

LONG-TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program

Program Area: Information Management System

Directive Number: IMS-25

Date: 7 November 1994

Subject: LTPP Division Data Availability

The completeness and accuracy of the LTPP IMS is one of the main objectives of the LTPP research and key to successful data analysis. The regional contractors are required to comply with the following guidelines in relation to the LTPP data:

1. The LTPP data is available to the general public from the National Information Management System (NIMS) at TRB. Data request forms must be submitted to TRB for processing.
2. Data available at the NIMS have been subject to extensive QA/QC checks and only data that meet the quality checks (currently at designated level "E") will be made available to the public.
3. The regional offices are responsible to enter all the available data in the RIMS, and avoid any backlogs of data. Any problems that hinder data processing at the RIMS must be promptly reported to the LTPP Division and the appropriate technical assistance contractor(s) through the established procedures.
4. The LTPP Division will provide the regional offices with the hardware and software necessary to process all backlogged data, such as seasonal monitoring, as soon as possible.
5. The regional offices are provided with the software to perform the same quality checks that are performed at the national level, and

they are responsible to address the anomalies identified at the completion of each LTPP data release.

Specifically, based on the results of the current data release, the regional contractors are responsible for the following:

- i) If a data in a table for a section is at level "E", no change must be made to that data in the RIMS. This is to avoid repeated checking of sections that have already passed the checks.
 - ii) If the data in a table for a section is not at level "E", corrections at each level must be made to bring that section up to releasable level "E".
 - iii) If the data in a table for a section is not at level "E", and the regions are not able to correct the data, the data must be identified, so that the checks are not rerun on that data.
6. The resilient modulus data that meets the quality checks will be available to the public. P046 data has already been checked and the data at level "E" is currently available at the NIMS. P07 data checks are finalized and the checked data will be shortly available at the NIMS under the Sixth LTPP Data Release.
 7. If an LTPP contractor that is conducting data analysis requires data that is not currently at level "E", special arrangements may be made with the approval of the LTPP Division Chief, to allow the contractor access to data at lower quality levels. One condition for such access will be the contractor's complete understanding of each levels of the LTPP data QA/QC checks.

Access to data not at level "E" does not apply to the general public.

The regional contractors' offices are required to follow these guidelines, and make every attempt to provide all the collected data at the highest quality to the NIMS.

Approving Official
Paul Teng, Chief LTPP Division

PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: Information Management System

Directive Number: IMS-25 Amendment #1

Date: 26 April 1995

Subject: LTPP Data Availability

The data availability policies of the LTPP program were outlined in Directive 25. The Pavement Performance Division maintains the policy of providing data that have passed the QC/QA checks to the general public. Amendment #1 to Directive 25 provides additional guidelines for data availability and data processing to the Regional Contracting Offices:

The Pavement Performance Division continues to facilitate the State highway agencies' (SHA) access to the LTPP data. In their contacts with the SHAs, the regional engineers are encouraged to explain the significance of the LTPP QC/QA process, and to advocate the use LTPP data at level "E" for any research purposes.

To receive checked data (at level "E"), the SHAs have to submit a request to TRB (by mail, fax, or internet) and follow the general procedures to receive the data from the NIMS.

If SHAs wish to receive "unchecked" data, they must submit a written request to the regional engineer. In this written request the SHAs must acknowledge that they understand that the data they are requesting does not meet the quality criteria of the LTPP program. Furthermore, they must commit that any publications or reports using the unchecked LTPP data must clearly state the fact that the data does not meet the LTPP study quality standards. A sample disclaimer to be signed by the requesting SHA official is attached for your reference.

If the request for unchecked data is only for States within the region's jurisdiction, the regional office will subsequently provide the data to the State. As in the past, the regional offices are responsible for maintaining a record of all such requests; If the SHA is requesting unchecked data from States outside the region, the regional engineer will forward a copy of the SHA's request letter, with a note of concurrence, to TRB. The NIMS administrator will provide the unchecked data to the requesting State directly.

Any request for unchecked data from any contractor must be directed to the LTPP Operations Team. This rule also applies to any requests for unchecked monitoring traffic data and seasonal monitoring data. Any such requests will be approved by the LTPP Operations Team and then forwarded to the Regional Offices.

The Regional Contractors' Offices are required to follow these guidelines effective immediately.

Approving Official
Monte Symons, Team Leader
LTPP Operations

(SAMPLE)

DATE:

TO: Mr.
LTPP Regional Engineer

FROM: (Name, address, title)

This is to acknowledge that the attached request for "unchecked" LTPP data is made with full realization of the following:

The LTPP data undergoes five levels of quality assurance (QA) checks to complete the section-by-section data availability criteria. It is the policy of the LTPP program to release data only if the required QA criteria are met. A detailed list of LTPP QA checks is available upon request from the LTPP regional offices.

The reason for data elements not passing the QA checks, is presence of an error. Any user of such "questionable" data must be fully aware of the implications of using such data for analysis purposes.

Any report, paper, or technical document using the unchecked LTPP data shall explicitly and clearly state that the data has not met the LTPP QA criteria.

Signature of Requesting SHA Official