1.0   General

Each service provider shall electronically submit a "Winter Storm Report" for each "Storm", "Incident", or "Anti-Icing" event that occurs between the required reporting periods of November 1st through April 30th. If no winter event occurs during a given week, submittal of a "No Activity" report is still required for each week of the required reporting period. Reports shall also be submitted for all events that happen outside of the required reporting period listed above. The "No Activity" reports are not required outside the required reporting period.

2.0   Submittals

Reports shall be entered into the WisTransPortal website no later than Wednesday of the following week from which the events originally occurred.

The WisTransPortal site shall be the only method of submittal to Central Office. No email, faxes, or other methods will be accepted.

3.0   Logging into WisTransPortal

Logging into the WisTransPortal site does not require a login ID or password. Logging into the Winter Storm Report System on the WisTransPortal site however does. The WisTransportal site has a self-registration request form whereby any service provider can request authorization for storm report entry. Your WisTransPortal login ID and password can be the same that you use for other WisTransPortal activities such as the Lane Closure System. The WisTransPortal link is https://transportal.cee.wisc.edu/storm-report/ .

Each storm report entry person should have their own unique WisTransPortal account ID and password.

4.0   Questions and problems

All questions or problems associated with storm reports should be forwarded to the Winter Maintenance Engineer in the Bureau of Highway Maintenance, as listed on Wisconsin Department of Transportation Winter maintenance website.