**General Coding Instructions**

**ITEM: Region**  
FHWA 2

**PROCEDURE:**
Record the New York State Department of Transportation Region where the bridge is located. If a bridge spans between regions, record the region where the beginning abutment is located.

**CODING:**
Use the following codes to record the NYSDot Region in which the bridge is located.

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
<th>Region 4</th>
<th>Region 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Albany</td>
<td>1 - Fulton</td>
<td>1 - Cayuga</td>
<td>1 - Genesee</td>
<td>1 - Cattaraugus</td>
</tr>
<tr>
<td>2 - Essex</td>
<td>2 - Hamilton</td>
<td>2 - Cortland</td>
<td>2 - Livingston</td>
<td>2 - Chautauqua</td>
</tr>
<tr>
<td>3 - Greene</td>
<td>3 - Herkimer</td>
<td>3 - Onondaga</td>
<td>3 - Monroe</td>
<td>3 - Erie</td>
</tr>
<tr>
<td>4 - Rensselaer</td>
<td>4 - Madison</td>
<td>4 - Oswego</td>
<td>4 - Ontario</td>
<td>4 - Niagara</td>
</tr>
<tr>
<td>5 - Saratoga</td>
<td>5 – Montgomery</td>
<td>5 - Seneca</td>
<td>5 - Orleans</td>
<td></td>
</tr>
<tr>
<td>6 - Schenectady</td>
<td>6 - Oneida</td>
<td>6 - Tompkins</td>
<td>6 - Wyoming</td>
<td></td>
</tr>
<tr>
<td>7 - Warren</td>
<td></td>
<td></td>
<td>7 - Wayne</td>
<td></td>
</tr>
<tr>
<td>8 - Washington</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ITEM: County**  
FHWA 3

**PROCEDURE:**
Record the county where the bridge is located. If the bridge spans between counties, record the county where the beginning abutment is located.

**CODING:**

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
<th>Region 4</th>
<th>Region 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Albany</td>
<td>1 - Clinton</td>
<td>1 - Columbia</td>
<td>1 - Broome</td>
<td>1 - Nassau</td>
</tr>
<tr>
<td>2 - Essex</td>
<td>2 - Franklin</td>
<td>2 - Dutchess</td>
<td>2 - Chenango</td>
<td>2 - Suffolk</td>
</tr>
<tr>
<td>3 - Greene</td>
<td>3 - Jefferson</td>
<td>3 - Orange</td>
<td>3 - Delaware</td>
<td></td>
</tr>
<tr>
<td>4 - Rensselaer</td>
<td>4 - Lewis</td>
<td>4 - Putnam</td>
<td>4 - Otsego</td>
<td></td>
</tr>
<tr>
<td>5 - Tioga</td>
<td>5 - St. Lawrence</td>
<td>5 - Rockland</td>
<td>5 - Schoharie</td>
<td></td>
</tr>
<tr>
<td>6 - Yates</td>
<td></td>
<td>6 - Ulster</td>
<td>6 - Sullivan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7 - Westchester</td>
<td></td>
</tr>
</tbody>
</table>

Region N (11)  
1 - Bronx  
2 - Kings  
3 - New York  
4 - Queens  
5 - Richmond
ITEM: Bridge Identification Number
FHWA 8
PROCEDURE:
A unique seven character bridge identification number (BIN) assigned to each bridge. Record the BIN assigned to the bridge. If the bridge does not have a BIN assigned, contact the Bridge Data Services Unit (BDSU). Also, refer to the Assigning New BIN Form in Appendix “B”.

CODING:
Accepts numeric characters only, except for the last position which accepts alpha or numeric.

ITEM: Contractor Code
PROCEDURE:
This code is no longer used.

The original purpose was to facilitate the sorting of the data submitted by individual consulting firms.

CODING:
Leave this field blank.

ITEM: Record Code
PROCEDURE:
Bridge Inventory data is processed into Oracle tables as 120 character text files identified as Record Codes.

All file transactions have to identify which Record Code the changes are associated with. This code is included in WinBolts, the colored paper forms, or the Electronic Forms whichever is being used. No separate coding is required by the user.

CODING:
None

ITEM: Transaction Code
PROCEDURE:
For each edit/update, the system (BDMS) requires a transaction code which identifies the changes being made to the data. This code is generated by WinBolts, but needs to be entered by the user on the colored paper forms. The user should enter one of the following codes.

CODING:
1 - Delete
2 - Update/change data on a record using English values
3 - Create a new record using English values
5 - Used for RC68, Change Bridge Status from Project to Active(see RC68), also used with RC18 to copy the current data to project data for the specified BIN (See RC18).
6 - Used with RC65 to re-number spans in project data after a span(s) has been deleted (See RC65)
8 - Update/change data on a record using Metric values
9 - Create a new record using Metric values