

SEPTEMBER 2013

LOCAL GOVERNMENT PROCEDURES FOR COMPLIANCE WITH THE NATIONAL BRIDGE INSPECTION STANDARDS



PREPARED AND DISTRIBUTED BY
THE ARKANSAS STATE HIGHWAY
AND TRANSPORTATION DEPARTMENT

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INTRODUCTION

As a result of a catastrophic bridge collapse in December 1967 which took the lives of 46 people, the National Congress enacted legislation requiring that the Federal Highway Administration (FHWA) establish National Bridge Inspection Standards (NBIS) and a National Bridge Inventory (NBI). A copy of the current NBIS is shown in Appendix A.

Initially, inspections were to be performed only on state and federally owned bridges. The 1978 Surface Transportation Assistance Act expanded this requirement to include all bridge length structures on the public highway systems. This includes all bridges under the jurisdiction of federal, state, and local (city/county) governments. Appendix B defines a Bridge Length Structure and provides sketches of typical bridge length structures.

The principal objective of the program (NBIS) is to ensure public safety. Not only are structural deficiencies to be identified during the course of the inspection process, but if the bridge is not capable of safely supporting legal load vehicles, the owner is responsible for advising the traveling public of any weight restrictions (i.e, bridge posting) in a timely manner. If the bridge is determined to not be capable of safely supporting a minimum of a 3-ton vehicle, it is the owner's responsibility to close the bridge until it is adequately strengthened or replaced.

It is vital that weight restriction signs be properly maintained and promptly replaced if they are damaged or removed. Failure to post load limits on bridges a public agency has knowledge to be structurally inadequate of carrying legal loads constitutes negligence. The same is true for failure to close a structure incapable of supporting at least a 3-ton vehicle.

Since the Arkansas Highway and Transportation Department has no jurisdiction over bridges not on the State Highway System, the ultimate responsibility for the safety, maintenance, posting or closing of county/city bridges is that of the bridge owner.

The NBIS also requires each state to prepare and maintain an inventory of all bridges subject to these standards. In order to keep the inventory current and accurate, newly completed structures or any modification of existing structures that would alter previous recorded data in the inventory system must be entered in the state's records **WITHIN 90 DAYS** for state owned bridges or **180 DAYS FOR ALL OTHER BRIDGES ON PUBLIC ROADS** within the state.

BACKGROUND/OVERVIEW

As a result of the Surface Transportation Assistance Act of 1978, the Arkansas Highway and Transportation Department (AHTD) became the coordinating agency between the Federal Highway Administration (FHWA) and the local governments for the NBIS program. Since 1979 the AHTD has been responsible for the inventory, inspection, and load rating of bridge length structures on the state, city, and county public highway systems in order to be in compliance with the NBIS (federal law).

Because of this responsibility, AHTD has made notification of weight posting requirements to local government agencies for bridges under their jurisdiction using letters, forms, and, since 1985, an annual posting certification program. Local governments were made aware that failure to comply with their posting responsibilities could result in loss of Federal Aid Highway funding.

To assist the local agencies in their posting of weight restricted bridges, a voluntary program was developed where locals could secure load posting materials from AHTD stock piles at a reduced cost if program procedures were followed. Initially, this assistance was only for the initial posting of the bridges, but it was expanded to enable the material requisition to be made as needed.

Some of the basic highlights of the program, administered by AHTD, are as follows:

- A. AHTD purchases and stockpiles bridge weight limit posting materials (posts, signs and decals) for use by local governments. Mounting hardware (nuts, bolts, etc.) will be the responsibility of the local governments. Appendix C illustrates the standard weight limit signs and posts.
- B. Local agencies are notified by letter, forms, an annual certification, etc., of bridge posting needs.
- C. Local agencies review the needs at the bridge locations and, if needed, requisition the materials from AHTD. See the procedure on Flow Chart II, page 10.

- D. If the local agency installs and certifies the material installation within one month of the requisition date, they will be billed for only 20% of the material costs and FHWA has agreed to reimburse the AHTD for the remaining 80% of the cost of materials. If this certification condition is not met, local governments will be billed for 100% of the cost of materials because State Highway funds cannot be expended off the State Highway System.
- E. New signing as well as replacement signing is eligible under this program.

As shown in Appendix D, Arkansas is divided into ten highway districts. The location of each District Headquarters is shown on page D-2. Communication between the AHTD and the local government will be through the District Construction Engineer designated in Appendix E and the local government administrator or the contact person designated by the local government on NBIS-Form VII shown in Appendix F.

In general, Flow Chart I on page 7 indicates the procedures necessary for NBIS compliance by local governments.

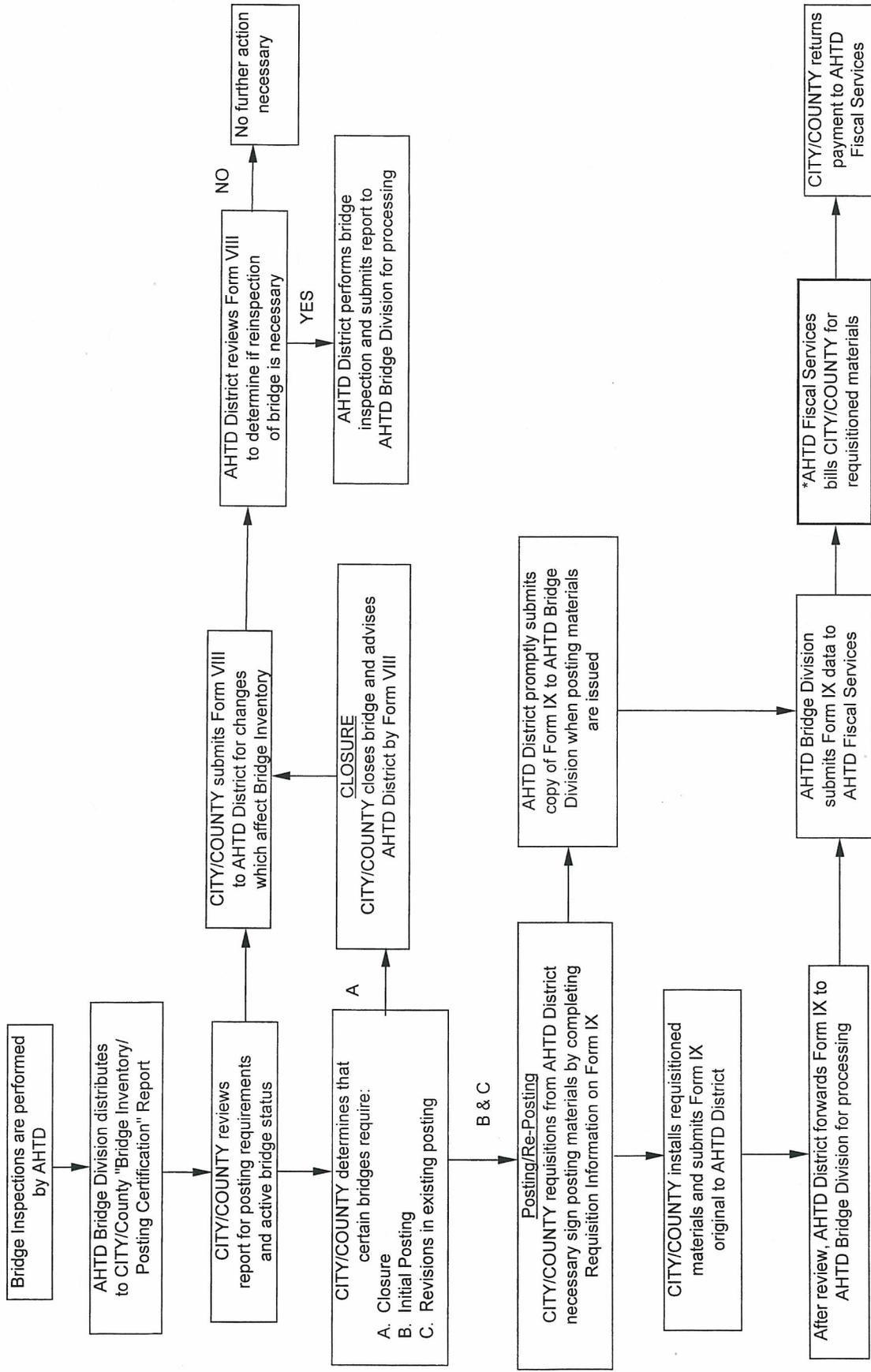
The information in the following sections explains the responsibilities and procedures for NBIS compliance.

RESPONSIBILITIES OF LOCAL GOVERNMENT (CITY/COUNTY)

- 1) AHTD makes recommendations regarding bridge maintenance needs, load postings & closings, but each local government with bridge length structures is ultimately responsible for the safety of bridges in their jurisdiction.
- 2) Using the standard Form VII shown in Appendix F, the local government is responsible for designating, in writing, a contact person for bridge inspection related matters.
- 3) AHTD will notify a local government of maintenance or load posting needs using documents such as a Maintenance Needs form (Form V), an annual “Bridge Inventory/Posting Certification” report, or other correspondence. It is the responsibility of the bridge owner to take prompt action to correct the maintenance need or load posting deficiency.
- 4) Federal regulations require that a bridge incapable of supporting a 3-ton load limit requires closure. If conditions warrant bridge closure, the local owner will be notified with direct contact by AHTD’s District Office and by certified letter from the Bridge Engineer. Upon notification by AHTD’s District Office, the owner should take **immediate** action to physically close the structure with acceptable barriers until it has been rehabilitated or replaced.
 - i) If the bridge has not been satisfactorily closed or rehabilitated within two days of the contact by AHTD’s District office, AHTD’s Director or his designated representative will directly contact the local owner to immediately comply with the bridge closure.
 - ii) If the bridge has not been satisfactorily closed or rehabilitated within two days of the contact by AHTD’s Director or his designated representative, a press release will be issued to inform the public and will be placed on AHTD’s website.
- 5) A responsible representative for the local government will make timely notification to the AHTD District Construction Engineer of any changes in bridge status affecting the NBIS data by utilizing the Standard Form VIII shown in Appendix I, or other correspondence. (See Appendix J for typical examples of utilization and Appendix I for examples of completed Form VIII).
- 6) In the event of a change in the local government administrator, the new administrator will verify on a map provided by the AHTD the roads under the local government jurisdiction. This will be dated, signed and forwarded to the AHTD District Construction Engineer.
- 7) In the event of an ownership change (i.e., city annexation) the new owner involved should note the limits of change on a map. This map will be dated, signed by both the new and old owners and forwarded to the AHTD District Construction Engineer.

