Small Structure Inventory Handbook

A Guide for Counties and Townships

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DISCLAIMER

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CONTACTS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD County Highway Superintendents Association</td>
<td>(605) 224-4554</td>
<td><a href="https://sdcountycommissioners.org">https://sdcountycommissioners.org</a></td>
</tr>
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<td>SD Association of Towns and Townships</td>
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<tr>
<td></td>
<td></td>
<td><a href="https://dot.sd.gov/transportation/highways/planning/gis">https://dot.sd.gov/transportation/highways/planning/gis</a></td>
</tr>
</tbody>
</table>

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SECTION 1: SMALL STRUCTURE INVENTORY

Rural Access Infrastructure Fund

The 2021 South Dakota Legislature appropriated funding to improve small structures on township and county secondary roads\(^1\). The first distribution of $3 million was made to South Dakota counties in 2021 to plan and perform a small structure inventory. A second distribution of $3 million in 2022 will be made to counties in proportion to the number of small structures they report in the inventory.

This Small Structure Inventory Handbook defines the process for collecting the statewide inventory of small structures to:

- enable townships and counties to perform an objective and consistent inventory of small structures
- compile inventory data in a statewide geographical database
- allow townships and counties to view and maintain their inventory data
- support townships’ and counties’ efforts to develop small structure improvement plans
- provide information to support investment decisions at the state and local level

What is a Small Structure?

South Dakota Codified Law § 31-34-1 defines a small structure as “any small bridge or culvert with an opening of sixteen square feet or more located on a township road or county secondary road, excluding bridges as defined in § 31-14-1”. SDCL § 31-14-1 in turn defines a bridge to be “a structure, including supports, erected over a depression or an obstruction, as water, highway, or railway, the structure having a length measured along the center of the roadway of more than twenty feet between undercopings of abutments or extreme ends of openings for multiple boxes and pipes where the clear distance between openings is less than half of the smaller contiguous opening”.

---

Together, the two sections of codified law define the township and county secondary road structures that qualify as “small structures”:

Example configurations that do and do not qualify as small structures are shown below:

<table>
<thead>
<tr>
<th>Small Structure</th>
<th>Not Small Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Small Structure" /></td>
<td><img src="image2" alt="Not Small Structure" /></td>
</tr>
<tr>
<td><img src="image3" alt="Small Structure" /></td>
<td><img src="image4" alt="Not Small Structure" /></td>
</tr>
<tr>
<td><img src="image5" alt="Small Structure" /></td>
<td><img src="image6" alt="Not Small Structure" /></td>
</tr>
<tr>
<td><img src="image7" alt="Small Structure" /></td>
<td><img src="image8" alt="Not Small Structure" /></td>
</tr>
</tbody>
</table>

- **Area**: <16 ft²
- **Length**: > 20', Spacing < ½ of opening width
- **Length**: > 20'
All small structures located within the right of way of township or county secondary roads should be inventoried.

**Individual Culverts and Culvert Groups**

The language of SDCL § 31-34-1 allows box or pipe culverts to meet the 16 square foot opening requirement two ways:

- An individual culvert may have an opening greater than or equal to 16 square feet. Examples include a box culvert with a single 54”x 54” opening (20.2 ft$^2$), a box culvert with two 36”x36” openings (18 ft$^2$ total), or a 60” round pipe (19.6 ft$^2$). (Cross-section areas of standard culvert shapes are listed on page 47.)
- A group of culverts lying in the same drainage may have a combined total opening greater than or equal to 16 square feet. Examples include a pair of 48” round pipes (25.2 ft$^2$) or a group of three 36” round culverts (21.3 ft$^2$).

Within a group of culverts lying in the same drainage, individual pipes that meet the 16 square foot opening requirement may be considered separate small structures. For example, a pair of 60” round pipes in the same drainage may be individually inventoried as two small structures.

Each small structure—whether an individual bridge or culvert, or a group of culverts lying in the same drainage—must be inventoried separately. Multiple culverts forming one small structure should be inventoried in sequence, to avoid losing or confusing their relationship to each other.

Local agencies should assign a unique, meaningful name (*Inventory Item 4 Small Structure Local Identifier*, page 11) to each of their small structures. When the inventory information is submitted later, each small structure will automatically be assigned a permanent Small Structure Number (*Inventory Item 10, Small Structure Number*, page 12) related to its location within its county. The Small Structure Local Identifier should be unique within the agency, but the Small Structure Number will be unique statewide.
SECTION 2: USING THE INVENTORY TOOLS

**General**

Inventory information may be recorded with a mobile app, an Excel spreadsheet, or paper forms. All three methods accept information in the order and format described in this Handbook.

**Small Structure Inventory Handbook**

Sections 3 – 6 of this handbook lead the user through the complete inventory item by item. Sections 3, 4, and 6 are used for pipe and box culverts. Sections 3, 5, and 6 are used for small bridges.

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Title</th>
<th>Pipe &amp; Box Culverts</th>
<th>Small Bridges</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Common Inventory Items</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Culvert Inventory Items</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Small Bridge Inventory Items</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>Small Structure Summary Items</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Electronic copies of this Handbook are available at [http://sdtownships.com](http://sdtownships.com) and [https://sdcountycommissioners.org](https://sdcountycommissioners.org).

**Mobile Device Data Collector**

The **South Dakota Small Structure Inventory** mobile app is based on the ESRI platform (Field Maps or Collector for ArcGIS). Users must have an ArcGIS Online account to use Field Maps or Collector on their mobile phone or tablet. Users must also contact the South Dakota Department of Transportation Geographic Information Systems Coordinator ([kimberly.zerr@state.sd.us](mailto:kimberly.zerr@state.sd.us)) to be included in the app user group.

