

OFF-SYSTEM BRIDGES – POSTING/CLOSING – FOLLOW-UP ACTIONS

- PURPOSE:** To establish a formal policy, guidelines, and procedures to be followed by all Off-State-System Bridge Owners in Louisiana, in accordance with the Code of Federal Regulations, Title 23, Part 650, Subpart C "National Bridge Inspection Standards" (NBIS).
- SCOPE:** This Directive applies to all bridges on all Local Roads and City Streets in the State of Louisiana which are not a part of the State Maintained Highway System, hereinafter referred to as Off-System bridges.
- This directive outlines the action(s) required to be taken by the Bridge Owner in the following situations:
1. LA DOTD Bridge Inspectors have observed conditions that require the immediate closure of an Off-System bridge.
 2. A calculated capacity rating requires the immediate closure of an Off-System bridge (i.e. not capable of safely carrying a 3 ton load).
 3. Timely load rating and re-rating of an Off-System bridge when a change in condition is identified.
 4. Installation and maintenance of load posting signs on Off-System bridges not capable of carrying the full statutory legal load limit.
- POLICY:** All bridges on all public roads shall be inspected and structurally analyzed in accordance with the Code of Federal Regulations (23CFR.650.C) and the American Association of State Highway and Transportation Officials (AASHTO) Manual for Bridge Evaluation (MBE) requirements, and shall be load restricted (posted) or physically closed to all vehicular traffic where appropriate. Furthermore the LADOTD Policies and Guidelines for Bridge Rating and Evaluation shall be followed to assure proper and consistent load ratings for bridges in Louisiana.
- The intent of 23CFR is to protect the traveling public and to protect the public's investment in bridge structures, and that, upon receipt of information identifying possible critical deficiencies in bridge structures, immediate action be taken by the Bridge Owner. The required action is to immediately close the bridge to all vehicular traffic, or to immediately load restrict the bridge. After the bridge has been closed or load posted, the Owner's Engineer shall evaluate the bridge and the data provided by the LA DOTD to determine which course of action (see Acceptable Responses listed in PROCEDURES) will be taken by the Bridge Owner based on the Owner's Engineer's analysis. The Owner or the Owner's Engineer shall notify the LA DOTD District ADA of Operations within 7 calendar days of the original notification that critical deficiencies exist which

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require immediate attention, explaining the actions taken by the Owner pursuant to the recommendation. The Owner **MUST** respond with one of the Acceptable Responses listed in the PROCEDURES to remain in compliance with the National Bridge Inspection Standards (NBIS).

CRITICAL DEFICIENCIES are defined as deficiencies which may cause, or result in, the imminent collapse of the bridge.

CLOSURE is defined as the placement of a physical barrier that will completely prevent access to the bridge by a vehicle.

Compliance with the NBIS is determined annually by Parish, meaning that all bridges on local roads and city streets (not owned by a State Department or Federal Agency) within the boundaries of each Parish shall be used in the determination of compliance with the NBIS. Said compliance will affect the Parish's participation in the LA DOTD/FHWA Off-System Bridge Replacement Program.

PROCEDURE:

The Procedures to be followed are defined as:

1. Off-System Bridge is Recommended for Closure
2. Off-System Bridge is Recommended for Load Posting
3. Owner Review of Rating, Posting, & Closing Data and Requirements
4. Monitoring Off-System Bridge Owner Compliance with the NBIS by LA DOTD

Each Procedure is outlined in the attached flowcharts describing the appropriate actions and required Acceptable Responses. Any response other than one of the "Acceptable Responses", non-action, or no-response within the first seven (7) calendar days after the original notification shall place the Owner on formal notice of pending Non-Compliance with the NBIS. Upon expiration of the initial 7 calendar day time period, the LA DOTD District ADA of Operations shall give the Owner FINAL NOTIFICATION via certified letter AND in person that a formal, irrevocable notice of Non-Compliance with the NBIS will be issued unless an Acceptable Response is received by the LA DOTD District ADA of Operations within 7 additional calendar days. **Upon expiration of the fourteen (14) day period, if an Acceptable Response has not been received, the Parish will be in Non-Compliance with the NBIS**, and therefore shall be barred from participation in the joint FHWA / LA DOTD Bridge Replacement & Rehabilitation Program for at least one (1) full calendar year. The LA DOTD District ADA of Operations shall notify the Parish of Non-Compliance with the NBIS by Certified Letter.

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If the Owner's submittal satisfies the requirements outlined in the Acceptable Responses listed in the Procedure, the Owner shall be notified by phone or in person, followed by a letter indicating that the Owner's response for this structure is acceptable for the Owner to remain in compliance with the NBIS. The LA DOTD District office shall forward the package (Owner's inspection report, load rating calculations, letters, etc.) with a cover letter to Headquarters Bridge Maintenance Section.

If the Owner's submittal does not satisfy the requirements outlined in the Acceptable Responses listed in the Procedure, the Owner shall be notified immediately, by phone or in person, followed by a Certified letter, that the Owner is placed on notice that an Acceptable Response must be received within fourteen (14) calendar days from the initial notification to close or load post the bridge, or the Parish will be placed in Non-Compliance with the NBIS.

Prior to re-opening or increasing/removing the posted load limit of any such bridge, the bridge shall be inspected and load rated by the Owner's Engineer, and a new Bridge Inspection Report (Form 3097) and new calculated and stamped load capacity ratings shall be submitted by the Bridge Owner or Owner's Engineer to the LA DOTD District ADA of Operations for review and approval.

RESPONSIBILITY:

The LA DOTD Structures and Facilities Maintenance Engineer shall be responsible for timely distribution of computer report listings to the LA DOTD District ADA of Operations and for timely updating of the Master Structure File.

The LA DOTD District ADA of Operations shall be responsible for administering the program as detailed herein and for the timely submittal of updated closure and posting data from the Bridge Owners to LA DOTD Headquarters Bridge Maintenance Section.

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AFFECTED ISSUANCES: This Directive is issued under authority of EDSM No. IV.4.1.2 and supplements EDSM I.1.1.8 & EDSM I.1.1.15.