- 8) Local governments must participate in the annual certification project. Participation in the cost sharing program for posting materials is voluntary, but to be eligible, the Resolution (City) or Court Order (County) must be completed and returned to the AHTD District Construction Engineer shown in Appendix E. If the local government already has an agreement on file, it isn't necessary to redo it. See Appendix G for the Resolution and Appendix H for the Court Order.
- 9) The local government will receive by October 1 of each year a "Bridge Inventory / Posting Certification" report from the AHTD. This report will indicate the current status of the complete active bridge inventory under the owner's jurisdiction. It is required that *each sheet* of this report be reviewed and initialed, the last sheet dated and signed by the local government official and the entire report returned by December 31 of each year to the AHTD District Construction Engineer for transmittal to the AHTD Bridge Division. *This signed report will serve as certification that all bridges have been posted or closed as required.* See Appendix L for an example. A copy of this report should be retained by the local government for their records.
- 10) FAILURE TO SUBMIT A PROPERLY ENDORSED CERTIFICATION BY DECEMBER 31 OF EACH YEAR WILL RESULT IN FEDERAL AID FUNDS FOR FUTURE CONSTRUCTION PROJECTS UNDER YOUR JURISDICTION BEING WITHHELD.**
- 11) It is recommended that local governments notify school districts in their jurisdiction regarding the location of bridges with load postings less than 15 tons.
- 12) The local government is responsible for providing the proper information when requesting posting materials (see Form IX, Appendix K) and for also certifying that the installation has been completed. Identification and current load posting information for completing Form IX may be obtained from the current "Bridge Inventory/Posting Certification" report or other supplemental AHTD notification (Form V, letter,...etc.). See "Instructions for Completing" at the bottom of Form IX.
- 13) Upon receipt of the billing statement for requisitioned bridge posting materials, the local government is responsible for forwarding to the AHTD Fiscal Services Division in Little Rock a check made payable to the Arkansas State Highway and Transportation Department. Please designate on the reimbursement check the notation "Bridge Posting Materials".

FLOW CHART I - POSTING MATERIALS REQUISITION by LOCAL GOVERNMENTS (CITY/COUNTY)



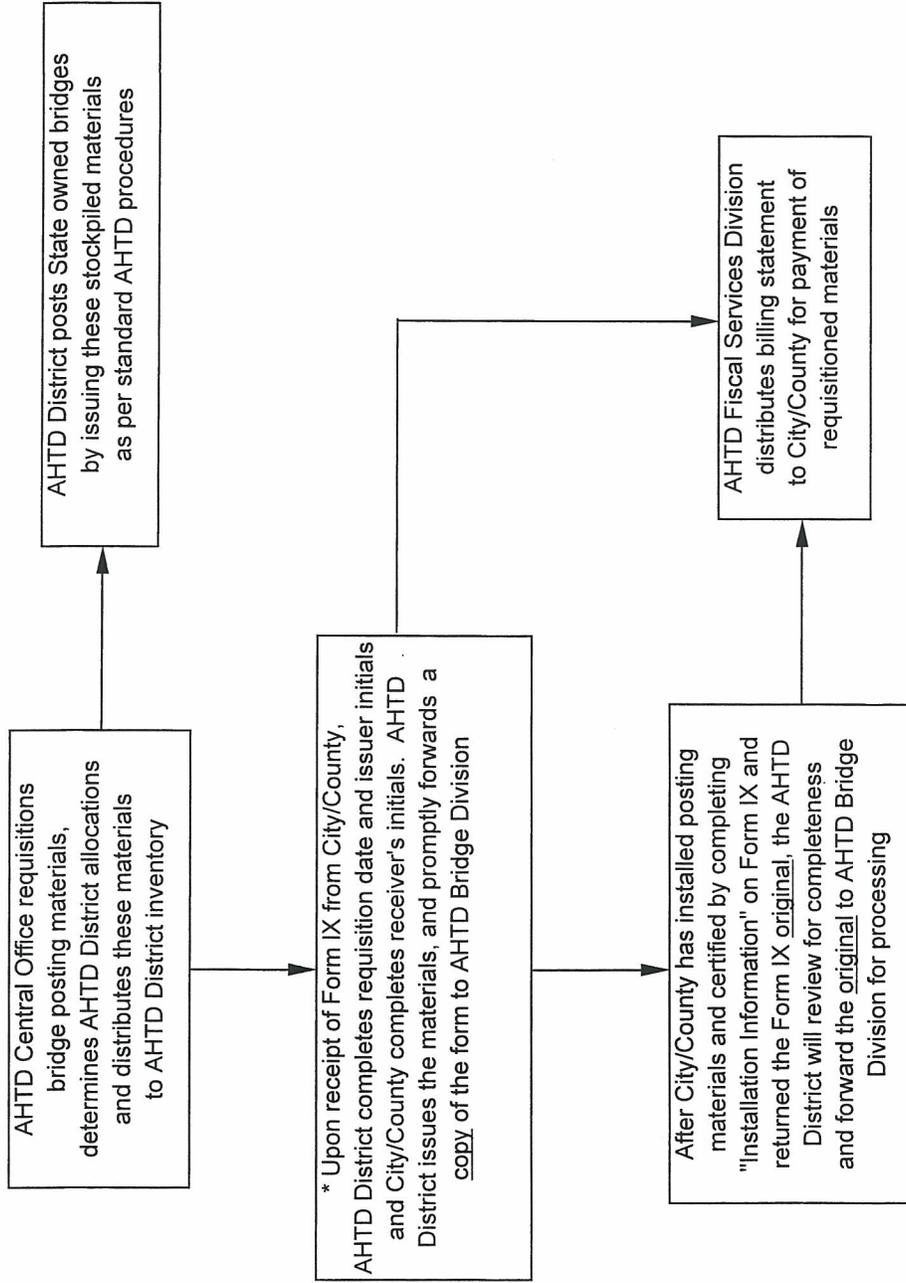
* NOTE : THE LOCAL GOVERNMENT WILL BE BILLED FOR 20% OF THE MATERIAL COST IF ALL REQUISITION AND INSTALLATION INFORMATION ON FORM IX IS COMPLETED AND THE ORIGINAL IS RETURNED TO THE AHTD DISTRICT WITHIN ONE MONTH OF THE REQUISITION DATE. IF THE ORIGINAL FORM IS NOT RETURNED, OR IS RETURNED BEYOND THIS ONE MONTH LIMIT, THE LOCAL GOVERNMENT WILL BE BILLED FOR 100% OF THE MATERIAL COSTS.

**RESPONSIBILITIES OF THE ARKANSAS STATE HIGHWAY
AND TRANSPORTATION DEPARTMENT**

- 1) The District Construction Engineer will be the designated contact person for the AHTD Bridge Inspection matters (see Appendix E for statewide list).
- 2) AHTD is responsible for the inspection and load rating of bridge length structures on the county/city public road systems in compliance with the NBIS. AHTD will annually bill the owner for 20% of the associated administration costs for the bridges under their jurisdiction.
- 3) AHTD will inspect a bridge every two years, but a bridge requiring weight limit posting or having low element conditions will be inspected at least every twelve months. AHTD will promptly notify the bridge owner if, during an inspection of any of their bridges, it is found that a problem with regard to safety or structural integrity is discovered.
- 4) New inspection data is reviewed by AHTD and load rating data is updated as necessary.
- 5) AHTD will notify the local owner if an analysis or review indicates a change in posting requirements or bridge closure is warranted.
- 6) Federal regulations require that a bridge incapable of supporting a 3-ton load limit requires closure. If conditions warrant bridge closure, the local owner will be notified with direct contact by AHTD's District Office and by certified letter from the Bridge Engineer. Upon notification by AHTD's District Office, the owner should take **immediate** action to physically close the structure with acceptable barriers until it has been rehabilitated or replaced.
 - i) If the bridge has not been satisfactorily closed or rehabilitated within two days of the contact by AHTD's District office, AHTD's Director or his designated representative will directly contact the local owner to immediately comply with the bridge closure.
 - ii) If the bridge has not been satisfactorily closed or rehabilitated within two days of the contact by AHTD's Director or his designated representative, a press release will be issued to inform the public and will be placed on AHTD's website.

- 7) AHTD will distribute a "Bridge Inventory / Posting Certification" report to each owner (city/county) by October 1 of each year. This report will list the owner's complete active bridge inventory and indicate bridges requiring posting or closing. See Flow Chart I (page 7) and pages 11 through 13 for an explanation of the use of this report. The report is to be initialed on each sheet, signed and dated on the last sheet by the local government administrator and returned to the AHTD District Headquarters by December 31 of each year for transmittal to the AHTD Bridge Division. ***This signed report will serve as certification that all bridges have been posted or closed as required.***
- 8) Upon written notification (Form VIII or other) by local governments of a structural change, or the addition or the removal of a bridge from their inventory, the AHTD will inspect the bridge if deemed necessary for an inventory update.
- 9) Weight limit sign distribution, requisition, monitoring and billing will be coordinated by the AHTD. See Flow Chart II, page 10. The AHTD Fiscal Services Division will be responsible for sending the billing statement to the local government and for receipt of the reimbursement check from the local government portion.
- 10) Upon change in local government administration, the AHTD will advise the new administrator regarding the objectives and responsibilities involved in the NBIS program.

**FLOW CHART II - REQUISITION and DISTRIBUTION
of BRIDGE POSTING MATERIALS by the AHTD**



* NOTE: IT IS ESSENTIAL THAT A COPY OF FORM IX BE MADE UPON ISSUE OF BRIDGE POSTING MATERIALS TO THE CITY/COUNTY. THE CITY/COUNTY WILL RETAIN THE ORIGINAL OF FORM IX UNTIL MATERIAL IS INSTALLED AND THE FORM COMPLETED AND RETURNED.

EXPLANATION AND USE OF THE
BRIDGE INVENTORY / POSTING CERTIFICATION REPORT

As part of the federally mandated National Bridge Inspection Program, the AHTD intends to furnish the subject report annually to each local government entity responsible for bridge length structures on their public highway system(s).

This annual report will advise the owner of current status of the bridge inventory and weight limit requirements for bridges under their jurisdiction. Each standardized report will provide the complete inventory of all bridge length structures that are on the local governments' public road system (i.e., city, county). . Since each updated listing will provide the owner with complete inventory and weight limit information, the owner need only retain the most current report.

The following four pages provide examples of standardized report sheets marked to assist the owner in becoming familiar with the format, content, and interpretation of the report data.

