

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **DTIM-BSHP3**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM-BSHP3 86.302(2) a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIM-BSHP3>

2. Mailing written comments to:

Division of Transportation Investment Management  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7913  
Madison, WI 53707-7913

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.dot.gov](http://wisconsin.dot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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WisDOT, Division of Transportation Investment  
Management  
PO Box 7913  
Madison, WI 53705-7913

Governor Tony Evers  
Secretary Craig Thompson  
[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (608)266-7139  
FAX: (608)267-0294  
Email: [downloadinfo@dot.wi.gov](mailto:downloadinfo@dot.wi.gov)



Date: May 2019

Name  
Title  
Business Name  
Street  
PO Box  
City State Zip

## 2019 PAVEMENT RATINGS ARE DUE TO WisDOT BY DECEMBER 15, 2019

### STATE STATUTE 86.302(2) REQUIREMENTS REMINDER

This notification is to remind Wisconsin local government officials of the upcoming deadline for compliance with State Statute 86.302(2).

*Every two years, municipalities and counties are required to submit pavement ratings to the Wisconsin Department of Transportation that represent the physical condition of roadways under their jurisdiction. Pavement rating information is due to WisDOT by December 15, odd year.*

### STEP 1: OBTAINING YOUR PAVEMENT RATING SPREADSHEET

To ensure accurate and up-to-date roadway data, you must obtain a new pavement rating spreadsheet every submittal year.

If you have an active WISLR account, you can print and/or save an Excel file of your spreadsheet from the WEB-WISLR PAVEMENT RATING ENTRY SCREEN.

If you do not have an active WISLR account, refer to the included guide 'HOW TO: Access WISLR' and follow the easy step-by-step directions to establish a WISLR User ID and password.

### STEP 2: COMPLETING YOUR PAVEMENT RATING SPREADSHEET CHECKLIST

- Fill in the first two columns with the updated pavement rating and the year the rating was collected
- Review the three columns with surface data (SURFACE-TYPE, YEAR, WIDTH) and make any necessary changes  
**TIP:** The fourth column (PREVIOUS PAVEMENT RATING AND YEAR) of your spreadsheet identifies the road ratings from the last Pavement Ratings submitted to WisDOT

### STEP 3: SUBMITTING YOUR PAVEMENT RATING SPREADSHEET

Select one of the options below to submit your pavement ratings to WisDOT. You will receive a confirmation email or postcard notifying you when WisDOT has received your submittal.

1. **Online** submitted through WISLR Pavement Rating Entry Screen:  
<https://trust.dot.state.wi.us/wislr/NavigationDispatch>
2. **Electronic** spreadsheet submitted by email:  
[ratingsubmittal@dot.state.wi.us](mailto:ratingsubmittal@dot.state.wi.us)
3. **Paper** spreadsheet submitted by mail:  
Corissa Engel; Pavement Rating Coordinator  
4822 Madison Yards Way, 6<sup>th</sup> Floor South  
PO Box 7913  
Madison, WI 53705-7913

**NOTE:** If a consulting firm or your county highway department will be submitting pavement ratings for your municipality, **YOU** will be responsible for getting the pavement related materials to them and ensuring the completed materials are submitted to WisDOT.

**RESOURCES FOR AUTHORIZED WISLR USERS:**

If you do not have an active WISLR account, refer to the included 'HOW TO: Access WISLR' and follow the easy step-by-step directions to establish a WAMS User ID and password.

- **Download OR print your Pavement Rating Spreadsheet** with a click of a button (requires a printer that can print legal size paper (8-1/2 x 14).
- **Web-WISLR Pavement Rating Entry Screen** allows pavement ratings to be entered and submitted directly into WISLR. This screen has been designed to match the spreadsheet download format for fast entry and is WisDOT's recommended submittal method.
- **Pavement Rating Help Guide** provides answers to frequently asked questions from prior submittal years. With WISLR access you can view and print the **Pavement Rating Help Guide** from the *WISLR Pavement Rating Entry Screen* by clicking the *Resources* button on the top of your screen.
- **County Super Routes** allows our county users to retrieve and edit county highway routes at the county-level. County Highway sections no longer break according to municipal boundaries.  
*TIP: The majority of county users prefer to view their spreadsheet by 'Data Break'. This option combines like segments and will greatly reduce the number of records.*

**REQUEST PASER MANUALS**

The PASER Manuals help you evaluate your roadway surfaces, plan repairs and match common defects with photos and illustrations. A surface rating system links type, number and severity of defects with the type of maintenance needed.

The University of Wisconsin Transportation Information Center (UWTIC) publishes and maintains the PASER Manuals. To download or request a copy be mailed to you go to <https://epd.wisc.edu/tic/topics-and-resources/publications-order-form/> .

<p style="text-align: center;"><b>QUESTIONS???</b></p> <p><b>PAVEMENT RATING HELPLINE 608-266-7139</b></p> <p>PLEASE LEAVE A MESSAGE WITH THE FOLLOWING INFORMATION:</p> <p>NAME AND CONTACT INFORMATION COUNTY AND MUNICIPALITY A BRIEF DESCRIPTION OF YOUR QUESTION</p> <p style="text-align: center;"><b>CONTACT US</b></p>
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Thank you for your cooperation,

*Corissa Engel*

PAVEMENT RATING COORDINATOR