



## Highway Maintenance Manual

### Chapter 02 Administration

#### Section 25 Cost Invoicing

##### Subject 01 Activity Codes

Bureau of Highway Maintenance

April 2023

### 1.0 Policy

The Routine Maintenance Agreement (RMA) shall be subdivided into projects to collect costs. These costs shall be charged to projects using activity codes. The activity code(s) shall describe the work being done. Routine maintenance projects shall follow this guideline with a practical limit of eight (8), with a maximum of fifteen (15), activity codes for a project.

### State Activity Codes

---

#### Roadways-Asphalt

00XX-01-01

- 001 Spot Repair/Pothole Repair
- 002 Crack Sealing/Filling
- 003 Seal Coating
- 004 Wedging/Rut Filling
- 005 Milling/Bump Removal
- 008 Thin Resurfacing
- 009 Traffic Control Roadway Asphalt

#### Roadways-Concrete

00XX-01-03

- 011 Emergency Repair of Concrete Pavement
- 012 Non-Emergency Repair of Concrete Pavement
- 013 Repair of Distressed Pavement
- 014 Traffic Control Roadway Concrete

#### Roadways-Shoulders

00XX-01-05

- 021 Gravel Shoulders
- 022 Paved Shoulders
- 024 Sweeping Shoulders
- 025 Traffic Control Roadway Shoulders

#### Miscellaneous

00XX-01-07

- 019 Non-Winter Storm Emergency Repair Measures
- 020 Non Winter Storm Permanent Restoration

- 031 Sweeping Pavement
- 032 Miscellaneous Traffic Control
- 033 Surveillance
- 035 Hazardous Debris Removal
- 036 Site Preparation for New Salt Shed Facility
- 037 Construction of Salt Shed Facility

Roadsides-Vegetation

- 00XX-01-33
  - 041 Mowing
  - 042 Litter Pickup
  - 043 Woody Vegetation
  - 044 Control of Unwanted Vegetation
  - 045 Urban Mowing
  - 046 EAB Tree Removal
  - 047 Pollinator Best Management Practices
  - 048 Traffic Control Roadside Vegetation

Roadsides-Facilities

- 00XX-01-31
  - 051 Clean/Repair/Replace Drainage Structure
  - 052 Maintain Roadside Drainage
  - 055 Maintain Safety Appurtenances
  - 058 Traffic Control Roadside Facilities

Roadsides-TIC/Rest Areas

- 00XX-01-35
  - 053 Maintain/Repair Buildings
  - 054 Maintain Facility Grounds

Structures

- 00XX-01-21 (Structures – RMA)
- 00XX-01-23 (s. 84.10 Bridges)
- 00XX-01-50 (Border – Iowa)
- 00XX-01-51 (Border – Minnesota)
- 00XX-01-52 (Border – Michigan)
- 00XX-01-53 (Structures - Miscellaneous)
- 059 Paint

- 060 Deck
- 061 Superstructure
- 062 Substructure
- 063 Waterway/Slope Repair
- 064 Ferry Operations
- 065 Traffic Control for Structures/Bridge Inspections
- 066 Joint
- 067 Bearing
- 068 Railing
- 069 Approach

Winter

00XX-01-11

- 070 Trucking Brine
- 071 Plow and Apply Chemicals, abrasives, salt, and brine
- 072 Non Storm Related Winter Activities
- 073 Apply Liquid Anti-Icing Chemicals
- 077 Alternate Chemicals
- 078 Trucking Salt-Shed to Shed within County
- 079 Trucking Salt-from Depot into User County Sheds or from County to County
- 097 Traffic Control for Winter Work

Traffic Sign Repair

00XX-01-61

- 081 Permanent Sign Repair
- 085 Temporary/Emergency Sign Repair
- 087 Traffic Control for Traffic Work

**Administration**

Non-patrol Supervision

00XX-01-40

- 017 Training
- 018 Back Pay
- 091 Fixed Cost Reimbursements

098 Actual Administration Costs and Cross Charges (Milwaukee County)

099 State Financed Equipment Reimbursement (for equipment costs only)

Patrol Supervision

00XX-01-41

093 Supervision/Engineering

094 Training

095 Back Pay

**Discretionary**

Traffic Maintenance - Other

083 Electrical Work

086 Permanent Sign Replacement

090 Pavement Marking

**2.0 Activity Code Definitions**

The Activity Codes presently being used are as follows:

