



U.S. Department
of Transportation
**Federal Highway
Administration**

Research, Development, and Technology

May 14, 2015

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In Reply Refer To:
HRTM-1

Mr. Harold Paul
Chair, AASHTO Research Advisory Committee
Director, Louisiana Transportation Research Center
4101 Gourrier Avenue
Baton Rouge, LA 70808

Dear Mr. Paul:

In furtherance of the continued federal government-wide efforts to reduce unnecessary printing costs, I am amending our requirement for the receipt of State Planning and Research (SP&R) research reports. Currently, SP&R guidance (provided by me to then-chair Sandra Larson on June 22, 2011) specifies that copies of SP&R-funded research reports are to be sent to the FHWA Research Librarian, FHWA Office of Corporate Research, Technology & Innovation Management, and several other recipients to ensure wide distribution of important SP&R research findings.

Effective June 15, 2015, transmission of reports in electronic form is required, and reports from state departments of transportation should be submitted in one of the following formats:

1. As electronic documents (in .PDF or Microsoft Word formats)
2. Reports too large to be sent via e-mail may be submitted in CD, DVD, flash drive or other common electronic media
3. As web links (as long as the links lead directly to the document with no intervening log-ins or passwords required)

Please send electronic report copies to the FHWA recipients as listed below. If your department prefers to also send printed copies of research reports, please include only one copy in printed form. If there are any questions, please direct them to: John Moulden at (202) 493-3470 or john.moulden@dot.gov.

Please send electronic copies to the following recipients:

Federal Highway Administration Research Librarian
FHWA Research Library
6300 Georgetown Pike
McLean, VA 22101-2296
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Office of Corporate Research, Technology, and Innovation Management
Federal Highway Administration, HRTM-10
Turner-Fairbank Highway Research Center, Room T-305
6300 Georgetown Pike
McLean, Virginia 22101-2296
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National Transportation Library (NTL)
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National Technical Information Service (NTIS)
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Alexandria, VA 22312
input@ntis.gov

Transportation Research Board Library (TRID)
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Washington, DC 20001
<http://trid.trb.org/submit.asp>

Transportation Library, Northwestern University
(Attn. Roberto Sarmiento)
1935 Sheridan Road
Evanston, IL 60208
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Sincerely yours,



Michael F. Trentacoste
Associate Administrator