EFFECTIVE DATE: This policy shall become effective January 1, 2012.

SCS

Recommend Approval
Bridge Inspection Engineer (SEC. 51)

DRM

Recommend Approval
Structures and Facilities Administrator (SEC. 51)

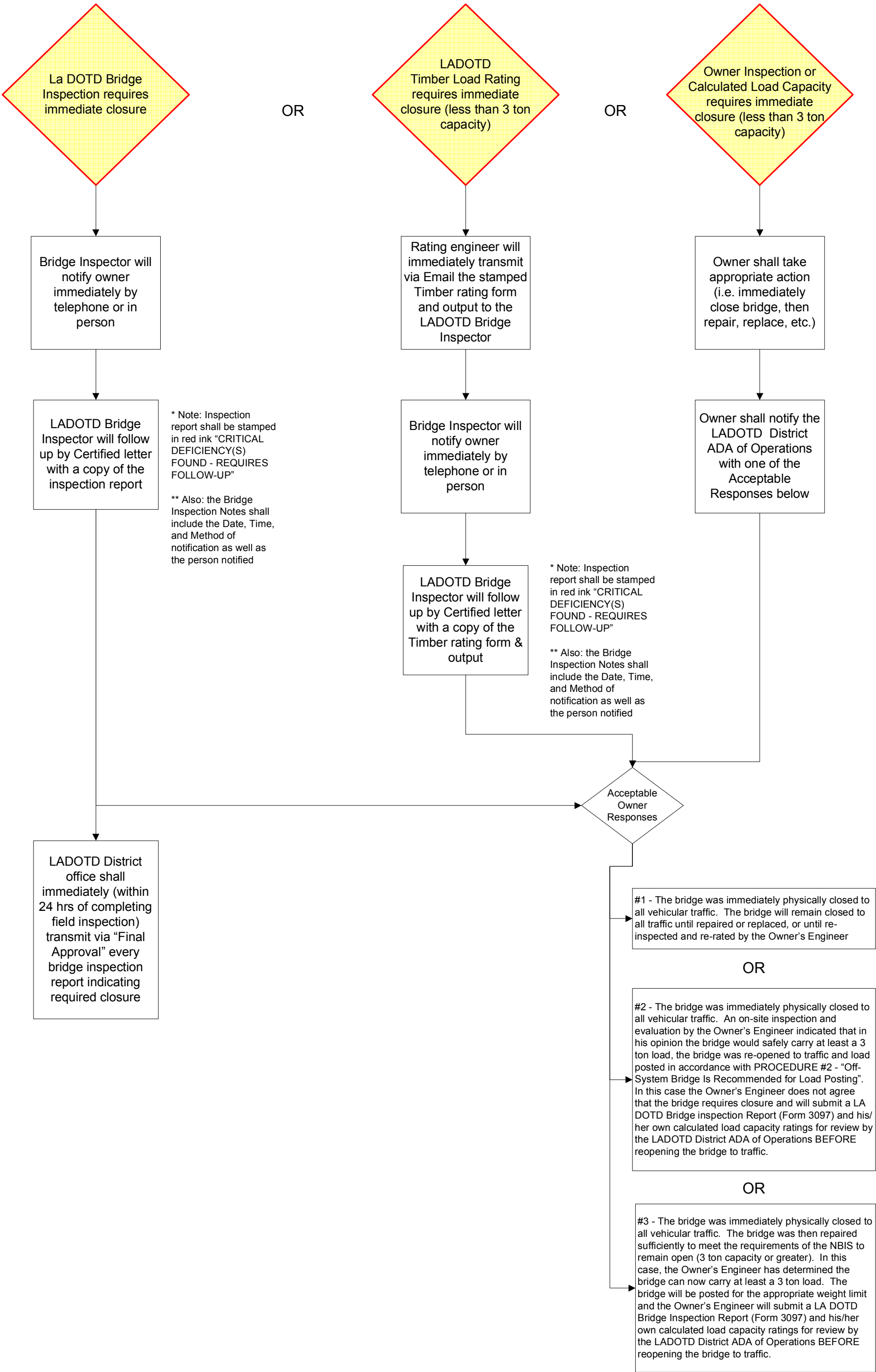
Vincent C. Latino Jr.

