

Sutton Trucking

Contractor Work Plan

February 2021

Biosolids Transportation

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CONTRACTOR'S WORK PLAN

February 2020

BIOSOLIDS TRANSPORTATION

This Contractor's Work Plan addresses the general scope of responsibilities between the City of Portland (Owner; these terms are used interchangeably throughout this document) and Sutton Trucking, (Contractor) covered in the Owner's October 1, 2014 agreement with the Contractor for loading and transporting biosolids from the Columbia Boulevard Wastewater Treatment Plant (CBWTP) to solids land application sites in north central Oregon pursuant to Biosolids Transportation Agreement No. 31001556. This work plan is for the full term of the biosolids transportation agreement and became effective October 1, 2014 and continues through September 30, 2024.

Start up dates are covered under General Terms and Conditions and appear on page 2 of Biosolids Transportation Agreement No. 31001556.

Definition of Material

Solids which result from the primary and secondary treatment of domestic wastewater processed at the CBWTP undergo mesophilic (≈ 100 °F) anaerobic digestion for a period of 20 to 25+ days to significantly reduce pathogens and reduce volatile solids to the extent that they do not attract vectors. These solids are tested regularly to assure that they also meet federal and state trace inorganic constituent contents, making them eligible for beneficial recycling via land application.

Biosolids are transported from the CBWTP to the City's land application sites at either Madison Ranches near Echo, Oregon or in Sherman County, OR. The biosolids are a belt pressed cake, which averages 20 percent solids and typically ranges from 16 to 23 percent solids.

Part 1 - Update Schedule

Haul Schedule:

Up to six daily transfers.

Hauling schedules will continue seven days per week for the duration of the contract.

Haul Start Up Dates: (Unless otherwise agreed to by Owner and Contractor)

October 1, 2014 through September 30, 2024

Haul Volume:

68,000 (minimum weight) to approximately 70,000 pounds (maximum gross weight of 105,500 lbs) or approximately 50 cubic yards per truck load.

Loading Site:

Loading takes place at the CBWTP at the biosolids storage hoppers.

Service and Fueling Points:

Trucks are fueled each trip at:

Sutton Trucking
24001 N.E. Sandy Blvd.
Wood Village, OR 97060

Equipment Staging Area:

Contractor's dump trucks and trailers are parked at Northwest Transloading, 78133 or-207, Hermiston, OR 97838 (541-567-5640) and at Sutton Trucking, 24001 N.E. Sandy Blvd., Wood Village, OR 97060.

During the Sherman County project, Contractor's dump trucks and trailers are parked on private property across from CASE Dealership, 71025 Old Hwy 97, Wasco OR 97065.

Scaling Location:

CBWTP
ODOT, Cascade Locks, Mile post 44, I-84

In case of a power outage, alternative scaling locations, (e.g., Jubitz, Malarkey, GTI) are available.

Note: See City of Portland's Transportation Spill Response Plan (Scale locations)

Application Sites:

Unloading takes place at Madison Ranches on approved sites or on temporary landings in Sherman County.

CONTRACTOR'S WORK PLAN:

Contractor's Work Plan shall be updated in writing by the Contractor and approved by the City before any significant changes to haul operations or equipment occur, or two weeks prior to modification of haul routes or selection of new routes. Short-term haul route detours caused by temporary haul route closure require the Contractor to obtain advanced verbal approval from the City.

Part 2 - Loading Methods and Equipment

Truck/Trailer Loading, Prestart:

1. Driver stops before silos and determines which is the load-out silo, 1North or 2South.
2. At Scale Panel, press zero button if scale does not show zero.
3. Driver prepares truck for loading (truck tarps are opened) and positions truck.

Truck/Trailer Loading, Startup:

1. At determined TLCP, set System Control switch to TLP.
2. START selected Hydraulic Power Unit (HPU-1/2). The screw feed conveyors are powered through the HPU.
3. Turn **both** 'Knife Gate Discharge Air' selector switches to the right.
4. Insure truck and trailer tarp has been removed for loading.
5. OPEN **both** 'Knife Gate Valves'. These are provided on the discharge of each outfeed conveyor to prevent free flow of biosolids.
6. Press **both** 'Knife Gate Valves' **red** STOP buttons, (Knife Gates will remain open and loading will continue).

Driver must press **red** STOP button before selecting CLOSE. Knife Gates will not close until STOP, then CLOSE buttons are selected.

