

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Counties and Cities	Date: May 7, 2015
From: Office of Local Systems	I.M. No. 2.120
Subject: Bridge Inspections	

Contents: This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) to assist them in complying with the National Bridge Inspection Standards (NBIS). This I.M. also includes the following attachments:

- [Attachment A](#) - Bridge Scour Stability Worksheet – Level A Evaluation ([Word](#))
- [Attachment B](#) - Intermediate Scour Assessment Flowchart – Level B Evaluation
- [Attachment C](#) - Scour Plan of Action (POA) ([Word](#))
- [Attachment D](#) - Scope of Services for NBI Bridge Inspection Services ([Word](#))
- [Attachment E](#) - Iowa Legal Trucks Diagrams
- [Attachment F](#) - Routine Permit Trucks Diagrams
- [Attachment G](#) - USGS Hydrologic Region Map with Region Descriptions
- [Attachment H](#) - Unknown Foundations Guidance, Flowchart, Risk Assessment, Worksheet, and Plan of Action (POA) - Level A Evaluation ([Word](#))
- [Attachment I](#) - Unknown Foundations Flowchart - Level B Evaluation
- [Attachment J](#) - Quality Assurance Field Review Worksheet ([Word](#))
- [Attachment K](#) - Fracture Critical Member Locations and Conditions for Trusses Form ([Word](#))
- [Attachment L](#) - Fracture Critical Member Locations and Conditions for Thru/Two Girders Form ([Word](#))
- [Attachment M](#) - Sample Fracture Critical Member Locations and Conditions for Trusses Form

Table of Contents

INTRODUCTION	2
DEFINITIONS (23 CFR 650.305).....	2
USE OF CONSULTANT SERVICES	4
OFFICIAL BRIDGE FILES	4
BRIDGE INSPECTION ORGANIZATION (23 CFR 650.307, d)	4
QUALIFICATIONS OF PERSONNEL (23 CFR 650.309, b)	5
INSPECTION FREQUENCY (23CFR 650.311)	6
Routine Inspections (23CFR 650.311, a).....	6
Underwater Inspections (23CFR 650.311, b).....	7
Fracture Critical Members (FCMs) (23CFR 650.311, c)	8
Criteria for Inspection Frequencies Less Than 24 Months	8
Special Inspection Criteria	8
INSPECTION PROCEDURES	8
Load Rating (23 CFR 650.313, c).....	8
Procedures for Rating Standard Bridges	8
Load Factor Rating (LFR) Requirements	9
Bridge Load Rating Report.....	10
Culverts.....	11
Posting	11
Advanced Posting	12
Overload or Superload Permitting	12
Records (23 CFR 650.313, d).....	12
Bridge Plans	13
Repair Plans	13
Photographs	13
Scour Evaluation Data	13
Channel Cross Section	13
Local Agency Field Data Collection Form	13
Structure Inventory and Appraisal Forms (SI&A)	14

Load Rating Calculations.....	14
Load Rating Evaluation Form.....	14
Critical Findings.....	15
Critical Features.....	15
Special Inspection Equipment	15
Master Lists (23 CFR 650.313, e).....	15
Fracture Critical (FC) Bridges	15
Underwater Inspections	15
Scour Critical Bridges.....	16
Unknown Foundations	16
Load Posting	17
Quality Control (QC) and Quality Assurance (QA) (23 CFR 650.313, g).....	17
Quality Control (QC) Program	17
Quality Assurance (QA) Program.....	17
Bridge Record Reviews	17
Team Leader Reviews	17
Load Rating Engineer Reviews	18
Critical Findings (23 CFR 650.313, h).....	18
Purpose.....	18
Criteria	18
Procedure for County/City Bridges.....	19
INVENTORY (23 CFR 650.315).....	19
New Bridge Data.....	19
Modifications to a Bridge or Change in Load Restriction.....	19

INTRODUCTION

According to Iowa Code [Chapter 314.18](#), the counties, cities, and other public agencies are responsible for the safety inspection and evaluation of all highway bridges under their jurisdiction which are located on public roads, in accordance with the NBIS. These responsibilities include inspection policies and procedures, inspections, reports, load ratings, quality control (QC), quality assurance (QA), maintaining a bridge inventory, and other requirements of the NBIS.

The NBIS may be found in [23 CFR 650](#). The following are additions or clarifications to the indicated subsections of [23 CFR 650](#).

DEFINITIONS ([23 CFR 650.305](#))

Armored Countermeasure (Armoring) - Material such as Class E Revetment, according to Section 4130 of the Standard Specifications, placed under and around a bridge structure for the purpose of protecting the embankment or berm from scour and/or erosion. Armoring is not a permanent countermeasure since the material is subject to displacement during a major flood event which is considered to be the lesser of the 500 year or roadway overtopping event.

Bridge Inspector Refresher Training Course – (FHWA-NHI-130053) – The major goals of this course are to refresh the skills of practicing bridge inspectors in fundamental visual inspection techniques, review the background knowledge necessary to understand how bridges function, communication issues of national significance relative to the nations’ bridge infrastructures, re-establish proper condition and appraisal rating practices, and review the professional obligations of bridge inspectors.

Fracture Critical Inspection Techniques for Steel Bridges Training Course – (FHWA-NHI-130078) – The course curriculum for this training reflects current practices, while addressing new and emerging technologies available to bridge inspectors. In addition, the course features exemplary training, hands-on workshops for popular types of nondestructive evaluation (NDE) equipment, and a case study of an inspection plan for a fracture critical bridge.

Fracture Critical Member (FCM) - A steel member in tension, or with a tension element, whose failure would probably cause a portion of or the entire bridge to collapse. Floor beams are considered to be fracture critical members when the floor beam spacing is greater than 14 feet.

Extended Inspection Cycle - A period of time to allow for unforeseen circumstances such as severe weather, concern for bridge inspector safety, concern for inspection quality, the need to optimize scheduling with other bridges, or other unique situations may be cause to adjust the scheduled inspection date. The adjusted date should not extend more than 30 days beyond the scheduled inspection date.

Independent Party - An entity not influenced by or affiliated with the LPA or the LPA's Program Manager. An LPA or consulting firm with more than one Program Manager can utilize an alternate Program Manager from the same consulting firm or LPA to conduct the QA review.

Low Water - Water depth of less than 6 feet.

Monthly Notifications – automated notifications sent by e-mail to the LPA's by the Iowa DOT's Office of Bridges and Structures regarding inspections past due or bridges not in compliance with posting requirements on a monthly basis.

Permanent Countermeasure - Designed to account for all three major types of scour (i.e. long term degradation, general or contraction scour, and local pier or abutment scour). Properly designed and installed systems satisfy the requirements of a "Permanent" classification. Examples of permanent systems include:

- Fabric Formed Articulated Block Mattress (ABM)
- Stone Revetment
- Proprietary Articulated Concrete Block (ACB)
- Gabion Mattress

Stone revetment is subject to displacement during a major flood event which is considered to be the lesser of the 500 year or roadway overtopping event. Therefore, unless the revetment is designed in accordance with Hydraulic Engineering Circular (HEC) [HEC 23](#) and contained, it cannot be considered to provide adequate protection to attain a "Permanent" classification. The following are some examples of permanent stone revetment:

- Burial below the contraction scour elevation.
- Installation of cut-off walls.
- Placing the revetment as launchable stone.

