

**NEW YORK STATE
TRAFFIC MONITORING STANDARDS
FOR
NON-MOTORIZED SHORT COUNT
DATA COLLECTION
July 2020**

**NYS Department of Transportation
Office of Engineering
Technical Services Division
Highway Data Services Bureau**

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1. Applicability

These standards shall apply to all short count traffic monitoring activities containing Non-Motorized data undertaken by New York State Department of Transportation (NYSDOT) staff, private consultants, engineering firms, and non-NYSDOT organizations (Metropolitan Planning Organizations, Counties, Cities, Villages, or Towns), in support of any project or study for which funds administered and/or provided by New York State have been or will be used.

2. Foreword

This document, produced in 2020, Shall apply to any contracts let after October 1, 2020.

Contained herein are the Standards developed by the New York State Department of Transportation (NYSDOT or Department) for the purpose of collecting non-motorized traffic data for short durations (short counts). These activities are undertaken in part to meet NYSDOT data needs. NYSDOT follows the guidelines provided by FHWA in particular section 4.5 of the Traffic Monitoring Guide (TMG) with consideration for current transportation legislation.

The primary purpose of these standards is to ensure that data from non-motorized traffic monitoring activities involving funds administered and/or provided by New York State are received by the NYSDOT Highway Data Services Bureau in the appropriate format. This ensures that the data is available for use at all levels within and outside the Department.

These standards will be reviewed periodically and revised as necessary by the NYSDOT Highway Data Services Bureau.

3. Definitions

Offices

Main Office (MO) – This refers, in general, to the Traffic Monitoring Section of the Highway Data Services Bureau at the NYSDOT Main Office, 50 Wolf Road, Albany, NY. Contact by phone at 518-457-1965 or by e-mail at MO-TrafficDataViewer@dot.ny.gov.

Regional Office – This refers, in general, to the Traffic Monitoring Program Contacts in each NYSDOT Regional Office.

Staff

Field Technician – Any person who travels to a traffic data collection site and:

- places traffic recording equipment
- collects traffic recording equipment
- acts as a spotter or flag person for any of the people listed above
- accompanies the people listed above

Office Staff – Any person who works in a permanent, temporary, or field office, and:

- manages a traffic count collection Program or Team
- prepares schedules for traffic data collection
- provides communications support to Field Technicians
- collects and/or interprets data from Field Technicians
- prepares and/or distributes Traffic Count Data Submission Files
- produces and/or distributes Invoices

Count Terminology

Primary Direction – The direction along the roadway in which vehicles are traveling from the Begin Description to the End Description of a station.

Valid Data – Data that has been validated and accepted by the Regional Office or Main Office.

Non-Motorized Weekday Period – The period of time during a calendar week starting Monday at 12:00 a.m. and continuing through to the subsequent Saturday at 12:00 a.m.

Weekend Period – The period of time during a calendar week starting Saturday at 12:00 a.m. and continuing through to the subsequent Monday at 12:00 a.m.

Work Week (WW) – A Work Week is numbered from the Work Week Calendar produced at the beginning of each calendar year by the Main Office. The end of the data collection period defines which Work Week is used to identify the data collection.

Traffic Count Site – The traffic count location defined by the GPS coordinates.

Count Site Zone – Location of the count within the count site (area) in relationship to the primary direction of road segments or center of the intersections at intersections (i.e. primary direction shoulder, or North leg crosswalk).

Traffic Count Station – Segment of road between two headers or intersection of multiple road segments defined in the Station header file.

Traffic Count Data Group – Group of Traffic Count Stations where data is required to be collected on the same dates.

Count Types

Short Duration Count (Short Count) – Counts that are collected over a specified period less than 365 days per calendar year.

Tube Count – Traffic data collected through the use of road tube(s) affixed to the pavement, and an Automatic Traffic Recorder (ATR).

Loop Count – Short duration traffic data collected through the use of permanently installed induction loops and/or piezoelectric axle sensors.

Manual Count – Traffic data collected by means of a person or persons, at a data collection site, recording data by hand, or with a digital collection board.

Non-Intrusive Count – Traffic data collected by means of video, radar, acoustic sensors, laser, or infrared equipment, typically set up within the right of way, but not on the travel way.

Bicycle Count – Data collection includes the count of bicycles only.

Pedestrian Count – Count of pedestrians, children in strollers, and people using wheelchairs. People using self-propelled scooters, inline skates and skateboards are not considered pedestrians but may be included in the count data.

Bicycle and Pedestrian Count – Counts that do not separate bicycles total and pedestrian totals in the 15-minute count interval.

Equestrian Count – Count of equestrians only.

Other Animal Count – Count of animals other than equestrians. The animals counted shall be noted.

Non-Motorized Count – Counts with combined non-motorized traffic totaled at the 15-minute count interval.

Motorized Count – Snowmobiles, All Terrain vehicles and other off-road vehicles on trails and multi-use paths.

Motorized and Non-Motorized Count – All count types combined and totaled at the 15-minute count interval.

4. Safety

1. All work is to be performed in accordance with the NYSDOT Traffic Monitoring Traffic Count Safety Standards in Appendix B of the “NEW YORK STATE TRAFFIC MONITORING STANDARDS FOR SHORT COUNT DATA COLLECTION”.
2. A Region’s Health and Safety requirements may exceed this document. It is the responsibility of the Field Technician to contact the Regional Office for guidance regarding additional requirements.
3. All traffic count operations are to be conducted with the safety of the crews and the motoring public as a priority.
4. All traffic count operations require a minimum of a two-person field crew.

5. NYSDOT staff has the authority to suspend a traffic counter placement that is observed to be hazardous to the public, contractor's, or Department's personnel.
6. Ensuring safe operations is the responsibility of the Field Technicians. Violations or improper practices observed by or reported to the Department shall be reported to the Field Technician or their direct supervisor for immediate correction.
7. All Field Technicians are required to attend an annual safety training program.
8. Should the Field Technician conclude that data collection at any site is not possible or presents unacceptable risk the Field Technician shall notify the Main Office, and when appropriate the Regional Office. Notification shall consist of identification of the location, a full description of the problem and a suggested alternative location if one exists on the same facility. Alternate or substitute locations will be reviewed by the Main Office. Prior to data collection, all such substitute locations must be approved by the Main Office.

