

ENGINEERING DIRECTIVES AND STANDARDS

| Volume | Chapter | Section | Directive Number | Effective Date |
|--------|---------|---------|------------------|----------------|
| IV | 5 | 1 | 1 | 6/30/1986 |

SUBJECT: POLICY AND PROCEDURE FOR THE OPERATION OF MOVABLE BRIDGES

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy and procedure for the operation of movable bridges.
2. **SCOPE:** This directive covers the general policy and operating procedures for movable bridges, major duties and responsibilities of the Department bridge tenders and the physical requirements of the bridge tender's house.
3. **POLICY AND PROCEDURE:**

I. General Information for Bridge Tenders

A. NAVIGATION HORN SIGNALS

Louisiana is now governed by one set of navigation rules established by the Coast Guard, rather than the two different sets (Inland and Western) previously used. These signal regulations apply uniformly to all movable bridges. Each bridge tender shall be instructed on the proper use of navigational horn signals through participation in the Department's training course for bridge tenders in addition to on-the-job training instruction received from the immediate supervisor.

A chart showing the navigational horn signals for the standard procedure for opening shall be prominently displayed in the bridge tender's house.

Horn signals for openings and closings must be given without exception, even if communication is also being handled by marine radios. Citizens band radios are not to be used for this purpose and are not authorized in the tender's house unless approved by the Director of Maintenance and Construction in advance of installation.

The bridge tender is not excused from giving the correct horn signals even though some vessels may not use or give the proper horn signals. If a vessel is apparently coming on through without signaling, it is still the bridge tender's duty to give the proper signals from the bridge. The bridge tender shall first blow that the bridge is closed then follow the proper opening procedures. When the bridge is open, the bridge tender shall give the opening signal. The bridge tender shall properly carry out his/her duties even though the vessel does not use proper signaling procedure.

B. INSPECTIONS

All movable bridges shall be subject to the following types of inspections and areas that need attention will be immediately scheduled for repairs.

- 1) General Bridge Inspection (Form 03-41-3097) - conducted by the District Bridge Inspection Specialist at least every two years in accordance with the Federal National Bridge Inspection Standards.
- 2) Electrical Inspection - Conducted at least once every two years, or more often as required, by statewide or districtwide personnel.
- 3) Mechanical Inspection - Conducted at least once every two years, or more often as required, by statewide or districtwide personnel.

- 4) Coast Guard Inspection - May be conducted at any time of the year without prior notice and at the discretion of Coast Guard field personnel.

The bridge tender on duty at the time of an inspection is expected to fully cooperate with the visiting personnel. The bridge tender will record the inspection on the back of Form 1084, under Item Number 5, "Visitors to the Bridge". There is space allotted for recording the date, time, purpose of visit and signature of the visitor.

(See Example Number 5 on the back side of the attached Form 1084.)

C. CORRECT OPERATING PROCEDURES

Operation of movable bridges shall be in accordance with the standard operating procedure for each type movable bridge.

In the event of a malfunction in which a Department electrician or mechanic cannot complete bridge repairs necessary (e.g., to order parts, etc.,) the repair-person must give written instructions to the bridge tender for special operating procedures to follow. This is extremely important when the bridge is to be operated by a substitute tender as the substitute will not be familiar with the structure. These written instructions shall be recorded on the front side of Form 1084.

Bridges with "on call" tenders shall be operated through two or three complete cycles at least once a month to make sure the bridge is in good working order.

D. MAXIMUM LENGTH OF TIME TO LEAVE BRIDGE OPEN OR CLOSED

The bridge tender's primary duty shall be the correct operation of a movable bridge to insure the safe passage of both marine and highway traffic with a minimum of delay. Though marine traffic has the right of way, vehicular traffic using the bridge should be considered. Neither marine traffic nor vehicular traffic shall be allowed to delay or hinder the operation of a movable bridge. Passage through a movable bridge site shall be handled in such a way as to prevent any unusual delay of either land or water traffic.

For correct operating procedures for emergency vehicles and vessels, refer to page 12, #3.

The bridge tender shall notify his/her supervisor and the District office if the bridge is not operating and must be closed to marine or vehicular traffic. The District, in turn, shall notify the Chief Maintenance and Operations Engineer and the local Coast Guard and/or local police authority as necessary to provide traffic control in the area.

