



## Highway Maintenance Manual

Bureau of Highway Maintenance

### Chapter 06 Winter Maintenance

January 2012

### Section 10 Storm Management Responsibilities

### Subject 20 Winter Storm Reports

#### **1.0 General**

Each service provider shall electronically submit a "Winter Storm Report" for each "Storm", "Incident", "Anti-Icing" event that occurs between the required reporting periods of November 1st through April 30th. If no winter event occur, submittals of "No Activity" reports are still required for each week of the required reporting period. Reports shall also be submitted for all events that happen outside of the required reporting period. The "No Activity" reports are not required outside the required reporting period.

#### **2.0 Submittals**

Reports shall be entered into the WisTransPortal website no later than Wednesday of the following week from which the events originally occurred.

**The WisTransPortal site shall be the only method of submittal to Central Office.** No email, faxes, or other methods will be accepted.

#### **3.0 Logging into WisTransPortal**

Logging into the WisTransPortal site does not require a login ID or password. Logging into the Winter Storm Report System on the WisTransPortal site however does. The WisTransportal site has a self registration request form whereby any service provider can request authorization for storm report entry. Your WisTransPortal login ID and password can be the same that you use for other WisTransPortal activities such as the Lane Closure System.. The WisTransPortal link is <http://transportal.cee.wisc.edu/storm-report/>.

Each storm report entry person should have their own unique WisTransPortal account ID and password.

#### **4.0 Acquiring blank reports with Instructions**

The reports along with the instructions can be obtained from the web link listed above: (The blank forms are in an MSeXcel format and the instructions are in MSWord format. Formats other than the ones listed should be obtained from the region offices.)

#### **5.0 Questions and problems**

All questions or problems associated with storm reports should be forwarded to Mike Sproul [(608) 266-8680, [michael.sproul@dot.wi.gov](mailto:michael.sproul@dot.wi.gov)]