

QUESTIONS AND ANSWERS

May 2, 2024

1. **How do I determine the manufacturer and model of the specific crash cushion or guardrail end treatment?** Refer to the Product Identification Guide and other resources available at <http://www.fdot.gov/maintenance/E-Maint/ISPE.shtm>.
2. **What do I do if I am unable to determine the manufacturer and model of the specific crash cushion or guardrail end treatment or the manufacturer and model is not listed on the form?** Indicate the crash cushion or guardrail end treatment as “Other” on the form and take photos of the device to aid in future identification. The inventory data can be sorted by “Other” and reported for further review as needed.
3. **What do I do if the incident is not located at a crash cushion or guardrail end treatment?** Do not collect any incident data. Only collect data from incidents involving a crash cushion or guardrail end treatment.
4. **What do I do if the vehicle involved in the incident is not at the scene?** Collect as much data as is available or can be determined at the scene. If within the limits of a TMC, include the photographs provided by the TMC.
5. **How do I load the ESRI ArcGIS field applications and web mapping tools on my mobile device or computer?** To load the ESRI ArcGIS applications, an ESRI ArcGIS Online Account is needed, and the individual added to the Department’s ESRI ArcGIS Online Maintenance Group and relevant ArcGIS Online District ISPE Editing Group. There are three scenarios- Department employee, non-Department employee with an ESRI ArcGIS Online Account through the employee’s company, and non-Department employee without an ESRI ArcGIS Online Account through the employee’s company.

Department employee:

1. Submit a request for an ESRI ArcGIS Online Account and to become a member of the Department’s ESRI ArcGIS Online Maintenance Group and District Editing Group to the District ISPE champion.
2. The District ISPE champion will review the request and make a recommendation to the Office of Maintenance Performance Management Manager.
3. The Office of Maintenance Performance Management Manager will create the ESRI ArcGIS Online Account. Upon creation of the account, an automated email will be sent to the Department employee requesting the employee to acknowledge the account. After the account is acknowledged, the Office of Maintenance Performance Management Manager will add the employee to the Department’s ESRI ArcGIS Online Maintenance Group and District Editing Group as a user. Upon adding the employee to the Maintenance Group, an

automated email will be sent to the Department employee notifying the employee of being added to the Maintenance Group and District Editing Group.

4. Use the CompPortal software on Android/iOS devices (or submit a Service Desk ticket for assistance) to download and install the Field Maps application on Department mobile devices or computers. Field maps can only be installed on an Android/iOS mobile device, while Windows devices must use a supported web browser to access the web editing tool on a computer.
5. Use the Field Maps application on a mobile device or web editing tool on a Windows device to collect and edit the data.

Non-Department employee with an ESRI ArcGIS Online Account through the employee's company:

1. Submit a request to become a member of the Department's ESRI ArcGIS Online Maintenance Group and District Editing Group to the District ISPE champion.
2. The District ISPE champion will review the request and make a recommendation to the Office of Maintenance Performance Management Manager.
3. The Office of Maintenance Performance Management Manager will add the non-Department employee to the Department's ESRI ArcGIS Online Maintenance Group and District Editing Group. Upon adding the employee to the Maintenance Group and District Editing Group, an automated email will be sent to the non-Department employee notifying the employee of being added to the Maintenance Group and District Editing Group.
4. The non-Department employee is responsible for loading the applications on the mobile device or computer.
5. Use the Field Maps application on a mobile device or web editing tool on a Windows device to collect and edit the data.

Non-Department employee without an ESRI ArcGIS Online Account through the employee's company:

1. Submit a request for an ESRI ArcGIS Online Account and to become a member of the Department's ESRI ArcGIS Online Maintenance Group and District Editing Group to the District ISPE champion.
2. The District ISPE champion will review the request and make a recommendation to the Office of Maintenance Performance Management Manager.
3. The Office of Maintenance Performance Management Manager will create the ESRI ArcGIS Online Account. Upon creation of the account, an automated email will be sent to the non-Department employee requesting the employee to establish the account which requires the creation of a password. After the account is established, the Office of Maintenance Performance Management Manager will

add the non-Department employee to the Department's ESRI ArcGIS Online Maintenance Group and District Editing Group as a user. Upon adding the employee to the Maintenance Group and District Editing Group, an automated email will be sent to the non-Department employee notifying the employee of being added to the Maintenance Group and District Editing Group.

4. The non-Department employee is responsible for loading the applications on their mobile device or computer.
 5. Use the Field Maps application on a mobile device or web editing tool on a Windows device to collect and edit the data.
6. **Can I load the ESRI ArcGIS applications on more than one mobile device or computer?** Yes.
 7. **How do I add inventory or incident data if I have a mobile device but do not have a data plan or there is no connectivity?** Use the paper form.
 8. **How do I use the inventory and incident paper forms?** Complete the paper forms the same as other similar paper forms.
 9. **What do I do if an incident occurs before an initial inventory has been completed?**
 1. Collect and upload the initial inventory data using either the web editing tool or Field Maps application for ArcGIS.
 2. Once the initial inventory data is uploaded, collect the incident data using the same web editing tool or Field Maps application for ArcGIS.
 3. If the mobile device does not have a data service plan or if there is no connectivity, collect the inventory and incident data using the incident paper form. See below for more information on the use of the paper forms.
 10. **How do I correct a mistake when I have already submitted the inventory data?**
 1. Open the Field Maps application on an Android/iOS device or open the web editing tool on a Windows device.
 2. Navigate on the map to the inventory point that needs to be edited and select the specific inventory point.
 3. When the specific inventory point is selected, a pop-up will appear on screen with details about that point. Scroll down on this pop-up to select the edit button or else open the edit widget provided on the web editing tool.
 4. Edit the location of the specific inventory point by selecting a different location on the map.
 5. Edit a response to a question by selecting the question and typing a different response.
 6. Select "update" in the top right corner when the edits are complete.
 11. **How do I correct a mistake when I have already submitted the incident data?**
 1. Open the Field Maps application on an Android/iOS device or open the web editing tool on a Windows device.

