



1.0 Authority

Wisconsin Statutes Section 85.17 and Wisconsin Administrative Code Trans 277 assign the Wisconsin Department of Transportation (WisDOT) the authority to monitor compliance with Trans 277 of storage of highway salt and other snow and ice control chemicals, hereafter called road chemicals. Under the general guidance of the Bureau of Highway Maintenance (BHM) director and general direction of the region systems maintenance manager (region chief), these chemicals shall be stored in accordance with the policies and practices described herein.

2.0 Definitions

1. Road chemical(s) means any chemical used to prevent the forming of or to accomplish the removal of snow and /or ice from roads, driveways, or parking lots.
2. Storage site or site means the geographical location, generally identifiable by a street address and real property boundaries, within which one or more road chemical storage sub-sites are located.
3. Storage sub-site or sub-site means a parcel of land upon which a stockpile, building, container, bunker, designated area, or other structure used to store road chemicals is located.
4. Storage facility means a stockpile, building, container, bunker, designated area, or other structure used to store road chemicals.
5. Impermeable pad means an area surfaced with concrete or asphalt or other durable material free of defects that, if present, prevents road chemical(s) in solid or liquefied form to pass through the pad to the underlying land.
6. The Material Storage Site Management (MSSM) means the computer program application used to electronically store data on road chemical storage and used in the Operational Information System.
7. Routine inspection means inspection of sub-sites that are not conducted in response to a contamination complaint or a follow up to a prior routine inspection.
8. Form DTXXX means those department forms with a DT prefix which are available through [WisDOT Forms and online at https://wisconsin.gov/global-footer/formdocs/default.aspx](https://wisconsin.gov/global-footer/formdocs/default.aspx).

3.0 Road Chemical Storage Guidelines

Basic Road Chemical Site and Sub-Site List

The region salt coordinator shall be responsible for maintaining an accurate record in the MSSM of road chemical storage sites and sub-sites in the region. This listing shall be accurate as of July 31st of each year.

Road Chemical Storage Site Record (Form DT1871)

The region salt coordinator shall maintain a current signed copy of form DT1871 at the region office for each road chemical facility. The data contained in this report and any revisions or modifications thereto, including those required as a result of re-certification, shall be entered into the MSSM within thirty (30) calendar days of completion. The region salt coordinator, in consultation with BHM, shall be responsible for assigning or reassigning site and sub-site identification numbers.

Recertification (Form DT1871)

Unless the accuracy of a site record in MSSM is validated under a third-party contract with WisDOT (consultant), managed by the bureau of highway maintenance, the region salt coordinator shall annually obtain from a site compliance contact a signed form DT1871 certifying that the data contained on the current DT1871 is correct, or

provide, in writing, modifications to be made to the DT1871. The most recent DT1871 shall be retained permanently if road chemical storage is discontinued at that site.

Road Chemical Sub-Site Routine Inspection (Form DT1873)

No less frequently than annually, the region chief shall cause the performance of an onsite routine inspection of each road chemical storage sub-site in the region. Additional inspection of sub-sites may be made as frequently as the region chief finds appropriate. The region chief is relieved of this responsibility to perform routine inspections when routine inspections are conducted by a consultant.

Handling of Complaints of Contamination Resulting from a Road Chemical Storage Site or Sub-Site.

The region salt coordinator shall be notified of complaints received by the site owner or operator. The region chief shall also be promptly notified of complaints received by any other arm of the department. With required approvals, the region chief shall take appropriate action to resolve the complaint as outlined in [HMM 06-20-35](#).