Safety Inspection of In-service Bridges Course – (FHWA-NHI-130055) – This course is based on the "Bridge Inspector's Reference Manual" and provides training on the safety inspection of in-service highway bridges. Satisfactory completion of this course will fulfill the training requirements of the National Bridge Inspection Standards (NBIS) for a comprehensive training course. This course does not address fracture critical, underwater, or complex structures.

Scour Plan of Action (POA) (see [Attachment C](#) to this IM) - A POA is a written procedure developed by the bridge owner or delegated Program Manager that outlines the monitoring plan for a specific bridge. The plan provides guidelines and practical information pertaining to each bridge for the purpose of monitoring foundation scour during flood events.

Standard bridge – a bridge constructed using the "Bridge Standards" developed by the Iowa DOT. See the [Procedures for Rating Standard Bridges](#) section below in this IM.

[Structural Inventory and Inspection Management System \(SIIMS\)](#)^(R) - Bridge inspection data collection software.

Scour Evaluation - Scour evaluation is the process of determining the susceptibility of each bridge for scour. The depth, or level, of this process varies for each bridge. Some bridges may be determined scour safe after the first level of evaluation, Level A. Other bridges cannot be determined scour safe after Level A so they shall go to Level B using assessment procedures. Still others may need to go to the highest level of evaluation, Level C.

Level A - Bridge Scour Stability Worksheets (see [Attachment A](#) to this IM). Bridges that meet the required Stability Total of less than 35 points, do not need any further evaluation, and may be considered scour safe.

Bridges with a Stability Total of 35 points or greater need further evaluation using the Level B Intermediate Scour Assessment Procedures Flowchart (see [Attachment B](#) to this IM).

Level B - Intermediate Scour Assessment Procedures Flowchart (see [Attachment B](#) to this IM). From this assessment, bridges are determined to be either stable, limited risk needing monitoring, scour susceptible needing monitoring, or scour susceptible needing a Level C Evaluation.

Level C - This is the most in-depth level of the evaluation process needed for those bridges that do not satisfy guidelines in the Level B Evaluation. A full computational analysis is completed using the Federal Highway Administration's [HEC 18](#) procedures and a determination is made concerning the stability of the bridge. Bridge owners may decide to develop a Plan of Action (POA) for these structures in lieu of the Level C Evaluation.

Thalweg - The lowest point in the stream channel along the cross section.

Unknown Foundation Plan of Action (POA) – A risk based POA developed by the bridge owner or Program Manager after completing the unknown foundation risk assessment worksheet to determine the level of risk to the traveling public.

USE OF CONSULTANT SERVICES

Use of consultant services for bridge inspection in accordance with this IM is acceptable. For consistency in inspections, it is strongly recommended that [Attachment D](#) to this I.M., Scope of Services for NBIS Bridge Inspection Services, be included in the Request for Proposal, if applicable, and the agreement. Use of [Attachment D](#) to this I.M., Scope of Service for NBIS Bridge Inspection Services, will ensure the NBIS requirements and activities are met.

OFFICIAL BRIDGE FILES

It is FHWA's expectations that the bridge owner will maintain a complete Bridge File for each individual bridge with all the required components documenting the bridge's inspection history. The various forms and documents required to be completed by the Iowa DOT in SIIMS qualify as "State Forms", which are required to be completed as part of the Official Bridge File.

The Iowa DOT as the Official Bridge Inspection Organization has the authority to establish requirements for the completion of State forms and other supporting documentation in a manner consistent with managing a bridge management system and quality assurance program. Therefore, the SIIMS records serve in this capacity as part of the Official Bridge File.

There are however, other documents that are not required to be included in SIIMS that should be maintained by the bridge owner as stated in the AASHTO Manual for Bridge Evaluation (MBE) Section 2.2, Components of Bridge Records. These also constitute part of the bridge file and the owner is free to keep such records in either hard copy or electronic format of their choosing. In conclusion, the Bridge File is a combination of SIIMS bridge records required to be maintained by the Iowa DOT and other documents maintained separately by the bridge owner as per the MBE.

BRIDGE INSPECTION ORGANIZATION ([23 CFR 650.307](#), d)

According to Iowa Code 314.18, the counties, cities, and other public agencies are responsible for the safety inspection and evaluation of all highway bridges under their jurisdiction, which are located on public roads, in accordance with the NBIS. These responsibilities include inspection policies and procedures, inspection reports, load ratings, QC, QA, maintaining a bridge inventory, and other requirements of the NBIS.

The NBIS regulations apply to all publicly owned highway bridges longer than 20 feet located on public roads. Railroad and pedestrian structures that do not carry vehicular traffic are not covered by the NBIS regulations. Similarly, the NBIS does not apply to inspection of sign support structures, high mast lighting, retaining walls, noise barrier structures, and overhead traffic signs. Tunnels, since they are not bridges, are not covered by the

NBIS. Bridges within the public right-of-way but not on the roadway, such as entrances to fields and driveways to private properties, are not covered by the NBIS regulations.

A bridge on a public highway where the bridge is privately owned is not subject to the NBIS and therefore, the FHWA has no legal authority to require private bridge owners to inspect or maintain their bridges. However, the FHWA strongly encourages private bridge owners to follow the NBIS as a standard for inspecting their structures or reroute the public road when a privately owned bridge carries a public road,

The Bridge Owner shall have a Program Manager who is assigned the above responsibilities. The Bridge Owner may retain a consultant to perform the duties of Program Manager.

QUALIFICATIONS OF PERSONNEL ([23 CFR 650.309](#), b)

Bridge inspection experience is defined in the NBIS as active participation in bridge inspections in accordance with the NBIS, in either field inspections, or a supervisory or management role. A combination of bridge design, bridge maintenance, bridge construction, and bridge inspection experience, with the predominant amount in bridge inspection, is acceptable.

The Iowa DOT has developed the following criteria to determine if an individual with experience performing bridge inspections has the qualifications of a Team Leader in accordance with 23 CFR 650.309(b).

1. Licensed Professional Engineers are required to successfully complete the Safety Inspection of In-Service Bridges Course (FHWA-NHI-130055).
2. Technicians are required to have a minimum of 5 years of bridge inspection experience as defined in the NBIS to include the completion of a minimum of 500 field inspections under the supervision of a qualified Team Leader along with the successful completion of the Safety Inspection of In-Service Bridges Course (FHWA-NHI-130055).
3. Technicians that are National Institute for Certification in Engineering Technologies ([NICET](#)) certified as Level III or IV Bridge Safety Inspectors are required to successfully complete the Safety Inspection of In-Service Bridges Course (FHWA-NHI-130055).
4. Engineer Interns that have successfully completed the Fundamentals of Engineering Exam are required to have a minimum of 2 years of bridge inspection experience and have completed a minimum of 200 field inspections under the supervision of a qualified Team Leader along with the successful completion of the Safety Inspection of In-Service Bridges Course (FHWA-NHI-130055).
5. Individuals with an associate's degree in engineering or engineering technology are required to have a minimum of 4 years of bridge inspection experience and have completed a minimum of 400 field inspections under the supervision of a qualified Team Leader along with the successful completion of the Safety Inspection of In-Service Bridges Course (FHWA-NHI-13005).

