From February 9, 2017, Modified 48-month Inspection Interval Criteria

On January 23, 2017, IDOT requested and FHWA approved a modification to the 48-month inspection interval criteria outlined in Section 3.4.1.1 of the *Structural Services Manual.*

The previous criteria that all Deck, Superstructure, and Substructure or Culvert (ISIS Items 58, 59, 60 and 62 respectively) condition ratings must be "7" (good condition) or greater has been modified.

Structures with a Deck (ISIS Item 58) condition rating of "6" (satisfactory condition) or greater and a Superstructure, Substructure or Culvert (ISIS Items 59, 60 and 62 respectively) condition rating of "7" (good condition) or greater and meeting all other 48-month inspection interval criteria shown in Section 3.4.1.1 will be allowed to have a 48-month inspection interval.

This modified inspection interval criteria is effective for all structures as of February 8, 2017 and has already been recalculated for structures meeting the new criteria. The modified 48-month inspection interval policy will be included in the next edition of the *Structural Services Manual.*

From January 13, 2017, Obtaining AASHTOWare Bridge Rating Software

The April 15, 2016, IDOT Bureau of Local Roads, Circular Letter 2016-10, Section D, Results/Impacts stated "…beginning July 1, 2017, all new construction, rehabilitations, and other work affecting the load capacity of a structure, will require a load rating analysis, and submittal of the plans and load rating results to the Department" for local structures.

To facilitate the load rating analysis of structures, the Department has obtained the Agency Sponsored Consultant Licensing option from AASHTOWare for AASHTOWare Bridge Rating™. The license will allow consultants and local agencies who perform load ratings for the Department to obtain an *AASHTOWare Bridge Rating Agency Sponsored Consultant License* and the software free of charge for use on rating Illinois bridges.

Consultants or local agencies can email the Bridge Management Unit to start the process to obtain their license. The email needs to include the firm name, contact person, address, phone number, email address, the local agency or agencies being worked for and number of licenses requested.

After the consultant has been verified to be performing load ratings for the local agency, IDOT will respond with additional instructions to navigate the AASHTOWare registration and ordering process for the rating software.

From January 5, 2017, FHWA National Inspection Program Update

The following message is being sent to all members of the NBIS subscription service on behalf of the Federal Highway Administration. The attached document is a brief summary of how well the State of Illinois did on the 2016 Metrics Assessments.

The Federal Highway Administration is required by the United States Congress to oversee the implementation of the National Bridge Inspection Program. Through negotiations with the Office of Inspector General (OIG) and the Government Accountability Office (GAO), an agreement was reached to perform risk-based, data-driven annual assessments of each state's NBIS program. These assessments are conducted in 23 different areas commonly known as the 23 NBIS Metrics. Upon completion of our annual review, a summary report is prepared by our office, which is extensive in content and not very user friendly to read. FHWA collects the annual reports from each state and provides a nationwide summary on the status of the program to Congress. In an effort to communicate the results of this year's Illinois-specific review, we have produced a briefing that covers the essentials of our findings. The briefing is included as an attachment to this subscription service announcement. Please take some time to read the briefing, as it summarizes our areas of needed emphasis. We know the NBIS program is continuing to improve in Illinois and we look forward to continue working with you as we strive for a top-notch bridge inspection program. Thank you for your continued work to ensure the safety of the traveling public.

Dan Brydl
Illinois Division Bridge Engineer
Federal Highway Administration

National Bridge Inspection Program Update —Illinois

FHWA ILLINOIS DIVISION 2017

ILLINOIS BRIDGE INVENTORY

- **Total No. of Bridges = 26,574**
  State: 7,828
  Local: 18,746
- **Average Age**
  State: 42 yrs.
  Local: 39 yrs.
- **Load Posted**
  State: 10
  Local: 780
- **Fracture Critical**
  State: 183
  Local: 329
- **Scour Critical**
  State: 49
  Local: 84
- **Structurally Deficient**
  State: 604
  Local: 1,586

INSIDE:

H-Pile Section Loss - Part 1 2

H-Pile Section Loss - Part 2 2

Box Beam Condition Rating 2

Inspection Procedures 3

Inspection Documentation 3

Load Rating Efforts in IL 3

Inspection Delinquencies 4

Federal Oversight of the NBIP

As the 2017 inspection season is upon us, we have recognized the need to quickly inform bridge owners of past National Bridge Inspection Standards (NBIS) review observations. We created this report format focused on informing local bridge owners, Team Leaders, and Delegated Program Manager's of the program's major highlights and issues.

Most of you are now familiar with FHWA's annual assessment of IDOT's Bridge Inspection Program. Many ask why FHWA is always changing the requirements of the program? To answer this question, we offer the following:

In the past, FHWA issued a single compliance determination for the ***overall*** NBIS program in Illinois. The common finding was "IDOT is in substantial compliance with the NBIS", even though some problems existed. The old process was often criticized as inconsistent and too subjective. In addition, several high-profile structural failures in other states, specifically the I-35 bridge collapse in Minnesota, brought bridge safety to the national forefront, prompting Congress to direct FHWA to develop a data-driven, risk-based oversight program. That is why the 23 NBIS Metrics were created.

Since their creation in 2011, the new metrics cover 23 distinct aspects of the NBIS and is focused on ***consistency*** throughout the country. While a small number of changes have occurred through the five-year life of the metrics assessment program, IDOT has responded by making process

improvements, many of which take a few inspection cycles to implement and fine tune. The review process is now well-defined and stable and no major changes are anticipated in the near term. However, future NBIS revisions (if any) may or may not affect our current assessment process.

As a NBIS Delegated PM, Here's What You Need to Know:

Each metric is assessed annually and determined as either: **Compliant, Substantially Compliant, Conditionally Compliant, or Non-Compliant**.

Deficiencies which hinder the overall effectiveness of the program must be resolved by Dec. 31st. By this date, a **Plan of Corrective Action** (PCA) must be developed outlining the process to correct noncompliant issues. Through negotiations and after FHWA approval of a PCA, a metric becomes Conditionally Compliant.

The inability to reach an agreement on acceptable corrective actions or to adhere to milestones documented in an approved PCA will result in ***Non-Compliance for Illinois*** for that metric, and may subject ***bridge owners*** to the federal penalty provision. The penalty requires IDOT to dedicate a portion of their federal funds normally used for bridge improvement projects to correct noncompliance. Of course, imposing penalties is a last resort to ensure compliance with the NBIS. IDOT continues to be very cooperative and proactive in ensuring NBIS compliance.

It is very important to note that Illinois' overall compliance determinations are based on the **cumulative efforts of all agencies** (state and local) that have bridges subject to the NBIS. Compliance deficiencies in only one local agency can directly and negatively affect the entire state's compliance status.

If you have any questions, please don't hesitate to contact us. We look forward to another great inspection year!

Sincerely,

Dan Brydl, Division Bridge Engineer

Micah Loesch, Assistant Bridge Engineer

Metric Performance - Past 5 Years

Illinois has made tremendous improvement over the past 5 years. Last year's assessment resulted in best overall performance to date.

