South Carolina Department of Transportation

Engineering Directive

Directive Number: ED-18  Effective: July 29, 2010

Subject: Bridge Security and the Release of Plans

References: S.C. Code of Laws, Section 30-4-40

Purpose: Provide Guidance on the Release of Bridge Plans and Bridge Information

This Directive Applies to: Maintenance and Preconstruction

The Preconstruction Division is responsible for scanning and storing plans for bridges maintained by the South Carolina Department of Transportation (SCDOT). Most bridge plans have been scanned and are included in the plans library located on the SCDOT intranet web site. The Maintenance Division determines if there are bridge plans that, for security reasons, should not be included in the plans library and advises the Director of Preconstruction of any plans that should not be included.

SCDOT routinely receives requests for copies of bridge plans from persons outside of SCDOT. As described in Section 30-4-40 of the S.C. Code of Laws, SCDOT is required to provide copies of bridge plans only when:

“(a) the release is necessary for procurement purposes; or (b) the plans are the subject of a negligence action, an action set forth in Section 15-3-530, or an action brought pursuant to Chapter 78 of Title 15, and the request is made pursuant to a judicial order.”

When bridge plan requests that meet one of these two conditions are received, copies will be provided.

SCDOT realizes there are many cases when persons outside of SCDOT need copies of bridge plans to perform their duties and copies may be provided as follows. When an employee receives a request for bridge plans that does not meet one of the two conditions listed above, the employee should direct the requester to contact the Director of Maintenance/Bridge Maintenance Office. The Bridge Maintenance Office will require the requester to complete and submit a Bridge Plans Request Form provided in Appendix A of this directive. The request will be reviewed for security issues by the Bridge Maintenance Office and the Office of the Chief Engineer for Operations. If the request is approved and the plans are available in the plans library, the Bridge Maintenance Office will notify the preconstruction support plans storage manager, who will then provide copies to the requester. If the request is approved, and the plans are not available in the plans library but are available elsewhere, the Bridge Maintenance Office will provide copies to the requester. If the request is not approved, the Bridge Maintenance Office will notify the requester.
In order to monitor the release of plans, the Bridge Maintenance Office will develop and maintain an electronic tracking system using information from the Bridge Plans Approval Form provided in Appendix B of this directive.

Submitted by: David B. Cook  
Acting Director of Maintenance

Recommended by: James J. Feda, Jr.  
Acting Chief Engineer for Operations

Approved: Christy A. Hall  
Deputy Secretary for Engineering

Lead: Director of Maintenance

History: Issued on April 30, 2004  
First Revision on May 11, 2007  
Second Revision on July 29, 2010
BRIDGE PLANS REQUEST FORM

Type and Name of Entity Requesting Bridge Plans:

<table>
<thead>
<tr>
<th>Type Entity</th>
<th>Entity Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Agency</td>
<td></td>
</tr>
<tr>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
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<tr>
<td>Public</td>
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<tr>
<td>Utility</td>
<td></td>
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<tr>
<td>Surveyor</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Requestor’s Name, Address, and Phone Number:

Name: ____________________________________________________________

Address: __________________________________________________________

______________________________________________________________

Phone Number: _______ - _______ - ____________

Reason for Request/Intended Use of Bridge Plans:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Description of Bridge Plans Provided: (Be specific as to all plans provided, and include county, route, feature intersected, file numbers, project numbers and etc., that specifically identify all plans provided)

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signature required for the receipt of the above listed Bridge Plans:

I, personally, and/or as a representative of the above entity, fully understand these bridge plans may contain sensitive information. I agree to use these plans as described above and will not release the plans to another entity without the prior approval of the SCDOT.

Name: (Please Print) __________________________________________

Signature: ___________________________________________ Date: ____________________
BRIDGE PLANS APPROVAL FORM

Comments:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Approved: _______ Date Bridge Plans Approved for Release: _______________________

Bridge Maintenance Office Review: ________________________________

Chief Engineer for Operations Office Review: __________________________

Date Preconstruction Support plans manager notified: ______________________

Tracking No.: ___________________