5. Site Identification

Traffic count locations will be identified by either a unique ten-character non-motorized count ID on road segments between intersections **or** a digital Master Intersection ID for Bicycle Pedestrian data collected at an intersection. The IDs will be provided by the Main Office.

Each count shall be described by the Main Office through the use of the route number/route name, county road number, road name, beginning termini, ending termini, and recommended geospatial coordinates. Counts should be taken as close to the recommended geospatial coordinates as is safely possible (see GPS Position Requirements Page 9).

Prior to undertaking any traffic counts, the Field Technician is specifically directed to contact the Regional Office (for telephone numbers see Appendix A "NEW YORK STATE TRAFFIC MONITORING STANDARDS FOR SHORT COUNT DATA COLLECTION") to coordinate this activity and obtain any additional information necessary to identify the count sites as described above.

The Field Technician must complete detailed documentation about the counter location, as specified in Appendix B.

6. Accuracy

The New York State Department of Transportation, through its Highway Data Services Bureau, maintains coverage and continuous count elements of the NYSDOT traffic monitoring program and are in the development stages of a non-motorized count program.

All portable traffic counters must be tested annually, prior to the count season, to ensure consistency of the count data. Additionally, device type, model accuracy, precision documentation, and operation and maintenance records will be maintained by the counting organization and provided to the Main Office before the beginning of each count season and upon request.

7. Minimum Non-Motorized Traffic Monitoring Standards

Validity of counts shall be determined by the Main and Regional Offices. All minimum criteria must be satisfied for each count unless otherwise specified in writing by either the Regional Office or the Main Office.

- All data files provided shall have 15-minute intervals.
- All 3 Day 36 Hour Counts must include at least two valid counts for each hourly count interval within the requested collection times, regardless of data collection method.
- Unless otherwise requested 3 Day 36 Hour counts shall contain 2 weekdays and one weekend day of data.
- All 3 Day 36 Hour counts shall have a minimum 12 hours of collected data each day; these hours may be nonconsecutive. The times for collection will be specified when the count is requested.
- Unless specific days are requested, for 3 Day 36 Hour counts the contractor shall attempt to collect the data on fair weather days.
- 7 Day 84 Hour counts shall have a minimum 12 hours of collected data each day; these hours may be nonconsecutive. The times for collection will be specified when the count is requested.
- All counts must be collected by direction and count zone.
- Minimum recording intervals for signalization studies, including roundabouts, will be specified in writing by the Regional Office.
- Unless otherwise noted no part of a count may contain data collected during holiday intervals specified by the Work Week calendar. The Regional Office must also be contacted for restrictions due to local events.
- Before collecting data on a station with notes, the field crew must read and understand the restrictions/requirements of the note.
- Stations with seasonal restrictions will not be accepted if the data is collected during the restricted dates.

8. Manual In Field Counts

Manual counts will be based on visual determination.

1. Manual counts are to be taken by count site zone and direction. Hours of collection will be specified when requested.

2. Training for the people collecting the data shall be documented and submitted to the NYSDOT.
3. Any person shall not be in the field collecting data for more than three continuous hours.
4. Typically a short duration count of less than 24 hours a day with only a couple hours counted around the peak hours of the day.

9. Manual Counts Using Video

Manual counts will be based on visual determination.

1. Manual counts are to be taken by count site zone and direction. Hours of collection will be specified when requested.
2. Training for the people collecting the data shall be documented and submitted to the NYSDOT.
3. Copies of the video must be made available to the NYSDOT.

10. Automated Video Counts

New York will allow video-based collection collected with approved devices utilizing approved counting procedures.

Copies of the video must be made available to the NYSDOT.

Requirements for approved camera systems are outlined in Appendix E.

11. Pneumatic Tubes

Pneumatic tubes will be allowed on facilities for counting bicycles. They are most appropriate for paved facilities with minimal pedestrian traffic. Counters that can count both motorized vehicles and bicycles may be used, however, for bicycle only counts tubes shall be placed just across the bicycle facility. Tubes should be installed in a location where bicycles are unlikely to stop. Also, care should be taken to ensure the safety of the bicyclist and minimize the risk of a nail or other metal object puncturing a tire.

Video must be collected and supplied to the NYSDOT if requested. The hours of video required will be specified at the time of the count request.

12. Presences Counting Devices

These devices may include, passive infrared, active infrared, laser counters, and radar counters. The devices collect both bicycles and pedestrians and will need to be combined with another device

to separate the bicycle and pedestrian counts. Require mounting devices to fixed objects. Should be used in areas where people are not likely to congregate. Cannot be used for on street monitoring.

Video must be collected and supplied to the NYSDOT if requested. The hours of video required will be specified at the time of the count request.

13. Alternative Counting Devices

For instructions on the process for approving alternative traffic count devices, see APPROVING SHORT COUNT TRAFFIC COUNTERS, DEVICES, AND ALTERNATIVE COUNTING METHODS, Appendix C.

14. Speed Bins

Non-Motorized Speed Bins

Speed data collected by tube counters or non-intrusive devices must be binned as specified when Non-Motorized Speed data collection is requested.

Motorized Speed Bins

Speed data collected by tube counters or non-intrusive devices must be binned by the approved NYS Speed 15 Bin Scheme as follows:

- 00-20.0 mph
- 20.1-25.0 mph
- 25.1-30.0 mph
- 30.1-35.0 mph
- 35.1-40.0 mph
- 40.1-45.0 mph
- 45.1-50.0 mph
- 50.1-55.0 mph
- 55.1-60.0 mph
- 60.1-65.0 mph
- 65.1-70.0 mph
- 70.1-75.0 mph
- 75.1-80.0 mph
- 80.1-85.0 mph
- >85.0 mph

15. GPS Position Requirements

A coordinate reading is required for all traffic counts, which must be collected by a handheld GPS device, at the counter location. Coordinates must be collected and formatted as outlined in the attached Appendix G of the “NEW YORK STATE TRAFFIC MONITORING STANDARDS FOR SHORT COUNT DATA COLLECTION”. All coordinates will be reviewed; any coordinates found to be inaccurate will be sent back to the Field Technician who will retake that reading, at the counter location, prior to the end of the count season.

