M-4902MP (2-19)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.penndot.gov

MAINTENANCE PLAN

PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK

IN ACCORDANCE WITH THE EXCESS MAINTENANCE AGREEMENT(S) INDICATED, THIS MAINTENANCE PLAN DESCRIBES THE USER'S EFFORTS TO:

- **MAINTAIN PAVEMENT TO PRE-EXISTING CONDITION**
- **ENSURE NO DETERIORATION OF PAVED SURFACES TO GRAVEL OR MUD**
- **MAINTAIN SAFE AND PASSABLE ROAD CONDITIONS**
- **PREVENT NEGATIVE ENVIRONMENTAL IMPACTS**

All USERS who select Option B in the Excess Maintenance Agreement shall complete all sections of the Maintenance Plan. In addition, Heavy USERS shall complete all Appendix information as noted (not required for Regular USERS). Additional explanation is available in Publication 23, Chapter 15 (Weight Restrictions on Posted Highways).

Excess Maintenance Agreements

Number(s)		Option
Attn: P&B Coordinator in District:		
Name:		
Email:		

1. CONTACT INFORMATION

A USER & EMERGENCY CONTACT(S)

COMPANY NAME (USER):		
ADDRESS:		
PRIMARY CONTACT:	TITLE:	
OFFICE PHONE:	MOBILE PHONE:	EMAIL:
24 HOUR EMERGENCY CONTACT:		
OFFICE PHONE:	MOBILE PHONE:	EMAIL:
24 HOUR EMERGENCY CONTACT:		
OFFICE PHONE:	MOBILE PHONE:	EMAIL:

B ADMINISTRATIVE CONTACT(S)

INVOICING CONTACT:	Title:	
OFFICE PHONE:	MOBILE PHONE:	EMAIL:
PERMITTING CONTACT:	TITLE:	
OFFICE PHONE:	MOBILE PHONE:	EMAIL:
MAINTENANCE CONTACT:		
OFFICE PHONE:	MOBILE PHONE:	EMAIL:

C PENNDOT APPROVED CONTRACTOR CONTACT(S)

COMPANY NAME (PRIMARY):		
ADDRESS:		
CONTACT:	TITLE:	
OFFICE PHONE:	MOBILE PHONE:	EMAIL:
COMPANY NAME (SECONDARY IF AVAILABLE):		
ADDRESS:		
CONTACT:	TITLE:	
OFFICE PHONE:	MOBILE PHONE:	

The USER acknowledges that the District may request a full list of anticipated pre-approved Contractors and Sub-Contractors at any time and must be provided by the USER. Failure to provide requested information may result in suspension of permit(s).

D	HEAVY USER'S SUPPORTING ENGINEERING CONTACT (optional for regular USERS)		
	COMPANY NAME:		
	ADDRESS:		
	CONTACT:		TITLE:
	OFFICE PHONE:	MOBILE PHONE:	EMAIL:

2. HAULING ACTIVITY

A 6 MONTH ACTIVE HAULING OPERATIONS

For all EMA permits, provide information noted below. Routes which are not active in the next 6 months should be considered for close-out. As a best practice, heavy hauling operations shall be coordinated with the District on a monthly basis or as directed.

Permit	County	Route	Begin Segment	Begin Offset	End Segment	End Offset	Active Hauling (yes/no)	Provide estimated loads for the next 6 months

B GENERAL HAULING EVENTS

List any anticipated hauling events in the District which may generate significant activity for your company over the next six months.

County/Location	Event

NOTE: ATTACH ADDITIONAL PAGES IF NEEDED. THE DISTRICT MAY REQUEST COLOR MAPS OF HAULING ROUTES (POSTED AND NON-POSTED) FOR KEY GENERATION AND DESTINATION SITES.

3. ROADWAY REPAIR STRATEGIES

All preventive and excess maintenance repairs shall be in accordance with Publication 408 and be performed by a PennDOT preapproved contractor. The Department may require plans, typical sections, or other information for any preventative or excess maintenance project. Pavement projects over 500 feet in length require Road Upgrade Plans to be submitted to the appropriate Engineering District (see Publication 23, Chapter 15).

