## CONTENTS

Introduction .................................................................................................................................................. v

### DATA COLLECTION REQUIREMENTS & GUIDELINES .............................................. 1

**TAMC DATA COLLECTION REGULATIONS** ........................................................................ 3
- Roads that Must be Rated .................................................................................................................. 3
- Definition of “Federal-aid Eligible” ................................................................................................. 3

**TYPES OF ROADS** ....................................................................................................................... 4
- Asphalt ........................................................................................................................................ 4
- Concrete .......................................................................................................................................... 4
- Sealcoat ........................................................................................................................................ 4
- Brick ........................................................................................................................................... 5
- Unpaved ....................................................................................................................................... 5

**Evaluating Paved Roads** ............................................................................................................... 5
- PASER Descriptors vs. TAMC Definitions ....................................................................................... 5
- Michigan-specific Asphalt Road Rating Guide ........................................................................... 7
- Michigan-specific Concrete Road Rating Guide ......................................................................... 8
- Michigan-specific Sealcoat Road Rating Guide ........................................................................... 9

**Evaluating UnPaved Roads** ........................................................................................................ 11
- IBR Scores vs. TAMC Definitions .................................................................................................. 11

**RATING ROADS EFFECTIVELY** .......................................................................................... 11
- How to Rate Road Effectively ......................................................................................................... 11
- What to Assess to Rate Roads Effectively ...................................................................................... 12

**BOUNDARY SEGMENTS** ................................................................................................…… 13

**SPLITTING SEGMENTS** ............................................................................................................. 14
- Guidelines for Splitting Segments ................................................................................................. 14
- Good Reasons for Splitting Segments ........................................................................................... 14
- Bad Reasons for Splitting Segments ............................................................................................. 15

**SAFETY CONCERNS** ................................................................................................................. 15
- General Safety ............................................................................................................................... 15
- Seating within the Vehicle ............................................................................................................ 15
DATA COLLECTION PROCEDURES ........................................................... 17
TAMC DATA COLLECTION DETAILS .......................................................... 19
Federal-aid versus Non-Federal-aid Data Collection .................................................. 19
Collection Timeline ............................................................................................... 19
Rating Teams .......................................................................................................... 19
Required Tools ....................................................................................................... 20
Corrections for the Framework Map......................................................................... 20
Reimbursement ........................................................................................................ 21
Working with Smaller Cities and Villages .............................................................. 21
TAMC DATA COLLECTION FLOW .................................................................... 23
DATA COLLECTION .................................................................................. 25
Step 1: Identify your TAMC/Federal-aid or local/non-Federal-aid network for data collection............................................................................................................................... 27
Step 2: Export your network for use with the LDC .................................................... 30
Step 3: Import the network into the Laptop Data Collector (LDC) ................................ 39
Step 4: Connect the GPS to your laptop and begin collecting data .............................. 40
Step 5: Export collected data from the LDC............................................................... 47
Step 6: Import the collected data to Roadsoft ......................................................... 48
Step 7: Export TAMC data for the planning organization’s version of Roadsoft .......... 50
For Planning Organizations Only: Data Submission........................................ 51
Step 8: Import TAMC data from the local agency into the planning organization’s version of Roadsoft ............................................................................................................................... 53
Step 9: Export planning organization’s .xml file from Roadsoft ................................ 55
TAMC Data Quality Control Guide .......................................................................... 56
Step 10: Upload planning organization’s .xml file to the CSS’ Investment Reporting Tool 61
APPENDICES ............................................................................................ 63
Appendix A – PASER Michigan-Specific Cheat Sheet ................................................ 65
Appendix B – IBR System™ Field Guide................................................................. 67
Appendix C – Michigan’s Regional Planning Organizations ..................................... 69
Appendix D – Michigan’s Metropolitan Planning Organizations ............................. 70
Appendix E – New Midland Area Transportation Study (MATS) Boundary ............. 71
Appendix F – TAMC’s Policy for collection of Roadway Surface Condition Data .... 72
Appendix G – Framework Change Requests............................................................ 78
According to Michigan’s Act 51 (P.A. 499 in 2002 and P.A. 199 in 2007), each local road agency must annually report the mileage and condition of the road and bridge system under their jurisdiction to the Michigan Transportation Asset Management Council (TAMC). To fulfill the requirement of this Act, the TAMC sets policies each year for road condition data collection and submission by road-owning agencies in Michigan.

The TAMC has adopted the Pavement Surface Evaluation and Rating (PASER) system for measuring conditions of paved roads in Michigan and the Inventory-based Rating (IBR) System™ for unpaved roads in Michigan. The PASER system, developed by the University of Wisconsin Transportation Information Center, is a visual survey method that provides a simple, efficient, and consistent method for evaluating the condition of paved roads. The IBR System™, developed by the Center for Technology & Training (CTT) through the support of the TAMC, provides a stable and implementable assessment method for unpaved roads (see the Inventory-based Rating System™ Manual for more information).

Part of the TAMC’s mission is to obtain accurate road condition data in order to provide a clear view of the overall condition of Michigan’s road network. The TAMC uses these ratings to communicate the condition of Michigan roads to the Michigan Legislature. At the local level, this data serves as a foundation upon which local agencies can build cost-effective pavement maintenance strategies.

The TAMC chose Roadsoft—a roadway management system for collecting, storing and analyzing data—for use in storing this road condition data and advancing its statewide pavement rating collection strategy. Roadsoft is funded through the Michigan Department of Transportation (MDOT) and developed, supported, and distributed by Michigan Technological University’s Center for Technology & Training.

This manual describes the requirements and processes involved in collecting condition data for the TAMC. The TAMC works in conjunction with Michigan’s local agencies as well as with its planning organizations (POs)—both its regional and metropolitan (RPO and MPO, respectively)—to collect condition data. Although these POs operate under many different names and serve a variety of different areas, they all participate in coordinating and performing data collection for the TAMC. This manual details the tools and procedures for collecting road condition data. It also includes information on how to split segments, rate sealcoats, and double-check collected condition data in Roadsoft.
DATA COLLECTION
REQUIREMENTS & GUIDELINES
TAMC DATA COLLECTION REGULATIONS

According to Michigan’s Public Act 51 (P.A. 499 in 2002 and P.A. 199 in 2007), each local road agency must annually report the mileage and condition of the road and bridge system under their jurisdiction to the Michigan Transportation Asset Management Council (TAMC). This policy applies to three road network categories:

- Federal-aid-eligible paved public roads and streets, which should be evaluated using the PASER system
- Non-Federal-aid-eligible paved public roads and streets, which should be evaluated using the PASER system
- Federal-aid-eligible or non-federal-aid-eligible unpaved roads and streets, which should be evaluated using the IBR System™.

Road condition rating is eligible for reimbursement from the TAMC if the required training is attended and proper documentation is submitted at the end of the collection process (see Data Collection Procedures section for details).

Roads that Must be Rated

In a two-year cycle, all of an agency’s Federal-aid-eligible roads must be rated using the PASER system for paved roads and the IBR System™ for unpaved roads. Each rated road requires four categories of data:

<table>
<thead>
<tr>
<th>Assessment Parameter Category</th>
<th>How Parameter is Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface type</td>
<td>Asphalt, concrete, sealcoat, composite, brick</td>
</tr>
<tr>
<td>PASER or IBR score</td>
<td>PASER: 1-10; IBR: G, F, P on width, drainage, structure</td>
</tr>
<tr>
<td>Number of lanes</td>
<td>Number of through lanes and continuous left-turn lanes only</td>
</tr>
<tr>
<td>Crew</td>
<td>Crew members’ names (first and last name)</td>
</tr>
</tbody>
</table>

Definition of “Federal-aid Eligible”

According to Title 23 of the United States Code¹, Federal-aid-eligible roads are “highways on the Federal-aid highway systems and all other public roads not classified as local roads or rural minor collectors.” This definition can be stated in terms of National Functional Classification (NFC), where the NFC is 1, 2, 3, 4, or 5 for rural/urban or 6 for urban only where one or both sides of the road are on or within an urban boundary (RU_L > 1 or RU_R > 1). NFC codes are defined as:

1 – Interstates 5 – Major Collectors
2 – Other Freeways 6 – Minor Collectors
3 – Other Principal Arterials 7 - Local
4 – Minor Arterials 0 or uncoded – not a certified public road

RU_L | 1 Rural/Urban designation left
RU_R | 1 Rural/Urban designation right

1 – Rural area
2 – Small urban area (5,000 to 49,999)
3 – Small urbanized area (50,000 to 199,999)
4 – Large urbanized area (200,000 or more)

For Federal-aid data collection, the council collects condition data based on the above definition of Federal-aid eligible so you will not be collecting condition data on Rural Minor Collectors. Using the Roadsoft query of “Federal Aid = True” will take this change into account and give you the correct network conforming to the current definition.

**TYPES OF ROADS**

**Asphalt**

Hot-mix asphalt is a pavement type with the top structural layer being HMA. Generally, a structural hot-mix asphalt layer has a thickness of 1.5 inches or more. This pavement should be rated using rating system outlined in the *Asphalt PASER Manual* and the *Michigan-specific Asphalt Road Rating Guide* on page 7.

Composite pavements should be rated with the asphalt rating system but should be inventoried as a composite pavement. A composite pavement is an old concrete pavement that has an asphalt overlay.

A chip seal or a sealcoat on top of an asphalt pavement should also be rated with the asphalt rating system. This type of pavement is not considered a sealcoat pavement because the asphalt below is considered the structural layer.

**Concrete**

A concrete pavement is a pavement composed of a riding surface of concrete. This pavement should be rated using the rating system outlined in the *Concrete PASER Manual* and the *Michigan-specific Concrete Road Rating Guide* on page 8.

**Sealcoat**

A sealcoat pavement is an unpaved road with a sealcoat (chip seal) surface treatment. There is no full-width structural layer of asphalt in a sealcoat pavement. This pavement should be rated with the modified Michigan sealcoat rating system, which uses a 1-to-10 scale. This pavement should
be rated using the rating system outlined in the *Sealcoat PASER Manual* and the Michigan-specific *Sealcoat Road Rating Guide* on page 9.

**Brick**

The rating scale in the *Brick and Block PASER Manual* is 1-2-3-4. To be consistent with other pavement rating scales, the brick and block scale must be doubled resulting in 2, 4, 6, and 8 as ratings while maintaining the original definitions from the manual. A rating of 10 is reserved for brick and block pavements that are in “like new” condition and less than one-year old.

**Unpaved**

An unpaved road has a gravel, dirt, or other surface that is often characterized by a rapidly changing condition. This type of road is evaluated using the *Inventory-based Rating System™ Manual*.

**EVALUATING PAVED ROADS**

For evaluating paved roads, Michigan uses three PASER manuals: *Asphalt PASER Manual*, *Concrete PASER Manual*, and *Sealcoat PASER Manual*. The PASER manual for brick, *Brick and Block PASER Manual*, is also used as brick is reported although it is not widely needed. These manuals can be found at [http://www.ett.mtu.edu/asset-management-resources](http://www.ett.mtu.edu/asset-management-resources) or [http://michiganltap.org/paser-resources](http://michiganltap.org/paser-resources).

However, the PASER system was created for use in Wisconsin and not for the Michigan TAMC. The Michigan TAMC defines road ratings differently and has some changes, exceptions, and/or exclusions to the information presented in these three PASER manuals. When using the PASER system in Michigan, data collectors need to be aware of these changes, which are detailed below. These changes provide simplified and uniform data collection and increases reporting accuracy to the Michigan Legislature.

**PASER Descriptors vs. TAMC Definitions**

Each rating in the PASER manuals includes written descriptors (excellent, very good,…failed, etc.) that are part of the rating category name and give an overall impression of the state of each rating. The PASER manuals’ descriptors are not based on any formal definition relating to the quality of the pavement. They should not be confused with the formal definitions of *Good*, *Fair*, and *Poor* that the Michigan TAMC has developed and uses for reporting. The original PASER descriptors and the TAMC definitions are as follows for asphalt and concrete pavements:
The TAMC groups the 1-to-10 rating scale into three categories: Good (8-10), Fair (5-7), and Poor (1-4) based upon a definition that relates to the type of work that is typically required for each rating grouping (routine maintenance, capital preventive maintenance, and structural improvement).

In TAMC nomenclature, roads that are considered “Good” have a PASER of 8, 9, or 10. This category includes roads that only require routine maintenance, that have been recently seal coated, or that are newly constructed. Routine maintenance is the day-to-day, regularly-scheduled, low-cost activities to prevent water from seeping into the surface. These activities include street sweeping, drainage clearing, gravel shoulder grading, and crack sealing. “Good” roads require little or no maintenance beyond routine maintenance.

Roads that are considered “Fair” have a PASER of 5, 6, or 7. Roads in this category still show good structural support but their surface is starting to deteriorate. Capital preventive maintenance (CPM) addresses pavement problems of “Fair” roads before the structural integrity of the pavement has been severely impacted. CPM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. The purpose of CPM fixes is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies.

According to TAMC, roads that are considered “Poor” have a PASER of 1, 2, 3, or 4. These roads exhibit alligator cracking and rutting. Road rutting is evidence that the underlying structure is beginning to fail and it must be either rehabilitated with a fix like a crush and shape or totally reconstructed. “Poor” roads require structural improvement (SI) such as resurfacing or major reconstruction.

<table>
<thead>
<tr>
<th>Rating</th>
<th>PASER Descriptor</th>
<th>TAMC Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 &amp; 9</td>
<td>Excellent</td>
<td>Good</td>
</tr>
<tr>
<td>8</td>
<td>Very Good</td>
<td></td>
</tr>
<tr>
<td>7 &amp; 6</td>
<td>Good</td>
<td>Fair</td>
</tr>
<tr>
<td>5</td>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Poor</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Very Poor</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Failed</td>
<td></td>
</tr>
</tbody>
</table>
Michigan-specific Asphalt Road Rating Guide

Extent of Rutting

In the Asphalt PASER Manual and the Revised 2013 edition of the Asphalt PASER Manual, the extent of rutting for PASER 4 should be revised to ½”-1” rutting and PASER 3 should be revised to rutting of 1”-2” for Michigan-specific data collection (see the table, Asphalt Road Rating Guide: Changes for Michigan-specific Assessment of the Extent of Rutting, below). Please note this in your Asphalt PASER Manual and refer to the PASER Cheat Sheet (see Appendix A) for additional information.