BRIDGE INVENTORY / POSTING CERTIFICATION
 COUNTY OWNED STRUCTURES
 DISTRICT - 11; COUNTY - GILA

ROUTE	OTHER ROUTE DESIGNATION	MAP ZONE	FEATURE UNDER BRIDGE	LOCATION	MAIN SPAN MATERIAL & TYPE	BRIDGE DIMENSIONS LENGTH\WIDTH	REQ'D POSTING (TONS)			BRIDGE NUMBER	REMARKS	
							Code 4	Code 9	Code 5			
2	na	D	DITCH NO 5	10.93 MI E JCT SH 77	Steel RR Car	51	20.0	3	3	4	19935	
3	na	F	DITCH	.75 MI NO 165	Concrete Tee Beam	40	25.2	NN	NN	NN	12237	
4	na	F	CREEK	1.11 MI W US 77	Concrete Tee Beam	30	25.3	NN	NN	NN	12239	
4	na	F	DITCH	2.97 MI W US 77	Concrete Tee Beam	57	25.4	NN	NN	NN	12240	
5	na	C	FIFTEEN MILE BAYOU	.50 MI S JC US 70	Concrete Channel Bm	125	28.0	NN	NN	NN	04670	
5	na	F	DITCH NO 9	.01 MI N INT US 64	Steel RR Car	89	19.8	NN	20	20	21473	
6	na	F	DRAINAGE DITCH	.4 MI WEST CO RD 186	Concrete Channel Bm	93	28.0	NN	NN	NN	04574	
6	na	D	DITCH NO. 3	6.22 MI E INT 30 & 6	Concrete Tee Beam	49	17.3	NN	NN	NN	12247	
6	na	D	DITCH NO 3	6.71 MI E INT CR 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12248	
6	na	D	DITCH NO 8	7.61 MI INT CR 30 & 6	Timber Mult Beam	42	17.0	3	3	3	12249	
6	na	D	DITCH NO 10	8.82 MI SE INT 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12250	
6	na	F	DITCH NO 9	22 MI FROM INT CR 30	Concrete Channel Bm	300	24.3	NN	NN	NN	18823	
6	na	D	BELLHAMMER SLOUGH	1.48 MI E INT CR 30 & 6	Concrete Slab	175	25.3	NN	NN	NN	20328	
7	na	C	TEN MILE BAYOU	6.71 MI S JCT US 64	Steel Mult Beam	252	26.3	NN	NN	NN	04224	
7	na	C	DITCH NO. 19	7.97 MI S JCT US 64	Concrete Tee Beam	40	25.0	NN	NN	NN	17889	
8	na	G	OUTLET DITCH	3.78 MI E INT CR 8 & 15	Concrete Tee Beam	91	28.2	NN	NN	NN	04627	
8	na	G	DITCH	.25 MI W SH118	Concrete Channel Bm	45	24.1	NN	NN	NN	12252	
10	Milam Road	G	DITCH	.50 MI W SH118	Timber Mult Beam	31	16.2	4	5	7	12256	
12	na	E	BLACKFISH BAYOU	1.25 MI W JCT SH 149	Concrete Channel Bm	76	16.6	NN	NN	NN	04138	
12	na	E	DITCH #1	8.75 MI W SH 50	Concrete Channel Bm	45	16.6	NN	NN	NN	12258	
12	na	E	DITCH	1.24 MI E OF JCT SH 149	Concrete Channel Bm	57	26.2	NN	NN	NN	M3957	
12	na	E	BUCK LAKE	2.9 MI E OF JCT SH 149	Concrete Channel Bm	155	26.2	NN	NN	NN	M3958	
12	na	E	BLACKFISH BAYOU	2.31 MI E OF JCT SH 149	Concrete Channel Bm	186	26.2	NN	NN	NN	M3960	
12	na	E	DITCH NO. 1	3.83 MI E OF JCT SH 149	Concrete Channel Bm	31	26.0	NN	NN	NN	M4013	
13	na	F	DEER BAYOU	1 NE JCT CORD 137	Steel Mult Beam	43	22.1	9	11	13	04041	
13	na	F	DITCH NO 7	1 MI N INT CR 4&13	Concrete Channel Bm	107	28.2	NN	NN	NN	04442	
13	na	F	DITCH NO 32	0.06 MI NO US 64	Steel Gird/Fibm	40	17.2	NN	NN	NN	12261	
13	na	B	TEN MILE BAYOU CUTOFF	3.16 SO OF US 70 & CR13	Concrete Channel Bm	57	24.5	3	3	3	17887	
13	na	B	15 MILE CREEK	3.75 MI N INT CORD 44	Steel Mult Beam	134	16.0	7	9	12	20235	
14	na	B	DITCH NO. 19	3.6 MI W INT 51 & 14	Steel RR Car	85	18.2	NN	NN	NN	22084	
14	Mudline Rd.	B	DITCH	0.50 MI E 79	Steel RR Car	50	18.2	NN	NN	NN	22085	

This page reviewed _____
 Initials

EXAMPLE (First or intermediate page)

BRIDGE INVENTORY / POSTING CERTIFICATION
 COUNTY OWNED STRUCTURES
 DISTRICT - 11; COUNTY - GILA

ROUTE	OTHER ROUTE DESIGNATION	MAP ZONE	FEATURE UNDER BRIDGE	LOCATION	MAIN SPAN MATERIAL & TYPE	BRIDGE DIMENSIONS		REQ'D POSTING (TONS)					BRIDGE NUMBER	REMARKS
						LENGTH	WIDTH	Code 4	Code 9	Code 5	Code 9	Code 5		
325	na	D	DITCH	.98 MI NO 30	Concrete Tee Beam	40	19.0	NN	NN	NN	NN	12360		
347	na	D	DITCH	01 MI W 35	Timber Mult Beam	45	16.0	7	9	14	14	12366		
347	na	D	FRISCO RR DITCH	1 MI W OF CORD 35	Timber Mult Beam	45	16.0	8	12	14	14	12367		
356	na	E	DITCH #13	2.59 MI NO JCT CO RD 12	Steel RR Car	45	17.3	12	12	17	17	21925		
367	na	E	BLACKFISH BAYOU	1.83 MI SE 17 & 367	Concrete Mult Box Bm	203	26.0	NN	NN	NN	NN	20832		
375	na	E	DITCH C	1.12 MI E CORD 17	Steel Gird/Fibm	40	17.1	3	3	3	3	17892		
375	na	E	DITCH # 1	.4 MI E CORD 317	Steel Gird/Fibm	40	15.0	3	3	3	3	17893		
378	na	E	Alligator Bayou	0.96 MI W SH 50	Steel Gird/Fibm	45	21.2	20	21	24	24	22454		
379	na	E	DITCH #21	1.96 MI SO INTER CORD 378	Timber Mult Beam	27	16.0	18	23	32	32	12376		
388	na	E	DITCH 18	1.3 MI SO CR	Timber Mult Beam	25	16.5	15	19	27	27	12379		

This signature certifies that:

* I have reviewed my agency's Bridge Inventory / Posting Certification report for bridge posting or closure requirements and initialed each page to indicate this review.

* I have taken any necessary action to properly post or close the bridges according to the values indicated on the report or as notified otherwise.

* I understand that the Federal Highway Administration (FHWA) may make random on-site inspections to verify proper load posting or bridge closure.

* I agree that failure to sign, date and return this report to the AHTD District Headquarters by December 31st will result in withholding of Federal Highway funds for future construction projects in my agency's jurisdiction, until the time that the report is submitted as required.

 County Judge

 Date Signed

This page reviewed _____
 Initials

EXAMPLE (Last page)

No Posting Req'd.

ROUTE	OTHER ROUTE DESIGNATION	MAP ZONE	FEATURE UNDER BRIDGE	LOCATION	MAIN SPAN MATERIAL & TYPE	BRIDGE DIMENSIONS LENGTH X WIDTH	REQ'D POSTING (TONS) VEHICLE TYPE			BRIDGE NUMBER	REMARKS	
							Code 4	Code 9	Code 5			
2	na	D	DITCH NO 5	10.93 MI E JCT SH 77	Steel RR Car	51	20.0	3	3	4	19935	
3	na	F	DITCH	.75 MI NO 165	Concrete Tee Beam	40	25.2	NN	NN	NN	12237	
4	na	F	CREEK	1.11 MI W US 77	Concrete Tee Beam	30	25.3	NN	NN	NN	12239	
4	na	F	DITCH	2.97 MI W US 77	Concrete Tee Beam	57	25.4	NN	NN	NN	12240	
5	na	C	FIFTEEN MILE BAYOU	.50 MI S JC US 70	Concrete Channel Bm	125	28.0	NN	NN	NN	04670	
5	na	F	DITCH NO 9	.01 MI N INT US 64	Steel RR Car	89	19.8	NN	20	20	21473	
6	na	F	DRAINAGE DITCH	4 MI WEST CO RD 186	Concrete Channel Bm	93	28.0	NN	NN	NN	04574	
6	na	D	DITCH NO 3	6.22 MI E INT 30 & 6	Concrete Tee Beam	49	17.3	NN	NN	NN	12247	
6	na	D	DITCH NO 3	6.71 MI E INT CR 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12248	
6	na	D	DITCH NO 8	7.61 MI INT CR 30 & 6	Timber Mult Beam	42	17.0	3	3	3	12249	
6	na	D	DITCH NO 10	8.82 MI SE INT 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12250	
6	na	F	DITCH NO 9	22 MI FROM INT CR 30	Concrete Channel Bm	300	24.3	NN	NN	NN	18823	
6	na	D	BELLHAMMER SLOUGH	1.48 MI E INT CR 30 & 6	Concrete Slab	175	25.3	NN	NN	NN	20328	
7	na	C	TEN MILE BAYOU	6.71 MI S JCT US 64	Steel Mult Beam	252	26.3	NN	NN	NN	04224	
7	na	C	DITCH NO. 19	7.97 MI S JCT US 64	Concrete Tee Beam	40	25.0	NN	NN	NN	17889	
8	na	G	OUTLET DITCH	3.78 MI E INT CR 8 & 15	Concrete Tee Beam	91	28.2	NN	NN	NN	04627	
8	na	G	DITCH	.25 MI W SH 118	Concrete Channel Bm	45	24.1	NN	NN	NN	12252	
10	Milam Road	G	DITCH	.50 MI W SH 118	Timber Mult Beam	31	16.2	4	5	7	12256	
12	na	E	BLACKFISH BAYOU	1.25 MI W JCT SH 149	Concrete Channel Bm	76	16.6	NN	NN	NN	04138	
12	na	E	DITCH #1	8.75 MI W SH 50	Concrete Channel Bm	45	16.6	NN	NN	NN	12258	
12	na	E	DITCH	1.24 MI E OF JCT SH 149	Concrete Channel Bm	57	26.2	NN	NN	NN	M3957	
12	na	E	BUCK LAKE	2.9 MI E OF JCT SH 149	Concrete Channel Bm	155	26.2	NN	NN	NN	M3958	
12	na	E	BLACKFISH BAYOU	2.31 MI E OF JCT SH 149	Concrete Channel Bm	186	26.2	NN	NN	NN	M3960	
12	na	E	DITCH NO. 1	3.83 MI E OF JCT SH 149	Concrete Channel Bm	31	26.0	NN	NN	NN	M4013	
13	na	F	DEER BAYOU	1 NE JCT CORD 137	Steel Mult Beam	43	22.1	9	11	13	04041	
13	na	F	DITCH NO 7	1 MI N INT CR 4&13	Concrete Channel Bm	107	28.2	NN	NN	NN	04442	
13	na	F	DITCH NO 32	0.06 MI NO US 64	Steel Gird/Fibm	40	17.2	NN	NN	NN	12261	
13	na	B	TEN MILE BAYOU CUTOFF	3.16 SO OF US 70 & CR13	Concrete Channel Bm	57	24.5	3	3	3	17887	
13	na	B	15 MILE CREEK	3.75 MI N INT CORD 44	Steel Mult Beam	134	16.0	7	9	12	20235	
14	na	B	DITCH NO. 19	3.6 MI W INT 51 & 14	Steel RR Car	85	18.2	NN	NN	NN	22084	
14	Mudline Rd.	B	DITCH	0.50 MI E 79	Steel RR Car	50	18.2	NN	NN	NN	22085	
44	na	A	FIFTEEN MILE BAYOU	2.8 MI S INT CR 44 & 228	Timber Mult Beam	90	16.0	0	0	0	12301	

Bridge must be closed to traffic



Post for Code4 Vehicle at 9 Tons
 Post for Code9 Vehicle at 11 Tons
 Post for Code5 Vehicle at 13 Tons



No Posting Required for Code4 Vehicle
 Post for Code9 Vehicle at 20 Tons
 Post for Code5 Vehicle at 20 Tons

EXAMPLE (Sign postings from report tonnages)

GUIDE TO INFORMATION AND NOTATIONS ON
“BRIDGE INVENTORY / POSTING CERTIFICATION” REPORT

Route, Zone, Feature Intersected and Location Information Columns

- County reports – The bridge inventory route number is listed for each bridge as well as any other known designation, such as emergency/911 numbers or names, to assist in locating the bridge. The Map Zone listed is that used on the maps included in the certification packet contents.
- City reports – The Route Name is the city street name on which the bridge is located.

