



IN REPLY REFER TO
FILE NO.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

April 11, 2022

REFERRED TO

- _____ REFERRED FOR ACTION
- _____ ANSWER FOR MY SIGNATURE
- _____ FOR FILE
- _____ FOR YOUR INFORMATION
- _____ FOR SIGNATURE
- _____ RETURN TO ME
- _____ PLEASE SEE ME
- _____ PLEASE TELEPHONE ME
- _____ FOR APPROVAL
- _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

MEMORANDUM

TO: ASSISTANT DISTRICT ADMINISTRATOR - OPERATIONS

FROM: NICK FAGERBURG, P.E. *NF*
STRUCTURES & FACILITIES ENGINEER ADMINISTRATOR

RE: NEW INSPECTION APPROVAL TIMELINES

The purpose of this memorandum is to serve as notification of the new guidelines for the appropriate timeline for On and Off-system inspection report submittal and approvals.

Notable changes to the AssetWise inspection process effective May 1, 2022:

1. Each district was recently provided new tablets with data plans. These tablets must be used for bridge inspection data collection in the field when feasible. (We understand there are instances with complex bridges and multiple teams where tablets may not be feasible, but the vast majority of structures should be inspected using the tablet.)
2. Inspection reports must be created in AssetWise within 7 days of inspection.
3. Reports must be sent for preliminary approval (including Team Leader approval, if necessary) within 30 days of inspection.
4. Reports must be sent for final approval within 60 days of inspection.
5. Final approval is required for both On and Off-System bridges within 90 days of inspection.

Should you have any questions, please contact Stephanie Doolittle at (225) 379-1329.

NAF: SSD

Cc: Mr. David Miller
Mr. Vince Latino