



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 15, 2015

CIRCULAR LETTER 2015-18

BRIDGE INSPECTION DATE TRACKING WEBSITE

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The purpose of this Circular Letter is to make bridge owners and bridge inspectors aware of Illinois' 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. This includes routine NBIS inspections, fracture critical inspections, and underwater inspections, as well as element level inspections for those structures on the National Highway System.

The Illinois Department of Transportation (IDOT) strives to meet the requirements of the NBIS and reach full compliance with the Federal Highway Administration's *23 NBIS Metrics*. Over the past few years, IDOT and its LPA partners have made great strides in improving Illinois' bridge inspection program and meeting the requirements of the NBIS Metrics. However, despite emphasizing through various forums the importance of performing NBIS inspections within the specified inspection interval, some LPAs have not completed their inspections within the inspection frequency metrics. As a result, Illinois is at risk of losing federal funds for bridge construction.

The criteria for compliance with the NBIS inspection frequency metrics require all NBIS inspections be performed prior to or within the calendar month in which they are due. The inspections must then be recorded in the Illinois Structure Information System (ISIS) database within 180 days of completion for LPA owned structures and 90 days for State owned structures.

As a result of the allotted time for entering inspections into ISIS, it is very difficult for the Department to track inspection delinquencies. Many times, LPA inspections submitted to IDOT are performed after their inspection due date, but were not identified as delinquent in a reasonable amount of time because of the 180 days allowed to submit the inspections. In order to better track bridge inspections, IDOT has developed the Bridge Inspection Date Tracking website where NBIS Program Managers will be required to indicate

when a required NBIS inspection has been completed. While the time frame to have the inspection entered into ISIS remains unchanged, the NBIS Program Manager is required to indicate the inspection completion date during the same month in which the inspection was performed.

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.

In order to reach full compliance with the *23 NBIS Metrics* and avoid the loss of federal funds for bridge construction, IDOT must ensure all delinquent NBIS inspections are performed immediately. Therefore, at the beginning of each month, IDOT will run a report to determine inspections due the previous month that have yet to be indicated as completed on the Bridge Inspection Date Tracking website. IDOT will contact the LPA and / or their NBIS Program Manager to notify them of the potential delinquency. The LPA will be given five (5) business days in which to complete the required inspection, if not already complete, and update the website.

On rare occasions, some structures cannot be inspected within the specified interval due to site conditions beyond the NBIS Program Manager's control, such as high water. When site conditions prohibit proper NBIS inspections, a memorandum documenting the date and the reason why performing the inspection was not possible along with an estimated date when the inspection can be performed, shall be submitted to the IDOT Bridge Management Unit at DOT.BBS.BridgeMgmt@Illinois.gov. A copy of the memorandum shall be placed in the bridge file.

Failure of an 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.

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If you have any questions regarding this circular letter, please contact the IDOT Bridge Management Unit at DOT.BBS.BridgeMgmt@Illinois.gov.

Sincerely,



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