURES FOR USE IN FIREFIGHTER TRAINING AND INVESTIGATIONS**

All personnel expected to respond and function in toxic atmospheres shall be equipped with respiratory protection and trained in its proper use and care. SCBAs shall be used in accordance with the manufacture's recommendations.

SCBAs shall be used by all personnel working in areas where the atmosphere is immediately dangerous to life and health (IDLH), or where the atmosphere is suspected of being IDLH or may become IDLH rapidly. Examples include tunnel fires, interior structural fires, and hazmat response hot zones unless air monitoring proves otherwise.

AAMT FD provides a full-face positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes.

**15. MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS**

Each employee must undergo an initial medical evaluation prior to being added to the AAMT firefighter roster. This evaluation will also determine the employee's ability to use the SCBA.

Site Management shall identify a Physician or other Licensed Health Care Professional to administer a medical questionnaire to each employee. The questionnaire shall be administered confidentially during a time agreed upon by the employer and employee. The questionnaire will determine the need for a follow up physical examination. The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or Licensed Health Care Professional if requested. All above exams are paid for by the employer.

After an employee has received clearance to wear the SCBA, additional medical evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a SCBA, such as shortness of breath, dizziness, chest pains, or wheezing;
- The physician or supervisor informs Site Management that the employee needs to be reevaluated;
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

#### **16. FIT TESTING PROCEDURES**

All employees wearing respirators must be fit tested with the same make, model, style, and size SCBA that will be used on the job. Fit tests will be conducted on all employees when they are added to the AAMT firefighter roster, and all employees shall be tested annually. Additional fit tests may be warranted if changes in the employee's physical condition affect SCBA fit (such as significant weight change, facial scarring in the area of the facepiece seal, significant dental changes, reconstructive/cosmetic facial surgery, or any other condition), or the employee states that the fit of the SCBA is unacceptable.

Fit tests will be administered using an OSHA accepted qualitative or quantitative test in the negative pressure mode. Fit test records will be maintained for each employee.

#### **17. PROCEDURES FOR PROPER SCBA USE**

- Employees will use SCBAs under conditions specified by this program, and in accordance with the training received. SCBAs shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall conduct user seal checks each time that they wear their SCBA.
- Employees are not permitted to wear respirators if they have any condition that prevents them from achieving an acceptable seal. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the facepiece to face seal.

#### **18. CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, AND MAINTAINING RESPIRATORS**

Site management shall ensure that respirators are cleaned and disinfected using the procedures recommended by the SCBA manufacturer. SCBAs issued to more than one individual shall be cleaned and disinfected after each use. SCBA face pieces assigned to personnel (personal facepieces) shall be cleaned and disinfected as required by the user of the facepiece. The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage, or contamination. The cleaning and disinfecting procedure from the manufacturer of the SCBA shall be used by the department.

#### **19. MAINTENANCE**

AAMT FD shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service and are discarded or repaired. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the SCBA manufacturer's NIOSH-approved parts designed for the SCBA. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer, or a technician/qualified employee trained by the manufacturer or vendor supplying the equipment. Preventative maintenance performed by AAMT personnel shall include visual inspection for

cleanliness, defects, and determining whether the regulator and warning devices are functioning. Issues identified during preventative maintenance inspections shall include the date, inspector, location, SCBA serial number, and the nature of the discrepancy.

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls below 4050psi. Cylinders with low pressure will be reported to the Fire Chief.

## **20. QUALITY AND QUANTITY OF BREATHING AIR**

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G 7.1 1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. Air samples shall be sent to a third-party testing laboratory on a quarterly basis. Air cylinders for SCBA shall be filled by qualified personnel.

## **21. HYDROSTATIC TESTING FOR SCBA CYLINDERS**

All SCBA cylinders will be hydrostatically tested as needed (every 5 years) or sooner if damaged. The bottles are tracked by serial number through the Preventive Maintenance program.

## **22. RESPIRATORY HAZARDS AND TRAINING ON SCBA USE**

The AAMT FD shall ensure that each firefighter can demonstrate knowledge of the following:

- Importance of the SCBA
- How improper fit, usage, or maintenance can compromise the protective effect of the SCBA
- Limitations and capabilities of the SCBA
- Use of the SCBA in emergency situations, including situations in which the SCBA malfunctions
- How to inspect, put on and remove, use, and check the seals of the SCBA
- What the procedures are for maintenance and storage of the SCBA
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
- The general requirements of the respiratory program.

