This appendix describes how a New BIN is assigned to a bridge. The following form can be emailed or snail mailed to the BDSU.

**BIN REQUEST:** ___________  Date Assigned: ________

**TO:** Bridge Data Service Unit, 7-216

**FROM:**

**SUBJECT:** REQUEST FOR BIN (Bridge Identification Number)

**SKETCH ATTACHED:** NO ___ YES: ___

**DATE:**

**CC:**

This form is used for assigning BINs. This form can be e-mailed to ekearnan@dot.state.ny.us with a cc: to nluluf@dot.state.ny.us if a sketch is not required; eg, all answers to question 9 are "NO." If a sketch is required; either FAX to (518) 457-6945 or send by courier to the above address. A BIN will be assigned and the requestor will be notified in the same fashion the request was made. Use the NYS Bridge Inventory Manual for explanations and definitions of terms.

1. Reason for requesting an BIN: ____________________________________________________________

2. Region: ___  County Name: _________________________  Political Unit: _______________________

3. Name of Highway or Feature Carried: _______________________________________________________

4. Name of Highway or Feature Crossed: _______________________________________________________

5. Does the bridge cross the NYS CANAL SYSTEM? NO ___ YES ___ (If YES go to 9)

6. Is the bridge on an INDIAN RESERVATION? NO ___ YES ___ (If YES go to 9)

7. Is the bridge owner a RAILROAD? NO ___ YES ___ (If YES go to 9)

8. Is the bridge owner: STATE? NO ___ YES ___ or
   LOCAL, CITY, VILLAGE, TOWN or PRIVATE? NO ___ YES ___ or
   COUNTY? NO ___ YES ___ or
   PARKWAY, AUTHORITY or COMMISSION? NO ___ YES ___

9. Is this bridge in a: PARALLEL CONFIGURATION? NO ___ YES ___ or
   BI-LEVEL STRUCTURE? NO ___ YES ___ or
   RAMP? NO ___ YES ___

If YES was picked for any part of question 9, then attach a 200 scale plan drawing with north arrow showing the bridge circled and any other bridges labeled by BIN or as proposed. All requests for the other BIN’s in parallel, ramp, or bi-level configurations must be attached as part of this request, since they must be processed as a unit. For a bi-level structure attach a 200 scale elevation drawing. The drawings must be cut to 8 ½” by 11”.

10. Is this bridge a REPLACEMENT STRUCTURE? NO ___ YES ___ or
   Does this structure already have a BIN? NO ___ YES ___
If so enter BIN(s): ________________________________

Requestor: ________________________  ________________________  ________________________

(name)         (signature)             (date)
BRIDGE IDENTIFICATION NUMBER ASSIGNMENT PROCEDURE

The BIN is assigned using the following process.

Overview

<table>
<thead>
<tr>
<th>DIGIT 1</th>
<th>DIGITS 2 - 6</th>
<th>DIGIT 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 State</td>
<td>SEQUENTIAL NUMBERS USING FIRST DIGIT</td>
<td>0 2 way</td>
</tr>
<tr>
<td>2 Local</td>
<td></td>
<td>1 - 2 1 way Parallel configuration</td>
</tr>
<tr>
<td>3 County</td>
<td></td>
<td>3 - 6 Stacked</td>
</tr>
<tr>
<td>4 Canal</td>
<td></td>
<td>7 Bi-level, lower level</td>
</tr>
<tr>
<td>5 Authority/Commission</td>
<td></td>
<td>8 Bi-level, upper level</td>
</tr>
<tr>
<td>6 Indian Reservation</td>
<td></td>
<td>9 Reserved, no longer used</td>
</tr>
<tr>
<td>7 Railroad</td>
<td></td>
<td>A - Z Ramps</td>
</tr>
</tbody>
</table>

1. Description of BIN
The Bridge Identification Number (BIN) is a unique seven character identifier with the first six characters being numeric and the seventh character being either numeric or alpha. BINs are initially assigned based on the logic presented in this section. Over time the conditions used to assign a BIN may change, but the original BIN is retained, therefore, one can not assume that the meaning of a BIN is retained.

BINs are assigned by the Bridge Data Systems Unit of the Structures Division.

2. When a new BIN is assigned vs an existing BIN retained:
A new 7 character BIN is assigned for:
a. A new bridge on new alignment WHICH DOES NOT replace an existing bridge (except as noted in d.)
b. A new bridge on close alignment to an existing bridge which is remaining in place.
c. Construction or reconstruction of a multiple pipe culvert that originally did not qualify as a bridge, but now does.
d. A new bridge which is in the same location as one which was removed and deleted from the Bridge Inventory some years before. For example, if a bridge was on the Bridge Inventory at one time and then the bridge was removed and deleted from the inventory and then a new bridge was built some years later, the new bridge would be assigned a new BIN.