E. ALERTNESS ON DUTY

Bridge tenders must be constantly alert to all approaching highway and marine traffic. They must listen for and respond appropriately to signals given by approaching marine traffic. It is therefore necessary that the following prohibitions be observed.

- 1) Prohibition of sleeping or lounging equipment in tender's house -

Sleeping or lounging while on duty is absolutely forbidden. No cots, beds, bed rolls or reclining chairs shall be allowed in the bridge tender's house. Should any such items be found, all tenders will be held responsible and/or subject to disciplinary action.

- 2) Prohibition of intoxicating beverages, narcotics, or drugs

Laws of the State of Louisiana prohibit the Possession or consumption of intoxicating beverages on State property. Accordingly, no intoxicating beverage shall be stored, consumed, or served on Department-owned properties.

The consumption of, or being under the influence of, an intoxicating beverage, narcotic or drug, such as marijuana or LSD, or other drugs that dull the senses or impair the performance of an employee of the Department while on duty, either on or off State property, is specifically prohibited.

An employee found guilty of violation of either of the above-mentioned regulations shall be subject to immediate disciplinary action.

3) Prescribed medication -

A tender shall notify their supervisor when he/she has to take a prescribed medication that could cause drowsiness. The supervisor may assign this employee other duties or put the employee on sick leave.

F. PUBLIC RELATIONS

It shall be the responsibility of the personnel assigned to the Department's movable bridges to provide the best possible public service and to display courtesy at all times.

II. Bridge Tender Duties and Responsibilities

A. GENERAL DUTIES AND RESPONSIBILITIES

Bridge tender duties shall include but not necessarily be limited to the following general responsibilities:

1) Responsibilities of bridge tender in proper use of forms.

All tenders shall use their best penmanship with a ball-point pen on all forms as these are reviewed by the Coast Guard and others outside the Department.

- a. Form 03-41-1084 is the Bridge Tender's Report on Openings for Navigation. This form also serves as a daily work sheet, log or record of which tender is on duty.

- 1) Immediately upon arriving at the bridge site for the shift, the relieving tender shall sign his/her name on the current Form 03-41-1084 sheet along with the correct time in the space provided to the right of the signature under "Time Arrived". The tender going off duty shall place the time in the space provided under "Time Left". It is the responsibility of both tenders to place the correct time in their respective blocks.

- 2) The relieving tender shall skip two lines below the previous tender's last entry on the current Form 03-41-1084 to record the first opening entry, this is for clarity during further reviews of the form by others.

- b. The bridge tender shall record on the Marine Violations Form 03-41-1150 any and all marine vessels not using proper signals. Enter the date, time, name, home port, and description of vessel and any witnesses to the incident.

(See attached example of Form 1150.)

- c. In case of damage to the bridge, caused by a vessel, the bridge tender shall obtain all information necessary to properly fill out the Bridge Tender's Report of Boat Collision, Form 03-10-1141.

(See attached example of Form 1141.)

- d. If the bridge is damaged by a vehicle, the bridge tender shall obtain all information necessary to fill out the Motor Vehicle Accident Report, Form 03-18-3026. (See attached example of Form 3026.)

2) Responsibilities at the time of shift change -

- a. Prior to leaving the duty station, the tender going off duty shall advise the relieving tender of any special conditions, malfunctions and/or operating instructions. (These should also be recorded on Form 03-41-1084.) This will include the status of any approaching vessels.
- b. Reliefs are expected to occur at the designated shift break, except in cases of previously approved leave. If a bridge tender is not relieved on time, he/she shall remain on duty until relieved. The bridge tender shall call and report the situation to the supervisor.
- c. If a bridge tender is in the process of opening or closing the bridge, he/she shall continue through to the completion of the opening or closing before leaving the shift. The bridge tender shall tell the relieving tender of any other vessels approaching.
- d. Each bridge tender shall record on Form 03-41-1084 the physical and operational condition of the bridge at the beginning of the shift.

(See Example 1 on the front of the attached Form 1084.)