Field Technicians will receive a set of coordinates for each non-motorized traffic station. If the Field Technician elects to use multiple set-ups for one station, and the set-ups are more than 60 feet from each other, then a coordinate reading is required for each set-up. If the set-ups are less than 60 feet from each other, the Field Technician shall report the location of the set-up that is recording traffic closest to the primary direction. When using two set-ups on a road segment count, both set-ups must be located within the same block.

If a Field Technician cannot find a suitable location to conduct the primary direction of a traffic count within the defined distance of the given coordinate, they must contact the Main Office and receive permission to count elsewhere.

16. Field Log Requirements

All counts will be accompanied by a field log sheet showing:

- Site Information
- Counter Location Information
- Crew Information
- Count Installation Information
- Counter Information
- Collection Weather
- Count Notes
- Map/ Layout Diagram
- Site Photo/s

See Appendix B for details.

17. Data Reporting Format

All bicycle/pedestrian count data, regardless of the equipment being used, must be reported to the NYSDOT Main Office in the NYSDOT non-motorized data reporting format with the bicycle pedestrian log or the FHWA non-motorized data reporting format as outlined in Appendix A and Appendix B. All count data and required attachments are to be uploaded to ProjectWise or the new traffic data system when available. Questions regarding data format should be directed to the Main Office.

18. Traffic Count Package for Data Submission

Once collected, counts must be submitted in a complete traffic count package. This must be a single *.zip file, containing the following parts;

1. A cover letter (for details see Appendix D)
2. Count files formatted as previously defined
3. Field logs containing the required site identification information (as found in Appendix B)
4. Site photo(s)

5. File with geospatial coordinates (as found in Appendix G NEW YORK STATE TRAFFIC MONITORING STANDARDS FOR SHORT COUNT DATA COLLECTION)
6. Raw data files as downloaded from the counters
7. Other information pertinent to the counter placement activities

Traffic counts will not be processed until all parts of this package are received and are found to be complete.

Each Work Week's count data shall be contained in a separate traffic count package and must follow conventions described in the **Traffic Count Package File Naming Convention**. A traffic count's Work Week is specific to the end date of data collection. When data from a single Work Week is divided into multiple traffic count packages, the data and count information for each site must not be separated into different packages. All field logs and geospatial coordinates in the traffic count package shall only pertain to the sites in that package.

19. Transmittal of Count Data

Unless directed otherwise, all traffic count packages shall be uploaded to ProjectWise. Cover letters for Special request traffic count packages shall be e-mailed to both the Region and the Main Office. Cover letters for Base Program traffic count packages shall be e-mailed to the Main Office. Additional parties shall be sent copies of the traffic count package, as directed.

20. Traffic Count Package File Naming Convention

The format for naming ZIP files is:

R##T##xORG####YYYY*.Zip (no spaces, only alphanumeric, no special characters)

This name consists of several pieces of information about the ZIP file:

R## -T ## x ORG #### YYYY * .zip

Where:

R## The NYSDOT Region formatted as "R" plus two numeric digits representing the Region in which the data were collected. A leading zero (0) is required for Regions 1-9.

t Type of count batch:

- "B" Base Program counts
- "M" for a mix of Base Program and Special counts
- "S" for a batch that includes only specially requested counts

The Work Week number, always two digits, with a leading zero (0) when appropriate. The Work Week number can come from any of the counts in the package.

x	Sub-Week letter, used to indicate more than one batch of this type submitted for that Region/Work Week. When only one batch of this type is being submitted for a Work Week, the letter will be “a”. Work Weeks’ counts should be distributed evenly between Sub-Week files, with count stations being complete in each file.
ORG	The three-character alphanumeric code, defined by the Main Office, which represents the collector of the data being submitted. The code is always three characters and all caps.
####	The last four digits (numeric) of the Contract or Purchase Order number under which the data was collected. If the data was not collected as part of a paid arrangement with NYSDOT, this field must be filled with “0000” or “000#” if collected by a County or MPO, where “#” is the County number in that Region or a designated number for the MPO.
YYYY	The year the data was collected
*	This is an optional open area of the file naming, should additional information be necessary.

21. Count Acceptance

Traffic count acceptance will be determined based upon the successful processing and editing of the submitted count data. No payment will be made for counts that are rejected or counts that are not in accordance with the Traffic Monitoring Standards contained within this document.

The Main Office reserves the right to reject data submitted that cannot be field verified using historical or current data at that location. All data submitted to NYSDOT will be retained regardless of rejection status.

It is the responsibility of the Field Technicians to be informed of roadway construction and paving and to observe how the area traffic will be affected by this activity. Traffic counts scheduled by the Department shall not be taken in areas where construction or paving is occurring or scheduled to occur during the period of the traffic count. The Department may reject traffic counts taken in such locations. Additional information regarding construction related projects and delays may be found on the NYSDOT website at <http://www.511ny.org/>

For all counts, all count site zones and directions must be accepted for the count to be considered complete.

Scheduled counts that are rejected must be re-counted unless otherwise directed.

APPENDIX A

Non-Motorized Traffic Count Data Formats

Traffic Count Data Formats

The Main Office will be storing non-motorized traffic data in a data table. To get information uploaded, the data must be submitted to the NYSDOT Traffic Monitoring Section in either the Modified FHWA non-motorized count record format or the NYSDOT non-motorized count data format with an appropriate field log. Both the Modified FHWA non-motorized count record format and the NYSDOT non-motorized count data format can be submitted with data from multiple sites in one file. The Main Office recommends the NYSDOT non-motorized count data format be used under the stipulation that all field logs are completed correctly.

A description of each field plus formats are provided in this section. Other formats may be accepted with written approval from the Main Office. Questions regarding the selection of appropriate codes and values for data fields may be directed to the Main Office (518) 457-1965.

Presented below are the header fields for the various bicycle/pedestrian data files that may be edited, and the associated codes that may be used.

