**INDIANA DEPARTMENT OF TRANSPORTATION**

100 North Senate Avenue  PHONE: (317) 232-6220   **Eric Holcomb, Governor**
Room N642                                        **Joe McGuinness,**
Indianapolis, Indiana 46204                      **Commissioner**

## Bridge Inspection Memorandum No. 19-01

January 31, 2019

TO:              **All Inspection Personnel and Consultants**

FROM:            */s/Andrew Fitzgerald*
                 **Andrew Fitzgerald, PTOE, PE**
                 **Bridge Inspection Manager**
                 **Bridges Division**

SUBJECT:         **ERMS - County Bridge Inspection Reports**

SUPERSEDES:      **Bridge Inspection Memo 16-03**

EFFECTIVE:       **Immediately**

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Countywide Bridge Inspection Final Reports must now be submitted using the ERMS Multiple File Upload Tool (MFUT). Users should choose County Bridge Inspection Reports from the Document Type dropdown list in the MFUT prior to selecting files for upload.

The File Naming Convention will remain the same and should be as follows:

Transmittal   [Year] [PH I / PH IA / PH II / PH IIA] [CO NO.] [TransLtr] [Des No] for Bridge Services.pdf

      Example:  2019 PH I 49 TransLtr 1382084 for Bridge Services.pdf

Final Report  [Year] [PH I / PH IA / PH II / PH IIA] [CO NO.] [InspRpt] [Des No] for Bridge Services.pdf

      Example:  2019 PH I 49 InspRpt 1382084 for Bridge Services.pdf

As a reminder, there is a 50 MB limit for each file uploaded into ERMS. In the event a file must be split into multiple files, the user should append "Part #" to the end of the filename.

      Example:  2019 PH I 49 InspRpt 1382084 for Bridge Services Part 1.pdf

The LPA Bridge Inspection Project Manager will be notified by ITAP when the file upload is complete.

This memo applies to current and future cycles for Countywide Bridge Inspection. If you have questions please contact Stephanie Moore, LPA Bridge Inspection Project Manager, StMoore1@indot.IN.gov.