3) Responsibilities of bridge tender during shift - -

- a. The bridge tender shall operate the bridge in such a manner as to insure the safe passage of water and land traffic with a minimum delay.
- b. The bridge tender shall record every opening of the bridge on Form 03-41-1084.
- c. The bridge tender shall record any and all unusual events on Form 03-41-1084. These include navigational openings, maintenance openings, traffic accidents, inspections, malfunctions, report request, loiterers, etc. Report these conditions as directed by the District Administrator.

(See Example 2 on the front of the attached Form 1084.)

- d. The bridge tender shall keep the bridge tender's house in a neat and sanitary condition.
- e. The bridge tender shall repair and maintain all malfunctioning navigation lights on the bridge site. He/she shall report on Form 1084 any lights that cannot be maintained by the bridge tender.
- f. The bridge tender shall carry out any other duties as directed by the District Administrator or authorized representative.

B. BRIDGE TENDER'S HOUSE

1) Provisions for access to unobstructed view of waterway and roadway -

The bridge tender shall not place any type of material on any bridge tender house windows or doors that might in any way obstruct the view from his/her station of the waterway or roadway.

2) Maintenance -

The bridge tender shall maintain the house as much as possible without neglecting primary operating responsibilities. He/she should point out needed routine maintenance to the supervisor during maintenance inspections.

C. UPKEEP OF BRIDGE SITE

The bridge tender is responsible for maintenance of:

1) The right of way

Grounds of a specific bridge include the immediate area of legal right of way around that bridge. This means any grassy areas under the bridge on either bank and any area around the approaches that the Department mowers cannot cut. The District shall decide whether a bridge tender is responsible for keeping these areas mowed or cut by hand and shall provide necessary equipment. If the District decides the bridge tender is not responsible for mowing, they will assign the necessary personnel to do the job.

2) The bridge approaches and deck -

Each bridge tender shall be responsible for keeping the bridge deck and bridge approaches clean and orderly at all times. In situations when it is necessary to close the bridge to vehicular traffic in order to clean the deck (for example, large amounts of loose sugarcane falling from cane trucks onto the bridge deck), wait until a low traffic period to close the bridge. If the bridge tender alone cannot quickly clean the deck, he/she shall call the -supervisor for assistance.

3) The piers and pilings -

Never allow drift and debris such as logs, trees and water lillies to accumulate against bridge piers or pilings. This applies to pontoon bridges as well, where the barge shall be kept free of debris. If the accumulation is too much for the tender to remove, he/she shall call the supervisor for assistance.

- a. As a precaution against grass and brush fire, the area underneath and adjacent to the bridge, especially creosoted wooden structures, shall be kept free of grass, brush, and debris that might easily catch fire. In late summer and early fall, the possibility of fires is most likely. Special attention to the bridge site will minimize the hazard.

4) The pedestrian walkways -

Pedestrian walkways shall be kept free of obstructions and handrails shall be kept reasonably clean and checked periodically for projecting nails and bolts and loose rails.

5) The drainage facilities -

Drainage facilities such as weep holes, scuppers and grates shall be kept open so that water will not stand on the bridge deck.

6) The water pipes during freezing weather -

The bridge tender on duty shall take adequate precautions when freezing weather is expected, to insure that exposed water pipes do not freeze and burst. Water should be cut off and pipes drained.

D. ELECTRICAL AND MECHANICAL PREVENTATIVE MAINTENANCE

1) Maintenance schedules -

Preventative maintenance schedules for electrical, mechanical and lubrication work on movable bridges shall be followed by the bridge tender and/or mechanical and electrical crews as designated in the operating manual for each bridge. Lubrication work shall be recorded on the back of Form 1084 in Number 3, "Bridge Lubrication" that includes the date, time, what parts were lubricated and signature of person doing the work.

2) Reporting procedure for repair request -

The bridge tender shall initiate repair request by notifying the supervisor of all electrical or mechanical trouble and requesting that an inspection be made to determine corrective measures needed. This procedure eliminates the bridge tender calling an electrician or mechanic. It does away with possible unapproved overtime situations and lets the District office decide the importance or priority of the repair work. The bridge tender shall also document the request by radioing the District office. The bridge tender shall fill in Item Number 6 on the back of Form 03-41-1084 titled "Areas in Need of Repair or Replacement Work", also naming the person to whom the problem was reported. These forms will be checked by district personnel upon receipt at which time it will be determined if the bridge tender's request has been carried out.

- a. Request for radio repairs shall be handled as stated above with one additional step. The tender operating the malfunctioning radio unit shall also notify the district radio operator who shall arrange for a technician to carry out the repairs.
- b. Request for navigation horn repair shall be as follows. If for any reason the navigation horn on a bridge is malfunctioning, the bridge tender shall notify the supervisor to make arrangements for its repair. The bridge tender shall also document his/her request by notifying the district radio operator that:

- 1) the navigation horn is malfunctioning, and
- 2) The bridge tender's supervisor has been notified. The radio operator will immediately notify the District Administrator or District Maintenance Engineer so that repairs can be made as soon as possible. The bridge tender shall then record, on the back of Form 1084 under Item Number 4, "Malfunctioning Navigation Horn," the date, time the malfunction started and the time the District was notified. He/she shall sign the entry in the space provided. The bridge tender shall make sure the district mechanic or electrician who makes a repair or does replacement work signs a statement to be entered on the back of Form 03-41-1084 Item Number 1, "Repair and Replacement Work", that includes the date, time of arrival and a brief description of repairs

made and parts replaced. The bridge tender shall advise the District office if there is any trouble in getting this information posted on the opening report Form 03-41-1084.

(See examples of Item Number 1, 3, 4 and 6 on the back of the attached Form 1084.)

3) Assisting mechanic or electrician working on bridge -

At all times when an electrician or mechanic is working on a bridge, the bridge tender must follow the electrician's or mechanic's instructions exactly as given. Further, the tender shall watch for any unexpected event and advise the electrician or mechanic by voice or horn signal. The tender shall also cooperate fully with the electrician or mechanic because they are on the bridge for the sole purpose of repairing malfunctions.

4) Maintenance of navigation lights -

Bridge tenders on duty are responsible to see that all navigation lights on the bridge are working. Ascertaining this shall be one of the tender's first duties upon assuming the shift. It is the tender's responsibility to change burned out bulbs that he/she can reasonably reach. This includes the fender lights if reasonable access is available by climbing along the fender system. This also includes navigation lights hanging below each side of the span at the center of the navigation channel, which are normally reached from the roadway. All malfunctioning lights which the tender cannot reasonably replace shall be reported to the District office immediately. The tender shall also record all the malfunctioning lights on the shift log, Form 03-41-1084 and note his/her reporting of same to the District office. It will be left to the District's discretion as to which lights the bridge tender will change or which ones an electrician will change. The bridge tender shall report all lighting problems to the supervisor and the electrician when they visit the bridge.

E. BY-PASS SWITCHES

By-Pass switches are provided on structures to be used only when the automatic controls malfunction. The improper use of by-pass switches can cause extensive damage to the Department's movable bridge operations and also result in serious accidents to both the highway and marine traffic.

Bridge tenders shall follow the practice and procedures set forth by the District concerning the use of by-pass switches. The Department will install lead wire seals on the by-pass switches. These by-pass seals will be installed and maintained by the District electrical crew. Whenever a seal is installed or replaced, the electrician making the installation will make an entry on the back of Form 03-41-1084, Item Number 2 (A) "Wire seals-when installed or replaced" which includes the time, date and seal number (if a numbered seal has been used.) The tender will also sign his/her name after the-entry in the space provided.

If a malfunction makes the use of a by-pass switch necessary for the operation of the bridge and seals have to be broken, the tender shall make an entry in the bridge tender's report showing the date and time the seal was broken, the number of that seal (if the seal is numbered) and the condition that required the use of by-passes. The tender breaking the seal shall sign the report in Section 2 (B) showing he/she was on duty when the seal was broken. The tender shall also notify the supervisor and the District office immediately that the seal was broken.

(See examples of Item 2, A & B, on back side of the attached Form 1084.)

