

LONG-TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: Information Management System

Directive Number: IMS-8

Date: June 8, 1993

Subject: Procedures for Updating Laboratory Identification Codes

This directive provides an update to the procedures for updating the Laboratory Identification Codes in the materials testing module of the LTPP IMS.

The attached memo dated June 7, from PCS/Law, provides background information, instructions, and the Request Form for additions/deletions to the Laboratory Identification Codes. Please follow the instructions under regional procedures in requesting the changes.

A handwritten signature of Paul Teng is located above the text 'Approving Official'. The signature is written in a cursive style with a large, sweeping 'P' and 'T'.

Approving Official
Paul Teng, Chief LTPP Division

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MEMORANDUM

June 7, 1993

File: 792-92-04140 IMS Issues

To: Shahed Rowshan

From: Scott Rabinow, Jonathan Groeger

Re: Procedures for Updating Laboratory Identification Codes
Work Order No. 3, FHWA Contract No. DTFH61-92-C-00134
PCS/LAW Reference No. 792-92-04100

INTRODUCTION

The following procedures have been developed for submitting requests for additions/deletions to the Laboratory Identification Codes (LAB_CODE) in the materials module of the IMS. These procedures were initially developed in Materials Directive Number 23, dated December 3, 1990, "Laboratory Identification Codes." However, the implications to the IMS and specific instructions to all personnel involved were not fully discussed in this directive. This memorandum therefore will address the issue more completely and propose a slight change to the coding of this important data element.

The Laboratory Identification Code is a unique designation assigned to each materials testing laboratory involved in the LTPP testing program. Such coding is necessary because the materials testing, particularly SPS testing, may involve not only laboratories under contract to SHRP or FHWA, but state DOT laboratories, non-SHRP contract laboratories, international laboratories and other arrangements to accomplish the LTPP materials characterization program. Therefore, this data element may act as a quality assurance (QA) and quality control (QC) device for future researchers.

The laboratories in which the GPS materials are tested are well known and easily identifiable. For the Specific Pavement Studies (SPS) however, material samples may be tested by a multitude of laboratories in each region. Therefore, theoretically, there is a possibility of one hundred or more different laboratories participating in the SHRP-LTPP materials testing program. Therefore, at this time it is necessary to reinforce and enhance the system used to identify the laboratory performing each test.

LABORATORY IDENTIFICATION CODE

The Laboratory Identification Code will assign a unique number to each laboratory which performs a test for the LTPP program. The Regional Coordination Office will establish a table with the laboratory name and the laboratory's corresponding identification code. The Lab ID code should be assigned to each laboratory which conducts GPS or SPS testing for their respective region. The RCO's must then coordinate these codes with the National Information Management System Database Administrator using IMS Form No. 2 (enclosed). After approval, the Lab ID Code will be entered into the "CODES" table of the NIMS and RIMS and a revised "CODES" table will be sent to each region. The region will not be able to enter data from a new Laboratory ID Code until they receive the new "CODES" table from the Database Administrator.

The Laboratory Identification Code consists of a four digit character¹ field as follows:

1	2	3	4
Characters 1 & 2: These characters identify the <u>location</u> of the participating laboratory by state, province or country using a two-digit code based on Table A.1 of the LTPP Data Collection Guide.			
Character 3: This character identifies the <u>type</u> of laboratory using a one digit codes as follows:			
1	SHRP/FHWA Laboratory Contractor - this type of laboratory is specifically under contract to SHRP or FHWA. This includes the four regional soils and bituminous laboratories (and their subcontractors) and the SHRP National PCC Testing Laboratory. This will also include the FHWA Testing Laboratories.		
2	State/Federal Highway Department Laboratory - this type of laboratory is operated by the State Department of Transportation or the State Highway Administration, etc. or a Federally operated laboratory such as the FHWA Turner-Fairbanks Laboratory. This does		

¹ This is a change from Materials Directive No. 23 where the Lab ID Code was a numeric entry.

not include any laboratories not run by the state or Federal agency but under separate contract to the state or Federal agency. This code does include laboratories operated by Canadian Provinces or U.S. Territories.

- 3 Third-party State Laboratory - this type of laboratory is not operated by the state, however, the laboratory is under contractual agreement with the state to perform LTPP related materials testing. This code includes laboratories under contract or agreement with Canadian Provinces or U.S. Territories.
- 4 International Laboratory - this is a laboratory operated by a LTPP International Participant or a laboratory under agreement with a LTPP International Participant to conduct LTPP-related materials testing.
- 5 Other - this code should be used for other types of LTPP-related laboratories not categorized above which perform laboratory materials testing activities in conjunction with the LTPP program.