Since 2011, there have been major updates to policies and procedures, better bridge file content, higher quality inspections, improved and updated load ratings (where necessary), and most notably and importantly, a substantial reduction in inspection delinquencies: down to less than 5% in 2016 statewide.

Additionally, the IDOT Bureau of Bridges and Structures now has the Bridge Management Unit, which has been instrumental in ensuring a high quality and uniform inspection program in Illinois.

Areas which are still being improved are:

1. **Proper identification of critical findings.**
2. **Inspection quality and documentation.**
3. **Procedures for fracture critical and underwater inspections.**
4. **Re-load rating of certain structures.**

See inside for more information.

H-Pile Section Loss - Part 1

As you may recall, Illinois has seen recent bridge closures and even failures due to H-pile section loss at the waterline. Most notably, in September 2013, a bridge over Rayse Creek in Jefferson County collapsed during passage of a legally loaded gravel truck due to H-pile corrosion (more info here).

Unfortunately, this has been a nationwide issue. The most recentl example was on October 3, 2016, when a bridge on the National Highway System in Streetsboro, Ohio settled after all 12 piles supporting the two center piers buckled (more info here).

The bridge was built in 1985 and had no load restriction. The substructure condition rating was reported to be "7". The failure was speculated to be caused by an overloaded vehicle, but H-pile corrosion at the waterline was a definite contributor.

In response to this incident, the Ohio DOT issued advice regarding the design and inspection of bridges with steel bents. Illinois inspectors should heed the same advice.

The following recommendations were provided:

1. **Get a good look.** Make sure you get up close and always use a hammer!
2. **Always take photos!** Recommended for every inspection.
3. **Low water?** Inspect during low water conditions or use underwater inspections techniques.
4. **Encase them.** Especially if they're in water.
5. **Get the rating correct.** Follow proper procedures and take measurements.

H-Pile Section Loss - Part 2

Recently, the IDOT Bureau of Bridges and Structures required closure of two structures due to severe deterioration of exposed steel piles **directly under the concrete pier cap**. This phenomenon is unique and was discovered unexpectedly.

Due to these findings, the importance of thorough inspection of exposed steel H-piles cannot be overstated!

So what should you do?

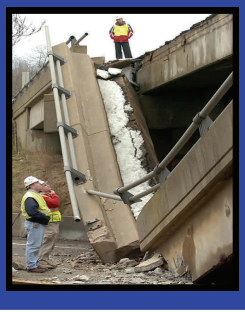
Give extra attention to and **sound all exposed steel H-piles**, especially at the waterline (as mentioned above), and also directly under the pier cap during all routine inspections.

Piles are often not fully exposed during the routine inspection. It may be necessary to perform a supplemental inspection when the water level is down, or to perform a hands-on underwater inspection of the piles to verify the condition.

If excessive section loss (greater than 10% in critical areas) causes the substructure condition rating (ISIS Item 60) to drop to a "4" or less, a load rating will be required. Illinois section loss requirements can be found here.

And always remember, a ***visual*** inspection is only one part of a routine bridge inspection. Another part, and perhaps the most important, is the ***physical*** aspect. A hammer should always be used to sound areas for signs of deterioration.

Box Beam Condition Rating



Adjacent concrete box beams are a common bridge type in Illinois, particularly on the local system. Although they can be an economical bridge option, they are prone to rapid deterioration, especially if de-icing salts are used on the bridge.

In addition to this, there has been confusion on the proper condition rating of box beams during routine bridge inspections. Proper rating criteria for the superstructure condition rating (ISIS Item 59) can be found here.

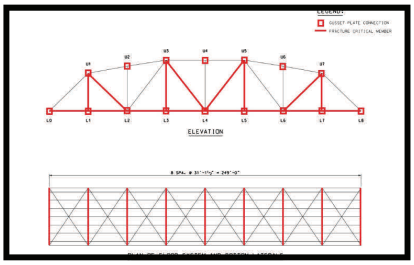
Note that any keyway leakage automatically drops the rating to a "6", and any independent movement of the beams drops the rating to a "5", regardless of any other section loss or delamination. Pay special attention to the criteria for a rating of "4" or less.

Once corrosion begins, the integrity of the pre-stressed strands and the structural capacity of a beam can quickly be compromised. To properly document exposed reinforcement, it is critical to sound the underside of the beams. A hammer should always be used! A ladder or other suitable access is suggested, if possible.

Inspection Procedures

Written inspection procedures ***specific*** to the bridge are required for all Underwater (UW), Fracture Critical Member (FCM), and Complex (Moveable, Cable-Stayed, Suspension) bridge inspections. In recent reviews, there was a lot of inconsistency and confusion on what constitutes acceptable inspection procedures. To help, IDOT has developed forms and templates to assist bridge owners with developing these procedures.

1. IDOT Form BBS UIP, **Underwater Inspection Plan**, must be developed for all bridges requiring an underwater inspection, in addition to required cross sections, etc.
2. A **Fracture Critical Member Inspection Plan** must be developed for all bridges with Fracture Critical members. A template can be found in the Structural Services Manual.



We are pleased to report all **complex bridges** have had specialized procedures recently developed thanks to the hard work of several program managers around the state.

Here are some important points to consider regarding inspection procedures:

- The intent is to communicate specific items (special procedures, access equipment, problematic details, etc.) to the Team Leader *ahead of time* to ensure a quality inspection
- The *inspection report* documents what an inspector found. Inspection procedures lay out *what should be done.*
- They describe ***Risk Factors*** unique to the bridge

The important next step is to ***inspect each bridge according to those procedures,*** and to properly document those actions in the report!

Inspection Documentation

Proper documentation is crucial when completing a high quality bridge inspection.

One of the ways IDOT has worked to increase quality and consistency throughout Illinois was by developing a short training video on proper bridge inspection documentation.

Everyone is highly encouraged to watch this short video!

Click here to watch it!

Remember to always:

1. Document all defects with their **description**, **size**, **severity**, and **location**. Written descriptions are required for all condition ratings of "5" or less.
2. Include enough information on each report to assess the change of condition over time.
3. Don't rely on pending Load Rating inspections to provide the detailed documentation of deficiencies.

In addition, with better technology (including smartphones), pictures should be taken to properly document deficiencies during bridge inspections, particularly if any condition rating is coded as "4" or less.

Note the AASHTO Manual for Bridge Evaluation, Section 2.2.4 states:

> ***"Each bridge record should contain at least two photographs, one showing a top view of the roadway across and one a side elevation of the bridge. Other photos necessary to show major defects or other important features… should also be included."***

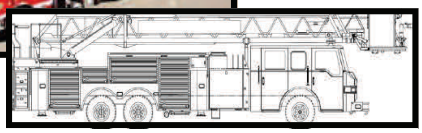
Load Rating Efforts in Illinois

Due to recent scrutiny by FHWA related to assigned load ratings (more info here), IDOT has been working very hard to ensure their load rating practices meet all federal requirements.