Approved
Vincent C. Latino Jr., P.E.
Chief Maintenance Engineer

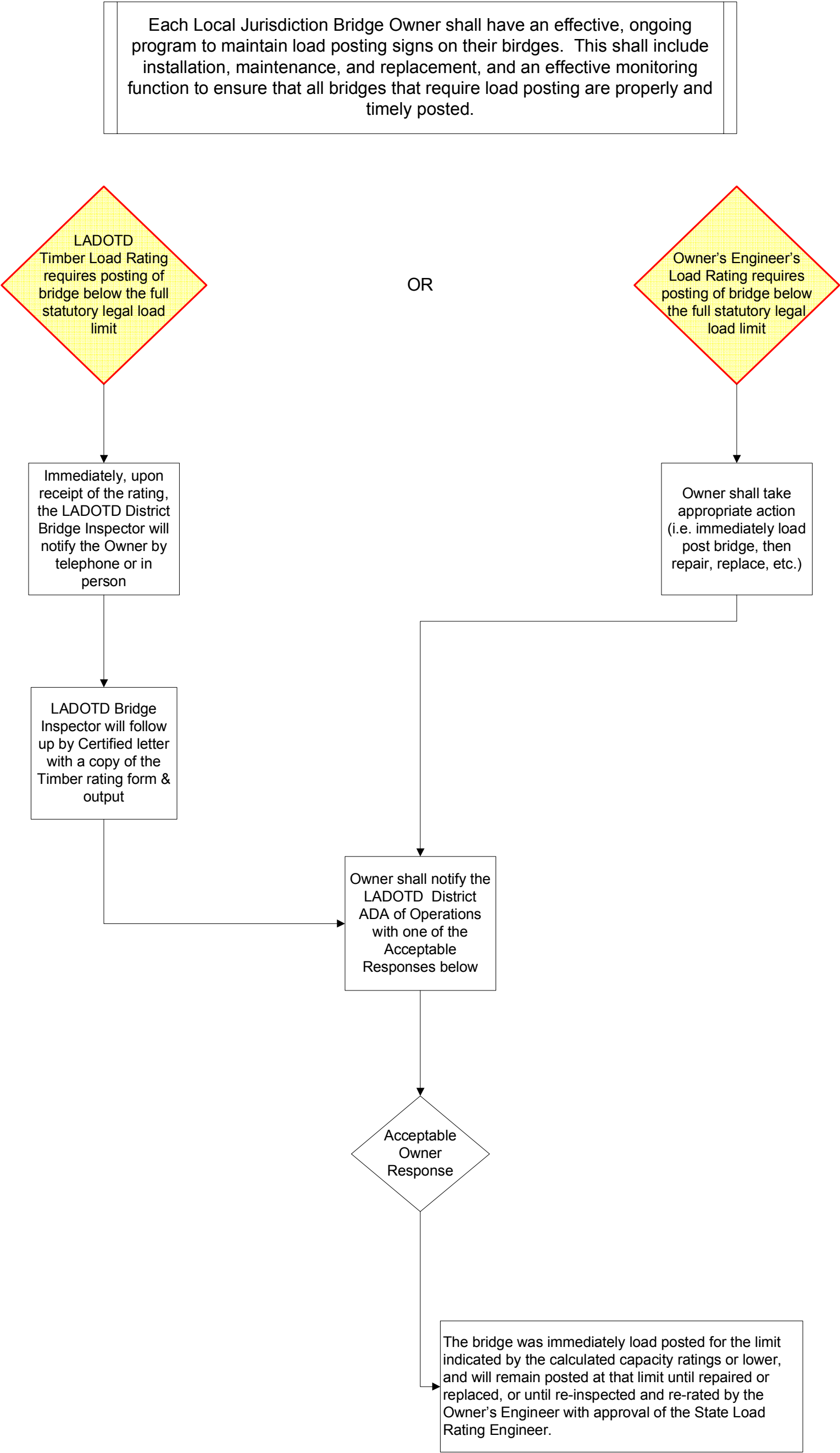
Attachments:

1. Procedure Flowcharts
2. Preparing Owner's Engineer's Inspection Report Instructions
3. Example Bridge Inspection Form 3097
4. Example PONTIS Bridge Inspection Report
5. Example Timber Rating Form
6. Example Computer Report
7. Example STRM Segment 15 screen shot
8. Off-System Critical Deficiencies Follow-up Checklist
9. Off-System Critical Deficiencies Follow-up Coding Instructions

PROCEDURE #1:
OFF-SYSTEM BRIDGE IS RECOMMENDED FOR
CLOSURE



PROCEDURE #2:
OFF-SYSTEM BRIDGE IS RECOMMENDED FOR
LOAD POSTING

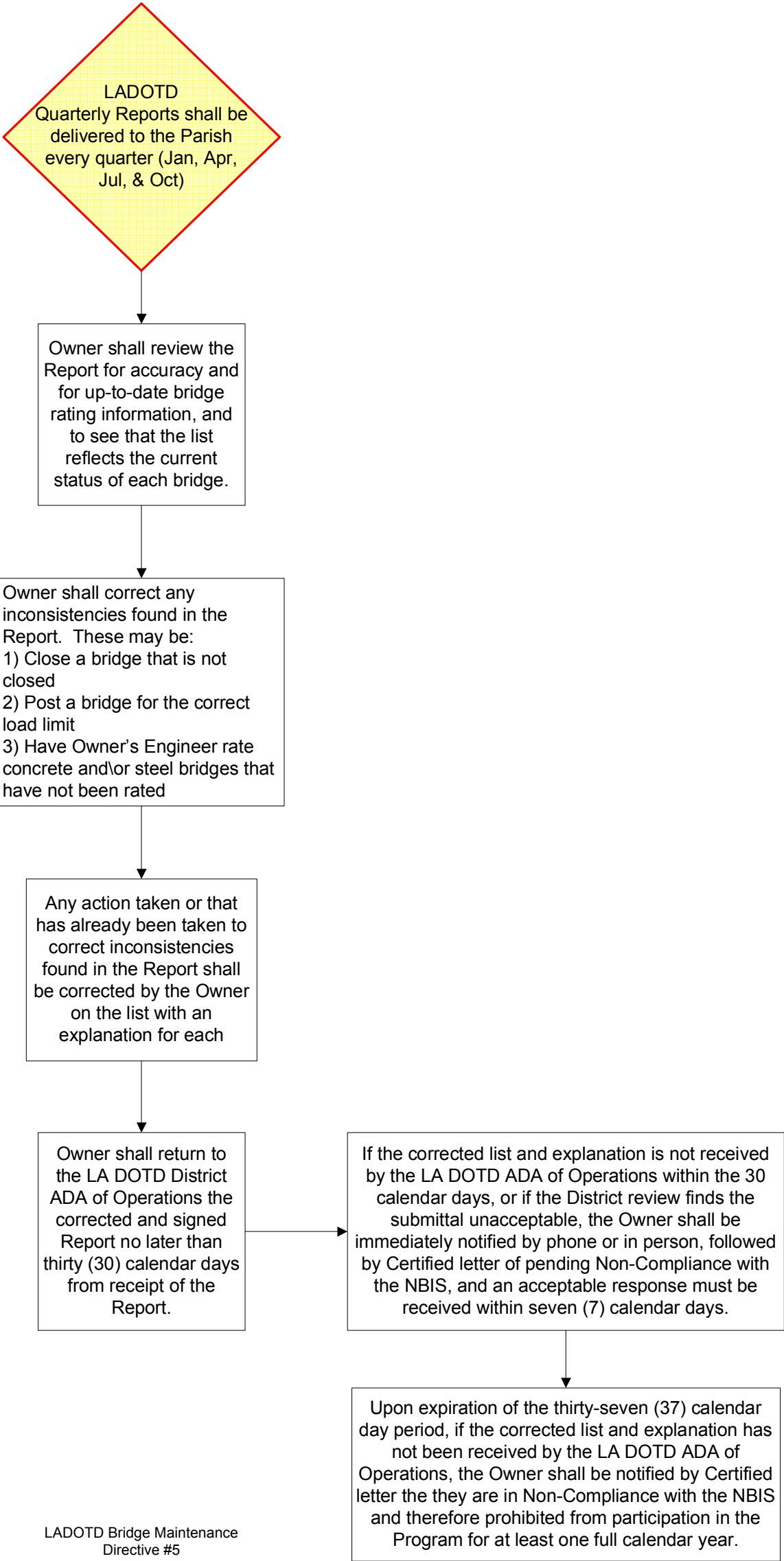


PROCEDURE #3:
OWNER REVIEW OF RATING, POSTING, &
CLOSING DATA AND REQUIREMENTS

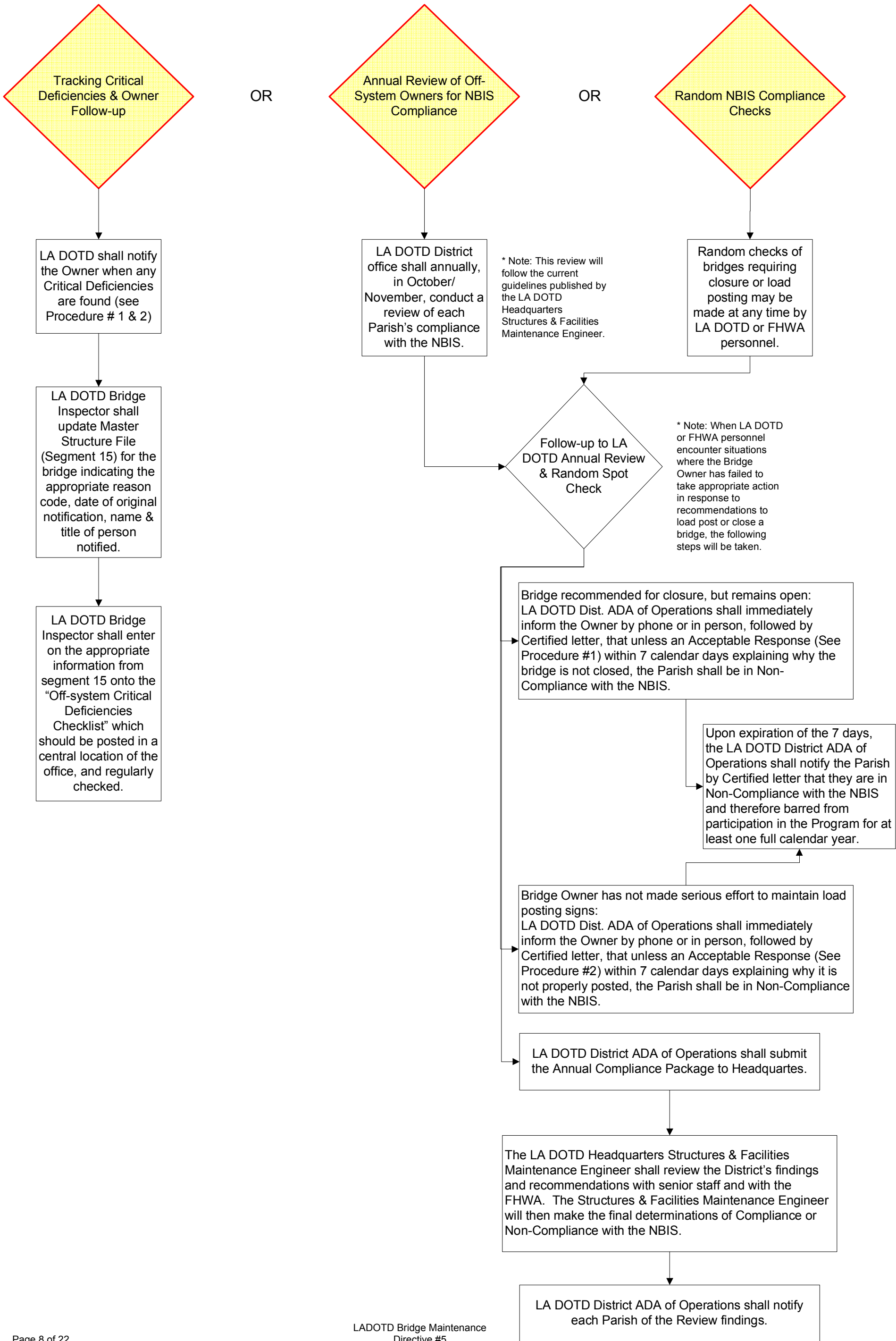
Bridge load capacity rating data is provided to each Bridge Owner every three (3) months via the Quarterly Computer Reports (see attachment # 6). These computer listings indicate the load capacity ratings for each bridge and the resulting load posting or closing recommendation. The report also indicates the current status of each bridge (i.e. load posted or closed), and whether or not the current status agrees with current calculated capacity of the bridge.

***Note:**
Calculated capacity ratings for timber bridges are furnished by the LA DOTD using the LA DOTD Timber Rating Field Data Form and Timber Rating Computer Program, except in the case when the Owner's Engineer must complete and submit a rating in order to re-open or increase\remove a load restriction.

Capacity rating calculations for all other bridges (concrete and steel spans) shall be furnished by the Bridge Owner's Engineer. These ratings must be furnished to the LA DOTD by the Bridge Owner.