Main Span Information Columns

- The composition and type of the bridge’s main span(s) is listed for identifying purposes.
- There may be approach spans of differing composition and type than the listed main span.

Bridge Dimensions (ft.) Columns

- Total bridge length is listed.
- The listed width is measured from curb to curb (c-c) if curbs are present or out to out if none are present.
- Most bridge length culverts with fill material on top of them will have the width listed as “0.0” if no lateral restrictions are present.

Required Posting (Tons) Columns

- Vehicle Maximum Legal Limits (Tons): Code 4 = 22 T; Code 9 = 31 T, and Code 5 = 40 T.
- If the value listed under a column is “NN”, there is no posting required for that vehicle.
- A number listed under a column indicates the required posting tonnage for that vehicle.
- If the required posting is “0” tons, the bridge must be closed to vehicular traffic.

Remarks Column

- Use for any notations, as desired.
- If there is a valid reason for not posting or closing a bridge as indicated, please write a legible explanation in this column or attach a supplemental document of explanation.

Initials at Bottom of Page

- After reviewing each page for posting or closure requirements, the agency’s administrator must enter his initials on each page indicating all bridges on the page have been reviewed.

APPENDICES

<u>PAGES</u>	<u>CONTENTS</u>
A-1 thru A-3	National Bridge Inspection Standards Information
B-1 thru B-2	Definition of what constitutes a bridge length structure
C-1 thru C-2	Guidelines for sign installation
D-1 thru D-2	Location of AHTD Headquarters
E-1	List of AHTD Contact Persons
F-1 thru F-3	Form for designating a City/County contact person (Form VII)
G-1	Resolution (City) that must be executed to participate in the Bridge Posting Materials Program
H-1 thru H-2	Court Order (County) that must be executed to participate in the Bridge Posting Materials Program
I-1 thru I-3	Form for reporting changes in bridge status to the AHTD (Form VIII)
J-1	Guidelines to determine what conditions should be reported using Form VIII (Appendix I)
K-1 thru K-3	Examples for the requisition of sign materials needed for bridge posting (Form IX usage)
L-1 thru L-2	Example of signed "Bridge Inventory / Posting Certification" report

**CODE OF FEDERAL REGULATIONS, 23 HIGHWAYS – Part 650
Subpart C—National Bridge Inspection Standards**

Source: 69 FR 74436, Dec. 14, 2004, unless otherwise noted.

§ 650.301 Purpose.

This subpart sets the national standards for the proper safety inspection and evaluation of all highway bridges in accordance with 23 U.S.C. 151.

§ 650.303 Applicability.

The National Bridge Inspection Standards (NBIS) in this subpart apply to all structures defined as highway bridges located on all public roads.

§ 650.305 Definitions.

Terms used in this subpart are defined as follows:

American Association of State Highway and Transportation Officials (AASHTO) Manual - "Manual for Condition Evaluation of Bridges," second edition, published by the American Association of State Highway and Transportation Officials (incorporated by reference, see §650.317).

Bridge - A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than 20 feet between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.

Bridge inspection experience - Active participation in bridge inspections in accordance with the NBIS, in either a field inspection, supervisory, or management role. A combination of bridge design, bridge maintenance, bridge construction and bridge inspection experience, with the predominant amount in bridge inspection, is acceptable.

Bridge inspection refresher training - The National Highway Institute "Bridge Inspection Refresher Training Course"¹ or other State, local, or federally developed instruction aimed to improve quality of inspections, introduce new techniques, and maintain the consistency of the inspection program.

¹ The National Highway Institute training may be found at the following URL: <http://www.nhi.fhwa.dot.gov/>

Bridge Inspector's Reference Manual (BIRM). A comprehensive FHWA manual on programs, procedures and techniques for inspecting and evaluating a variety of in-service highway bridges. This manual may be purchased from the U.S. Government Printing Office, Washington, DC 20402 and from National Technical Information Service, Springfield, Virginia 22161, and is available at the following URL: <http://www.fhwa.dot.gov/bridge/bripub.htm>.

Complex bridge . Movable, suspension, cable stayed, and other bridges with unusual characteristics.

Comprehensive bridge inspection training. Training that covers all aspects of bridge inspection and enables inspectors to relate conditions observed on a bridge to established criteria (see the Bridge Inspector's Reference Manual for the recommended material to be covered in a comprehensive training course).

Critical finding. A structural or safety related deficiency that requires immediate follow-up inspection or action.

Damage inspection. This is an unscheduled inspection to assess structural damage resulting from environmental factors or human actions.

Fracture critical member (FCM). A steel member in tension, or with a tension element, whose failure would probably cause a portion of or the entire bridge to collapse.

Fracture critical member inspection. A hands-on inspection of a fracture critical member or member components that may include visual and other nondestructive evaluation.

Hands-on. Inspection within arms length of the component. Inspection uses visual techniques that may be supplemented by nondestructive testing.

Highway. The term "highway" is defined in 23 U.S.C. 101(a)(11).

In-depth inspection. A close-up, inspection of one or more members above or below the water level to identify any deficiencies not readily detectable using routine inspection procedures; hands-on inspection may be necessary at some locations.

Initial inspection. The first inspection of a bridge as it becomes a part of the bridge file to provide all Structure Inventory and Appraisal (SI&A) data and other relevant data and to determine baseline structural conditions.

Legal load. The maximum legal load for each vehicle configuration permitted by law for the State in which the bridge is located.

Load rating. The determination of the live load carrying capacity of a bridge using bridge plans and supplemented by information gathered from a field inspection.

National Institute for Certification in Engineering Technologies (NICET). The NICET provides nationally applicable voluntary certification programs covering several broad engineering technology fields and a number of specialized subfields. For information on the NICET program certification contact: National Institute for Certification in Engineering Technologies, 1420 King Street, Alexandria, VA 22314-2794.

Operating rating. The maximum permissible live load to which the structure may be subjected for the load configuration used in the rating.

Professional engineer (PE). An individual, who has fulfilled education and experience requirements and passed rigorous exams that, under State licensure laws, permits them to offer engineering services directly to the public. Engineering licensure laws vary from State to State, but, in general, to become a PE an individual must be a graduate of an engineering program accredited by the Accreditation Board for Engineering and Technology, pass the Fundamentals of Engineering exam, gain four years of experience working under a PE, and pass the Principles of Practice of Engineering exam.

Program manager. The individual in charge of the program, that has been assigned or delegated the duties and responsibilities for bridge inspection, reporting, and inventory. The program manager provides overall leadership and is available to inspection team leaders to provide guidance.

Public road. The term "public road" is defined in 23 U.S.C. 101(a)(27).

Quality assurance (QA). The use of sampling and other measures to assure the adequacy of quality control procedures in order to verify or measure the quality level of the entire bridge inspection and load rating program.

Quality control (QC). Procedures that are intended to maintain the quality of a bridge inspection and load rating at or above a specified level.

Routine inspection. Regularly scheduled inspection consisting of observations and/or measurements needed to determine the physical and functional condition of the bridge, to identify any changes from initial or previously recorded conditions, and to ensure that the structure continues to satisfy present service requirements.

Routine permit load. A live load, which has a gross weight, axle weight or distance between axles not conforming with State statutes for legally configured vehicles, authorized for unlimited trips over an extended period of time to move alongside other heavy vehicles on a regular basis.

Scour. Erosion of streambed or bank material due to flowing water; often considered as being localized around piers and abutments of bridges.

Scour critical bridge. A bridge with a foundation element that has been determined to be unstable for the observed or evaluated scour condition.

Special inspection. An inspection scheduled at the discretion of the bridge owner, used to monitor a particular known or suspected deficiency.

State transportation department. The term "State transportation department" is defined in 23 U.S.C. 101(a)(34).

§ 650.305 Definitions (ctd.)

Team leader. Individual in charge of an inspection team responsible for planning, preparing, and performing field inspection of the bridge.

Underwater diver bridge inspection training. Training that covers all aspects of underwater bridge inspection and enables inspectors to relate the conditions of underwater bridge elements to established criteria (see the Bridge Inspector's Reference Manual section on underwater inspection for the recommended material to be covered in an underwater diver bridge inspection training course).

Underwater inspection. Inspection of the underwater portion of a bridge substructure and the surrounding channel, which cannot be inspected visually at low water by wading or probing, generally requiring diving or other appropriate techniques.

[69 FR 74436, Dec. 14, 2004, as amended at 74 FR 68379, Dec. 24, 2009]

§ 650.307 Bridge inspection organization.

(a) Each State transportation department must inspect, or cause to be inspected, all highway bridges located on public roads that are fully or partially located within the State's boundaries, except for bridges that are owned by Federal agencies.

(b) Federal agencies must inspect, or cause to be inspected, all highway bridges located on public roads that are fully or partially located within the respective agency responsibility or jurisdiction.

(c) Each State transportation department or Federal agency must include a bridge inspection organization that is responsible for the following:

- (1) Statewide or Federal agencywide bridge inspection policies and procedures, quality assurance and quality control, and preparation and maintenance of a bridge inventory.
- (2) Bridge inspections, reports, load ratings and other requirements of these standards.

(d) Functions identified in paragraphs (c)(1) and (2) of this section may be delegated, but such delegation does not relieve the State transportation department or Federal agency of any of its responsibilities under this subpart.

(e) The State transportation department or Federal agency bridge inspection organization must have a program manager with the qualifications defined in §650.309(a), who has been delegated responsibility for paragraphs (c)(1) and (2) of this section.

§ 650.309 Qualifications of personnel.

