

## **Appendix 3B**

### **Sample Count Request Oregon Traffic Monitoring System (OTMS)**

NOTE: The count sheets in this appendix are provided in their original form, which means that they will not contain the Analysis Procedures Manual footer.

## **Sample Traffic Counting Request**

The TSM unit has required that traffic count requests be submitted using TSM's [Planner Traffic Count Request Template](#). ODOT requestors must also attach the completed template to the [online count request form](#), available at: Instructions for completing the request are included in the template. The following is a sample of a completed traffic counting request. In this sample, a 48-hour tube count with classification and separate directions is requested. Refer to the template for complete instructions.

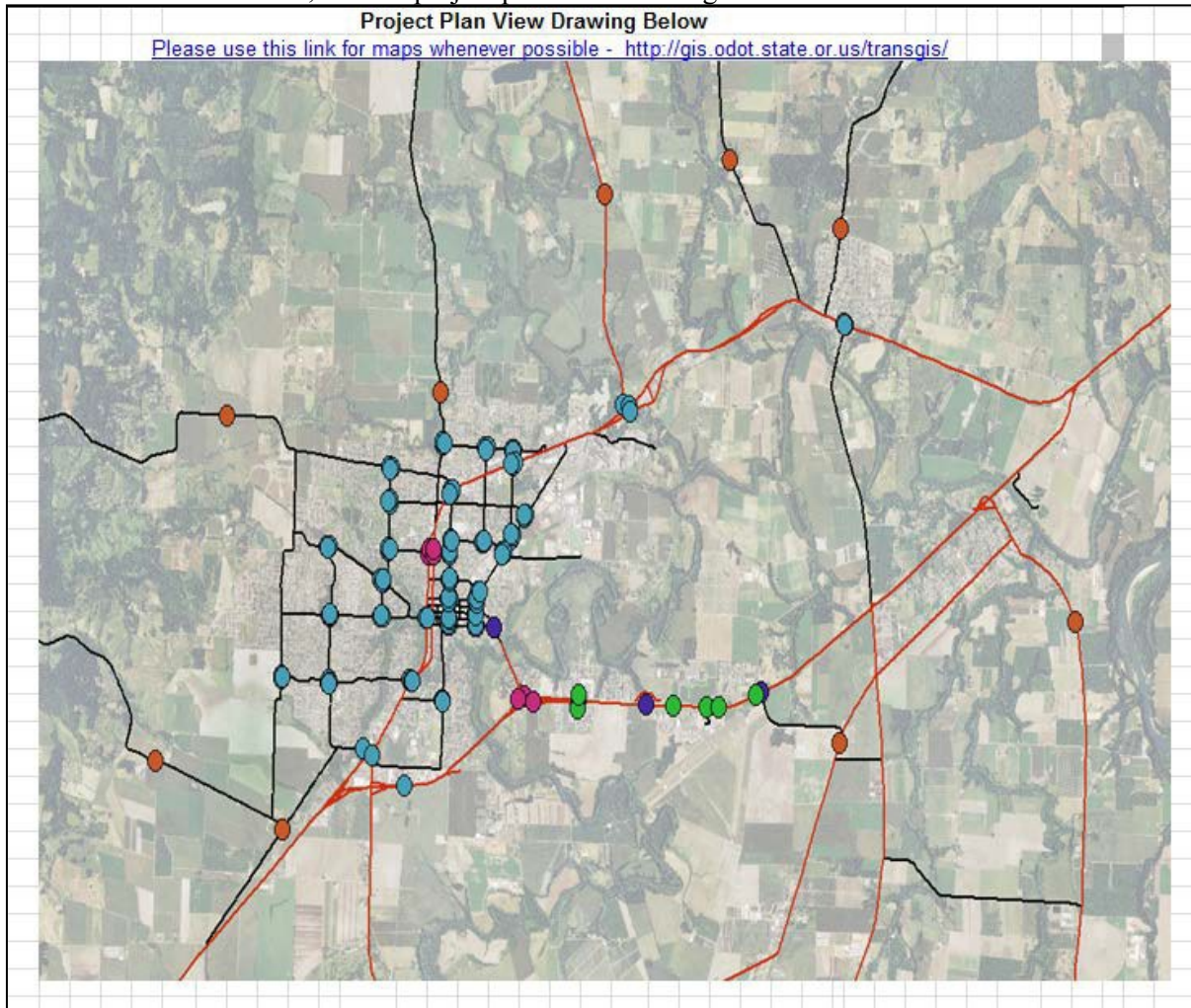
For each different type of count duration and count type duration, a new workbook is required. A maximum number of 50 counts per excel file is set up. Any more than 50 count locations per count type will require an additional Excel file.