PROCEDURE #4:
MONITORING OFF-SYSTEM BRIDGE OWNER
COMPLIANCE WITH THE NBIS



PREPARING THE OWNER’S ENGINEER’S BRIDGE INSPECTION REPORT

All Bridge Inspection Reports prepared by Off-System Bridge Owner’s Engineers shall be In-Depth inspections, and shall generally be filled out just as the old NBI inspection reports completed by LA DOTD Bridge Inspectors on Form 3097 under the 1979 Coding Guide. The Owner may choose to imitate an Element Level Inspection Report similar to the ones provided by LADOTD, but they must contain both Element inventory, Element condition (PONTIS Condition States from the 2009 PONTIS Inspection Manual), and NBI Condition Ratings. Any inspection form other than Form 3097 must be pre –approved for use by the LA DOTD Structures and Facilities Maintenance Engineer. The In-Depth inspection report shall include ratings for all items (no blanks), sketches and photographs of repaired areas, etc. and shall adhere to the following guidelines:

Date of Inspection:	Code the Date the Bridge Owner’s Engineer completed the inspection of the bridge.
Date of Next Inspection:	Code the Date of Next Inspection Due as two (2) years from the last LA DOTD In-Depth inspection of the bridge. The computer will adjust this date if it is not entered properly, however it must be coded to enter the report.
Type of Inspection:	Code the Owner’s Engineer’s inspection as an in-depth inspection, code = 1 on Form 3097.
Team Leader Initials:	Always code “OWN” as the Team Leader Initials on all inspection reports completed by the Owner’s Engineer.

The following signatures are required on each report:

Inspected By:	The Off-System Bridge Owner’s Engineer shall sign the report on the “Inspected By” line and place his\her engineer’s stamp on the report form.
District ADA of Operations Initials:	After reviewing the report for completeness and accuracy, the LA DOTD District ADA of Operations shall sign the report on the “Approved By” line.

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

BRIDGE INSPECTION REPORT

rev. 10/2004

Page ____ of ____

Dist	Parish	Route	Control	Section	Log Mile	I.D.	Bridge Type	Year Built	Design Load
Bridge Name or Feature Crossed			Bridge Length		Horiz. Clear		Vert. Clear	Surface Type	ADT

Structure Number						RECALL NUMBER	(90) INSPECTION COMPLETE	DATE NEXT INSPECTION	Type Inspection Recommendation	Total Rating	Overall Struct. Rating
ON-SYSTEM NUMBER											
Dist	Par	Control	Sect	Log Mile	ID						
OFF-SYSTEM NUMBER											
P	Par	Latitude		Longitude	ID						

TRAFFIC SERVICES										(65) APPROACH						(58) DECK														
CONDITION	Reg. Signs	Striping	Object Markers	Warning Signs	Warning Devices	Clear. Signs	Clear. Devices	Aerial Signals	Navig. Lights	Rdwy. Lights	Legibility	Visibility	CONDITION	Rdwy. Surface	Const. Joints	Shoulders	Embankment	Appro. Slab	Relief Joints	Guardrails	Retain. Walls	CONDITION	Rdwy. Surface	Deck	Curbs	Sidewalks	Bridge Rails	Parapets	Deck Joints	Joint Seals

(59) SUPERSTRUCTURE												(60) SUBSTRUCTURE													
CONDITION	Bearings	Girders	Floor Beams	Stringers	Trusses	Lower Chord	X-Bracing/Diaphragm	Lower Lat. System	Portal Frames	Verticals	Diagonals	Upper Lat. System	CONDITION	Abutments	Back / Wing Walls	Bulkheads	Pedestals	Bents	Caps	Piling	Bracing	Piers	Columns	Footings	Foundation

(61) WATERWAY										MOVABLE SPANS										GENERAL NOTES																
CONDITION	Embankment	Revetment	Channel	Spur Dyke	Vegetation	Fenders	Drift	Scour		CONDITION	Mech. System	Wedges	Greasing	Elec. System	Barriers/Gates	Control Panel	Operator House	Nav. Signals	Rivets/Bolts	Welds	Steel Corrosion	Fatigue	Paint	Conc Spall/Scale	Conc. Cracks	Timber Decay	Connections	Movement / Load	Settlement	Member Aling.	O'load Distress	Drainage	Rdwy. Aling.	Cleanliness	Collision Damage	Utilities

POSTED LOAD		SAFETY FEATURES		APPRAIS ALS		SURFACE THICKNESS	TYPE WORK RECOMMENDED									
Single Vehicle	Vehicle Combination	Bridge Rail	Transition	Appro. GRail	GRail Ends		Under Clearanc	WW Adequacy	App. Rdwy. Alig	# 1	# 2	# 3	# 4	# 5	# 6	# 7

SPECIAL DETAILS				ATTACHMENTS				ACCESS EQUIP.				PERSONNEL RESOURCES								
Pin & Hanger	2-Girder Sys	Two-Truss Sys.	Suspension Span	X-Gird / Floor Bea	Pier Caps	Remarks / Narrati	Sketches	Photographs	Stream Bed Profile	Timber Rating	588 Steel Form	MOV Bridge Insp.	Snooper	Bucket Truck	Scaffolding	Boat	Ext. Ladder	No. of Inspectors	Man Hours (hours / tenths)	Team Leader's Initials

Inspected By: _____

Approved By: _____

Date Approved: _____

* CONFIDENTIAL, PRIVILEGED & NON-DISCOVERABLE INFORMATION

The information set forth in this document is privileged, confidential and exempt from disclosure under 23 U.S.C. § 409 and other applicable law. If you received this information in error, you are on notice that any unauthorized examination, disclosure, copying, distribution, or taking of any action regarding this information is prohibited and you are requested to immediately seal and return this information unexamined and uncopied to the sender.

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

BRIDGE INSPECTION REPORT

DISTRICT	PARISH		ROUTE	STRUCTURE NUMBER	RECALL NUMBER
			LOCAL ROAD		
CROSSING DESCRIPTION	LENGTH	BRIDGE TYPE	YEAR BUILT	ADT	POSTED LOAD
	24.93 ft	TTTRES	1960	30	03-00

CONDITION				INSPECTION	
Total Rating:	3	Deck:	3	Channel:	3
Overall Rating:	3	Superstructure:	3	Culvert:	N
Traffic Services:	2	Substructure:	3		
				Inspection Date:	12/2/2009
				Frequency:	24
				Next Inspection:	12/2/2011

APPRAISAL					
Waterway Adeq:	4	Bridge Railings:	0	Guardrail Ends:	N
Approach Align:	6	Transitions:	N	Pier Protection:	Not Applicable (P)
Surface Thickness:	6 in.	Appr Guardrail:	N	Scour Critical:	Unknown (NBI)

IMPROVEMENTS			
Proposed Work (1):	31 Repl-Load Capacity	Proposed Work (2):	Not Applicable
Work Done By (1):	2 Owner_s Forces	Work Done By (2):	Not Applicable

SPECIAL DETAILS	ACCESS EQUIPMENT	ATTACHMENTS
Pin & Hanger: -	Reach-All: 0 hours	Sketches: Y
2-Girder System: -	Bucket Truck: 0 hours	Photographs: N
2-Truss System: -	Marsh Buggy: 0 hours	Streambed Profile: Y
Suspension Spans: -	Scaffolding: 0 hours	Timber Rating: Y
X-Girder/Floor Beams: -	Boat: 1 hours	588 Steel Form: N
Pier Caps: -	Ladder: 0 hours	Movable Bridge Insp.: N

PERSONNEL RESOURCES	Inspected By:
No. of Inspectors: 2	Approved By:
Man Hours: 1.5	Date Approved: 1/7/2010 15:35:14
Team Leader Initials:	

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**STATE OF LOUISIANA
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BRIDGE INSPECTION REPORT

ELEMENT CONDITIONS AND NOTES					Quantity State				
Str unit	Elem/Env	Description	Total Qty Units		1	2	3	4	5
1	10/2	Asphaltic Conc Ovly	525 (SF)		0	525	0	0	0
1	32/2	Deck-Timber-AC Ovly	525 (SF)		0	0	525	0	0
Several deck boards have major decay thru out the bridge. Recommend replacing decayed deck boards.									
1	117/2	Stringer/Girder-Timb	252 (LF)		76	76	50	50	0
Span #1, stringer #1 is 70% decayed, stringer #4 is cracked, stringer #6 is cracked, and stringer #9 is 100% decayed. Span #2 is 60% decayed. Span #2,stringer #9 is broke. Recommend repair.									
1	206/2	Column-Timber	12 (EA)		1	6	3	2	0
Abutment #1, pile #3 is 50% decayed. Pile #4 is 80% decayed. Abutment #3, pile #1 is 75% decayed. Recommend decayed piling be repaired. (SEE PILE SKETCH)									
1	216/2	Abutment-Timber	72 (LF)		19	17	17	19	0
The bulkhead and wing walls have decay in areas. In additon see scour comment.									
1	235/2	Cap-Timber	61 (LF)		53	6	2	0	0
The caps at both abutments are tilted toward the approaches. Recommnd repair. (SEE PILE SKETCH)									
1	332/2	Rail System-Timber	50 (LF)		10	35	5	0	0
Bridge rails are weak with decay in areas. Recommend repair.									
1	361/2	Scour SmFlg	1 (EA)		1	0	0	0	0
The channel has formed a deep scour hole underneath the bridge, which has consumed both front slope embankments. This large scour hole extends under both bulkeads. Recommend repair.									
1	375/2	Erosion SmFlg	1 (EA)		1	0	0	0	0
SEE SCOUR COMMENT									
1	380/2	Traffic Serv SmFlg	1 (EA)		1	0	0	0	0
Several object markers are missing from the bridge. Recommend replacing missing markers.									

BRIDGE NOTES

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STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
BRIDGE INSPECTION REPORT

INSPECTION NOTES

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
BRIDGE INSPECTION REPORT

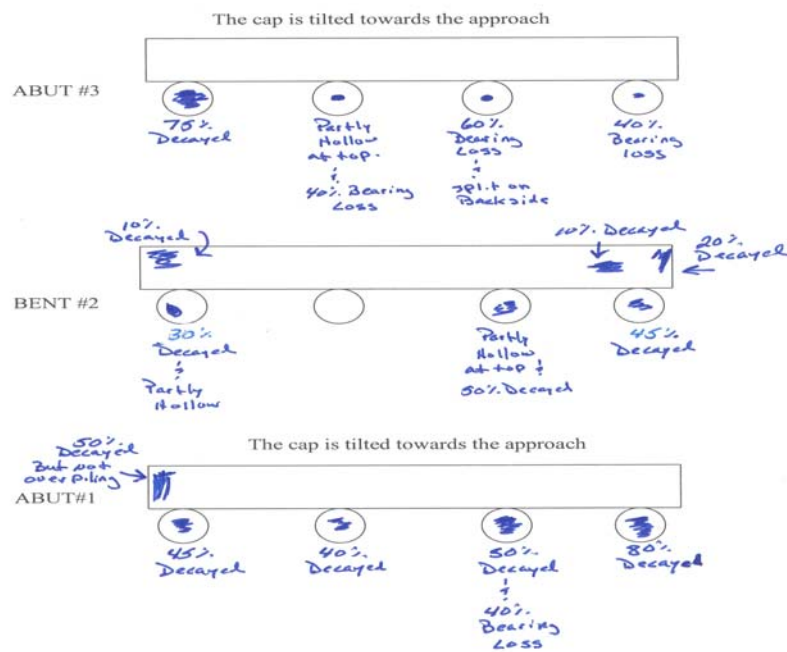
Plans

Pile Sketch.jpg

Context: INSPECTION

Notes:

INFORMATION ONLY



STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

BRIDGE INSPECTION REPORT

BENT INSPECTION DATE: 12/2/2009

WATERWAY MEASUREMENT

Top of Cap to Water Line
At Bent No. 2 , Distance from Begin Bridge 12 ft
Left 4.5 ft Right 0 ft

GROUNDLINE MEASUREMENTS

Top of Cap to Ground Line / Mud Line				
Bent No.	Distance From Begin Bridge	Left Side	Right Side	Pile Depth
1	.00	7.50	.00	0
2	12.00	12.50	.00	0
3	25.00	6.50	.00	0

Span _____ of _____

[illegible]

FIELD DATA AND MEASUREMENT FORM

FIELD DATA AND MEASUREMENT F	STRINGER DEPTH (IN. & FDTHS.)				STRINGER THICKNESS (IN. & FDTHS.)				DIST TO NEXT CENT. CENT. (IN. & FDTHS.)			
1			■				■				■	
2			■				■				■	
3			■				■				■	
4			■				■				■	
5			■				■				■	
6			■				■				■	
7			■				■				■	
8			■				■				■	
9			■				■				■	
10			■				■				■	
11			■				■				■	
12			■				■				■	
13			■				■				■	
14			■				■				■	
15			■				■				■	
16			■				■				■	
17			■				■				■	
18			■				■				■	
19			■				■				■	
20			■				■				■	
21			■				■				■	
22			■				■				■	
23			■				■				■	
24			■				■				■	
25			■				■				■	

[illegible]

NOTE: All dimensions MUST be coded in inches and hundredths of an inch or feet and hundredths of a foot.