(a) A program manager must, at a minimum:

- (1) Be a registered professional engineer, or have ten years bridge inspection experience; and
- (2) Successfully complete a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course.

(b) There are five ways to qualify as a team leader. A team leader must, at a minimum:

- (1) Have the qualifications specified in paragraph (a) of this section; or
- (2) Have five years bridge inspection experience and have successfully completed an FHWA approved comprehensive bridge inspection training course; or
- (3) Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Certification in Engineering Technologies (NICET) and have successfully completed an FHWA approved comprehensive bridge inspection training course, or
- (4) Have all of the following:
 - (i) A bachelor's degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;
 - (ii) Successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination;
 - (iii) Two years of bridge inspection experience; and
 - (iv) Successfully completed an FHWA approved comprehensive bridge inspection training course, or
- (5) Have all of the following:
 - (i) An associate's degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology;
 - (ii) Four years of bridge inspection experience; and
 - (iii) Successfully completed an FHWA approved comprehensive bridge inspection training course.

(c) The individual charged with the overall responsibility for load rating bridges must be a registered professional engineer.

(d) An underwater bridge inspection diver must complete an FHWA approved comprehensive bridge inspection training course or other FHWA approved underwater diver bridge inspection training course.

§ 650.311 Inspection frequency.

(a) *Routine inspections.* (1) Inspect each bridge at regular intervals not to exceed twenty-four months.

(2) Certain bridges require inspection at less than twenty-four-month intervals. Establish criteria to determine the level and frequency to which these bridges are inspected considering such factors as age, traffic characteristics, and known deficiencies.

(3) Certain bridges may be inspected at greater than twenty-four month intervals, not to exceed forty-eight-months, with written FHWA approval. This may be appropriate when past inspection findings and analysis justifies the increased inspection interval.

(b) *Underwater inspections.* (1) Inspect underwater structural elements at regular intervals not to exceed sixty months.

(2) Certain underwater structural elements require inspection at less than sixty-month intervals. Establish criteria to determine the level and frequency to which these members are inspected considering such factors as construction material, environment, age, scour characteristics, condition rating from past inspections and known deficiencies.

(3) Certain underwater structural elements may be inspected at greater than sixty-month intervals, not to exceed seventy-two months, with written FHWA approval. This may be appropriate when past inspection findings and analysis justifies the increased inspection interval.

(c) *Fracture critical member (FCM) inspections.* (1) Inspect FCMs at intervals not to exceed twenty-four months.

(2) Certain FCMs require inspection at less than twenty-four-month intervals. Establish criteria to determine the level and frequency to which these members are inspected considering such factors as age, traffic characteristics, and known deficiencies.

(d) Damage, in-depth, and special inspections. Establish criteria to determine the level and frequency of these inspections.

§ 650.313 Inspection procedures.

- (a) Inspect each bridge in accordance with the inspection procedures in the AASHTO Manual (incorporated by reference, see §650.317).
- (b) Provide at least one team leader, who meets the minimum qualifications stated in §650.309, at the bridge at all times during each initial, routine, in-depth, fracture critical member and underwater inspection.
- (c) Rate each bridge as to its safe load-carrying capacity in accordance with the AASHTO Manual (incorporated by reference, see §650.317). Post or restrict the bridge in accordance with the AASHTO Manual or in accordance with State law, when the maximum unrestricted legal loads or State routine permit loads exceed that allowed under the operating rating or equivalent rating factor.
- (d) Prepare bridge files as described in the AASHTO Manual (incorporated by reference, see §650.317). Maintain reports on the results of bridge inspections together with notations of any action taken to address the findings of such inspections. Maintain relevant maintenance and inspection data to allow assessment of current bridge condition. Record the findings and results of bridge inspections on standard State or Federal agency forms.
- (e) Identify bridges with FCMs, bridges requiring underwater inspection, and bridges that are scour critical.
- (1) Bridges with fracture critical members. In the inspection records, identify the location of FCMs and describe the FCM inspection frequency and procedures. Inspect FCMs according to these procedures.
- (2) Bridges requiring underwater inspections. Identify the location of underwater elements and include a description of the underwater elements, the inspection frequency and the procedures in the inspection records for each bridge requiring underwater inspection. Inspect those elements requiring underwater inspections according to these procedures.
- (3) Bridges that are scour critical. Prepare a plan of action to monitor known and potential deficiencies and to address critical findings. Monitor bridges that are scour critical in accordance with the plan.
- (f) *Complex bridges.* Identify specialized inspection procedures, and additional inspector training and experience required to inspect complex bridges. Inspect complex bridges according to those procedures.
- (g) *Quality control and quality assurance.* Assure systematic quality control (QC) and quality assurance (QA) procedures are used to maintain a high degree of accuracy and consistency in the inspection program. Include periodic field review of inspection teams, periodic bridge inspection refresher training for program managers and team leaders, and independent review of inspection reports and computations.
- (h) *Follow-up on critical findings.* Establish a statewide or Federal agency wide procedure to assure that critical findings are addressed in a timely manner. Periodically notify the FHWA of the actions taken to resolve or monitor critical findings.

§ 650.315 Inventory.

- (a) Each State or Federal agency must prepare and maintain an inventory of all bridges subject to the NBIS. Certain Structure Inventory and Appraisal (SI&A) data must be collected and retained by the State or Federal agency for collection by the FHWA as requested. A tabulation of this data is contained in the SI&A sheet distributed by the FHWA as part of the "Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges," (December 1995) together with subsequent interim changes or the most recent version. Report the data using FHWA established procedures as outlined in the "Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges."
- (b) For routine, in-depth, fracture critical member, underwater, damage and special inspections enter the SI&A data into the State or Federal agency inventory within 90 days of the date of inspection for State or Federal agency bridges and within 180 days of the date of inspection for all other bridges.
- (c) For existing bridge modifications that alter previously recorded data and for new bridges, enter the SI&A data into the State or Federal agency inventory within 90 days after the completion of the work for State or Federal agency bridges and within 180 days after the completion of the work for all other bridges.
- (d) For changes in load restriction or closure status, enter the SI&A data into the State or Federal agency inventory within 90 days after the change in status of the structure for State or Federal agency bridges and within 180 days after the change in status of the structure for all other bridges.

§ 650.317 Reference manuals.

- (a) The materials listed in this subpart are incorporated by reference in the corresponding sections noted. These incorporations by reference were approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. These materials are incorporated as they exist on the date of the approval, and notice of any change in these documents will be published in the Federal Register. The materials are available for purchase at the address listed below, and are available for inspection at the National Archives and Records Administration (NARA). These materials may also be reviewed at the Department of Transportation Library, 400 Seventh Street, SW., Washington, DC, in Room 2200. For information on the availability of these materials at NARA call (202) 741-6030, or go to the following URL: http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In the event there is a conflict between the standards in this subpart and any of these materials, the standards in this subpart will apply.
- (b) The following materials are available for purchase from the American Association of State Highway and Transportation Officials, Suite 249, 444 N. Capitol Street, NW, Washington, DC 20001. The materials may also be ordered via the AASHTO bookstore located at the following URL: <http://www.aashto.org/aashto/home.nsf/FrontPage>.
- (1) The Manual for Bridge Evaluation, First Edition, 2008, AASHTO, incorporation by reference approved for §§650.305 and 650.313.
- (2) 2010 Interim Revisions to the Manual for Bridge Evaluation, AASHTO.

[74 FR 68379, Dec. 24, 2009]

Definition and Examples of Bridge Length Structures

The National Bridge Inspection Standards (NBIS) require that all structures defined as bridges located on all public roads be inventoried, inspected and load rated (23CFR650.3).

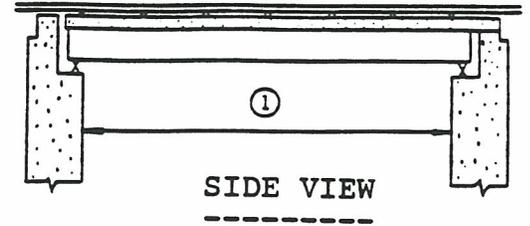
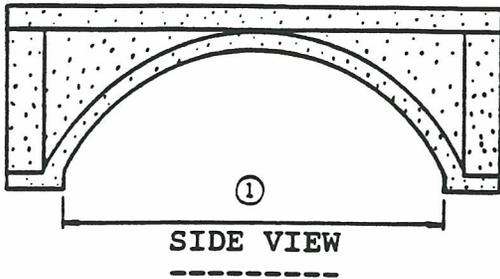
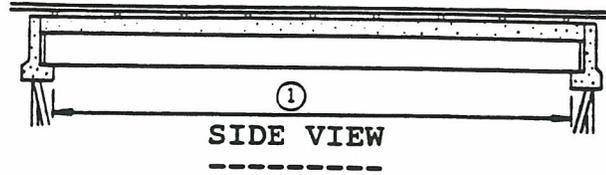
WHAT IS A BRIDGE LENGTH STRUCTURE?

A bridge shall be defined as a structure that carries traffic over an obstruction, and whose gross length from inside face of abutment to inside face of abutment is more than 20 feet, measured along the center of the roadway.

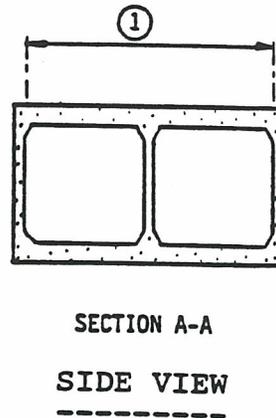
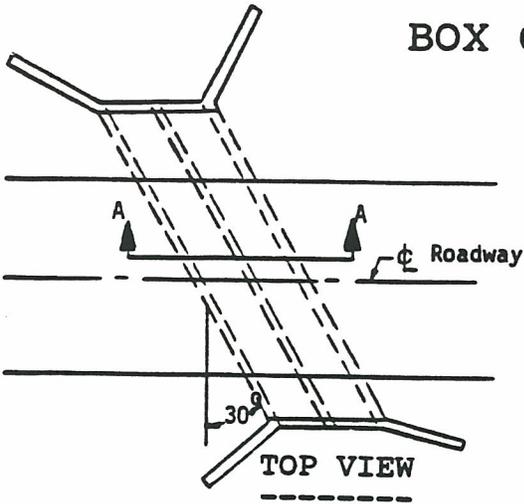
A multiple pipe culvert shall be classified as a bridge length structure if the clear distance between openings is less than half of the smaller adjacent opening, and the overall length of structure (out to out of pipe openings) is more than 20 feet, measured along the center of the roadway.

The following page provides typical examples of bridge length structures.

