

**TMT Traffic Data Workflow**  
**Traffic Survey Group – Preparing Traffic Count Requests**

**Requesting Traffic Counts**

The customer must provide adequate information to ensure the counts needed for a study are collected at the locations and in the format required.

**Mapping Requirements:** Maps must be of an appropriate scale to be able to distinguish which segment to install a counter and provide reference information to facilitate traveling to the segment. Include insets if needed to provide the appropriate level of detail. Segments and all routes in the immediate vicinity of each segment to be counted must be labeled with a State route identifier (I, US, NC, SR) if applicable. Route names are optional but are required on non-State maintained highways. Route labels are not required for all roads on a map but all major routes that may be used to travel to a count location must be labeled. Counties must be labeled. A north arrow is required. A legend must be provided when requesting multiple count types. Count types must be delineated by different symbol types and clearly labeled in the legend. Each count location must have an identifier (station number) and may be specified in any format preferred by the customer. A section must be provided on the map specifying the person requesting the count, unit, email, telephone, and project identifier (TIP#, planning study name, etc.). Mapping may be generated using any mapping resource as long as it has all of these elements. Maps must not require color to be understood. They will be reproduced in black and white

**Station Listing:** Turning movement count listings must be completed using the TM Request Form. See the procedure sheet for information on how to prepare this document. Each request for electronic counts requires a station listing that must accompany the map. The listing must provide the following information:

Station Number: Customer's Assigned Station Number

Count Type: Volume, Class, or Turning Movement

Route ID: Route identifier for the segment the count will be collected on

Location: Direction from and Route ID of nearest intersecting route (e.g. West of US 1)

Count Duration: Length of time a count is to be collected (e.g. 48 hours)

Count Interval: Time intervals count data is to be summarized (e.g. Hourly)

Directional: Are counts to be collected by direction (Yes or No)

The station listing must include the following sections also:

**Specific Instructions:** Specifications on what conditions are required and when counts are to be collected. Some examples include "School in Session", "Not during State Fair", and "Require counts on Thursday through Sunday".

**Requestor Info:** Name of person requesting the count, unit, email, telephone, and project identifier (TIP#, planning study name, etc.).

Maps and listings must be consistent with each other for the request to be processed.