

DIRECTIONS FOR FINALIZING AN NETC REPORT

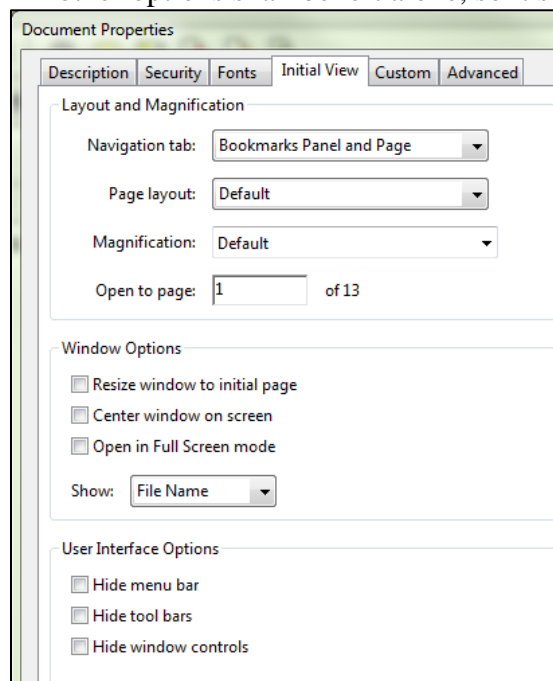
1. For the PI to do:

- a. Draft Report
 - i. Copies of the draft final report should be submitted, by the PI, to the Chairman and members of the Project Technical Committee for review.
 - ii. The Chairman of the Project Technical Committee will coordinate the Committee's review of the report and provide the PI with the review comments.
- b. Finalizing the Report
 - i. In resolving the Technical Committee's review comments, the PI should communicate directly with the Chairman of the Technical Committee.
 - ii. When the PI has resolved the Technical Committee's comments to the satisfaction of the Chairman, the Chairman will provide the PI with an email, with a copy to the NETC Coordinator, authorizing the PI to email a bookmarked PDF version of the final report to the NETC Coordinator for a final 'quality control' check.
- c. Final Quality Control Check
 - i. The Coordinator will perform the 'quality control' check as documented below.
 - ii. The Coordinator will communicate any required revisions to the PI.
 - iii. The PI will make the final revisions and submit the bookmarked PDF along with a letter similar to the sample dated August 15, 2011 in the appendix.
- d. Printing and Distribution
 - i. The Coordinator will provide the PI with NETC report covers and backs, and authorize the printing of:
 1. approximately seventy (70) paper copies (total number of paper copies is project specific),
 - a. Approximately sixty-five (65) of which are to be provided to the NETC Coordinator for distribution.
 2. The PI will also provide the NETC Coordinator with a CD containing the bookmarked PDF version of the report.

2. PI should check the following items before submitting the report:

- a. Check the Title Page for the following:
 - i. The title of the report matches the NETC Database listing
 - ii. The title page is on page "i"
 - iii. The format of the title page matches the sample provided in the appendix
 - iv. The title fits into to report cover opening, a sample is provided in the appendix
 - v. The report number is NETCR ____ (to be provided by the Coordinator)
 - vi. The project number matches the NETC Database listing
 - vii. The report date listed on the Title Page matches the date listed on the Technical Report Documentation Page
 - viii. The following disclaimer statement must be provided at the bottom of the title page:
"This report, prepared in cooperation with the New England Transportation Consortium, does not constitute a standard, specification, or regulation. The contents of this report reflect the views of the author(s) who is (are) responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the New England Transportation Consortium or the Federal Highway Administration."
- b. Check the Acknowledgements Page for the following:
 - i. The technical committee members listed, and their transportation agencies, match those listed in the NETC database.
 - ii. The acknowledgements page is on page "ii"
 - iii. The format of the acknowledgements page matches the sample provided in the appendix

