Policy for Collection of Roadway Surface Condition Data

This policy was adopted by The Transportation Asset Management Council (TAMC) and is effective on March 6, 2024.

Introduction:
The 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 surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid (FA) eligible and Non-Federal Aid (NFA) eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities. Questions relating to the application of this policy should be referred to the TAMC Coordinator.

According to Act 51 (P.A. 499 2002, P.A. 199 2007, P.A. 325 of 2018); 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 to manage its work programs.

This policy applies to the collection of roadway surface condition data on:
- FA eligible network of public roads and streets using the 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.

Daily data collection logs MUST be completed which contain rating team members' or observers' names, 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.

Federal Aid Eligible Road Rating Teams
The FA rating teams shall consist of a minimum of two (2) people, each representing different agencies, which must include: one (1) member/representative of the RPO/MPO and one (1) member/representative of the Act 51 road agency being rated (County, City/Village, MDOT). The Act 51 road agency may select a designee from outside their agency to represent them during collection which can include an

RPO/MPO staff or other individual outside their origination. A third member of the rating team is permissible to aid in driving and may be a representative of the Act 51 road agency or RPO/MPO however, they must meet the Training/ Certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO for their effort. All rating team members with the exception of a non-rating driver must meet the Training / Certification requirements in this policy. The TAMC supports interest by others to be present as observers during the rating process, however, observers will not be reimbursed by the TAMC for their time.

Non-Federal Aid Eligible Rating Teams

a. **If TAMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TAMC's statewide 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 / Certification requirements or their designee.

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

b. **If TAMC 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. This request must also clarify which fiscal year the data collection and reimbursement will take place. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective Act 51 agencies annually, and that requests by Act 51 agencies are submitted to their respective 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 / Certification status
- if there is time available within the data collection season.

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 / Certification requirements as a rater, and one (1) additional staff member to drive the vehicle.

All rating team members with the exception of a non-rating driver must meet the Training / Certification requirements in this policy. Rating team members must meet the Training/ Certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO

for their effort. The TAMC supports interest by others to be present as observers during the rating process, however, observers will not be reimbursed by the TAMC for their time.

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

PASER Training/Certification Requirements:

To be eligible to rate road conditions for TAMC a rating team member must:
- Attended the entire PASER training series at least once in one of the previous three years. (Example a rating team member in 2023 needed to complete PASER training in either 2023, 2022, 2021, or 2020).

OR

- Meet eligibility requirements and successfully pass the PASER certification exam at least once in the last three years.
- New raters (never attended PASER training before) <u>MUST</u> attend the PASER training series prior to collecting data.
- Any rater who participates in the data collection for unpaved roads shall attend Inventory Based Rating (IBR) training at least once in one of the previous three years.
- New raters (never attended IBR training before) <u>MUST</u> attend the IBR training prior to collecting data.
- RPO/MPO representatives are required to have at least one member of staff participate in PASER and IBR training events in the current collection year. 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 training events.

Certification Eligibility Requirements:

To be considered a candidate to take the PASER Certification exam a rater must meet the following criteria.
- Any raters who has attended PASER training six (6) or more years as verified through the Center for Technology & Training (CTT) records and rated a portion of their roads during TAMC collection for a like number of years.
- Licenses professional civil engineers who have attended PASER training three (3) or more years as verified through the Center for Technology & Training (CTT) records and rated a portion of their roads during TAMC collection for a like number of years.

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 act 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 Period:
Raters that qualify and pass the certification exam will be issued a certificate from CTT indicating the date the exam was passed.

MDOT Region Representative Responsibilities
> NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source for the MDOT Region's respective RPO/MPO Regional Coordinator(s).
- Ensuring that a trained and/or certified MDOT rater or MDOT designee participates on the rating team 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 TAMC.
- Establishing the data collection schedule and coordinating the dates for FA road rating with the respective rating teams.

    > NOTE: The TAMC 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 the collection teams have access to the computer equipment and GPS devices needed for data collection.
- Ensuring the collection teams have access to vehicle capable of being used for data collection. In the event the collection teams are using vehicles owned by the Act 51 road agency, confirmation of insurance coverage of all passengers is required. Act 51 road agency may include equipment rental rates as defined in MDOT's Schedule C as associated costs for data collection. In the event the collection teams do not have access to a vehicle capable of being used for data collection, the RPO/MPO Regional Coordinator will coordinate a vehicle rental through the State of Michigan vehicle use program with the assistance of MDOT TAMC Support Staff and administer driver agreements and overnight parking documentation.
- 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 <u>MUST</u> contain team members or observers' names and agency, vehicle, vehicle mileage traveled, 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 TAMC 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
- Unless otherwise stated by the TAMC, the expectation is to collect PASER data on no less than half (or no less than 50%) of the FA eligible network within each RPO/MPO boundary.
- The expectations will be communicated through the RPO/MPOs.
- NFA data collection is encouraged with or without TAMC reimbursement.
- Each rating team must complete the following logs when being reimbursed for their work:
    o Daily data collection logs which <u>MUST</u> contain team members or observers' names and agency, vehicle, vehicle mileage traveled, rating dates and time are accurately completed for each day of reimbursable data collection.
    o 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 TAMC *Data Collection* Manual, the *Sealcoat Revised Rating Guide for Michigan*, and, when appropriate, the Asphalt, Concrete, and Sealcoat PASER Manuals (accessible at Center for Technology & Training website).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the *IBR Field Guide* (accessible at Center for Technology & Training website).
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday of April; the last day for data collection shall be the first Friday of December, weather permitting.

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 TAMC *Data Collection* Manual (accessible at Center for Technology & Training website) for additional information**.**
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the second 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 TAMC reimbursement is being requested section.

The TAMC has given the responsibility of managing portions of the TAMC work program to the RPO/MPOs. 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 and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TAMC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TAMC.
- 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 TAMC. The TAMC 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.
- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 road 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, vehicle rental contracts, rental rates and any other backup information will be included as attachments to the invoice.

- TAMC will require MPOs and RPAs to clarify and document invoices by each of the TAMC tasks listed in the Unified Work Program. Each invoice shall describe the work completed and amount to be reimbursed by each task. If the descriptions and breakdowns are not clearly described according to the tasks as discussed above, then the invoice will be returned to the agency to make the necessary adjustments.

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If you have any questions related to this policy, please contact
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