

New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE

CAN No. 083

CAPITAL PROGRAM SUPPORT

Director: Walt McGrosky

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Approved: Richard Jaffe
Date: September 14, 2012

Subject:

NJDOT criteria for Assignment of Structure Numbers for all structure types including Highway carrying Bridges, High Mast Light poles (HMLP), Overhead Sign Structures, Pedestrian Bridges, Railroad carrying Bridges and Dams. (Note: Structure numbers for these classes of structures are always to be requested during design.)

Bureau(s) Affected:

Bureau of Maintenance Engineering & Operations
Bureau of Structural Evaluation & Bridge Management
Division of Project Management
Division of Construction Services & Materials.

Description of Issue(s):

The process and record keeping of assigning new Structure Numbers for the above mentioned categories have been reassigned from the Bureau of Maintenance Engineering & Operations to the Bureau of Structural Evaluation & Bridge Management. Also, in order to improve how we establish the "identity" of new assets, we have formalized the way requests for new structure numbers are submitted, as well as what information is required.

Corrective Action Plan:

Effective immediately, all requests for new Structure Numbers shall be directed to the Bureau of Structural Evaluation & Bridge Management. This request will be in accordance with the following process:

1. Download applicable form(s) from Bureau of Structural Evaluation web site- <http://www.nj.gov/transportation/eng/structeval/downloads.shtm>. Look for structure Numbering form(s) under useful links. From now on, only electronic submissions (in PDF/A-1b format) will be accepted.
2. Please read rules, complete applicable form(s) fully & accurately, and e-Mail to: Pontis.Submission@dot.state.nj.us

Implementation: Immediate