The first 6 characters of a BIN are retained, but new last character assigned:
a. A bridge that replaces two bridges in a PARALLEL configuration with a single bridge will be assigned a new BIN using the same first 6 digits. In this situation, record the change of the last digit of the BIN from a 1 or 2 to a 0 in the Work History comment field of the old BINs.
b. A second bridge built next to an existing bridge in a PARALLEL configuration. Both bridges will share the first 6 digits of the existing BIN and the last digit of each BIN will change to reflect the parallel configuration. Record the change of the last digit of the BIN from 0 to 1 or 2 in the Work History comment field of the existing BIN.

The existing BIN will be retained for:
a. A new bridge on existing or close alignment with an existing bridge which is replacing the existing bridge.
b. An existing bridge which is being improved.

3. BIN Assignment

Digit 1 - Owner
1. State: any bridge owned/constructed by a NYS agency including NYSDoT, Parks and Recreation, DEC, etc.
2. Local: any bridge owned/constructed by a Town, City or Village
3. County: any bridge owned/constructed by a County
4. Canal: Any bridge which crosses the NYS Barge Canal.
5. **Authority/Commission**: any bridge owned/constructed by an authority or commission

6. **Indian Reservation**: any bridge constructed within the jurisdiction of an Indian Reservation. Here the RC01 Municipality Code must be coded as one of the Indian Reservations.

7. **Railroad**: any bridge which is owned/constructed by one of the 45 railroads operating in the state

   The priority for assigning the first digit is prioritized as follows:
   - Canal
   - Indian Reservation
   - Railroad
   - State
   - Local
   - County

**Digits 2 - 6**

Sequentially assigned based on Digit 1

**Digit 7**

- 0 - a single bridge serving two way traffic

1-6 **Parallel bridges** are bridges which generally carry the same type of service passing over a common type of service and have a positive opening between the superstructures. A designed joint, whether open or filled does not constitute parallel structures. Divided highways which have discontinuous culverts in line carrying the same flow of water, are considered to be in parallel configuration and are to be inventoried accordingly.

   The first six characters of the BIN for parallel bridges are the same 6 numbers. The last character of the BIN is coded “1” to “6” with Bridge number 1 being the bridge farthest to the left when looking in the direction of orientation. The Direction of Orientation is described under RC01 Direction of Orientation.

3-6 **Stacked bridges** carry different service and share portions of substructure. For example, a highway crosses over a RR which crosses over a ravine and the highway bridge and the RR bridge share at least one pier.

   Stacked, multi-level bridges crossing at the same location which share the same first 6 digits, but are assigned a different last digit. The structure lowest in elevation is assigned a 3, the next lowest structure assigned a 4, etc.

7 **- Bi-level, lower level**

   Bi-Level bridges carry two levels of traffic one on top of the other; eg, “double decked.” Bi-level bridges share substructures and at least portions of the superstructure. For example, the upper and lower levels of the George Washington bridge.

   If the bridge has a bi-level configuration, each level is considered to be a separate bridge. The components of each bridge which solely serve one level are associated with that level. Components which serve both levels are split between the two levels. Portions serving solely the upper level are associated with the upper level. Portions which serve both levels are associated with the lower level; e.g., the portion of a pier supporting solely the upper level extends downward to the point where that same pier picks up the load for the lower level. At this point the rest of the pier is associated with the lower level.

   The first six characters of the BIN for each level will be the same. The last character of the BIN will be coded “7” for the lower level structure and “8” for the upper level structure.

8 **- Bi-level, upper level**

9 **- No longer used**
A - Z  **Ramps connected to a parent structure**
Ramp structures are defined as bridge spans connected to a parent bridge. Each ramp structure has the same first six characters of the BIN as the parent bridge to which it is connected. The last character of the BIN is assigned letters “A” - “Z” for each of the ramp structures. Looking in “Direction of Orientation” from the beginning of the parent structure, letter each ramp structure beginning with letter “A” and continue in a clockwise direction around the parent structure.

For parallel bridges with ramps, looking in the Direction of Orientation from the parent parallel bridge with the last digit being “1,” ramps connecting either parallel bridge will be designated beginning with the letter “A” and continuing thru the alphabet in a clockwise direction.

If the bridge is not in a parallel configuration, or not a bi-level structure, or is not a ramp structure, then the last character of the BIN is assigned a “0”.

The priority for assigning the seventh digit is prioritized as follows:
- Ramps to parent bridges
- Stacked, multi-level bridges
- Bi-level bridges
- Parallel configuration bridges
- Single bridges serving Two way traffic