Memorandum

U.S. Department
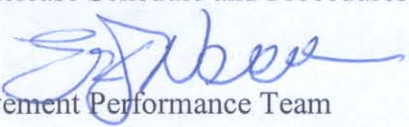Of Transportation

6300 Georgetown Pike
McLean, Virginia 22101

**Federal Highway
Administration**

Subject: **ACTION**: LTPP Directive I-128
Data Upload, Release Schedule and Procedures

Date: October 31, 2006

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 the Long Term Pavement Performance (LTPP) Program Directive I-128. This directive provides instructions on the procedures to be used for 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)

FHWA:HRDI-13:EWeaver:mdeeney:493-3153:10/30/06
File: c:/mdeeney/directive/ims/I-128dir.doc
cc:
Gonzalo Rada
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-128
Date:	October 31, 2006	Supersedes:	I-122
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 according to the schedule in attachment 1, table 1.
- The RSCs shall not make changes to the pavement performance database portion of the IMS for a period of 3 weeks following an upload transmittal, unless instructed otherwise by FHWA, to allow the Technical Support Service Contractor (TSSC) to perform a data review process.
- If needed, the last software release before uploads, will be made available to the RSCs the first Tuesday of the month preceding the upload.
- In order to be considered for resolution, the TSSC must receive all Software Performance Reports (SPR) at least six weeks prior to the upload date. Any 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 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. 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 should be provided to the RSCs at least 6 weeks prior to the upload date, exceptions to this time limit will be approved by FHWA.

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 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, to include the following:

  o Identification of data sets that were manually downgraded, with a brief discussion of the reason(s).
  o Identification of 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.
  o 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:
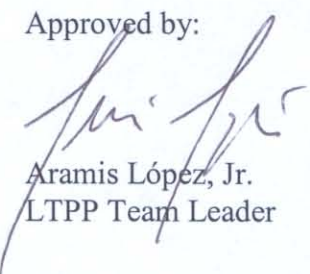
  o Record counts, by table name and RECORD_STATUS, shall be provided for all tables of the pavement performance database (PPDB) included in the upload.
  o The output files from the most recent run of CN update scripts.
  o All SQL scripts used to manually downgrade RECORD_STATUS.

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

Region]_[date]_Upload\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
2006	October 31	January 31, 2007
2007	August 7	November 6
2008	August 5	November 4
2009	February 3	None
2009	July 7	September 30

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
				[Please use complete sentences.]
				[Please use complete sentences.]
				[Please 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	[Please use complete sentences.]
			[Please use complete sentences.]
			[Please use complete sentences.]

Table 4. Data Manually Downgraded

Module	Table	Previous Record Status	Current Record Status	# of Records	Reason
					[Please use complete sentences.]
					[Please use complete sentences.]
					[Please use complete sentences.]