FINAL REPORT ~ FHWA-OK-14-11

DEVELOPMENT OF A PROTYPE GEOTECHNICAL REPORT

Xiaoming Yang, Ph.D., P.E.
Rifat Bulut, Ph.D.
Roman Poudyal, M.Sc.
School of Civil and Environmental Engineering
College of Engineering, Architecture and
Technology
Oklahoma State University

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DEVELOPMENT OF A PROTOTYPE GEOTECHNICAL REPORT DATABASE

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ODOT SP&R ITEM NUMBER 2259

Submitted to:

John R. Bowman, P.E.
Director of Capital Programs
Oklahoma Department of Transportation

Submitted by:

Xiaoming Yang, Ph.D., P.E.
Rifat Bulut, Ph.D.
Roman Poudyal, M.Sc.
School of Civil and Environmental Engineering (CIVE)
Oklahoma State University



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16 . ABSTRACT

Archive geotechnical reports in the department contain valuable information such as site maps, photographs, borehole data, laboratory and field test data, and design analyses. A proper use of the information may bring significant cost saving for future projects. Currently, thousands of archive geotechnical reports are stored in paper file boxes in the material division of the department. The current way of file storage makes it very difficult to search and distribute the geotechnical information. The objective of this study is to develop a prototype geotechnical report database to allow easy report archiving and accessing for the department. The research team investigated the practice and recent development of other state DOTs and assessed the efficiency of the current file storage in the material division. The prototype database developed currently allows all computers under ODOT network to search and view about one hundred geotechnical reports in pdf format. The database was developed using Microsoft Access. However, the information in the database can also be accessed from an equivalent KML file using Google Earth, Google Map, ArcGIS desktop, ArcGIS explorer or other compatible programs. With the KML file, users can view all available reports on a map and access the PDF reports by clicking the hyperlink on the map.

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SI* (MODERN METRIC) CONVERSION FACTORS

	APPROXIM	MATE CONVERSION	ONS TO SI UNITS	
SYMBOL	WHEN YOU KNOW	MULTIPLY BY	TO FIND	SYMBOL
		LENGTH		
in	inches	25.4	millimeters	mm
ft	feet	0.305	meters	m
yd	yards	0.914	meters	m
mį	miles	1.61	kilometers	km
		AREA		
in²	square inches	645.2	square millimeters	mm²
ft²	square feet	0.093	square meters	m ²
yd²	square yard	0.836	square meters	m ²
ac	acres	0.405	hectares	ha
mj²	square miles	2.59	square kilometers	km²
		VOLUME		
fl oz	fluid ounces	29.57	milliliters	mL
gal	gallons	3.785	liters	L
ft³	cubic feet	0.028	cubic meters	m^3
yd³	cubic yards	0.765	cubic meters	m^3
	NOTE: volumes	greater than 1000	L shall be shown in	m ³
_		MASS		
οz	ounces	28.35	grams	g
lb	pounds	0.454	kilograms	kg
Т	short tons (2000 lb)	0.907	megagrams (or "metric ton")	Mg (or "t")
	TEM	PERATURE (exac	ct degrees)	
F	Fahrenheit	5 (F-32)/9 or (F-32)/1.8	Celsius	^D C
		ILLUMINATIO)N	
fc	foot-candles	10.76	lux	Jlx
fl	foot-Lamberts	3.426	candela/m²	cd/m ²
	FORC	E and PRESSURE	or STRESS	
lbf	poundforce	4.45	newtons	N
lbf/ln²	poundforce per square inch	6.89	kilopascals	kPa

APPROXIMATE CONVERSIONS FROM SI UNITS				
SYMBOL	WHEN YOU KNOW	MULTIPLY BY	TO FIND	SYMBOL
		LENGTH		
mm	millimeters	0.039	inches	in
m	meters	3.28	feet	ft
m	meters	1.09	yards	yd
km	kilometers	0.621	miles	mi
		AREA		
mm²	square millimeters	0.0016	square inches	in ²
m²	square meters	10.764	square feet	ft ²
m²	square meters	1.195	square yards	yd ²
ha	hectares	2.47	acres	ac
km²	square kilometers	0.386	square miles	mi ²
el.		VOLUME		
mL	milliliters	0.034	fluid ounces	fl oz
L	liters	0.264	gallons	gal
m³	cubic meters	35.314	cubic feet	ft ³
m³	cubic meters	1.307	cubic yards	yd ³
		MASS		
g	grams	0.035	ounces	oz
kg	kilograms	2.202	pounds	lb
Mg (or "t")	megagrams (or "metric ton")	1.103	short tons (2000 lb)	T
	TEMPE	RATURE (exact de	egrees)	
°C	Celsius	1.8C+32	Fahrenheit	°F
		ILLUMINATION		
lx	lux	0.0929	foot-candles	fc
cd/m²	candela/m²	0.2919	foot-Lamberts	fl
	FORCE a	nd PRESSURE or	STRESS	
N	newtons	0.225	poundforce	lbf
kPa	kilopascals	0.145	poundforce per square inch	lbf/in ²

^{*}SI is the symbol for the International System of Units. Appropriate rounding should be made to comply with Section 4 of ASTM E380.

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1 INTRODUCTION

1.1 PROBLEM STATEMENT

Archive geotechnical reports in the department contain valuable information such as site maps, photographs, borehole data, laboratory and field test data, and design analyses. A proper use of these information may bring significant cost saving for future projects.

Currently, thousands of archive geotechnical reports are stored in paper file boxes in the material division of the department. About half of the reports are sorted by county. Other reports are mostly sorted by project engineers' names or sometimes by project names. The current way of file storage makes it cumbersome to access information, not to mention the chance of missing and misplacing reports over the time.

New geotechnical reports also face a similar problem. Since 2007, the Geotechnical engineering branch has digitized a small fraction of the Geotechnical reports in portable document format (pdf). As of today, about one hundred pdf reports files are available in a network folder in the material division. These reports are sorted by division and county in the network folder of the material division, which is easier to access and distribute than the paper reports. However, as the number of files increases, it becomes more advantageous to use a database system to manage these reports.

1.2 OBJECTIVE AND SCOPE

The primary objective of the current proposal is to develop a proof-of-concept geotechnical report database that best fit the current need of the ODOT material division. As a minimum, the system will feature data stemming from (1) in-house archived files, (2) in-house files currently being recorded in a quasi-automated recall-system, and (3) data provided to the department via contract services.

