

Chloride Pollutant Minimization Plan for the Illinois Department of Transportation District One

Tuesday, December 27, 2022

Prepared by IDOT District One



The Illinois Department of Transportation is a member of the Chicago Area Waterways Chloride Workgroup/Lower Des Plaines Watershed Group



1.0 Introduction to Chloride Issue in CAWS/LDPR

This Pollutant Minimization Plan (PMP) has been prepared by IDOT District One to reduce the environmental impacts from the organization's chloride related operations. IDOT District One is a discharger covered under the Time Limited Water Quality Standard for Chloride for the Chicago Area Waterways System and Lower Des Plaines River watersheds. This PMP has been prepared to meet the requirements laid out in the Time Limited Water Quality Standard (TLWQS) for Chloride. The term of this PMP covers the first 5-years of the TLWQS period and will be updated following the re-evaluations at Years 4 ½, 9 ½, and 14 ½.

Chloride is a permanent pollutant. It does not degrade over time and continues to accumulate in the environment. Proactive measures to reduce the amount of chloride discharged can help reduce the impacts from chloride on receiving waterways and the environment. Chloride impacts aquatic life, vegetation, and infrastructure. As the chloride concentrations increase and our waters become saltier, aquatic and plant biodiversity decrease and native species are overtaken by salt tolerant invasive species.

Chlorides are commonly found in road salt, fertilizers, water softeners, dust suppressants, and certain industrial processes. Chloride-based deicers, like rock salt, are used on parking lots, sidewalks, and roads to provide safe surfaces to the public during the winter months. These deicers are one of most common sources of chloride in the Chicago region.

The water quality standard for chloride for the Chicago Area Waterway System (CAWS) was updated as part of the rulemaking process related to changing the designated use of the CAWS. The chloride standard was updated from 1,500 mg/L during the winter and 500 mg/L during the summer to 500 mg/L all year round. The change in the chloride water quality standard took effect in 2018. Because portions of the CAWS were not going to meet this new standard due to the need to maintain public safety on roads, highways, sidewalks and parking lots during the winter months, a joint submittal and supporting individual petitions were submitted between 2015 and 2018 to the Illinois Pollution Control Board for a variance from the chloride standard. The joint petition laid out best management practices that can be achieved by the petitioners to reduce their chloride use while maintaining public safety during winter storms. In addition to the CAWS, portions of the Lower Des Plaines River watershed were included as it receives water from the CAWS.

On November 4, 2021, the IPCB issued an Opinion and Order for a Time Limited Water Quality Standard (TLWQS) for Chloride for portions of the CAWS and Lower Des Plaines River watersheds. The TLWQS for Chloride watersheds are defined in the Opinion and Order as the Des Plaines River watershed from the Kankakee River to the Will County Line (except for the DuPage River watershed) and the CAWS watershed (except the North Branch Chicago River watershed upstream of the North Shore Channel and those portions of the watershed located in Indiana). This is a watershed-based approach to reduce the chloride concentrations in the CAWS and Lower Des Plaines River. The TLWQS for Chloride requires all dischargers covered under the TLWQS for Chloride to create PMPs and implement specific best management practices based on their operations to reduce their chloride discharges.

2.0 Organization Info, Facilities' Specific Info

2.1 Facility overviews/descriptions

Agency Name: IDOT District One in Schaumburg, IL		
Facility Name: District Headquarters		Permit Number: ILG103
Facility Address: 201 W. Center Court		
City: Schaumburg	State: IL	Zip Code: 60196

The Illinois Department of Transportation District One has 17 maintenance facilities within the CAWS. These facilities located in Cook, DuPage and Will County are responsible for the snow and ice removal of nearly 9,000 lane miles. Additionally, IDOT operates 3 additional substorages in Cook and Will County. Every maintenance facility as well as the substorage facilities have at least one salt storage structure. The structures range in capacity from 3300 tons to 13,000 tons.

2.2 Chloride Sources

IDOT District One procures sodium chloride rock salt from the statewide contract. The District also uses an enhanced organic brine product to pre-wet the salt and increase its effectiveness at lower than 25 degree temperatures.

2.3 Level of Service for Winter Maintenance Activities

IDOT District One provides 24/7 snow and ice removal efforts. These efforts are continuous until all roadways are clear of snow and ice.

3.0 Chloride Monitoring Data

Chloride monitoring data will be collected for the CAWS and Lower Des Plaines River watersheds per the IPCB order. The data will be maintained by the workgroups. Chloride data for the CAWS will be collected by MWRD for the CAWS watershed and provided to the workgroups as part of the annual reporting as required by the IPCB order. The Lower Des Plaines Watershed Group also maintains a USGS monitoring station in the Des Plaines River at Channahon, IL that collects continuous conductivity data to estimate chloride concentrations.

IDOT District One does not have any additional monitoring capabilities.

4.0 Chloride Reduction BMPs for POTWs, MS4s, CSOs, Industrial Sources, IDOT/Tollway

As part of the Chloride TLWQS, specific BMPs were identified for POTWs, MS4s, CSOs, Industrial Sources, and IDOT/Tollway to reduce the chloride impact on the watershed. These BMPs will be implemented over the 15-year term and additional BMPs evaluated at 5-year intervals during the 15-year term. Further details about winter maintenance practices currently being implemented by IDOT District One are included in the snow and ice plan, which is included as Appendix [#]. The BMPs identified are outlined below:

Workgroup BMP

Variance BMP	Currently Implementing	Will Implement (Target Year)	Agency Description of Current Implementation
The permittee must participate in a Chlorides workgroup for the CAWS or LDPR, depending on the watershed within which the facility's discharge is located.	X		IDOT District One has been a member of the Lower Des Plaines Watershed Group/Chicago Area Waterways Chloride Workgroup since 2015. IDOT has participated in panel discussions prior to 2020.

Salt Storage and Handling BMPs

Variance BMP	Currently Implementing	Will Implement (Target Year)	Agency Description of Current Implementation
Store all salt on an impermeable pad that must be constructed to ensure that minimal stormwater is coming into contact with salt unless the salt is stored in a container that ensures stormwater does not come into contact with the salt.	<i>Two new salt storage structures</i>	<i>2023 and 2024</i>	A 3,000-ton structure is to be built at the Bishop Ford Yard in 2023. A 10,000-ton structure is to be built at the Stevenson Yard in 2024.
Cover salt piles at all times except when in active use, unless stored indoors.	X		All IDOT District One facilities have indoor salt storage structures ranging from 3,000 tons to 13,000 tons.
For working areas, provide berms and or sufficient slope to allow snow melt and stormwater to drain away from the area. If snow melt and stormwater cannot be drained away from the working area, channeling water to a collection point such as a sump, holding tank or lined basin for collection, discharge at a later time, use for prewetting, and use for make-up water for brine must be considered.			
MS4/CSO Only - Use deicing material storage structures for all communities covered under General Permit ILR40 for MS4 communities.	<i>N/A</i>		N/A
Good housekeeping practices must be implemented at the site, including: <ul style="list-style-type: none"> • cleanup of salt at the end of each day or conclusion of a storm event; • tarping of trucks for transportation of bulk chloride; • maintaining the pad and equipment; • good practices during loading and unloading; • cleanup of loading and spreading equipment after each snow/ice event; 	x		IDOT District One uses good housekeeping practices for winter road salt related work including loading, salt deliveries, and facility inspections. 10,000-ton capacity to 13,000-ton capacity structures are being constructed to allow delivery trucks to dump salt inside of the structure thereby reducing exposure of the salt to rain and wind.

<ul style="list-style-type: none"> • a written inspection program for storage facility, structures and work area; • removing surplus materials from the site when winter activity finished where applicable; • annual inspection and repairs completed when practical; • evaluate the opportunity to reduce or reuse the wash water. 			
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Winter Maintenance Operations BMPs

Variance BMP	Currently Implementing	Will Implement (Target Year)	Agency Description of Current Implementation
Calibrate all salt spreading equipment at least annually before November 30th. Records of the calibration results must be maintained for each piece of spreading equipment.	X		Calibration is completed by staff of IDOT District One each year. Details are included in Section 11-3 of IDOT District One's Snow and Ice Plan.
Pre-wet road salt before use, either by applying liquids to the salt stockpile, or by applying liquids by way of the spreading equipment as the salt is deposited on the road.	X		IDOT District One uses pre-wet road salt on 430 trucks and all future trucks purchased will have this system installed. Further information is available throughout IDOT District One's Snow and Ice Plan.
Use equipment to measure the pavement temperature unless such equipment has already been installed on road salt spreading vehicles.	X		IDOT District One monitors pavement temperatures using portable sensors issued to Supervisors and administrators.
Develop and implement a protocol to vary the salt application rate based on pavement temperature, existing weather conditions, and forecasted weather conditions.	X		IDOT District One varies application rates and materials based on pavement temperatures and weather conditions. Information regarding application rates and materials is included in Section 7 (pages 13-15) of IDOT District One's Snow and Ice Plan.
Track and record salt quantity used and storm conditions from each call-out.	X		IDOT District One maintains records of each winter storm call-out. Information regarding recordkeeping is included in communication reports for every storm event.
Develop a written plan for implementation of anti-icing,	X		IDOT District One uses Anti-Icing as part of its winter operations. Information about

with milestones. The plan should consider increased use of liquids (e.g., carbohydrate products) beginning with critical locations such as bridges over streams.			the Anti-Icing program is outlined in SE-II of IDOT District One's Snow and Ice Plan.
Provide employees involved in winter maintenance operations with annual training before November 30th on best management practices in the use of road salt in operations, including the practice of plowing first and applying salt only after snow has been cleared.	X		IDOT District One completes annual snow & Ice training for winter maintenance supervisors each year.
Be responsible for complying with all applicable BMPs even when deicing practices are contracted out and ensure that contractors are properly trained and comply with all applicable BMPs.	N/A		N/A
Complete an annual report, as required by paragraph 3(B) of this order, which is standardized in an electronic format and submitted to the IEPA's website and to the watershed group.		<i>Will complete first report in 2023</i>	IDOT District One will complete and submit an annual report each year to IEPA and the workgroup by July 1.
Obtain and put into place equipment necessary to implement all salt spreading/deicing measure specified in this BMP, such as any new or retrofitted salt spreading equipment necessary to allow for pre-wetting and proper rates of application.	N/A		N/A
MS4/CSO/IDOT/TOLLWAY Only - Install equipment to measure the pavement temperature on the winter maintenance fleet for a sufficient number of vehicles to provide sufficient information to adjust application rates for the most efficient levels. Develop and complete a plan to equip the winter maintenance fleet before the first re-evaluation.	N/A	<i>Will Implement by 2026</i>	N/A
MS4/CSO/IDOT/TOLLWAY Only - Before the first re-evaluation, develop a method for conducting a post-winter review to identify areas of success and areas in		2023	IDOT District One will implement post winter reviews similar to current snow & ice kick-of meetings.

<p>need of improvement. Items to be completed as part of the review must include, but are not limited to, an evaluation of each salt spreader's application rate, variations in application rates, and discussion of the variation compared to the recommended rates. Once developed, the review should occur annually in the spring/early summer following each winter season.</p>			
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5.0 Plan to Implement BMPs

IDOT District One will implement the following BMPs to take steps towards compliance with chloride standards for the watershed.

BMP: Hiring more than 300 full time permanent employees for snow & ice removal efforts thus reducing the IDOT District One's dependency on temporary employees. Full time employees can receive the training which can not be given to temporary employees hired in December or January.

Plan to Implement BMP: *Ongoing.*

Schedule for Implementation: *2023.*

6.0 Other Chloride TLWQS Required Milestones

IDOT District One will implement these specific milestones (not included in the above BMPs) as outlined by the Chloride TLWQS.

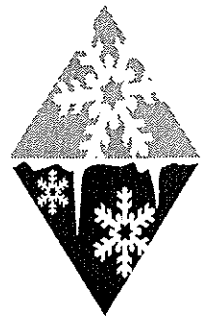
Milestone	Agency Completion Date	Agency Completion Details
<p>6 MONTHS AFTER EFFECTIVE DATE: Petitioner establishes a mechanism for tracking of de-icing salt usage for each facility.</p>	<p>Already established</p>	<p>Asset Management Program</p>
<p>July 1st OF EVERY YEAR (BEGINNING WITH YEAR 2): Discharger must submit an Annual Report for the previous year beginning on May 1 and ending on April 30 of the following year to the Agency and the chlorides workgroup on. The report shall be on salt usage for deicing and steps taken to minimize salt use and makes the report publicly available.</p>	<p>By July 1 of each year, beginning in Year 2</p>	<p>IDOT District One will submit an annual report to the workgroup and IEPA.</p>
<p>July 1st of YEAR 3, YEAR 8 and YEAR 13: The chlorides workgroup submits a Status Report to the IEPA which includes an analysis on the following: chlorides monitoring data; report on the chloride workgroup's outreach strategy, which includes outreach efforts to</p>	<p>By July 1 of year 3, the workgroups will submit a Status Report to the IEPA.</p>	

<p>expand coverage of the TLWQS, and outreach and training for nonpoint sources; identification of any new BMPs, treatment technology or salt alternatives; identification of the impediments and potential solutions of those impediments faced by dischargers and those granted coverage under the TLWQS that prevent them from completing the training and making all capital purchases necessary to implement the required BMPs; and identification and description of any assistance (financial, technical, or otherwise) that the chloride workgroup may be able to provide.</p>		
<p>July 1st OF YEAR 4 ½: Chlorides workgroup submits to the Board its first proposed re-evaluation pleading consistent with the Board’s order granting the TLWQS.</p>	<p>By November 12, 2026, the workgroups will submit a re-evaluation to the IEPA and IPCB.</p>	

Appendix 1 – Snow and Ice Plan/Policy For your Agency

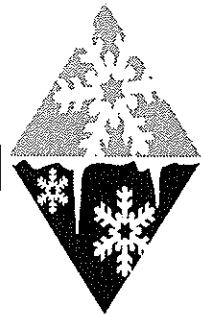
SECTION I

INTRODUCTION



The Illinois Department of Transportation District One Snow and Ice Season shall begin the last Sunday in October and end on the third Sunday in April of the following year.

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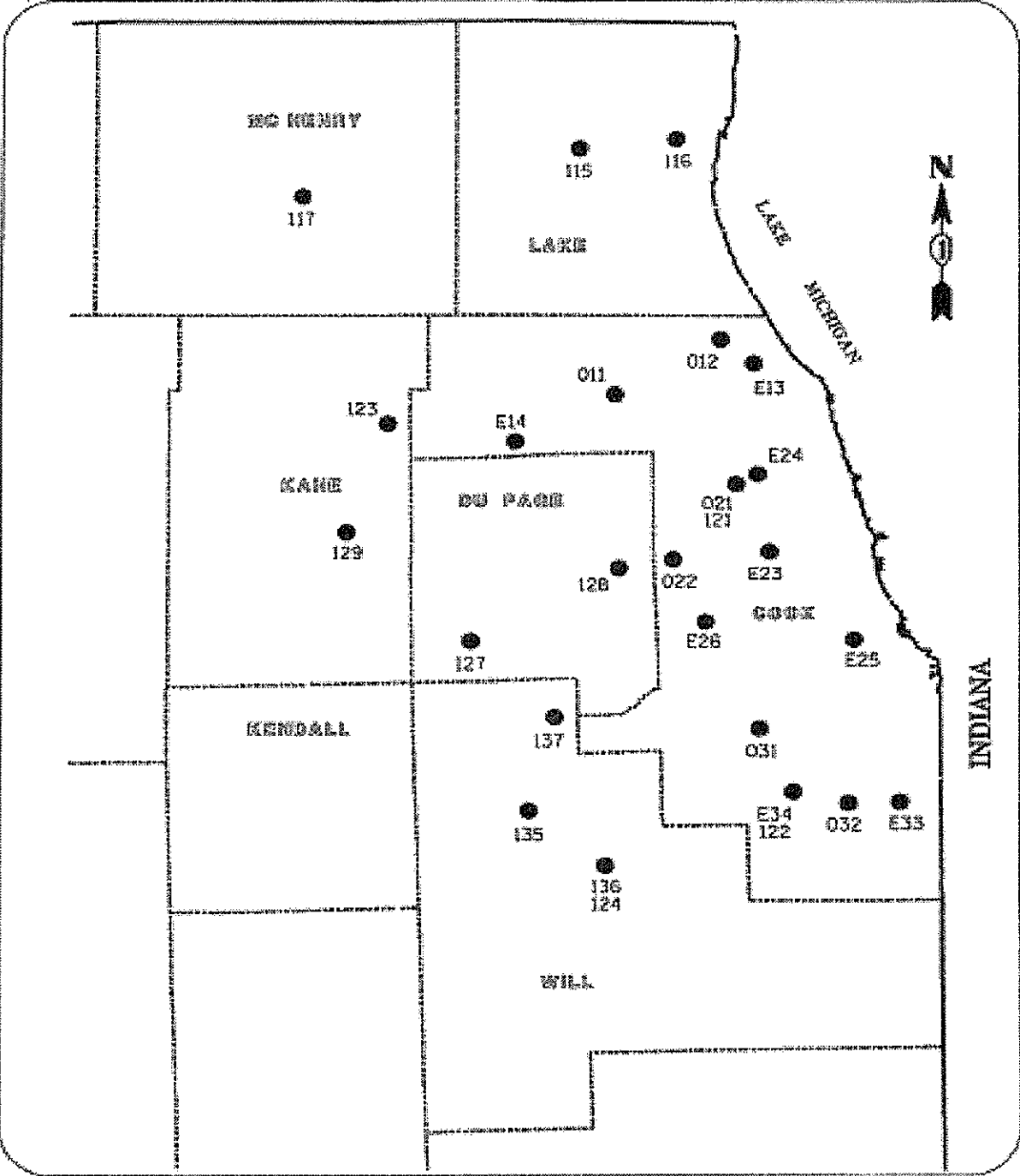
TEN COMMANDMENTS FOR SNOW FIGHTERS

1. Thou shall present thyself to thy job physically and mentally fit and properly clothed for any emergency in order to withstand the rigors of thy task.
2. Thou shall never enter thy cab without inspecting thy lights, windshield wipers, defrosters, flares, and other safety equipment.
3. Thou shall know thy spreading and plowing routes as well as the performance of thy spinner and the life of thy plow blade.
4. Thou shall faithfully remain alert in order to avoid guardrail, stalled cars and mail boxes. Otherwise thee may smite thy windshield with thy head.
5. Thou shall contain thy temper even though cars and trucks pass thee on both sides and tailgate thee too close for comfort. Anger only multiplies thee prospects of coming to grief by accident.
6. Thou shall use thy radio, as briefly as possible. Remember thy fellow workers may need to communicate in an emergency.
7. Thou shall render thy truck and spreader out of gear and stoutly set thy breaks before dismounting from thy cab.
8. Thou shall interrupt thy flow of power to thy spreader before attempting to free any foreign objects or blockages if thee treasure thy fingers.
9. Thou shall govern thy speed according to conditions, else thee may wind up with thy truck upside down.
10. Thou shall mind thy manners on the roadway, clearly signaling thy intentions and remembering that it is more blessed to give than to receive.

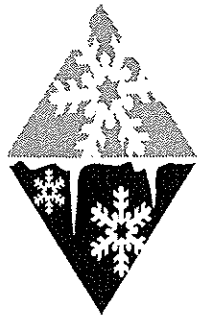
If thee is alert, thee will remain safe and alive to render service to thy fellow man another day.



DISTRICT ONE MAINTENANCE TEAM SECTION MAP I-3



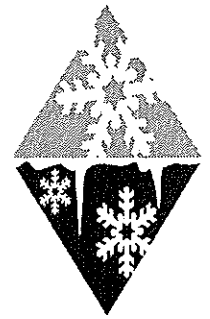
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MAINTENANCE TEAM SECTION CODES

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<u>Maintenance Team Section Number</u>	<u>Maintenance Team Section Name</u>
011	Arlington Heights
012	Northbrook
021	Northside
022	Hillside
031	Alsip
032	Harvey
115	Grayslake
116	Gurnee
117	Woodstock
127	Naperville
128	Oakbrook
129	St. Charles
135	Joliet/I-55
136	New Lenox
E13	Edens
E14	Rodenburg
E23	Eisenhower
E24	Kennedy
E25	Dan Ryan
E26	Stevenson
E33	Bishop Ford
E34	I-57
160	District 1 Bridge HQ
121	North Side Sign Shop
122	South Side Sign Shop
123	Elgin Sign Shop
124	New Lenox Sign Shop
191	Fleet Operations



GENERAL ADDRESS

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To: All Managerial and Supervisory Maintenance Personnel

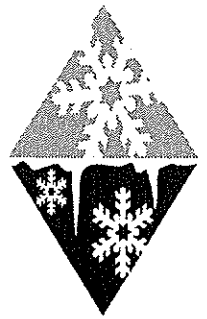
This manual contains the District One Program for Snow and Ice Control. It is expected that each of you will study this material and thoroughly familiarize yourself with the duties expected of you and your personnel.

All supervisory personnel have an assigned area for snow removal and all will insure that the personnel under their direct supervision have their sections, or assigned areas, free of ice and snow and soon as possible, consistent with our current procedures and policies.

All Group Leaders and Lead Workers are to have specific assignments during a snow and ice storm. They are to notify their immediate supervisors of any and all significant problems. The Group Leaders/Lead Workers are responsible to oversee the completion of a routeman's/driver's "End Of Shift" report on road conditions and problem areas, (SC-38).

The supervisory personnel are expected to be the judge of the suitable methods to be used for removal of snow and ice within their respective area. The District's current policy calls for continuous effort during and after a storm until the riding surface of the pavement and bridges is clear and free of snow or ice, and the shoulders are in usable condition. Operations will continue until snow is removed from bridge decks and adjacent to walls or guardrail where ramping may occur.

The responsibilities and duties mentioned in this manual are highlights of current personnel duties as they apply to the Snow and Ice Control Program, and supersedes existing responsibilities and duties only when there is a conflict.



GENERAL RESPONSIBILITIES

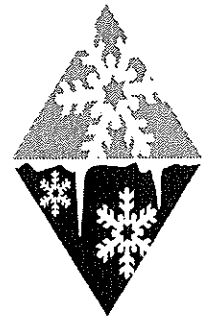
I-6

A. OPERATIONS ENGINEERS/MANAGERS

1. As in other work activities, these individuals will be responsible for directing the general conduct of the snow and ice control program in their assigned area.
2. They have the authority and responsibility to deploy personnel and equipment according to variable weather conditions and for making any needed change in budget assignment in order to handle varying conditions in their area.
3. They are responsible for the maintenance of an adequate supply of needed materials at all the stockpiles within their area.
4. They will serve, when scheduled, as the Storm Duty Engineer/Manager. As such, he/she will issue the required "Storm and Operations Notifications" (SC-22).
5. In any event wherein conditions encountered in their assigned area cannot be effectively handled by their resources, they will notify the Bureau Chief of Maintenance.

B. STORM DUTY ENGINEER/MANAGER

1. The Storm Duty Engineer/Manager will issue the required "Storm and Operations Notifications" (SC-22).
2. During a storm, the Storm Duty Engineer/Manager shall maintain a liaison with the Communications Center and weather consultant to update the storm and operational procedures at critical times, i.e.: end of shift, end of workday, end of storm, and when there is a possibility that personnel will be sent home.
3. The Storm Duty Engineer/Manager should maintain frequent contact with the weather consultant throughout their assigned time period.
4. The Storm Duty Engineer/Manager will provide any non-compliance or problem information to the appropriate Operations Engineer/Manager for corrective action.

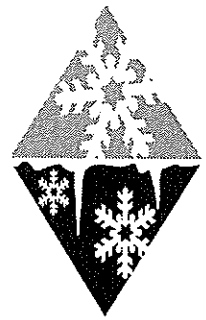


GENERAL RESPONSIBILITIES (Continued)

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C. TEAM SECTION OPERATIONS SUPERVISOR

1. As with the execution of all other work programs, he/she is delegated the responsibility and authority for the conduct of all Snow and Ice Control Program activities at their assigned Maintenance Team Section, irrespective of their possible assignment as a Group Leader (see "Group Leader" below).
2. He/she is responsible for the preparation of the needed detailed plans for the snow and ice control program assigned to their Maintenance Team Section Headquarters, and shall schedule time as part of the Annual Program to train and prepare for snow and ice control operations.
3. He/she is responsible for the maintenance and ordering of adequate chemical supplies, the stocking of sufficient repair parts to meet normal needs, and the proper repair of the equipment assigned to their Maintenance Team Section for snow and ice control.
4. He/she is responsible for the maintenance of all the necessary material, equipment and personnel records and storm status and cost reports and their mailing to their proper destination.
5. He/she is responsible for the adequate training in Snow and Ice Control procedures and safety of all personnel assigned to their Maintenance Team Section Headquarters.
6. He/she may act as the Group Leader on one of the two Snow and Ice Control shifts established at their Maintenance Team Section (see "Group Leader" below), and may serve as a back up for the scheduled Team Section Group Leader.
7. He/she has the authority and responsibility of making any needed change in personnel and equipment assignment in order to handle varying conditions at their assigned Maintenance Team Section.
8. He/she is responsible to review the "End of Shift" (Form SC-38) reports, take appropriate action, and notify their Operations Engineer/Manager of any significant problems.
9. In any event where conditions encountered in their area cannot be effectively handled by their resources, he/she will immediately notify their Operations Engineer/Manager.
10. He/she may be assigned as a back up to the Storm Duty Engineer/Manager.



GENERAL RESPONSIBILITIES (Continued)

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D. LEAD-LEAD WORKER

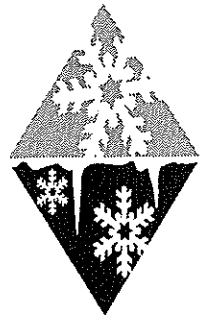
1. He/she will be delegated the function as a Group Leader on one of two Snow and Ice Control Shifts established at their assigned Maintenance Team Section Headquarters (see "Group Leader" below).
2. Any Lead-Lead Worker may work a Snow and Ice Control route when he/she so decides or is so assigned.
3. As well as record keeping and computer entries.

E. LEAD WORKER

1. He/she may be assigned as a Group Leader on one of the two Snow and Ice Shifts or, when needed, he/she will act as substitute Group Leader (see "Group Leader" below).
2. Any Lead Worker will work a snow and ice control route when so assigned.
3. When assigned his/her normal supervisory function, he/she will be responsible for the execution of the Snow and Ice Control Program in his/her area in compliance with the procedures outlined in this manual.

F. GROUP LEADER

1. He/she is responsible for the execution of the Snow and Ice Control Program within his/her assigned Maintenance Team Section, carried out in accordance with the procedures outlined in this Manual and the existing Snow and Ice Control Program policies.
2. He/she is responsible to review the "End of Shift" reports for his/her shift, and notify the Team Section Operations Supervisor, and/or Operations Engineer/Manager of any significant problems.
3. He/she is responsible for the necessary recording of chemicals used and of quantities on hand, the communication of such information to the Team Section Operations Supervisor and to the District Office.
4. He/she is responsible for the scheduling of needed equipment repairs within his/her Maintenance Team Section.
5. He/she is responsible for constant familiarity with the weather forecast data as furnished by our weather consultants.