Bridge inspectors not qualified as Team Leaders may assist the Team Leader but may not inspect bridges independently. Education and experience requirements for bridge inspectors who are not Team Leaders should be determined by the Program Manager or Bridge Owner.

Program Managers and Team Leaders who perform field inspections on FCM's shall complete the Fracture Critical (FC) Inspection Techniques for Steel Bridges Training Course, by December 31, 2012. Any individual that meets the qualifications of Program Manager or Team Leader after December 31, 2012, that will be performing field inspections on FCM's shall complete the Fracture Critical (FC) Inspection Techniques for Steel Bridges Training Course.

The NBIS requires periodic bridge inspection refresher training for Program Managers and Team Leaders as part of QC and QA. The Iowa DOT has defined periodic as being every 5 years. Therefore, all bridge inspection personnel are required to complete the Bridge Inspection Refresher Training Course every 5 years following the completion of the Safety inspection of In-Service Bridges Training Course.

Program Managers and Team Leaders whose qualifications have expired have 12 months from the expiration date to successfully complete the Bridge Inspection Refresher Training Course before they are disqualified. The Program Managers and Team Leaders can perform inspection duties during the 12 month "Grace Period"; however, if they have not completed the Bridge Inspection Refresher Training Course within the 12 months they will be disqualified as a Program Manager or Team Leader until they complete this required course.

The two week Safety Inspection of In-Service Bridges Course has been updated. As a result of the significant improvements made to this course, there are new requirements of the participants. All participants taking the two week course must have successfully completed **one** of the following prerequisite courses with a score of 70% or better:

- Prerequisite Assessment for Safety Inspection of In-Service Bridges Course (FHWA-NHI-130101A): a 1 hour web-based course at no cost. This is a test out course for those individuals with significant experience and/or a comprehensive background in bridge inspection or engineering.
- Introduction to Safety Inspection of In-Service Bridges Course (FHWA-NHI-130101): a 14 hour web-based course at no cost. This course is for individuals with limited experience with in-service bridge inspection.
- Engineering Concepts for Bridge Inspectors Course (FHWA-NHI-130054): a 5-day instructor led course for which there is an associated cost per person. This is an in-person course for those individuals with limited experience with in-service bridge inspection.

Upon successful completion of one of the prerequisite requirements, participants may enroll in the two week Safety Inspection of In-Service Bridges Course, for up to 2 years. After 2 years, participants will need to retake one of the prerequisites prior to enrolling. Participants must bring a certificate of completion from one of the prerequisite options to the first day of the Safety Inspection of In-Service Bridges Course.

Professional Engineers that have successfully completed the Safety Inspection of In-Service Bridges have met the qualifications to be bridge inspection Program Managers as per the NBIS. The Iowa DOT provides access to bridge records authorized by the bridge owners in [SIIMS](#) bridge inspection software to these individuals once they have submitted the Bridge Inspector form provided on the [SIIMS](#) website to the Iowa DOT for review and approval.

Approved Program Managers are provided access to all forms and records for each bridge in [SIIMS](#) authorized by the bridge owner. Individuals approving the Load Rating form are required to be Professional Engineers licensed in the state of Iowa. Therefore, each person that is required to approve the load rating information must submit the Bridge Load Rating form provided in [SIIMS](#). The Bridge Load Rating form must be reviewed and approved by the DOT, or by an approved Program Manger who has submitted the Bridge Inspector form including Professional License information. Editing of the Bridge Load Rating form by other users with authorized access to the bridge forms is permitted but approval can only be completed by a qualified Load Rater.

INSPECTION FREQUENCY ([23CFR 650.311](#))

Routine Inspections ([23CFR 650.311, a](#))

The required inspection frequency for routine inspections may be extended by the extended inspection cycle to account for unforeseen circumstances as described in the definition of extended inspection cycle. Subsequent inspections should adhere to the previously established interval; that is the use of the extended inspection cycle should be an exception. The inspection date recorded for Item 90, Inspection Date, shall be the actual date the new inspection is initiated. The details of why the bridge inspection was late shall be documented in [SIIMS](#).

A late inspection is defined as not being completed within or before the month of the previous inspection. If 10 or more bridges will be late for inspection in a given month for a local public agency, an e-mail submitted to the DOT explaining the delayed inspections is acceptable, in lieu of entering comments for each bridge individually.

Bridges that have Item 58, Deck; Item 59, Superstructure; or Item 60, Substructure, with a condition rating of 3 or less, should have an inspection frequency less than 24 months, which may be an in-depth inspection on a more frequent basis or a special inspection in between routine inspections. Other factors that may impact frequency of inspections are Item 29, ADT; Item 70, Posting; Item 64, Operating Rating; and all items under Structure Type and Materials on the SI&A form.

Extended Inspection Frequency

The criteria for qualifying bridge structures for 48 month inspection frequency are listed in the [Bridge Inspection Manual](#) Section 1.4.4.

An in-depth inspection must be completed in order to go to an extended inspection frequency. Also all other rules set forth by the FHWA must be satisfied at the time of the inspection. These rules are detailed in the Bridge Inspection Manual.

When an inspection report is created, SIIMs will indicate on the Inspection Info form whether the bridge is eligible for 48 month inspection cycle based on the current edit asset values. If the bridge is not eligible, SIIMs will indicate the bridge is not eligible with the statement "Bridge Does Not Qualify for a 48 Month Inspection Cycle" and why after the "Due to the following:" as shown in the screen shot below.

The screenshot shows the 'NBI90 Information' section of a form. On the left, there are two radio buttons: 'Routine' (unchecked) and 'In-Depth' (checked). To the right is a date field for 'NBI 90 Date' with the value '11/25/2014'. On the right side of the form, there is a red-bordered box containing the following text: 'NBI 91 Freq: 24', 'Bridge Does Not Qualify for a 48 Month Inspection cycle', 'Due to the following: Rule 2 NBI 58,59,60,61,62 does not have a rating>5', and '** Other rules may not be met as well **'.

As the bridge is inspected, criteria could change that make a bridge ineligible or eligible for an extended inspection. If this happens the Inspection Info will only be updated after going to the Error Check form or when trying to finalize an inspection report as shown below.

Error check form

The screenshot shows an 'Error check form' for report '3815.6L020 (District 1), Report Date: 11/25/2014 - 3 errors found'. It lists two error categories: 'Error 91: NBI 91 can not be 25 because the bridge is not eligible for 48 month inspection. Please correct to '24' months or less.' and 'Rule 2 NBI 58,59,60,61,62 does not have a rating>5'. Each error has links for 'Form:SIA Edit Values' and 'Form:Inspection Info Edit Values'.