### **Main Tab**

All the green boxes will transfer over to each new sheet. The yellow boxes allow the count technician to know what count type is requested.

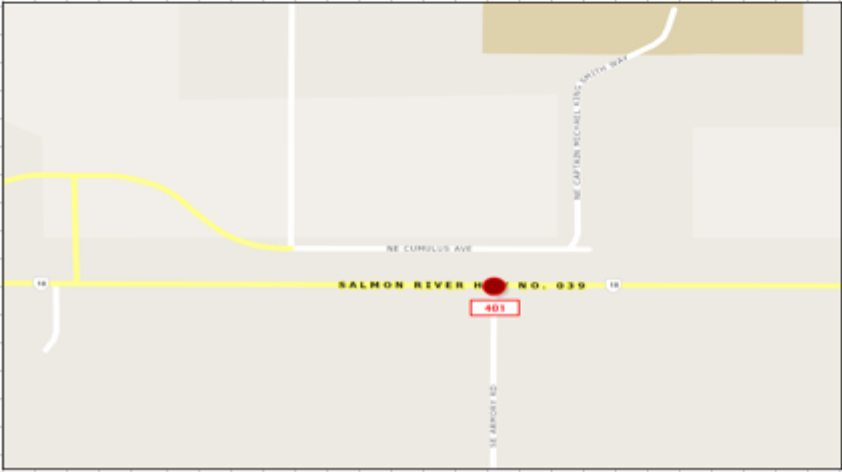
Planning Traffic Count Request Form									
One Request Form per Count Duration and Count Type Combination									
ALL Cells Shaded in Green must be filled out in Main sheet tab data - Use Drop down selections when present									
Blue shaded cells are for maps and drawings									
OREGON DEPARTMENT OF TRANSPORTATION									
		Region		2		Traffic			
Person Requesting Work:		Tricia Tanner				Date:		January 18, 2018	
Phone Number:		503-986-3419				FAX:		503-986-4174	
E-mail Address:		tricia.j.tanner@odot.state.or.us							
Position Held:		Transportation Analyst/Modeler							
Mailing Address:		555 13th St NE							
Street:									
City-State ZIP:		Salem, OR 97301							
COUNT DURATION									
SELECT ONE DURATION PLUS PEAKS (if any)									
<input type="checkbox"/>		14 hour count (6am-8pm)			<input type="checkbox"/>		48 Hour (Pneumatic Tube ONLY)		
<input type="checkbox"/>		16 hour count (6am-10pm)			<input type="checkbox"/>		Other = <input type="text"/> Number of hours		
<input checked="" type="checkbox"/>		24 hour count							
COUNT TYPE									
SELECT ONE					SELECT ONE		SELECT ONE		
Classification (Type of Vehicles)					<input type="checkbox"/> Volume Only		<input checked="" type="checkbox"/> Manual (Video)		<input type="checkbox"/> Staightaway
13-Types (FHWA) + Bike and Peds					<input type="checkbox"/> Pneumatic Tube		<input checked="" type="checkbox"/> Intersection		
COUNT TIMELINE									
Preferred Date of Count:		04/01/18		To		04/26/18			
Preferred Day of the Week:		Monday		To		Thursday		Standard count days are Monday thru Thursday	
Estimated Due Date for Count Data:								Consult with TSM on availability of counters	
Count Location/Project Name:		McMinnville							
Expenditure Account Information:									
Prefix	Sub.	Act.	Obj.	City :		McMinnville/Dayton/Lafayette			
TG17LA11	000	P27	222	County :		Yamhill			
<b>**Paste drawing of project below and by location on additional tabs 1 - 20 for each row if possible**</b>									
#	Hwy	Hwy Name / Street Name	Route #	Street Name / Crossing	Mile Points	Loc. ID	Dir.	Done	
1	39	OR18	OR18	@ Armory Way (Local)	47.67				
2	39	OR18	OR18	@ Cirrus Ave (2257)	48.02				
3	39	OR18	OR18	@ Laurel Ct (RV Park Entrance)	48.14				
4	39	OR18	OR18	@ Loop Road	48.53				

