

CHAPTER 1 – BRIDGE DESIGN TECHNICAL MEMORANDUM (BDTM)

TABLE OF CONTENTS

1.1—PURPOSE 1
1.2—BDTM DEVELOPMENT PROCESS 1

1.1—PURPOSE

A Bridge Design Technical Memorandum (BDTM) is a communication tool used by the Bridge Design Section to document and disseminate policies, procedures, and updates to the Bridge Design and Evaluation Manual and Bridge Design **Standard Plans** to all bridge designers including in-house staff and consultants.

1.2—BDTM DEVELOPMENT PROCESS

Whenever the need for a BDTM arises, the following procedures shall be followed:

Step 1: Complete the online BDTM Request Form posted on the Bridge Design website. The request will be submitted to the Bridge Design Engineer Administrator and the Assistant Bridge Design Administrator in charge of BDTMs (Assistant).

Step 2: A designated engineer will log the request into the BDTM Log Sheet. The designated engineer will review the request to determine if a BDTM is warranted or if there are alternative methods to address the issue and present his or her recommendation to the Bridge Design Engineer Administrator and the Assistant for their review.

Step 3: If the determination is made that a BDTM is not warranted, the designated engineer will inform the requestor of that decision. The requestor may then request a meeting with the designated engineer and any other relevant individuals to discuss the decision. At that meeting, a final determination shall be made whether or not to continue the BDTM development.

Step 4: If the determination is made that a BDTM is warranted, the designated engineer will develop a draft BDTM.

Step 5: The Assistant will review the draft BDTM.

Step 6: The designated engineer will make any necessary changes, then distribute the draft BDTM for comments via e-mail. The distribution list shall include the following individuals:

- Bridge Design Engineer Administrator
- Assistant Bridge Design Administrators
- Bridge Design Managers
- Specification Committee Members
- Anyone else that may be affected by the BDTM

Step 7: The designated engineer will address all comments and distribute the final draft BDTM for review via e-mail, using the same distribution list from Step 6. This step may be repeated as necessary until all issues have been resolved.

Step 8: The Assistant will obtain an approval signature from the Bridge Design Engineer Administrator.

Step 9: A designated individual will scan the signed BDTM, update the published BDTM index, and post both on the Bridge Design website.

Step 10: The Assistant will notify in-house staff, consultants, and the copied individuals of the new BDTM publication.

Step 11: The designated engineer will update the BDTM Log Sheet.