1. Start coding data in the left, numbered block for each item.
2. A decimal is required in a block for each measured item.
3. Code all letters in upper case print.
4. Use a separate coding form for each type of span on a bridge. Spans with cracked, different sized or number of stringers are different types.
5. Code structure type being rated (TTTRES, TTMUDS, TTTCOF, UTTRES, UTMUDS, or TTTLAM)
6. Code the flooring type: CONCRETE, STRIP (tongue & groove), or PLANK.
7. If no other span types exist exist on the bridge than timber stringer spans coded, code T for True.
8. Leave Pile shell thickness blank if it is solid. A shell thickness of 0.0 is equivalent to a solid pile.
9. When coding stringers, code each effective stringer in the span. The "center / center" distance for the last (outside) stringer is coded 0.0
10. When coding piles, code each effective pile in the bent. The "center / center" distance for the last (outside) pile is coded 0.0

OFF-SYSTEM BRIDGE DATA
LIST OF INSPECTION DATA & FREQUENCY, RATING DATA, & POSTING/CLOSING REQUIREMENTS

SORTED BY DISTRICT - PARISH - OWNER - REPORT NUMBER

DISTRICT = 61 PARISH = ASCENSION

OWNED BY = PARISH OF ASCENSION	LOCATED IN = Sorrento
MAINT BY = PARISH OF ASCENSION	

STRUCTURE NUMBER	REPORT NUMBER	STR TYPE	TOTAL LENGTH	INSPECTION DATA			FREQ SD	DOTD INTERIM	LOAD			POSTING			RATINGS			SIGNS		NUMBER	
				NO OF SPANS	MAX SPAN	SUFF RATE			INSP DATE	S O	S T	S P	SPECIAL REVIEW	INV RAT	OPE RAT	PST VEH	SIGNS REQUIRED	ON BRIDGE	OF BRIDGES		
P0330130905001	610173	TTTRES	71	5	15	68.8	--	12	MOS	6/16/09	6	7	6	8	7	-----	115	121	426	25-40	2035
PROJECT NO = _____ +YEAR COMP = 1960 +ROAD NO= _____ +LOGMILE= 0001 +FEATURE CROSSED= NEW RIVER BRIDGE NAME = NEW RIVER +BRIDGE LOCATION = 0.2 MI N OF LA 22																					
P0330133905111	610180	TTTRES	79	6	14	23.0	SD	12	MOS	6/24/09	3	5	5	6	3	-----	111	115	426	15-25	1015
PROJECT NO = _____ +YEAR COMP = 1964 +ROAD NO= _____ +LOGMILE= 0001 +FEATURE CROSSED= NEW RIVER BRIDGE NAME = JOHN SAVOY RD. NEW RIVER +BRIDGE LOCATION = 0.1 MI N. OF LA 429																					
P0330131904911	610181	TTTRES	74	5	17	26.0	SD	6	MOS	6/16/09	4	5	6	6	4	-----	102	104	404	04---	04
PROJECT NO = _____ +YEAR COMP = 1958 +ROAD NO= _____ +LOGMILE= 0001 +FEATURE CROSSED= NEW RIVER BRIDGE NAME = ROUNDTREEE RD. NEW RIVER +BRIDGE LOCATION = 0.1 MI. N. OF LA 22																					
P0330142904531	610182	COPCSS	57	3	19	94.0	--	24	MOS	6/17/09	7	8	7	8	7	-----	260	299	599	-----	----
PROJECT NO = _____ +YEAR COMP = 1998 +ROAD NO= _____ +LOGMILE= _____ +FEATURE CROSSED= BAYOU PIERRE BRIDGE NAME = BAYOU PIERRE +BRIDGE LOCATION = 1.1 MI. SE. OF LA 22																					
P0330132905101	800851	COPCSS	59	3	19	78.8	--	24	MOS	5/21/09	6	7	7	7	6	-----	260	299	599	-----	----
PROJECT NO = _____ +YEAR COMP = 1975 +ROAD NO= 011500 +LOGMILE= 0006 +FEATURE CROSSED= NEW RIVER BRIDGE NAME = ASCENSION PARISH RD +BRIDGE LOCATION = 2 MI. NE LA 30/US 61 JCT																					

LOCATED-IN TOTAL

5

ST15/P0330131904911/01STRUCTURE SYSTEMSC:

OFF-SYSTEM BRIDGES - CRITICAL DEFICIENCY - FOLLOW-UP

END OF SEGMENTS FOR THIS STRUCTURE

ACTION: BSTRUCTURE NO: P0330131904911RECALL NO: 610181 OCC: 00

-----NOTIFICATION-----

REASON: CI = CLOSE/INSPRC = REVIEW/CLOSECL = COMPUTER LISTINGS

CR = CLOSE/RATINGRP = REVIEW/POST

PI = POST/INSPSC = SPOTCHECK/CLOSENR = NOT RATED

PR = POST/RATINGSP = SPOTCHECK/POST

RESPONSE*****

TIMES = 7 + 7 DAYS7 DAYS ONLY30 + 7 DAYS

ORIGINALPERSON NOTIFIED:

NOTIFICATIONPERSON'S TITLE:

DATE: TIME:

/:/:

RESPONSEACCEPTABLE

REQUIREDRESPONSE RECEIVED

FROM OWNERFROM OWNER

DATE: DATE: TIME:

(00/00/00)/:/:

DATE OFNON-COMPLIANCE

WITH NBIS:

(00/00/00)

REMARKS:

OFF-SYSTEM
CRITICAL DEFICIENCY
FOLLOW-UP CHECKLIST

STRUCTURE/RECALL NUMBER	REASON CODE	ORIGINAL NOTICE DATE	FINAL NOTICE DATE	RESPONSE REQUIRED DATE	ACCEPTED RESPONSE DATE	NON-COMP WITH NBIS DATE	NAME/TITLE OF PERSON NOTIFIED - REMARKS

STRUCTURE SYSTEM

OFF-SYSTEM BRIDGES – CRITICAL DEFICIENCY – FOLLOW-UP

CODING INSTRUCTIONS:

REASON:

Enter the appropriate REASON CODE for the notification being given to the Off-System Bridge Owner according to the Reason Codes listed below.