Using the mobile app makes acquiring certain information—such as latitude, longitude, and photographs of small structures—easier, as many mobile devices have global positioning and cameras. Information entered into the mobile app is saved directly into the Statewide Small Structure Database. Complete instructions are posted at [http://sdtownships.com](http://sdtownships.com) and [https://sdcountycommissioners.org](https://sdcountycommissioners.org).
Excel Spreadsheet

Users may also use the South Dakota Small Structure Inventory Spreadsheet to acquire inventory information. A blank copy of SDSSI.xlsm can be downloaded from http://sdtownships.com or https://sdcountycommissioners.org. Users should rename their spreadsheets with unique filenames that identify their county or township, such as Beadle12.xlsm.

Completed spreadsheets must be uploaded to https://sdcountycommissioners.org for import into the South Dakota Small Structure Database. Complete instructions are included in the “Help” tab of the spreadsheet.

Paper Forms

Anyone unable to use the Small Structure Inventory Collector or Excel Spreadsheet may use paper forms to record inventory information. Two forms—one for box and pipe culverts and another for small bridges—are available in Portable Document Format (PDF) from https://sdcountycommissioners.org and http://sdtownships.com.

Information recorded on paper forms must be entered later into a South Dakota Small Structure Inventory Spreadsheet and then uploaded to https://sdcountycommissioners.org for import into the South Dakota Small Structure Database.

Small Structure Database

Local officials may choose whether to submit inventory data at the county or township level. All information submitted via the Small Structure Inventory Collector or the Small Structure Inventory Spreadsheet will be stored in a statewide geospatial database hosted by the South Dakota Department of Transportation. Local jurisdictions will be able to access the database online later.2

Help

Questions about the inventory process and tools may be directed to the South Dakota Local Transportation Assistance Program at (800) 422-0129 or sdltap@sdstate.edu.

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2 Data will be available at https://bit.ly/3zL8aBO beginning in September 2021.
### SECTION 3: COMMON INVENTORY ITEMS

The inventory items in this section are to be collected for both culverts and small bridges.

#### Location

**Item 1 County Name**
Identify the county. The mobile app and spreadsheet provide pull-down lists of all South Dakota counties.

**Item 2 Town or Township Name**
Identify the town or township. The mobile app and spreadsheet provide pull-down lists of all towns, townships, and unorganized areas.

**Item 3 Road System**
Identify the administrative road system, as defined in SDCL § 31-1-5.

- Township
- County Secondary
- County
- Other

**Item 4 Small Structure Local Identifier**
Identify the small structure with a unique, meaningful name up to 25 alphanumeric characters long. If the small structure comprises multiple culverts of different types, shapes, sizes, or condition, each one must be inventoried separately. In this example, two unequally-sized culverts must be inventoried individually, sharing the same Small Structure Local Identifier (Owl Creek) with Sequence Numbers 1 and 2.

**Item 5 Sequence Number**
For each individually inventoried culvert in a multi-culvert group, enter the sequence number (“1” for the first culvert inventoried, “2” for the second, etc.). For all other small structures, enter “1”.

**Item 6 Inventoried By**
Enter the full name of the person performing the inventory.

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3 Although only small structures on the County Secondary and Township systems are eligible for Rural Access Infrastructure funding, the inventory process may be used for other small structures.
**Item 7 Inventory Date**
Enter the date (mm/dd/yyyy) the inventory information is being collected.

**Item 8 Latitude**
Record the latitude at the center of the roadway and structure, in decimal degrees to five decimal places (for example, 44.12345). The mobile app records the latitude automatically.

**Item 9 Longitude**
Record the longitude at the center of the roadway and structure, in decimal degrees to five decimal places (for example, -100.12345). The mobile app records the longitude automatically.

**Item 10 Small Structure Number**
When the inventory information is imported into the Small Structure Inventory Database, each small structure will be assigned a permanent identifier based on the county number, the distance east of the county’s westmost point, and the distance south of the county’s northmost point.\(^4\)

\[
\text{Small Structure Number} = \text{CC} – \text{WWWW} – \text{NNNN}
\]

<table>
<thead>
<tr>
<th>CC</th>
<th>2-digit county number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWWW</td>
<td>4-digit distance from the westmost point in the county, in hundredths of miles</td>
</tr>
<tr>
<td>NNNN</td>
<td>4-digit distance from the northmost point in the county, in hundredths of miles</td>
</tr>
</tbody>
</table>

\(^4\) This method is similar to how SDDOT numbers bridges in the National Bridge Inventory, but the Small Structure Number uses 4 digits to designate distance in hundredths of miles, while the NBI Structure Number uses only 3 digits to designate distance to tenths of miles. Also, the Small Structure Number is calculated strictly from distance, while NBI Structure Numbers shift to follow range and township correction lines.
**Road Attributes**

**Item 11 Road Name**
Enter the 911 rural addressing name of the roadway, for example “314th Avenue”.

**Item 12 Road Maintenance Level**
Indicate the maintenance level this road receives.
- [ ] Full Maintenance
- [ ] Minimum Maintenance, as defined in SDCL § 31-12-46
- [ ] No Maintenance, as defined in SDCL § 31-12-48

**Item 13 Road Surface**
Identify the roadway’s surface type.
- [ ] Dirt
- [ ] Gravel
- [ ] Blotter
- [ ] Asphalt Mat
- [ ] Concrete
- [ ] Other

**Item 14 Number Served**
If the culvert is on a dead-end road (one that terminates) specify the number of homes or farmsteads it provides access to.
- [ ] Not a dead end
- [ ] No homes, farms, or ranches
- [ ] 1 home, farm, or ranch
- [ ] More than 1 home, farm, or ranch

**Item 15 Detour Length**
Specify the minimum additional length of travel for through traffic to bypass the small structure using only full maintenance roads if this roadway were to close at the small structure location.

