

Tennessee Travel Demand Data and Model Release Policy

Those requesting release of the <MPO> Travel Demand Model or data (hereafter termed REQUESTOR) should understand the purpose of the model, and the limitations in terms of how it may be used. The REQUESTOR should become familiar with the model and its inputs used by the <MPO> for analysis, and the limited scope of applications that are appropriate.

1. Statement of Purpose for the <MPO> Travel Demand Model

- 1.1 The <MPO> Travel Demand Model was developed to provide support to long-range regional transportation plans, transportation studies authorized in the annual unified planning work program, transportation improvement programs, and air quality planning or conformity findings.
- 1.2 It is recognized that the <MPO> is not a regulatory agency therefore there is no obligation for the <MPO> to review or validate any modifications that have been made to the model or its outputs by any REQUESTOR.
- 1.3 If the <MPO> jurisdiction crosses state boundaries it is recognized that this policy will only be applicable within the Tennessee portion of the <MPO>.
- 1.4 The Travel Demand Forecast Model is only one tool used by planners to evaluate transportation projects. Other considerations include, but are not limited to, safety considerations, access for emergency vehicles, development potential, and local community needs.
- 1.5 Model input data, model results and assumptions for official model runs are public information.

2. Appropriate Applications for the <MPO> Travel Demand Model

- 2.1 Travel demand models are developed using generalized land use patterns and transportation networks, and therefore provide only generalized travel forecasts. Since models do not represent individual land uses, driveways or neighborhood-scale streets, the forecasts produced are not sensitive to these specific land use and transportation characteristics.
- 2.2 It is inappropriate to use raw model outputs as the basis for transportation and land use decisions that require consideration of detailed transportation and land use characteristics.
- 2.3 The travel demand model is generally applicable only at the corridor-level scale of analysis and other methods will be required to generate more detailed levels of analysis such as intersection volumes and turning movement volumes.

3. Conditions for Use of <MPO> Travel Demand Model and Data

- 3.1 A REQUESTOR of model input data, the travel demand model, and model outputs shall complete a Data/Model Request Form. The form is provided in Appendix A of this document.

- 3.2 The model input data, the model, associated files, materials and data developed from the model will not be used by REQUESTOR beyond the intended use of the designated project without written authorization from <MPO>.
 - 3.3 The travel demand models are developed using proprietary software, which is required for undertaking planning analysis. REQUESTORS of the model must have their own licensed copy of the software.
 - 3.4 The REQUESTOR shall not distribute the <MPO> model to other potential REQUESTOR(s). All requests for use of the model and/or model data including printed documents and electronic files must be referred to <MPO>. Any use, copying, or distribution of the model by the REQUESTOR not authorized by this Agreement shall automatically terminate the REQUESTOR's rights and lead to possible legal action.
 - 3.5 Upon completion of the project, the REQUESTOR agrees to completely eliminate the model and all associated information unless agreed to by <MPO>. Should the model and the model data need to be maintained by the REQUESTOR, a written agreement must be obtained from <MPO>.
 - 3.6 The REQUESTOR shall provide copies of the final model streams for <MPO> records, including but not limited to all input files, executables, intermediate files, and output files in the **same** format they were obtained from <MPO> or as specified by <MPO>. A document identifying all files edited by the REQUESTOR and a description detailing how and why the files were modified, as well as any and all supporting software/files used to make modifications to the <MPO> model must be submitted to <MPO> so that <MPO> may reproduce/replicate the results using only the information provided from the REQUESTOR. The REQUESTOR shall grant <MPO> a perpetual, royalty-free license to use, reproduce, and modify this information.
 - 3.7 <MPO> accepts no liability for the results of the model application and/or model data use by the REQUESTOR. The <MPO> and its agencies disclaim all warranties, express or implied, including but not limited to liability for quality and fitness for a particular purpose arising out of the use of or inability to use the files.
4. Requests for Special Model Runs
 - 4.1 A REQUESTOR of a special model run shall complete a Special Model Run Request Form. The form is provided in Appendix B of this document.
 - 4.2 Special model runs will be performed solely at the discretion of the <MPO> based upon available resources. Special model runs requests are considered new studies, not existing work. As such, there is no obligation on the part of <MPO> to provide special model runs.
 - 4.3 Model results and assumptions from special model runs, once performed by <MPO>, will be treated as public records.
 - 4.4 Cost reimbursement will be based upon standard hourly rates, and an estimate will be provided to REQUESTOR before <MPO> undertakes any special model runs or data assembly.
 - 4.5 There is no implication of <MPO> endorsement for special model runs.
 - 4.6 Any information submitted for special model runs is subject to disclosure per Tennessee State code. Any REQUESTOR seeking exemption from public disclosure

must include in the request a claim that specified information qualifies for exemption under Tennessee code. The REQUESTOR will accept conditions established by <MPO> legal counsel related to exemption from disclosure.

4.7 The <MPO> reserves the right to deny any special requests from any REQUESTOR for any reason.