A management report called Extended Inspection Frequency Report can be run and used to determine if a bridge is eligible or not eligible for an extended inspection frequency. If the bridge passes all the rules except rule 17 (An In-depth inspection was not done at the current inspection and the last value of NBI 91 was not 48) the bridge may be eligible for an extended inspection frequency of up to 48 months at the next inspection if an in-depth inspection is performed.

Underwater Inspections ([23CFR 650.311](#), b)

Underwater inspection requirements covered in this article pertain to the inspection of the structural elements such as abutments or piers to determine the structural integrity. If at any time during the 60 month underwater inspection interval, the water level is less than 6 feet, inspections may be performed with a method appropriate for the element without the use of divers.

Structures that experience low water levels less than 6 feet have the structural elements inspected by means of wading and probing during the regular inspection cycles. The DOT is allowing the bridge owner the option of inspecting the underwater substructure elements on a 48 month inspection cycle when the low water level is more than 2 feet and less than 6 feet. If the 48 month inspection cycle is utilized, then Item 92B, Underwater Inspection (frequency), needs to reflect the 48 month cycle and Item 93B, Underwater Inspection (date), needs to have the date of the underwater inspection entered.

Bridges that have Item 60, Substructure, with a condition rating of 3 or less due to deficiencies below the waterline should have an underwater inspection frequency less than 60 months. Other factors that may impact frequency of inspections are Item 29, ADT; Item 70, Posting; Item 64, Operating Rating; all items under Structure Type and Materials; environment; age; and scour characteristics.

Fracture Critical Members (FCMs) ([23CFR 650.311](#), c)

Criteria for Inspection Frequencies Less Than 24 Months

1. The alignment of FCMs or sub-elements has measurably changed from the as-built condition.
2. Deterioration in tension areas of a FCM has caused Item 59, Superstructure, to have a condition rating of 3 or less.
3. Item 59, Superstructure, with a condition rating of 4, should be considered for an inspection frequency less than 24 months.

Special Inspection Criteria

1. Deterioration is progressing at a rate that warrants inspection more frequently than 24 months or when there is a condition rating of 2 or less.
2. Channel degradation or channel movement is progressing at a rate that warrants inspection more frequently than 24 months or when there is a condition rating of 2 or less.
3. More frequent inspections should be considered when temporary supports are in place.
4. Fatigue cracks have been found in a redundant steel structure. Special Inspections can be stopped when repair has been performed to mitigate the cracks.
5. Fatigue cracks have been found in a FCM. Special Inspections should continue even after cracks have been mitigated. Only after the potential for any future fatigue cracks has been eliminated can Special Inspections be stopped on a Fracture Critical bridge.
6. Collision damage has severely affected the load capacity of the bridge and repairs cannot be done within a reasonable time period. Once repairs have been made, the Special Inspections can be stopped.
7. Section loss has severely affected the load capacity of the bridge. Once repairs or rehabilitation work have been completed, the Special Inspections can be stopped.

Upon completing the final Special Inspection, the check box must be marked in the Inspection Information section, to indicate that no additional Special Inspections are required. If the check box is not marked, the inspection frequency will continue and the Special Inspection will be due again according to the frequency specified.

INSPECTION PROCEDURES

Load Rating ([23 CFR 650.313](#), c)

Bridges are to be load rated in accordance with the [FHWA Policy Memorandum on Bridge Load Ratings for the National Bridge Inventory, dated November 5, 1993](#) and [FHWA Policy Memorandum on Bridge Load Ratings for the National Bridge Inventory, dated October 30, 2006](#). Item 64, Operating Rating; and Item 66, Inventory Rating; will need to be updated accordingly upon completion of the new load rating capacity calculations. Computations shall be performed based on items found during the most recent field inspection. See the Load Rating Evaluation Form in [SIIMS](#).

At the discretion of the Program Manager, Team Leader, or Load Rater, the bridge may be re-rated to reflect changes in condition, method of analysis used, or changes in acceptable load rating methodologies. The re-rating may be justified without changes in the condition codes of Item 58, Deck; Item 59, Superstructure; or Item 60, Substructure. A new Bridge Load Rating Report form will need to be generated in [SIIMS](#) and the form certified by a Professional Engineer, licensed in the State of Iowa, when the controlling member changes or the controlling capacity is reduced.

Procedures for Rating Standard Bridges

The following procedure should be utilized for determining the load ratings of standard bridges that have been rated by the Iowa Highway Research Board Project, HR-239. There are currently 4 phases of the report available for different standard bridge designs ([Load Rating for Standard Bridges \(1982\)](#), [Load Rating for Secondary Bridges \(1991\)](#), [Load Rating for Standard Bridges, Phase III \(1998\)](#), and [Load Rating for Standard Bridges, Phase IV \(2008\)](#)).

1. Identify the standard bridge used. Refer to project plans, if available, in the Bridge File to determine the version of the standard utilized. Some standards have multiple versions due to minor revisions.
2. Item 27, Year Built, is a good indicator of which standard version was used, if you are unable to locate the original plans. Some verification may be necessary in the field to determine exactly which version was utilized.
3. Review the applied dead load to determine if it matches the standard rating assumptions.
4. The operating and inventory ratings in the summary for each standard bridge are coded as an HS rating. This is NOT what should be coded on Items 64, Operating Rating, and Item 66, Inventory Rating, on the SI&A form. These numbers shall be converted to a tonnage based on a 36 ton truck.

The HS number shall be multiplied by the ratio of 36 tons/20 tons = 1.8 and this number recorded on the SI&A in Items 64, Operating Rating, and Item 66, Inventory Rating. For example, if the operating and inventory ratings are listed as HS 32.0 and HS 23.3 respectively; then Item 64, Operating Rating, should be coded 57.6 (32.0 tons x 1.8 = 57.6 tons) and Item 66, Inventory Rating, should be coded 41.9 (23.3 tons x 1.8 = 41.9 tons).

5. Some of the HR-239 reports include detailed computations for review of the critical and non-critical elements. These computations can be adjusted when changes to the dead load conditions are encountered or section loss in structural elements are noted.
6. Some of the standard bridges have restrictions to the number of vehicles that may be on the bridge at one time even if the roadway will accommodate more than one vehicle. If bridges are rated using one lane loading these bridges shall be posted accordingly and Item 41, Posting Status, on the SI&A coded based on the restriction.
7. When standard ratings are used from any of the HR-239 reports, the Bridge Load Rating Report does not require a signature by a Professional Engineer, licensed in the State of Iowa. In the Comment section of the Bridge Load Rating Report identify which of the Iowa DOT Office of Bridges and Structures Bridge Standard was used.

The Federal Government instituted a policy to use only metric units for all measurement. Therefore, FHWA requires all National Bridge Inventory data to be in metric units. The Iowa DOT has chosen to use English units instead of metric. [SIIMS](#) was developed using English units for all measurements; including, but not exclusive to, vertical and horizontal clearances, deck widths, bridge length, and Inventory and Operating ratings. These English values will be converted to metric units by [SIIMS](#) for the annual National Bridge Inventory submittal.