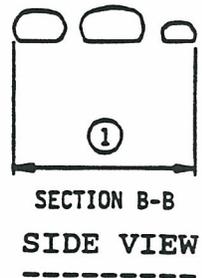
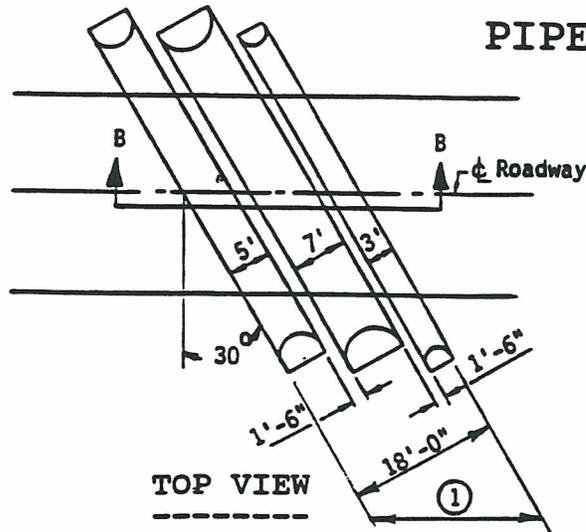
EXAMPLES OF BRIDGE LENGTH STRUCTURES



BOX CULVERT

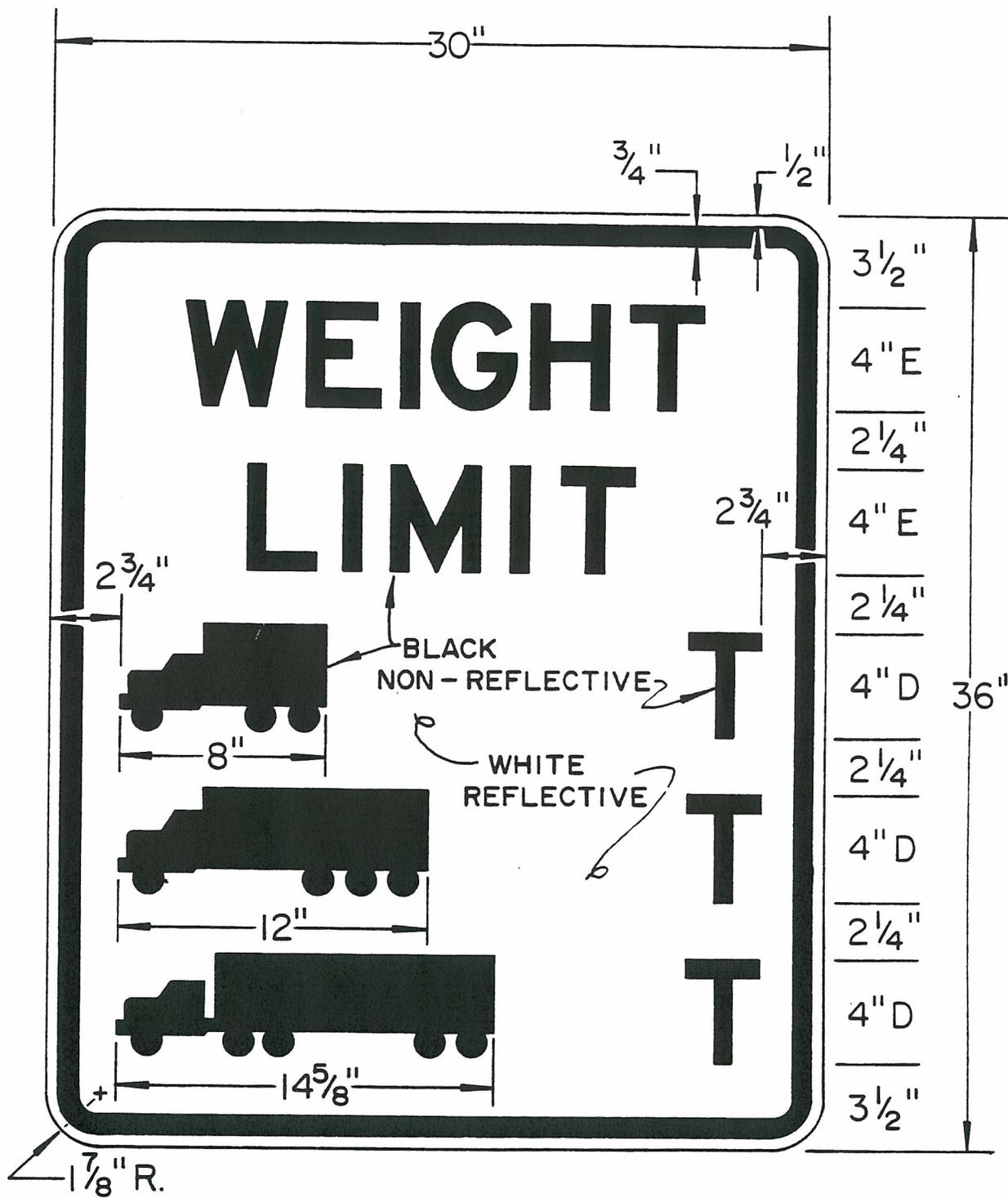


PIPE CULVERT



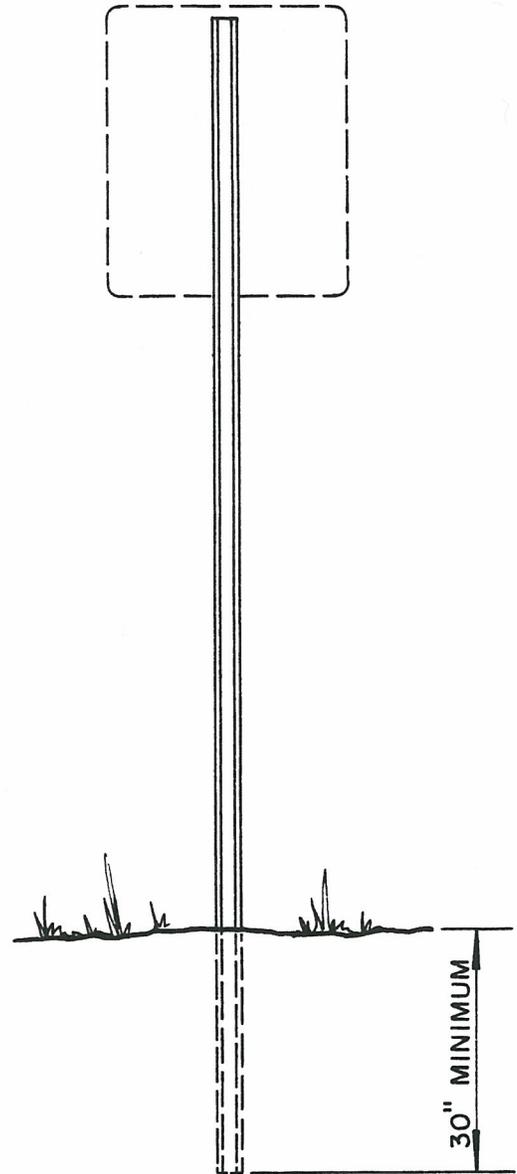
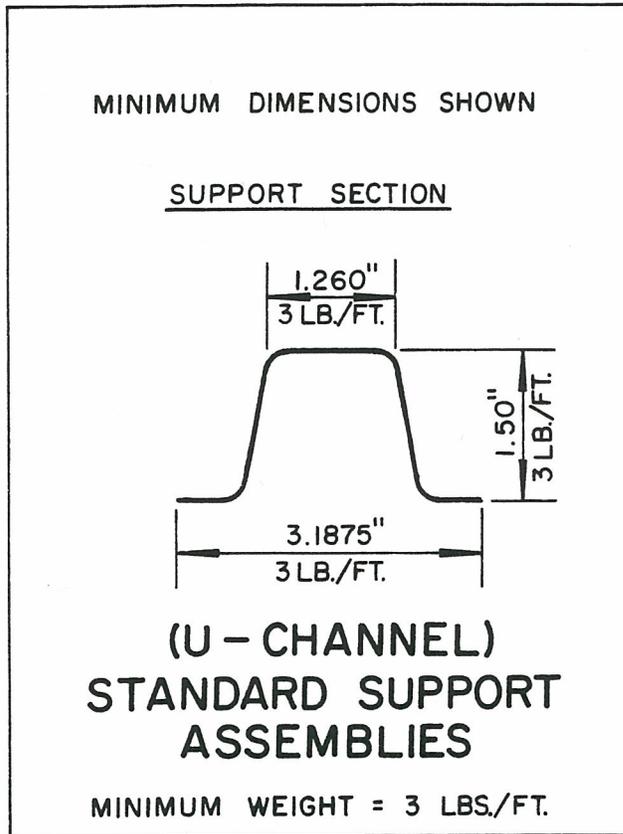
$$\textcircled{1} = \frac{18'}{\cos 30^\circ} = 20.78'$$

① More than 20 feet.



**DETAILS FOR BRIDGE
WEIGHT LIMIT SIGNS**

DRAWING NO. BM 714



TYPE A

NOTE: LENGTH OF SIGN POSTS SHALL BE DETERMINED SO AS TO PROVIDE FOR MINIMUM VERTICAL CLEARANCES AS CALLED FOR IN THE SPECIFICATIONS PLUS A MINIMUM VERTICAL PENETRATION OF 30" IN THE SOIL.

STANDARD HIGHWAY SIGNS AND SUPPORT ASSEMBLIES

ARKANSAS STATE HIGHWAY COMMISSION

LOCATION OF AHTD DISTRICT HEADQUARTERS

District One

Wynne – 2701 US Hwy. 64; west of Jct. St. Hwy. 1 North

District Two

Pine Bluff - 4900 US Hwy. 65 South; east of Jct. US Hwys. 425 and 65

District Three

Hope – 2911 Hwy. 29 North; I-30, Exit No. 31

District Four

Fort Smith/Barling – 808 Frontier Rd., Barling, AR

District Five

Batesville – 1673 Batesville Blvd. (US Hwy. 167); 3 miles south of Batesville

District Six

Little Rock - 8900 Mabelvale Pike, Southwest Little Rock,
I-30, Exit No. 130 (Baseline Rd./St. Hwy. 338)

District Seven

Camden - 2245 California Ave. (US Hwy. 79)

District Eight

Russellville – 372 Aspen Ln.; I-40, Exit No. 81, north of I-40 & east of St. Hwy. 7

District Nine

Harrison – 4590 US Hwy. 65; 0.5 miles south of Jct. US Hwys. 65 and 62

District Ten

Paragould - 2510 Highway 412 West; 1 mile west of Jct. US Hwys. 49 & 412

LIST OF DISTRICT CONSTRUCTION ENGINEERS

District No.	Name	Mailing Address	Tel. Numbers
One	William Cheatham *	P. O. Box 278, Wynne 72396-0278	(870)238-8144 (870)238-2994 (fax)
Two	David Henning (acting interim)	P. O. Box 6836, Pine Bluff 71611-6836	(870)534-1612 (870)534-2038 (fax)
Three	Greg Harding	P. O. Box 490, Hope 71802-0490	(870)777-3457 (870)777-3489 (fax)
Four	Jason Hughey *	P. O. Box 11170, Fort Smith 72917-1170	(479)484-5306 (479)484-5300 (fax)
Five	Joe Trantham	P. O. Box 2376, Batesville 72503-2376	(870)251-2374 (870)251-2393 (fax)
Six	Mark Headley	P. O. Box 190296, Little Rock 72219-0296	(501)569-2266 (501)569-2366 (fax)
Seven	David Archer	P. O. Box 897, Camden 71711-0897	(870)836-6401 (870)836-4864 (fax)
Eight	David Tolleson	P. O. Box 70, Russellville 72811-0070	(479)968-2286 (479)968-4006 (fax)
Nine	Mitchell Archer	P. O. Box 610, Harrison 72602-0610	(870)743-2100 (870)743-4630 (fax)
Ten	Brad Smithee	P. O. Box 98, Paragould 72451-0098	(870)239-9511 (870)239-1156 (fax)

* Indicates new District Construction Engineer in 2013

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Date: _____

Arkansas' Bridge Inspection Program
For Local Governments

Designated Contact Person

The individual named below is hereby designated the principal contact person between this agency and the Arkansas State Highway and Transportation Department in matters relating to inventory, inspection and load rating of bridges on our public highway system.

