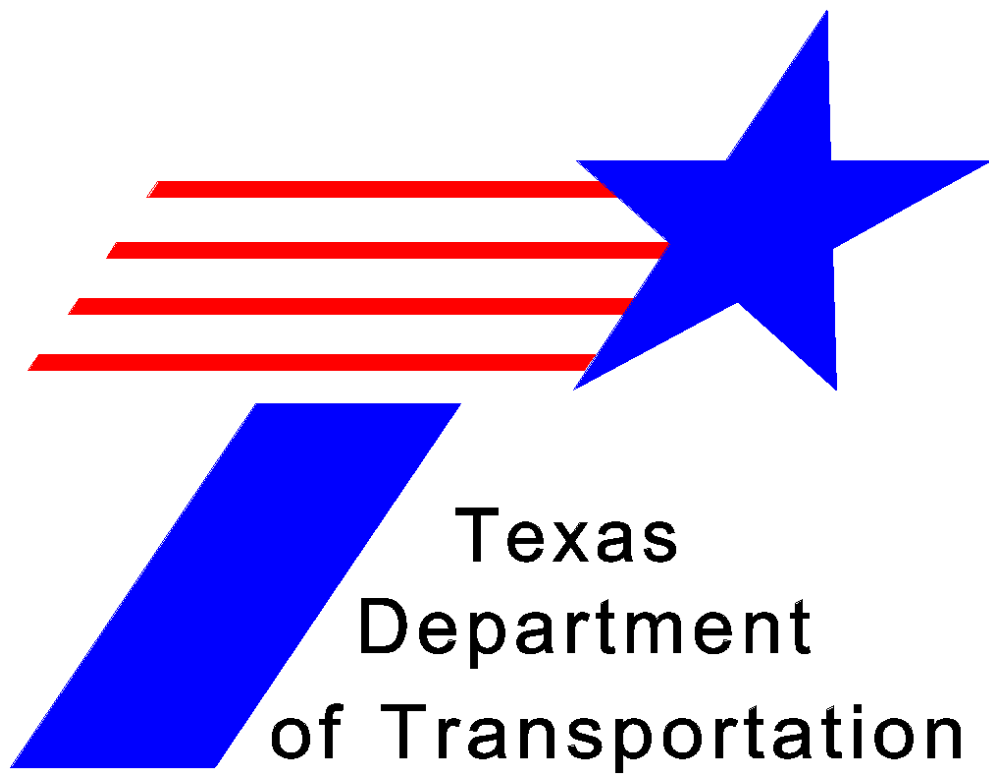


Maintenance A UbUj Ya Ybt Manual



Manual Notice Archives

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Manual Notice 2020-1

From: James R. Stevenson, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: October 07, 2020

Purpose

The *Maintenance Management Manual* has been revised to clarify that all materials and services used on the roadway procured via Purchase of Services Contracts must be reflected in the Maintenance Management System (MMS).

Contents

Chapter 4, Section 5, Purchase of Services, has been revised to include a new section 'Materials and Services Used on the Roadway.' This section clarifies typical services and materials procured via Purchase of Services contracts that must be reflected in the MMS and includes a reference to the MMS Support Sharepoint site for further instructions on how to ensure requisitions are created correctly.

Contact

Address questions concerning information contained in this Manual Notice to Randy Ormsby at (512) 416-3196 or randy.ormsby@txdot.gov.

Archives

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Manual Notice 2017-1

From: C. Michael Lee, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: July 01, 2017

Purpose

The *Maintenance Management Manual* has been revised to include a link to the Occupational Safety Manual for more information about TxDOT's hazardous material cleanup policy and to include revised details about County Assistance under the Local Government Assistance Program.

Contents

Chapter 7, Section 4, Oil and Hazardous Material Spills now contains the following sentence, which includes a link to the Occupational Safety Manual: "For more information about TxDOT's hazardous material cleanup policy, including notification requirements, see the *Occupational Safety Manual*, Chapter 5, [Section 6](#)."

Chapter 9 spells out in more detail the District's and Division's responsibilities for County Assistance under the Local Government Assistance program.

Contact

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Manual Notice 2016-1

From: C. Michael Lee, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: October 01, 2016

Purpose

The *Maintenance Management Manual* has been revised to offer more complete details about the role of District Damage Claim Coordinators in Damage Claims.