In response to this, IDOT is reaching out to program managers throughout Illinois to gather the necessary information. This important activity is under a current Plan of Corrective Action with associated deadlines, so your cooperation is needed and greatly appreciated!

In addition, recent federal FAST ACT legislation (more info here) has significantly increased the weight limits for certain vehicles on the interstate and adjoining routes, most notably for emergency and tow recovery vehicles.

Due to this, additional postings on the interstate and other major routes may be necessary in the near future. IDOT and FHWA are working together to assess the current status in Illinois and to decide how best to move forward.



U.S. Department of Transportation
Federal Highway Administration

Dan Brydl
Division Bridge Engineer
Phone: 217-492-4632
Email: Dan.Brydl@dot.gov

Micah Loesch
Assistant Bridge Engineer
Phone: 217-492-4629
Email: Micah.Loesch@dot.gov

"Working with Our Partners to Improve Bridge Safety in Illinois, and the Nation"

Inspection Delinquencies

Complying with designated bridge inspection intervals remains an important and highly visible aspect of the bridge inspection program.

Although very significant improvements have been made in the recent past, our continued goal is to ensure every single bridge is inspected on time. As you know, occasional only minor delinquencies are allowed (up to one month) as long as there are well documented and acceptable reasons for those delinquencies. It is extremely important to report those reasons as required.

As you know, even one bridge in the entire state of Illinois that is delinquent for inspection by 4 months or more is grounds for a non-compliance determination for the entire state. Every effort should be made to avoid delinquencies.

The Bureau of Bridges and Structures has a consultant in place to inspect any bridge that appears to be heading for a four-month delinquency. Upon completion, invoices will be sent to any owner to cover the costs of this inspection.

A final reminder for bridge owners: please ensure the check-box system remains implemented showing inspection completion so the Bridge Management Unit can properly track progress.

Resources for Local Public Agencies

If you are looking for a comprehensive overview of the National Bridge Inspection Program (NBIP), be sure to visit Federal-aid Essentials for Local Public Agencies by clicking here:

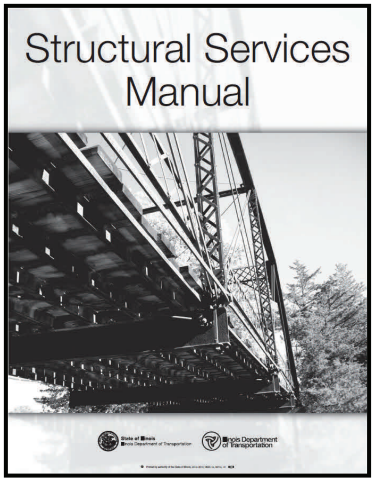
This module is one of several training modules designed to help Local agency professionals navigate the NBIP. The site is structured for busy agency staff who want further understanding of Federal policies, procedures, and practices. You will find quick answers, straight to the point, and presented in plain language to help you make the right decisions in successfully complying with the NBIS.

The Federal-aid Essentials Web site also contains a resource library of informational videos regarding the Federal-aid Highway Program.

Other FHWA resources pertaining to the NBIS, including inspection manuals, policy and guidance, etc. can be found here.

Additionally, IDOT has many excellent resources available online such as state specific policies, inspection forms, and available training. Be sure to stay updated by subscribing to the IDOT Bureau of Bridges and Structures NBI subscription service. To join the NBI subscription service send a blank e-mail here. An archive of all subscription service announcements can be found here.

Also, don't forget to read Chapter 3 of the **Structural Services Manual** (here) It is a great resource for all bridge inspection related policy and procedures in Illinois.



For more information, please contact:

Steve Beran, P.E., S.E.
Illinois State Program Manager
Bridge Management Unit Chief
Steve.Beran@illinois.gov

From November 29, 2016 FHWA Event Report: Ohio Steel H-Pile Failure

Please review the attached FHWA Event Report for a bridge closure due to a failure of the steel H-pile foundation.

The H-piles buckled near the waterline. The failure is believed to be caused by an illegal oversize load crossing the structure. Rusting was observed at the locations of the pile buckling. The extent of the corrosion section loss is unknown.

Taking good notes and photographs during every inspection is an effective way to document findings. Inspectors should have access to all elements of a structure during an inspection.

During Routine NBIS Inspections, IDOT recommends all inspectors continue visual inspection and sound all surfaces of exposed steel piling for signs of deterioration. Wading and probing inspection techniques can be used for all submerged substructure units even if the structure is not in the underwater inspection program. When a foundation cannot be inspected due to normal high water levels, an underwater inspection should be performed. Illinois underwater inspection requirements can be found in Section 3.3.4 of the Structural Services Manual.

If an agency has concerns about exposed piling, the agency may institute a special inspection to monitor steel pile deterioration on a more frequent basis.

If excessive section loss (up to 30% in critical areas) causes the substructures condition rating (ISIS Item 60) to drop to a “4”, a load rating will be required. Section loss requirements can be found in the *Illinois Highway Information System: Structure Information and Procedure Manual (SIP Manual)*. The manual is available by clicking here.

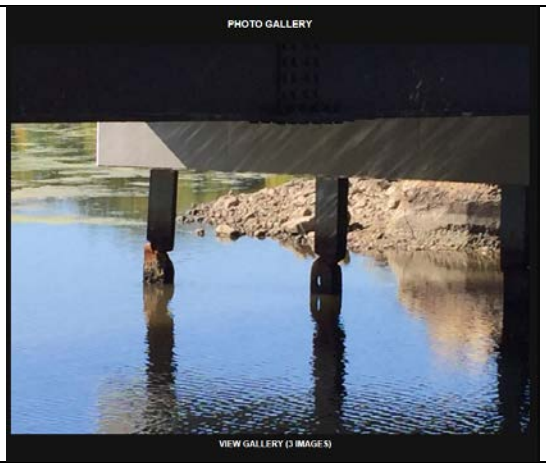
Please review the Bureau of Local Roads and Streets Circular Letter 2014-15, “EXPOSED BRIDGE PILING”, dated August 28, 2014 regarding Illinois’ findings for exposed steel bridge piling. The Circular Letter is available by clicking here.

Event Report

FHWA Office of Bridges and Structures

Subject: Closure of SR 14 Bridge - Due to H-pile Failure				
Date of Event: Monday, October 3, 2016		**Location:** Streetsboro, OH		
Discipline:	Structural Design	Structural Inspection	Geotech	Hydraulic
Distributed for your:	Information		Action	
Audience:	For Internal Use		Public	
Relevant Policy or Guidance: None				

Summary: On the evening of 10/3/16, ODOT was notified by a contractor working on an adjacent causeway project that the SR 14 bridge over Lake Rockwell appeared to be settling. A Construction Management team from ODOT reported to the site within hours and the bridge was immediately closed. ODOT engineers performed an inspection the following morning and found that all 12 steel H-piles supporting the two piers had buckled near the waterline and confirmed that the bridge should remain closed until a new structure is built. The steel H-piles failure is speculated to be caused by an overloaded vehicle crossing the structure illegally. ODOT has issued guidance to inspection staff statewide to obtain close access of steel piles in shallow to medium depth water that don't currently require an underwater inspection to ascertain their condition.



