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 for projects occurring in Red policy areas 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's name, and the transportation policy area where the project is located. The submitter must first identify the net new number of peak hour person trips generated per the ITE vehicle adjustment factors as described in the LATR guidelines. Then, the submitter must select the triggered adequacy tests and any mitigation required. For areas outside Red policy areas, all adequacy tests are required. For projects inside Red policy areas, the vehicle adequacy test box should not be checked. The submitter may also add free-hand commentary regarding the data submittal. **Once all the required information is provided, please click 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.

For each corridor, the submitter should select the "from" and "to" intersections from the drop-down lists to define the corridor extent. The AM and PM average existing and future delay cells must be populated. Once the submitter has provided the necessary information, the insert button should be clicked. If more than one corridor was analyzed, the submitter can click the "add corridor" button to reset the fields once the previous corridor information has been submitted.

Step 3: Speed Study Information (Optional)

This section allows for the viewing of existing speed study locations and for the input of new study locations and data.

To view existing speed study locations, use the map to navigate to the location of the study and click on one of the points to view the associated data. To input new speed study data, begin by navigating to the location of the new study in the map window. Next, click the "Add a Speed Study" button and click on the location of the new speed study in the map window. Finally, use the Speed Study Info loader tool to input new data. End by clicking the Save button.

Step 4: 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 submitter should first select the intersection either from the drop-down list or interactive map. Then, for each intersection, the submitter should 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. The intersection lane configuration below the map should be reviewed and adjusted 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 insert data in the appropriate rows corresponding to the 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 applicable data is inserted for the intersection of interest, please click the submit button. Once the information has been submitted for a particular intersection, the submitter may begin the process again for additional intersections.