- c. Check the Technical Report Documentation Page for the following:
 - i. The technical report documentation page is on page “iii”
 - ii. The format of the technical report documentation page matches the sample provided in the appendix (Form DOT F 1700.7 (8-72))
 - iii. All boxes must have an entry
 - iv. Check the accuracy of Box 21 (total number of pages in the report)
 - v. Boxes 4, 7, 9, and 14 should match the information listed in the NETC Database for this project.
- d. Check the SI (Modern Metric) Conversion Factors Page for the following:
 - i. The SI (Modern Metric) Conversion Factors Page is on page “iv”
 - ii. The format of the SI (Modern Metric) Conversion Factors Page matches the sample provided in the appendix
- e. Print one copy of the report in color and check for the following:
 - i. Check for readability of font sizes & print quality of material, tables, and figures
 - ii. Correct page numbering of Tables, Figures, and start of Chapters using the Table of Contents
 - iii. Check, add, or edit Adobe PDF bookmarks.
 - 1. Note that the Tables and Figures should be bookmarked as well
 - 2. See Figure 1 in the appendix for an example
 - iv. Check, create or change PDF report-opening settings:
 - 1. Choose File > Properties.
 - 2. In the Document Properties dialog box, click Initial View.
 - 3. The options to use are:
 - a. Navigation tab: “Bookmarks Panel and Page”
 - b. Page layout: “Default”
 - c. Magnification: “Default”
 - d. Open to page: “1”
 - e. All other options shall be left alone, so it should appear as follows:



- f. Click OK. You have to save and reopen the file to see the effects.

APPENDIX



University of Connecticut
School of Engineering

1.c.iii Sample letter from PI to NETC
Coordinator

University of Connecticut
School of Engineering

August 15, 2011

Mr. Gerald McCarthy
Coordinator, New England Transportation Consortium
C/O Advanced Technology & Manufacturing Center
University of Massachusetts Dartmouth
151 Martine Street, Fall River, MA 02723

Subject: Submission of the Final Project Report /NETC 02-6 (Phase 2) - "Sealing Small Movement Bridge Expansion Joints- Phase II: Field Demonstration and Monitoring" (period: August 01, 2008 – July 31, 2011)

Dear Gerry:

Please find attached the final report for the NETC project entitled "*NETC 02-6 (Phase 2): Sealing Small Movement Bridge Expansion Joints- Phase II: Field Demonstration and Monitoring.*" The report covers the total project duration of 3 years, starting August 01, 2008 and ending July 31, 2011.

The attached file contains the final report in bookmarked PDF format. The report incorporates comments provided by the NETC project Technical Committee and as you know, it has been approved by the Technical Committee Chair, Mr. Robert Fura. In this final version of the report, we have also incorporated the formatting comments provided by Ms. Barbara Dalton of your office on the draft version of the report that we had submitted to her on July 25, 2011.

Please do not hesitate to let me know if you have questions or need more information concerning the report. Thank you.

Sincerely,

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for Legal Assistance Englewood

