

10-1 Right of Way Fences

Fencing is provided to discourage encroachment onto highway rights of way. Fencing on a controlled access highway is usually owned and maintained by the state while fencing on non-controlled access highways is normally owned and maintained by the abutting property owner. Questions regarding maintenance responsibilities of a given section of fence should be resolved by the Area Superintendent.

10-2 Road Approaches – General

10-2.1 *Access Management – General*

There are two types of state highways when it comes to Access Management. **Limited Access Highways** and **Managed Access Highways**. Any highway that is not a Limited Access Highway is a Managed Access Highway. WSDOT controls access on all limited access state highways, and only controls access on Managed Access state highways that are outside the incorporated limits of a City or Town. Cities and Towns are the access permitting authority on Managed Access state highways within their incorporated City or Town limits.

Limited Access Highways - are highways in which the rights of access have been purchased by WSDOT from the adjacent property owner. There are three types of limited access control – full, partial, and modified. Full control is usually found on a freeway and allows no access except at interchanges, or in some cases at-grade intersections. Partial control allows no commercial accesses, but does allow residential, logging, and farm accesses. Farm accesses may not be used for retail uses, such as having a farm produce stand. Modified control allows whatever the local zoning allows, such as commercial uses. Access Connection Permits are not issued on limited access highways. General Permits may be issued to allow for the construction or modification of an access on a limited access highway if the access right already exists, such as in a Warranty Deed for the property. For more information on Limited Access Highways see Chapter 530, Limited Access Control in the WSDOT *Design Manual* M 22-01.

Managed Access Highways – are highways in which access is regulated. There are five classes of Managed Access Highways. Class 1 is the most restrictive down to Class 5 the least restrictive. WSDOT is the access permitting authority for Managed Access state highways outside of an incorporated city or town. All new access connections must be permitted by a regional or area office. Grandfathered access connections are access connections to the state highway which were in existence *and in active use* with the type of connection on July 1, 1990 do not require the issuance of a permit and may continue to provide access to the highway system. The access connection permit stipulates the conditions of the access footprint, such as width, turn radii, culvert sizing and type of surface (HMA or gravel) along with the specific location of the access to ensure adequate sight distance. The permit holder is responsible for maintenance of the access between the edge of pavement and the property line, including any culverts. If new or existing

access construction activities are noticed, the Area Superintendent should be notified to ensure the access is permitted. The fee charged by WSDOT to cover the administrative cost of an access connection permit is listed on DOT form 224-694 by category of connection to the adjacent highway. The involvement of the regional area personnel will vary with the type of access. For more information on Managed Access Highways see Chapter 540, Managed Access Control in the WSDOT *Design Manual* M 22-01.

A good source for more information on Access Management is your Region's Development Services Office.

10-3 Typical Maintenance Responsibilities in Cities

Maintenance on city streets may become complicated, depending on the type of installation. In accordance with [RCW 47.24](#) and [WAC 468-18-050](#), cities with a population greater than 27,500 have different requirements for some types of maintenance than do cities with a population less than 27,500. In general, the city or town is responsible for any portion of the facility beyond the curbs. If no curb is installed, the city or town's responsibility begins at the shoulder edge.

The guidelines in Appendix 1 are designed to clearly identify typical maintenance responsibilities, as determined by statute, agreement, or policy, on city streets that are certified as part of a non-controlled access state highway route. They are general in nature and do not preclude WSDOT and individual cities from entering into agreements to address particular circumstances.

The state has full maintenance responsibility for bridges conveying a State Route or Interstate traffic in a limited access corridor (unless otherwise covered under a separate agreement).

10-4 Maintenance Yards

All maintenance yards are to be kept in a neat, clean, and orderly condition. All buildings are to be kept in good repair, inside and out, and are to be repaired when necessary. Repairs to Maintenance facilities should be coordinated with Facilities for needed repairs for funding and environmental purposes. All buildings and yards are to be kept locked when not occupied by responsible personnel .

