

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

INTEROFFICE MEMORANDUM

May 22, 2003

TO: District Construction Engineers & Bridge Inspectors ✓
FROM: Garland Land, Heavy Bridge Maintenance Engineer *Garland Land*
SUBJECT: Bridge Closure Procedure

In order to ensure consistency in notification procedures when a bridge in need of closing is found by Bridge Inspectors or others involved in the bridge inspection program, the following guidelines should be followed.

NON-STATE OWNED BRIDGES

- A. If inspection reveals a dangerous situation that the inspector is sure requires immediate closing, he should:
1. Block the access to the bridge and inform the traveling public of the danger.
 2. Immediately notify the owner and the District Construction Engineer (DCE).
 3. The DCE will:
 - a. Immediately investigate the need to close the bridge
 - b. Promptly notify the owner of his findings and whether the bridge should remain closed
 - c. Promptly provide the inspection report and other appropriate information to the Bridge Division
 4. Bridge Division will promptly send by certified mail an official notification letter to the owner.
- B. If inspection reveals a dangerous situation, but the inspector is not sure immediate closing is required, he should:
1. Immediately notify the District Construction Engineer (DCE).
 2. The DCE will:
 - a. Immediately investigate the need to close the bridge
 - b. If bridge closing is required, immediately notify the owner
 - c. Promptly provide the inspection report and other appropriate information to the Bridge Division.
 3. Bridge Division will promptly send by certified mail an official notification letter to the owner.
- C. If the Rating Section of Bridge Division determines by load analysis that a bridge should be closed, the following steps should be taken:
1. Bridge Division will:
 - a. Send by certified mail an official notification letter to the owner.
 - b. Inform the DCE by telephone
 2. The DCE will make prompt, verbal notification to the owner.

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BRIDGE DIVISION

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**INTEROFFICE MEMORANDUM****STATE OWNED BRIDGES**

- A. If inspection reveals a dangerous situation that the inspector is sure requires immediate closing, he should:
 - 1. Block the access to the bridge so that no one crosses. Inform the traveling public of the danger.
 - 2. Immediately inform the District Engineer (DE) or the DCE.
- B. If an inspection reveals a dangerous situation that the inspector is not sure requires closing, he should immediately inform the DE or the DCE.
- C. If the Rating Section of Bridge Division determines by load analysis that a bridge should be closed, the Rating Section should immediately inform the Bridge Engineer and the DE or the DCE.

cc: Ralph Hall, Asst. Chief Engineer Operations
Leonard Hall, Maintenance Engineer
Phil Brand, Bridge Engineer
David Ball, Staff Structures Engineer - Bridge Rating Section
Terry Daniel, FHWA - Structures Engineer