



Policy for Collection of Culvert Inventory and Condition Data

The Transportation Asset Management Council adopted this policy on June 2, 2021.

I. Introduction

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads, bridges, traffic signals and culverts in Michigan. This document describes the policy and procedures for collecting the physical inventory and condition data of culverts owned by Public Act 51 agencies within Michigan.

According to Act 51, TAMC shall advise the Michigan Infrastructure Council on a statewide transportation asset management strategy and the processes and tools needed to implement that strategy, beginning with the Federal-aid eligible highway system and infrastructure assets that impact system performance, safety, or risk management, including signals and culverts. This does not prohibit a local road agency from using an asset management process on its Non-Federal-aid eligible system. All quality control standards and protocols shall, at a minimum, be consistent with existing Federal requirements and regulations and existing government accounting standards. TAMC therefore requires the methodology of reporting culvert inventory and condition data consistent with the [*TAMC Non-National Bridge Inventory Culvert Data Collection Manual*](#).

This policy applies to the collection of inventory and condition on culverts located within State Trunkline Right-of-Way (ROW) as well as culverts located within County, City and Village public roadway ROW. Bridges spanning less than 20 feet are recommended to be inventoried using the MiBridge System. Structures included in the MiBridge System would not be subject to this policy.

II. Culvert Data Collection Training Requirements

It is recommended that any participant who collects culvert data and influences the condition assessment attend TAMC culvert data collection training.

III. RPO/MPO Regional Coordinator Responsibilities

The TAMC has given the responsibility of coordinating the reimbursement and scheduling of data collection elements of the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs, which includes facilitation of data collection for culvert inventories and condition assessments. The RPO/MPOs have funds allocated from the TAMC for these annual work program activities. The RPO/MPO will have to allocate those funds among eligible work activities to best complete the priorities of the TAMC. Therefore, the RPO/MPO may need to limit its authorizations for reimbursements to manage its work programs.

Culvert Data Collection Overview

If TAMC reimbursement for culvert data collection has not been approved, but the agency would like inventory and condition data included in TAMC's statewide database:

- The Act 51 road agency may establish their own collection schedule and collect data on their culvert network.
- The TAMC encourages data collection participants to follow their agency's safety procedures and practices.
- If TAMC reimbursement is being requested: Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for culvert data collection.

Road agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for culvert data collection reimbursement authorization are required to be received by the RPO/MPO by October 1 of each year.

- The RPO/MPO decision on what requests for reimbursement are approved may consider:
 1. Available budget
 2. Absence or age of the culvert data that is to be collected
 3. The last year of reimbursement to the road agency for that culvert data set
 4. Rating team members' training and/or certification status

Coordination:

- Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for the TAMC.
- Local agencies are encouraged to use Roadsoft for data collection and inventories and provide export files to their respective RPO/MPO Regional Coordinator for submittal to TAMC.
- The RPO/MPO Regional Coordinator sends file exports from local agencies to the Center for Shared Solutions (CSS) via the TAMC Investment Reporting Tool (IRT), ensuring that the completed culvert data export file is the correct file type and submitting the culvert data export file to the CSS.

IV. Data Collection Detail

- It is generally recommended that culvert data collection be obtained and not to exceed a six-year cycle for an Act 51 road agency's entire network.
- Culvert owners should adopt a risk-based inspection frequency that balances agency's resources and asset management data needs. Factors that can influence this cycle of collection may be determined by severity of condition and culvert size.
- It is recommended that each data collection effort is documented; if requesting reimbursement, documentation requirements include participants names and collection dates.
- Data collection of culvert inventory information and condition assessment must be consistent with the current training manual and procedures as defined in the *TAMC Non-NBI Culvert Data Collection Manual*.
- The use of the Roadsoft Laptop Data Collector (LDC) is recommended, however alternative systems that are compatible with CSS data structure and dictionary for culvert assets.
- Act 51 road agencies with inventories and condition data on culverts are encouraged to incorporate these into their asset management plan.

If you have any questions relating to this policy, please contact:

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