South Carolina Department of Transportation

Engineering Directive

Directive Number: **ED-18** **Effective: October 9, 2026**

Subject: **Bridge Security and the Release of Information for External Use**

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

Purpose: **To provide guidance on the release of bridge information**

Primary Department: **Bridge Management**

Introduction

Transportation infrastructure has been identified by the United States Department of Homeland Security (USDHS) as a potential target for a terrorist attack. Information relative to the vulnerability of critical transportation infrastructure is considered to be sensitive security information. Bridges which appear on South Carolina Department of Transportation's (SCDOT) Critical Security Bridge (CSB) list are considered to have the highest security risk.

The Bridge Management Office (BMO) is responsible for maintaining the CSB list. The BMO may, at its sole discretion, override the CSB determination.

Bridge Information

Bridge information with a security risk, as deemed by the BMO, may include bridge plans, maintenance records, inspection documentation, load ratings, scour assessments, and other documents.

Persons Requesting Access for External Use

Persons requesting information for external use can be categorized in three different groups, shown in Table 1, based on their status or if their request meets criteria in the S.C. Code of Laws. The Bridge Information Request Form (BIRF) and the CSB Release Form are available in the appendix to this document. The forms shall be sent to the BMO, and after the BMO reviews them, they shall be placed in the Bridge File.

Table 1: Categories of Persons Requesting Access for External Use			
Category	Description	Non-CSB Requirements	CSB Requirements
1	Bridge Owners or Other DOTs/Governmental Entities	None	BIRF & CSB Release Form
2	Persons meeting Criteria in Section 30-4-40 of S.C. Code of Laws	BIRF	BIRF & CSB Release Form
3	Other Outside Persons	BIRF	BIRF & CSB Release Form

Category 1 – Bridge Owners and Other DOTs/Governmental Entities

SCDOT may be contacted by governmental agencies, such as local agencies in South Carolina or other state DOTs, who request access to bridge information.

Non-CSB: Requirement to Access

The requestor does not need to complete the BIRF provided in the appendix of this directive. The BMO can release the requested information at its discretion.

CSB: Requirement to Access

The requestor shall complete the BIRF and the CSB Release Form provided in the appendix of this directive. If approved, the BMO will confirm that the forms are properly filled in and signed by the requestor and can release the requested information at its discretion. Prior to release, any sensitive information for CSBs may be redacted by the BMO or its designee.

Category 2 - Persons Meeting Criteria in Section 30-4-40 of S.C. Code of Laws

SCDOT may receive requests for copies of bridge information for external use as described in Section 30-4-40 of the S.C. Code of Laws. SCDOT is required to provide bridge information only when:

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

Identification information regarding the procurement or the judicial order shall be included on the BIRF.

Non-CSB: Requirement to Access

The requestor shall complete the BIRF provided in the appendix of this directive and will be approved to receive information when either of the above conditions are met. The BMO will confirm that the form is properly filled in and signed by the requestor and will release the requested information.

CSB: Requirement to Access

The requestor shall complete the BIRF and the CSB Release Form provided in the appendix of this directive and will be approved to receive information when either of the above conditions are met. The BMO will confirm that the forms are properly filled in and signed by the requestor and will release the requested information. Prior to release, any sensitive information for CSBs may be redacted by the BMO or its designee.

Category 3 - Other Outside Persons

SCDOT is aware that there are many cases when other outside persons will request copies of bridge information. Copies of bridge information may be provided even if conditions outlined in Section 30-4-40 of the S.C. Code of Laws are not met.

Non-CSB: Requirement to Access

The requestor shall complete the BIRF provided in the appendix. If approved, the BMO will confirm that the form is properly filled in and signed by the requestor and can release the requested information at its discretion.

CSB: Requirement to Access

The requestor shall complete the BIRF and the CSB Release Form provided in the appendix of this directive. If approved, the BMO will confirm that the forms are properly filled in and signed by the requestor and can release the requested information at its discretion. Prior to release, any sensitive information for CSBs may be redacted by the BMO or its designee.

Submitted by: Chris Lacy
Director of Bridge Management

Approved by: Rob E. Perry, P.E.
Deputy Secretary for Engineering

History: Issued on April 30, 2004
First Revision on May 11, 2007
Second Revision on July 29, 2010
Third Revision on May 3, 2021
Fourth Revision on October 9, 2026

APPENDIX
FOR ENGINEERING
DIRECTIVE 18

SCDOT Bridge Information Request Form (BIRF)

Type and Name of the Entity Requesting Bridge Plans/Information	
Type of Entity	**Name of Entity**
☐ Category 1: Bridge Owners or Other DOTs/Gov Entities	
☐ Category 2: Persons meeting Criteria in Section 30-4-40 of S.C. Code of Laws	
☐ Category 3: Other Outside Persons	

Requestor's Information	
Name	
Address	
Company or Org Name (if applicable)	
Phone Number	
Email Address	

Bridge Information *(Include ALL requested bridges; attach list if more than 3)*	
Asset ID(s)	
County(ies)	
Route(s) and Feature(s) Intersected	

Reason for Request and Description of Bridge Plans or Information Requested

Be specific with as much information as possible regarding this request, including procurement information or judicial order information. Reason shall specifically identify all information requested.

