

Traffic Forecasting Official File

Description

The purpose of this procedure is to provide an overview for developing a traffic forecast file and checking out and returning an official traffic forecast file.

Responsibility

The *TPB Assigned Forecaster (AF)* is responsible for creating and populating the official traffic forecast file; providing the set of documents that will populate the official traffic forecast file to the Administrative staff; and provide information for the file label in writing.

The *Administrative Staff*, currently Jeanne Stone, is responsible for preparation of the label for the folder; maintenance of the log of traffic forecast files received; and providing the folder to the Master of the Files.

The *Master of the Files* currently Jeanne Stone, is responsible for providing access to the official traffic forecast files in Room 447; ensuring that the files are properly signed out for use; overseeing the non-TPB personnel that review the files; ensuring the files are properly signed in after use; and placing files (returned and new) to their proper location.

The *Backup for Files*, currently Brian Wert, is responsible to be the primary point of access for the files on Monday and Friday from 9 a.m. to 10 a.m.; serve as back-up to the Master of the Files for access to the forecast files in the absence of the Master of the Files, from 9 a.m. to 10 a.m.; and secure returned files until they can be returned to the Master of the Files for filing (the Backup for Files is not responsible for placing folders in the files in the absence of the Master of the Files).

Scheduling and Time Constraints

New or updated files are to be completed and submitted to the administrative staff within four weeks of completing a traffic forecast.

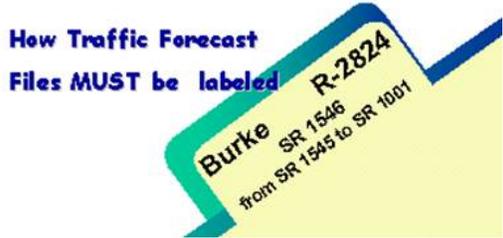
The forecast files will be available as noted in the steps below. If an unforeseen emergency arises, the Master of the Files (or if they are not available, any other person listed as having a set of keys) may be contacted by TPB staff.

When circumstances require that a file be removed from Room 447, the complete file is to be returned and logged in within five (5) working days.

Procedure

The following procedure is for creating, populating, and filing a new or updated traffic forecast file folder.

Step	Action
1	The Assigned Forecaster compiles the following documents that must be included in the official traffic forecast file: <ul style="list-style-type: none">❖ A copy of the final forecast and distribution letter.❖ A copy of the <u>Traffic Forecast Report</u> which supports the forecast, and includes is not limited to:

	<ul style="list-style-type: none"> ▪ Explicit listing of fiscally constrained projects in area that were considered as built for future year. ▪ Methodology ▪ Table showing the locations, date, TSU station number, and type of traffic counts taken for the project. ▪ TFU analysis if applicable <p>Note: The following items should <u>not</u> be placed in the official traffic forecast files:</p> <ul style="list-style-type: none"> ❖ A copy of the Forecast Request. There is a separate file for Forecast intake / requests. ❖ Complete copies of other documents (such as documents created by PDEA like EA, FONSI, etc.; or documents created by TPB such as CTP, LRTP, or other report; or documents generated by other third parties). Copies of a single page or two may be appropriate. ❖ Traffic data sheets received from TSG. ❖ Copies of forecasts developed by consultants. ❖ Highway design plots that have been folded over to fit in an 8.5 x 11 folder <p>Correspondence on draft forecast and / or review.</p>
<p>2</p>	<p>The Assigned Forecaster provides the completed folder to his/her Group Supervisor, who verifies that the appropriate information is included in the file. The file is then returned to the Assigned Forecaster.</p>
<p>3</p>	<p>The Assigned Forecaster provides the following to the Administrative staff:</p> <ul style="list-style-type: none"> ○ the contents to be placed in the official traffic forecast file (Cover Letter, Forecast Figures, Traffic Forecast Report); and ○ a <u>written</u> note or <u>Memorandum to the Administrative Staff</u>, (see the linked Sample for one way this can be accomplished) which includes the following information: <ul style="list-style-type: none"> ❖ what Group the Assigned Forecaster is in; ❖ whether this will be a new file, or the data will be added to an existing file; and ❖ information to be on the file label (if a file already exists, then the information that is on the current file label) <ul style="list-style-type: none"> ▪ Top line: County followed by TIP number (for projects in multiple counties, the file should indicate the county that comes first in the alphabet). ▪ Second line: Project Route ▪ Third line: Project limits or any further description as needed (see below). The third line is optional for Bridge projects. <div style="text-align: center;">  <p>How Traffic Forecast Files MUST be labeled</p> <p>Burke R-2824 SR 1546 from SR 1545 to SR 1001</p> </div> <p>Note: For updated or revised traffic forecasts (where an official file currently exists), the Assigned Forecaster will provide the contents to be added to the official file to</p>

	the Administrative Staff. For projects in multiple counties, the folder should be filed in the county that comes first in the alphabet.															
4	<p>The Administrative Staff will log the TIP number and date the file was submitted by the Assigned Forecaster into the Traffic Forecast File Submittal Log. The log will be kept as a spreadsheet and located on the S drive. (The log will be password protected.)</p> <p>Example of the Traffic Forecast File Submittal Log:</p> <table border="1"> <thead> <tr> <th colspan="5">Traffic Forecast File Submittal Log</th> </tr> <tr> <th>TIP Number</th> <th>TPB Staff Name</th> <th>Group</th> <th>Date Submitted</th> <th>New or Existing File</th> </tr> </thead> <tbody> <tr> <td>B-4352</td> <td>Dan Thomas</td> <td>Mountains</td> <td>9/17/2009</td> <td>N</td> </tr> </tbody> </table>	Traffic Forecast File Submittal Log					TIP Number	TPB Staff Name	Group	Date Submitted	New or Existing File	B-4352	Dan Thomas	Mountains	9/17/2009	N
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B-4352	Dan Thomas	Mountains	9/17/2009	N												
5	For new traffic forecasts, the Administrative Staff prepares the label, places the label on the folder, and gives the folder to the Master of the Files. For updated or revised traffic forecast the Administrative Staff will provide the contents to the Master of the Files for inclusion in the official traffic forecast file. For projects in multiple counties, the folder should be filed in the county that comes first in the alphabet.															
6	The Master of the Files places the official traffic forecast folder in the appropriate location.															

