

U.S. Department of  
Homeland Security

United States  
Coast Guard



# Bridge Operations Tactics, Techniques, and Procedures (TTP)



Force Readiness Command  
(FORCECOM)

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 3-71.12

Subj: BRIDGE OPERATIONS

- Ref:
- (a) Bridge Administration Manual, COMDTINST M16590.5 (series)
  - (b) Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series)
  - (c) Bridge Permits Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.10 (series)
  - (d) Bridge Environmental Documentation Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.11 (series)
  - (e) Navigable waters of the United States, navigable waters, and territorial waters, 33 CFR § 2.36
  - (f) Howard Coble Coast Guard and Maritime Transportation Act of 2014, Public Law 113-281, Section 210
  - (g) Telecommunication Tactics, Techniques, and Procedures (TTP), CGTTP 6-01.2 (series)
  - (h) Drawbridge Operation Regulations, 33 CFR Part 117
  - (i) Bridge Lighting and Other Signals, 33 CFR Part 118
  - (j) Administrative Procedure Act, 5 United States Code Subchapter II
  - (k) Preparation of Field Regulations Manual, COMDTINST M16704.3 (series)
  - (l) Delegation of Rulemaking Authority, 33 CFR § 1.05-1
  - (m) Right of appeal, 33 CFR § 114.50
  - (n) Obstruction Marking and Lighting, U.S. Department of Transportation Federal Aviation Administration Advisory Circular, AC 70/7460-1 (series)
  - (o) Notice of marine casualty, 46 CFR § 4.05.1
  - (p) 33 CFR Chapter I, Subchapter J – BRIDGES
  - (q) USCG Marine Safety Manual, Volume V: Investigations and Enforcement, COMDTINST M16000.10 (series)
  - (r) Adjustment to Civil Penalties for Inflation, 33 CFR Part 27
  - (s) Coast Guard Hearing Officer Procedures, COMDTINST M16200.5 (series)
  - (t) Civil Penalty Enforcement (CPE) Tactics, Techniques, and Procedures (TTP), CGTTP 3-72.7 (series)

1. PURPOSE. This TTP publication serves to provide U.S. Coast Guard (USCG) district bridge offices with Coast Guard tactics, techniques, and procedures (CGTTP) to meet their mission of providing reasonably free, safe, and unobstructed passage for waterborne traffic while considering the needs of land transportation. The goals of this TTP publication are to ensure drawbridge operating regulations provide for the reasonable needs of navigation and land transportation; the timely engineering of bridge design and construction for bridge removal or alteration projects; and bridge lighting provides for the safety of navigation and land traffic.
2. ACTION. This CGTTP publication applies to the USCG Office of Bridge Programs (CG-BRG) and district bridge offices. Internet release authorized.
3. DIRECTIVES/TTP AFFECTED. This publication is one of a series of CGTTP publications developed concurrently for the USCG Office of Bridge Programs, including references (b), (c), and (d).
4. DISCUSSION. Bridge operations include essential functions such as determining waterway navigability for bridge permits applications; planning and monitoring construction, demolition, maintenance, repair, and rehabilitation; district regulatory and notice actions; and investigating and enforcing civil and criminal penalties. Other topics include conducting bridge site visits, communicating through broadcast notice to mariners and local notice to mariners, and procedures to respond to heavy weather and bridge allisions.
5. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > TACTICS, TECHNIQUES, AND PROCEDURES (TTP) LIBRARY**. FORCECOM TTP Division does not provide paper distribution of this publication.
6. FORMS/REPORTS. The forms called for in this publication are available in USCG electronic forms on the standard workstation or on the Internet:  
<http://www.uscg.mil/forms/>; CGPortal: Select References from the home page; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>

7. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting References > FORCECOM - TTP Requests.

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By Direction of Commander,  
Force Readiness Command

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# Chapter 1: Introduction

## Introduction

This chapter overviews the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

## In This Chapter

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This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

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## Section A: Introduction

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### **A.1. Introduction**

This publication provides TTP for operations procedures for the United States Coast Guard (USCG) Office of Bridge Programs (CG-BRG) and district bridge offices (DBOs). Use this TTP publication in conjunction with:

- Reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series).
  - Reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series).
  - Reference (c), Bridge Permits Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.10 (series).
  - Reference (d), Bridge Environmental Documentation Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.11 (series).
- 

### **A.2. Definitions**

The following terms apply throughout this TTP publication:

- USCG Office of Bridge Programs (CG-BRG) – Refers to the staff at USCG Headquarters.
  - Bridge program – Refers to the overall program itself.
- 

### **A.3. Use of Best Practice**

Throughout this TTP publication, the term “best practice” is defined as an innovative or modified practice that results in an improved or more effective response.

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## Section B: Notes, Cautions, and Warnings

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**B.1. Overview**      The following definitions apply to notes, cautions, and warnings found in TTP publications.

**NOTE:**      **An emphasized statement, procedure, or technique.**

**CAUTION:**      **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

**WARNING:**      *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

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## Chapter 2: Jurisdiction Confirmation

**Introduction** This chapter discusses procedures for confirming USCG jurisdiction over navigable waterways.

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**In This Chapter** This chapter contains the following section:

Section	Title	Page
A	Jurisdiction Confirmation	2-2

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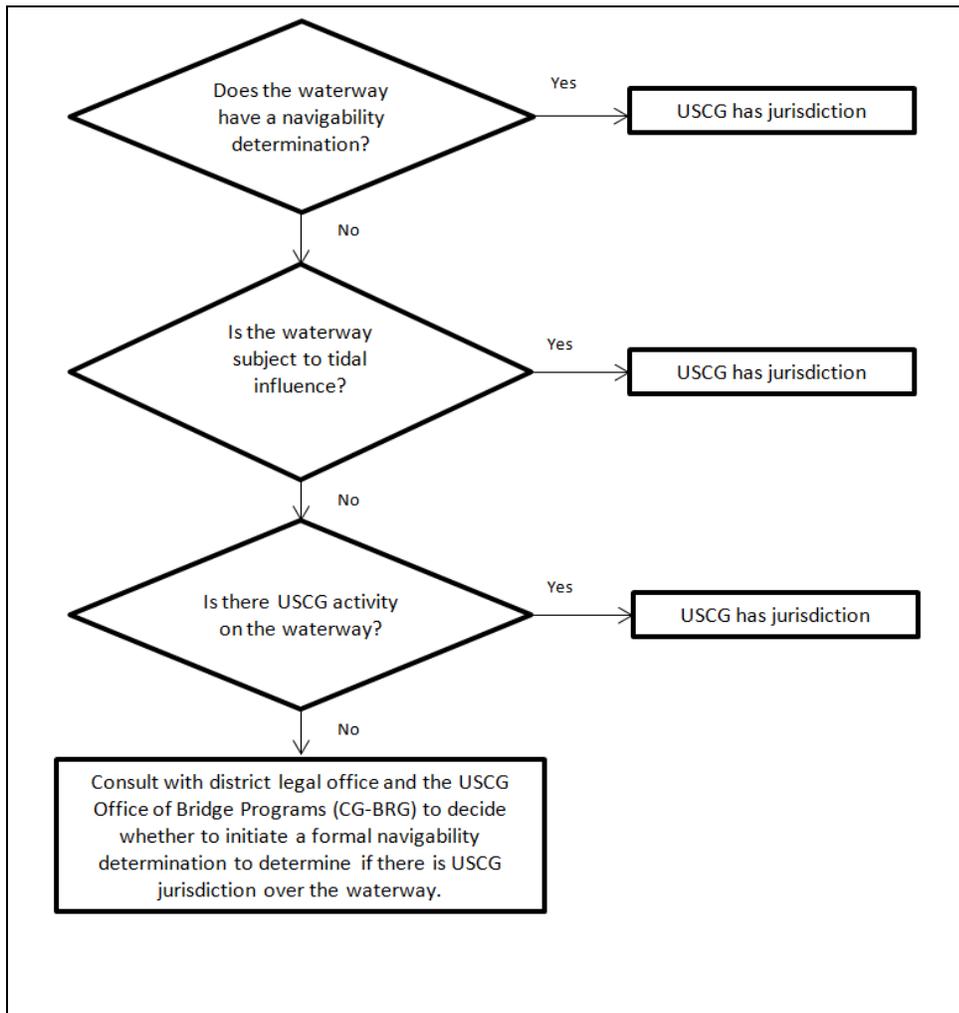
## Section A: Jurisdiction Confirmation

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**A.1. Background** The USCG has jurisdiction over navigable waterways per reference (e), Navigable waters of the United States, navigable waters, and territorial waters, 33 CFR § 2.36. As such, the bridge program has jurisdiction over bridges that cross navigable waterways.

**NOTE:** **“Navigability” is a legal determination. “Jurisdiction” is a bridge program determination.**

[Figure 2-1 Jurisdiction confirmation](#) provides an overview of the process discussed in this chapter.



**Figure 2-1 Jurisdiction confirmation**

**A.2. Determine  
Jurisdiction  
Confirmation of  
a Waterway**

To confirm whether the USCG has jurisdiction over a navigable waterway (or a section of), first check with the district legal office or consult with the current list of navigable waterways to see if the waterway (or section of) in question has a navigability determination. The district legal office maintains a list of all waterways within the area of responsibility (AOR) that have had a navigability determination. If there is a navigability determination, it serves as confirmation that the USCG can exercise jurisdiction over that waterway (or section of).

If the waterway is not listed and there is no record of a prior navigability determination, verify whether the waterway (or section of) is subject to tidal influence. If the waterway (or section of) is subject to tidal influence, then it is by definition a navigable waterway of the U.S. for purposes of USCG jurisdiction.

If the waterway is not subject to tidal influence, it can still be a navigable waterway if there is current USCG activity on the waterway (or section of). USCG activity includes:

- Regular patrols.
- Establishment and maintenance of Federal aids to navigation.
- Inspected vessels operate on the waterway per their certificate of inspection.
- Designed waterfront facilities are on the waterway.

If the waterway is non-tidal and there is neither a navigability determination nor current USCG activity on the waterway, consult with the district legal office and the USCG Office of Bridge Programs (CG-BRG) to decide whether to initiate a formal navigability determination as to whether the USCG has jurisdiction over the waterway. This would be a new determination falling under the requirements of reference (f), Howard Coble Coast Guard and Maritime Transportation Act of 2014, Public Law 113-281, Section 210.

NOTE:

**The bridge program does not have the authority to issue its own navigability determination. To comply with reference (f), the district legal office must be engaged and then, in turn, coordinate with the USCG Office of Bridge Programs (CG-BRG) for required reports to Congress.**

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## Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners

### Introduction

This chapter discusses procedures to prepare and release a broadcast notice to mariners (BNM) and submit a local notice to mariners (LNM). Marine information is primarily disseminated in the form of BNMs or LNM. Release and submit BNMs and LNM as necessary to advise waterway stakeholders of navigation restrictions due to events such as:

- Bridge construction.
- Maintenance.
- Rehabilitation.
- Malfunctions.
- Discrepancies.
- Damage to bridge protection systems.
- Natural events.
- Proposed bridge projects.
- Drawbridge operation changes.
- Lighting outages.
- Correction or conclusion of all restrictions.

### In This Chapter

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This chapter contains the following sections:

Section	Title	Page
A	Guidance to Release a BNM	3-2
B	Guidance to Submit an LNM	3-5

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## Section A: Guidance to Release a BNM

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### **A.1. Broadcast Notice to Mariners**

As they relate to the bridge program, BNMs provide an immediate means of notifying waterway stakeholders of bridge activities. These notices are broadcast through USCG/United States Navy communication centers, navigational teleprinter exchange network (NAVTEX), and other maritime frequencies. BNMs are drafted, reviewed, and released using the standard USCG military record message system.

Use BNMs to notify waterway stakeholders of a relevant bridge activity such as a discrepancy, malfunction, or emergent situation. BNMs might also be used to remind waterway stakeholders of a planned activity previously published in an LNM. If there is any doubt about whether to release a BNM, it is best practice to release one as it can always be canceled.

For additional information on BNMs, see reference (g), Telecommunication Tactics, Techniques, and Procedures (TTP), CGTTP 6-01.2 (series).

---

#### **A.1.a. Draft a BNM**

Gather the following information for BNM drafting:

- Time reported.
- Bridge name.
- Waterway and mile.
- Type of activity.
- Point of on-site contact (e.g., name of workboat and marine radio frequency used), if available.
- Estimated time needed for repair.
- Anticipated duration of the activity.
- Navigation restrictions (e.g., vertical and horizontal clearances if reduced, channel depth, reported obstructions, equipment in waterway, advance notice requirements, etc.).
- Vessel traffic affected.
- Light list number (LLNR); include only when the BNM pertains to a discrepancy on bridge lighting or other signal (e.g., racon, fog horn) which has an associated LLNR.

**NOTE:**

**When drafting a BNM for a planned event previously published in the LNM, ensure the information in the BNM is similar to the information published in the LNM.**

A.1.b. Format a BNM

Format a BNM per [Figure 3-1 BNM example](#).

```
P 090157Z JAN 16
FM CCGDELEVEN ALAMEDA CA
TO COGARD COMMUNICATIONS COMMAND CHESAPEAKE VA
COGARD WXCKT TISCOM ALEXANDRIA VA
COMCOGARD SECTOR SAN FRANCISCO CA
AIG 8956
INFO USCGC ASPEN
USCGC GEORGE COBB
COGARD ANT SAN FRANCISCO CA
BT
UNCLAS
SUBJ: SCHEDULED BROADCAST NOTICE TO MARINERS 017-
16//A//
BROADCAST AT C.
CCGD11 BNM D11 017-16
CALIFORNIA - NAPA RIVER
1. ALL NAVIGATION LIGHTS ON THE BRAZOS RAILROAD
DRAWBRIDGE ARE
EXTINGUISHED.
BT
NNNN
```

Figure 3-1 BNM example

**NOTE:**

**Precede reported figures for heights, depths, clearances, or conditions that are not verified by the USCG or another legitimate source with either “REPORTED” or “APPROXIMATELY.”**

A.1.c. Release a BNM

If the DBO has release authority, draft and release the BNM. If the DBO does not have release authority, draft the BNM and submit it to the appropriate office per district policy.

**A.2. Monitor a BNM**

Monitor record message traffic throughout the workday for correct BNM release and bridge-related discrepancies of which the DBO was not previously informed.

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**A.3. BNM  
Outside Normal  
Working Hours**

For bridge incidents occurring outside normal working hours, the sector or district command center broadcasts a BNM and also might notify the DBO. Check record message traffic every workday morning for any bridge activity released outside of normal working hours. If the activity is on-going (e.g., repairs), the DBO continues to monitor the situation.

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**A.4. Record  
Keeping**

File BNMs in the appropriate bridge case file to develop a documented history of the bridge and its discrepancies/activities.

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## Section B: Guidance to Submit an LNM

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**B.1. Local Notice to Mariners** An LNM is a weekly publication of marine information. LNM's can include bridge activities such as:

- Proposed bridge applications.
- Public notice announcements.
- Lighting discrepancies.
- Changes to drawbridge operations.
- Bridge construction or maintenance.

View LNM's at the USCG [Navigation Center \(NAVCEN\) website](#).

B.1.a. Draft an LNM

---

Draft LNM's per district requirements. LNM's contain information pertaining to the bridge activity including:

- Bridge name.
- City and State.
- Waterway and mile.
- Type and schedule of activity (including regulatory actions or notices).
- Duration of the activity.
- Navigation restrictions.
- Vessel traffic affected.
- Associated waterway National Oceanic and Atmospheric Administration (NOAA) chart number.

For LNM's announcing the availability of environmental documents, public notices and bridge project public meetings, draft them to include any of the applicable above bulleted information as well as other pertinent information, for example:

- Meeting dates, times, and locations.
  - Public notices available for comment.
  - Available environmental documents.
-

---

B.1.b. Submit an LNM LNMs are published each Wednesday. Submit LNMs to the office responsible for publication of LNMs (usually the Waterways Management Branch) per the district's requirements. See [Figure 3-2 LNM example](#).

**CONNECTICUT – LONG ISLAND SOUND – SHERWOOD POINT TO STAMFORD HARBOR – MIANUS RIVER – Notice of Temporary Deviation from Regulations** – The Coast Guard has issued a temporary deviation from the regulation governing the operation of the Metro-North Cos Cob Bridge at mile 1.0 across Mianus River at Greenwich, Connecticut. Under this temporary deviation, the bridge will be operated according to the schedule below:

- a. From September 12, 2016 8 a.m. to September 16, 2016 4 a.m. the bridge will not open to marine traffic.
- b. From September 16, 2016 4 a.m. to September 19, 2016 8 a.m. the bridge will open fully on signal upon 24 hour advance notice.
- c. From September 19, 2016 8 a.m. to September 23, 2016 4 a.m. the bridge will not open to marine traffic.
- d. From September 23, 2016 4 a.m. to **September 26, 2016** 8 a.m. the bridge will open fully on signal upon 24 hour advance notice.

Vertical Clearance under the closed span is 20ft at MLW and 27ft at MHW. Vessels that can pass under the span without a bridge opening may do so at all times. Mariners can contact Tom McLoughlin at 203-710-4283 or Warren Best at 646-285-6544 for the 24 advance notice bridge openings. Mariners are advised to plan their transits accordingly Chart 12368 LNM 37/16 (CGD1)

**Figure 3-2 LNM example**

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B.1.c. Record Keeping The [NAVCEN website](#) maintains LNMs. File LNMs in the appropriate bridge case file to develop a documented history of the bridge and its discrepancies/activities.

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## Chapter 4: Bridge Site Visits

**Introduction** This chapter discusses guidelines and procedures for conducting bridge site visits.

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**In This Chapter** This chapter contains the following section:

Section	Title	Page
A	Bridge Site Visit Procedures	4-2

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## Section A: Bridge Site Visit Procedures

**A.1. Background** Conduct bridge site visits to assess a variety of bridge program actions, including regulations, construction monitoring, and permits. [Figure 4-1 Bridge site visits](#) provides an overview of the procedures discussed in this chapter.

