

Input Procedures for FHWA Metrics

Metric #6 – Inspection Frequency- Routine

- I. Select the Inspection website button on the SIIMS home page.
 1. County Field Data-Inspection Info tab
 - a. Update the NBI 90 Inspection Date following the completion of the inspection.
 - b. Update the NBI 91 Designated Inspection Frequency as needed.
 2. County Field Data-Bridge Data tab
 - a. Update the Load Posting Table data.
 - b. Update the Signing data.
 - c. Update the Approach data.
 - d. Update the condition rating for Item 72 Approach Roadway Alignment as required.
 3. County Field Data-Deck tab
 - a. Update the Deck Tab data.
 - b. Update the condition rating for Item 58 Deck as required.
 4. County Field Data-Superstructure tab
 - a. Update the Superstructure Tab data.
 - b. Update the condition rating for Item 59 Superstructure as required.
 5. County Field Data-Substructure tab
 - a. Update the Substructure Tab data.
 - b. Update the condition rating for Item 60 Substructure as required.
 6. County Field Data- Channel and Chan. Prot. tab
 - a. Update the Channel & Channel Protection Tab data.
 - b. Update the condition rating for Item 61 Channel/Channel Protection as required.
 - c. Indicate in the check boxes the level or levels of scour analysis that have been completed.
 - i. Attach the completed form(s) to the bridge file as a PDF.
(Reference to item (f) below.)
 - d. Indicate in the check box if a Plan of Action (POA) has been implemented.
 - i. Attach the completed form to the bridge file as a PDF.
(Reference to item (f) below.)
 - e. Indicate in the check box if an Undetermined Foundation Evaluation form has been completed.
 - i. Attach the completed form to the bridge file as a PDF.
(Reference to item (f).)

- f. Attaching files.

(Note: Scour and POA forms are not part of a routine inspection and are added to the bridge file through the Manager website.)

- i. Select the Manager website button on the SIIMS home page or Main Manager Page through the Main menu.
 - ii. Enter the FHWA No. in the Quick Select box.
 - iii. Scroll down to the Manager Pictures/Files and select Scour from the drop down list next to Type.
 - iv. Utilize the Browse and Attach buttons to locate previously scanned files and attach them as part of the bridge file.
- 7. County Field Data-Culverts
 - a. Update the Culverts data.
 - b. Update the condition rating for Item 62 Culverts as required.
 - c. Indicate in the check box if no fill.
- 8. County Field Data-QC Form
 - a. Input the information on the QC Form Tab as required.
- 9. County Field Data-SIA
 - a. Verify the Next Inspection Date under Inspections.
- 10. County Filed Data – Underrecords
 - a. Update underrecords data as needed.

Metric#8 – Inspection Frequency – Underwater

- I. Select the Inspection website button on the SIIMS home page.
 - 1. County Field Data-Inspection Info tab
 - a. Update the NBI 93B Underwater Inspection Date following the completion of the inspection.
 - b. Update the NBI 92B Designated Inspection Frequency as needed.
 - 2. County Field Data- SIA tab
 - a. Verify the underwater inspection Y/N and FREQ under Inspections are correct.

Metric#10 – Inspection Frequency – Fracture Critical Member

- I. Select the Inspection website button on the SIIMS home page.
 - 1. County Field Data-Inspection Info tab

- a. Update the NBI 93A Fracture Critical Inspection Date following the completion of the inspection.
 - b. Update the NBI 92A Designated Inspection Frequency as needed.
2. County Field Data- SIA tab
 - a. Verify that the fracture critical inspection Y/N and FREQ under Inspections are correct.
3. Crit. Finding/Load Rating/Suppl.-Supplementary Inspection Information tab
 - a. Input the information as required.
 - b. Indicate in the check box if the bridge file includes a PDF of the Fracture Critical Member Sketch.
 - i. Reference to Metric #6 item 6(f) for attaching files. Select Type of Fracture Critical Details.

Metric#11 – Inspection Frequency – Special

- II. Select the Inspection website button on the SIIMS home page.

1. County Field Data-Inspection Info tab
 - a. Update the NBI 93C Special Inspection Date following the completion of the inspection.
 - b. Update the NBI 92C Designated Inspection Frequency as needed.
2. County Field Data-SIA tab
 - a. Verify that the special inspection Y/N and FREQ under Inspections are correct.

(Note: The Critical Finding Bridge Report Tab is completed utilizing the Inspection website of SIIMS when critical findings are discovered while an inspection is “In Progress”. When critical findings are discovered after the inspection has been “Approved”, the Critical Finding Bridge Report Tab is completed utilizing the Manager website of SIIMS.)