At the bottom of the sheet, insert a project plan view drawing of all the count locations:



## Count Location Tabs

For each separate count tab (labeled 1, 2, 3, etc), the green boxes are copied over. The final requirement for each count tab is a map of the count location.

Planning Count Request Form																			
ALL Cells Shaded in Green and yellow come from data filled out in main sheet data																			
Blue shaded cells are for maps and drawings																			
OREGON DEPARTMENT OF TRANSPORTATION																			
Region <span style="border: 1px solid black; padding: 2px;">2</span> Traffic																			
Person Requesting Work:	Tricia Tanner				Date:	January 18, 2018													
Phone Number:	503-986-3419				FAX:	503-986-4174													
E-mail Address:	tricia.j.tanner@odot.state.or.us				CountType	Manual (Video)													
Position Held:	Transportation Analyst/Modeler				Data Type	13-Types (FHWA) + Bike and Peds													
Mailing Address:	555 13th St NE																		
Street:																			
City-State ZIP:	Salem, OR 97301																		
INFORMATION ABOUT EACH INDIVIDUAL COUNT LOCATION																			
Count Location/Project Name: McMinnville																			
Highway No.	39	Route :	OR18	Hwy Name	OR18	Mile Point :	47.67												
Street Name:	OR18					City :	McMinnville/Dayton/Lafayette												
Side Street Name:	Armory Way (Local)				County :	Yamhill													
Expenditure Account Information		Prefix	Sub.	Act.	Obj.	Location ID													
		TG17LA11	000	P27	222														
Project Plan View Drawing Below																			
Please use this link for maps whenever possible - <a href="http://qis.odot.state.or.us/transqis/">http://qis.odot.state.or.us/transqis/</a>																			
																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Camera Looking</td> <td style="width: 50%;"></td> </tr> <tr> <td>On coming Traffic</td> <td></td> </tr> <tr> <td>Departing Traffic</td> <td></td> </tr> <tr> <td>Date Count Recorded</td> <td></td> </tr> <tr> <td>Time</td> <td></td> </tr> <tr> <td>Start</td> <td></td> </tr> <tr> <td>End</td> <td></td> </tr> </table>						Camera Looking		On coming Traffic		Departing Traffic		Date Count Recorded		Time		Start		End	
Camera Looking																			
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Time																			
Start																			
End																			

Under each individual count map is a comment section. The green box is carried over from the Main Tab but the blue box is a good location to put information if you need something special done to this specific count (e.g. Count while school is in session, etc.)

The image shows a screenshot of a spreadsheet interface. At the top, there is a light brown rectangular area. To its right is a small blue box containing the text "End". Below these is a grid of cells. The first row of the grid contains the text "Comments: 24 hour intersection vehicle classification count" in a light green background. The second row of the grid contains the text "Comments:" followed by a light blue background. The third row of the grid also contains a light blue background. The fourth row of the grid contains a light blue background.

Once completed, send completed file(s) to the Traffic Monitoring Coordinator, TSM Lead work, project manager and region traffic manager.