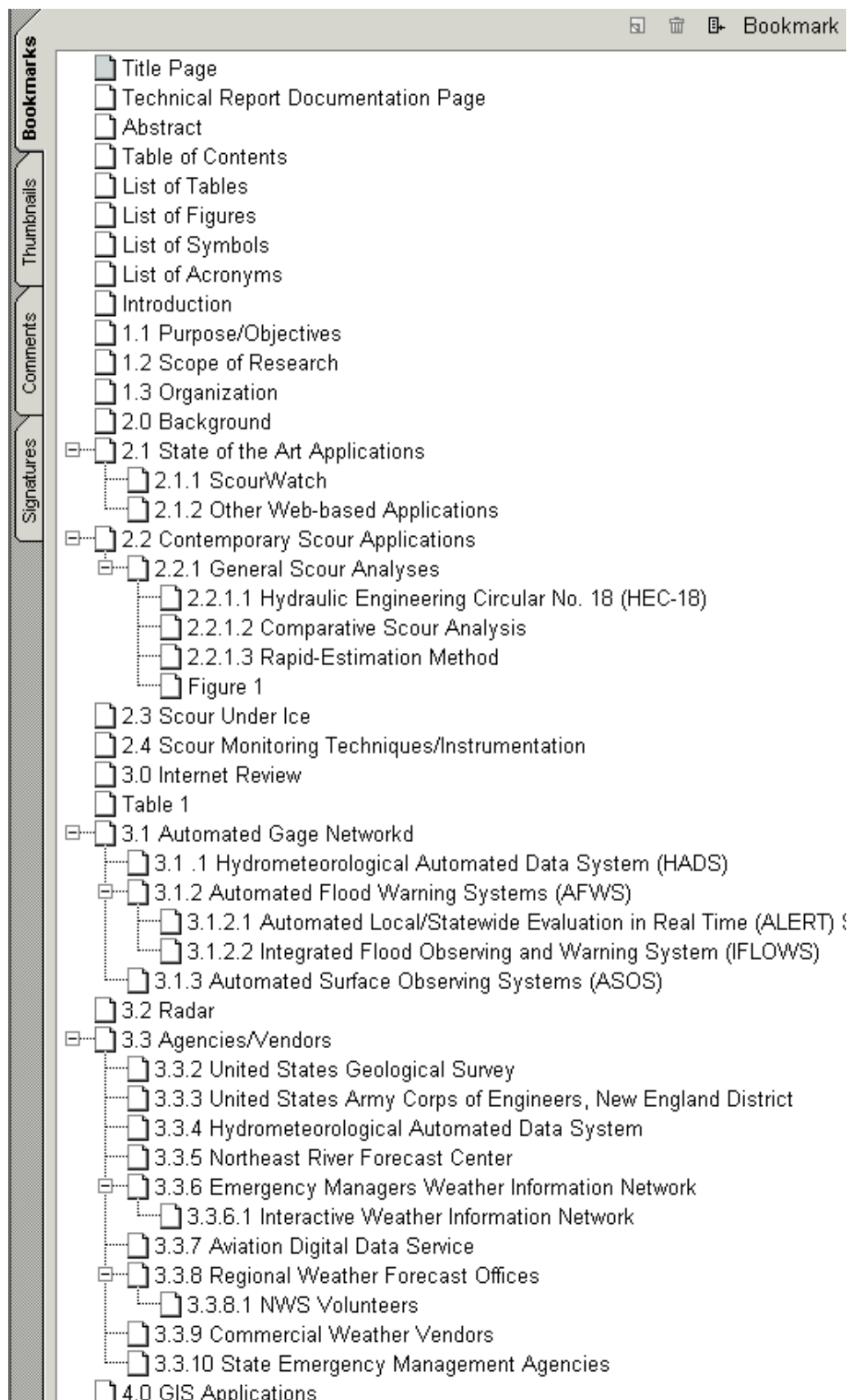
261 Glenbrook Road, Unit 2037
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Telephone: (860) 486-2002

Facsimile: (860) 486-2298

<http://www.engr.uconn.edu/~malla/>

Example of Adobe Acrobat Bookmarks in NETC Report saved to Adobe PDF Format



Bookmarks	
Thumbnails	
Comments	
Signatures	
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	5.1 Graphical User Interface
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	Figure 5
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	5.2.1.1 Literature
	5.2.1.2 UMass Approach
	Figure 6
	Figure 7
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	5.3 Applications of the Strategy
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	5.4 Monitoring System Framework
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NETC

NEW ENGLAND TRANSPORTATION CONSORTIUM

Opening size: 5 1/8" x 2 5/16"



**TRANSPORTATION INNOVATIONS AND IMPROVEMENTS
FOR THE FUTURE**

**Analytical and Experimental Investigation of the Effects of Concrete
Removal Operations on Adjacent Concrete That is to Remain**

**Dr. Rusk Masih, PI
Dr. Tixiang Wang, Co PI
Andrew Forbes Student Assistant**

**Prepared for
The New England Transportation Consortium
January 15, 2002**

NETCR29

Project No. 99-6

This report, prepared in cooperation with the New England Transportation Consortium, does not constitute a standard, specification, or regulation. The contents of this report reflect the views of the authors who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the New England Transportation Consortium or the Federal Highway Administration.

