WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION V, CHAPTER 3

SECTION TITLE: HIGHWAY OPERATIONS
CHAPTER TITLE: ROADWAY FEATURE INVENTORY

Republished: 11/1/2000 Effective: 12/1/90

I. INTRODUCTION

Republished: 11/1/2000 Effective: 12/1/90

The Roadway Feature Inventory is a vital tool in the Maintenance Management System. The basis for performance budgeting begins with the features for which each Maintenance Organization is responsible.

Justification for budgets must begin with, not only the number of features to be maintained, but also the characteristics of those features. For example, hot-laid bituminous pavement inventoried by the lane mile is a statistic, which if not compared with such characteristics as pavement width and ADT, is nearly meaningless for budgeting. Once these features are identified with the controlling factors then it will be possible to identify the resources needed to satisfy the public demand. Once the resources are identified, assigning monetary values to them is a simple process.

Accurate feature inventories are vital to the task of planning the resources required to maintain the feature to an established level of operation. They also provide the basic steps in justifying first cost expense for improvements such that maintenance costs can be reduced. For example, widening sixteen feet of pavement to twenty four feet of pavement would surely reduce maintenance costs for some of the following reasons:

- Insufficient pavement width would force traffic to move on and off the pavement and cause excessive shoulder damage;
- This in turn leads to drainage problems and results in more potholes and/or base failures to the roadway; and
- Heavy trucks, running off the edge of the roadway, cause breakage to the pavement edge.

With all these factors combined, the result is an extra amount of man-hours being directed to the roadway. However, the improvement must be justifiable. In other words, how long will it take before the reduction in maintenance expenditures will equal the capital outlay for the improvements? A feature inventory is the first step in identifying the needs for improvements.

This Chapter of Highway Operations Procedures will provide in detail the basis on which the Roadway Feature Inventory was established and the necessary instructions for maintaining that inventory.

II. DESCRIPTION

Republished: 11/1/2000 Effective: 12/1/90

A roadway feature inventory is an up-to-date list of all the roadway features that are maintained by the DOH - such as signs, culverts, guardrail and mowable miles of right-of-way.

III. OBJECTIVE

Republished: 11/1/2000 Effective: 12/1/90

The primary objective of an accurate feature inventory is to provide management with the data for planning and budgeting maintenance by level of service.

IV. RESPONSIBILITIES

Republished: 11/1/2000 Effective: 12/1/90

- DISTRICT HEADQUARTERS: Responsible for conducting the inventory in conjunction with the organization and the subsequent update of the feature inventory, initially and as improvements to roadway sections occur.

- COUNTIES, APD, AND INTERSTATE SECTIONS: Assist the District personnel, as required, in conducting the inventory.

- CENTRAL OFFICE: Provide guidelines for taking the inventory and maintaining the Roadway Features File.

- FREQUENCY AND RESPONSIBILITY OF UPDATES: The Roadway Feature Inventory is an important tool to be utilized in the preparation of the Annual Plan. It supplies valuable information to the planning supervisor so that an effective Annual Plan can be developed. Therefore, accuracy of the Roadway Feature Inventory is of utmost importance.

  Updates are to be made as routes are either added to the system or deleted from the system. Updates are required whenever features are changed or updated through the Maintenance Program. All updates to the Roadway Feature Inventory must be submitted to the District for further processing.

  Responsibility for ensuring updates are made must be a coordinated effort between District personnel and Organizational personnel. Updates can partially be determined through the monitoring of Commissioner's Orders and PJ-103's, Report of Improvements, Additions, Abandonments, etc. (Exhibits A and B).

  A large part of the updates will be prepared at the Organizational level mandated by developments such as new guardrail installation, new drainage pipe installation, new drainage structures or bridges, changes in the surface type of the roadways, etc. The responsibility extends from the District Administrator all the way down to the Maintenance Crew Leader. A combined effort on the part of ALL maintenance personnel is required to effectively maintain an accurate and complete Roadway Feature Inventory.

V. **INSTRUCTIONS FOR TAKING THE INVENTORY**

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The Roadway Feature Inventory is taken by 2 or 3 person teams, depending upon the traffic volume and quantities of features. Roadways having higher traffic volumes and quantities of features may require a 3-person team. The team will consist of a driver, a recorder (using Form MT-29, Roadway Inventory Data Collection Sheet, Exhibit C), and a person to operate/program the electronic measuring device (EMD). Roadways having lower traffic volumes and quantities of features may only require a 2-person team: a driver and a person to record and operate/program the electronic measuring device (EMD). ALL personnel are observers and share the responsibility for locating the features.

It is recommended the electronic measuring device (EMD) be used to conduct the feature inventory rather than the odometer. The recommended electronic measuring device should be an equivalent of the VIDD (Vehicle Installed Distance Device) Ash Model "S". It is imperative that the unit is calibrated over a known distance to provide accurate measurements.

In order that the electronic measuring device be used properly, it will be necessary that the operator/programmer become thoroughly familiar with the particular electronic measuring device to be used. Methods of use may vary due to the experience of the operator/programmer as well as the

application of the same.

The driving speed and the miles inventoried will depend upon the traffic volume, quantity of features and available pull off areas.

A. FEATURES TO BE INVENTORIED

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1. TRAVELWAY BY "ROAD MILE"
    a. Route Number
    b. Average Daily Traffic
    c. Surface Type
    d. Pavement Width or Unpaved Roadway Width
    e. Basic Lane Profile
    f. Functional Classification
2. SHOULDERS BY "SHOULDER MILES"
    a. PSM - Paved Shoulder Mile
    b. SSM - Stabilized Shoulder Mile
    c. ASM - Apron Shoulder Mile (Interstate & Appalachian
3. ROADSIDE
    a. Guardrail by "Linear Feet"
    b. Delineators by "Each"
    c. Signs by "Each"
    d. Special Lanes by "Lane Mile"
    e. Intersections by "Each"
    f. Ditches by "Ditch Mile"
        1) Paved (Gutter)
        2) Other
    g. Drains by "Each/Size"
        1) 36" and less
        2) 42" and greater
    h. Minor Drains by "Each/Type" (Other than pipe) 19' or less
        1) Concrete

2) Steel
3) Timber

i. Structures by "Each" 20' and greater (Bridges)

B. COMPLETION OF THE MT-29, ROADWAY INVENTORY DATA COLLECTION SHEET

Republished: 11/1/2000 Effective: 12/1/90

Some of the features - such as signs, delineators, and drains - are counted while other features need to be measured, i.e. road miles, ditch miles, etc. The following information will explain how to record these features on the work sheet.

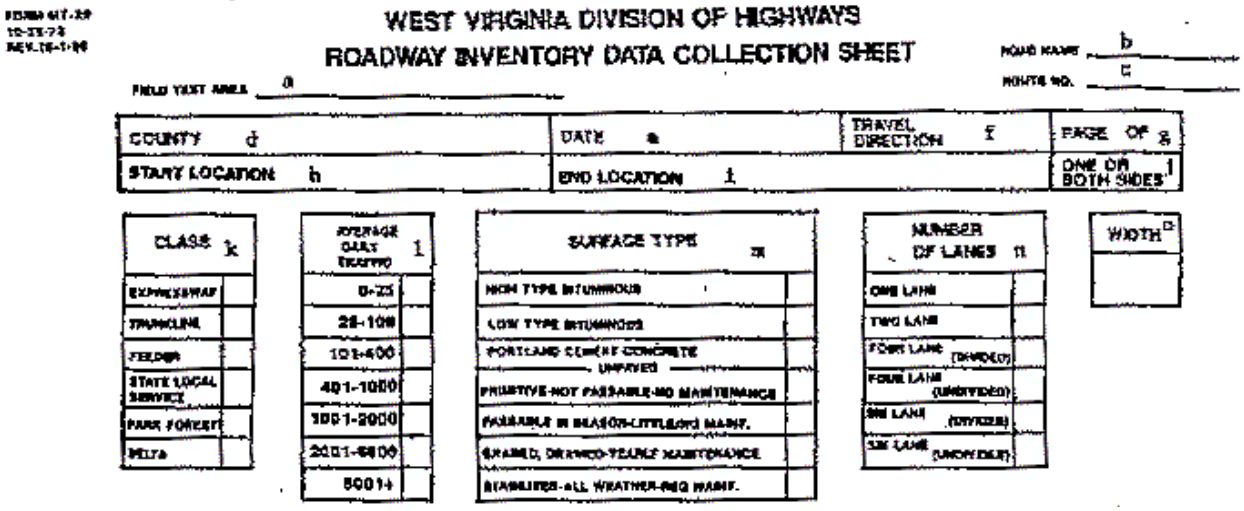
1. HEADING - The heading is completed before the vehicle is put in motion. In recording the information in the heading, use a new sheet each time a change in any of the following seven major categories occurs.