7. START **both** 'Screw Conveyors'. Two screw conveyors are provided for each hopper to allow even distribution of the load.
8. Monitor loading at scale indicator. Suggestion is to STOP 'Screw Conveyors' & CLOSE 'Knife Gate Valves' 5,000 lb before full load.
9. OPERATE one 'Knife Gate Valve' and one 'Screw Conveyor' to load last 5,000 lb.
10. Repeat for trailer.
11. At completion of loading, STOP 'Screw Conveyor', CLOSE 'Knife Gate Valve' and place 'Knife Gate Discharge Air' selector in left position, STOP Hydraulic Power Unit.

Truck/Trailer Loading, Shutdown:

1. If 'Knife Gate Valves' are not CLOSED, biosolids may flow and discharge onto the truck bay. CLOSING these valves provide positive shutoff for the hoppers.
2. Clean up truck bay. Wash down truck/trailer and bay after loading.
3. Overweight loads. Excess solids should be deposited at the off-loading site in the west section of Bay 3 (NE Corner of CBWTP). Any off-loaded biosolids shall be loaded within a 72-hour period by the next scheduled truck to load. The Contractor is responsible for this operation.
4. Light loads. In the event less than the minimum load weight (68,000 lbs) of biosolids is available to haul the driver shall have a plant operator (preferably from the Sludge Processing Facility) sign the load ticket.

SCALE OPERATIONS

Press the **ZERO** button if scale does not show “0 lbs”.

1. Place the truck on the scale and a ticker in the printer, PRESS THE WHITE **BEGIN/OK** KEY.
2. The display will say either “SELECT A SCALE, >> #1 SELECTED” or “SELECT A SCALE, >> #2 SELECTED”. If the correct scale is selected, PRESS THE WHITE **BEGIN/OK** KEY AND SKIP THE NEXT STEP.
3. If the wrong scale is selected, PRESS THE WHITE **SCALE SEL** KEY TO SWITCH SCALES AND THEN THE WHITE **BEGIN/OK** KEY.
4. ENTER THE VEHICLE ID NUMBER USING THE KEYPAD. PRESS THE **ENTER** KEY WHEN DONE.
5. PRESS THE YELLOW **TARE** KEY. Wait for the display to tell you that the tare is done.
6. Load the truck in the normal manner. When the displayed gross weight is correct, STOP LOADING. PRESS THE YELLOW **PRINT** KEY.
7. Place the pup on the scale, then PRESS THE YELLOW **TARE** KEY. Wait for the display to tell you that the tare is done.
8. Load the pup in the normal manner. When the displayed gross weight is correct, STOP LOADING. PRESS THE YELLOW **PRINT** KEY.
9. Remove the ticker from the printer. Sign and process the ticket in the normal manner.

Part 3 – Overloads and Truck-Trailer Cleaning Procedures

Overloaded truck or trailer procedure.

Should any Sutton driver overload truck and or trailer, unloading of excess solids will be conducted at the CBWTP facility Interim Residuals Hauling Pad, (IRHP), in front of Bay #3. The IRHP is located in the SE corner of CBWTP and its location revealed during driver training.

Wash down procedures after loading at CBWTP are as follows:

After the loading process has been completed, the driver shall wash all outside surfaces of the vehicle with copious amounts of water. There are hoses at various locations at the loading hoppers which are provided by the City.

Outside surfaces shall include:

1. Truck cab, top and sides.
2. Both dump boxes and tarps.
3. Tires and wheels, this includes the inside tread of each tire.
4. Underneath each dump box, particularly the wheel well area.
5. Front and back of each mud flap.

Cleaning procedures after unloading and before leaving the land application site:

The following procedure will help eliminate the possibility of any fugitive biosolids from leaving the unloading site. Sutton Trucking drivers will use a whisk broom or scraper to knock off all loose biosolids waste material from the truck/trailer equipment:

1. Tailgates of both dump boxes.
2. Back surface of each mud flap.
3. The tongue of the pup trailer.
4. Truck and trailer tires.

Part 4 - Transport Methods and Equipment

Sutton Trucking will be using the following type of equipment to transport dewatered biosolids.

Trucks \approx (23 yd³ box) / Trailers \approx (27 yd³ box) - 2018 or newer

Note: Backup unit is a 2012 or newer Truck/Trailer.

