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John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary
Christopher P. Knotts, P.E., Chief Engineer

MEMORANDUM

TO: ALL CONSULTANTS
ALL BRIDGE DESIGNERS

FROM: ZHENGZHENG “JENNY” FU, P.E. 
BRIDGE DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 36.1 (BDTM.36.1)
RECALL NUMBER REQUEST

DATE: FEBRUARY 12, 2019

Revision No. 1 Summary:

The request form and process have been revised and simplified.

Recall Number Request:

Effective immediately, the attached “New / Replacement Recall Number Request Form” shall be completed and submitted to the Bridge Inspection Engineer in the LA DOTD Bridge Maintenance Section for all applicable structures at or prior to 60% Final Plans. This form is also available for download on the Bridge Design website under “Downloads”.

If there is no existing structure, the “Existing Structure Number” and “Existing Recall Number” should be marked as “n/a”. Provide the “New Structure Latitude” and “New Structure Longitude” at the start of the bridge.

After processing the form, the LA DOTD Bridge Maintenance Section will provide the requestor with the Bridge Recall Number (six digits) and NBI Structure Number (fifteen digits). This number shall be provided by the design engineer in both the rating report and the rating table in the plans.

This technical memorandum is posted on the LA DOTD Website under [Inside La DOTD > Divisions - Engineering > Bridge Design > Technical Memoranda – BDTMs.](#)

Please contact Kelly Kemp (225-379-1809, kelly.kemp@la.gov) if you have questions or comments.

ZZF/abl

Attachment

Cc: Chris Knotts (Chief Engineer)

Chad Winchester (Chief, Project Development Division)
Edward Wedge (Deputy Engineer Administrator)
Vince Latino (Assistant Secretary of Operations)
David Miller (Chief Maintenance Administrator)
Nick Fagerburg (Bridge Maintenance Administrator)
Michael Vosburg (Chief Construction Division Engineer)
Brian Kendrick (Project Management Director)
Chris Nickel (Pavement and Geotechnical Engineer Administrator)
David Smith (Road Design Engineer Administrator)
Jasmine Galjour (Bridge Maintenance)
Art Aguirre (FHWA)
District Administrators, ADA Engineering, ADA Operations, and District Bridge
Engineers and Area Engineers



RECALL NUMBER REQUEST FORM

Requested By

Date

District

Parish

Existing Structure Number

Existing Recall Number

New Structure Latitude

New Structure Longitude

Project Number

Project Name

To be completed by bridge maintenance

New Recall Number

New Structure Number

Processed By

Date