![Diagram of detour length](image)

Example: Additional detour length = 2 miles + 2 miles = 4 miles
SECTION 4: CULVERT INVENTORY ITEMS

The inventory items in this section are collected only for pipe and box culverts.

**Culvert Attributes**

*Item 16 Culvert Purpose*
Identify the primary purpose of the culvert.

- ☐ Drainage
- ☐ Livestock Passage
- ☐ Drainage and Livestock Passage
- ☐ Pedestrian or Bicycle Trail
- ☐ Other

*Item 17 Culvert Location*
Identify whether the culvert lies beneath the main road or an approach.

- ☐ Culvert lies beneath mainline
- ☐ Culvert lies beneath an approach
- ☐ Other

*Item 18 Water Overtop Frequency*
Estimate how often water overtops the roadway.

- ☐ Unknown
- ☐ Multiple times per year
- ☐ Yearly
- ☐ Every two years
- ☐ Every five years
- ☐ Every ten years
- ☐ Every twenty years
- ☐ Never
### Item 19 Culvert Type
Identify the culvert type.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Box Culvert</td>
<td>Usually precast or cast-in-place concrete. Cattle passes are often box culverts</td>
</tr>
<tr>
<td>☐ Pipe Culvert</td>
<td>Usually corrugated metal, concrete or plastic</td>
</tr>
<tr>
<td>☐ Multi-plate</td>
<td>Culvert assembled from curved metal plates to create large circular or semicircular tube</td>
</tr>
<tr>
<td>Different from types shown above</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

### Item 20 Number of Cells
Report the total number of cells for this small structure.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 cells</td>
<td>3 cells</td>
</tr>
</tbody>
</table>
**Item 21 Material**

Identify the material the culvert is principally made of.

- [ ] Precast Concrete
- [ ] Cast-in-place Concrete
- [ ] Galvanized Steel
- [ ] Aluminized Steel
- [ ] Steel
- [ ] HDPE (High Density Polyethylene)
- [ ] PP (Polypropylene)
- [ ] PVC (Polyvinyl Chloride)
- [ ] Wood
- [ ] Masonry
- [ ] Other

**Item 22 Lining**

A culvert may be lined as a preservation or rehabilitation measure. Liners may be a material different from the original culvert. Report whether a liner is present.

- [ ] Lining Present
- [ ] No Lining
### Culvert Dimensions

**Item 23 Shape**
Identify the culvert’s shape.

<table>
<thead>
<tr>
<th>Shape</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Round</td>
<td></td>
</tr>
<tr>
<td>Pipe Arch</td>
<td></td>
</tr>
<tr>
<td>Arch</td>
<td></td>
</tr>
<tr>
<td>Elliptical</td>
<td></td>
</tr>
<tr>
<td>Rectangle</td>
<td></td>
</tr>
<tr>
<td>Cattle Pass</td>
<td></td>
</tr>
<tr>
<td>Open Bottom</td>
<td></td>
</tr>
<tr>
<td>Different from all other shapes shown</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Item 24 Span**
Measure the *inside width* (in inches) at the culvert’s widest point.

**Item 25 Rise**
Measure the *inside height* (in inches) at the culvert’s tallest point.
**Item 26 Barrel Length**
Measure the end-to-end length of the culvert to the nearest foot. Do not include inlet or outlet treatments.

**Item 27 Length Along Roadway**
Measure or estimate the length of the culvert along the centerline of roadway in feet.

**Item 28 Skew Angle**
Measure the skew angle (the angle between the culvert’s centerline and a line perpendicular to the roadway centerline) in degrees.

**Item 29 Cover Height**
Measure or estimate the thickness of fill over the top of the culvert to the nearest foot.
**Culvert Condition**

Report any evident distresses and rate their severity, using the photographs for reference.

**Item 30 Crushing**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mild</strong></td>
<td><em>Culvert shape is slightly distorted or flattened</em></td>
</tr>
<tr>
<td><strong>Moderate</strong></td>
<td><em>Crushing is significant enough that the culvert’s stability and water flow may be reduced</em></td>
</tr>
<tr>
<td><strong>Severe</strong></td>
<td><em>Major shape distortion significantly impacts stability and flow</em></td>
</tr>
</tbody>
</table>
**Item 31 Joint Separation**
Report separation at joints between culvert sections.

<table>
<thead>
<tr>
<th></th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mild</td>
</tr>
<tr>
<td></td>
<td>Widest separation &lt; 2”</td>
</tr>
<tr>
<td></td>
<td>Moderate</td>
</tr>
<tr>
<td></td>
<td>Widest separation 2” - 4”</td>
</tr>
<tr>
<td></td>
<td>Severe</td>
</tr>
<tr>
<td></td>
<td>Widest separation &gt; 4”</td>
</tr>
</tbody>
</table>

**Item 32 Infiltration**
Report infiltration, where soil migrates into the culvert through cracks or joints and collects there.

- None
- Inlet or Outlet Only
- Middle Only
- Full Length
- Other

*Full Length Infiltration*
**Item 33 Material Deterioration**

Indicate damage or wear to the culvert material.

- [ ] None
- [ ] Mild
- [ ] Moderate
- [ ] Severe

*Mild: Minor rust or scaling, no section loss*

*Moderate: Rust or scaling with minor section loss*

*Severe: Complete material section loss (holes)*
**Item 34 Damage**

Indicate damage not described elsewhere—such as bending, cracking, punctures, and faulting (alignment shifts at cracks or joints).

- None
- Mild
- Moderate
- Severe

- **Mild damage to outlet**
- **Mild cracking, no impact to flow**
- **Moderate damage**
- **Moderate cracking, up to ¼” wide, slight faulting or impact on flow**
- **Severe damage**
- **Severe cracking, wider than ¼”, with significant faulting**
Item 35 Plugging
Estimate the portion of the culvert area plugged by soil or debris.