1. News Photo – October 2016 - West pile bent

2. ODOT Photo - July 2016 - Facing east

3. Photo - October 6, 2016 - Facing west from east bank

4. Photo - October 6, 2016 – Facing east from west bank

5. Photo -- October 6, 2016 - Facing west from east approach

6. Photo - - October 6, 2016 - Facing east from west bank

Current Report: The bridge is on the NHS and carries SR 14 over the Lake Rockwell/Cuyahoga River with an ADT of approximately 19,660. The bridge was constructed in 1985 and is a 164' long three span continuous multi beam steel structure. The substructure includes two pile bent piers with each having 6-unpainted steel H-piles. The bridge is listed as not requiring an underwater inspection. The load rating on file indicates the bridge had an operating load rating factor of 1.25 and an inventory load rating factor of 0.89 for the HS20 design vehicle, based on capacity of the superstructure. The bridge was not restricted for load. The most recent inspection of the bridge was completed in April 2016 which resulted in NBI condition ratings of: deck - 5, superstructure -7, and substructure - 7. The inspection interval of the bridge is annual, and is not to exceed 18 months. Ohio State Law requires annual inspections of all bridges greater than 10 feet. The *Ohio DOT Manual of Bridge Inspection* defines that "No routine inspection shall occur outside of an 18 month interval".

ODOT notified the OH FHWA Division Office and Resource Center (RC) of the event on the morning of 10/5/16. RC forwarded the news story to FHWA Office of Bridge and Structures (HIBS). HIBS contacted the OH Division Office for the bridge number (SFN 6700586) and additional information.

OH Division Office contacted Tim Keller, ODOT Bridge Engineer, who indicated they believe the 12 buckled steel H-piles were likely the result of an overloaded vehicle crossing the structure illegally. ODOT provided a photo from July 2016 showing the piles in rusty but seemingly good condition. As previously stated, the most recent NBI substructure condition rating was "7". The April 2016 bridge inspection report also indicated that 6 of the 12 steel H-piles had "rust at waterline," although there was no indication of section loss or extent of rust. As a follow-up, Mr. Keller contacted the District inspection staff to understand the level of inspection procedures performed. Through his discussions, he believes the previous bridge inspections were conducted appropriately in relation to ODOT inspection guidance but he is taking immediate actions to mitigate a similar future event.

The route had been restricted to 11' wide vehicles since this summer due to the adjacent causeway. Also, Mr. Keller indicated while the depth of water in the center of the channel is approximately 7', the water depth at the pile locations is less and the bridge is not on ODOT's list for underwater dive inspections. ODOT's requirement for having a bridge on the list is "*For structures that cannot be probed or inspected due to the water depth, turbidity or unsafe conditions during routine inspections shall receive an Underwater Dive Inspection"*. ODOT traditionally has not taken channel soundings or cross sections during their bridge inspections. No water depth information is available from the inspection report. Recently a policy change has ODOT taking channel cross sections during bridge inspections. Lake Rockwell is a water supply reservoir for Akron and the water level fluctuates several feet throughout the

year.

ODOT's opinion was that the damage was possibly caused by an overloaded vehicle illegally crossing the bridge.

In response to this incident, ODOT has developed and implemented the following actions: 1. Include lessons learned in next refresher training later this year, 2. Instruct inspectors to obtain close access for condition rating of all bridges on steel bents in future inspections, 3. Emphasize the need to load rate substructures with excessive section loss.

On 10/18/16, ODOT issued guidance to all districts: inspectors, engineers, and planners regarding the design and inspection of bridges with steel bents. The following recommendations were provided:

1. **Get a good look** –Inspectors who inspect bridges with steel bents every year at the same time (esp. if during high water) should go back or change the month to inspect them during low flow. If unable to access the steel bents by (in order) wading in low-flow, with a boat or with the snooper and it's not on the underwater dive list, then it needs to be added to the underwater dive list. Access everywhere especially at the waterline. Use a hammer and scraper. Buy a pit gauge to measure section loss, use a UT gauge to measure section remaining, draw a sketch and as always take good notes.
2. **Always take photos**! - Take far away perspective photos and close photos from different angles (recommended for every inspection). Consider writing on the bridge and labeling the bridge item for the photo (ex. "Pier 1 Bent 3").
3. **Encase them** – Especially if they're in water. 7's shouldn't need confinement, 6's and worse typically need confinement unless an analysis proves otherwise. Consider bundling them into one project. Note that encasement of piles is not tracked in the inventory. If confinement or steel is added then the condition rating can come up to a 7. Inspectors are encouraged to write in the comments whether or not they are encased.
4. **Get the condition rating correct** – Steel sheaths without reinforcement and H-piles are to be inspected as steel. For element level steel with section loss the condition state is 3 (guidance below and video tutorial here). For the Substructure Summary and the 1-4 use the 2010 Manual for assigning condition ratings (guidance also below). Note if there is section loss on most piles the condition rating is a 5-Fair or lower. If you have a 5, take measurements and send them for an evaluation whether a load rating is needed. If the rating is a 4-Poor then it needs rerated. Send in measurements for a rerating.

Information about the incident was also shared with local public agencies (LPA) for use on their inventories of bridges. LPAs in Ohio inspect their own bridges in accordance with State Law.

News Story - http://fox8.com/2016/10/05/new-photos-released-of-bridge-in-streetsboro-after-emergency-closing/ and http://www.paintsquare.com/news/?fuseaction=view&id=15610

Previous Reports: None.

FHWA Response: Ohio Division Bridge Office believes the situation was handled correctly and appropriately resolved. Fortunately, the situation was discovered and the bridge was closed prior to anyone being injured. Ohio Division Office Bridge Engineers will work with ODOT in future to review corrosion inspection practice and documentation by inspectors and determine if improvements are warranted.

Attachments: None

For further information contact:

- Matt Shamis, Bridge Engineer, Ohio Division, 614-280-6847
- Kenny Tong, Materials and Structures Engineer, Ohio Division 614-280-6845
- Dennis O'Shea, Bridge Safety Engineer, North, HIBS-30, 302-734-3609

From August 31, 2016 Revision of *Illinois Highway Information System: Structure Information and Procedure Manual (SIP Manual)*

A complete revision of the ***Illinois Highway Information System: Structure Information and Procedure Manual (SIP Manual)*** is now available on the IDOT website by clicking here. While each change to the manual is not listed individually on the "Revisions" page of the manual, here is a brief summary of what's new:

- "Introduction" section rewrite
- New template for each data item description page
- SIMS database table name and data field name cross reference for each data item in ISIS
- Notable data item description pages added : *Program Manager*, *Consultant Program Manager*, *Team Leader* for each type of inspection
- Removal of Appendix D, E, and F

All inspections from today forward shall use the condition rating guidelines of the revised manual. Please review the changes to the manual at your convenience.

From July 11, 2016 Importance of Accurate Bridge Inspections

Please see the news article below as it emphasizes the importance of conducting accurate bridge inspections and documenting the results.