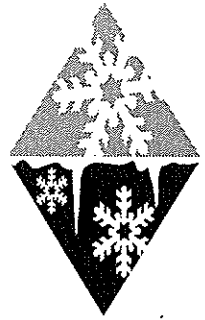
GENERAL RESPONSIBILITIES (Continued)

I-9

6. He/she is responsible for reporting to the District Communications Center, their Team Section Operations Supervisor and/or their Operations Engineer/Manager any lane or road closure, as well as any major traffic back up occurring during the conduct of their Snow and Ice Control operations.
7. He/she is to carry out specific assignments.
8. In any event where conditions encountered in his/her area cannot be quickly and effectively handled, regardless of the reason, he/she shall immediately notify their Team Section Operations Supervisor and/or Operations Engineer/Manager.

Special conditions which will always require immediate notification include:

- a) Major equipment failures.
- b) Personnel shortage and labor problems.
- c) Extreme weather conditions.
- d) Material shortages.
- e) Traffic tie-up or roadway blockage.
- f) Any reason for deviation from established program.
- g) Vehicle accidents and personal injuries.



GENERAL RESPONSIBILITIES (Continued)

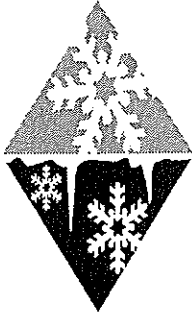
I-10

G. SNOW & ICE RESPONSIBILITIES FOR DISTRICT BRIDGE AND ALL DISTRICT ONE SIGN SHOPS.

1. Sign Shop and Bridge Crew Lead Workers to stay at home Yard (volunteer accepted).
2. Sign Shop (including Sign Hangers) and Bridge Crew personnel will assist during day time operations. Typical hours during storms will be 6:30 AM to 6:30 PM Monday through Sunday.
3. During the Snow and Ice Season, The Union will be notified as the ramp up period is done. The selection procedure will be as follows:
 1. Full-Time Permanent
 2. Full-Time Temporary (Snowbirds)
 3. Sign Shops and Bridge Crew (Selection of affected members by seniority)
4. Maintain separate Overtime Equalization Lists.
5. Heavy Construction Equipment Operators (HCEO's) from Sign Shops will be drivers.
6. Any Temporary Assignments (TA's) from Sign Shops and Bridge Crew will be assigned to Yards with the agreement of the affected member. The duration of temporary assignments shall be known prior to the affected member selection.

SECTION II

PREPARATION



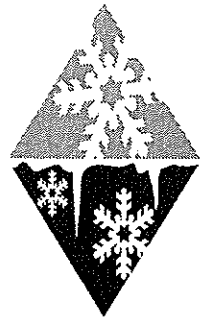
EQUIPMENT READY DATES II-1

In order to be prepared for the normal snow and ice control season and yet allow for the continuation of programmed maintenance as long as possible, the following dates have been established as targets for the installation of snow and ice control equipment.

<u>Type of Equipment</u>	<u>Installation Date*</u>
Tailgate Spreaders	Second Friday in October
Hopper Spreader	Third Friday in October

In order to establish the readiness of our snow and ice equipment, an annual inspection will be held at each team section.

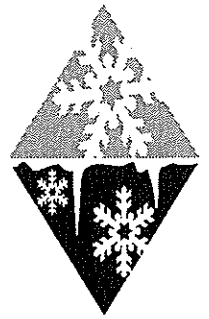
* Or earlier, e.g., the date of the annual inspection



EQUIPMENT AND HEADQUARTERS READINESS INSPECTION II-2

Items that shall be included in the inspection are:

1. A review of the Snow and Ice Program including spreading and plowing routes (SC-14 & 15)
2. Spreader Calibration/Programming Inspection
3. Truck Safety Inspection
4. Snow and Ice Equipment Readiness Inspection
5. Personnel Assignments to Shifts and Snow Routes
6. Storerooms for compliance to District commodity and parts inventory policy.
7. Headquarters Review for general housekeeping and adherence to energy conservation practices.
8. Equipment and Materials Inventories Review, by Support Section.
9. Operation all liquid deicing dispensing equipment.
10. Proper posting of Temporary Assignment and Day Shift (6:30 AM to 6:30 PM) and Night Shift (6:30 PM to 6:30 AM) assignments.



SPREADER CALIBRATION INSTRUCTIONS

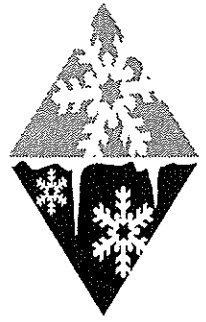
II-3

Due to the many varieties of unique spreader systems which contain closed loops, electronic controls, hydraulic and liquid pumps, valves and motors, each system will need to be calibrated. Please refer to the Operator's Manual for specific instructions for each controller make and model. Copies of the manual are included with each new truck.

All systems will require a "system response" test and a catch test for each type of material to be spread. Granular salt, calcium chloride, liquid salt, organic blended mix or any combinations will require both tests to ensure accurate application rates. All cases of calibration require the use of a 60 lb. scale and a one square yard tarp to catch and weigh the material programmed. This system calibration must be done annually to maintain the accurate performance of every system.

CHEMICAL SPREADING AND PLOWING ROUTES

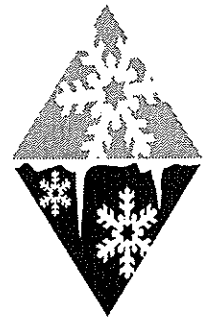
II-4



Many variables can influence spreader calibration. These include oil temperature, pump performance, hose inside diameters, hydraulic motor efficiency, control error, engine, P.T.O. combinations, and moisture in salt.

This calibration system is based on averages. With care in weighing and counting, an accurate calibration will be obtained.

The electronic type spreader controls should be calibrated according to the manufacturer's specifications and manual.



CHEMICAL SPREADING AND PLOWING ROUTES (Continued) II-5

Chemical spreading and plowing routes shall be prepared for each Team Section. Assignment of trucks by equipment inventory number, capacity and radio call numbers will be indicated on each route drawing. Utilize forms SC-14 & 15. Snow fence locations and quantities should also be shown on the spreading routes.

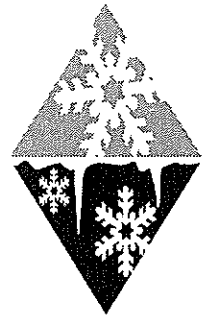
All chemical spreading and plowing routes must have definite written procedures indicating the beginning location, routing directions, reloading points, special plowing areas (e.g., weigh stations, rest areas, etc.) and all other necessary instructions required to obtain optimum performance, including removal of snow from bridge decks and adjacent to guardrail and barrier walls.

The Chemical Application Guide (SC-11) shall be utilized to formulate the spreading routes. The time shown is an average time required to spread the route under free flowing traffic conditions, and does not include dead-heading time.

An estimate of a realistic cycle time for the most usual conditions for each spreading and plowing route shall be established in accordance with the instructions provided by the Operations Engineer/Manager. This cycle time shall be used, among other things, as a review tool to establish uniformity of service, need for additional loading points, etc. (SC-37).

Each Team Section Operations Supervisor will review the routes developed in their area and will forward all required written material to his/her Operations Engineer/Manager.

The Team Section Operations Supervisor will be required to explain each of the spreading and plowing routes to the personnel assigned to their Team Section so that they fully understand their specific responsibility in the Snow Removal Program.



JOINT WINTER OPERATIONS

II-6

The following agreement with the Illinois State Toll Highway Authority designates responsibility for Snow and Ice Control Operations at interchanges of State and Toll Highways. (See sketches on pages II-8, II-9, and II-10).

EDENS EXPRESSWAY - The entrance and exit ramps of the Tri-State Tollway that spur to and from the Edens Expressway are maintained by the Tollway forces.

BISHOP FORD EXPRESSWAY - Tollway forces maintain the east to north and north to west loop ramps. State forces maintain all other ramps utilizing a crossover near the Tollway Oasis.

I-290 - State forces maintain the loop ramps at the interchange of I-290 and the Northwest Tollway. Tollway forces maintain the long ramps at said interchange.

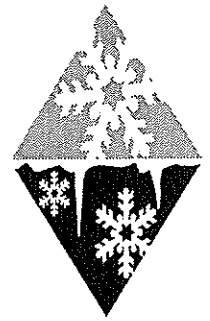
I-57 - 80 EXPRESSWAY - State forces maintain the ramp from eastbound I-80 to northbound Tri-State and the ramp from southbound Tri-State to westbound I-80 Expressway. Tollway forces maintain all other ramps.

EISENHOWER EXPRESSWAY - Tollway forces maintain the ramps to and from the Tri-State Tollway at the interchange with North Avenue, Lake Street and the Tollway. Tollway forces also maintain the entire interchange of Tri-State Tollway and the Eisenhower Expressway near Butterfield Road.

STEVENSON EXPRESSWAY - State forces maintain the four (4) ramps described as:

1. Eastbound Stevenson to northbound Tri-State up to and including the north approach slab of the bridge over the Stevenson Expressway.
2. Southbound Tri-State to eastbound Stevenson commencing at the north approach slab of the bridge over the Stevenson Expressway.
3. Eastbound Stevenson Expressway to southbound Tri-State Tollway.
4. Northbound Tri-State Tollway to eastbound Stevenson Expressway.

The Tollway forces will maintain all other ramps at this interchange including those to and from Joliet and Wolf Roads.



JOINT WINTER OPERATIONS (Continued)

II-7

KENNEDY EXPRESSWAY - All ramps at the interchange of the Kennedy and the Tollway are maintained by the Tollway. The Kennedy Expressway maintains the mainline pavement leading to the Tollway up to the median crossover.

DAN RYAN EXPRESSWAY - The Skyway ramps are maintained by the City of Chicago Skyway Toll Bridge.

NORTH-SOUTH TOLLWAY @ ARMY TRAIL ROAD - For snow and ice operational purposes only, State forces will maintain the loop ramp from eastbound to northbound and the Tollway forces will maintain the loop ramp from westbound to southbound.

The North-South Tollway northbound and southbound mainline pavement will be maintained for snow and ice operational purposes north to a point 1155 feet (351 meters) north of the centerline of Army Trail Road.

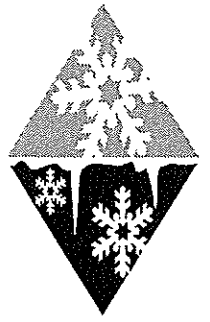
For complete maintenance purposes, the State forces will maintain both long arm ramps north of Army Trail Road.

NORTH-SOUTH TOLLWAY @ I-55 - The collector distributor lanes for both northeastbound and southwestbound I-55 traffic are the maintenance responsibility of State forces. The Joliet Road entrance and exit ramps to and from I-55 remain the responsibility of State forces. State forces have NO maintenance responsibility for any ramps at this interchange.

MUNICIPAL AGREEMENTS - Our current municipal maintenance agreements include the necessary snow and ice control work as part of the paid for normal maintenance work. These agreements should be reviewed to assure that the municipality's area of responsibility meshes well with our route design to provide continuity.

Special care in the issuing of proper procedure for storm work shall be given for locations where the State maintains the through pavement and the municipalities maintain the parking lanes.

I-57 Expressway @ I-294



Revised October 2015

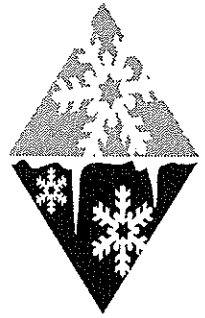
JOINT WINTER OPERATIONS (Continued)

II-9



Revised October 2015

JOINT WINTER OPERATIONS (Continued)	II-10
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SPECIAL MATERIALS INSTRUCTIONS II-11

SALT

A. Ordering

The ordering procedure is outlined on page III 7. It will be the responsibility of the Group Leader to be certain that sufficient salt is stocked at their respective Team Section so that there are no "emergency" calls for salt during the weekends or during the night because of shortages.

The minimum amount of salt to be kept on hand at the Team Section sites between November 1 and February 15 will be as follows:

Expressway	1,200 Tons (1,100 metric tons)
Primary	1,500 Tons (1,400 metric tons)

Team Sections which routinely provide salt to other Team Sections should order sufficient quantities to accommodate the supply needs of others.

When it is desired by the Team Section Operations Supervisor to exercise the salt contract provision to have the salt placed directly into the storage building by the vendor, he/she must contact their Operations Engineer/Manager for clearance prior to placing the order with the Maintenance office.

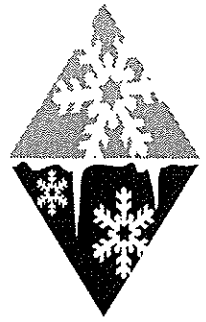
B. Testing

When the Team Section Operations Supervisor believes that the delivered rock salt may not conform to the rock salt specification in the addendum, he/she shall notify their Operations Engineer/Manager, take samples at the Maintenance Team Section Headquarters and have the samples delivered to the Bureau of Materials to be tested for gradation and chloride content (melting performance). Specifications for rock salt (NaCl) are in the addenda.

CALCIUM CHLORIDE – ORGANIC BLENDED MIX

A. Ordering

Both liquid calcium chloride and organic blended mix will be ordered through the Maintenance Support Section by telephone. Verification of order will be sent to involved Operations Engineers/Managers and Team Sections.



SPECIAL MATERIALS INSTRUCTIONS (Continued)

II-12

B. Testing

Organic blended mix and liquid calcium chloride must pass State specifications. Therefore, the following procedures shall be adhered to:

1. Take one (1) quart of liquid from each order (load) as a sample of the whole. (Bottles are available from the District Maintenance office.)
2. Completely fill out "Sample Identification" retaining one copy at the Team Section, forwarding one to the District Maintenance office.

C. Requirements for Proper Storage of Bulk Calcium Chloride – Organic Blended Mix

1. Protect from rain and snow
2. Proper drainage of any area where material is stored must be provided.

GUIDE FOR USE

A guide for the suggested use of chemicals (SC-33) is enclosed in the appendix. These guidelines are meant to be used as a first approach, but various conditions might call for other chemical and equipment usage.

SECTION III

OPERATION

**OPERATIONAL PLAN PROCEDURES**

III-1

The most effective plan for spreading and plowing is to utilize the optimum number of personnel and trucks for all planned snow routes in each Team Section. Each vehicle will have a specific route to keep clear and free of ice and snow. Spreading and plowing routes may vary in length depending on the number of Team Section personnel and types of vehicles used.

**SALT AND LIQUID CALCIUM CHLORIDE USAGE
AND APPLICATION**

In view of the heavy volume of traffic and the closed drainage system in the metropolitan area, a chemical application is most desirable. The chemical application guide (Form SC-11) is provided in the Manual and should be utilized in planning each spreading route on the Expressway and Primary Systems.

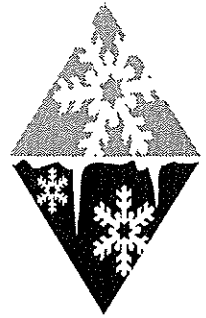
For snow and ice events at temperatures below 25°F, vehicles equipped with on board liquid calcium chloride tanks should apply six (6) gallons of liquid on each ton of salt spread.

Guidelines for chemical application rates for various conditions are provided in the appendix. (Form SC-33).

The usual procedure for the application of salt and/or mixture shall be a continuous spread over the entire spreading route. A spot spread type of application may be utilized when conditions warrant. Since conditions vary widely throughout the District, the decision will be left to the discretion of the Group Leader in charge of the operation. Turning lanes and bays, especially at signalized intersections, are to be treated in the same fashion as the mainline pavement.

Chemicals shall be applied only on lanes used by traffic. We plow shoulders only and, therefore, no chemicals are to be applied on the shoulders.

All material spreaders shall be calibrated prior to the annual snow and ice equipment inspection, and spread patterns should be adjusted to keep the material on the pavement. Vehicle speed during application shall be maintained at the rate of 20-25 MPH. The application rate shall be adjusted to obtain optimum results under variable conditions.



OPERATIONAL PLAN AND PROCEDURES (Continued)	III-2
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In the event that the weather forecasting service indicates the probability of significant snowfall accumulation, it is the responsibility of the Group Leader to have plows mounted on all route trucks prior to their leaving the yard. Upon completion of snow removal operations, all plows, trucks, and other snow and ice equipment must be cleaned, inspected, and repaired as needed.

The plowing procedures may include two (2) trucks or more plowing in tandem or sequence, spaced approximately 60 to 80 feet (18 to 24 meters) apart. Under no circumstances shall plowing be done at vehicular speeds in excess of 30 MPH (50 km/h) on primary roads and 40 MPH (60 km/h) on 4 lane divided highways, including the Interstate System. Plowing speeds shall be reduced to prevent throwing snow over bridge parapets, signs, roadways, and sidewalks, etc.

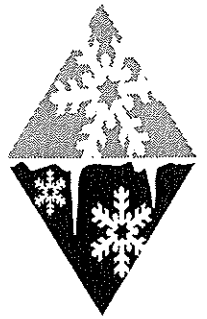
Plowing should be performed in the following prioritized order:

1. Plow all mainline pavement lanes, including painted medians.
2. Plow turning bays, shoulders and median crossovers.
3. Plow or wingback shoulders and parkways for future snow storage.
4. Wingback or removal of snow from sight distance locations and any other safety related locations.

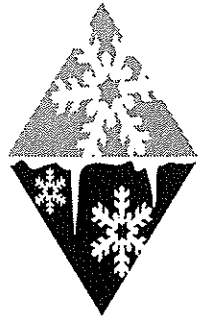
Before plowing, blades should be set approximately one quarter to one half inch (6 to 13 mm) above the pavement. Caution should be exercised to avoid damage to closed bridge joints and raised pavement markings.

Plowing should never be performed immediately after applying chemicals. There is a specific time required for the chemical to take effect as outlined in the guide for chemical application rates which can be found in the appendix. (Form SC-33).

SPECIAL INSTRUCTIONS - EXPRESSWAY SYSTEM	III-3
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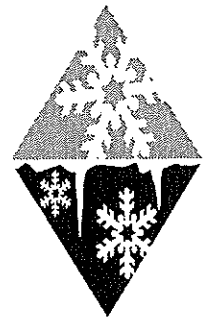


When weather conditions indicate the possibility of snow or freezing rain, the Group Leader will instruct the group to patrol the snow routes. When these conditions exist in the morning rush hours, the trucks will be at their assigned locations prior to 5:00 AM in the high volume direction. When trucks are staged as described above, it is imperative that the Group Leaders continually patrol the entire length of their expressway. During the afternoon rush hours, the trucks will be at their assigned locations prior to 2:00 PM in the high volume direction. The trucks will be loaded with chemicals and will start spreading when conditions warrant, or as directed by the Group Leader.



EMERGENCY EQUIPMENT RENTAL PROCEDURES	III-4
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1. Prolonged storms may require the use of supplemental equipment to complete snow removal operations.
2. A list of potential sources for rental equipment with rates, if available, will be updated each fall and kept available for emergency.
3. Emergency equipment rental must be approved by the respective Operations Engineer/Manager.
4. The Operations Engineer/Manager should inform the Maintenance Equipment Manager of this action on the first working day thereafter.
5. The required equipment rental documentation (Extra Work Daily Report) forms must be completed and submitted to the District Maintenance Office within one week after the storm (SC-31C).



SALT ORDERING AND RECEIVING PROCEDURE

III-5

Team Section salt order requests shall be emailed to Maintenance by the Team Section Operations Supervisor or designee by 7:30 AM on regular working days. Field records concerning the ordering and delivery of salt will be maintained at the Maintenance Team Section Headquarters on Form SC-29.

The Maintenance Support Manager will tabulate orders by vendor on the attached Form SC-27 and issue release numbers to the Team Sections.

The Maintenance Support Manager will then place this order with the vendor.

Written confirmation (Form SC-27) will be forwarded by the Maintenance Support Manager to:

Operations Engineer/Manager
Team Section
Financial Services (District)
Bureau of Maintenance (Springfield)
Vendor (Confirmation)
Bureau of Materials

The following steps should be reviewed to avoid possible receiving errors or delivery problems.

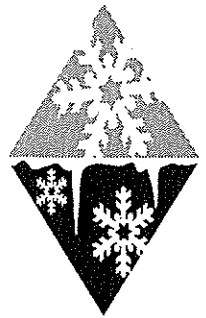
1. Individual designated to receive salt deliveries and authorized to sign delivery tickets must personally see each load delivered and dumped at the stockpile, ensuring the trailer is empty before it leaves the maintenance yard. This can be achieved by opening the coal chute at the rear of the trailer. His/her signature will attest to that fact. No tickets are to be signed unless the signer has verified that the material has been received.

All delivery tickets are to be checked for the following:

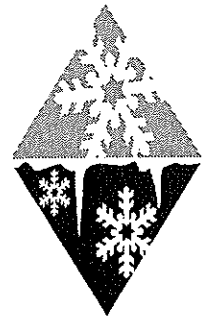
- Gross weight (loaded weight)
- Tare weight (empty weight)
- Truck number or license plate number
- Trailer number or license plate number
- Release number

All tickets are to indicate whether the load was "tarpred" or "untarpred" upon arrival at the stockpile.

2. When the same trucks are making multiple deliveries, the delivery tickets should be compared to ensure a "Standard" weight is not being used. The delivery ticket should be examined to make sure it is imprinted with an automatic scale weight.

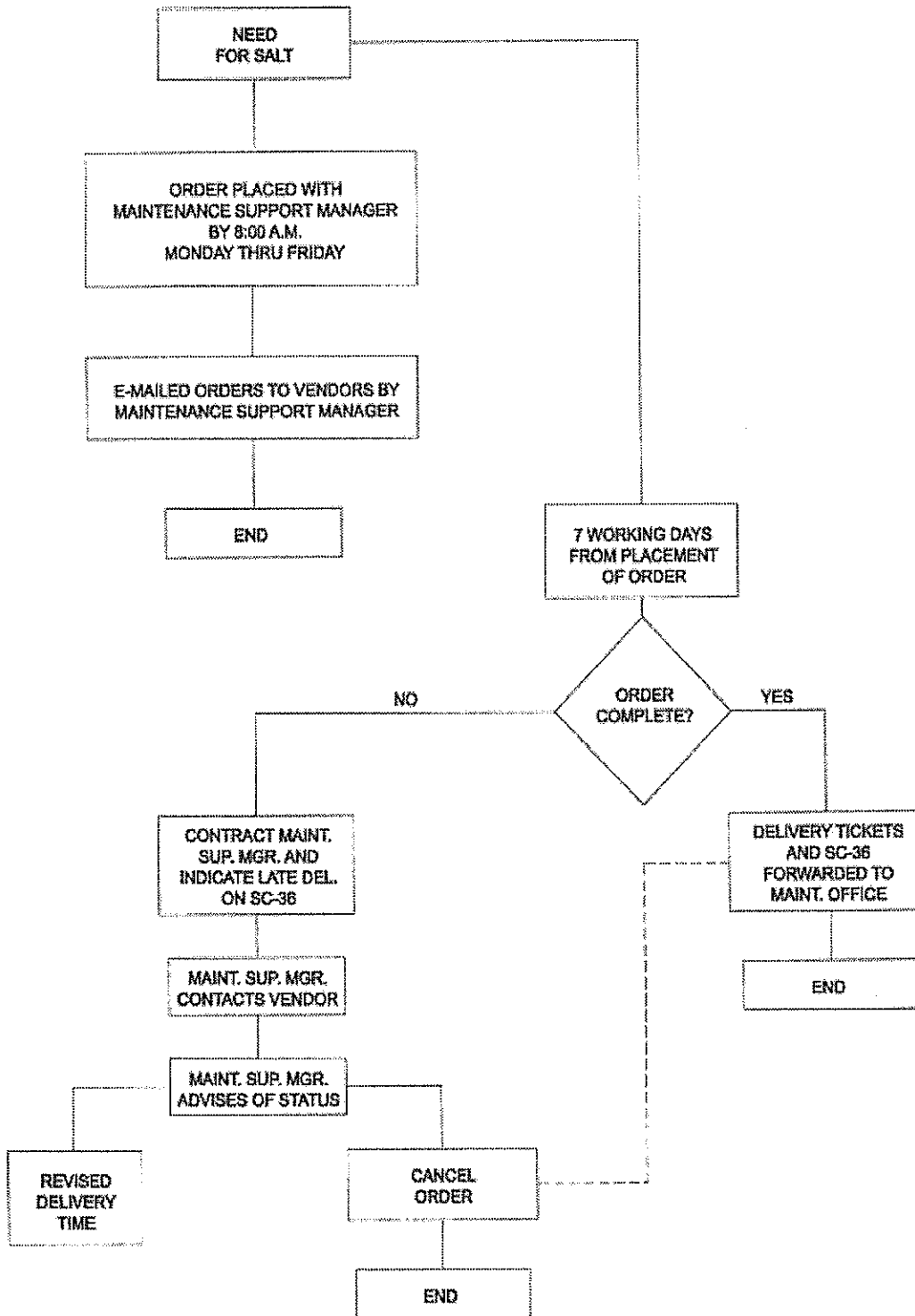


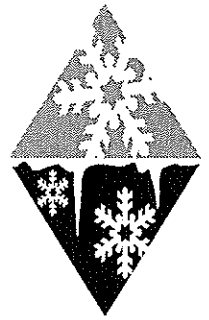
3. Spot checks of tare and gross load weights are to be conducted. These checks should be done on a regular basis (minimum of once per day per release). If inconsistencies in weights are numerous, arrangements for the use of portable scales can be made through the District Office.
4. The salt should be inspected for contaminants and acceptability for use prior to dumping. Salt of poor quality should be rejected and not dumped.
5. The delivery ticket which is made out for the last shipment of a particular release at a particular destination should be indicated "Last Load for Release # _____" by the vendor. If it is not, the maintenance yard should determine this last shipment and so indicate on the proper ticket.
6. Delivery tickets shall be assembled and tabulated per release number and submitted to the District Maintenance Office by the Team Section Operations Supervisor immediately upon completion of delivery. They should be arranged in order and stapled to a completed Form SC-36. Tickets for salt that is stacked inside the material storage building (i.e., Domar) by the vendor as called for in the salt contract should be identified directly on the ticket and must be indicated on the SC-36.
7. Salt received should be entered in the MMI system at the end of each day. Salt received after hours or on weekends should be entered in the MMI system by 8:30 AM of the following business day.



