

# Technical Report Documentation Page

Form DOT-F-1700.7

CA(FY)(RPMD#) <b>Block 1</b> <b>Report Number</b>		
<i>For reports compiled on research</i>		
4. Title and Subtitle (Title of Final Report)		5. Report Date
		6. Performing Organization code
7. Authors		8. Performing Organization Report No.
9. Performing Organization Name and Address California Department of Transportation Division of Research & Innovation 1227 O St Sacramento, CA 95814		10. Work Unit Number
		11. Contract or Grant No.
12. Sponsoring Agency Name and Address California Department of Transportation Sacramento, C A 95819		13. Type of Report and Period Covered
		14. Sponsoring Agency Code
15. Supplementary Notes		
16. Abstract		
17. Keywords		18. Distribution Statement No restrictions. This document is available to the public through the National Technical Information Service, Springfield, VA 22161
19. Security Classif. (of this report) Unclassified		21. No. of Pages
20. Security Classif. (of this page)		22. Page

**Block 1 Report Number**

Please see the nomenclature instructions in the close-out guidelines.

**Block 2 Government Accession Number**

Leave blank.

**Block 3 Recipient's Catalog Number**

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**Block 4 Title and Subtitle**

The title should be the same as the one appearing on the cover of the report. Capitalize all letters of the title. When a report is prepared in more than one volume, this block should show the main title plus the volume number and the subtitle for the volume being reported.

**Block 5 Report Date**

This date should agree with the one appearing on the cover and should normally be the month and the year of the submittal of the report to the appropriate functional manager for approval.

**Block 6 Performing Organization Code**

Leave blank.

**Block 7 Author(s)**

List name(s) and author's affiliation if it differs from the performing organization.

**Block 8 Performing Organization Report Number**

For in-house projects that are part of the SP&R Program or are being conducted under direct contract for others, show the Responsible Unit's source code and the appropriate expenditure authorization. For outside research projects that are part of the SP&R Program or for nonparticipating studies, leave this item blank.

**Block 9 Performing Organization Name and Address**

Give name, city, state and ZIP code. List no more than two levels of the organization.

For in-house reports, the program office or district responsible for the research project should be listed, such as:

Division of Research, Innovation and System Information  
California Department of Transportation  
Sacramento, California 94273-0001

**Block 10 Work Unit Number**

Leave blank.

**Block 11 Contract or Grant Number**

Show the project identification number. If this space is left blank, the report will not be accepted by the National Technical Information Service (NTIS).

**Block 12 Sponsoring Agency Name and Address**

This would normally be shown as:

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Sacramento, California 95814

However, if the research project for which the report has been written is being conducted under direct contract for others, the name of the applicable, sponsoring organization and its address should be shown.

**Block 13 Type of Report and Period Covered**

Indicate either interim or final report. For interim reports, indicate the time period covered if pertinent.

**Block 14 Sponsoring Agency Code**

Leave blank.

**Block 15 Supplementary Notes**

If appropriate, indicate that the study was conducted in cooperation with the U.S. Department of Transportation, Federal Highway Administration. In addition, insert the study title if it is different from the report title. If the report title is a multivolume and is identified as "Vol. 2" or "Vol. 3", note whether the preceding volume(s) has (or have) been published and, if so, indicate the source.

**Block 16 Abstract**

Include a brief (not to exceed 200 words) factual summary of the most significant information contained in the report. This should include advice on how the results of the research can be used or applied, when applicable.

Guidelines for Writing an Abstract – The author of the abstract should have a set of questions in mind while preparing the abstract. Three of the questions are primary because the answers will generally bring out the major concepts of the report.

To Abstract Contents of Report: Arrange answers with regard to importance, compactness, grammar and readability. Omit general discussion and insignificant details.

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Select terms or short phrases that identify the principal subject in the report and words that are sufficiently specific and precise to be used as index entries for cataloguing. The authorized term index in the TRIS Thesaurus may be helpful in this regard.

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