ASPEN Procedures for Selecting the Proper Location and Location Code

It is important to list the **proper location** and mark the **location code** correctly because it saves numerous hours of time. If all the inspections are tagged correctly our office team has the correct data at the push of a button. If the inspections are tagged wrong then it can take hours of time for staff to go through each inspection to collect the correct data.

Table of Contents

Destination Bus Inspection Instructions	2
Non-Fixed Inspection or Level 5 Inspection Instructions	4
Law Enforcement Inspections	5
Fixed Location Inspection	5
Traffic Enforcement Box	6

As "One ODOT" let's all do our part to ensure our work is accurate. Thank you! If you have questions please email <u>Abe Dunivin</u> or call 541-207-2847.



Destination Bus Inspection Instructions

If you are doing a bus inspection the location code should always end with 88.

1. From the Fixed Tab, choose the **county terminal location** where you are conducting the inspection.

🕼 AS	PEN v2	.14.1 -	Inspection Repor	t # ORAADT000905				_ □ X
File	Modul	es Q	ueryCentral Too	ols Help				
1 🗗	🖗 🙀	{ 🗸		ISS PIQ CDL 🧔				
	<u>S</u> tart	ľ	Location	<u>C</u> arrier	Driver Vehicle	<u>∨</u> iolation	S <u>t</u> ate	Fi <u>n</u> ish
Co	ountry	State	Location	Description	County Name	Highway	Milepost	Favorite 🔺
		OR	CURRY COUN	ITY ROADSIDE	CURRY			
		OR	DESCHUTES	COUNTY	DESCHUTES	US97		
		OR	DESCHUTES	COUNTY ROADS	DESCHUTES			
		OR	DILLARD ACC	ESS RD PORTAE	LANE	OR99		
		OR	DOUGLAS CO	UNTY	DOUGLAS	15		
		OR	DOUGLAS CO	UNTY ROADSID	DOUGLAS			
		OR	GILLIAM COUN	YTY	GILLIAM	184		
		OR	GILLIAM COUN	NTY ROADSIDE	GILLIAM			
		OR	GRANT COUN	ITY	GRANT			
	$\boldsymbol{<}$		Fixed)	<u>R</u> oadside	F <u>a</u> v	orites	
	ocation DESCH	IDesc IUTE	ction Location cription: S COUNTY F	ROADSIDE	High	nway:		
	filepos	t	Country: US		inty: ESCHUTES	Locatio	n Code:	≵ iAdd
RAZ	TRAN	SPOP	TATION INC					08:17 AM

- 2. The Location Description is in grey letters, and won't allow you to make changes.
- 3. **Click on the Roadside Tab**. This will change the location information to black letters and allows you to make changes.
- 4. **Click back to the Fixed Tab** and make the changes. This is IMPORTANT because the computer needs to capture the location under the FIXED site.

5. Change the Location Description to indicate where you are conducting the Inspection and list DESTINATION in in the Highway column (example below). Change the last two numbers of the Location from 99 to 88. The code 88 determines that the inspection is a DESTINATION Inspection.

🧔 A	SPEN v2	.14.1 -	Inspection Report	# ORAADT00090	5				– – X
File	Modul	es Q	ueryCentral Too	ls Help					
13	🖳 👳	{ 🗸	📥 🖪 📭	ISS PIQ CDL 🤞					
	<u>S</u> tart	È	Location	<u>C</u> arrier	<u>D</u> river	Veh <u>i</u> cle	⊻iolation	S <u>t</u> ate	Fi <u>n</u> ish
	Country	State	Location I	Description	County	Name	Highway	Milepost	Favorite 🔺
		OR	BAKER COUN	TΥ	BAKER		184		
		OR	BAKER COUN	TY ROADSIDE	BAKER				
		OR	BENTON COU	NTY	BENTON				
		OR	BENTON COU	NTY ROADSID	E BENTON				
		OR	CLACKAMAS C	CUNTY	CLACKAMAS		15		
		OR		OUNTY ROAD					
		OR	CLATSOP COU		CLATSOP				
		OR		JNTY ROADSIE					
		OR	CLEARLAKE C	OMES	LANE		COUNTY ROA	AD	▼
	(Fixed		<u>R</u> oadside	I		F <u>a</u> vorites	
			ction Location	: 🛛 🔽 Save a	s Default				
	LOCATION						STINATION		
	vilepos	t	Country:		ounty:			cation Code:	
			US	OR 🚽 D	ESCHUTES		- U:	188	⊅ i <u>A</u> dd
RAZ		SPOP	TATION INC						08:16 AM

Non-Fixed Inspection or Level 5 Inspection Instructions

If you are doing a Non-Fixed Location Inspection like a level 5 or in a parking lot or alongside of the road, the **location code should always end with 99**.

