

**NEW YORK STATE
Turning Movement Collection Standards**

Summer 2020

**New York State Department of Transportation
Office of Engineering
Technical Services Division
Highway Data Services Bureau**

TABLE OF CONTENTS

1. Applicability	1
2. Foreword	1
3. Definitions.....	2
4. Safety.....	4
5. Site Identification.....	5
6. Minimum Turning Movement Count Standards	5
7. Vehicle Classification	6
8. GPS Position Requirements.....	7
9. Field Log Requirements.....	7
10. Data Reporting Format.....	8
11. Traffic Count Package for Data Submission	8
12. Transmittal of Count Data.....	8
13. Count Acceptance	9
 APPENDIX A: Turning Movement Count Data Formats.....	 10
 APPENDIX B: Field Log Sheets for Turning Movement Counts.....	 16
 APPENDIX C: Turning Movement Count Package Cover Letter	 23

1. Applicability

These standards shall apply to all Turning Movement Counts 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

Contained herein are the Standards developed by NYSDOT for the purpose of collecting Turning Movement Counts.

The primary purpose of these standards is to ensure that data from 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 of NYSDOT.

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 as listed in Traffic Monitoring Standards for Short Count Data Collection.

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

Turning Movement Count – A count taken at an intersection that describes the number of vehicles for each movement.

Movement – A path from the entry point to the exit point of an intersection

Leg Entering – The name of the roadway a vehicle enters the intersection from for a specific movement

Leg Exiting – The name of the roadway a vehicle exits the intersection to for a specific movement

Primary Counting Location – The location of the primary counting device or person. If multiple devices or persons are utilized this should be the location of the supervisor or the device capturing the most movements.

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

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.

TMC_ID – A unique identifier for each intersection as provided by the Main Office.

Count Types

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.

Manual Video Reduction – Traffic data collected by means of a person or persons reviewing video collected on site. Data is typically recorded by hand or with a digital collection board.

4. Safety

1. All counts must be conducted within the safety guidelines of Traffic Monitoring Standards for Short Count Data Collection Appendix B
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.

5. Site Identification

Turning Movement Counts will be identified by a unique TMC ID for each location. The TMC ID will be provided by the Requesting Agency. The Main Office maintains a list of TMC IDs

Each count shall be described by the Requesting Agency using a common intersection name of the primary intersecting routes and a geospatial coordinate for the intersection.

Prior to undertaking any traffic counts, the Field Technician is specifically directed to contact the Requesting Agency 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. Minimum Turning Movement Count Standards

Standards defined in this section apply to Turning Movement Counts. 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.

- Unless otherwise specified all data files provided shall have 15-minute intervals.
- Before collecting data on a station with notes, the field crew must read and understand the restrictions and requirements of the note.
- Unless otherwise permitted by the Main Office, the same method and model counter must be used for all movements of a count.
- Unless otherwise specified all legs of an intersection shall be included.
- Unless otherwise specified all movements of an intersection shall be included.
- Right turn on Red will be collected as an additional movement only when requested.
- Bicycles and Pedestrians may be collected as requested.
- Classification data will only be required for the requested Turning Movement Class Groups.
- Total vehicles must always be reported by movement.

7. Vehicle Classification

Classification for turning movement counts will be visual or video based. A count may be requested to include any of the following groupings:

Turning Movement Count Class Groupings	FHWA 13 Vehicle Category Classification Number
Group 1: Motorcycles	1
Group 2: Cars/Light Trucks	2,3
Group 3: Buses	4
Group 4: Medium Trucks	5,6,7
Group 5: Heavy Trucks	8,9,10,11,12,13

8. GPS Position Requirements

A coordinate reading is required for all Turning Movement Counts, which must be collected by a handheld GPS device, at the primary counting location. 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.

9. 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
- Count Notes
- Map/Counter Layout Diagram
- Site Photos

See Appendix B for details.

10. Data Reporting Format

All Turning Movement Count data, regardless of the equipment being used, must be reported to the NYSDOT Main Office in the standard NYSDOT Turning Movement Count format as outlined in the attached Appendix A. Questions regarding data format should be directed to the Main Office.

11. Traffic Count Package for Data Submission

Turning Movement Counts may be included in Traffic Count Packages as defined in the Traffic Monitoring Standards for Short Count Data Collection. When included in a package with Short Count data, Turning Movement Counts must be included in the corresponding GPS log file.

Turning Movement Count exclusive data packages must be a single *.zip file, containing the following items;

1. A cover letter (for details see Appendix C)
2. Count files formatted as defined in Appendix A
3. Field logs containing the required site identification information (as found in Appendix B)
4. Site photos
5. Raw data files as downloaded from the counters, if applicable
6. Other information pertinent to the counter placement activities

Turning Movement Counts will not be processed until all parts of this package are received and are found to be complete.

Data shall be contained in a Turning Movement Count data package and must follow naming conventions described in the Traffic Monitoring Standards for Short Count Data Collection **Traffic Count Package File Naming Convention** section. All field logs shall only pertain to the sites in that package.

12. Transmittal of Count Data

Unless directed otherwise, all Turning Movement Count packages shall be uploaded to ProjectWise. Cover-letters for Turning Movement Count packages shall be e-mailed to both the requestor and the Main Office. Additional parties shall be sent copies of the traffic count package, as directed.

13. Count Acceptance

Turning Movement Count acceptance will be determined based upon NYSDOT's 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 Turning Movement Count 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 traffic area will be affected by this activity. Turning Movement 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 count. NYSDOT 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/>

Unless otherwise specified by the Regional Office or Main Office, for any count, all turning movements and directions must be accepted for the count to be considered complete.

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

APPENDIX A

Turning Movement Count Data Formats

Turning Movement Counts shall be submitted in comma delimited files containing the fields listed below.

Turning Movement Counts

TMCID	Number	Not Null
Date	MM/DD/YYYY	Not Null
Latitude	Number	
Longitude	Number	
Intersection Name	Text	Not Null
Leg Entering	Text	Not Null
EnDir	Text	Not Null
Leg Exiting	Text	Not Null
ExDir	Text	Not Null
RTOR	'Y' or Null	
Interval Start	Text	Not Null
Interval Length	Number	Not Null
Total Legs	Number	Not Null
Bicycles	Number	
Pedestrians	Number	
Motorcycles	Number	
Cars/Light Trucks	Number	
Buses	Number	
Medium Trucks	Number	
Heavy Trucks	Number	
Other	Number	
Total Vehicles	Number	Not Null
Notes	Text	
Flag Field	Text	

Turning Movement Counts

TMCID:

Unique ID of the TMC location

Date:

Date of record MM/DD/YYYY format

Latitude:

Latitude of Primary Counting device placement

Longitude:

Longitude of Primary Counting device placement

Intersection Name:

Name of Intersection – “Oak at Main”

Leg Entering:

Name of leg where traffic is entering intersection

EnDir:

Direction of travel entering intersection - Typically described as Northbound, Southbound, Eastbound or Westbound

Leg Exiting:

Name of leg where traffic is exiting intersection

ExDir:

Direction of travel exiting intersection

RTOR:

Right turn on red flag – indicates if a right turn record is on red light or not

Interval Start:

HHMM- as 0000-24000, the start of the count interval

Interval Length:

Length of the counting interval in minutes. Ex 5, 15, 60, 120

Total legs:

The total number of legs in the intersections

Bicycles:

Total number of Bicycles if counted

Pedestrians:

Total number of Pedestrians if counted

Motorcycles:

Total number of Motorcycles if counted

Cars/Light Trucks:

Total number of Cars/Light Trucks if counted

Buses:

Total number of Buses if counted

Medium Trucks:

Total number of Medium Trucks if counted

Heavy Trucks:

Total number of Heavy Trucks if counted

Other:

Number of Other Vehicles if counted

Total Vehicles:

Total number of Motor Vehicles – Required

Notes:

Free text for any information pertaining to the count

Turning Movement Counts Data Sample

	TMCID	Date	Latitude	Longitude	Section	Name	Leg	Entering	Endir	Leg	Exiting	Exdir	RTOR	Interval	Start	Interval	Length	Total
						Legs, Bicycles, Pedestrians, Motorcycles, Cars, Buses, Medium Trucks, Heavy Trucks, Other, Total	Vehicles	Notes	Flag	Field								
1	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0700	15	4	5
2	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0715	15	4	4
3	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0730	15	4	4
4	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0745	15	4	1
5	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0800	15	4	2
6	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0815	15	4	5
7	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0830	15	4	7
8	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Forestream	Dr, EastBound						0845	15	4	5
9	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0700	15	4	135
10	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0715	15	4	149
11	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0730	15	4	177
12	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0745	15	4	169
13	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0800	15	4	177
14	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0815	15	4	153
15	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0830	15	4	201
16	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, Transit	Road, SouthBound						0845	15	4	179
17	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0700	15	4	0
18	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0715	15	4	2
19	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0730	15	4	3
20	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0745	15	4	0
21	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0800	15	4	0
22	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0815	15	4	4
23	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0830	15	4	1
24	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, SouthBound, N Transithill	Dr, WestBound						0845	15	4	3
25	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0700	15	4	6
26	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0715	15	4	5
27	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0730	15	4	11
28	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0745	15	4	8
29	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0800	15	4	12
30	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0815	15	4	5
31	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0830	15	4	4
32	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, SouthBound						0845	15	4	6
33	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0700	15	4	0
34	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0715	15	4	0
35	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0730	15	4	0
36	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0745	15	4	0
37	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0800	15	4	0
38	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0815	15	4	0
39	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0830	15	4	0
40	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0845	15	4	0
41	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, N Transithill	Dr, WestBound						0815	15	4	0
42	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0700	15	4	28
43	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0715	15	4	22
44	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0730	15	4	40
45	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0745	15	4	24
46	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0800	15	4	25
47	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0815	15	4	23
48	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0830	15	4	17
49	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Forestream	Dr, WestBound, Transit	Road, NorthBound						0845	15	4	19
50	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0700	15	4	2
51	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0715	15	4	0
52	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0730	15	4	0
53	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0745	15	4	2
54	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0800	15	4	0
55	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0815	15	4	0
56	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0830	15	4	2
57	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, N Transithill	Dr, WestBound						0845	15	4	1
58	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0700	15	4	164
59	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0715	15	4	224
60	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0730	15	4	249
61	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0745	15	4	282
62	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0800	15	4	250
63	6034147	8/27/2019	42.86612	-78.6967	Transit	Road at Forestream	Dr, Transit	Road, NorthBound, Transit	Road, NorthBound						0815	15	4	237

15

APPENDIX B

Field Log Sheets for Turning Movement Counts

Field Log Sheets for Turning Movement Counts

The Highway Data Services Bureau has developed the following field log sheet template to ensure 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.

A field log file shall be created for each Turning Movement Count. The field log files may be either PDF or .xlsx files and shall be named as follows:

Field log file naming convention

TMCIDFLMMDDYYYY

TMCID - The TMC ID as provided by the Main Office for the intersection being counted.

FL - Indicates the file type as a field log

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.

Field Name

Field Description

Site Information

Region A single digit number indicating the NYSDOT Region for Regions 1 through 9. Both Regions 10 and 11 will have a Region code of "0".

County A single digit number for each County based on the Regional County list.

TMC ID The TMC ID provided by the Main Office associated with the collected location.

<i>County FIPS</i>	The three-digit Federal Information Processing Standards Codes for New York State Counties .
<i>Count Type</i>	The Count Type shall be one of the following: Manual Non – Intrusive Camera Non – Intrusive Other Manual Reduction of Video
<i>Intersection Name</i>	Name of the intersection counted. Typically described by two of the intersecting roadways.
<i>Count Legs</i>	The number of legs counted in the intersection

Counter Location Information

<i>Location Description</i>	A description of the specific placement of each recorder. These descriptions should list a description of where each recorder is placed relative to the intersection.
<i>GPS Latitude</i>	Latitude collected for the primary data recorder
<i>GPS Longitude</i>	Longitude collected for the primary data recorder
<i>Time /Date</i>	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

<i>Organization(Org) Code</i>	A 3-character code designating the organization responsible for counter layout and operation. This code shall match the list provided by the Main Office.
<i>Field Technicians</i>	Counter Operator Initials, 3-character user codes identifying the people working for the count Organization, who set out the counter.

Count Installation Information

<i>Dates</i>	Month/Day/Year format. List dates for the start of the collection, intermittent inspection of the setup, and pickup of the equipment.
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<i>Times</i>	Hour (24:00) format. Include all times for the start of the collection, intermittent inspection of the setup, and pickup of the equipment.
<i>Dates of Collection</i>	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.
<i>Interval</i>	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 Information

Counter information is required for all devices used to collect Turning Movement Counts including Counting Boards, Cameras, and other devices.

<i>Manufacturer</i>	The name of the manufacturer 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>Count Interval</i>	Time Interval for which counts are taken, list in minutes (i.e. 15 min., 60 min., etc.) In most cases, this 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 (Unusual traffic patterns, weather problems, counters damaged or not working at pick up, etc.)
- 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.
- Secondary coordinate and location description for counts with multiple set-ups.

Map/Counter Layout

The Counter Layout shall accurately display the setup used for the traffic count and have the following:

- An overhead depiction of the legs of the intersection being counted
- Each leg of the intersection must be labeled
- The location of the counting Device(s) or Person(s)
- A depiction of the Field of View for the Device(s) or Person(s)
- From each Entering Leg a depiction of the movements counted
- Indication of any restricted turns
- Indication of any One Way legs entering or exiting the intersection

Site Photos

Site photos are used to confirm the 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 photograph for each device or personnel location must be attached.
- Provide as many additional photographs as needed to meet the requirements
 - Identifying Feature photos
 - Shall display enough information to easily identify the location where the traffic count equipment or personnel was located.
 - Must show a part of the equipment, if applicable, with an object or geographic feature that can be easily identified when using Google “Street View”, Bing “Street side,” or aerial photos.

This area of the Field Log Sheet(s) can be used to list the filenames of attached photos. The photographs shall be named as follows:

TMCIDSMMDYYYY

TMCID - TMCID provided by the Main Office.

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

MM - Month

DD - Day

YYYY - Year

New York State Department of Transportation

Turning Movement Count Field Log

(Organization)

Site Information			Count Installation Information	Setup	Check 1	Check 2	Pickup
TMC ID:			Date: Time:	Date: Time:	Date: Time:	Date: Time:	Date: Time:
Region:	County:						
County Fips:	Intersection Name:						
Count Type:							
Count Legs:			Dates of Collection:				
			Interval 1:		Interval 2:		
			Interval 3:		Interval 4:		
Crew Information			Interval 5:				
Org Code:			Counter Location				
Field Technicians:			Location Description:				
Site Photos			GPS Latitude:		Date:		
Photo Names:			GPS Longitude:		Time:		
Counter Info							
	Manufacturer:	Model:	Serial No:	Filename:			Interval
Counter 1							
Counter 2							
Counter 3							
Count Notes:							
<h2 style="margin: 0;">MAP / LAYOUT</h2>							

APPENDIX C

Turning Movement Count Package Cover Letter

Turning Movement Count Package Cover Letter

Presented below are the data elements that NYSDOT requires in a Cover Letter presenting a Traffic Count Package for review. 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 notes may be included below this data in the letter.

Data Element

Description

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>Intersection Name</i>	The common intersection name for each location
<i>TMC ID</i>	TMC ID for all counts included in the package
<i>Type</i>	The type of count for each site (e.g. Manual, Non-Intrusive, Manual Video Reduction, etc).
<i>Duration</i>	Duration of data collection for each count site. This will typically be the number of hours collects, (e.g. 4 Hours, 12 Hours, etc)
<i>Comments</i>	This column has traditionally been left blank for use by the Main and Regional Offices.