The consultant inspector involved is alleged to have falsified a bridge inspection report without actually inspecting the structure. He is charged with three felony counts in connection to this bridge inspection.

Many of his previous inspections are being questioned since his arrest. Since he inspected in different states, two different state DOT's are re-inspecting bridges this inspector was associated with.

Bridge inspection personnel must understand the importance of performing quality inspections and documenting the results to protect the traveling public and maintain the public trust.

The article is available by clicking here
http://www.courant.com/politics/hc-lender-dot-eyeing-arrested-inspector-20160702-column.html

From June 13, 2016 Bridge Inspection Safety

When conducting bridge inspections please take every precaution to avoid placing bridge inspection personnel in undue danger

A two member inspection team is encouraged.

Please read http://www.readingeagle.com/news/article/bridge-inspector-rescued-from-sticky-situation-near-pottstown

From May 5, 2016 Exposed Steel Pile Inspections

The Bureau of Local Roads and Streets Circular Letter 2014-15, "EXPOSED BRIDGE PILING", dated August 28, 2014 was issued to make bridge owners and bridge inspectors aware of recent Department findings regarding exposed steel bridge piling. The Circular Letter is available by clicking here

CL 2014-15 indicated that "deterioration of exposed piles is often found near the water surface elevation. Extra attention should be given to these areas during all routine NBIS inspections."

Recently the Bureau of Bridges and Structures has closed two structures due to severe deterioration of exposed steel piles directly under the concrete pier cap and not near the water surface elevation. Our office has not seen this phenomenon before. The Department will be working with the FHWA to identify possible causes for this corrosion.

The Department urges all inspectors to sound exposed steel piling for signs of deterioration during Routine NBIS Inspections. Visual inspection of all surfaces of exposed piling should continue. If a Local Agency has concerns about exposed piling, the Local Agency may institute a special inspection to monitor steel pile deterioration on a more frequent basis.

As stated in Circular Letter 2014-15, "all new structures with proposed individual steel H-piles or metal shell piles shall provide for concrete encasement of the piling".

From April 29, 2016 BridgeWatch Scour Plan of Action Form

The Illinois Department of Transportation (IDOT) implemented the BridgeWatch program to assist with the monitoring of scour critical bridges. A Scour Plan of Action (POA) is required for each scour critical bridge. The POA needs to be reviewed and updated per the IDOT *Structural Services Manual* Section 3.7.3 as follows:

> "*The POA must be maintained with the Bridge File containing all other inspection information related to compliance with the NBIS. A copy of the POA must also be available for use during field inspections and updated if necessary based on the conditions observed during each inspection."*

To facilitate keeping the POA's current, a "POA" form is now available in BridgeWatch. The BridgeWatch form needs to be filled out for each scour critical bridge in each agency's inventory. The form can be updated as necessary based on completed inspections. The current POA shall be kept in the Bridge File.

Upon completion of the structure's POA, a "Scour Inspection" form will be available in BridgeWatch. The "Scour Inspection" form is to be used to document the inspection findings when a scour inspection is performed due to a "BridgeWatch Alert".

The POA's for the scour critical bridges in each agency's inventory need to be entered into BridgeWatch by December 30, 2016.

The "POA" and the "Scour Inspection" form will <u>not</u> be available on the IDOT website or available through SIMSCounty.

From April 28, 2016 Quality Assurance Summary Report

Systematic quality control (QC) and quality assurance (QA) procedures are vital to maintain a high degree of accuracy and consistency in Illinois' bridge inspection program. IDOT conducts process reviews of selected agencies to comply with FHWA requirements contained in Metric #20 – Inspection Procedures - QC/QA of the 23 Metrics.

A report of the Quality Assurance review findings is generated each year. This report summarizes the information gathered from all agencies reviewed. It contains a complete listing of common deficiencies along with other findings. Many of these deficiencies recur across several agencies and years. Everyone can learn from these past deficiencies and improve their bridge inspection program.

The summary reports for 2013, 2014 and 2015 have been placed on the IDOT website.

The 2013 report is available by clicking here.

The 2014 report is available by clicking here.

The 2015 report is available by clicking here.

Please review the reports at your convenience.

From March 25, 2016, Inspection Practices

To fulfill the requirements of the FHWA 23 Metrics, please review these items and incorporate them into your inspection program as appropriate.

Inspection Delinquencies

Delinquent bridge inspections are an ongoing issue in Illinois. For extremely rare and unusual circumstances, such as extreme flooding, the Statewide Program Manager with coordination with the FHWA Division office may grant a preapproved delay of a bridge inspection if a bridge inspection is expected to go delinquent by more than one month.

Bridge inspection delay requests shall be requested via email sent to DOT.BBS.BridgeMgmt@illinois.gov. The email shall document the date and the reason why performing the inspection was not possible along with an estimated date when the inspection will be performed. A copy of the approved delay shall be kept in the bridge file for the structure.

Fracture Critical Member Inspection Plan

Bridges with fracture critical members require a Fracture Critical Member Inspection Plan be developed according to the 2015 *Structural Services Manual* Section 3.3.5. The Plan will be used to inspect the bridge. The Plan shall be completed as each bridge comes due for its next scheduled Fracture Critical Member Inspection. The Plan shall be kept in the bridge file for the structure.

Underwater Inspection Plan

Bridges that meet the basic submergence criteria, according to the 2015 *Structural Services Manual* Section 3.3.4.1, require an Underwater Inspection Plan. The Plan will be developed according to the 2015 *Structural Services Manual* Section 3.3.4. The Plan will be used to inspect the bridge. The Plan shall be completed as each bridge comes due for its next scheduled Underwater Inspection. The Plan shall be kept in the bridge file for the structure.

Quality Control

Program Managers shall review all bridge inspections reports to verify proper documentation and photographs exists for major defects and condition ratings of '5' or less as required by the AASHTO *Manual for Bridge Evaluation* Section 2.2. Photographs shall be kept in the bridge file for the structure or in another location as indicated in the Bridge File Checklist.

Concise descriptions of deficiencies shall be included in the comment fields for all Condition Ratings of '5' or less. See the 2015 *Structural Services Manual* Section 3.3.3.

From February 4, 2016, Bridge File Checklist Reminder Announcement

On December 30, 2013 a subscription service announcement was sent requesting that a Bridge File Checklist (BFC) be created for a bridge at the time of next Routine Inspection. A Bridge File Checklist is a list of all required documents and items from AASHTO's *Manual for Bridge Evaluation* that must be contained in the bridge file.

To date approximately 50% of the BFC's have been created. Thank you for your efforts in this task. We hope to have a BFC for every bridge by January 1, 2018.

The Bridge File Checklist form is available by clicking here.

Agency Program Managers shall record the number of bridge file checklists completed. As each Bridge File Checklist is generated, a separate PDF document shall be created. The naming convention for the PDF file shall be "StructureNumberBFC.pdf" (0123456BFC.PDF). Local agencies should then forward the PDF document to their IDOT local bridge liaisons. IDOT local bridge liaisons will compile a record of completed checklists and submit the PDF files to the Bridge Management Unit in the Bureau of Bridges and Structures. BFC's files need only be submitted to the Bridge Management Unit once.

District Bridge Maintenance Engineers will place the PDF Checklist in the corresponding structure's Pontis\PDFDocuments folder. The naming convention above should be used.

Program Managers are encouraged to review the requirements of Section 3.9.3.7. The 2013 *Structural Services Manual* is available by clicking here.

AASHTO's *Manual for Bridge Evaluation* is available by clicking here.

From January 25, 2016, FHWA 2015 Metric Assessment

The following message is being sent to all members of the NBIS subscription service on behalf of the Federal Highway Administration. The attached document is a brief summary of how well the State of Illinois did on the 2015 Metrics Assessments.

The Federal Highway Administration is required by the United States Congress to oversee the implementation of the National Bridge Inspection Program. Through negotiations with the Office of Inspector General (OIG) and the Government Accountability Office (GAO), an agreement was reached to perform risk-based, data-driven annual assessments of each state's NBIS program. These assessments are conducted in 23 different areas commonly known as the 23 NBIS Metrics. Upon completion of our annual review, a summary report is prepared by our office, which is extensive in content and not very user friendly to read. FHWA collects the annual reports from each state and provides a nationwide summary on the status of the program to Congress. In an effort to communicate the results of this year's Illinois-specific review, we have produced a briefing that covers the essentials of our findings. The briefing is included as an attachment to this subscription service announcement. Please take some time to read the briefing, as it summarizes our areas of needed emphasis. We know the NBIS program is continuing to improve in Illinois and we look forward to continue working with you as we strive for a top-notch bridge inspection program. Thank you for your continued work to ensure the safety of the traveling public.

Dan Brydl
Illinois Division Bridge Engineer
Federal Highway Administration

From January 13, 2016, Bridge Inspection Training Video

Each bridge owner is responsible for inspecting and documenting their bridge inspections on approved IDOT forms and in accordance with the National Bridge Inspection Standards and the latest version of the Structural Services Manual.

Recent audit findings of Illinois' bridge inspection program have revealed that some bridge inspection reports are lacking basic details to accurately convey the condition of the structure.

A short training video has been produced to show how to correctly complete the required bridge inspection reports. The video is about 15 minutes long and is available on the IDOT YouTube channel by clicking here.

Please watch the video at your convenience. Thank you for your attention.

From December 18, 2015, Bridge Inspection Date Tracking Website

On December 15, 2015, the Central Bureau of Local Roads and Streets and the Bureau of Bridges and Structures issued Circular Letter CL2015-18 "Bridge Inspection Date Tracking Website".

Individuals acting as the National Bridge Inspection Standards (NBIS) Program Manager for a Local Public Agency (LPA) are required to use the Bridge Inspection Date Tracking website to indicate when required bridge inspections have been completed.

The new website, https://apps.dot.illinois.gov/InspectionDateNotification/, is currently available to all NBIS Program Managers to obtain a username and password. Once registered, NBIS Program Managers will be able to view a list of all NBIS structures for which IDOT records indicate they are serving as the NBIS Program Manager. The website will indicate the inspection type and due date for each structure to assist the NBIS Program Managers with tracking their inspections. NBIS Program Managers should register and verify concurrence of the structures for which they are responsible. If there are discrepancies, they should notify the IDOT Bridge Management Unit at DOT.BBS.BridgeMgmt@Illinois.gov.

Illinois is at risk of losing federal funds for bridge construction due to the failure to meet the inspection frequency metrics. Failure of a Local Public Agency (LPA) to perform a required inspection within the required timeframe may result in IDOT directing others to perform the required inspection, and withholding of project authorizations and / or LPA funding commensurate with the inspection costs.

In order to ensure IDOT has the correct contact information, LPAs shall report any NBIS Program Manager changes to their respective IDOT District Local Roads and Streets office and the IDOT Bridge Management Unit on a monthly basis. Additionally, LPAs that do not use in-house staff as the NBIS Program Manager shall provide the contact information (including e-mail address) of the agency employee responsible for overseeing bridge related issues to the IDOT Bridge Management Unit. Program Managers for local agencies can be verified by clicking here.

After registering for the Inspection Date Notification website, users will be directed to send an email to access the system. In the email, please include the local agencies that you are requesting access to.

The Circular Letter is available by clicking here. Please read and review the Circular Letter.

From October 23, 2015 Revised Bridge Element Inspection Manual

The use of galvanizing and metalizing protection systems for steel bridge elements has increased in recent years. Modeling of structures with these protection systems will be improved if using the deterioration rates for weathering steel structures instead of conventionally painted steel structures in Illinois' bridge management system. Therefore, galvanizing or metalizing protection systems for steel bridge elements has been removed from "*Protection System Non-Lead Painted Steel Elements" and added to "Protection System Unpainted Steel Elements".* The revisions will be incorporated in the next publication of the *Bridge Element Inspection Manual*.

Please modify all structures in your inventory having galvanized or metalized protection system elements coded using the revised elements as soon as possible to reflect this change.

The revisions to the elements are available as individual PDF files. Please update your manual with these pages. The files are available on the Illinois Department of Transportation website under the Inspection dropdown, Technical Manuals section after clicking here.

From June 30, 2015 Revised Structural Services Manual

The Structural Services Manual has been revised. The current version is dated June, 2015.

Section 3 – "Inspection" and Section 4 – "Ratings and Permits" have been updated. Existing policies and procedures in Section 3 – "Inspection" have been expanded and clarified.

This Structural Services Manual revision includes several minor and editorial changes throughout the manual and some major changes as well. The following is a brief summary of some of the major changes:

Section 3 – "Inspection"

- Revised Section 3.1.3 "Illinois Bridge Inspection Organization" to explain IDOT's bridge inspection organization.
- Section 3.3.10 "Complex Bridge Inspections" has been completely re-written. Tied Arch and Concrete Segmental bridges have been removed from the definition of Complex Bridges.
- Section 3.3.12 "Critical Findings" has been completely re-written. Clarification and expansion of Inspection Interval policies, now in Section 3.4
- Removed Section 3.3.6.4 "Use of Special Inspection Procedures for Reporting and Monitoring Critical Findings". Special Inspection Type X – "Critical Finding" has been removed.
- Section 3.3.9 "Load Rating Inspection" has been expanded to include load rating inspection policy and sections for state and local agency maintained structures.
- Section 3.4.1 "Routine Inspection Interval" clarifies routine inspection intervals for new or re-opened structures.

Section 4 – "Ratings and Permits"

- Figure 4.4.4-2 "Illinois Posting Vehicles Semi-Trailer" has been revised. The front axle of the Type 3-S2-1 has been changed from "10k" to "9.1k".

The Structural Services Manual is now available for download on the IDOT website and is available by clicking here.

All IDOT approved Team Leaders and Program Managers are required to read and be familiar with Section 3 – "Inspection".

