LATR Data Loader Instructions

To begin, please ensure that the project application number is selected at the top of the data loader. The application number may need to be manually selected.

Applications occurring in a Red policy area will only need to submit information for step 1 (Project Information)

Step 1: Project Information

Please enter basic information regarding the project including the consultant name, and the transportation policy area where the project is located. The submitter must also include the number of peak hour trips generated per the ITE vehicle trip adjustment factors as described in the *2021 LATR Guidelines* and any mitigation required. By default, all adequacy tests are checked as any project producing 50 or more weekday peak-hour person trips is required to conduct adequacy determination for all modes of travel. The exception is projects in Red policy areas should uncheck the motor vehicle system adequacy test box. The submitter may also add free-hand commentary regarding the data submittal. **Once all the required information is provided, please select the "insert" button.**

Step 2: Network Corridor Test (Optional)

This section is intended for applicants that conducted a network/corridor level analysis (as opposed to isolated intersections) to address closely spaced intersections operating in tandem. The submitter should select the "from" and "to" intersections from the drop-down lists to define the extent of the corridor. The AM and PM average existing and future delay must be submitted as well. Once the submitted has provided the necessary information, the insert button should be selected. If more than one corridor was analyzed, the submitter can select the "add corridor" button to reset the fields once the previous corridor information has been submitted.

Step 3: Intersection Details and Counts (non – Red policy areas)

This section is designed for the submitter to provide descriptive and count information for each intersection analyzed. The user should first select the intersection either from the drop-down list or interactive map. Please then provide the results from the adequacy test(s) (CLV and/or HCM Delay) for existing and future conditions for the AM and PM peak periods. Please also review the intersection lane configuration below the map and adjust as necessary. The user should also provide the date the count was conducted and any free-hand commentary regarding the specific intersection.

Finally, please submit vehicle turning counts, bicycle turning counts, and pedestrian counts in the provided worksheet. Please only insert data in the appropriate rows which correspond to time periods for which counts were conducted. There is no need to submit "0" in cells that represent time periods for which no data was collected. The web-based spreadsheet allows for copying and pasting from other spreadsheet-based applications (like Excel). Pedestrian counts should be entered according to the leg they were observed crossing.

Once all the applicable data is inserted for the intersection of interest, please select the submit button. Once the information has been submitted for a particular intersection, the submitter may repeat the process again for additional intersections.