The scope of work performed during the 12-month period of the project includes:

- 1) A literature review and a survey of current practice in other states;
- An assessment of the current reports storage practice in the division;
- 3) The design and development of a prototype database; and
- 4) The development of a user manual for the database

1.3 ORGANIZATION OF THE REPORT

This report consists of five chapters and one appendix. Following this chapter, Chapter 2 presents the results from the literature review and a survey of current practice at other DOTs. Chapter 3 documents an effort to assess of the current geotechnical file storage in the division. Chapter 4 details the design and development of the prototype geotechnical report database based on the current need of the department. Chapter 5 summarizes the project findings and provides recommendations for future work. A user manual of the database is provided in the Appendix of this report.

2 CURRENT PRACTICE IN OTHER STATE DOTS

2.1 LITERATURE REVIEW

The rapidly increasing volume of archive geotechnical reports and the burden of managing the hard copies of these reports is probably a common problem faced by all state transportation agencies. According to a synthesis study conducted in 2004, 35 state DOTs (mapped in Figure 1) in the United States have developed some format of geotechnical information database system [1]. The advantage of using database system over the conventional paper report system is obvious. The database system allows users to search, access, and distribute geotechnical reports and other documents in a much faster and easier fashion. Some geotechnical information systems also bear network data sharing, data exchange between field/laboratory devices, and data analysis functions.

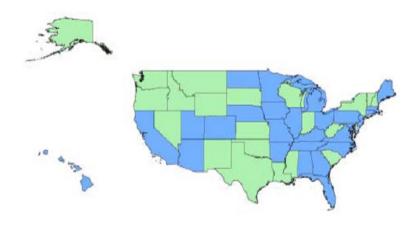


Figure 1. States that have geotechnical database systems (indicated in blue color) [1]

In the past few years, several states have documented their progress in the development and implementation of geotechnical information databases in research papers and reports [2-12]. In general, the function of a geotechnical information system are (1) to manage the existing paper reports, (2) to accommodate the new data collection, or both.

(1) Managing the existing paper reports

Managing existing paper reports is the main purpose of using the geotechnical database. Paper documents may be digitized into image (such as TIFF format) or PDF format first. For example, Kentucky DOT developed a web-based database (http://kgs.uky.edu/kgsmap/kytcLinks.asp) to manage the historical PDF geotechnical reports. The database was linked to a GIS server so that users can easily retrieve all the existing geotechnical reports in a specified area on a map (as shown in Figure 2).

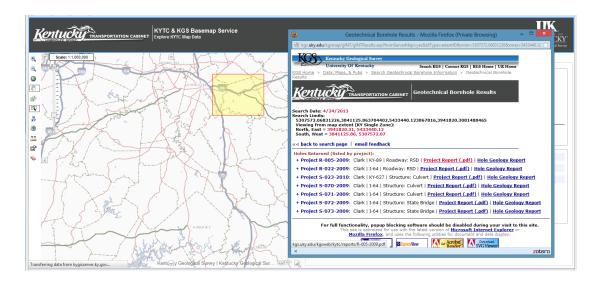


Figure 2. KYDOT web-based geotechnical report GIS database [12]

To build such a system, each scanned PDF report has to be indexed with a project number which is then associated with a geographic location (latitude and longitude). More information (e.g., date of report, file creator, control section and log mile, etc.) can be cataloged, typically by manual input. However, this process is very labor-intensive. Although semi-automatic indexing is possible through special text recognition programs, a manual review of the indexed files for quality control is still desired.

A better solution is to link geotechnical database to other existing DOT databases and extract more information about the project automatically. For example, in Louisiana DOTD (Department of Transportation and Development), project information such as project number, date, longitude and latitude, contractor, and project manager are available in the Tracking of Projects

(TOPS) database. The scanned geotechnical reports (stored in the Content Manager database) can be easily associated with TOPS to form a GIS database. Figure 3 presents a web-based GIS application interface developed for LADOTD, from which users can search for pavement base and subgrade information based on project number or control section.

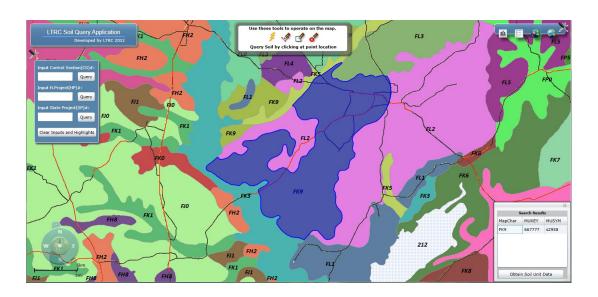


Figure 3. LADOTD web-based geotechnical GIS database

(2) Automatic data exchange

Handling historical files is just one of the desired functions of a geotechnical report database. Today, geotechnical reports and boring logs are often generated with computers. Laboratory and field test data are often collected automatically by data loggers (often in ASCII format). It has been recognized by many states that automatic data exchange between computer programs, test devices, and the database server is a future trend of geotechnical information management. For example, Louisiana DOTD is currently asking contractors to submit gINT format geotechnical reports.

In 2005, a Pooled fund study (TPF 5(111)) was initiated to develop an international standard for geotechnical and geoenviromental data exchange between test devices, computer programs and geotechnical information databases. The project was led by Ohio DOT and jointly supported by Federal Highway Administration (FHWA), US Geology Survey (USGS), as well as ten other state transportation agencies. The end product of this project is the standard of <u>D</u>ata

Interchange for Geotechnical and Geoenvironmental Specialists (DIGGS). The standard of DIGGS consists of a data dictionary and a XML (extensible markup language) schema. The XML schema is GML (geographic markup language) compatible, thus DIGGS can be incorporated into a GIS system. DIGGS 2.0 was released to public (http://www.diggsml.org/schema-v2-0a-released) in 2012 and a final report of the research project was submitted to Ohio DOT and FHWA [13].

Based on the literature search, some technical details of eight recently developed DOT geotechnical databases are summarized in the Table. Most of these databases were developed using the ArcGIS, a program that has already been widely used in state DOTs. ArcGIS provides three APIs (application programming interface) for developing a web based GIS: JavaScript, Silverlight, and Flex. According to ESRI, all of the three APIs have similar functionality.