F. RADIO AND/OR TELEPHONE NEEDS AND OPERATING INSTRUCTION -

1) Proper use of the radio -

All Department radios, which are installed in bridge houses, shall be operated according to the procedures set forth by the Department in the radio's operating manual. Transmission shall be kept to a minimum and restricted to Department business. Marine radio communications are not to be used in the place of proper navigation horn signals; sound signals are the primary source. (The one exception will be that, in the event of a malfunction in the navigation horn signal, it will be permissible to use marine radios, where available, to communicate with approaching vessels.) Communications on the marine radio shall not be for social reasons, but business only. The emergency channels shall be just that

and shall not be used for any other reason. The bridge tender shall follow the FCC instructions on the reverse side of the license at all times. Citizens Band ("CB") Radios are not to be used for communications concerning an opening and are not authorized in the tender's house unless approved by the Director of Maintenance and Construction in advance of installation. Requests for radio repair shall be made in accordance with Item 2a, Page 8, of this EDSM.

2) Proper use of the telephone -

Telephones are for official business only. All long distance calls made will be recorded for future reference in accordance with District directives.

G. REPORTING DAMAGES

The bridge tender's primary duty in cases of either vehicular or marine collision with the bridge shall be to report the incident as soon as possible to the immediate supervisor. Regardless if damage occurs when there is a collision, it must be reported to the District office. -

The bridge tender on duty at the time shall obtain all information necessary to properly fill out the Bridge Tender's Report of Boat Collision, Form 03-10-1141, (See attached example of Form 1141.) If necessary, an effort shall be made to stop the boat and obtain this information from the captain.

The bridge tender shall send the completed Form 1141 to the District office within 24 hours after the occurrence of the collision.

H. PRECAUTIONS DURING EMERGENCIES AND SPECIAL SITUATIONS

1) Natural disasters -

The District Administrator is responsible for a plan of action to be taken to protect Department facilities during the threat of a natural disaster. Specific instructions will be given to the bridge tender at each movable bridge as the need arises.

2) Auxiliary power units -

All movable bridges in coastal areas where hurricanes are a threat are required to have available auxiliary power units, alternate power units, or mobile units in operating condition in the event of a power failure. The following procedure shall be followed on all bridges equipped with emergency power or light plants. -

- a. Bridges shall be operated once a week on the emergency generator through at least one complete cycle.
- b. The District shall schedule these emergency power operations so personnel may be present to witness the operations. An entry shall be made on Form 03-41-1084, Bridge Tender's Report on Openings for Navigation, giving date and time the emergency operation was made.
- c. Engine oil, battery water, cooling system fluid and fuel shall be checked before the operations begin.
- d. The bridge tender must submit Form 03-41-1084 to the District office noting any deficiencies found during the operation of the emergency unit.
- e. During the weekly check of emergency power source, the bridge tender shall also check to see that the following emergency safety equipment is on the bridge.
 1. Three red kerosene lanterns (do not use kerosene pots)
 2. One fire extinguisher (CO2 or dry chemical)
 3. Two red flags for hand signaling
 4. Two white flags
 5. Barricades -

3) Emergency vehicles and vessels -

According to Coast Guard regulations when the bridge tender is informed by a reliable source that an emergency vehicle (for example, ambulance, state police and fire truck) is due to cross the bridge pursuant to an emergency, the tender should take all reasonable measures necessary to have the bridge closed to marine traffic at the time the emergency vehicle arrives there.

On bridges where curfews (specified times when a bridge is to be closed to marine traffic) are in effect, the Coast Guard has the authority to request an emergency opening. No other openings during curfew shall be allowed unless approved by the District office.

I. INTERFERENCES AND UNAUTHORIZED PERSONNEL

1. Loiterers -

Department policy prohibits anyone other than authorized Department personnel to be in the bridge tender's house. No loiterers shall be permitted on the bridge itself and no fishing or diving shall be allowed from the bridge deck or its fender system. No swimming shall be allowed in the vicinity of the bridge or its fender system.

Bridge and fender systems shall not be used for the boarding or discharge of vessel personnel or supplies. Under no circumstances shall a tug or tow be allowed to stop in the vicinity of the bridge, including the fender system, to permit passengers to board the vessel. Any stoppage of vessels within the fender system for this reason shall be reported immediately to the bridge tender's supervisor, giving the bridge location, the vessel name and the time of the incident. This information shall also be recorded on the front of Form 1084 as a log of the incident. Include the date, time, name and description of the vessel and any witnesses. If loiterers refuse to leave the bridge after being requested by the Department employee in authority to do so, then they are guilty of a misdemeanor which could involve a \$500 fine or a six-month sentence in the parish jail.