☐ None

☐ 0-25%

☐ 25-50%

☐ 50-75%

☐ 75-100%

☐ Completely plugged
**Item 36 Embankment Settlement**
Check for holes above the culvert and end sections. Score severity according to the impact it would have on an errant vehicle driving over it.

- None
- Mild
  - *Minimal impact*
- Moderate
  - *Minor impact*
- Severe
  - *Major impact*
**Item 37 Road Surface Distress**
Check for bumps, dips, or cracks in the roadway above or adjacent to the culvert. Any patching directly over a culvert should also be taken as evidence of roadway stress.

- ☐ Road surface distress present
- ☐ Negligible road surface distress present

*Common Culvert-Related Road Surface Distresses*
Culvert Inlet

Item 38 Inlet End Treatment

Identify the end treatment used at the culvert inlet.

☐ None

☐ Flared End

*Apron section attached to end of culvert barrel*

☐ Sloped or Safety End

*Extension of the culvert floor, sloped to match embankment, may have transverse bars, designed for vehicles to safely cross*

☐ Sectional End

*Extension of the culvert’s sidewalls*

☐ Headwall
**Item 39 Perched Inlet**
Indicate whether the inlet is higher than the streambed, creating a vertical barrier to flow and potential for flow beneath the culvert.

- ☐ Yes
- ☐ No

**Item 40 Inlet Water Level**
Indicate whether water is present in the culvert.

- ☐ None *(no water present)*
- ☐ Water Level Below Culvert
- ☐ Culvert Partially Filled
- ☐ Culvert Submerged
**Item 41 Inlet Erosion Control**
Identify the erosion control device at the culvert inlet.

- None
- Rip Rap
- Gabion Baskets
- Geogrid
- Energy Dissipator
- Drop Structure
- Lined Channel
**Item 42 Inlet Erosion**
Check for erosion of the channel or inslope at the culvert inlet.

- None
- Mild

*Visible erosion but no sloughing or loss of slopes*
- Moderate

*Erosion over a larger area and/or causing some slope loss*
- Severe

*Obvious erosion over a large area; if culvert ends have lost soil support, erosion is severe*

**Item 43 Inlet Erosion Outside of Right of Way**
Indicate whether erosion at the inlet extends outside of the Right of Way.

- Erosion extends outside of ROW
- No erosion outside of ROW
Culvert Outlet

Item 44 Outlet End Treatment

Identify the end treatment used at the culvert inlet.

☐ None

☐ Flared End

*Apron section attached to end of culvert barrel*

☐ Sloped or Safety End

*Extension of the culvert floor, sloped to match embankment, may have transverse bars, designed for vehicles to safely cross*

☐ Sectional End

*Extension of the culvert’s sidewalls*

☐ Headwall
**Item 45 Perched Outlet**
Indicate whether the outlet is higher than the streambed, creating a potential for erosion and a vertical barrier to fish passage.

- [ ] Yes
- [ ] No

**Item 46 Outlet Water Level**
Indicate whether water is present in the culvert.

- [ ] None
  \((no\ water\ present)\)
- [ ] Water Level Below Culvert
- [ ] Culvert Partially Filled
- [ ] Culvert Submerged
**Item 47 Outlet Erosion Control**
Identify the erosion control device at the culvert outlet.

- None
- Rip Rap
- Gabion Baskets
- Geogrid
- Energy Dissipator
- Drop Structure
- Lined Channel
**Item 48 Outlet Erosion**
Check for erosion of the channel or inslope at the outlet end of the culvert.

- None

- Mild
  
  *Visible erosion but no sloughing or loss of slopes*

- Moderate
  
  *Erosion over a larger area and/or causing some slope loss*

- Severe
  
  *Obvious erosion over a large area; if culvert ends have lost soil support, erosion is severe*

**Item 49 Outlet Erosion Outside of Right of Way**
Indicate whether erosion at the outlet extends outside of the Right of Way.

- Erosion extends outside of ROW
- No erosion outside of ROW
The inventory items in this section are to be collected only for small bridges.

**Bridge Attributes**

*Item 50 Structure Design Type*

Identify the bridge type from the list of choices.

- [ ] Slab
- [ ] Girder
- [ ] Box Beam
- [ ] Channel Beam
- [ ] Tee Beam *(including Double-Tee)*
- [ ] Deck Truss
- [ ] Through Truss
- [ ] Deck Arch
- [ ] Through Arch
- [ ] Rigid Frame
- [ ] Combination
- [ ] Other
**Item 51 Structure Material**
Identify the predominant material in the bridge structure.

- [ ] Concrete
- [ ] Steel
- [ ] Prestressed concrete
- [ ] Wood
- [ ] Masonry
- [ ] Other

**Bridge Dimensions**

**Item 52 Overall Length**
Report the overall length of the structure, to the nearest foot.

**Item 53 NBIS Length**
Report the total opening length on the structure, from inside of abutment to inside of abutment. (This definition matches National Bridge Inspection Standards.)

**Item 54 Number of Spans**
Report the total number of spans—lengths of bridge extending between support points.

**Item 55 Traffic Lanes**
Report the number of traffic lanes carried on the bridge.

**Item 56 Deck Width**
Measure the bridge deck width, from outer edge to outer edge, to the nearest foot.

**Item 57 Roadway Width**
Measure the roadway width from curb to curb or rail to rail at the most restrictive point on the bridge, to the nearest foot.
**Item 58 Skew Angle**

Report the skew angle—the angle between the end of the bridge and a line perpendicular to the roadway direction.