Contents

Chapter 5, Section 3, Personal Injury and Property Damage Claims clarifies that each district will appoint a Damage Claim Coordinator and furnish their name to MNT, who will update the list annually. It also specifies that each district will establish a Standard Operating Procedure (SOP) in accordance with the Financial Management Policy Manual and train appropriate district personnel on how to implement the SOP. It also specifies that the District Damage Claim Coordinator shall review Crash Records Information System reports monthly and provide a report to the District Engineer.

Contact

Address questions concerning information contained in this Manual Notice to Randy Ormsby at (512) 416-3196 or randy.ormsby@txdot.gov.

Archives

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Manual Notice 2014-1

From: F. Howard Holland, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: July 01, 2014

Purpose

The *Maintenance Management Manual* has been substantially rewritten to bring it up to date with current policies, organizational changes and terminology. All chapters, except Chapter 3, have been updated. In addition, two new chapters, Chapter 8: Pits and Quarry Safety and Chapter 9: Local Government Assistance Program have been added.

Contents

Throughout: all references to the former Maintenance Management Information System (MMIS) have been changed to Maintenance Management System (MMS) for consistency.

- ◆ Chapter 1: Adds funding information for contracted work and deletes table describing types of contracted work. Deletes One Year Plan and Maintenance Budget examples and adds new language describing how the Plan Matrix window in MMS can be used for both functions.
- ◆ Chapter 2: new language added to include strategy numbers and to explain the Warehouse Budget and Maintenance Contingency Funds and Allocation Programs. Several items rewritten for clarity and to explain who manages funds and additional uses of funds not previously covered. Paragraph on Interstate Maintenance Program deleted.
- ◆ Chapter 4: Item on State Let Contracts rewritten for clarity, deleting all references to CST's review. Table showing general process of state let maintenance contracting deleted (now obsolete). Most of Emergency Contracts section deleted because procedures are covered in the Maintenance Contract Manual. Section on Interagency Agreements and Contracts introduces new policy and procedures for interagency exchanges of more than \$50,000. All items in the InmatelProbationer Labor section (Sec. 7) now include the correct form number and name for the forms to be used in each case, for clarity and consistency. Al 0 adds a new item regarding the use of juvenile offenders. Adds new Sec. 9 on Bridge Preventive Maintenance Program. Deletes section on Material Weight Verification.
- ◆ Chapter 5: Several sections rewritten for clarity. Sec. 5, Wetlands/Streambed Permits substantially rewritten to provide additional guidance, especially regarding Section 404 permits. Sec. 6, Storm Water Management rewritten to cover new policies. Sec. 8, Highway Condition Reporting System has been shortened, since all the information can be found in the Highway Condition Report Manual.

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- ◆ Chapter 6: substantially rewritten to include information on TxMAP and the new Maintenance Management System (MMS).
 - ◆ Chapter 7: Adds National Incident Management System training to MNT responsibilities. Deletes item on State Emergency Response Team. Clarifies record retention periods for emergency operations. New contact and assistance information added regarding Abandoned Hazardous Materials. Adds new Sec. 5 on Emergency Planning Roles and Responsibilities outlining the roles and responsibilities of Maintenance Sections, District Maintenance Management and the Maintenance Division.
 - ◆ Chapter 8: This is a new chapter on Quarry and Pit Safety. Outlines MNT's role and the part districts play under the Texas Aggregate Quarry and Pit Safety Act.
 - ◆ Chapter 9: This is another new chapter on the Local Government Assistance Program. Outlines the program and the responsibilities of the districts.

Contact

Address questions concerning information contained in the Manual Notice to Randy Ormsby at (512) 416-3196 or randy.ormsby@txdot.gov.

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Manual Notice 2008-1

From: Zane L. Webb, P.E., Director, Maintenance Division

Manual: Maintenance Management Manual

Effective Date: January 01, 2008

Purpose

The online version of the *Maintenance Management Manual*, last revised October 1, 2003, has been updated to delete specific information regarding when OCC reports incidents to the Federal Highway Administration, with a link to the Occupational Safety Manual containing the most recent version of that information. The purpose of this change is to make sure users of the *Maintenance Management Manual* always have access to the most current information, which is maintained by OCC.

Instructions

No actions are required of users.