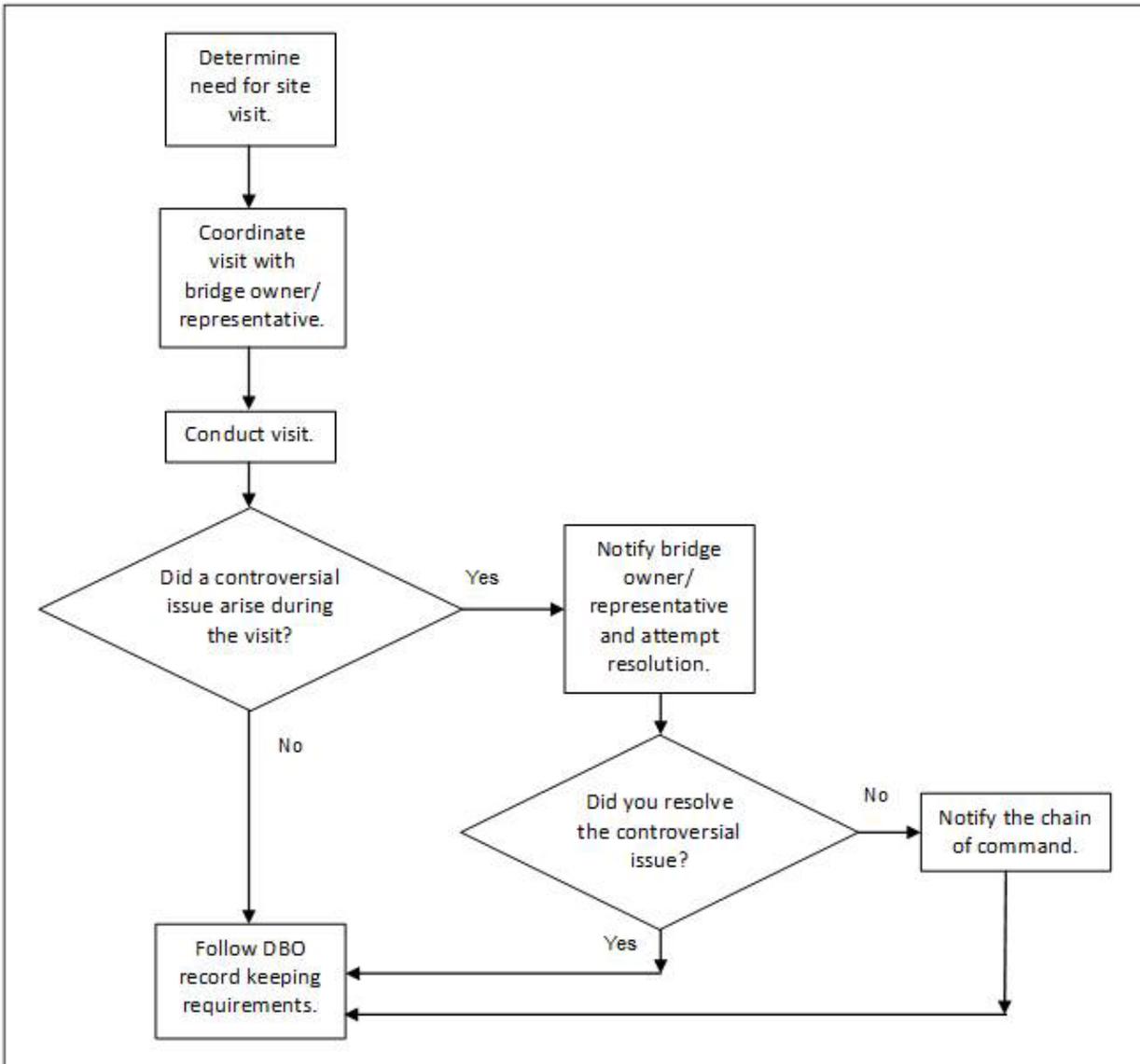


Figure 4-1 Bridge site visits

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<b>A.2. Bridge Site Visits</b>	The following bridge actions benefit from a bridge site visit to gain a more thorough understanding of project circumstances and impacts.
A.2.a. Regulatory Action for a Drawbridge Schedule	The purpose of this bridge site visit is to ascertain vessel, vehicular, or rail traffic patterns. The bridge site visit can be an opportunity to interview the local USCG station and local business and community stakeholders about a proposed drawbridge schedule change. This bridge site visit can assist in the investigation of an approval or denial of the change or in developing an appropriate operating schedule for a new bridge.
A.2.b. Permit Application Phase	The purpose of this bridge site visit is to understand the proposed bridge location and its impact on waterway stakeholders and the environment. The bridge site visit is also an opportunity to interview local business and community stakeholders about the proposed construction.
A.2.c. Waterway Usage Data	The purpose of this bridge site visit is to collect data on waterway usage upstream and downstream from the proposed bridge location. The data collected on this site visit can be used to support a waterway (or section of) jurisdiction confirmation. See <a href="#">Chapter 2: Jurisdiction Confirmation</a> .
A.2.d. Construction/ Demolition Monitoring	<p>The purpose of this bridge site visit is to verify progress and compliance with an agreed-upon construction or demolition plan. Conduct these visits during critical or complex construction phases to assess impacts to navigation and ensure work complies with the approved permit and plans. Emphasize equipment placement in the waterway and waterway/channel closures.</p> <p>If there are serious waterway safety issues, notify the captain of the port (COTP). See <a href="#">Chapter 5: Construction/Demolition Planning and Monitoring</a>.</p>
A.2.e. Maintenance, Repair, and Rehabilitation Monitoring	The purpose of this bridge site visit is to verify progress and compliance with the approved maintenance, repair, and/or rehabilitation work plan, with particular emphasis on equipment placement in the waterway, temporary reductions in navigational clearances, and waterway/channel closures. These site visits can be pre-empted by stakeholder comments or complaints. <a href="#">See Chapter 6: Maintenance, Repair, and Rehabilitation Planning and Monitoring</a> .
A.2.f. Obstruction Investigations	The purpose of this bridge site visit is to understand the impacts of obstruction and verify complainants' objections. Conduct bridge site visits early in the investigation process.

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A.2.g. High  
Profile Bridge  
Cases

The purpose of this bridge site visit is to understand the concerns or controversy surrounding a bridge project that generate stakeholder, media, or congressional interest.

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A.2.h. Bridge  
Discrepancies or  
Damages

The purpose of this bridge site visit is to verify reported discrepancies and document damage.

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**A.3.  
Coordinate and  
Conduct Bridge  
Site Visits**

Coordinate bridge site visits with the bridge owner/representative. The bridge owner/representative accompanies the DBO while at the bridge site, especially when visiting construction sites and entering private property.

During the site visit, consider taking photographs to document specific visual aspects of the bridge, construction equipment, and waterway that might be helpful for future briefings and other project referencing.

When bridge site visits by the DBO are not feasible, updates from the bridge owner/representative or site visits conducted by other USCG assets (e.g., auxiliary, sector personnel, etc.) are acceptable alternatives.

Coordinate site visits for Truman-Hobbs bridge alteration projects with with the USCG Office of Bridge Programs (CG-BRG) Truman-Hobbs project manager.

**CAUTION:**

**Adhere to standard Occupational Safety and Health Administration safety requirements (e.g., steel-toed shoes, safety helmets, vests, gloves, hearing protection, and similar equipment) while on location.**

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**A.4.  
Controversial  
Findings from a  
Bridge Site Visit**

If any controversial issues arise during or in result of a bridge site visit, notify the bridge owner/representative of such issues and attempt to resolve them. If resolution is not reached, notify the chain of command for resolution assistance.

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**A.5. Record  
Keeping**

Follow DBO requirements for record keeping following a bridge site visit. File trip reports and photographs in the bridge case file.

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## Chapter 5: Construction/Demolition Planning and Monitoring

**Introduction** This chapter discusses procedures to conduct construction and demolition planning and monitoring.

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**In This Chapter** This chapter contains the following sections:

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B	Construction/Demolition Project Preparation and Monitoring	5-8
C	Construction/Demolition Project Completion	5-10

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## Section A: Receipt of Construction/Demolition Plan

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### A.1. Introduction

The bridge program reviews and monitors bridge construction and demolition project plans with the objective of ensuring the reasonable needs of navigation and the safety of the maritime community. These objectives are achieved by careful and timely planning, and constant coordination among the USCG, the bridge owner/representative and waterway stakeholders. This section discusses procedures to review and evaluate bridge construction and demolition project plans. See [Figure 5-1 Construction/Demolition Planning and Monitoring](#) for an overview of the procedures discussed in this chapter.

Due to the inherent fiduciary responsibilities in bridge alteration projects, the USCG Office of Bridge Programs (CG-BRG) has the final decision on construction/demolition plans that could impact the cost or schedule of Truman-Hobbs projects. For the alteration of these bridges, the USCG Office of Bridge Programs (CG-BRG) consults with the DBO on any construction/demolition plan decisions that could impact navigation (i.e., navigation restrictions, waterway closures, etc.) during the project. The DBO serves as the subject matter expert on navigation impacts.

### A.2. Receipt of the Construction/Demolition Plan

Bridge owners/representatives are responsible for contacting the DBO as early as practicable to determine how many days are required before the bridge construction/demolition plan proceeds. This often depends on the scope of the work proposed. Typically, 30-90 days of written notice is required prior to the start of the project, which allows for the planning and coordination of possible waterway restrictions and temporary bridge operating schedule changes. Process requests for projects in less time if conditions warrant.

The bridge owner/representative submits a construction/demolition plan in writing to the DBO. This plan includes:

- Name of the person or entity proposing the project.
- Name and location of the bridge.
- Contact information of the bridge owner/representative and contractor(s).
- Length of time, days of the week, and hours of the day the work is to be performed.
- Description of the proposed work.

- If necessary, a request for a temporary change in the current bridge operating schedule, which includes the requested change and the duration. A deviation is required if the operating schedule is changed. See [Section A.3. Construction/Demolition Plan Review and Evaluation](#) of this chapter.
- Request for waterway restrictions or closures, such as temporary reductions in bridge clearances and the time and duration of each restriction or closure anticipated.
- Type and size of equipment to be used in the waterway or on the bridge (e.g., falsework, scaffolding, cofferdams, low steel containment, etc.)
- Location of barges and heavy construction equipment during construction/demolition.
- Whether equipment will be removed from the site or the navigational channel at the end of every workday.
- Other impacts to navigation and the navigation channel.
- Steps taken to minimize adverse impacts to navigation and the navigation channel.
- For a demolition project, how the bridge will be dismantled (e.g., drop-by explosive or mechanical dismantling).
- Additional information as necessary.

### **A.3. Construction/ Demolition Plan Review and Evaluation**

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After receiving the bridge construction/demolition plan, evaluate it to determine impacts to both land and waterborne traffic. Complete the following tasks when reviewing a project for potential impacts to navigation:

- Consider the impacts this project can have on the bridge's operating schedule as well as nearby drawbridges and locks. It is best practice to test a temporary operation schedule before approving the plan. See [Chapter 7: District Regulatory and Notice Actions](#) for guidance on test deviations.
- Ensure received plans and schedules are coordinated, reviewed, and approved within the bridge's permit requirements.
- Coordinate the plan with the sector or COTP to minimize information gaps and receive concurrence on any waterway restrictions or closures the project requires.
- Notify potentially impacted jurisdictional agencies and waterway stakeholders to obtain additional information on potential navigation impacts. Especially for complex projects, it is best practice to hold

informal meetings or discussions of the impending project. See [Section A.3.a. Project Coordination Meetings](#) of this chapter for guidance.

- Some highly complex projects can benefit from site visits for further evaluation. For guidance on site visits, see [Chapter 4: Bridge Site Visits](#).
- If the demolition plan includes the use of explosive blasting, hold an environmental coordination meeting with the bridge owner/representative, DBO, COTP, NOAA, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, applicable tribal representative, and the state historical preservation agency to determine if consultation needs to be opened or reopened to mitigate impact on environmental resources.

NOTE:

**Throughout the review process, ensure the bridge owner/representative optimizes work to minimize adverse impacts to transportation and marine mobility and safety. For example, waterway restrictions/closures might be shortened from the original request.**

If navigation impacts due to the construction/demolition activities are not acceptable, cite reasons in a letter to the bridge owner/representative. The bridge owner/representative can resubmit construction/demolition plans that meet expectations on waterway restrictions/closures.

It is common to go back to the bridge owner/representative if the DBO determines that navigation impacts associated with the construction/demolition activities are not acceptable. In these instances, require the bridge owner/representative to make changes to the plans or meet specific additional conditions that were not originally in the plan.

#### A.3.a. Project Coordination Meetings

Meet with the bridge owners/representatives and construction managers to coordinate possible navigational restrictions as necessary to minimize the impacts to navigation. Coordinate meetings with jurisdictional Federal, State, and local agencies as well as other interested waterway stakeholders (e.g., pilots association and harbor safety committee members). Invite waterways management personnel, COTP, and other appropriate agencies to any meetings.

The goal of the meeting(s) is to ensure the construction/demolition plan:

- Considers land and waterway navigation safety.
- Minimizes waterway closures and restrictions.

- Promotes coordination with waterway stakeholders and the local community.
- Answers any concerns jurisdictional agencies have that are preventing the bridge owner/representative from obtaining required plan approvals.

Summarize meetings or discussions with stakeholders in a memo and file the memo in the bridge case file.

The outcome of the meeting might require the bridge owner/representative to submit a revised construction/demolition plan. If the bridge owner/representative submits a new plan, conduct a new review and additional coordination or meetings necessary to ensure the required approval.

#### **A.4. Submit Construction/ Demolition Plan**

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After reviewing and evaluating the final construction/demolition plan, addressing all concerns, submit the recommendation of no objection and any suggested conditions to the DBM. For example, if a waterway closure is required, the DBM includes instructions for the bridge owner/representative to coordinate with appropriate district or sector for approval to close the waterway for the project.

Once the DBM concurs, prepare a notification letter to send to the bridge owner/representative stating the USCG has no objection to the plan and include any conditions. See [Appendix B: Notification Letter Example](#). Every case does not entail as high a degree of coordination as outlined in this example.

Route the draft letter to the DBM for review and signature. Email or mail the signed notification letter to all cooperating parties.

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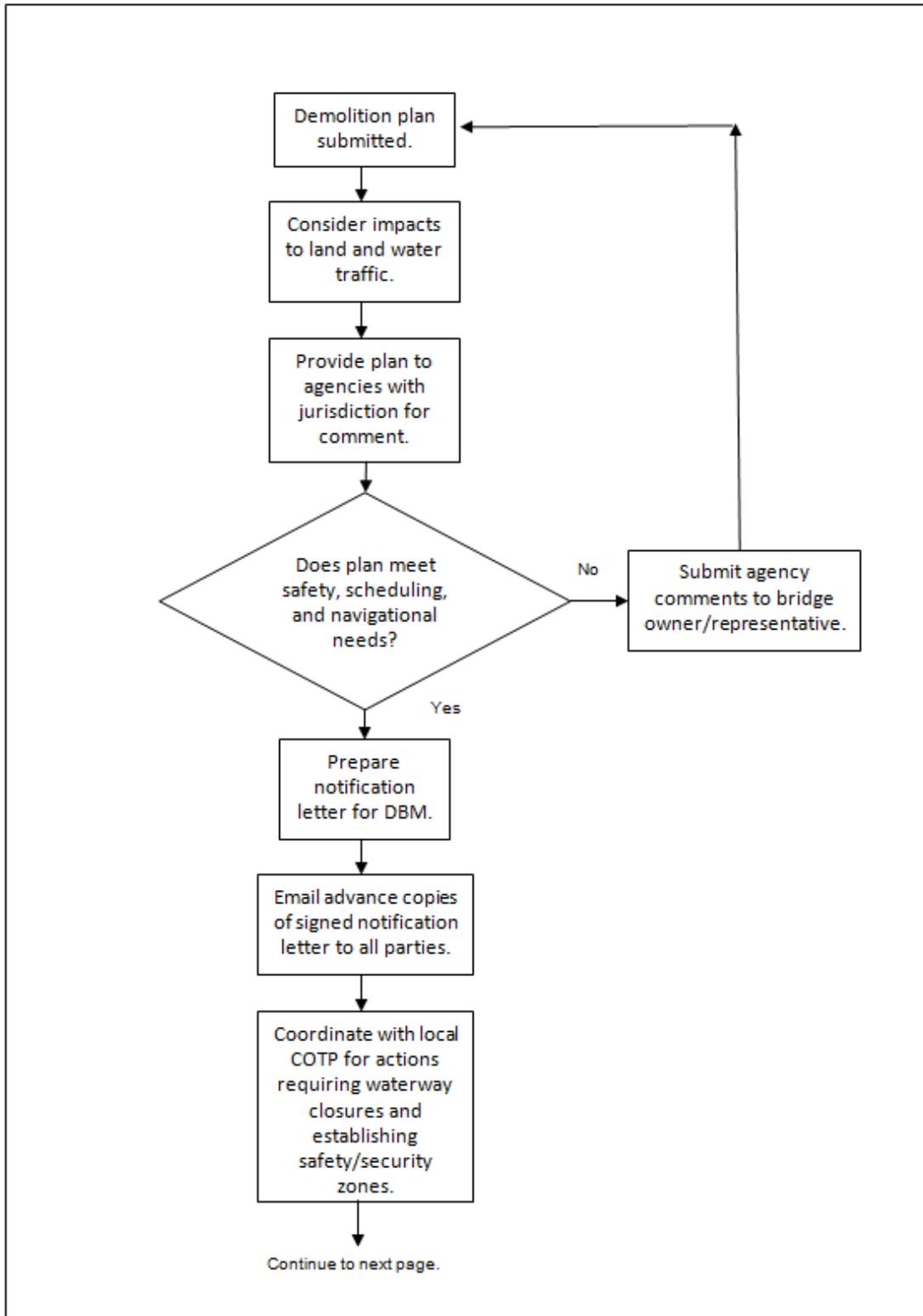
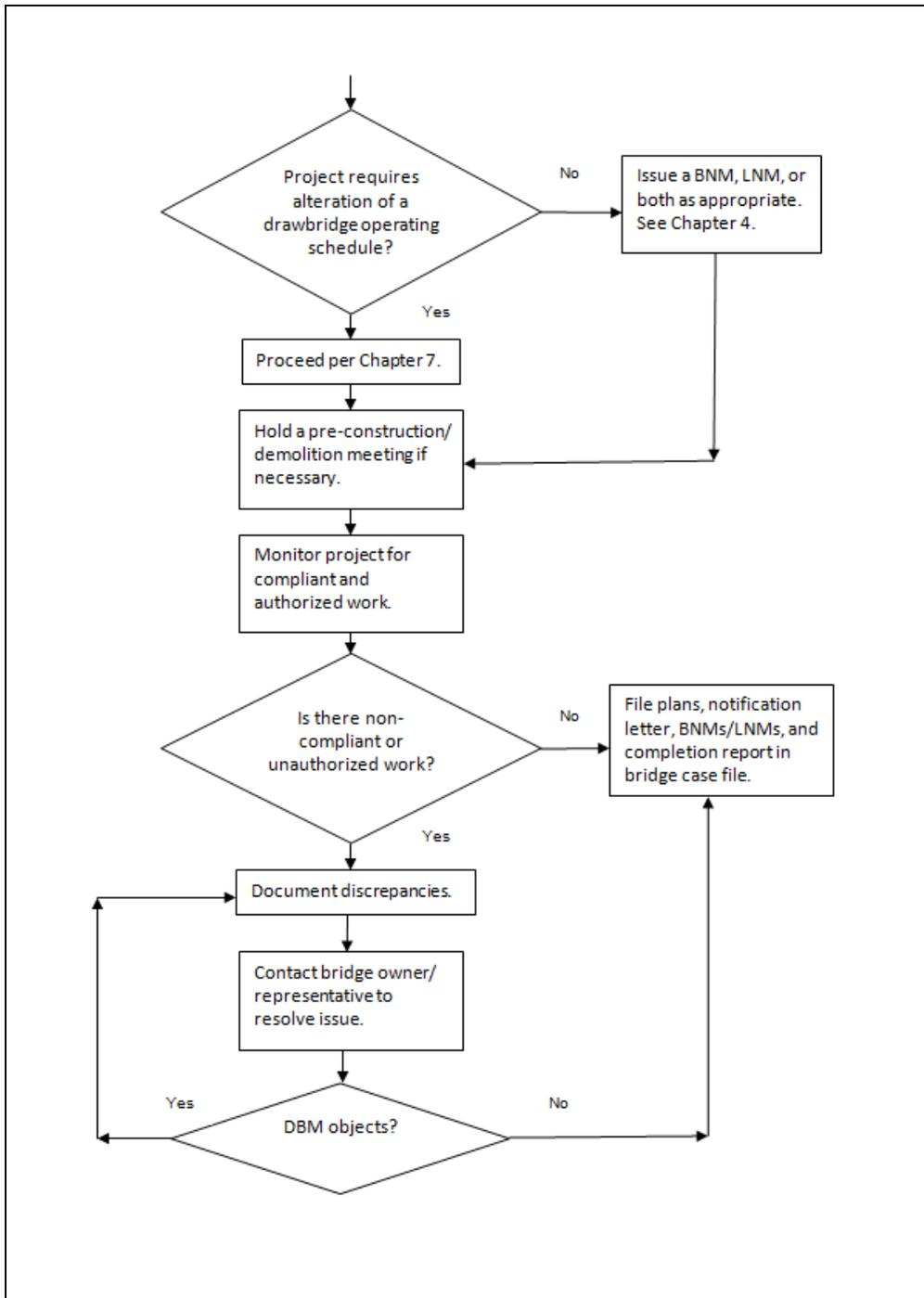