SALT ORDER FLOW DIAGRAM

III-7





STORM REPORT PROCEDURES

III-8

For each shift, a storm status (SC-4) is to be completed for the 2 Hour Status and End of Shift. This report consists of the following basic information:

1. Maintenance Team Section (MTS)
2. Group Designation
3. Storm Number
4. Date
5. Time (End of Shift)

For the 2 Hour Status, the following information is to be recorded and called in to the Communications Center. Follow the procedure outlined in Section IV.

1. Personnel Working
2. Trucks Working
3. Trucks Ready
4. Pavement Condition Code

For the End of Shift, in addition to the items listed under the 2 Hour Status above, the following information is to be recorded and called in to the Communications Center following the procedure outlined in Section IV.

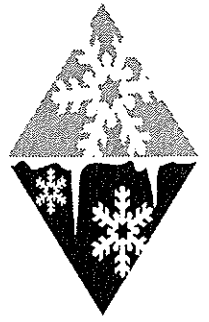
1. Salt Used
2. Salt on Hand
3. Diesel Fuel on Hand
4. Liquid Calcium Chloride on Hand
5. Organic Blended Mix on Hand

The form(s) are to be placed on file at the Team Section Headquarters. Do not send to the District Maintenance Office.

It is imperative that the Daily Field Accomplishment entries be made in a timely fashion. Entries should be entered no later than the end of the following normal work shift.

It is also important that there be a consistency in reporting work activities.

If a person is working in the office, answering phones or doing routine paperwork, he/she should be reported as 483, Headquarters and Yard Operations even if he/she were called out on overtime to support a snow and ice operation, he/she is still performing the work activity 483.



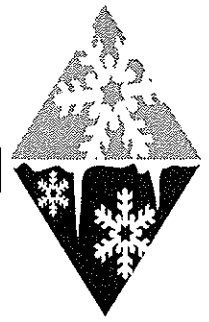
STORM REPORT PROCEDURES (Continued)	III-9
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“Rule-of-Thumb” - Report a person’s daily work activity as the work being performed.

The Group Leaders’ vehicles should be included in the equipment cost. Clean up costs should be included in all totals. Rental equipment costs should be included to provide completed storm costs.

During each storm, a salt load record will be kept in each yard on Form SC-5. This report will be made out by the loader operator whenever he/she loads a truck. He/she should record each bucket load and convert loads to tons (metric tons) at end of shift. (salt = 1 ton/cu. yd.{1.2 metric ton/cubic meter}). At the end of shift, be sure to deduct unused material for each route truck. It is important that he/she notes the actual time to the closest one quarter hour that each truck was loaded. This record will be kept on file at the respective Team Section.

Report salt usage by headquarters and sub-headquarters where appropriate.



GROUP LEADER

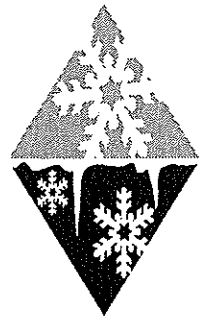
III-10

Group Leaders are responsible to initiate the following procedures when a storm warning is in effect:

1. Call out required personnel in accordance with the specific instruction given in this manual.
2. No later than two (2) hours after initial call-out or subsequent shift change, have a complete status report available on equipment and personnel (SC-4). Phone this information to the District Communications Center by dialing (847) 705-4428.
3. Report any roads closed to the Communications Center. Report when road is re-opened to traffic.
4. Order salt when needed in accordance with established procedures.
5. Call the Communications Center when all the Maintenance Team Section's roads are in Code 1 condition (as defined on Form SC-18).
6. Obtain authorization for Equipment Rental in accordance with current procedures, when deemed necessary.
7. At end of shift, have a storm status (Form SC-4) available with the final personnel, truck, salt, liquid calcium chloride, organic blended mix and fuel status (Form SC-4). Phone this information to the District Communications Center.
8. Insure the completion of the driver's route condition report (SC-38).
9. Upgrade personnel call-out from original procedures as required by circumstances, report this change to supervisory personnel as directed and notify the Communications Center.
10. Field accomplishment entries should be entered into the MMIS terminal no later than the end of the following normal work shift.

SECTION IV

COMMUNICATIONS



COMMUNICATIONS CENTER RESPONSIBILITY AND PROCEDURES
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IV-1

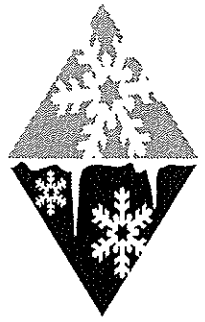
The Communications Center will provide snow and ice control service as outlined below 24 hours a day from the last Sunday in October to the third Sunday in April.

Upon the initial receipt of a Storm or Frost Warning (from the first weather consultant to contact the Department), the Communications Center shall assign a sequential number to the Warning. Storm Warnings will be assigned a sequential number beginning with 1 (one). Frost Warnings will be assigned a sequential number beginning with 101 (one hundred and one). This number for the Storm or Frost Warning will be given to the weather consultant making the initial Warning. When the consultant calls to confirm that their Warning was received, give them the storm number. This number will remain with the storm/frost until the all clear is given by the Duty Engineer/Manager.

All Weather Consultants' Storm Warnings or Frost Warnings shall be transmitted directly to the Communications Center.

Call-Out

1. Contact scheduled Duty Engineer/Manager, transmit Storm/Frost Warning, obtain Operations Procedure (SC-22).
2. Call scheduled supervisory personnel in accordance with established priorities (SC-23) and convey operational procedures (SC-22), limit initial message to the scheduled supervisory personnel to four items which are: number for Storm/Frost Warnings, the effected shift, the minimal operations procedure, and the time to report to headquarters. The remaining information on Form SC-22 can be obtained for a telephone tape recording by following the procedure outlined in Section IV.
3. Call and advise Engineer of Operations, Bureau Chief of Maintenance, Operations Engineer(s)/Manager(s), and Team Section Operations Supervisor(s) of the Storm Warning/Frost Warning and operational procedure implemented in accordance with instructions on Form SC-22.
4. Notify NAPA for Half-Group and Full-Group Call-Outs only.
5. Notify City of Chicago of all call-outs.
6. Notify the Illinois State Toll Highway Authority of all Full-Group Call-Outs.
6. When directed by the Duty Engineer/Manager, notify IDOT District's 2 and 3 of call-out related to lake effect snowstorms which might affect their district.
7. Notify the scheduled Duty Engineer/Manager at completion of call-out, or as directed.



**COMMUNICATIONS CENTER RESPONSIBILITY
AND PROCEDURES (Continued)**

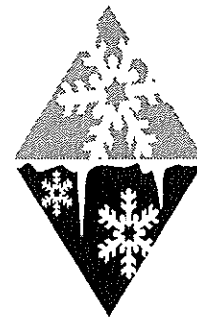
IV-2

STORM DATA

1. Inform Springfield of receipt of Storm Warning upon completion of call-out.
2. Prepare a Storm or Frost Warning folder for each storm consisting of:
 - A. Weather Consultants' Warning
 - B. Procedural Instructions (SC-22)
 - C. Supervisory Personnel Call-Out Sheet (SC-23)
 - D. Springfield Notification and Road Conditions Report (SC-12)
 - E. Storm Data Report (SC-20)
 - F. Press Release (when required) (SC-24 A & B)
 - G. Supplemental Weather Consultants' Warnings, SC-23, SC-12, SC-20 and SC-24 forms as required by revisions in weather or procedure, extension of shifts, or completion of storm.
 - H. District Storm Report

The folder should contain the forms chronologically as they are used so subsequent review can be easily conducted.

Upon completion of all the forms for a particular storm the folder is to be copied and forwarded to the Bureau of Maintenance.

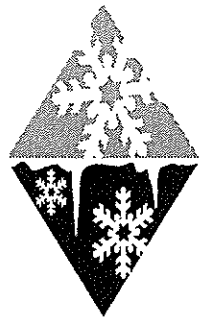


COMMUNICATIONS CENTER RESPONSIBILITY
AND PROCEDURES (Continued)

IV-3

INSTRUCTIONS ON COMPLETING FORMS

1. Storm Warning or Frost Warning - completed by Weather Consultant.
2. Procedural Instructions (SC-22) - completed by scheduled Duty Engineer/Manager, filled in by dispatcher. Do not notify Bureau Chief of Maintenance, Operations Engineers/Managers or unaffected Team Section Operations Supervisor between 10:00 PM and 6:30 AM unless so directed by Duty Engineer/Manager.
3. Supervisory Call-Out (SC-23) - Indicate time and name of person contacted. Completed by dispatcher.
4. Road Condition Report (SC-12E)
 - A. Compile information from Team Sections indicated by asterisk (*) on Storm Data Report (SC-20).
 - B. Transmit by fax to Station One in accordance with current time schedule established by Central Bureau of Operations.
 - C. When all Team Sections' pavement conditions are 100% clear (Code 1), notify Springfield (Station One) with an end of storm report.
5. Road Condition Report (SC-12P)
 - A. When directed, compile information from Team Sections indicated by pound sign (#) on Storm Data Report (SC-20).
 - B. Upon request, this information is to be made available for the Duty Engineer/Manager, the Engineer of Operations, the Bureau Chief of Maintenance and the Operations Engineer(s)/Manager(s).
6. Storm Data Report (SC-20)
 - A. Enter title block data.
 - B. Two (2) hours after initial call-out or subsequent shift change, contact any delinquent Team Section for status on personnel working, trucks working, trucks ready and pavement code. Report status data not available to the Duty Engineer/Manager.
 - C. Obtain Status of personnel, trucks, salt, fuel, calcium chloride, and pavement condition at the end of shift and/or storm.



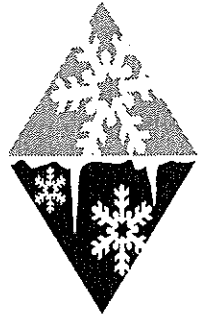
COMMUNICATIONS CENTER RESPONSIBILITY
AND PROCEDURES (Continued)

IV-4

7. Press Release (SC-24A & SC-24B) - complete when requested and convey to media in accordance with current policy.
8. District Storm Report (SC-25) - submit to Engineer of Operations prior to 10:00 AM daily and at the end of the storm/frost.

General Notes

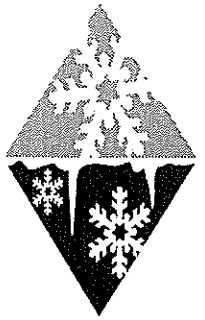
- A. Scheduled Duty Engineer/Manager to be consulted upon non-compliance with minimum requirements by any Team Section; and to report adverse weather conditions not covered in an official storm warning (i.e., icing).
- B. Contact scheduled Group Leader upon receipt of hazardous road conditions within his/her respective Team Section.
- C. Continue recording storm data until storm has passed and all Team Sections are Code 1.
- D. Road closures and major traffic back-ups should be reported to the Engineer of Operations, Bureau Chief of Maintenance, Operations Engineers/Managers, and Station One.



COMMUNICATIONS CENTER RESPONSIBILITY
AND PROCEDURES (Continued)

IV-5

- E. In order to save time for Communications Center personnel, follow up calls to Operations Engineer/Manager/Team Section Operations Supervisors providing storm information during the morning of a regular workday will not be necessary. For instance, if a storm call-out is made between 10:00 PM and 5:30 AM prior to a regular workday and the Duty Engineer/Manager indicates under Item H of the SC-22 to notify additional Maintenance personnel after 5:30 AM, this information will be in the form of two to three general "blitzes" over the air which will provide general storm information, specifically the storm/frost number, condition, minimum group operational procedure and reporting time to yards.
- F. On regular workdays, during regular work hours, when a Storm Warning is received and Item H of the SC-22 is checked, a single call to Maintenance management personnel will be sufficient. If an individual is not at his normal office location, simply leave a message that a Storm/Frost Warning has been received. It will be up to Maintenance management personnel to follow up.
- G. Maintenance Management Personnel (Team Section Operations Supervisor and above) may request the entire contents of the SC-22 be given to them when first contacted by the Communications Center.



DIAL-A-STORM, 2 HOUR STATUS, END OF SHIFT IV-6

Dial-A-Storm has been expanded to include taking touchtone information as well as obtaining SC-22 information.

The following are instructions for you to listen to the SC-22 orders, leave your 2 hour status, leave your pavement code and to leave your end of shift or storm information. Below are the instructions and explanation of what will happen when you press certain numbers. Don't worry, the machine will prompt you on what to do.

INSTRUCTIONS:

- Call Dial-A-Storm at (847) 705-4428
- If the line is busy, wait a few minutes and redial.
- Press 1 if you have a touch tone telephone
- Then you get a menu
- Press 1 for the SC-22
- Press 2 to leave a 2 hour status
- Press 3 to leave a pavement code
- Press 4 to leave an end of shift/storm
- Press 5 to speak to a ComCenter Operator

When you press 1 - You will hear the SC-22 orders and they will repeat once before it states good bye.

When you press 2 - The computer will ask you for your Team Section code number. Enter your 2 or 3 digit Team Section code number (See Team Section Code Numbers chart). The computer will then repeat your entry. After repeating each entry, the computer will ask if it is correct. Press 9 for YES or press 6 for NO. You will be asked to confirm each entry by responding YES (9) or NO (6)

Enter storm or frost number ¹ _____

Enter personnel working _____

Enter trucks working _____

Enter trucks ready _____

Enter pavement code _____

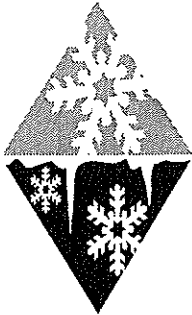
Then the computer states thank you, good-bye and hangs up.

When you press 3 - The computer will ask you for your Team Section code number. Enter your 2 or 3 digit Team Section code number (See Team Section Code Numbers chart). The computer will then repeat your entry and ask you if it is correct. Press 9 for YES or press 6 for NO. This will be asked after each entry.

Enter storm or frost number ¹ _____

Enter pavement code _____

Then the computer states thank you, good-bye and hangs up.



DIAL-A-STORM, 2 HOUR STATUS, END OF SHIFT (Continued) IV-7

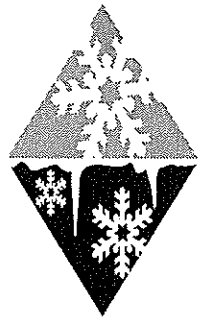
When you press 4 - The computer will ask you for your Team Section code number. Enter your 2 or 3 digit Team Section code number (See Team Section Code Numbers chart). The computer will then repeat your entry and ask you if it is correct. Press 9 for YES or press 6 for NO. This will be asked after each entry.

Enter storm or frost number ¹	_____
Enter personnel working	_____
Enter trucks working	_____
Enter trucks ready	_____
Enter pavement code	_____
Enter salt quantity used ²	_____
Enter salt on hand	_____
Enter diesel on hand ³	_____
Enter calcium chloride on hand ⁴	_____
Press 4 for gallons	
Press 8 for tons	

Then the computer states thank you, good-bye and hangs up.

When you press 5 - You are transferred to a ComCenter Operator.

¹ Do not include update letters
² Total salt taken from salt pile
³ Diesel only - No gasohol
⁴ Report primary form of calcium chloride only, that is gallons OR tons, not both.



TEAM SECTION CODE NUMBER CHART	IV-8
---------------------------------------	-------------

<u>TEAM SECTION</u>	<u>CODE #</u>	<u>TEAM SECTION</u>	
<u>CODE #</u>			
Alsip	31	I-57	34
Arlington Heights	11	Joliet	135
Bishop Ford	33	Kennedy	24
Dan Ryan	25	Naperville	127
Edens	13	New Lenox	136
Eisenhower	23	Northbrook	12
Grayslake	115	Northside	21
Gurnee	116	Oakbrook	128
Harvey	32	Rodenburg	14
Hillside	22	St. Charles	129
I-55	35	Stevenson	26
Woodstock	117	District 1 Bridge HQ	160
North Side Sign Shop	121	South Side Sign Shop	122
Elgin Sign Shop	123	New Lenox Sign Shop	124
		Fleet Operations	191

SECTION V

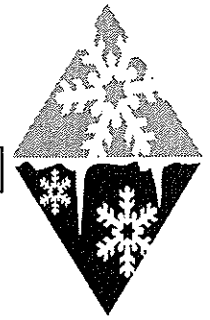
PERSONNEL

WINTER

OPERATIONS

ADMINISTRATIVE

PROCEDURES



GENERAL INSTRUCTIONS

V-1

The snow and ice season is defined as the period beginning at 12:00 Noon on the last Sunday in October and ending at 12:00 Noon on the third Sunday in April.

Without a storm or frost warning from our weather consultant or the conviction of the Team Section Operations Supervisor that a storm is imminent, normal operations will proceed with the full complement of personnel during the regular working hours (6:30 AM to 3:00 PM).

Since the safety of the motoring public is the primary responsibility of all Maintenance personnel, State routes should be clear of snow and ice within the shortest time possible. The snow and ice control operations are not complete for a snow storm until the pavement is clear and the shoulders are plowed back. Clean up operations will continue during daylight hours for special areas, such as bridge decks and adjacent to walls or guardrail where ramping may occur.

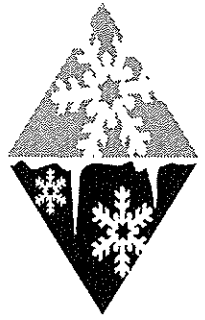
In all cases, the maintenance personnel called out will provide coverage for all routes assigned to the respective Team Section and the majority of our larger trucks (tandem axles, FWD's) should be utilized during each storm. Prior to going home, all vehicles should have their plows mounted.

When personnel arrive at their respective Team Section, they will check over all of their equipment to be sure that it is operating properly and, if their routes are some distance from the yard, the truck drivers should be directed to proceed to their respective routes after having been given the proper operations instructions.

After snow and ice control operations are completed, a watch will have to be kept on the condition of melted snow to insure that its refreezing on the shoulders and pavement does not create new hazards.

Any employee who refuses to work or report for any call-out during the snow and ice season (whether snow and ice related or not) should be placed on report to the District Maintenance Office.

Snow and Ice call-out procedures shall be used for all call-outs during the snow and ice season.

**ASSIGNMENTS AND EQUALIZATIONS**

V-2

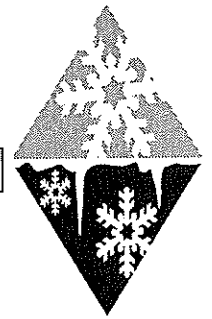
Prior to the snow and ice control season, each Team Section shall establish definite snow routes with balanced personnel assignments to provide a uniform 24 hour level of service. Operations schedules will be developed for all operations procedures for the entire snow and ice season. Personnel will be divided into two shifts; a Day (6:30 AM to 6:30 PM) Shift and a Night (6:30 PM to 6:30 AM) Shift. Qualified members shall select shifts by seniority.

A Team Section Patrol person will be listed from each shift for each week (SC-8). In the event that the Team Section Patrol person is not available, the scheduled back-up should be called.

When Quarter Group is activated, the two patrol persons listed for that date and the required full time permanent employees assigned to that half group will be called based on their position on the overtime equalization list. In the event that a truck requires reloading, one (1) HCEO must be called.

When a Half Group is activated, the personnel listed for that date will be used. On half group call-outs, if the half group is not filled out with sufficient full time permanent employees from the first half group on call, full time permanent personnel assigned to the other half group will be called based on their position on the overtime equalization list. The lowest overtime individual is to be called first and proceeding down the list until the necessary number of people have been contacted. Individuals contacted in the other half group will not have the option of refusing the call-out. If additional personnel are needed after going through the complete list of full time permanent employees, the remaining Group Leader or Lead Worker for that shift will then be called. The Group Leader or Lead Worker cannot bump the HCEO to a route assignment. If additional personnel are still required, the Snowbirds will be called, beginning with the individual with the lowest overtime, until the required number of people are contacted or the list is exhausted.

When a Full Group is activated, the personnel listed on Form SC-1 (a combination of the Half Groups) will be activated. It should be noted that Lead Workers may have to be rotated within each group to try to obtain equality of overtime where there is an odd number of Lead Workers. Personnel must be available according to the full group schedule for the entire snow and ice season. The personnel assignments and schedules must be forwarded to the District Maintenance Office (SC-1 and SC-8). Assignments to all operational procedures will be made at the start of the season (SC-8).



ASSIGNMENTS AND EQUALIZATIONS (Continued)

V-3

Personnel assignments established at each Team Section will be permanent. No changes are to be made without the prior approval of the Operations Engineer/Manager. Any request for a change in personnel assignments must be initiated by a written memorandum from the field, noting who will be changed, the reason for the change, and that this change is approved by the Team Section Operations Supervisor. No changes are to be put into effect until authorized by the Operations Engineer/Manager. Group Leader and Lead Worker assignments are permanent assignments for the entire snow and ice season. Where there is only one Lead Worker on a Shift, a Highway Maintainer (or Heavy Construction Equipment Operator) will be assigned and rotated based upon the temporary assignment list.

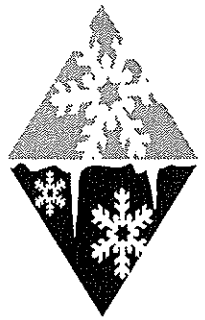
Group Leaders and Lead Workers will be assigned for each shift. One group will be assigned to the Day (6:30 AM to 6:30 PM) shift and the other to the Night (6:30 PM to 6:30 AM) shift. The Day (6:30 AM to 6:30 PM) shift will respond on a call-out basis when either a Frost or Storm Warning is issued at or after 3:00 AM. The Night (6:30 PM to 6:30 AM) shift will respond on a call-out basis when either a Frost or Storm Warning is issued at or after 3:00 PM. Each yard will prepare a schedule for the snow and ice control season. For snow and ice control operations, the "Day" shift will operate from 6:30 AM to 6:30 PM and the "Night" shift from 6:30 PM to 6:30 AM.

The normal workday for negotiated rate employees is eight (8) hours, usually from 6:30 AM to 3:00 PM, Monday through Friday. The work week during snow and ice season begins at 12:00 Noon on Sunday afternoon and ends at 11:59 AM the following Sunday. During the snow and ice season there will be an Operations Schedule (SC-8) established from which initial call-outs will be made for snow and ice season opportunities. The Group Leader/Lead Worker scheduled for that week will be called and it will be his/her responsibility to contact the appropriate individual(s).

The following guidelines are to be used in generating the overtime equalization lists:

- Overtime equalization periods

At the beginning of the snow and ice season (last Sunday in October) all overtime will be zeroed out. The last equalization list for the previous summer season will be used to establish the order for the new season and the equalized overtime will be zeroed out. Future lists will be generated by the MMI System.



ASSIGNMENTS AND EQUALIZATIONS

(Continued)

V-4

- Overtime equalization lists

An overtime equalization list for each shift ("Day" and "Night") shall be generated by the close of business every Thursday and posted on Friday. The list will be effective for all call-outs from Sunday at 3:00 AM until the following Sunday at 2:59 AM. Employees who are assigned to a group later in the season with no snow and ice overtime shall be given unpaid overtime equalization hours equivalent to the average number of hours shown on the listing for other employees in the shift to which they are assigned at the time of their assignment.

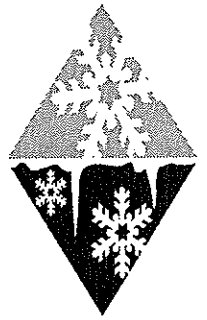
- Equalization Hours

All employees shall be given unpaid overtime equalization hours if they are not available for a call-out, this includes all excused leaves except approved vacation and personal business. Overtime equalization hours should only be given for paid overtime hours worked, not for establishing your equivalent eight hours of pay. Employees who are on approved leave will be on leave for the entire shift. For example: any employee who takes vacation leave for the day will be considered on vacation from 3:00 AM to 6:30 PM and will not be called in to work during this time.

When a storm is called with the designated reporting time as 3 ½ hours or less prior to shift change, the upcoming shift will be called in for work.

Examples: Reporting time is 3:00 AM – Activate "Day" shift.
Reporting time is 3:00 PM – Activate "Night" shift.

Anytime Night Shift personnel are activated on a regular workday, their shift shall terminate at 6:30 AM, except when operational needs may require them to work beyond 6:30 AM. When the storm is over and Code 1 is achieved between midnight and 6:30 AM, the night group should clean equipment and insure readiness for the next storm before signing out. This group is kept until 5:20 AM without earning overtime.

**ASSIGNMENTS AND EQUALIZATIONS**

(Continued)

V-5

During the snow and ice season the Department may send employees home to rest on paid status for safety purposes in the event of anticipated long shifts

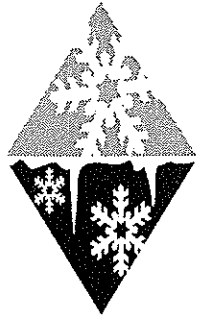
The Night (6:30 PM to 6:30 AM) shift employees may be sent home to rest at approximately 10:30 AM (Monday to Friday) if the storm is forecasted to begin prior to midnight. When employees are sent home at 10:30 AM to rest, it is with the understanding that they are to return no earlier than 3:00 PM, unless notified otherwise by their Team Section Operations Supervisor, Group Leader or Lead Worker. An employee sent home at 10:30 AM who fails to return or call as directed will be marked AWOL for four (4) hours and will not be allowed to sign in at the start of the following workday and shall be marked absent (100). Since the employee is paid during the day to rest, it is expected that regular work rules will be followed during this period.

Personnel on leave during the day are considered on leave until their next shift would begin.

When a Storm Warning or Frost Warning is received, the scheduled Group Leader or Lead Worker will be notified and given specific operational instructions by the Communications Center.

SOME SPECIAL NOTES:

Vacations will be restricted for all personnel assigned to Snow and Ice Control Operations during the Snow and Ice Season.



ASSIGNMENTS AND EQUALIZATIONS

(Continued)

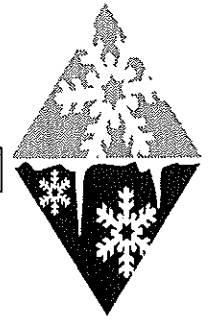
V-6

Personnel with inadequate experience in Snow and Ice operating procedures shall be given instructions and training at their Team Section to familiarize themselves with procedures and equipment.

Time shall be allotted during the Summer Work Program to train and prepare for the Snow and Ice Season.

When it is necessary to call our personnel for overtime during the Snow and Ice Season, the SC-8 personnel listing in concert with the current overtime equalization list is to be utilized.

The Duty Engineer/Manager shall issue direction to the Team Sections approximately 1½ hours before shift change. In the absence of this direction, the Team Section will remain at the same operational level as the previous shift.

**CALL-OUTS**

V-7

The personnel assignment for call-out (SC-1) within each Team Section will be set up by the Team Section Operations Supervisor and a copy of the call-out sheets will be forwarded to the District Maintenance Office prior to the Snow and Ice Control Season. The Operations Schedule (SC-8) will be completed for the entire Snow and Ice Season.

