

ATTACHMENT 2.4

Appendix/Attachment Title

Non-SCDOT Owned Bridge Critical Finding Memorandum

Appendix/Attachment Revision and Year:

Version 1.0, 2024

Appendix/Attachment Introduction and Discussion

SCDOT Bridge Maintenance inspectors and/or consultants perform inspection of all municipality/county-owned bridges which have spans of at least 20 feet.

The BITL (Bridge Inspection Team Lead) is responsible for transmitting bridge inspection reports to the counties and municipalities, and shall prepare all letters & correspondences. However, given the importance of the program, the DBE should sign the letter after it is prepared by the BITL.

This attachment provides a sample letter for the transmittal of both of the following:

- Critical Findings Form (Attachment 5.5)
- Bridge Inspection Report

The inspector should send the Critical Findings Form to county or municipality contacts as soon as possible, within 1 day of discovery. Because of the short duration, the Bridge Inspection Report may not be attached to the first transmittal but still must be provided to the bridge owner in a later submission.

The BMO shall be copied on the release letter to the Bridge Owner.

Appendix/Attachment Description

This sample letter may be updated as needed. The letter is included in this BIGD as a PDF, but a word document will also be provided to the various authors.

Use the Command Buttons at the bottom of the letter to send to various entities as needed. The command buttons will not show when the document is printed.

- BITL (preparer of the letter): Use the **[Send to DBE]** button to send the letter to DBE for signature.
- DBE (signer of letter): Use the **[Complete Form]** button to save the letter as one page. Then return the final file via email to the BITL for release.