

## CTR Survey Equivalent Data Policy

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This CTR Survey Equivalent Data Policy describes the requirements and steps for a worksite providing data that is equivalent to the data created by the official CTR survey process but that is collected through a different mechanism (e.g., calendar, alternative survey).

### Purpose of this policy

Occasionally, worksites request the ability to collect and submit information about their employees' commute trips through an alternative format to the official CTR survey. While WSDOT strives to provide the flexibility worksites need to make their CTR programs effective, alternative data collection methods have far-reaching impacts on CTR data and analysis. This policy allows for some ability to customize the collection method while still ensuring the data WSDOT receives is compatible with the CTR software and capable of the same analysis and reporting as data collected through the standard process.

### Requirements for equivalent data

With permission from a worksite's [jurisdiction](#) and [WSDOT](#), a worksite can collect employee commute data through an alternative system, provided the following requirements are met:

1. The equivalent data provided, at a minimum, must include the same information as that collected in questions 1 through 6 of the official [CTR survey](#).
2. The data must include individual commute trip information for all participating employees. That is, the information is not to be sent to WSDOT in an aggregated form.
3. In order to import the information into the statewide CTR database, the data must be in the same format as the data created by the CTR survey: a DAT file (or a TXT file). A worksite can create a DAT file by using a Notebook file and adhering to the [file format specifications](#) for the placement of data within the file.

### Process for using equivalent data

1. Worksites interested in using equivalent data contact their [jurisdiction representative](#).
2. The jurisdiction representative discusses the options and requirements for using equivalent data.
3. If the worksite is still interested, and the jurisdiction thinks they would be a good candidate for using equivalent data, the jurisdiction refers the worksite to WSDOT.
4. WSDOT works directly with the worksite on their data collection strategy and plan to create a DAT file from the data they collect. Note: WSDOT reserves the right to decline the request, if the data collection plan seems unlikely to be successful, or will otherwise bias the data.
5. If approved, the worksite creates the DAT file, sends it to WSDOT, and WSDOT attempts to import it into the CTR database.
6. If successful, the normal process will begin from there (a CTR Employer Survey Report will be created, and the jurisdiction will review it with the worksite).
7. If unsuccessful, the worksite will need to make the WSDOT suggested changes to the DAT file and submit it again, until the import works correctly.

### For more information

For more information or comments about this policy, please contact Michael Wandler at 206-464-1215, or [wandlem@wsdot.wa.gov](mailto:wandlem@wsdot.wa.gov).