MONTANA
Department of Transportation

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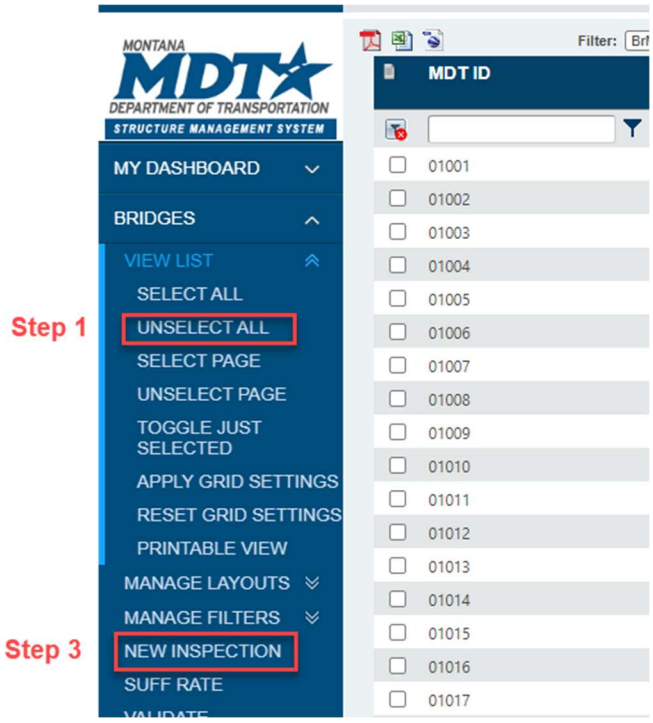
Memorandum

From:	Tim Welter, E.I.T., Bridge Maintenance Engineer
Approved By:	Henry Henning, P.E., Bridge Inspection Engineer
Date:	June 17th, 2022
Subject:	Interim Guidance Disaster Inspection Entry

Natural Disaster Inspections are to be completed by bridge inspectors after the Maintenance monitoring phase is completed following a Natural Disaster. These inspections are intended to be completed to help identify the serviceability of a bridge and identify bridges that require more in-depth inspections when conditions allow and document which bridges have been deemed safe at the time of inspection and require no further follow up.

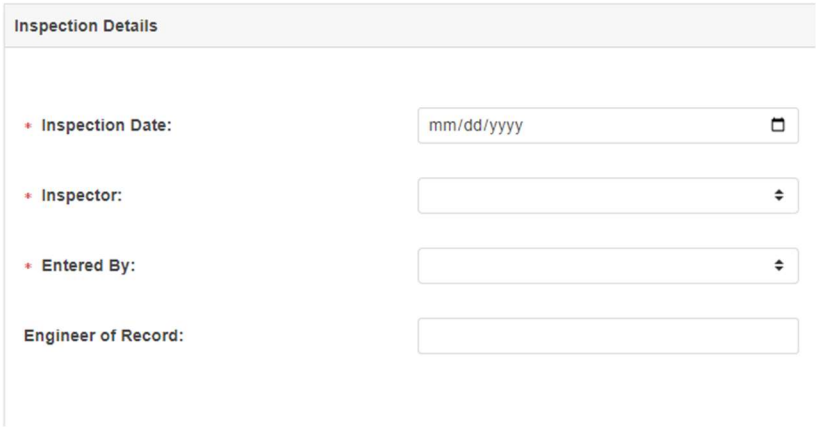
The process for data entry is as outlined below:

Step 1. On the Bridges->View list page click unselect all.
Step 2. Select the bridge that requires Natural Disaster inspection.
Step 3. With the bridge selected click on New Inspection.