Table 1. Geotechnical Databases in Eight State DOTs

DOT	Year of	System Description	
	Development		
ALDOT	2005	ArcGIS + FLEX	
Caltrans	2002	ArcGIS + DIGGS XML	
Ohio DOT	2004	ArcGIS + EQuIS + DIGGS XML	
LADOTD	2003	ArcGIS + FLEX+ASP.net + DB2 database	
MnDOT	2003	ArcGIS + DIGGS XML + Oracle database	
VDOT	2001	ArcGIS + JavaScript	
DelDOT	2010	GEOSYSTEM® + Oracle database	
KYDOT	2005	ArcGIS + Oracle database	

2.2 SURVEY RESULTS

Survey questions were sent through email to other 41 state DOTs for which no published record was found in the literature search. Three questions were asked in the survey:

- 1. Does your department keep historical geotechnical reports in a database?
- 2. If yes, is that an ArcGIS database? Access database? or something else?
- 3. Is the database on only a single computer or accessible through network?

Thirty of the 41 states responded to the survey. The survey responses are combined with the literature search results and the findings are summarized in Figure 4.

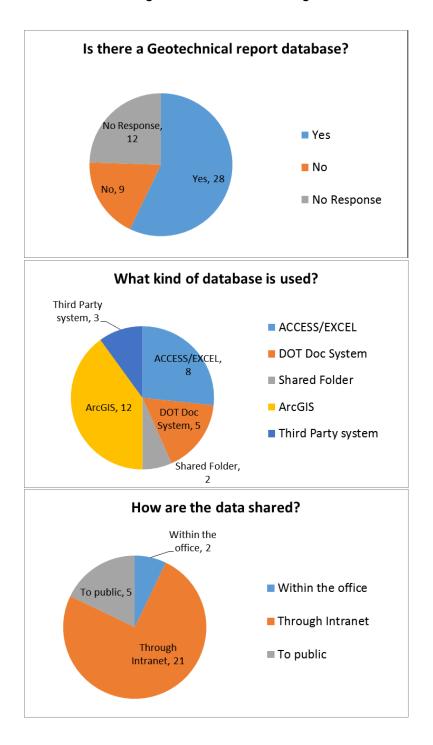


Figure 4. Combined results from the survey and literature search

2.3 SUMMARY

Based on the combined results from the survey and the literature review, at least 28 other state DOTs are currently using certain type of database to keep track of the historical geotechnical reports. ArcGIS is the most popular type of database, followed by Microsoft Access/Excel. The majority of these geotechnical report databases are capable of data sharing through either internet (5 states) or intranet (21 states).

3 ASSESSMENT OF THE CURRENT PRACTICE

An assessment the efficiency of the current geotechnical report system of the material division was performed four students from Oklahoma State University. The purpose of the assessment is to quantify the benefit of the research in terms of the time saved for an engineer to locate certain geotechnical report(s).

3.1 ASSESSMENT TASKS

In this assessment, the students were asked to perform 25 search tasks for historical geotechnical report(s) at a certain county, route, and of certain type of work. For example, "I-44 over Red River, Cotton Co., Bridge Foundation". Before the assessment, the students were trained to be familiar with basic types and typical contents of ODOT geotechnical reports.

Each student was assigned with one task at a time. He/she should go through a computer folder (where some PDF reports are stored) and all the file boxes until the report(s) was located. After that the student was asked to fill a Geotechnical Information Inventory Sheet, where the location of the report and the starting and ending times were entered.

3.2 ASSESSMENT RESULTS

The time (in minute) spent on each of the assessment task is presented in Table 2 and Figure 5. It is shown that the average time for a person to find a target report(s) is approximately 31 minutes through the file boxes. According to the geotechnical engineers in the material division, the average time they usually spend on a report request is considerable more than half an hour. The reason for the difference may be due to the fact that nine (marked out on Figure 5) of the 25 search tasks were accomplished by just exploring through the computer folder and no further effort was made to search the file boxes, which greatly reduced the average search time in the assessment.

Even with the underestimated time required to find target file(s), the assessment result clearly demonstrated the difficulty to locate useful information with the current way of file storage. If the engineers in all DOT divisions are able to search and access the geotechnical reports in their own office with a network database, the engineers in the material division may save a great amount time in responding to all the report requests.

Table 2. Time spent on the 25 assessment tasks

		Time
Task	Report Description	(minutes)
1	I-44 over Red River, Cotton Co., Bridge Foundation	10
2	US-412, Major/Woodward Co., Laboratory Findings or Soil Borings	42
3	SH-99, Lincoln Co., General Information	48
4	US-60, Osage Co., Landslide Investigation	80
	Airport Testing, Focus on Central, Western, or Eastern Oklahoma, General	
5	Investigation	40
6	SH-59, West of Wayne, McClain Co., General Information	23
7	US-70, Carter Co., Soil Boring and Seepage Investigation	61
8	County Road, West of Ringwood, Major Co., Field Testing Findings	106
9*	SH-518, Wagoner Co., General Information	30
10	US-287, North of Boise City, Cimarron Co., Deflection Testing & Coring Data	34
11*	US-75A, NW of Okmulgee Co., General Information	15
12	SH-19 over Coon Creek, Pontotoc Co., Bridge Foundation	
13	SH-82, Red Oak to Lequire, Latimer Co., Landslide Investigation	
14*	SH-78, South of Durant, Bryan Co., General Information	11
15	US-283 over Wolf Creek, North of Shattuck, Ellis Co., General Information	
16	SH-66, East of Chandler, Lincoln Co., Seepage Investigation	
17*	SH-95, West of Guymon, Texas Co., General Information	42
18	US-271, SE of Clayton, Pushmataha Co., Landslide Investigation	4
19	US-66, Claremore, Rogers Co., Field Testing and Seepage Investigation	6
20*	SH-10C, East of Miami, General Information	14
21	SH-15 over Red Rock Creek, East of Enid, Garfield Co., General Information	16
22	SH-3, Between Atoka and Antlers, Atoka Co., Seepage Investigation	20
23	SH-9 over King Creek, Haskell Co., General Information	
24	SH-1 over Blue River, North of Rolf, Pontotoc Co., General Information	
25	I-35, Truck Climbing Lane, Murray Co., General Information	8
	Average	31