The Inventory, Operating, and Posting ratings are typically governed by superstructure elements; and in some cases, deck elements. Further analysis may be necessary to determine the capacity if significant changes in condition or applied dead load are noted based on the current conditions. Substructures should be reviewed for deterioration and rated, if necessary. Section loss should be reviewed and losses considered in adjustments to the original ratings.

Load Factor Rating (LFR) Requirements

Bridges are to be load rated in accordance with the [FHWA Policy Memorandum on Bridge Load Ratings for the National Bridge Inventory, dated November 5, 1993](#), for all bridges constructed, replaced, or rehabilitated since January 1, 1994. Bridges in this category shall be rated by load factor methods.

These ratings are required for the HS ratings Items 64, Operating Rating, and Item 66, Inventory Rating, on the SI&A. The bridge owner may elect to use Load Factor Rating (LFR), Allowable Stress Rating (ASR), or Load Resistance Factor Rating (LRFR) to establish load limits for purposes of load posting.

Bridges built or rehabilitated since January 1, 1994, falling into the following categories shall be rated by load factor methods:

1. Bridges constructed or replaced with the following materials:
 - a. Steel produced in 1936 (33 ksi or better) or after.
 - b. Prestressed concrete.
 - c. Reinforced concrete.
2. Bridges that undergo major rehabilitation or repairs.
3. Bridges designed with the Load Resistance Factor Design (LRFD) method prior to October 1, 2010, shall be rated with LRFR or LFR method. Bridges designed after October 1, 2010, shall be rated LRFR.

The following material types do not require LFR analysis and may be analyzed using ASR:

1. Masonry including stone, concrete block, or clay brick.
2. Bridges constructed with timber and designed prior to October 1, 2010.
3. Rolled steel produced prior to 1936 (30 ksi or less).

Bridge Load Rating Report

A Bridge Load Rating Report has been developed in [SIIMS](#) for each bridge to help identify the critical elements for the capacity rating of the structure and for certification of the ratings by a Professional Engineer, licensed in the State of Iowa.

1. All rating calculations shall be certified by a Professional Engineer, licensed in the State of Iowa, and summarized on the Bridge Load Rating Report in [SIIMS](#).
2. The Bridge Load Rating Report shall be reviewed by the Program Manager or Team Leader to ensure that it indicates the critical element, the operating and inventory ratings and the method of analysis used to determine the rating capacity of the bridge.
3. Rating calculations for standard bridges shall be reviewed using the Load Rating Evaluation Form in [SIIMS](#) by a Professional Engineer, licensed in the State of Iowa, to verify the ratings are still applicable under the current condition ratings and applied loads of the bridge, and be summarized on the Bridge Load Rating Report. For standard bridges the Controlling Element and Location fields are not required to be completed.
4. The ratings for a standard bridge found in one of the HR-239 reports can be entered in the Load Rating Report when the bridge is still in a condition that warrants this rating. When this rating is entered, a licensed engineer must place their name, date, and license number at the bottom of the Load Rating Report form. The engineer must place the following comment in the comment box at the bottom of the Load Rating Report form when using ratings from HR-239: "The engineer's name on this report is not certifying these ratings, but is only verifying they are the correct ratings from the HR-239 report published by the Iowa D.O.T. for this standard bridge.
5. If a Bridge Load Rating Report has been previously completed, existing ratings shall be reviewed with the critical elements being determined from available file information and accepted by a Professional Engineer, licensed in the State of Iowa. Recertification is not required for existing computations included in the file that are deemed reasonable based on the present condition of the structure.
6. Re-ratings needed due to reasons listed in the Load Rating Evaluation Form in [SIIMS](#) will need to be certified if the element re-rated becomes the critical element and controls the capacity of the structure.

7. Completing the Load Rating Table on the Bridge Load Rating Report is required for all bridges being rated for the first time or re-rated, even if posting is not required. Tonnage data are required in the table.
8. Bridges that are rated for both one lane and two lane traffic shall have the Load Rating Table completed for both one lane and two lane values to support the bridge posting or restriction.

Culverts

When a culvert has a fill depth greater than the length shown for Item 49, Structure Length, the live load is considered insignificant and the load capacity can be coded as 99.9 tons for Item 64, Operating Rating, and Item 66, Inventory Rating.

Posting

All bridges shall be rated for the following vehicles:

1. Type 4
2. 3S3
3. 3-3
4. Special Haul Vehicles (SHV's) are to be rated as per the Load Rating Manual Section 1.4.4 (hyperlink)

All bridges with continuous spans or simple span lengths of 100 feet or greater should also be rated for:

1. 3S3B
2. 4S3

Diagrams of the Iowa Legal Trucks are in [Attachment E](#) to this IM.

Posting signs should limit all vehicles as efficiently as possible. Posting for a single gross weight limit, maximum axle weight limit, or both are the most enforceable means of restricting vehicles. Any method described in the Manual for Uniform Traffic Control Devices (MUTCD) is appropriate. Using the signs in the MUTCD with pictorial images of vehicles is allowed as long as it is clearly understood that the number of axles shown on any one vehicle could be literally interpreted if/when a violation is taken to court.

Bridges that have adequate capacity of legal vehicles up to 40 tons, but do not have adequate capacity for legal vehicles over 40 tons should be posted for a maximum gross limit of 40 tons regardless of the allowable limit calculated. This eliminates confusion about any permit vehicles that are within the 40 to 48 ton range.

Bridges do not need to be posted for loads that are annual permit loads. Bridges that commonly carry vehicles that fall under the annual permit types should be documented in [SIIMS](#) so when a permit request is made these bridges can be included on the permit as embargoed for that vehicle.

Item 70, Posting, should be calculated using the most restrictive legal truck. The most restrictive truck will be the one with the lowest Rating Factor (RF). $1.0 - RF = \% \text{ below legal load}$. Use this % to determine which coding, between 0 and 5, should be entered into Item 70, Posting. When Item 70, Posting, is equal to 4 or less, posting the bridge for the appropriate restriction is required. Item 41, Posting Status, shall be coded for the required restriction. The rating method for Item 70, Posting, does not have to be the same method used for Item 64, Operating Ratings, and Item 66, Inventory Rating. If a bridge is re-rated for Item 64, Operating Rating, and Item 66, Inventory Rating using the LFR or LRFR methods, the posting limits do not have to be re-calculated by these methods.

Bridge structures that have Item 41 coded (P) for Posted prior to an inspection, should remain coded (P) following the inspection, even if the posting limit changes. When a bridge requires posting for the first time, Item 41 can be coded (B) until the bridge posting is installed. Once posting signs are installed, Item 41 shall be changed to (P). Item 41 can be coded (B) for a maximum of six months.

Advanced Posting

Bridges shall have advance load postings at the last available location to avoid crossing an embargoed structure by using an alternative route or turning around. The signs shall be readily visible and installed in accordance with the MUTCD.

When bridges are clearly visible and signs legible from the advance intersection, both advanced warning signs and signing at the bridge site are not required. The signing located at the bridge site will be sufficient to warn oncoming traffic.