Figure 5-1 Construction/demolition planning and monitoring



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## Section B: Construction/Demolition Project Preparation and Monitoring

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### **B.1. Construction/ Demolition Project Preparation**

Once a bridge construction/demolition notification letter is sent, there might be several tasks to accomplish before the project can begin. Some of these tasks might include:

- Requesting a waterway restriction from the appropriate sector/COTP.
- Publishing a temporary change in a drawbridge(s) operating schedule.
- Coordinating activities with the marine industry and boating public.
- Releasing/publishing BNMs and LNMs.

---

### **B.1.a. Waterway Restrictions/ Closures**

Ensure the appropriate sector or COTP has visibility on all construction and demolition activities in his/her AOR. Coordinate with local sector or COTP for actions requiring waterway restrictions or closures and establishing safety or security zones.

---

### **B.1.b. Drawbridge Operating Schedule Modifications**

See [Chapter 7: District Regulatory and Notice Actions](#) for guidance on how to proceed if the project requires a temporary deviation of a drawbridge operating schedule.

If other drawbridges are affected and require a change to their operating schedule as well, include those bridges in the request for temporary operational change.

Per reference (h), Drawbridge Operation Regulations, 33 CFR Part 117, the bridge owner/representative submits a request to the DBO for planned work on drawbridges in writing as early as possible, preferably 90 days before the start of work. District commanders can approve requests for maintenance in less time if conditions warrant.

Any permanent or temporary change to a drawbridge operating schedule lasting more than 180 days requires a rulemaking. A temporary change to a drawbridge operating schedule for 180 days or less can be done through a temporary deviation.

---

### **B.1.c. Draft BNMs/LNMs**

Issue a BNM, LNM, or both as appropriate. Both BNMs and LNMs are encouraged for widely dispersing information. See [Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners](#) for guidance on BNMs and LNMs.

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**B.1.d. Final  
Pre-construction/  
Demolition  
Coordination  
Meeting**

If necessary, hold a final pre-construction meeting several days before the project begins to ensure that all involved parties are prepared and in compliance with the approved plan.

If it is necessary to hold a final pre-demolition meeting, provide involved parties an opportunity to participate and explain their roles by scheduling the meeting as close as possible to the demolition date.

---

**B.2. Construction/  
Demolition Project  
Monitoring**

Project monitoring is an ongoing activity that verifies the progress and coordination of approved work. When monitoring construction/demolition projects, maintain regular contact with the bridge owner/representative to ensure:

- The work complies with the permit and plans and is on schedule.
  - The bridge is operating within the presently approved operating schedule, when applicable.
  - The bridge lighting, clearance gauges, signage, etc., comply with reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118.
  - Temporary structures, scaffolding, barges, and other potential obstructions/hazards to navigation are appropriately lighted or otherwise marked per the construction/demolition plan.
  - Fender systems are properly installed and maintained when applicable.
  - Encourage pilots associations, river industry groups, and other waterway stakeholders to report to the DBO any project-related waterway restrictions/closures not authorized in the plan.
  - Provide periodic updates to each COTP for authorized bridge construction/demolition projects in their respective AORs. Include in these reports any current and pending activities to maintain a strong flow of communication with the COTP.
- 

**B.3.  
Non-compliant  
Work**

When non-compliant work is identified, document the discrepancy and contact the bridge owner/representative to resolve the issue. Ensure the DBM approves any DBO recommended corrective actions prior to issuing the action.

If the bridge owner/representative does not comply with the USCG's requirements, construction/demolition delays might occur. Suspend construction activities for violations of the bridge permit until the issue is properly addressed. If the issue cannot be resolved with the bridge owner/representative, COTP assistance might be needed to compel the bridge owner/representative into compliance.

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## Section C: Construction/Demolition Project Completion

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**C.1. Background** Upon completion of the construction, removal, alteration, or repair of any part of a bridge that affects its approved navigational clearances, prepare a Bridges over Navigable Waters of the United States Completion Report, Form CG-4599. This report documents work completion per reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series), and reference (c), Bridge Permits Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.10 (series).

If removing a drawbridge results in the need to remove its operating schedule per reference (h), Drawbridge Operation Regulations, 33 CFR Part 117 conduct a rulemaking action to remove the relevant operating regulation from the CFR. See [Chapter 7: District Regulatory and Notice Actions](#).

If an existing drawbridge has an operating schedule in reference (h), the existing schedule can transfer to the replacement drawbridge if it is replaced along the original line or if the line is moved to connect to the replacement drawbridge. See [Chapter 7](#).

---

### **C.2. Record Keeping**

File the construction/demolition plans, the notification letter, associated BNMs and LNMs, and signed Form CG-4599 in the bridge case file.

Update the Marine Information for Safety and Law Enforcement (MISLE) record accordingly for bridge construction/demolition projects. See reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series).

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# Chapter 6: Maintenance, Repair, and Rehabilitation Planning and Monitoring

**Introduction** This chapter discusses procedures to plan and monitor activity for bridge maintenance, repair, and rehabilitation projects.

**In This Chapter** This chapter contains the following sections:

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Section	Title	Page
A	Maintenance, Repair, and Rehabilitation Project Request and Evaluation Procedures	6-2
B	Maintenance, Repair, and Rehabilitation Project Preparation and Monitoring	6-8
C	Maintenance, Repair, and Rehabilitation Project Completion	6-10

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## Section A: Maintenance, Repair, and Rehabilitation Project Request and Evaluation Procedures

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**A.1. Background** Maintenance, repair, and rehabilitation occur regularly during a bridge's lifespan. Maintenance, repair, and rehabilitation include any work to a bridge that does not permanently alter the navigational opening under the bridge, and does not require a permit. See reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series), and reference (c), Bridge Permits Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.10 (series) for guidance on when a permit is required for a bridge project.

Typical maintenance, repair, and rehabilitation projects consist of painting, fender repairs, tender house upgrades, bridge inspections, sand blasting, mechanical preventive maintenance, and operational testing. Review and provide USCG oversight for these projects to ensure the safety and mobility of intermodal transportation. [Figure 6-1 Maintenance, repair, and rehabilitation planning and monitoring](#), illustrates the procedures discussed in this chapter.

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### **A.2. Receipt of a Maintenance, Repair, and Rehabilitation Request**

Bridge owners/representatives are responsible for contacting the DBO as early as practicable to determine how many days are required before maintenance, repair and rehabilitation projects can proceed. This often depends on the scope of the work proposed. DBOs typically require 30-90 days written notice prior to the start of the project. This allows for the planning and coordination of possible waterway restrictions/closures, temporary bridge operating schedule changes, or periods of reduced navigation, such as diminished vertical and/or horizontal clearances. Process requests for projects in less time if conditions warrant.

Obtain the following preliminary information to properly assess proposed maintenance, repair, and rehabilitation project requests:

- Name of the person or entity proposing the project.
- Name and location of the bridge.
- Contact information such as phone number, email, and mailing address.
- Length of time, days of the week, and hours of the day the work will be performed.
- Description of the proposed work.
- If required, request a change in the current bridge operating schedule to include the desired schedule and duration.

- Request for waterway restrictions/closures, such as temporary reductions in bridge clearances and the time and duration of each closure anticipated.
- Type and size of equipment to be used in the waterway or on the bridge.
- Location of barges and heavy equipment during the project.
- Whether equipment will be removed from the site or the navigational channel at the end of every workday.
- Other impacts to navigation and the navigation channel.
- Steps taken to minimize adverse impacts to navigation and the navigation channel.
- Additional information as necessary.

### **A.3. Maintenance, Repair, and Rehabilitation Request Review and Evaluation**

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Once the request and all of the necessary information is received, review the request and its impacts. Extensive rehabilitations might require additional information to determine whether the work requires a permit action. See reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series), for actions that qualify for permit amendments and for actions requiring a permit or permit amendment.

If the project does not require a bridge permit or permit amendment, evaluate the request to determine the impacts to both land and waterborne traffic. There are several tasks to complete to evaluate the project for these potential impacts:

- Consider the impacts the project might have on the operating schedule of the bridge as well as of nearby drawbridges and locks. When useful in considering impacts, test a temporary operating schedule before approving the project. See [Chapter 7: District Regulatory and Notice Actions](#) for guidance on test deviations.
- Coordinate the plan with the sector or COTP to minimize information gaps and receive concurrence on any waterway restrictions or closures the project requires.
- Notify potentially impacted waterway stakeholders to obtain additional information on potential navigation impacts. Especially for complex projects, it is best practice to hold informal meetings or discussions of the impending project. See [Section A.3.a. Project Coordination Meetings](#) of this chapter for guidance on coordination meetings.
- Some highly complex projects might benefit from site visits for further evaluation. For guidance, see [Chapter 4: Bridge Site Visits](#).

**NOTE:**

**Throughout the review process, it is best practice to coordinate with the bridge owner/representative to ensure the work is optimized to minimize adverse impacts to transportation and marine mobility and safety. For example, waterway restrictions/closures could be shortened from the time originally requested.**

If the impacts on navigation due to the maintenance, repair, and rehabilitation activities are not acceptable, cite reasons in a letter to the bridge owner/representative. The bridge owner/representative can resubmit construction/demolition plans that meet expectations on waterway restrictions/closures.

**A.3.a. Project  
Coordination  
Meetings**

Meetings with the bridge owners/representatives and construction managers to coordinate possible navigational restrictions might be necessary to minimize the impacts to navigation. If requested by the bridge owner/representative, assist them in coordinating meetings with jurisdictional Federal, State, and local agencies as well as other interested waterway stakeholders (e.g., pilots association and harbor safety committee members). Invite the appropriate sector to any meetings on this project. The goal of the meeting(s) is to ensure the maintenance, repair, or rehabilitation project:

- Considers land and waterway navigation safety, as appropriate.
- Minimizes waterway restrictions/closures.
- Promotes coordination with waterway stakeholders and the local community.
- Answers any jurisdictional agency concerns that have prevented the bridge owner/representative from obtaining required project concurrence.

Summarize meetings or discussions with stakeholders in a memo and file the memo in the bridge case file. The outcome of the meeting might require the bridge owner/representative to submit a revised proposal for consideration. If a new proposal is submitted, conduct a new review, additional coordination, or meetings necessary to ensure the required concurrence.

**A.4. Maintenance,  
Repair, and  
Rehabilitation  
Request  
Concurrence**

After reviewing and evaluating the final maintenance, repair, and rehabilitation plan addressing all concerns, submit the recommendation of concurrence and any suggested conditions to the DBM.

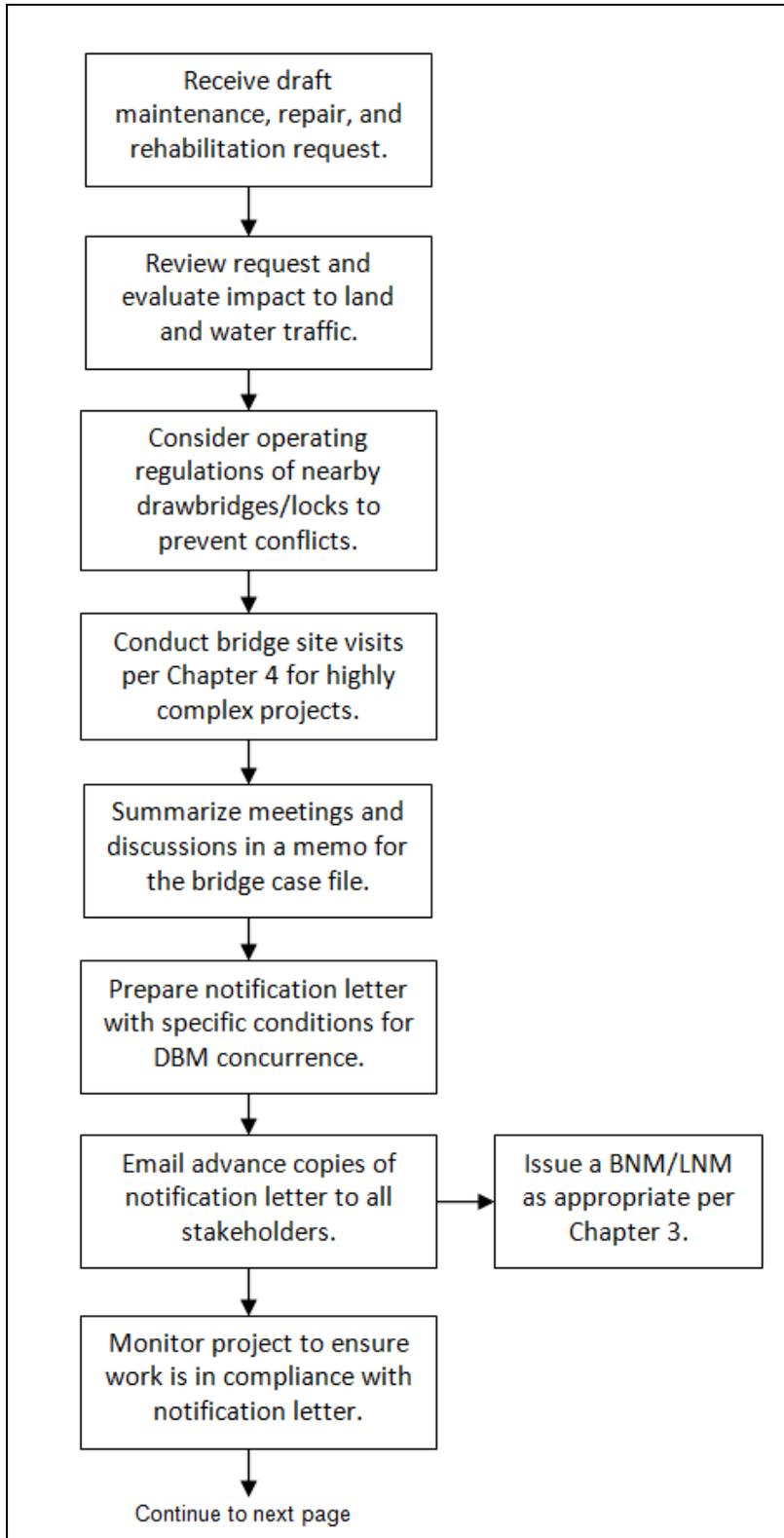
Once the DBM concurs with the plan, prepare a notification letter to send to the bridge owner/representative stating the USCG has no objection to

the plan and include any conditions. See [Appendix B: Notification Letter Example](#). Every case does not entail as high a degree of coordination as outlined in this example.