    - County, Interstate or APD Name & Organization Number
    - Route Number
    - Road Class - Functional Classification
    - Average Daily Traffic
    - Surface Type
    - Basic Lane Profile (See Note)
    - Width

    Note: Special lanes such as acceleration, passing, and other lanes are not considered changes to basic lane profiles. The following guidelines provide clarification of basic lane profile.

    - 4 or 6 Lane Divided (by median strip or barrier)
    - 4 or 6 Lane Undivided
    - 2 Lane - Generally the basic profile. A third lane for passing, etc. does not constitute a difference in the profile. The passing lane should be counted in the special lane column. Interstate or APD interchange ramp mileage should also be counted as special lane mileage.

    Complete each block of the MT-29 heading as indicated by the corresponding letters with descriptions below:



WEST VIRGINIA DIVISION OF HIGHWAYS
ROADWAY INVENTORY DATA COLLECTION SHEET

FIELD TEST AREA a
ROAD NAME b
ROUTE NO. c

COUNTY d	DATE e	TRAVEL DIRECTION f	PAGE OF g
START LOCATION h	END LOCATION i		ONE OR BOTH SIDES j

CLASS k	AVERAGE DAILY TRAFFIC l	SURFACE TYPE m	NUMBER OF LANES n	WIDTH o
EXPRESSWAY	0-25	HIGH TYPE BITUMINOUS	ONE LANE	
TURNPIKE	26-100	LOW TYPE BITUMINOUS	TWO LANE	
FEDERAL	101-400	PORTLAND CEMENT CONCRETE — UNPAVED	FOUR LANE (DIVIDED)	
STATE LOCAL SERVICE	401-1000	PRIMITIVE-NOT PASSABLE-NO MAINTENANCE	FOUR LANE (UNDIVIDED)	
PARK FOREST	1001-2000	PASSABLE IN SEASON-LITTLE(NO) MAINT.	SIX LANE (DIVIDED)	
DELTA	2001-5000	GRADED, DRAINED-YEARLY MAINTENANCE	SIX LANE (UNDIVIDED)	
	5001+	ALL WEATHER-REG MAINT.		

a. **Field Test Area**
Record the map coordinates from the General Highway Map for the respective county on this line.
EXAMPLE: Field Test Area C-2

b. **Road Name**
Record the name of the road being inventoried on this line.
EXAMPLE: Road Name Yates Road

c. **Route No.**
Record the route number with the prefix of WV, US, INT, CO or Delta, and the number of this line.
EXAMPLE: WV 80

d. **County**
Record the County Name and Organization Number. In the instance of an Interstate or APD section, record the Interstate, Section and Organization Number.
EXAMPLE:

Interstate, I-64 (Sec. 1), 0271 County: Boone, 0103

e. **Date**
Record the date the field inventory is being taken.
EXAMPLE:

Date: Sept. 18, 1990

f. **Travel Direction**
Generally record either East, West, North, or South. If neither predominately, then use Northwest, Northeast, Southwest, or Southeast. The inventory will also be taken in the same direction as the straight-line diagrams are mapped. Also keep in mind that mileposts increase from South to North, and from West to East.
EXAMPLE:

Travel Direction: East

g. **Page**
This page number and the number of pages used for this route.
EXAMPLE:

Page 1 of 4

h & i. **Start/End Location**

Record the starting and ending location to the nearest junction. This information will be recorded in the following format.
EXAMPLE: If starting or ending at junction.

Co. 10 SLS Start Location

EXAMPLE: If starting or ending at at a point other than a junction.

0.1 W. Co. 10 SLS Start Location

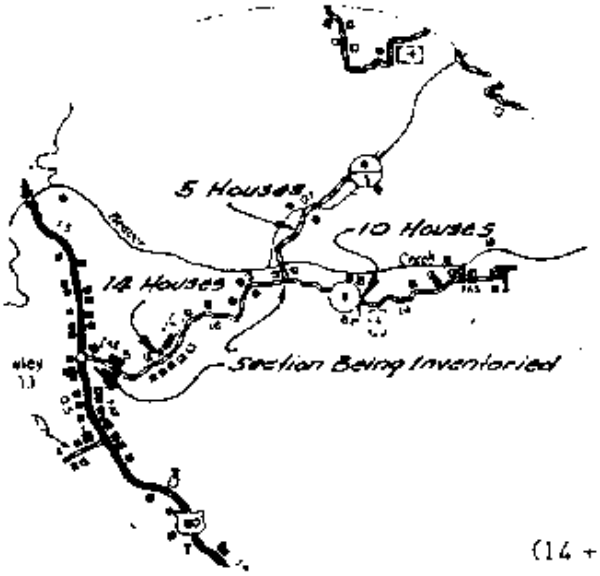
j. **One or Both Sides**
Circle whether one or both sides of the road is being inventoried at the same time. Two lane highways normally would be inventoried in a single pass. Four lane highways usually require passes in both directions, the median if any, being inventoried in the first pass.
EXAMPLE:

One or Both Sides

k. **Class**
Check Appropriate Block
EXAMPLE:

CLASS	
EXPRESSWAY	
TRUNKLINE	
FEEDER	
STATE LOCAL SERVICE	X
PARK FOREST	
DELTA	

l. **Average Daily Traffic**
Record the Average Daily Traffic Count for the road section that this sheet covers. In the event that the count is not available from your traffic count maps or Planning and Research Division, then the number of houses must be counted and multiplied by a factor of four. Local service arteries that feed other local service roads should be counted also when taking a physical count of houses.
EXAMPLE:



(14 + 5 + 10 x 4 = 116)

AVERAGE DAILY TRAFFIC	
0-25	
25-100	
101-400	X
401-1000	
1001-2000	
2001-5000	
5001+	

m. **Surface Type**
Check Appropriate Block.
EXAMPLE:

SURFACE TYPE	
HIGH TYPE BITUMINOUS	
LOW TYPE BITUMINOUS	
PORTLAND CEMENT CONCRETE	
PRIMITIVE - NOT PASSABLE - NO MAINTENANCE	
GRADED, DRAINED - YEARLY MAINTENANCE	
STABILIZED - ALL WEATHER - REG. MAINT.	X

n. **Basic Lane Profile**
Check appropriate block. (Roads under 16' in width are considered one lane).
EXAMPLE:

NUMBER OF LANES	
ONE LANE	
TWO LANE	X
FOUR LANE (DIVIDED)	

FOUR LANE (UNDIVIDED)	
SIX LANE (DIVIDED)	
SIX LANE (UNDIVIDED)	

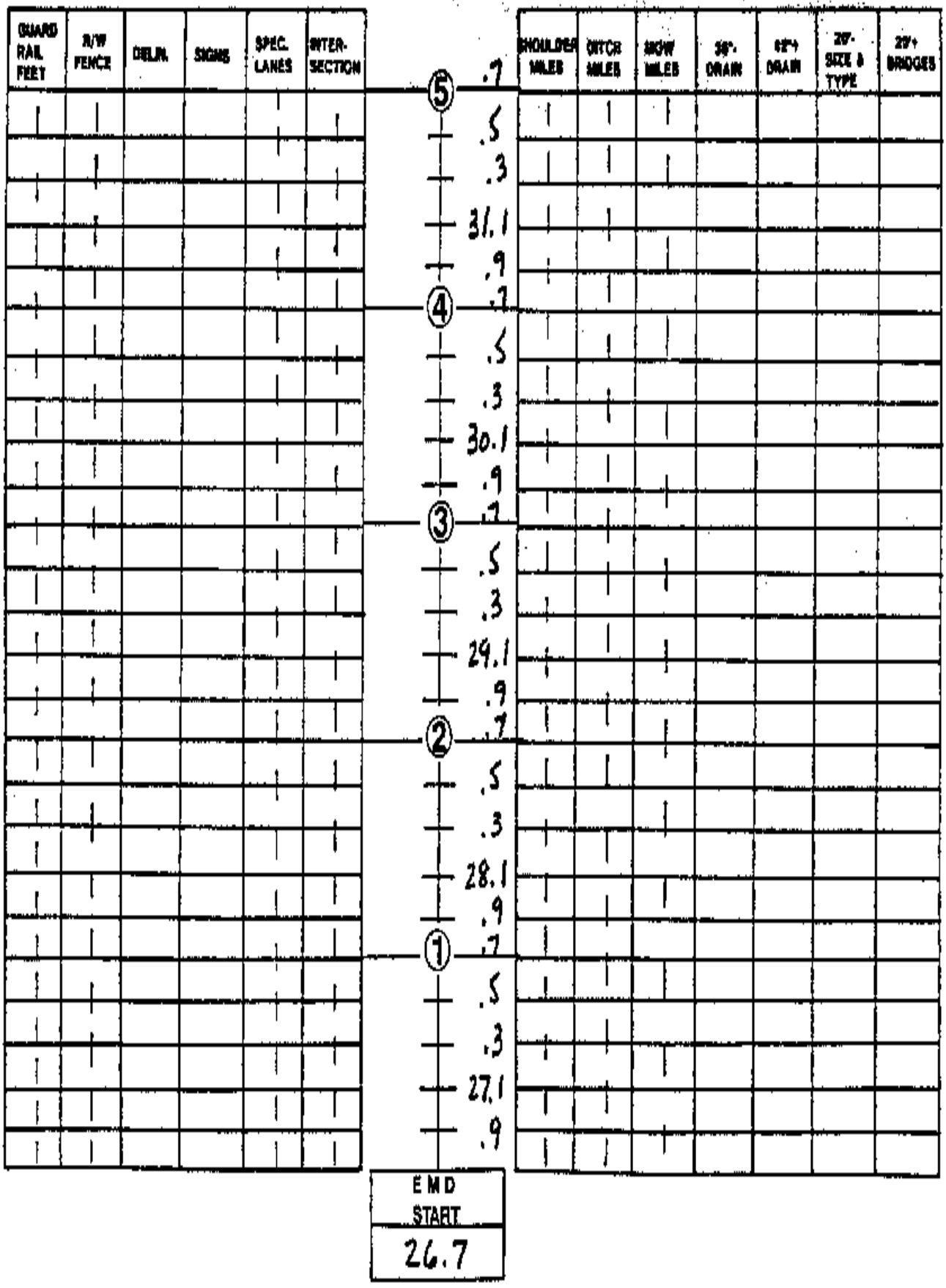
o. **Width**
Pavement width for paved roadways and road width for unpaved roadways. Record width to the nearest whole foot.
EXAMPLE:

WIDTH
20'

2. MT-29 FORM - BODY SECTION

- **ROADWAY SECTION START** Record the beginning electronic measuring device reading to the nearest decimal tenths or hundredths.

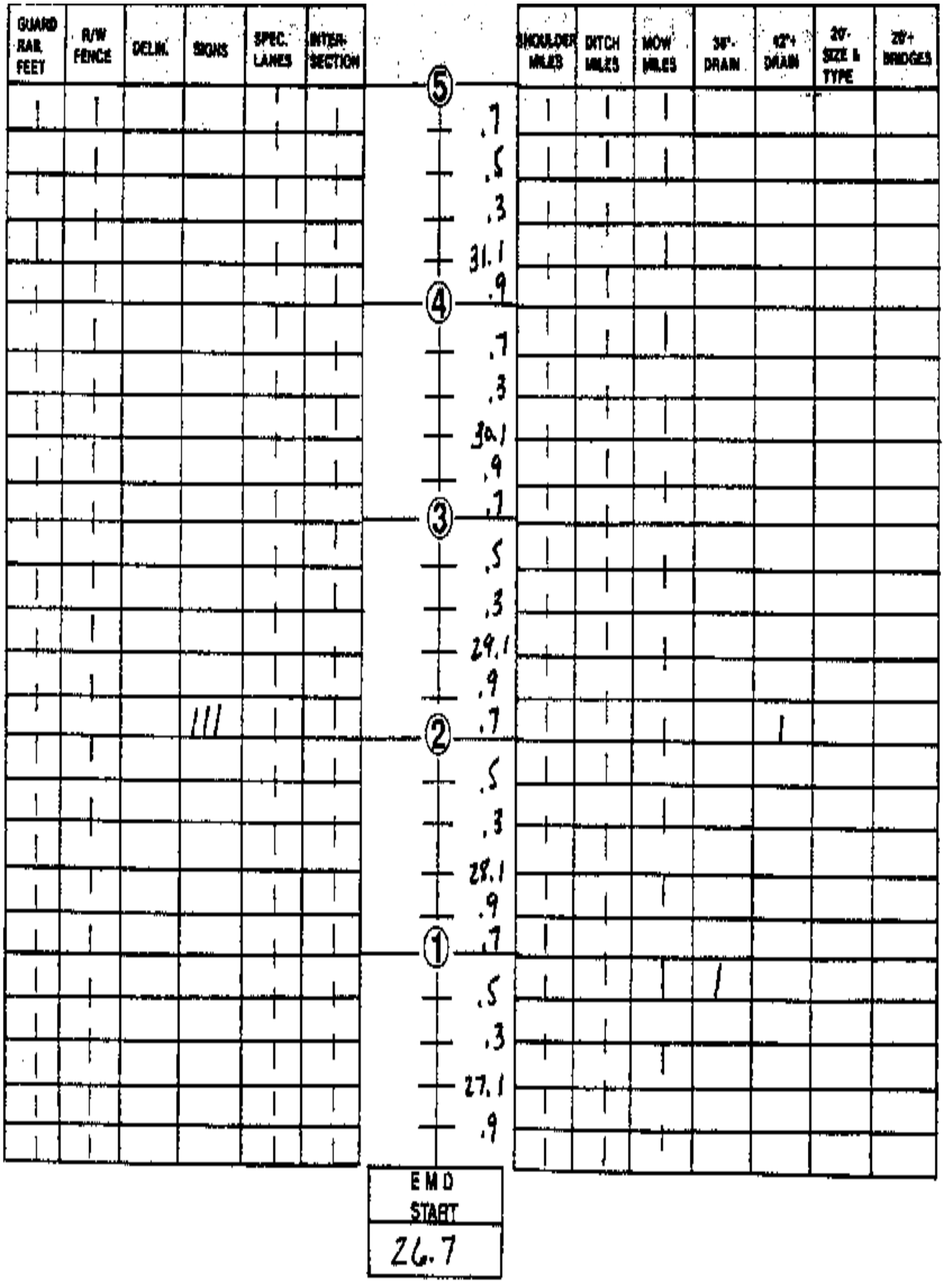
- **CALIBRATED SCALE** The calibrated scale at the center of the page can be miles (1-5 miles), tenths (0.1-0.5 miles) or hundredths (0.01-0.05 miles). This must be written on the scale marks as shown on the example. When inventorying rural roads the scale would most likely be calibrated as miles, on dense urban roads the scale would be tenths, or in rare circumstances, the scale could be calibrated in hundredths.
EXAMPLE: (Calibrate so that fullscale equals 5 miles)


GUARD RAIL FEET
R/W FENCE
DELIN.
SIGNS
SPEC. LANES
INTER-SECTION
SHOULDER MILES
DITCH MILES
SHOW MILES
36" DRAIN
48"+ DRAIN
20' SIZE & TYPE
20'+ BRIDGES
⑤ .7
.5
.3
31.1
.9
④ .7
.5
.3
30.1
.9
③ .7
.5
.3
29.1
.9
② .7
.5
.3
28.1
.9
① .7
.5
.3
27.1
.9
EMD START
26.7

