



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 21-06

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TO: All Design, Operations, and District Personnel, and Consultants

FROM: /s/ Stephanie Wagner
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SUBJECT: Indiana Design Manual Chapters 14 and 412 Updates: Bridge Preservation and Bridge Naming Conventions

REVISES: IDM Chapter 14, Sections 14-2.04 thru 14-2.05
IDM Chapter 412, Sections 412-1.0 thru 412-1.02(02), 412-2.0 thru 412-2.02, 412-2.02(02), 412-2.03(02), 412-3.01(03) thru 412-3.01(05), 412-3.02(04), 412-3.02(06), 412-3.03(08), 412-3.05(07), Figures 412-1A & 412-1B and Editable Documents 103-02-02, 412-02-01, and 412-02-02.

EFFECTIVE: Immediately

To date, Bridge Preservation Project submittals have been using old naming conventions, such as Preliminary Plans or Final Plans. To align Bridge Preservation Project submittals with road and bridge projects, the submittal process has been updated to a Stage submittal naming convention. In addition, some bridge naming convention updates have also been incorporated.

Revision to Bridge Preservation Project Submittal Naming Convention

IDM section 14-2.05, Bridge Plans, Preservation Project, has been updated to reflect the stage submittal naming convention. Previous submittal naming conventions have been noted in parentheses to assist the designers in transferring current projects to the new stage submittal process.

Revisions to Bridge Naming Conventions

The following bridge naming conventions have been updated in sections 14-2.04, Bridge Plans, New Construction or Replacement Project, 14-2.05, Bridge Plans, Preservation Project, and Chapter 412, Bridge Preservation:

- Bridge Design Office updated to Bridge Engineering Office
- Preventative Maintenance updated to Preventive Maintenance
- Bridge Scoping Report updated to Bridge Rehabilitation Report
- Field Check Meeting Minutes updated to Bridge Preventive Maintenance Meeting Minutes

- Scope of Work Approval updated to Design Approval

Subsequent sections of the IDM Chapters 14 and 412 have been revised. The table at the end of this memo notes revisions to each section.

The revised Chapters 14 and 412 can be viewed on the [Indiana Design Manual](#) webpage.

Questions should be directed to the Bridge Engineering Division at [Bridgedesignoffice@indot.IN.gov](mailto:bridgedesignoffice@indot.IN.gov).

Summary of Changes to the Indiana Design Manual (IDM) Chapters 14 and 412

Updated Section	Former Section	Title	Revision Description
14-2.04	14-2.04	Bridge Plans, New Construction or Replacement Project	Throughout this section, the previous name Bridge Design Office has been replaced by the current name Bridge Engineering Office.
14-2.05	14-2.05	Bridge Plans, Preservation Project	Throughout this section, the previous name Bridge Design Office has been replaced by the current name Bridge Engineering Office, and the previous term Preventative Maintenance has been replaced by the current term Preventive Maintenance. The term Bridge Scoping Report has been replaced by Bridge Rehabilitation Report, and the term Initial Field Check Meeting Minutes has been replaced by Bridge Preventive Maintenance Meeting Minutes. The reference to Preliminary Plans has been updated to reference Stage 2.
14-2.05(01)	14-2.05(01)	Stage 1 Review Submission (Initial Field Check and Bridge Preservation Document)	The name of the submission has been changed from Initial Field Check and Bridge Scoping Report to Stage 1 Review Submission. The term Bridge Scoping Report has been replaced by the term Bridge Preservation Document, which refers to either a Bridge Rehabilitation Report or Preventive Maintenance Meeting Minutes. Guidance has been added for incorporating Scoping Reports into Bridge Preservation Reports.
14-2.05(02)	14-2.05(02)	Design Approval	The term Scope of Work Approval has been replaced by the term Design Approval.
14-2.05(03)	14-2.05(03)	Stage 2 Review Submission (Preliminary Plans)	The name of the submission has been changed from Preliminary Plans Submission to Stage 2 Review Submission. Guidance has been added for submitting Stage 3 at Stage 2 for Preventive Maintenance projects.
14-2.05(04)	14-2.05(04)	Stage 3 Review Submission (Final Plans)	The name of the submission has been changed from Final Plans Submission to Stage 3 Review Submission.
14-2.05(06)	14-2.05(06)	Final Tracings Submission	The reference to Final Plans has been updated to reference Stage 3. Any significant changes between Stage 3 and Final Tracings are now required to be reviewed by the Bridge Engineering Office.

412-1.0	412-1.0	Introduction to Bridge Preservation	The term Bridge and Culvert Preservation Initiative has been updated to Bridge and Culvert Preventative Maintenance Agreement to reflect the name of the current agreement.
412-2.0	412-2.0	Project Development	Clarification has been added to explicitly require load ratings for any treatment that will change the structural behavior of the bridge.
412-2.01(02) & 412-2.02(02)	412-2.01(02) & 412-2.02(02)	Submittal Process	The submittal process description has been removed, as this was a duplication of information contained in Chapter 14.
Figures 412-1A & 412-1B			Only the figure names have been updated to reflect changes above.