



U.S. Department  
Of Transportation

Federal Highway  
Administration

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive I-167  
LTPP Public Data Extraction Policies and Procedures

Date: August 8, 2014

From: Jane Jiang   
Long Term Pavement Performance Team

Reply to  
Attn of: HRDI-30

To: Mr. Gabe Cimini, PM – LTPP North Atlantic Regional Contract  
Mr. Gabe Cimini, PM - LTPP North Central Regional Contract  
Mr. James Sassin, PM - LTPP Southern Regional Contract  
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive I-167: LTPP Public Data Extraction Policies and Procedures. Please ensure that all personnel involved with the process 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 or [jane.jiang@fhwa.dot.gov](mailto:jane.jiang@fhwa.dot.gov).

Attachments (1)

cc:  
Jonathan Groeger  
Directive Binder  
LTPP Team  
Official file

# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*



Program Area: IMS

Directive Number: I-167

Date: August 8, 2014

Supersedes: I-164

Subject: LTPP Public Data Extraction Policies and Procedures

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## **PPDB and LTAS PDE Introduction**

The formal process of preparing a release of LTPP data to the public starts with the **Processing Completion Date** (PCD) for the Pavement Performance Database (PPDB) and LTPP Traffic Analysis Software (LTAS) databases stored on the LTPP Data Entry Portal (LDEP). The PCD is defined as the date that all processing for the reporting period is designated to be completed.

During the three weeks immediately following the PCD, the PPDB and LTAS are open only for data corrections, central computed parameter creation, metadata cleanup and other activities required to prepare the Oracle production database for creation of the Standard Data Release (SDR) and porting into InfoPave. During the data correction period, no new data shall be entered into the production databases without FHWA approval.

At the end of the data correction period the Public Data Extraction (PDE) is performed to prepare the SDR and provide data to InfoPave.

Pre-PCD activities include entry and processing of new data, updating metadata, delivery of centrally collected data to the appropriate entities for processing and data entry, reporting of data issues, data issue resolution, and implementation of new tables through LDEP software revisions. After the PCD, data reviews are performed to identify problems, issues, and errors in the database that need to be resolved or corrected prior to the PDE.

## **PCD Date**

PCD dates are defined in a separate directive issued by FHWA. The PCD shall be posted to the LDEP. The PCD can be changed as directed by FHWA at any time. A change in the PCD may invalidate some of the general guidelines on due dates for other associated PDE activities.

## **PCD Expectations**

The following actions and activities are expected to be completed by the PCD:

- All data collected by LTPP Regional Support Contractors (RSC's), data submitted by participating highway agencies, or data submitted to RSC's for the previous calendar year shall be input into the PPDB or LTAS.
- All data entered into the PPDB and LTAS by RSC's has completed all levels of data processing quality control checks.
- Initial updates, additions, and revisions to PPDB and LTAS metadata for the next public data release by the TSSC are complete.

## **Pre-PCD Activities**

The following deadlines for completion of pre-PCD activities should be observed:

- Requests for data corrections, investigations, or changes due for completion by the PCD should be submitted to the appropriate entity at least 45 calendar days prior to the PCD. If it is anticipated that more than 45 calendar days will be required to address the issue, then the submission date should correspond to the amount of time prior to the PCD required to properly address the issue.
- All data submitted from a central source to the LTPP RSC's or TSSC for entry and or processing should be performed 60 calendar days prior to the PCD. An LTPP entity receiving data less than 60 calendar days prior to a PCD shall inform FHWA if they are able to complete the necessary processing at the time the data are received.
- The last software updates for data included in the PDE shall be implemented 30 days prior to the PCD.
- All Test Section Status Change Requests (IMS form 1) for changes to the EXPERIMENT\_SECTION table should be submitted sufficiently in advance to the PCD to provide adequate time for TSSC review and resulting database corrections by the RSC. The preferred submission date is at least 50 days prior to the PCD for issues known by RSC 60 days prior to the PCD. Form 1's submitted within 50 days of the PCD should be considered urgent and requires direct contact with appropriate TSSC staff to promote timely resolution.
- To be considered for resolution, software performance report issues shall be submitted as soon as possible. Software issues submitted less than 36 calendar days prior to the PCD may or may not be addressed in time for the PCD, depending on the complexity of the issue resolution.
- The RSC's shall provide notice to FHWA staff by e-mail with a copy to the LTPP Technical Support Services Contractor (TSSC) at least 24 hours prior to the scheduled PPDB/LTAS PCD indicating that they expect to have completed or do not expect to complete all required database processing functions by the deadline. If all processing functions are not expected to be completed, then the message shall provide an



explanation of reasons for delay and a revised expected time when processing functions will be completed. It is preferred that notice of non-completion of processing be submitted 7 calendar days prior to the PCD. Staff to contact with this notice includes the primary contact under the topic "database" and the TSSC primary contact listed on the web page:

<http://www.fhwa.dot.gov/research/tfhrc/programs/infrastructure/pavements/ltp/whoswho.cfm>

- A conference call can be requested when needed to resolve issues affecting data processing completion by the PCD, get clarification on data correction requests, or for other purposes.

### **Post-PCD Activities**

The following activities are performed after the PCD:

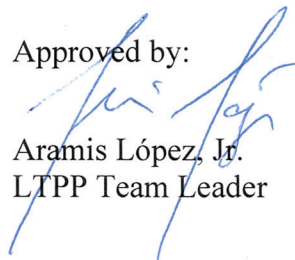
- During preparation of the public data release the TSSC will review the data for completeness, errors, processing completion, problems, and other quality related issues.
- The TSSC will report problems that need to be corrected by the RSC's using the Issues/SPR LDEP feature within 7 calendar days after the PCD.
- Data corrections in response to reported issues should be completed within 14 calendar days after the PCD.
- TSSC shall post telephone and e-mail contact information to report operational problems on the LDEP.
- Teleconferences will be held in circumstances when significant issues are discovered that require additional clarification, are expected to require more time to complete than the current public data release processing schedule, or for other reasons. Due dates for activities may be adjusted as necessary during these conference calls.

### **PDE Activities**

During the PDE, access to the PPDB and LTAS portions of the LDEP will be suspended. It is expected that the suspended portions of the LDEP will be reopened within two working days of the start of the PDE. A system message will be posted on the LDEP if it is opened earlier or later than this time duration.

Prepared by: TSSC

Approved by:

  
Aramis López, Jr.  
LTPP Team Leader