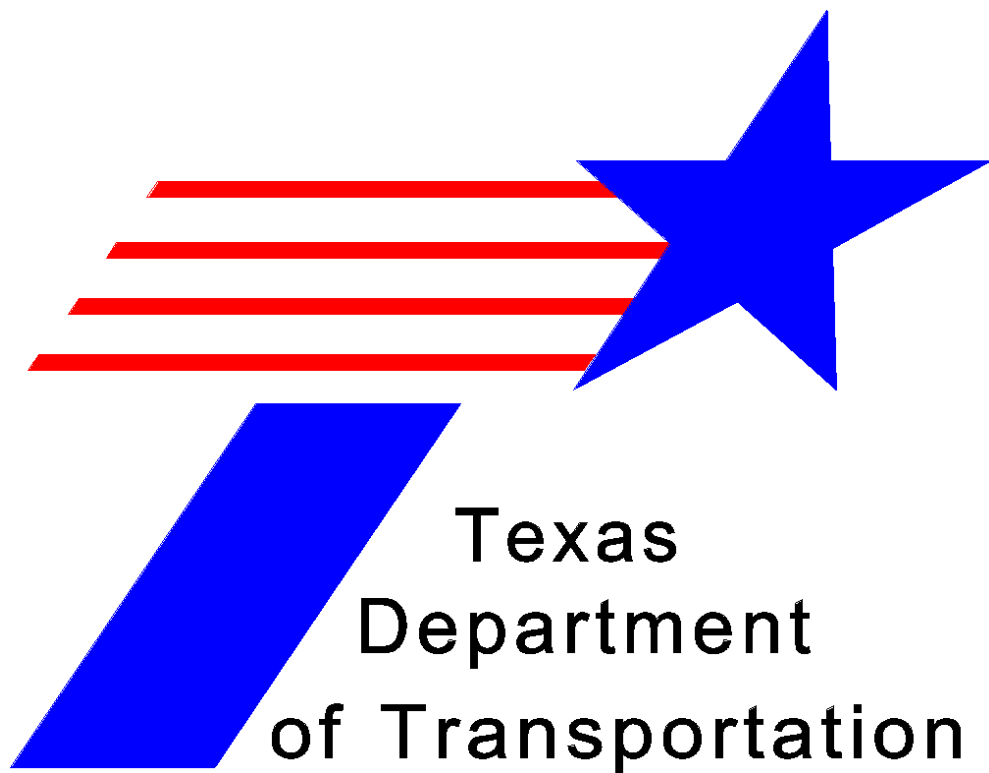


Maintenance Operations Manual



Manual Notice Archives

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Manual Notice 2023-1

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

Manual: *Maintenance Operations Manual*

Effective Date: July 07, 2023

Purpose

The *Maintenance Operations Manual* has been revised to reflect policies on right of way encroachments and homeless encampments and various updates on bridge inspection and maintenance.

Contents

Chapter 2, Section 2 – Litter. A manual reference has been updated to the Property Management Policy Manual for procedures to follow when picking up items of value in the right of way.

Chapter 2, Section 10 – Right of Way Encroachments. This section has been newly created to provide information on handling right of way encroachments and homeless encampments.

Chapter 3, Section 2 – Bridge Maintenance. This section has been revised to include information on preventive maintenance best practices and storage of bridge maintenance records.

Chapter 3, Section 3 – Bridge Inspection. This section has been revised to clarify the differences between routine safety inspections and off-year bridge maintenance inspections, and adds information on performing inspections of bridges after significant events that may have impacted the bridge.

Chapter 3, Section 4 – Bridge Maintenance Actions. This section, previously titled Bridge Deck Protection Systems, has been revised to clarify types of common maintenance items to increase bridge longevity.

Chapter 3, Section 6 – Bridges Over Navigable Waterways. This section has been revised to remove any references to drawbridges.

Contact

Address questions concerning information contained in this Manual Notice to Mark Johnson at (512) 221-8993 or mark.j.johnson@txdot.gov.

Archives

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

Manual Notice 2021-1

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

Manual: *Maintenance Operations Manual*

Effective Date: January 26, 2021

Purpose

The *Maintenance Operations Manual* has been revised to include additional information about the closure of Safety Rest Areas and Picnic Areas and the maintenance of hazardous or explosive materials under bridges or in tunnels.

Contents

Chapter 2, Section 6 – Safety Rest Areas and Picnic Areas. The section “Closing of Safety Rest Areas and Picnic Areas” has been expanded to include information on what should be done by districts before a decision to close a Safety Rest Area or Picnic Area is made, as well as how to work with an outside group that is willing to undertake maintenance of such a facility so that it may remain open to the public.

Chapter 3, Bridges. The section on Bridge Maintenance Policy has been revised to include information about flammable and explosive materials found under bridges and in tunnels, including construction materials and homeless encampments.

Contact

Address questions concerning information contained in this Manual Notice to Samuel Glinsky at (512) 416-3081 or samuel.glinsky@txdot.gov.

Archives

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

Manual Notice 2020-1

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

Manual: *Maintenance Operations Manual*

Effective Date: October 05, 2020

Purpose

The *Maintenance Operations Manual* has been revised to reflect roles and procedures required for off-year bridge inspections.

Contents

Chapter 3, Section 3 - Bridge Inspection. Revised roles and procedures required for off-year bridge inspections are included in an effort to ensure the inspections are completed on time and accurately.

