Introduction to the *Bridge Construction Records and Procedures Manual*

**Purpose**
The *Bridge Construction Records and Procedures Manual (BCR&P Manual)* provides Structure Construction (SC) personnel with key information and instructions to guide and assist them in performing their duties.

**Background, Scope and Format**
The first reported use of the BCR&P is by Jim Roberts in 1964. It was a time when bridge contracts were separate from the road contracts and the BCR&P Manual provided field staff with guidance for administering a field office and construction projects.

The *BCR&P Manual* provides SC specific contract administration, policies processes, general procedures, structure representative responsibilities and expectations, technical guidance and specification interpretation. The *BCR&P Manual* includes information that compliments the information in the *Construction Manual* and other SC Technical Manuals.

Information for the *BCRP Manual* is organized in two volumes:
- Volume I includes information and instructions related to administrative responsibilities. Included are procedures and guidance for documenting, reporting and recording construction operations.
- Volume II includes information, instructions and reference material related to technical aspects of structure construction operations.

Both volumes are divided by subject matter into numbered sections. Each section contains:
- A *Table of Contents*.
- Bridge Construction Memos which are referred to as BCMs.
- Bridge Construction Bulletins which are referred to as BCBs.
- Commentary to a section of the *Standard Specifications*.

**Revisions**
Revisions are accompanied by a *Change Letter* that provides instructions to delete, revise or add new content to the manual, and a description of the change made. The *Change Letter* has the following naming convention: *Change Letter Volume Number-Year-Change Number*. For example:

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1 SC Technical Manuals are located @ [http://des.onramp.dot.ca.gov/structure-construction/structure-construction-technical-manuals](http://des.onramp.dot.ca.gov/structure-construction/structure-construction-technical-manuals)
• Change Letter I-2015-#02 informs the reader that this is the second revision in the year 2015 for BCR&P Manual, Volume I.
• Change Letter II-2016-#01 will be the first revision in the year 2016 for BCR&P Manual, Volume II.

The Table of Contents for a section is revised each time a revision, addition and/or deletion is made to a section. Bulletins are issued to revise or add information quickly that may be temporary or may need to be revised in the near future or expire. They are identified as a “BCM” with a * in the Table of Contents denoting that the BCM is a Bulletin. Beginning in 2016, as new bulletins are issued, they are identified as a “BCB”. Expiration dates, and superseded memo references, if appropriate, will be included in the Bulletin title block area. Bulletins will be filed in accordance with the following procedure:

• Bulletins are filed in the Manual section as indicated by the file reference location. For example, Bulletin BCB 4-2.1 would be filed in Section 4, Control of Materials, in Volume I and includes revisions or added information to Bridge Construction Memo 4-2.0. The number “1” indicates that this Bulletin is the first bulletin that has been distributed that supersedes or adds information to Memo 4-2.0. Bulletin BCB 124-1 would be filed in Section 124, Demolition, in Volume II and would be new information for the Section.

Beginning 2014, as sections of the BCR&P, Volume II, are revised the:
• Sections will be renumbered and renamed to align with the Standard Specifications (SS), providing a uniform location for information related to any given topic.
• Information included will be a commentary, adding clarity to the SS.
• Information will be incorporated into the other appropriate Technical Manuals.
• Sections 100 and 105, were the first sections that were renumbered and renamed, as follows:
  • Section 105, Concrete – Place, Finish and Protect, was renamed to Section 51, Concrete Structures.
  • Section 100, Materials and Mixing, was renamed to Section 90, Concrete.
• Section 51, Concrete Structures, is the first section to be issued as a commentary to the SS.

Beginning 2014, as sections of the BCR&P, Volume II, are revised the:
• Sections will be renumbered and renamed to align with the Standard Specifications (SS), providing a uniform location for information related to any given topic.

Distribution
All revisions are sent by email to all SC staff. Concurrent with the email notification, SC’s Technical Manuals on the Intranet are updated with all changes. The intranet location for the Technical Manuals is:
http://des.onramp.dot.ca.gov/structure-construction/structure-construction-technical-manuals
A print copy can be requested by completing form SC-0105, *SC Manual Order Form* and sent to SC Manual Coordinator as specified on the form. This form is located in Section 16 of the *BCR&P Manual* and via the link:
http://dschq.dot.ca.gov/sc_manuals/construction_records_and_procedures_vol_I/16-0.0_Forms/SC-0105.pdf

The *BCR&P Manual* is also available as a reference for Division of Engineering Services (DES) personnel.

**Errors or Omissions**
Personnel are encouraged to report any errors or omissions discovered in the *BCR&P Manual*. Reporting errors, omissions or suggestions should be sent to the email account, SC Administration ([osc.administration@dot.ca.gov](mailto:osc.administration@dot.ca.gov)).