From April 23, 2015 Form BBS UIP Underwater Inspection Plan

Underwater inspections are to be performed on all structures that meet the basic submergence criteria - one or more substructure units in water that is normally 4 feet or greater in depth. All structures requiring an underwater inspection shall have an underwater inspection plan according to the National Bridge Inspection Standards and Section 3.3.4 of the *Structural Services Manual*. Bridge inspection personnel should review the requirements of *Structural Services Manual* Section 3.3.4 – Underwater Inspections.

Form BBS UIP, *Underwater Inspection Plan*, was created to help formulate an underwater inspection plan for structures requiring an underwater inspection. Instructions for completing the form are contained within the document. If an Underwater Inspection Plan already exists for a structure then form BBS-UIP is not required.

The Underwater Inspection Plan, previous underwater inspection reports and stream channel cross-sections shall be included in the Bridge File or their locations should be noted on the structure's Bridge File Checklist. The inspection Team Leader shall have access to this information.

The Underwater Inspection Plan should be updated as necessary.

The form is available on the Inspections drop down on the Bridges and Structures tab of Consultant Resources on the IDOT website. The form is available by clicking here.

From April 21, 2015 2015 Bridge Element Inspection Manual

The Bridge Element Inspection Manual has been revised. The current version is dated March 20, 2015.

The following elements have been added:

- 8174: Unpainted Steel Open Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8175: Lead Painted Steel Open Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8176: Non-Lead Painted Steel Open Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8177: Unpainted Steel Stringer Ends Including Diaphragms Below Deck Joints (EA)
- 8178: Lead Painted Steel Stringer Ends Including Diaphragms Below Deck Joints (EA)
- 8179: Non-Lead Painted Steel Stringer Ends Including Diaphragms Below Deck Joints (EA)
- 8362: Pier Settlement
- 8363: Pier Scour

The following elements have been revised:

- 8171: Unpainted Steel Closed/Box Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8172: Lead Painted Steel Closed/Box Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8173: Non-Lead Painted Steel Closed/Box Girder Ends Including Diaphragms Below Deck Joints (EA)
- 8360: Abutment Settlement
- 8361: Abutment Scour

The condition state descriptions have been revised for the following:

- Protection System Unpainted Steel Elements, page 15
- Protection System Lead Painted Steel Elements, page 16
- Protection System Non-Lead Painted Steel Elements page 17

The manual can be viewed by clicking here.

From February 3, 2015 Bridge Inspection Documentation

This announcement addresses several weaknesses with bridge inspection documentation recently revealed from an audit of the bridge inspection program.

Structural Services Manual

Chapter 3 of the Structural Services Manual is the official bridge inspection policy for the State of Illinois. It is available by clicking here.

- Fracture Critical Inspections are to be performed according to Section 3.3.5 of the Structural Services Manual.
- Special Inspections are to be performed according to Section 3.3.6 of the Structural Services Manual.
- According to Section 3.3.12 of the Structural Services Manual, critical findings should be immediately reported to the appropriate Program Manager.

Inspection Reports

- The most recent version of the bridge inspection form shall be used at each inspection. Inspection forms are available at the following links or from SIMS\SIMSCounty\BIS.

Routine Inspection Form

Fracture Critical Inspection Form

Underwater Inspection Form

Special Inspection Form

- Bridge inspection reports are to be completed in the field. Inspection reports are to be reviewed and signed by the responsible Program Manager. The original report shall be maintained in the bridge file.

Inspection Comments

- Section 3.3.3 of the Structural Services Manual recommends that inspection personnel write inspection comments for condition ratings of “6”. Concise descriptions of deficiencies shall be included by inspection personnel in the comment fields for all ratings of “5” or less.

- All fields on bridge inspection reports shall be completed with inspection data or marked as "Not Applicable – N/A". Blank fields are not allowed on bridge inspection reports.

PM and TL Qualifications

Program Managers and Team Leaders are to be approved by the State Program Manager and current on their refresher training requirements. Approved-inspector refresher training information can be verified by clicking here. The document can be searched by right clicking on the document, selecting "Find" and typing in the name of the individual in the search box.

Thank you for helping Illinois comply with the 23 NBIS Metrics.

From January 6, 2015 Steel Section Loss Policy and Steel Superstructure Condition Rating

When corrosion section loss is present in steel superstructures but does not significantly affect bridge load capacity the following policy is allowed.

Corrosion and the resulting steel section loss at beam ends, truss floorbeam ends, truss stringer ends and other isolated areas of steel superstructure elements, typically under expansion joints, can cause the Superstructure Condition Rating (Item 59) to be reduced according to the Structure Information and Procedure (SIP) Manual.

A Superstructure Condition Rating of 4 or less will initiate a Load Rating Inspection (LRI). If the subsequent load rating analysis indicates the inventory rating factor is 1.0 or greater, then the remaining section is adequate for the design loads.

If desired, the Superstructure Condition Rating may be adjusted for these specific locations provided that the locations are thoroughly cleaned and painted to halt the ongoing deterioration within a reasonable period of time after the Load Rating Inspection.

The remaining section thickness (after documented section loss) will be the new adjusted "as built" baseline for future section loss measurements. The Superstructure Condition Rating can be revised according to the Structure Information and Procedure (SIP) Manual to reflect a new adjusted "as built" section. This new adjusted "as built" section will also be used to determine the Superstructure Element Level Condition States with the inclusion of the appropriate steel damaged element.

This policy only applies to isolated areas of section loss when the remaining steel superstructure is in Fair Condition or better (condition rating of 5 or better). It does not apply to large areas (greater than 10% of steel superstructure area) of corrosion or section loss.

Documentation of the steel section loss, the Load Rating Inspection report and the documentation of cleaning and painting of the corroded areas shall be maintained in the bridge file.

This policy is effective as of the date of this notification. This policy will be incorporated in the next edition of the Illinois Structural Services Manual.

From October 31, 2014 Inspection Report Quality Assurance Reminder (Metric #12)

Program Managers and Team Leaders are reminded for all inspection reports condition ratings of “5” or less for deck condition, superstructure condition, substructure condition, channel and channel protection, culvert condition, waterway adequacy and, pier navigation protection (ISIS Items 58, 59, 60, 61, 62, 71, 72, and 111) require a concise written description of deficiencies be included in the comments fields according to Structural Services Manual Section 3.3.3.

Additionally, it is recommended, at a minimum, a brief description of deficiencies be included in these comment fields for any rating of “6”.

Programmer Managers should not approve inspection reports without these required written comments.

From August 6, 2014, New IDOT Website Unveiled

On August 6, 2014, a redesigned IDOT website was unveiled. The website has moved from http://www.dot.state.il.us/to http://www.idot.illinois.gov/index.

Website video tutorials and additional information can be accessed on the HELP webpage, linked on the orange banner of the new website's homepage. Video tutorials for ***Engineering, Architectural and Professional Services*** and ***Local Public Agencies*** are available.

If you have questions or would like additional information, please access the CONTACT webpage, also linked on the orange banner of the new website's homepage.

Inspection resources (Manuals, Forms, and SIMS) can be found under the *Bridge and Structures tab*, then the *Inspection drop down menu* on the web page http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultant-Resources/index

Below are direct links to resources that are used often.