**Bridge Condition**

Inventory items in this section address the condition of major bridge components:

- Deck—the surface that carries traffic
- Superstructure—girders, beams, braces, and connections that support the deck and connect substructure elements to each other
- Substructure—piers, abutments, piles, and footings that support the superstructure and distribute loads into the ground
- Channel—the waterway under and near the structure
- Bridge Railing—elements attached at the edges of the deck to redirect errant vehicles
**Item 59 Deck Condition**

Examine the top, sides, and bottom of concrete decks for visible deterioration, which may include cracking, scaling, delamination, spalling, leaching, and full- or partial-depth voids or patches. Examine timber decks for splitting, breaking, crushing, rotting, and fastener failure. Examine steel grid decks for cracking, broken welds, broken grids, corrosion, and growth of concrete-filled steel grids from corrosion. Examine all decks for material loss resulting in loss of deck cross section.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like new or superficial deterioration.</td>
<td>Good</td>
</tr>
<tr>
<td>Deck is sound but may exhibit distress, deterioration, or section loss in localized areas. Cracks in concrete are infrequent and too fine to affect structural integrity.</td>
<td>Fair</td>
</tr>
<tr>
<td>Deck is significantly deteriorated, and numerous local failures may exist. Cracks may be present in steel or concrete. Serious or extensive material deterioration or loss of section may exist in concrete or wooden decks. Significant corrosion may be present in steel or steel frame decks.</td>
<td>Poor</td>
</tr>
<tr>
<td>Deck exhibits extensive advanced deterioration. Cracks, breaks, voids, or material degradation may affect structural integrity. Vertical or horizontal displacement of the deck may affect structural stability. Close monitoring, load restriction, or bridge closure may be necessary until corrective action is taken. Worst case, the bridge may be beyond corrective action.</td>
<td>Critical</td>
</tr>
</tbody>
</table>
**Item 60 Superstructure Condition**

Examine the physical condition of beams, girders, braces, and connections for visible distress or deterioration, which may include cracking, broken welds, delamination, spalling, corrosion, rotting, or section loss. Observe misalignment and rotation that may affect structure capacity and stability.

<table>
<thead>
<tr>
<th>Condition Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like new or superficial deterioration.</td>
<td>Good</td>
</tr>
<tr>
<td>Structural elements are sound but may exhibit minor section loss, cracking, spalling, or deterioration in localized areas. Displacement and rotation of elements is minor, not affecting the ability of the structure to function and carry load.</td>
<td>Fair</td>
</tr>
<tr>
<td>Structural elements are significantly deteriorated, and numerous localized failures may exist. Cracks may be present in steel or concrete. Serious or extensive material deterioration or loss of section may exist in concrete or wooden elements. Significant corrosion may be present in steel. Deterioration, misalignment, or rotation of structural elements may affect the structure’s ability to function and carry load.</td>
<td>Poor</td>
</tr>
<tr>
<td>Structural elements exhibit extensive advanced deterioration. Cracks in steel or concrete may affect structural integrity. Serious or extensive material deterioration or loss of section may exist in concrete or wooden elements. Significant corrosion may be present in steel. Significant displacement or rotation of elements may threaten structural stability or load capacity. Structural elements may be missing or nonfunctional. Close monitoring, load restriction, or bridge closure may be necessary until corrective action is taken. Worst case, the bridge may be beyond corrective action.</td>
<td>Critical</td>
</tr>
</tbody>
</table>
**Item 61 Substructure Condition**

Examine the physical condition of piers, abutments, piles, fenders, footings, and other substructure components for visible distress which may include cracking, splitting, crushing, corrosion, rotting, section loss, settlement, and collision damage from stream debris. Observe misalignment and rotation that may affect structure capacity and stability.

<table>
<thead>
<tr>
<th>Substructure Condition</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like new or superficial deterioration.</td>
<td>Good</td>
</tr>
<tr>
<td>Structural elements are sound but may exhibit minor section loss, cracking, spalling, or deterioration in localized areas. Displacement and rotation of elements is minor, not affecting the ability of the structure to function and carry load.</td>
<td>Fair</td>
</tr>
<tr>
<td>Structural elements are significantly deteriorated, and numerous localized failures may exist. Cracks may be present in steel or concrete. Serious or extensive material deterioration or loss of section may exist in concrete or wood elements. Significant corrosion may be present in steel. Deterioration, misalignment, or rotation of structural elements may affect the structure’s ability to function and carry load.</td>
<td>Poor</td>
</tr>
<tr>
<td>Structural elements exhibit extensive advanced deterioration. Cracks in steel or concrete may affect structural integrity. Serious or extensive material deterioration or loss of section may exist in concrete or wood elements. Significant corrosion may be present in steel. Significant displacement or rotation of elements may threaten structural stability or load capacity. Structural elements may be missing or nonfunctional. Close monitoring, load restriction, or bridge closure may be necessary until corrective action is taken. Worst case, the bridge may be beyond corrective action.</td>
<td>Critical</td>
</tr>
</tbody>
</table>
**Item 62 Channel Condition**

Examine physical conditions associated with the flow of water through the bridge, such as stream stability and the condition of the channel, riprap, slope protection, or stream control devices including spur dikes. Observe signs of excessive water velocity, which may undermine slope protection or erode banks.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>No noteworthy deficiencies affect the condition of the channel.</td>
<td>Good</td>
</tr>
<tr>
<td>Banks are protected or well vegetated. River control devices such as spur dikes and embankment protection are not needed or are in a stable condition.</td>
<td></td>
</tr>
<tr>
<td>Bank protection is eroding. Flow control devices or embankment show significant damage. Trees and brush restrict flow. All observed scour is above footings and piles. (Example A)</td>
<td>Fair</td>
</tr>
<tr>
<td>Bank protection has failed. Stream control devices may be destroyed. Stream bed channel may have moved to threaten the bridge or roadway. Scour exists within spread footings or above pile tips. (Example B)</td>
<td>Poor</td>
</tr>
<tr>
<td>A foundation investigation may be needed to determine whether the structure is stable. Close monitoring or bridge closure may be necessary until corrective action is taken.</td>
<td></td>
</tr>
<tr>
<td>The channel has shifted to the extent the bridge is near a state of collapse. The bridge has scour depth below the spread footing or pile tips. (Example C) The bridge is or should be closed.</td>
<td>Critical</td>
</tr>
<tr>
<td>Observed Scour Depth</td>
<td>Example</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| ![Observed scour above the footing or pile tips](image) | A  
*Observed scour above the footing or pile tips* |
| ![Observed scour at the footing or pile tips](image) | B  
*Observed scour at the footing or pile tips* |
| ![Observed scour below the footing or pile tips](image) | C  
*Observed scour below the footing or pile tips* |