The Call-Out and Attendance Record will be utilized at all Team Sections. These are Forms SC-2 and SC-3. A sufficient number of sheets must be prepared prior to the winter season so that they are available throughout the Snow and Ice Season. The time the employee is called out and the time he/she signed in must be noted. The original sheets will be kept on file at each of the respective Team Sections (unless disciplinary action is requested) and forwarded as required to the District office with the time cards.

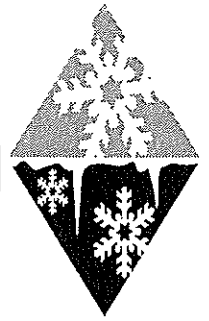
Each call-out must be fully and completely filled in as follows or as per current policy:

1. All personnel (name, telephone number and secondary number) assigned to the shifts must be listed. Initials as well as last names must be shown.
2. Time of call and person calling must be shown in the remarks column.
3. Full and complete remarks must be made. Use back side of form as necessary.
4. Group Leader may attach recommendations for an excused absence.

The initial call is to be made to the appropriate personnel as shown on the SC-8, Operations Schedule. If a person does not respond to the initial call, two additional calls are to be made in accordance with the District One Secondary Phone Number Policy for Negotiated Rate Personnel (contained in the ADDENDA). Show the times called in the remarks column of the SC-2 and SC-3 Form.

The call is to be considered no response unless the employee answers the phone. If other than the employee answers, the name of the individual answering the phone should be noted. If no one answers the phone and the number has voicemail or answering machine capabilities, then a message should be left and noted on the sign-in sheets.

Only those employees who have informed the employer by May 1, 2009, that they are currently using a paging service (pager), may continue to use them as a part of the District One Secondary Phone Number Policy for Negotiated Rate Personnel. No other current or future employee will be allowed the use of a paging service (pager) and will provide the employer with a primary and secondary telephone contact in accordance with this policy.

**CALL-OUTS (Continued)**

V-8

Assigned personnel not reporting for the Night (6:30 PM to 6:30 AM) shift will not be allowed to sign in on the next day shift, but will be informed to go home and marked as "100" (Excused Time Off Without Pay), unless the assignment terminates before midnight..

At the discretion of the Group Leader, personnel who fail to report for duty promptly after the initial call out shall be sent home for the shift and marked absent "100".

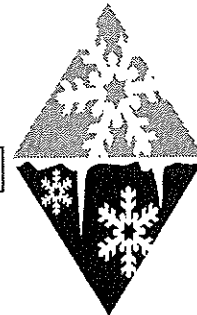
Requests for disciplinary action due to violation of call-out regulations must be marked in RED on the Call-Out and Attendance Record and initiated by the Group Leader under "Remarks" and forwarded to the District Maintenance Office in a separate envelope for action. If additional disciplinary action is warranted, a Report of Rule Infraction should also be submitted.

The name of any employee who is listed for an unexcused snow call-out absence on a regular workday, must be entered into the computer via the "Team Section Time Off Daily Reporting" screen as "101" (unexcused absence, time off without pay). This entry is to be made at the same time the other daily absences are reported.

OUT OF SEASON CALL-OUTS

Snow & Ice call-outs that are necessary prior to or after the Snow & Ice Season shall be made following the standard procedures as outlined elsewhere, with the following exceptions.

- Snow & Ice call-outs prior to the official beginning to the Snow & Ice Season will be handled by the first scheduled Duty Engineer/Manager listed on the SC-16 (Snow & Ice Duty Engineer/Manager Schedule). Snow & Ice call-outs after the last scheduled week of the Snow & Ice Season will be handled by the last scheduled Duty Engineer/Manager.
- Call-outs of personnel are to be made following the Summer call-out procedures.
- After the Duty Engineer/Manager has assessed the initial response to the storm and has reviewed any additional weather data, he/she may choose to call a shift change as he/she deems fit and appropriate. Details of this shift change or other changes in operational procedures will be contained in the update of the SC-22 (Storm and Operations Notification).



TEAM SECTION PATROL	V-9
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A Team Section Patrol will be set up on a stand-by basis (subject to call) for each Team Section during the Snow and Ice Season.

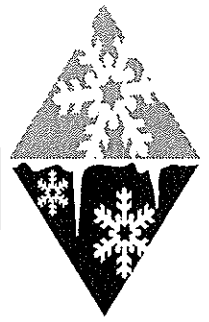
A list of patrol personnel with the dates they are scheduled for duty (SC-8) will be submitted as part of the Snow and Ice Control Program package. Driver rotation will coincide with the shift assignments. All permanent employees not assigned as a Group Leader or Lead Worker (or Storekeepers and Mechanics in Cook County) will be rotated into the Team Section Patrol.

A drawing and written description of the patrol route (similar to spreading and plowing routes) will be submitted by the Team Section Operations Supervisor to the Operations Engineer.

This route will take into account all critical locations to be patrolled each day or night. The patrol will handle emergency calls immediately, then proceed on their scheduled route. Copies of the routes, as set up by the Team Section Operations Supervisor, must be available to all patrol personnel.

A log is to be kept by the patrol and submitted to the Team Section Operations Supervisor's office the following day (Form SC-10). This log will be kept as a permanent record in the field office and made available to the District Maintenance Office upon request. Responsibility of the patrol will be to attend the patrol route of the Team Section, and special attention must be given to the critical areas as requested by the Communications Center, the Group Leader or the Lead Worker. The patrol must call into the Communications Center hourly to give his/her 10-20 and road conditions (10-13).

The Instruction for Personnel Assigned to Team Section Patrol (SC-13) shall be issued to all employees assigned to this duty.



FROST CALL-OUTS & WARNINGS, SC-8 SELECTION PROCEDURES	V-10
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Our weather consultant will issue Frost Warnings on their regular Storm Warning forms, with as much information as possible. They will not specify a color code.

On weekends and holidays, it may be necessary for maintenance personnel called in to work for frost or icing conditions to remain at work for short periods beyond normal shift change times until the possibility of further frost or icing on the pavement and/or bridge decks is diminished. This time period should not exceed two hours and shall be determined by the Storm Duty Engineer/Manager based on weather information available.

The Storm Duty Engineer/Manager will be responsible for issuing operational procedures to the Communications Center on the SC-22 Form.

Frost Call-Outs are used to detect and clear unusual bridge icing, roadway icing or other isolated hazardous conditions that sometimes occur. Call-outs are to be established according to need. Employees who work Frost Call-outs shall be paid at the appropriate overtime rate for the hours worked outside the normal workday. Lead and Lead Workers will not be assigned to Frost Call-Outs, but may be used to supervise them.

SC-8 SELECTION PROCEDURE

Approximately two weeks prior to the beginning of the Snow & Ice Season, Team Section Management shall establish the Team Section Patrol Schedule (SC-8) by slotting one full time permanent Highway Maintainer or Heavy Construction Equipment Operator into each week of the Snow & Ice Season. One person shall be chosen from each shift for each week of the Snow & Ice Season.

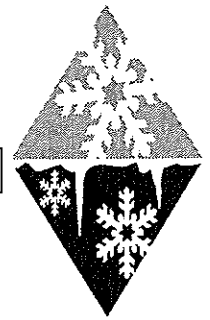
The procedure for compiling the schedule will be as follows:

The name of each of the full time permanent Highway Maintainers and Heavy Construction Equipment Operators will be placed in a container and a drawing will commence, slotting each name chronologically with each week of the schedule.

When all names have been drawn, all the names shall be replaced into the container and the drawing shall continue until all weeks on the schedule have been filled.

Half Group integrity does apply.

A designee of the Union shall witness the lottery for the SC-8 schedule.



EMERGENCIES	V-11
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EMERGENCY CONDITIONS

Severe storms or other snow and ice related activities over a long period of time compounded by a lack of personnel may require supplementing our snow and ice control program staffing. The employee may be required to work a reasonable amount of time beyond his/her shift when conditions warrant. It is the employee's responsibility to be prepared to work the extended hours beyond their work shift when needed. Any employee unavailable or refusing to work a reasonable amount of time beyond their shift will be given overtime equalization hours for the hours worked by others in their situation and may be subject to progressive discipline.

The current procedures for hiring of hourly personnel and for activating the Statewide Snow Team indicate that these decisions will be the responsibility of the Bureau Chief of Maintenance.

EMERGENCY WORK

Emergency work is work caused by specific or special operating conditions requiring an employee to report back to work outside of his normal working hours. In such circumstances, an employee will be paid applicable overtime and such overtime will commence when the employee signs in at his respective yard and shall end when the employee signs out, unless a pre-designated start time is established.

If an employee is called in on any day and reports to his respective operations area but conditions are such that he is not needed, three (3) hours at straight time (the employee's regular hourly rate) will be paid to such employee as call-in pay. Such employee shall be required to sign in and sign out.

If an employee is called in and reports to his respective operations area and works, such employee will be paid a minimum of three (3) hours at the applicable overtime premium rate for such hours.

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Revised October 2015

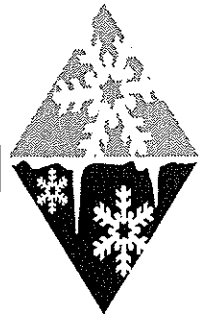


SECTION VI

APPENDIX

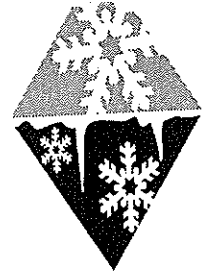
INDEX OF FORMS & CHARTS

VI-1



FORM #	TITLE	COMPLETED BY
SC-0	FORM PREPARATION RESPONSIBILITY	
SC-1	PERSONNEL ASSIGNMENT	FIELD – COMPLETED BY OCTOBER 25
SC-2	"DAY" SHIFT CALL-OUT AND ATTENDANCE RECORD	FIELD - SUBMIT WITHIN 24 HOURS TO DISTRICT MAINT. OFFICE IF DISCIPLINARY ACTION IS NEEDED
SC-3	"NIGHT" SHIFT CALL-OUT AND ATTENDANCE RECORD	FIELD - SUBMIT WITHIN 24 HOURS TO DISTRICT
*SC-4	STORM STATUS AND INSTRUCTIONS	MAINT. OFFICE IF DISCIPLINARY ACTION IS NEEDED FIELD - REPORT BY PHONE TO COMMUNICATIONS CENTER DURING STORMS
SC-5	CHLORIDE LOAD RECORD	FIELD - ON FILE AT YARD
SC-7	OPERATIONAL RATES	OFFICE - FOR INFORMATION ONLY
SC-8	OPERATION SCHEDULE	FIELD - COMPLETED BY OCTOBER 25
SC-10	TEAM SECTION PATROL LOG SHEET	FIELD - KEEP ON FILE AT YARD
SC-11	CHEMICAL APPLICATION GUIDE	OFFICE - FOR INFORMATION ONLY
SC-12E*	ROAD CONDITION REPORT (EXPRESSWAYS)	COMMUNICATIONS CENTER
SC-12P*	ROAD CONDITION REPORT (PRIMARIES)	COMMUNICATIONS CENTER
SC-13*	TEAM SECTION PATROL INSTRUCTIONS & CRITICAL LOCATIONS	FIELD - COMPLETED BY OCTOBER 25 FOR INFORMATION ONLY
SC-14	SPREADING ROUTES	FIELD - COMPLETED BY OCTOBER 25
SC-15	PLOWING ROUTES	FIELD - COMPLETED BY OCTOBER 25
SC-16	SNOW & ICE DUTY ENGINEER SCHEDULE	OFFICE - FOR INFORMATION ONLY
SC-17	SPECIAL SNOW & ICE CONTROL RAILROAD PRECAUTIONS	OFFICE - FOR INFORMATION ONLY (HAND-OUT)
SC-18	METHOD OF REPORTING PAVEMENT CONDITIONS	OFFICE - FOR INFORMATION ONLY (HAND-OUT)
SC-20	STORM DATA REPORT	COMMUNICATIONS CENTER - INFORMATION ONLY
SC-21	DEFINITION OF OPERATIONS PROCEDURES	OFFICE - FOR INFORMATION ONLY
SC-22*	STORM AND OPERATIONS NOTIFICATION	DUTY ENGINEER
SC-23A	SUPERVISORY CALL OUT SHEET "A"	COMMUNICATIONS CENTER
SC-23B	SUPERVISORY CALL OUT SHEET "B"	COMMUNICATIONS CENTER
SC-24A	INFORMATION RELEASE WARNING	COMMUNICATIONS CENTER
SC-24B	INFORMATION RELEASE ALERT	COMMUNICATIONS CENTER
SC-25	DISTRICT STORM REPORT	COMM CENTER - TO ENGINEER OF OPERATIONS
SC-26*	WEATHER CONSULTANTS REPORT	COMMUNICATIONS CENTER - TO DIST. MAINT. OFFICE AND TEAM SECTIONS BY REQUEST
SC-27	CHEMICAL ORDER	MAINT. SUPPORT MANAGER - COPY AS REQUIRED
SC-29	TEAM SECTION SALT ORDER RECORD	FIELD - ON FILE AT YARD
SC-30	SPREADER CALIBRATION SHEET	FIELD - FOR EACH TRUCK BY INSPECTION DATE
SC-31C	EXTRA WORK DAILY REPORT	FIELD - TO RESPECTIVE OPERATIONS ENGINEER
SC-32	SAMPLE IDENTIFICATION FORM	FIELD - MATERIALS LAB
SC-33	GUIDE FOR CHEMICAL APPLICATION RATES	FIELD - FOR INFORMATION ONLY
SC-34	SNOW FENCE DETAILS	FIELD - SUBMIT TO MAINTENANCE OFFICE
SC-36	SALT DELIVERY RECORD	FIELD - SUBMIT BY OCTOBER 25 TH
SC-37*	SPREADING ROUTES TIMETABLE	SNOW AND ICE ROUTEMAN
SC-38*	DRIVERS ROUTE CONDITION REPORT	FOR INFORMATION ONLY
SC-39	MATERIAL ESTIMATION TABLE	FOR INFORMATION ONLY
SC-40	DOMAR SALT BUILDING DATA CHART	FOR INFORMATION ONLY
SC-41A	CLUSTER GROUPING FOR SC-22	FOR INFORMATION ONLY
SC-41B	CLUSTER GROUPING FOR SC-22	FOR INFORMATION ONLY
SC-42	FORM LETTER REGARDING WINDROWS & HIGHWAY CODE, CHAPTER 121, SEC. 9-130	FIELD - FOR PROCESSING BY THE OFFICE FOR INFORMATION ONLY
SC-43	SALT STORAGE SPECIFICATION	FOR INFORMATION ONLY
SC-44	STATE OWNED FACILITIES WHERE WE PROVIDE SNOW & ICE CONTROL FOR OTHERS	FOR INFORMATION ONLY

* - Front and Backside Forms



**TIMEKEEPING RULES AND PROCEDURES FOR
SNOW AND ICE CONTROL OPERATIONS**

VI-2

The regular working day is from 6:30 AM to 3:00 PM, Monday through Friday. Different workdays and hours may be scheduled for individual employees, or groups of employees, but shall be scheduled for a minimum of one week. Reasonable advance notice shall be given for such change.

OVERTIME COMPENSATION

Overtime compensation to be paid consistent with the collective bargaining agreement.

Weekdays:

Time and one-half an employee's regular rate of pay shall be paid for all hours worked in excess of eight hours on any one workday and for all hours worked before or after normal work hours.

Saturdays:

All hours worked shall be paid at time and one-half an employee's regular rate.

Sundays:

All hours worked shall be paid at two times an employee's regular rate.

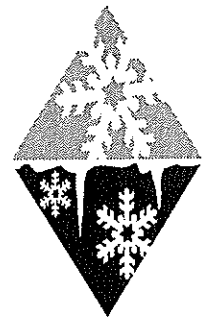
Official State Holidays:

Two times the employee's regular rate of pay in addition to holiday pay shall be paid for all hours worked on a State holiday or other days designated as holidays.

Overtime compensation begins at the time an employee signs in and ends when the employee signs out, unless a predesignated report time is established.

Overtime compensation is equal to sign-out time minus sign-in time less any meal period.

During a regular workday, Night (6:30 PM to 6:30 AM) shift personnel required to remain on the job while other members of this group go home to rest will not receive any compensation over the normal day's pay for time worked between the hours of 6:30 AM and 3:00 PM



TIMEKEEPING RULES AND PROCEDURES FOR
SNOW AND ICE CONTROL OPERATIONS (Cont.)

VI-3

Group Leaders and Lead Workers will receive compensation for call-outs made from home when directed by the employer in accordance with their Union contract.

Employee overtime and opportunities for overtime are entered into the MMI System by the Timekeeper or person doing the timekeeping duties whenever overtime is earned by Negotiated Rate personnel. An Overtime Report which reflects the current weekly opportunity for overtime (overtime hours worked plus equalization hours) as well as the beginning season to date totals, is to be generated on Thursday and posted on Friday of every week. This posted Overtime Report is to be used for making all discretionary calls not covered by the SC-8 or which fall between the operational grouping of the SC-8. This list is valid from 8:30 AM Sunday through 8:29 AM the following Sunday to insure equalization of overtime in accordance with Union rules.

An "Initial Season Report" will be run at the beginning of the Snow and Ice Season. This report allows the equalization of overtime by keeping the person with the least amount of overtime at the top of the overtime list. This report is to be retained in the field headquarters and posted in accordance with Union rules.



TIMEKEEPING RULES AND PROCEDURES FOR
SNOW AND ICE CONTROL OPERATIONS (Cont.)

VI-4

DISCIPLINARY SUSPENSIONS DURING SNOW AND ICE SEASON

A person being suspended for disciplinary reasons for one day will not be allowed to work for that calendar day during the normal shift which runs from 6:30 AM to 3:00 PM. Suspensions of longer duration (i.e., over one day) will be understood to start at 6:30 AM on the first day, and end at 3:00 PM on the last day of the suspension, and the employee will not be called for snow and ice work between those times. All employees will work emergency overtime outside of suspension time.

MEALS AND BREAKS

Meals and breaks will be consistent with the collective bargaining agreement.

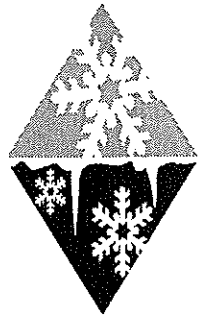
All employees will take two fifteen minute rest breaks. The first break will be approximately 2 hours after the start of shift. The second break will be approximately two hours after the meal period. Both breaks must be approved by yard supervisor staff.

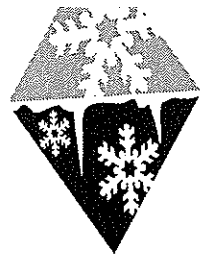
1. For the Day shift the thirty minute unpaid meal period will be taken between 11:00 AM and 1:00 PM on a flexible schedule dictated by yard supervisory staff.
2. For the Night shift the thirty minute unpaid meal period will be taken between 11:00 PM and 1:00 AM on a flexible schedule dictated by yard supervisory staff.

TIMEKEEPING RULES AND PROCEDURES FOR
SNOW AND ICE CONTROL OPERATIONS (Cont.)

VI-5

The times scheduled for meal periods and breaks are subject to change based on operational needs. All changes are subject to the approval of Management and supervisory personnel.





TIMEKEEPING RULES AND PROCEDURES FOR
SNOW AND ICE CONTROL OPERATIONS (Cont.)

VI-6

MISCELLANEOUS

If, during a storm warning, an employee assigned to the Night shift is sent home at 10:30 AM and fails to return to work at the appropriate time, the employee will be shown as "101" for the hours 10:30 to 3:00 PM and will not be allowed to sign in the following work day and shall be marked "100" (excused time off without pay), unless the assignment terminates before midnight.

If, during a storm warning, an employee assigned to the Night shift is sent home at 10:30 AM and calls in "sick", the employee will be shown as "sick leave" for the hours 10:30 AM to 3:00 PM and will not be allowed to sign in the following work day and shall be marked "sick leave" unless the assignment terminates before midnight. All employees are expected to provide adequate advance notice if they are unable to return for shift assignment due to sickness.

If an employee is on leave or has been approved for leave in the afternoon and his/her shift is sent home to rest, the employee will remain on leave and will not be rebated his/her leave time.

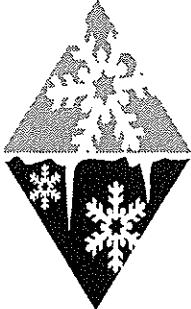
If the employee rescinds his/her request for leave and this is approved prior to the Team Section being notified of a pending storm in which the Night shift is sent home to rest, the leave request may be canceled. In all cases, the employee is expected to return to work at the appropriate time unless otherwise notified by Team Section management.

Employees who cannot be contacted or are not excused from a snowstorm call-out are subject to disciplinary action in accordance with current rules. Such violations are to be indicated in "red" on the call-out sheet, initiated by the Group Leader, and forwarded to the District Maintenance Office for action. If additional disciplinary action is warranted, a Report of Rule Infraction should also be submitted.

When an employee is directed to report to work at a certain time, that designated time is the earliest time that may be registered on the sign-in sheet.

In order to be paid for a holiday, an employee must work the day before and work the day after the holiday or be on excused leave on these days.

Revised October 2015



For the Teamsters

For the State of Illinois

Date

Date

SECTION VII

ADDENDUM

Forms Prepared by Each Team Section

Form No.	Title
SC-1	PERSONNEL ASSIGNMENT
SC-2	"DAY SHIFT" CALL-OUT AND ATTENDANCE
SC-3	"NIGHT SHIFT" SHIFT CALL-OUT AND ATTENDANCE
SC-4	STORM STATUS
SC-5	CHLORIDE LOAD RECORD
SC-8	OPERATION SCHEDULE (PERSONNEL ASSIGNMENT)
SC-10	TEAM SECTION PATROL LOG SHEET
SC-13	TEAM SECTION PATROL INSTRUCTIONS & CRITICAL LOCATIONS
SC-14	SPREADING ROUTES
SC-15	PLOWING ROUTES
SC-23 AM&PM	SUPERVISOR CALL-OUT SHEET (ORIGINAL ASSIGNMENT)
SC-29	TEAM SECTION SALT ORDER RECORD
SC-30	SPREADER CALIBRATION SHEET
SC-31C	EQUIPMENT RENTAL AUTHORIZATION
SC-32	SAMPLE IDENTIFICATION FORM (LM-6)
SC-36	SALT DELIVERY RECORD
SC-37	SPREADING ROUTE TIME TABLE
SC-38	END OF SHIFT REPORT
SC-42	FORM LETTER REGARDING WINDROWS
SC-42	HIGHWAY CODE – CHAPTER 121, SECTION 9-130

Forms Prepared by the District Maintenance Office

Form No.	Title
SC-7	OPERATION RATES
SC-11	SALT APPLICATION GUIDE
SC-16	DUTY ENGINEER SCHEDULE
SC-17	SPECIAL SNOW AND ICE CONTROL RAILROAD PRECAUTIONS
SC-18	METHOD OF REPORTING PAVEMENT CONDITIONS
SC-21	DEFINITION OF OPERATIONAL PROCEDURES
SC-27	CHEMICAL ORDER
SC-33	GUIDE FOR CHEMICAL APPLICATION RATES
SC-34	SNOW FENCE DETAILS
SC-39	STORAGE MATERIAL TONNAGE ESTIMATION TABLE
SC-40	DOMAR SALT BUILDING DATA CHART
SC-41 A&B	CLUSTER GROUPING FOR SC-22

Forms Completed by the Communications Center

Form No.	Title
SC12E	ROAD CONDITION REPORT (EXPRESSWAY)
SC-12P	ROAD CONDITION REPORT (PRIMARY)
SC-20	STORM DATA REPORT
SC-22	STORM & OPERATIONS NOTIFICATION (DICTATED BY DUTY ENGR/MGR)
SC-23	SUPERVISORY CALL-OUT SHEETS
SC-24A	INFORMATION RELEASE WARNINGS
SC-24B	INFORMATION RELEASE ALERTS
SC-25	DISTRICT STORM REPORT
SC-26	WEATHER CONSULTANTS REPORT

Forms to be Handed Out to Each Equipment Operator

Form No.	Title
SC-13	TEAM SECTION PATROL INSTRUCTIONS & CRITICAL LOCATIONS
SC-14	SPREADING ROUTES
SC-15	PLOWING ROUTES
SC-17	SPECIAL SNOW AND ICE CONTROL RAILROAD PRECAUTIONS
SC-18	METHOD OF REPORTING CONDITIONS
SC-38	END OF SHIFT REPORT



"DAY (6:30 AM to 6:30 PM)" SHIFT		"NIGHT (6:30 PM to 6:30 AM)" SHIFT	
Group Leader		Group Leader	
Lead Worker		Lead Worker	
Loader		Loader	
Mechanic		Mechanic	
General Duty		General Duty	

ROUTE #	Name and Classification	Truck #	Radio #	Name and Classification	ROUTE #



Call Out and Attendance Record (Group A)

Storm/Frost _____ Sheet _____ Of _____
 Headquarters: _____
 Date: _____

Group Leader: _____
 Lead Worker: _____

NAME	PHONE NO	SIGNATURE* IN	TIME IN	LUNCH		SIGNATURE* OUT	TIME OUT	HOURS		REMARKS
				OUT	IN			REG	OT	
			<input type="checkbox"/> AM <input type="checkbox"/> PM				<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM				<input type="checkbox"/> AM <input type="checkbox"/> PM			
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Approved By: _____ Date: _____ L.W. No. _____ Total: _____

Reviewed By: _____ Date: _____
 Please denote phone number type:
 H – Home; C – Cell

A-GROUP – Day Shift (6:30 AM to 6:30 PM)



Illinois Department of Transportation

Call Out and Attendance Record (Group B)

Group Leader: _____

Lead Worker: _____

Storm/Frost _____

Sheet _____

Of _____

Headquarters: _____

Date: _____

NAME	PHONE NO	SIGNATURE* IN	TIME IN	LUNCH		SIGNATURE* OUT	TIME OUT	HOURS		REMARKS
				OUT	IN			REG	OT	
			<input type="checkbox"/> AM <input type="checkbox"/> PM					<input type="checkbox"/> AM <input type="checkbox"/> PM		
			<input type="checkbox"/> AM <input type="checkbox"/> PM					<input type="checkbox"/> AM <input type="checkbox"/> PM		
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			<input type="checkbox"/> AM <input type="checkbox"/> PM					<input type="checkbox"/> AM <input type="checkbox"/> PM		

Approved By: _____ Date: _____ L.W. No. _____ Total: _____

Reviewed By: _____ Date: _____

Please denote phone number type:
H – Home; C – Cell

B-GROUP – Night Shift (6:30 PM to 6:30 AM)

*My signature verifies that the time(s) documented on this record accurately reflect the time spent each day on official state business to the nearest quarter hour as required by the State Officials and Employees Ethics Act [5 ILCS 430/5-5(c)].
Printed 10/29/15
LR 93F (Rev. 10/20/2015)



SEE IV-6 INSTRUCTIONS WHEN CALLING STORM STATUS REPORT		
MTS: _____	SHIFT: _____	STORM # _____
		TIME: _____ DATE: _____
STORM INFORMATION		
	2 HOURS	END OF SHIFT
PERSONNEL WORKING		
TRUCKS WORKING		
TRUCKS READY		
PAVEMENT CONDITION CODE		
SALT USED (TONS)		
SALT ON HAND (TONS)		
DIESEL FUEL ON HAND (GALLONS)		
CHLORIDE ON HAND (TONS - GAL)		

SEE IV-6 INSTRUCTIONS WHEN CALLING STORM STATUS REPORT		
MTS: _____	SHIFT: _____	STORM # _____
		TIME: _____ DATE: _____
STORM INFORMATION		
	2 HOURS	END OF SHIFT
PERSONNEL WORKING		
TRUCKS WORKING		
TRUCKS READY		
PAVEMENT CONDITION CODE		
SALT USED (TONS)		
SALT ON HAND (TONS)		
DIESEL FUEL ON HAND (GALLONS)		
CHLORIDE ON HAND (TONS - GAL)		

STANDARDIZATION OF THE USE OF
SC-4
STORM STATUS

PERSONNEL WORKING: INDICATE NO LATER THAN TWO (2) HOURS AFTER INITIAL CALL-OUT OR SUBSEQUENT SHIFT CHANGE, AND AT THE END OF THE SHIFT/STORM, THE TOTAL NUMBER OF PERSONNEL WORKING. PERSONNEL INCLUDED ARE LEAD WORKERS, DRIVERS, LOADER OPERATOR, HEADQUARTERS PERSONNEL, MECHANICS, TEAM SECTION TECHNICIAN.