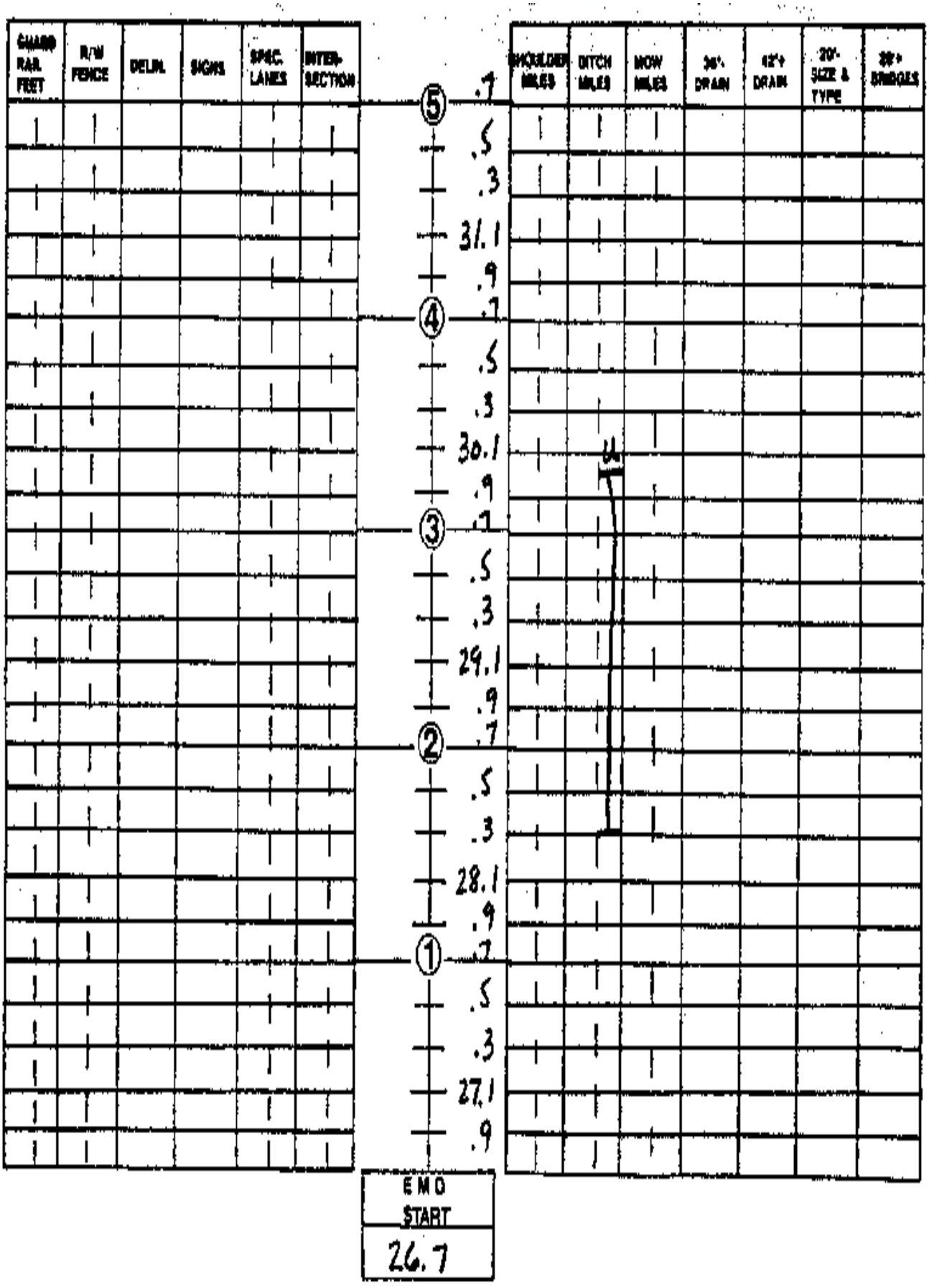
RECORDING FIELD OBSERVATIONS With the above entries made, the team is ready to drive the road and record the quantity of each feature observed. The preceding chart shows that each of the features to be inventoried is represented by a column. Some of the columns are divided by a dashed line to represent the two sides of the road. Features will be recorded on each side of the dashed line depending on whether the features are on the right or left side of the roadway.

When a feature is observed, the recorder must indicate its quantity and location by entering a tally mark or a solid line in the appropriate column on the MT−29. For each countable feature observed, a tally mark is entered in the appropriate column across from the EMD reading where it was observed. For example, one 36" drain was observed; at this point the EMD reads 27.5 in the 36" drain column. If the recorder spots three signs and a 54" drainage structure at EMD reading 28.7, then the tally marks are placed across from the scale reading 28.7.

The chart below shows these entries:


GUARD RAIL FEET
R/W FENCE
DELIN.
SIGNS
SPEC. LANES
INTER-SECTION
SHOULDER MILES
DITCH MILES
MOW MILES
36"- DRAIN
42"+ DRAIN
20'- SIZE & TYPE
20'+ BRIDGES
5
.7
.5
.3
31.1
.9
4
.7
.3
30.1
.9
.7
3
.5
.3
29.1
.9
.7
2
.5
.3
28.1
.9
.7
1
.5
.3
27.1
.9
III
EMD START
26.7

The quantity of a measured feature is indicated on the MT-29 by a solid straight line. Suppose a ditch runs along the right side of the road and that it begins at EMD reading 28.3 and ends at EMD reading 30.0. This is recorded on the worksheet by drawing a solid line on the right side of the column labeled "Ditch Miles" between the scale points 28.3 and 30.0 as shown below. The "U" indicates that the ditch is unpaved. If the ditch was paved you would enter "P".


GUARD RAIL FEET
R/W FENCE
DELIN.
SIGNS
SPEC. LANES
INTER-SECTION
SHOULDER MILES
DITCH MILES
MOW MILES
36"- DRAIN
42"+ DRAIN
20'- SIZE & TYPE
20'+ BRIDGES
⑤ .7
.5
.3
31.1
.9
④ .7
.5
.3
30.1
.9
③ .7
.5
.3
29.1
.9
② .7
.5
.3
28.1
.9
① .7
.5
.3
27.1
.9
EMO START
26.7

If the ditch were on both sides of the road, the line would be drawn on both sides of the column. All of the measured features are recorded in this manner.

It is important to record the data accurately and completely. When recording the data, be careful to place the tally marks and solid lines in the appropriate columns and across from the center scale point where the feature was observed. When drawing the solid lines, it is not necessary to indicate intersections and bridge crossings by leaving a gap in the line. This will not greatly affect the accuracy of the inventory. For the countable features, 100% accuracy is expected. For measured features, the same degree of accuracy is not required. In many cases, the measurements are only estimates, but care should be taken to make sure these estimates are within 10% of the actual measures. To ensure that your estimates are fairly accurate, periodically spot check them by stopping the vehicle and physically measuring the feature.

Each column in the body of the MT−29 is discussed in the following sub-paragraphs: Refer to Exhibits C and D if any questions arise as how to enter the information.

a. Guardrail Section - Linear measurement keyed to EMD reading. Continuous lines in either half of this column indicates the presence of this feature.

b. R/W Fence - Linear measurement keyed to EMD reading. Continuous lines in either half of this column indicates the presence of this feature.

c. d.Delineators/Signs - Record in these columns at the approximate EMD reading indicating the actual count (each).

d. Special Lanes - Linear measurement keyed to EMD reading forms the basis of inventory for special lanes. Continuous lines in either half of this column (which have been divided to symbolize the two sides of the road) indicates the presence of this feature.

e. Intersection - Record each intersection on appropriate side of hash mark (centerline) and at the approximate EMD reading.

f. Shoulder Miles - Linear measurement in lane miles keyed to EMD reading. Continuous lines in either half of this column indicate the presence of this feature. This feature requires sub-classification in this column utilizing the following symbols:

    - PSM - Paved Shoulder Miles
    - SSM - Sod or Stabilized Shoulder Miles
    - ASM - 24" Paved Apron Shoulders, such as inside shoulder of Interstate Roadways.

g. Ditch Miles - Record continuous lines in either half of this column in lane miles. Totals will indicate either paved gutter (P) or unpaved

(U).
NOTE: Asphalt or concrete paved gutter and/or curb is to be inventoried as paved gutter.

h. Mow Miles - Record the number of swath miles five foot (5') wide. Continuous lines in either half of this column indicate the presence of this feature (both sides) and indicate the number of swaths on the center scale.

Limitations on mowing should be considered. For instance, mowing beyond ditch lines should not be done except in areas where there is level terrain and brush abatement is a prime consideration. For inventory purposes, mowing in most areas will generally follow these guidelines:

State Local Service	Maximum 2 Swath Miles/Road Mile
Primary	Maximum 4 Swath Miles/Road Mile
Interstate & APD	Maximum 12 Swath Miles/Road Mile

i. Drains - Each string of pipe will be that length that is continuous from a drop inlet, ditch line, or man-hole to its end or another drop inlet. This will be counted as "each string" of pipe. Another example would be a pipe that is across all four lanes of Interstate from ditch line to fill section but is intercepted in the median by a drop inlet. This would be considered as two strings of pipe and would be recorded as two at that milepost.

- Drains (36" <) - Record actual count (each string) of drains which are 36" or less in diameter at the appropriate EMD reading.

- Drains (42" >) - Record actual count (each string) of drains which are 42" or greater in diameter at the approximate EMD reading.

j. Minor Drainage Structures - Record actual count (each) of those structures which are 20 feet or less in span length and which are not pipe culverts. This feature requires a sub-classification using the following symbols:

- C - Concrete Box Culverts

- S - Steel Bridges

- T - Timber Bridges

Record actual count at approximate EMD reading.

k. 20' > Bridges - Record actual count (each) at approximate EMD reading.

C. **RECORDING TOTALS**

The totals for the following counted features will be tallied and the totals entered in the appropriate blocks:

1. Delineators
2. Signs
3. Intersections
4. 36" < Drains
5. 42" > Drains
6. 20' < Size and Type Structure
7. 20' > Bridges

Record the structures by type as indicated. If a combination of the sub-classification exists, then the classification of the superstructure will govern as to which total block to enter the tally. For example, if a concrete steel structure is inventoried which has steel superstructures then it would be tallied in the steel sub-classification total block.