PERSON NOTIFIED:

Enter the NAME and TITLE of the Bridge Owner, or his representative, who was initially contacted and advised of the critical situation requiring the bridge be closed.

ORIGINAL NOTIFICATION – DATE & TIME:

Enter the DATE and TIME the above person was first notified of the critical deficiencies. This shall be the initial notification (first contact) by phone or in person, which shall be followed by a Certified Letter.

Press ENTER now, and the computer will calculate the Date a Response is required and the Date of Non-Compliance With NBIS based on the Reason Code entered above and the Date of Original Notification.

FINAL NOTIFICATION – DATE & TIME:

Enter the DATE and TIME the Bridge Owner received the Final Notification that critical deficiencies exist, and that a response is required. This shall be the final notification (personal contact) by phone or in person, which shall also be followed by a Certified Letter.

ACCEPTABLE RESPONSE RECEIVED:

Enter the DATE and TIME an Acceptable Response was received from the Bridge Owner.

COMMENTS/REMARKS:

Enter up to 70 characters of comments or remarks as necessary.

The following Reason Codes shall be used to indicate the reason the Off-System Bridge Owner has been notified.

REASON FOR NOTIFICATION:

REASON CODE:

Bridge recommended for CLOSURE based on findings of an
LA DOTD Bridge Inspector

CI

Bridge recommended for CLOSURE based on LA DOTD Timber
Rating calculations.

CR

Bridge recommended for LOAD POSTING based on the findings of an
LA DOTD Bridge Inspection.

PI

Bridge recommended for LOAD POSTING based on LA DOTD Timber Rating Calculations.	PR
Bridge requires CLOSURE, but during the ANNUAL REVIEW the bridge was found Not Closed.	RC
Bridge requires LOAD PSOTING, but during ANNUAL REVIEW the bridge was Found Not Properly Posted.	RP
Bridge requires CLOSURE, but during a SPOT CHECK the bridge was found Not Closed.	SC
Bridge requires LOAD POSTING, but during a SPOT CHECK the bridge was found Not Properly Posted.	SP
Bridge has Concrete or Steel spans which have NOT been RATED, and must be rated By the Owner's Engineer.	NR
COMPUTER LISTINGS indicate bridges which:	CL
1) should be closed but are still open, and/or	
2) are not properly posted, and/or	
3) have other inconsistent or missing rating, posting, or closing data.	

EXAMPLE NO. 1

A bridge has been recommended for CLOSURE based on the findings of an LA DOTD Bridge Inspection. The current date (for purposes of this example) is April 1, 1992. The Bridge Owner was contacted today at 1:00 PM.

When you get back to the office, call up the structure in STRM and enter the following Information on MSF-Segment 15:

- ACTION = "A" (or "C" to change or correct a mistake)
- REASON CODE = "CI"
- ORIGINAL NOTIFICATION-DATE /TIME = "04/01/92 01:00 PM"

Press Enter and the computer will calculate the following dates for you:

- RESPONSE REQUIRED FROM OWNER = "04/08/92"
- DATE OF NON-COMPLIANCE WITH NBIS = "04/15/92"

One week later, an Acceptable Response was received from the Bridge Owner at 9:00 AM On 04/07/92, therefore enter the following on MSF-Segment 15:

- ACCEPTABLE RESPONSE RECEIVED-DATE/TIME IS "04/07/92 09:00 AM"

Press Enter and the computer will erase RESPONSE REQUIRED FROM OWNER and DATE OF NON-COMPLIANCE WITH NBIS, because a proper response has been received within the specified time Frames.

EXAMPLE NO. 2

During a trip across the Parish you noticed that a bridge which was recommended for CLOSURE last year is still OPEN to traffic. The current date (for purposes of the example) Is April 1, 1992.

When you get back to the office, call up the structure in STRM and enter the following Information MSF-Segment 15:

-ACTION = "A" (or "C" to change or correct a mistake)
-REASON CODE = "SC"
-ORIGINAL NOTIFICATION-DATE TIME = "04/01/92 03:30 PM"

Press Enter and the computer will calculate the following dates for you:

-RESPONSE REQUIRED FROM OWNER = "04/08/92"
-DATE OF NON-COMPLIANCE WITH NBIS = "04/08/92"

An Acceptable Response was NOT RECEIVED from the Bridge Owner by 04/08/92, therefore A Certified Letter must be sent to the Bridge Owner informing him of his status of Non-Compliance With NBIS.

KEEPING UP WITH THE NOTIFICATION PROCESS:

After notifying an Off-System Bridge Owner that a bridge contains critical deficiencies which require Immediate attention, the first thing to do upon returning to the office is to update this screen on the Master Structure File.

After a REASON and an ORIGINAL NOTIFICATION DATE have been entered on the screen, press Enter. The computer will then automatically calculate, depending on which Reason Code has been entered, the DATE a RESPONSE is required from the Bridge Owner and the DATE of NON-COMPLIANCE WITH NBIS, should the Owner fail to respond.

When the Current Date becomes equal to the Date Response Required (either 7 or 30 days after Date Original Notification), the Owner must be given a Final Notification to respond. When this notice is given, the DATE FINAL NOTIFICATION shall be entered on the screen and on the Follow-up Checklist.

When the Current Date becomes equal to the Date of Non-Compliance with NBIS (either 7,14, or 37 days after Date Original Notification), the Owner is officially, irrevocably in Non-Compliance with the NBIS and is prohibited from participation in the program for at least one full calendar year.