<table>
<thead>
<tr>
<th>Asphalt PASER Manual</th>
<th>Michigan-specific Asphalt Road Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASER 4</td>
<td>revise to MI PASER 4</td>
</tr>
<tr>
<td>≤ ½ inch-deep rutting</td>
<td>½ –1 inch-deep rutting</td>
</tr>
</tbody>
</table>

Asphalt PASER Manual, Revised 2013

<table>
<thead>
<tr>
<th>Asphalt PASER Manual</th>
<th>Michigan-specific Asphalt Road Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASER 4</td>
<td>revise to MI PASER 4</td>
</tr>
<tr>
<td>≤ ½ inch-deep rutting</td>
<td>½ –1 inch-deep rutting</td>
</tr>
<tr>
<td>PASER 3</td>
<td>revise to MI PASER 3</td>
</tr>
<tr>
<td>½–2 inch-deep rutting</td>
<td>1–2 inch-deep rutting</td>
</tr>
</tbody>
</table>

Extent of Block Cracking

Because the descriptor “50% of the surface” is undefined for Michigan’s data collection, both versions of the asphalt PASER manual should be revised as follows: PASER 6—“Initial block cracking (6’-10’ Blocks)”, PASER 5—“Moderate block cracking (1’-5’ blocks)”, PASER 4— “Severe block cracking (less than 1’ blocks)”, and PASER 3—“Severe block cracking (alligator)” (see the table, Asphalt Road Rating Guide: Changes for Michigan-specific Assessment of the Extent of Block Cracking, below) . Please note this in your Asphalt PASER Manual and refer to the PASER Cheat Sheet (see Appendix A) for additional information.
### Asphalt Road Rating Guide: Changes for Michigan-specific Assessment of the Extent of Block Cracking

<table>
<thead>
<tr>
<th>Asphalt PASER Manual</th>
<th>Michigan-specific Asphalt Road Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASER 6</td>
<td>MI PASER 6</td>
</tr>
<tr>
<td>First signs of block cracking</td>
<td>Initial block cracking (6’-10’ blocks)</td>
</tr>
<tr>
<td>PASER 5</td>
<td>MI PASER 5</td>
</tr>
<tr>
<td>Block cracking, up to 50% of the surface</td>
<td>Initial block cracking (1’-5’ blocks)</td>
</tr>
<tr>
<td>PASER 4</td>
<td>MI PASER 4</td>
</tr>
<tr>
<td>Block cracking, over 50% of the surface</td>
<td>Severe block cracking (&lt; 1’ blocks)</td>
</tr>
<tr>
<td>PASER 3</td>
<td>MI PASER 3</td>
</tr>
<tr>
<td>Severe block cracking</td>
<td>Severe block cracking (alligator)</td>
</tr>
</tbody>
</table>

### Pro-active Sealcoat Treatments on Asphalt PASER 9

The *Asphalt PASER Manual* has a condition benchmark of PASER 8 for “recent sealcoat” asphalt pavements. This guidance is meant to upgrade a pavement, not to downgrade it. If an agency chooses to perform a sealcoat treatment as pro-active preventive maintenance prior to a pavement exhibiting any distresses, then the Michigan-specific recommendation is to rate this road based on visible distress.

### Michigan-specific Concrete Road Rating Guide

#### PASER 9 and Joint Rehabilitation

In the Concrete PASER Manual on page 17, the bottom photograph includes the description “RATING 9 Recent joint rehabilitation. Like new condition.” This example should be crossed out or noted as an extremely unlikely situation due to the fact that, by the time a concrete pavement requires joint rehabilitation, the original concrete slabs are rarely in a “like new condition” (without any distresses).
Michigan-specific Sealcoat Road Rating Guide

The PASER system rates a sealcoat road (sealcoat over a gravel base) on a scale of 1 to 5; however, the TMC established their own rating system on a 1 to 10 scale. Thus, all surface types in the paved road network are rated on the same, standardized rating scale. In Michigan, the sealcoat scale is based on the relative percent of distress observed in the pavement; however, the Sealcoat PASER Manual should be used to help identify distress, but it should not be used for its rating scale.

Using a Percentage Approach

The Michigan sealcoat scale assesses the percentage of distress over a cross section of the total length of the segment under consideration. The observed distresses are:

- Edge distress
- Lane distress (including rutting)
- Raveling

These percentages are not cumulative. If none of the observed surface distress percentages exceeds the upper limit of a rating description outlined in the sealcoat rating chart, then that description rating is your selection. For example, consider a cross section of the roadway segment: it can be 50 ft. long or 1-mile long. A sealcoat with a rating of 5 allows up to 20% raveling, 20% edge distress, or 20% lane distress. If your assessment yields 10% raveling, 5% edge distress and 20% lane distress, the rating is 5 because none of the distresses exceeds 20%. It is not a rating of 6 because the 20% lane distress exceeds the 10% criteria, and it is not a rating of 4 because edge distress and lane distress percentages do not exceed the 20% limit for 5. Cumulative total distress is irrelevant for this rating system.

Consult the table—Michigan Sealcoat Rating Guide Table—on the following page for specific rating criteria.
## Michigan Sealcoat Rating Guide Table

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Condition / defects</th>
<th>Remedy / action</th>
<th>Typical age (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Good</td>
<td>New construction</td>
<td>None</td>
<td>&lt; 1 year</td>
</tr>
<tr>
<td>9</td>
<td>Good</td>
<td>Like new</td>
<td>None</td>
<td>1 to 3</td>
</tr>
<tr>
<td>8</td>
<td>Good</td>
<td><strong>First signs of distress</strong>&lt;br&gt; Limited edge distress</td>
<td>Routine maintenance&lt;br&gt; Minor edge seal</td>
<td>3 to 5</td>
</tr>
<tr>
<td>7</td>
<td>Fair</td>
<td><strong>Minor distress</strong>&lt;br&gt; Edge distress with limited lane, distress &lt;5%, OR Raveling &lt; 5%</td>
<td>Minor asphalt or spray-injection patching&lt;br&gt; Possible single application sealcoat</td>
<td>4 to 6</td>
</tr>
<tr>
<td>6</td>
<td>Fair</td>
<td><strong>Moderate distress</strong>&lt;br&gt; Edge distress up to 10%, Lane distress up to 10%, OR Raveling up to 10%</td>
<td>Moderate asphalt or spray-injection patching&lt;br&gt; Single application sealcoat</td>
<td>5 to 7</td>
</tr>
<tr>
<td>5</td>
<td>Fair</td>
<td><strong>Distressed</strong>&lt;br&gt; Edge distress up to 20%, Lane distress up to 20%, OR Raveling up to 20%</td>
<td>Moderate asphalt or spray-injection patching&lt;br&gt; Single application sealcoat&lt;br&gt; With up to 50% double application sealcoat</td>
<td>6 to 8</td>
</tr>
<tr>
<td>4</td>
<td>Poor</td>
<td>Edge distress up to 30%, Lane distress up to 30%, OR Rutting of ½” to 1”</td>
<td>Asphalt or spray-injection patching&lt;br&gt; and double application sealcoat</td>
<td>7 to 9</td>
</tr>
<tr>
<td>3</td>
<td>Poor</td>
<td>Edge distress up to 50%, Lane distress up to 50%, OR Rutting of 1” to 2”</td>
<td>Wedge and /or asphalt or spray-injection patching and double or triple application sealcoat&lt;br&gt; May be necessary to crush and reshape prior to new sealcoat surface</td>
<td>8 to 10</td>
</tr>
<tr>
<td>2</td>
<td>Poor</td>
<td>Edge distress &gt; 50%, Lane distress &gt; 50%, OR Rutting greater than 2”</td>
<td>Reconstruct by crush and shape prior to new sealcoat surface, possible return to gravel</td>
<td>&gt; 9</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td><strong>Extensive distress</strong>&lt;br&gt; &gt; 50% of surface area</td>
<td>Reconstruct by crush and shape prior to new sealcoat surface, or return to gravel</td>
<td>&gt;10</td>
</tr>
<tr>
<td>0</td>
<td>Not rated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EVALUATING UNPAVED ROADS

For evaluating unpaved roads, Michigan uses the *Inventory-based Rating System™ Manual*. This manual will be available at [http://www.ctt.mtu.edu/asset-management-resources](http://www.ctt.mtu.edu/asset-management-resources) or [http://michiganltap.org/paser-resources](http://michiganltap.org/paser-resources). The IBR Field Guide highlights the principles of rating unpaved roads using the IBR System™ (see Appendix B).

**IBR Scores vs. TAMC Definitions**

The overall 1-10 IBR score is meant to standardize the rating scale so that it is comparable to other TAMC rating scales. However, the Michigan TAMC uses the formal definitions of *Good*, *Fair*, and *Poor* as an evaluation of road condition, thereby assessing a road in terms of need for roadwork like routine maintenance, capital preventive maintenance, and/or structural improvement. These definitions do not apply to the IBR System™.

The IBR System™ evaluates unpaved road features in relation to a baseline condition for that feature. IBR System™ evaluation places a feature on a good-fair-poor gradient; while good, fair, and poor are simple designators, they do not relate the quality of the road feature to the road’s intended use but, instead, to the baseline condition of the feature itself. This evaluation is applied to three distinct unpaved road features that weight the road’s overall rating by the cost to get the features to a baseline good condition.

**RATING ROADS EFFECTIVELY**

**How to Rate Road Effectively**

**Speed**

Rating roads at high speeds can cause inaccuracy. Reviews conducted by the CTT’s road rating trainers have shown that teams that view roadways at lower speeds are much more likely to rate them accurately. Rating roads at high speeds can cause distresses to be missed and ratings to be higher than appropriate.

**Lighting Conditions**

Changes in lighting conditions and the time of day can influence how some distresses are perceived. Bright sunlight directly overhead may make surface texture defects or fine cracking hard to discern. Rating early in the morning or late in the afternoon on a sunny day while driving into the sun may also make it difficult to rate roads effectively. If lighting conditions are poor, slow down or stop to make sure that you are not overlooking any visual cues.
Trees cause shadows that can appear to be road distresses. Tree shadows on the road make for very difficult rating conditions. Options are to return to the location at a different time or drive at lower speeds.

**Inclement Weather**

Both PASER and IBR are visual assessment systems. With the PASER system, trying to rate paved roads in the rain is ineffective. Road surfaces look different when they are wet—cracks look larger, puddles can hide distresses, and so forth. Teams should not rate roads when they are wet. However, with the IBR System™, features of an unpaved road are rated rather than the road’s condition. As long as the feature is visible (i.e., not obscured by tall grass or snow), roads can be rated.

**Group Dynamics**

Teams need to be aware of group dynamics in their vehicles. Condition rating is supposed to be a group process. However, the process also needs to conform to TAMC procedures. Teams should read the PASER and IBR descriptions closely and refer to the reference sheets for clarification.

**Road Ownership, Use or Importance**

Do not rate an important road less than the actual rating. Do not confuse a management decision with rating. Road ownership, use, or importance does not change its distress rating.

**Road Construction Projects**

When rating a road currently under construction where the old pavement is gone, the road should be rated as if the construction were complete. Rate the existing pavement if construction limits are not established by road work (more than traffic control devices).

**What to Assess to Rate Roads Effectively**

**Rate What You See**

Don’t anticipate upcoming condition data based on previous condition data. Rate what you see. The value of the actual rating is a usable record of road improvements and ratings for managing costs and extending service life.

**Rate the Worst Lane**

If there is a difference in quality, select the worst lane for your rating.
Rate Distress, Not Ride Quality

Just because a road rides well does not mean that it has no distresses in need of capital preventive maintenance or structural improvement. This is especially true on a road with rutting and cracking in the wheel path, both of which can cause rapid deterioration. Conversely, a concrete surface in relatively good condition with sealed transverse cracks often makes quite a bit of noise as tires pass over the expanded crack seal. More noise does not always mean severe distress. Do not let ride quality distort your ratings.

Make Careful Distress Observations on Light-colored Pavement

Oxidized pavements can be very light and often look gray or off-white, which causes distresses to be less visible. Flat lighting on an oxidized pavement can also hinder visibility of distresses.

Measure Rutting

It can be difficult to detect rutting when moving at high speeds on a sunny day. When initially learning to assess ruts, teams can quickly get a tangible assessment of the extent of rutting on a road—where it is practical and safe to do so—by using a six-foot aluminum T-bar (available at the PO’s office) in conjunction with a tape measure. It is the rating team’s decision to choose whether to measure rutting by physical assessment.

Paved Shoulders

For paved shoulders, rate the pavement from edge line to edge line and omit the shoulder condition. Shoulders are not rated because they are often constructed differently than the traveled way; they typically have a thinner structural layer so deterioration is different.

BOUNDARY SEGMENTS

Boundary roads (roads that fall between jurisdictions) often have non-standard characteristics and splits on the framework basemap used by Roadsoft. As a result, it may be unclear which jurisdiction is responsible for rating a boundary road. To eliminate potential data collection issues when rating boundary roads, follow these two rules:

Rule 1: Follow the Data Collection Procedures section of this manual carefully. The steps for collecting and submitting TAMC data are laid out in a specific order to ensure that your rated roads are properly identified and tagged for TAMC/Federal-aid data collection.

Rule 2: Rating teams should rate all boundary roads in their data collection networks regardless of ownership or maintenance responsibilities.
**SPLITTING SEGMENTS**

If a team encounters an undocumented change in the surface type or layout of a road (such as number of lanes), they should create a split in the framework basemap used by Roadsoft to reflect the change. Although the framework basemap used by Roadsoft initially splits all street and road segments on an intersection-to-intersection basis (node to node) or by using Act 51 boundaries (township/city/county), agencies can add road segment splits to denote changes in surface types or conditions.

Rating teams should respect segment splits previously created within Roadsoft by local agencies. However, the following guidelines will help you decide if introducing new splits is warranted while collecting TAMC data.

**Guidelines for Splitting Segments**

- If the area in question has received rehabilitation or reconstruction separate from the framework segment from which it came, then the segment in question should be split from the framework segment into its own designated rating segment.

- Avoid splitting segments into lengths of less than ¼ mile.

**Good Reasons for Splitting Segments**

**Change in Surface Type**

If the road surface changes (e.g., from asphalt to gravel, asphalt to chip seal, chip seal to gravel), then splitting a segment to reflect a change in surface type can ensure that the inventory collected is representative of the actual road conditions.

**Number of Lanes**

Commercial or development activity may require the addition of through lanes or continuous left-turn lanes within a given framework segment. Splitting a segment to reflect this addition will ensure that Roadsoft’s lane mileage inventory reflects the true mileage.

**Intersection as a Unique Facility**

Many intersections within a county/city system are extensions of segments, meaning their design, surface type, service life, and number of lanes is no different than the segment from which they stem. However, some intersections have significant changes in surface type and/or geometry. In these cases, it may be best to designate the intersection as a unique facility by making it a distinct segment.
**Environmental Factors**

Environmental factors can have a significant impact on a segment of road. For example, regular flooding or exceptional frost heave can cause severe damage to the roadway. Although this type of deterioration is rare, these segments should be designated as their own segment if they are longer than a ¼ of a mile. This helps to isolate the area needing rehabilitation or reconstruction.

**Bad Reasons for Splitting Segments**

The following cases do not affect the network as a whole and, therefore, do not warrant segment splitting:

- Change in condition over a short stretch (e.g., 50 feet)
- Short right or left turn bay
- School zone
- Traffic count segments

**SAFETY CONCERNS**

**General Safety**

During data collection, you will be merging in and out of traffic, slowing down, pulling off to the shoulder for team discussions, and so forth; always take safety precautions! Driving the team vehicle is not something to be taken lightly. All the vehicles must be equipped with a warning light bar. Warning garments should be worn by raters that get out of the vehicle to view distress better or to measure rutting better. Above all, be sure to comply with your employer’s warning garment and safety procedure requirements.

**Seating within the Vehicle**

The best configuration for a three-person team is the rater in the front passenger seat, and the data entry person in the back seat. If the data entry person sits in the front seat with a laptop, they could be injured by an airbag discharge and can be distracting to the driver.
DATA COLLECTION PROCEDURES
TAMC DATA COLLECTION DETAILS

Federal-aid versus Non-Federal-aid Data Collection

The Michigan TAMC collects data for Michigan’s Federal-aid road network. In addition, the TAMC requests submission of data collected with or without reimbursement for Michigan’s non-Federal-aid road system. Submitting data sets for these two networks gives the TAMC a better understanding of Michigan road conditions. However, these two networks have different collection procedures by which you are to collect data in the Laptop Data Collector for import into Roadsoft; during the data submission process, both sets of collected data can be imported together into Roadsoft (Step 6), imported into the PO’s version of Roadsoft (Steps 7 and 8), and submitted to the TAMC (Steps 9 and 10).

Collection Timeline

- Data collection begins: April 1 of every year
- Data collection completed by: Last Friday in November
- Data submitted to the Center for Shared Solutions (CSS) by: First Friday in December

To schedule your Federal-aid data collection, contact your PO. See the maps in Appendix C, Appendix D, and Appendix E to determine your jurisdiction’s planning office. See http://miregions.com/michigan-planning-regions/ if you need contact information for an RPO or http://www.mtpa-mi.org/members.asp if you need contact information for an MPO.

Rating Teams

TAMC or Federal-aid data collection rating teams should be comprised of:

- one member from MDOT,
- one member from the Act-51 jurisdiction’s RPO/MPO, and
- one member from the jurisdiction being rated (County, City, or Village).

The PO coordinating data collection must review the collected data before sending it to the CSS. This quality control procedure is described in detail in Step 9 of the data-collection submission process.

Local or non-Federal-aid data collection only requires:

- one trained person from the agency or their representative
- along with an additional representative when reimbursement is being requested (see Appendix F’s second page).
**Required training sessions**

Anyone who participates in the annual data collection of the Federal-aid system and who influences the rating activity must attend training prior to rating. For PASER data collection, rater must attend one on-site PASER training in the same year the data collection occurs. In addition, raters who have never attended PASER training or who did not attend the previous year’s PASER training must attend one PASER webinar session in the current year. For IBR data collection, raters who have not attended IBR training during the past three years must attended one webinar session in the current year.

The TAMC has instituted a testing and certification program for PASER data collectors who attended PASER training and collected PASER data for multiple years. The certification allows experienced raters to opt out of training for the next year. The full certification/training requirement policy and a link to the TAMC policy is included in Appendix F. There is no certification for IBR data collectors.

**Required Tools**

**Computer hardware**

- Laptop computer from PO
- GPS from PO
- Additional laptop computer from local agency (as backup and/or for local data collection)

**Computer software and data sets**

Before you begin collecting road data for the data collection season, ensure that you are using the newest versions *and* the latest frameworks used by Roadsoft and Laptop Data Collector, which are released by April 1 of the collection year. Visit [http://www.roadsoft.org/Downloads](http://www.roadsoft.org/Downloads) for the newest version or for Roadsoft updates. If you have any questions or concerns, please call Roadsoft support at (906) 487-2102. There are two different data sets for Roadsoft—the local agency’s data set and the PO’s data set.

**Replacement vehicles**

If you need another vehicle, either use one from the county road commission or rent one. In the rare event that you need to rent a vehicle, the MDOT rater should check with the TAMC coordinator for the current procedure; the MDOT rater should be the signator and should purchase the extra insurance.

**Corrections for the Framework Map**

If a team suspects that they have discovered needed correction for their jurisdiction’s map, they should first place a short notation in the LDC memo field for that segment (select the Inventory
tab). Consistent use of a tag such as “correction” can simplify creating a Roadsoft report containing these errors and the road segments where they are located. This information can be passed on to the CSS for correction.

Next, a team should create a Framework Map Change Request (see Appendix G) and submit it through Roadsoft or by printing a PDF of the form and sending it to:

Joshua Ross  
Michigan Center for Shared Solutions  
Romney Building, 10th Floor  
111 S. Capital Ave  
Lansing, Michigan 48933

You can also request changes by contacting Mr. Ross at (517) 373-7910 or rossj@michigan.gov.

**Reimbursement**

Data collection for Federal aid is reimbursable for qualified individuals. Non-Federal-aid collection reimbursement can be given if previously approved by the TAMC coordinator. Requests for prior approval to collect non-Federal-aid data for reimbursement and invoices for rating efforts (see Appendix H) should be submitted through your PO to:

Roger Belknap  
Michigan Department of Transportation  
PO Box 30050  
425 W. Ottawa St.  
Lansing, MI 48909  
belknapr@michigan.gov

Unpaved inventory collection on the non-Federal-aid system will not be reimbursed. See current TAMC policies for current collection and reimbursement rules.

**Working with Smaller Cities and Villages**

Smaller cities and villages are often enthusiastic about the data collection process. However, it can be time consuming to visit smaller communities (i.e., communities that have 10 or 20 miles of Federal-aid-eligible roads) in order to set up a Roadsoft network. If an agency has a limited number of miles in its jurisdiction, two options exist for including them in the data collection process.

In the latest versions of Roadsoft and the LDC, data collection exports from the LDC can be provided to small agencies as a means for transferring recently collected condition data that were collected using an export from the local agency version of Roadsoft. This option should only be used for small cities and villages with their permission because the historical road splits and historical data present in the small local agencies’ Roadsoft database will not be available to
assist in collection activities. Medium to large cities and villages should collect data using an export from the agency’s version of Roadsoft as you would with a county.

Another option for dealing with very small agencies is to provide them with a report (i.e., of the condition for the physical reference segment) and have them manually enter data in their version of Roadsoft.

Both options allow data collectors to use the collection networks they build at their road commission without having to stop and upload data for these small agencies. Data collection should be dealt with on a case-by-case basis.
The TAMC data collection flow for assessing a road network involves local agencies and POs. Data collection uses the Roadsoft software suite and the Laptop Data Collector at various steps in the process, and it ends with POs submitting data to the TAMC’s Investment Reporting Tool (IRT). The figure above illustrates this data collection flow. The steps in this figure correspond to the steps outlined in this section of the manual and are color-coded by the performing agency—blue for the local agency and/or the PO and purple for the PO—and by tool used—light blue for the local agency version of Roadsoft, medium blue for the Laptop Data Collector, purple for the PO’s version of Roadsoft, and teal for the IRT.

Keep in mind that creating a backup between Steps 5 and 6, signified by the green arrow (↑) above, is crucial: this backup file creates a save point that allows recovery of data from a previous save point or allows reverting of data to a previous save point. It is recommended that you save a copy of this file on an external backup device.
DATA COLLECTION
Make sure you use the local agency’s copy of Roadsoft at the road commission, city, or village for which you will be collecting data. The data collection process needs to start with the local agency’s Roadsoft data set, not with a PO’s version of Roadsoft. Collection teams should, therefore, use local data – not the PO’s data – as a starting point.
Step 1: Identify your TAMC/Federal-aid or local/non-Federal-aid network for data collection

The decision of how to develop a TAMC or Federal-aid data collection network is left up to agencies and PO coordinators. Remember that networks must be created so as to include all of an agency’s Federal-aid-eligible road inventory in a two-year cycle of data collection (see page 3); therefore, a current year network should include all roads that were not collected in the previous year.

Local-use or non-Federal-aid data collection can be either reimbursable or non-reimbursable (see Reimbursement on page 21); the collection process is the same regardless of reimbursement. While agencies are not required to collect local/non-Federal-aid data, agencies may find local/non-Federal-aid data to be useful for agency-specific needs or initiatives; therefore, the process for developing a local/non-Federal-aid network in Roadsoft is left up to the local agency’s discretion.

In Roadsoft, create your TAMC/Federal-aid or local/non-Federal-aid network for your current year (CYYY):

i. Select the Road layer in the Map Layers window.

ii. Open Filter Builder:

   a. Select Filter from the button bar at the top of the Map window.

   b. Select Filter Builder… from the dropdown menu (see image below).

OR:

   a. Right-click anywhere on the map in the Map window.

   b. Select Filter Builder… from the dropdown menu (see image below).

continued on next page
iii. Add the criterion *Federal-aid*:
   a. Select *Federal-aid* from the *Field* list.
   b. Select *equals (=)* as the *Operator*.
   c. For TAMC/Federal-aid data collection, select *True* as the *Value*.
      OR: For local/non-Federal-aid data collection, select *False* as the *Value*.
   d. Select *Add*.

iv. For TAMC/Federal-aid data collection, add a criterion of *TAMC Collection Year <> PYYY* (where PYYY should be your previous year):
   a. Select *TAMC Collection Year* from the *Field* list.
   b. Select *not equals (<>)* as the *Operator*.
   c. Select *PYYY* as the *Value*.
      NOTE: If your PYYY value does not appear in the *Value* dropdown list, type the year into the *Value* textbox.
   d. Select *Add* (see image below).

OR: For local/non-Federal-aid data collection, add any optional criteria that you want to use in defining your network.

v. Save this road layer filter:
   a. Select *Save* from the button bar at the top of the *Road Layer Filter Builder* window (see image below).

   ⇒ The *Save Filter* window will open.
   b. Enter a filter name in the *Name* textbox (see image below); an example of a filter name would be “CYYY [Type] Network”, where CYYY should be your current year and [Type] should be your network type (e.g., “TAMC”, “Local”, or “Non-Fed-Aid”).

*continued on next page*
c. **OPTIONAL:** Enter a group name in the Group textbox (see image below).

   **NOTE:** *Groups make it easier to organize your saved list of filters.*

![Group textbox image](image-url)


d. **OPTIONAL:** Select the **Shared Filter** option (see image below).

   **NOTE:** *A shared filter allows others accessing your Roadsoft database on your agency’s computer network to be able to apply the filter.*

![Shared Filter image](image-url)


e. Select **Save As** (see image below).

![Save As image](image-url)

⇒ This filter creates your new TMC/Federal-aid or local/non-Federal-aid network.

vi. **Apply your new CYYY network as a selection:**

   a. Select **Replace Selection** (see image below).

![Replace Selection image](image-url)

⇒ The *Selection Information: Road* window will populate with selection data.

vii. **Examine your CYYY network on the map:**

   a. Visually verify the selected segments are appropriate for rating this year.

   **NOTE:** *For TMC/Federal-aid collection, you should be collecting data for all roads not rated in PYYY; a full Federal-aid collection consists of PYYY data and CYYY data, which should include ratings 100 percent of Federal-aid-eligible road inventory (see page 3).*

If you have any questions or issues creating your TMC/Federal-aid or local/non-Federal-aid network for the current year, please refer to the Roadsoft Manual’s [Use the Filter Builder help documentation](#) under *Navigate the Map & Select Assets*. Or, please call Roadsoft technical support at (906) 487-2102.
There are two ways of exporting network data from Roadsoft for use in the LDC. The first option is **TAMC Export**, which allows you to gather surface type, road rating, and number of lanes, and then specifically tags your data to satisfy the TAMC data collection requirements. The second option is **Local Use Export**, which allows recording of more data but does not specifically tag your data for TAMC/Federal-aid data collection. Although both options can be used to collect road ratings, use the **TAMC Export** for TAMC data collection and use the **Local Use Export** option for other data collection efforts that require more than road rating and number of lanes. Agencies should choose the process that best fits their needs.

**A. TAMC Export Option**

The **TAMC Export** option will automatically tag your data for TAMC submission/Federal-aid data collection. You can also use this option for local/non-Federal-aid collection; however, this option only allows you to gather rating, surface type, and number of lanes data.

In Roadsoft, export your TAMC/Federal-aid network for use with the LDC:

i. Open the **Export to LDC** window (see image below):
   a. Select the **TAMC** menu from the main menu options (Roadsoft menu bar).
   b. Select **1 - (County/City Does This) Export Network for LDC**.
   ⇒ The **Export to LDC** window will open (see image below).

![Export to LDC Window](image-url)
ii. Select the new TAMP/Federal-aid network defined in Step 1 that you wish to export:

a. Select **Export Network** in the *Export to LDC* window’s *Choose Road Network for TAMP LDC Data Collection* list.

> A Select button will appear.

b. Select the **Select** button (see image above).

> The *Load Saved Filter* window will open (see image below).

c. Locate the TAMP/Federal-aid network that you created in Step 1:

- Type the name in the search field (A in image below).
- OR: Scroll through the list until you locate your network (B in image below).
- OR: Select a group from the *Group* dropdown (C in image below), and scroll through list of remaining networks until you locate your network.

d. Select the network.

e. Select **OK**.

> This will return you to the *Export to LDC* window (see image below).
NOTE: If you need to define or change a road layer filter, you can access the Road Layer Filter Builder at this point by selecting the **Open Road Filter**... link in the Export to LDC window (see image below). This will open the Road Layer Filter Builder window and you may proceed with building a filter using Steps 1.iii through 1.vi.

### Steps 1.iii

**Define an Export Path:**

*RS Tip* The Export Path is the location on your hard drive where you want to save the export file.

**NOTE:** *Before proceeding, it is recommended that you create a folder specifically for storing your Roadsoft export files.*

a. Select the folder icon (button) to browse your hard drive for the location where you want the export file to be saved (see Note above).

OR: Type/paste your desired path into the textbox (see Note above).

### Steps 1.iv

**Save the export file to the location you specified:**

a. Select **Export**.

b. Select **OK** to close the window confirming a successful export.

Roadsoft creates a file in the location you specified:

- RStoLDC_[jurisdiction]_[date]_[time].ldcz

### Steps 1.v

**Copy the .ldcz file to a CD, flash drive, or other portable storage device.**

*RS Tip* You will be transferring the .ldcz onto the laptop that has the LDC installed on it.

Proceed to Step 3.