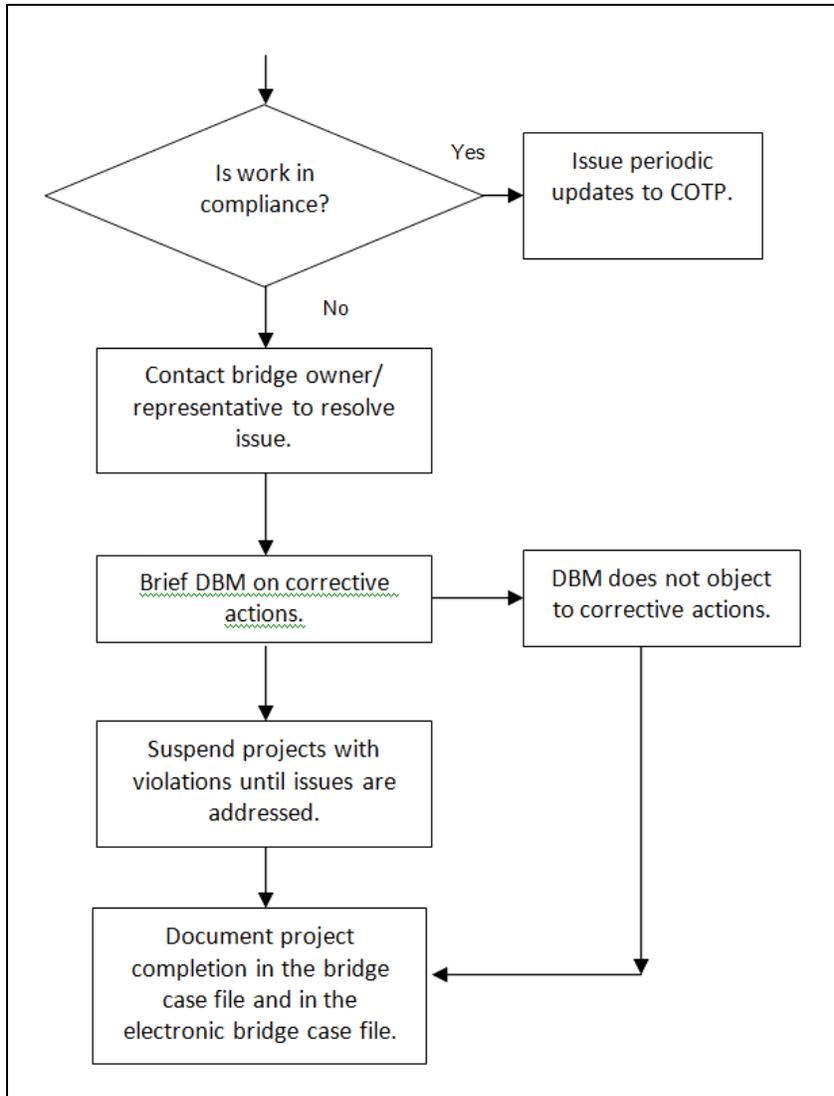
Route the draft letter to the DBM for review and signature. Email or mail the signed notification letter to all cooperating parties.

If a waterway closure is required, the DBM includes instructions for the bridge owner/representative to coordinate with appropriate district or sector for approval to close the waterway for the project.

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**Figure 6-1 Maintenance, repair, and rehabilitation planning and monitoring**



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## Section B: Maintenance, Repair, and Rehabilitation Project Preparation and Monitoring

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### **B.1. Maintenance, Repair, and Rehabilitation Project Preparation**

Once the notification letter is sent, there might be several tasks to accomplish before the project can begin. These tasks might include:

- Requesting a waterway restriction from the appropriate sector or COTP.
- Publishing a temporary change in a drawbridge(s) operating schedule.
- Coordinating activities with the marine industry and boating public.
- Releasing or publishing BNMs and LNM.

---

#### **B.1.a. Waterway Restrictions/Closures**

Ensure the appropriate COTP has visibility on all construction and demolition activities in his/her AOR. Coordinate with the local COTP for actions requiring waterway restrictions/closures and establishing safety/security zones.

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#### **B.1.b. Drawbridge Operating Schedule Modifications**

If the project requires a temporary change to a drawbridge operating schedule, see [Chapter 7: District Regulatory and Notice Actions](#) for guidance on how to proceed.

If other drawbridges are affected and require a change to their operation schedule, include those bridges in the request for temporary operational change.

Per reference (h), Drawbridge Operation Regulations, 33 CFR Part 117, the bridge owner/representative submits a request to the DBO for planned work on drawbridges in writing as early as possible, preferably 90 days before the start of work. District commanders can approve requests for maintenance in less time if conditions warrant.

Any permanent or temporary change to a drawbridge operating schedule lasting more than 180 days requires a rulemaking. A temporary change to a drawbridge operating schedule for 180 days or less can be done through a temporary deviation. See [Chapter 7](#) for more information regarding rulemaking and temporary deviations.

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#### **B.1.c. BNM/LNM Notification**

Issue a BNM, LNM, or both as appropriate. See [Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners](#) for guidance on BNMs and LNM.

---

B.1.d. Final Meeting

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If necessary, hold a final meeting several days before the project begins to ensure all involved parties are prepared and in compliance with the plan.

---

**B.2. Maintenance, Repair and Rehabilitation Project Monitoring**

Project monitoring is an ongoing activity that verifies the progress and coordination of approved bridge work.

When monitoring bridge maintenance, repair, and rehabilitation projects, maintain contact with the bridge owner/representative to ensure:

- The work complies with the plan.
- The work is on schedule.
- The bridge lighting, clearance gauges, signage, etc., comply with reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118.
- Temporary structures, scaffolding, barges, and other potential obstructions/hazards to navigation are appropriately lighted or otherwise marked per the construction/demolition plan.
- When applicable, fender systems are properly installed and maintained.
- Consider whether a bridge site visit is beneficial and, if so, conduct one. See [Chapter 4: Bridge Site Visits](#).
- Encourage pilot associations, river industry groups, and other waterway stakeholders to report to the DBO any project-related waterway restrictions/closures that were not included in the plan.
- Provide updates to each COTP for authorized bridge maintenance, repair, and rehabilitation projects in their respective AORs. Include in these reports any current and pending activities to maintain a strong flow of communication with the COTP.

**B.3. Non-compliant Work**

---

When non-compliant work is identified, document the discrepancy and contact the bridge owner/representative to resolve the issue. Ensure the DBM approves any DBO recommended corrective actions prior to issuing the action. If the bridge owner/representative does not comply with the USCG's requirements, construction delays might occur.

If the issue cannot be resolved with the bridge owner/representative, COTP authority might be needed to compel the bridge owner/representative into compliance.

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## Section C: Maintenance, Repair, and Rehabilitation Project Completion

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**C.1. Introduction** Once a maintenance, repair, or rehabilitation project is complete, ensure the bridge complies with the permit and operating schedule. Communicate with the bridge owner/representative to coordinate the effort to declare the bridge project complete.

---

**C.2. Record Keeping**

File the construction/demolition plans, the notification letter, and associated BNMs and LNMs in the bridge case file.

Update MISLE accordingly for bridge construction/demolition projects. See reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series).

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## Chapter 7: District Regulatory and Notice Actions

**Introduction** This chapter describes procedures relating to district drawbridge regulatory actions and bridge Federal Register notices.

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**In This Chapter** This chapter contains the following sections:

Section	Title	Page
A	Types of Regulatory Actions	7-2
B	Rulemaking	7-3
C	Deviation	7-6
D	Notices	7-7
E	Regulatory Process	7-9
F	Appeal	7-19
G	Operating Schedule for a Replacement Drawbridge	7-20
H	Record Keeping	7-21

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## Section A: Types of Regulatory Actions

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**A.1. Background** Per reference (j), Administrative Procedure Act, 5 U.S.C. Subchapter II, changes to a drawbridge operating schedule, notices, withdrawal of a rulemaking, or cancellation of a deviation must be published in the Federal Register. Consult this reference for exemptions including certain emergency maintenance/repair situations.

---

A.1.a. Rulemaking Per reference (h), Drawbridge Operation Regulations, 33 CFR Part 117, any permanent or temporary change to a drawbridge's operating schedule lasting more than 180 days requires a rulemaking. A rulemaking normally consists of a notice of proposed rulemaking, a public comment period, and a final rule.

---

A.1.b. Deviation A deviation is a district commander action authorizing a bridge owner/representative to temporarily change a drawbridge operating schedule for 180 days or less and does not involve the full rigors of rulemaking.

---

A.1.c. Notice A notice is a document that provides information of stakeholder interest. It neither contains regulatory text, imposes requirements with general applicability and legal effect, nor affects a rulemaking proceeding.

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A.1.d. *Ex Parte* Communication Bridge regulatory actions require information gathering and communication with all involved parties. Best practice discourages *ex parte* communication (i.e., private communications) following publication of a proposed rule or prior to publication of a deviation, concerning the substance of the action that would benefit one person or party only, without notice to any person or party adversely interested.

A record of *ex parte* communications must be posted on the docket, and any such communications that affect the substance of the final rule must be discussed in the Federal Register when the final rule is published. Any communication that occurred before publication of a proposed rule and had a significant effect on the substance of the rule must be disclosed to the public on the docket and in the final rule.

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## Section B: Rulemaking

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<b>B.1. Rulemaking</b>	Per reference (k), Preparation of Field Regulations Manual, COMDTINST M16704.3 (series), the rulemaking process is required for permanent or temporary changes to a drawbridge's operating schedule lasting more than 180 days.
B.1.a. Notice of Proposed Rulemaking	Rulemakings generally involve the publication of a notice of proposed rulemaking (NPRM). The NPRM contains a preamble statement in sufficient detail to explain the proposal, its background, basis, purpose, and the various issues involved. The NPRM also requests public comment on the proposed change. The NPRM and public comment period are of limited duration. NPRMs are a critical part of the rulemaking process; however, they are not rules, and they do not change the operating regulation of the drawbridge.
B.1.b. Final Rule	The final rule is the standard rulemaking document used to permanently change the operating schedule of a drawbridge in the CFR. A final rule is not issued until all public comments regarding the proposed rule have been considered. Its publication in the Federal Register informs stakeholders of the change and its effective date.
B.1.c. Additional Proposed Rules	Use the following proposed rule documents as appropriate if the rulemaking process requires additional information, revised proposals, or new changes.
B.1.c.(1). Advanced Notice of Proposed Rulemaking	Use an advance notice of proposed rulemaking (ANPRM) when it is beneficial to request or obtain public comments concerning a rulemaking project before the formulation of an NPRM. The early participation from stakeholders afforded by an ANPRM often presents alternative approaches to be considered or specific questions or areas of concern in the proposed regulatory change. The ANPRM serves as a method of stakeholder consultation where the scope of the regulatory project has been tentatively defined, and it is likely the project will continue to the promulgation of a final rule. The ANPRM and public comment period are of limited duration.
B.1.c.(2). Supplemental Notice of Proposed Rulemaking	Publish a supplemental notice of proposed rulemaking (SNPRM) when a proposed rule has been substantially changed from a previously issued NPRM. The SNPRM advises stakeholders of the revised proposal and provides an additional opportunity for comment on the changes or to give stakeholders a reasonable opportunity to become reacquainted with a rulemaking if considerable time has elapsed since publication.

An SNPRM is not required for changes in the proposed rule so long as the changes are in character with the original proposal and are logical outgrowths of the notice already given. The SNPRM and public comment period are of limited duration.

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B.1.d. Additional Effective Rules

Use the following effective rulemaking documents as appropriate to the rulemaking action.

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B.1.d.(1). Temporary Rule

The temporary rule is an effective rule of limited duration and has clearly defined beginning and end dates. This rule temporarily changes the permanent operating schedule of a bridge but only during the effective dates of the action. Use a temporary rule for actions that last more than 180 days, such as drawbridge repair/maintenance. When the temporary rules effective period ends, the drawbridge returns to its normal operating schedule. In most cases, a temporary rule is preceded by an NPRM.

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B.1.d.(2). Interim Rule

Publish an interim rule when it is appropriate to implement portions of a proposed rule while other parts of the rule are still under development or when an effective rule is needed expeditiously but is expected to be revised in the future. An interim rule is not a final document; however, it remains effective until a final rule is published. In most cases, an interim rule is preceded by an NPRM.

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B.1.d.(3). Direct Final Rule

Publish a direct final rule when the regulatory action is noncontroversial and is unlikely to result in adverse public comment. Direct final rules are published with an effective date of at least 90 days after publication. This provides 60 days for public comment. If no adverse public comments are received, then a notice is published in the Federal Register confirming the rule will take effect as scheduled. A direct final rule does not require an NPRM; however, it does provide a comment period. If one adverse comment is received, the direct final rule is withdrawn, and the action starts over under the full rulemaking process.

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**NOTE:**

**The USCG Office of Bridge Programs (CG-BRG) does not recommend using a direct final rule.**

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B.1.e. Good Cause

Reference (j), Administrative Procedure Act, 5 U.S.C. Subchapter II, requires publication of notice and opportunity for public comment for substantive changes to drawbridge rules unless there is good cause why notice and public comment are impracticable, unnecessary, or contrary to public interest. The APA also requires that no rule become effective until at least 30 days after publication in the Federal Register.

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B.1.e.(1). Good  
Cause – No  
NPRM

If it is found that good cause exists to publish a rule other than a direct final rule without first doing an NPRM, include a good cause statement in the preamble of the rule and the reasons. Consult with the district legal office to determine whether this exception applies to the project.

---

B.1.e.(2). Good  
Cause – Less than  
30 Days

A rule can be made effective earlier than the 30-day requirement if it is determined that there is good cause. However, the rule cannot take effect earlier than the day that it was signed by the district commander.

State a finding of good cause in the effective rule document if the regulatory action is to take effect in less than 30 days after publication in the Federal Register. This good cause statement must be stated separately from the good cause statement related to the lack of an NPRM. If claiming both good cause exceptions in the rule, state each finding and the reasons supporting the decision. In some cases, the same reasons are used to support both findings. Consult with the district legal office for assistance.

An example for using good cause as reasoning for not publishing an NPRM and for making the rule effective in less than 30 days is when a bridge with an operating schedule is removed from the waterway or is replaced with a fixed bridge. See reference (h), Drawbridge Operation Regulations, 33 CFR Part 117 for more information.

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## Section C: Deviation

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**C.1. Deviation** A deviation is not a rule; it allows a bridge owner/representative to temporarily NOT comply with the current operating schedule. Its publication in the Federal Register authorizes any temporary alteration of a drawbridge operating schedule for a period of 180 days or less. Once the deviation expires, the drawbridge returns to its normal operating schedule.

The USCG publishes two types of deviations: general deviations and test deviations.

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**C.1.a. General Deviation** Use a general deviation to allow for events, maintenance/repair, or any action requiring a temporary change in a drawbridge operating schedule (other than to test an operating schedule).

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**C.1.b. Test Deviation** Use a test deviation to test a proposed operating schedule modification and to gather information on how the modification might affect vessel and land traffic. When the needed operating schedule is not immediately evident, it might be necessary to test one or more operating schedules to determine which one best meets the needs of navigation and land traffic.

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## Section D: Notices

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<b>D.1. Notices</b>	Notices of withdrawal, cancellation, public meeting, availability, etc., are published in the Federal Register for drawbridge regulatory actions. Notices are not rules; they provide information of stakeholder interest.
D.1.a. Notice of Public Meeting	Notice of public meetings announces the date, time, and place of a public meeting. Announce a public meeting through a notice or as part of any ANPRM, NPRM, or SNPRM. Public meetings are valuable when considering proposed changes that might have a significant impact on land and waterway traffic or be of substantial interest to stakeholders. They can be held at the request of stakeholders with USCG concurrence or if the USCG believes a meeting would be beneficial prior to the action taking place.
D.1.b. Notice of Availability	Use a notice of availability, a non-regulatory action, to announce the availability of a document for stakeholder review (usually an environmental document).
D.1.c. Notice of Withdrawal	Use a notice of withdrawal when an NPRM (ANPRM, SNPRM) was previously published in the Federal Register and the proposed change has been terminated.
D.1.d. Notices of Extension or Reopening of the Comment Period	Give stakeholders an opportunity to participate in the regulatory process. In some circumstances, it is necessary to extend or reopen a public comment period to provide a fair opportunity for stakeholder involvement.
D.1.d.(1). Public Comment Period	<p>Include a public comment period and possibly a public meeting(s) when responding to any change (temporary or permanent) to a drawbridge operating schedule. This allows stakeholders to provide feedback on the impacts of a drawbridge schedule change. The comment period is normally 30 to 90 days long. Provide a longer period if needed to allow sufficient opportunity for meaningful stakeholder input. For test deviations, the comment period usually ends two to four weeks after the test deviation has expired.</p> <p>Issue notices of extension or reopening of a comment period if it is determined that an expired comment period needs to be reopened or that an open comment period needs to be extended.</p>

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D.1.d.(2).  
Re-opening  
Public Comment  
Period

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If a previously published regulatory action has been idle in the regulatory process for more than a year, USCG Office of Regulations & Administrative Law (CG-LRA) recommends reopening the public comment period under the same docket number in the Federal Register. Any comments received during the first comment period can be addressed in the notice that reopens the comment period, or all comments collected during both comment periods can be addressed in subsequent rulemaking documents.

D.1.d.(3). Public  
Comment  
Extension

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If the comment period is determined to be too short, publish a notice in the Federal Register for an extension of time to accept comments.

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## Section E: Regulatory Process

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**E.1. Regulatory Processes** These steps outline the process to change, temporarily or permanently, a drawbridge operation schedule or to publish a notice in the Federal Register. [Figure 7-1 District regulatory and notice actions](#) depicts this process.

**NOTE:**

**Contact the USCG Office of Bridge Programs (CG-BRG) throughout the process if guidance is needed. CG-BRG can also be asked to review any rulemakings or deviations prior to submission to your district legal office. This does not replace the review conducted by Headquarters legal.**

---

**E.2. Receive Action Request** The first step in any regulatory process is to receive a request for an action. The following paragraphs describe who is permitted to request a rulemaking, notice, or deviation action.

