C. CLOSED BRIDGE/REOPENED BRIDGE PROCEDURE

Purpose:
The closing of a bridge for more than a couple of days is important to Executive Management, as well as, to those responsible for routing oversize/overweight vehicles and issuing permits. It is equally important to report the reopening of bridges that have been closed. This procedure identifies who should be notified, what information is needed and how to submit the information.

The Closing of a bridge for any length of time raises question with the importance of the bridge and its priority for Federal and State funding. Therefore, the intent of the Owner on what will be done with the bridge; eg, repair, replace or remove, is important to identify at the time of closing or shortly thereafter.

A closed bridge will continue to be inspected until it is Abandoned or Deleted from the Bridge Inventory.

Procedure:
The Regional Bridge Inventory and Inspection Coordinator (RBIIC) will: 1. complete the Closed Bridge (or Reopened Bridge) Report as presented in this WordPerfect document and 2. submit it by email as an attachment or FAX it to the following people:

For all bridges:  Email                        FAX
Norbert Luft       nluft@dot.state.ny.us        (518) 457-6945
Steve Doppel       sdoppel@dot.state.ny.us     (518) 402-0612

Regional Personnel as you deem appropriate:
________________________ ______________
________________________ ______________
________________________

For State Bridges only, please also send the report to:
Scott Lagace       slagace@dot.state.ny.us        (518) 485-7826
Kent Destefanis    kdestefanis@dot.state.ny.us    (518) 485-7826
Permitting Group  spechaul@dot.state.ny.us       (518) 457-0367

The subject of the Email/FAX should be: "CLOSED (or REOPENED) BRIDGE REPORT: BIN xxxxxxx".

The Bridge Data Systems Unit will notify the RBIIC within 24 hours by email or FAX that the report has been received. The RBIIC will also be notified when the data has been loaded into BIIS. If you do not receive such a response or if you have questions implementing this procedure, please contact Ed Kearnan at the above addresses or call him at (518) 457-1403.
Instructions:

The following information should be reported as contained in WinBolts:

<table>
<thead>
<tr>
<th>Region</th>
<th>Feature Carried</th>
<th>Feature Intersected</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following terms are defined in the Bridge Inventory Manual:

- Posting Date
- Feature Code
- Type of Service On
- Type of Service Under
- Feature Description

The following terms are defined as follows:

- **State Bridges:** Are bridges which the Region reports as State bridges for capital program planning and reporting; i.e., any bridge for which NYSDoT has Ownership or Maintenance Responsibility.

- **Detour Route:** Provide a clear and concise description of any established detour route over which our Permits folks should direct full size vehicles. A map should be attached for difficult to describe routes. If a detour route has not yet been established, submit the report without this information to ensure timely reporting.

- **BINs on Detour Route:** Any BINs located on the established Detour Route.

- **Detour Route Limitations:** Describe any restrictions along the established Detour route which would affect routing oversize vehicles; such as load, height or width restrictions.

- **Date Closed:** The Date the bridge was closed to traffic.

- **Date RBIIC Notified:** The Date that RBIIC was notified that the bridge was closed to traffic.

- **NYSDoT Notified By:** The name of the person and the agency who notified NYSDoT of the Bridge Closing.

- **Anticipated Reopening Date:** Best guess at when bridge might be reopened to traffic.

- **Date Report Submitted:** The Date the Report was submitted to the Bridge Data Systems Unit.

- **Report Prepared By:** Name of person preparing this report.

- **Date Reopened:** The Date the bridge was reopened to traffic.

- **Remarks:** Use this area for supplemental information.

Any questions on how to complete this report should be directed to Norbert Luft at (518) 457-2417.
NYSDoT
CLOSED BRIDGE REPORT

A. GENERAL INFORMATION

BIN: ___________ Region: _________ County: ________________________________
Feature Carried: ___________________________________________________________________
Feature Intersected: __________________________________________________________________
Detour Route: _______________________________________________________________________
BINs on Detour Route: 1. ____________ 2. ____________ 3. ____________ 4. ____________
Detour Route Limitations: ___________________________________________________________________
Date Closed: ___________ Date RBIIC Notified: ___________ NYSDoT Notified By: ___________

B. TYPE CLOSURE (Reference: Bridge Inventory Manual)

( ) 1. Closed to all use during construction with traffic accommodated on site; eg, temporary bridge, use of parallel bridge, etc.
   Feature Code: "60", Posted Load: "98", Posting Date: Mo. _______ Yr. _______
( ) 2. Closed to all use resulting from structural deficiencies.
   Feature Code: "60", Posted Load: "99", Posting Date: Mo. _______ Yr. _______
( ) 3. Closed to its primary use, but is still open for another service.
   Feature Code: "61", Posted Load: "99", Posting Date: Mo. _______ Yr. _______
( ) 4. Closed to its primary use for other than structural deficiencies.
   Type Service On: ______, Feature Code: _______, Description: _______________________
   Posted Load: "00", Posting Date: Mo. ______, Yr. _______
( ) 5. Abandoned - Feature Code: "60", Posted Load: "99", Posting Date: Mo. ______ Yr. ______
   Type Service On: "0", Type Service Under: _______________________

C. STATUS OF CLOSURE

( ) 1. Temporary, awaiting repairs or rehabilitation Anticipated Reopening Date: ______
( ) 2. Temporary, awaiting replacement Anticipated Reopening Date: ______
( ) 3. Permanent, awaiting bridge removal
( ) 4. Owner contacted but, disposition unknown or undecided
( ) 5. Other (Specify) _______________________

REMARKS:

Date Report Submitted: ________________ Report Prepared By: ______________________
NYSDoT
REOPENED BRIDGE REPORT

A. GENERAL INFORMATION

BIN: __________ Region: _____ County: ___________________________

Feature Carried: __________________________________________________________________________

Feature Intersected: _________________________________________________________________________

Date Reopened: ______ Date RBIIC Notified: ______ NYSDoT Notified By: _____________

B. NEW CLASSIFICATION - (Reference: Bridge Inventory Manual)

Feature Code: _______________

Posted Load: _______________

Posting Date: Mo. ______ Yr. _______

Type Service On: ______________________

C. STATUS OF OPENING

( ) 1. Temporary, repairs made

( ) 2. Permanent repairs made (Inventory Update required)

( ) 3. Permanent, rehabilitation (Inventory Update required)

( ) 4. Permanent, replacement (Inventory Update required)

( ) 5. Other: ______________________________________________________________________________

REMARKS:

Date Report Submitted: ______________ Report Prepared By: ________________