

VIII. Delivery of Databases

The submission of a database, and any linked or supporting files, requires a **clear communication of contents and intent**, in order to ensure that sufficient information is provided to enable us to reliably utilize what has been submitted. To this end we now require the following:

The database CD is to be labeled in compliance with Section II. B of this document.

All images being submitted on the CD must:

- Be properly named.
(Note: We have defined naming conventions for most files. These naming conventions are to be followed. Where no naming convention has been defined, then an appropriate descriptive file name is to be used. Do not include any image file where the file name does not convey it's intent.)
- Be applicable to the submission.
(Note: For example, do not include images that are not in line with the intentions of the submission.)
(Note: It is permissible to include photos taken at the site, but not included in the final report, as long as the photos are of sign structures for which you are submitting a database entry and are properly named according to our naming conventions.)
- Have a unique name.
(Note: For example, if a Sign Structure Cycle 1 TIF file is marked up to show revised clearance information [as this was the only working file available] and this file is then submitted as part of the cycle 2 submission, it SHALL have a unique name properly relating to THIS submission. Also, do NOT include copies of images from the previous cycle in the "NJDOTSignImages" folder on your CDs as these will attempt to overwrite that cycle's images when we bulk load the images to our server.)

The letter from the Consultant, when submitting a database, shall clearly state the following:

1. How many CDs are in the package, and specifically what is on each one. For each database or other data file (an Excel file for example), a clear

statement of what the file or database contains **AND what to do with it** (Please be VERY clear with this – assume the reader has no familiarity with the project at all).

2. The intent of the submission.
3. Whether any of the files are unusual or require special handling.
4. Whether it is a preliminary or final submission.
5. Any clarifying information on particular structures that were included or excluded for some reason.

For example: Sign structures 1812201 and 1822212 were removed before inspection. These records are included so the status of these sign structures can be updated in the master sign structure database by overwriting the existing records with the records we included.

For example: The following structures were determined to be less than 5 feet in length, when measured according to NBIS criteria, and have therefore been dropped from this contract. No record for these structures is included in the inventory database:

- 18M000x - Str Name (should match the info. originally provided)
- 18C00yy - Str Name (should match the info. originally provided)

When writing this description, please place yourself in the position of someone receiving this database and trying to determine what EXACTLY to do with it. Remember, this person is not as familiar with your project as you are.

For example (however, don't limit yourselves to just this):

- *This submission consists of 2 CDs dated 3/30/04.
CD 1 of 2 contains the following: 1 Excel spreadsheet, 1 database file, 184 JPEG files, 42 Bitmap (1-bit density) files, and a PDFed copy of this letter.
CD 2 of 2 contains the following: 1,322 JPEG files, 442 Bitmap (1-bit density) files, 79 TIFF files, and a subdirectory titled WorkingFiles containing 14 DGN files and 190 Visio files.*
- *The excel spreadsheet contains an inventory listing of 23 new sign structures that were added to this contract. We used this spreadsheet to track our*

progress in identifying sign structure numbers. Please note that 1 sign structure is listed that has been taken out of service due to collision.

- *The database contains entries for all sign structures in Camden and Burlington Counties (including the 2 mentioned above) except for the 29 for which previous complete inspection information was submitted as part of the original inspection effort. This database contains inventory records for 181 sign structures and complete cycle 1 inspections of 94 sign structures, and cycle 2 inspections of 10 sign structures.*
- *OR This database contains complete cycle 1 inspections of 19 sign structures, and cycle 2 inspections of 110 sign structures.*
- *The database also contains records for sign structures 1812-201 and 1822-212, which were removed before inspection. These records are included so the status of these sign structures can be updated in the master sign structure database by overwriting the existing records with the records we included.*
- *This is a final submission. This CD represents a complete inspection record for 129 sign structures, and a modified inspection record for 2 sign structures.*

A copy of this information shall be placed in a PDF file and included on the first CD.

The above information will always be required for any type of database submission in order to prevent errors or confusion as to how to utilize what has been provided.

Additional information is to be provided as required by the NJDOT Project Manager. The submission will be rejected if the letter is not included or is not complete.