---

E.2.a. Rulemaking and Notices Per reference (l), Delegation of Rulemaking Authority, 33 CFR § 1.05-1, any member of the public can submit a petition for rulemaking. Requests for changes to drawbridge operations usually come from sources including:

- Bridge owners/representatives.
- Highway departments.
- Waterway stakeholders.
- Concerned organizations.
- Private citizens.

The district commander can initiate a change in the operation schedule based on a change in local development, changes in maritime traffic patterns, changes in bridge clearances, and periodic review of existing regulations.

The DBO can receive action requests for notices from the same populations as stated above.

---

E.2.b. Deviation Per reference (h), Drawbridge Operation Regulations, 33 CFR Part 117.35, Temporary change to a drawbridge operating schedule, only a bridge owner/representative can request a deviation. However, the district commander can make exceptions to accept requests from individuals or organizations with the knowledge and approval of the bridge owner/

representative. The bridge owner/representative submits the request as early as possible, preferably 90 days before the start of the action. District commanders have discretion to accept requests submitted in less than 90 days if those requests can be published before the requested start date.

### **E.3. Gather Information**

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Obtain preliminary information, which might include:

- Name of the person or entity requesting an operating schedule change or notice.
- Name, waterway, mile, and municipality of the bridge.
- Explanation of the problem and how the proposed change or notice would solve it.
- Any additional information from the party requesting the change or notice.
- Bridge owner/representative considerations.
- Operation schedules of nearby drawbridges for possible coordination.
- Navigation clearances.
- Identification and requirements of all transportation modes that could be affected.
- Traffic volume (vehicular, rail, pedestrian, and waterway).
  - Peak periods of traffic.
  - Seasonal traffic (peak and off-season).
  - Accidents, bad weather, road repairs, etc.
  - [Appendix C: Traffic Data Collection Examples](#) provides a sample vehicular traffic chart, vehicular traffic statistics, a vehicular traffic density graph, and a bridge log.
- Coordination with stakeholders.
- Public meetings and comments, if necessary to help identify potential effects resulting from the proposed change.
- Draw tender logs.
  - Frequency and duration of drawspan openings.
  - Times at which the openings occur.
- Local economic development and other related factors. Consider small entities and schools.

- Possible environmental impacts.
- If necessary, conduct a site visit to identify factors affecting the flow of land and waterway traffic. See [Chapter 4: Bridge Site Visits](#).
- If using a test deviation, after the period has expired, the bridge owner/representative provides items such as tender logs and traffic counts for the test period.

---

**E.4. Evaluate Request**

Use the gathered information to evaluate the impacts caused by the proposed regulatory action.

If the proposed drawbridge operating schedule change does not seem reasonable, the DBO or the bridge owner/representative can coordinate with stakeholders to refine the proposed change.

---

**E.5. Approval/Denial of Request**

Approve or deny the action request once the impacts of the proposed regulatory action has been evaluated.

---

E.5.a. Approval

If the request is approved, determine whether the action requires a rulemaking, deviation, or both. Send notification to the requestor, the bridge owner/representative, and other stakeholders.

---

E.5.b. Denial

If the request is found to be unreasonable or unnecessary, draft a letter notifying the requester that the schedule change will not be made, along with the reasons for the denial.

**NOTE:**

**Any denial of changing a drawbridge operating schedule can be appealed to the Commandant. See [Section F: Appeal](#) of this chapter for guidance.**

---

**E.6. Request Docket Number**

The docket is opened at the start of the regulatory action, and an online docket file is located at the [Federal regulations portal](#). The file number is used for all Federal Register publications during the entire project, (e.g., a final rule and a preceding NPRM) as well as published comments, adjudications, summaries of public meetings, and source documents.

Example: USCG-2015-1234

Request a docket number from Commandant, Office of Regulations and Administrative Law.

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**E.7. Drafting Document**

Choose the best regulatory document(s) to fit the approved request. The regulatory document(s) at this stage are:

- [A proposed rule \(NPRM or ANPRM\).](#)
- [A deviation \(temporary deviation or test deviation\).](#)
- [Notices.](#)
- [An effective rule \(direct, temporary, or interim\).](#)

When drafting rulemaking actions, deviations, or notices, use the most current templates available on the [USCG Office of Bridge Programs \(CG-BRG\) website](#).

**NOTE:**

**Do not use published actions as templates due to regular changes by the Federal Register and Commandant, Office of Regulations and Administrative Law.**

Use language that stakeholders can understand when drafting any regulatory action or notice.

---

**E.8. Legal Review**

District and Headquarters legal offices review a drafted action before it can be sent for signature.

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E.8.a. District Legal Review

Send the draft document for district legal review per district policy or procedures.

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E.8.b. Headquarters Legal Review

After completion of district legal review and prior to signature of any regulatory action, send the draft document to Commandant, Office of Regulations and Administrative Law, for review. This assists in standardizing the bridge program's regulatory development and provides consistency with Federal Register requirements. Upon completion of the review, Commandant, Office of Regulations and Administrative Law, returns the document to the DBO with any edits.

---

**E.9. District Commander Signature Authority and Routing**

The Commandant has delegated authority to the district commanders to sign regulations and temporary deviations pertaining to drawbridge operations.

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E.9.a. Regulations	Per reference (k), Preparation of Field Regulations Manual, COMDTINST M16704.3 (series), only the district commander or “acting” district commander can sign drawbridge operation regulations. No person is allowed to sign “For” another, initial another person’s signature, or sign “By direction.”
E.9.b. Deviations and Notices	The Commandant has delegated authority to district commanders to re-delegate authority to the DBM to issue temporary deviations from drawbridge operations. Per reference (l), Delegation of Rulemaking Authority, 33 CFR § 1.05-1, this re-delegation must be submitted under a Delegation of Authority letter signed by a the district commander and copies must be maintained at the DBO and district and Headquarters legal offices. The DBM can also sign notices of the non-substantive nature, such as public meetings or availability.
<b>E.10. Forward Document to Headquarters</b>	Route the document through the responsible district procedures and HQ review prior to signature. Due to the use of e-signature, review of the document by HQ legal prior to signature is required per reference (l).
<b>E.11. Publication in Federal Register</b>	A document will normally be published within five working days after Commandant sends it to the Federal Register. Monitor the Federal Register frequently to track the publication of the regulatory action at the <a href="#">Federal Register website</a> .
<b>E.12. Notice of Publication to Bridge Owner/ Representative</b>	Once the regulatory action is published, it is best practice to notify the bridge owner/representative and other stakeholders of its publication. One method is to issue a public notice. See reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series), for additional guidance. Processes and procedures might differ by district.
<b>E.13. LNM Issuance Released</b>	Make public any regulatory action or notice through an LNM. Publish or release this notice to mariners when it is most appropriate for public announcement; this could be before or after the action is published in the Federal Register. For further guidance, see <a href="#">Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners</a> .
<b>E.14. Public Comment Period</b>	The public comment period is initiated when the action is published in the Federal Register and generally lasts 30 to 90 days. Public comments are normally received in writing or at public meetings.  If written comments are solicited or accepted in place of attendance at a public meeting or in addition to remarks made at the meeting, include them in the docket at the <a href="#">Federal regulations portal</a> . Comments might include data, opinions, or arguments. Post all comments sent directly to the DBO in

the docket. Check the docket regularly throughout and at the end of the comment period for posted remarks.

---

E.14.a.  
Public Comments  
Were Received

If public comments are received, concisely state in the subsequent rulemaking documents what comments were received, why the USCG agreed or disagreed with them, and detail changes made to the proposed rule in response to the comments.

It might be necessary to revise the proposal and publish a SNPRM. Minor changes to the proposal based on the comments received can be incorporated in the temporary or final rule without further notice and comment or in an interim rule with an additional opportunity to comment.

---

E.14.b. No Public  
Comments Were  
Received

If no comments were received, it is assumed stakeholders have no concerns with the regulatory action and the DBO can proceed in the regulatory process. In the follow up document(s), if a discussion of comments is required, include a statement that “no comments were received.”

---

E.14.c.  
Re-opening  
Public Comment  
Period

In some circumstances, it is necessary to extend or reopen a public comment period to provide a fair opportunity for stakeholder involvement. To reopen a public comment period, publish a notice in the Federal Register using the same “ACTION” heading and docket number as the regulatory action being discussed. Follow [Section E.7. Drafting Document](#) through [Section E.13. LNM Issuance Released](#) of this chapter for guidance on how to draft and publish a notice.

---

E.14.d. Public  
Comment  
Extension

To extend a public comment period, publish a notice in the Federal Register using the same “ACTION” heading and docket number as the regulatory action that is being discussed. Follow [Section E.7.](#) through [Section E.13.](#) of this chapter for guidance on how to draft and publish a notice.

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**E.15. Public  
Meeting**

A public meeting for rulemakings, deviations, and notices is not a required step in the rulemaking process but might be useful in gathering public comments and additional data related to the proposed bridge action.

**NOTE:**

**Per reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series), public meetings can NOT be held without the approval of the USCG Office of Bridge Programs (CG-BRG). Verbatim transcripts of public meetings are required. Post copies of all transcripts to the docket.**

Stakeholders can request a public meeting at any time, or the DBO can determine that one would be useful or necessary. When possible, incorporate a notification of a public meeting into the regulatory action (e.g., NPRM). However, public meeting requests made and accepted after the action is published are announced through a published notice of public meeting.

For further guidance on public meetings, see reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series). See subsections [Section E.7. Drafting Document](#) through [Section E.13. LNM Issuance Released](#) of this chapter for guidance on how to draft and publish a notice of public meeting.

---

**E.16.  
Adjudication  
Options**

Once the public comment period is closed and comments are adjudicated, the action can be modified, withdrawn/canceled (depending on the action), or accepted.

---

E.16.a. Effective  
Rule

If the proposed action is accepted after the adjudication of comments, an effective rule (final rule, interim rule, temporary rule) is published in the Federal Register. If required, follow [Section E.7.](#) through [Section E.13.](#) of this chapter for drafting and publishing an effective rule. Notify and coordinate with the requestor, bridge owner/representative, and stakeholders as necessary to reach a satisfactory modification.

---

E.16.b. Action  
Modified

Modify NPRM (ANPRM, SNPRM) actions, deviations, or notices when it is necessary to change what was previously published in the Federal Register.

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E.16.b.(1).  
Rulemaking

After the adjudication of public comments, it might be necessary to modify the proposed action. If required, follow [Section E.3. Gather Information](#) then proceed to [Section E.7.](#) through [Section E.13.](#) of this chapter for drafting and publishing guidelines of an SNPRM.

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E.16.b.(2).  
Deviation

A deviation can be modified in circumstances such as a change of the effective dates, comment period, or the action being deviated. If required, follow [Section E.3.](#), then proceed to subsections [Section E.7.](#) through [Section E.13.](#) of this chapter for drafting and publishing guidelines of a deviation.

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E.16.c. Action  
Cancellation

Cancel deviations or notices to supercede previously published deviations or notices from the Federal Register.

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E.16.c.(1). Deviations	A deviation can be canceled for reasons such as the action has been published but has not begun and has been canceled, or the action is completed prior to the expiration of the deviation. Follow <a href="#">Section E.7. Drafting Document</a> through <a href="#">Section E.13. LNM Issuance Released</a> of this chapter for drafting and publishing a deviation cancellation.
E.16.c.(2). Notices	A notice can be canceled for reasons such as a cancellation of a public meeting. Follow <a href="#">Section E.7.</a> through <a href="#">Section E.13.</a> of this chapter for drafting and publishing a notice of cancellation.
E.16.d. Action Withdrawal	Withdrawal NPRM (ANPRM, SNPRM) actions to remove them from the Federal Register. Notify the requestor, bridge owner/representative, and stakeholders as necessary to inform them of the withdrawal.
E.16.d.(1). Rulemaking	<p>If an NPRM (ANPRM, SNPRM) has been published in the Federal Register and it has been decided to terminate the action, publish a notice of withdrawal.</p> <p>If required, follow <a href="#">Section E.3. Gather Information</a> to explain why the action is being withdrawn. Then, proceed to subsections <a href="#">Section E.7.</a> through <a href="#">Section E.13.</a> of this chapter for drafting and publishing guidelines of a notice of withdrawal.</p>

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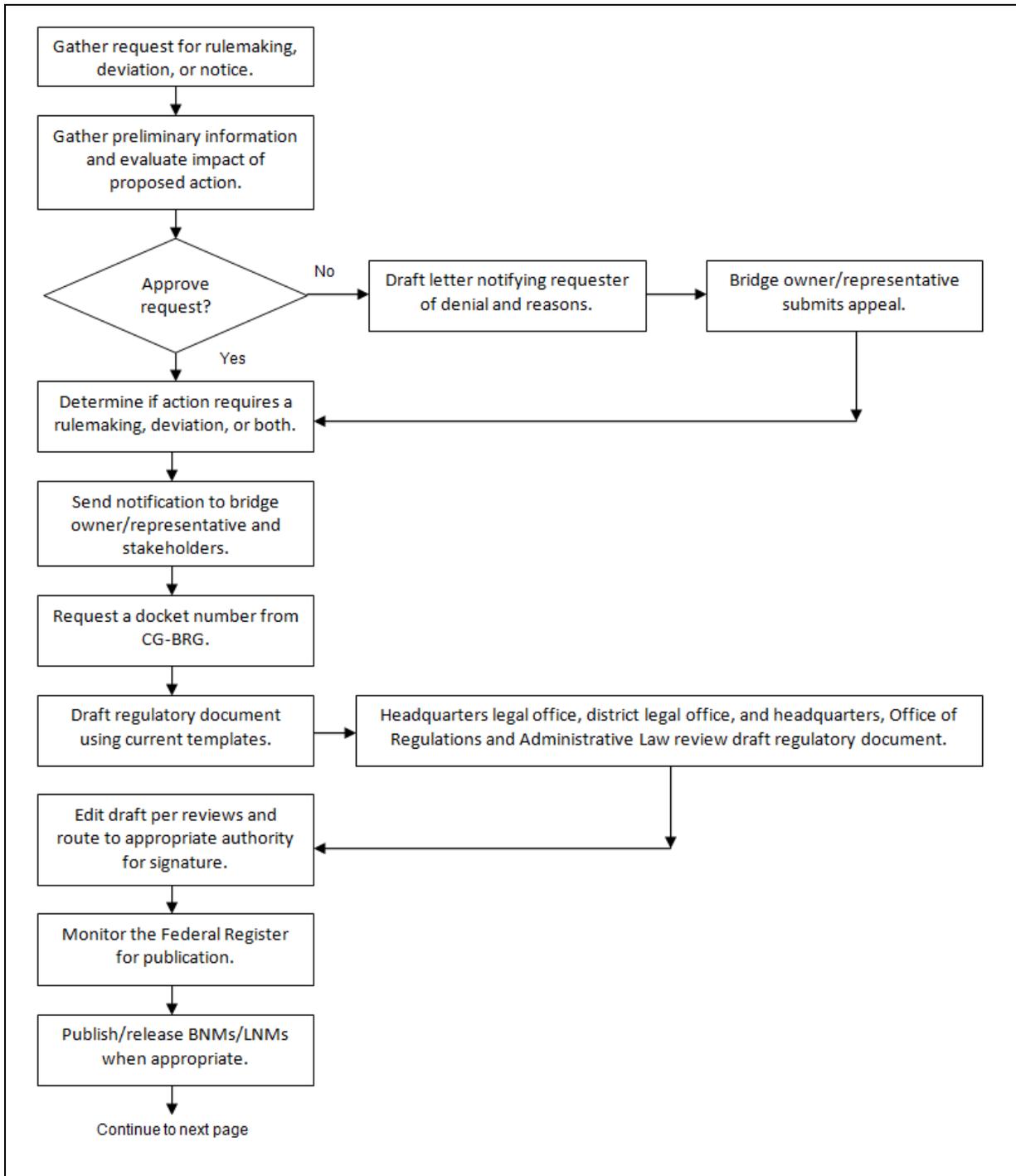
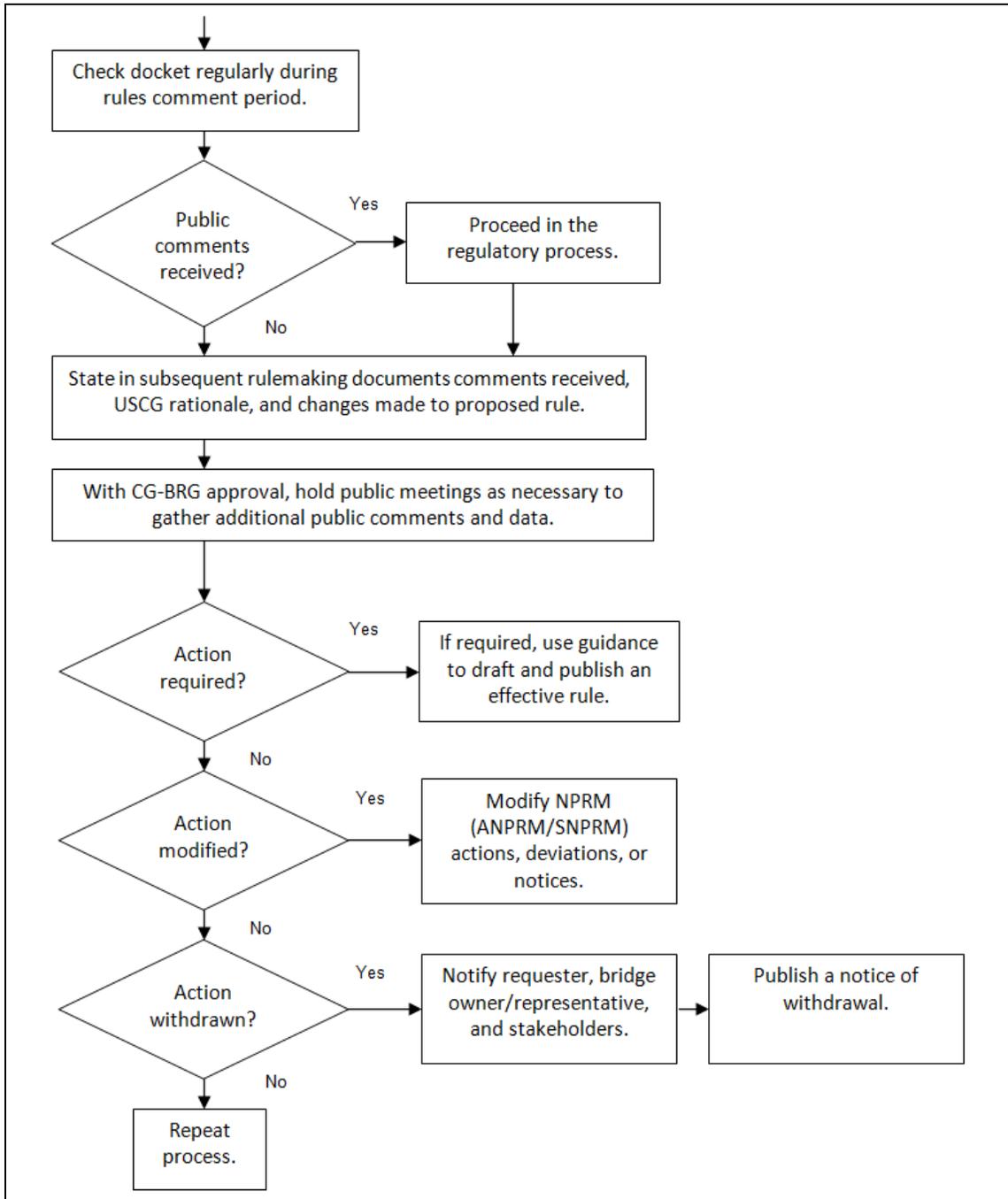


Figure 7-1 District regulatory notice actions



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## Section F: Appeal

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### **F.1. Appeal**

Any denial of a change to an operating schedule can be appealed to the Commandant per reference (m), Right of appeal, 33 CFR § 114.50. The requestor or the stakeholder must submit the appeal in writing to the USCG Office of Bridge Programs (CG-BRG) within 60 days of the district commander's decision.