*continued on next page*
B. Local Use Export Option

The Export for LDC option in the LDC menu does not automatically tag your data for TAMC/Federal-aid data collection; therefore, this option is suitable for local/non-Federal-aid data collection efforts only. This option is useful for collection of additional data like signs, guardrails, and culverts for local purposes. If you choose this option and you are attempting to collect data for the TAMC, you will have two fail-safe points to opt for automatic tagging of your data for TAMC/Federal-aid data collection (see Step 2.B.i.c and Step 6.iii).

i. Open the Export to LDC window (see image below):

   a. Select the LDC menu from the main menu in Roadsoft.
   b. Select Export for LDC.
      ⇒ The TAMC Data Collection? dialogue box will open (see image below).

   c. Confirm whether this data collection is for TAMC/Federal-aid submission or for local/non-Federal-aid use:
      • Select Yes if this non-Federal-aid data collection is specifically for TAMC/Federal-aid submission.
         ⇒ The Export to LDC window will open; refer to Step 2.A.ii.
      OR
      • Select No if this non-Federal-aid data collection is specifically for local/non-Federal-aid use.
         ⇒ The Export to LDC window will open; refer to Step 2.B.ii.

Note that local-use data can still be sent to TAMC (see Step 6.iii’s Important message). Selecting No will allow you to edit all road inventory data.

IMPORTANT: Selecting Yes or No at this point creates an export file that will load in the Laptop Data Collector in a TAMC-data-collection-compliant mode or non-compliant mode. For more information about features that will be enabled/disabled based on your selection here, please refer to Step 4.B.i.

continued on next page
ii. Select the new local/non-Federal-aid network defined in Step 1 that you wish to export:
   
a. Check the **Road** checkbox in the *Export to LDC* window (see image below).
   
   **NOTE:** The *Export to LDC* window that opens after selecting **No** in the TAMC Data Collection? dialogue box in Step 2.B.i. has options available that are different from the *Export to LDC* window that opens if **Yes** is selected.

```
[Image of Export to LDC window]
```

⇒ The *Load Saved Filter* window will open (see image below).

b. Locate the local/non-Federal-aid network that you created in Step 1:
   
   • Type the name in the search field (A in image below).
   
   • OR: Scroll through the list until you locate your network (B in image below).
   
   • OR: Select a group from the **Group** dropdown (C in image below), and scroll through list of remaining networks until you locate your network.

```
[Image of Load Saved Filter window]
```

c. Select the network.

d. Select **OK**.
This will return you to the *Export to LDC* window (see image below).

![Image of the Export to LDC window with options for data types]

**NOTE:** If you need to define or change a road layer filter, you can access the Road Layer Filter Builder at this point by selecting the *Open Road Filter...* link in the Export to LDC window (see image below). This will open the Road Layer Filter Builder window and you may proceed with building a filter using Steps 1.iii through 1.vi.

![Image of the Road Layer Filter Builder window with options for filter settings]

iii. Select any additional local/non-Federal-aid networks defined in Step 1 that you wish to export:

   a. Check the checkbox to the left of the desired data type listed in the *Export to LDC* window.

   ⇒ The *Export Network* field will appear.
b. Check the **Export Network** checkbox for that data type.

![Image](image.jpg)

⇒ The **Load Saved Filter** window will open; the listed filters will be specific to the selected data type (see image below).

c. Locate the network you created for that data type in Step 1:
   - Type the name in the search field (A in image below).
   - OR: Scroll through the list until you locate your network (B in image below).
   - OR: Select a group from the **Group** dropdown (C in image below), and scroll through list of remaining networks until you locate your network.

![Image](image2.jpg)

d. Select the network.

e. Select **OK**.

⇒ This will return you to the **Export to LDC** window.
NOTE: If you need to define or change a data type filter, you can access the Road Layer Filter Builder at this point by selecting the Open Road Filter... link in the Export to LDC window (see image below). This will open the Road Layer Filter Builder window and you may proceed with building a filter using Steps 1.iii through 1.vi.

iv. Define an Export Path:

   RS Tip  The Export Path is the location on your hard drive where you want to save the export file.

   NOTE: Before proceeding, it is recommended that you create a folder specifically for storing your Roadsoft export files.

   a. Select the folder icon ( button) to browse your hard drive for the location where you want the export to be saved (see Note above).
      OR: Type/paste your desired path into the textbox (see Note above).

v. Save the export file to the location you specified:

   a. Select Export.
   b. Select OK to close the window confirming a successful export.

   Roadsoft creates one file in the location you specified:

   •  RSstoLDC_[jurisdiction]_[date]_[time].ldcz

vi. Copy the .ldcz file to a CD, flash drive, or other portable storage device.

   RS Tip  You will be transferring the .ldcz file onto the laptop that has the LDC installed on it.

   Proceed to Step 3.
Data collection teams receive a laptop computer and a GPS unit from their PO. This laptop will have the LDC installed on it. Note that changes to data will only be sent to the TAMC if they were collected in the LDC. Ratings and changes in ratings should be initially entered in the LDC (not in Roadsoft) or the data will not be reported.

It is advisable to have a second laptop in the vehicle just in case something goes wrong. Many county road commissions and cities now have laptop computers, which they can bring for backup purposes or for local-use-only data collection.
Step 3: Import the network into the Laptop Data Collector (LDC)

In the LDC, import your network for data collection:

i. Connect the portable storage device containing the export file to your laptop.

   Rs Tip: The export file is the .ldcz file saved to portable storage in Step 2.A.v. or 2.B.vi. by the local agency.

ii. Complete the Roadsoft Laptop Data Collector v[CYYY.MM] Login window:

   a. Start the LDC.

      \Rightarrow The Roadsoft Laptop Data Collector v[CYYY.MM] Login window will open (see image below).

   b. Enter the name(s) of the person/people rating in the appropriate field—MDOT, Region, or Local.

      IMPORTANT: If you are collecting data for the TAMC/Federal-aid, a first and last name is required for each crew member.

   c. Select a DB (database) by selecting the folder icon (button) to locate the export file on the portable storage device.

      Rs Tip: If you want to change your database while inside the LDC, select File from the main menu and then select Change DB (Import Data from Roadsoft).

   d. Select OK.

      NOTE: Confirm database by reviewing database information and road data.

\Rightarrow The exported network generated through Steps 1 and 2 will import into the LDC.
Step 4: Connect the GPS to your laptop and begin collecting data

A. Connect the GPS

**Tip** Complete the procedure below outside and free from buildings or other possible signal obstructions.

i. Open the LDC on the laptop.

ii. Connect GPS to your laptop using the serial or USB connection. Make sure your GPS device is turned off.

**NOTE:** If your GPS has an on/off switch, make sure your GPS device is turned off before connecting it to your computer.

**Tip** If your GPS is on before connecting it, your mouse pointer may jump around erratically. If this happens, turn off your GPS, leave it connected, and restart your laptop.

iii. Turn on your GPS and wait for it to acquire a position (this could take a couple of minutes).

iv. Establish communication between the GPS and the LDC:
   a. Select the GPS option from the main menu in the LDC.
   b. Select **Start/Stop GPS Connection**.
   c. Wait a few minutes for the GPS and the LDC to locate your current position.

⇒ The LDC’s GIS map will snap to the GPS position.

**Tip** If your GPS fails to connect, wait several minutes and try to connect again. For additional assistance, please consult the Roadsoft Manual’s **Connect a GPS** help documentation (under Laptop Data Collector (LDC) > Getting Started). Or, please contact Roadsoft technical support if the problem persists.

**NOTE:** If you are on or near a road segment that is NOT part of the network that you imported into the LDC, the LDC will not snap to a segment on the map. Drive your vehicle toward a road that is part of the network so that the vehicle marker can snap to it. If this does not happen, restart the LDC or call Roadsoft technical support.

continued on next page
B. Collect data

i. Allow the GPS to select road segment (see image below).

**IMPORTANT:** While collecting data, back up every hour or as often as conveniently possible. From the main LDC menu, select the **File** menu and then select **Backup Database** to create a data save point. If data collection spans multiple days, export the data every day and save a copy of the data file with a naming scheme of `LDCtoRS_[jurisdiction]_[date]_[time].ldc2rs` (inserting appropriate identifiers in place of bracketed text) to a CD or flash drive.

**NOTE:** When you select a segment, you will be able to view inventory data in the **Inventory** tab (see image below). If you selected Step 2.A. TAMC Export Option, you will not be able to save changes to the data in the **Inventory** tab while you are rating roads. If you selected Step 2.B. Local Use Export Option, you will be able to save changes to the data in the **Inventory** tab while you are rating roads.
NOTE: The History tab provides a history of PASER for the current segment (see image below). Viewing past PASER before rating a segment can influence the rating. If you selected Step 2.A. TAMC Export Option, the History tab’s grid will become visible after you submit a rating for the segment; this feature helps to avoid the influence of past ratings on current rating activities. If you selected Step 2.B. Local Use Export Option, you will be able to view historic PASER data while you are rating a segment.

ii. Rate the road segment using the PASER system or the IBR System™:

Use the following shortcut keys to enter data into the LDC’s Road window Rating tab:

- Ctrl + S  Toggle Surface Type
- Ctrl + 0–9  PASER
- Ctrl + 0–9  Number of Lanes
- Ctrl + Enter  Submit (save) Data
- Ctrl + +/-  Zoom In/Out
- Ctrl + Arrow keys  Pan the GIS Map
- Ctrl + Space bar  Hold/Release Segment
- Alt + S  Split Segment

For a complete list of shortcut keys, select the Help menu and then select Shortcut Keys.

For paved roads:

a. Choose a surface type (see images below).
b. Enter the number of lanes (see images below).

![TAMC/Federal-aid network](image1)

![Local/non-Federal-aid network](image2)

TAMC/Federal-aid network

Local/non-Federal-aid network


c. Select a PASER score (see images below).

![TAMC/Federal-aid network](image3)

![Local/non-Federal-aid network](image4)

TAMC/Federal-aid network

Local/non-Federal-aid network

**NOTE:** If you selected Step 2.B. Local Use Export Option, you will be able to input treatment information and optional ratings for base condition, drain condition, and ride condition (see images below).

Local/non-Federal-aid road segment’s treatment type

Local/non-Federal-aid road segment’s additional ratings

*continued on next page*
For unpaved roads:

**BEFORE PROCEEDING:** If you selected Step 2.B. Local Use Export Option, you may choose to collect either PASER or IBR data for your unpaved roads; if you elect to collect PASER for your gravel roads instead of IBR, proceed to Step 4.C. If you selected Step 2.A. TAMC Export Option, you must switch the LDC to the Unpaved Road Rating Mode; continue with this Step, 4.B.ii.d.

d. Select **Settings** from the main menu (see image below).

![Image of LDC settings](image)

- Unpaved roads may now be rated using the IBR System™.

e. Select **Road** from the dropdown menu (see image above).

f. Select **Unpaved Road Rating Mode** from the **Road** flyout menu (see image above).

g. Select **Inventory Based Rating** from the **Unpaved Road Rating Mode** flyout menu (see image above).

  > **Tip** A checkmark next to Inventory Based Rating or PASER will indicate the mode in which your LDC is set.

  ⇒ Unpaved roads may now be rated using the IBR System™.

h. Select IBR scores for Width, Drainage, and Structure (see images below).
C. Check for and Rate Unrated Segments

i. Verify that there are no unrated roads in your network:
   a. Select the File option from the main menu.
   b. Select Current DB Statistics.
   c. Verify that the Total Miles Not Yet Rated field displays “0” (see image below).

\[ \Rightarrow \] If the field is “0”, you have completed the data collection process and may proceed to Step 5. Otherwise continue to Step 4.C.ii. in the ‘Check for and Rate Unrated Segments’ process.

ii. Rate any remaining unrated segments:
   a. Select the File option from the main menu.

continued on next page
b. Select **Check for Unrated Segments** (see image below).

⇒ The *Unrated Segments* window will open (see image below).

![Unrated Segments Window](image)

c. Highlight a row in the *Unrated Segments* window (see image above).

⇒ This selects the corresponding segment on the map.

d. Enter a rating for the segment in the *Road* window (see image above).

e. Repeat steps c and d until the list of unrated segments is completed.

f. Use **Refresh** to update the form (see image above).

⇒ When there are no more records in the grid, all segments have been rated and you may proceed to Step 5.
Step 5: Export collected data from the LDC

In the LDC, export your TAMC/Federal-aid or your local/non-Federal-aid data collection for use in Roadsoft:

i. Select the **File** option from the main menu in the LDC.

ii. Select **Export DB/Data to Roadsoft**.

   ⇒ The *Export Data to Roadsoft* window will open (see image below).

iii. Save the export file on your hard drive:

    a. Enter a location on your hard drive in the *Export Path* field.

    OR: Select the folder icon ( button) to browse your hard drive and find a location.

    b. Select the **Export** button.

    c. Select **Ok** once the Export Complete notice displays.

iv. Copy the “LDCtoRS_[jurisdiction]_[date]_[time].ldc2rs” file to a portable storage device.

**VERY IMPORTANT:** The “LDCtoRS_[jurisdiction]_[date]_[time].ldc2rs” file functions as a data save point that can be useful for data recovery/reversion purposes. The Roadsoft team strongly recommends that you save a copy of the file in a permanent archive every day to facilitate data recovery. This file can also be used to update small cities and villages with limited Federal-aid miles.
Step 6: Import the collected data to Roadsoft

IMPORTANT: Before you import new data into Roadsoft, create a data save point for your existing Roadsoft database. To do so, select the Tools menu and then select Backup Roadsoft Database from the dropdown menu. Select a location where you would like to save your file using the file folder icon at the end of the Backup File field to set the location; select the Ok button. Then, select Create Backup.

i. Open the Import Data From LDC window (see image below):
   a. Select the TAMC menu from the main menu in Roadsoft.
   b. Select 2 - (County/City Does This) Import TAMC Data from LDC.
   ⇒ The Import Data From LDC window will open.

ii. Import your LDC data:
   a. Select the Browse for LDC Export button.
   b. Locate the “LDCtoRS_[jurisdiction]_[date]_[time].ldc2rs” file.
   c. Select Open.
   d. Select Import LDC Data.
   ⇒ The Import LDC Data dialogue box will open (see image below).

   e. If you have not already created a backup of your Roadsoft data, select Yes; this will open the Roadsoft Database Manager and create a backup.

   OR: If you have already created a backup of your Roadsoft data, select No.

   ⇒ If you selected Step 2.A TAMC Export Option, Roadsoft will automatically restart when the import process is complete. Proceed to Step 7.