Truck sheds are to be kept clean of debris and free from fire hazards. Gasoline and other highly flammable materials should not be stored in buildings where trucks or equipment are stored. Oily rags should be kept in metal containers. If more than 25 gallons of flammable or combustible liquids are used, then the approved containers should be stored in a flammable liquids storage cabinet.

Materials and supplies are to be stored in an orderly manner and an inventory is to be kept of all materials and supplies on hand.

Hazardous wastes i.e. (solvent contaminated rags, methyl methacrylate wastes, and paint residues) are to be placed in proper containers, closed except when adding or removing waste, labeled with a yellow "Hazardous Waste" label and the nature of the hazard (toxic, corrosive, flammable, etc) and disposed of properly within (90) days. Free, printable labels

are available from <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Label-dangerous-waste/Print-free-labels>.

10-5 Stockpile Sites

Stockpile sites are to be cleared of all vegetation, trees, brush, rocks, or other debris, and a uniform ground surface is prepared prior to depositing stockpile material. The site chosen should attempt to minimize visual impact, especially in urban areas. Stockpiles are to be constructed in a neat and regular shape, that can occupy as small an area as practical while still being, accessible for loading material onto trucks without obstructing the highway. Stockpiles are built up in layers. Plank runways are required for operating trucks on stockpiles where there is danger of tracking dirt or other foreign matter onto the material.

Signs that identify the material as state property should be placed at each stockpile.

Sites where materials are stockpiled year-round or for a considerable period of time should be fenced with signs placed along the fence line identifying the site as state property and the gates kept locked.

Stockpiles should periodically be inspected for vegetation growth, which should be removed, and be on the alert against any removal of materials by unauthorized persons. The inspection should also note potential storm water impacts off-site and corrections should be made as appropriate.

Material used by state forces is to be promptly charged out and reported to the area office. Excessive amounts of materials should not be allowed to accumulate in stockpile sites. If use of stockpiled materials is not anticipated, the area office should be notified so the material can be declared surplus.

10-6 Materials From State Quarries or Pits

Materials produced or manufactured in state-owned or leased pits or quarries may not be sold, or otherwise disposed of, to private individuals or concerns.

Counties and cities or other governmental agencies may participate by having their requirements included in the state's crushing contract, with proper financial arrangements. It is the state's policy to assist other governmental agencies in need of small quantities of crushed rock by selling them material from existing stockpiles at current inventory prices if the material can be spared.

When quarry or pit sites are obtained from the Department of Natural Resources, the material is to be used for state highway construction or maintenance, or by other approved public agencies. Notify the area office when material from such pits and quarries is used.

Ecology storm water permits are required at pits and quarries where aggregate is being mined or crushing operations are taking place. Contact the regional Environmental Office for information.

10-7 Procurement of Materials

Materials necessary for highway maintenance are generally available from the inventory of materials in stores. Stores should be checked well in advance of need, if possible, to help ensure that materials will be available when required. Materials not available must be purchased by personnel in the area or region office. This purchasing process can take weeks or even months for certain materials. Therefore, it is imperative to plan ahead whenever possible.

10-8 Material Specifications – General

It is WSDOT policy that all materials used by state forces to repair or reconstruct highway facilities and buildings conform to the specifications adopted for like material in new construction whenever possible.

Specifications are necessary to ensure that the department receives the quality of material required for the intended use, and to permit vendors to quote prices on an equal basis. It is difficult to dispute the quality of any material received if the original order did not explicitly define what was expected. There is a reason for a particular design, mix, formula, type, or dimension being specified. Good workmanship will not counteract the effects of the use of inferior material, material intended for another purpose, or material that would be adequate only under different conditions. Therefore, it is imperative that maintenance personnel recognize the importance of specifications.

10-9 Disposal of Surplus Items

10-9.1 *Equipment*

If a crew determines that a piece of equipment is no longer needed or is no longer functional they should advise the superintendent or supervisor, providing information on needed repairs, problems, and future needs. This should be done to facilitate the decision on whether to transfer the equipment or dispose of it. A crew is charged for equipment even if it is not being used; therefore, it is important to be sure the equipment is necessary and operable.