The Commandant takes action on the appeal within 90 days of its receipt. The USCG Office of Bridge Programs (CG-BRG) reaches out to the appropriate district for background information on the action.

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## Section G: Operating Schedule for a Replacement Drawbridge

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### **G.1. Transferring Existing Schedules to Replacement Drawbridges**

The following actions are required when a new drawbridge is built to replace or twin an existing drawbridge that has an operating schedule in reference (h), Drawbridge Operation Regulations, 33 CFR Part 117:

- During construction or if the original drawbridge remains after construction, due to the proximity to one another, the two drawbridges must operate on the same schedule.
- No regulatory action is required as long as there is no change in the drawbridge ownership or type of transportation using the drawbridge. The current operating schedule of the old drawbridge is adopted by the new drawbridge.
- A rulemaking is required if the drawbridge ownership or type of transportation using the new drawbridge is different than the old drawbridge even if the new drawbridge operates on the same schedule as the old drawbridge. The rulemaking is necessary to identify the bridge owner/representative or the new type of transportation carried by the new drawbridge in Subpart B of reference (h).
- The DBO considers whether a new operating schedule is necessary for the new drawbridge if the old bridge is removed and the new drawbridge has different clearances from the original old drawbridge.

For all other cases, contact the USCG Office of Bridge Programs (CG-BRG) for assistance.

NOTE:

**When the new drawbridge is operational and if it has different clearances from the original bridge, the DBO considers whether a new operating schedule is necessary for the new bridge.**

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## Section H: Record Keeping

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### **H.1. Record Keeping**

File the published documents along with any other helpful correspondence for future regulatory actions in the case file.

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## Chapter 8: Bridge Lighting and Other Signals

**Introduction** This chapter discusses procedures for approving and regulating bridge lighting and other signals.

---

**In This Chapter** This chapter contains the following sections:

Section	Title	Page
A	Bridge Lighting	8-2
B	Other Signals	8-4
C	Record Keeping	8-5

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---

## Section A: Bridge Lighting

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**A.1. Background** Approval of bridge lighting and other signals is obtained from the district commander whose AOR covers the bridge. Lighting approval is not part of the bridge permit process; it is separate and obtained prior to construction. See reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118, for guidance.

The district commander has the authority to require bridge lighting dependent upon significant nighttime navigation. The district commander can order modification to lighting arrangements when changes in local conditions create such a need.

Consider retro-reflective panels as additional forms of bridge markings. In addition to bridge lighting, other lighting and markings located on bridge structures, such as racons, Automatic Identification System Aids to Navigation (AIS ATON), fog signals, and clearance gauges, are under the purview of the district commander.

It is the responsibility of the bridge owner/representative to display and maintain the lighting and other signals when required. If the bridge owner/representative has failed to install or maintain the prescribed lights and other signals, they might be subject to civil penalty. See [Chapter 12: Civil Penalty Process](#).

---

**A.2. Submission of Lighting Plan** The bridge owner/representative submits two sets of bridge drawings illustrating the proposed lighting plan for DBO approval. Upon approval, the DBO returns one set of drawings to the bridge owner/representative with the notation and DBM signature and date that the plan has been approved. Maintain an approved lighting plan for each bridge as well as up-to-date bridge owner/representative contact information.

---

**A.3. Failure to Maintain** All persons owning or operating bridges over the navigable waters of the U.S. or any international bidge constructed after March 23, 1906 shall maintain at their own expense the lighting and other signals per reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118. See [Chapter 12: Civil Penalty Process](#) for more information.

---

**A.4. Discrepancies** Upon notification of a lighting discrepancy or outage:

- Issue a BNM (might be initiated by sector). Publish in the LNM if the discrepancy is expected to continue beyond LNM submission deadline.
- Notify bridge owner/representative of requirement to repair.

- Establish a repair schedule with bridge owner/representative and maintain regular communication schedules for updates. If appropriate, direct the bridge owner/representative to install and maintain temporary bridge lighting that conforms to the required lighting permit until permanent repairs are completed.
  - If bridge owner/representative fails to meet the established repair schedule, or take appropriate action to repair discrepancy, or willingly disregards compliance, notify the bridge owner/representative by letter that civil penalty action will be initiated if they fail to comply with the requirement to maintain per reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118.
  - If bridge owner fails to respond or actively correct the discrepancy, initiate civil penalty action.
  - In all cases, continue to publish the reported discrepancy in an LNM until it is corrected.
  - Enter the reported discrepancy in MISLE and maintain a case file on all actions, including all documentation and chronology of actions to obtain compliance.
-

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## Section B: Other Signals

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- B.1. Racons**      The district commander can require radar reflectors and racons to mark navigation channels in the waterway. Radar reflectors are used to mark the location of the edge of the navigation channel or bridge channel piers. Racons are used to mark the centerline of the channel. Standards for racons are handled on a case-by-case basis. Some DBOs (particularly D1 and D11) are more familiar with racon installations.
- The district commander can authorize the use of AIS ATON in lieu of or in addition to a racon per reference (i), Bridge Lighting and Other Signals, 33 CFR Part 118.
- 
- B.2. Clearance Gauges**      The district commander prescribes clearance gauges on a case-by-case basis. Bridge owners/representatives are responsible for maintaining each clearance gauge in good repair and legible condition. See reference (i).
- 
- B.3. Fog Horns**      The district commander can require the installation of fog signals on bridges where there is frequently reduced visibility due to fog or other causes. Fog signals must conform to the requirements per reference (i).
- 
- B.4. Lighting for Aerial Navigation**      To protect a bridge from the hazards of aerial navigation, the bridge owner/representative could be required to install and maintain lighting prescribed by the Administrator, Federal Aviation Administration.
- Aerial lighting is not bridge lighting and does not fall under the authority of the USCG; however, DBOs must ensure that aerial lighting does not conflict with the bridge lights approved for the safety of waterway navigation per reference (i) and reference (n), Obstruction Marking and Lighting, U.S. Department of Transportation Federal Aviation Administration Advisory Circular 70/7460-1 (series).
- As a courtesy, report any aerial lighting discrepancies to the bridge owner/representative. The bridge owner/representative is solely responsible for taking any corrective actions with the appropriate authorities (e.g., flight service station, Federal Aviation Administration, etc.).
-

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## Section C: Record Keeping

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### **C.1. Record Keeping**

Maintain approved lighting plans and lighting and signal discrepancy records in the bridge case file. Record lighting and signal discrepancies in MISLE.

If necessary, use this information for future investigation and enforcement activities if the bridge owner/representative does not comply with the requirements set by the district commander.

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## Chapter 9: Heavy Weather Response

**Introduction** This chapter discusses procedures to respond to heavy weather conditions.

---

**In This Chapter** This chapter contains the following section:

Section	Title	Page
A	Heavy Weather Response Procedures	9-2

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## Section A: Heavy Weather Response Procedures

---

**A.1. Background** During heavy weather conditions (i.e., hurricanes, high winds, flooding) vessels frequently seek shelter at sea or in port. In preparation for such weather conditions, low-lying areas often need to be evacuated, and bridge owners need to take measures to protect their bridges to ensure they will not be structurally damaged. Balance the competing needs of public safety and navigation and the physical limitations of drawbridges.

**A.2. Drawbridge Operations During Heavy Weather** Drawbridge operating schedules might need to be adjusted as part of the preparations for the approaching weather to prevent bridge damage or destruction. As early as practical, review district and sector heavy weather contingency plans to ensure moveable bridge operations are addressed.

Coordinate bridge operations and closures with bridge owners, sector/COTP, and State and local emergency operation centers, as well as any other task required per the district's (and sector's) heavy weather contingency plans.

**A.3. Communicating Bridge Closures** Widely advertise any planned closures or changes to moveable bridge operation schedules well in advance of the heavy weather event through the use of LNMs, BNMs and other methods of communication as necessary. See [Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners](#).

---

# Chapter 10: Bridge Allision

**Introduction** This chapter discusses procedures to carry out in the event of a bridge allision.

---

**In This Chapter** This chapter contains the following section:

<b>Section</b>	<b>Title</b>	<b>Page</b>
A	Bridge Allision Procedures	10-2

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## Section A: Bridge Allision Procedures

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**A.1. Background** The USCG Office of Bridge Programs (CG-BRG) defines an allision as the striking by a vessel of a bridge or its appurtenances, whether intentional or unintentional. All bridge allisions must be reported to the USCG per reference (o), Notice of marine casualty, 46 CFR § 4.05-1. [Figure 10-1 Bridge allision](#) provides an overview of this process. Any allision is considered a casualty and should be investigated by the sector.

Include in the investigation potential violations of the bridge regulations. The DBO is the subject matter expert for bridge related information, laws and regulations. The DBO will obtain/maintain necessary information and remain informed of the condition of the bridge and progress of the repairs, if needed.

**A.2. Initial  
Communication  
of a Bridge  
Allision**

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Initial notification of a bridge allision by a vessel generally comes from the local sector command center. However, it is not uncommon to receive notification by other means, such as the district command center or directly from the bridge owner/representative or operator.

When notification of an allision is received, collect as much pertinent information as possible and determine if any additional information is needed. At a minimum, attempt to identify the specifics of the incident such as the extent of damage to the bridge, the bridge's operational status, the vessels involved, and whether navigation of the waterway is affected.

Depending on district protocol, it might be appropriate to complete a bridge allision situation report (SITREP). Some districts attain completed bridge allision SITREPs from the command center handling the case. See [Appendix D: Situation Report \(SITREP\) Example](#) for a SITREP in the bridge allision format.

Immediately contact the bridge owner/representative to collect any relevant information not previously provided and to confirm known information. The DBO is responsible for coordinating repair activities. Bridge contact information is available and maintained in MISLE, the Bridge Registry and Information Exchange, or a local database.

NOTE:

**Maintain up-to-date bridge owner/representative contact information to ensure expedient communication.**

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**A.3. Allision Notification to Mariners**

If appropriate, coordinate with the command center to determine whether issuance of a BNM or other forms of communication to mariners is necessary. Assist in development as needed. See [Chapter 3: Broadcast Notice to Mariners and Local Notice to Mariners](#) for guidance on BNMs and follow locally developed guidance as applicable.

---

**A.3.a. Allision During Non-working Hours**

If the allision occurs during non-working hours, the sector or district command center might contact the bridge owner/representative and release any necessary BNMs. In this case, the DBO issues notification of the actions the following workday.

---

**A.4. Coordinating Bridge Repairs**

If emergent bridge repairs are required to reopen the waterway for navigation, coordinate between the bridge owner/representative, the sector, and waterway stakeholders. Assist as necessary.

For non-emergent bridge repairs, see [Chapter 6: Maintenance, Repair and Rehabilitation Planning and Monitoring](#) for guidance.

If necessary, provide the bridge owner/representative with the vessel owner/operator contact information as soon as possible for follow-up, independent of USCG involvement, and without requiring a Freedom of Information Act request.

---

**A.5. Notifying District Chain of Command of a Bridge Allision**

DBMs notify the district chain of command based upon district standard operating procedures and briefing thresholds for bridge allisions.

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**A.6. Notifying the USCG Office of Bridge Programs (CG-BRG) of a Bridge Allision**

DBMs notify the USCG Office of Bridge Programs (CG-BRG) if an allision involves the following:

- Loss of life.
- Other concerns the DBM believes significant (i.e., prolonged closure of the waterway, significant political/media interest).

Forward SITREPs to the USCG Office of Bridge Programs (CG-BRG) via email when applicable.

---

**A.7. Record Keeping and Follow-up**

When an allision occurs, the appropriate sector investigates the incident and opens an investigation case file in MISLE to input the incident information. The investigating office maintains these MISLE records. When requested, provide any necessary bridge information to assist with the investigation. The information in the case file is not subject to the Freedom of Information Act until the case is closed. Maintain a record of bridge allision for future Truman-Hobbs obstructive bridge studies.

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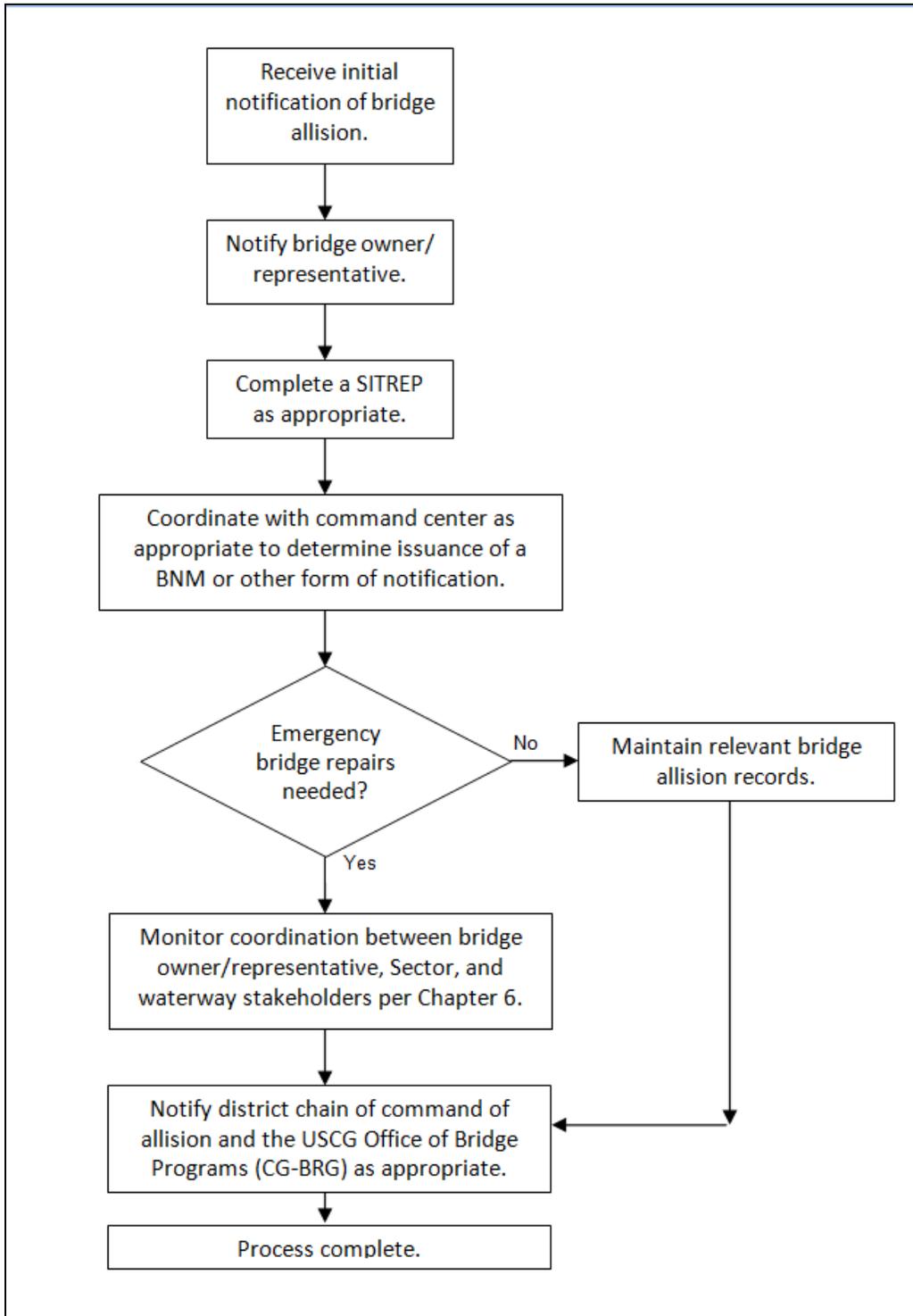


Figure 10-1 Bridge allision

# Chapter 11: Unused or Abandoned Bridges

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**Introduction**

This chapter discusses procedures used to administrate unused and abandoned bridges.

