PDA Documentation: Roads & Culverts
Preliminary Damage Assessments: Roads & Culverts

• When documenting road and culvert damage, always provide:
  • Accurate Measurements
  • GPS locations
  • Photos that clearly show damage
• Only include sites you are legally responsible to maintain & repair.
• Only include damages that are visible.
• If a site is underwater/snow covered/under debris, no damages can be claimed until they are visible.
  • The site can be included as a damage site, but it’s status should be listed as inundated until damage is visible.
Roads and Culverts Worksheet

- Road and culvert damage should be documented on the Roads and Culverts damage assessment site worksheet.
- The Excel workbook comes with an instruction tab and an example tab.
- Fill in as much information as you can for each site.
- The site costs will roll into a total on the first site worksheet.
- GPS locations should be provided for each culvert, and for the starting and ending location of road damage.
- Sites should be indicated on a map, and corresponding photos should be labeled with the site number.
Photos of Damage

- Site photos should clearly show damage.
- Site photos should be labeled with the site number.
- When possible, references for size, such as fence posts, should be included in the photo.
- Photos should be clear; nothing zoomed in, grainy, or blocked by people, animals, or vehicles.
- Multiple photos of the same site can be included to show damages from different angles.
Roads and Culverts: wrap up

- FSA routes cannot be included.
  - Since another Federal agency is responsible for funding FSA roads, damage to these roads should be discussed with SD DOT.
- PDA documentation can be used to formulate projects if there is a Presidential Disaster Declaration.
- The more information provided during a PDA, the better we are able to substantiate the claimed damages.
- Don’t wait for us to request documentation; start gathering information as soon after an incident as you can.
Have Questions?

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By Phone: (605) 773-3231