Advance warning signs that restrict the bridge to one lane or limits the number of vehicles on the structure at one time shall also be located far enough in advance of the structure to allow the traffic to slow down prior to crossing the bridge along with oncoming traffic.

Overload or Superload Permitting

The bridge owner shall review requests for overload crossings of their bridges to minimize damage, ensure public safety, and protect the integrity of the local infrastructure.

1. The bridge load carrying capacity shall be reviewed and computations completed as required to determine if the specific overload will cause overstress to the structure.
2. Permit requests and approvals shall be kept on record for documentation. Special requirements such as reduction of speed, centering on the roadway, elimination of braking, and other restrictions should be noted on the permit.
3. The bridge owner has the right to be compensated for costs associated with the review for the overload permit by the individual/company requesting the permit as per [Iowa Code 321E.14](#), Fees for Permits. [761 Iowa Administrative Code \(IAC\) 511.5\(8\)](#), Fair and Reasonable Costs, states that the permit-issuing authority may charge any permit applicant a fair and reasonable cost for measures necessary to avoid damage to public property including structures and bridges.
4. Any request can be denied if it is determined the overload will be detrimental to the public facility.
5. Bridges may be evaluated for Routine Permit Trucks (see [Attachment F](#) to this IM). If the bridge does not have the capacity to carry one or more of these trucks, when center-lined at 5 mph, the inadequacy can be recorded on the Load Rating Bridge Report form in [SIIMS](#).

Records ([23 CFR 650.313](#), d)

Bridge owners are required to maintain a complete, accurate, and current record of each bridge under their jurisdiction, either electronically or hard copy, as per the American Association of State Highway and Transportation Officials Manual for Bridge Evaluation (AASHTO Manual). The components of a complete bridge record are listed in the AASHTO Manual. Many of the items listed will be included in [SIIMS](#) for each bridge. Bridge owners are encouraged to include electronic copies of these items in [SIIMS](#) as soon as possible.

Uploading Bridge Records

Bridge records that are NOT associated with a specific bridge inspection, such as scour analysis, unknown foundation analysis, channel cross sections, etc., should be uploaded into SIIMS utilizing the FILES Tab. Uploading these general documents in conjunction with an inspection will conceal the documentation in that specific record, making it difficult to locate the documents for future reference.

The following list of items shall not to be considered in lieu of the requirements in the AASHTO Manual. All of the items in the AASHTO Manual will not be available for every bridge structure; therefore, the items listed below should be included in each Bridge File as a minimum. However, any and all items addressed in the AASHTO Manual should be included in the bridge file when available.

Bridge Plans

Plans for bridges are not required to be in the file folder; however, they are required to be readily available to the bridge owner, Program Manager, or Team Leader at all times. Plans for bridges let after January 1, 2011, shall be included in [SIIMS](#). Bridge owners are encouraged to scan relevant plan sheets for bridges let prior to January 1, 2011, and include them in [SIIMS](#).

Repair Plans

Plans for bridge repair are not required to be in the file folder; however, they are required to be readily available to the bridge owner, Program Manager, or Team Leader at all times. Plans for bridges let after January 1, 2011, shall be included in [SIIMS](#). Bridge owners are encouraged to scan relevant plan sheets for bridges let prior to January 1, 2011, and include them in [SIIMS](#).

Photographs

A road view and a side view of the bridge structure are the minimum requirement. Structures with Item 58, Deck; Item 59, Superstructure; Item 60, Substructure; Item 61, Channel / Channel Protection; and Item 62, Culvert, coding of 4 or less are required to have photographs of the deficiency. Structures that have had no changes from the previous inspection do not require updated photographs. All relevant photographs taken after January 1, 2012, will be required in [SIIMS](#).

Scour Evaluation Data

All scour evaluation documentation is required to be in [SIIMS](#), including the Bridge Scour Stability Worksheet, Level A Evaluation (see [Attachment A](#) to this IM); Intermediate Scour Assessment Procedures Flowchart, Level B Evaluation (see [Attachment B](#) to this IM); and/or Level C [HEC 18](#) calculations. Bridge owners or Program Managers are required to indicate the level of scour analysis completed using the check boxes on the Channel/Channel Protection tab in [SIIMS](#). POAs (see [Attachment C](#) to this IM) are required to be in [SIIMS](#) and indicated on the Channel & Channel Protection form. Scour analysis worksheets and POAs will be required in [SIIMS](#).

Channel Cross Section

A channel cross section on the upstream side of the bridge is required to be a part of the bridge record. A standard Channel Cross Section form has been incorporated into [SIIMS](#). Each bridge structure is required to have a data point at the top of bank, toe of bank, thalweg, and each substructure unit. The Channel Cross Sections are to be updated every 4 years for natural waterways and 10 years for drainage ditches controlled by a drainage district in [SIIMS](#) unless conditions at the bridge warrant more frequent monitoring. The Channel Cross Section will be required in [SIIMS](#).

Local Agency Field Data Collection Form

The MBE specifies that the Bridge File should reflect the information in the current bridge inspection report and that each Bridge File should include a chronological record of all inspections performed. Therefore, the field notes are required to be included in the Bridge File. The Field Data Collection form in [SIIMS](#) was developed for the purpose of documenting field notes and shall be completed in [SIIMS](#).

The two types of bridge inspections, In-Depth and Routine, are determined based on the condition and type of structure being inspected. In-Depth Inspections are recommended for structures that contain elements in less than satisfactory condition or structures that require arms length inspection of elements. In-Depth Inspections are required to have all the appropriate sub elements addressed with comments to support the condition rating of the primary element. It is recommended that all appropriate sub elements are addressed during Routine Inspections to adequately track the deterioration rate of each primary element.

An In-Depth Inspection is recommended for structures meeting the following criteria:

1. All fracture critical bridges.
2. Fatigue vulnerable bridges.
3. Structurally Deficient bridges.

4. Bridges with two or more condition ratings equal to 5 (Item 58, Deck; Item 59, Superstructure; Item 60, or Substructure).
5. Culverts with a condition rating equal to 5.

Item 58, Deck; Item 59, Superstructure; Item 60, Substructure; or Item 62, Culvert; ratings of 5 and below affect the Sufficiency Rating, which indicates that deterioration is beginning to become more apparent; therefore, the bridge is closer to becoming Structurally Deficient.

Structure Inventory and Appraisal Forms (SI&A)

The SI&A forms will be completed and stored in [SIIMS](#).

Load Rating Calculations

The Bridge File is required to include a complete record of the calculations of the bridges load carrying capacity. A standard Bridge Load Rating Report has been incorporated into [SIIMS](#) and is required to be completed for each bridge structure. The load rating calculations or Bridge Load Rating Report is required to be signed by a Professional Engineer, licensed in the State of Iowa, for all non-standard bridge load ratings. Electronic signatures for the forms in [SIIMS](#) are not required, but a signed copy of the load rating calculations is required to be in the Bridge File. Bridge owners are encouraged to have an electronic scanned copy of the signed Bridge Load Rating form included in [SIIMS](#).