---

**In This Chapter**

This chapter contains the following section:

Section	Title	Page
A	Procedures to Remove an Unused or Abandoned Bridge	11-2

---

---

## Section A: Procedures to Remove an Unused or Abandoned Bridge

---

**A.1. Background** The jurisdiction of the Secretary of Homeland Security and the USCG over bridges and causeways includes the authority to require removal of bridges when the owners discontinue their use for transportation purposes. To pursue the removal of such a bridge, determine if the bridge is unused or abandoned. Contact the USCG Office of Bridge Programs (CG-BRG) for concurrence prior to any district action involving removal of unused or abandoned bridges.

---

## Chapter 12: Civil Penalty Process

### Introduction

This chapter discusses procedures for the civil penalty process.

Bridge owner/representatives and waterway users who fail to comply with the bridge-related regulatory requirements and laws are in violation of those regulations and laws and are thereby subject to enforcement action. When violations occur, the DBO is responsible for:

- Obtaining compliance at the lowest possible level.
- Documenting the violation in MISLE.
- Determining whether a civil penalty is appropriate given the facts and circumstances of the violation.

The investigation and enforcement processes are the same for either the bridge owner/representative or waterway user. The penalty procedure discussed in this chapter focuses on the bridge owner/representative but is equally applicable to a waterway user.

### In This Chapter

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This chapter contains the following section:

Section	Title	Page
A	Notification of Incident and Investigation Process	12-2
B	Enforcement Actions	12-4

---

---

## Section A: Notification of Incident and Investigation Process

---

**A.1. Background** The DBO investigates reported incidents to determine whether they constitute a violation of bridge regulations and laws. The investigation process is a fact-finding activity to establish the facts and circumstances of the reported incident and determine if any violations have occurred.

---

**A.2. Reported Incident** An incident can be reported by the public or any agency to any USCG unit in any format. USCG units can also report an incident while conducting normal operations. Any USCG unit informed of an incident is responsible for notifying the appropriate DBO.

Retain any incident notification (i.e., email, telephone communication, etc.) as evidence for possible enforcement.

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**A.3. Investigation Process** Once notification of a possible bridge-related incident is received, begin the investigation process to determine the facts and circumstances of the incident and whether any violation(s) of applicable Federal laws or regulations has occurred. The investigation process includes opening a MISLE investigation file, gathering evidence, evaluating evidence, and determining whether a violation has likely occurred.

Conduct an investigation as soon as possible after the incident to preserve the quality of evidence, particularly evidence relying on the accuracy of human recollection.

**NOTE:**

**If the investigation involves a potential violation by a waterway user outside of reference (p), 33 CFR Chapter I, Subchapter J - BRIDGES, the sector investigation branch must be informed.**

For additional information on investigation techniques, see reference (q), USCG Marine Safety Manual, Volume V: Investigations and Enforcement, COMDTINST M16000.10 (series).

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**A.3.a. Open a MISLE Investigation File** Open a MISLE investigation file to record all evidence and investigative actions regarding the incident.

For guidance on creating an investigation file in MISLE, see reference (b), Bridge Administration Tactics, Techniques, and Procedures (TTP), CGTTP 3-71.9 (series).

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A.3.b. Gather and Record Evidence	<p>Use various methods to gather and record related evidence, including:</p> <ul style="list-style-type: none"><li>• Contact/interview all involved parties (e.g., bridge owner/representative, waterway user, etc.). Gather a written or email statement from all parties and witnesses to accurately record their account of the incident.</li><li>• Inspect and photograph the location and/or vessels involved.</li><li>• Obtain physical/written evidence.</li><li>• Obtain written statements and/or interview witnesses.</li><li>• Develop a resolution plan (e.g., repair schedule), if applicable.</li></ul>
A.3.c. Evaluate Evidence	<p>Evaluate the evidence against the bridge laws and regulations to determine whether a violation has occurred. If there are conflicts in evidence or insufficient evidence, gather and record additional information, as needed.</p>
A.3.c.(1). No Violation	<p>If it is determined there was no violation of bridge-related regulations or laws, record the determination, retain the findings in the bridge case file, and close out the investigation file in MISLE.</p>
A.3.c.(2). Violation	<p>If it is determined there is sufficient evidence to prove a violation has occurred, refer to <a href="#">Section B: Enforcement Actions</a> in this chapter for determining appropriate enforcement action.</p>

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## Section B: Enforcement Actions

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**B.1. Background** Once a violation is identified, determine the appropriate action to take against the violating party. Take action appropriate to the severity of the violation. Weigh all factors leading to the cause and result of the violation when determining what enforcement action to impose.

For additional information on investigation techniques discussed in this section, see reference (q), USCG Marine Safety Manual, Volume V: Investigations and Enforcement, COMDTINST M16000.10 (series).

---

**B.2. Determining Enforcement Action** Once it is determined that a violation occurred, determine the level of enforcement action to be assessed: a no enforcement action, a letter of warning (LOW), or a Class I civil penalty.

If the DBM determines the violation might warrant a criminal penalty, present the case to the district staff judge advocate (SJA) who, in conjunction with the district commander, determines whether to refer the matter to the U.S. attorney for prosecution. The U.S. Attorney makes the final determination if the action warrants a criminal violation. See [Section B.5. Criminal Penalty](#) of this chapter.

---

**B.2.a. No Enforcement Action**

A no enforcement action is assessed in situations such as:

- The violation is minor or a first offense (when not egregious).
- There are unusual circumstances beyond the control of the violator.
- The circumstances have been remedied within an agreed-upon time frame.

Under the enforcement activity in MISLE, close out a no enforcement action as a “Stay of Compliance.”

---

**B.2.b. Enforcement Action**

Enforcement action is taken to effectively deter future violations by the party. To evaluate which enforcement action is applicable and appropriate, consider:

- The authority to impose a particular sanction.
  - The nature and seriousness of the offense.
  - The deterrent effect of enforcement action on the party involved.
  - History of prior offenses.
-

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**B.3. Letter of  
Warning (LOW)**

Per reference (a), Bridge Administration Manual, COMDTINST M16590.5 (series), a LOW is a formal, written notice of a violation for which no monetary or other sanction is imposed. The LOW serves as an official record of a violation and becomes part of the violation history for future civil penalty actions. The LOW is not an appropriate enforcement action in situations such as:

- Repeat offenses.
- Refusal/inability to address the circumstances as agreed.
- Violation resulting in significant burden to navigation.

Following a determination to issue this notice, draft the LOW and submit it for DBM review, approval, and signature. See [Appendix E: District Letter of Warning Example](#).

Send the LOW via certified mail to the violator. Forward a copy to the district commander and the Chief, USCG Office of Bridge Programs (CG-BRG).

A violator who chooses not to accept the LOW has 30 days from the date of the letter to decline the warning by signing the letter and returning it to the DBO. If the LOW is declined, initiate the next level of enforcement (civil penalty action). If the violator does not contest the LOW, close out the case in MISLE.

---

**B.4. Class I  
Administrative  
Civil Penalty  
(Monetary)**

A Class I administrative civil penalty is an appropriate enforcement action in situations such as:

- Clear negligence on the part of the violator.
- Loss of revenue to commercial waterway users.
- Significant loss or hazard to waterway mobility.
- Repeated history of violations.
- Failure to maintain the bridge in operable condition.

Types of charges and all associated specifications are listed in:

- The “Cite Builder” function of MISLE.
- Reference (r), Adjustment to Civil Penalties for Inflation, 33 CFR Part 27.
- Reference (r), Coast Guard Hearing Officer Procedures, COMDTINST M16200.5 (series).

- Reference (s), Civil Penalty Enforcement (CPE) Tactics, Techniques, and Procedures (TTP), CGTTP 3-72.7 (series).

If it is determined a Class I administrative civil penalty can be issued, transfer control of enforcement activities to the USCG Hearing Office along with a recommended monetary penalty amount for adjudication. Also send a hard copy file with all evidence to the USCG Hearing Office.

The range of assessed penalties for each violation is based on the comparative severity of the violation. The maximum civil penalty amount might change due to yearly inflation; MISLE reflects the updated amount. The hard copy case file comprises all gathered material used as evidence or supporting information, such as:

- Records of correspondence.
- Evidence linking the proper person or organization to the violation.
- Established jurisdiction.
- Timelines of actions, events, and observations.

B.4.a. USCG  
Hearing Office  
Review

---

Once control of the case is passed to the USCG Hearing Office, the DBO has no further action unless requested by the USCG Hearing Office. If the USCG Hearing Office accepts the recommended enforcement action, the hearing officer notifies the violator regarding the penalty amount. The hearing officer closes the MISLE case file.

The hearing officer takes one of two actions if there is insufficient evidence to proceed:

1. Return the hard copy case file and control of the case file in MISLE to the originating DBO for additional information. The DBO corrects any deficiencies cited by the USCG Hearing Office in both the MISLE case file and hard copy case file, and resubmits the case to the USCG Hearing Office for further consideration.
2. Determine that the case was reviewed with prejudice. If the USCG Hearing Office dismisses the case with prejudice, it closes the case out in MISLE and notifies the DBO.

NOTE:

**Any time the case is relinquished by the controlling office, that change is automatically captured in the MISLE case log. The office relinquishing control provides a brief description of the reason for those changes in the narrative for the case.**

B.4.b. Appeals

The violator has 30 days from the date of receipt of the USCG Hearing Office's decision to request an appeal. If an appeal is requested, the USCG

Hearing Office contacts the DBO for comments. The DBO has 30 days to provide comments to the USCG Hearing Office. Upon receipt of the comments or after 30 days if comments are not received, the USCG Hearing Office forwards the case to the Commandant. The Commandant can remit, mitigate, or suspend the USCG Hearing Office's decision in whole or in part. Once the decision is made, the Commandant notifies the violator of the decision.

### **B.5. Criminal Penalty**

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Under certain circumstances, such as willful conduct or flagrant repeated offenses, bridge violations can rise to the level of criminal penalties. The USCG Hearing Office is not involved at this point in the process. The SJA refers criminal penalties to the U.S. Attorney's Office.

If the DBM investigation determines the violation warrants a penalty greater than a Class I civil penalty, the DBM presents the investigation activity MISLE number, with all evidence and related material, to the SJA. In this instance, the DBO maintains control of the information in MISLE. There is no transfer of control because there is no enforcement action at this time.

The SJA, in conjunction with the district commander, determines whether to refer the matter to the U.S. Attorney for prosecution. If it is determined that the violation(s) does not warrant a criminal penalty, the SJA returns all material to the DBO to pursue the appropriate enforcement action.

If the SJA and the district commander conclude to send the action to the U.S. Attorney's Office for consideration as a criminal penalty, the investigation remains in an open status in MISLE until the U.S. Attorney renders a determination. If the action becomes a criminal penalty case, the status of the investigation activity is identified in MISLE as "deferred to an outside agency." Upon adjudication of the case (if applicable), the DBO closes the case in MISLE as "Closed, Administrative" and completes the investigation narrative explaining the events.

If the U.S. attorney determines the action will not be prosecuted, the case is sent back to the SJA, who returns it to the DBO with a recommendation for penalty. If the case is recommended for civil penalty action, the DBO completes the civil penalty enforcement action in MISLE and forwards it to the USCG Hearing Office.

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## Appendix A: Glossary and Acronyms

<b>AIS ATON</b>	Automatic Information System Aids to Navigation. This system can be used in lieu of or to augment radar transponder beacons (racons) and radar reflectors. AIS ATON can be configured to establish other than just centerline of the navigation channel or marking of bridge piers. It can also receive data from other sensors or sources to provide real-time dynamic marine safety information, such as air gap, water level, tides and currents, drawbridge status, lighting outages, maintenance schedules, etc.
<b>Allision</b>	The USCG Office of Bridge Programs (CG-BRG) defines an allision as the striking by a vessel of a bridge or its appurtenances, whether intentional or unintentional.
<b>ANPRM</b>	Advanced notice of proposed rulemaking.
<b>AOR</b>	Area of responsibility.
<b>APA</b>	Administrative Procedure Act.
<b>BNM</b>	Broadcast notice to mariners. Navigational warnings that contain information of importance to the safety of navigation.
<b>Best practice</b>	An innovative or modified practice that results in an improved or more effective response.
<b>Bridge program</b>	Refers to the overall program administered by the U.S. Coast Guard Office of Bridge Programs (CG-BRG).
<b>CFR</b>	Code of Federal Regulations.
<b>CG-BRG</b>	U.S. Coast Guard Office of Bridge Programs. Refers to the staff at USCG Headquarters.
<b>CG-LRA</b>	U.S. Coast Guard Office of Regulations & Administrative Law.
<b>CGTTP</b>	Coast Guard tactics, techniques, and procedures publication.

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<b>COMDTINST</b>	Commandant Instruction.
<b>COTP</b>	Captain of the port. A title held by a USCG officer. COTP duties involve enforcing port safety, security, and marine environmental protection regulations within their respective areas.
<b>CPE</b>	Civil penalty enforcement.
<b>DBM</b>	District bridge manager.
<b>DBO</b>	District bridge office.
<i>Ex parte</i>	Latin legal term meaning “from party.” For example, private communications.
<b>Federal Register</b>	The daily publication for rules, proposed rules, and notices of the Federal government. See the <a href="#">Federal Register</a> website.
<b>FORCECOM</b>	USCG Force Readiness Command.
<b>LLNR</b>	Light list number. A light list is a detailed list of navigational aids including lighthouses and other lighted navigation aids, unlighted buoys, radiobeacons, daybeacons, and radar transponder beacons (racons).
<b>LNM</b>	Local notice to mariners. A means by which the USCG disseminates navigation information for the United States, its territories, and possessions.
<b>LOW</b>	Letter of warning. A formal, written notice of a violation for which no monetary or other sanction is imposed.
<b>MISLE</b>	Marine Information for Safety and Law Enforcement.
<b>NAVCEN</b>	Navigation center.
<b>NAVTEX</b>	Navigational Teleprinter Exchange Network.
<b>NOAA</b>	National Oceanic and Atmospheric Administration.

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<b>NPRM</b>	Notice of proposed rulemaking.
<b>Racon</b>	Radar transponder beacon. A transmitter-receiver associated with a fixed navigational mark. When triggered by a radar, a racon automatically returns a distinctive signal which can appear on the display of the triggering radar, providing range, bearing and identification information.
<b>SITREP</b>	Situation report.
<b>SJA</b>	Staff judge advocate. A staff officer designated as legal adviser to a commander and charged with the administration of military justice.
<b>SNPRM</b>	Supplemental notice of proposed rulemaking.
<b>SSIC#</b>	Standard subject identification number.
<b>TTP</b>	Techniques, tactics, and procedures.
<b>USCG</b>	United States Coast Guard.

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## Appendix B: Notification Letter Example

U.S. Department of  
Homeland Security  
**United States  
Coast Guard**



Commander  
Eighth Coast Guard District

1222 Spruce Street  
St. Louis, MO 63103  
Staff Symbol: (dwb)  
Phone: 314-269-2381  
Fax: 314-269-2737  
Email: peter.j.sambor@uscg.mil  
uscg.mil/d8westernriversbridges

16591.1/94.3 OHR  
July 24, 2012

Ms. Krystal Chaklos  
KDC Investments  
101 N. Lynhaven Rd, Suite 202  
Virginia Beach, VA 23452

Subj: BELLAIRE BRIDGE, MILE 94.3, OHIO RIVER

Dear Ms. Chaklos:

The Delta Demolition Group (DDG) demolition plan for the subject bridge has been reviewed for the effect of proposed work on navigation matters under Coast Guard jurisdiction. We coordinated the plan with the Commander, U.S. Army Corps of Engineers, Pittsburgh District, and Coast Guard Marine Safety Unit Pittsburgh, for comments related to their jurisdiction. This letter reflects the comments of both agencies.

Accordingly, the plan may now be implemented subject to the following conditions:

Condition 1: All work shall be so conducted that the free navigation of the waterway shall not be unreasonably interfered with and the existing navigable depths are not impaired.

Condition 2: Two weeks before scheduled demolition DDG shall notify this office of the demolition schedule. This office must be kept informed of the demolition progress so the Coast Guard can issue cautionary notices to mariners. A Project Information Record is enclosed for completion by DDG or bridge owner and must be returned to this office, completed in full, on or before September 1, 2012.

Condition 3: One week before scheduled demolition, a pre-demolition meeting shall be scheduled with the Coast Guard and all involved parties to ensure that all equipment, manpower and materials are in place for the impending demolition.

Condition 4: The sidewalk concrete, bridge deck paving, excess steel members and similar materials shall be removed from each span, prior to dropping the span into the river.

Condition 5: When bridge components listed in Condition 5 are being removed from each span, precautions shall be taken to ensure nothing falls into the river. Such a precaution could be a containment system which could include a "catch" barge beneath the work site.

Condition 6: Positive precautions shall be taken to prevent the dropping of spark-producing, lighted and other objects on tows or vessels. All flame-cutting, welding, and similar spark-producing operations shall be ceased over the channel when vessels are passing beneath the bridge.

Subj: BELLAIRE BRIDGE, MILE 94.3, OHIO RIVER

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Condition 7: Any object accidentally dropped into the river which may constitute a hazard to navigation shall be promptly and completely removed to the satisfaction of the Commander, Eighth Coast Guard District.

Condition 8: Dates scheduled for dropping spans will depend on weather, ice, and river conditions and must be approved by this office. Spans may not be dropped on a Friday, Saturday, Sunday, or federal holiday.

Condition 9: Immediately before denotation of any underwater explosives, the contractor shall explode two or three blasting caps to frighten fish away from the demolition site.

Condition 10: After the navigation channel span is detonated and dropped into the river, the channel shall be promptly cleared and swept within 24 hours.

Condition 11: After the other river spans are detonated and dropped into the river, all debris shall be removed and the river swept within 48 hours.

Condition 12: All landside bridge piers and abutments shall be removed in their entirety. Waterside bridge piers near the Ohio bank shall be removed to elevation 605 feet mean sea level (m.s.l.); West Virginia waterside piers removed to elevation 602 feet m.s.l.