2. Navigate on the map to the point that needs to be edited. Select the specific inventory point and then select the incident report within that inventory point that needs to be edited.
 3. Scroll down on this pop-up to select the edit button or else open the edit widget provided on the web editing tool.
 4. Edit a response to a question by selecting the question and typing a different response.
 5. Select “update” in the top right corner when the edits are complete.
12. **How do I update the incident data to provide the Florida Crash Report Number if the number was not available at the scene?** See answer to #11.
13. **How do I enter the inventory data collected on paper forms into the ESRI ArcGIS database?** You must be a member of the FDOT ArcGIS Maintenance ISPE Editing Group and relevant District Editing Group to enter the data into the ESRI ArcGIS database. If you are a member, enter the data using either the crash cushion or guardrail end treatment inventory smart form using the Field Maps application for ArcGIS on a mobile device or the web editing tools on a laptop or desktop computer. The Field Maps application can only be loaded onto an Android/iOS device. If you are not a member, provide the paper forms to the District Champion or designee for input.
14. **How do I enter the incident data collected on paper forms into the ESRI ArcGIS database?** You must be a member of the FDOT ArcGIS Maintenance ISPE Editing Group to enter the data into the ESRI ArcGIS database. If you are a member, after the inventory data has been entered into the ESRI ArcGIS database, enter the incident data using the incident electronic form using the Field Maps application for ArcGIS on a mobile device or the web editing tools on a laptop or desktop computer. The Field Maps application can only be loaded onto an Android/iOS device. If you are not a member, provide the paper forms to the District Champion or designee for input.
15. **What do I do with the inventory and incident paper forms once the data has been entered into the ESRI ArcGIS database?** The data is maintained in the ESRI ArcGIS database and is reportable as needed. The paper shall be disposed in accordance with retention policy.
19. **How do I inventory a new crash cushion or guardrail end treatment when it replaces a damaged crash cushion or guardrail end treatment that was previously inventoried that also contains incident?** Perform the inventory of the new crash cushion or guardrail end treatment using the Field Maps application for ArcGIS or the web editing tool. The inventory and incident data of the original crash cushion or guardrail end treatment will be archived for future reporting but no longer displayed on the ArcGIS Map. Identify the need to archive the original crash cushion or guardrail end treatment by editing the original inventory record using Field Maps or web editing tool. See “How to Guides” on the E-Maintenance website for more information.

20. **If a different person is in charge of the incident data collection and is not one of the members of the maintenance group, how would they know if the crash cushion or guardrail end treatment has been inventoried?** There is a public web interface of all current inventory data that does not require logging in, which can be used to verify if a specific point has been inventoried or not.
21. **Should the paper form include weather information?** This has been reviewed and determined that weather information is not needed for ISPE Phase 3 which will be performed by others.
22. **How can contractors keep their own copy of inventory and incident data?** This is something the contractor needs to determine how to do if the contractor wishes to maintain an independent database. The record data will be the data in the Department's ESRI ArcGIS database.
23. **Would it be possible to add a field for contractor's name?** No. That data point is not necessary. The data record identifies the user who submitted or edited the data.
24. **Would it be possible to have the paper form as a pdf interactive form since we are going paper less and the persons that are not members of the maintenance group will be able to fill it out and email it to the respective person which is part of the maintenance group?** Yes. An interactive pdf will be provided.
25. **Do I inventory a guardrail end treatment if it is on the trailing end of a guardrail run?** Yes. All guardrail end treatments need to be inventoried. This includes those end treatments which are on the trailing end of the guardrail length of need segment along the near lane because that guardrail run is within the clear zone of vehicles approaching from the opposing lane. The trailing end of the guardrail along the near lane is a guardrail end treatment for the opposing lane. This is common on two-lane, two-way rural roadways. Please note, end treatments like CRT and Type II are considered trailing end terminals, and would not be included in this inventory for the ISPE study.
26. **How do I correctly take pictures with my mobile device?** For Android devices there are currently no issues with taking photos. However, the preferred method for capturing images will be "landscape" to keep all photos consistent.
27. **How do I improve the accuracy of the GPS location of my inventory feature and accurately place the point on the map?** When using mobile devices, it is highly recommended that you first have a data plan. Dependent upon cell tower locations and different times of the day, the accuracy will be somewhat true from a 'distance' standpoint from the position, rather than from a 'directional' standpoint from your position. (One morning the point maybe a little north of your exact position, then that afternoon the point could be slightly south of your positioning.)

28. **Do I collect a CRT or Type II if it is on the approach or beginning of the guardrail?**
No, CRT and Type II are considered trailing end terminals. Do not include them in this inventory, but send the information and location to the local maintenance unit.
29. **Do I archive the point if the guardrail end treatment or crash cushion has been replaced with an identical device? Yes.**