Structural Services Manual: http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Bridges/Inspection/Structural%20Services%20Manual%202013.pdf

Illinois Bridge Inspectors: http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Specialty-Lists/Highways/Bridges/IllinoisPMTL.pdf

SIMS: http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/LPA-Project-Development-and-Implementation/sims

SIMSCounty Files: http://eplan.dot.il.gov/sims/simsdata2003/

Bridge Inspection Class Announcements:http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultant-Resources/national-bridge-inspection-standards-training

Other IDOT manuals, forms and standards can be found under the *Resources* tab on the homepage. http://www.idot.illinois.gov/home/resources/resources

From June 30, 2014, BLRS Procedure Memorandum 2014-03 Bridge Inventory and Inspections

Please see the attached Procedure Memorandum PM2014-03 “Bridge Inventory and Inspections” issued by the Central Bureau of Local Roads and Streets on June 27, 2014.

From February 14, 2014 Bridge Element Inspection Manual

With the MAP-21 requirement that element level inspections be performed for bridges on the National Highway System the Illinois manual for bridge element inspection has been updated. The *Bridge Element Inspection Manual* dated February 2014 is available at http://www.dot.il.gov/bridges/brmanuals.html. This manual reflects Illinois policy and element descriptions for element level bridge inspections.

In addition to the new manual a new Bridge Element Inspection form (BBS ELI) is available at http://www.dot.il.gov/bridges/bridgforms.html.

From January 23, 2014 Illinois Program managers / Team Leader Information

The Bridge Management Unit is responsible for tracking the qualifications and training of bridge inspection personnel who discharge the duties of Program Managers or Team Leaders in the State of Illinois.

A PDF document of bridge inspector's contact, training and licensure information is available at http://www.dot.il.gov/bridges/NBIS.html.

Please review the accuracy of your information contained in this document. Inspectors with Active and Inactive status are shown in the document. Inspectors with Inactive Status will not be allowed to inspect bridges in the State of Illinois.

If you have any corrections or updates to an inspector's information, please send corrections to DOT.BBS.BridgeMgmt@Illinois.gov. If you have corrections or additions to inspection training, please include a PDF copy of the class certificate. Please provide us with any information shown as "<<Null>>".

From December 30, 2013 Bridge File Checklist

Bridge File Checklist:

A Bridge File Checklist is a list of all required documents and items from AASHTO's *Manual for Bridge Evaluation* that must be contained in the bridge file. The location of items not contained in the bridge file may be referenced on the checklist. This can include separate file locations, plan stacks, electronic files, databases, and data in document storage systems, where applicable.

Any information referenced outside the file should be verified to ensure that it is in the referenced location. Space is available on the form to add optional information.

A thorough search should be made to find all available documents.

The 2013 *Structural Services Manual*, Section 3.9.3.7, requires a Bridge File Checklist be included in all bridge files. As each structure comes due for its routine inspection the Bridge File Checklist should be completed and attached to the inside front cover of the bridge file. Bridge File Checklists may be completed prior to the next scheduled routine inspection if resources are available.

The Bridge File Checklist can be downloaded at the following web address with the file name BBS BFC.

http://www.dot.il.gov/bridges/bridgforms.html

Agency Program Managers shall record the number of bridge file checklists completed. As each Bridge File Checklist is generated, a separate PDF document shall be created. The naming convention for the PDF file shall be "StructureNumberBFC.pdf" (0123456BFC.PDF). Local agencies should then forward the PDF document to their IDOT local bridge liaisons. IDOT local bridge liaisons will compile a record of completed checklists and submit the PDF files to the Bridge Management Unit in the Bureau of Bridges and Structures.

District Bridge Maintenance Engineers will place the PDF Checklist in the corresponding structure's Pontis\PDFDocuments folder. The naming convention above should be used.

The Bridge Management Unit will track the completion of state and local checklists and will report progress to the FHWA.

Subscribers are encouraged to review the requirements of Section 3.9.3.7. The 2013 *Structural Services Manual* can be downloaded at http://www.dot.il.gov/bridges/brmanuals.html

AASHTO's *Manual for Bridge Evaluation* is available at https://bookstore.transportation.org/item_details.aspx?id=1750

From December 5, 2013 Verify Program Manager / Team Leader Data

The Bridge Management Unit is responsible for tracking the qualifications and training of inspection personnel who discharge the duties of Program Managers or Team Leaders for the Illinois Department of Transportation. This email is to verify the information we have recorded for each Program Manager (PM) and Team Leader (TL).
Based on the information we have available, please find attached a file listing *current active* Program Managers and Team Leaders. Please review and verify your information is correct.
Please note the 5-digit Inspector ID. This number will be useful for registering for refresher inspection classes.
Future acceptable refresher training classes and a refresher training deadline date are shown. Deadline dates were calculated 60 months from the last qualifying inspection training class taken. Qualifying inspection training classes are: *FHWA-NHI-130055 Safety Inspection of In-Service Bridges, FHWA-NHI-130053 Bridge Inspection Refresher Training* or IDOT's *Bridge Inspection Calibration.* IDOT's *Bridge Inspection Calibration* class does not meet other state's refresher requirements. Additional refresher training information can be found in Section 3.9.3.1 of the 2013 *Structural Services Manual (SSM).*

An Illinois Professional Engineer License is one potential qualification requirement for PM or TL approval as outlined in Section 3.9.2 of the SSM. Our information is incomplete for inspectors who hold an Illinois Professional Engineer License. If you have an Illinois Professional Engineer License and your license number is not shown, please submit that information to us.

The Bridge Management Unit has a subscription service to notify PM's and TL's of information pertaining to bridge inspection. The subscription service was initially populated with email addresses we had on file. If you are not currently a member of the subscription service, the subscription service can be joined by visiting http://www.dot.il.gov/bridges/NBIsubscription.html.

If an inspector is a Local Agency Program Manager, the Local Agency is listed. If you have any corrections or updates to an inspector's information, please send corrections to DOT.BBS.BridgeMgmt@Illinois.gov. If you have corrections or additions to inspection training, please include a PDF copy of the class certificate. Please provide us with any information shown as "<<Null>>".

From November 15, 2013 Critical Finding Forms and Complex Bridge 12-Month Waiver Statement

Form BBS CF 1, *Initial Critical Findings Report* and Form BBS CF 2, *Follow-up Critical Finding Report* and Form BBS CBW1, *Complex Bridge 12-Month Waiver Statement* are now available on the Bridge Office forms site, http://www.dot.il.gov/bridges/bridgforms.html

See Section 3.3.12.3 of the 2013 Structural Services Manual for instructions outlining the use of *Initial Critical Findings Report* and *Follow-up Critical Finding Report* for critical findings on State and local structures.

Please note Section 3.3.12.4 concerning the failure to report a critical finding.

See Section 3.4.1.2 Item (d) of the 2013 Structural Service Manual for instructions outlining the use of the *Complex Bridge 12-Month Waiver Statement.*