TRUCKS WORKING: INDICATE NO LATER THAN TWO (2) HOURS AFTER INITIAL CALL-OUT OR SUBSEQUENT SHIFT CHANGE, AND AT THE END OF THE SHIFT/STORM, THE TOTAL NUMBER OF TRUCKS BEING USED ON ROUTES.

TRUCKS READY: INDICATE NO LATER THAN TWO (2) HOURS AFTER INITIAL CALL-OUT OR SUBSEQUENT SHIFT CHANGE, AND AT THE END OF THE SHIFT/STORM, THE TOTAL NUMBER OF TRUCKS THAT COULD BE MADE AVAILABLE TO FIGHT THIS STORM, ON A ROUTE.

SALT USED: INDICATE AT THE END OF THE SHIFT, AT SUBSEQUENT SHIFT CHANGES AND AT THE END OF THE STORM, THE NUMBER OF TONS OF SALT ACTUALLY USED. EXCLUDE SALT STILL REMAINING IN TRUCKS. USE CHLORIDE LOAD RECORD SC-5 TO COMPUTE SALT USE AT THE HEADQUARTERS AND SUB-HEADQUARTERS.

PAVEMENT CONDITION: INDICATE NO LATER THAN TWO (2) HOURS AFTER INITIAL CALL-OUT OR SUBSEQUENT SHIFT CHANGE, AND AT THE END OF THE SHIFT/STORM, THE PAVEMENT CONDITION WHICH BEST REPRESENTS, ON THE AVERAGE, THE TEAM SECTION'S CURRENT PAVEMENT CONDITION. (SEE sc-18 FOR METHODS OF REPORTING PAVEMENT CONDITIONS.)

SALT ON HAND: INDICATE AT THE END OF THE SHIFT/STORM THE TONS OF SALT CURRENTLY ON HAND AT THE YARD. THIS FIGURE SHOULD INCLUDE ALL SALT CURRENTLY REMAINING ON TRUCKS, AT THE HEADQUARTERS AND SUB-HEADQUARTERS.

CHLORIDE ON HAND: INDICATE AT THE END OF THE SHIFT/STORM THE TONS OF BAGGED AND/OR GALLONS OF LIQUID CALCIUM CHLORIDE ON HAND AT THE YARD.

DIESEL FUEL ON HAND: INDICATE AT THE END OF THE SHIFT/STORM THE GALLONS OF FUEL ON HAND.

NOTE: THIS INFORMATION ON THE SC-4 IS TO BE CALLED IN TO THE SCHAUMBURG COMMUNICATIONS CENTER TWICE PER SHIFT: ONCE WITHIN TWO (2) HOURS AFTER THE START OF THE STORM OR SUBSEQUENT SHIFT CHANGE; AND AGAIN AT THE END OF THE SHIFT. THE GROUP LEADER SHOULD REPORT THIS INFORMATION TO THE COMMUNICATIONS CENTER IN A TIMELY MANNER AND THEN IT SHOULD BE PASSED ON TO THE NEXT SHIFT'S GROUP LEADER.

**DISTRICT 1
SNOW AND ICE CONTROL
SALT LOAD RECORD**

SC-5

TEAM SECTION: _____

DATE: _____

TIME: _____

YARD	TRUCK	LARGE DOME (E14B)		SMALL DOME (E14A)		TOTAL TONS	NOTES
		TIME	LOADS	TIME	LOADS		

1 C.Y. SALT = 1 TON

TOTAL USED: _____

Verify loader bucket content weight annually by loading 3 scoops in truck and obtaining net weight

NEGOTIATED & PREVAILING RATE BASE WAGESTeamsters Locals 330 and 700

	<u>July 1, 2015</u>	
	<u>Monthly</u>	<u>Hourly</u>
Lead Lead Worker	\$6,422.00	\$36.91
Lead Worker	6,360.00	36.55
HCEO	6,318.00	36.31
HM	6,187.00	35.56
HM (Snowbird)	3,575.00	20.55
*HM (In Hire)	4,640.00	26.67

I.F.P.E.

Automotive Mechanic	4,754.00	27.32
Storekeeper I	4,473.00	25.71
Storekeeper II	4,569.00	26.26

Equipment

3-Ton 2 Axle Dump with Tailgate Spreader & Reversible Plow**	\$26.89
3-Ton 2 Axle Dump with Tailgate Spreader & Under Body Plow**	25.67
3-Ton 2 Axle Crew Cab Dump with Tailgate Spreader & Reversible Plow**	30.53
6-Ton Tandem Axle Dump with Hopper & Reversible Plow***	43.10
6-Ton Tandem Axle Dump with Hopper & Under Belly Plow***	40.30
6-Ton Tandem Axle Dump with Hopper, Reversible Plow & Wing Plow***	45.07
Special Tandem Axle with Hopper & Reversible Plow "Super Truck"***	44.58
FWD Truck with Tailgate Spreader	62.04
FWD Truck with Hopper	63.72
End Loader (2 1/4 C.Y.)	23.80
Skid Steer Loader	77.46
Motor Grader (under 65 HP) with "V" Plow	10.43
Motor Grader (65 HP to 95 HP) with "V" Plow	26.93
Snowblower - Loader Mounted	299.31
Snowblower - Truck Mounted	79.53

*Local 330 Only - Crew Leader receives \$0.60/hr. in addition to normal pay.

**Use of Prewet Tailgate Applicator - add \$0.24/hr.

***Use of Prewet Hopper Applicator - add \$1.12/hr.

Rev. 10/15



MTS: _____

2015 – 2016 Season

"DAY" Grp Leader (6:30 AM to 6:30 PM)	1 2 G	T.S.P. And Back-Up	M.T.S. Patrol	M.T.S. Patrol	Week Of	M.T.S. Patrol	M.T.S. Patrol	T.S.P. And Back-Up	1 2 G	"NIGHT" Grp Leader (6:30 PM to 6:30 AM)
"DAY" L.W.:					OCT 25					"NIGHT" L.W.:
DAY-1	D 1				NOV 1				N 1	NIGHT-1
	D 2				NOV 8				N 2	
	D 1				NOV 15				N 1	
	D 2				NOV 22				N 2	
	D 1				NOV 29				N 1	
	D 2				DEC 6				N 2	
	D 1				DEC 13				N 1	
	D 2				DEC 20				N 2	
	D 1				DEC 27				N 1	
	D 2				JAN 3				N 2	
DAY-2	D 1				JAN 10				N 1	NIGHT-2
	D 2				JAN 17				N 2	
	D 1				JAN 24				N 1	
	D 2				JAN 31				N 2	
	D 1				FEB 7				N 1	
	D 2				FEB 14				N 2	
	D 1				FEB 21				N 1	
	D 2				FEB 28				N 2	
	D 1				MAR 6				N 1	
	D 2				MAR 13				N 2	
	D 1				MAR 20				N 1	
	D 2				MAR 27				N 2	
	D 1				APR 3				N 1	
	D 2				APR 10				N 2	

Winter Traffic Patrol begins on the 1st Monday in December (December 7, 2015) and ends on the last Friday in March (March 25, 2016). This applies to the night shift only.

DISTRICT ONE
SNOW & ICE CONTROL
TEAM SECTION PATROL LOG

SC-10

START OF SHIFT DATE _____ TIME _____

END OF SHIFT DATE _____ TIME _____

RADIO NO. _____ DRIVER NAME _____

TRUCK NO. _____ END MILEAGE _____ END HOURS _____

SALT USED _____ START MILEAGE _____ START HOURS _____

CHLORIDE USED _____ TOTAL MILEAGE _____ TOTAL HOURS _____

TIME	LOCATION	CONDITION	REMARKS

*DOCUMENT BELOW ANY 10-7 OR 10-8 (Personals or Breaks) OR ANYTHING EXTRAORDINARY.

DISTRICT ONE
 SNOW & ICE CONTROL
 CHEMICAL APPLICATION GUIDE

TYPE OF TRUCK	CAPACITY	LANE MILE COVERAGE			APPROX. TIME REQUIRED (25 M.P.H.)
		450#	350#	250#	
3 TON	5 TON	22	28	40	1 HOUR
FWD	9 TON	40	51	72	1.5 HOURS
TANDEM (SLIDE - IN HOPPER)	9 TON	40	51	72	1.5 HOURS
SUPER TANDEM (SLIDE - IN HOPPER)	14 TONS	62	79	112	2.3 HOURS

APPLICATION RATES:

PRIMARY (SALT) - 250# TO 350#/L.M.

EXPRESSWAY (SALT) - 350# TO 450#/L.M.

DATE: _____ DAY: _____ STORM # _____

EXPRESSWAYS	FREQ	RC#	S DIAL	0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200
EDENS I-94	F-7	330	21												
KENNEDY I-90 & I-94	F-7	360	24												
EISENHOWER I-290 E/O RT 83	F-7	450	22												
DAN RYAN I-90 & I-94	F-7	650	20												
STEVENSON I-55 N	F-7	680	25												
RODENBURG I-290 W/O RT 83	F-1/8	1500	23												
I-57 I-57 N	F-2	740	40												
BISHOP FORD I-80, I-94, I-394	F-2	770	37												
NEW LENOX I-80 & I-57 S	F-2	870	42												
I-55 I-55 S	F-2	850	39												
McHENRY COUNTY															
WOODSTOCK	F-3	270	30												
LAKE COUNTY															
GURNEE	F-3	210	28												
GRAYSLAKE	F-3	240	27												
KANE COUNTY															
St. CHARLES	F-1	530	35												
COOK COUNTY															
ARLINGTON	F-3	390	26												
NORTHBROOK	F-3	300	29												
NORTHSIDE	F-1	590	33												
HILLSIDE	F-1	620	31												
ALSIP	F-2	710	36												
HARVEY	F-2	800	38												
DUPAGE COUNTY															
NAPERVILLE	F-1	480	32												
OAKBROOK	F-1	500	34												
WILL CO															
JOLIET	F-2	830	41												
NEW LENOX	F-2	870	42												
TIME SENT															
EMPLOYEE INITIALS															

B = BLACK ICE F = FREEZE BACK P = PATCHES OF ICE S = SHOULDERS NEED WORK X = _____
 D = DRIFTING I = ICY BRIDGE DECKS R = RAMPS NEED WORK W = WET Z = _____

COMMUNICATIONS – SC-12P INSTRUCTIONS

1. UPON REQUEST, THE SC-12P (ROAD CONDITION REPORT) IS THE RESPONSIBILITY OF THE F-1, F-2 AND F-3 OPERATORS FOR DOCUMENTING THE PAVEMENT CODES THAT THE YARDS' LEAD WORKER CALLS IN.
2. THIS REPORT IS FOR DISTRICT ONE USE ONLY AND DOES NOT GET FAXED TO SPRINGFIELD.
3. THE COM CENTER WILL CALL THE YARDS AFTER A REPORT IS RECEIVED GREATER THAN CODE 1 AND ASK FOR PAVEMENT CODES. AFTER THAT CALL, THE FOLLOWING YARDS SHOULD HAVE A LEAD WORKER CALL THE COM CENTER WITH THE PAVEMENT CONDITION INFORMATION BY PHONE OR RADIO EVERY ½ HOUR BEFORE THE EVEN HOUR (1:30 AM/PM, 3:30 AM/PM, 5:30 AM/PM, 7:30 AM/PM, 9:30 AM/PM, 11:30 AM/PM).
 - A. NORTHBROOK TEAM SECTION
 - B. ARLINGTON HTS. TEAM SECTION
 - C. WOODSTOCK TEAM SECTION
 - D. GRAYSLAKE TEAM SECTION
 - E. GURNEE TEAM SECTON
 - F. HILLSIDE TEAM SECTION
 - G. NORTHSIDE TEAM SECTION
 - I. OAKBROOK TEAM SECTION
 - J. NAPERVILLE TEAM SECTION
 - K. ST. CHARLES TEAM SECTION
 - L. JOLIET TEAM SECTION
 - M. ALSIP TEAM SECTION
 - N. HARVEY TEAM SECTION
 - O. NEW LENOX TEAM SECTION (NON-EXPRESSWAY)
4. THE COM CENTER WILL NOT CALL ANY DELINQUENT YARDS AND WILL FILE THE SC-12P IN CHRONOLOGICAL ORDER IN THE SNOW FOLDER.
5. REMEMBER . . . THE STORM MAY BE OFFICIALLY CALLED OFF, BUT IF ALL ROADS MAINTAINED BY THE ABOVE YARDS ARE NOT CODE 1 (CLEAR OF ICE AND SNOW), THE SC-12P MUST STILL BE FILLED OUT.

SC-12

PAVEMENT CODES ARE DUE EVERY EVEN HOUR WHEN GREATER THAN CODE 1

Day 3

DATE: _____ DAY: _____ STORM # _____

EXPRESSWAYS	FREQ	RC#	S DIAL	0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200
EDENS I-94	F-7	330	21												
KENNEDY I-90 & I-94	F-7	360	24												
EISENHOWER I-290 E/O RT 83	F-7	450	22												
DAN RYAN I-90 & I-94	F-7	650	20												
STEVENSON I-55 N	F-7	680	25												
RODENBURG I-290 W/O RT 83	F-1/8	1500	23												
I-57 I-57 N	F-2	740	40												
BISHOP FORD I-80, I-94, I-394	F-2	770	37												
NEW LENOX I-80 & I-57 S	F-2	870	42												
I-55 I-55 S	F-2	850	39												
McHENRY COUNTY															
WOODSTOCK	F-3	270	30												
LAKE COUNTY															
GURNEE	F-3	210	28												
GRAYSLAKE	F-3	240	27												
KANE COUNTY															
St. CHARLES	F-1	530	35												
COOK COUNTY															
ARLINGTON	F-3	390	26												
NORTHBROOK	F-3	300	29												
NORTHSIDE	F-1	590	33												
HILLSIDE	F-1	620	31												
ALSIP	F-2	710	36												
HARVEY	F-2	800	38												
DUPAGE COUNTY															
NAPERVILLE	F-1	480	32												
OAKBROOK	F-1	500	34												
WILL CO															
JOLIET	F-2	830	41												
NEW LENOX	F-2	870	42												
TIME SENT															
EMPLOYEE INITIALS															

B = BLACK ICE F = FREEZE BACK P = PATCHES OF ICE S = SHOULDERS NEED WORK X = _____
 D = DRIFTING I = ICY BRIDGE DECKS R = RAMPS NEED WORK W = WET Z = _____

COMMUNICATIONS – SC-12E INSTRUCTIONS

1. THE SC-12E (SPRINGFIELD ROAD CONDITION REPORT) IS THE RESPONSIBILITY OF THE F-7 AND F-2 OPERATOR FOR RETRIEVING THE INFORMATION AND FAXING THIS REPORT TO SPRINGFIELD ON TIME.
2. SPRINGFIELD REQUIRES THE SC-12E INFORMATION EVERY EVEN HOUR AFTER A REPORT OF A PAVEMENT CONDITION WORSE THAN CODE 1.
3. THE FOLLOWING YARDS SHOULD HAVE A LEAD WORKER CALL IN THE PAVEMENT CONDITION INFORMATION TO CONTROL BY PHONE OR RADIO EVERY ½ HOUR BEFORE THE EVEN HOUR (1:30 AM/PM, 3:30 AM/PM, 5:30 AM/PM, 7:30 AM/PM, 9:30 AM/PM, 11:30 AM/PM) AFTER A PAVEMENT CODE WORSE THAN CODE 1 HAS BEEN REPORTED.

EDENS TEAM SECTION

KENNEDY TEAM SECTION

RODENBURG TEAM SECTION

EISENHOWER TEAM SETION

DAN RYAN TEAM SECTION

STEVENSON TEAM SECTION

BISHOP FORD TEAM SECTION

I-57 TEAM SECTION

I-55 TEAM SECTION

NEW LENOX TEAM SECTION (I-80 AND I-57 ONLY)

4. THE COM CENTER WILL BEGIN TO CONTACT ANY DELINQUENT TEAM SECTIONS OR ANY TEAM SECTIONS THAT HAVE NOT REPORTED A PAVEMENT CODE WORSE THAN CODE 1 FIFTEEN (15) MINUTES BEFORE EVERY EVEN HOUR AFTER A PAVEMENT CONDITION WORSE THAN CODE 1 HAS BEEN REPORTED BY ANY ONE OF THE ABOVE LISTED TEAM SECTIONS.
5. REMEMBER . . . THE STORM MAY BE OFFICIALLY CALLED OFF, BUT IF ALL THE ROADS MAINTAINED BY THE ABOVE TEAM SECTIONS ARE NOT CODE 1 (CLEAR OF ICE AND SNOW) THE SC-12E MUST STILL BE FAXED TO SPRINGFIELD.

DISTRICT ONE
SNOW & ICE CONTROL

INSTRUCTIONS FOR PERSONNEL ASSIGNED TO TEAM SECTION PATROL

1. BEGIN PATROL BY REPORTING IN SERVICE (10-8) TO COMMUNICATIONS AND STATE YOUR ASSIGNED TEAM SECTION, NAME AND RADIO CALL NUMBER.
2. REPORT EVERY HOUR ***OR RESPOND FROM REQUEST BY COM CENTER*** AND GIVE YOUR LOCATION (10-20) AND ROAD CONDITIONS (10-13). (SEE SHEET SC-18).
3. IF YOU LEAVE YOUR TRUCK FOR ANY REASON (COFFEE BREAK, LUNCH, ETC.) YOU MUST REPORT TO COMMUNICATIONS (10-7) GIVING REASON FOR LEAVING THE TRUCK AND THE LOCATION (10-20).
4. UPON RECEIPT OF A HAZARDOUS CONDITION FROM THE COMMUNICATIONS CENTER, IT WILL BE YOUR RESPONSIBILITY TO TAKE IMMEDIATE CORRECTIVE ACTION. THE COMMUNICATIONS CENTER MUST BE INFORMED OF YOUR PROGRESS AND NOTIFIED WHEN CORRECTIVE ACTION HAS BEEN COMPLETED.

THE TEAM SECTION PATROL LOG FOR EACH NIGHT SHOULD NOTE ALL CALLS MADE TO OR RECEIVED FROM THE COMMUNICATIONS CENTER. THE PATROL LOG MUST BE SUBMITTED TO THE FIELD ENGINEER/TECHNICIAN WHEN YOUR TOUR OF DUTY IS OVER (SC-10).

IN ADDITION TO THE HOURLY REPORT, A 10-13 SHOULD BE GIVEN FOR THE FOLLOWING LOCATIONS:

- 1.
- 2.
- 3.

IN ANY EVENT WHEREIN CONDITIONS ENCOUNTERED IN YOUR AREA CANNOT BE QUICKLY AND EFFECTIVELY HANDLED, REGARDLESS OF REASON, YOU SHALL IMMEDIATELY NOTIFY YOUR RESPECTIVE GROUP LEADER.

IF YOU ARE UNABLE TO CONTACT THE COMMUNICATIONS CENTER BY RADIO, CALL AND REPORT TO THE COMMUNICATIONS CENTER VIA TELEPHONE: (847) 705-4227.

SHOULD YOU DISREGARD THESE IMPORTANT INSTRUCTIONS, YOU MAY BE SUBJECT TO CORRECTIVE DISCIPLINARY ACTION.

PRIMARY SYSTEM
CRITICAL LOCATION

- A. STOP SIGNS AND SIGNALS - 600 FEET EACH APPROACH.
- B. RAILROAD GRADE CROSSINGS - 600 FEET EACH APPROACH.
- C. CURVES - FULL LENGTH PLUS 300 FEET ON EACH END.
- D. IMPORTANT INTERSECTING ROADS - 300 FEET ON EITHER SIDE.
- E. HILLS - ENTIRE LENGTH, ALL LANES.
- F. APPROACHES TO GRADE SEPARATIONS - ENTIRE LENGTH
- G. SCHOOL CROSSINGS - 500 TO 1000 FEET IN EACH APPROACH.



**Illinois Department
of Transportation**

**DISTRICT # 1
SNOW & ICE CONTROL**

SPREADING ROUTE # _____ **TEAM SECTION** _____

TRUCK# _____ **RADIO #** _____

ROUTE	FROM	TO	MILES

ROUTE _____

SC-14--Snow and Ice Control

**Illinois Department of Transportation
District One- Maintenance
2015-2016**

SC- 16

Week Beginning	Night Group	Schedule- Duty Engineer/Manager Shift Start - 12:00 PM Sunday Afternoon	
		Scheduled	Back-Up
Oct. 25	N1	HIRAM WHITE	JIM STUMPNER
Nov. 1	N2	JIM STUMPNER	DIONNE WINESBERRY
Nov. 8	N1	DIONNE WINESBERRY	DAN SCANDIFF
Nov. 15	N2	DAN SCANDIFF	HIRAM WHITE
Nov. 22	N1	HIRAM WHITE	JIM STUMPNER
Nov. 29	N2	JIM STUMPNER	DIONNE WINESBERRY
Dec. 6	N1	DIONNE WINESBERRY	DAN SCANDIFF
Dec. 13	N2	DAN SCANDIFF	HIRAM WHITE
Dec. 20	N1	HIRAM WHITE	JIM STUMPNER
Dec. 27	N2	JIM STUMPNER	DIONNE WINESBERRY
Jan. 3	N1	DIONNE WINESBERRY	DAN SCANDIFF
Jan. 10	N2	DAN SCANDIFF	HIRAM WHITE
Jan. 17	N1	HIRAM WHITE	JIM STUMPNER
Jan. 24	N2	JIM STUMPNER	DIONNE WINESBERRY
Jan. 31	N1	DIONNE WINESBERRY	DAN SCANDIFF
Feb. 7	N2	DAN SCANDIFF	HIRAM WHITE
Feb. 14	N1	HIRAM WHITE	JIM STUMPNER
Feb. 21	N2	JIM STUMPNER	DIONNE WINESBERRY
Feb. 28	N1	DIONNE WINESBERRY	DAN SCANDIFF
Mar. 6	N2	DAN SCANDIFF	HIRAM WHITE
Mar. 13	N1	HIRAM WHITE	JIM STUMPNER
Mar. 20	N2	JIM STUMPNER	DIONNE WINESBERRY
Mar. 27	N1	DIONNE WINESBERRY	DAN SCANDIFF
Apr. 3	N2	DAN SCANDIFF	HIRAM WHITE
Apr. 10	N1	HIRAM WHITE	JIM STUMPNER
Apr. 17	N2	JIM STUMPNER	DIONNE WINESBERRY

For snow and ice calls prior to the first date on the schedule, contact the first Duty Manager listed. For snow and ice calls after the last date on the schedule, contact the last Duty Manager listed. In case the scheduled Duty Manager cannot be reached, contact back-up, then the Duty Manager scheduled for the next week.

REV. 10/15

DISTRICT ONE
SNOW & ICE CONTROL

Special Snow & Ice Control Railroad Precautions

Snow removal and ice control operations where a highway crosses a railroad at grade require special precautions. The employee shall operate snow removal equipment at railroad grade crossings such that the chances of an accident or damage to property is minimized. The Department shall cooperate with the railroads in maintaining the crossing in a safe condition. The following precautions should be observed during snow removal and ice control operations at railroad grade crossings.

- 1. Slow down or stop before driving over a crossing.*
- 2. Look and listen for a train before proceeding.*
- 3. Before reaching a crossing, raise the blade(s) to clear rails and planks. Do not leave a windrow of snow on a railroad grade crossing.*
- 4. The employee should inform his/her supervisor of flangeway and/or crossing in a hazardous condition.*
- 5. The supervisor should inform the Communications Center who in turn should contact the railroad involved of the hazardous conditions.*
- 6. Because crossings are not plowed, a sufficient amount of deicing chemicals or abrasives must be applied to the unplowed approach to afford adequate protection to highway traffic.*

Equipment operators shall be advised of these precautions and should take care to avoid conflicts between snow removal operations and approaching railway traffic.

