



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N642  
Indianapolis, Indiana 46204

PHONE: (317) 232-6776

**Michael R. Pence, Governor**  
**Brandye Hendrickson,**  
**Commissioner**

## Bridge Inspection Memorandum No. 16-11

**TO:** All Inspection Personnel, Consultants

**FROM:** Merrill Dougherty, PE  
Bridge Inspection Manager  
Bridge Division

**DATE:** December 20, 2016

**SUBJECT:** Team Leader/Member Profiles in BIAS

**EFFECTIVE:** January 31, 2017

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BIAS is now the facility for maintaining all Team Leader/Team Member Profile information. This requires all Team Leaders and Team Members to have an active account in BIAS. BIAS Data will be the authoritative source for FHWA review of inspector profiles and qualifications to do business in Indiana. BIAS Consultant Admins are responsible for the establishment of new user profiles and also for the initial training of all users of the Bridge Inspection Application System (BIAS).

### For Consultants

The BIAS Consultant Admin for each company needs to upload, and maintain in good standing, the active profile for each Team Leader/Team Member and General User of BIAS. This includes, but is not limited to the following

- Name
- Company Name
- Address
- Email Address
- Phone Number
- Training Course Certifications
- Professional Engineering License
- Qualifications of Other Pertinent Skills: SPRAT, Commercial Diver, Confined Space Entry, etc.

If at any time a company loses its qualified BIAS Consultant Admin, INDOT will act in the capacity of Admin until a new Team Leader is trained and approved to act as Consultant Admin.

For new or updated Team Leader/Team Member applications the company's BIAS Consultant Admin will upload the certificate(s) and application form to BIAS and send an email to the INDOT BIAS Administrator containing, at a minimum, the following information

- The name of the applicant
- Identify if this is a new application (form available on the bridge inspection website) or an update to an existing profile



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- The exact nature of any changes to any existing profile
- Email the BIAS Administrator at [INBridgesHelp@indot.in.gov](mailto:INBridgesHelp@indot.in.gov); the subject header “User – New” or “User – Update” should be applied as appropriate.

If a company does not have a BIAS Consultant Admin, the INDOT BIAS Administrator will act in that capacity.

## BIAS Expiration

Previously, all BIAS accounts expired annually on September 1<sup>st</sup>. It will now be allowed to set account expiration based on user profile roles. Team Leaders are to have their BIAS account expiration set for a maximum of 5 years. The 5 year term will not exceed the expiration of the Team Leader. All Team Members and read only users are to have their BIAS expiration set for a maximum of 2 years. The INDOT BIAS Administrator periodically audits user account activity. Accounts with no activity for one year will be subject to deactivation by the INDOT BIAS Administrator.

## For INDOT Staff

The BIAS Admin for each INDOT bridge inspection team will need to follow the above procedure.

All BIAS Consultant Admins and BIAS Admins for each INDOT bridge inspection team will have until January 31, 2017 to complete all active profiles in BIAS for their respective Team Leaders/Team Members. Team Leaders/Team Members that have no BIAS Consultant Admin and wish to maintain their authorization to do business in Indiana must submit their profile and supporting documentation to the INDOT BIAS Administrator at [INBridgesHelp@indot.in.gov](mailto:INBridgesHelp@indot.in.gov) by January 31, 2017.

If you have any questions please contact me.