



Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 02 Administration

February 2022

Section 01 Introduction

Subject 20 Policy Creation and Update Procedures

1.0 Application

The Highway Maintenance Manual provides policy, procedural requirements and guidance encompassing the highway maintenance program with the Department of Transportation, Bureau of Highway Maintenance.

This manual is intended to be a living document; hence, it is updated regularly to reflect new or clarified requirements, policy statements, guidance, and definitions. Periodic review of the manual will be performed to ensure policies and guidelines are current.

2.0 Chapter Responsibility

The following list is provided to show the bureau section responsible for originating the guidance found in specific manual chapters.

Chapter	Subject	BHM Section Responsibility	Originator
1	Interim Policy and Procedures	BHM	State Maintenance Engineer
2	Administration	Program Management and Roadside Facilities	Section Chief
3	Emergency Response	Highway Maintenance and Roadside Management Section	State Maintenance Engineer
4	Roadway Maintenance	Highway Maintenance and Roadside Management Section	Section Engineer
5	Traffic Services and Safety	Bureau of Traffic Operations	Signing and Marking Statewide Supervisor
6	Winter Maintenance	Highway Maintenance and Roadside Management Section	Winter Engineer
7	Roadside Management	Highway Maintenance and Roadside Management Section	Landscape Architect
8	Roadside Facilities	Program Management and Roadside Facilities Section	Supervisor
9	Right of Way Use and Permits	Highway Maintenance and Roadside Management Section Freight Operations and Outdoor Advertising Section	Statewide Utilities and Access Coordinator Outdoor Advertising Coordinator
All	HMM Update and Revision Coordination	Program Management and Roadside Facilities Section	Section Chief HMM Coordinator

3.0 Policy Creation and Update Procedures

The overall coordination of policy additions and revisions is conducted by the Program Management and Roadside Facilities Section and assigned HMM coordinator. **All updates must be coordinated with the HMM Coordinator, prior to review by Maintenance Supervisors.**

The following procedures should be followed whenever a policy for the Highway Maintenance Manual is newly drafted or revised policies.

Notify Originator: When a WisDOT staff member or county committee requests a revision to the HMM, the person or committee should first contact the section chief of the section originator of the chapter. The requesting party should outline this request in writing the change or addition being sought in the manual and provide a proposed solution. County staff or a county committee member should address their concerns first to the appropriate regional office. If the problem cannot be resolved by the region, the region should contact the originator of the chapter in question.)

The originator of the chapter will notify the Program Management and Roadside Facilities Section Chief or the State Maintenance Engineer and the manual coordinator of any errors within a chapter and explain the possible need to update an existing policy or creation of a new policy for the manual.

Assignment: The Program Management Chief or State Maintenance Engineer will prioritize recommendations for manual revisions and assign the new policy or policy update development to HMM Coordinator, BHM staff, a standing committee, or other working group. Upon assignment, a timeline for the policy development should be created.

3.1 New Policy Development Process is used when developing a new policy or substantive revisions to existing policy are required. The following steps should be followed:

1. **Research Issue:** The originator/policy author researches the issue and develops proposed concepts of the policy or guidelines. This may involve coordinating with other WisDOT staff, agencies, or committees to ensure the proposed solution does not conflict with the requirements in this manual.
2. **Coordinate the proposal and preliminary draft** with HMM Coordinator.
3. **Preliminary Draft:** Preliminary policy concepts and drafts will be shared with regional staff via regional Maintenance Supervisors. Regional staff will have up to two weeks to provide any written comments to the originator/policy author.
4. **Draft Policy:** After the comments are collected, the originator/policy author will prepare a draft of the policy. Note: If the policy change affects other chapters within the manual, it is necessary to coordinate with other chapter originators to ensure the policy change is incorporated into other chapters as needed. Request assistance with HMM Coordinator for drafting.
5. **Review:** Upon completion of the draft, a preliminary review and comment period of 2-4 weeks by Maintenance Supervisors will be provided. Secondary review of the policy may be necessary if changes to the preliminary draft were proposed.
6. **External Review (Optional):** If needed, upon completion of the policy draft, an additional review and comment period of 1-2 weeks by an external committee, such as the Machinery Management Committee, will be provided. An additional review of the draft policy by the Maintenance Supervisors may be necessary to review comments.
7. **Final Draft:** Final changes to the draft policy document will be presented to the Program Management and Roadside Facilities Section Chief and State Maintenance Engineer, and the HMM coordinator for review.
8. **Final Approval:** Upon completion of all outstanding issues and upon approval by either the Program Management and Roadside Facilities Chief or State Maintenance Engineer, the final draft will be presented to the Director of the Bureau of Highway Maintenance for final review and approval.

9. **Publish New Policy:** The policy author will provide the HMM coordinator with the approved final policy document and a brief written summary of the new policy. Once approved by the Director of the Bureau of Highway Maintenance, the HMM coordinator will post the manual update on the internet and identify the update to the list serve.

3.2 Routine Policy Updates Process. All routine policy changes or when changes to existing policy are minor, an extensive review is not necessary. If making minor changes to a policy, BHM staff can make the necessary changes with the approval of the Program Management and Roadside Facilities Chief or State Maintenance Engineer. The following steps should be followed:

1. **Research Issue:** The originator of the chapter will research the issue and develop proposed concepts of the policy or guidelines.
2. **Draft Changes to the Manual:** The originator will draft the policy changes and provide to the HMM coordinator for editing.
3. **Review:** Upon completion of the draft, the originator is responsible for having the appropriate level of review of the draft by either subject experts or Maintenance Supervisors. Following this review, changes to the draft and additional review may be necessary.
4. **Final Approval:** The final draft of the policy document is presented to the Bureau of Highway Maintenance Program Management and Roadside Facilities Section Chief and State Maintenance Engineer, and the HMM coordinator for approval.
5. **Publish Changes:** The originator of the chapter will provide the manual coordinator with the final policy document and a brief written summary of the revision. Upon approval from the Bureau of Highway Maintenance Program Management Chief or State Maintenance Engineer, the HMM coordinator will coordinate with the BHM web author to distribute the approved version of the updated policy and record the update on the internet.

3.3 Coordination of HMM. For consistency and documentation purposes of the HMM, it is important that all proposed HMM changes are coordinated through the Program Management and Roadside Facilities Section. All questions and comments concerning policy creation and update procedures should be directed to the HMM coordinator kassandra.walbrun@dot.wi.gov.

4.0 Distribution

Upon approval from the Program Management and Roadside Facilities Chief, the State Maintenance Engineer, or the Director of the Bureau of Highway Maintenance, the HMM coordinator will provide interested parties with an email notification of new and updated policies.

All new and updated policies, directives, guidelines, or definitions should be provided to the HMM coordinator. The HMM coordinator will keep a digital record of all finalized policy, guidelines, work policy directives, and definitions.