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**Date:** December 18, 2013  
**To:** DTSD Regional Structure Maintenance  
**From:** Richard Marz, P.E.  
Chief Structure Maintenance Engineer  
**Subject:** Policy Memo – Requirements and Procedures for Bridge owners

This Memorandum includes requirements and procedures for bridge owners on the Local Program to assist them in complying with the National Bridge Inspection Standards (NBIS).

Compliance with the 23 Metrics set forth in the oversight of the National Bridge Inspection Program (NBIP) is mandatory. The NBIS allows the State of Wisconsin to delegate functions of the NBIS to Region, County, and Local Program Managers. Non-compliance by any delegated Program Manager warrants a non-compliance determination for the entire Wisconsin Department of Transportation's Bridge Inspection Program. As a result of the FHWA's annual assessment of the NBIP, several areas require immediate attention within the Local Program. Those areas are discussed below:

**Quality of Inspections.** WisDOT Policy: Deficiencies and supporting documentation (measurements, photographs, sketches) need to be adequately recorded and included in the bridge inspection report, notably in cases where the NBI condition ratings are "5" or less. During the 2012 and 2013 FHWA field reviews, instances of inadequate documentation were noted.

**Fracture Critical Members.** All inspectors are required to have proper access to fracture critical members so a detailed inspection can be performed within arms-length. The WisDOT will host NHI Course 130078 Fracture Critical Inspection Techniques for Steel Bridges in April of 2014. This course will be required for inspectors who perform fracture critical bridge inspections. (Notification will be sent with more detail in early 2014)

**Inspection Frequencies for Routine, Underwater Dive, Fracture Critical Members:** The **Scheduling Report** is run on the 1<sup>st</sup> of every month. State and local bridge inspection PM's are required to use these monthly reports to review and manage their bridge inspection schedules so that inspections are completed within the required frequency. Region inspection PM's are to review and follow-up w/Local bridge owners on any potential delinquency to ensure inspection completion. In cases where there are known legitimate reasons for non-compliance, the local inspection PM should forward written documentation to the region inspection PM, which in turn, would be forwarded to BOS staff.

The **Compliance Report** is run on the 15<sup>th</sup> and 28<sup>th</sup> of each month. Bridge inspection PMs and County Commissioners are required to review preliminary data from the report on the 15<sup>th</sup> and address non-compliance **BEFORE** the 28<sup>th</sup>, when the final performance report is generated. Just as was done with the scheduling reports, region inspection PMs are to review and follow-up w/Local bridge owners on any potential delinquency to ensure inspection completion. In cases where there are known legitimate reasons for non-compliance, the local inspection PM should forward written documentation to the region inspection PM, which in turn, would be forwarded to BOS staff.

**Underwater Dive Inspections.** WisDOT Policy: Streambed profiles need to be performed on all structures over water. Identifying and documenting bridge-specific risk factors and inspection procedures for underwater inspections will be outlined in the Structure Inspection Manual update for underwater dive inspections requirements.

**Quality Control:** In the coming months, we will be improving our Quality Control and Quality Assurance Programs. More detailed information will be sent in the near future.

In the case of a non-compliance determination, newly established Federal highway legislation (MAP-21) requires that funds apportioned to the State be dedicated to correct the non-compliance issue with the minimum requirements of the (NBIS).

Open and honest communication is encouraged between and throughout all levels of the inspection process.

Your continued dedication and cooperation is appreciated.