MONTANA
Department of Transportation

Malcolm "Mack" Long, Director

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Memorandum

From:	Mary Smith, P.E., Load Rating Engineer Henry Henning, P.E., Bridge Inspection Engineer
Date:	May 3, 2022
Subject:	Interim Guidance for NBI Item 41 Comments

This memorandum describes the comments required when NBI Item 41 is changed.

Clear comments are necessary to explain why NBI Item 41 is changed. You should include these comments every time Item 41 is changed. Your comments should contain: a summary of the NBI Item 41 change, a comment or justification for the coding, date, and your full name and company.

Format:

<Summary of NBI 41 Change> <Comment/justification for NBI 41 coding> < MM/DD/YYYY> <Name of person who changed NBI 41, Company>

Example:

Changed from P to B. No posting signs present during routine inspection, 10/27/2021, Henry Henning, MDT.

NBI 41 comments are located in BrM, under the Inspection Tab- Appraisal page, below the NBI Item 41 data field. When there are previous comments for NBI Item 41, add your new comments above the previous comments and do not delete them.

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