^{*} Dummy Tasks

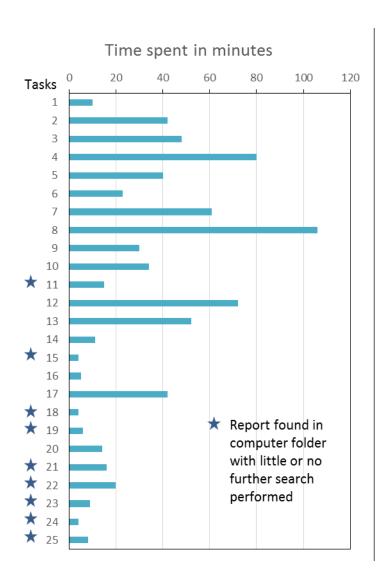


Figure 5. Time spent on each assessment task

4 DESIGN AND DEVELOPMENT OF THE DATABASE

Several database options were initially considered by the research team, including ArcGIS database, Microsoft Access database, and Google/Bing map application. The research team finally decided to develop a Microsoft Access database for a number of reasons. First, it is easy to provide a user-friendly program interface in Microsoft Access by creating forms for users and administrators to manipulate the data. Second, Microsoft Access is readily available in almost all DOT computers. Last, Microsoft Access database can be easily imported into an ArcGIS map if GIS application is desired. The main drawback of the Microsoft Access database is that it does not support data search on a map view. However, this can be overcome by converting the database into a Keyhole Markup Language (KML) file which can be read by Google Earth, Google Map, or ArcGIS.

4.1 DATABASE DESIGN

The prototype geotechnical report database was designed for managing and sharing archive geotechnical reports throughout the department. The potential users of the database are geotechnical, pavement, bridge, or other engineers who want to search and access existing geotechnical information near a certain location. The administrator of the database is the geotechnical engineers in the material division who need all the user functions but are also responsible for cataloging archive reports and editing the information in the database.

4.1.1 Conceptual Design

The conceptual design of the database is illustrated in Figure 6. The database file is a Microsoft Access 2010 file which stores all the catalog information of the reports and the report folder on the network hard drive. Each report also has a unique report ID (RID) which links to the location of the hard copy file(s). The information in the database are also available in a KML file which allows users to view all geotechnical report locations in a state map using a number of computer programs such as Google Earth and ArcGIS.

The database file and the associated geotechnical report files (in PDF) is stored under a network folder of the material division. Any computer under the ODOT network is able to access these files. A software manual is provided in the appendix of this report which explains the user and administrator functions in more detail.

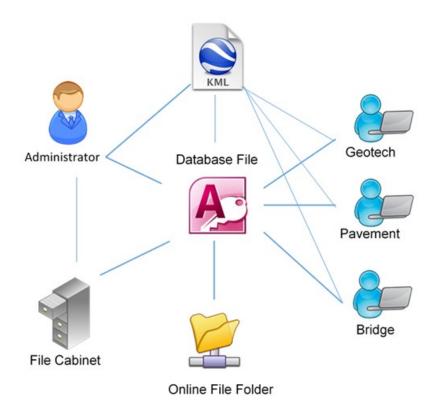


Figure 6. Conceptual design of the database

The access database consists of four tables. The relationship between the tables are illustrated in Figure 7. The REPORT table stores all the catalog information of the geotechnical reports. The COUNTY Table and the PROJECT Table are used to provide a dropdown menu to help the administrator to enter these information. The WORK table stores all the typical works (for example, boring log, basic soil test, pavement coring, etc.) that may be involved in a geotechnical report and the corresponding test standard. These information are useful when a user is just looking for a specific type of data available in a certain area.

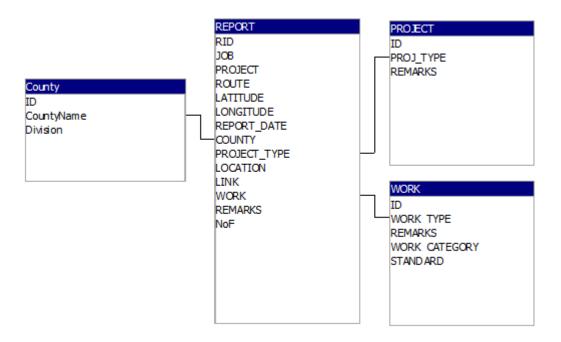


Figure 7. Tables in the database and their relationship

4.1.2 Catalog Information

Catalog information are the information entered by the administrator and maybe used as a search criterion by the user of the database. Table 3 lists the catalog information that are currently available in the database.

4.1.3 Project Type

Project type describes the nature of the geotechnical investigation which usually indicates the types of work involved in the report. For example, a landslide investigation is conducted after a landslide and may involve boring log, standard penetration test, basic laboratory soil tests, and a slope stability analysis. Eight project types are currently used in the database:

- 1. General Investigation
- 2. Foundation Investigation
- 3. Seepage Investigation
- 4. Cut Section Investigation
- 5. Landslide Investigation

- 6. Settlement Investigation
- 7. Pavement Investigation
- 8. Special Investigation

The first seven project types are selected by investigating about a hundred geotechnical reports that are provided by the material division at the beginning of the project. Any report that does not fall in any of the first seven types may be designated as a special investigation. This list can be further revised by the administrator by modifying the PROJECT table.

Table 3. Catalog information in the database

Catalog Items	Description
RID	A unique ID for each report automatically generated at the time of entry
JOB	Job piece number, for example, 16928(04)
PROJECT	State Project Number, for example, SSP-101A(052)SS
ROUTE	The route of the project, for example, US-59
LATITUDE	Latitude of the project location
LONGITUDE	Longitude of the project location
REPORT DATE	The date on the report
COUNTY	County
PROJECT TYPE	Project type, for example, General Investigation
LOCATION	Detailed description of the exact location of the project
LINK	Link to the report folder on the network drive
NoF	Number of files available in the report folder
REMARKS	For making notes about a project

4.1.4 Work Type

Work type is the specific work involved in a geotechnical investigation. Each geotechnical report may involve a combination of field work, laboratory work, and some analysis work. Twenty six work types are currently available in the database as shown in Figure 8. The boring log and

basic soil testing are the default work types when entering new report information into the database.

