

Subject: PROCEDURE FOR INVENTORYING AND INSPECTING NEW AND RECONSTRUCTED BRIDGES

- A. 2. P. S. & E. PREPARED BY THE STRUCTURES DIVISION: The appropriate bridge inventory forms shall be completed, in duplicate, by the Design Unit responsible for preparing the plans. One copy of the forms shall be marked "Preliminary" and both copies shall be forwarded to the Bridge Inventory And Inspection Unit of the Structures Division sometime between the P. S. & E. date and the contract letting date.

The second copy will be forwarded by the Bridge Inventory And Inspection Unit to the RBIIC and retained in the Regional Office until the bridge is completed in the field and accepted. No more than 60 days after bridge acceptance, the RBIIC will review the "as-built" plans, update his copy of the bridge inventory forms, and forward the forms to the Bridge Inventory And Inspection Unit of the Structures Division in Albany. The Bridge Inventory And Inspection Unit will then destroy the preliminary copy of the forms and the data from the final forms will be entered in the inventory file.

3. P. S. & E. PREPARED BY OTHERS: All P. S. & E. prepared by others will be inventoried by the Bridge Inventory And Inspection Unit of the Structures Division. One copy of the forms shall be marked "Preliminary" and retained in that Unit. The other copy of the forms will be sent to the RBIIC and the remainder of the procedure will be the same as for bridges designed in the Structures Division.

This procedure does not supersede instructions pertaining to bridge inventory activities included in any "In-Depth" Inspection Contract performed by a Consultant.

B. BRIDGES NOT LET BY THE STATE

The appropriate bridge inventory forms shall be completed, in duplicate, by the bridge owner, or his representative, after the work on the bridge is completed in the field. Both sets of the forms shall be forwarded to the RBIIC, together with a copy of the "as-built" plans. A third set of forms may be completed and retained by the bridge owner. The RBIIC will compare the completed inventory forms with the plans, making any necessary corrections to the data. The bridge should be examined in the field, if necessary, to confirm data on the forms. One copy of the bridge inventory and bridge plans shall be inserted in the Regional BIN Folder for the bridge. The other copy of the forms shall be forwarded to the Bridge Inventory And Inspection Unit of the Structures Division in Albany, where the data from the forms will be entered in the inventory file.

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III. INSPECTION AND LOAD RATING LEVEL #2
DATA FOR BRIDGES LET BY THE STATE,
OR OTHERS *

A. ALL BRIDGES: The appropriate bridge load rating forms shall be completed, in duplicate, by the Designer of the bridge. One copy shall be marked "Preliminary" and both copies shall be forwarded to the Bridge Inventory And Inspection Unit in the Structures Division sometime between P. S. & E. date and the contract letting date. When the Designer is also responsible for inventory work, the load rating and inventory forms shall be submitted, together, in the same letter of transmittal. The Inventory And Inspection Unit will keep the preliminary copy and forward the second copy to the RBIIC. However, if the Designer of the bridge is in the Region, one copy shall be sent directly to the RBIIC and only the preliminary copy is sent to the Inventory And Inspection Unit in the Structures Division. Upon bridge acceptance, the RBIIC will review the "as-built" plans, if necessary, update rating data in the Regional Office, and forward the rating forms to the Regional Highway Maintenance Engineer with notification that the bridge has been accepted. The notification to the Regional Highway Maintenance Engineer shall be in writing and contain the following information:

1. Bridge Identification Number.
2. Contract Number.
3. County in Which the Bridge Is Located.
4. Feature Carried By the Bridge.
5. Feature or Features Crossed By the Bridge.
6. Any Other Information Which the RBIIC Believes May Be Helpful to the Inspector In Locating the Bridge in the Field.
7. Attached Load Rating Forms.

Beyond this point, the required work is routed in one of two paths, depending on whether the State has inspection responsibility for the bridge or not, as described below.

B. BRIDGES WITH STATE INSPECTION RESPONSIBILITY: Upon receipt of notification of project acceptance from the RBIIC, the Regional Highway Maintenance Engineer will have the bridge inspected and the field load rating work performed. This work must be done within 60 days of the acceptance date of the project. Inspection and Load Rating Forms are then submitted for processing through Highway Maintenance Division channels in the normal manner.

C. BRIDGES WHICH ARE NOT STATE INSPECTION RESPONSIBILITY: Upon receipt of notification of project acceptance from the RBIIC, the Regional Highway Maintenance Engineer will have the Bridge Inspection and Field Load Rating work performed. If this work has not taken place within 60 days of the project acceptance date, the RBIIC will have this work made by any Qualified Inspector available in the Region.

The party that performs the field work shall submit the completed Inspection and Rating Information to the RBIIC. The RBIIC retains one copy and forwards a second copy to the Inventory And Inspection Unit in the Structures Division.

* No field inspection or load rating work is required for bridges only painted under Contract.