D. **MEASURED FEATURES**

Enter measured features in the appropriate blocks per the following instructions.

1. Road Miles - Road miles inventoried as determined by the electronic measuring device.
2. Right-of-Way Fence - Record total miles of right-of-way fence as determined by the electronic measuring device.
3. Guardrail - Record total linear feet of guardrail as determined by the electronic measuring device.
4. Special Lanes - Record the sum of lane miles as determined by the electronic measuring device.
5. Shoulder Miles - Record the sum of lane miles by subclassification as determined by the electronic measuring device.
6. Ditch Miles - Record total lane miles by subclassification as determined by the electronic measuring device.
7. Mow Miles - The total mowable swath miles as determined by the electronic measuring device.

   Example: One 5' (five foot) swath, one mile long, or two 5' (five foot)

swaths in 1/2 mile equals one swath mile.

E. **SUMMARY**

Each feature inventoried on the MT-29's will be totaled and recorded in the space provided at the bottom of the MT-29. Staple the MT-29's together where two or more pages were used to inventory a particular roadway.

NOTE: On roadway sections requiring more than one MT-29 to be used, it is important to assure that ALL pages are combined into one total before entering the information on the MT-45 Form.

F. **TIME SPENT**

Record the time spent taking the actual field inventory. At the end of each day, each sheet is summarized and signed by the individuals taking the inventory.

The MT-29 Form is to be stored for reference and verification that the updates have been processed. The MT-29 Forms will be disposed of in accordance with the Division's current Records Retention and Disposal Schedule.

VI. MAINTENANCE OF ROADWAY FEATURE INVENTORY FILES

At the organizational level, the Roadway Feature Inventory files are available in the format of a hard copy report. Two types of reports are generated: (1) Organizational Detailed Report, and (2) Organizational Summary Report.

- Following is a one page example of: (1) Organizational Detailed Report.

STATE OF WEST VIRGINIA
DEPARTMENT - HIGHWAYS
DIVISION - MAINTENANCE

MAINTENANCE MANAGEMENT
ROADWAY INVENTORY LISTING
1091-RALEIGH COUNTY HEADQUARTERS

REPORT MMW020P1 PG. 3655
CURRENT DATE - 02/20/90
REPORT DATE - 02/20/90

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/000	C=COUNTY	L=ST/LOCAL	5=1001-2000	1= HTB	2=TWO LANE	16	29.4	2050	0.0	0	18	0.0	23

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	58.8	0.0	29.5	0.0	59.8	249	6	8	0	0	10

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/000	D=DELTA	D=DELTA	3= 101-400	1= HTB	2=TWO LANE	16	0.4	0	0.0	0	3	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.8	0.0	0.0	0.0	0.0	3	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/003	C=COUNTY	L=ST/LOCAL	2= 26-100	6= UPG	2=TWO LANE	16	2.8	0	0.0	0	2	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.0	0.0	2.8	0.0	0.0	17	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/004	C=COUNTY	L=ST/LOCAL	1= 0 - 25	7= UPS	1=ONE LANE	12	0.6	0	0.0	0	0	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.0	0.0	0.6	0.0	0.0	2	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/004	C=COUNTY	L=ST/LOCAL	3= 101-400	1= HTB	2=TWO LANE	16	0.8	0	0.0	0	2	0.0	0

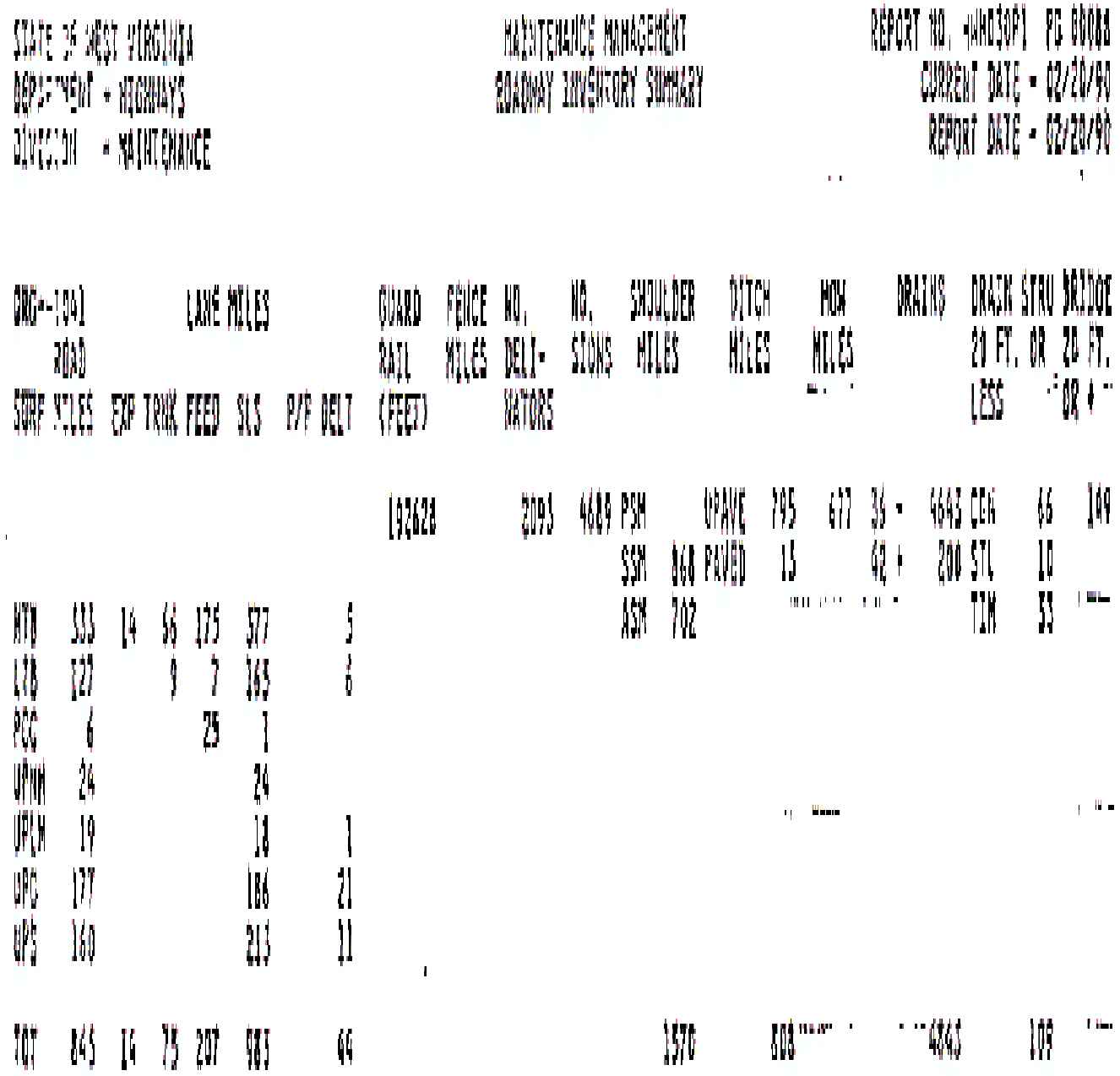
--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	1.6	0.0	0.8	0.0	1.6	1	0	0	0	0	3

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/005	C=COUNTY	L=ST/LOCAL	3= 101-400	1= HTB	2=TWO LANE	16	0.5	0	0.0	0	0	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	1.0	0.0	0.5	0.0	0.0	2	0	0	0	0	0

The detailed report is a listing of the information contained in the Roadway Feature Inventory file for the particular organization. The information is in route number sequence detailing the individual features as they were inventoried.

- Following is an example of: (2) Organizational Summary Report.



This report summarizes all of the features inventoried within the organization. The number of road miles and lane miles are categorized by surface type and functional classification. The lane miles are determined by multiplying the number of lanes by road miles and then adding the number of special

lanes to the results.

The summary categories for other features are as follows:

Shoulder Miles:	Paved Shoulder Miles (PSM) Stabilized/Sod Shoulder Miles (SSM) Apron Shoulder Miles (ASM)
Ditch Miles:	Unpaved Paved
Drains:	36" or less 42" or greater
Drainage Structures: 20' or less	Concrete Steel Timber

Guardrail, Delineators, Signs, Mow Miles and Bridges are one sum total. The sum total of the other features can be found in the "Total" line at the bottom of the summary.

A District Summary is generated containing roadway feature totals for all the organizations within the District. A Statewide Summary containing roadway feature totals for all the organizations in the State is also available. District summaries will be kept in the respective District Maintenance Headquarters and Statewide summaries will be maintained by Highway Operations Division.