   OR: If you selected Step 2.B Local Use Export Option, the Submit Road Rating Data to TAMC? dialogue box will open (see image below). Continue to Step 6.iii.
IMPORTANT: If the network being imported was created using the Local Use Export Option process and you selected the No button in the TAMC Data Collection? dialogue box (see Step 2.B.i), two dialogue boxes come up to clarify whether the included data is to be submitted to TAMC: the Submit Road Rating Data to TAMC? dialogue box and the TAMC Rating Requirements dialogue box.

iii. The Submit Road Rating Data to TAMC? dialogue box requires Yes/No verification (see image below):

This dialogue box should not appear for Federal-aid submission; if it does, the Federal-aid network was set up incorrectly and was not created as a TAMC export.

a. Select Yes if you plan to submit the data to TAMC.
b. Select No if you do not want the data included in the TAMC data set export in Step 7.

iv. The TAMC Rating Requirements dialogue box will open if Yes was selected (see image below).

a. Select Yes or No as appropriate to reflect whether the data meets non-Federal-aid road PASER data collection requirements.

This will determine whether the data will be included in the TAMC data set export in Step 7.

⇒ Roadsoft will automatically restart when the import process is complete.
Step 7: Export TAMC data for the planning organization’s version of Roadsoft

i. Open the Export TAMC Data to Region dialogue box (see image below):
   a. Select the TAMC menu from the main menu in Roadsoft.
   b. Select 3 - (County/City Does This) Export TAMC Data to Region.
      ➞ The Export TAMC Data to Region dialogue box will open.

![Export TAMC Data to Region dialogue box]

ii. Define an Export Path:
   - The Export Path is the location on your hard drive where you want to save the export file.
   a. Select the folder icon (button) to browse your hard drive for the location where you want the export to be saved.
      OR: Type/paste your desired export path into the textbox.
   b. Select Export.

iii. Confirm the successfully completed report:
   a. Select Ok when the export confirmation dialogue box opens.
      ➞ Roadsoft will create a file named “TAMC_[jurisdiction]_[date]_[time].tamz” in the location you specified.

iv. Copy this .tamz file to a portable storage device.
   - This .tamz file will be sent to your PO for import into their Roadsoft database.
FOR PLANNING ORGANIZATIONS ONLY: DATA SUBMISSION
Step 8: Import TAMC data from the local agency into the planning organization’s version of Roadsoft

NOTE: This step is not performed in the field; it should be performed at the PO office to import inspection data from individual agencies.

IMPORTANT: Before you import new data into Roadsoft, back up your existing Roadsoft database. To do so, open the Tools menu and then select Backup Roadsoft Database from the dropdown; select Create Backup. Select a location where you would like to save your file using the file folder icon at the end of the Backup File field to set the location; select the Ok button. Then, select Create Backup.

i. Open the Import TAMC Data From Local Jurisdiction dialogue box (see image below) in the PO’s Roadsoft database:
   a. Select the TAMC menu.
   b. Select 4 - (Region Does This) Import TAMC from County/City.
      ⇒ The Import TAMC Data From Local Jurisdiction dialogue box (see image below) will open.

ii. Find the local agency’s Roadsoft data collection that you wish to import:
   a. Select the Browse For LDC Export button.
   b. Locate the “TAMC_[jurisdiction]_[date]_[time].tamz” file.
   c. Select Open.
   d. Select the Import LDC Data button.
      ⇒ An import dialogue box will open.

continued on next page
iii. Create a backup of your Roadsoft data prior to importing:
   
   a. Select the **Yes** in the import dialogue box to open the Roadsoft Database Manager and create a backup; proceed with importing your collected data.

   OR: Select the **No** button to skip the backup and continue with the import.

   ᴮᵉProv: Roadsoft will automatically restart when the import is complete.

**NOTE:** The **Import TAMC Data from Local Jurisdiction** dropdown lists up to the last four folders from which you imported. If this is the first time you are importing data, the screen will appear blank.
Step 9: Export planning organization’s .xml file from Roadsoft

NOTE: Once your PO’s data are complete, export the PO’s .xml to the CSS.

i. Verify your PO’s data before proceeding:
   a. Follow the steps in TAMC Data Quality Control Guide (see page 56).

ii. Open the Export TAMC File to Council dialogue box (see image below):
   a. Select the TAMC menu from the main menu in Roadsoft.
   b. Select 5 - (Region Does This) Export TAMC File to Council (Individual County Files).
      ⇧ The Export TAMC File to Council dialogue box will open (see image below).
      NOTE: Do not use the standard Roadsoft .xml export procedure [which is File > Export layer to File (XML)] as the standard procedure is different than TAMC export.

iii. Define your export variables in the Export TAMC File to Council dialogue box:
   a. Select the county you wish to export using the dropdown menu in the County field.
   b. Define your Export Path:
      • Select the folder button to the right of the Export Path field to browse your hard drive for the location where you want the export to be saved.
   c. Select Export.
      ⇧ This will export the data to the specified export path. The filename that is created will contain the county and year of data. (e.g. AlconaCYYY.xml, where CYYY should be your current collection year).
TAMC Data Quality Control Guide

It is important to ensure that your condition data are accurate and comprehensive. It is easiest to check for errors in data at the local and regional levels before submitting data to the TAMC. Data quality control can be performed by entering a series of queries into the Filter Builder in Roadsoft. The following steps will guide you through this process and ensure that your agency has a complete set of condition data.

NOTE: Changes to data will only be sent to the TAMC if they were collected in the LDC or hand-entered in the region version of Roadsoft. Rating and changes in ratings should be initially entered in the LDC (not in Roadsoft) or data will not be reported. Data entered into Roadsoft (rather than being collected in the field) will result in missing data when the final collection file is sent to the TAMC.

Step 1: Determine the total length of your network

i. Open the Filter Builder either by clicking with your right mouse button on the map in the Map window and selecting Filter Builder, or by selecting the map toolbar’s Filter button and selecting Filter Builder.

ii. In the Filter Builder window, select Open to open the Load Saved Filter window.

iii. Select your saved TAMC network for the current collection year and select the Ok button.

iv. Look at the bottom left of the Filter Builder window (see image below) and record the number of total Miles. You will use this number, along with additional criteria, to verify that your regional PASER data are correct.

continued on next page…
TAMC Data Quality Control Guide, continued

Step 2: Verify that your agency’s TAMC data are accurate

Using the filter criteria provided in the Table of Quality Control Queries (next page), you will be able to detect missing or incorrect data by comparing the miles in a particular query against your original Miles (generated in Step 1, above).

In the Table of Quality Control Queries:

- Check: lists the potential error for which the criteria checks
- Criteria: lists the criteria that need to be entered into the network and Filter Builder
- Expected Output: lists the segments/mileage that should display at the bottom left of the Filter Builder after adding the criteria
- Troubleshooting: lists the most likely reason for not getting the expected outcome and steps to take to fix/obtain any inaccurate/missing data.

Step 3: Spot-check number of lanes using the Roadsoft web integration tool

i. Create a legend for the number of lanes:

   NOTE: In Legend Builder, adjustments to the color, size, and style of features are made on the map to indicate different types of data. For example, an applied legend can help to differentiate between asphalt and gravel pavement types by applying colors respective to each type to road segments. The Legend Builder is available for all modules with the exception of Traffic Signal and Intersection. For more information on using the legend builder, visit the Roadsoft Manual’s Using the Legend Builder video tutorial.

   a. Make the Road layer visible and active.
   b. Select the Show Legend button in the toolbar if the legend window is not open.
   c. Select the Open Legend… button to open the Legend Builder window.
   d. Select Lanes from the dropdown menu.

continued on next page...
Step 3: Spot-check number of lanes using the Roadsoft web integration tool, cont’d.

   e. Select either Unique Values or Range Values using the radio buttons at the top of the Legend Builder window.

   NOTE: Unique Values will allow you to assign different visual properties to each lane number. For example, “Lanes=0” on the map could be assigned a unique color, such as color red (see image below). Range Values will allow you to assign different visual properties for a range of lane number values. For example, all roads that have five to eight lanes could be assigned a unique color, such as blue (see image below).

   f. Select an item in the Items list to define its properties.

   g. Edit the properties in the Item Properties box until you are satisfied with the applied legend in the Preview box.

   h. Repeat TAMC Data Quality Control Guide Steps 3.i.f and 3.i.g for all items in the Items list.

   i. Select the Apply button when all items in the Items list have been edited.

      ⇒ The legend is now applied.

   ii. Select a random road segment.

   iii. Right-click on the map.

   iv. Select Web Integration from the dropdown menu.

continued on next page...
TAMC Data Quality Control Guide, continued

Step 3: Spot-check number of lanes using the Roadsoft web integration tool, cont’d.

v. Select Open Location in Google Maps or Open Location in Bing Maps.

⇒ A web browser will open up a map of the location.

vi. Select the street view.

vii. Verify the correct number of lanes is assigned to the segment.

viii. Repeat TAMC Data Quality Control Guide Steps 3.i to 3.vii for additional segments.

continued on next page...
**TAMC Data Quality Control Guide, continued**

**Table of Quality Control Queries**

Ensure you have recorded the miles within your TAMC network (Step 1, above) before you use the following table. When your miles are used in combination with these queries, these figures will help you verify the accuracy and completeness of the data you collected for TAMC.

<table>
<thead>
<tr>
<th>Check</th>
<th>Criteria</th>
<th>Expected Output</th>
<th>Troubleshooting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check to see that all mileage in TAMC network have been rated</td>
<td>TAMC Collection Year = current year</td>
<td>Number of miles recorded in Step 1</td>
<td>There are segments that did not receive a rating. Missing rating data must be collected and entered in the LDC.</td>
</tr>
<tr>
<td>Check to see if all submitted segments have a valid surface type</td>
<td>TAMC Collection Year = current year</td>
<td>Number of miles recorded in Step 1</td>
<td>There are undefined roads in the network. Validate these segment types using the LDC.</td>
</tr>
<tr>
<td>Number of Lanes</td>
<td>Surface Type &lt;&gt; Undefined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check to see if all submitted segments have a valid number of lanes</td>
<td>TAMC Collection Year = current year</td>
<td>Number of miles recorded in Step 1</td>
<td>There are segments that have an invalid number of lanes. Segments with invalid lanes should be reviewed and corrected in the LDC.</td>
</tr>
</tbody>
</table>
**Step 10: Upload planning organization’s .xml file to the CSS’ Investment Reporting Tool**

The CSS collects road condition data for Public Act 499 reporting purposes. Therefore, regional or metropolitan planning agencies submit a Roadsoft XML export file containing condition data to the CSS on behalf of agencies within their jurisdiction.

i. Open your web browser (e.g., Microsoft Edge, Internet Explorer, Mozilla Firefox) and go to:

https://milogintp.michigan.gov/

ii. Log in using your user ID and password.

iii. Select **Roadsoft Upload** from the +Add dropdown menu.

*continued on next page*
iv. Upload the Roadsoft .xml export files for each agency in your region:
   a. Choose the **Browse…** button associated with the *File* dialogue box.
   b. Navigate to and select the .xml file you created in Step 9.
   c. Optional: Enter any pertinent comments in the *Comment* box.
   d. Select **Upload** to submit the data to the TAMC.

**NOTE:** You will also need to upload the GPS logs separately at this time.
## APPENDIX A – PASER MICHIGAN-SPECIFIC CHEAT SHEET

### General TAMPASER Rating Tips
- Rate surface distress, not ride quality. Be aware of cracks in the wheel path, as they can be hard to see and don’t affect the ride.
- Disregard the shoulder. Rate only the drivable pavement, edge line to edge line.
- Do not ignore reflective cracks. Rate them by assessing the type of crack they are (transverse, longitudinal, alligator...).
- Rate the current surface condition. If construction is in progress (work is active), but you are driving on the old surface, go ahead and rate the new surface. Some barrels sitting on the side of the road is not construction progress.
- Rate what you see, not what distresses you think might happen in the future.
- Rate roads with the same scrutiny regardless of their use, ownership or functional class.
- Rate the lane with the worst condition when lanes have differing conditions. For variable surface types, rate the worst lane, and select it as the Surface Subtype.
- Crush & Shape - A treatment is considered a reconstruct only if the base material is replaced or recompacted.
- Rutting - Look for visual cues such as glow scars. Get out and measure using a straight edge and tape measure. Use caution!
- Rutting Revisions – See page 8 of the TAMPASER Training Manual for rutting measurement changes.
- Composite Pavement – When a concrete pavement has been overlaid with asphalt (composite pavement) rate it based on the uppermost surface, in this case, asphalt, but note the surface subtype as composite.
- Concrete Joint Repairs – The highest rating a repaired concrete pavement can receive is a 9. No other defects can be present and the condition is “Like new.” However, this is not what the Concrete PASER Manual says.
- Sealcoat – See pages 6-7 of the TAMPASER Training Manual for rating sealcoat pavements. Sealcot applied over asphalt is a treatment. A sealcoat “Yes” is simply sealcoat over gravel.
- Preventive Sealcoat treatments – Do not downgrade an Asphalt PASER 9 or 10 (no defects) to an Asphalt PASER 8 because of the treatment. Rate it based on the distresses that are visible (see page 9 of TAMPASER Training Manual).