Please consider these annotations in the following text:
indicates data obtained from Traffic Count Header Files

NYS DOT COMMA DELIMITED NON-MOTORIZED COUNT DATA FILE

Field	Description	
Site_ID	Id for location of count for road segments or Master_Intersection_ID from Traffic and Safety for counts at intersections	10 characters
Road_Name	Name of the road the data was collected	
Municipality	Name of the municipality	
Location_Description	Written measurement from the nearest intersection in feet or miles	
Location_of_Count	Location code indicating the part of the roadway where data was collected (which side of the road)	1 digit
NYS DOT_Dir	NYS DOT direction code on segments between intersections 1 primary direction, 2 nonprimary	1 digit
Fed_Dir	FHWA codes representing the direction of movement	1 digit
Intersection	Intersection code same as codes in the nonmotorized file for FHWA	1 digit
Count Site Zone	Code indicating where the traffic is coming from	2 digits
Type_of_Count	Code for the type of traffic counted	1 digit
Method	Code used to indicate the type of equipment used to collect the data	
Year	Year the data was collected	4 digits
Month	Month the data was collected	2 digits
Day	Day the data was collected	2 digits
Count_Start_Time	Start time for the count the day data was collected	4 characters
Collection_Org_Code	3-digit code indicating the organization employing the crew that collected the data	3 characters
Entered_by	Initials of the person submitting the data	3 characters
Day_of_Week	Day of week the data was collected	Max 9 characters
I1-1 Through I24-4	Count for each 15-minute interval for each hour data was collected	Max 5 digits each interval
Collected_TOTAL	Sum of the count for the hours data was collected	

Field Name**Field Description*****Key Name***

The name of the file to which the traffic data will be written. This field reflects the Site Reference (ID) number used when the counter is placed in the field.

Date Created

Date file was written (Date counter/module was dumped).

Site ID

Non-Motorized Site Identification number for road segments or Master_Intersection_ID from Traffic and Safety for counts at intersections.

Road Name

Common local road/street name. Name of the road for data collected on road segments. Main Road/Crossing Road at intersections. Trail name for data collected on trails.

Municipality

Name of the City, Town, or Village where data was collected.

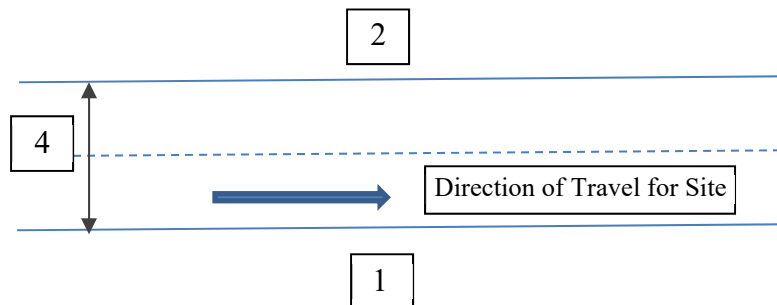
Location Description

Description of the specific placement of the recorder used to collect the data in each file. This description lists a distance reference from the nearest intersection (by direction). It is NOT a repeat of the count's Road/Street name or From-To. This description must be consistent with the Location Description as described in Appendix B (i.e. 121 Ft North of Main St.).

Location of Count

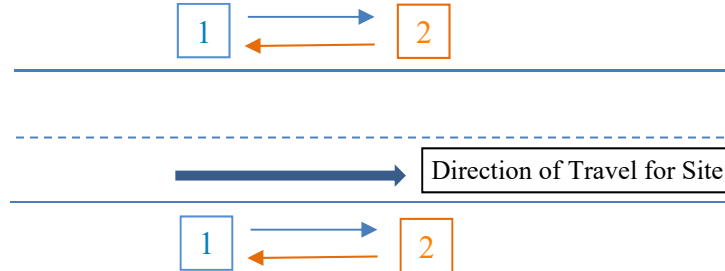
Single digit indicating the part of the road where the data was counted.

- 1- Count on the side of the road for the listed direction of travel for the site
- 2- The count is taken on the opposite side of the road from the listed direction of the site.
- 3- Both sides of the road are combined. (1 and 2 = 3)
- 4- Traffic moving perpendicular to the road

***NYSDOT_Dir***

The NYSDOT Direction code. On segments between intersections

Use 1 for the primary direction and 2 for the non-primary direction. The primary direction is the same as the direction of travel of the site or direction going from the Begin Description to the End Description. The non-primary direction is the opposite to the direction of the site.



Fed_Dir

Federal Direction of Travel Codes

- | | |
|----------|---|
| 1 | North |
| 2 | Northeast |
| 3 | East |
| 4 | Southeast |
| 5 | South |
| 6 | Southwest |
| 7 | West |
| 8 | Northwest |
| 9 | North-South or Northeast-Southwest Combined |
| 0 | East-West Southeast-Northwest Combined |

Intersection

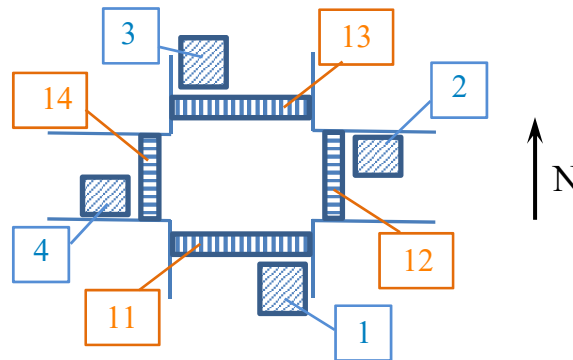
Intersection Codes

- | | |
|----------|---|
| 1 | if at an intersection without a roundabout. |
| 2 | if at an intersection with a roundabout. |

Leave blank if not at an intersection.

Count Site Zone

Area within an intersection where objects pass to be counted. For bicycles it indicates where a bicycle enters the intersection. For Pedestrians it indicates which crosswalk is counted.



Type_of_Count

Code for the type of data collected. Same as the codes used for the Modified FHWA Non-Motorized Count Record.