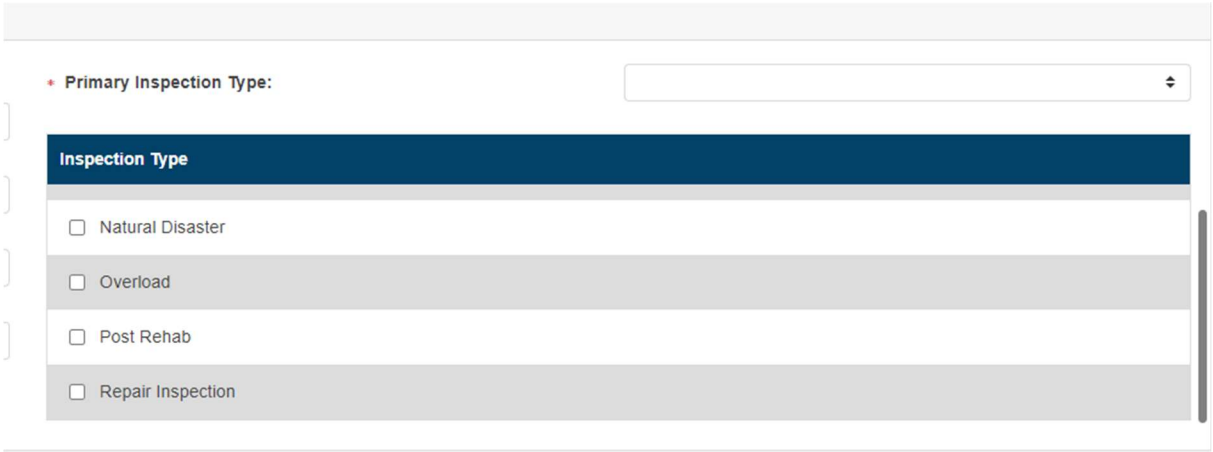


Step 4. Fill in inspection details

a. Inspection Date is the date the inspection was completed if an inspection takes multiple days the date should be entered in as the last day of the inspection.



Step 5. Select other from the primary inspection type drop down and select Natural Disaster from the Inspection Types window.



Step 6. Click on Create at the bottom of the screen.

Step 7. Once the inspection is created it will bring you to the logistics page.

a. This page will likely not be applicable to these inspections.

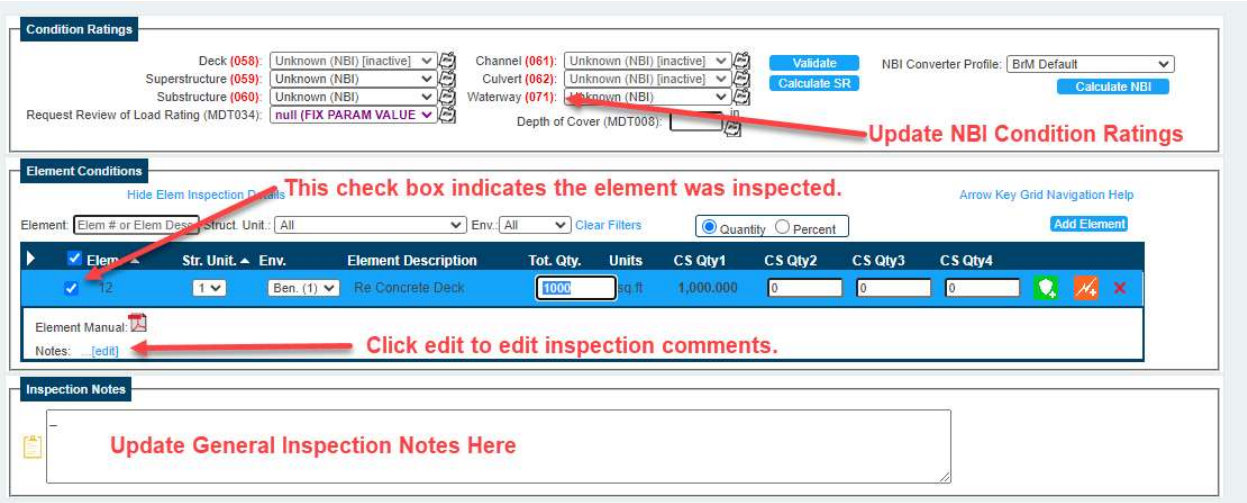
Step 8. Switch over to the Inspection->Condition Page to view the inspection.

Step 9. None of the check boxes for the elements should be checked and will not allow you to edit these elements.

Step 10. Using Inspector Judgement, the inspection notes field should be used to describe the overall serviceability of the bridge and its overall state and any items that need to be addressed.

Step 11. Use inspector judgment to determine if adding elements comments or adding work candidates are necessary.

a. Work Candidates can include things such as debris, scour protection, damage to girders, etc…



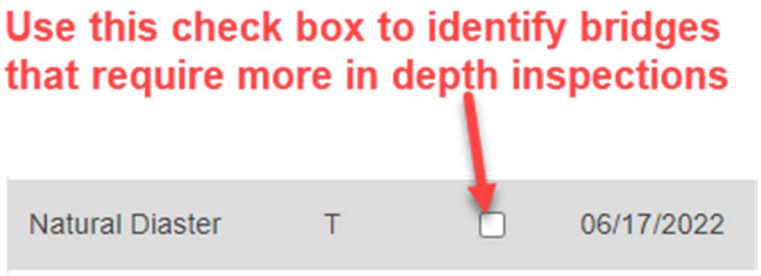
Step 12. Upload any photos to the repair inspection folder in the Multimedia tab.

a. Photos should be uploaded with the agency type of Inspection Photo.

b. Upload PDF of Post Disaster (Flood, Earthquake, Fire, etc…) Inspection Procedures document with the agency type of Supplemental Report Data.

Step 13. On the Inspection> Schedule Page the natural disaster inspection should be marked as performed. Use the Inspection Required Check box to identify bridges that require a follow up inspection.

a. Do not enter in a frequency or next date as this will be used by bridge management to identify bridges that need further inspections and identify a time when these inspections can be completed.



Step 14. Select submit for review and follow the inspection review process.