Designated Contact:

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____

Email address:
(optional) _____

Official's Signature: _____

City Mayor/Administrator or County Judge

Name of City or County: _____

FORWARD THIS COMPLETED FORM TO YOUR AHTD DISTRICT CONSTRUCTION
ENGINEER.

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Date: AUG. 22, 2010

Arkansas' Bridge Inspection Program
For Local Governments

Designated Contact Person

The individual named below is hereby designated the principal contact person between this agency and the Arkansas State Highway and Transportation Department in matters relating to inventory, inspection and load rating of bridges on our public highway system.

Designated Contact:

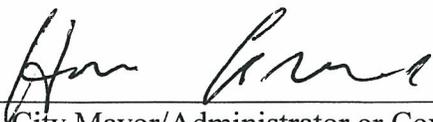
Name: HANS GRUBER

Title: MAYOR

Mailing Address: 987 MEISTER ST.
DAMENVILLE, AR 70999

Phone Number: 078.555.1234

Email address:
(optional) herrgruber@yahoo.net

Official's Signature: 
City Mayor/Administrator or County Judge

Name of City or County: DAMENVILLE

FORWARD THIS COMPLETED FORM TO YOUR AHTD DISTRICT CONSTRUCTION ENGINEER.

Date: May 21, 2010

Arkansas' Bridge Inspection Program
For Local Governments

Designated Contact Person

The individual named below is hereby designated the principal contact person between this agency and the Arkansas State Highway and Transportation Department in matters relating to inventory, inspection and load rating of bridges on our public highway system.

Designated Contact:

Name: Pedro Freeman

Title: Bridge and Road Supervisor

Mailing Address: 321 Petra St.
Rockville, AR 70888

Phone Number: (105) 555-9876

Email address:
(optional) hombregrande@msa.com

Official's Signature: Linda Swora
City Mayor/Administrator or County Judge

Name of City or County: Ciula County

FORWARD THIS COMPLETED FORM TO YOUR AHTD DISTRICT CONSTRUCTION ENGINEER.

RESOLUTION NO. _____

A RESOLUTION EXPRESSING THE WILLINGNESS

OF THE CITY OF _____
TO COOPERATE IN A PROGRAM REGARDING
WARNING SIGNS AT BRIDGES

WHEREAS, the 1978 Surface Transportation Assistance Act allows participating Federal-Aid funds for the erection of warning signs at public highway bridges that are limited by weight, and

WHEREAS, there may be bridges under the City's jurisdiction that should have warning signs placed regarding weight limit restrictions, and

WHEREAS, it is the intent of the City to comply with the National Bridge Inspection Standards as administered by the Arkansas State Highway and Transportation Department (AHTD) and described in the manual entitled "Local Government Procedures for Compliance With The National Bridge Inspection Standards", hereafter referred to as the "Local Government Compliance Manual", and

WHEREAS, this program has been approved by the AHTD and the Federal Highway Administration (FHWA) for the installation of the necessary load limit signs, funded in part with City funds and part with Federal funds, and

WHEREAS, this Resolution supersedes all previous agreements regarding reimbursement for the installation of warning signs at bridges with restrictive weight limits,

NOW THEREFORE BE IT RESOLVED THAT:

- 1.The City intends to participate in this program as explained in the "Local Government Compliance Manual".
- 2.As the City installs the load limit sign(s) at the bridge locations designated by the AHTD and in accordance with the specifications stated in the "Manual On Uniform Traffic Control Devices", the AHTD will bill the City for twenty percent (20%) of the material costs. The City agrees to pay one hundred percent (100%) of the material costs if the installation and written notification is not made within one month from the date of material requisition.
- 3.The City may obtain bridge weight limit signing materials from the AHTD not only for initial posting, but also for replacement signing or altered load limit signing.
- 4.Upon completion of the sign installation, the City will maintain the sign(s).
- 5.The City agrees to return to the AHTD an annual certification agreement regarding bridge posting and closing status. As a supplement to this certification agreement, the AHTD will provide to the City a current list of bridges requiring posting or closing for verification and return to the AHTD.

THIS RESOLUTION adopted this ____ day of _____, _____.

MAYOR

ATTEST: _____

(SEAL)

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IN THE _____ COUNTY COURT

ORDER

Now on this day comes for consideration the matter of load posting deficient county bridges as required by the National Bridge Inspection Standards (NBIS) in order to prevent the loss of Federal Aid Highway funds to the County government.

And it appears to the Court that this project has been approved by the Arkansas State Highway and Transportation Department (AHTD) and the Federal Highway Administration (FHWA) for the installation of the necessary load limit signs as required by the NBIS funded in part with County funds and part with Federal funds.

It is therefore considered, ordered and adjudged by the Court that this County will agree to install the load limit signs at the required locations designated by the AHTD and to the specifications stated in the "Manual On Uniform Traffic Control Devices" for the agreed price of twenty percent (20%) of the materials cost. The FHWA will provide eighty percent (80%) of the materials cost. Should the County fail to reimburse the AHTD for their twenty percent (20%) share when billed, the AHTD may cause this deficiency to be withheld from the allotment of gasoline tax returnable to the County, commonly called the County Turnback Fund. The County agrees to pay one hundred percent (100%) of material costs if installation and notification is not made within one month from the date of material requisition.

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Upon completion of the sign material installations, the County agrees to maintain the signs in accordance with NBIS regulations. The County agrees to return to the AHTD an annual certification agreement regarding bridge posting and closing status. It is further agreed, this Court Order supersedes all previous agreements regarding reimbursement for the installation of warning signs at bridges with restrictive weight limits.

County Judge

Date

I, _____ County Clerk, do hereby certify that the foregoing order was duly signed on the ____ day of _____, _____, and the same is recorded in Record Book _____ on page _____ of the records of _____ County.

County Clerk

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**ARKANSAS' BRIDGE INSPECTION PROGRAM
FOR LOCAL GOVERNMENTS**

Bridge Revisions Affecting Inventory Data

*** NOT FOR USE IN BRIDGE WEIGHT LIMIT SIGN REQUISITION AND CERTIFICATION ***

County or City Name: _____ Official's Signature: _____

* Bridge Number	* Route Number or Name and Feature Under Bridge	Description of Work Performed	Date Work Performed	** Recommended Action (AHTD Use Only)

* Refer to current 'Bridge Inventory/Posting Certification' Report or other AHTD notification (Form V, letter, etc...)

** Recommended Actions by AHTD District Office:

- 1 = Schedule Bridge Inspection and update database with revised inspection data
- 2 = Work performed does not necessitate reinspection (No Further Action Taken)

PLEASE SUBMIT THE COMPLETED FORM PROMPTLY TO YOUR AHTD DISTRICT CONSTRUCTION ENGINEER

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**ARKANSAS' BRIDGE INSPECTION PROGRAM
FOR LOCAL GOVERNMENTS**

Bridge Revisions Affecting Inventory Data

*** NOT FOR USE IN BRIDGE WEIGHT LIMIT SIGN REQUISITION AND CERTIFICATION ***

County or City Name: Gila County Official's Signature: Linda Senora

* Bridge Number	* Route Number or Name and Feature Under Bridge	Description of Work Performed	Date Work Performed	** Recommended Action (AHTD Use Only)
25550	Co Rt 24 (Lizard Rd.) Lizard Creek	Bridge removed & replaced at existing location	8/22/09	
25450	Co Rt 26 (Abuelo Trl.) Grand Ditch	Repaired mushroomed pile#1 on Bt. 3	9/6/09	
25455	Co Rt 15 (Banana Creek Rd.) Banana Creek	Added 3 in. asphalt overlay on existing deck	9/20/09	

* Refer to current 'Bridge Inventory/Posting Certification' Report or other AHTD notification (Form V, letter, etc...)

** Recommended Actions by AHTD District Office:

- 1 = Schedule Bridge Inspection and update database with revised inspection data
- 2 = Work performed does not necessitate reinspection (No Further Action Taken)

PLEASE SUBMIT THE COMPLETED FORM PROMPTLY TO YOUR AHTD DISTRICT CONSTRUCTION ENGINEER

**ARKANSAS' BRIDGE INSPECTION PROGRAM
FOR LOCAL GOVERNMENTS**

Bridge Revisions Affecting Inventory Data

*** NOT FOR USE IN BRIDGE WEIGHT LIMIT SIGN REQUISITION AND CERTIFICATION ***

County or City Name: *Danerville* Official's Signature: *Hans Gruber*

* Bridge Number	* Route Number or Name and Feature Under Bridge	Description of Work Performed	Date Work Performed	** Recommended Action (AHTD Use Only)
14444	Dresden Dr./Snake Creek	Replaced broken stringers in Spans 1 & 2	5/21/09	
M1428	Rhineland Cir./Ditch	Widened bridge from 12 ft. to 22 ft.	6/25/09	
25555	Stuttgart Pl. / Toad Creek	Physically closed bridge to traffic with barricade	6/5/09	

* Refer to current "Bridge Inventory/Posting Certification" Report or other AHTD notification (Form V, letter, etc...)

** Recommended Actions by AHTD District Office:
1 = Schedule Bridge Inspection and update database with revised inspection data
2 = Work performed does not necessitate reinspection (No Further Action Taken)

PLEASE SUBMIT THE COMPLETED FORM PROMPTLY TO YOUR AHTD DISTRICT CONSTRUCTION ENGINEER

Examples of NBIS - Form VIII Utilization

The following list is intended to provide typical examples when revisions to an existing highway bridge should be reported on Form VIII and promptly forwarded to the District Construction Engineer. The list is not intended as all inclusive, but does serve as a guide for general classes of revisions to be reported.

Complete and Submit Form VIII When:

1. Bridge physically closed to traffic.
2. Bridge removed and not replaced (eliminated).
3. Bridge removed and replaced at existing location.
4. Existing bridge widened and/or lengthened.
5. Bridge constructed at new location.
6. Existing deck and/or stringer(s) replaced or strengthened.
7. Existing pier(s)/bent(s)/abutment(s) replaced or strengthened.
8. Additional pier(s)/bent(s) added to existing structure.
9. Deficient pile(s)/column(s) replaced or strengthened.
10. Additional surfacing (asphalt, gravel, concrete, timber) added over existing deck.
11. Existing bridge damaged by manmade or natural causes (i. e., burned, streambed eroded, accident damage).
12. Accumulated debris removed from bridge site.