### Modified for Michigan TAMPASER Specific

#### Denotes Priority Distress

---

### Asphalt PASER

<table>
<thead>
<tr>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>New construction No defects Less than 1 year old Only a “10” for 1 year Recent base improvement No action required</td>
<td>Trans. cracks 10’-40’ apart Cracks open &lt; 1/8 Little or no crack erosion Little or no raveling Few if any patches in good condition First signs of wear Suggested Action Maintain with crack seal</td>
<td>Longitudinal cracking in the wheel path Rutting 1”- 3” deep Severe block cracking: &lt;1’ blocks Severe surface raveling Multiple longitudinal &amp; transverse cracks with slight crack erosion Patching in fair condition First signs of structural weakening Suggested Action Structural overlay &gt;2”</td>
</tr>
<tr>
<td>Like new condition No defects More than 1 year old Recent overlay with or without a crush and shape No action required</td>
<td>Trans. cracks less than 10’ apart Initial block cracking (6’-10’ Blocks) Cracks open 1/4” - 1/2” Blocks are large and stable Slight to moderate polishing or flashing No patches or few in good condition Slight raveling Sound structural condition</td>
<td>&lt;25% alligator cracking (first signs) Moderate rutting 1”-2” deep Severe block cracking (Alligator) Longitudinal &amp; transverse cracks showing extensive crack erosion Occasional potholes Patches in fair/poor condition Suggested Action Structural overlay &gt;2” Patching &amp; repair prior to a major overlay Milling would extend overlay life</td>
</tr>
</tbody>
</table>

#### Suggested Action
- **Maintain with crack seal**
- **Maintain with sealcoat**
- **Structural overlay >2”**
- **Patching & repair prior to a major overlay**
- **Milling would extend overlay life**
- **Reconstruction with base repair**

---

2018 Michigan PASER Cheat Sheet
# Concrete PASER

## Concrete 10
- **Good**
  - New construction
  - No defects
  - Less than 1 year old
  - Only a "10" for 1 year
  - Recent reconstruction
  - No action required

## Concrete 9
- **Fair**
  - Joint rehabilitation, only if no other defects are present
  - Light traffic wear in wheel path
  - Few pop outs
  - Recent concrete overlay
  - No maintenance required

## Concrete 8
- **Poor**
  - Joints all in good condition
  - Partial loss of joint sealant
  - No transverse cracks
  - Minor surface defects - pop outs, map cracking or slight scaling
  - Isolated meander cracks (cracks are well-sealed or tight)
  - Light surface wear
  - Isolated cracks at manholes (cracks are well-sealed or tight)
  - Little or no maintenance required

## Concrete 7
- **Fair**
  - Isolated transverse cracks
  - Full depth repairs all in excellent condition
  - Minor surface scaling
  - Some open joints
  - Some manhole cracks
  - Isolated settlement or heave areas
  - Pop outs could be extensive but sound
  - Suggested Action
    - Seal open joints
    - Spot repair surface defects

## Concrete 6
- **Poor**
  - Meander and transverse cracks ¼” open
  - Transverse joints open ¼”
  - Longitudinal joints open ¼”
  - Moderate surface scaling <25% of surface
  - Several corner cracks tight or well-sealed
  - First signs of shallow reinforcement cracks
  - Suggested Action
    - Seal open joints and cracks
    - Overlay surface raveling areas

## Concrete 5
- **Poor**
  - First signs of crack/joint faulting up to ¼”
  - First signs of joint or crack spalling
  - Moderate to severe scaling or polishing between 25% to 50% of surface
  - Spalling from shallow reinforcement
  - Multiple corner cracks w/ broken pieces
  - Suggested Action
    - Grind and repair surface defects
    - Some partial depth joint repairs or patching may be needed

## Concrete 4
- **Poor**
  - Crack or joint faulting up to ½”
  - Moderate spalling on joints and cracks on several slabs
  - Multiple transverse or meander cracks
  - Severe scaling, polishing, map cracking or spalling >50% of surface
  - Corner cracks missing pieces or patches
  - Pavement blowups
  - Suggested Action
    - Some full depth repairs
    - Asphalt overlay or extensive surface texturing

## Concrete 3
- **Poor**
  - Severe crack or joint faulting up to 1”
  - D-Cracking evident
  - Many joints, transverse and meander cracks open and severely spalled
  - Extensive patching in fair to poor condition
  - Suggested Action
    - Extensive full depth repairs
    - Some full slab replacements

## Concrete 2
- **Poor**
  - Severe and severely spalled slab cracks
  - Extensive failed patches
  - Joints failed
  - Severe and extensive settlement & heaves
  - Suggested Action
    - Recycle or rebuild pavement

## Concrete 1
- **Poor**
  - Restricted speeds
  - Extensive potholes
  - Total loss of pavement integrity
  - Suggested Action
    - Total reconstruction

---

**Contact Information**

Roadsoft & LDC Technical Support: 906-487-2102
TAMC Coordinator: Roger Belknap, 517-373-2249
e-mail: belknap@michigan.gov
TAMC Website: michigan.gov/tamc

Center for Shared Solutions (CSS) Framework Issues:
517-373-7910, ask for Josh Ross
PASER Data Submission via the CSS IRT web site
https://milogirp.michigan.gov

2016 Michigan PASER Cheat Sheet
APPENDIX B – IBR SYSTEM™ FIELD GUIDE

IBR Field Guide

The Inventory-Based Rating System™ (IBR) for unpaved roads functions by defining a baseline condition for each of the three inventory features: Surface Width, Drainage Adequacy and Structural Adequacy. These features do not change rapidly and are apparent enough to be evaluated from a moving vehicle without the need for fine measurement. The resulting 1 through 10 IBR number can then be found in the Rating Lookup Chart on the back or it will be generated automatically when using the Roadsoft® Laptop Data Collector.

**GOOD**
- **Width**: 22 feet or greater in surface width. Vehicles have sufficient room to pass by each other when approaching in the opposite direction. Reduction of speed is unnecessary.
- **Remedy/Action**: None

**FAIR**
- **Width**: 16 to 21 feet in surface width. Vehicles should reduce speed to pass by each other when traveling in the opposite direction.
- **Remedy/Action**: 1' to 6' of widening

**POOR**
- **Width**: 15 feet or less in surface width. One vehicle should slow down and pull over and the other should reduce speed to pass by when traveling in the opposite direction.
- **Remedy/Action**: 7' to 15' of widening

Quick Tip: When driving at 20 mph, does the driver feel they need to slow down when approaching another vehicle in the opposite lane? (see additional guides on back)

**Distance X** is the difference in elevation from the ditch flow line (or any standing water, whichever is less) to the top edge of the shoulder.

- **Distance X is 2 feet or more, and: No secondary ditches** are present.
- **Remedy/Action**: None

- **Distance X is 0.5 to < 2 feet, or: Distance X is two feet or more, with secondary ditches** present.
- **Remedy/Action**: Vertical separation from runoff water is present but more is needed and/or remove secondary ditches.*

- **Distance X is less than 0.5 feet**
- **Remedy/Action**: Vertical separation from runoff water needs to be created.

*Secondary ditches should only be considered if they are over six inches tall.

**GOOD**

<table>
<thead>
<tr>
<th>Structural Adequacy</th>
<th>Existing gravel thickness is:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAIR</strong></td>
<td>greater than 7 inches</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>less than 4 inches</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structural Adequacy</th>
<th>Existing gravel thickness is:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAIR</strong></td>
<td>1 inch nuts or 3 foot potholes</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>did not develop throughout the year</td>
</tr>
<tr>
<td></td>
<td>developed during the thaw or very wet periods</td>
</tr>
<tr>
<td></td>
<td>developed during much of the year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structural Adequacy</th>
<th>Existing gravel thickness is:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAIR</strong></td>
<td>not required, leaving the road passable throughout the year (when plowed)</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>necessary to make the road passable during wet periods</td>
</tr>
<tr>
<td></td>
<td>required to make the road passable throughout the year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structural Adequacy</th>
<th>Existing gravel thickness is:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAIR</strong></td>
<td>Placement of 1 to 4 inches of good quality gravel would be recommended as a fix assuming drainage is good**</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>Placement of 5 to 6 inches of good quality gravel would be recommended as a fix assuming drainage is good**</td>
</tr>
</tbody>
</table>

**Look into what is causing structural problems because more gravel is not a good remedy for bad cross slope drainage.**

2018 Inventory-Based Rating System™ Reference Sheet
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## Rating Lookup Chart

<table>
<thead>
<tr>
<th>Width</th>
<th>Drainage</th>
<th>Structure</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Good</td>
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</tbody>
</table>

***Segment is less than one year old

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## Feature Assessment Summary

**Surface Width** is assessed by estimating the approximate width of the traveled portion of the road which includes travel lanes and any shoulder that is suitable for travel.

**Drainage Adequacy** is assessed by determining the presence or absence of a secondary ditch (6 inch high shoulder) that has the capacity to retain surface water, and by estimating the difference in elevation between the ditch flow line or level of standing water in the ditch and the top of the edge of the shoulder.

**Structural Adequacy** is assessed by estimating the existing gravel thickness. It is not the intent of this inventory feature to require involved testing or exploration of existing conditions. Ratings are to be made based on local institutional knowledge. If the thickness is not known this assessment can be conducted using the presence or lack of structural distresses (rutting over 1 inch or potholes greater than 3 feet in width) during the previous year that required emergency maintenance to keep the road passable.

**For more info see:** [https://ctt.mtu.edu/inventory-based-rating-system](https://ctt.mtu.edu/inventory-based-rating-system)
APPENDIX C – MICHIGAN’S REGIONAL PLANNING ORGANIZATIONS

Map Legend
1. Southeast Michigan Council of Governments
2. Region 2 Planning Commission
3. Southcentral Michigan Planning Council
4. Southwestern Michigan Commission
5. GLS Region V Planning Commission
6. Tri-County Regional Planning Commission
7. East Central Michigan Planning & Development Region
8. West Michigan Regional Planning Commission
10. Northwest Michigan Council of Governments
11. Eastern Upper Peninsula Regional Planning and Development Commission
12. Central Upper Peninsula Regional Planning and Development Commission
13. Western Upper Peninsula Planning and Development Regional Commission
14. West Michigan Shoreline Regional Development Commission

*RPOs/MPCs responsible for PASER collection in Region 3 in 2013:
Kalamazoo Area Transportation Study (KATS) for Barry, Kalamazoo, St. Joseph, & Branch Counties
Battle Creek Area Transportation Study (BCATS) for Calhoun County
APPENDIX D – MICHIGAN’S METROPOLITAN PLANNING ORGANIZATIONS

State of Michigan
Metropolitan Planning Organizations (MPOs)
as of May, 2013

Legend
- County
- 2010 Urbanized Areas
- Battle Creek Area Transportation Study
- Bay County Transportation Planning Division
- Genesee County Metro Alliance
- Grand Valley Metro Council
- Kalamazoo Area Transportation Study
- Macatawa Area Coordinating Council
- Midland Area Transportation Study
- Region 2 Planning Commission
- Saginaw County Metro Planning Commission
- Southeast Michigan Council of Governments
- Southwest Michigan Planning Commission
- Tri-County Regional Planning Commission
- West Michigan Metro Transportation Planning Program

0  25  50  100 Miles
APPENDIX E – NEW MIDLAND AREA TRANSPORTATION STUDY (MATS) BOUNDARY
APPENDIX F – TAMC’S POLICY FOR COLLECTION OF ROADWAY SURFACE CONDITION DATA

Policy for Collection of Roadway Surface Condition Data

The Transportation Asset Management Council adopted this policy on September 6, 2017.

Introduction:
The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan’s roads and bridges. Part of the TAMC’s mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and roadway surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid eligible and Non-Federal Aid eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities.

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Michigan Department of Transportation (MDOT) shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction. Additionally, procedures and requirements developed and presented by the TAMC shall, at a minimum, include the areas of training, data storage and collection, reporting, development of a multiyear program, budgeting and funding, and other issues related to asset management.

The TAMC has given the responsibility of managing the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs.

This policy applies to the collection of roadway surface condition data on:
- Federal-aid (FA) eligible network of public roads and streets using the Pavement Surface Evaluation and Rating system (PASER),
- Non-Federal-aid (NFA) eligible network of public roads and streets using the PASER system, and
- Unpaved roads and streets on either the FA or the NFA networks using the Inventory Based Rating® (IBR) system.

Rating Teams
NOTE: Refer to the PASER Training/Certification Requirements section of this policy for training and certification requirements.

Data collection logs MUST contain rating team members’ or observers’ names and agencies, mileage, rating dates, and rating times. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

FA Rating Teams
Rating teams must be comprised of a minimum of three raters: one (1) member from MDOT, one (1) member from the RPO/MPO and one (1) member/representative from the Act 51 road agency being rated (County, City/Village). All of these members must meet the training and/or certification requirements.
Policy for Collection of Roadway Condition Data

Additional participants may be included however, they must meet the training/certification requirements in order to be reimbursed with TMC funds through the RPO/MPO for their effort. Although the TMC supports interest by others in the data collection process, observers will not be reimbursed by the TMC for their time.

**NFA Rating Teams**

a. **If TMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TMC’s state wide database:**

   The Act 51 road agency may establish their own collection schedule and collect data on their NFA network.

   The rating team shall consist of a minimum of one rater: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements.

   The TMC encourages all rating team participants to follow their agency’s safety procedures and practices.

b. **If TMC reimbursement is being requested:**

   Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection.

   Road agencies must submit a written request for reimbursement; the request should include the miles of NFA rated and the total estimated cost (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members’ time, and vehicle use. Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

   The RPO/MPO decision on what requests for reimbursement are approved will consider:

   - available budget,
   - absence or age of the NFA data that will be collected,
   - last year of reimbursement to the road agency for that NFA data set. No more frequently than once every three (3) years,
   - rating team members’ training and/or certification status

   The rating team shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TMC supports interest by others in the data collection process, observers will not be reimbursed by the TMC for their time.

   The TMC encourages all rating team participants to follow their agency’s safety procedures and practices.

**PASER Training/Certification Requirements:**

**Training:**

- Any rater who participates in the PASER data collection and influences the rating activity MUST attend an on-site PASER training in the same year the data collection
Policy for Collection of Roadway Condition Data

occurs.

- New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) MUST attend one (1) supplemental PASER webinar training session in addition to attending one (1) on-site session.
- Individuals who are PASER Certified Raters are exempted from on-site training as defined in PASER Certification Eligibility Requirements section of this policy.
- Any rater who participates in the data collection for unpaved roads shall attend IBR training within three years of the year IBR data collection is conducted.
- New IBR raters (never attended IBR training before) and seasoned raters (who did not attend IBR training within three calendar years of the IBR data collection) MUST attend one (1) IBR training session.
- RPO/MPO representatives are required to attend PASER and IBR training events every year regardless of their experience or certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

Certification Eligibility Requirements:
To be considered a candidate to take the PASER certification exam the rater must meet the following criteria:

- All raters: Six (6) or more years (not including current year) of attendance of PASER on-site training as verified through the Center for Technology & Training (CTT) records.
- Raters who are licensed professional civil engineers: Three (3) or more years (not including current year) of attendance of PASER on-site training as verified through CTT records.
- Raters who actually rated a portion of their road network during TAMC collection for the same number of years trained (not including current year). This will be verified by a signed letter from the individual stating their rating experience.
- Raters who attended the annual TAMC PASER on-site training portion of the workshop as well as the examination administration portion of the workshop.

Certification Exam:
- The written certification exam will be administered at the on-site sessions of PASER training to eligible candidates.
- Raters must pass the written certification exam during the on-site training sessions. The passing score is 70% correct or will be adjusted using the normal distribution (bell curve) of the scores depending on the difficulty of the exam questions at the discretion of CTT staff.
- Raters who do not pass the certification exam will be able to attend another on-site PASER training session and retake the exam as many times in one year as space and CTT administration allows.
- The TAMC will hold exam results and exam questions as documents that are not open to the public without a freedom of information request to prohibit development of files of exam questions that can be used to memorize facts rather than learning concepts.

There is no current certification exam for IBR (unpaved road) data collection.
Certification Responsibilities:
- Certified raters are required to attend on-site PASER training every other year, i.e. a
two (2) year cycle to recertify by taking the certification exam.
- Certified raters are required to attend an organizational webinar for updates to business
rules and changes to the data collection process as necessary. This webinar is required
to keep certified raters informed of new guidance in the program and provides raters
with an opportunity to interact with T AMC members.

