

## CTR Survey Equivalent Data Guidance

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Updated March 20, 2024

This guidance describes the requirements and steps for providing equivalent survey data collected through a different mechanism other than the Commute Trip Reduction (CTR) survey (e.g., calendar, alternative survey).

### Purpose of this guidance

Occasionally, worksites request the ability to collect and submit information about employee commute trips through an alternative format to the official CTR survey. While WSDOT aims 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 guidance outlines the ability to customize the collection method while still ensuring the data WSDOT receives is compatible with 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 must include the same information collected in questions 1 through 5 of the official CTR survey at a minimum. The core questions are available on the CTR resources webpage at <https://tdmboard.com/ctr-tool/>.
2. The data must include individual commute trip information for all participating employees. Information cannot be sent to WSDOT in an aggregated form.
3. In order to import the information into the statewide CTR tool, the data collected needs to be transferred to the WSDOT provided equivalent data spreadsheet. The spreadsheet is formatted so each row corresponds to an employee at the worksite and each column is related to a question/answer combination in the CTR survey. After filling out the spreadsheet, you will send it to WSDOT for processing. The spreadsheet will be sent with instructions explaining how to fill it out. The employee transportation coordinator and jurisdictional implementer will work with WSDOT to understand the requirements of using this process.

### 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 plan and their to transfer the data they collect to an Excel spreadsheet file. Note: WSDOT reserves the right to decline the request if the data collection plan seems unlikely to be successful or will bias the data.
5. If approved, the worksite fills out the provided spreadsheet, sends it to WSDOT, and WSDOT will process and upload the data to be viewed in the CTR tool.
6. If data is uploaded successfully, results will be viewable in the tool and can be downloaded or visualized in the same manner as usual survey data.
7. If unsuccessful, the worksite will need to make the changes suggested by WSDOT staff and resubmit the equivalent data spreadsheet until the import works correctly.

### Contact information

For more information about this policy, please contact the CTR Data Team at [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov).