

# User Guide TC-01, Road Inventory Pre-Inspections and Route ID Process

## A. Overview

The purpose of the Road Inventory Program (RIP) is to assist FWS in performing comprehensive condition assessments and validating each station's real property inventory for transportation assets (specifically roads and parking lots, although other assets types may qualify for transportation funding), prior to an on-the-ground assessment. This program is a partnership with the Federal Highway Administration (FHWA), Central Federal Lands Highway Division (CFLHD) in Lakewood, Colorado.

## B. Coordination with station

The RTC works with FHWA representatives to establish a proposed window for the assessments in the region. The RTC then contacts individual station managers to establish dates for the route ID process and the on-the-ground assessment. It is important that the station manager will be available for both the asset review and for the in- and out-briefing on the dates agreed for the assessment. The RTC should make clear to the station manager that, during the inspection process, someone who is familiar with the station's assets and their condition needs to be present during the entire course of the inspection, accompanying the FHWA inspector. The RTC answers any questions the station manager has about the process, and sends the manager a list of the station's transportation assets with all the attributes that will be reviewed. The RTC and station manager schedule a time for (1) the route ID and (2) the assessment, which should be approximately six weeks later.

## C. The Route ID "pre-inspection" process

At least six weeks before visiting a station, the Regional Transportation Coordinator (RTC), station manager (or knowledgeable designee) and the FHWA RIP Program Manager confer via WebEx to conduct a quality control check of the station's data, comparing the inventory records for the station's roads and parking lots in SAMMS to the corresponding records held by the FHWA. The RTC is responsible for identifying discrepancies between FHWA and FWS data, correcting any errors in SAMMS and FBMS (including omissions and conglomerations), and providing the FHWA RIP representative with corrected data. Together, the RTC, the station manager, and FWHA review the following asset information:

- Asset type
- Name
- Description (see box to right)
- Inventory number
- Location
- Length and width
- Surface type
- Use and purpose
- Asset Priority Index
- FHWA Classification
- FWS Tier Assignment

Any previous practice of "lumping," such as roads with parking lots, or multiple roads together, or roads with levees, must be identified during the pre-inspection meeting and *corrected prior to the on-the-ground assessment* to ensure that the data collected is accurate.

It is important for the RTC to provide the Station Manager with the necessary forms to add or delete assets, in order to expedite any corrections required to the station's inventory prior to the on-the-ground assessment by the FHWA.

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The completion of all of the necessary forms for the creation or deletion of asset records is time sensitive. The RTC must be diligent in pursuing the return of required forms by the station manager, in order to provide correct information to FHWA in time for their inspection and data collection.

### D. After the Route ID: Asset deletions, additions, or changes

Upon receipt of the necessary paperwork from the station, the RTC makes corrections to the station's asset information in SAMMS and FBMS.

1. The disposal process for the records of any assets that still appear in the inventory but are no longer in existence requires the station's completion of a form DI-103A and an accompanying "Statement of Circumstances." Refer to User Guide SM-05, "Disposal Process for Real Property Assets" at <http://www.fws.gov/refuges/facilities/manuals-policies.html>.
2. Minor assets that exist due to the presence of the road or parking lot (culverts, signs, cattle crossings, guard rails) are to be considered components of the road or parking lot that they are a part of. If such components already have a SAMMS location number/RPI number (meaning they were, at some point, considered stand-alone assets), they are to be "administratively removed" from the inventory and their details included under the real property "components" tab in the record of the main asset. Refer to User Guide FM-04, "Administrative Disposal of Assets" at <http://www.fws.gov/refuges/facilities/manuals-policies.html>.
3. Assets discovered on the ground that do not appear in the station's inventory require the completion of both facility management and financial documents. Only when both you and Finance have completed the information required in the databases, will the record appear in the station's inventory. First, the RTC must request a new asset number in FBMS. To do so, the RTC completes an "ABZON" form and submits it through the regional finance office to the Denver Finance Service Center, where the asset numbers are assigned. Once the record has been initiated (by the creation of the asset number), the RTC is responsible for completing the record in SAMMS and FBMS. For this, the RTC will need from the station a completed "Asset Addition" form, and the appropriate financial documents must be submitted to the BFO. Refer to User Guide TC-03, "Creating New Real Property Records for Transportation Assets" at <http://www.fws.gov/refuges/facilities/manuals-policies.html>
4. If an asset is discovered to be a conglomeration of more than one asset type (levees with roads, or roads and parking lots), or more than one asset (multiple roads or multiple parking lots together under a "parent" asset record) and *not an asset with constituent components*, such as described in D2, above, such aggregated assets will need to be split out separately. New asset numbers must be requested (see D3, above) by the RTC, and any generic parent assets administratively removed. Any "newly discovered" assets require financial documentation and a WBS and an ABZON asset number request form. (Refer to User Guide TC-03, "Creating New Real Property Records for Transportation Assets" at <http://www.fws.gov/refuges/facilities/manuals-policies.html>.)

Once the RTC has updated the station's inventory, he/she sends an updated report to FHWA and the station for use during the assessment.