Special features:

1. All units are equipped with a rollover tarp system.
2. Tailgates are spring-brake locked with a secondary manual locking system with a sealing tailgate gasket.
3. All trucks and trailers have dust covers over the brakes.
4. All trucks and trailers are equipped with Antilock Braking System (ABS)
5. All trucks and trailers, full of fuel, can haul 35 plus tons payload or 50 cubic yards.
All units are licensed and permitted for 105,500 pounds gross vehicle weight.
6. Truck/trailer general specifications:

Unit	Mfr. Date	Miles	Capacity	Horsepower	Dimensions
19-255	2012	1,231,061	35 Tons	455	8'6"W X 75'L
19-258	2012	988,165	35 Tons	455	8'6"W X 75'L
19-259	2018	435,911	35 Tons	455	8'6"W X 75'L
19-260	2018	407,611	35 Tons	455	8'6"W X 75'L
19-261	2018	258,784	35 Tons	455	8'6"W X 75'L
19-262	2020	112,504	34 Tons	455	8'6"W X 75'L
19-263	2021	0	35 Tons	505	8'6"W X 75'L
Note: 19-255 Is the back up unit					

Part 4A - Equipment Maintenance Program

All Preventative maintenance is tracked on the computer and serviced as follows:

1. At each 5,000 mile interval, complete DOT inspection and complete chassis service.
2. At each 15,000 mile interval, completion of the above with the addition of changing oil, filters, and fuel filters.
3. At each 250,000 mile interval, change transmission and differential oils.
4. Wheel bearing check at 120,000 mile intervals.
5. Engine tune-ups and all other PM is tracked by mileage intervals and performed as per the manufacturers specifications.
6. All services related to the above information are provided Sutton Trucking's repair and maintenance facility, which is located at Sutton Trucking, 24001 N.E. Sandy Blvd., Wood Village, OR 97060.

7. The maintenance facility is open Monday through Friday, 24 hours, Saturday 7 a.m. to 8 p.m., and Sunday re-opens at 11 p.m.
8. Sutton Trucking's maintenance facility also performs minor and major repairs.
9. Sutton Trucking hereby certifies that all vehicles used in this operation are inspected, maintained and repaired in accordance with Federal Motor Carrier Regulation Part 396.

Part 4B - Transporting Routes (Also see Spill Response Plan)

Standard Route Madison Ranches, See Page "Biosolids to Land Application-4"

North Columbia Boulevard East to N.E. Killingsworth
N.E. Killingsworth East to I-205
I205 South to I84 East
I-84 East to Oregon 207 (Exit 182)
Oregon 207 South to Madison Ranches

Standard Route Sherman County

North Columbia Boulevard East to NE Killingsworth
NE Killingsworth East to I-205
I-205 South to I-84
I-84 East to Oregon 97 (Exit 104 - Biggs) to county, local and wind tower roads in the following townships:

Township 1 North, Range 16 East, Willamette Meridian
Township 2 North, Range 16 East, Willamette Meridian
Township 1 North, Range 17 East, Willamette Meridian
Township 2 North, Range 17 East, Willamette Meridian
Township 1 North, Range 18 East, Willamette Meridian
Township 2 North, Range 18 East, Willamette Meridian
Township 3 North, Range 18 East, Willamette Meridian
Township 1 North, Range 19 East, Willamette Meridian
Township 1 South, Range 17 East, Willamette Meridian

See Spill Response Plan for Alternate Routes. Alternative Routes should be used for temporary routing only. Below is a brief listing to cause such temporary routing.

1. Road closure due to land/rock slides.
2. Road closure due to train derailments that contain a hazardous material and pose a threat to life or health.

Spill incidents and related remedial actions shall be reported in writing to the Owner's representatives in a timely manner. See Transportation Spill Response Plan for details.

Part 4C - Traffic Plan

The traffic plan requested by the City of Portland in the Contractor's Work Plan, page one, is as follows:

As described in attached haul routes, the Contractor feels sufficient traffic controls are in place for this operation, and no additional signs, flagmen or markings are needed.

Part 4D – Train Interruptions

Occasionally, trains will temporarily block the entrance to the CBWTP. When this occurs, the Contractor's drivers are to proceed west to the signal at North Portsmouth Avenue; turn north on North Portsmouth Avenue; and turn east on Columbia Court, the frontage road parallel to the tracks at the southern perimeter of the CBWTP. Drivers are to wait on Columbia Court until the train passes enabling plant access. During the waiting period, no opening of tarps is permitted.

Part 5 - Staging Areas and Access Requirements

The Contractor does not have any plans for any staging area construction. The Contractor does not foresee any additional security at this time. All of the Contractor's operations at the Owner's facility will be within the fenced boundaries.