When modifications to the Roadway Feature Inventory are necessary, three types of updates can be made.

ADD - Adds will be completed for roadways that do not currently exist on the Roadway Feature Inventory. Adds will mainly be generated by roadways that have been taken into the system. (Form PJ-103's/Commissioner's Orders)

DELETE - Deletes will be completed for an existing roadway on the Roadway Feature Inventory that needs to be removed. Deletes will mainly be generated by roadways that are abandoned by the system. (Form PJ-103's/Commissioner's Orders)

CHANGE - A change will involve the alteration of "any" field (including key fields) of an existing roadway on the Roadway Feature Inventory. The "Change" update will be the function used most frequently.

On the following pages, examples and step by step instructions for the completion of the different types of updates are given.

The MT-45, Roadway Feature Inventory Summary Form (See Exhibit F), is to be completed for each roadway that needs to be added to the existing Roadway Feature Inventory file.

THE MT-45 FORM WILL ONLY BE USED FOR "ADDS"

- EXAMPLE for "ADD":

  State Local Service Route 83/40 in McDowell County has been added to the system through a Commissioner's order. An ADD will be completed as follows.

  STEP 1: Gather the roadway feature information on SLS 83/40. Information is as

follows:

Information is as follows:

ORGANIZATION:	1024
PREFIX:	County
ROUTE:	083/040
CLASS:	State Local Service
AVERAGE DAILY TRAFFIC:	26-100
SURFACE TYPE:	Graded/Drained/Yearly Maint.
NUMBER OF LANES:	Two Lane
WIDTH:	16'
ROAD MILES:	0.6
GUARDRAIL:	150'
SSM SHOULDER MILES:	1.2
UNPAVED DITCH MILES:	1.2
MOW MILES:	0.8
36" - DRAINS:	2
CONCRETE DRAINAGE STRUCTURES	1

STEP 2: Complete the appropriate blocks on the MT-45, Roadway Inventory Summary (see Exhibit G). The Supervisor is to sign and date the form at the bottom right hand corner.

STEP 3: Submit to the District Management Analyst for further processing. Attach Commissioner's order if available.

- EXAMPLE FOR "DELETE":

Raleigh County State Local Service Route 020/003 has been abandoned from the system by a Commissioner's Order.

STEP 1: Using the organizational "hard copy" Roadway Feature Inventory Report, locate State Local Service Route 020/003.

"NOTE": Carefully review the complete entry to assure it is the roadway section to be deleted."

STEP 2: Make a copy of the Roadway Inventory page of the roadway section to be deleted.

STEP 3: Using a colored highlighter marker, highlight the Route Number to be deleted and write "DELETE" below it as shown in the following example.

STATE OF WEST VIRGINIA
DEPARTMENT - HIGHWAYS
DIVISION - MAINTENANCE

MAINTENANCE MANAGEMENT
ROADWAY INVENTORY LISTING
1361-RALEIGH COUNTY HEADQUARTERS

REPORT HWM020P1 PG. 3126
CURRENT DATE - 02/20/98
REPORT DATE - 02/20/98

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
020/020	C=COUNTY	1=ST/LOCAL	4= 401-1000	1= HTB	2=TWO LANE	18	1.8	0	0.5	0	16	0.0	2

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	-------- DRAIN INFORMATION -------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	3.5	0.0	1.9	0.0	1.8	12	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
020/030	C=COUNTY	1=ST/LOCAL	4= 401-1000	2= LTB	1=ONE LANE	12	1.3	0	0.5	0	2	0.0	2

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	-------- DRAIN INFORMATION -------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	2.6	0.0	1.3	0.0	1.3	5	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO SGN	SPECL. LANES	INT SEC
020/000	D=DELTA	3=SEC'L	2= 26-100	4= UPG	1=ONE LANE	10	0.2	0	0.0	0	0	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	-------- DRAIN INFORMATION -------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.0	0.0	0.0	0.0	0.0	2	0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
020/020	C=COUNTY	1=ST/LOCAL	1= 0 - 25	1= HTB	2=TWO LANE	18	0.3	0	0.0	0	0	0.2	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	-------- DRAIN INFORMATION -------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.6	0.3	0.0	0.0	0.6	1	1	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD WD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
020/032	C=COUNTY	1=ST/LOCAL	3= 101-400	1= HTB	2=TWO LANE	18	0.4	0	0.5	0	4	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	-------- DRAIN INFORMATION -------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.8	0.0	1.2	0.0	0.0	5	0	0	1	0	0

STEP 4: The Supervisor is to sign and date the bottom of the copy in addition to attaching proper justification such as a Commissioner's Order or other written remarks.

STEP 5: Submit to the District Management Analyst for further processing.

- EXAMPLE FOR "CHANGE": Two Examples follow

It is important to remember that when making a change the new data entered will replace the old data. Also reference will have to be made to Form MT-45, (Exhibit F) to determine proper codes for the various features.

EXAMPLE 1:

Wyoming County State Local Service Route 016/001 has been upgraded from an Unpaved Graded Surface Type to a Surface Treated Surface Type or Code #2 for Surface Type, Low Type Bituminous.

STEP 1: Using the organizational "hard copy" Roadway Feature Inventory Report, locate SLS 016/001.

STEP 2: Make a copy of the Roadway Inventory page of the roadway section to be changed.

STEP 3: Using a colored highlighter marker, highlight the Route Number to be changed and write "CHANGE" below it.

Highlight the field to be changed, "SUR/TY" and write the proper correction below it as shown in the following example:

STATE OF WEST VIRGINIA
DEPARTMENT - HIGHWAYS
DIVISION - MAINTENANCE

MAINTENANCE MANAGEMENT
ROADWAY INVENTORY LISTING
1655-WYOMING COUNTY HEADQUARTERS

REPORT MMHRSQP1 PG. 3197
CURRENT DATE - 02/20/90
REPORT DATE - 02/20/90

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD NO	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
016/008	W=W. VA.	1=FREEWAY	5=1001-2000	1= HTB	2=TWO LANE	22	11.4	24200	0.0	20	00	0.0	11

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <= 42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	23.2	0.0	12.0	0.0	23.0	98 0	12	0	0	1

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD NO	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
016/008	W=W. VA.	1=FREEWAY	5=1001-2000	1= HTB	2=TWO LANE	26	0.1	0	0.0	0	20	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <= 42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.0	0.0	0.0	0.0	0.0	2 0	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD NO	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
[redacted]	[redacted]	1=ST/LOCAL	2= 26-100	[redacted]	2=TWO LANE	16	2.7	0	0.0	0	0	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <= 42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.2	0.0	0.0	1.9	0.0	0.0	3 3	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD NO	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
016/002	C=COUNTY	1=ST/LOCAL	3= 101-400	2= LTB	2=TWO LANE	16	14.2	500	0.0	0	10	0.0	21

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <= 42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	28.4	0.0	15.0	0.0	28.4	130 0	0	0	0	3

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD NO	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
016/002	C=COUNTY	1=ST/LOCAL	4= 401-1000	1= GPS	2=TWO LANE	16	8.7	0	0.0	0	2	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION 36 <= 42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.0	0.0	9.0	0.0	0.0	65 0	1	0	0	1

RD	ROAD	GUARD	FENCE	DEL-	NO.	SPECL.	INT

STEP 4: Place any remarks at the bottom of the sheet accompanied by the Supervisor's signature and current date.

STEP 5: Submit to the District Management Analyst for further processing.

EXAMPLE 2: "CHANGE":

McDowell State Local Service Route 001/000 needs to have the guardrail feet increased from the current 528' to 1200' due to new installation.

STEP 1: Using the organizational "hard copy" Roadway Feature Inventory Report, locate SLS 001/000.

STEP 2: Make a copy of the Roadway Inventory page of the roadway section to be changed.

STEP 3: Using a colored highlight marker, highlight the Route Number to be changed and write "CHANGE" below it.