For Dump Trucks, AVL modems that were once owned by Maintenance, would follow the Transfer procedure. These modems are now a part of the TEF in-service package and captured in the rental rate for the category of equipment they are placed in. Moving forward, in the case of dump trucks, WSDOT would follow the “PUTTING A NEW UNIT INTO SERVICE THAT IS EQUIPPED WITH AN AVL MODEM” and after its life cycle end, the “DISPOSAL OF AN AVL MODEM” Processes.

For Incident Response, AVL modems are non-TEF. Moving forward, for the foreseeable future, they will continue to follow the “TRANSFERRING AN AVL MODEM (from one vehicle to another)” Process.

10-9.2 *Inventoried Items*

If it is determined to dispose of an article that is carried on an inventory, the region office should be provided with a description of the article, its inventory number, and a statement of its condition. Generally, requests for replacements, with any necessary justification, should accompany the recommendations for disposal.

10-9.3 *Non-Inventoried Items*

Non-inventoried items with potential trade-in or resale value may be declared surplus and turned in to the area office. Disposal of all items will be in accordance with the *Disposal of Personal Property Manual M 72-91*.

10-10 Instructions for Radio Operation

Radio operation techniques primarily comes from on the job training working with supervisors, WSP, Traffic Management Center (TMC), and Incident Response Team (IRT). WSDOT is working to update the Statewide guidelines for IRT Standard Operating Guidelines (SOG) and protocols on radio systems and radio procedures.

10-11 Work Scheduling and Reporting

The previous sections of this manual were directed at specific maintenance activities. This section briefly discusses the overarching budget, plan, and reporting of all the activities. Since procedures change and various district policies vary, details for these processes are not included. The basic principles, however, will remain the same.

10-12 Budget

Maintenance Operations is an operating program where the budget and work accomplishments are on a biennial cycle (2 years). The biennium begins on July 1 of every odd-numbered year. Prior to the beginning of the biennium, the legislature allocates a specific amount of funding (appropriation) directly for maintenance. HQ allocates these funds by region and subprogram, while the region determines the area and activity breakout. The department also determines the statewide level of service (LOS) that can be provided for each of the thirty six activities identified in the Maintenance Accountability Process (MAP) given the funding level allocated. Due to the somewhat unpredictable nature of the work and all the factors that may affect our ability to deliver the work, planning for these funds can be difficult. However, a budget is required in order to responsibly manage our \$520 million program and tell the maintenance story. It is important to remember the budget plan is “anticipated” work and that actual work will not exactly match the plan. Given this, the basis for the budget is calculated by the number of employees, equipment, and materials needed to accomplish the work.

By state law, units within the department may not overspend their budgets. Supervisors should be notified if budget problems begin to arise.

10-13 Scheduling

Throughout the biennium, supervisory personnel must have one eye on the work to be done and one eye on the budget. To ensure that the most important work is accomplished within the budget limits, the biennial budget plan must be refined into a work plan for each month's activities. This enables coordination of materials and equipment availability with the work having the greatest priority for a given month. Consistent with that monthly plan, Supervisors prepare a daily plan of specific work assignments for the upcoming week. The daily plan should recognize the priority items addressed in the monthly plan, but also be adapted to fit current weather conditions, unexpected events, employee absences, equipment breakdowns, etc. This is the backbone of good management and alerts all employees of the following day's activity so they can make proper preparation and wear proper clothing.

10-14 Reporting

The requirement to report what was accomplished in a day, by whom, and with what equipment and materials can easily be viewed in the field as relatively unimportant. However, this is the basis for obtaining additional funding and telling the maintenance story. Without accurate data on what work is actually being done, it is impossible to properly discuss and identify the growing needs of the department and the true costs to deliver. Supervisory personnel should always encourage accurate reporting and review data for compliance

10-15 Environmental Sensitivity

Maintenance is WSDOT's most visible activity with respect to environmental consequences. Painting, sanding, anti-icing, herbicide application, mowing and brush control, landscaping, and maintaining drainage are activities that can raise environmental objections. All material handling can have environmental safety implications for our employees and the general public. Environmental, health and safety issues are being addressed through an education and training program provided by Headquarters.