- 1** = pedestrians (only) are being counted
- 2** = bicycles (only) are being counted
- 3** = equestrians (only) are being counted
- 4** = both pedestrians and bicycles are included in this count
- 5** = all passing non-motorized traffic are included in this count
- 6** = motorized vehicles are being counted (intended for counts of snowmobiles, all-terrain vehicles, and other off-road vehicles using a trail or other shared use path)
- 7** = all motorized and non-motorized traffic using the facility (intended for trails and share use paths that experience a combination of pedestrian, bicycle, equestrian, and off-road vehicle traffic)
- 8** = other animals

Method

Code for the method used to collect the count data. Same as the Type of sensor in the Modified FHWA non-motorized Count Record.

- H** = Human observation (manual)
- I** = Infrared (passive)
- 2** = Active Infrared (requires a target on other side of facility being monitored)
- K** = Laser/lidar
- L** = Inductive loop
- M** = Magnetometer
- P** = Piezoelectric
- Q** = Quartz piezoelectric
- R** = Air tube
- S** = Sonic/acoustic
- T** = Tape switch
- 3** = other pressure sensor/mat
- U** = Ultrasonic
- V** = Video image (with automated or semi-automated conversion of images to counts)
- 1** = Video image with manual reduction of images to counts performed at a later time
- W** = Microwave (radar)
- X** = Radio wave (radar)
- Z** = Other

Year

Four-digit year the data was collected.

Month

Two-digit number for the month when the data was collected.

<i>Day</i>	Two-digit number for the day when the data was collected.
<i>Count Start Hour</i>	Hour (24:00) format. Traffic data corresponding to the first partial hour is not recorded. The first recorded (saved) interval always starts at the top of the hour (i.e., recorded minute values are always zero), regardless of recording mode or interval length configurations.
<i>Entered By</i>	A 3-character user code identifying the person working for the Organization, who set out the counter and submitting the data.
<i>Collection_Org_Code</i>	A 3-character code designating the organization responsible for processing and accepting the count data. The Traffic Monitoring Section maintains a file containing the list codes.
<i>Day_of_Week</i>	Day the data was collected (i.e. Monday).
<i>Recording Intervals</i>	Time Interval for which counts are taken (i.e. 15 min., 60 min., etc.).

Modified FHWA Format
NON-MOTORIZED COUNT RECORD

Field	Columns	Width	Description	Type
1	1	1	Non-motorized count record identifier (N)	C
2	2-3	2	State FIPS Code	C
3	4-6	3	County FIPS Code	C
4	7-16	10	Site ID	C
5	17-24	8	Latitude	R
6	25-33	9	Longitude	R
7	34	1	Direction of route	C
8	35	1	Location of count relative to roadway orientation	C
9	36	1	Direction of travel	C
10	37	1	Crosswalk, sidewalk, or exclusive facility	C
11	38	1	Intersection	O
12	39	1	Type of count (e.g., bike/pedestrian/both)	C
13	40-41	2	Type of sensor	C
14	42	1	Precipitation (yes/no)	R
15	43-45	3	High temperature	R
16	46-48	3	Low temperature	R
17	49-52	4	Year of count	C
18	53-54	2	Month of count	C
19	55-56	2	Day of count	C
20	57-60	4	Count start time for this record (military time,	C

			HHMM)	
21	61-63	3	Count interval being reported (in minutes) Allowable entries: 05, 10, 15, 20, 30, 60, or 120)	C
22	64-68	5	Count for interval 1	C
23	69-73	5	Count for interval 2	C/O
24	74-78	5	Count for interval 3	C/O
25	79-83	5	Count for interval 4	C/O
26	84-88	5	Count for interval 5	C/O
27	89-93	5	Count for interval 6	C/O
28	94-98	5	Count for interval 7	C/O
29	99-103	5	Count for interval 8	C/O
30	104-108	5	Count for interval 9	C/O
31	109-113	5	Count for interval 10	C/O
32	114-118	5	Count for interval 11	C/O
33	119-123	5	Count for interval 12	C/O
34	124-128	5	Count for interval 13	C/O
35	129-133	5	Count for interval 14	C/O
36	134-138	5	Count for interval 15	C/O
37	139-143	5	Count for interval 16	C/O
38	144-148	5	Count for interval 17	C/O
39	149-153	5	Count for interval 18	C/O
40	154-158	5	Count for interval 19	C/O
41	159-163	5	Count for interval 20	C/O
42	164-168	5	Count for interval 21	C/O
43	169-173	5	Count for interval 22	C/O
44	174-178	5	Count for interval 23	C/O
45	179-183	5	Count for interval 24 – End of hourly count record	C/O
46-309	184-2500		Count intervals 25 – 288 are used only if the reported day contains this many reporting time periods. Only report those periods for which data were collected. Up to 288 reporting periods are needed if 5-minute intervals are used. Up to 144 periods are needed for 10-minute intervals. Up to 96 periods are needed for 15-minute intervals Up to 72 periods are needed for 20-minute intervals Up to 48 periods are needed for 30-minute intervals Up to 24 periods are needed for 60-minute intervals	O

NYS DOT NON-MOTORIZED COUNT FORMAT (<KEYNAME>.csv)

Site_ID,Road_Name,Municipality,Location_Description,Location_of_Count,NYS_Dir,Fed_Dir,Intersection,Zone,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,1,3,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,1,3,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,2,7,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,2,7,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,1,3,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,1,3,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,2,7,,0,
 BPSOLR001,Old Lyons Road,Arcadia,43ft W of Sleight Road,3,2,7,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,1,3,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,1,3,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,2,7,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,2,7,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,1,3,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,1,3,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,2,7,,0,
 BPSWS0001,Water Street,Lyons,444ft W of Perrine Lane,3,2,7,,0,

Continued

Type_of_Count,Method,Year,Month,Day,Count_Start_Time,Collection_Org_Code,Entered_by,Day_of_Week,I1-1,I1-2,
 2,V,2019,6,7,700,TTG,JLH,Friday,,,
 1,V,2019,6,7,700,TTG,JLH,Friday,,,
 2,V,2019,6,7,700,TTG,JLH,Friday,,,
 1,V,2019,6,7,700,TTG,JLH,Friday,,,
 2,V,2019,6,8,700,TTG,JLH,Saturday,,,
 1,V,2019,6,8,700,TTG,JLH,Saturday,,,
 2,V,2019,6,8,700,TTG,JLH,Saturday,,,
 1,V,2019,6,8,700,TTG,JLH,Saturday,,,
 2,V,2019,6,7,700,TTG,JLH,Friday,,,
 1,V,2019,6,7,700,TTG,JLH,Friday,,,
 2,V,2019,6,7,700,TTG,JLH,Friday,,,

```
1,V,2019,6,7,700,TTG,JLH,Friday,,,
2,V,2019,6,8,700,TTG,JLH,Saturday,,,
1,V,2019,6,8,700,TTG,JLH,Saturday,,,
2,V,2019,6,8,700,TTG,JLH,Saturday,,,
1,V,2019,6,8,700,TTG,JLH,Saturday,,,
```

Continued

I1-3, I1-4, I2-1, I2-2, I2-3, I2-4, I3-1, I3-2, I3-3, I3-4, I4-1, I4-2, I4-3, I4-4, I5-1, I5-2, I5-3, I5-4, I6-1, I6-2, I6-3,

(The page contains horizontal ruling lines.)

