



IN REPLY REFER TO
FILE NO.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

December 20, 2023

REFERRED TO

- _____ REFERRED FOR ACTION
- _____ ANSWER FOR MY SIGNATURE
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 BY _____ DATE _____
 BY _____ DATE _____

MEMORANDUM

TO: ASSISTANT DISTRICT ADMINISTRATOR - OPERATIONS

FROM: HAYLYE BROWN, P.E. ^{DS}
HB
STRUCTURES & FACILITIES ENGINEER ADMINISTRATOR

RE: INITIAL INSPECTION PROCEDURE UPDATE

The purpose of this memorandum is to serve as notification of the new procedure for Initial Inspections.

As of 1/1/2024, the MSF forms will no longer be used to inventory new structures. The procedure for the Initial inspection will be as follows:

1. Verify that you have all required information: Scour documentation, plans, and Pile driving records. An initial inspection will not be approved without this information.
2. E-mail the attached updated 2023 Add/Delete Sheet to your HQ/QA representative. QA will create the recall in InspectX and schedule an Initial Inspection report for you to complete.
3. Perform the initial inspection in InspectX collecting all Inventory, Condition, and Element Level data including all SNBI and NBI data fields. Upload Scour documentation, plans, and Pile driving records into the appropriate sections on the file tab.
4. Send the completed Initial Inspection to your HA/QA representative for Preliminary approval and Stephanie Doolittle or Heather Deare for Final Approval.

Should you have any questions, please contact Stephanie Doolittle at (225) 379-1329.

HGB: SSD

Cc: Mr. Kevin Reed
Mr. Todd Donmyer