

## **Activities 180 through 182 Extraordinary Maintenance General Instructions**

This series of activities addresses maintenance and repairs that result from unusual or extraordinary events and are not covered by other activities.

Refer to Activity 149 if the work resulted from a crash or incident. Refer to Activity 305 if ODOT will attempt to recover the costs from another party.

Work involved with Extraordinary Maintenance may involve other units or agencies including:

- Transportation Operations Center (TOC) to appraise of current conditions so they can post accurate information on ODOT's TripCheck website.
- Region Traffic representative or others in developing needed detour routes. Obtain approval of the owner before implementing a detour on roadways or property not owned by ODOT.
- Law enforcement as appropriate.
- Emergency response agencies as appropriate.
- Other public agencies that are or may be affected by the situation.

A Professional Engineer must approve some repairs necessitated by extraordinary events. Refer to ODOT *Policy DES 05-02*.

Perform work to maintain those areas at the level allowed by, and consistent with the policies set forth in:

- Chapter 5 of this Guide – Planning, Budgeting, and Reporting Maintenance Activities
- *Role of Maintenance*, Section 3 – Maintenance and Operational Activity Priorities
- Performance Budget and
- *Desired Conditions of Maintenance Features on State Highways*.

Plan and implement methods to control erosion, sediment and pollutants or contaminants, including those discussed in the Control of Erosion, Sedimentation, and Pollutants or Contaminants section of this Guide and the ODOT *Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*.

As appropriate, implement and maintain devices and processes including those described in the *Erosion Control Field Manual*.

Plan, implement, and maintain traffic control as addressed in the *Oregon Temporary Traffic Control Handbook*.

For mobility requirements, maintenance activities (conducted by internal staff or their contractors) and their impacts to traffic must be considered prior to starting

Before beginning any excavation work in areas where utility or other non-ODOT facilities could be buried, contact the Oregon Utility Notification Center (OUNC) 1-800-332-2344 so the facility owners can mark the location of their facilities.

Refer to discussion and instructions in the *ODOT Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices* and regarding permits needed to accomplish work under this Extraordinary Maintenance section.

Utilize contract methods to accomplish work that involves resources beyond those available within ODOT. Refer to the Purchase and Acquisition of Goods and Services section of this Guide, as well as further discussion in this section of this Guide.

For some situations, the State Maintenance and Operations Engineer may declare an emergency, which allows ODOT to accomplish repairs without formal bidding. Some situations will involve a declaration of an emergency by the Governor or the President and allow ODOT to recover costs of repairs from other funding sources.

If the Governor declares an event or situation an emergency, ODOT can recover the costs of repairs from other State or Federal-aid funding. If the President declares an emergency ODOT may be able to recover the cost of repairs from the Federal Emergency Management agency (FEMA). In either situation, obtain a special EA from the Maintenance Management System (MMS) Unit in the ODOT Transportation Program Office and charge, or transfer, all costs to that special EA. Work with the Emergency Operations Manager in the Office of Maintenance and Operations to properly recover the costs from the proper funding source.

Also refer to discussion in the Emergency Operations and Incident Response section of this Guide

If a detour will use a street or road owned by another jurisdiction or entity, obtain proper approval from that jurisdiction or entity before implementing the detour. If the detour traffic causes damage to the detour route beyond that which should have been anticipated for normal traffic on that route, ODOT could be responsible for the costs to repair the detour facility.