Highlight the field to be changed, GUARDRAIL and write the proper correction below it as shown in the following example:

STATE OF WEST VIRGINIA
DEPARTMENT + HIGHWAYS
DIVISION - MAINTENANCE

MAINTENANCE MANAGEMENT
ROADWAY INVENTORY LISTING
1124-MCDOWELL COUNTY HEADQUARTERS

REPORT MMH020P1 PG. 2909
CURRENT DATE - 02/20/90
REPORT DATE + 02/20/90

[redacted]

CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD HD	ROAD MILES	[redacted]	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
1=ST/LOCAL	4= 401-1000	1= HYB	1=ONE LANE	14	9.9	[redacted]	0.0	0	10	0.0	6

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION ------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	19.9	0.0	9.9	0.0	19.9	64	3	0	0	0	4

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD HD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/001	2=COUNTY	1=ST/LOCAL	4= 401-1000	1= HYB	1=ONE LANE	14	9.9	526	0.0	0	12	0.0	6

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION ------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	19.9	0.0	9.9	0.0	19.9	64	3	0	0	0	4

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD HD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/001	2=COUNTY	1=ST/LOCAL	4= 401-1000	1= HYB	2=TWO LANE	16	3.2	0	0.0	0	3	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION ------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.3	6.2	0.0	3.2	0.0	6.4	14	4	0	0	0	0

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD HD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/002	2=COUNTY	1=ST/LOCAL	4= 401-1000	1= HYB	1=ONE LANE	14	4.4	0	0.0	0	2	0.0	2

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION ------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	8.7	0.0	4.4	0.0	8.7	30	1	0	0	1	2

ROUTE #	TYPE / ROUTE	CLASS / ROAD	AVR DAY TRF	SUR/TY	NUMBER / LANES	RD HD	ROAD MILES	GUARD RAIL	FENCE MILES	DEL- INT	NO. SGN	SPECL. LANES	INT SEC
001/003	2=COUNTY	1=ST/LOCAL	1= 0 - 25	4= UPG	1=ONE LANE	12	1.3	0	0.0	0	0	0.0	0

--- SHOULDER MILES --- PSM	SSM	ASM	-- DITCHING -- UNPAVED	PAVED	MOWING MILES	DRAIN INFORMATION ------- 36 <=	42 >=	CONCRT	STEEL	TIMBER	NUMBER BRIDGES
0.0	0.3	0.0	1.3	0.0	0.6	4	1	0	0	3	0

STEP 4: Place any remarks at the bottom of the sheet accompanied by the Supervisor's signature and current date.

STEP 5: Submit to the District Management Analyst for further processing.

After preparing Adds, Changes or Deletes it is recommended to maintain a copy for the organization's file before submitting to the District.

VII. ROADWAY FEATURE INVENTORY LISTINGS

Republished: 11/1/2000 Effective: 12/1/90

Updated Roadway Feature Inventory Listings will be provided by Highway Operations Division to the Districts as deemed necessary by updates or as requested.

VII. EXHIBIT A. - COMMISSIONER'S ORDER - EXAMPLE

COMMISSIONER'S ORDER - EXAMPLE

THE WEST VIRGINIA DEPARTMENT OF HIGHWAYS
CHARLESTON, WEST VIRGINIA

ABSTRACT
FROM
THE RECORDS OF THE COMMISSIONER'S ORDERS
DATED

January 22, 1988

Distribution:

RC

HM

RP

HH

DR

Pursuant to authority vested in the Commissioner by Chapter 17, Article 2A, Section 8 of the Official Code of West Virginia, 1931, as amended, the Commissioner, upon recommendation of the Director, Maintenance Division, and concurrence of the Director, Planning Division, Chief Engineer Maintenance and the State

VII. **EXHIBIT B. - REPORT OF IMPROVEMENTS, ADDITIONS, ABANDONMENTS, FORM PJ-103**

FORM RJ-103 REV. 7-30-71
SHEET NO. 1 OF 3
(THIS SHEET FOR BOTH, ROADS AND BRIDGES)

WEST VIRGINIA DEPARTMENT OF HIGHWAYS

REPORT OF IMPROVEMENTS, ADDITIONS, ABANDONMENTS

REPORT NO.:_____
DATE:_____

1. County:_____ 2. Route No.:_____ 3. FA or FAS Route No.:_____ 4. Functional System (X, T, F, S):_____
5. Project No.:_____ 6. Miles of New Road:_____ 7. Contract, State Forces or Prison Labor?_____
8. Date Completed:_____ 9. Were Plans Prepared?:_____ 10. By Whom?:_____
11. Location of Work by Local Names and Nature of Change (Construction, Reconstruction, Widening, Addition, Abandonment, etc.):_____

UNIT AS BUILT	UNIT AS RETIRED
Base (Type and Kind):_____	Base (Type and Kind):_____
Depth in Inches:_____ Year Built:_____	Depth in Inches:_____ Year Built:_____
Surface (Kind):_____	Surface (Kind):_____
Depth in Inches:_____ Year Built:_____	Depth in Inches:_____ Year Built:_____
Width of Surface (Feet):_____ Width of Grade (Feet):_____	Width of Surface (Feet):_____ Width of Grade (Feet):_____

ANALYSIS OF CHANGES

Disposition of Unit as Retired, with Corresponding Mileages of New Roads. (Show Mileage to Thousands of Mile)

Check Authority for Mileage of New Road:—Present Log:____, Speedometer:____, Chain Measurement:____, Plan:____, Other:____

MILES OF NEW ROAD		MILES OF ROAD REPLACED
_____	(1): Built on Same Location, Old Road Torn Up, No Attempt at Salvage (Location Identical)	
_____	(2): Built on Same Location, Old Road Used as Base for New Surface (Bituminous Treatment, etc.)	
_____	(3): Built on Same Location, Old Road Used as Foundation for New Pavement (Old Pavement Used for Sub-Base, etc.)	
_____	(4): Built on Same Location, by Widening Old Road, Retaining Old Pavement	
_____	(5): Built on or Near Same Location by Realignment, Replacing Old Road, Old Road Not to Be Used Further	
_____	(6): Built on New Location, Old Road Abandoned, Not to Be Used Further	
_____	(7): Built on New Location, Old Road Transferred to Other State System, Rural	
_____	(8): Built on New Location, Rural, No Change in System Status of Old Road (Addition)	X X X X X
_____	(9): Built on New Location, in Municipality, No Change in Status of Old Road (Addition)	X X X X X
_____	(10): Built on New Location in Municipality, Old Road to Revert to Municipality	
_____	(11): Built on Road Transferred from Other State System, Old Road Abandoned, Not to Be Used Further	
_____	(12): Built on Road Transferred from Other State System, Old Road Transferred to Other State System	
_____	(13): Built on Road Transferred from Non State System, Rural, Old Road Abandoned, Not to Be Used Further	
_____	(14): Built on Road Transferred from Non-State System, Rural, Old Road Transferred to Other State System	
_____	(15): Built on Road or Street Transferred from Municipal System, Old Road to Revert to Municipality	
_____	(16): Addition to State Highway System	
_____ TOTAL MILES OF NEW ROAD	MILE POST_____ TO MILE POST_____	TOTAL MILES OF ROAD REPLACED:_____

ON FOLLOWING LIST, CHECK PRINCIPAL REASON FOR RETIREMENT

VII. EXHIBIT C. - ROADWAY INVENTORY DATA COLLECTION SHEET, FORM MT-29

FORM MT-21
10-29-73
REV. 10-1-90

WEST VIRGINIA DIVISION OF HIGHWAYS

ROADWAY INVENTORY DATA COLLECTION SHEET

ROAD NAME ____________

FIELD TEST AREA ____________ ROUTE NO. ____________

COUNTY	DATE	TRAVEL DIRECTION	PAGE OF
START LOCATION	END LOCATION		ONE OR BOTH SIDES

CLASS	
EXPRESSWAY	
TRUNKLINE	
FEEDER	
STATE LOCAL SERVICE	
PARK FOREST	
DELTA	

AVERAGE DAILY TRAFFIC	
0-25	
26-100	
101-400	
401-1000	
1001-2000	
2001-5000	
5001+	

SURFACE TYPE	
HIGH TYPE BITUMINOUS	
LOW TYPE BITUMINOUS	
PORTLAND CEMENT CONCRETE	
— UNPAVED —	
PRIMITIVE-NOT PASSABLE-NO MAINTENANCE	
PASSABLE IN SEASON-LITTLE/NO MAINT.	
GRADED, DRAINED-YEARLY MAINTENANCE	
STABILIZED-ALL WEATHER-REG MAINT.	

