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Useful Tips:

- Refer to the Additional Tips tool revery time you need clarification about an inspection question. Additional Tips contain helpful diagrams, dimensions, definitions and guidance on how to perform measurements.
- Make sure entered data is accurate before clicking the final "Submit".
 Once you submit, the information cannot be edited.



How to Login to PRISM – obtain username and password

• If you don't have a username and password, you can obtain them by following the steps below:

To request a PRISM account, email <u>pedramp@dot.nyc.gov</u> with subject:

"PRISM Account Request" and include in the body of the email the following info:

- 1. First Name
- 2. Last Name
- 3. Title / Position
- 4. Organization
- 5. Project ID or BPP #
- 6. Email Address
- 7. Phone Number

After requesting an account, you will receive a one-time registration link by email to set up your account username and password.



How to Login to PRISM (contd.)



- 1. Enter <u>https://nycstreets.net/prism/#/Login</u> into the address bar.
- 2. Enter your username and password.
- 3. Click Sign In.



Navigate to the location



4. When you see the map, zoom in closer to display corner points on the map.



Navigate to the location (contd.)



5. To search for a location, enter an address, intersection, or street name into the "search bar".



Navigate to the location (contd.)



6. To open the inspection form, select the corner that is being inspected.



Navigate to the location (contd.)



7. The inspection form will zoom to the intersection and will include the corner (purple circle) and ramps (red squares).



Enter corner data



8. Select the Inspection Type that you will be performing: Post Construction or Existing Condition.



Enter corner data (contd.)



9. Select Entity Type.

10. Enter FMS ID: Your project ID.

11. Enter permit number – required for post construction inspections. (Not required for existing condition inspections.)

12. Enter the date the construction was completed. (Not required for existing condition inspections.)

13. Select the appropriate contract type. (Not required in existing condition inspections.)



Enter corner data (contd.)



14. Select the "Conditions" section.

15. Select the applicable "Sidewalk Material"

16. Select the applicable "Curb Material"



Enter corner data (contd.)



17. Select the "Obstacles" section.

18. If the corner has a horizontal opening in the ground surface greater than ½ inch, or a vertical change in level greater than ¼ inch, select "Yes", otherwise select "No"

19. If there are any obstacles constraining the pedestrian access route, select "Yes", otherwise select "No"

20. If there are any obstacles constraining the pedestrian access route, select all applicable obstacles. Multiple selections are allowed.



Enter pedestrian ramp data



21. Select the "Ramps" section.

22. Select the applicable Ramp ID. The ramp you selected is the one **outlined** on the map for visual confirmation.



Enter pedestrian ramp data (contd.)



23. Select the applicable "Ramp Type". The measurements will be specific to the type of ramp selected. For "Directional" ramp cases, select "Perpendicular." For "Shared Parallel" ramp cases, select "Parallel". For "Blended Transition" ramp cases, select "Perpendicular". For cases where a ramp does not exist or when a ramp is removed, pick the applicable option on the right side.



Enter pedestrian ramp data – Construction



24. Select the applicable "Ramp Construction Type"

25. Select the applicable "Action Taken"



Enter pedestrian ramp data – Conditions



26. Select the "Conditions" section.

27. Select the applicable answers for all questions.

Enter pedestrian ramp data – Conditions (contd.)

Pedestrian Ramp Inspection	corner kamps Photo-Log Comments ;
)412: Post Construction 🖉	156022 156027
	Left Flare in Clear Area ③ O Yes O No
Grand St	Right Flare in Clear Area ⑦ ○ Yes ○ No
1003360028	Clear Space Outside Parallel Travel Lane ③ O Yes O No
Grand St	Ponding ⑦ O Yes O No
Dicession in Fig.	Painted Pedestrian Space ⑦ ○ Yes ○ No
Grand St	Clear Space Within Crosswalk ③
O Unable to get current location. Please make sure PRISM has permission to use your location and location services are enabled for your device.	Yes (Marked Crosswalk)
INT Corner Ref No Type Dir No BBL Boro Block Lot Ramp Count Ramp Insp. Count 1086729 Corner NE3 1003360028 M 336 28 ■ 2 💟 0 1	 No (Marked Crosswalk) Crosswalk Unmarked (Not Applicable)
Address Intersection 164 GRAND STREET GRAND STREET AND PITT STREET	Notes ③
	28.
	20.

28. Add any notes as needed.

Enter pedestrian ramp data - DWS



Pedestrian Ramp Inspection	Corner Ramps Photo Log Comments
0412: Post Construction 🖉	156022 156027
Chand St	CMT Ramp Ref No: 156022 Ramp Type: Perpendicular 2 On Street: GRAND STREET between PITT STREET and WILLETT STREET Construction Conditions DWS Diget Gens DWS Condition Good Condition (On Ramp)
1003360028	DWS Color ③ **Select DWS Color ** DWS Material ③ **Select DWS Material ** DWS Length Min 24 in. ③ DWS Full Length of Flush Curb ③
O Unable to get current location. Please make sure PRISM has permission to use your location and location services are enabled for your device.	○ Yes ○ No
CMT Corner Ref No Type Dir No BBL Boro Block Lot Ramp Count Ramp Insp. Count 1086729 Corner NE3 1003360028 M 336 28 2 ☑ 0 1 Address Intersection 464 GRAND STREET GRAND STREET AND PITT STREET	DWS Left Offset From Curb ⑦ DWS Right Offset From Curb ⑦ in. in. DWS Alignment ⑦ in. ○ Yes ○ Not Applicable

29. Select the "DWS" section.

- 30. Select the applicable "DWS Condition", choosing the location where the DWS was installed. For all reconstructed or installed ramps, select "Good Condition".
- 31. Select the applicable "DWS Color" and "Material"

Enter pedestrian ramp data – DWS (cont.)



- 32. Select the applicable answers for "DWS Length" and "DWS Full length of Flush Curb"
- 33. Enter "DWS Offset from Curb" values.
- 34. Select the applicable answer for "DWS Alignment"



Enter pedestrian ramp data - Dimensions



- 35. Select the "Dimensions" section.
- 36. Enter all the measurements performed with a level and tape measure. All fields are required to be filled. Click "N/A" <u>only</u> when a ramp element does not exist (e.g. non-existing flare, etc.)

Enter pedestrian ramp data – Photos





- 37. Select the "Photo Log" section.
- 38. Upload applicable photos.



Enter pedestrian ramp data – Photos (contd.)



39. Picture requirements can be obtained by clicking the Additional Tips tool. ?



Enter pedestrian ramp data – Comments.



40. Select the "Comments" section to add any comments or details as necessary.



Enter pedestrian ramp data – the second ramp



41. Return to the "Ramps" section and repeat steps 21 to 39 for the second (and any additional) ramp at that corner.

Review and Submit





42. By clicking "Review and Submit" you will see a summary page.

Review and Submit





- 43. Check the summary page to ensure entered data is accurate. If you need to correct any data, click "Back" and update as needed. You can also screen capture data for your record if needed. Click "Submit" again and the data will be transmitted to the NYCDOT system.
- If you would like a copy of the raw inspection data submitted for your project, send an email describing your request to pedramp@dot.nyc.gov with the subject line: "PRISM Raw Data Request"