

INSTRUCTIONS FOR COMPLETING THE ON-LINE WINTER STORM FORMS

Accuracy of the storm reports: It's imperative that the storm reports are filled out correctly. The Department uses the information from the reports for many things but most importantly for budgeting and additional funding requests. Thus the accuracy is imperative. With recent changes in state law that affect the way that the operators are compensated you may have to wait until the week is over before submitting storm reports. Waiting will assure that the regular and overtime hours are reported correctly. Each week ends at midnight on Thursday. Reports are not due until the following Wednesday at midnight.

Each event shall be logged separately according to the following guidelines.

- It is possible to have more than one storm/incident in a single day. In order to have this happen, precipitation must have ceased for at least **four hours** before starting again. When precipitation stops for less than four hours, it will be considered the same event. But when it stops for four or more hours, it will be considered two events, **even when crews are still cleaning up after the first event.**
- Each anti-icing operation shall be logged and recorded on a separate anti-icing form.
- **When an incident happens simultaneously with a storm, include all the labor, equipment, and materials in the storm.**
- **Anti-icing can be conducted concurrently with both storms and incidents and should be kept separate.**
- **Cleanup immediately after a storm, during the same working period, shall be included in the storm report. Cleanup the day after a storm shall be considered an incident.**
- **Storms that happen simultaneously in different locations of a county shall be combined into one storm.**
- **No maintenance that is conducted, by agreement, outside the traveled way should be included on the storm reports. This includes parking lanes, curb and gutter, sidewalks, sidewalks on bridges, and drainage facilities.**
- **If you charge time to 073 then an anti-icing storm report shall be submitted and visa versa. (Last year 2 counties filled out storm reports for anti-icing and did not submit any 073 charges. Also last year 5 counties submitted 073 charges and did not submit any anti-icing storm reports.)**

TIME																	
1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	0000	0100	0200	0300	
		INCIDENT									COMBINE INTO ONE REPORT						
				INCIDENT													
		STORM									COMBINE INTO ONE REPORT						
				INCIDENT													
		INCIDENT									SEPARATE REPORTS						
				ANTI-ICING													
		ANTI-ICING									COMBINE OR SEPARATE						
				ANTI-ICING													
		INCIDENT									STOP INCIDENT WHEN STORM BEGINS, SEPARATE REPORTS						
				STORM													
		STORM									COMBINE INTO ONE REPORT						
				STORM													
		STORM									COMBINE INTO ONE REPORT, < 4 hrs						
				STORM													
		STORM									SEPARATE REPORTS, ≥ 4HRS						
								STORM									
		STORM		CLEAN-UP							INCLUDE CLEAN-UP IN FIRST STORM. START NEW REPORT WHEN SECOND STORM BEGINS						
								STORM									
		STORM		CLEAN-UP												CLEAN-UP	
INCLUDE FIRST CLEAN-UP WITH FIRST STORM. SECOND CLEAN-UP IS REPORTED AS A SEPARATE INCIDENT.																	

County. If you are assigned multiple counties select your county from the pull down list.

WEATHER:

Storm start. Enter the date and *approximate* time that the precipitation started *anywhere in the county* to the nearest half hour. Use whatever information is available (State Patrol, sheriff, patrols) to get the best estimate of when the precipitation began. The **rule of thumb** to remember

is that regardless of what operation is commencing the **Storm Start** time is the time the snow or freezing precipitation began falling.

Example: If it is **raining** and it changes to freezing precipitation, the Storm Start time is when the precipitation begins to freeze, **not** when the rain started. We typically do not send out forces for rain events.

Storm end. Similar to storm start. Enter the date and *approximate* time the snow or freezing precipitation ended in the county to the nearest half hour.

Pavement temperature in degrees – Fahrenheit. (at time crew went out and then came in). Enter the *approximate* pavement temperature as determined from the nearest RPU or a vehicle-mounted infrared device, at the time the de-icing/anti-icing crew went out for a storm, incident, or anti-icing.

Air temperature in degrees – Fahrenheit. (at time crew went out and then came in). Enter the *approximate* air temperature as determined from the nearest RPU or a vehicle-mounted infrared device, at the time the de-icing crew went out for a storm.

