

TO:  MAIN OFFICE AND REGIONAL OFFICES  <b>SUPERSEDED BY EI 81-025</b> <b>EFFECTIVE 5/6/1981</b>	<h2 style="text-align: center;">ENGINEERING INSTRUCTION</h2> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> SUBJECT: PROCEDURE FOR INVENTORING NEW AND RECONSTRUCTED BRIDGES  Subject Code: 7.35 <span style="float: right; font-size: 1.5em;">Sup 81-25</span>
Distribution: <input type="checkbox"/> Main Office <input type="checkbox"/> Regions <input checked="" type="checkbox"/> Special	Code: EI 77-34 Date: 1/6/77
APPROVED: <i>J. J. Hourigan</i> Deputy Chief Engineer (Structures)	Supersedes: EI 75-73

PS&E PREPARED BY THE REGIONAL 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 PS&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.

PS&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 PS&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.

PS&E PREPARED BY CONSULTING ENGINEERS, PUBLIC AGENCIES, ETC.

All PS&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.

NOTIFICATION OF THE REGIONAL HIGHWAY MAINTENANCE ENGINEER OF

NEW OR RECONSTRUCTED BRIDGE ACCEPTANCE:

The Regional Bridge Inventory Coordinator will immediately notify the Regional Highway Maintenance Engineer when new or reconstructed bridges have been accepted by the State. Contract work on existing bridges which involve painting exclusively should not be reported. The notification to the Regional Highway Maintenance Engineer shall be in writing and contain the following information:

1. Bridge Identification Number.
2. County in which the bridge is located.
3. Feature carried by the bridge.
4. Feature or features crossed by the bridge.
5. Any other information which the Regional Inventory Coordinator believes may be helpful to the Inspector in locating the bridge in the field.