Character 4

This character identifies the specific name of the participating laboratory. For example, a "1" will be used for the first laboratory in a given state which is a State Highway Department Laboratory. A "2" will be assigned to the second State Highway Department Laboratory in the same state, and so on for each type of testing laboratory identified in character 3. If more than 9 of the same type laboratory are used, then this character should be assigned an alphabetical designation from A to Z.² This will allow for a total of 35 entries in this field.

² This is an enhancement from Materials Directive No. 23. This field previously was only allowed entries from 1 to 9.

Table 1. Example Laboratory Identification Codes.

LTPP Participating Laboratory	Lab ID Code
Western Technologies Inc. (Western Region Soils and Bituminous Testing Contractor	0411
Arizona State University (Subcontractor to WTI)	0412
MD. State Highway Admin. Lab Brooklandville, MD	2421
MD. State Highway Admin. Lab - District 3 Greenbelt, MD	2422
Baldessarri Laboratory Essex, MD (Example third-party state lab)	2431
Australian Laboratory	9141
National Aggregate Association Joint Research Laboratory College Park, MD	2451

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The Laboratory Identification Code will be a valuable data item in the NIMS for the LTPP program. Table 1 contains a list of example codes which may be used by the RCO's to list the LTPP participating laboratories.

REGIONAL PROCEDURES

The RCO's should compile a list of the existing Laboratory Identification Codes in their respective region and submit an IMS Form No. 2 for each code number. The completed IMS Form No. 2's should be sent, by June 21, 1993, to the National Information Management System Database Administrator (Penny) for entry in the "CODES" table. In the future, this form shall be submitted whenever there is an update in the Laboratory Identification Code scheme. A total of three additions and three deletions may be entered on this form. Deletions should only be made if a Laboratory Identification Code was incorrectly entered in the "CODES" table. Laboratory materials information from a laboratory will not be able to be entered until this form is completed and sent to Penny. Penny will send the revised "CODES" table with the new Laboratory ID Codes back to each region.

If two or more laboratories conducted testing for the same laboratory testing sheet (for example, Forms L05A and L05B in some cases), then the laboratory that submitted the L05A data sheet shall be listed for the Laboratory Identification Code.

The RCO should also notify each new laboratory in their region of the laboratory's specific code number and the importance of completing this section of the laboratory testing data sheet.

Additionally, the RCO for each region in which a laboratory is located will have the authority to assign a Laboratory Identification Code to that laboratory. For example, the National Aggregate Association is performing testing for all four regions. However, the North Atlantic RCO is responsible for assigning the Laboratory Identification Code to the NAA laboratory. The North Atlantic RCO must then coordinate with the other three RCO's to notify them of the Laboratory Identification Code for this laboratory. This will prevent multiple numbers assigned to the same laboratory.

NATIONAL INFORMATION MANAGEMENT SYSTEM ADMINISTRATOR PROCEDURES

The National Information Management System Administrator will be responsible for updating the "CODES" table with the new Laboratory Identification Codes for each region. The revised "CODES" table shall then be sent out to each region at appropriate intervals (as determined by the Database Administrator) for update purposes.

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SAIC PROCEDURES

SAIC has changed the "LAB_CODE" field in all the tables in the IMS from a NUMBER(4,0) field to a CHAR(4) field. Additionally, changes have been made in the RIMS and NIMS software (Version 5.2) to allow the entry of alphabetic characters in the LAB_CODE field.

cc: Sandy Harris, SAIC; Gonzalo Rada, PCS/LAW
E. Owusu-Antwi, ERES; S. D. Tayabji, PCS/LAW

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ADDITION/CHANGE REQUEST FOR FHWA-LTPP IMS
LABORATORY IDENTIFICATION CODES (LAB_CODE)

Requestor [] Region []

Date Submitted [] / [] / []

Type of Change Requested [] 1 - Add a Lab ID Code
2 - Delete a Lab ID Code

To Add a Laboratory Identification Code, Complete the Following:

1. New Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)
2. New Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)
3. New Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)

To Delete a Laboratory Identification Code, Complete the Following:

1. Old Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)
Reason for Deletion.. []
2. Old Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)
Reason for Deletion.. []
3. Old Code []
Laboratory Name []
Laboratory Location . [] (CITY) [] (STATE)
Reason for Deletion.. []

Comments: