

South Carolina Department of Transportation
Engineering Directive

Directive Number: ED-18 **Effective:** May 3, 2021
Republished June 9, 2023 with Correct Appendices

Subject: Bridge Security and the Release of Plans and Information

References: S.C. Code of Laws, Section 30-4-40
SCDOT Bridge Inspection Guidance Document

Primary Department: Maintenance

The United States Department of Homeland Security has identified transportation infrastructure as a potential target for a terrorist attack. Information about critical transportation infrastructure vulnerabilities is sensitive security information. Bridges on the South Carolina Department of Transportation's (SCDOT) Critical Security Bridge (CSB) list are security sensitive or vulnerable.

The Bridge Maintenance Office (BMO) is responsible for maintaining the CSB list in accordance with direction included in the Bridge Inspection Guidance Document. In addition, the BMO is responsible for restricting access to plans and information for CSBs. The Preconstruction Department is responsible for scanning and storing plans for bridges maintained by SCDOT. Most bridge plans have been scanned and are included in the Plans Library located on the SCDOT Intranet site. The BMO determines if there are bridge plans, for security reasons, that should not be included in the Plans Library and advises the Director of Preconstruction of any plans that should not be included. The BMO maintains a Bridge File system for all public bridges in the state. Bridge plans for CSBs are only available in the Bridge File system. The BMO determines if there are bridges in the Bridge File system whose files, for security reasons, shall not be accessible to those with access to this system.

Persons requesting information can be categorized into four different groups based on their status or if their request meets criteria in Section 3-4-40 of the S.C. Code of Laws. Categories are listed in table 1.

Table 1

Category	Group Description	Requirement to Access (Non-CSB)	Requirement to Access (CSB)
A	Persons inside SCDOT	None <i>Available in Plans Library or Available in Bridge File</i>	Viewable Only to SCDOT Bridge Maintenance; Contact BMO for Access
B	Persons under Contract with SCDOT	None <i>Available in Plans Online or Available in Bridge File or Provided from SCDOT PM</i>	Appendix B
C	Outside Persons meeting Criteria in Section 30-4-40 of S.C. Code of Laws	Appendix A (Approval not required)	Appendix A & Appendix B (Approval not required)
D	Other Outside Persons	Appendix A	Appendix A & Appendix B

Category A - Persons inside SCDOT

As stated above, the majority of bridge plans and bridge information is located either in the Plans Library on the SCDOT Intranet site maintained by the Preconstruction Department or in the Bridge File system maintained by the BMO. Except bridge plans and bridge information for CSBs, persons inside SCDOT have access to both of these systems to obtain needed documents.

As directed by the BMO, bridge plans of CSBs shall not be available in the Plans Library. Bridge plans along with bridge information for CSBs shall only be available in the BMO's Bridge File system.

Persons inside SCDOT requiring access to bridge files of CSBs shall contact the BMO for assistance.

Category B - Persons under Contract with SCDOT

Persons under contract with SCDOT have extranet access to SCDOT's Plans Library through Plans Online, an Internet site maintained by the Preconstruction Department, and may also have access to the Bridge File system maintained by the BMO. Except for CSBs, persons under contract with SCDOT requiring bridge plans or bridge information from the Bridge File system should request their SCDOT Project Manager provide needed files without having to submit the Bridge Plans/Information Request Form provided in appendix A of this directive.

If persons under contract with SCDOT require access to the Bridge File system for a CSB, they shall complete the CSB File Access Request Form provided in appendix B of this directive and send to the BMO for review. The BMO shall place this form in the Bridge File system after reviewing.

The BMO will provide access to the Bridge File if the request for bridge information is approved by the State Bridge Maintenance Engineer. If the request is not approved, the BMO will notify the requester.

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

SCDOT routinely receives requests for bridge plans or bridge information from persons outside SCDOT or from persons not currently under contract with SCDOT. Described in Section 30-4-40 of the S.C. Code of Laws, SCDOT must provide this 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."

If an outside person is eligible for access to bridge plans or bridge information according to the criteria specified in Section 30-4-40 of the S.C. Code of Laws and the bridge is not a CSB, they shall complete the Bridge Plans/Information Request Form provided in appendix A of this directive and send to the BMO for review. The Bridge Plans/Information Request Form does not require approval when either of the two conditions is met. The BMO shall place this form in the Bridge File system after reviewing.

When bridge plan or bridge information requests meeting one of these two conditions are

received, the bridge plans or bridge information must be provided.

If an outside person is eligible for access to bridge plans or bridge information according to the criteria specified in Section 30-4-40 of the S.C. Code of Laws and the bridge is a CSB, refer to procedures specified below in "Providing CSB Documents to Outside Persons (Categories C and D)."

Category D - Other Outside Persons

SCDOT realizes there are many cases when persons outside SCDOT or persons not currently under contract with SCDOT need bridge plans or bridge information to perform their duties. This information may be provided as follows even if conditions outlined in Section 30-4-40 of the S.C. Code of Laws are not met.

Requests for bridge plans or bridge information that do not meet one of the two conditions listed in Section 30-4-40 of the S.C. Code of Laws should be directed to the BMO. The BMO will require the requester to complete and submit a Bridge Plans/Information Request Form provided in appendix A of this directive when the bridge is not a CSB. The BMO shall place this form in the Bridge File system after reviewing.