The following are the members of the Technical Committee that developed the scope of work for the project and provided technical oversight throughout the course of the research:

Name, Transportation Agency, Chairperson
Name, Transportation Agency
Name, Transportation Agency
Name, Transportation Agency
Name, Transportation Agency
Name, Transportation Agency
Name, Transportation Agency

1. Report No.	2. Government Accession No. N/A	3. Recipient's Catalog No. N/A	
4. Title and Subtitle		5. Report Date	
		6. Performing Organization Code N/A	
7. Author(s)		8. Performing Organization Report No. NETCR _____	
		10 Work Unit No. (TRAIS) N/A	
9. Performing Organization Name and Address		11. Contract or Grant No. N/A	
		13. Type of Report and Period Covered Final Report	
12. Sponsoring Agency Name and Address New England Transportation Consortium C/O Advanced Technology & Manufacturing Center University of Massachusetts Dartmouth 151 Martine Street Fall River, MA 02723		14. Sponsoring Agency Code NETC _____ A study conducted in cooperation with the U.S. DOT	
		15 Supplementary Notes N/A	
16. Abstract			
17. Key Words	18. Distribution Statement No restrictions. This document is available to the public through the National Technical Information Service, Springfield, Virginia 22161.		
19. Security Classif. (of this report) Unclassified	20. Security Classif. (of this page) Unclassified	21. No. of Pages	22. Price N/A

Form DOT F 1700.7 (8-72)

Reproduction of completed page authorized

SI* (MODERN METRIC) CONVERSION FACTORS

APPROXIMATE CONVERSIONS TO SI UNITS

Symbol	When You Know	Multiply By	To Find	Symbol
LENGTH				
in	inches	25.4	millimetres	mm
ft	feet	0.305	metres	m
yd	yards	0.914	metres	m
mi	miles	1.61	kilometres	km
AREA				
in ²	square inches	645.2	millimetres squared	mm ²
ft ²	square feet	0.093	metres squared	m ²
yd ²	square yards	0.836	metres squared	m ²
ac	acres	0.405	hectares	ha
mi ²	square miles	2.59	kilometres squared	km ²
VOLUME				
fl oz	fluid ounces	29.57	millilitres	mL
gal	gallons	3.785	Litres	L
ft ³	cubic feet	0.028	metres cubed	m ³
yd ³	cubic yards	0.765	metres cubed	m ³

NOTE: Volumes greater than 1000 L shall be shown in m³

MASS		
oz	ounces	28.35 grams
lb	pounds	0.454 kilograms
T	short tons (2000 lb)	0.907 megagrams
TEMPERATURE (exact)		
°F	Fahrenheit temperature	5(F-32)/9 Celcius temperature

°F	Fahrenheit temperature	5(F-32)/9 Celcius temperature
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* SI is the symbol for the International System of Measurement

APPROXIMATE CONVERSIONS TO SI UNITS

Symbol	When You Know	Multiply By	To Find	Symbol
LENGTH				
mm	millimetres	0.039	inches	in
m	metres	3.28	feet	ft
m	metres	1.09	yards	yd
km	kilometres	0.621	miles	mi
AREA				
mm ²	millimetres squared	0.0016	square inches	in ²
m ²	metres squared	10.764	square feet	ft ²
ha	hectares	2.47	acres	ac
km ²	kilometres squared	0.386	square miles	mi ²
VOLUME				
mL	millilitres	0.034	fluid ounces	fl oz
L	litres	0.264	gallons	gal
m ³	metres cubed	35.315	cubic feet	ft ³
m ³	metres cubed	1.308	cubic yards	yd ³
MASS				
g	grams	0.035	ounces	oz
kg	kilograms	2.205	pounds	lb
Mg	megagrams	1.102	short tons (2000 lb)	T
TEMPERATURE (exact)				
°C	Celcius temperature	1.8C+32	Fahrenheit temperature	°F

°F	32	98.6	120	180	200	212
°C	-40	0	40	80	120	160
°C	-40	-20	0	20	40	60
°C						80
°C						100

2.e.ii. Sample SI Conversion Factors Page