Continued

I6-4, I7-1, I7-2, I7-3, I7-4, I8-1, I8-2, I8-3, I8-4, I9-1, I9-2, I9-3, I9-4, I10-1, I10-2, I10-3, I10-4, I11-1, I11-2, I11-3,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 2, 0, 0, 0, 0, 1, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,

, , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 2, 0, 0, 1, 0, 0, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 1, 0, 0, 1, 0, 0, 0, 0, 2, 0, 0, 0,
 , , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1, 0,
 , , , , , 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 4, 0, 0, 0, 0, 0, 0,
 , , , , 0, 0, 0, 1, 0, 0, 1, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0,
 , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 , , , , 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1, 0,
 , , , , 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,

Continued

I11-4, I12-1, I12-2, I12-3, I12-4, I13-1, I13-2, I13-3, I13-4, I14-1, I14-2, I14-3, I14-4, I15-1, I15-2, I15-3, I15-4,
 0, 0, 0, 2, 2, 0, 2, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 2, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 2, 1, 0, 0,
 1, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 2, 3, 0, 2, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 1, 0, 0, 1, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 1, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 1, 0,
 0, 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,
 0, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,

Continued

////////////////
////////////////
////////////////

Continued

I24-3,I24-4,Collected_TOTAL

,,10

,,1

,,0

,,1

,,2

,,4

,,3

,,1

,,10

,,7

,,4

,,7

,,6

,,1

,,3

,,1

xxxx

Modified FHWA NON-MOTORIZED COUNT FORMAT (<KEYNAME>.txt

NON-MOTORIZED COUNT RECORD EXAMPLE

Column Number:	2-3	4-6	7-16	17-24	25-33	34	35	36	37	38	39	40-41	42	43-45	46-48	49-52	53-54	55-56	57-60	61-63
Content Example:	08	045	0000GLWD06	39550060	107324200	3	1	1	4	-	2	H	2	- 60 ^a	- 45 ^a	2011	06	15	0800	060

^aThis is 60° (high temp) or 45° (low temp) Fahrenheit, not 'minus 60° or 45°. The '-' indicates a blank prior to the number 60 (or 45).

continued

Column Number:	64-68	69-73	74-78	79-83	84-88	89-93	94-2500
Content Example:	- - - 45	- - - 30	- - - 25	- - - -0	- - - -0	- - - - 0	...

APPENDIX B

Field Log Sheets

Field Log Sheets

The Highway Data Services Bureau has developed the following field log sheet template to insure consistent reporting of the site setup and location information across organizations. The intent is to provide a form for the traffic count Field Technician which, when completed in the field, will meet the Field Log requirements in the Data Collection Standards while also minimizing the time required reviewing field logs when count files have been submitted.

A description of each field plus the template of the field log sheet are provided in this section. Other formats may be accepted with written approval from the Main Office. Questions regarding the selection of appropriate codes and values for data fields may be directed to the Regional Office or Main Office.

Field log files must be returned as a PDF file and shall be named as follows:

Single Station Field Log Files

0000000000FLAAAMDDYYYY

0000000000 - Site ID

FL - Indicates the file type as a field log

AAA -Indicates the count type:

BP_ – Both Bicycle and Pedestrian between intersections

BPI – Both Bicycle and Pedestrians at an intersection

B_ - Bicycle count between intersections

B_I – Bicycle count at an intersection

P_ -Pedestrian count between intersections

P_I – Pedestrian count at an intersection

NM_-All passing non-motorized traffic are included in this count

MV_-Motorized vehicles are being counted (intended for counts of snowmobiles, all-terrain vehicles, and other off-road vehicles using a trail or other shared use path)

ALL-All motorized and non-motorized traffic using the facility (intended for trails and share use paths that experience a combination of pedestrian, bicycle, equestrian, and off-road vehicle traffic)

Contact the Main Office if a count type other than those listed has been requested.

MM - Month the count was started

DD - Day the count was started

YYYY - Year the count was completed

Presented below are the fields that may need to be completed, and the associated codes that may be used.

** indicates data that may be obtained from Traffic Count Header Files*

Field Name

Field Description

Site Information

<i>* Site ID</i>	A ten Character site ID provided in the schedule formatted as “AAAAAAAAAA”. All the stations should be found in Non-Motorized Count Header Files.
<i>Region</i>	A single digit number indicating the NYSDOT Region except for Regions 10 and 11 which will have a Region code of “0”.
<i>County</i>	A single digit number for each County based on the Regional County list (see the Region County and FIPS list below).
<i>FIPS</i>	The three-digit Federal Information Processing Standards Codes for New York State Counties (see the Region County and FIPS list below).
<i>Road Name/Intersection</i>	Name of the road where the counter is placed or the intersecting roads where the data was collected.
<i>* GeoCode</i>	NYSDOT Code representing the municipality in which the route or road is located. It shall be a four-digit number including any leading zeros. The GeoCode can be found in the station header and off-network header files.
<i>* BIN</i>	Bridge Identification Number. The Traffic Count Header files only list one BIN on a station. On Stations with multiple bridges, list the BIN for the bridge that is closest to the count placement.
<i>* Route No/County Road No.</i>	The Route Number if the road is part of the NYS touring or reference route system (i.e. I81, US15, NY32, or 957A). The road number if the road is part of the county route system (i.e. CR25). Route and Road number can be found in the station header or off-network header files.

*** RR #** Railroad Crossing Identification Code. The Traffic Count Header files only list one rail crossing on a station. When multiple crossings are in one station, list the railroad crossing closest to the count placement.

Count Movements Number of directions that can be travelled at the count location.

Municipality Name of the city, town or village where the road is located.

Count Type The Count Type shall be one of the following:

- Bicycle/Pedestrian
- Intersection Bicycle/Pedestrian
- Bicycle
- Intersection Bicycle
- Pedestrian
- Intersection Pedestrian
- Equestrians
- All non-motorized traffic
- Motorized off-road traffic
- All traffic
- Other animals

For Non-Intrusive and Other count types, the method used shall be noted in the Count Notes section.

Count Installation Information

Dates Month/Day/Year format. List dates for the start of the collection, intermittent inspection of the setup, and pickup of the equipment.

Times Hour (24:00) format. Include all times for the start of the collection, intermittent inspection of the setup, and pickup of the equipment.

Dates of Collection Begin and End dates of the count. First date data was collected to the last date the data was collected. Dates shall be listed in the following format: MM/DD/YYYY – MM/DD/YYYY.

Interval Times of collection within each day that the data is collected, formatted as 00:00 – 00:00. Times shall be listed in 24-hour format.

Counter Location Information

Location Description A description of the specific placement of each recorder. At locations that are between intersections these descriptions should

list a distance reference from the nearest intersection (by direction). It is NOT a repeat of the count's Road/Street name or Begin/End descriptions. This shall not have the closest Reference marker listed. Values reported shall be accurate within +/- .01 miles or +/- 52 feet. For intersection counts the format shall be "(major road) at (minor road)". The "Major Road" will be the one listed highest on the road type listed below:

1. Expressway
2. US Route
3. State Route
4. County Route
5. Local Road (City, Village, Town)

If two roads have the same type, roads with route numbers shall have the lowest value number listed first, roads without route numbers shall be in alphabetical order.

GPS Latitude

Latitude collected for the primary direction of the roadway as specified in the Appendix G "Geospatial Coordinate Guidelines"

GPS Longitude

Longitude collected for the primary direction of the roadway as specified in the Appendix G "Geospatial Coordinate Guidelines"

Time /Date

Time and date the GPS coordinates were taken. Date shall be in Month/Day/Year format. Time shall be in Hour (24:00) format.

Crew Information

Organization Code

A 3-character code designating the organization responsible for counter layout and operation. This code shall match the list provided by the Main Office.

Field Technicians

Counter Operator Initials, 3-character user codes identifying the people working for the count Organization, who set out the counter.

Weather Information

Date

Date of each day that data was collected formatted as MM/DD/YYYY.

<i>Daily High Temp.</i>	The highest temperature recorded for the date listed in Degrees Fahrenheit. Can be the high recorded at the nearest weather station.
<i>Daily Low Temp</i>	The lowest temperature recorded for the date listed in Degrees Fahrenheit. Can be the low recorded at the nearest weather station.
<i>Weather Type</i>	General weather description for the majority of the data collection hours: <ul style="list-style-type: none"> • Sunny • Sunny and Windy • Partly Cloudy • Partly Cloudy and Windy • Mostly Cloudy • Mostly Cloudy and Windy • Cloudy • Cloudy and Windy • Snow • Scattered showers • Rain • Heavy Rain

Counter Information

<i>Manufacture</i>	The name of the manufacture of each counter used for the count.
<i>Model</i>	The model name or number of each counter used for the count.
<i>Serial No</i>	The complete Serial number of each counter used for the count.
<i>File Name(s)</i>	File name(s) that the data was saved to by the counter (may need to be entered when the data is downloaded for conversion to NYSDOT file formats).
<i>A-B Direction</i>	Cardinal direction of travel from the channel A tube to the channel B tube, if applicable.
<i>Count Interval</i>	Time Interval for which counts are taken, list in minutes (i.e. 15 min., 60 min., etc.) In most cases will be 15 min.

Count Notes

Miscellaneous notes about the count which may include the following:

- Method used for Non-Intrusive and Other count types.
- Issues with the count (Loose tubes when inspected, unusual traffic patterns, weather problems, counters damaged or not working at pick up, etc.).

- The location placement Change-Order Number, approval date, and approver initials, if location is not within the limits of the original GPS coordinates.
- Secondary coordinate and location description for counts with multiple set-ups.
- Count method changes: must include approval date, approver initials, count method scheduled, count method used, Item number scheduled, and final Item number for the collection.
- Other notes needed to accurately locate the count and understand the data.

Map/Layout

The map shall contain a sketch of the area where the traffic count was placed and at a minimum should display the following:

- Show crossing roads in the area.
- Show the location where the counter was placed, with a measurement from the closest intersecting road.
- A north arrow clearly displaying the orientation of the map or sketch. The map or sketch shall be oriented with north in the top half on the page.
- General location of the count device.
- General area covered by the count device.

Site Photos

Site photos are used to confirm conditions when the traffic count was collected and shall meet the following requirements:

- All photographs shall have a resolution of 1200x900 pixels or greater.
- A minimum of one unique site photograph for each setup must be attached.
- Provide as many additional photographs as needed to meet the requirements.
- All photographs must be date stamped, time stamped, and geotagged.

The combination of photos at a setup must meet the following requirements:

- Shall display enough information to easily identify the location where the traffic count equipment was placed.
 - Must show an object or geographic feature that can be easily identified when using Google “Street View”, Bing “Street side” or aerial photos.
- Shall show how the traffic count equipment was setup.
 - Must show all traffic count equipment at the setup.
 - If multiple photos are submitted part of the equipment must be in every photograph.

This area of the Field Log Sheet(s) can be used to paste actual photos, list the filenames of attached photos, or provide a site sketch indicating location and angle of photographs, or any combination thereof.

The photographs shall be named as follows:

0000000000SBPMMDDYYYY

0000000000 - Site ID

S - serialized number if multiple photographs are taken (i.e. multiple setups/counters).

BP -Indicates a Bicycle/Pedestrian count photograph.

MM - Month

DD - Day

YYYY - Year

New York State Department of Transportation

Non-Motorized Count Field Log

(Organization)

Site Information				Installation Information	Setup	Check 1	Check 2	Pickup
Station ID:					Date:	Date:	Date:	Date:
Region: Select Region		County: Select County			Time:	Time:	Time:	Time:
FIPS: Select					Dates of Collection:			
GeoCode:				Interval 1:		Interval 2:		
BIN:		Road Name/Intersection:		Interval 3:		Interval 4:		
RR#:		Route/Road #:		Counter Location				
Municipality:				Location Description:				
Count Type: Select Count Type				GPS Latitude:			Date:	
Count Movements:				GPS Longitude:			Time:	
Crew Information								
Org : Select Org				Field Technicians:				
Weather Info								
	Date	Daily High Temp	Daily Low Temp	Precipitation	Weather Type			
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								
Day 6								
Day 7								
Counter Info								
	Manufacturer:	Model:	Serial No:	Filename:	A-B Dir:	Interval		
Counter 1								
Counter 2								
Counter 3								
Counter 4								
Counter 5								
Counter 6								
Count Notes:								
MAP / LAYOUT					SITE PHOTO			

NYSDOT Region County Codes and FIPS codes

Region	County Number	County	FIPS	Region	County Number	County	FIPS
1	1	Albany	001	6	1	Allegany	003
	2	Essex	031		2	Chemung	015
	3	Greene	039		3	Schuyler	097
	4	Rensselaer	083		4	Steuben	101
	5	Saratoga	091	7	6	Yates	123
	6	Schenectady	093		1	Clinton	019
	7	Warren	113		2	Franklin	033
	8	Washington	115		3	Jefferson	045
2	1	Fulton	035		4	Lewis	049
	2	Hamilton	041		5	St. Lawrence	089
	3	Herkimer	043	8	1	Columbia	021
	4	Madison	053		2	Dutchess	027
	5	Montgomery	057		3	Orange	071
	6	Oneida	065		4	Putnam	079
3	1	Cayuga	011		5	Rockland	087
	2	Cortland	023		6	Ulster	111
	3	Onondaga	067		7	Westchester	119
	4	Oswego	075	9	1	Broome	007
	5	Seneca	099		2	Chenango	017
	6	Tompkins	109		3	Delaware	025
4	1	Genesee	037		4	Otsego	077
	2	Livingston	051		5	Schoharie	095
	3	Monroe	055		6	Sullivan	105
	4	Ontario	069		7	Tioga	107
	5	Orleans	073	10	3	Nassau	059
	6	Wyoming	121		7	Suffolk	103
	7	Wayne	117	11	1	Bronx	005
5	1	Cattaraugus	009		2	Kings	047
	2	Chautauqua	013		4	New York	061
	3	Erie	029		5	Queens	081
	4	Niagara	063		6	Richmond	085

APPENDIX C

Approving Short Count Traffic Counters, Devices, and Alternative Counting Methods

Approving Short Count Traffic Counters, Devices, and Alternative Counting Methods

Each traffic counter, device, and alternative counting method must be approved by NYSDOT Main Office Traffic Monitoring Section. Traffic counters, devices, and alternative counting methods must be tested using the following procedure.

1. Every device must be tested against a simultaneous manual count. For verification purposes, the manual count will be verified against a contractor-produced video of the test traffic being counted. The device, manual and video count must be taken for at least three (3) hours at a location approved by the NYSDOT Traffic Monitoring Section. The device must be within 5% of the manual count (% may be adjusted for certain count types by the Main Office).
2. Both the counting device and manual count must record and report out the data in 15-minute intervals.
3. Upon completing the traffic count comparison, the contractor will submit the results to the Main Office. The format for submitting the data is: a copy of the device's downloaded data in 15-minute intervals; the outcome of the download summarized in a spreadsheet compared to the manual count in 15-minute intervals; a video recording of the test traffic count.
4. Only traffic counters, devices, and other traffic counting methods that are certified by the Main Office may be used in field data collection.

APPENDIX D

Traffic Count Package Cover Letter

Traffic Count Package Cover Letter

A cover letter will be required for each reviewed traffic count package. The cover letter file name should be consistent with the traffic count package file name (see Traffic Count File Naming Convention in main document). Additional package notes may be included in the cover letter below the required information. The required information is presented below.

<u>Data Element</u>	<u>Description</u>
----------------------------	---------------------------

Organization Identification

<i>Name</i>	The name of the group providing data. Examples include Contractor Company name, Regional Office, Metropolitan Planning Organization or County name.
<i>Contact Info.</i>	Address, email, and phone number(s) where the group may be reached with questions about the traffic counts presented.
<i>Contract Number</i>	Contract Number (typically starts with C00) or Purchase Order Number associated with the traffic data collection effort.
<i>NY Vendor ID/SFS No.</i>	The ten-digit number used to identify the counting organization in the Statewide Financial System (SFS).

Count Package Identification

<i>Region Number</i>	The Region in which this submission of data was collected.
<i>Type</i>	The Type of data collected in the submission (see Traffic Count File Naming Convention in main document).
<i>Work Week ##a</i>	Work Week number (see annual Work Week Calendar, number corresponds to end date of data collection) AND sub-letter for the week (a for most, a, b, c, etc. for multiple packages in one week of the same type).

Site List Table

<i>Count Number</i>	Sequential numbering of the counts submitted. Each line should have a unique number (e.g. 1, 2, 3, 4).
<i>Route/Road Name</i>	This can be obtained from the Station Header or Off Network Header, in the RTSIGN, RTE, RDNAME, RDNUM fields, or a combination thereof.

<i>RC and Site ID</i>	This can be presented as two columns or one concatenated column; the first being the Region County code (two digits), the second being the four-digit Site ID code.
<i>Non-Motorized Site ID</i>	Either a unique ten-character non-motorized count ID or a digital Master Intersection ID.
<i>Type</i>	The type of count for each site.
<i>Duration</i>	Duration of data collection for each count site.
<i>Method</i>	The method of data collection (e.g. tube, radar, loop, video).
<i>Comments</i>	This column has traditionally been left blank for use by the Main and Regional Offices.