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 2018-1

From: Daniel L. Stacks, P.E., Director, Maintenance Division

Manual: *Maintenance Operations Manual*

Effective Date: September 10, 2018

Purpose

The *Maintenance Operations Manual* has been revised to reflect a policy memo regarding the need to report bridge maintenance activities and to clarify what needs to be reported, how and by whom.

Contents

Chapter 3, Section 2 - Bridge Maintenance. The policy regarding bridge maintenance documentation has been added to the existing section on Bridge Maintenance Policy, clarifying that documentation on all bridge maintenance is to be provided to the district bridge inspection coordinator and further clarifying what to document and how.

Contact

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

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Manual Notice 2017-1

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

Manual: *Maintenance Operations Manual*

Effective Date: January 01, 2017

Purpose

The Maintenance Operations Manual has been revised to include a link to the Occupational Safety Manual for more information about TxDOT's hazardous material cleanup policy and notification requirements.

Contents

Chapter 5, Section 3, Emergency Spill Response, 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](#).

Contact

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

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Manual Notice 2016-1

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

Manual: *Maintenance Operations Manual*

Effective Date: June 01, 2016

Purpose

The Maintenance Operations Manual has been revised to bring it up to date with current rules regarding driveways.

Contents

Chapter 1, Section 3, Driveways, has been revised to reflect current rules defining public driveways and commercial driveways as found in TAC, Sec. 11.51 and 11.54.

Contact

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

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Manual Notice 2010-2

From: Toribio Garza, Jr., P.E. Director, Maintenance Division

Manual: *Maintenance Operations Manual*

Effective Date: December 01, 2010

Purpose

The *Maintenance Operations Manual* was revised to bring it into compliance with an administrative policy change.

Changes

Chapter 3, Section 3, changes frequency of routine bridge inspections from 6 months to one inspection in the off-year of the contracted Routine Bridge Inspection.

Contact

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

Archives

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Manual Notice 2010-1

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

Manual: *Maintenance Operations Manual*

Effective Date: May 01, 2010

Purpose

The *Maintenance Operations Manual* was revised to include a new section on homeland security, as directed by administrative memo.

Changes

- ◆ Chapter 1, Section 1, Overview, adds “homeland security” to the paragraph describing the contents of Chapter 5.
- ◆ Chapter 5 adds new Section 6 - Homeland Security, which gives a broad overview of the program and how to report suspicious activity.

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 2005-1

To: All Users of the *Maintenance Manual*

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

Manual: *Maintenance Operations Manual*

Effective Date: September 1, 2005

Purpose

The online version of the *Maintenance Operations Manual*, last revised March 1, 2003, has been updated to include a link to a new volume updating and enlarging on the existing Maintenance Operations Manual, Chapter 5, Section 2, Snow and Ice Operations. The new volume, now part of the online Maintenance Manual, is the Snow and Ice Operations Manual.

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.

Manual Notice 2003-1

To: All Users of the *Maintenance Manual*

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

Manual: *Maintenance Operations Manual*

Effective Date: October 1, 2003

Purpose

The online version of the *Maintenance Operations 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 2002-2

To: All Users of the *Maintenance Operations Manual*

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

Manual: *Maintenance Operations Manual*

Effective Date: December 1, 2002

Purpose

To revise Chapters 2 and 5 of the *Maintenance Operations Manual*.

Instructions

Note the manual revisions described below.

Contents

- ◆ Chapter 2, Roadside
 - Section 2: Changes references to the Texas Natural Resource Conservation Commission (TNRCC) to the Texas Commission on Environmental Quality (TCEQ).
 - Section 9: New section includes information on fire control and prevention.
- ◆ Chapter 5, Emergency Operations
 - Section 3: Changes references to the Texas Natural Resource Conservation Commission (TNRCC) to the Texas Commission on Environmental Quality (TCEQ). Also adds table to clarify responsibilities for emergency spill response.
 - Section 5: 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 Operations Manual*

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

Manual: *Maintenance Operations Manual*

Effective Date: March 1, 2002

Purpose

To revise Chapters 2 and 5 of the *Maintenance Operations Manual*.

Instructions

Note the manual revisions described below.

Contents

Chapter 1: Pavement

- ◆ Section 2: Adds additional information to clarify definition of cracks.

Chapter 2: Roadside

- ◆ Section 2: Corrects reference to Texas Natural Resource Conservation Commission.
- ◆ Section 3: Adds information about compliance with the Executive Memorandum on Beneficial Landscaping and Executive Order 13112 on Invasive Species.

Chapter 3: Bridges

- ◆ Section 6: Adds information about fender system and navigational lighting maintenance.

Chapter 5: Emergency Operations

- ◆ Section 3: Corrects reference to Texas Natural Resource Conservation Commission and Department of Public Safety.
- ◆ Section 5: Corrects reference 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 Operations Manual*

Effective Date: November 1, 2001

Purpose

The *Maintenance Operations 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 Operations Manual* includes the same content as Part 2 of the printed *Maintenance Manual*. Parts 1 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 Management 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 six chapters:

Chapter 1: Pavement

Chapter 2: Roadside

Chapter 3: Bridges

Chapter 4: Traffic Operations

Chapter 5: Emergency Operations

Chapter 6: Work For or By Others

Contact

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