

9 Procedure for Manual Updates

ITE has established a procedure for updating the data summarized in this manual and invites all interested parties to collect data from one or more sites and submit it to ITE Headquarters.

This procedure ensures a continual, uniform method of obtaining and summarizing current trip generation data for all land uses. ITE will do the following:

- Store all trip generation data
- Encourage ITE district and section technical committees, ITE student chapters, governmental agencies, and private consultants to collect additional data
- Distribute link to electronic submittal form
- Maintain a database for trip generation analyses and summarization
- Maintain—and modify when necessary—a uniform procedure for collecting data
- Summarize trip generation data
- Conduct special trip generation analyses when appropriate
- Revise trip generation rates, equations, plots, and text based on additional data
- Identify data collection needs in areas where deficiencies exist or where little information is available

Accurate trip generation estimates must be based on consistent, properly collected, and applicable data. Chapter 12 of the *Trip Generation Handbook* presents a recommended framework for collecting data pertinent to trip generation estimates. This framework is structured to be straightforward, easily replicated, and adaptable to any potential land use and development type.

An electronic system is available for submitting trip generation data to ITE. The site address is <https://www.ite.org/ite-trip-generation-data-submission-portal/>. Hard copy trip generation data collection forms are also available on the ITE Trip Generation web page. Data may also be submitted through direct transmittal of electronic files to the ITE Trip Generation email address provided below.

Completed forms should be returned to the following address:

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Washington, DC 20006 USA

Telephone: 202-785-0060

www.ite.org

E-mail: tripgen@ite.org