



U.S. Department  
Of Transportation

**Federal Highway  
Administration**

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION**: LTPP Directive IMS-112  
Data Upload Schedule and Procedures

Date: March 29, 2004

From: Eric Weaver   
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  
Dr. Gonzalo Rada, PM - LTPP Technical Support Services Contract

Attached is the Long Term Pavement Performance (LTPP) Program directive IMS-112: Data Upload Schedule and Procedures. Instructions are provided for the upload of data from the LTPP regional databases to the national database. Please ensure that all personnel involved with the IMS 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 202-493-3153.

Attachments (2)

# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*



Program Area:	IMS	Directive Number:	I-112
Date:	March 25, 2004	Supersedes:	I-99
Subject:	Data Upload Schedule and Procedures		

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

- The upload shall occur on the first Tuesday of November and May.
- The Regional Support Contractors (RSCs) shall ship uploads to arrive by this date.
- The upload data files shall be submitted on CD-ROM media.
- The last software update prior to the November and May uploads will occur on the first Tuesday of October and April if needed.
- In order to be considered for inclusion, the LTPP Technical Services Support Contractor (TSSC) must receive all Software Performance Reports (SPR) at least two weeks prior to the first Tuesday of October and April. Software changes in response to SPRs received after this date may not be included in the software release.
- At least two weeks prior to the upload, the LTPP TSSC shall provide the RSCs scripts to perform the extraction or instructions on export of modules to be uploaded. Delivery locations for the data and upload report will be included with the extraction instructions.
- The FHWA may change these dates, having given prior notice to the TSSC and the RSCs.

The intent of each upload is a complete transfer of all data from the regional databases to the national database. All data entered into the RIMS 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. Each RSC shall attempt to process and prepare for uploading all monitoring data directly collected by the RSC 60 days prior to the upload date.

As a minimum, each RSC shall have performed the following functions prior to the upload:

- All CN\*.SQL scripts shall be run on all data included in the upload.
- Automated QC check programs shall be run on all data included in the upload. A reasonable effort shall be made to resolve errors found by the programs so that data included in the upload has completed the QC process.
- For test sections with an “Out-of-Study” status, all pavement monitoring and construction data, dated after the out-of-study date, shall be removed from the regional database prior to the upload.

An upload report shall be submitted in electronic format with each upload by the RSCs. The upload report shall include a letter report delivered in the format shown in attachment 1, and shall include the following:

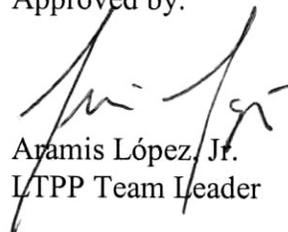
- Identification of data sets that did not complete the QC process and were manually downgraded, as well as a brief discussion of the factors involved.
- Identification of recent monitoring data collected 60 days prior to the upload date that was not included in the upload and brief discussion of factors why the data was not loaded. This report shall not include monitoring data that was removed from the database or not loaded into the database due to changes in test section status or data quality issues.

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 included in the upload.
- The output files from the last set of CN\*.SQL scripts run prior to the upload.
- Cumulative listing of all SQL scripts used to manually downgrade RECORD\_STATUS.

Prepared by: TSSC and FHWA

Approved by:



Aramis López, Jr.  
LTPP Team Leader

**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	Issue
				Use complete sentences.
				Use complete sentences
				Use complete sentences

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

Data Type	Section ID	Date Collected	Justification
		Mm/dd/yyyy	Use complete sentences.
			Use complete sentences.
			Use complete sentences

**Table 3. Cumulative Data Manually Downgraded**

Module	Table	Previous Record Status	Current Record Status	# of Records	Justification
					Use complete sentences.
					Use complete sentences.
					Use complete sentences.