Contents

The Maintenance Manual comprises four separate online manuals:

- ◆ *Maintenance Management Manual*
- ◆ *Maintenance Operations Manual*
- ◆ *Use of Right of Way By Others Manual*
- ◆ *Snow & Ice Control Operations Manual*

Contact

Address questions concerning information contained in the Manual Notice to Randy Ormsby at (512) 416-3196.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2003-1

To: All Users of the *Maintenance Manual*

From: Zane L. Webb, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: October 1, 2003

Purpose

The online version of the *Maintenance Management Manual*, last revised December 1, 2002, has been updated to include new links to electronic forms contained in the GSD Online Forms database. This revision of links will ensure that all external and internal users of the manual have access to all forms mentioned in the manual.

Instructions

No actions are required of users.

Contents

The Maintenance Manual comprises three separate online manuals:

- ◆ Maintenance Management Manual
- ◆ Maintenance Operations Manual
- ◆ Use of Right of Way By Others Manual

Links in all three online manuals have been updated to reflect the new names of files. No other revisions have occurred.

Contact

Address questions concerning information contained in the Manual Notice to Randy Ormsby at (512) 416-3196.

Manual Notice 2002-4

To: All Users of the *Maintenance Management Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: December 1, 2002

Purpose

To revise Chapters 1, 4 and 7 of the *Maintenance Management Manual*.

Instructions

Note the manual revisions described below.

Contents

- ◆ Chapter 1, Definitions and Planning
 - Section 3: Incorporates graphics of maintenance one-year plan and budget directly into the text and eliminates links to these files.
- ◆ Chapter 4, Contracting and Purchasing
 - Section 4: Corrects contacts for certification of emergency.
 - Section 6: Clarifies wording in sample letter of agreement for interagency exchanges of less than \$50,000. Incorporates graphic of this sample letter directly into the text and eliminates link to the file.
 - Section 10: Adds link to standard clauses for notification to suppliers of verification requirements. Also adds tables to clarify procedures for checking weights.
- ◆ Chapter 7, Emergency Management
 - Section 4: Changes references to the Texas Natural Resource Conservation Commission (TNRCC) to the Texas Commission on Environmental Quality (TCEQ).

Contact

Address questions concerning information contained in the Manual Notice to Jim Daily at (512) 416-3187 or Daviette Gilbert at (512) 416-3185.

Manual Notice 2002-1

To: All Users of the *Maintenance Management Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: March 1, 2002

Purpose

To revise Chapters 5 and 7 of the *Maintenance Management Manual*.

Instructions

Note the manual revisions described below.

Contents

Chapter 5: Agreements, Permits and Reports

- ◆ Section 8: Corrects link to *Highway Condition Report Manual*.

Chapter 7: Emergency Management

- ◆ Section 1: Adds reference to government code authorizing Texas Emergency Management Plan.
- ◆ Section 4: Corrects references to Texas Natural Resource Conservation Commission.

Contact

Address questions concerning information contained in the Manual Notice to Darah Waldrip at (512) 416-3196.

Manual Notice 2001-1

To: All Holders of the *Maintenance Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: November 1, 2001

Purpose

The *Maintenance Management Manual* includes policies, procedures and guidelines for maintaining the TxDOT infrastructure. It is not intended to establish legal standards or responsibility. These procedures have been developed to assist the districts in developing standards that will be consistent throughout the State of Texas; however, it is understood that local conditions may require some modifications. In making modifications, discretion should be exercised to ensure the safety of the traveling public.

The *Maintenance Management Manual* includes the same content as Part 1 of the printed *Maintenance Manual*. Parts 2 and 3 of the printed *Maintenance Manual* are published as separate volumes online but contain the same information as the printed version. Page and chapter numbering will differ between the printed and online versions.

This manual will be updated periodically to incorporate provisions of TxDOT Policy Statements, Directives, or other official departmental publications.

Instructions

This manual, in conjunction with the *Maintenance Operations Manual* and the *Use of Right-of-Way by Others Manual*, is the electronic version of the *Maintenance Manual*, which supersedes the previous *Safety and Maintenance Operations Division Procedures Manual* originally issued in April 1984.

Contents

This manual contains seven chapters:

Chapter 1: Definitions and Planning

Chapter 2: Budgeting

Chapter 3: Level of Service

Chapter 4: Contracting and Purchasing

Chapter 5: Agreements, Permits and Reports

Chapter 6: Management Information Systems

Chapter 7: Emergency Management

Contact

Address questions concerning information contained in the Manual Notice to Darah Waldrip at (512) 416-3196.