Condition 13: Immediately after removal of each river span and other debris, a thorough sweeping of the area must be made at DDG's expense. The procedure used to sweep the river shall be approved by the Commander, U.S. Army Engineer District, Pittsburgh. The sweep operation shall be performed while an authorized representative of that agency is present to observe results. Mutually agreed upon dates for each sweep shall be coordinated with the Corps of Engineers before dropping each river span.

Condition 14: If any objects causing an obstruction to navigation are placed or accidentally dropped into the river, such objects shall be marked by one or more lighted buoys. Such buoys shall be horizontally striped orange and white with the top stripe orange; they shall be aligned cross-river at intervals of about 25 feet or as close as practicable to the obstruction in the river. Each such buoy shall be lighted at night with a quick flashing white light (60 flashes per minute). Provided that if steel is extending above water, orange flags by day and quick flashing white lights by night may be displayed on the steel in lieu of any buoy.

Condition 15: The Commander, Eighth Coast Guard District; shall be notified at least 15 days before any action that may impede navigation. Any revision of work schedule may require a 15-day delay for issuance of revised notices. Notification shall be updated by telephone if necessary to ensure navigation interests are aware of impending events that may affect the movement of river traffic.

Condition 16: DDG and its contractors, by acceptance hereof agree to be responsible for damages to persons or properties resulting from the work and save and hold harmless the United States from any claim for damages resulting from this operation.

Subj: BELLAIRE BRIDGE, MILE 94.3, OHIO RIVER

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Condition 17: Barges and other watercraft engaged in this demolition shall display such lights and signals as required by the "Inland Navigational Rules of 1980."

Condition 18: Flagmen shall be used to warn river traffic before blasting. Not less than one hour before and during the detonation of explosives, flagmen shall be stationed in a radio-equipped boat about one-half mile upstream and downstream of the bridge to warn approaching river traffic of the impending action and obstructions in the river. It is the responsibility of the bridge owner to provide such warning devices as may be necessary to keep boats out of the immediate danger area.

Condition 19: All rubble shall be spoiled in upland, non-wetland areas above ordinary high water. Disposal sites must be approved by the Commander, U.S. Army Engineer District, Pittsburgh.

Condition 20: Requests to temporarily block the river and stop river traffic must be submitted, in writing, for approval to the Commander, Eighth Coast Guard District at least two weeks before the requested blockage.

Condition 21: If, in the opinion of the person in charge of the explosive detonation, the use of radiotelephone or other electronic equipment in the area should be prohibited, at any time, the Coast Guard should be so advised well in advance so that timely notices can be published.

Condition 22: If explosives are to be transported by water, permits must be obtained in accordance with Title 49, Code of Federal Regulations. Applications should be submitted to the U.S. Coast Guard Marine Safety Unit Pittsburgh.

This letter is based on a presumption that the river channel beneath and in proximity to the bridge is now clear of debris and/or extraneous underwater obstructions or material. It is suggested that DDG sweep the area prior to commencement of work if it is felt that such precaution is necessary to disclaim responsibility for materials after work is completed.

This letter addresses the effect of the work on present and prospective navigation on the waterway; it does not obviate the need to obtain any other licenses or permits that may be required by any other federal, state, or local agency.

Please fill out and return the enclosed Project Information Record so we may directly contact the person responsible for this project in the future.

Subj: BELLAIRE BRIDGE, MILE 94.3, OHIO RIVER

16591.1/94.3 OHR  
June 24, 2012

If you have any questions about our requirements, please call Mr. Peter Sambor at the above number.

Sincerely,

ERIC A. WASHBURN  
Bridge Administrator, Western Rivers  
By direction of the District Commander

Enclosure: Project Information Record

Copy: CG Sector Ohio Valley Louisville KY w/o encl  
USCGC OSAGE  
CG MSU Pittsburgh w/o encl  
CDRUSAED Pittsburgh w/o encl

**PROMPTLY COMPLETE AND PROVIDE COPY TO:**

Commander (dwb)  
Eighth Coast Guard District  
1222 Spruce Street  
St. Louis, MO 63103-2832

(314) 269-2382  
FAX (314) 269-2737  
E-mail David.A.Orzechowski@uscg.mil

**PROJECT INFORMATION RECORD**

NAME OF BRIDGE: FAIRFAX DUAL BRIDGE REPLACEMENT  
RIVER/MILE: MISSOURI RIVER, MILE 372.61

PROJECT: US 69 MISSOURI BRIDGE PROJECT

PERMITTEE: MISSOURI DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER OR INSPECTOR: Lisa Stupp S  
(NAME)

ADDRESS: 212 NW Platte Valley Drive River side Mo 64150

PHONE: (816) 607-2212 (OFFICE)      (816) 260 8415 (HOME)  
Cell

SUBCONTRACTOR: American Bridge Co.

SUBCONTRACTOR'S MAN IN CHARGE: ANDY KERR 860.912.7299

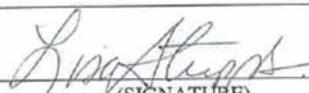
ALTERNATES: LANNY MEUER 913.957.0065

START DATE: TODAY EXPECTED COMPLETION DATE: 07/01/2017

NAME OR WORK BOAT ON JOB: FRED R. MCKENZIE

RADIO CALL SIGN AND FREQUENCIES: WCY 7707 / 0018155291

HOURS/DAYS OF OPERATION: M-SAT, 7:00 AM TO 7:00 PM

  
(SIGNATURE)

2/20/15  
(DATE)

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## Appendix C: Traffic Data Collection Examples

**Introduction** This appendix provides a sample of a vehicular traffic chart, vehicular traffic statistics, a vehicular traffic density graph, and a bridge log.

Time: 7:45 a.m. to 8:00 a.m.				
	1st week	1st weekend	2nd week	2nd weekend
Monday	301		268	
Tuesday	256		307	
Wednesday	279		319	
Thursday	240		278	
Friday	313		195	
Saturday		78		51
Sunday		57		38
Total	1,389	135	1,367	89
2 week count Mon. thru Fri.	2,756			
2 week count Sat. thru Sun.	224			
Average weekday	276			
Average weekend day	56			

**Figure C-1 Vehicular traffic chart example**

Sample <b>VEHICULAR TRAFFIC STATISTICS</b>											
Number of vehicles crossing bridge per 15 minute period											
<b>Time of Day</b>	<b>MON</b>	<b>TUE</b>	<b>WEN</b>	<b>THUR</b>	<b>FRI</b>	<b>MON</b>	<b>TUE</b>	<b>WEN</b>	<b>THU</b>	<b>FRI</b>	<b>AVG.</b>
0600	231	217	214	203	213	229	219	198	214	229	216
0615	260	248	253	258	251	259	259	255	250	257	255
0630	268	264	249	263	268	271	268	254	260	259	255
0645	305	310	312	301	304	314	307	294	310	304	306
0700	512	523	488	496	510	506	493	501	499	513	504
0715	561	526	533	541	566	528	535	529	552	520	538
0730	580	588	593	574	566	583	560	549	577	560	571
0745	630	617	583	606	601	599	617	587	600	611	605
0800	621	628	655	640	622	629	650	633	648	637	636
0815	621	640	639	606	651	628	649	628	632	641	634
0830	644	661	655	648	644	630	628	641	659	651	646
0845	672	666	638	640	529	683	645	644	650	647	651
0900	658	641	618	636	655	640	621	630	645	627	637
0915	601	688	600	595	586	591	593	586	634	614	599
0930	517	540	528	531	555	531	548	530	542	551	538
0945	503	498	517	495	514	505	531	498	494	500	506
1000	491	489	490	473	480	465	471	493	503	502	486
1015	480	461	468	472	488	501	493	480	465	471	478
1030	466	489	460	463	500	460	458	463	477	475	471
1045	461	479	484	473	450	458	466	468	468	472	468
1100	441	450	460	469	459	451	472	439	463	450	455
1115	470	465	444	451	442	459	435	448	483	483	458
1130	465	460	458	451	478	467	457	481	448	460	463
1145	464	471	470	484	463	475	472	460	469	461	471
1200	453	483	480	473	482	480	468	465	485	483	475

Figure C-2 Vehicular traffic statistics example

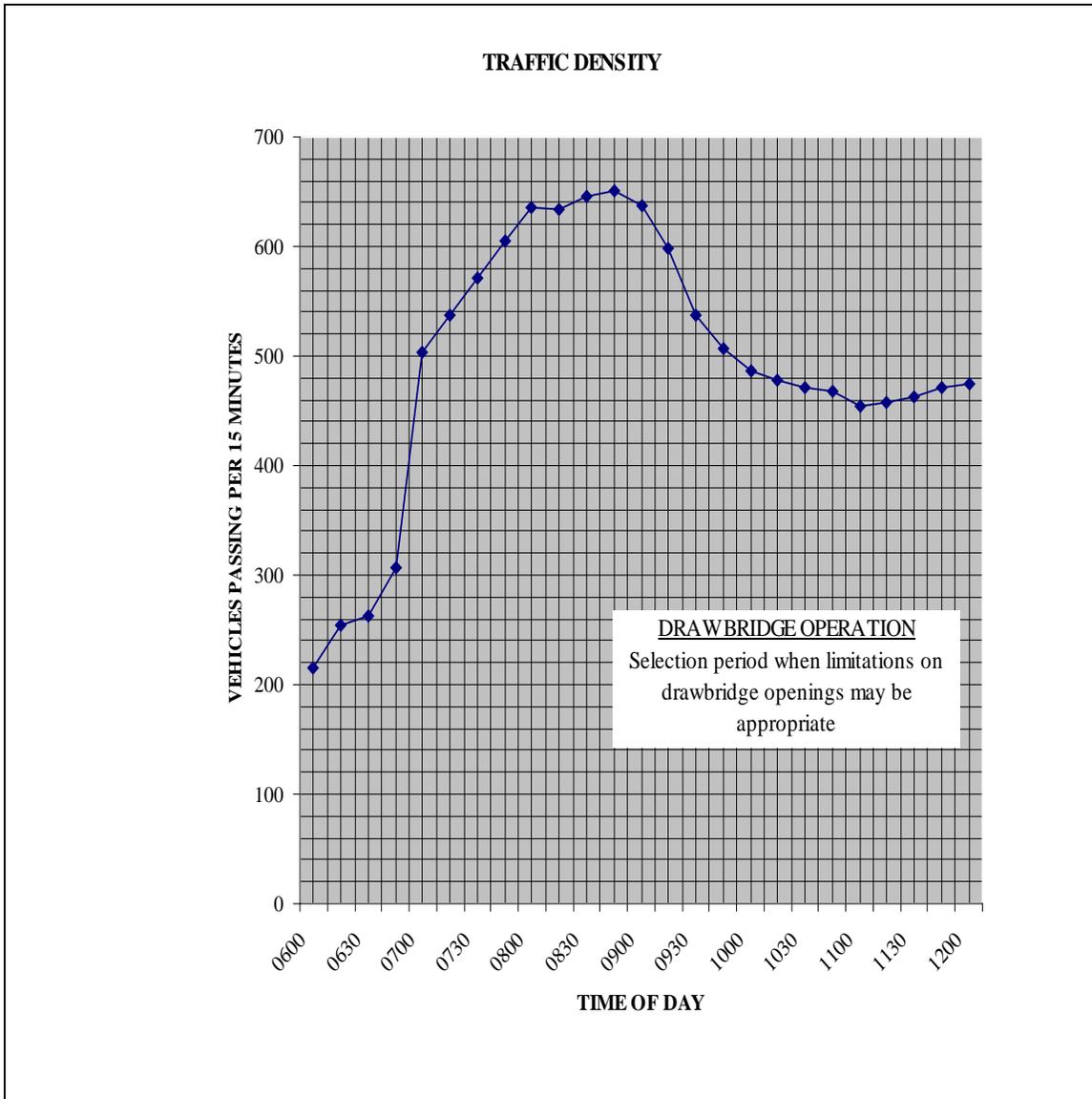


Figure C-3 Traffic density graph format example

FORM 872-06  
 MAINTENANCE # 8 Boats = 20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**REPORT OF DRAWBRIDGE OPENINGS**

BRIDGE NUMBER 87280      2015      JAN  
 NAME OF BRIDGE WEST 79th  
 FLORIDADRAWBRIDGES, INC.

#6

DAY OF WEEK	DATE	DRAW OPENING NUMBER	TIME GATES DROP AM OR PM	TIME GATES OPEN AM OR PM	DIRECTION NORTH SOUTH	CONDITION OF WEATHER & RIVER	TYPE OF VESSEL PASSING THROUGH	NAME OF VESSEL PASSING THROUGH	NAME OF TENDER IN CHARGE OF DRAW
MON	1/5	77	3:06pm	3:10pm	✓	CAIM	BARGE	SMC	T.R
MON	1/5	78	3:42pm	3:46pm	✓	CAIM	TRAILER	SIEG LUCK	T.R
MON	1/5	79	4:12pm	4:16pm	✓	CAIM	YACHT	LADY NEILY	T.R
MON	1/5	80	4:48pm	4:52pm	✓	CAIM	SAIL	BOTTOMS	T.R
MON	1/5	81	5:04pm	5:10pm	✓	CAIM	YACHT	LADY NEILY	T.R
MON	1/5	82	5:47pm	5:52pm	✓	CAIM	SAIL	SUMMER WIND	T.R
MON	1/5				✓	CAIM	SAIL	NO V/D	T.R
MON	1/5	83	7:32	7:37	✓	CAIM	SAIL	TOW/VESSEL	
Tues	1/6	84	9:01 AM	9:04 AM	✓	CLC/CLB	MUY	MAR. LUCE, III	A. M. GREGG
Tues	1/6	85	9:40 AM		✓	CLC/CLB	TUG	LADY THLO	J.P
					✓	CLC/CLB	TRG	MARY VIRGINIA	J.P
					✓	CLC/CLB	MUY	PISCANA	J.P
Tues	1/6	86	11:17 AM	11:21 AM	✓	CLC/CLB	SAIL	LIVING THE DREAM	J.P
Tues	1/6	87	11:21 AM	11:24 AM	✓	CLC/CLB	SAIL	FL 9408 CE	J.P
Tues	1/6	88	12:31 PM	12:34 PM	✓	CLC/CLB	MUY	CAPENUB	J.P
Tues	1/6	89	2:02 PM	2:05 PM	✓	CLC/CLB	MUY	NV/D	J.P
Wed.	1/7	90	8:51 AM	10:01 AM	✓	Sunny	T/B	Champion	Lauren
Wed.	1/7	91	10:20 AM	10:25 AM	✓	Sunny	Sail	FL 3823LD	Lauren
Wed.	1/7	92	11:40 AM	11:45 AM	✓	Sunny	T/B Barge	Legacy	Lauren
Wed.	1/7	93	12:13 PM	12:16 PM	✓	Sunny	Sail	Sea Trader	Lauren

Figure C-4 Bridge log example

## Appendix D: Situation Report (SITREP) Example

**SITREP**  
**Bridge Allision**

**Incident Reported By:** Sta Gloucester 211815z June 13

**Vessel(s) involved:** Far Niente

**Date/Time of Incident:** 1211815z June 13

**Bridge Name:** Blynman Canal SR27 Bridge

**Type:** Fixed \_\_SW\_\_VL\_\_x\_\_B

**AKA:** Blynman Bridge

**Waterway/Mile:** Blynman Canal 0.0

**City/State:** Gloucester, MA

**Bridge Owner:** Massachusetts Department of Transportation

**Notified:** Yes

**Other Organization notified & action taken:**

**Bridge Owner/Engineer en route to assess damage:** Done

**ETA:** N/A

**Extent of Damage:** No damage to bridge; vessel passenger hurt (dislocated shoulder)

**Bridge Closed:** Land Traffic: Yes\_\_No\_\_X

Marine Traffic: Yes\_\_No\_\_X

**Waterway Closed:** Yes\_\_No\_\_X

**Oil Pollution Spill:** No

**Personnel Injuries/Casualties:** Yes\_\_x\_\_No

**Other CG Units Involved:** Station Gloucester; D1 Bridge Branch

**District Bridge Staff Notified:** Yes

**Person Notified:** John McDonald

**Date/Time:** 21 June 2013

**Comments:** minor damage to vessel only. No violations noted

**Bridge Return to Normal Operation:** Land Traffic: N/A

Marine Traffic: N/A

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## **Appendix E: District Letter of Warning Example**

The United States Coast Guard (USCG) Office of Bridge Programs (CG-BRG) uses four standard subject identification code numbers (SSIC#) in correspondence and the letter of warning. Depending on the nature of the violation, use the SSIC# most closely associated with a violation when drafting the LOW:

- 16590: General.
- 16591: Bridge Permits.
- 16592: Obstructive Bridges.
- 16593: Drawbridge Regulations.

The next page provides a letter of warning example.



Commander  
United States Coast Guard  
XX Coast Guard District

OFFICE ADDRESS  
Staff Symbol: (dpp)  
Phone: (xxx) xxx-xxxx  
Email: XXXXXXX@uscg.mil

SSIC#  
MISLE Case No. XXXXXX  
Month DD, YYYY

**Violators Name and Address**

Subject: WARNING IN LIEU OF CIVIL PENALTY

Dear **Name of Violator**:

Based on a complete review of available evidence, gathered by this office, I find that the materials before me establish that you have committed the following violation(s):

Violation Cite: 33 CFR § (§) (114 -118)

To wit: *Briefly describe the violation(s); date it occurred and name and location of the bridge*

It was determined that justice will be best served by issuing you a warning rather than pursuing a monetary civil penalty for the described violation above. You are advised that this warning will become a matter of Coast Guard record and will be considered for any future enforcement actions against you. If you feel this warning is not warranted, you may decline it by signing and dating under the statement below and returning this letter to the address above within 30 days of the date of this letter. However, your refusal will result in civil penalty proceedings being initiated against you in accordance with 33 CFR § 1.07. You may contact me at the number above with any questions.

Sincerely,

DBM

\_\_\_\_\_  
I hereby decline the above-mentioned warning.

\_\_\_\_\_  
**Violators Name**

\_\_\_\_\_  
**Date**

Copy: District Commander  
CG-BRG