



U.S. Department  
Of Transportation

Federal Highway  
Administration

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive I-165  
LTPP AIMS Public File Extraction Policies and Procedures

Date: April 8, 2014

From: Jane Jiang   
Long Term Pavement Performance Team

Reply to  
Attn of: HRDI-30

To: Mr. Gabe Cimini, PM - LTPP North Atlantic Regional Contract  
Mr. Gabe Cimini, PM - LTPP North Central Regional Contract  
Mr. James Sassin, PM - LTPP Southern Regional Contract  
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive I-165: LTPP Public Data Extraction Policies and Procedures. Please ensure that all personnel involved with



## LTPP Directive I-165 LTPP AIMS Public File Extraction Policies and Procedures

### **PFE Expectations**

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

- The RSC's, LTPP Customer Support Service Center (CSSC), and FHWA staff shall have completed upload of all AIMS files corresponding to the data contained in the PPDB/LTAS PDE performed in the same annual data release cycle into the ADEP.
- All previously identified file storage issues due by the PFE date will have been corrected or resolved.
- Required metadata shall be updated by the responsible entity. Responsibility for metadata updates not currently defined will be defined in a separate directive on this topic.

AIMS files are not limited to only matching data from the PPDB and LTAS, but can also contain other types of electronic files not contained in the PPDB and LTAS in accordance with other applicable LTPP directives on this subject.

### **Pre-PFE Activities**

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

- At least 45 days prior to the PFE, requests for corrections to file storage issues, including directory and file naming conventions, shall be submitted to the appropriate entity.
- At least 7 days prior to the PFE, the RSC's shall provide notice to FHWA by e-mail with a copy to the LTPP Technical Support Services Contractor (TSSC) indicating that they expect or do not expect to have completed all AIMS file loads and corrections by the PFE deadline. If an entity does not expect to complete file uploads and corrections, then the message shall provide an explanation of reasons for delay and a revised expected time when processing functions will be completed. 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/tfhrp/programs/infrastructure/pavements/ltp/whoswho.cfm>
- At any point prior to the PFE, a conference call maybe requested to resolve issues affecting completion of a PFE, get clarification on data storage issues, or for other purposes.

### **AIMS PFE Activities**

The RSC's shall indicate final completion of AIMS file upload processing by sending an e-mail

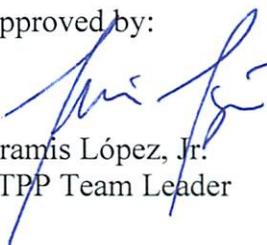
### Post-PFE Activities

The following activities are performed after the initial PFE:

- During preparation of the public data release, CSSC staff will review the AIMS files and storage structure contained in the PFE for completeness, conformity to directory naming conventions, directory errors, problems, and other quality related issues.
- The CSSC will report problems that need to be corrected by the RSC's, CSSC, or FHWA staff using the Issues/SPR LTPP Data Entry Portal feature within 30 days after the AIMS PFE.
- Corrections in response to post-PFE reported issues should be completed within 45 days after the AIMS PFE.
- Teleconferences will be held in circumstances when significant issues are discovered that require additional clarification or 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