Bridge structures that rate 2.7 Metric Tons or less for Item 64 Operating Rating shall be closed or; if the bridge can carry Legal Iowa truck loads of 3 tons, Item 64 should be re-evaluated to determine if a value above 2.7 Metric Tons should be entered in order to keep the bridge open.

FHWA requires all bridge structures be rated for its safe load carrying capacity as per 23 CFR 650.313(c). Therefore, the Iowa DOT is reviewing all bridge structures that have Item 63 or Item 65, Rating Method, coded as 5. A percentage of the structures Item 63 or Item 65, Rating Method, coded as 5 are culverts, for which there are no standardized method for rating.

Recognizing this, the Iowa DOT submitted a request to FHWA to provide the state with guidance in regards to acceptable method of rating culverts. In the interim, the Iowa DOT developed a Plan of Corrective Action (PCA) that utilizes a three phase process in completing the load ratings for culverts as follows:

1. Culverts that have Item 62, Culverts, with a condition rating of 4 or less, were required to be rated by January 1, 2013.
2. Culverts that have Item 62, Culverts, with a condition rating of 5 will be load rated by January 1, 2016.
3. Culverts that have Item 62, Culverts, with a condition rating >5 will be load rated by January 1, 2017.

Load Rating Evaluation Form

The Load Rating Evaluation Form, in SIIMS, is required to be completed for each in-depth or routine inspection. The Program Manager or Team Leader completing this form in SIIMS is not confirming that the load rating calculations are correct, only that the condition of the bridge has or has not changed. If any of the items on the form indicate that the condition of the bridge has changed since the most recent load rating calculations, then re-rating the structure for load carrying capacity is required.

When the Load Rating Evaluation Form requires the load ratings to be re-evaluated and the ratings do not change upon re-evaluation, the load rater must change the answer to the question "Does this bridge need to be re-rated" on the Load Rating Evaluation Form to "No" and insert their name and the date at the top of the Load Rating Evaluation Form. This will document that the load ratings have been reviewed and are still appropriate for the current conditions.

Critical Findings

A standard Critical Finding report form has been incorporated into [SIIMS](#). The completed report is to be filed in [SIIMS](#).

Critical Features

FC and scour critical elements are addressed in [SIIMS](#).

Special Inspection Equipment

The list of specialized equipment and any additional requirements to complete the bridge inspection is included in [SIIMS](#).

Master Lists ([23 CFR 650.313, e](#))

A master list shall be kept which identifies an agency's FC bridges, the bridges requiring underwater inspection, scour critical bridges, unknown foundations, and bridges that are load posted. Additionally, it is recommended that a map be prepared showing each of these bridges for easy reference.

The master list can be generated by selecting the Manager side of [SIIMS](#) and running the report for FC bridges, underwater inspections, scour critical bridges, unknown foundations, and bridges that are load posted.

Fracture Critical (FC) Bridges

The following information shall be kept as part of the inspection records for each FC bridge as required by the NBIS.

1. A sketch of the bridge showing the location of all FCMs.
2. The inspection frequency and procedures that are necessary to inspect each FCM within arm's reach. The procedure may include equipment required (i.e. climbing equipment, ladder, snooper truck) or access methods (i.e. ground access, walk on lower chord) used to inspect the member.

The Fracture Critical Member Locations and Conditions for Trusses or for Thru/Two Girders forms (see [Attachment K](#) or [L](#) to this IM) shall be utilized to provide information described in items 1 and 2 above to comply with the NBIS. Bridge owners may elect to produce their own form in lieu of completing the Fracture Critical Member Locations and Conditions form; however, this will require review and approval by FHWA. The Iowa DOT has developed a Sample Fracture Critical Member Location and Conditions form as shown in [Attachment M](#).

Utilize the drop down menu on the Supplementary Inspection Information page stating whether or not the bridge is fracture critical. Check the box by "Fracture Critical Member Sketch" after it has been uploaded into SIIMS.

Underwater Inspections

The following information shall be kept as part of the inspection records for each bridge requiring underwater inspection.

1. The location of all elements requiring an underwater inspection.
2. The inspection frequency and procedures necessary to inspect each element. The procedure may include equipment required or access methods used to inspect the member.

Scour Critical Bridges

The following information shall be kept as part of the inspection records for each bridge determined to be scour critical or with unknown foundations. Item 113, Scour Critical, shall be coded as 2 or 3.

1. POA

The POA includes a specific plan for monitoring, inspecting, or closure of scour critical bridges during and after a significant flood event. The level of flooding that triggers the POA is determined and listed within the POA document. A Team Leader or a Professional Engineer, licensed in the State of Iowa, shall inspect a bridge before it may be reopened. (See [Attachment C](#) to this IM for an example)

2. Scour Analysis Procedures

The analysis used to determine the Item 113, Scour Critical, coding shall be included in the inspection file for each bridge as applicable. This may include a Level A, B, or C scour evaluation (see [Attachment A](#) and [Attachment B](#) to this IM).

If a bridge has been designed for scour, a computed scour depth notation shall be shown on the plans or included in the inspection file.

3. Scour Inspection Frequency

All bridges should be monitored for changes that may affect the scour rating at the routine inspection interval.

Review Level A Bridge Scour Stability Worksheets (see [Attachment A](#) to this IM) and upstream channel cross section to determine scour rating.

When Item 113, Scour, is coded 2 or less, Item 60, Substructure, shall be coded 2 or less as per HEC-18, Section 10.3.2 Bridge Inspection, FHWA Recording and Coding Guide.

New and reconstructed bridges shall be designed to resist scour in accordance with HEC 18, as required by AASHTO Bridge Design Specifications and [FHWA Technical Advisory, Evaluating Bridges for Scour, dated October 28, 1991](#).

Unknown Foundations

The following information shall be kept as part of the inspection records for each bridge with unknown foundations.

1. A POA for monitoring bridges with unknown foundations should be developed and implemented to reduce the risk to users from a bridge failure during and immediately after a flood event (see [HEC 23](#)). Also, the use of risk assessment, standard design practices, and engineering judgment can be used to reduce the risk of scour induced failures.
2. Use [Attachment H](#) and [Attachment I](#) to this IM to evaluate the bridge according to the following procedures:
 - a. Use the Unknown Foundations Flowchart - Level A Evaluation (see [Attachment H](#) to this IM) to determine if the foundation type and depth can be determined. If not, then go to step b below.
 - b. Complete the Unknown Foundation Risk Assessment Worksheet - Level A Evaluation (see [Attachment H](#) to this IM) utilizing the USGS Hydrologic Region (see [Attachment G](#) to this IM) information provided and the SI&A form. Determine the risk category based on the point totals and go to step c below.
 - c. Structures determined to have "Moderate" or "High" risk unknown foundations based on the Risk Assessment Worksheet - Level A Evaluation ([Attachment H](#) to this I.M.) may utilize the Unknown Foundations Assessment Flowchart - Level B Evaluation ([Attachment I](#) to this I.M.) to determine if the category of risk can be reduced.

- d. Refer to [Attachment H](#) to this IM for guidance on developing the appropriate POA.
- e. Check the appropriate boxes on the Channel/Channel Protection form in SIIMS that indicated the level of evaluation that was completed and the risk level of the POA that was developed and implemented.

