January 16, 2024

Local Public Agency Bridge Owners and/or Program Managers

Dear Bridge Owner and/or Program Manager:

To provide a cleaner data submittal to FHWA on March 15, 2024, the Bridge Maintenance and Inspection unit is implementing a new process during the FHWA data submittal period in 2024. Bridge inspection reports started before December 31, 2023, must be finalized and approved in the Structure Inventory and Inspection Management System (SIIMS) by February 28, 2024. On March 1, 2024, the inspection system will be locked for approving inspection reports. The inspection system (SIIMS) will not allow approvals for inspections until FHWA accepts the data submitted on March 15, 2024. New inspection reports can continue to be created and data entered during this period. Only the approval function for inspection reports will be turned off.

Once the submittal data is approved by FHWA, the data will be transitioned to the new SNBI format. The transitioned data will be imported into SIIMS for use in all upcoming inspections. A webinar explaining the new SNBI data and the form changes in SIIMs will be held in March. The webinar will be recorded for anyone who is not able to attend. The date of the webinar will be announced in February.

FHWA has posted their own webinar on the new SNBI data. The webinar can be found at [National Bridge Inventory - Management and Preservation - Bridges & Structures - Federal Highway Administration (dot.gov)](). I encourage everyone to view this webinar prior to the DOT webinar. The new SNBI guide can also be found at this same web address.

Starting April 1st, 2024, all new bridge inspection reports will be performed using the new SNBI data format. Any inspection report that was started between January 1st and March 31st can be finalized in the old NBI format. The approval function will be turned back on for all inspection reports on April 1st.

Sincerely,

Scott Neubauer, P.E.
Bridge Maintenance and Inspection Engineer