



**OREGON DEPARTMENT OF TRANSPORTATION**

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**DATA REQUEST FORM & CONFIDENTIALITY AGREEMENT  
OREGON MODELING STEERING COMMITTEE  
OREGON TRAVEL AND ACTIVITY SURVEY FILES**

## Summary

Between 2008 and 2012 data was collected from over 17,000 households across the state of Oregon on travel conducted on a typical weekday. This resulted in a rich source of data used for long range planning in the state of Oregon. *Households were assured their personal information would be held under the strictest confidentiality.* Raw data can be made available to researchers through a formal request process. Further information regarding the survey can be found online:

<http://www.oregon.gov/ODOT/TD/TP/pages/travelsurvey.aspx>

**Citation** - To recognize the valuable role of Oregon Travel and Activity Survey (OTAS)<sup>1</sup> data in the transportation planning and research process, users of OTAS data are asked to formally acknowledge the data source. Where possible, this acknowledgement should take place in the form of a formal citation, such as when writing a research report, planning document, on-line article and other publications. The citation can be formatted as follows:

Oregon Modeling Steering Committee, 2009-2011 Oregon Travel and Activity Survey (OTAS).

URL: <http://www.oregon.gov/ODOT/TD/TP/pages/travelsurvey.aspx>

## Data Request Process

STEP 1: Please read the terms of the Confidentiality Agreement. If you agree to comply with these terms, sign the form and return the signed copy with your completed Data Request Form. A scanned version of this page sent via email is acceptable.

STEP 2: Please fill in the information identified on the Data Request Form. Submit this completed form with a copy of the signed Confidentiality Agreement.

STEP 3: Send the signed Confidentiality Agreement and completed Data Request Form to:

Becky Knudson: [Rebecca.a.knudson@odot.state.or.us](mailto:Rebecca.a.knudson@odot.state.or.us) via email,

For Questions, contact Becky Knudson by email or telephone (503) 986-4113

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<sup>1</sup> OTAS is also referred to as the Oregon Household Activity Survey (OHAS). These are exactly the same data sets. OHAS was the title used in contractual documents.

**OREGON MODELING STEERING COMMITTEE  
OREGON TRAVEL AND ACTIVITY SURVEY FILES  
DATA USERS CONFIDENTIALITY AGREEMENT**

**BACKGROUND**

The Oregon Travel and Activity Survey (OTAS) was developed and sponsored by the Oregon Modeling Steering Committee (OMSC). The survey is a comprehensive snapshot of the demographic and travel behavior characteristics of area residents. The objective of the survey effort is to document demographic and travel behavior characteristics across Oregon and Clark County, Washington in order to support travel demand modeling and answer travel-related questions. The survey data set obtained through this effort will support updates for several regional and statewide travel demand models, as well as support the development of new models. These models are used for long-range transportation and land use planning.

This data set contains personal information and is stored in a secure location. Survey respondents were told their information would be held strictly confidential and used for long range planning purposes. Current research related to transportation modeling and analysis depends on access to household travel data. OTAS partners understand the value of our survey data set and are willing to release this data for research purposes through our data request process.

**CONFIDENTIALITY AGREEMENT**

Formal confidentiality agreements are required for all requests for survey data. To comply with commitments to confidentiality by all partners to this survey project, the following terms and limitations on confidential data files are agreed to for persons and agencies/organizations requesting copies of these data:

1. I and my agency staff shall not share these data with anyone outside the immediate organization and will give access only to those who have a role in tabulating and analyzing the data for research or investigation required by my organization. A signed copy of this request form shall be provided to each person with access to the data to emphasize the importance of this agreement.
2. I and my agency staff recognize a specific pledge of confidentiality was made to survey respondents. We will use these files for research purposes only and maintain the confidentiality of all survey respondents in full compliance with appropriate procedures for maintaining confidentiality of survey data.
3. I and my agency staff shall route other external requests for survey data to the appropriate contact person. This ensures consistent adherence to the terms of confidentiality.
4. I shall indemnify, defend, save, and hold harmless the State of Oregon, the State of Washington, the members of the OMSC, their officers, agents and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorneys fees, of whatsoever nature, resulting from or arising out of the acts or omissions of myself or my agents, or their respective agents or employees, under this Agreement.

***By signing this document, I acknowledge I have read and understand its contents and agree to the terms as described.***

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**OREGON MODELING STEERING COMMITTEE  
OREGON HOUSEHOLD ACTIVITY SURVEY FILES**

**DATA REQUEST FORM**

Person Requesting Data:	
Telephone Number:	
Email address:	
Organization Name:	
Mailing Address:	

Briefly describe why this survey data is being requested. Please explain how it will be used and what the expected outcome of your research will be. (Your response will be used to demonstrate value associated with this data collection effort)

**INTERNAL USE ONLY:**

Agency Representative providing requested data: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_