DISTRICT #1 - SNOW & ICE CONTROL

METHOD OF REPORTING PAVEMENT CONDITIONS

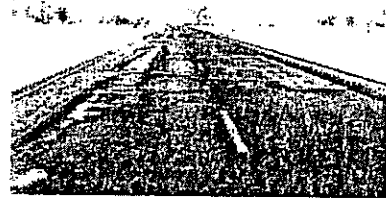
Reporting Code: 1



ALL CLEAR

When the pavement is clear and shoulders are plowed back

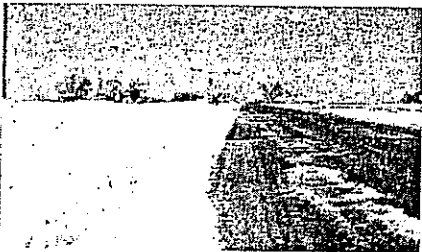
Reporting Code: 2



SCATTERED

This is used when 80% or more of the pavement on a route or portion of the district is clear

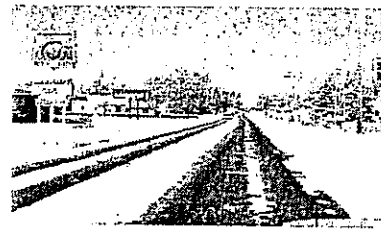
Reporting Code: 3



75 PER CENT BARE

Pavement clear except for a narrow strip on each edge

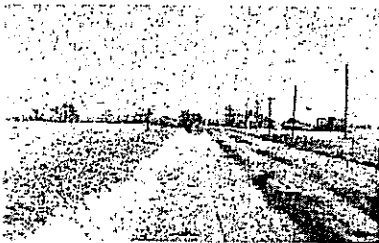
Reporting Code: 4



50 PER CENT BARE

When a strip of ice or packed snow, some 4' wide, remains in the center of the pavement with a 2' to 3' strip along each edge

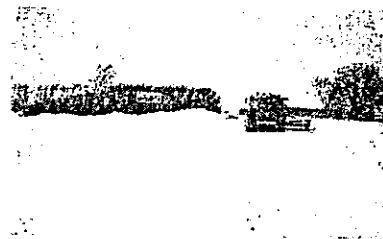
Reporting Code: 5



25 PER CENT BARE

When there is a narrow strip of bare pavement from 6" to 2' in each lane where the tires travel

Reporting Code: 6



SNOW COVERED

This is used when the pavement on a route or portion of the district is covered with ice or packed snow



Illinois Department
of Transportation

SC-20 STORM DATA REPORT

Day Night

(circle one)

Storm or Frost Alert No. _____

Sheet _____ of _____

Operational Color Code _____

Total Snowfall _____ inches this storm

* - Yards Needed for SC-12E Report _____

- Yards Needed for SC-12P Report _____

Date: _____ Shift Working: _____

From: _____ to _____

Duty Engineer: _____

Dispatchers: _____

District _____

Cluster-1 _____

Cluster-2 _____

TSP _____

QUARTER GRP _____

HALF GRP _____

FULL GRP _____

N C S _____

E C W _____

Team Section Headquarters	Shift Standard				2-Hour Report				End Of Shift Report								
	Pers	Routes		Trks Avl	Pers Wrkg	Trucks		Pvmt Code	Pers Wrkg	Trucks Wrkg	Ready	Pvmt Code	Salt Pile Status		Diesel Fuel	Calcium Chloride Gallons	Time
		Spd	Plow			Wrkg	Ready						Used	On Hand			
Kennedy	*E24	19	14	8	19												
Eisenhower	*E23	19	14	7	18												
Stevenson	*E26	16	12	6	15												
Dan Ryan	*E25	16	11	7	14												
Edens	*E13	14	9	6	11												
Rodenburg	*E14	25	20	10	23												
Northbrook	#012	23	18	9	20												
Arlington Hts.	#011	25	20	10	21												
Woodstock	#117	21	16	8	17												
Grayslake	#115	27	22	11	24												
Gurnee	#116	23	18	9	19												
Hillside	#022	25	20	10	22												
Northside	#021	16	11	6	15												
Oakbrook	#128	24	19	10	21												
Naperville	#127	22	17	9	19												
St. Charles	#129	26	21	11	23												
I-57	*E34	16	11	6	13												
Bishop Ford	*E33	19	14	7	15												
I-55	*E35	21	16	8	18												
Joliet	*135	17	12	6	15												
New Lenox	*#136	28	23	13	25												
Alsip	#031	23	18	9	20												
Harvey	#032	23	18	9	20												
District Totals		488	374	195	427												10/21/2014

DISTRICT ONE
SNOW & ICE CONTROL
DEFINITION OF OPERATIONS PROCEDURES

Team Section Patrol:

One (1) Truck, one (1) HM or HCEO - to cover patrol route.

Quarter Group:

25% of spreading routes, with one (1) HM or HCEO per truck and one (1) Lead Worker/Group Leader.

Each truck to cover one-quarter of the Team Section patrol route.

In the event that a truck requires reloading, one (1) HCEO (Local 726) must be called.

Half Group:

One (1) truck per two (2) spreading routes, one (1) HM or HCEO per truck, one (1) loader, one (1) HCEO as the operator (Cook County), one (1) Mechanic (Cook County), or one (1) Lead Worker/Group Leader. (For Local 726: In the event that a Lead Worker and/or Group Leader are called to fulfill the complement of route drivers, they will be utilized as a route driver.)

Full Group:

One (1) truck to cover each spreading route, one (1) HM, HCEO or Lead Worker per truck**, one (1) loader, one (1) HCEO as the Loader Operator, one (1) Lead Worker, one (1) Mechanic, One (1) HM for general duties* or Storekeeper (day shift only), and one (1) Group Leader.

ANY CHANGES OR DEVIATIONS OF THE OPERATIONS PROCEDURES SHOWN ABOVE MUST BE AUTHORIZED BY THE TEAM SECTION TECHNICIAN.

You are reminded that the Group Leader may add additional equipment and personnel as needed but not necessarily to the next operational level. For example, if only one more person is needed to augment a half group then ONLY one more person is to be called in (NOT the remainder of the full group).

*Note:

General duty HM will be assigned if onboard strength allows. Will be responsible for fueling vehicles, monitoring radio and phone, completing reports and other duties as assigned.

Storekeepers in Cook County will be utilized between 6:30 a.m. to 6:30 p.m. on full group overtime call outs during weekend or holiday day shifts or 3:00 p.m. to 6:30 p.m. weekdays to perform normal storekeeping duties and/or may be utilized for general duties depending on headquarters personnel strength. Unless emergency conditions dictate otherwise, storekeepers are to work only day shift hours.

**Note:

If onboard personnel exceeds the personnel required for a full group call out, the excess personnel should be rotated as much as is realistically possible. Do not call out spare or back up drivers.

General Notes:

In Cook County, HM's may serve as HCEO's, HCEO's and HM's may serve as Group Leader or Lead Worker on snow and ice. In collar counties, HM's may serve as Group Leaders or Lead Workers.

Cook County mechanics may be called out for overtime work on operational call outs of less than a half group. Work assignments must exist for mechanics to be called out with less than a half group; the call out is not to be used on a standby-for-breakdown basis. In the event that only one mechanic is available at a Cook County Team Section, the mechanic will be assigned to day time hours of the storm or the hours of 6:30 AM to 6:30 PM.

For snow and ice responses of Half Group and less Highway Maintainers only will be allowed to "pass" with advanced approval of the Yard Technician and concurrence of the Operations Manager.

DISTRICT ONE SNOW AND ICE CONTROL STORM AND OPERATIONS NOTIFICATION

SC-22

Date: Time:
Alert, IDOT, Frost, Storm

Storm Manager: ComCenter:

The minimal operational procedure to be followed by the **Shift** is:

	District Wide	Cluster 1			Cluster 2		
		N	C	S	W	C	E
Team Section Patrol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarter Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Additional Yard(s) * only read if information filled in

Report to headquarters at (time):

Remarks:

This warning consists of a condition with beginning
(Color Code) (Snow, Frost, Etc...)
 at and continuing until The expected snowfall
 accumulation is inches with temperatures degrees and
(Depth)
 the wind from the at speeds of miles per hour.
(Direction)

READ THE WHOLE FORM BACK TO THE STORM MANAGER WHEN COMPLETED.

RECORD & FAX THE SC-22 TO ALL THE YARDS BEFORE STARTING THE CALL OUT. TIME:
Time Notified/Blackberry

After hour callouts (storms only) of half & full groups notify the yard OS II by phone after you have notified all of the lead workers. The yard OS II notification is for the initial callout only! Do not call the OS II with updates and all clear unless directed. For 1/4 group & TSP B, C, D, & E are e-mailed after the callout unless directed else wise.

ADDITIONAL NOTIFICATIONS

- A: NAPA - FULL or HALF Groups
- B: Yard Technician
- C: Unaffected Yard Technician
- D: Maintenance Operation Engineers
- E: Maintenance Bureau Chief
- F. Executive Notifications (Supervisor Email Only)

Call by phone		E-Mailed		Blitz at
(X)	Time	(X)	Time	:
X				
		X		

The storm has passed. Resume normal operations when conditions are all clear.

DISTRICT WIDE

DOT.D1.SI.D.Wide@Illinois.gov

DAN RYAN
 KENNEDY
 EISENHOWER
 STEVENSON
 BISHOP FORD
 I-57
 RODENBERG
 EDENS
 I-55
 NEW LENOX
 JOLIET
 NORTHSIDE
 HILLSIDE
 ALSIP
 NORTHBROOK
 ARLINGTON HEIGHTS
 HARVEY
 OAKBROOK
 GRAYSLAKE
 GURNEE
 NAPERVILLE
 ST. CHARLES
 WOODSTOCK

CLUSTER 1

NORTH

DOT.D1.SI.North@Illinois.gov

EDENS
 RODENBURG
 NORTHBROOK
 ARLINGTON HEIGHTS
 GRAYSLAKE
 GURNEE
 WOODSTOCK

CENTRAL

DOT.D1.SI.1Central@Illinois.gov

DAN RYAN
 KENNEDY
 EISENHOWER
 STEVENSON
 NORTHSIDE
 HILLSIDE
 OAKBROOK
 NAPERVILLE
 ST. CHARLES

SOUTH

DOT.D1.SI.South@Illinois.gov

BISHOP FORD
 I-57
 I-55
 NEW LENOX
 JOLIET
 ALSIP
 HARVEY

CLUSTER 2

EAST

DOT.D1.SI.East@Illinois.gov

DAN RYAN
 KENNEDY
 EISENHOWER
 STEVENSON
 BISHOP FORD
 I-57
 EDENS
 NORTHBROOK
 HARVEY
 GURNEE

CENTRAL

DOT.D1.SI.2Central@Illinois.gov

RODENBURG
 NEW LENOX
 NORTHSIDE
 HILLSIDE
 ALSIP
 ARLINGTON HEIGHTS
 OAKBROOK
 GRAYSLAKE

WEST

DOT.D1.SI.West@Illinois.gov

I-55
 JOLIET
 NAPERVILLE
 ST. CHARLES
 WOODSTOCK

DISTRICT WIDE

CLUSTER 1

CLUSTER 2

DAN RYAN
 KENNEDY
 EISENHOWER
 STEVENSON
 BISHOP FORD
 I-57
 RODENBERG
 EDENS
 I-55
 NEW LENOX
 JOLIET
 NORTHSIDE
 HILLSIDE
 ALSIP
 NORTHBROOK
 ARLINGTON HEIGHTS
 HARVEY
 OAKBROOK
 GRAYSLAKE
 GURNEE
 NAPERVILLE
 ST. CHARLES
 WOODSTOCK

	<u>CLUSTER 1</u>			<u>CLUSTER 2</u>		
	<u>North</u>	<u>Central</u>	<u>South</u>	<u>East</u>	<u>Central</u>	<u>West</u>
DAN RYAN		X		X		
KENNEDY		X		X		
EISENHOWER		X		X		
STEVENSON		X		X		
BISHOP FORD			X	X		
I-57			X	X		
RODENBERG	X				X	
EDENS	X			X		
I-55			X			X
NEW LENOX			X		X	
JOLIET						X
NORTHSIDE		X			X	
HILLSIDE		X			X	
ALSIP			X		X	
NORTHBROOK	X			X		
ARLINGTON HEIGHTS	X				X	
HARVEY			X	X		
OAKBROOK		X			X	
GRAYSLAKE	X				X	
GURNEE	X			X		
NAPERVILLE		X				X
ST. CHARLES		X				X
WOODSTOCK	X					X

DISTRICT #1

INFORMATION RELEASE

SNOW & ICE STORM - WARNING

District One of the Illinois Department of Transportation has received a Snow and Ice Storm WARNING for the six county Chicago metropolitan area from its forecaster.

_____ is expected in the area between
(snow/ice/rain/frz rain/etc.)

_____. Accumulation is expected to be between
(time frame)

+ _____ inches. Temperatures are expected to remain
(accumulation)

_____ degrees with the winds from the _____
(above/below 32) (direction)

at speeds of _____ MPH.
(wind speed)

The District is deploying sufficient personnel to provide safe driving conditions for the motoring public.

CRT _____
date/time/initials

City News _____
date/time/initials

INFORMATION RELEASE

SNOW & ICE STORM - ALERT

District One of the Illinois Department of Transportation has received a Snow and Ice STORM ALERT for the six county Chicago metropolitan area from its forecaster.

_____ is expected in the area between
(snow/ice/rain/frz rain/etc.)

_____. Accumulation is expected to be between
(time frame)

+ _____ inches. Temperatures are expected to remain
(accumulation)

_____ degrees with the winds from the _____
(above/below 32) (direction)

at speeds of _____ MPH.
(wind speed)

The District is going into its two shift operation. We are currently awaiting a Snow and Ice Storm Warning at which time sufficient personnel will be deployed throughout the six county area to provide safe driving conditions for the motoring public. Additional information will be provided as soon as a Snow and Ice Storm Warning is received.

CRT _____
date/time/initials

City News _____
date/time/initials



Illinois Department of Transportation

Memorandum

To: Roy D. Fonda
 From: Martin E. Anderson
 Subject: District Report for Storm # _____
 Date: _____

Storm Alert was received at (time) _____ (date) _____
 from _____.

Storm/Frost Warning was received at (time) _____ (date) _____
 from _____.

The Precipitation began at (time) _____ (date) _____.

The Duty Engineer was: _____

Communications Specialist(s) _____

Operational Procedure(s): _____

<u>STATUS REPORT</u>	<u>PERSONNEL WORKING</u>	<u>TRUCKS WORKING</u>
----------------------	--------------------------	-----------------------

2 HOUR	_____	_____
--------	-------	-------

END OF SHIFT	_____	_____
--------------	-------	-------

Total snowfall accumulation this storm _____ inches.

Salt used this storm _____ tons.

Current Springfield Road Condition Report attached.

Additional Comments: _____

attachments

Continued on Back? Yes / No



Illinois Department of Transportation

Memorandum

To: Carmen W. Iacullo
From: Stephen Peters
Subject: District Report For FROST # 114
Date: Thursday, August 27, 2009

- Frost alert was received at
from
- Warning was received at
from
- The precipitation began at
(Location)
- The Duty Manager was
Operational procedure(s)
- All clear was sent at
- Total snowfall accumulation this storm, inches (at O'Hare)
- Salt used tons
- Additional Comments:

Prepared by:

cc: , Stephen Peters, Frost Folder



Illinois Department of Transportation

Memorandum

To: Carmen W. Iacullo
From: Stephen Peters
Subject: District Report For STORM # 51
Date: Friday, October 09, 2009

Storm Alert Received: From:	
Warning Received: From:	
Condition: Forecast: From: For: Temp:	Accumulation: Wind Direction: Wind Speed:
Remarks:	
Precipitation began at: Reported From: Duty Manager: Operational procedure(s):	
All clear at: Snowfall accumulation this storm: Salt used: Additional Comments:	inches (at O'Hare) tons

Prepared by:
cc: , Stephen Peters, Storm Folder

DATE: _____

TIME: _____

Given By: _____

Received by: _____

1. ** ALERT ALERT ALERT ALERT: Possible trouble developing: see Remarks - details will follow **

FORECAST CONDITION	PROB(1-10)	FORECAST CONDITION	PROB	FORECAST CONDITION	PROB
A. Operational Color Code		A1. Color Code Change		G. Temperature:	
<input type="checkbox"/> 2. Condition YELLOW (LITTLE or LIMITED Effect)		<input type="checkbox"/> 44. Primary _____		<input type="checkbox"/> 88. HIGH TODAY: _____	
<input type="checkbox"/> 3. Condition RED (SIGNIFICANT Trouble)		<input type="checkbox"/> 45. Alternate _____		<input type="checkbox"/> 89. LOW TONIGHT: _____	
<input type="checkbox"/> 4. Condition BLACK MAJOR "Storm" Trouble)		<input type="checkbox"/> 46. Time: _____ to _____		<input type="checkbox"/> 90. HIGH TMRW: _____	
<input type="checkbox"/> 5. Condition GREEN (NO Trouble)		B1. PRECIP Change Time		<input type="checkbox"/> 91. Remaining below 32 degrees.	
B. Type of Precipitation		<input type="checkbox"/> 47. Primary _____		<input type="checkbox"/> 92. Holding near 32 degrees	
<input type="checkbox"/> 6. None		<input type="checkbox"/> 48. Alternate _____		<input type="checkbox"/> 93. Holding above 32 degrees	
<input type="checkbox"/> 7. Snow		C1. PRECIP RESTART Time		<input type="checkbox"/> 94. Falling during storm	
<input type="checkbox"/> 8. Snow Showers/Flurries		<input type="checkbox"/> 49. Primary _____		<input type="checkbox"/> 95. Rising during storm	
<input type="checkbox"/> 9. Lake Snow		<input type="checkbox"/> 50. Alternate _____		<input type="checkbox"/> 96. Falling Below 32 degrees by _____ to _____	
<input type="checkbox"/> 10. Snow-dry		D1. PRECIP RE-END Time		<input type="checkbox"/> 97. Falling Below 15 degrees by _____ to _____	
<input type="checkbox"/> 11. Snow-wet		<input type="checkbox"/> 51. Primary _____		<input type="checkbox"/> 98. Rising above 15 degrees by _____ to _____	
<input type="checkbox"/> 12. Snow Melting		<input type="checkbox"/> 52. Alternate _____		<input type="checkbox"/> 99. Rising above 32 degrees by _____ to _____	
<input type="checkbox"/> 13. _____ bcmg		E. Snowfall Accumulation		<input type="checkbox"/> 100. Falling Below _____ degrees by _____ to _____	
<input type="checkbox"/> 14. Freezing Rain (Glaze)		<input type="checkbox"/> 53. ADDITIONAL Accumulation		H. Winds	
<input type="checkbox"/> 15. Freezing Drizzle (Glaze)		<input type="checkbox"/> 54. TOTAL Accumulation		<input type="checkbox"/> 101 North _____ North 106	
<input type="checkbox"/> 16. Borderline: _____		<input type="checkbox"/> 55. TRACE or NONE		<input type="checkbox"/> 102 South _____ Becoming South 107	
<input type="checkbox"/> 17. Combination/Snow-Sleet-Ice		<input type="checkbox"/> 56. Less than 1/4 inch		<input type="checkbox"/> 103 East _____ East 108	
<input type="checkbox"/> 18. _____ bcmg		<input type="checkbox"/> 57. Less than 1/2 inch		<input type="checkbox"/> 104 West _____ 105 West 109	
<input type="checkbox"/> 19. Other _____		<input type="checkbox"/> 58. Less than 1 inch		<input type="checkbox"/> 110 Wind direction probability	
Time of Beginning		<input type="checkbox"/> 59. 1 - 2 inches		<input type="checkbox"/> 111 Speed _____ to _____ mph	
<input type="checkbox"/> 20. 11 p.m. - 1 a.m.		<input type="checkbox"/> 60. 1 - 3 inches		<input type="checkbox"/> 112 Increasing to _____ to _____ mph	
<input type="checkbox"/> 21. 1-3 a.m.		<input type="checkbox"/> 61. 2 - 4 inches		<input type="checkbox"/> 113 Time: _____ to _____	
<input type="checkbox"/> 22. 3-5 a.m.		<input type="checkbox"/> 62. 3 - 5 inches		<input type="checkbox"/> 114 Decreasing to _____ to _____ mph	
<input type="checkbox"/> 23. 5-7 a.m.		<input type="checkbox"/> 63. 4 - 7 inches		<input type="checkbox"/> 115 Time: _____ to _____	
<input type="checkbox"/> 24. 7-9 a.m.		<input type="checkbox"/> 64. 7 - 10 inches		<input type="checkbox"/> 116 Wind gusts _____ to _____ mph	
<input type="checkbox"/> 25. 9-11 a.m.		<input type="checkbox"/> 65. 10 - 15 inches		<input type="checkbox"/> 117 Drifting Wind (over 20 mph)	
<input type="checkbox"/> 26. 11 a.m. - 1 p.m.		<input type="checkbox"/> 66. 15 - 20 inches		I. Weather Following Storm	
<input type="checkbox"/> 27. 1-3 p.m.		<input type="checkbox"/> 67. 20+ inches		<input type="checkbox"/> 118 Freezing nights, thawing days	
<input type="checkbox"/> 28. 3-5 p.m.		F. Recommendations and Comments		<input type="checkbox"/> 119 Temps holding below 32 deg. F	
<input type="checkbox"/> 29. 5-7 p.m.		<input type="checkbox"/> 68. Little / no trouble expected		<input type="checkbox"/> 120 Cold wave (Below 15 deg. F)	
<input type="checkbox"/> 30. 7-9 p.m.		<input type="checkbox"/> 69. Alert supervisors only		<input type="checkbox"/> 121 Sub-zero cold wave	
<input type="checkbox"/> 31. 9-11 p.m.		<input type="checkbox"/> 70. Prepare crews for spreading		<input type="checkbox"/> 122 Slowly rising temps	
D. Time of Ending		<input type="checkbox"/> 71. Prepare crews for plowing		<input type="checkbox"/> 123 Falling temps	
<input type="checkbox"/> 32. 11 p.m. - 1 a.m.		<input type="checkbox"/> 72. No rush hour trouble		<input type="checkbox"/> 124 Rapidly Falling Temps	
<input type="checkbox"/> 33. 1-3 a.m.		<input type="checkbox"/> 73. Morning rush hour trouble		<input type="checkbox"/> 125 Freezeback/Refreeze	
<input type="checkbox"/> 34. 3-5 a.m.		<input type="checkbox"/> 74. Evening rush hour trouble		<input type="checkbox"/> 126 Drifting Winds Continuing Until:	
<input type="checkbox"/> 35. 5-7 a.m.		<input type="checkbox"/> 75. Bridge Decks and Viaducts		<input type="checkbox"/> 127 Snow Flurries/No accumulation	
<input type="checkbox"/> 36. 7-9 a.m.		<input type="checkbox"/> 76. Intersections/Medians		<input type="checkbox"/> 128 Snowshowers	
<input type="checkbox"/> 37. 9-11 a.m.		<input type="checkbox"/> 77. Cold Spots/Shaded Areas		a. Less than 1 inch	
<input type="checkbox"/> 38. 11 a.m. - 1 p.m.		<input type="checkbox"/> 78. Snow packing on ALL Roads		b. More than 1 inch	
<input type="checkbox"/> 39. 1-3 p.m.		<input type="checkbox"/> 79. Rapid accumulation of Snow		(See remarks)	
<input type="checkbox"/> 40. 3-5 p.m.		<input type="checkbox"/> 80. Drifting Snow		c. Beginning _____ to _____	
<input type="checkbox"/> 41. 5-7 p.m.		<input type="checkbox"/> 81. General Glazing		d. Ending _____ to _____	
<input type="checkbox"/> 42. 7-9 p.m.		<input type="checkbox"/> 82. Icing due to cold pavement			
<input type="checkbox"/> 43. 9-11 p.m.		<input type="checkbox"/> 83. No Icing-pavement too warm			
		<input type="checkbox"/> 84. Borderline trouble condition			
		<input type="checkbox"/> 85. On edge of trouble to the _____			
		<input type="checkbox"/> 86. Precip intermittent (off & on)			
		<input type="checkbox"/> 87. Alt Periods of Rain-Snow-Ice			
Remarks: _____					

N.B. All warnings and details contained herein are made subject to the inherent limitations of the science of Meteorology. Because of this, these warnings and details therein should be considered supplementary to and are not intended to replace other pertinent weather information or road condition reports. As the probability factors, herein illustrate, there is a margin of error in all weather forecasting that must be acknowledged and accounted for. (s&iform xds)

MURRAY and TRETTEL OPERATIONAL WEATHER COLOR CODE

The purpose of the M&T COLOR CODE is to give a maximum amount of information in a minimum amount of time. It makes the subtle transition from a "meteorological forecast" to an "operational interpretation." The COLOR CODE is an extra step to provide not only the weather forecast but also the M&T interpretation of the effect of that forecast on operational problems. It is designed primarily for supervisory personnel and presents weather forecasts in terms that are quick and easy to use and interpret, yet effective in results.

The colors used are GREEN, YELLOW, RED and BLACK. Their explanation and description are given below. The COLOR CODE is given in terms of Probability Factors (PF) — expressing the probability of occurrence of the various color combinations.

M&T SNOW and ICE STORM WARNING COLOR CODE — Explanation and Examples

Condition YELLOW: The weather pattern is favorable for the development of meteorological conditions that indicate the need for a weather warning on an M&T Storm Warning form — BUT — the forecast weather conditions are expected to be of the type and intensity that will have a "little or limited" effect on client operations.

EXAMPLE 1: Early fall or late spring — light snow occurs with temperatures near 33 degrees — snow melts on warm streets and/or roads but sticks on bridges, overpasses and "cold spots" causing them to become slippery and hazardous. No action needed on main arteries but spreading operation needed in local spots.

EXAMPLE 2: Mid winter — light snow occurs with temperatures near zero — wind 10-15 mph. Combination of cold temperatures, cold pavement and wind blows most of the snow off to the side of the roads and streets. However, at intersections and congested areas, traffic causes slippery spots to develop. No action needed on main arteries but spreading operation needed in local spots.

Condition RED: The weather pattern is favorable for the development of meteorological conditions that indicate a need for a weather warning on an M&T Storm Warning form — AND — the forecast weather conditions are expected to be of the type and intensity that will have a "significant" effect on client operations.

EXAMPLE 1: Snow occurs with temperatures below freezing — snow packs on roads and/or streets making them hazardous and slippery. Full scale spreading operation needed for all clients — routine plowing operation for clients who plow at depth of several inches.

EXAMPLE 2: Rain occurs with temperatures below freezing — rain freezes (glazes) on roads and/or streets making them slippery and hazardous. Full scale spreading operation needed.

Condition BLACK: The weather pattern is favorable for the development of meteorological conditions that indicate the need for a weather warning on a M&T Storm Warning form — AND — the forecast weather conditions are expected to be of the type and intensity that will have a "major" effect on client operations.

EXAMPLE: Heavy snowfall (in excess of 4 inches) — strong drifting winds — long duration — rapid snowfall accumulation — all out plowing operation using heavy equipment — need to split crews — roads closed due to drifting snow — a major snowstorm.

Condition GREEN: The weather pattern is unfavorable for the development of "trouble" conditions. This color is used in combination with YELLOW or RED to indicate the "certainty" of the forecast. When GREEN is used in combination with another color the probability factors of the various colors will total 10.

EXAMPLE 1: Light snow occurs during daylight hours with temperatures above 35 degrees — snow melts everywhere except a light covering on the grass. Roads and/or streets — and "cold spots" — are wet but not icy. No action needed.

EXAMPLE 2: Very light snow occurs in mid winter with temperatures well below zero. Snow blows off main roads and/or streets — and is too light to be affected by traffic at intersections, etc. No action needed.

EXAMPLE 3: Client is on edge of snow and trouble — no snow occurs in client area of operation. No action needed.

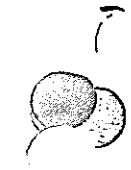
BRIEF SUMMARY OF M&T SNOW and ICE WEATHER WARNING COLOR CODE:

GREEN — no trouble expected

YELLOW — Little or limited effect (local icing — bridges, overpasses, "cold spots" — intersections)

RED — Significant trouble (snow packing — roads and streets slippery and hazardous)

BLACK — Major storm (heavy snow — long duration — drifting winds, etc.)