The following procedure is for checking out and returning an official traffic forecast file folder by TPB Personnel.

Step	Action
1	The Official Traffic Forecast Files will remain locked. Keys are held by the Master of the Files, the Backup for File, and the Technical Services Unit Head. Access to the files should be through the Master of the Files.
2	<p>Files may be accessed as follows:</p> <p>Monday: The Backup for Files will provide access from 9 a.m. to 10 a.m.</p> <p>Tuesday: The Master of the Files will provide access from 9 a.m. to 11 a.m. and from 1 p.m. to 3:30 p.m.</p> <p>Wednesday: The Master of the Files will provide access from 9 a.m. to 11 a.m. and from 1 p.m. to 3:30 p.m.</p> <p>Thursday: The Master of the Files will provide access from 9 a.m. to 11 a.m. and from 1 p.m. to 3:30 p.m.</p> <p>Friday: The Backup for Files will provide access from 9 a.m. to 10 a.m.</p> <p>On days when the Master of the Files is not available (absent) the Backup for Files will provide access from 9 a.m. to 10 a.m.</p>
3	<p>Reviewing / Copying Folders</p> <p>Folders not in active use should be immediately replaced in the files in case they are needed by others. In general, it is desirable that the Folders not leave Room 447.</p> <p>The TPB staff may view the folder in Room 447; make copies of the needed</p>

	section(s); or check out the folder if needed. When it is necessary for TPB staff to check out the folder, the Master of the Files will unlock the file cabinet and allow TPB staff to pull the appropriate folder(s).
4	Removing Folders from Room 447 Should TPB staff need to remove a folder from Room 447 the Master of the Files (or Backup for Files) will ensure that the TPB Staff fills out the sign-out sheet. Folders must be returned to the files <u>within five (5) working days</u> .
5	The TPB staff returns the file folder to the Master of the Files (or Backup for Files) and records the sign-in date on the sign-out sheet. For projects in multiple counties, the folder should be filed in the county that comes first in the alphabet. The Master of the Files (or Backup for Files) will ensure that the TPB Staff records the sign-in date on the sign-out sheet when the folder is returned. The Master of the Files (or Backup for Files) will initial the sign-out sheet beside the return date. Note: When a file is returned to the Backup for Files, that person will secure the file until it can be returned to the Master of the Files for filing.
6	The Master of the Files will review the sign-out sheet (not less than once a month) to verify that all folders are returned within five (5) working days. If a folder is not returned within the specified period of time, the Master of the Files will contact the appropriate Unit Head.

The following procedure is for checking out and returning an official traffic forecast file folder by non-TPB Personnel.

Step	Action
1	The Official Traffic Forecast Files will remain locked. Keys are held by the Master of the Files, the Backup for Files, and the Technical Services Unit Head. Access to the files should be through the Master of the Files.
2	Requests for Consultants / other NCDOT Staff / Media / or others (hereinafter designated as "Others" in this procedure) shall be directed to the Master of the Files. The Master of the Files will be available to provide access to the files from 9 a.m. to 11 a.m. and from 1 p.m. to 3:30 p.m. on Tuesdays through Thursdays. At all other times, Others shall be directed to call the Master of the Files (Others should <u>not</u> be directed to the office of the Master of the Files) to coordinate a time to set up a mutually acceptable date and time for reviewing the files.
3	The Master of the Files will unlock the appropriate file cabinet and pull the appropriate file for Others (only one file should be removed from the cabinet at a time unless permission is received from the Technical Services Unit Head to remove multiple files). Others may not remove the folder from Room 447 (non-negotiable); they may make copies of information in the folder.
4	The Master of the Files, or their designee, will keep a watchful eye on others (need to remain in the Room or in close proximity).
5	Once the Others have completed their review or made copies of the file, the Master of the Files will return the folder to the appropriate location.

Policy, Regulatory, and Legal Requirements

The log kept by the Administrative Staff will be used as the data source for PDAs.

Resources

Traffic Forecast - Official File Memo

S:/Traffic Forecast Tools/Forecast Reports and Summaries/Traffic Forecast File Submittal Log

Background

All project traffic forecasts are required to have a file created (or updated with new information) and placed in Room 447 within four weeks of completing or updating a traffic forecast. It is the responsibility of the AF to make sure the appropriate information is included in the traffic forecast file. The Group Supervisor will be held accountable that a forecast file is complete, up-to-date, and provided to the administrative staff within four weeks of completing the forecast.

The Traffic Forecast files in Room 447 are the official forecasting files for NCDOT. When information is needed concerning a forecast for a project, whether it is for a citizen, someone doing another forecast, providing information for a lawsuit, or any number of other reasons, the information should come from these files.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
1.1	Procedures and links update	Updated Procedure Action Steps 1 and 2.	07/20/2009
2.0	Throughout procedure	Updated contacts; dates and times for file access.	11/05/2010
3.0	Entire Procedure	Updated the template and room # 447.	2/5/2013
4.0	Entire Procedure	Edits to names, hours, and highlights added	10/28/15

Flowchart