MDOT Region Representative Responsibilities
NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source
for the T AMC.
- Ensuring that a trained and/or certified MDOT rater participates on the rating team for the annual
FA data collection.
- Providing an MDOT vehicle for the annual FA data collection.
- Ensuring non-MDOT members of rating team are provided with State of Michigan travel and
reimbursement rate schedules at the start of the rating season.

RPO/MPO Regional Coordinator Responsibilities
NOTE: Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for
the T AMC.
- Establishing the data collection schedule and coordinating the dates for FA road rating with the
respective rating teams.
  NOTE: The T AMC outlines policies for the data collection cycle schedule as well as first and
  last days of annual data collection in the Data Collection section.
- Ensuring/verifying the rating team has the required number of trained and/or certified raters from
the Act 51 road agency(ies) collecting the road surface condition data (see the Rating Teams
and the PASER Training/Certification Requirements sections of this policy for more information).
- Ensuring daily data collection logs which MUST contain team members or observers’ names and
agency, mileage, rating dates and time are accurately completed for each day of reimbursable data
collection.
- Verifying/checking the miles of road surface condition data collected.
- Performing quality control checks of the data collected.
  NOTE: The RPO/MPO Regional Coordinator MUST review the collected data—looking for
  missing entries (zeros), valid surface type, missing surface type, valid number of
  lanes, missing lane information, and large increases/decreases in PASER scores for
  road segments that have had no treatments—before sending it to the Center for Shared
  Solutions (CSS).
- Ensuring that the completed PASER data export file is the correct file type and submitting
the PASER data export file to the CSS (see the Data Submission/Standards section of this policy for
more information).
- Submitting RPO/MPO invoices for reimbursement to the T AMC Asset Management Coordinator
monthly or quarterly for all expenses related to training, data collection efforts, quality control,
and data submission activities. Including copies of daily collection logs and any other backup
information as attachments to the invoice.

Data Collection
- FA data collection must be completed in a two (2) year cycle for the entire FA network.
- NFA data collection is encouraged with or without T AMC reimbursement.
Policy for Collection of Roadway Condition Data

- Each rating team must complete the following logs when being reimbursed for their work:
  - Daily data collection logs which **MUST** contain team members or observers’ names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
  - Prepare a list that includes rater’s names and agencies, as well as the certification that all raters were appropriately trained/certified.
- Data collection on paved roads must be consistent with the current TARC PASER Training Manual, the Sealcoat Revised Rating Guide for Michigan, and, when appropriate, the Asphalt, Concrete, and Sealcoat PASER Manuals (accessible at http://michiganlap.org/paser-resources).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the IBR Field Guide.
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday in April of each year; the last day for data collection shall be the last Friday in November of each year.

Data Submission/Standards

- FA/NFA data collected is to be submitted to the CSS by the RPO/MPO Regional Coordinator, who will submit the data following quality assurance and quality control guidelines.
- The export file from Roadsoft MUST be in a shapefile format; exports containing text files are not accepted. See the current TARC PASER Training Manual (accessible at http://michiganlap.org/paser-resources) for additional information.
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the first Friday of December.

Reimbursement

Note: Act 51 road agencies must receive prior authorization from the RPO/MPO for reimbursement for NFA data collection. Please refer to the earlier section on NFA Rating Teams: b. If TARC reimbursement is being requested section.

The TARC has given the responsibility of managing portions of the TARC work program to the RPO/MPOs. The RPO/MPOs have TARC work activities included in their annual work programs and have funds allocated from the TARC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TARC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TARC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TARC.
- Rating team members who represent Act 51 (county, city, or village) road agencies will be reimbursed, for FA data collection and, with prior authorization, for NFA data collection activities, and for expenses directly related to the data collection effort (i.e., time, travel, meals, vehicle) via annual RPO/MPO project authorization with the TARC. The TARC will not directly reimburse Act 51 road agencies. Act 51 road agencies shall submit invoices and supporting information to the RPO/MPO for costs associated with PASER data collection that has been authorized by the RPO/MPO. The RPO/MPO will request payment from MDOT and subsequently reimburse the road agency following receipt of payment from MDOT.

5
Policy for Collection of Roadway Condition Data

- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 read agency's associated cost invoice(s) detailing expenses directly related to data collection (i.e., time, travel and/or meal reimbursements), and data submission activities. Time, travel and/or meal reimbursements will be processed according to State of Michigan travel and meal rates. Copies of daily collection logs and any other backup information will be included as attachments to the invoice.

If you have any questions relating to this policy, please contact:

TMC Asset Management Coordinator
Michigan Department of Transportation
P.O. Box 30050, 425 W. Ottawa Street
Lansing, MI 48909
(517) 373-2294
www.michigan.gov/tmc
APPENDIX G – FRAMEWORK CHANGE REQUESTS

If an agency needs to request a change to their base map, the agency must submit a request to the CSS, which makes all framework changes to the base map. These changes are typically delivered annually to the CTT for inclusion in Roadsoft.

Roadsoft includes a process by which agencies can create and manage framework map change requests. Framework map change requests are submitted to the CSS through Roadsoft only (not through the LDC).

To create and submit a framework map change request:

i. Zoom to the desired segment(s) requiring change(s) using the Roadsoft zoom tools.
   Select Tools from the main menu.
   Select Create Framework Map Change Request.…
   The Framework Map Change Request window (see image below) will open.

Enter a clear and easily identifiable title for the change request in the Title field.

Enter a clear and thorough description for the change request in the Description field (see image above).

NOTE: Submission to the CSS includes the Title and the Description in the change request.

Optional: Enter agency-specific comments in the Personal Notes field (see image above).
NOTE: Submission to the CSS does not include the Personal Notes in the change request.

Select the OK button.

⇒ A new change request has now been created; it is not yet submitted.

Select Tools from the main menu.

Select Manage/Submit Framework Map Change Requests…

Select the desired framework change request from the list.

⇒ The Submit FW Change window (see image below) will open.

![Submit FW Change window]

Enter your name, agency, and e-mail in the First Name, Last Name, Agency, and E-mail fields respectively.

Select the Submit button.

⇒ This will submit your new change request via e-mail to the CSS An example of the form that the CSS will receive is shown below.

If you have any questions or issues creating and submitting your framework map change request, please refer to the Roadsoft Manual’s Create Framework Map Change Request help documentation (under Roadsoft > Roads > Framework Map Change Request). Or, please call Roadsoft technical support at (906) 487-2102.
Description:
Cobblestone Ct in Danby Twp should be a private drive.
APPENDIX H – DATA COLLECTION TIMESHEET

This form is an example; please obtain appropriate Time Expense logs from your PO.

TRANSPORTATION ASSET MANAGEMENT COUNCIL

2018 DATA COLLECTION - ROAD INVENTORY LOG

<table>
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<th>Date:</th>
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<tr>
<td>Planning Region -</td>
<td></td>
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<tr>
<td>County -</td>
<td></td>
</tr>
<tr>
<td>City -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours/Minutes Worked:</td>
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</table>

Please check the following work type:

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<th>OFFICE WORK:</th>
<th>FIELD WORK:</th>
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</thead>
</table>

GEOGRAPHIC AREA: Please insert region, county, township, city, etc.

MILEAGE LOG:

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<tr>
<th>VEHICLE:</th>
<th>General Comments:</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td>END MILE:</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL MILES OF FED-AID ELIGIBLE ROADS INVENTORIZED:

Please fill out this form each day you perform Asset Management tasks. E-mail to chesbrog@michigan.gov. If you have any questions, please contact Gil Chesbro at 517-335-2963 (office) or 517-242-3535 (cell)
INDEX

A

Act 51 · See Public Act 51
alligator cracking · See Pavement distress
asphalt · See Pavement
Asphalt PASER Manual · See Pavement Surface Evaluation and Rating — manual
assessment parameter
capital preventive maintenance · 11
drainage · See Inventory-based Rating System
IBR score · See Inventory-based Rating System
number of lanes · See Number of lanes
PASER · See Pavement Surface Evaluation and Rating routine maintenance · 11
structural adequacy · See Inventory-based Rating System
structural improvement · 11
surface type · See Surface type
width · See Inventory-based Rating System
cities, larger · See Data collection procedures — agencies, large
cities, smaller · See Data collection procedures — agencies, small
city
city rater · 19
composite · See Pavement
computer · See Data collection — tools
concrete · See Pavement
Concrete PASER Manual · See Pavement Surface Evaluation and Rating — manual
county
county rater · 19
CPM · See Capital preventive maintenance
cracking · See Pavement distress, See Pavement distress
crew · See Roadsoft
CSS · See Center for Shared Solutions
CSS Investment Reporting Tool · See Investment Reporting Tool
CTT · See Center for Technology & Training

B

back up data
second laptop · 38
block · See Pavement — brick
block cracking · See Pavement distress
boundary roads · See Boundary segments
boundary segments · 13
brick · See Pavement
Brick and Block PASER Manual · See Pavement Surface Evaluation and Rating — manual
bridge system · v, 3
condition · v, 3
capital preventive maintenance · See Pavement maintenance
center for Shared Solutions · 19, 21, 55, 61, 78, 79
submit TAMC/Federal-aid network · See Data submission
center for Technology & Training · v, 78
resources · 5
training · 11
certification · See Testing and certification
certified public road, not · See NFC codes
chip seal · See Pavement — sealcoat
cities, larger · See Data collection procedures — agencies, large
cities, smaller · See Data collection procedures — agencies, small
city
city rater · 19
composite · See Pavement
computer · See Data collection — tools
concrete · See Pavement
Concrete PASER Manual · See Pavement Surface Evaluation and Rating — manual
county
county rater · 19
CPM · See Capital preventive maintenance
cracking · See Pavement distress, See Pavement distress
crew · See Roadsoft
CSS · See Center for Shared Solutions
CSS Investment Reporting Tool · See Investment Reporting Tool
CTT · See Center for Technology & Training

D

data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
data collection · v, 3, 4, 5, 21
culverts · 33
data submission · see Data submission
guardrails · 33
identify network · See Data collection procedures
issues · 13
physical reference segment · 22
quality control · See Quality control
rating roads
construction · 12
group dynamics · 12
light-colored pavement · 13
lighting conditions · 11
oxidized pavement · 13
paved shoulder · 13
ride quality · 13
road importance · 12
road ownership · 12, 13
road use · 12
rutting · 13
speed · 11, 12
visible features · 12
weather · 11, 12
worst lane · 12
rating team
center for Technology & Training · 19
TAMC/Federal-aid · 19
regulations · 3, 19
safety · 15
comply with requirements · 15
vehicle warning light bar · 15
warning garments · 15
signs · 33
timeline · 19
schedule collection · 19
tools
aluminum t-bar · 13
data sets · See Roadsoft – data – data sets
GPS · 20, 38, 40, Also see LDC - GPS
laptop computer · 20, 38
LDC · See LDC
Roadsoft · See Roadsoft
tape measure · 13
training · See Training
Transportation Asset Management Council, for · 13, 14, 33, 49
vehicle · 20
seating · 15
data collection flow · See Data collection procedures – data collection flow
data collection procedures · 17, 25
agencies, medium to large · 22
agencies, small · 21, 47
back up data · See Save point
backup file · 23
case-by-case basis · 22
collect data · 40, 41
additional data · 33
unrated roads · 45
collection networks, built at road commission · 22
collection networks, upload data from small agencies · 22
data collection flow · 23
database selection · 39
export data from LDC · 47
export network for LDC · 30
GPS, connect · See LDC - GPS
identify network · 27
TAMC/Federal-aid · 13, Also see Roadsoft – identify network
import local agency data into Planning Organization’s version of Roadsoft · 53
import network into LDC · 39, Also see LDC - import network
multiple days · 41
network
local/non-Federal-aid · 27, 33
TAMC/Federal-aid · 27, 29, 30, 33, 39
rule · 13
unpaved road data · 44
Data Collection Timesheet · 81
data collection, Transportation Asset Management Council, for · 13
data reporting to Michigan Legislature · 5
data submission · v
data from local agency · 53
export Planning Organization’s XML file from Roadsoft · 55
export Roadsoft asset management data · 50
Federal-aid submission · 51
import data to Roadsoft · 48
import inspection data · 53
import local agency data into Planning Organization’s version of Roadsoft · 53
Planning Organization version of Roadsoft · 53
send Planning Organization’s XML file to CSS · 61
send TAMC/Federal-aid network · 61
submit to TAMC · 19
timeline · 19
Transportation Asset Management Council, for · 13, 49
verify planning organization’s data · 55
data, historical · See Roadsoft
dialogue box · Also see Window
File (IRT) · 62
Roadsoft
Export TAMC Data to Region · 50
Export TAMC File to Council · 55
import · 53, 54
Import LDC Data · 48
Import TAMC Data From Local Jurisdiction · 53, 54
Submit Road Rating Data to TAMC? · 48, 49
TAMC Data Collection? · 33, 34, 49
TAMC Rating Requirements · 49
E
edge distress · See Pavement distress
edge seal · See Pavement maintenance
environmental factors · See Splitting segments
F
Fair
Inventory-based Rating System baseline condition · See Inventory-based Rating System – baseline condition
Transportation Asset Management Council definitions · See Transportation Asset Management Council
Federal-aid-eligible network
agencies, small · See Data collection procedures – agencies, small
data collection · 4, 13, 19
data collection procedures · See Data collection procedures
definition · 4
paved · 3
ldcz file · 32, 37, 39, Also see Roadsoft ldcz file
Rating tab · 42
Refresh · 46
released (date) · 20
Road window · 42, 46
Roadsoft export file
   TAMC data-collection-compliant mode · 33
   TAMC data-collection-non-compliant mode · 33
Roadsoft Laptop Data Collector vcYYYY.MM Login window · 39
Settings menu · 44
shortcut keys · 42
Start/Stop GPS Connection · 40
tamz file · 53
Total Miles Not Yet Rated · 45
transferring to · 32, 37, 39
Unpaved Road Rating Mode · 44
   Inventory-based Rating · 44
   Pavement Surface Evaluation and Rating · 44
unrated roads · 45
Unrated Segments window · 46
ldc2rs file · See Roadsoft – ldc2rs file OR LDC – ldc2rs file
ldcz file · See Roadsoft · ldcz file OR LDC-ldcz file
left-turn lanes · See Number of lanes
local · See NFC codes
local network · See Non-Federal-aid-eligible network