**Routine Maintenance**

---

Roadways-Asphalt

- 001 Spot Repair/Pothole Repair: Minor repairs of pavement distress generally not exceeding fifty (50) feet in one lane. Filling of depressions in the pavement surface with asphalt materials.
- 002 Crack Sealing/Filling: Routing, cleaning and filling of pavement cracks with a crack sealant to prevent infiltration, maintain safety and improve ride.
- 003 Seal coating: Placing asphalt material and cover aggregate to seal surface of pavement.
- 004 Wedging/Rut Filling: Placing asphalt-paving material in wheel ruts to bring the highway cross-section back to its original condition. This does not include bridge approaches.
- 005 Milling/Bump Removal: Milling of pavement to provide a smoother driving surface and/or to drain wheel ruts. Removal of pavement material to correct individual localized bumps; create rumble strips and localized pulverizing.
- 008 Thin Resurfacing: Placing asphalt-paving materials to extend the life of existing pavement and improve ride.
- 009 Traffic Control for Roadway Asphalt: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related maintenance activities.

Roadways-Concrete

- 011 Emergency Repair of Concrete Pavement: Non-scheduled repairs for removal and replacement of concrete pavement (i.e. blow-ups).
- 012 Non-Emergency Repair of Concrete Pavement: Scheduled repair for removal and replacement of

concrete pavement. May be replaced with either PCC or AC material.

- 013 Repair of Distressed Pavement: Includes cold mill, thin resurfacing, crack filling, mud jacking and diamond grinding.
- 014 Traffic Control for Roadway Concrete: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### Roadway Shoulders

- 021 Gravel Shoulders: Reshaping existing gravel or add gravel in order to eliminate drop-offs and maintain safety.
- 022 Paved Shoulders: Placement or repair of paved shoulders including asphalt or concrete. This work may include rumble strip(s) installation.
- 024 Sweeping Shoulders: Removal and disposal of debris from paved shoulders with a sweeper, mechanical means, or by hand. This includes the cost of disposal fees.
- 025 Traffic Control Roadway Shoulders: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### Miscellaneous

- 019 Non Winter Storm Emergency Repair Measures: Repairs made during or right after a disaster to restore essential traffic, to minimize the extent of damage, or to protect the remaining facilities. Repairs that go beyond these three objectives are permanent repairs except as noted. Permanent repairs may be included if the operations are the most economical and feasible methods to quickly restore essential traffic. This activity code does not include sweeping pavement, traffic control or hazardous debris removal.
- 020 Non Winter Storm Permanent Restoration: Non-scheduled repairs undertaken after the occurrence of a disaster to restore the highway to its pre-disaster condition. This activity code does not include Sweeping Pavement, Traffic Control or Hazardous Debris Removal.
- 031 Sweeping Pavement: Removal and disposal of debris from either asphalt or concrete pavement with a sweeper, mechanical means, or by hand. This includes the cost of disposal fees. (Note: Sweeping new gravel shoulders from pavement should be charged to shoulders.)
- 032 Miscellaneous Traffic Control: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.
- 033 Surveillance: Includes travel time to and from section and patrolling the section as related to any maintenance activities within the right of way as follows:
- Noting encroachments into clear zone
  - Noting non-functioning snow fence
  - Noting sign problems
  - Noting planting aids that are left, need to be removed, and removing them
  - Noting hazardous trees

- Noting noxious weed infestations
- Noting litter issues
- Noting drainage or erosion issues
- Noting illegal tree cuttings
- Noting pavement problems
- Noting brush problems
- Noting guardrail, railings, security fence, and median walls problems, etc.
- Noting traffic signal operation
- Noting permit issues, ad signs, parked vehicles, contractor work
- Noting illegal sign or encroachment placement
- Noting new driveway installations
- Noting and or removing deer or animal carcasses from the travel way
- Noting safety appurtenance
- Noting fuel and cargo spills, etc.
- Noting damage caused by crashes
- Noting erosion control materials and siltation units and other material left behind from improvement projects
- Noting damaged mailboxes

035 Hazardous Debris Removal: Removing objects from roadways which may impact safe travel, such as rubber and animal carcasses.

036 Site Preparation for New Salt Shed Facility: (Non-Winter Maintenance) All work needed for salt shed site preparation, such as grading, placing fill, placing base, asphalt paving, installation of culvert pipes, seeding and landscaping.

037 Construction of Salt Shed Facility: (Non-Winter Maintenance) The construction or moving of a salt shed, loader building and brining facility. This activity includes the electrical, heating, water and sewer needs of the building being constructed or moved.

#### Roadsides-Vegetation

041 Mowing: Control of vegetation along the roadside by mechanical means.

042 Litter Pickup: Picking up and disposing of non-vegetative roadside debris including the cost of landfill disposal fee. This also includes the handling and disposal of litter collected by ADOPT-A-HIGHWAY teams.

