

Office of Structural Engineering (OSE) Bridge Inventory and Bridge Management Section

Guidelines on Structure File Number (SFN)

First two digits of a SFN represent the County in which a structure is physically located. If a structure is located in more than two counties, then the home county of the agency responsible for the major maintenance of the asset will be the used to assign the SFN.

New/Retired/Deleted SFNs in the SMS

It is with extreme importance that we are careful when requesting any of the above. There are several other Enterprise level programs that run from SMS data. Accuracy and completion of the bridge data is very critical. FHWA and State Auditors object to SFN deletions and accidental retirements. All requests to assign a new SFN or delete an existing SFN are being processed by the Bridge Management Section in the ODOT Central Office.

When requesting and retiring SFN's, it is very important that there is a communication and consensus between all parties involved. Similarly, when requesting to delete a SFN, it is with utmost importance to rethink, reconsider and communicate to develop a consensus between all parties involved.

Requesting an Existing SFN to be Retired

When a SFN is retired, it can no longer be seen by anyone who has had access to it in the past. Be sure you want to retire a SFN before requesting it. A SFN retired by accident can be set back to active or inactive status, but that bridge might miss an important safety inspection during the period it was retired. Use the Retire a SFN Request form on the SMS webpage while making a request to ensure we have all information to process your request. A reason must be stated when requesting to retire a SFN (choose from the following list):

- 1 – Replaced (Closed or Removed \geq 50% Sufficiency Rating)
- 2 – Replaced (Closed or Removed $<$ 50% Sufficiency Rating)
- 3 – Abandoned (Not on public route)
- 4 – Collapsed, Not to be Replaced
- 5 – Closed or Removed, Not to be Replaced
- 7 – Collapsed And Replaced
- 0 – Other

Deleting a SFN

When a SFN is assigned to a structure (proposed or existing), it shall not be deleted in the SMS. Since bridge information is shared among many agencies and systems with the SFN as the key identifier, FHWA, State Auditors and ODOT Systems do not allow a SFN to be deleted. The only time a SFN is allowed to be deleted when a duplicate SFN is assigned to an asset in the SMS, it is not used on any document/report and no inventory and inspection information are entered in the SMS for it. Deleting a SFN requires informing and getting approval at multiple levels. Once a SFN is deleted, it can't be brought back or restored in the SMS. Be sure that there is no information contained in the inventory and no inspection is done on the SFN to be deleted before making this request. Contact Amjad Waheed by Email if you think a duplicate SFN has been assigned to an asset in the SMS.

Changing a SFN

When a SFN is assigned to a structure (proposed or existing), it shall never be changed. Since bridge information is shared among many agencies and systems with the SFN as the key identifier, FHWA, State Auditors and ODOT Systems do not allow a SFN to be changed.

Requesting a New SFN

A new SFN shall be obtained for a new bridge at the time of start of design. Communication is the key when requesting a new SFN so that several people are not requesting a new SFN for the same bridge. Use the New SFN Request Form on the SMS webpage while requesting a new SFN to ensure that we have all information to process your request.

When inventorying any structure(s) with a closed median, it is to be recorded as one. A closed median is where:

1. The area between the two roadways on the structure is bridged over and is capable of supporting traffic, or
2. The longitudinal deck opening at back-to-back median barriers is a maximum of 3 inches (75 mm) wide.

Separate superstructures with an open median (not meeting the closed median criteria above) sharing a common substructure unit or units are to be recorded as two bridges. A structure carrying a ramp that merges into another structure, has at least one distinct abutment, and is greater than 10 feet (3.05 m) in length, is to be recorded as a separate bridge. The separating point between bridges should be the closest deck joint or other logical and reasonable location as determined by the bridge owner.

A structure that divides into two (or more) separate structures (or vice versa) is to be recorded as two (or more) bridges. The separating point between bridges should be the closest deck joint or other logical and reasonable location as determined by the bridge owner.

The SFN of a bridge should usually not change when work is performed, or the portions of a structure are reconstructed except in unusual circumstances. A SFN is retained to maintain the history of the structure. Existing SFN of a bridge should be retired and a new SFN shall be assigned when a completely new structure is built to replace the old structure (example: totally new super and sub structures or when the existing deck, superstructure and substructure are removed with the exception of the piles).

In case it is deemed necessary to retire the existing SFN and assign a new SFN to an existing bridge, a reference to the old SFN shall be made.

For other complex or unique situations not covered here, the bridge owner should contact the Office of Structural Engineering (OSE), Structure Inventory Section (SIS). Some general examples are given below:

Example	Scope	Need A New SFN?
1	Repairing or replacing deck	No
2	Replacing superstructure with same type	No
3	Widening bridge	No
4	Replacing superstructure with same type, modifying piers and abutments	No
5	Replacing complete bridge, including foundations	Yes
6	Replacing superstructure with different type	Contact OSE
7	Replacing or adding wearing surface	No
8	Replacing super and substructure except piles	Yes
9	Repairing, replacing or removing joints, bearings, railings, parapets, sidewalks, etc.	No
10	Other than above	Contact OSE