


Approved:

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Department of Transportation

## **TRANSPORTATION DATA COLLECTION, STORAGE, AND REPORTING**

### **PURPOSE:**

This procedure provides guidelines and standards for field verification of data elements, with Maintenance responsibility, contained in the Roadway Characteristics Inventory (RCI) database.

### **AUTHORITY:**

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### **SCOPE:**

This procedure primarily impacts Maintenance employees responsible for collection of Maintenance sponsored features and characteristics.

### **BACKGROUND:**

The Office of Maintenance is charged with developing procedures to ensure proper data collection, storage, and reporting of roadway features, and associated characteristics, used explicitly by the Maintenance functional area to develop workloads.

## **1. REQUIREMENTS**

Data will be collected according to how the characteristics are maintained, and the ***RCI Features and Characteristics Handbook***. The data elements identified in the Maintenance category will be sponsored by the Office of Maintenance, with data collection to be the responsibility of the District Maintenance Engineer/Administrator. Actual collection personnel will be determined by district

management.

## **1.1 THE OFFICE OF MAINTENANCE WILL:**

- 1.1.1 Develop guidance for the collection of Maintenance data elements, and the related quality assurance program.
- 1.1.2 Provide documentation for district and Central Office staff to support training in data collection, entry, and reporting for items of Maintenance interest.

## **1.2 DISTRICT MAINTENANCE OFFICES WILL:**

- 1.2.1 Be responsible for the field inventory, and data entry, of all Maintenance roadway characteristics. Inventory coding sheets must be maintained for 5 years, or until the section has been re-inventoried.
- 1.2.2 Conduct quality control assessments of ongoing data collection efforts.
- 1.2.3 Coordinate quality assurance actions with Central Office counterparts to develop standards, ensure data integrity, and prevent duplicating activities.
- 1.2.4 Advise the Office of Maintenance of training requirements so that timely support can be provided.
- 1.2.5 Develop quality control methods that ensure all collected data is accurate within a range of 90% to 100% of actual confirmed counts or measurements. Documentation to support periodic quality control checks shall be retained by the district for two years. This information is to be used for Quality Assurance Reviews.
- 1.2.6 Develop and implement a five year inventory cycle for the collection of the Maintenance RCI features. Documentation to support this five year plan shall be retained by the district for two years. This information is to be used for Quality Assurance Reviews.

## **2. QUALITY ASSURANCE**

Quality Assurance Reviews (QAR's) will be conducted by Office of Maintenance staff working with district staff. Tasks associated with these reviews are:

- 2.1 Use district, and other, feedback to further develop and upgrade the data areas reviewed.
- 2.2 Schedule and conduct regular QAR's in each district to monitor activities and compliance with approved statewide policies, procedures, rules, guidelines, and standards.

- 2.3 Collect and use current data to assure appropriate sampling for the review.
- 2.4 Discuss in detail the findings of the review with the appropriate district managers, and help develop solutions to identified problems, revise procedures and operating practices as appropriate.
- 2.5 The basic QAR method for evaluating data accuracy will be to review collection and quality control documents. A randomly selected sample may be used for recertification by district and Central Office personnel.
- 2.6 When changes to the Quality Assurance Review process are proposed, the Office of Maintenance will issue a statewide advisory in advance of significant changes.

### **3. ACCURACY AND TIMELINESS STANDARDS**

The following guidelines and performance standards will be observed:

- 3.1 Accuracy for the Maintenance Cost Center Responsibility - Features 137 (Maintenance Area Boundary) and 481 (Highway Maintenance Classification) are 100 percent. This means the file must always be up-to-date on which sections of the State Highway System are the responsibility of the appropriate Maintenance Cost Center.
- 3.2 Data existing in RCI is acceptable when Quality Control indicates actual field inventory is no less than 90% for the section reviewed. This determination shall be made for a comparison of the value shown in the RCI data and the value determined from the Quality Control assessment. The smaller value shall be divided by the larger value to produce the percentages for each feature. Those percentages will then be added together and divided by the total number of features collected to determine the section percentage.
- 3.3 Data shall be added within 90 calendar days of new construction reaching final acceptance status.

### **4. PRIORITY OF DATA COLLECTION**

- 4.1 First priority is directed to those roadways on the maintained system that have not been previously inventoried, or roadways that have been altered on the maintained system. The accuracy standards apply to all data collected under this procedure.
- 4.2 The second priority is to verify, or ensure, the accuracy of data for inventoried

roadways is within acceptable accuracy standards.

## **5. TRAINING**

Personnel must be trained in both collection techniques and data entry procedures. Training actions will be developed by the Office of Maintenance for Maintenance data elements. The Office of Maintenance will support the training of district Maintenance personnel involved in collection of Maintenance data elements, and provide documentation to help train personnel in the following areas:

- 5.1 Computer usage instructions: with emphasis on user ID, database usage, and password security.
- 5.2 Operations: how to establish, list, add, delete, and update data in the database.
- 5.3 Additional features: how to write programs to access the database.
- 5.4 Data collection

## **6. FORMS**

There are no forms required by this procedure.