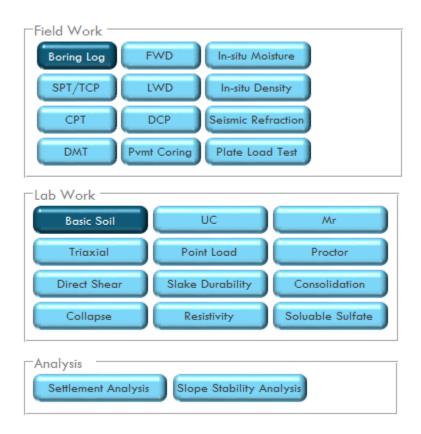


Figure 8. Work types available in the database

4.2 DATABASE DEVELOPMENT

In order to create a user-friendly interface, all the administrator and user functions were programed into a number of forms. A form allows users to access the information in the database in an environment similar to a regular Windows program.

Figure 9 shows a screenshot of the "Main" form, which is loaded by default when the database file is opened. In this form, the users can browse all report data or use some criteria (county, route, project time, and work) to narrow down the number of reports shown in the window.

By clicking on the RID field of an entry, the user can view the details of the report including all the catalog information and a map to show the location of the project in a popup form named "DATAVIEW", as shown in Figure 10. The users can then click the "OPEN FOLDER" button to access the PDF report file(s) if it is available.

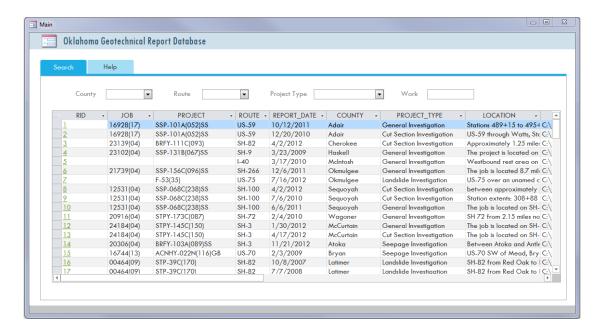


Figure 9. Main form

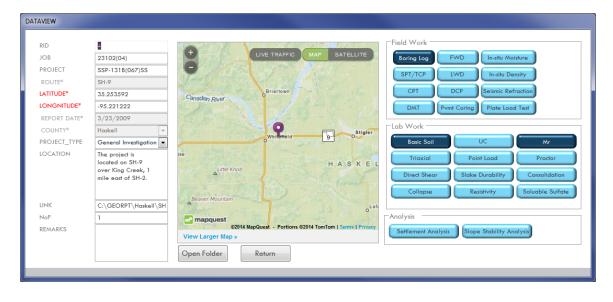


Figure 10. DataView form

The data entry tab (Figure 11) in the "Main" form is invisible to the user but can be unlocked by a 4-digit PIN number of administrator. This form allows the administrator to enter new report information into the database. On entering a new record, a folder for the project will be created on the network hard drive of the material division. One or more report files can be copied to folder by clicking the "Attach File" button at the bottom of the form.



Figure 11. Data entry tab

For the development and demonstration purposes, the information of a total of 101 reports (all in PDF) have been entered into the prototype geotechnical report database. These reports were provided by the material division at the beginning of the project.

5 SUMMARY AND RECOMMENDATIONS

5.1 SUMMARY

A prototype geotechnical report database have been developed in this study to allow easy report archiving and accessing in the department. The research team investigated the practice and recent development of other state DOTs and assessed the efficiency of the current file storage in the material division. The prototype database developed currently allows all computers under ODOT network to search and view about one hundred geotechnical reports in pdf format. The database was developed using Microsoft Access. However, the information in the database can also be accessed from an equivalent KML file using Google Earth, Google Map, ArcGIS desktop, ArcGIS explorer or other compatible programs. With the KML file, users can view all available reports on a state map and access the PDF reports by clicking the hyperlink on the map.

5.2 RECOMMENDATIONS

Compared to the total amount (more than 5,000) of archive geotechnical reports currently in the material division, only a small fraction of the reports have been entered into the database. The will not gain its full strength until it is populated with the data. Considering the amount and the current condition of the archive geotechnical reports, the following future work are recommended:

- Re-organize the paper files of all the archive reports. It is recommended to use lateral
 file cabinets or shelves to store the paper files. The reports may be sorted by year first or
 without sorting but later on labeled with a sequential report ID (RID) generated by the
 geotechnical report database during the data entry.
- Extract and enter the catalog information of the archive reports into the database. Use a
 label printer to create new labels on each report folder so that it is easy to search in the
 future. The recommended format of labeling each file folder is "RID County Route Year".
- 3. Digitize the archive geotechnical reports into PDF format. It is recommended to use Acrobat Professional which automatically applies optical character recognition (OCR) to

the scanned files. This will help the development of "search-within-file" functions in the future.

4. Continuously evaluate the database program and provide feedbacks to the development group at Oklahoma State University to improve the functionality of the database in the next few years.

6 REFERENCES

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7 APPENDIX SOFTWARE MANUAL

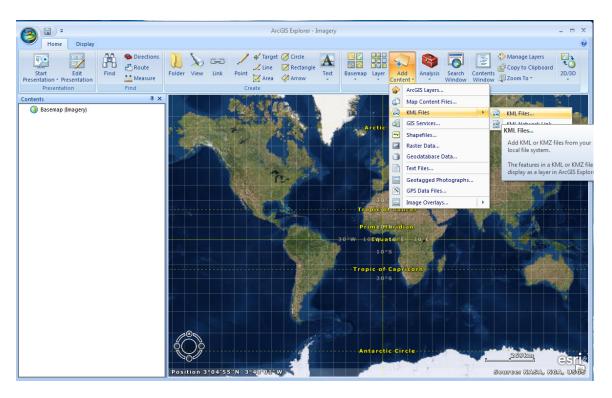
7.1 USER'S MANUAL

Users can access the information in the geotechnical report database through either (1) the KML (Keyhole Markup Language) file or (2) the database file. Both of the two files are located under the folder "Y:\geotechnical\GEORPT\" in the material division network hard drive.