If the request for plans is approved by the State Bridge Maintenance Engineer and the plans are available in the Plans Library, the BMO will notify the Preconstruction Support Plans Storage Manager, who will then provide this information to the requester. If the request is approved and the plans are not available in the Plans Library, but are available in the Bridge File system or if the request is for bridge information; the BMO will provide the documents directly to the requester. If the request is not approved, the BMO will notify the requester.

If the request is for bridge plans or bridge information that do not meet one of the two conditions listed in Section 30-4-40 of the S.C. Code of Laws and the bridge is a CSB, refer to the procedures specified below in "Providing CSB Documents to Outside Persons (Categories C and D)."

Providing CSB Documents to Outside Persons (Categories C and D)

If the request from outside persons for bridge plans or information involves a CSB, the CSB File Access Request Form in appendix B of this directive and the Bridge Plans/Information Request Form in appendix A of this directive must both be completed. If either of the criteria in Section 30-4-40 of the S.C. Code of Laws is met, the request does not require approval. All other requests for bridge plans and bridge information for CSBs will require approval by the State Bridge Maintenance Engineer.

Bridge plans and bridge information for CSBs should not be released to outside persons without removal of any information which may relate to structural vulnerabilities if any exist. Prior to release, any security sensitive information must be redacted from the documents.

Not all CSBs require redaction when files are released. If the requesting party meets one of the criteria listed in Section 30-4-40 of the S.C. Code of Laws, some sensitive information may remain at the discretion of the State Bridge Maintenance Engineer. Required redaction shall be performed by the Bridge Maintenance Quality Engineer under guidance from the State Bridge Maintenance Engineer or Assistant State Bridge Maintenance Engineer.

Submitted by: David B. Cook, P.E.
Director of Maintenance

Recommended by: Andrew T. Leaphart, P.E.
Chief Engineer for Operations

Approved by: Leland Colvin, 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

APPENDIX A
FOR ENGINEERING DIRECTIVE 18



Bridge Plans/Information Request Form

ED-18 Appendix A

Version 1.0, JAN2021

Page 1 of 1

Type and Name of the Entity Requesting Bridge Plans/Information	
<u>Type of Entity</u>	<u>Name of Entity</u>
Government Agency	
Engineer or Surveyor	
Contractor or Utility	
Public Citizen	
Other	

Requestor's Information	
Name	
Address	
Company Name	
Phone Number	
Email Address	

Bridge Information	
Asset ID(s)	
County	
Route	
Feature Intersected	

Criteria from Section 30-4-40 of the S.C. Code of Laws*
<i>Select if applicable</i>
(a) the release is necessary for procurement purposes
(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

Reason for Request and Description of Bridge Plans or Information Requested
<i>Be specific with as much information as possible regarding this request (file numbers, project numbers, etc.) Information shall specifically identify all information requested.</i>

Signature Required for the Receipt of the Above Listed Bridge Plans or Information	
<i>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 these plans as described above and will not release the plans to another entity without the prior approval of the SCDOT.</i>	
Name	
Signature	
Date	

SCDOT Use Only*:**APPROVED****DENIED****DATE OF RESPONSE:**** SCDOT completes this section only if neither of the criteria from Section 30-4-40 of the S.C. Code of Laws are met.*

Tracking No.		Date Request Received by BMO	
Approval by State Bridge Maintenance Engineer (SBME):		Approval by Director of Maintenance (DOM):	
Date:		Date:	

APPENDIX B
FOR ENGINEERING DIRECTIVE 18

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 to conduct business on behalf of SCDOT and other State agencies/authorities shall be considered and treated as security sensitive by all and will be subject to the Conditions of Custody as listed below. Information requested on Critical Security Bridges which is not needed to conduct business for the State will be evaluated by the Bridge Maintenance Office.

The undersigned has been authorized by SCDOT's Bridge Maintenance Office to receive security sensitive information, in accordance with the provisions of Engineering Directive 18. 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 SCDOT 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 and applicable critical facilities will be limited to those persons who have been designated by SCDOT as having a need to review records or have access to facilities 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 public 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 requester has received written authorization from the owner of the bridge prior to submitting this form to SCDOT. Any authorization must be on original letterhead of the owner and must be submitted with this form, for example a county or municipality which may own a bridge.

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 necessary to perform work on behalf of SCDOT.



CSB File Access Request Form

ED-18 Appendix B
Version 1.0, JAN2021
Page 2 of 2

Requestor's Information

Name	
Address	
Company Name	
Phone Number	
Email Address	

Bridge Information

Asset ID(s)	
County	
Route	
Feature Intersected	

Information for SCDOT Project

SCDOT Project Name	
Project/Contract Number	
Assignment	
SCDOT Project Manager	

Reason for Request and Description of Bridge Plans or Information Requested
Be specific with as much information as possible regarding this request (file numbers, project numbers, etc.) Information shall specifically identify all information requested.

SCDOT / Persons Under Contract with SCDOT Only - Request Full Access to Bridge File: ☐

Signature Required of Designated Point of Contact

Review Conditions of Custody On Previous Page

For Persons Under Contract with SCDOT: Provide SCDOT PM's Concurrence for this request to BMO. **Check box to confirm:**

Name	
Signature	
Date	

SCDOT Use Only: **APPROVED** **DENIED** **DATE OF RESPONSE:** _____

Tracking No.

Date Request Received by BMO

Approval by State
Bridge Maintenance
Engineer (SBME):

Date:

Approval by Director of
Maintenance (DOM):

Date: