



U.S. Department
Of Transportation

Federal Highway
Administration

Memorandum

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive I-169
LTPP AIMS Public File Extraction Policies and Procedures

Date: August 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-169: LTPP AIMS Public File Extraction Policies and Procedures. Please ensure that all personnel involved with the process 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 202-493-3149 or jane.jiang@fhwa.dot.gov.

Attachments (1)

cc:
Jonathan Groeger
Directive Binder
LTPP Team
Official file

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: IMS

Directive Number: I-169

Date: August 8, 2014

Supersedes: I-165

Subject: LTPP AIMS Public File Extraction Policies and Procedures

AIMS PFE Introduction

Files contained in the Ancillary Information Management System (AIMS) are now released to the public through the LTPP InfoPave web interface. A formal Public File Extraction (PFE) from the AIMS Data Entry Portal (ADEP) is used to provide updated AIMS files for public release. Pre-PFE activities include entry of new files, updating metadata, reporting of file storage issues, and resolution of file storage issues. After the PFE, file storage reviews are performed to identify problems, issues, and errors in the extracted files that need to be resolved or corrected prior to release. Remedies to these post PFE reviews issues may require further extractions.

The ADEP currently uses TortoiseSVN software, which is an Apache™ Subversion (SVN)® client. This allows specification of a revision number in order to capture the correct file set for a PFE.

PFE Date

PFE dates are defined in a separate directive issued by FHWA. The PFE date shall be posted to the LDEP. The PFE date can be changed as directed by FHWA at any time. A change in the PFE date may invalidate some of the general guidelines on due dates for other associated PFE activities.

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.

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- 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 may be 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 to FHWA, CSSC and TSSC staff that provides the Subversion revision number to be used for the final AIMS PFE. Access to the ADEP will not be suspended for the AIMS PFE.

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

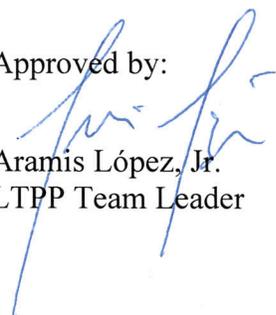
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PFE.

- 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