The risk-based POAs developed for the unknown foundations are required to be in [SIIMS](#).

Bridge owners are cautioned that simply developing a POA for each bridge with an unknown foundation without first making every effort to determine the foundation (by discovery or inference) may not be advisable. The personnel required to implement POA's for a large number of bridges during a widespread rainfall event may overwhelm staff.

Load Posting

Maintain a list of posted bridges with weight limits for each bridge. Additionally it is recommended that a map be prepared showing the locations of these bridges.

Quality Control (QC) and Quality Assurance (QA) ([23 CFR 650.313, g](#))

Quality Control (QC) Program

It is the Program Manager's responsibility to ensure the following:

1. The "Monthly Notifications" are reviewed to identify any bridges that have not been inspected within the specified frequency or are not in compliance with load posting requirements.
2. [SIIMS](#) is used to document each inspection, including but not limited to the following:
 - a. Local Agency Field Data Collection Forms in [SIIMS](#) are completed.
 - b. The Supplemental Inspection Information tab is completed in [SIIMS](#) for each bridge.
3. Master lists are maintained as required in the Inspection Procedures-Master List section of this IM.
4. Team Leaders maintain the education/experience/training requirements contained in the Qualifications of Personnel section of this IM.
5. The individual charged with the overall responsibility for load rating bridges is a Professional Engineer, licensed in the State of Iowa.

Quality Assurance (QA) Program

Bridge Record Reviews

A review of the bridge records for LPA's to determine if they contain the minimum items listed in Inspection Procedures – Records section of this IM, will be conducted by the Office of Bridges and Structures utilizing [SIIMS](#) on an annual basis for randomly selected LPAs. Additional reviews of the bridge records will be conducted during on site reviews in conjunction with the DOT's annual oversight of the LPAs.

Team Leader Reviews

It is the Program Manager's responsibility to ensure the following:

1. Team Leader Reviews are conducted every 4 years, beginning January 1, 2012.
 - a. Independent party review by a Professional Engineer qualified as a Team Leader.
 - b. Field review of inspection data for 10 bridges inspected during the past 12 months. The bridges selected shall include, but not limited to, predominant bridge types inspected and bridges with lower sufficiency ratings. The bridges selected shall include some bridges with Item 58, Deck; Item 59, Superstructure; Item 60, Substructure; Item 62, Culvert; or Item 70, Posting; rated 4 or less (if available for the bridges inspected by the Team Leader).

- c. Reviewer accompanies the Team Leader during the inspection of 2 of the 10 selected bridges.
- d. Quality Assurance Field Review Worksheet ([Attachment J](#) of this IM) completed for each bridge inspected.
- e. Verification of the validity of information provided by an individual to obtain approval to utilize [SIIMS](#) as a Team Leader.
- f. Documentation that the Team Leader has completed the Bridge Inspector Refresher Training Course and, if needed, Fracture Critical Inspection Techniques for Steel Bridges Training Course.

The findings of the Team Leader Reviews shall be attached to an e-mail to eric.souhrada@dot.iowa.gov. The report shall be stamped and signed by the reviewer. If there are negative findings regarding the Team Leader, the report shall include corrective recommendations, or actions taken, to resolve those findings.

2. Disqualification and re-instatement of Team Leaders

The Program Manager shall disqualify a Team Leader if they have provided invalid information to obtain approval to utilize [SIIMS](#) as a Team Leader or have not completed the required training required by the Qualification of Personnel section of this IM. The disqualification shall be as follows:

- a. Invalid information willfully provided to obtain approval to utilize [SIIMS](#) as a Team Leader: Permanent disqualification as a Team Leader.
- b. Non Compliance with the Qualification of Personnel section of this IM: Disqualification as a Team Leader until they meet the requirements of Qualification of Personnel section of this IM.

Load Rating Engineer Reviews

Load Rating Engineer reviews will be conducted by the Office of Bridges and Structures utilizing [SIIMS](#) in conjunction with on-site field reviews as part of the Iowa DOT's annual oversight of the LPA's program.

Critical Findings ([23 CFR 650.313](#), h)

Purpose

The purpose of the Critical Finding Bridge Report in [SIIMS](#) is to ensure that serious bridge damages or defects are reported, the necessary notifications are made to the bridge owner by the Program Manager or Team Leader, and that proper and timely action is taken to ensure the safety of the traveling public. This process alerts the bridge owner so damage or deterioration can be repaired in a proper and timely manner and that the damage and repairs are documented.

FHWA will query the Critical Finding Reports in [SIIMS](#) every quarter; therefore, it is imperative that the LPA's complete the Critical Finding Report in [SIIMS](#) as per this I.M.

Criteria

Conditions that require the filing of a critical finding report shall include, but are not limited to one of the following:

1. a partial or complete bridge collapse,
2. structural or other defects posing a definite and immediate public safety hazard,
3. a condition rating of 2 or less for any of the following bridge items:
 - a. Item 58, Deck,
 - b. Item 59, Superstructure,
 - c. Item 60, Substructure,

- d. Item 61, Channel/Channel Protection,
- e. Item 62, Culverts, or
- f. Item 113, Scour Critical.

In cases where it is determined that the bridge could be used safely at a lower posted load limit, the bridge may remain open if it is immediately posted at the reduced limit.

Procedure for County/City Bridges

1. The individual discovering the critical finding shall:
 - a. Immediately report the finding to the responsible local official, who may notify law enforcement or maintenance personnel to close the bridge.
 - b. Complete Part I of the critical finding report within 48 hours of the finding.
2. The responsible local official shall
 - a. Take action to ensure the safety of the traveling public.
 - b. Complete Part II of the critical finding report within 5 days of the finding.
3. Before a closed bridge may be reopened to traffic, a Professional Engineer, licensed in State of Iowa, shall approve any structural repairs, the bridge shall be load rated, and the bridge shall be inspected by a Team Leader.

INVENTORY ([23 CFR 650.315](#))

Iowa DOT maintains an inventory of all bridges subject to NBIS. This inventory is available for viewing and updating by local agencies in [SIIMS](#). All local agencies shall enter their inventory data updates into the database using this access system. User names and passwords are available by request from the [State of Iowa Enterprise A & A System](#). Access to [SIIMS](#) will be approved and granted by the Iowa DOT Office of Bridges and Structures, Bridge Maintenance and Inspection (BM&I) Unit.

New Bridge Data

Within 30 days of receiving the new FHWA number for a new bridge or bridge replacement, all of the required NBI data must be populated in SIIMS. If the bridge has not been built or is not open to traffic, Item 41, Posting Status, must be coded as G.

Modifications to a Bridge or Change in Load Restriction

Modification to a bridge that alters the geometry or changes to a bridge load restriction must be updated in the NBI within 180 days of the change.

For all types of bridge inspections, the inspection dates and condition codes shall be entered into [SIIMS](#) within the required month of the field inspection.

Final approval of inspection reports, including load ratings if necessary, shall be completed in [SIIMS](#) within 90 days of the field inspection.