043 Woody Vegetation: Cutting and disposing of unwanted woody vegetation. Includes control through application of herbicides.

044 Control of Unwanted Vegetation: Eradication or control of statutorily defined noxious weeds and other unwanted vegetation by mechanical means or application of herbicides.

045 Urban Mowing: Control of vegetation by mechanical means along urban state trunk highways and urban controlled-access highway interchanges and access roads.

- 046 EAB Tree Removal: Tree removal operations for Emerald Ash Borer infected trees, including tree cutting, chipping branched and small limbs, stump grinding, topsoil, seeding and erosion control of disturbed areas.
- 047 Pollinator Best Management Practices: This includes best management practices (BMPs) for roadside vegetation to promote the protection and use of roadsides for pollinators. BMPs include, but are not limited to, mowing, burning, control of unwanted vegetation, planting of pollinator friendly plants, and use of mowing equipment to benefit pollinators.
- 048 Traffic Control for Roadside Vegetation: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### Roadsides-Facilities

- 051 Clean/Repair/Replace Drainage Structure: Cleaning and maintaining catch basins, culverts, inlets, storm sewers, flumes, rip rap or any other drainage structures. Includes replacement of failed culverts.
- 052 Maintain Roadside Drainage: Cleaning and maintaining ditches, detention ponds, seeding and mulching, and slopes which includes providing necessary erosion control.
- 055 Maintain Safety Appurtenances: Maintenance and repair of security fence, reflectors, delineators, median barriers, attenuators, noise barriers, retaining walls, culvert posts, and guardrail, which goes beyond the abutment of a bridge structure. (Note: Guardrail on the bridge is charged to structures code 061.)
- 058 Traffic Control for Roadside Facilities: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### Roadsides-TIC/Rest Areas

- 053 Maintain/Repair Buildings: Cleaning, painting, repairs and other routine maintenance of roadside buildings.
- 054 Maintain Facility Grounds: Lawn mowing, weed control, litter pickup, and vegetation control. Also includes routine maintenance of sidewalk, and area lighting at roadside facilities such as rest areas, waysides, truck scales, and park and ride lots.

#### Structures

- 059 Paint: Cleaning and painting of spot locations of the structure.
- 060 Deck: Maintenance and repair of bridge decks which includes sweeping, washing, sealing, crack filling, asphalt overlays, epoxy overlays and cleaning drains.
- 061 Superstructure: Washing and repairing of beams and seats.
- 062 Substructure: Maintenance and repairs of abutments, wing walls, piers, and piling. This includes repair and rehabilitation from the effects of scour.
- 063 Waterway/Slope Repair: Maintenance and repair of abutment slopes rip rap and the natural waterway embankments.
- 064 Ferry Operations: Includes the costs associated with operation and repair costs of ferry and approaches.
- 065 Traffic Control for Structures/Bridge Inspections: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices related to bridgework. Also includes

provision of flagging operations for work zones related to structure maintenance activities and state bridge inspections, which includes assistance to WisDOT inspection crews.

066 Joint: Cleaning repairing and replacement of bridge joint.

067 Bearing: Cleaning, resetting/adjusting and replacement of bearings.

068 Railing: Adjustment, restoration, concrete repair, spot cleaning and painting. Note: All approach guardrail work beyond the abutment of a bridge structure is to be charged to Activity Code 055.

069 Approach: Repair of end blocks and rail attachments.

### Winter

070 Trucking Brine: Bulk transport of brine for state highway use.

071 Plow and Apply Chemicals, abrasives, salt, and brine. Activity code includes:

- Plowing snow “during” precipitation event
- Applying agents “during” precipitation event
- Loading salt into trucks “during” storm event
- Applying abrasives “during” storm event
- Assisting emergency vehicles “during” storm event
- Assisting emergency vehicles “during” non-storm time for winter related activities (such as removing vehicles from a snowbank where snow is dragged onto the roadway)
- Frost runs (reactive response to frost on bridges and other areas)
- Clean-up after emergency (spill or fire) situation
- Storm related clean up
- Drift control
- Clean-up (intersections, bridges, curve shoulders, two-way-left-turn-lanes (TWLTL), rest areas, park and ride lots, weigh stations, etc.)
- Winging and benching
- Response to refreeze of chemicals on pavement
- Applying abrasives after storm event
- Addressing icing areas
- Treating refreeze conditions

072 Non-Storm Related Winter Activities: Includes all items not directly related to plowing and applying chemicals such as:

- Winter surveillance (HMM 06-10-10)
- Winter related training (rodeos)
- Pretreating salt at shed or stockpile
- Filling salt sheds – housekeeping and clean-up after storm event or filling sheds



- Preparing salt/sand mixes/piles (making salt brine)
  - Preparing salt brine or other de-icing agents
  - Calibrating equipment
  - Washing equipment related to performing winter maintenance activities. Truck washing is defined as the time needed to effectively clean truck and associated equipment (e.g., wing, plow, etc.) when directly involved with winter maintenance activities. Time charged shall only be considered for the actual washing/cleaning. Washing time shall not include unloading the truck, waiting for equipment to thaw, or waiting for available facilities to do the work. Time charged for washing/cleaning truck and associated equipment must not exceed one and a half (1.5) hours per each washing/cleaning event. A truck washing should only occur after storm clean-up activities are completed.
  - Thaw frozen culverts
  - Erecting, repairing, and removing winter snow fence
  - Placing, repairing, or removing orange obstruction end markers (beam guard anchors and ends, culvert pipe ends, wing walls and curb ends)
  - Schneider Electric services (formerly DTN) quarterly billings
  - Also includes the county reimbursement for sodium chloride storage (HMM 02-20-35).
- 073 Apply Liquid Anti-Icing Chemicals: Apply liquid anti-icing chemicals prior to the start of a storm or icing event, including frost and black ice prevention.
- 077 Alternate Chemicals: Chemicals other than salt used for pilot program or special project.
- 078 Trucking Salt – Shed to Shed Within County
- 079 Trucking Salt – From Depot into User County Sheds or from County to County
- 097 Traffic Control for Winter Work: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### Highway Signs

- 081 Permanent Sign Repair: Permanent repair of traffic signs and supports (posts and bridge signs including installing Adopt-A-Highway signs). This includes use with the statewide damage claim number.
- 085 Temporary/Emergency Sign Repair: Temporary repair of signs that need immediate response time such as stop signs, etc. This includes use with the statewide damage claim number.
- 087 Traffic Control for Traffic Work: Includes placing and removal of signs, cones, impact attenuators, arrow boards (including refueling) and other devices. Also includes provision of flagging operations for work zones related to maintenance activities. This also includes placement and maintenance of traffic control devices needed for detours, accidents, emergencies or any other event not related to maintenance activities.

#### **Administration**

---

##### Non-Patrol Supervision

- 017 Training: Includes state share of CDL Alcohol testing (HMM 02-20-60) and other eligible training expenses for county employees. This does not include rodeo training, which should be charged to winter maintenance activity code 072.

- 018 Back Pay: Included for counties that are not computerized, for counties that would have a difficult time distributing back pay to various projects and activities.
- 091 County Reimbursements for Communications Equipment, General Public Liability Insurance (GPL) and Equipment Storage: Includes the state share of radio costs (HMM 02-20-10); general public liability, errors and omissions, and umbrella insurance premiums (HMM 02-20-15); and costs associated with buildings and grounds that are attributed to equipment storage (HMM 02-20-50).
- 098 Actual Administration Costs and Cross Charges (Milwaukee County): Includes Milwaukee County Highway Maintenance administration actual costs such as administration salary, equipment, utility charges, overhead, and cross charges from support services such as Parks, Risk, Fleet, and IT.
- 099 State Financed Equipment Reimbursement (for equipment costs only): Includes reimbursement of equipment costs as a credit to the state for use of equipment on state highway maintenance projects. This includes the rental of the state financed equipment owned by one county to another county for their use on state facilities. Daily logs are required for use on state highway maintenance projects.

Patrol Supervision

- 093 Supervision/Engineering: Patrol superintendent's salary, fringe and any other expenses.
- 094 Training: Includes state share of CDL Alcohol testing (HMM 02-20-60) and other eligible training expenses for county employees. This does not include rodeo training, which should be charged to winter maintenance activity code 072.
- 095 Back Pay: Included for counties that are not computerized, for counties that would have a difficult time distributing back pay to various projects and activities.

**Discretionary**

---

The routine activity codes detailed above can be used on a discretionary project if they appropriately describe the work being done.

Traffic Maintenance - Other

The following activity codes were created for specific traffic maintenance work only:

- 083 Electrical Work (Non Routine Work Only): Non-geometric. Assisting state forces in the installation of traffic signals or lighting, including site restoration.
- 086 Permanent Sign Replacement: Distribution of traffic signs, installation of new traffic signs, and scheduled replacement of traffic signs (including posts).
- 090 Pavement Marking (For Traffic Maintenance Agreements): Includes all county labor, materials, and equipment in performing pavement marking activities under the traffic maintenance agreement.