3. Crit Finding/Load Rating/Suppl.-Critical Finding tab
 - a. Reference to Instructional Memorandum 2.120 Inspection Procedures- Critical Findings for additional information for identifying and reporting critical findings.

Metric #13 – Inspection Procedures – Load Rating

- I. Select the Inspection website button on the SIIMS home page.

(Note: The Load Rating Bridge Report Tab is completed utilizing the Inspection website of SIIMS when load ratings are updated while an inspection is “In Progress”.)

When load ratings are updated after the inspection has been “Approved”, the Load Rating Bridge Report Tab is completed utilizing the Manager website of SIIMS.)

1. Crit. Finding/Load Rating/Suppl.-Load Rating Evaluation tab
 - a. Complete the Load Rating Evaluation Form as required.
2. Crit. Finding/Load Rating/Suppl.- Load Rating tab
 - a. Update the Load Rating Bridge Report Tab as required.
 - b. Indicate in the check box if calculations are uploaded.
3. Reference to Metric #6 item 6(f) for attaching files. Select Type of Load Rating. County Field Data-Bridge Data tab
 - a. Verify that Item 70 Bridge Posting is consistent with Item 41 Structure Open, Posted or Closed to Traffic.

(Note: Updates to Item 41 after the inspection has been “Approved” are edited through the Manager website.)

- i. Select the Manager website button on the SIIMS home page or Main Manager Page through the Main menu.
- ii. Enter the FHWA No. in the Quick Select box.
- iii. Select the Quick Links hyperlink for Edit Central Data Base Values.
- iv. County Field Data-SIA tab
 1. Update Item 41 as required.

Metric#14 – Inspection Procedures – Post or Restrict

- I. Select the Inspection website button on the SIIMS home page.

(Note: The Load Rating Bridge Report Tab is edited utilizing the Inspection website of SIIMS when load ratings are updated while an inspection is “In Progress”. When load ratings are updated after the inspection has been “Approved”, the Load Rating Bridge Report Tab is edited utilizing the Manager website of SIIMS.)

1. Crit Finding/Load Rating/Suppl.-Load Rating tab
 - a. Update the Load Rating Bridge Report Tab data as required.
2. County Field Data Collection tab-Bridge Data tab
 - a. Verify that Item 70 Bridge Posting is consistent with Item 41 Structure Open, Posted or Closed to Traffic.

(Note: Updates to Item 41 after the inspection has been “Approved” are edited through the Manager website.)

- i. Select the Manager website.
- ii. Enter the FHWA No. in the Quick Select box.
- iii. Select the Quick Links hyperlink for Edit Central Data Base Values.
- iv. County Field Data-SIA tab
 1. Update Item 41 as required.

Metric#15 – Inspection Procedures – Bridge Files

- I. Select the Manager website button on the SIIMS home page.
 1. Bridge Plans
 - a. Enter the FHWA No. in the Quick Select box.
 - b. Scroll down to the Manager Pictures/Files and select Plans from the drop down list next to Type.
 - c. Utilize the Browse and Attach buttons to locate previously scanned or uploaded electronic files and attach them as part of the bridge file.
 2. Repair Plans
 - a. Reference to procedure under Bridge Plans above.
 3. Photographs
 - a. Enter the FHWA No. in the Quick Select box.
 - b. Scroll down to the Manager Pictures/Files and select Photos from the drop down list next to Type.
 - c. Utilize the Browse and Attach buttons to locate previously scanned or uploaded electronic photographs and attach them as part of the bridge file.
 4. Flood Data
 - a. Reference to procedures outlined in Metric #6 item 6(f) for attaching files.
 5. Channel Cross Section
 - a. Enter the FHWA No. in the Quick Select box.
 - b. Select the Quick Links hyperlink for Edit Central Data Base Values.
 - c. Channel Profile-Channel Section tab.
 - i. Input the channel section data as required.
 6. Load Rating Calculations
 - a. Reference to procedures outlined in Metric #13 item (2b) above.

7. Critical Findings
 - a. Reference to procedures outlined in Metric #11 items (2&3) above.
8. Critical Features
 - a. Crit Finding/Load Rating/Suppl.- Supplementary Inspection Information tab.
 - a. Input the information as required.
9. Special Inspection Equipment
 - a. Crit Finding/Load Rating/Suppl.- Supplementary Inspection Information tab.
 - a. Input the information as required.

Metric#16 – Inspection Procedures – Fracture Critical Members

1. Reference to procedures outlined in Metric #10.

Metric#18 – Inspection Procedures – Scour Critical Bridges

1. Reference to procedures outlined in Metric #6 item (6).

Metric#20 – Inspection Procedures – QC/QA

- I. Select the Inspection website button on the SIIMS home page.
 1. County Field Data-QC Form tab
 - a. Complete the QC Form Tab as required.