M

major collectors · See NFC codes
map
   framework · See Framework map
   jurisdiction map · See Framework map
Planning Organization · See Planning Organization – map
MDOT · See Michigan Department of Transportation
Metropolitan Planning Organization · See Planning Organization
Michigan Department of Transportation · v, 21
rater · 19, 20
Michigan Local Technical Assistance Program resources · 5, 11
Michigan Technological University · v
Michigan Transportation Asset Management Council · See Transportation Asset Management Council
Michigan-specific Concrete Road Rating Guide · See Pavement Surface Evaluation and Rating – guide
Michigan-specific Sealcoat Road Rating Guide · See Pavement Surface Evaluation and Rating – guide
Michigan-specific TMC definitions · See Transportation Asset Management Council
miles not yet rated · See LDC
minor collectors · See NFC codes
MPO · See Planning Organization

N

National Functional Classification · 3
   NFC codes · See NFC codes
network
   Federal-aid-eligible · See Federal-aid-eligible network
   local · See Non-Federal-aid-eligible network
   non-Federal-aid-eligible · See Non-Federal-aid-eligible network
NFC · See National Functional Classification
NFC codes · 3
certified public road, not · 4
freeways · 4
interstates · 4
local · 3, 4
major collectors · 4
minor arterials · 4
minor collectors · 3, 4
principal arterials · 4
rural area · 4
rural/urban designation left · 4
rural/urban designation right · 4
uncoded · 4
urban area, small · 4
urbanized area, large · 4
urbanized area, small · 4
non-Federal-aid-eligible network
   data collection · 19
      paved roads · 19
data collection procedures · See Data collection procedures
      paved · 3
      rating team · 19
      reimbursement · 19, 21, 27
      training · See Training
      unpaved · 3
   number of lanes · 3, 14, 30, 42, 43, 59
change · 14, See Splitting segments
   continuous left-turn lanes · 3
   spot check · 57, 58, 59
   street view · See Roadsoft – web integration
   through lanes · 3

P

PASER · See Pavement Surface Evaluation and Rating
PASER Data Quality Control Guide · 55
PASER manuals · See Pavement Surface Evaluation and Rating – manual
patching · See Pavement maintenance
paved roads · 12, 42
evaluation · 5
Federal-aid-eligible · See Federal-aid-eligible network
Federal-aid-eligible network · See Federal-aid-eligible network
non-Federal-aid data collection · See Non-Federal-aid-eligible network
pavement
asphalt · 3, 4, 5, 7, 8, 10, 14
hot-mix thickness · 4
overlay · 4
block · See Pavement – brick
brick · 3, 5
composite · 3, 4
cement · 3, 4, 5, 8, 13
maintenance strategies · v
sealcoat · v, 3, 4, 5, 6, 9, 10
chip seal · 4, 14
proactive treatments · 8
rate · v
rating, Michigan-specific · See Pavement Surface Evaluation and Rating: sealcoat:Michigan-specific
shoulder condition · See Road condition
pavement distress · 10
cracking · 11, 12, 13
alligator cracking · 6, 7
block cracking · 7, 8
drainage clearing · 6
edge distress · 9, 10
drift distress, limited · 10
lane distress · 9, 10
rating · 11
raveling · 9, 10
rutting · 6, 7, 9, 10, 13, 15
measure · See Data collection
pavement maintenance
capital preventive maintenance · 6, 11, 13
crack seal · 6, 13
crush and shape · 10
drainage clearing · 6
edge seal · 10
joint rehabilitation · 8
patching · 10
rehabilitation · 15
routine maintenance · 6, 10, 11
shoulder grading · 6
street sweeping · 6
structural improvement · 6, 11, 13
pavement reconstruction · 6, 10, 14, 15
Pavement Surface Evaluation and Rating · v, 3, 4, 5, 8, 9, 12
asphalt · 4, 5
Michigan-specific · 7
brick · 5
Michigan-specific · 5
change in · 15
Cheat Sheet (Michigan-specific information) · 7, 12, 65
composite · 4
cement · 4, 5, 8
Michigan-specific · 4, 8
data collection · See Data collection
quality control · See Quality control
descriptors · 5, 6, 10, 12
guide
Michigan-specific Asphalt Road Rating Guide · 4
Michigan-specific brick and block rating scale · 5
Michigan-specific Concrete Road Rating Guide · 4
Michigan-specific Sealcoat Road Rating Guide · 5
PASER Data Quality Control Guide · See PASER Data Quality Control Guide
manual · 5, 7
Asphalt PASER Manual · 4, 7, 8
Brick and Block PASER Manual · 5
Concrete PASER Manual · 4
Sealcoat PASER Manual · 5
Michigan-specific · 5, 7, 8, See Pavement Surface Evaluation and Rating – guide
quality control · See PASER Data Quality Control Guide
ratings · 5, 6, 7, 8, 9, 10, 42
viewing past PASER scores · See LDC History tab
score · 42, 43
sealcoat · 4, 5, 9
Michigan Sealcoat Rating Guide · 10
Michigan-specific · 9
testing and certification · See Testing and certification
training · See Training
unpaved road data · 44
Planning Organization · v, 19, 20, 21, 23, 27, 38, 50, 51, 81
map
Michigan · 19
Michigan’s Regional POs · 69
Michigan’s Metropolitan POs · 70
New Midland Area Transportation Study (MATS) Boundary · 19, 71
Metropolitan · v, 19
office · 53
rater · 19
Regional · v, 19
Roadsoft database · 53
PO · See Planning Organization
Policy for Collection of Roadway Surface Condition Data · See Transportation Asset Management Council
Poor
Inventory-based Rating System baseline condition · See Inventory-based Rating System – baseline condition
Transportation Asset Management Council definitions · See Transportation Asset Management Council – definitions
principal arterials · See NFC codes
Public Act 199 · v, 3
Public Act 499 · v, 3, 61
Public Act 51 · v, 3, 19
boundaries · 14
quality control · 19, See PASER Data Quality Control Guide
Table of Quality Control Queries · See Table of Quality Control Queries

rating · 30
rating roads · See Data Collection
raveling · See Pavement distress
reconstruction · See Pavement reconstruction OR Splitting segments
Regional Planning Organization · See Planning Organization
rehabilitation · See Pavement maintenance OR Splitting segments
reimbursement · 3
Federal-aid-eligible network · See Federal-aid-eligible network
non-Federal-aid data collection · Also see Non-Federal-aid-eligible network
road condition · v, 3, 14
collecting data · v
condition of the road · v, 3, 6
data collection · See Data collection
data submission · See Data submission
evaluation · v
measuring pavement conditions · v
Michigan road conditions · 19
overall condition · v
report · v, 3
shoulder condition · 13
road distresses · 12
road maintenance · See Pavement maintenance
 crush and shape · 6
sealcoat treatment · 8
road surface changes · See Surface type OR Splitting segments
Roadsoft · v, 14, 19, 20, 21, 23, 32, 48, 78
1 - (County/City Does This) Export Data for LDC · 30
2 - (County/City Does This) Import TAMC PASER Data from LDC · 48
3 - (County/City Does This) Export TAMC PASER Data to Region · 50
4 - (Region Does This) Import TAMC PASER from County/City · 53
5 - (Region Does This) Export TAMC File to Council (Individual County Files) · 55
about · v
adding criterion · See Roadsoft – identify network – adding criterion
back up database · 48, 53
Backup Roadsoft Database · 48, 53
Choose Road Network for TAMC LDC Data Collection list · 31
Create Backup · 48, 53, 54
Create Framework Map Change Request · 78
help documentation · 79
create network · See Roadsoft - identify network
crew · 3
data
changes in ratings entered in LDC · 38
changes to · 38
data sets · 20
local data · 26
manually entered · 22
Planning Organization · 26, 53
data collection · 23
database · 50
local agency · 26
Planning Organization · 26
error report · 21
export file · 33
Export for LDC · 33
export from local agency version · 21, 22
export network · 30
Local Use Export option · 30, 41, 42, 43, 44, 48, 49, Also see Window
TAMC Export option · 30, 31, 41, 42, 44, 48
TAMC/Federal-aid · 31
export path · 32, 37, 50, 55
Export TAMC Data to Region dialogue box · 50
Export TAMC File to Council dialogue box · 55
County field · 55
Export to LDC window · 30, 31, 32, 33, 34, 35, 36, 37
Export Network · 31
Export Network checkbox · 36
Open Road Filter link · 32, 35, 37
Road checkbox · 34
file to TAMC
export procedure · 55
XML export file · 55, 61, 62
filter
apply · 29
filter for network · 27, 28, 29
name · 28
replace selection · 29
Filter Builder · 27, 29, 56, 57
Filter Builder, Road Layer Filter Builder · 28, 32, 35, 37
framework basemap · 14
Framework Map Change Request · See Framework map
Framework Map Change Request window · 78
Framework Map Change Request, submit · 21
split · 13
historical data · 21
historical road splits · 21
identify network · 4, 21, 27, 29
adding criterion · 28
adding criterion, Field list · 28
adding criterion, Operator · 28
adding criterion, Value · 28
criterion · 28
local/non-Federal-aid · 27, 28
questions or issues · 29
TAMC/Federal-aid · 27, 28
Import Data From LDC window · 48
Import LDC Data dialogue box · 48
Import TAMC Data From Local Jurisdiction
Browse For LDC Export · 53
Import TAMC Data From Local Jurisdiction dialogue box
· 53, 54
lane mileage inventory · 14
lanes · 57
LDC menu · 33
ldc2rs file · 41, 47, 48, Also see LDC – ldc2rs file
ldcz file · 32, 37, 39, Also see LDC ldcz file
Legend Builder · 57
create legend · 57
Item Properties · 58
Items · 58
Range Values · 58
Unique Values · 58
Legend Builder window · 57
Open Legend · 57
Load Saved Filter window · 31, 34, 36, 56
Group dropdown · 31, 34
local agency database · 21
Local Use Export option · See Roadsoft – export network – Local Use Export option
locate network · 31, 34
main menu · 50, 78
Manage/Submit Framework Map Change Requests · 79
Map Layers window · 27
Map window · 27, 56
network, export · See Roadsoft – export network
Open Location in Bing Maps · 59
Open Location in Google Maps · 59
planning organization version · 19, 50
released (date) · 20
Road layer · 27, 57
road layer filter · 28
change · 32
Road Layer Filter Builder window · 32, 35, 37
Roadsoft Database Manager · 48, 54
Save Filter window · 28
Group · 29
Shared Filter option · 29
Selection Information – Road window · 29
Show Legend · 57
Submit FW Change window · 79
Submit Road Rating Data to TAMC? dialogue box · 48, 49
support number · 20
tag data
for TAMC · 30
not automatic · 33
TAMC Data Collection? dialogue box · 33, 34, 49
TAMC Export option · See Roadsoft – export network – TAMC Export option
TAMC menu · 30, 48, 50, 53, 55
TAMC Rating Requirements dialogue box · 49
tamz file · 50, 53
technical support · 29, 40, 79
Tools menu · 48, 53, 78, 79
updates · 20
web integration
street view · 59
Web Integration · See Web Integration
Bing Maps · See Roadsoft – Open Location in Bing Maps
Google Maps · See Roadsoft – Open Location in Google Maps
xml file · See Roadsoft – file to TAMC
Roadsoft split · See Splitting segments
routine maintenance · See pavement maintenance
RPO · See Planning Organization
rural area · See NFC codes
rural/urban designation
left · See NFC codes – rural/urban designation left
right · See NFC codes – rural/urban designation right
rutting · See Pavement distress

S
save point · 41, 47, 48
school zone · See Splitting segments
sealcoat · See Pavement
Sealcoat PASER Manual · See Pavement Surface Evaluation and Rating – manual
segment
extensions · See Intersections
shoulder · See Road condition
split segments · v, See Splitting segments
splitting segments · 14, 15
add · 14
distinct · 14
environmental factors · 15
framework segments · 14
guidelines · 14
historical road split · See Roadsoft
intersections · 14
new splits · 14
node to node · 14
number of lanes, change · 14
PASER, change in · 15
previously created · 14
Public Act 51 boundaries · 14
reconstruction · 14
rehabilitation · 14
school zone · 15
surface type changes · 14
traffic count segments · 15
turn bay · 15
structural improvement · See Pavement maintenance
submission · See Data submission
surface type · 3, 14, 30, 42
change · 14
survey · v

T
Table of Quality Control Queries · 57, 60
TAMC · See Transportation Asset Management Council
tamz file · See Roadsoft - tamz file
testing and certification · 20
certification policy · 20
through lanes · See Number of lanes
Title 23 of the United States Code · 3
Total Miles Not Yet Rated · See LDC
traffic count segments · See Splitting segments
training · 3
Federal-aid-eligible network requirements · 20
Inventory-based Rating System · 20
webinar session · 20
non-Federal-aid-eligible network requirements · 20
opt out · 20
PASER Certification/Training Requirement Policy · 20
Pavement Surface Evaluation and Rating · 20
on-site session · 20
requirements · 20
webinar session · 20
Transportation Asset Management Council · v, 3, 5, 6, 19
assessing road network · See Data collection
procedures – data collection flow
coordinator · 20, 21
data collection · See Data collection
data collection flow · See Data collection procedures –
data collection flow
data submission · See Data submission
definitions · 5, 6
Fair · 11
Good · 11
Michigan-specific · 11
Poor · 11
mission · v
policy · 21, 72
Policy for Collection of Roadway Surface Condition Data · 72
rating scales · 11
sealcoat rating · See Pavement Surface Evaluation and
Rating
submit TAMC/Federal-aid network to CSS · See Data
submission
testing and certification · See Testing and certification
training policy · See Training
turn bay · See Splitting segments

U
U.S.C. · See Title 23 of United States Code
uncoded · See NFC codes
University of Wisconsin Transportation Information Center · v
unpaved roads · 3, 4, 5, 11, 12, 44
Federal-aid-eligible network · See Federal-aid-eligible
network – unpaved
gravel · 5, 6, 9, 10, 14, 44
Inventory-based Rating System · See Inventory-based
Rating System – unpaved road data
Pavement Surface Evaluation and Rating · See
Pavement Surface Evaluation and Rating – unpaved
road data
urbanized area
large · See NFC codes – urbanized area, large
small · See NFC codes – urbanized area, small

V
vehicle
safety · See Data collection – safety
seating · See Data collection – vehicle – seating
village
rater · 19
villages · See Data collection procedures – agencies, small
visual survey · See survey

W
Web Integration · 58
window · Also see Dialogue box
Export to LDC · 37
LDC
Export Data to Roadsoft · 47
Road · 42, 46
Roadsoft Laptop Data Collector v[CYY.MM] Login · 39
Unrated Segments · 46
Roadsoft
Export to LDC · 30, 31, 32, 33, 34, 35, 36
Framework Map Change Request · 78
Import Data From LDC · 48
Load Saved Filter · 31, 34, 36
Map · 27
Map Layers · 27
Road Layer Filter Builder · 28, 32, 35, 37
Save Filter · 28
Selection Information – Road · 29
Submit FW Change · 79
X
xml file · See Roadsoft – file to TAMC
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