Type of precipitation/Type of Incident. Check each box that applies. **Drifting is isolated, blowing snow is widespread.**

Average Snow Amount. Enter a *ballpark estimate* of the average snow amount that you had to react to, rounded to the nearest tenth of an inch. By definition of a Storm there should be something falling from the sky. Thus the **Average Snow Amount** should never be ZERO. If you had a non-measurable event such as **Sleet, Drizzle, or Freezing Rain** enter **0.1** as the average.

MDSS Forecast accuracy. Select from pull down list.

PERFORMANCE:

Pavement bare/wet. Enter the date and *approximate* time that **“ALL of your 18-hour or 24-hour highways depending which group you’re assigned to. (See list below)”** were in bare/wet condition, to the nearest half hour. Check the **“Never bare/wet”** box if the roadways in your assigned category were not bare/wet prior to the start of the next storm. Check **“Always Bare/wet”** is the roadways were bare/wet the entire time your crews were out. **If your highways are primarily Category 3-5 according to Guideline 6-15-5 consider them bare/wet when they meet the descriptions in this guideline.**

Counties who should report bare/wet conditions for only their 18-hour highways:

Adams, Ashland, Barron, Bayfield, Buffalo, Burnett, Calumet, Clark, Crawford, Douglas, Florence, Forest, Green, Green Lake, Iron, Kewaunee, Lafayette, Langlade, Lincoln, Marinette, Menominee, Oneida, Pepin, Pierce, Polk, Price, Richland, Rusk, Sawyer, Taylor, Trempealeau, Vilas, Washburn, and Wood.

Counties who should report bare/wet conditions for only their 24-hour highways:

Brown, Chippewa, Columbia, Dane, Dodge, Door, Dunn, Eau Claire, Fond du Lac, Grant, Iowa, Jackson, Jefferson, Juneau, Kenosha, La Crosse, Manitowoc, Marathon, Marquette, Milwaukee, Monroe, Oconto, Outagamie, Ozaukee, Portage, Racine, Rock, Sauk, Shawano, Sheboygan, St. Croix, Vernon, Walworth, Washington, Waukesha, Waupaca, Waushara, and Winnebago.

EQUIPMENT:

Total number of de-icing units used. Enter the total number of different deicing units used to fight a particular event.

If an operator goes out in one truck in the morning and it breaks down so that he goes out in another truck in the afternoon then this counts as 1 unit. If an operator goes out in a plow in the morning and a grader in the afternoon then this counts as 2 units.

Total de-icing unit hours. Enter the hours, rounded to the nearest whole number, that the units were used after the snow or freezing precipitation had begun falling.

Crew out. Enter the date and time the first patrolperson went out to react to a freezing precipitation event, address an incident, or anti-icing operation, to the nearest half hour.

Crew in. Enter the date and time that the last patrolperson returned, to the nearest half hour.

LABOR:

Total regular de-icing hours. Enter the regular hours, rounded to the nearest whole number, for all operators used for de-icing during a storm.

Total overtime de-icing hours. Enter the overtime hours, rounded to the nearest whole number, for all operators used for de-icing during a storm.

Total regular anti-icing hours. Enter the regular hours, rounded to the nearest whole number, for all operators used for anti-icing during a storm.

Total overtime anti-icing hours. Enter the overtime hours, rounded to the nearest whole number, for all operators used for anti-icing during a storm.

MATERIALS:

Total salt used (in tons). Enter the total salt used by all patrol sections, rounded to the nearest ton.

Total sand used (in cubic yards). Enter the total amount of sand used in cubic yards rounded to the nearest cubic yard. (1 Ton = 0.8 cubic yards)

Total dry calcium chloride used (in tons). Enter the total amount of dry Calcium Chloride (pellets or flakes) used for deicing, in tons. **Decimals are okay** since the numbers get very small when you convert to tons. (One forty (40) pound bag = 0.02 tons)

Salt prewetting agents (gal). Select the de-icing agent used to prewet salt from the pull down box. Enter the appropriate amount used in gallons.

Sand prewetting agents (gal). Select the de-icing agent used to prewet sand from the pull down box. Enter the appropriate amount used in gallons.

Comments. Include observations of success with achieving uniformity and communication with adjacent counties. Also, if the forecast was inaccurate, say so here.