



Memorandum

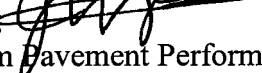
U.S. Department
Of Transportation

6300 Georgetown Pike
McLean, Virginia 22101

**Federal Highway
Administration**

Subject: **ACTION:** LTPP Directive IMS-147
Data Upload, Schedule and Procedures

Date: March 30, 2010

From: Jane Jiang 
Long Term Pavement Performance Team

Reply to
Attn of: HRDI-13

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract
Dr. Frank Meyer, PM - LTPP North Central Regional Contract
Mr. Mark Gardner, PM - LTPP Southern Regional Contract
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive IMS-147: Data Upload, Schedule and Procedures. This directive authorizes the procedures to be used for upload of data from the LTPP regional pavement and traffic databases to the national database. Please ensure that all personnel are aware of this new directive.

Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3149.

Attachments (2)

FHWA:HRDI-13:JJiang:mdeeney:493-3149:3/30/10

File: c:/mdeeney/directive/ims/IMS-147dir.doc

cc:

Jonathan Groeger

Directive Binder

LTPP Team

Official file

Chron

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area:	IMS	Directive Number:	I-147
Date:	March 19, 2010	Supersedes:	I-128
Subject:	Data Upload, Schedule and Procedures		

The following procedures shall be used for upload of data from the LTPP regional pavement and traffic databases to the national database.

- The Regional Support Contractors (RSCs) shall ship annual uploads to arrive on the on the following dates. Upload dates beyond May, 2011 will be specified by FHWA.
 - August 3, 2010 – normal annual upload of data for January 2011 public data release.
 - May 17, 2011– end of RSC contract upload. This upload will include all data collected and/or processed by the RSCs under the current contracts.
- Each RSC shall attempt to process and prepare for uploading all monitoring data directly collected by the RSC more than 60 days prior to the upload date.
- Data not directly collected by the RSCs shall be provided to the RSCs at least six weeks prior to the upload date.
- In order to be considered for resolution, the Technical Support Services Contractor (TSSC) must receive all Software Performance Reports (SPR) at least six weeks prior to the pre-upload software release date. Software changes in response to SPRs received after this date may not be included in the last pre-upload software release.
- If needed, the last pre-upload software release will be made available to the RSCs at least 30 days in advance of the upload date.
- At least three weeks prior to the upload, the TSSC shall provide the RSCs instructions and scripts to perform the export of modules to be uploaded, or any other export files intended for inclusion with the upload. The electronic media type and delivery locations for the data and upload report will be included with the extraction instructions.

LTPP Directive I-147: Data Upload, Schedule and Procedures

- The RSCs shall not make changes to the pavement performance database (PPDB) portion of the IMS for a period of three weeks following an upload submission, unless instructed otherwise by FHWA, to allow time to complete an initial data review.
- The FHWA may change these dates or require additional uploads in additions to these with a one month prior notice.

The intent of each upload is a complete transfer of selected data from the regional databases to the national database. All data entered into the regional databases at the time of the upload are expected to be at their final processed stage and ready for analysis purposes as indicated by the level of RECORD_STATUS.

Uploads occurring at the end of the RSC contract period shall contain all data collected and processed under the contract.

Prior to each upload, at a minimum, each RSC shall have performed the following functions:

- Run all CN*.SQL scripts on all data to be included in the upload.
- Run automated QC check programs on all data to be included in the upload.
- All data included in the upload are expected to have completed the QC process.
- Remove from the database all pavement performance monitoring and construction data dated after the effective date of a test section status change to “out-of-study.”
- Submit in electronic format an upload report in the format shown in attachment 1. The upload report shall include the following:
 - Identification of data sets that were manually downgraded, with a brief discussion of the reason(s).
 - Identification of pavement monitoring data collected more that 60 days prior to the upload date, but not included in the upload, and brief discussion of the reason(s). This report shall not include data not loaded, or removed from the database due to changes in test section status or data quality issues.
 - Identification of tables and data sets included in the upload that did not complete the QC process.

In addition to the letter report, electronic files containing the following shall also be submitted with the upload report:

- Record counts, by table name and RECORD_STATUS, shall be provided for all tables of the pavement performance database (PPDB) included in the upload.
- The output files from the most recent run of CN update scripts.
- All SQL scripts used to manually downgrade RECORD_STATUS.

The folder/subfolder format and file format for the submission of these files is as follows:

LTPP Directive I-147: Data Upload, Schedule and Procedures

[Region]_[date]_Upload\

CN_Out.zip -Zip file containing results of the CN update scripts

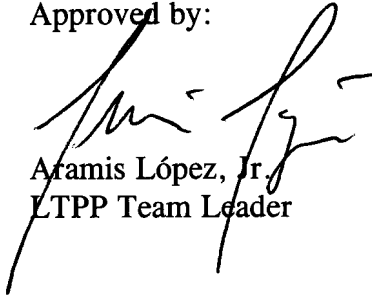
[date]_Upload_Report.doc – MS Word file containing the upload report

[date]_Counts.txt – Output txt file from the provided record count program

Downgrade_Scripts.sql – Record_Status manual downgrade scripts

Prepared by: TSSC and FHWA

Approved by:



Aramis López, Jr.
LTPP Team Leader

LTPP Directive I-147: Data Upload, Schedule and Procedures

Attachment 1.

General Format for Upload Letter Reports

Date: [the date the report was generated]

To: [COTR and LTPP team member responsible for IMS operations]

From: [RSC]

Re: [RSC] upload report and associated upload date

Description of Files Attached with this letter

[A brief description of files attached, such as MS Excel tables, scripts, zip files, etc.]

Table 1. Data Sets not Completing QC

Module	Table	Record Status	#Records	Reason

Table 2. Data Sets not Loaded, Collected Prior to 60 Days of Upload Date

Data Type	Section ID	Date Collected	Reason
		mm/dd/yyyy	

Table 3. Data Manually Downgraded

Module	Table	Previous Record Status	Current Record Status	# of Records	Reason