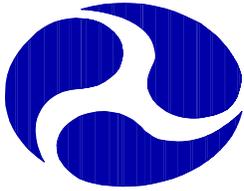


# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For The Technical Direction Of The LTPP Program



Program Area:      General Operations                      Directive Number: GO-15  
Date:                      November 9, 1998                      Supersedes:              Analysis-1  
Subject:                      Data Analysis/Operations Feedback Process

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This directive establishes the procedures to be followed in providing and responding to feedback resulting from efforts to analyze the LTPP data.

## Reporting

All situations encountered in FHWA-sponsored analysis of the LTPP data which suggest or demonstrate the need for corrective actions or further investigation of the data, and/or data collection and processing procedures are to be reported on the form entitled: Long Term Pavement Performance Data Analysis/Operations Feedback Report. Use of this reporting mechanism by others is also encouraged. Applicable situations include (but are not limited to):

- ' the absence of critical data for specific test sections;
- ' data which appear to be incorrect, contradictory, or otherwise suspect;
- ' data which are not currently collected but which are needed to fill voids identified in the analysis;
- ' recommendations arising from the analysis as to how data collection procedures might be improved.

Instructions for completion of the report are as follows.

Report No: A unique, sequential number is to be entered, by the originator of the feedback report, in the block labeled **Report No.** The number is to consist of a 3-8 character identifier for the source of the report, followed by an Arabic numeral (e.g., XYZ-1, XYZ-2, etc.). The character identifiers may be derived from company names, contract titles, or the names of individuals.

Submitted by: Enter the name of the individual submitting the report.

Subject: Enter a BRIEF (1-line), but meaningful synopsis of the feedback topic. Keep in mind

that the entry in this field will be used in the summary report tracking the status of the feedback report.

Situation: Describe, as fully as possible, the data or situation in question. Attach additional pages as necessary .

Recommended Action: Clearly outline the specific action(s) you believe necessary to resolve the situation identified. Attach additional pages as necessary.

## **Report Submission**

All feedback reports are to be transmitted to LTPP headquarters. E-mail submission in the form of Word Perfect files is preferred, to facilitate timely distribution.

## **Distribution**

Upon receipt at LTPP headquarters, each feedback report will be logged, and delivered to the Feedback Coordinator for review. The Feedback Coordinator will complete the **Referred to** and **Information Copies to** blocks of the report, and determine the specific action to be taken in consultation with other member(s) of the LTPP staff. Actions will be assigned by those with the authority to make the required assignments (COTRs, in the case of actions by contractors). Referrals and action assignments will be logged, and the feedback report distributed as accordingly.

## **Completion of Actions**

Upon completion of actions assigned through the feedback process, the assignee will complete the **Findings/Actions Taken** and **Date Completed** sections of the feedback report (attaching additional pages as necessary), and return it to the Feedback Coordinator, **with a copy to the individual who submitted the report**. The Feedback Coordinator will determine whether the report has been resolved, or further action is required, and act accordingly.

## **Tracking**

A log of feedback reports will be maintained in LTPP headquarters. Updated copies of the LTPP Analysis/Operations Feedback log will be distributed to LTPP staff and contractors monthly.

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<b>LTPP Data Analysis/Operations Feedback Report</b>			<b>Report No.:</b>
			<b>Date:</b>
<b>Submitted by:</b>			
<b>Subject:</b>			
<b>Situation:</b>			
<b>Recommended Action:</b>			
<b>Distribution</b>			<b>Urgency (check one)</b> Resolution needed by: ' _____ (Date) ' Next upload of affected data
<b>Referred to:</b>	<b>Assigned to:</b>	<b>Information Copies to:</b>	
			<b>Comments</b>
<b>Action to be taken:</b> As recommended _____ As outlined below			<b>Date assigned:</b>
			<b>Date due:</b>
<b>Findings/Actions Taken</b>			
			<b>Date completed:</b>

*Attach additional pages as necessary to describe situation, recommended action, and actions taken.*