Signs shall be placed and maintained on each movable bridge in a conspicuous place.

No Loitering
State Law - \$500 Fine
(or 6 months in jail)
LRS 14:63.3

Signs shall be placed and maintained on the door to the tender's house.

No Trespassing
State Law - \$500 Fine
LRS 14:63.3

2. Motorists

If a bridge tender encounters a motorist who is hindering the operation of his bridge, record the license number and report it to the District office and the local police.

3. Contacting law enforcement personnel -

The District office will provide a list to be posted in each tender's house that gives law enforcement officials' phone numbers to be contacted when needed.

If area police are uncooperative, call the sheriff or state police to assist. The bridge tender shall report lack of police cooperation to the District office through his supervisor, as well as reporting it on Form 1084.

4. Firearms -

Firearms as personal protection devices are not authorized on Department bridge facilities unless authorized by the Secretary in writing (Policy & Procedure #48).

J. OFFICIAL VISITORS

Official visitors (for example, Department bridge inspectors or city or police officials) shall be recorded by signing the space provided for visitors on the back of Form 03-41-1084 Item Number 5, "Visitors to Bridge", with the date, time, and purpose of their visit.

(See example of Item Number 5 on the back of the attached Form 1084).

K. CONFLICT OF INTEREST

It shall be the policy of the Department that no commercial enterprises which would involve a bridge tender in a "conflict of interest" situation be allowed in the vicinity of any movable bridge.

III. Physical Requirements of Bridge Tender's House

A. POTABLE WATER

It shall be the policy of the Department to provide a potable water supply at each movable bridge, where available. The source of this supply should be by Department owned water well, utility company or any other approved source. An electric combination water cooler! refrigerator shall be installed on all newly constructed structures.

B. TOILET FACILITIES

Wherever practicable, it shall be the policy of the Department to provide toilet facilities conforming to health codes at each movable bridge. These facilities shall include a water closet, with either gas fired, chemical, or treatment plant disposal, and a lavatory where a water supply is available.

C. ELECTRICAL APPLIANCE

All employee-owned appliances which are permitted by this policy and procedure memorandum shall be maintained in safe operating condition at the expense of the employee. Any appliance not considered safe or in satisfactory working condition may be ordered removed at the discretion of the District Administrator. If the existing electrical wiring facilities will not handle extra demands made by employee-owned appliance, the District Administrator will have the final approval on appliances allowed.

1. Refrigerators -

It shall be the policy of the Department to provide for a combination water cooler/refrigerator on new movable bridges. An employee-owned refrigerator will be permitted, unless otherwise prohibited by the District Administrator. The location and size shall be approved by the District Administrator.

2. Radios -

Employee-owned radio receivers will be permitted provided this privilege is not abused by the employees. The volume shall be kept at a level which will not prevent the tender from detecting horn signals or radio communications.

Employee-owned radio transmitters are not authorized.

3. Televisions -

Television sets shall not be permitted on the premises.

4. Hot Plates -

Employee-owned electric hot plates will be permitted provided the area is maintained in a neat and clean manner and this privilege is not abused by the employee.

5. Air conditioners or fans -

Air conditioning or fans, if furnished in the bridge tender house by the Department, are for the comfort of the tenders. In cases where air conditioners are not furnished by the Department, the bridge tender will not be allowed to furnish one.

Routine changing of filters and oiling, if needed, is the responsibility of the bridge tender. -

Malfunctions of air conditioners or fans are not considered emergency items and the call out of an electrician during non-work hours is not authorized. Requests for repairs should be made early on the first normal work day after the malfunction.

6. Heaters -

Heaters shall be provided for bridge tender houses. They shall be properly vented when the system requires it. No heaters shall be allowed in the bridge house, unless furnished by the Department.

D. NECESSARY SUPPLIES

The following items shall be considered necessary supplies on movable bridges. The bridge tender shall notify the supervisor when supplies are needed.

1. Forms-

- a. 03-41-1084, Bridge Tender's Report on Openings for Navigation
- b. 03-10-1141, Bridge Tender's Report of Boat Collision
- c. 03-18-3026, Motor Vehicle Accident Report
- d. 03-41-1150, Marine Violations
- e. 03-41-4085, Radio Station Log

2. Office Supplies -

- a. ball point pens
- b. carbon paper
- c. writing tablet
- d. table
- e. chair

3. Tools -

- a. Screwdriver
- b. crescent wrench
- c. cutting pliers receipt.

4. Replacement bulbs for

- a. navigation lights
- b. control desk
- c. regular fixtures
- d. flood lights

5. Lubrication supplies

- a. grease gun
- b. lubrication depending on type of bridge

6. Housekeeping supplies

- a. broom
- b. mop
- c. bucket
- d. dustpan
- e. dust cloth

7. Toilet articles

- a. toilet paper
- b. paper towels
- c. hand soap
- d. hand cleaner

8. Safety equipment
 - a. hard hat
 - b. orange safety vest
 - c. life preserver
 - d. flares
 - e. barricades
 - f. fire extinguishers
 - g. three red kerosene lanterns
 - h. two red flags
 - i. two white flags
9. Miscellaneous
 - a. paper cups
 - b. flash light

IV. Responsibilities of Supervisor

The bridge tender's immediate supervisor shall be held responsible for knowledge of the information contained in this EDSM as well as the bridge tender's audiovisual training course. Additionally, the supervisor shall see that all the policies set forth are complied with.

V. Monitoring Movable Bridge Operations

The District Administrator will set up necessary procedures to continuously monitor the movable bridge operations in the District to assure compliance with this EDSM and to guarantee that reported malfunctions are immediately corrected.

4. **OTHER ISSUANCES AFFECTED.** This directive supersedes EDSM IV.5.1.1 dated September 1, 1982. All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
5. **EFFECTIVE DATE.** This directive will become effective immediately upon receipt.

VERDI ADAM
DIRECTOR CONSTRUCTION AND MAINTENANCE DIVISION

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENTEDSM NO. IV.5.1.1
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BRIDGE TENDER'S REPORT ON OPENINGS FOR NAVIGATION

CONTROL 855 UNIT 4 STRUCTURE NO 3 DISTRICT NO 02
MONTH OF 8 19 82 NAME OF STREAM INTRACOASTAL NAME OF BRIDGE East Park Ave.
STATE ROUTE NO 659

SIGNATURE OF BRIDGE TENDERS ON DUTY

1. John Jones
2.
3.

TIME ARRIVED

1:00 P.M.

TIME LEFT

fill in table completely

| DATE | EXACT TIME OF OPENING | EXACT TIME OF CLOSING | DIRECTION OF TOW | NO OF BARGES E. OR L. | H | NAME AND DESCRIPTION OF VESSEL & TOW |
|--------|-----------------------------|-----------------------------|------------------------|-----------------------------|---|---|
| 8-1-82 | 1:00 P.M. | | | | | Began watch, all systems o.k. jj |
| OR | | | | | | |
| 8-1-82 | 1:00 P.M. | | | | | Began watch, Two Bypass being used. jj |
| OR | | | | | | |
| 8-1-82 | 1:00 P.M. | | | | | Began watch - house not cleaned - toilet stopped up - window in door broken. jj |
| | | | | | | |
| | | | | | | |
| 8-1-82 | 10 P.M. | | | | | Tug reported by radio that fender lights on N.E. side are not working. I called Mr. Bruce to report it. jj |
| | | | | | | |
| 8-1-82 | 11 P.M. | | | | | Vehicle hit S.E. corner of bridge rail. I called police. jj |
| | | | | | | |
| 8-1-82 | 11:15 P.M. | | | | | Tug Dixie Queen did not give proper horn signals. The capt. called me on the radio. I used the proper horn signals for both opening & closing. There were no witnesses. jj |
| | | | | | | |

COUNT NUMBER OF BRIDGE OPENINGS LISTED ON THIS SHEET AND SHOW HERE

EXPLANATION: SHOW TIME OF OPENING & TIME OF CLOSING THUS 3:42 A.M.

UNDER "NAME AND DESCRIPTION OF VESSEL" GIVE NAME OR NUMBER & BRIEF DESCRIPTION

IF TUG WITH BARGES, GIVE NAME OF TUG & DESCRIPTION OF TOW

E INDICATES EMPTY

L INDICATES LOAD

H INDICATES HEIGHT