

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: IMS

Directive Number: I-164

Date: March 18, 2014

Supersedes:

Subject: LTPP Public Data Extraction Policies and Procedures

PPDB and LTAS PDE Introduction

The process of releasing LTPP data to the public starts with a Public Data Extraction (PDE) from the Pavement Performance Database (PPDB) and LTPP Traffic Analysis Software (LTAS) databases stored on the LTPP Data Entry Portal (LDEP). The PDE is defined as the point in time of the first scheduled data extraction leading to a specified public data release. Pre-PDE 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 PDE, post-PDE data reviews are performed to identify problems, issues, and errors in the extracted data that need to be resolved or corrected prior to release. Remedies to these post-PDE data review issues may require further extractions.

Public Data Release Date

LTPP currently performs annual public data releases. The public data release date is set as the first day of the Transportation Research Board Annual Meeting. The annual meeting is traditionally scheduled in January of each year. The annual meeting date is posted on the following web site: <http://www.trb.org/>

PDE Date

PDE dates are defined in a separate directive issued by FHWA. FHWA will establish an initial date for the next annual PDE within 123 calendar days after the previous PDE date in each calendar year. The PDE date shall be posted to the LDEP. The PDE date can be changed as directed by FHWA's at any time. A change in the PDE date may invalidate some of the general guidelines on due dates for other associated PDE activities.

PDE Expectations

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

- All data collected by LTPP Regional Support Contractors (RSC's), data submitted by participating highway agencies, or data submitted to RSC's for inclusion in the next public data release, 60 calendar days prior to the PDE, is included in 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. This includes addition of new data modules, new data elements, and new/revised tables.
- Initial updates, additions, and revisions to PPDB and LTAS metadata for the next public data release by the TSSC are complete.

Pre-PDE Activities

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

- Requests for data corrections, investigations, or changes due for completion by the PDE should be submitted to the appropriate entity at least 45 calendar days prior to the PDE. 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 PDE 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 PDE. An LTPP entity receiving data less than 60 calendar days prior to a PDE 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 PDE.
- 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 PDE may or may not be addressed in time for the PDE, 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 PDE indicating that they expect to have completed or do not expect to complete all required database processing functions for the PDE 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 PDE. 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 completion of a PDE, get clarification on data correction requests, or for other purposes.

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.

Post-PDE Activities

The following activities are performed after the initial PDE:

- 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 30 calendar days after the PDE.
- Data corrections in response to reported issues should be completed within 45 calendar days after the PDE.
- 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.

Prepared by: TSSC

Approved by:

Aramis López, Jr.
LTPP Team Leader