7.1.1 Use the KML file

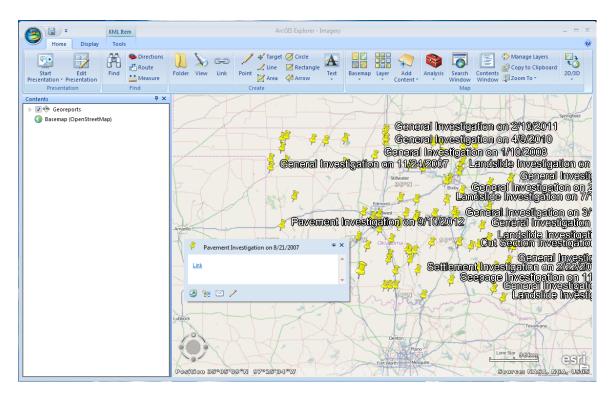
The KML file can be directly opened by applications such as Google Earth, ArcGIS desktop, and ArcGIS Explorer. The following contents demonstrates the use of ArcGIS Explorer, which is free to download from www.esri.com.

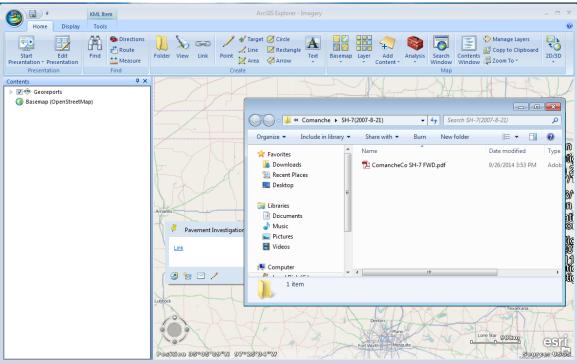
To import the KML file into the ArcGIS Explorer, click the "Add Content" Button and then select "KML Files" → "KML Files …" from the dropdown menu. Then browse into the network folder from the popup window and select the "Georeports.kml" file.



When the KML file is loaded into the current map, you can view the location of all existing geotechnical reports in the database. By default, they are marked by yellow pin symbols. Now zoom into the location of interest to check if there is an existing report. Click on the yellow pin to

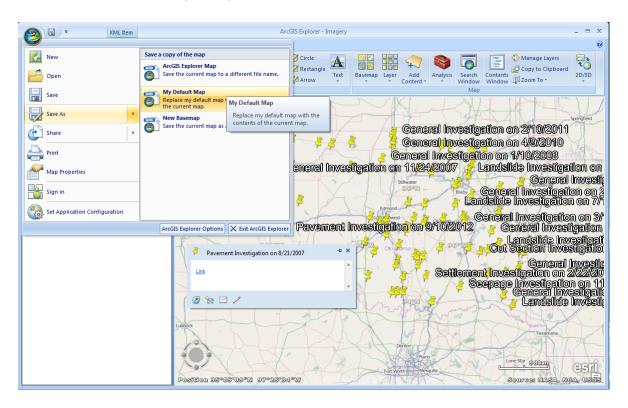
open a popup window titled with the project type and the date of report. The text "Link" in the popup window provides a hyperlink to the report folder. If an empty folder is opened, that means the report has not been digitized yet.





You can also add other ArcGIS layers or shape files (for example, the county line) that are available in the department into the map to help the data searching. To do this, just click on the "Add Content" button and select the corresponding options.

You can also save the current map as the default map so that the most updated geotechnical report data is loaded every time you open the ArcGIS Explorer in the future.

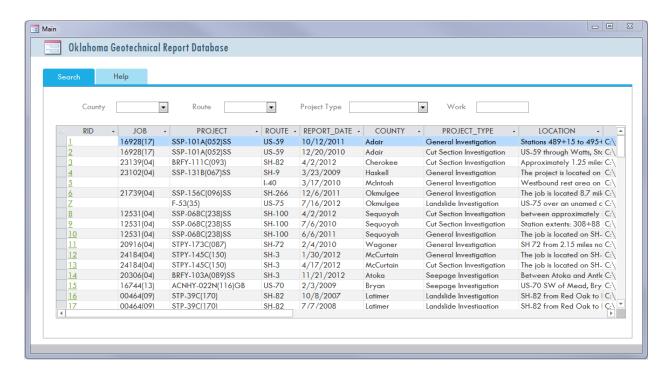


A Google Earth user can simply drag the Georeports.kml file into the Google Earth window to open the KML file.

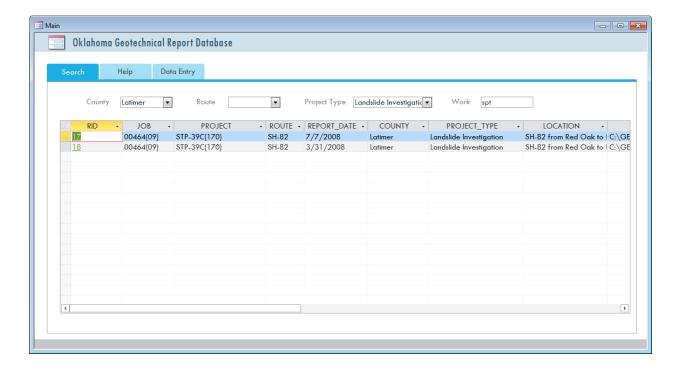
7.1.2 Use the Access file

The Microsoft Access database file "Database1.0.accdb" provides more options for searching geotechnical reports based on the catalog information. Double click the file to open it in Microsoft Access. By default the "Main" form should be loaded.

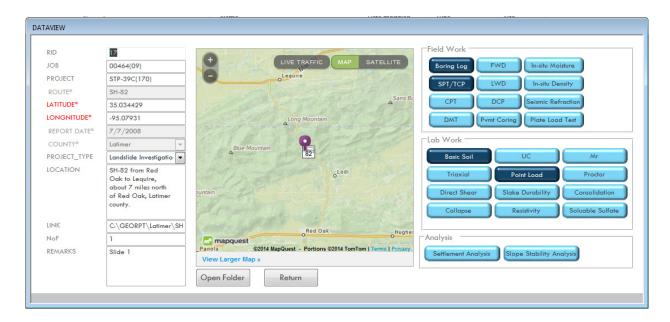
There are two tabs in the "Main" form. The "Search" tab provides all user functions of browsing and searching information. The current database allows users to search reports by county, route, project type, and work type. The "Help" tab provides a brief introduction about the database and its basic functions.



