INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Bridge Inspection Announcement No. 23-09
Inspection Dates coding requirements in iTAMS

October 6, 2023

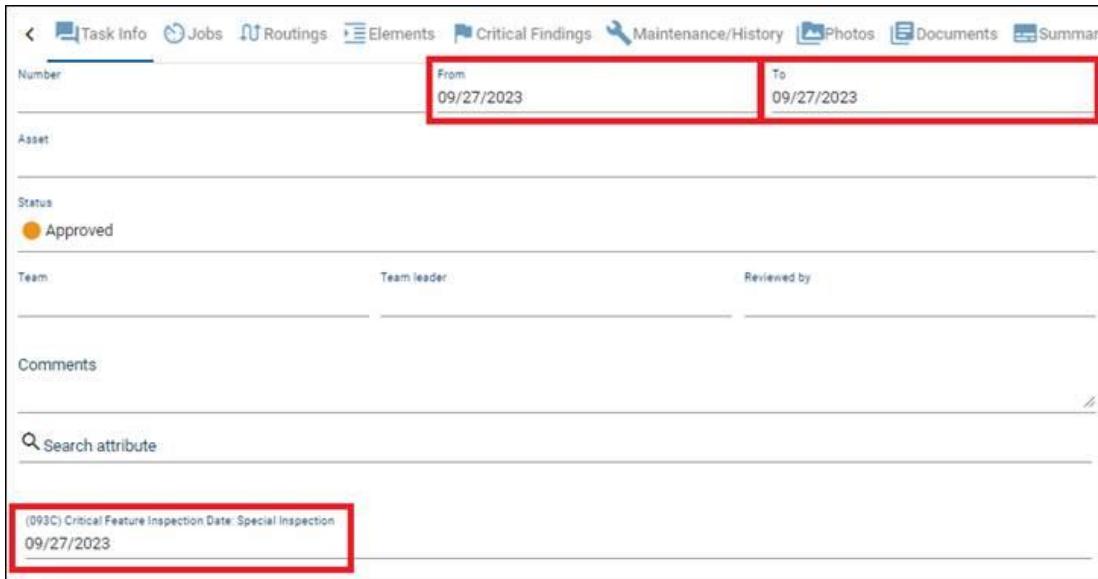|	
TO:	**All bridge inspectors**
FROM:	_**/s/ Anthony Marino SPM**_
	Anthony Marino
	State Bridge Inspection Program Manager
	Bridge Management Division
SUBJECT:	**Inspection Dates coding requirements in iTAMS**
EFFECTIVE:	**Immediately**

The following is required for all bridge inspector when updating inspection dates in iTAMS.

When completing a Routine Inspection Report, the dates highlighted below shall be updated once an inspection has started to accurately report when the field inspection started. Specifically, the "To" and "From" dates must report the day or days that the inspector started and completed the field inspection. In nearly all instances, these two fields will report the same date. In addition, the "(090) Inspection Date" must report the date that the field inspection was started.

Similarly, when completing critical feature inspection types, the "To", "From", "(093A) FC Inspection Date", "(093B) Underwater Inspection Date", and the "(093C) Critical Feature Inspection Date: Special Inspection" shall be completed in the same manner as detailed for Routine Inspections and as shown in the highlighted areas below.

All date fields must be updated in iTAMS before the report has been put into the "Submitted for Review" status. All inspectors shall ensure that the master for the structure is accurate each time an inspection report has been completed and approved.

Any inspection reports that do not accurately report the inspection dates shall be unapproved and opened for corrections by a bridge inspection manager, corrected, and then routed back to the appropriate inspection team leader to be approved. <u>All reports</u> shall be reviewed for accuracy and necessary corrections shall be made by October 27, 2023.

Questions or additional issues with iTAMS should be emailed to: iTAMSHelp@indot.in.gov