



*Florida Department of Transportation*

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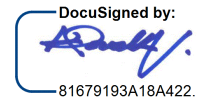
605 SUWANNEE STREET  
TALLAHASSEE, FL 32399-0450

**DME MEMORANDUM NUMBER 22-01**

DATE: March 28, 2022

TO: DISTRICT MAINTENANCE ENGINEERS AND DISTRICT STRUCTURES  
MAINTENANCE ENGINEERS

FROM: Rudy Powell, Jr. P.E., Director, Office of Maintenance



COPIES: Cindy Dunkle, Felix Padilla, Thomas Beitelman, Andrew DeVault, Bruno  
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SUBJECT: **Redaction of Bridge Inspection Reports and Load Rating Summary Sheets**

This memorandum implements redaction requirements to respond to public requests for bridge inspection reports or load rating summary sheets. The objectives in implementing these guidelines are to be more consistent, transparent, and efficient when responding to the Department's customers.

*The requirements of this Memorandum are listed on the next page.*

## Bridge Inspection Report Redactions

### Description

Redaction steps and requirements to respond to requests for bridge inspection reports or load rating summary forms.

### Background

The first sheet in bridge inspection reports was created to share with the public when a request for inspection reports is received by the Department. This process was implemented to facilitate the responses for these requests without overextending the use of resources to respond, while also eliminating the possibility of sharing information exempt from the public.

In the years since this process was implemented, the Federal Highway Administration created the InfoBridge website (<https://infobridge.fhwa.dot.gov/>), which shares the National Bridge Inventory (NBI) data that states submit every March to comply with federal requirements.

Since the NBI data also includes load rating information and the Department receives requests for the load ratings of bridges, guidance is also provided on submitting the summary forms and the redaction of these requests.

### Requirements

The responding office will ensure that all public records requests are entered into GovQA.

When requests for bridge inspection reports are received, the following steps will be followed, depending on the level of detail requested. The fields that need to be redacted are marked by red boxes in the attached examples:

1. Provide the front sheet of inspection reports (Attachment A) and direct the customer to the FDOT Bridge Information website (<https://www.fdot.gov/maintenance/bridgeinfo.shtm>) and FHWA's InfoBridge site (<https://infobridge.fhwa.dot.gov/>).

If this step does not satisfy the customer's request, proceed to step 2.

2. Provide a redacted Comprehensive Inventory Data Report (CIDR).

Attached is a sample CIDR showing the information to be redacted (Attachment B). Upon approval of this Memorandum, the Office of Maintenance will work with the Office of Information Technology to include the option of printing this redacted report from our Bridge Management System (BMS). Until this tool is developed, redactions will be performed manually by the District Structures Maintenance Office in coordination with their Office of General Counsel.

If this step does not satisfy the customer's request, proceed to step 3.

3. Provide a redacted complete inspection report.

The Districts will send the request to their Office of General Counsel (OGC), who will provide the customer with the attached sample redacted inspection report (Attachment C), as well as an estimate of effort, time, and cost to produce the requested redacted inspection report. If the customer decides to proceed with the request, the District Structures Maintenance Office will work with their OGC to redact the report. These steps will be followed to comply with this type of request:

- Include unredacted names of inspectors, signatures, and engineering seals.
- Include unredacted inventory photos.
- Redact pictures, sketches, and descriptions of structural elements. This will be achieved by removing pictures of noted deficiencies, fracture-critical member details, structure notes, and inspector notes and recommendations.

When requests for load ratings are received, the attached Load Rating Summary Form sample (Attachment D) will be used as guidance. The following information will be left unredacted:

- Inventory and Operating ratings.
- Names of the Engineer of Record (EOR) and reviewing engineer.
- Information not relevant to deficiencies or the structural integrity of the bridge.

### **Implementation**

This procedure is effective for all requests for bridge inspection reports or load ratings received after April 1<sup>st</sup>, 2022.

### **Contact**

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Attachments

RP/fp