



U.S. Department
of Transportation

**Federal Highway
Administration**

Memorandum

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive I-122,
IMS Software Release Version 2005.04

Date: May 20, 2005

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

Attached is Long Term Pavement Performance (LTPP) Program Directive I-122 for the IMS data upload and release schedule and procedures. Please make sure all office personnel involved in LTPP IMS are aware of this new directive

If you have any questions concerning this transmittal, please do not hesitate to call 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-122
Date:	May 20, 2005	Supersedes:	I-112
Subject:	Data Upload, Release Schedule and Procedures		

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

- The Regional Support Contractors (RSCs) shall ship uploads to arrive on the first Tuesdays of February and August. The tentative schedule for uploads and releases through 2009 is included in attachment 1.
- The RSCs shall not make changes to their databases for a period of 3 weeks following an upload transmittal to allow the Technical Support Service Contractor (TSSC) to perform a data review process.
- If needed, the last software release prior to the February and August uploads, will be made available to the RSCs on the first Tuesdays of January and July.
- In order to be considered for resolution, the TSSC must receive all Software Performance Reports (SPR) at least two weeks prior to the first Tuesdays of January and July. Software changes in response to SPRs received after this date may not be included in the pre-upload software release.
- At least two 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. The FHWA may change these dates, having given prior notice of at least 1 month to the TSSC and the RSCs.

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 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 more than 60 days prior to the upload date. Any

data not directly collected by the RSCs shall be provided to the RSCs at least 6 weeks prior to the upload date.

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.
- Make a reasonable effort to resolve errors found by the programs so that data included in the upload has completed the QC process.
- Remove from the database all 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, to include the following:
 - Identification of data sets that were manually downgraded, with a brief discussion of the reason(s).
 - Identification of monitoring data collected more than 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.

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

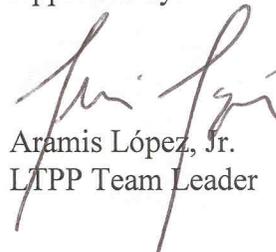
- Record counts, by table name and RECORD_STATUS, shall be provided for all tables of the pavement performance database (PPDB) included in the upload.
- The output files from the most recent run of CN update scripts.
- All SQL scripts used to manually downgrade RECORD_STATUS.

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

[Region]_Upload_Report.zip\CN.zip; [date]_Upload_Report.doc; [date]_Counts.txt; Downgrade_Scripts.sql

Prepared by: TSSC and FHWA

Approved by:



Aramis López, Jr.
LTPP Team Leader

Attachment 1.

Table 1. Tentative Schedule of Uploads and Releases Through 2009

Year	Upload Date	Release Date
2005	August 2	November 1
2006	February 7	May 5
2006	May 30	None
2006	August 1	November 3
2007	February 6	May 1
2007	August 7	November 6
2008	February 5	May 6
2008	August 5	November 4
2009	February 3	May 5

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 2. Data Sets not Completing QC

Module	Table	Record Status	#Records	Reason
				Use complete sentences.
				Use complete sentences.
				Use complete sentences.

Table 3. Data Sets not Loaded, Collected Prior to 60 Days of Upload Date

Data Type	Section ID	Date Collected	Reason
		mm/dd/yyyy	Use complete sentences.
			Use complete sentences.
			Use complete sentences.

Table 4. Data Manually Downgraded

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