

To: LTAP/TTAP Centers
From: LTAP/TTAP Clearinghouse
Date: February 18, 2009



Over the next nine months, the FHWA LTAP/TTAP Clearinghouse will be working with the NLTAPA Products & Services Workgroup to populate the resource database in the “Centers Only” section of www.ltapt2.org.

Many of you participated in the initial round of data collection last year. We asked Centers to physically send us electronic and hard copies of materials you were willing to share with your fellow LTAP/TTAP staff that corresponded to the top five categories in the NLTAPA Needs Assessment. To date, there are approximately 30 resources available for Centers to download and use in the database.

Our goal in 2009 is to add resources to the database for the remaining Needs Assessment categories. We are asking Centers to enter information and upload new resources to the database. Every six to eight weeks we will be asking you all to focus on a new group of topics from the Needs Assessment.

Between now and March 30 the focus will be on the following topics:

- Heavy Equipment Operations & Safety
- Low Volume and Rural Work Zone Safety
- Winter and Snow Maintenance

Entering the information into the database is easy!

- Use your user ID and password to log into the Centers Only area at www.ltapt2.org
- Click on the link “Contribute a Resource” under the Resource Database section
- Enter basic information about the resource and click “Submit”
- Check your information, then click on “Upload Resource Materials” to submit an electronic copy of the resource

Some things to consider when selecting a resource to enter:

- Is this a resource that I would recommend to other Centers?
- Do I have permission to share any materials I upload?

If you have any questions about the process, please feel free to contact the Clearinghouse team Alison Premo Black (ablack@artba.org), Lisa Kelley McCluskey (lmcccluskey@artba.org) or Sarah Crane (scrane@artba.org) at 202-289-4434.

A collection timeline and list of topics is below. We will send out email reminders throughout the process, as well as notifications when a new phase begins.

Phase	Topic	Target Date
1	Heavy Equipment Operations & Safety	30-Mar-09
1	Low Volume and Rural Work Zone Safety	30-Mar-09
1	Winter and Snow Maintenance	30-Mar-09
2	Low Volume Roads Surface Treatments	28-Apr-09
2	Construction Inspection	28-Apr-09
2	Supervision and Management	28-Apr-09
3	Signs and Pavement Markings	5-Jun-09
3	Bridge Repair and Inspection	5-Jun-09
3	Basic Drainage	5-Jun-09
4	Culvert Design, Sizing & Installation	15-Jul-09
4	Motor Grader Operations & GR Maintenance	15-Jul-09
4	Roads and Streets 101	15-Jul-09
5	Culvert Design, Sizing & Installation	15-Sep-09
5	Motor Grader Operations & GR Maintenance	15-Sep-09
5	Roads and Streets 101	15-Sep-09