1. Select the county you are in and double click it, making it your location description.

🖹 🖪 📗								
Star	rt Carrier/Vehicle Dri	ver	Brakes	Cargo	All Violations	State	Finish	
Inspecti	ion Beport Number:	Inspectio	on Level:	· · · · ·	Special Che	cks.		
	-					d Weight Enforcem	ant	
ORA	ASL006263	III - Dri	iver/Creden	tial Inspection \sim	_	2	ent	
					Alcoho	Substance Check		
Inspecti	ion Start Date/Time:				Traffic	Enforcement		
		🗌 🗌 Drug	g Interdiction	n Search	🗌 Local E	nforcement		
03/03	/2020 🗸 🧰 🛛 05:17 PM 🗦 🕝	Dr	ug Interdicti	on Arrests:	Post Cr	ash		
Inspecti	ion Time Zone:		F (D PBBT I	•		
De	cific	Borde	erEnforcem	ent Grant Funded	PASA I	nspection		
Га	v v	ODome	stic Commerc	e 🔘 Foreign Commerc	e Scree	n Inspection		
Inenacti	ion Location:							
		ine		County Name	Highw	ay Milepost	Fav	
		lion	1.48		rign w .	ay Milepost		
OR	LAKE CREEK - 20 MI E MEDFORD				140	13.85		
OR	LAKE OF THE WOODS PORTABLE		KLA	AMATH	OR140	57.18		
OR	LAKEVIEW MES	·			395	137.28		
					140	95.36		
					County Rd		<u> </u>	
OR	LONG TOM PTBL - 3.2 MI E OF NO				126	45.2		
	Fixed		B	oadside		Favorites		
Current	Inspection Location: VI Save as Def	ault						
		con				Highway:		
Inspection Report Number: ORAASL006263 Inspection Start Date/Time: Start Date: Start Date: Start Date: Start Date: Start Date: Drug Interdiction Search Drug Interdiction Arrests: Inspection Location: Inspection Location: State LAKE COUNTY TERMINAL DR LAKE CREEK - 20 MI E MEDFORD IAKE VIEW MES LAKE OF THE WOODS PORTABLE DR LAKE OF THE WOODS PORTABLE DR LAKE OF THE WOODS PORTABLE DR LAKE VIEW MES LAKE DR LAKEVIEW W MES DR LAKEVIEW W MES DR LAKEVIEW LAKE DR LANE COUNTY TERMINAL DR LONGTOM PTBL - 3.2 MI E OF NO LANE								
LANE (0	0	0		La service de stat		
		Country: US	State: OR v	County: LANE		Location Code: 2099	≓ î Ad	

- 2. Select Roadside then fill in the highway or street you are on.
- 3. Be sure before you click back to Fixed that the last two numbers for location code is 99.