Criteria from Section 30-4-40 of the S.C. Code of Laws

Category 2 Requestor: Select applicable option

☐ (a) the release is necessary for procurement purposes

☐ (b) the information is the subject of a negligence action, an action set forth in Section 15-3-530, or an action brought pursuant to Chapter 78 of Title 15, and the request is made pursuant to a judicial order

Signature Required for the Receipt of the Above Listed Bridge Information

I, personally, and/or as a representative of the above entity, fully understand these bridge plans or information may contain privileged information. I agree to use this information as described above and will not release the plans to another entity.

Name	
Signature	
Date	

****SCDOT BRIDGE MANAGEMENT OFFICE (BMO) Use Only****	
Approval by Director of Bridge Management (DBM):	☐ Approved ☐ Not Approved
	Date:
	Signature:
Critical Security Bridge	☐ Yes ☐ No

CSB Release Form

SCDOT considers some of its infrastructure critical in nature with varying degrees of complexity and acknowledges that material pertaining to its assets and infrastructure that have been deemed critical or important to operations, are considered security sensitive, exempted from public disclosure, pursuant to 49 U.S.C. 40119(b)(1), 49 CFR 15.5(b)(16), and S.C. Code of Laws Section 30-4-40. As such, the release of information on Critical Security Bridges shall be considered security sensitive, and all information requested shall be considered and treated as security sensitive by all and will be subject to the Conditions of Custody as listed below.

The undersigned has been authorized by SCDOT's Bridge Management Office (BMO) to receive security sensitive information. This authorization is granted based upon compliance with the following conditions.

1. The undersigned demonstrates to the BMO's satisfaction that it has a need to know said information in order to perform official duties for SCDOT, to carry out the requirements of a SCDOT related assignment, contract, agreement, grant, or license, or to operate as a regulated entity of the State of South Carolina, or to perform directed transportation work, or is acting in an official capacity for an entity or a project that abuts and/or impacts the property under the care, custody and control of SCDOT. The undersigned understands that the material received pertains to assets and infrastructure that have been deemed critical, and are considered security sensitive information, exempted from public records disclosure, pursuant to 49 U.S.C. 40119(b)(1), 49 CFR 15.5(b)(16) and S.C Code of Laws Section 30-4-40.

2. The undersigned agrees that access to designated records will be limited to those persons who have been designated by SCDOT as having a need to review records in order to successfully provide services or perform applicable tasks. The undersigned agrees that it will establish a protocol to ensure persons with access to records have the proper credentials and background to view and perform services involving security sensitive information, and will develop a protocol to record and limit access, reproductions and distribution of records to authorized personnel, and will continue in good faith to safeguard, store, or destroy records after it has completed work associated with the information, upon the termination of the contract or the completion of the project that formed the basis for the request for this information.

3. The undersigned demonstrates that it has developed proper safeguards and records management procedures to protect this information from inappropriate or unauthorized disclosure while such information remains in its custody and control. The undersigned agrees that it will make good faith efforts to safeguard and not disclose the contents of, or copy or duplicate, any of the records released by SCDOT. The undersigned agrees that it will advise its own employees, agents, contractors, subcontractors or any other third party of the nondisclosure obligation and ensure compliance with the obligation.

   The undersigned confirms that it has reviewed ownership of the requested information. If the asset is not owned by SCDOT, the requestor has received written authorization from the owner of the bridge prior to submitting this form to SCDOT.

4. The undersigned confirms that failure to make good faith efforts to comply with these conditions for approved limited purposes, including the disclosure, copying and/or duplication of information in whole or in part to unauthorized persons, without written authorization of SCDOT, may result in the revocation of custody of these materials and/or other penalties. The issuance of statements to the public regarding limited access of said information is strictly prohibited and shall require written authorization and approval from SCDOT.

5. The undersigned agrees that it is the designated point of contact for SCDOT, and that as such, it will promptly respond to any communications from the representatives of SCDOT or any other appropriate federal, state or local public agencies. The undersigned understands and accepts the conditions of custody relative to receipt and the possession of SCDOT documents.

****Only Complete for Bridge Information on CSB**** Signature Required of Designated Point of Contact (*Review Conditions of Custody Above)*	
Signature of Requestor	
Date	