NUMBER OF LANES	
ONE LANE	
TWO LANE	
FOUR LANE (DIVIDED)	
FOUR LANE (UNDIVIDED)	
SIX LANE (DIVIDED)	
SIX LANE (UNDIVIDED)	

WIDTH

GUARD RAIL FEET	R/W FENCE	DELIN.	SIGNS	SPEC. LANES	INTER-SECTION		SHOULDER MILES	DITCH MILES	MOW MILES	36"- DRAIN	42"+ DRAIN	20'- SIZE & TYPE	20'+ BRIDGES
						5							
						4							
						3							
						2							

VII. EXHIBIT D. - ROADWAY INVENTORY DATA COLLECTION SHEET, FORM MT-29 - COMPLETED EXAMPLE, PAGE 1

FORM MT-20
10-25-73
REV. 10-1-86

WEST VIRGINIA DIVISION OF HIGHWAYS

ROADWAY INVENTORY DATA COLLECTION SHEET

ROAD NAME Rocky Road

FIELD TEST AREA 83

ROUTE NO. 16/1

COUNTY Debbie	DATE 3-1-90	TRAVEL DIRECTION N	PAGE 1 OF 2
START LOCATION Jct. CR 10	END LOCATION Jct. CR 10 & CR 9		ONE OR (BOTH SIDES)

CLASS		AVERAGE DAILY TRAFFIC		SURFACE TYPE		NUMBER OF LANES		WIDTH
EXPRESSWAY		0-25		HIGH TYPE BITUMINOUS		ONE LANE		20'
TRUNKLINE		26-100		LOW TYPE BITUMINOUS	✓	TWO LANE	✓	
FEEDER		101-400	✓	PORTLAND CEMENT CONCRETE		FOUR LANE (DIVIDED)		
STATE LOCAL SERVICE	✓	401-1000		UNPAVED		FOUR LANE (UNDIVIDED)		
PARK FOREST		1001-2000		PRIMITIVE-NOT PASSABLE-NO MAINTENANCE		SIX LANE (DIVIDED)		
DELTA		2001-5000		PASSABLE IN SEASON-LITTLE/NO MAINT.		SIX LANE (UNDIVIDED)		
		5001+		GRADED, DRAINED-YEARLY MAINTENANCE				
				STABILIZED-ALL WEATHER-REG MAINT.				

GUARD RAIL FEET	R/W FENCE	DELIN.	SIGNS	SPEC. LANES	INTER-SECTION		SHOULDER MILES	DITCH MILES	MOW MILES	36"+ DRAIN	42"+ DRAIN	20'+ SIZE & TYPE	20'+ BRIDGES
			II			5.0							I
						4.8							
			III			4.6				IIII	II		
						4.4							
						4.2					III	I	
						4.0				IIII		I	
						3.8							
						3.6				III			
						3.4							
						3.2							
			III			3.0				III			
						2.8							
						2.6							
			I			2.4							
						2.2				III			
			IIII			2.0							
						1.8						I	
						1.6					II		

VII. EXHIBIT E. - ROADWAY INVENTORY DATA COLLECTION SHEET, FORM MT-29 - COMPLETED EXAMPLE, PAGE 2

FORM MT-29
10-29-73
REV. 10-1-90

WEST VIRGINIA DIVISION OF HIGHWAYS
ROADWAY INVENTORY DATA COLLECTION SHEET

ROAD NAME Rocky Road
ROUTE NO. 16/1 (Con't

FIELD TEST AREA B-3

COUNTY Debbie	DATE 3-1-90	TRAVEL DIRECTION N	PAGE 2 OF 2
START LOCATION	END LOCATION		ONE OR BOTH SIDES

CLASS	
EXPRESSWAY	
TRUNKLINE	
FEEDER	
STATE LOCAL SERVICE	
PARK FOREST	
DELTA	

AVERAGE DAILY TRAFFIC	
0-25	
26-100	
101-400	
401-1000	
1001-2000	
2001-5000	
5001+	

SURFACE TYPE	
HIGH TYPE BITUMINOUS	
LOW TYPE BITUMINOUS	
PORTLAND CEMENT CONCRETE	
— UNPAVED —	
PRIMITIVE-NOT PASSABLE-NO MAINTENANCE	
PASSABLE IN SEASON-LITTLE/NO MAINT.	
GRADED, DRAINED-YEARLY MAINTENANCE	
STABILIZED-ALL WEATHER-REG MAINT.	

NUMBER OF LANES	
ONE LANE	
TWO LANE	
FOUR LANE (DIVIDED)	
FOUR LANE (UNDIVIDED)	
SIX LANE (DIVIDED)	
SIX LANE (UNDIVIDED)	

WIDTH

GUARD RAIL FEET	R/W FENCE	DELIN.	SIGNS	SPEC. LANES	INTER-SECTION		SHOULDER MILES	DITCH MILES	MOW MILES	36"- DRAIN	42"+ DRAIN	20'- SIZE & TYPE	20'+ BRIDGES
						5							
						4							
						3							
						2							

VII. EXHIBIT F. - ROADWAY FEATURE INVENTORY SUMMARY, FORM MT-45

MT-45
Revised 3-1-90

WV DIVISION OF HIGHWAYS

Roadway Feature Inventory Summary

(FOR "ADDS" ONLY)

ORGANIZATION: _____

PREFIX: _____

Codes
- WV = W
- US = U
- Interstate = I
- County = C
- Delta = D

Primary Additional

ROUTE: ___ ___ ___ / ___ ___ ___

CLASS: _____

Codes
- Express = X
- Trunkline = T
- Feeder = F
- St/Local = L
- Park/Forest = P
- Delta = D

AVERAGE DAILY TRAFFIC: _____

SURFACE TYPE: _____

Codes
- High Type Bituminous = 1
- Low Type Bituminous = 2
- Portland Cement Concrete = 3
- ----------UNPAVED----------
- Prim.-Not Pass-No Maint = 4
- Pass In Season-Little No Maint = 5
- Graded/Drained/Yearly Maint = 6
- Stabil/All Weather/Req Maint = 7

NUMBER OF LANES: _____

Codes
- One-Lane = 1
- Two-Lane = 2
- Four Lane (Divided) = 3
- Four Lane (Undivided) = 4
- Six Lane (Divided) = 5
- Six Lane (Undivided) = 6

WIDTH: ___ ___ (Feet)

ROAD MILES: ___ ___ . ___ (Miles/Tenths)

GUARDRAIL: ___ ___ ___ ___ ___ ___ (Feet)

RAMP: (Miles/Tenths)

SHOULDER MILES:
- PSH (Paved) ___ ___ ___ . ___ (Sho Mi/Tenths)
- SSH (Stabilized) ___ ___ ___ . ___ (Sho Mi/Tenths)
- ASH (Apron) ___ ___ ___ . ___ (Sho Mi/Tenths)

DITCH MILES:
- Unpaved ___ ___ ___ . ___ (Miles/Tenths)
- Paved ___ ___ ___ . ___ (Miles/Tenths)

MGP MILES: ___ ___ ___ ___ . ___ (Miles/Tenths)

DRAINS:
- 36" - ___ ___ ___ (Each)
- 42" + ___ ___ ___ (Each)

DRAINAGE STRUCTURES:
- Concrete ___ ___ (Each)
- Steel ___ ___ (Each)
- Timber ___ ___ (Each)

BRIDGES: 20' + ___ ___ (Each)

VII. EXHIBIT G. - ROADWAY FEATURE INVENTORY SUMMARY, FORM MT-45 - COMPLETED EXAMPLE

MT-15
Revised 3-1-90

WV DIVISION OF HIGHWAYS

Roadway Feature Inventory Summary

(FOR "RODS" ONLY)

ORGANIZATION: 1024

PREFIX: C

Codes	
WV = W	
US = U	
Interstate = I	
County = C	←
Delta = D	

Primary Additional

ROUTE: 083/040

CLASS: L

Codes	
Express = X	
Trunkline = T	
Feeder = F	
St/Local = L	←
Park/Forest = P	
Delta = D	

AVERAGE DAILY TRAFFIC: 2

SURFACE TYPE: 6

Codes	
High Type Bituminous = 1	
Low Type Bituminous = 2	
Portland Cement Concrete = 3	
----------UNPAVED----------	
Prim.-Not Pass-No Maint = 4	
Pass in Season-Little No Maint = 5	
Graded/Drained/Yearly Maint = 6	←
Stabil/All Weather/Req Maint = 7	

NUMBER OF LANES: 2

Codes	
One-Lane = 1	
Two-Lane = 2	←
Four Lane (Divided) = 3	
Four Lane (Undivided) = 4	
Six Lane (Divided) = 5	
Six Lane (Undivided) = 6	

WIDTH: 16 (Feet)

ROAD MILES: .6 (Miles/Tenths)

GUARDRAIL: 150 (Feet)

SHOULDER MILES:

PSH (Paved)	.0	(Sho Mi/Tenths)
SSH (Stabilized)	1.2	(Sho Mi/Tenths)
ASH (Apron)	.0	(Sho Mi/Tenths)

DITCH MILES:

Unpaved	1.2	(Miles/Tenths)
Paved	.0	(Miles/Tenths)

MOW MILES: .8 (Miles/Tenths)

DRAINS:

36" -	2	(Each)
42" +		(Each)

DRAINAGE STRUCTURES:

Concrete	1	(Each)
Steel		(Each)
Timber		(Each)

BRIDGES: 20' + (Each)