A REPAIR STRATEGY

For Pavement history on the roadway visit the following link: https://www.dot7.state.pa.us/PavementHistory/

Please check the boxes below to show the acknowledgement as a USER:

The USER will monitor the roadway and will ensure the roadway remains in a safe and passible condition in accordance with the conditions documented in the initial inspection, including:

- Preserve documented pavement and shoulder conditions.
- Maintain to full roadway width (including lane, shoulder, and Legal Right of Way width) to the extent impacted.
- Maintain drainage ditches, pipe culverts, and bridge conditions.
- Use proper work zone traffic control devices as described in Publications 213 and 236.

The USER will prevent negative environmental impacts when hauling or repairing the roadway.

If upgrades are requested by the USER, the USER will present a Restoration/Upgrade Plan to the District for comment.

For a **Non-Emergency** (M-4902L1, 5-Day Letter) road repair on a posted roadway, users are required to begin repairing excess damage with 5 business days from receipt of the letter. All repairs must be completed within 10 days from the start of the repairs. If repairs are anticipated to take longer than 10 days, a work plan must be submitted to the District for approval.

For an **Emergency** (M-4902L2, Immediate Repairs Letter) on a posted roadway, if the USER notices a condition that requires immediate repair, it shall immediately notify the District. If the emergency condition is the result of the USER's activities, the USER will also immediately contact its Contractor and direct the Contractor to mobilize. Appropriate stabilization and roadway safety for vehicles shall be maintained within **24 hours**. If the emergency condition is due to a natural disaster (like a flood) beyond the USER's control, the District will be responsible for repairs.

Appendix A: *Heavy USERS must provide typical repair sections and details.*

B ANTICIPATED REPAIRS AND UPGRADES

Identify any anticipated repairs and upgrades planned for the next 6 months.

Not Applicable (Check this box if there are no anticipated repairs)

Route	Start Seg/Off	End Seg/Off	Start Date	End Date	Treatment

A Weekly Repair Log (M-4902WRL) shall be submitted to the District each Monday for the prior week if repairs have been completed. Provide one repair log per roadway. Note: Written approval from the District Executive is required for placing bituminous pavement between October 31 and April 1. The USER is responsible for obtaining the necessary permits required by regulation for all aspects of hauling and roadway repair.

C TRAFFIC PLANS AND DETOURS

Traffic Management Center (TMC) must be notified of any work completed on the District roadway network.

By selecting the boxes below, the USER displays acknowledgement to the following information about Traffic Plans and Detours:

Traffic plans will be designed and implemented in accordance with the PennDOT Traffic Control Guideline, Publication 213 through the work zones using Pennsylvania Typical Applications (PATA) during construction. Publication 213 can be found at the following link: http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20213.pdf

If any diversion from the PATA drawings is proposed, a custom Traffic Plan and Detour is required. The USER must submit the plans to the District for review 30 days prior to utilization. Emergency situations may be expedited at the discretion of the District.

The USER will have available warning signs, including barricades, flashing lights, Rough Road signs, etc. to place as necessary or directed until road work is complete.

When directed by the District, the USER shall have someone assigned at the site to properly monitor and manage the work zones at all time.

A signage plan (M-4902SP) is required if the USER intends to install temporary traffic direction signs for the work.

The USER will contact their local district Traffic Management Center (TMC) prior to closing lanes. Below is a list of the District TMC office contacts;

District 1: (814) 673-9661	Districts 2& 3: (814) 768-0725	District 4: (570) 963-4058
District 5: (610) 871-4600	District 6: (610) 205-6934	District 8: (717) 787-2604
District 9: (814) 693-5915	District 10: (724) 357-0138	Districts 11& 12: (412) 429-6030

D ADVERSE WEATHER HAULING

Please check the below boxes to show that you understand the following conditions:

The USER understands the policy stated in Publication 23, Chapter 15 about hauling during the Freeze/Thaw Period. The Freeze/Thaw Period is designated as the time frame between February 15 and April 15. The USER is aware that hauling activity during Freeze/Thaw can accelerate roadway distress.

The USER acknowledges the District reserves the right to restrict hauling due to weather and other unforeseen circumstances that regard public safety in accordance with the Excess Maintenance Agreement between the USER and the District.