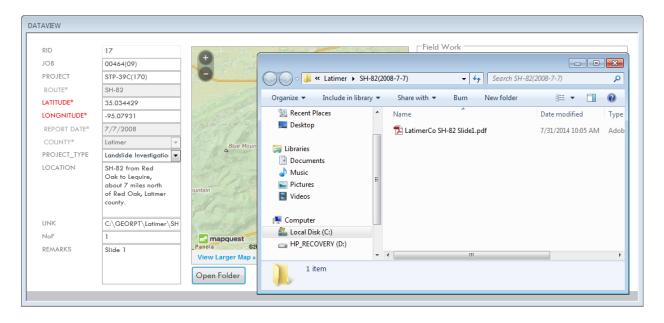
Simply select options from the dropdown menu and/or input work type (such as SPT). The reports list in the form should automatically update. For example, two landslide investigation reports are found in Latimer County that has standard penetration test (SPT) data. Note that the work type input is not case-sensitive and does not require an exact match of the whole term in the database.



Now click the RID field to view the details of any report. The work involved in this investigation are highlighted in darker color on the right side of the form. The location of the project is marked out in a map (internet connection is required for the map to work).



Now you can access the PDF report file (if available) by clicking the "Open Folder" button. If the report is not interested, click the "Return" button to return to the "Main" Form



To perform another search or clear the already input criteria, simply click the "Search" tab. The tab will reload and all the search criteria are now cleared.

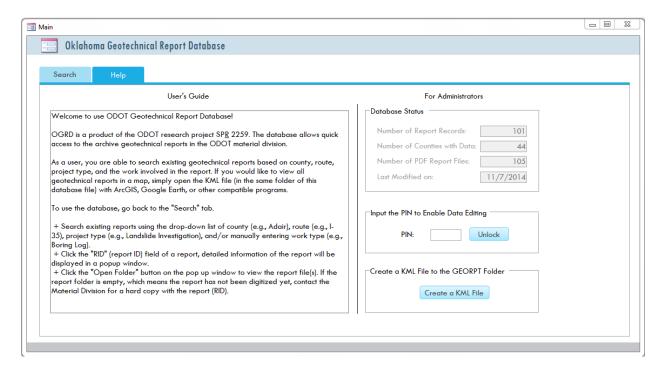
7.2 ADMINISTRATOR'S MANUAL

The administrator of the database can perform all user functions such as searching and accessing geotechnical reports. Refer to the User's Manual for help on these functions. The functions that are restricted to the administrator are (1) adding a new record and (2) editing and deleting an existing record from the database.

7.2.1 Add a New Record

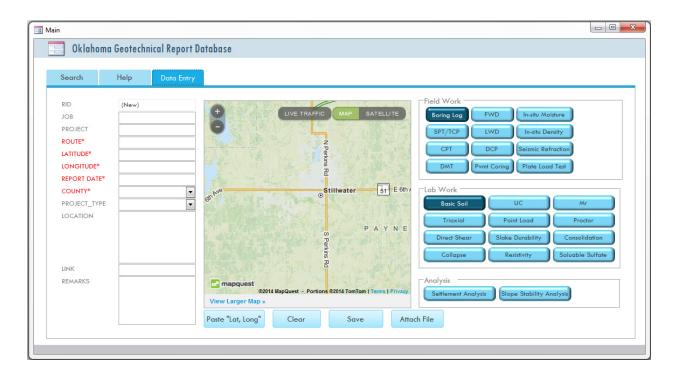
First, locate the Microsoft Access database file "Database1.0.accdb" under the folder "Y:\geotechnical\GEORPT\" in the material division network hard drive and open it.

To unlock the "Data Entry" tab, go to the "Help" tab and input the 4-digit PIN number in the PIN field. Then click the "Unlock" button. Now a third tab named "Data Entry" should show after the "Help" tab.



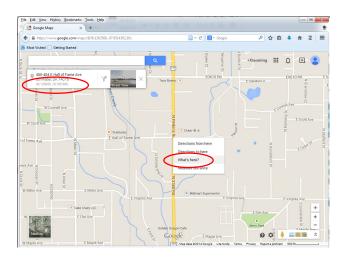
On load, all the catalog information fields in the form should be blank and the map should be centered at the current location of the computer. Two work types (Boring Log and Basic Soil) are highlighted by default because they are commonly performed in most of the investigation.

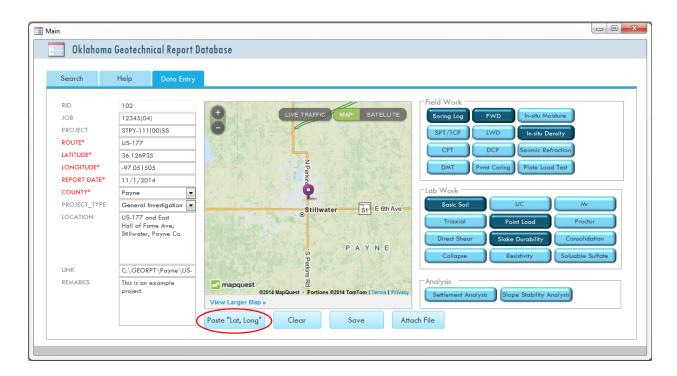
Now start to input the catalog information of the report. The four red colored fields must be filled accurately, and the other fields are either optional or calculated automatically.



The longitude and the latitude should be found manually from Google map or other map service websites. For example, in google map, zoom into the location of the project, right click on the location and select "What's here?" The latitude and longitude value should show up on the upper left Corner of the window. Now you can copy the two numbers to the corresponding field in the "Data Entry" tab.

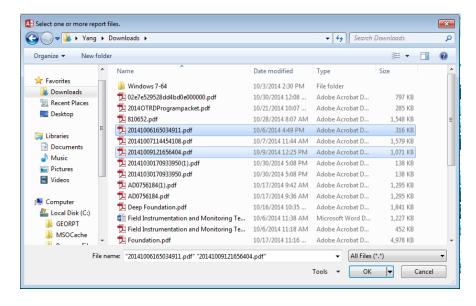
A slightly easier way to copy the coordinates is to copy the entire line of "36.126935, - 97.051505" from the google map, and then click the 'Paste "Lat, Long" 'button on the database form. This button will run a function which breaks the "lat, long" string in to latitude and longitude numbers and paste them to the corresponding fields.