Respiratory training shall be conducted annually in a manner that is understandable to personnel. Retraining shall be administered when changes in the workplace or the type of SCBA render previous training obsolete; when an employee's knowledge of the SCBA appears to be inadequate; or when any other situations arise in which retraining appears necessary to ensure safe SCBA use.

## **23. PROCEDURES FOR EVALUATING THE SCBA PROGRAM**

The AAMT FD Fire Chief shall review these program procedures annually. All employees who wear, conduct service, or supervise employees wearing respirators shall periodically be asked to provide information regarding the adequacy of the SCBA(s) being used; accidents and incidents in which the SCBA failed to provide adequate protection; and the adequacy of training and maintenance on SCBA use.

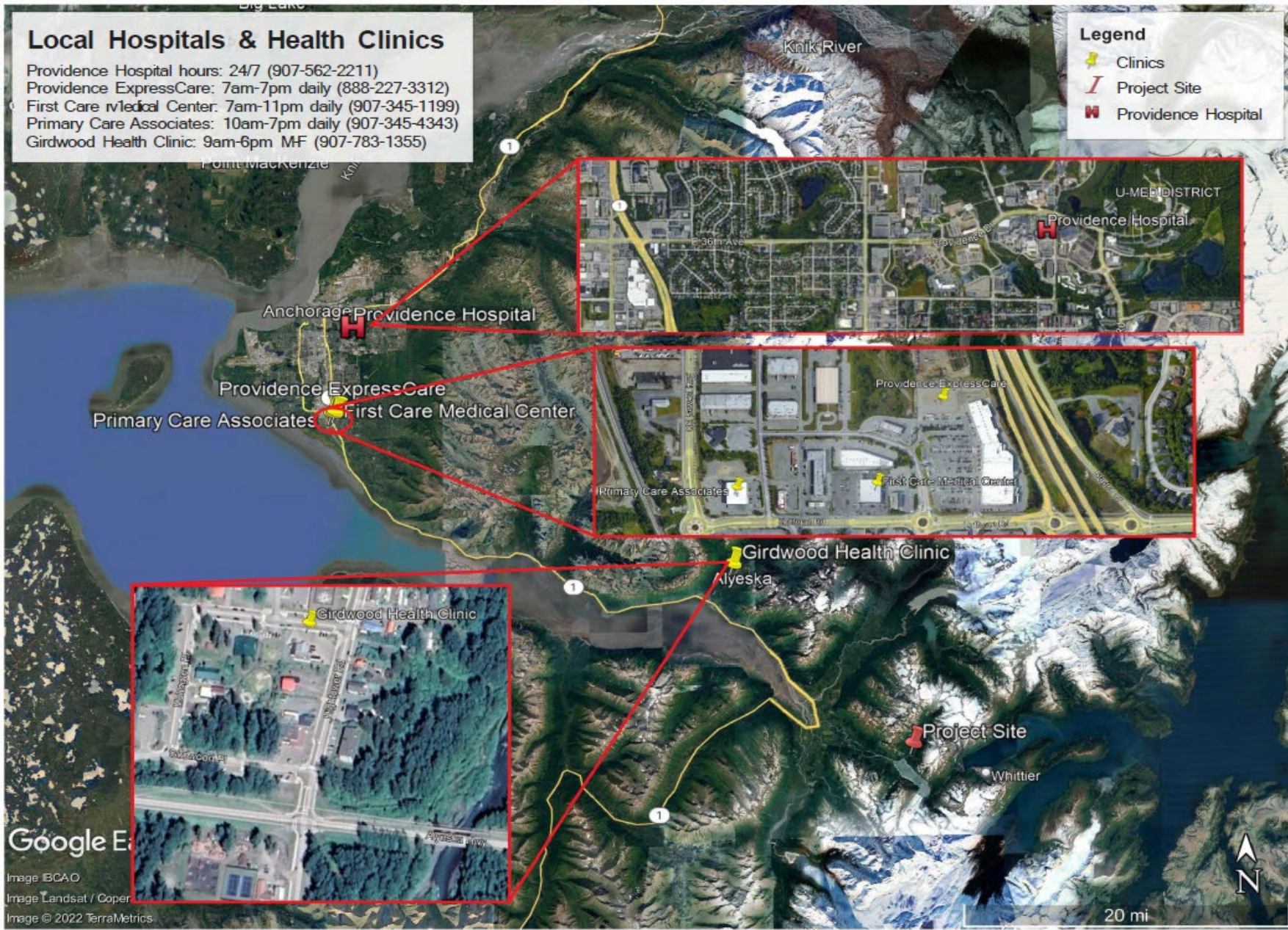
## **24. RECORDKEEPING**

Medical Fit-for-Duty evaluations will be maintained with confidential employee records. Fit testing and mask flow testing documentation will be maintained with maintenance records. Hydrostatic testing records of SCBA bottles and all training records will be maintained by the Fire Chief.

