

How to Create New Undocumented Asset Numbers in HRA

April 30, 2021

BACKGROUND

INDOT has released the new Hydraulics Request Application (HRA) for tracking requests for services from hydraulics engineering. This system allows for uploading of hydraulics design files to ERMS from HRA. In order to upload files a request must have an “Asset #” or a “New Undocumented Asset #” in HRA. The following documents the standards for creating new undocumented asset numbers in HRA.

INDOT PROJECTS

Bridges

If the structure number does not populate by entering the project using the Des. number then enter it as an “Asset #”. If a system message indicates it is a “New Undocumented Asset #” then click the button to enter it as such. In all cases the actual structure number is to be used. If the project is for a new bridge or a bridge replacement the new structure number will be needed for the hydraulics submittal.

Culverts (CV and CLV)

If the culvert asset number does not populate by entering the project using the Des. number or the project hasn't been assigned a Des. number at the time of the request, then enter it as an “Asset #”. If a system message indicates it is a “New Undocumented Asset #” then click the button to enter it as such. In all cases the actual culvert asset number is to be used.

Detention

For detention projects use Des. number and D for detention. If there is more than one detention basin in the project then use D1, D2, etc. For example, a new undocumented asset number would look like “2100021-D”.

Storm Drains

For storm drain projects use Des. number and S for storm drain. If there is more than one storm drain system in the project then use S1, S2, etc. For example, a new undocumented asset number would look like “2100021-S”.

Median Drainage

If median drains have an asset number, then it should be used. For median drain projects without an asset number, use Des. number and M for median drain. If there is more than one median drain in the project then use M1, M2, etc. For example, a new undocumented asset number would look like “2100021-M”.

Drainage Complaint

For drainage complaints use the structure or asset ID if there is a bridge or culvert involved. If an undocumented asset ID needs to be created, use the route number, district, and RP. For example, on US 24 in Fort Wayne District at RP 125.45 would be “24-D02-125.45”. The districts are numbered alphabetically.

Design Build Projects

If it is determined that the above system may not work well for the project, contact INDOT hydraulics engineering at the beginning of the project to determine a system that is acceptable to INDOT.

LPA PROJECTS REQUIRING INDOT REVIEW (Design Memo 18-12)

Bridges

If the structure number does not populate by entering the project using the Des. number then enter it as an “Asset #”. If a system message indicates it is a “New Undocumented Asset #” then click the button to enter it as such. In all cases the actual structure number is to be used. A county bridge structure number in SPMS follows this format, Morgan County bridge number 75 would be “55-00075”.

Culverts

For culvert projects use Des. number and C for culvert. If there is more than one culvert, then use C and the structure number in the plans C101 for structure 101 etc. For example, a new undocumented asset number would look like “2100021-C101”.

Detention

For detention projects use Des. number and D for detention. If there is more than one detention basin then use D1, D2, etc. For example, a new undocumented asset number would look like “2100021-D”.

Storm Drains

For storm drain projects use Des. number and S for storm drain. If there is more than one storm drain system then use S1, S2, etc. For example, a new undocumented asset number would look like “2100021-S”.

If you have questions, please contact *Hydraulics@indot.in.gov*.