Help						
≧ 🗟 🛛	I 🧇					
Sta	rt Carrier,∕Vehicle Driver	Brakes	Cargo	All Violations	State	Finish
Inspect	ion Report Number:	Inspection evel:		Special	Checks:	
	•					comont
ORA	ASL006263	III - Driver/Ceder	ntial Inspection \sim		2	
						eck
Inspect	ion Start Date/Time:			🗆 Tra	ffic Enforcement	
		Drug Interdiction	Search	🗆 Loc	al Enforcement	
03/03	3/2020 🗸 🛅 05:17 PM 🚔 🙆	Drug Interdict	ion Arrests:	□ Pos	t Crash	
	· · · · · · · · · · · · · · · · · · ·				T Increation	
inspect	ion time zone.	Rerder Enfereem				
P	acific ~	_				
		O Domestic Commerc	e 🔾 Foreig Comme	rce eSc	creen Inspection	
Inspect	ion Location:					
State	Location Description		County Name	Hi	ghway Milepo	ost Fav
OR	LAKE COUNTY ROADSIDE					
				205		
OB						
OR	MULTNOMAH COUNTY MCSAP					
	Fixed	F F	loadside	>	Favorites	
					ighway:	
	Inspection Report Number: ORAASL006263 Impection Report Number: Impection Report Number: Impection Start Date/Time: Start Date/Time: Start Date/Time: Start Date/Time: Start Date/Time: Impection Instruction Start Date/Time: Impection Start Date/Time: Impection Start Date/Time: Impection Instruction Start Date/Time: Drug Interdiction Search Drug Interdiction Strenets: Impection Instruction Instruction Strenets: Impection Instruction Instr					
Milepos	t					
		US OR V	LANE		~ 2099	

4. Below is what the screen should look like for a Non-Fixed location after selecting the location.

Fini prcement Check	Fini ent
orcement	
	ent
	ent
	311(
check	
post F	E
]	
[
[
[
[
[
[
[
[
[
[
•	epost

5. One last thing. Unless you are law enforcement the location code should never end with a 77.

Law Enforcement Inspections

Only Law Enforcement inspections should show the last two numbers in the **location code as 77**.

Fixed Location Inspection

If you are at a fixed location it should properly flag everything once selected.

Traffic Enforcement Box

Safety and Weight Enforcement inspectors **should never** select the **Traffic Enforcement Box on the start page**.

Sta	rt Carrier/Vehicle Driver	Brakes	Cargo	All Violations	State	Finish			
Inspect	ion Report Number:	Inspection Level:		Special Checks	s: .				
·		·				ont			
ORA	ASL006263	III - Driver/Crede	ential Inspection \vee	_	Size and Weight Enforcement				
					Traffic Enforcement				
Inspect Start D	ion Start Date/Time: Date: Start Time:				Local Enforcement				
	012020 ∨ IIII 05:17 PM 📮 📀	Drug Interdict		Local Enfo					
03703	72020 V US:17 PM V	Drug Interdie	ction Arrests:	Post Crash	i				
Inspect	ion Time Zone:			PBBT Insp	ection				
mspect	on this zone.	Border Enforce	ment Grant Funded						
Pacific v		_			PASA Inspection				
		O Domestic Comme	erce O Foreign Commerce	eScreen In	spection				
Inspect	ion Location:								
State	Location Description		County Name	Highway	Milepost	Fav			
OR	ADAIR - NB - N OF CORVALLIS		BENTON	99₩	72.4				
OR	ALSTON - 4 MI W RAINIER	COLUMBIA		30	52.5				
OR	APPLEGATE RD - RUCH	JACKSON	County Rd						
	ARLINGTON - 5 MI S ARLINGTON		SILLIAM	19	5.3 16.91 18.08 18.24 13 191				
OR	ARLINGTON PORTABLE ASHLAND NB - 2 MI N ASHLAND		SILLIAM IACKSON	00					
OR	ASHLAND NB - 2 MI N ASHLAND ASHLAND POE - 3.5 MI N ASHLAND		ACKSON	99 15 15					
OR	ASHLAND FOE - 3.5 MI N ASHLAND ASHLAND SB - 3.5 MI N ASHLAND		ACKSON						
OB	ASTORIA INDUSTRY ST PORTABLE		CLATSOP						
OB	ATHENA PORTABLE SITE		IMATILLA	11					
OR	AUSTIN JCT JUNCT US20/OR7		BRANT	26					
	Fixed		Roadside		Favorites				
Current	Inspection Location: Save as Default		Hodusiue		1 difolds				
	Description:				Highway:				
	COUNTY TERMINAL				HWY 99/PINE S	л			
		Country: State:	County:		Location Code:				
Milepost									

There are several violations in ASPEN, if picked, will pop up this box and ask if you want to check the traffic enforcement box. Always select no and ensure prior to uploading it did not get checked. In the example below, failure to use and/or carry chains violation was selected and a box popped up to confirm this is traffic enforcement. Be sure to click no and confirm it didn't get checked prior to upload.