**APPENDIX 7: REGULATORY REQUIREMENTS FOR AAMT PROJECT SITE**

| Equipment Requirements   | AAMT Actions   | Source  |
|--|--|---|
| Bench test and mask flow test to be completed annually   | Tests performed by Webber subcontractor  | NFPA 1852 7.5, 7.5.1  |
| Fit-test SCEAs on an annual basis or after major repairs   | Fit-test SCEAs during annual spring emergency response   | NFPA 1500 (September 2018 edition, page 1500-24)<br>29 CFR 1910.134<br>ANSI Z88.2   |
| Test all fire hoses annually   | Within AAMT FD SOP; incorporated into annual preventative maintenance plan   | NFPA 1962 2018 ed. Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances            |
| Replace fire hose that fails annual inspection or exceeds lifespan specified in NFPA 1961 (lifespan is regularly revised in new editions of NFPA 1961) | Within AAMT FD SOP   | NFPA 1961 2020 ed. Standard on Fire Hose  |
| Minimum fire equipment required for initial attack apparatus (Eng 1 and Eng2) is specified in NFPA 1901; loose equipment may not be located in the cab | Within AAMT FD SOP; fire apparatus are inspected weekly in our monthly preventative maintenance plan; equipment has specified bin locations on the M-PM form | NFPA 1901 2016 ed. Chapt. 6 pg 1901-24, Chap. 14 pg 1901-45 section 14.1.10, Chap 15 pg 1901-47, Chap. 16 pg 1901-50, Chap. 18, pg 1901-69, Chap. 20, pg 1901-82, |
| Personnel Requirements   | AAMT Actions   | Source  |
| Medical evaluation at initial hire or firefighter certification  | Within AAMT FD SOP   | 29 CFR 1910.134   |
| Fit-for-duty determination requires a doctor's note  | Webber uses a form to be completed/signed by a doctor  | 29 CFR 825.312, 29 CFR 160.14 (c), 29 CFR 1910.156. (b) (2)   |
| Fit-for-duty determination requires a complete physical  | N/A -- excessive given the low incident rate   | NFPA 1500 2018 ed. Pg 1500-34 11.7  |
| Medical evaluation at initial hire and on an annual basis  | N/A -- excessive given the low incident rate   | NFPA 1500 Chapter 11, NFPA 1582   |
| Pulmonary Function Test at initial hire and on an annual basis   | N/A -- excessive given the low incident rate   | NFPA 1582   |
| Medical evaluation after exposure to hazardous chemicals; documentation to be maintained in personnel records as allowed                               | Within AAMT FD SOP   | 29 CFR 1910.1020(d)<br>NFPA 1500 Chapter 13 pg 1500-34  |
| Respiratory Protection Plan  | Within AAMT FD SOP   | 29 CFR 1910.134   |
| Bloodborne pathogen exposure control plan  | Within AAMT FD SOP   | 29 CFR 1910.1030, Public Law 100-607  |
| Medical Records kept for employment plus 30 years  | Within AAMT FD SOP   | 29 CFR 1910.1030  |
| Training Requirements  | AAMT Actions   | Source  |
| Rapid Intervention Team (RIT) training is required; always follow "two in, two out" rule at the scene of an incident                                   | RIT SOP is incorporated into the AAMT Operations Manual<br>"Two-in, two-out" is part of AAMT FD SOP; ICs are trained   | NFPA 1500 2018 ed., pg 1500-37, NFPA 1561<br>29 CFR 1910.120  |
| Rapid Intervention Crew (RIC) certifications are highly encouraged   | N/A -- excessive given the low incident rate   | NFPA 1500 A.3.3.83 2018 ed., NFPA 1407 2015 ed. Standard for training Fire Service Rapid Intervention Crews, AFSC RICCD V15-3-180529                              |
| Annual bloodborne pathogen training  | Completed annually during spring emergency response training using Webber HSEQ presentation  | 29 CFR 1910.1030  |

## APPENDIX 8: LOCAL HOSPITALS AND HEALTH CLINICS



# ATTACHMENT #17 WHITTIER MAP

