



IN REPLY REFER TO  
FILE NO.

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**June 5, 2024**

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

**MEMORANDUM**

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

**TO: ASSISTANT DISTRICT ADMINISTRATOR - OPERATIONS**

**FROM: HAYLYE BROWN, P.E.** <sup>DS</sup> *HB*  
**STRUCTURES & FACILITIES ENGINEER ADMINISTRATOR**

**RE: NEW INSPECTION APPROVAL TIMELINES (REVISED FOR SNBI)**

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

The 23 CFR 650.315: Inventory (link: <https://www.ecfr.gov/current/title-23/chapter-1/subchapter-G/part-650/subpart-C/section-650.315>) requires the following:

Each State transportation department, must prepare and maintain an inventory of all bridges. Inventory data, must be collected, updated, retained and submitted to FHWA on an annual basis or whenever requested. For temporary bridges open to traffic greater than 24 months, inventory data must be collected and submitted per this section. Inventory data must include element level bridge inspection data in accordance with the MBE. Specifications for collecting and reporting this data are contained in the SNBI.

- (b) For all inspection types, enter changes to the inventory data within 3 months after the month when the field portion of the inspection is completed.
- (c) For modifications to existing bridges that alter previously recorded inventory data and for newly constructed bridges, enter the inventory data within 3 months after the month of opening to traffic.
- (d) For changes in load restriction or closure status, enter the revised inventory data within 3 months after the month the change in load restriction or closure status of the bridge is implemented.

Notable changes to the inspection approval process effective June 6, 2024:

The changes below apply to all inspection types including inventory updates:

- Initial inspections or Special inspections to document maintenance, repairs, and bridge rehabilitation which must be conducted within 3 months of opening to traffic
- All inspection report types must receive final approval within 90 days.

Previous changes effective May 1, 2022 (Updated to InspectX):

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 InspectX 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.

HGB: SSD

Cc: Mr. Kevin Reed  
Mr. Todd Donmyer  
Mr. Chad Roubique