

**Work Zone Safety and Mobility Rule (23 CFR 630 Subpart J)
Implementation Checklist**

Compliance Required by October 12, 2007

Section Reference	Provision	Required or Recommended	Yes	No	Place Where Item is Documented	Comments	As of Date	
630.1006	Work Zone Safety and Mobility Policy							
	1. The agency has developed a policy for the systematic consideration and management of work zone (WZ) impacts on all Federal-aid Highway Projects.	Required						
	2. The policy addresses WZ impacts throughout the various stages of the project development and implementation process.	Required						
	3. The agency has implemented the policy for all Federal-aid Highway Projects.*	Required						
	4. The policy was written to be flexible based on the characteristics and expected WZ impacts of individual projects or classes of projects.	Recommended						
	5. The policy was instituted using a multi-disciplinary team and in coordination with the Federal Highway Administration (FHWA).	Recommended						
	6. The agency has implemented the policy for non-Federal aid Highway Projects.*	Recommended						
7. The policy has been approved by agency management.	Recommended							

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630.1008(b)	State Level Processes and Procedures – Work Zone Assessment and Management Procedures						
	8. The agency has developed and implemented systematic procedures to assess and manage the WZ impacts of projects.	Recommended					
	9. If the agency has developed systematic procedures to assess and manage WZ impacts, the scope of these procedures is based on the characteristics of projects or project-classes.	Required (if #8 was done)					
630.1008(c)	State Level Processes and Procedures – Use of Work Zone Data¹						
	10. The agency is using WZ data at the project level ² to manage WZ impacts for specific projects during implementation.* This data includes:	Required					
	10a. Operational data.	Required					
	10b. WZ crash data.	Required					
	10c. Field observations.	Required					

¹ The Rule does not require the reporting or submission of WZ data.

² At the project-level, the Rule requires agencies to use field observations, available work zone crash data, and operational information to manage work zone impacts for specific projects during implementation.

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	11. The agency is using WZ data at the process level ³ to improve agency processes and procedures to pursue the improvement of overall WZ safety and mobility.* This data includes:	Required					
	11a. WZ crash data from multiple projects.	Required					
	11b. Operational data from multiple projects.	Required					
	12. The agency is maintaining the data and information resources needed to support the use of WZ data for the above activities.*	Recommended					
630.1008(d)	State Level Processes and Procedures – Implementation of Training						
	13. The agency has established requirements (who, what training is acceptable, how often) on appropriate training ⁴ for:						
	13a. Personnel involved in development of WZ related transportation management and traffic control.*	Required					
	13b. Personnel involved in design of WZ related transportation management and traffic control.*	Required					

³ At the process-level, the Rule requires agencies to continually pursue improvement of work zone safety and mobility by analyzing work zone crash and operational data from multiple projects to improve agency processes and procedures.

⁴ Appropriate training is considered training that is relevant to the job decisions that each individual is required to make.

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	13c. Personnel involved in implementation of WZ related transportation management and traffic control.*	Required					
	13d. Personnel involved in operation of WZ related transportation management and traffic control.*	Required					
	13e. Personnel involved in inspection of WZ related transportation management and traffic control.*	Required					
	13f. Personnel involved in enforcement of WZ related transportation management and traffic control.*	Required					
	14. The agency requires periodic training updates for the personnel noted in item 13. These periodic training updates reflect changing industry practices and agency processes and procedures.*	Required					

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630.1008(e)	State Level Processes and Procedures – Work Zone Process Reviews						
	15. The agency performs a process review at least every 2 years to assess the effectiveness of its WZ safety and mobility procedures.*	Required					
	16. The process review includes: (select one)* 16a. WZ performance review data is evaluated at the agency level 16b. Randomly selected projects are reviewed across their jurisdictions 16c. A combination of these approaches.	Required					
	17. Appropriate personnel, who represent the project development stages and different offices within the agency, FHWA, and non-agency stakeholders participate in the process reviews.	Recommended					

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630.1010	Significant Projects						
	18. The agency has defined "significant projects" in accordance with Section 630.1010 of the Rule.	Required					
	19. The agency has developed and implemented a process to identify upcoming projects that are expected to be significant.*	Required					
	20. This identification of significant projects is done as early as possible in the project delivery and development process, and in cooperation with the FHWA.*	Recommended					
630.1012	Project Level Procedures						
	21. The agency has developed and implemented a procedure to develop a transportation management plan (TMP) for every Federal-aid highway project.*	Required					
	22. For significant projects, the TMP consists of: (all 3) a) Temporary Traffic Control (TTC) plan b) Transportation Operations (TO) component, and c) Public Information (PI) component.*	Required					

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	23. For projects that are not classified as significant projects, the TMP contains at minimum a TTC plan. ^{5*}	Required					
	24. For all TMPs, the TTC plan is consistent with Manual on Uniform Traffic Control Devices (MUTCD) Part 6 and with the WZ hardware recommendations in Chapter 9 of American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide.*	Required					
	25. In developing and implementing TTC plans for projects, pre-existing roadside safety hardware is maintained at an equivalent or better level than existed prior to project implementation.*	Required					
	26. The agency coordinates with appropriate stakeholders when developing TMPs.*	Recommended					

⁵ The TTC plan may be incorporated in the TMP by reference (e.g., to elements in the MUTCD or approved standard agency plans or manuals), or may be specifically designed for an individual project.

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	27. The provisions for the TMP are included in the project's Plans, Specifications, and Estimates (PS&Es). The PS&Es either contain all the applicable elements of an agency-developed TMP, or include provisions for a contractor to develop a TMP.*	Required					
	28. The agency approves contractor developed TMPs prior to implementation of the TMPs.*	Required					
	29. Pay item provisions for implementing TMPs are included in PS&Es, either through method-based (pay items, lump sum, or combination) or performance-based specifications (performance criteria and standards).*	Required					
	30. The agency and the contractor both designate a trained person (as defined in 630.1008(d)) at the project-level who has the primary responsibility and sufficient authority for implementing the TMP.*	Required					

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630.1014	Implementation						
	31. The agency is working in partnership with FHWA to implement its policies and procedures to improve WZ safety and mobility.	Required					
	32. FHWA has reviewed the conformance of the agency's policies and procedures with the Rule, and will reassess the agency's implementation of its procedures at appropriate intervals.*	Required					
	33. The agency has addressed implementation of the Rule in its stewardship agreement with the FHWA.	Recommended					

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