THESE MATERIALS MUST BE INSTALLED AND THIS FORM SIGNED AND RETURNED WITHIN ONE MONTH OR THE AGENCY WILL BE BILLED FOR 100% OF THE MATERIAL COST.

BRIDGE WEIGHT LIMIT SIGNS
MATERIAL REQUISITION AND INSTALLATION LOG

Bridge Number	Route Number or Name and Feature Under Bridge	Truck Weight Limits (Tons)			REQUISITION INFORMATION												INSTALLATION INFORMATION									
		Code 4	Code 9	Code 5	Material Quantity**												Install Date (M/D/Y)	Installation Certified By Agency Official (Signature)								
		Number of Decals												AHTD Issuer (Initials)	Received by Agency (Initials)											
		0's	1's	2's	3's	4's	5's	6's	7's	8's	9's	Bl.	#	Requisition Date (M/D/Y)												
12249	Co Rt Co / Ditch No 8	3	3	3									3													
12256	Co Rt 10 (Milsum Rd) / Ditch	4	5	7									6													
20235	Co Rt 13 / 15 Mile Crk	7	9	12									2													
21925	Co Rt 336 / Ditch # 13	12	12	17									2													
													Totals:	5	2	8	6	3	2	2	6	2	2	24		

Notes:

- By completing columns in the "Installation Information" area, the agency which requisitioned the signing material certifies that these materials were properly installed at the designated bridge site on the date shown.
- The agency requisitioning the material will be billed for only 20% of the material cost if "Installation Information" is completed and the original form is returned to the District Headquarters within one month of the date shown in the "Requisition Information" area. If completed and returned beyond the one month limit, the agency will be billed for 100% of the material cost.

Requesting Official's Signature
Linda Senoo
County Judge

County of GILA

Requesting Official's Signature
City of _____

FOR AHTD USE ONLY
Date Forwarded to Bridge Division:

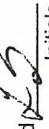
- Instructions For Completing Form:**
- Complete columns of the "Bridge Information" area, using information from AHTD notification.
 - Determine material quantities needed and complete the columns of "Requisition Information" area as necessary for each bridge.
 - Agency Administrator signs "Requesting Official's Signature".
 - Completed and signed form is delivered to AHTD District Headquarters where materials are requisitioned using the columns of the "Requisition Information" area.
 - The requesting agency retains the original and one copy of the form and the District Headquarters forwards a single copy to Bridge Division.
 - Upon properly installing requisitioned materials, the requesting agency completes "Installation Information" and sends original to District Headquarters.
 - After review of completed form, District Headquarters sends original to Bridge Division for processing and billing.

* Use the most current information from:
1. The latest "Bridge Inventory / Posting Certification" report, OR
2. Other AHTD notification (Form V, letter, etc.)
** A maximum of 12 single digit decals, 2 posts, and/or 2 signs per bridge may be requisitioned at one time.

EXAMPLE (BEFORE MATERIAL REQUISITION)

BRIDGE INVENTORY / POSTING CERTIFICATION
 COUNTY OWNED STRUCTURES
 DISTRICT - 11; COUNTY - GILA

ROUTE	OTHER ROUTE DESIGNATION	MAP ZONE	FEATURE UNDER BRIDGE	LOCATION	MAIN SPAN MATERIAL & TYPE	BRIDGE DIMENSIONS LENGTH\WIDTH	REQ'D POSTING (TONS)			BRIDGE NUMBER	REMARKS	
							Code 4	Code 9	Code 5			
2	na	D	DITCH NO 5	10.93 MI E JCT SH 77	Steel RR Car	51	20.0	3	3	4	19935	Posted ✓
3	na	F	DITCH	.75 MI NO 165	Concrete Tee Beam	40	25.2	NN	NN	NN	12237	
4	na	F	CREEK	1.11 MI W US 77	Concrete Tee Beam	30	25.3	NN	NN	NN	12239	
4	na	F	DITCH	2.97 MI W US 77	Concrete Tee Beam	57	25.4	NN	NN	NN	12240	
5	na	C	FIFTEEN MILE BAYOU	.50 MI S JC US 70	Concrete Channel Bm	125	28.0	NN	NN	NN	04670	
5	na	F	DITCH NO 9	.01 MI N INT US 64	Steel RR Car	89	19.8	NN	20	20	21473	OK ✓
6	na	F	DRAINAGE DITCH	4 MI WEST CO RD 186	Concrete Channel Bm	93	28.0	NN	NN	NN	04574	
6	na	D	DITCH NO. 3	6.22 MI E INT 30 & 6	Concrete Tee Beam	49	17.3	NN	NN	NN	12247	
6	na	D	DITCH NO 3	6.71 MI E INT CR 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12248	
6	na	D	DITCH NO 8	7.61 MI INT CR 30 & 6	Timber Mult Beam	42	17.0	3	3	3	12249	Needs sign at by ✓
6	na	D	DITCH NO 10	8.82 MI SE INT 30 & 6	Concrete Tee Beam	32	17.2	NN	NN	NN	12250	
6	na	F	DITCH NO 9	22 MI FROM INT CR 30	Concrete Channel Bm	300	24.3	NN	NN	NN	18823	
6	na	D	BELLHAMMER SLOUGH	1.48 MI E INT CR 30 & 6	Concrete Slab	175	25.3	NN	NN	NN	20328	
7	na	C	TEN MILE BAYOU	6.71 MI S JCT US 64	Steel Mult Beam	252	26.3	NN	NN	NN	04224	
7	na	C	DITCH NO. 19	7.97 MI S JCT US 64	Concrete Tee Beam	40	25.0	NN	NN	NN	17889	
8	na	G	OUTLET DITCH	3.78 MI E INT CR 8 & 15	Concrete Tee Beam	91	28.2	NN	NN	NN	04627	
8	na	G	DITCH	25 MI W SH118	Concrete Channel Bm	45	24.1	NN	NN	NN	12252	
10	Milam Road	G	DITCH	.50 MI W SH118	Timber Mult Beam	31	16.2	4	5	7	12256	Need new decals ✓
12	na	E	BLACKFISH BAYOU	1.25 MI W JCT SH 149	Concrete Channel Bm	76	16.6	NN	NN	NN	04138	
12	na	E	DITCH #1	8.75 MI W SH 50	Concrete Channel Bm	45	16.6	NN	NN	NN	12258	
12	na	E	DITCH	1.24 MI E OF JCT SH 149	Concrete Channel Bm	57	26.2	NN	NN	NN	M3957	
12	na	E	BUCK LAKE	2.9 MI E OF JCT SH 149	Concrete Channel Bm	155	26.2	NN	NN	NN	M3958	
12	na	E	BLACKFISH BAYOU	2.31 MI E OF JCT SH 149	Concrete Channel Bm	186	26.2	NN	NN	NN	M3960	
12	na	E	DITCH NO. 1	3.83 MI E OF JCT SH 149	Concrete Channel Bm	31	26.0	NN	NN	NN	M4013	
13	na	F	DEER BAYOU	1 NE JCT CORD 137	Steel Mult Beam	43	22.1	9	11	13	04041	pk ✓
13	na	F	DITCH NO 7	1 MI N INT CR 4&13	Concrete Channel Bm	107	28.2	NN	NN	NN	04442	
13	na	F	DITCH NO 32	0.06 MI NO US 64	Steel Gird/Fibm	40	17.2	NN	NN	NN	12261	
13	na	B	TEN MILE BAYOU CUTOFF	3.16 SO OF US 70 & CR13	Concrete Channel Bm	57	24.5	3	3	3	17887	closed: 10/3
13	na	B	15 MILE CREEK	3.75 MI N INT CORD 44	Steel Mult Beam	134	16.0	7	9	12	20235	None, order! ✓
14	na	B	DITCH NO. 19	3.6 MI W INT 51 & 14	Steel RR Car	85	18.2	NN	NN	NN	22084	
14	Mudline Rd.	B	DITCH	0.50 MI E 79	Steel RR Car	50	18.2	NN	NN	NN	22085	

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EXAMPLE (First or intermediate page)



BRIDGE INVENTORY / POSTING CERTIFICATION
 COUNTY OWNED STRUCTURES
 DISTRICT - 11; COUNTY - GILA

ROUTE	OTHER ROUTE DESIGNATION	MAP ZONE	FEATURE UNDER BRIDGE	LOCATION	MAIN SPAN MATERIAL & TYPE	BRIDGE DIMENSIONS		REQ'D POSTING (TONS)			BRIDGE NUMBER	REMARKS
						LENGTH	WIDTH	VEHICLE TYPE	Code 4	Code 9		
325	na	D	DITCH	.98 MI NO 30	Concrete Tee Beam	40	19.0	NN	NN	NN	12360	
347	na	D	DITCH	01 MI W 35	Timber Mult Beam	45	16.0	7	9	14	12366	ok ✓
347	na	D	FRISCO RR DITCH	1 MI W OF CORD 35	Timber Mult Beam	45	16.0	8	12	14	12367	ok ✓
356	na	E	DITCH #13	2.59 MI NO JCT CO RD 12	Steel RR Car	45	17.3	12	12	17	21925	Bullet holes correct ✓
367	na	E	BLACKFISH BAYOU	1.83 MI SE 17 & 367	Concrete Mult Box Bm	203	26.0	NN	NN	NN	20832	ok ✓
375	na	E	DITCH C	1.12 MI E CORD 17	Steel Gird/Fibm	40	17.1	3	3	3	17892	ok ✓
375	na	E	DITCH # 1	.4 MI E CORD 317	Steel Gird/Fibm	40	15.0	3	3	3	17893	ok ✓
378	na	E	Alligator Bayou	0.96 MI W SH 50	Steel Gird/Fibm	45	21.2	20	21	24	22454	ok ✓
379	na	E	DITCH #21	1.96 MI SO INTER CORD 378	Timber Mult Beam	27	16.0	18	23	32	12376	ok ✓
388	na	E	DITCH 18	1.3 MI SO CR	Timber Mult Beam	25	16.5	15	19	27	12379	ok ✓

This signature certifies that:

- * I have reviewed my agency's Bridge Inventory / Posting Certification report for bridge posting or closure requirements and initiated each page to indicate this review.
- * I have taken any necessary action to properly post or close the bridges according to the values indicated on the report or as notified otherwise.
- * I understand that the Federal Highway Administration (FHWA) may make random on-site inspections to verify proper load posting or bridge closure.
- * I agree that failure to sign, date and return this report to the AHTD District Headquarters by December 31st will result in withholding of Federal Highway funds for future construction projects in my agency's jurisdiction, until the time that the report is submitted as required.


 Linda Senora
 County Judge

 10/18/05
 Date Signed

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EXAMPLE (Last page)