Part 6 - Permit Requirements

See 2014 RFP attachments, Public Utility Commission of Oregon.

Part 7 - Cash Flow

See 1999 Contractor's Work Plan attachments.

Part 8 - Coordination with the City

The Contractor understands the City will continue routine work and capital expansion projects during the term of this contract. Contractor will adjust on-site haul routes, loading schedules, and temporary overweight solids off-loading sites to accommodate the City.

The City shall notify the Contractor four (4) hours in advance (six hours for trucks on service days) if biosolids from the CBWTP are unavailable for transport.

The Contractor may be requested to wait up to sixty (60) minutes past the scheduled load time to allow the City to dewater enough material to constitute a full load.¹

Part 9 - Sampling and Determination of Volume

The Contractor will make the trucks available for sampling anytime they are at the CBWTP. Volume (weight) of the biosolids will be determined by the driver using measuring devices provided by the City at the storage hoppers and truck platform scales.

¹ Added 2012

Part 10 - Performance and Quality Measurement

A. Equipment maintenance outlined in Part 4 above.

B. Driver Hygiene and Safety

Health and safety precautions and first aid procedures.

1. Wash hands before eating, drinking or smoking.
2. Use hand sanitizer (gel or wipes) for cleaning hands at remote sites where water is not available.
3. Avoid rubbing eyes, nose and mouth after handling biosolids.
4. Do not consume food, drink or smoke in biosolids loading or unloading areas.
5. Wear gloves and hardhat during solids loading and off-loading operations.
6. Wear coveralls or other types of clothing when there will be more than casual contact with biosolids (e.g., during the cleanup of spilled materials).
7. When clothing or body parts are exposed to biosolids, shower and change into clean clothes before leaving work.
8. Immediately clean and disinfect abrasions and lacerations. Keep all wounds protected from contamination.

C. Driver Hiring Standards

Driver applicants are interviewed and screened by Sutton Trucking safety personnel driver selectors. Applicants initially complete an application and are asked to read and sign an essential job function form plus a wage and benefit statement.

Minimum qualifications are as follows:

1. Must have a minimum of two years driving experience or equivalence in semi tractor-trailer.
2. Must have a current CDL-A with endorsements.
3. Must have no more than one preventable accident and three moving violations in three years. A MVR (motor vehicle report) is created by Sutton Trucking to verify.
4. Must have a current medical DOT long form and card.
5. Must pass a new drug and alcohol urinalysis test.
6. Must complete all other DOT and company forms which total 28.

7. Must be trained by repair shop on safe use of equipment, road tested by safety supervisor and trained in classroom on drugs, right to know, vehicle operation and safety.

D. Driver Disciplinary Policy

Sutton Trucking utilizes progressive discipline, for just cause , which is as follows:

1. Oral warning with copy to file.
2. Warning letter of suspension.
3. Finally, a termination letter.

Reasons for Disciplinary Action:

1. Dishonesty, falsifying shipping documents.
2. Disrespectful treatment of project personnel.
3. Drinking of or under the influence of or possession of alcoholic beverages, narcotics or stimulants (bennies) while on company's property or with company equipment.

NOTE: Refusal to take a sobriety or drug screening test shall, when required by proper authority, excluding Employer, establish a presumption of drunkenness and/or being under the influence of drugs.

4. Recklessness resulting in a serious accident while on duty, or two chargeable accidents. (Recklessness is deemed to be operating a vehicle with disregard to the safety to himself or others)
5. Carrying unauthorized passengers.
6. Absenting himself while loading or unloading.
7. Physical assault on a supervisory employee, co-worker, or others.
8. Selling, transporting or use of illegal narcotics while in the employment of the Employer.
9. Willful or malicious damage to the Employer's property or equipment.
10. Negligence resulting in a product contamination or spill.
11. Failure to use company issued safety equipment.
12. Failure to follow company orders and policies.
13. Failure to report to work as directed by dispatcher.

In addition to the above, it is recognized that an employee's driving record, insurability, bondability where related to the job, and/or ability to perform the work, are continuing conditions of qualification as a satisfactory employee and are subject to the warning notice provisions. The above notification shall be given to the employee in person or by registered or certified mail with a return receipt.

Finally, when all background checks are completed, the driver then is trained in an actual on-the-job environment. Reports are issued to evaluate the new driver and training is normally completed and the new employee is assigned to a solo run.

The average length of employment of each one of Sutton Trucking's biosolids drivers is approximately 4.3 years based on current records.