E LIMITING TRUCK TRAVEL

Please check the below box to show that you understand the following conditions:

The USER acknowledges that their contractors and sub-contractors will limit company traffic for safety purposes during the following times and situations throughout the year: Special events, inclement weather, school zones, emergency incidents, and other incidences (examples listed on your special haulers permits). The USER will provide their hauling subcontractors periods when hauling is to be restricted.

F TRAFFIC PLANS AND DETOURS

Efforts must be made to coordinate with other permitted USERS to maintain the roadway. A list of current Roadway Bondee Name Reports by County can be found at the following link:

http://www.penndot.gov/ProjectAndPrograms/PostedBondedRoadway/Pages/additionalResources.aspx

Please check the below box to show that you understand the following conditions:

The USER acknowledges that when coordinating with other permitted USERs to maintain the roadway, they are required to follow the processes stated on the Excess Maintenance Agreement (EMA) and found in Publication 23, Chapter 15 (Weight Restrictions on Posted Highways). Contact the District Offices to obtain contact information for Shared Users.

G ADDITIONAL CONSIDERATIONS AND COMMENTS

Please check the below boxes to show that you understand the following conditions:

The USER acknowledges that concerns related to bridges, drainage, utilities, right-of-way, permits, E&S, environment hazards, emergency response, spills, or any other special considerations may arise during hauling activities. In these situations, the USER will submit plans to the appropriate District as requested to address any issues.

Provide *any additional general comments regarding this Maintenance Plan.*

H MATERIAL USAGE & QUALITY CONTROL

The District retains ownership of milled material, guiderail, etc., and shall have the final decision as to its usage. Provide any general comments regarding quality control.

Please check the below box to show that you understand the following conditions:

The USER will coordinate with the Districts to determine the disposal location of waste or surplus materials (I.E. Guiderail and RAP waste).

Appendix B: *Heavy USERs shall provide a Quality Control Plan for placement and disposal of bituminous materials including winter sources and waste disposal sites.*

[The remainder of this page is intentionally left blank.]

To update or obtain additional information, the District may, at its discretion, request a complete or partial resubmission of the Maintenance Plan at any time. The District may require information in addition to the information requested by this form. Amendments to the Maintenance Plan may be submitted by the USER at any time. At minimum, Heavy USERS shall submit an updated and signed Maintenance Plan at least once every 6 months on or before October 1st and April 1st of each calendar year. However, Districts may accept a written notice from the USER if no amendments to the Maintenance Plan are required for the upcoming 6-month period (but not more than once per calendar year). Regular USERS shall submit an updated and signed Maintenance Plan at least once every 12 months at the District's direction.

The District considers the Maintenance Plan an essential part of complying with the Excess Maintenance obligations (including truck schedules, truck routes, and traffic generators). It is The District's mission to ensure safety for all USERs and experience no deterioration of existing road and bridge conditions due to heavy truck traffic. In order to achieve this goal, an effective Maintenance Plan must be in place. If a complete Maintenance Plan is not received in a timely manner by promptly addressing a District's request for information or comments, the District may suspend the USER's permit(s) thus ceasing authorization for the USER to utilize the weight restricted highway(s). If conditions cannot be maintained in accordance with the EMA, the hauling permit may be suspended until conditions are restored to the level agreed upon and as determined by the initial inspection.

CERTIFICATION	
I certify that I am authorized to submit this Maintenance Plan on behalf of the USER named in Section A and the information provided is true and correct to the best of my knowledge and information.	
NAME::	TITLE:
SIGNATURE:	DATE:
COMPANY:	

REVIEWED AND APPROVED BY DISTRICT REPRESENTATIVE	
On behalf of the District, I have reviewed this Maintenance Plan for completeness. The following Appendix information is provided and acceptable (Y/N): A____ B____ **Based on hauling activity and risk of damages, this USER is considered a Regular_ _ Heavy_ _ USER.** **Additional comments and considerations:** **This Maintenance Plan is Approved _ _ Not Approved_ _.**	
NAME::	TITLE:
SIGNATURE:	DATE:
DISTRICT REPRESENTATIVE:	