STATE OF ILLINOIS
 DEPARTMENT OF TRANSPORTATION
 BUREAU OF MATERIALS AND PHYSICAL RESEARCH

SAMPLE IDENTIFICATION

Test Id No _____ Inspector SSNo _____ Date Sampled _____ District _____
 Type of Inspection _____ Original Test Id _____ Sequence No _____
 S Producer Code _____ Name _____ Total Samples _____
 u Supplier Code _____ Name _____ Location _____
 f _____ Location _____

Material Code	Material Name	Descr	Descr	Quantity Inspected	Unit of Measure
		1	2	3	

Number of Items	Specification Title	Article Number	Eff Date	Sampled from
			MMDDYY	

Resp Org: Loc	Lab
Test Dates:	Mix Formula
Rec'd	1-%
Start	1/1-10
Complete	10-200
Total Results	-200
Auth By	A C

Quantity	Number of Items	Producer/Supplier	Assignment Information	Job No	Consignee

Copies _____ Remarks: _____
 to: _____

 Inspector Name _____

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

SC-27

TO: NORTH AMERICAN SALT COMPANY
4825 N. SCOTT STREET
SCHILLER PARK IL 60176

DISTRICT #: 17
ORDER DATE: 10/24/91
RELEASE NUMBER: 3
PURCHASE ORDER: 33

SHIP TO: ILLINOIS DEPARTMENT OF TRANSPORTATION
MAINTENANCE FIELD FACILITY
*SEE NAME BELOW

INVOICE TO: ILLINOIS DEPARTMENT OF TRANSPORTATION
201 WEST CENTER COURT
SCHAUMBURG, IL 60196-1096

ITEM: ROCK SALT

QUANTITY (TONS)	TEAM SECT.	LOCATION	COUNTY	PRICE	TOTAL
200	170	CHICAGO LANDSCAPE	COOK	\$ 21.83	\$ 4366.00
TOTAL	200 TONS				\$ 4366.00

REMARKS: CONFIRMING COPY ONLY
ORDER PHONED TO APPROPRIATE LOCATION ON ABOVE DATE

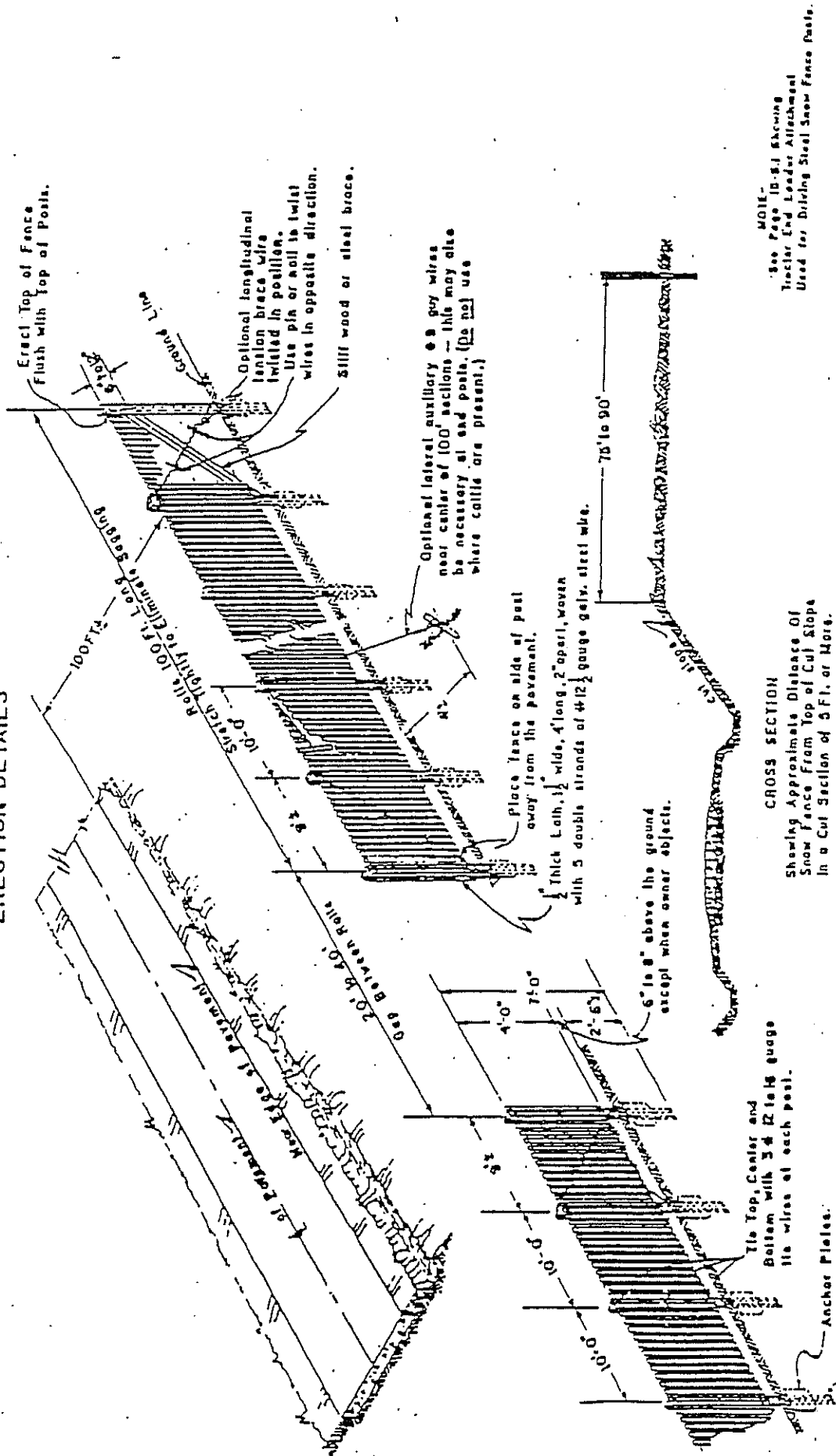
CC:

VERY TRULY YOURS,

SIGNATURE

INVOICES TO BE IN QUINTUPLICATE AND MAILED TO ABOVE

TYPICAL PICKET TYPE
SNOW FENCE
ERECTION DETAILS



NOTE -
See Page 10-B-1 showing
Tractor End Loader Attachment
Used for Drilling Steel Snow Fence Posts.

CROSS SECTION
Showing Approximate Distance Of
Snow Fence From Top of Cut Slope
in a Cut Section of 5 Ft. or More.

NOTE - SNOW FENCE TO BE LOCATED ONLY
ON THE NORTH AND WEST SIDE OF
PAVEMENT EXCEPT FOR UNUSUAL CONDITIONS.

Metal Snow Fence Posts
Driven into ground 2'-6\"/>

Date: 4-5-54
Erect Drawn to Scale
C.R.H.



LINE/COLUMN

DESCRIPTION

- (A) Shift Time Length - Regular day or night shift length, usually 12 hours
- (B) Average Loading Time - Reasonable loading time, e.g., .33 hours (20 minutes)
- (C) Rest and Repair - One half hour lunch + two 15 minute work breaks + time to clean windows, etc. usually 2 hours
- (D) Time Available to Spread - In hours (A) - (C)
- (1) Route # - List snow route by number
- (2) Route Name - Additional route identification
- (3) Lane Miles - Length of route in lane miles
- (4) Truck Capacity - In Tons of Salt
- (5) Pounds per Lane Mile - Applicable application rate, use 250, 350, and/or 450 pounds per mile
- (6) Cycles per Load - Multiply column (3) by column (5), divide by 2,000, then divide this number into column (4) - should be greater than 1.00
- (7) Time to Route - Time to get to the route in hours
- (8) Interim Dead Head Time - "Lost" time to travel to non-continuous segments of the route in hours
- (9) Return time - Time to return to the facility in hours
- (10) Spread Time - Actual time determined to be spreading in one cycle at 30 mph (or a determined speed) - in hours
- (11) Work Cycle Time - column (7) + column (8) + column (9) + column (10) + (B) in hours
- (12) Cycles per Shift - (D) divided by column (11)
- (13) Average Cycle Time - (A) divided by column (12)

Illinois Department of Transportation
Bureau of Maintenance
District 1

39

(Tons Per Foot)

Dome Dia. In Feet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
61	108	216	325	433	541	649	757	865	974	1,082	1,190	1,298	1,406	1,515	1,623	1,731	1,839
72	151	301	452	603	754	904	1,055	1,206	1,356	1,507	1,658	1,809	1,959	2,110	2,261	2,412	2,562
82	195	391	586	782	977	1,173	1,368	1,564	1,759	1,955	2,150	2,346	2,541	2,737	2,932	3,128	3,323
84	205	410	615	821	1,026	1,231	1,436	1,641	1,846	2,051	2,257	2,462	2,667	2,872	3,077	3,282	3,487
100	291	581	872	1,163	1,454	1,744	2,035	2,326	2,617	2,907	3,198	3,489	3,780	4,070	4,361	4,652	4,943
116	391	782	1,174	1,565	1,956	2,347	2,739	3,130	3,521	3,912	4,303	4,695	5,086	5,477	5,868	6,260	6,651
135	530	1,060	1,590	2,120	2,649	3,179	3,709	4,239	4,769	5,299	5,829	6,359	6,888	7,418	7,948	8,478	9,008

Salt Dome Volume (conical) computations

(Tons Per Foot)

Dome Dia. In Feet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
61	36	72	108	144	180	216	252	288	325	361	397	433	469	505	541	577	613
72	50	100	151	201	251	301	352	402	452	502	553	603	653	703	754	804	854
82	65	130	195	261	326	391	456	521	586	652	717	782	847	912	977	1043	1108
84	68	137	205	274	342	410	479	547	615	684	752	821	889	957	1026	1094	1162
100	97	194	291	388	485	581	678	775	872	969	1066	1163	1260	1357	1454	1551	1648
116	130	261	391	522	652	782	913	1043	1174	1304	1434	1565	1695	1826	1956	2087	2217
135	177	353	530	707	883	1060	1236	1413	1590	1766	1943	2120	2296	2473	2649	2826	3003

To use the two tables above to estimate salt quantities first determine dome size (diameter and wall height) from SC-43.

using the first table (cylindrical) determine the stockpile height on the dome wall.

If the salt is stacked higher than the top of the wall use the second table (conical) to determine the additional height.

Add these two numbers together to arrive at your total tonnage.

Because salt can be loaded or conveyed judgment must be used in determining conical heights.

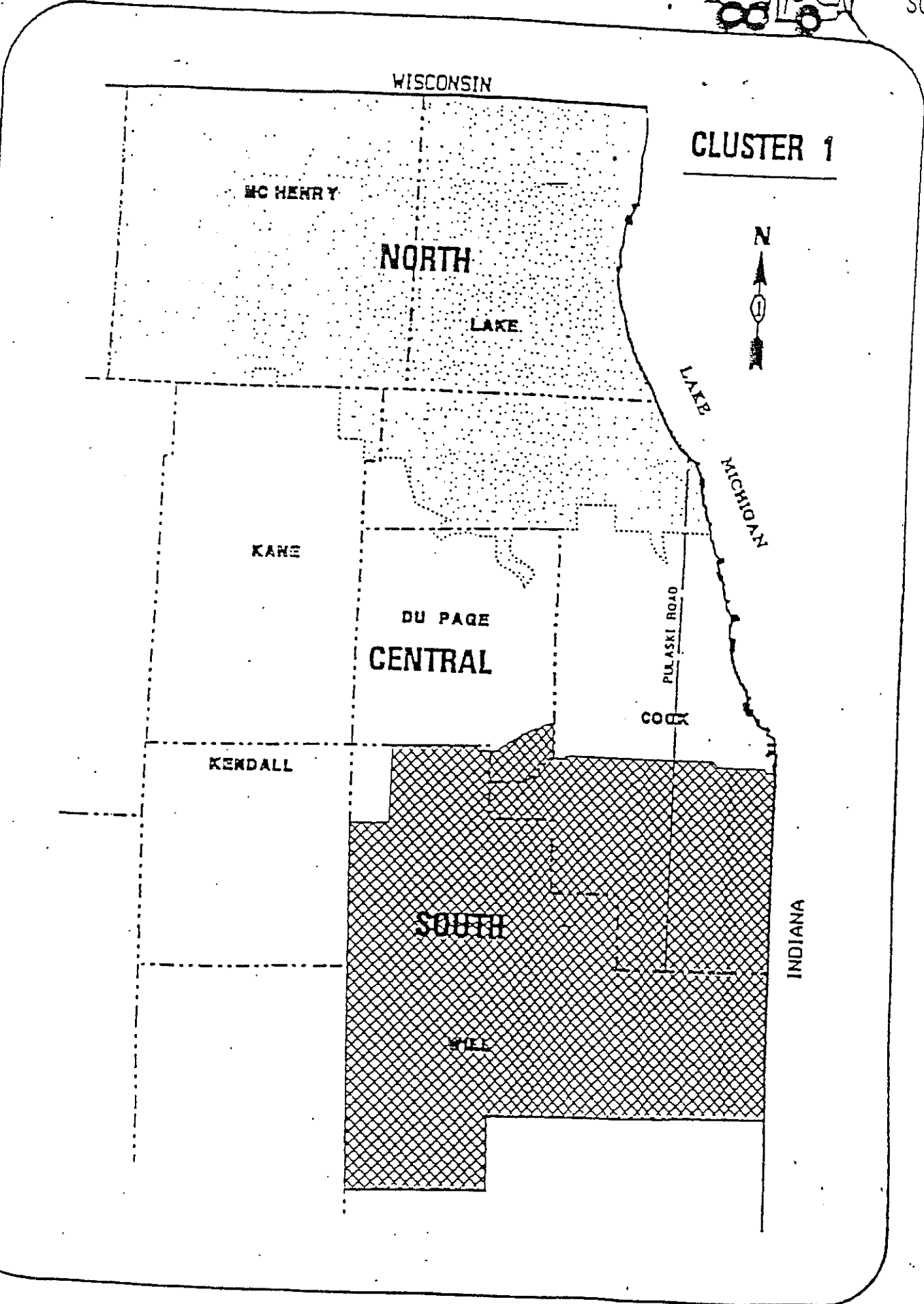
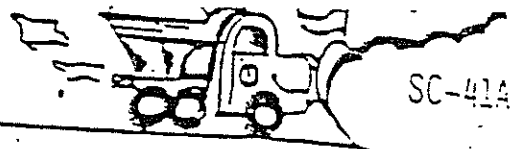
Salt Storage Chart

SC-40

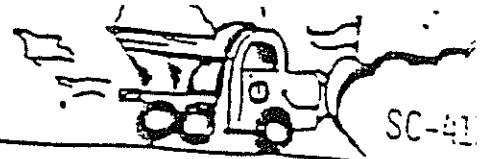
Salt Density-75 P.C.F. Angle of repose = 32 degrees

Concrete

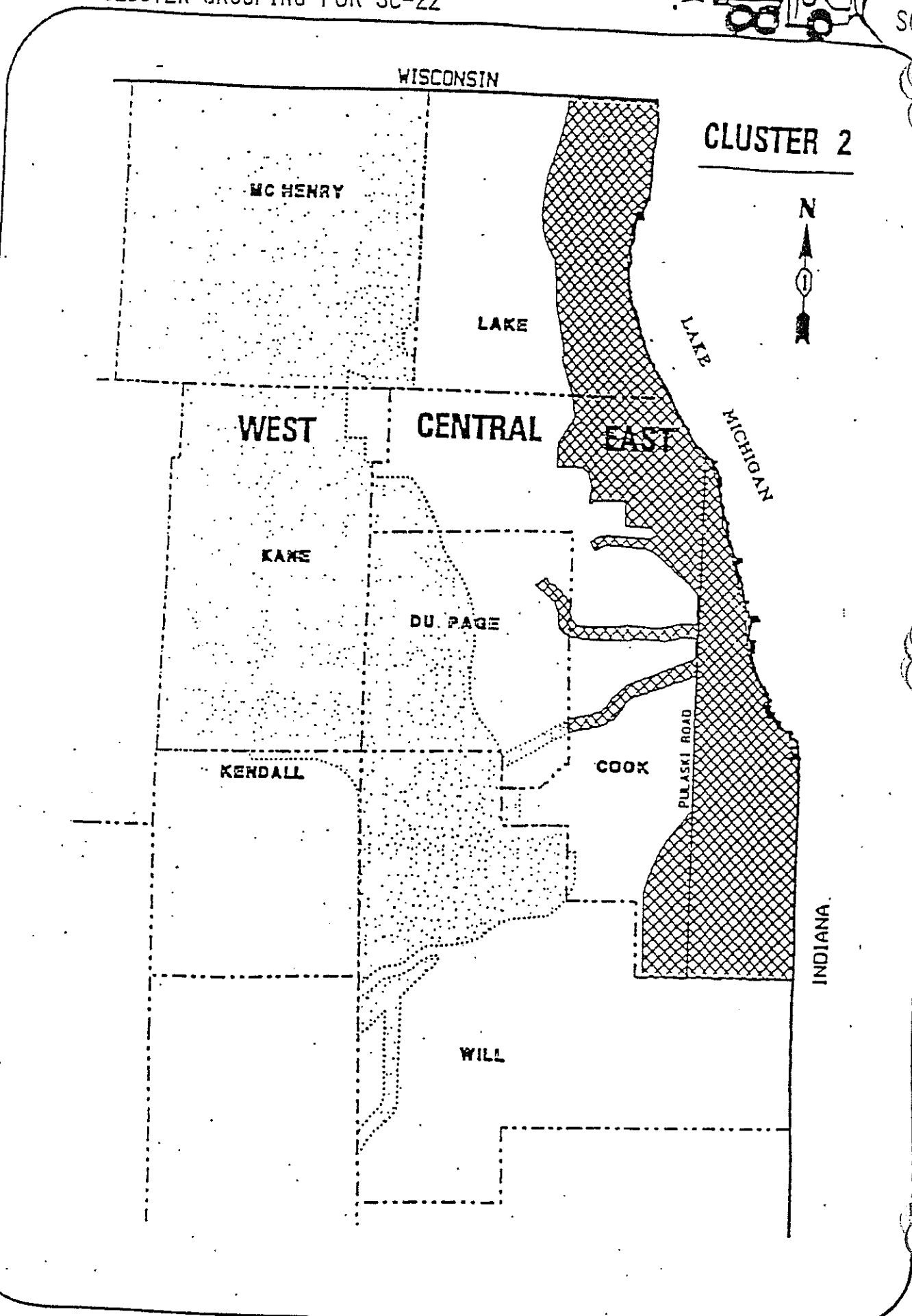
Dome Diameter (Feet)	Wall Height (Feet)	Capacity (Tons)
40	6'	527
	8'	631
	10'	735
50	6'	837
	8'	987
	10'	1,137
61	6'	1,367
	8'	1,592
	10'	1,817
72	6'	2,062
	8'	2,373
	10'	2,685
82	6'	2,895
	8'	3,300
	10'	3,706
90	6'	3,850
	8'	4,356
	10'	4,861
100	6'	4,883
	8'	5,489
	10'	6,095
116	6'	7,342
	8'	8,165
	10'	8,989
	12'	9,813
124	6'	9,114
	8'	10,082
	10'	11,051
	12'	12,020
136	6'	10,923
	8'	12,031
	10'	13,140
	12'	14,248
142	6'	12,841
	8'	14,091
	10'	15,340
	12'	16,589
150	6'	14,867
	8'	16,256
	10'	17,645
	12'	19,034



CLUSTER GROUPING FOR SC-22



SC-41



CLUSTER 2





Illinois Department of Transportation

Division of Highways / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois / 60196-1096
Telephone 847/705-4000

SC-42
(Rev. 10/09)

(DATE)

(NAME)
(ADDRESS)
(CITY, STATE, ZIP)

Dear (NAME):

On (DATE) at (TIME), a representative of this Department observed a windrow of snow plowed from the property at (LOCATION) onto (ROAD). Not only is this action unlawful (violation of State Statute 605ILCS 5/9-130), but it also creates a potential hazard to the unsuspecting motorist who may be traveling on clear pavement at normal speeds when confronted by this obstacle.

For these reasons, we ask that this procedure of snow disposition cease immediately.

By copy of this letter, we have notified the (POLICE DEPARTMENT) of this situation. Your cooperation in this matter will be appreciated.

Very truly yours,

Diane M. O'Keefe, P.E.
Deputy Director of Highways,
Region One Engineer

By:
James Stumpner, P.E.
Bureau Chief of Maintenance Operations

cc: (POLICE DEPARTMENT)
(TEAM SECTION TECHNICIAN)

SALT STORAGE SPECIFICATIONS

DOMED STORAGES

Team Section	Diameter	Wall Height	SALT CAPACITY		Liq. Ca. Cl. Cap. (Gal.)	Liq. Salt Cap. (Gal.)	Year Completed
			Loader	Conveyed			
Arlington Heights	82'	8'	3,300	3,500	4,500		1989
Northbrook	82'	8'	3,300	3,500	5,000	5000	1991
Northside	100'	12'	6,000	6,700	5,000		2008
Hillside	82'	6'	3,000	3,300	5,000		1985
Alsip	100'	6'	4,500	5,200	5,000		1990
Harvey	100'	6'	4,500	5,200	4,500		1992
Grayslake	82'	6'	3,000	3,300	5,000		1986
(Lake Zurich)	82'	10'	3,300	3,500	5,000		2001
Gurnee	84'	8'	3,500	3,700	6,000		1988
Woodstock	82'	8'	3,300	3,500	7,000*		1991
Naperville	82'	8'	3,300	3,500	5,000	5000	1990
St. Charles 1	82'	8'	3,300	3,500	10,000*	5000	1987
St. Charles 2	135'	12'	10,000	13,000			2000
(Shales Parkway)	82'	8'	3,300	3,500			1993
Joliet	82'	8'	3,300	3,500	5,000		1991
I-55	82'	8'	3,300	3,500	5,000		1988
(Birds Bridge)	82'	8'	3,300	3,500	5,000		1994
New Lenox	82'	8'	3,300	3,500	5,000		1987
(Monee)	82'	8'	3,300	3,500	5,000		1994
Edens	82'	8'	3,300	3,500	5,000		1992
District Bridge 1	82'	8'	3,300	3,500			1993
District Bridge 2	135'	12'	10,000	13,000			2000
Rodenburg	116'	10'	7,500	9,000	5,000	5000	1996
Eisenhower	82'	8'	3,300	3,500	5,000		1988
Kennedy	61'	6'	1,200	1,400	5,000		1987
Landscape	72'	10'	2,300	2,500	5,000		1992
Dan Ryan	82'	8'	3,300	3,500	5,000		1990
Stevenson	82'	8'	3,300	3,500	5,000		1985
I-57	135'	12'	10,000	13,000	5,000		2005
Oakbrook	82'	8'	3,300	3,500	4,500		2000
Domed Totals:			124,900	142,300			

OTHER INSIDE STORAGES (Non-Domed)

Bishop Ford	2,000	2,000	5000	5000	1991
Non-Domed Totals:	2,000	2,000			
District Totals:	126,900	146,300	124,500	25000	

* = Two CaCl tanks.

Revised 9/09

STATE OWNED FACILITIES
WHERE WE PROVIDE SNOW & ICE CONTROL FOR OTHERS

TEAM SECTION RESPONSIBLE	AGENCY/ LOCATION
Alsip	Illinois State Police 138th & Cicero
Naperville	Illinois Youth Center Ferry Road, Warrenville
Northbrook	CMS, State Police 9511 West Harrison DesPlaines
Northside	Northside Sign Shop CMS Garage Materials Lab
Gurnee	Wadsworth Weigh Scale Rosecrans Weigh Scale
Woodstock	Richmond Weigh Scale Harvard Weigh Scale
St. Charles	Plato Tower State Police, Elgin Secretary of State, Elgin CMS, Elgin Elgin Sign Shop Corrections, Boys School (By Request Only)
Dan Ryan	ETP Headquarters State Police, 83rd/Cottage Grove Secretary of State, 99th/King Kennedy Field Office
Kennedy	Secretary of State, Elston
Eisenhower	Secretary of State, Lexington
Bishop Ford	Weigh Scale on Route 30
Rodenburg	District Bridge Office

REV. 10/96

SECTION VII

ADDENDUM



Team Section: _____

Day Shift Call-Out		Primary Phone	Secondary Phone
Ops Supervisor II:			
G.L.-Day 1:			
L.W.-Day 2:			

Night Shift Call-Out		Primary Phone	Secondary Phone
Ops Supervisor II:			
G.L.-Night 1:			
L.W.-Night 2:			

Please fill in the Technician, Group Leader (G.L.) and Lead Worker (L.W.) for each "Group" and e-mail to "ELE-ComCenter" no later than October 20, 2015.

WINTER TRAFFIC PATROL

In an effort to enhance the Illinois Department of Transportation's service to the motoring public in District One, the Bureau of Maintenance will be providing a Winter Traffic Patrol. This patrol will run concurrent with the winter work season and will begin on the first Monday in December and end the last Friday in March.

Employees participating in this assignment will be compensated as follows: For the period between Midnight and 5:20 AM, once an employee reaches 5:20 AM, he will be considered to have worked the equivalent of his regular shift. An employee who works until 5:20 AM shall be compensated at the applicable overtime rate for all additional hours worked between 5:21 AM and 11:59 PM.

All District One Team Sections will be involved and all individuals within those Team Sections will be required to participate in the Winter Traffic Patrol assignment. Participation in this assignment will be as follows:

1. The first individual listed on the SC-8 Schedule will be expected to participate.
2. In the event the first individual listed chooses to "pass", the second individual listed on the SC-8 will be expected to participate. If the second individual accepts the assignment, the first individual will be given "red hours" for passing the assignment.
3. In the event that the second individual (as defined in No. 2 above) also "passes", the patrol will be offered to the remaining individuals in the Half Group on a lowest overtime basis.
4. In the event all Full Time Permanent chose to "pass", Full Time Temps shall be offered the assignment. The Full Time Temps with the lowest equalized overtime hours shall be offered first, and will continue to be offered to the remaining individuals on a lowest overtime basis until the assignment is accepted. In the event all individuals choose to "pass", the first individual will be mandated to accept the assignment. All individuals will then be given "red hours" for passing the assignment.
5. Any individual that passes this assignment must be available in the event that a formal snow and ice storm or call out occurs.

Each Team Section will have two trucks ready for this patrol: one with a plow, and one without a plow (both filled with salt). Each driver will be contacted on an hourly basis by the Communications Center requesting location and pavement conditions.

At the completion of the shift, each driver will report the beginning and ending mileage, as well as the total mileage, of every truck they used.

**DISTRICT ONE SECONDARY PHONE NUMBER POLICY
FOR NEGOTIATED RATE PERSONNEL**

PRIMARY TELEPHONE NUMBER – Each employee shall have one primary phone number on record with their supervisor. The primary phone number will be called first when making an emergency call-out.

SECONDARY PHONE NUMBERS – Employees may elect to having a secondary telephone number. Employees who elect to have a secondary phone number shall so advise their supervisor and provide him/her with the secondary phone number.

