



Highway Maintenance Manual

Chapter 02 Administration

Section 01 Introduction

Subject 20 Policy Creation and Update Procedures

Bureau of Highway Maintenance

June 2020

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.

2.0 Chapter Responsibility

To help readers with any questions they may have concerning the contents of the various chapters, the following list is provided to show the section and person(s) responsible for originating the guidance found in specific manual chapters.

Chapter	Subject	Originator
1	Interim Policy and Procedures	State Maintenance Engineer, James Hughes
2	Administration	Program Management Section, Julie Seston
3	Emergency Response	Highway Maintenance & Roadside Management Section, Mike Banaszak, Emil Juni
4	Roadway Maintenance	Highway Maintenance & Roadside Management Section, Cody Churchill
5	Traffic Services and Safety	Traffic Design Unit, Matt Rauch
6	Winter Maintenance	Highway Maintenance & Roadside Management Section, Emil Juni, Cody Churchill
7	Roadside Management	Highway Maintenance & Roadside Management Section, Mark Polega, Christa Schaefer
8	Roadside Facilities	Freight Management & Roadside Facilities Section, Daniel Mulder
9	Right-of-Way Use and Permits	Highway Maintenance & Roadside Management Section, Bob Fasick, Vicki Harkins

3.0 Policy Creation and Update Procedures

This manual is intended to be a living document; hence, it will be revised to reflect new requirements, policy statements, guides and definitions. It will also be changed to make it more useful to readers. Updates will be made on a continuing basis. Periodic review of the manual will be performed to ensure policies and guidelines are current.

The following procedures should be followed whenever a policy for the Highway Maintenance Manual is being developed or revised. The procedures to revise the manual are explained below:

Notify Originator: When a WisDOT staff member or county committee is of the opinion the manual requires revision, the person or committee should contact the originator of the chapter. They should explain any problems or errors they perceive with the manual and provide the originator with a proposed solution. The key is to be specific in identifying what the problem is, where it exists in the manual, and how it can be fixed. (County manual holders who are not WisDOT staff or a county committee member should address their concerns first to the appropriate regional office if possible. 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 Chief or State Maintenance Engineer and the manual coordinator of any perceived 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 investigate recommendations for manual revisions, prioritize and assign the task to staff, a standing committee, or other working group. Upon assignment, a timeline for the policy development should be created.

Policy Development Approach: The following procedures distinguish between the drafting of new policy or the substantive revision of an existing policy and a routine update of an existing policy:

New Policy Development Approach will likely be used when developing a new policy or substantial changes to existing policy are required. The following steps should be followed:

1. **Research Issue:** The originator/policy author will research the issue and develop 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. **Preliminary Draft:** Preliminary policy concepts and drafts will be shared with regional staff via regional Maintenance Supervisors. Regional staff will have two weeks to provide any written comments to the originator/policy author.
3. **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.
4. **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.
5. **External Review:** If needed, upon completion of the policy draft, an additional review and comment period of 1-2 weeks by an External Committee will be provided. An additional review of the draft policy by the Maintenance Supervisors may be required in response to External Committee comments.
6. **Final Draft:** Final changes to the draft policy document will be presented to the Bureau of Highway Maintenance Program Management Chief and State Maintenance Engineer, and the manual coordinator for review.
7. **Operations Managers Review:** An overview of the final draft should be reviewed by the Operations Managers, especially when policies have significant stakeholder concern or resource impacts. It may be necessary to make additional changes to the final draft upon receipt of comments from the Operations Managers.
8. **Final Approval:** Upon completion of all outstanding issues and upon approval by either the Program Management 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 manual 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 manual coordinator will coordinate with the BHM web author to distribute the approved version of the new policy and post the manual update on the internet.

Approach for Routine Policy Updates will likely be used for all routine policy changes or when changes to existing policy are minor and 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 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.

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 should be presented to the Bureau of Highway Maintenance Program Management Chief and State Maintenance Engineer, and the manual 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 manual coordinator will coordinate with the BHM web author to distribute the approved version of the updated policy and record the update on the internet.

All questions and comments concerning policy creation and update procedures should be directed to the manual coordinator at (608) 266-3870 or email kara.mcfarren@dot.wi.gov.

4.0 Distribution

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

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