<table>
<thead>
<tr>
<th>Spread Footing</th>
<th>Pile Footing</th>
</tr>
</thead>
</table>

**Item 63 Bridge Rail Condition**

Report the condition of bridge railing.
- [ ] Railing runs full bridge length in sound condition
- [ ] Railing is partially missing or needs repair
- [ ] No functional railing is present

**Item 64 Approach Rail**

Report whether bridge approach guardrail is present.
- [ ] Railing is present and in sound condition
- [ ] Railing is partially missing or needs repair
- [ ] No functional railing is present
SECTION 6: SMALL STRUCTURE SUMMARY ITEMS

Summary
The inventory items in this section are collected for both culverts and small bridges.

Item 65 Year Constructed
Report or estimate the 4-digit year of construction. A reasonable estimate is preferable to no answer, but if the date is completely unknown, the year may be left blank.

Year Constructed: ______

Item 66 Overall Structure Condition
Assess the overall condition and performance of the structure. Consider whether the structure appears sound, stable, and in good repair and the channel flows as designed.

☐ Good
Little or no deterioration, structurally sound, and performing adequately

☐ Fair
Minor deterioration but in good structural condition and performing well

☐ Poor
Significant deterioration or no longer functioning as designed

☐ Critical
At risk of imminent failure or already failed

Item 67 Other Comments
Enter up to 250 characters of additional comments.

Item 68 Traffic Status
Select the structure’s current traffic status.

☐ Open without load restrictions
☐ Posted for load
☐ Closed to all traffic

Item 69 Axle Weight Load Posting
If the structure is posted for a restricted axle weight, enter the load limit in tons. If the structure is not posted for axle weight, enter zero.

Item 70 Load Posting for Single Unit Vehicles
If the weight of single unit vehicles (a truck or tractor with no trailers) is restricted, enter the load limit in tons. If the structure is not posted for single unit vehicles, enter zero.
**Item 71 Load Posting for Combination Vehicles**
If the weight of combination vehicles (a truck or tractor with one or more trailers) is restricted, enter the load limit in tons. If the structure is not posted for combination vehicles, enter zero.

**Item 72 Load Rating Evaluation Recommended**
If evidence of overloading or insufficient load capacity is visible but no load rating is posted, check this option to recommend an evaluation.

- Load rating evaluation recommended
- Load rating evaluation not recommended

**Item 73 Further Inspection Needed**
Recommend further inspection by a qualified bridge inspector if portions of the inventory could not be completed or if observed distress, deterioration, or damage warrants closer evaluation.

- Further inspection needed
- Inspection complete

**Photographs (Optional)**
The mobile app can capture photographs if the mobile device has a camera. The spreadsheet can import image files already stored in a folder on the computer.

**Item 74 Roadway Photograph**
Supply a photograph of the roadway approaching and crossing the small structure.

**Item 75 Inlet Photograph**
Supply a photograph of the small structure, facing toward the small structure inlet.

**Item 76 Upstream Photograph**
Supply a photograph of the channel, facing upstream from the small structure inlet.

**Item 77 Outlet Photograph**
Supply a photograph of the small structure, facing toward the small structure outlet.

**Item 78 Downstream Photograph**
Supply a photograph of the channel, facing downstream from the small structure outlet.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abutment</td>
<td>A part of the bridge substructure at either end of a bridge that supports the superstructure and provides lateral support for the approach roadway embankment</td>
</tr>
<tr>
<td>Barrel</td>
<td>The main portion of a culvert, excluding inlet and outlet structures</td>
</tr>
<tr>
<td>Bearing</td>
<td>A substructure element supporting the superstructure while permitting limited movement</td>
</tr>
<tr>
<td>Box Culvert</td>
<td>A culvert of rectangular cross-section, typically concrete</td>
</tr>
<tr>
<td>Bridge</td>
<td>According to SDCL 31-14-1, “a structure, including supports, erected over a depression or an obstruction, as water, highway, or railway, the structure having a length measured along the center of the roadway of more than twenty feet between undercopings of abutments or extreme ends of openings for multiple boxes and pipes where the clear distance between openings is less than half of the smaller contiguous opening”</td>
</tr>
<tr>
<td>Channel</td>
<td>The waterway under and near a structure</td>
</tr>
<tr>
<td>Cover Height</td>
<td>The depth of embankment over the top of a culvert</td>
</tr>
<tr>
<td>Crushing</td>
<td>Load-induced deformation reducing the culvert cross-section area and restricting flow</td>
</tr>
<tr>
<td>Culvert</td>
<td>A drainage structure beneath an embankment</td>
</tr>
<tr>
<td>Delamination</td>
<td>A mode of failure where a material splits into layers parallel to its surface; in concrete, typically caused by freezing</td>
</tr>
<tr>
<td>Embankment</td>
<td>Earth constructed above natural ground to carry a road</td>
</tr>
<tr>
<td>Fatigue</td>
<td>The tendency of a component to fail when subjected to repetitive loading</td>
</tr>
<tr>
<td>Faulting</td>
<td>Lateral or vertical displacement at joints or cracks</td>
</tr>
<tr>
<td>Fender</td>
<td>A structure that protects bridge substructure elements from damage from collisions by floating debris</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>Infiltration</td>
<td>Migration of soil into a culvert through joints or defects</td>
</tr>
<tr>
<td>Joint Separation</td>
<td>Physical displacement between individual sections of culvert</td>
</tr>
<tr>
<td>Inlet</td>
<td>A component that collects surface water into a culvert</td>
</tr>
<tr>
<td>Inslope</td>
<td>The slope from the edge of the shoulder of the road to toe of the ditch</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Leaching</td>
<td>The process of removing substances from a material by passing water through it</td>
</tr>
<tr>
<td>Multi-plate</td>
<td>Culvert assembled from curved metal plates to create a large circular or semicircular tube</td>
</tr>
<tr>
<td>NBIS</td>
<td>National Bridge Inspection Standards</td>
</tr>
<tr>
<td>Outlet</td>
<td>A component that disperses water out of a culvert</td>
</tr>
<tr>
<td>Perching</td>
<td>A condition where the culvert inlet or outlet sits above the stream bed</td>
</tr>
<tr>
<td>Pier</td>
<td>A substructure unit, located between abutments, that supports spans of a multi-span bridge</td>
</tr>
<tr>
<td>Pile or Piling</td>
<td>A foundation shaft driven or cast into underlying rock or soil</td>
</tr>
<tr>
<td>Right of Way</td>
<td>The full width of publicly owned land between the property lines on either side of a road</td>
</tr>
<tr>
<td>Rise</td>
<td>The maximum inside height of a culvert</td>
</tr>
<tr>
<td>Scaling</td>
<td>Gradual disintegration of a concrete surface due to failure of the cement paste exposed to chemicals or freeze-thaw</td>
</tr>
<tr>
<td>Scour</td>
<td>Erosion of streambed or bank material due to stream flow, often localized around bridge piers and abutments</td>
</tr>
<tr>
<td>SDACO</td>
<td>South Dakota Association of County Officials</td>
</tr>
<tr>
<td>SDACC</td>
<td>South Dakota Association of County Commissioners</td>
</tr>
<tr>
<td>SDACHS</td>
<td>South Dakota Association of County Highway Superintendents</td>
</tr>
<tr>
<td>SDATT</td>
<td>South Dakota Association of Towns &amp; Townships</td>
</tr>
<tr>
<td>SDCL</td>
<td>South Dakota Codified Law</td>
</tr>
<tr>
<td>SDDOT</td>
<td>South Dakota Department of Transportation</td>
</tr>
<tr>
<td>SDLTAP</td>
<td>South Dakota Local Transportation Assistance Program</td>
</tr>
<tr>
<td>Section Loss</td>
<td>Material loss of a structural element’s cross sectional area, often by corrosion or deterioration</td>
</tr>
<tr>
<td>Skew Angle</td>
<td>The angle formed by the structure and a line perpendicular to the roadway</td>
</tr>
<tr>
<td>Small Bridge</td>
<td>Specific to this Handbook, a Small Structure, supported by abutments and possibly piers, that spans a depression or an obstruction and directly bears traffic</td>
</tr>
<tr>
<td>Small Structure</td>
<td>According to SDCL § 31-34, “any small bridge or culvert with an opening of sixteen square feet or more located on a township road or county secondary road, excluding bridges as defined in § 31-14-1”</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Spalling</td>
<td>Localized material loss in a concrete surface caused by fracture</td>
</tr>
<tr>
<td>Span</td>
<td>The maximum inside width of a culvert</td>
</tr>
<tr>
<td>Spur Dike</td>
<td>An elongated structure having one end on the bank of a stream and the other end projecting into the stream, used to protect eroding stream banks</td>
</tr>
<tr>
<td>Streambed</td>
<td>The bottom of the stream channel</td>
</tr>
<tr>
<td>Substructure</td>
<td>Piers, abutments, piles, and footings that support the superstructure and distribute loads into the ground</td>
</tr>
<tr>
<td>Superstructure</td>
<td>Girders, beams, braces, and connections that support the deck and connect substructure elements to each other</td>
</tr>
<tr>
<td>Undercoping</td>
<td>The front face of a bridge abutment</td>
</tr>
</tbody>
</table>

