

11-13-75

TO:  MAIN OFFICE AND REGIONAL OFFICES  <b>SUPERSEDED BY EI 77-034</b> <b>EFFECTIVE 7/6/1977</b>	<h2 style="text-align: center;">ENGINEERING INSTRUCTION</h2> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> <p style="text-align: center;">SUBJECT: PROCEDURE FOR INVENTORYING NEW AND RECONSTRUCTED BRIDGES</p> <p style="text-align: center;">Subject Code: 7.35</p>
Distribution: <input type="checkbox"/> Main Office <input type="checkbox"/> Regions <input checked="" type="checkbox"/> Special	Code: <u>EI 75-73</u>
APPROVED: <i>F. V. Hourigan</i> Deputy Chief Engineer (Structures)	Date: <u>10/28/75</u> Supersedes:

P.S. & E. PREPARED BY THE REGION OFFICE

The appropriate bridge inventory forms shall be filled out by the Regional Bridge Inventory Coordinator, in duplicate. The copy of the forms shall be marked "preliminary" and will be forwarded to the Structures Subdivision sometime between the P.S. & E. Date and the Contract Letting Date. The original forms will be kept by the Regional Bridge Inventory Coordinator until the bridge is completed in the field and accepted by the State. The Regional Coordinator shall then make any revisions required by changes during construction to the original bridge inventory forms and forward these forms to the Structures Subdivision in Albany. The Structures Subdivision will then destroy the preliminary copies and the data from the original forms will be input into the inventory file.

Changes in the inventory file required by incidental bridge work done as a part of the Highway R & P Program or a Safety Project shall be made as described above.

P.S. & E. PREPARED BY THE STRUCTURES SUBDIVISION

The appropriate bridge inventory forms shall be filled out, in duplicate, by the Design Unit responsible for preparing the plans. The original and copy of the forms shall be forwarded to the Bridge Inventory and Inspection Unit of the Structures Subdivision sometime between the P.S. & E. Date and the Contract Letting Date. The copy of the forms shall be marked "preliminary" and kept in the Structures Subdivision. The original forms will be forwarded by the Structures Subdivision to the Regional Bridge Inventory Coordinator and held in the Regional Office until the bridge is completed in the field and accepted by the State. The Regional Coordinator shall make any revisions required by changes during construction to the original bridge inventory forms and forward these forms to the Structures Subdivision in Albany. The Structures Subdivision will then destroy the copies and the data from the original forms will be input into the inventory file.

P.S. & E. PREPARED BY CONSULTING ENGINEERS, PUBLIC AGENCIES, ETC.

All P.S. & E. completed by Consulting Engineers and others will be inventoried by the Bridge Inventory and Inspection Unit of the Structures Subdivision. The copy of the forms shall be marked "preliminary" and kept in the Structures Subdivision. The original forms will be sent to the Regional Bridge Inventory Coordinator and the remainder of the procedure will be the same as used for bridges designed in the Structures Subdivision.

Subject: PROCEDURE FOR INVENTORYING NEW AND RECONSTRUCTED BRIDGES

PROCEDURE FOR UPDATING THE BRIDGE WORK RECORD PORTION OF THE INVENTORY FILE

NEW BRIDGES. For new bridges, the bridge work record form shall be initiated by the Bridge Inventory and Inspection Unit of the Structures Subdivision in all cases.

CONTRACT WORK ON EXISTING BRIDGES. The Bridge work record form shall be filled out by the Regional Bridge Inventory Coordinator in all cases. The Regional Coordinator shall fill out the bridge work form after the bridge is completed in the field. The work form will be forwarded to the Structures Subdivision in Albany together with all the other bridge inventory forms.

MAINTENANCE WORK ON BRIDGES. The Structures Subdivision will "read" the maintenance work record tape and record in the inventory file all the work performed on bridges by the Maintenance Subdivision.

AVR:DR