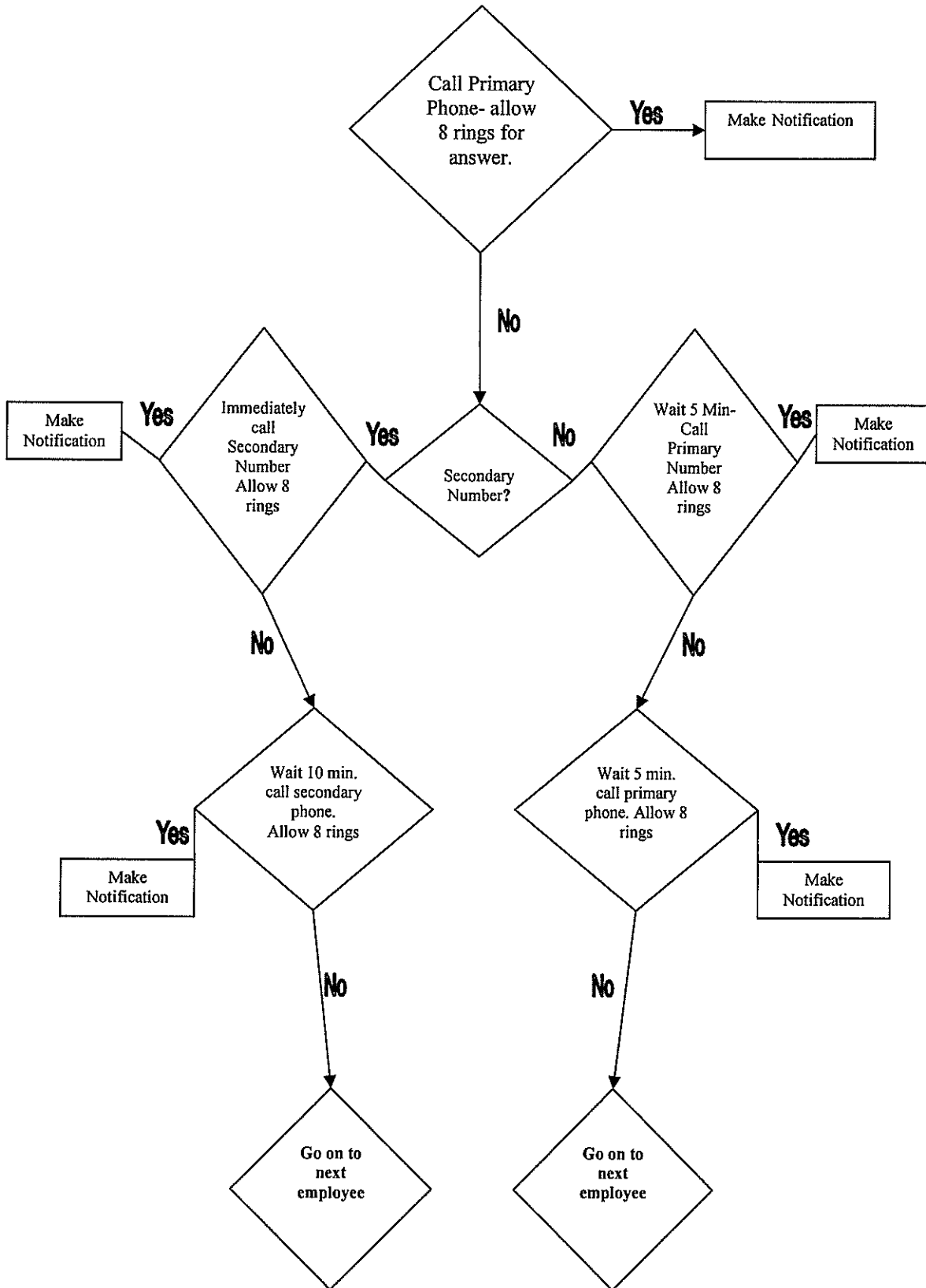
Employees who elect to use cellular phones shall be completely responsible for the purchase, maintenance and working condition of these devices, as well as service fees; toll charge pagers are not acceptable. Cellular phone malfunction or a missed call will not be recognized as a valid reason for missing a call-out.

The appropriate person would start by initially calling the primary phone number of the employee. Phone calls placed shall in all cases be allowed to ring at least eight (8) times, unless intercepted by an answering device or voice mail (a message with instructions should be left). If a responsible person does not answer or an answering device is activated and the employee has a secondary phone number, a call will be placed to the secondary phone number. If contact is still unsuccessful, after ten (10) minutes a second call will be placed to the secondary phone number. If the employee does not respond to the secondary phone call, another employee should be contacted.

The flow chart on the next page depicts this procedure.

Only those employees who have informed the employer by May 1, 2009, that they are currently using a paging service (pager), may continue to use them as a part of this policy. No other current or future employee will be allowed the use of a paging service (pager) and will provide the employer with a primary and secondary telephone contact in accordance with this policy.

District 1 Secondary Phone Number Policy For Negotiated Rate Personnel





Illinois Department of Transportation

Memorandum

To: Yard Technicians, Operations Managers,
All Affected Employees

From: Rodney Masterson

Subject: Use of State vehicles to upgrade current CDL

Date: October 13, 2009

As you are aware, we will continue allowing FTT's the use of State vehicles in order to test for a Class "A" Commercial Drivers License.

This is in compliance with Article 23, Section (d) of the Memorandum of Agreement between IDOT and Teamsters, which states in part:

"23. Eligibility for recall shall be based on the following:

d. For snowbirds initially hired on or after October 2006, in order to be eligible for recall for the employees (3rd) winter season, an employee must have obtained a Class "A" Commercial Driver's License with proper endorsements. For snowbirds who have worked as a snowbird prior to October 2006, in order to be eligible for recall for the October 2007 snow season, an employee must obtain a Class "A" Commercial Driver's License with proper endorsements. Snowbirds shall be allowed the use of State vehicles in order to test for a Class "A" Commercial Drivers License with prior approval of the Employer and may take such test during working hours without loss of pay."

Please be reminded that, while the contract provides for Snowbirds to be allowed to use State vehicles to take the road test, it does NOT allow the Snowbird to utilize vehicles "to practice" with the vehicle during or off working hours. The vehicles used for the test should be driven by a permanent Highway Maintainer and may also be driven by another Snowbird in possession of a Class "A" CDL.

While the required written tests can be taken at the designated Secretary of State's CDL facilities on a walk-in basis, an appointment must be made to take the driving test. *Snowbirds-FTT's do not get time to take the written test. We are only authorizing the time for the drive test.*

PLEASE NOTE:

AT NO TIME SHOULD A SNOWBIRD WITH A CLASS "B" CDL BE ALLOWED TO DRIVE VEHICLES THAT REQUIRE THE OPERATOR TO POSSESS A CLASS "A" COMMERCIAL DRIVERS LICENSE (THIS ALSO APPLIES AFTER THE NEW DRIVER HAS PASSED THE WRITTEN TEST FOR THE CLASS "A" CDL).

While the required written tests can be taken at the designated Secretary of State's CDL Facilities on a walk-in basis, an appointment must be made to take the driving test.

Secretary of State's facilities have been instructed to accept requests for appointments made exclusively by authorized personnel at the District's Headquarters.

An original letter to authorize the specific Snowbird to utilize State vehicles will be sent directly to the testing center prior to the date of the appointment (THE SECRETARY OF STATE'S OFFICE WILL NOT HONOR OTHER TYPES OF AUTHORIZATION).

SCHEDULED TIME FOR TESTS WILL BE SUBJECT TO CANCELLATION IN THE EVENT OF A SNOW & ICE CALLOUT.

IN THE EVENT THAT TESTING WOULD REQUIRE STAYING PAST THE REGULARLY SCHEDULED WORK HOURS, ONLY THE EMPLOYEE ACCOMPANYING THE SNOWBIRD(S) MAY BE ENTITLED TO OVERTIME PAY.

Your cooperation and prompt attention to this matter is greatly appreciated.

If you have any questions or need additional information, please contact me Rodney Masterson (217-782-4056).

cc: A. Schneider
A. Weatherholt
M. Hughes
T. Hummert
File



Illinois Department of Transportation

Memorandum

To: J. P. Kos J. E. Crowe S. E. Grabski
R. E. Rocke H. L. Forbes J. L. Easterly
J. J. Jereb V. A. Modear K. Bartelsmeyer

From: James C. Slifer

Subject: Removal of Snow from Roadside Barriers

Date: April 10, 2001

The Division of Highways is adding the following policy to its Storm Management Practices:

6.200.7.11 Packed Snow Along Roadside Barriers and Bridge Parapets

While care should be taken when plowing snow against roadside barriers and bridge parapets, an accumulation of packed snow/ice resulting from the compression of snow against the barriers by snow removal equipment may be unavoidable.

Packed Snow Operations (PSO) are extraordinary snow operations intended to reduce the likelihood of an errant vehicle vaulting due to excessive speed in conjunction with plowed snow and ice accumulation adjacent to bridge parapets or roadside barriers and other factors. PSO may be implemented as soon as bare driving lanes have been obtained and maintained, the event has subsided and no adverse weather is in the immediate forecast.

The implementation of PSO is a technical decision which requires an evaluation of all the following critical criteria:

- (a) likelihood of vehicle vaulting
- (b) the safety of Operations personnel during the PSO process
- (c) the safety of the motoring public during the PSO process
- (d) impact of lane closures required for PSO
- (e) availability of equipment
- (f) the availability of manpower
- (g) the number of hours worked by the snow plow operators in the 72 hours prior to PSO
- (h) if PSO will cause accumulation of snow/ice on the existing bare pavement which cannot be readily removed

PSO operations should be considered when all the following conditions are met:

- (a) on highways, elevated structures or curves having an ADT greater than or equal to 100,000 vehicles per day
- (b) on highways, elevated structures or curves which are immediately adjacent to electrified rail lines when the snow/ice height is equal to or greater than two thirds the height of the adjacent barrier or bridge parapet
- (c) when the temperature is 20° F or below for extended periods
- (d) when the snow/ice is packed and not removable by standard plowing methods.

Packed Snow Operations may include the following:

- (a) installation of signs or devices warning of packed snow
- (b) trimming a vertical face on the packed snow/ice
- (c) re-plowing (mixing) the packed snow/ice
- (d) removal of packed snow/ice
- (e) tandem plowing when pavement temperatures are 32° F or above

James P. Slifer

6-200.5.2. Road Closures

In the interest of public safety it may become necessary to close a highway. The highway may be blocked by snow drifts, stalled vehicles, ice, or visibility may be extremely poor. If motorists are in danger of becoming stranded, action should be taken to barricade the highway and inform motorists of the closure. (See the IDOT/State Police Joint Operational Policy Statement of January 31, 1989)

Instructions for closures of any roadway on the State Highway System are as follows:

6-200.5.2.1. District Responsibilities

- (1) Notify the Duty Officer of the Central Bureau of Operations through the Central Communication Center when barricading a highway or stopping motorists from using a state route.
- (2) Notify the State Police Districts in the affected area.
- (3) Notify adjacent Highway Districts through which the route passes.
- (4) Notify the local news media.
- (5) Notify local truck stops, large trucking firms, and other large road user agencies in the area.
- (6) Notify the Regional Office of the Illinois Emergency Management Agency.
- (7) When conditions change, fax a copy of the current road condition report directly to the appropriate State Police District(s) concurrent with the transmittal to the Central Communication Center.
- (8) Update the local Road Condition Report or provide an Incident Report to the Central Communication Center.

6-200.5.2.2. Central Bureau of Operations Responsibilities

- (1) Notify and discuss with the Department of Transportation of any adjacent state that will be directly affected.
- (2) Notify any other State agencies and offices that would need the information.
- (3) Coordinate with other affected Districts.

6-200.6.9. Railroad Crossings

Snow removal and ice control operations where a highway crosses a railroad at grade require special precautions. The employees shall operate snow removal equipment at railroad grade crossings such that the chances of an accident or damage to property is minimized. The Department shall cooperate with the railroads in maintaining the crossing in a safe condition.

The following precautions should be observed during snow removal and ice control operations at railroad grade crossings:

1. Slow down or stop before driving over a crossing.
2. Look and listen for a train before proceeding.
3. Before reaching a crossing, raise the blade(s) to clear rails and planks. Do not leave a windrow of snow on a railroad grade crossing.
4. The employee should inform his/her supervisor of flangeway and/or crossing in a hazardous condition.
5. The supervisor should inform the railroad of hazardous conditions.
6. Because crossings are not plowed, a sufficient amount of deicing chemicals or abrasives must be applied to the unplowed approach to afford adequate protection to highway traffic.



Illinois Department of Transportation

Memorandum

To: Regional Engineers
From: Omer M. Osman *Omer Osman 8/19/14*
Subject: Salt and Resource Management Guidelines
For 2014 and 2015 Winter Season
Date: August 19, 2014

To continue our salt and resource management measures, we are incorporating the following actions during the 2014-2015 snow and ice season:

1. Effective Management Practices
 - Training for all field personnel including full-time temporaries (i.e., snowbirds) and hourlies in salt application including environmental impacts of salt.
 - Calibrate all trucks for liquid and dry materials prior to winter and after major repairs that affect spread rate.
 - Review and discuss application guidelines with all operators.
 - Supervisors will monitor operations on a regular basis.
 - Conduct after-storm meetings to discuss salt usage and results obtained during recent events.

2. Changes in Level of Service
 - The salting of shoulders is discouraged; however, it is permitted if a district determines that conditions warrant the practice.
 - Revised levels of service for ending storm events:
 - Code 1 for interstates and expressways
 - Code 1 for routes with ADT equal to and above 7,500
 - Code 2 for routes with ADT between 2,000 and 7,500
 - Code 3 for routes with ADT equal to and below 2,000
 - Utilize partial crews in the night shift

3. Additional recommended practices districts may adopt at their discretion to reduce salt usage.
 - Set salt application rates for each event considering the minimum rates recommended by the IDOT Maintenance Policy Manual and limit the maximum application rate to 250 lb. per lane mile on interstates and on non-interstates with ADT equal to and above 7,500.

- Set salt application rates for each event considering the minimum rates recommended by the IDOT Maintenance Policy Manual and limit the maximum application rate to 150 lb. per lane mile on non-interstates with ADT below 7,500.
- On non-interstate routes, during periods of snowfall greater than one inch per hour, only salt hills, curves and intersections.
- When pavement temperatures are predicted to remain below 20°F, blend dry salt with abrasives at with a maximum ratio of 50% salt to 50% abrasives for use on non-Interstate routes. When possible, avoid using blended material on roadway sections where curb and gutter are present. When using salt blended with abrasives application rates should be based on the maintenance policy manual and not reduced as recommended in this memo.
- For two lane roads, only spread salt on the return leg of a route and ensure the salt is dropping in a band six feet to eight feet wide centered on the roadway centerline.
- Avoid spreading salt that has not been treated with calcium chloride or an organic additive designed for low temperature use when pavement temperatures are predicted to remain below 15°F.

Staff should continue to make decisions that make the roads safe and passable throughout this winter season.

There shall be no loaning of salt to, and no plowing of roadways and/or parking lots of other governmental bodies, including federal, state and local agencies with exception of the Illinois State Police and the Secretary of State's offices. A Regional Engineer may elect to assist the Illinois State Police and the Secretary of State's offices in the plowing of their parking lots. This will be allowed only at state-owned facilities. This assistance may be rescinded if, during the winter season, the department determines the need to do so.

Attached for your reference are the Salt Weight Check Policy for 2014-2015 and the Independent Salt Weight Form.

Please contact Amy Eller, Acting Engineer of Operations, at (217) 782-7231 if you have questions.

Attachments

cc: Secretary Borggren
Omer Osman
Justan W. Mann
Aaron A. Weatherholt
District Operations Engineers
Amy Eller
Rich Telford

HST-52593

SALT WEIGHT CHECK POLICY FOR 2014-2015

The following guidelines should be used when receiving salt. The following steps should be reviewed to avoid possible receiving errors or delivery problems.

1. The individual designated to receive salt deliveries and authorized to sign delivery tickets must personally see each load delivered and dumped at the stockpile ensuring the trailer is empty before it leaves the maintenance yard. This can be achieved by opening the chute at the rear of the trailer. His/her signature will attest to the fact that the trailer was completely emptied. No Truck weight tickets are to be signed unless the recipient has verified that the material has been received and the truck emptied.

All delivery tickets are to be checked for the following:

- Gross weight (loaded weight)
- Tare weight (empty weight)
- Truck number or license plate number
- Trailer number of license plate number
- Release number

All tickets are to indicate whether the load was "tarpred" or "untarpred" upon arrival at the stockpile.

2. When the same trucks are making multiple deliveries, the delivery tickets should be compared to ensure a "Standard" weight is not being used. The delivery ticket should be examined to make sure it is imprinted with an automatic scale weight.
3. Spot checks of tare and gross load weights are to be conducted. These checks should be done on a regular basis (suggested once per 1,000 tons per vendor). If inconsistencies in weights are numerous, arrangements for the use of portable scales can be made through the district office. These checks shall be documented on Form OPER-2120.
4. The salt should be inspected for contaminants and acceptability for use prior to dumping. Salt of poor quality should be rejected and not dumped. If problems are noted contact Mike LaBree at (847) 705-4177 or michael.labree@illinois.gov.
5. The delivery ticket that is made out for the last shipment of a particular release at a particular destination should be indicated "Last Load for Release # _____" by the vendor. If it is not, the maintenance yard should determine this last shipment and so indicate on the proper ticket.
6. Delivery tickets shall be assembled and tabulated per release number and submitted to the district office by the Team Section Technician immediately upon completion of delivery.
7. Salt received should be entered in the MMI System as soon as practical.



Instructions: At random, select a loaded truck and obtain a loaded weight on an independent scale. Allow the truck to unload, and then obtain an empty weight. All information is required. DO NOT submit forms with missing information.

LOCATION OF DELIVERY (Yard's Name): _____

TICKET INFORMATION:	
Load Ticket Number: _____	Supplier Name: _____
Loaded Weight (Gross): _____	City: _____
Empty Weight (Tare): _____	RELEASE NUMBER: _____
Loaded Ticket Weight (Net): _____	

INDEPENDENT SCALE INFORMATION:	
Loaded Weight (Gross): _____	Scale Location: _____
	Scale Decal No.: _____
Empty Weight (Tare): _____	Decal Date: _____
	Name of Truck: _____
Calculated Net Weight: _____	Truck Number: _____

DIFFERENCE:
Load Ticket Weight (NET) – Calculated Net Weight: _____

Calculated by: _____	Date: _____
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****ALL LOADS SHALL BE TARPED PER CONTRACT****

Tolerance 600 pounds for fixed scales, 1,000 pounds for portable scales.

If there are problems, contact:
Mike LaBree with the District One Bureau of Maintenance at (847) 705-4177 or
by e-mail at michael.labree@illinois.gov.



Illinois Department of Transportation

Memorandum

To: Bruce Dinkheller
From: John P. Kos
Subject: Specifications for Sodium Chloride (Rock Salt)
Date: October 6, 1992

Attached is the current specifications for sodium chloride.

Our personnel will be instructed that when they believe rock salt to be outside of specifications in either gradation or chloride content (melting performance), they should contact your lab and arrange for an appropriate sample to be delivered to you for testing. We would ask for your expeditious testing of the samples so that proper adjustments as per the specifications can be made.

If you have any questions or suggestions concerning testing of rock salt, please let us know.

By: _____
Robert J. Holub
Maintenance Support Manager

RJH/sms
Attachment

SPECIFICATIONS
FOR
SODIUM CHLORIDE
(Rock Salt)

Serial Number: M.36-86

I. GENERAL REQUIREMENTS

1. SCOPE. This specification covers the furnishing, transporting, and inspection of Sodium Chloride (Rock Salt) intended for use as a deicer and for road construction or maintenance purposes.
2. SAMPLING AND TESTING. Unless otherwise provided, all materials shall be sampled and tested in accordance with the latest published standard methods of the American Society for Testing Materials, and revisions thereof, in effect on the date of the invitation for bids, where such standard methods exist. In case there are no ASTM Standards which apply, applicable standard methods of the American Association of State Highway Transportation Officials, or of the Federal Government or of other recognized standardizing agencies shall be used.
3. INSPECTION. The Department reserves the right to make inspection and tests of the Sodium Chloride, either at the origin of the shipment, at barge unloading points, or at destination, whichever is most convenient for the Department.
4. DELIVERY. Sodium Chloride transported in open trucks or in open top railroad cars shall be covered to provide protection against the weather. The obligation for the protection of the Sodium Chloride rests solely with the vendor. (Holder of the purchase order.)

Deliveries made by motor truck will be accepted only during the regular work days and working hours, except when special arrangements have been made in advance with the District Engineer to whom the shipment is directed.

All bulk Sodium Chloride that is delivered by motor trucks is to be transported in dump trucks or in self-unloading vehicles. It shall be the responsibility of the vendor to unload the Sodium Chloride in storage bins or stockpiles as directed by the District Engineer.

All releases will be for amounts that will either make a full truck lot (20 tons) or a full carload lot (40 tons). Vendors will not be expected to haul partial loads or ship in less than carload lots.

5. PACKING AND MARKING. Vendors who hold purchase orders for delivery of Sodium Chloride in bags shall furnish a sturdy multiwall kraft paper bag, the contents of which shall not exceed 100 pounds of Sodium Chloride. The name of the manufacturer and the net weight shall be shown on the outside of each bag.

II. MATERIAL REQUIREMENTS

6. SODIUM CHLORIDE. These requirements cover Sodium Chloride obtained from natural deposits (Rock Salt) or produced by man (evaporated, Solar and other). The Sodium Chloride shall meet the following physical and chemical requirements.

(a) Physical Composition:

Passing a 1/2 inch (12.5 mm) sieve,	100%
Passing a 3/8 inch (9.5 mm) sieve,	95 to 100%
Passing a No. 4 (4.75 mm) sieve,	20 to 90%
Passing a No. 8 (2.36 mm) sieve,	10 to 60%
Passing a No. 30 (600 um) sieve,	0 to 10%

Permissible Variations - A 5 percentage point tolerance on each sieve, except the 1/2 inch and 3/8 inch, shall be allowed for material sampled after delivery to the purchaser.

The Department will reject any shipment of Sodium Chloride that is outside of these tolerance limits. The right is also reserved to reject any shipments of rock salt which are delivered in a frozen or caked condition or which contain free water.

(b) Chemical Composition:

The sodium chloride (NaCl) content shall be not less than 96.0%.

Permissible Variation - A 0.5% tolerance in the content of sodium chloride (NaCl) from the prescribed chemical composition shall be permissible for samples taken at destination.

(c) Exceptions and Penalties:

The Department reserves the right to accept delivery of Sodium Chloride which, according to analysis by the Department has a sodium chloride (NaCl) content of less than 96.0 percent, but is not less than 90.0 percent. When such reservation is applied, payment will be made on the following basis:

- (1) When sodium chloride (NaCl) content is less than specification requirements, but is not less than 95.0 percent: Quoted price f.o.b. county or destination - Less \$0.50 per ton.
- (2) When sodium chloride (NaCl) content is less than 95.0 percent but is not less than 94.0 percent: Quoted price f.o.b. county or destination - Less \$2.00 per ton.

- (3) When sodium chloride (NaCl) content is less than 94.0 percent but is not less than 90.0 percent: Quoted price f.o.b. county or destination - Less \$4.00 per ton.

The right is also reserved to make a deduction for moisture by weight based on the per ton price of the Sodium Chloride.

All penalty deductions shall be made on the basis of the sodium chloride (NaCl) content and the moisture content as determined by the Illinois Department of Transportation.

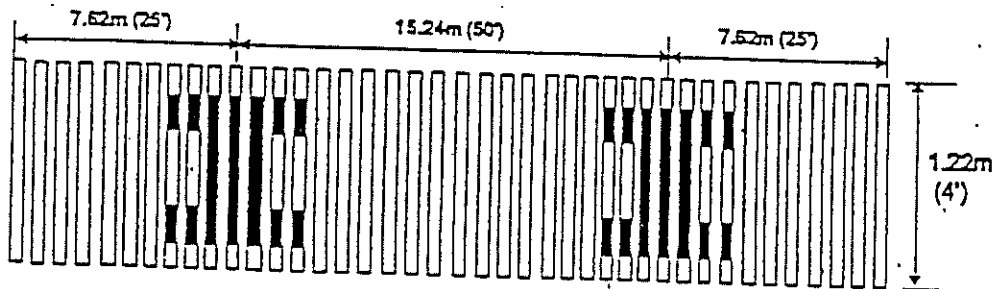
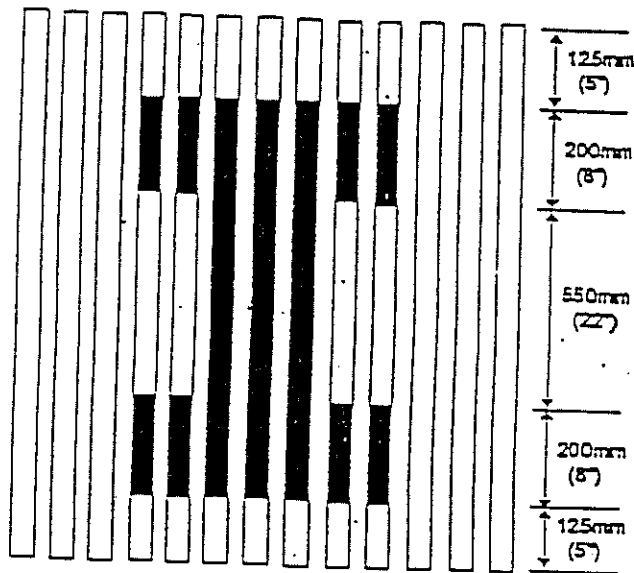
7. BASIS OF PAYMENT. The Sodium Chloride will be paid for at the contract unit price per ton for furnishing and transporting Sodium Chloride to the Illinois Department of Transportation.

Effective June 1, 1986

(This specification supersedes Serial Number 36-85 issued October 1, 1985.)

6-100 MARKING SNOW FENCE

New lath snow fence shall be marked with white paint as shown in the drawings below. Any snow fence with nonconforming identification should be remarked. Plastic, polyethelene or other synthetic fence need not be marked.



6-200.4.6. Standing Crops as Snow Fence

Illinois Statutes provide for the use of standing row crops as snow breaks as follows:

"The Department may contract with persons growing row crops on land adjacent to State highways to buy standing strips of such crops to remain in place to act as snow breaks along such highways in those places where experience shows that drifting snow has been an obstruction to traffic. The contract price to be paid by the Department in any such case shall be the market price of such crop at the time of contacting or the September price of such crop on the Chicago Board of Trade, which ever is higher".

When the decision is made to purchase standing row crops, 8 to 12 rows should be purchased. The first row on the windward side of the roadway should be 80 to 100 feet from the center line of the roadway.