(Add other terms as desired)
### Cross-Section Areas of Standard Culvert Shapes

#### Cross-Section Areas (ft²) of Circular and Elliptical Culvert Shapes (ft²)

<table>
<thead>
<tr>
<th>Span (inches)</th>
<th>18</th>
<th>24</th>
<th>30</th>
<th>36</th>
<th>42</th>
<th>48</th>
<th>54</th>
<th>60</th>
<th>72</th>
<th>84</th>
<th>96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rise (inches)</td>
<td>18</td>
<td>24</td>
<td>30</td>
<td>36</td>
<td>42</td>
<td>48</td>
<td>54</td>
<td>60</td>
<td>72</td>
<td>84</td>
<td>96</td>
</tr>
<tr>
<td>18</td>
<td>1.8</td>
<td>2.4</td>
<td>2.9</td>
<td>3.5</td>
<td>4.1</td>
<td>4.7</td>
<td>5.3</td>
<td>5.9</td>
<td>7.1</td>
<td>7.9</td>
<td>9.4</td>
</tr>
<tr>
<td>24</td>
<td>2.4</td>
<td>3.1</td>
<td>3.9</td>
<td>4.7</td>
<td>5.5</td>
<td>6.3</td>
<td>7.1</td>
<td>7.9</td>
<td>9.4</td>
<td>11.0</td>
<td>12.6</td>
</tr>
<tr>
<td>30</td>
<td>2.9</td>
<td>3.9</td>
<td>4.9</td>
<td>5.9</td>
<td>6.9</td>
<td>7.9</td>
<td>8.8</td>
<td>9.8</td>
<td>11.8</td>
<td>13.7</td>
<td>15.7</td>
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<tr>
<td>36</td>
<td>3.5</td>
<td>4.7</td>
<td>5.9</td>
<td>7.1</td>
<td>8.2</td>
<td>9.4</td>
<td>10.6</td>
<td>11.8</td>
<td>14.1</td>
<td>16.5</td>
<td>18.8</td>
</tr>
<tr>
<td>42</td>
<td>4.1</td>
<td>5.5</td>
<td>6.9</td>
<td>8.2</td>
<td>9.6</td>
<td>11.0</td>
<td>12.4</td>
<td>13.7</td>
<td>16.5</td>
<td>19.2</td>
<td>22.0</td>
</tr>
<tr>
<td>48</td>
<td>4.7</td>
<td>6.3</td>
<td>7.9</td>
<td>9.4</td>
<td>11.0</td>
<td>12.6</td>
<td>14.1</td>
<td>15.7</td>
<td>18.8</td>
<td>22.0</td>
<td>25.1</td>
</tr>
<tr>
<td>54</td>
<td>5.3</td>
<td>7.1</td>
<td>8.8</td>
<td>10.6</td>
<td>12.4</td>
<td>14.1</td>
<td>15.9</td>
<td>17.7</td>
<td>21.2</td>
<td>24.7</td>
<td>28.3</td>
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<tr>
<td>60</td>
<td>5.9</td>
<td>7.9</td>
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<td>11.8</td>
<td>13.7</td>
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<td>17.7</td>
<td>19.6</td>
<td>23.6</td>
<td>27.5</td>
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<td>7.1</td>
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<td>11.8</td>
<td>14.1</td>
<td>16.5</td>
<td>18.8</td>
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<td>23.6</td>
<td>28.3</td>
<td>33.0</td>
<td>37.7</td>
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<tr>
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<td>11.0</td>
<td>13.7</td>
<td>16.5</td>
<td>19.2</td>
<td>22.0</td>
<td>24.7</td>
<td>27.5</td>
<td>33.0</td>
<td>38.5</td>
<td>44.0</td>
</tr>
<tr>
<td>96</td>
<td>9.4</td>
<td>12.6</td>
<td>15.7</td>
<td>18.8</td>
<td>22.0</td>
<td>25.1</td>
<td>28.3</td>
<td>31.4</td>
<td>37.7</td>
<td>44.0</td>
<td>50.3</td>
</tr>
</tbody>
</table>

#### Cross-Section Area (ft³) of Corrugated Steel Standard Pipe Arch Sizes

<table>
<thead>
<tr>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 x 13</td>
<td>1.1</td>
<td>49 x 33</td>
<td>8.9</td>
<td>95 x 67</td>
<td>37.0</td>
</tr>
<tr>
<td>21 x 15</td>
<td>1.6</td>
<td>53 x 41</td>
<td>11.7</td>
<td>103 x 71</td>
<td>42.4</td>
</tr>
<tr>
<td>20 x 16</td>
<td>1.7</td>
<td>57 x 38</td>
<td>11.6</td>
<td>112 x 75</td>
<td>48.0</td>
</tr>
<tr>
<td>23 x 19</td>
<td>2.3</td>
<td>60 x 46</td>
<td>15.6</td>
<td>117 x 79</td>
<td>54.2</td>
</tr>
<tr>
<td>24 x 18</td>
<td>2.2</td>
<td>64 x 43</td>
<td>14.7</td>
<td>128 x 83</td>
<td>60.5</td>
</tr>
<tr>
<td>27 x 21</td>
<td>3.0</td>
<td>66 x 51</td>
<td>19.3</td>
<td>137 x 87</td>
<td>67.4</td>
</tr>
<tr>
<td>28 x 20</td>
<td>2.9</td>
<td>71 x 47</td>
<td>18.1</td>
<td>142 x 91</td>
<td>74.5</td>
</tr>
<tr>
<td>33 x 26</td>
<td>4.7</td>
<td>73 x 55</td>
<td>23.2</td>
<td>150 x 96</td>
<td>81.0</td>
</tr>
<tr>
<td>35 x 24</td>
<td>4.5</td>
<td>77 x 52</td>
<td>21.9</td>
<td>157 x 101</td>
<td>89.0</td>
</tr>
<tr>
<td>40 x 31</td>
<td>6.7</td>
<td>81 x 59</td>
<td>27.4</td>
<td>164 x 105</td>
<td>98.0</td>
</tr>
<tr>
<td>42 x 29</td>
<td>6.5</td>
<td>83 x 57</td>
<td>26.0</td>
<td>171 x 110</td>
<td>107.0</td>
</tr>
<tr>
<td>46 x 36</td>
<td>9.2</td>
<td>87 x 63</td>
<td>32.1</td>
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<td></td>
</tr>
</tbody>
</table>

#### Cross-Section Area (ft²) of Reinforced Concrete Standard Pipe Arch Sizes

<table>
<thead>
<tr>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
<th>Pipe Arch Size (in.)</th>
<th>Cross-Section Area (ft²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 x 18</td>
<td>1.1</td>
<td>28⅝ x 43⅜</td>
<td>6.4</td>
<td>45 x 73</td>
<td>17.7</td>
</tr>
<tr>
<td>13½ x 22</td>
<td>1.6</td>
<td>31½ ⅛ x 51⅜</td>
<td>8.8</td>
<td>54 x 88</td>
<td>25.6</td>
</tr>
<tr>
<td>18 x 22½</td>
<td>2.8</td>
<td>36 x 58½</td>
<td>11.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22½ x 36¼</td>
<td>4.4</td>
<td>40 x 65</td>
<td>14.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cross-Section Area (ft²) of Rectangular and Arch Culverts

\[
\text{Area (ft}^2\text{) = Span (ft) \times \text{Rise (ft)}}
\]

\[
\text{Area (ft}^2\text{) \approx 0.78 \times \text{Span (ft)} \times \text{Rise (ft)}}
\]