After inputting all the catalog information of a report, highlight all the work involved in the report by click the toggle buttons on the right side of the window. Highlighted buttons are shown in a darker background color. These information are helpful for future search.

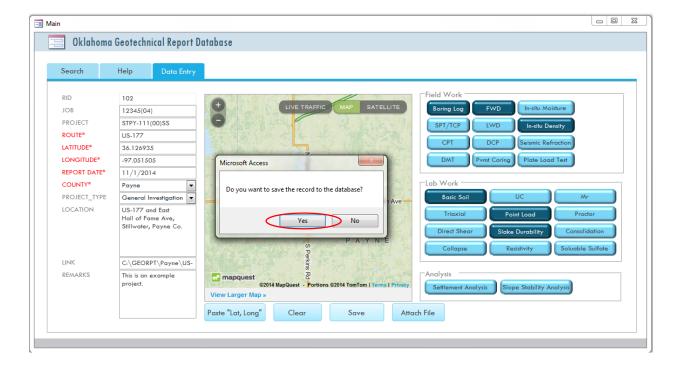
If electronic report files are available, click the "Attach File" button and then select the report file(s) from the popup window. Then click "OK".



Now a confirmation message should appear which shows the files have been copied to a folder that is named by the county, route, and date of the report.



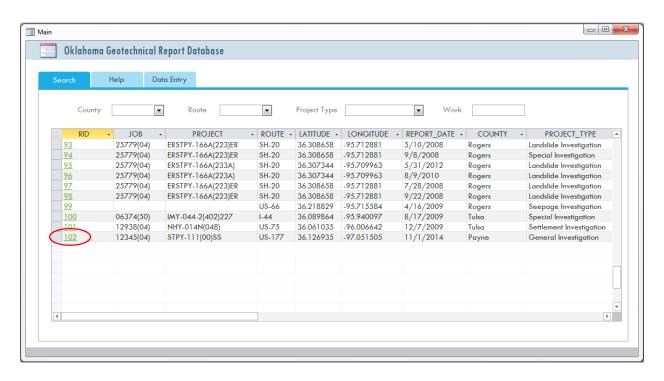
Next, double check all the input information and click "Save", and then confirm your action by click "Yes". The new report record is now saved into the database. And the "Data Entry" tab is now reset.

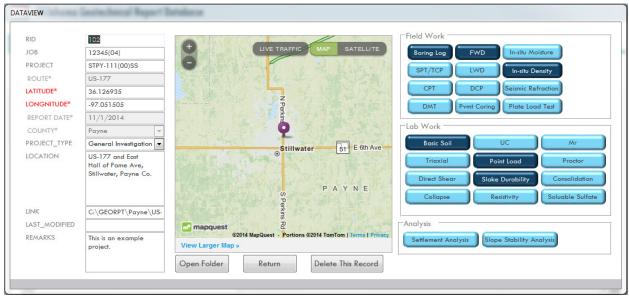


7.2.2 Edit or Delete an Existing Record

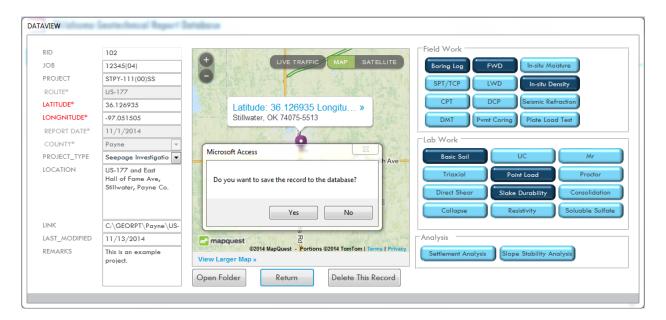
To edit or delete an existing record, first make sure the administrator function is unlocked by input the 4-digit PIN into the "Help" tab.

Then go to the "Search" tab and navigate to the record you want to edit or delete. Click the "RID" field of the record to open the "DataView" form. Since the administrator PIN has been entered, the information shown in the form becomes editable.

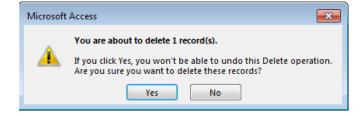




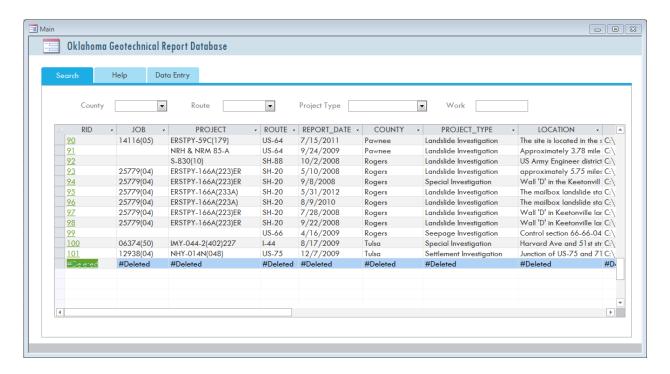
When any of the information is changed, a confirmation window will show to ask whether to save the change or not. Click "Yes" to save the change or "No" to cancel the change.



To delete the record, simply click the "Delete This Record" button at the bottom of the form, and confirm the action in a popup window. This action will delete the record from the database and also the associated report folder on the network hard drive.

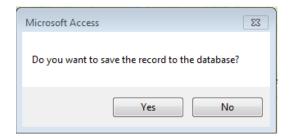


The "Search" tab should now show a row of "Deleted" fields. This row should disappear the next time you load the "Search" tab.



To edit the record, just make changes on the "Data Entry" form. Since the administrator PIN has been entered, all the fields (except the calculated ones) in the form should be editable.

When you click the "Return" button at the bottom of the form, the program will detect if there are any changes made by you. If so, a confirmation message should show. Click "Yes" to save the changes, or "No" to cancel the changes.



7.2.3 Create a KML File

In the "Help" tab, some general information about the data is shown in the "Database Status" box, including the current number of report records, the number counties that has at least one report, the number of pdf reports in the database folder, and the last date the dataset was modified. The last two numbers helps the administrator detect accidental loss of file and unrecognized changes to the database.

It is recommended that the administrator click on the "Create a KML File" button to update the KML file with the latest changes in the database. By clicking this button, a new KML file named "Georeports.kml" will replace the original one in the database folder.

