

# Delivery guide for Environmental Noise Data:



## DF6\_DF9: Noise control programmes for major roads, railways, airports and agglomerations

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**Guidelines Annex DF6\_DF9**

**Prepared by:**  
Colin Nugent, Núria Blanes, Jaume Fons,  
Maria José Ramos Miquel Sáinz de la Maza,  
Roman Ortner

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**Project Manager:**  
Colin Nugent

European Environment Agency



UNIVERSIDAD  
DE MÁLAGA

Universidad de Malaga  
ETCSIA  
PTA - Technological Park of Andalusia  
c/ Marie Curie, 22 (Edificio Habitec)  
Campanillas  
29590 - Malaga  
Spain

Telephone: +34 952 02 05 48  
Fax: +34 952 02 05 59

Contact: etc-sia@uma.es



# CHANGE RECORD

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# 1 OUTLINE OF THE DELIVERY

This reporting obligation consists on the provision of noise control programmes that have been carried out in the past and noise-measures in place before adoption of action plans for major roads, railways, airports and agglomerations.

First implementation step of the END (to be submitted in January 2009) required information for:

- Agglomerations > 250,000 inhabitants.
- Major civil airport > 50,000 movements/year
- All major roads > 6 million vehicles/year
- All major railways > 60,000 trains/year

Second implementation step of the END (to be submitted in January 2014) requires information for:

- Agglomerations > 100,000 inhabitants.
- Major civil airport > 50,000 movements/year
- All major roads > 3 million vehicles/year
- All major railways > 30,000 trains/year

The two implementation steps have now been merged into one single dataflow, to compile information for noise control programmes concerning all reporting items. No updates of this merged dataflow are foreseen by the END after 2014, although they are accepted at any time (especially in the cases that not all the expected information have been delivered).

Information on noise control programmes consist on 3 main blocks of information:

1. Webform to be filled in with the summary information of the noise control programme (details can be found in section 4 of this annex)
2. Supplementary information (if needed), detailed in chapter 5 of this annex.
3. Metadata (how the data provided has been created and constraints of this data: a detailed list of information that should be provided is specified in chapter 6).

So, it is expected that each subfolder created to deliver data concerning this reporting obligation will contain one webform filled in per each entity to be reported: one summary per each agglomeration, one summary per each airport, preferably one summary for all major roads and preferably one summary for all major railways (although in the case of major roads and major railways, Member States are also enabled to report noise control programme summaries referring to a part of the complete network or to a country region). How data should be delivered through Reportnet is explained in a separate chapter in the main document.

It is highly recommended that the data provided follow the templates that have been specially created for this purpose, with specific quality check rules designed for helping the country to report the data following the specifications and ensuring the data coherence and at the same time, to facilitate the manual quality check developed by several EU institutions.

The analysis of the quality of the data as well as of its completeness will be only done for the information requested as compulsory, which will be basis to evaluate the compliance of a specific country.

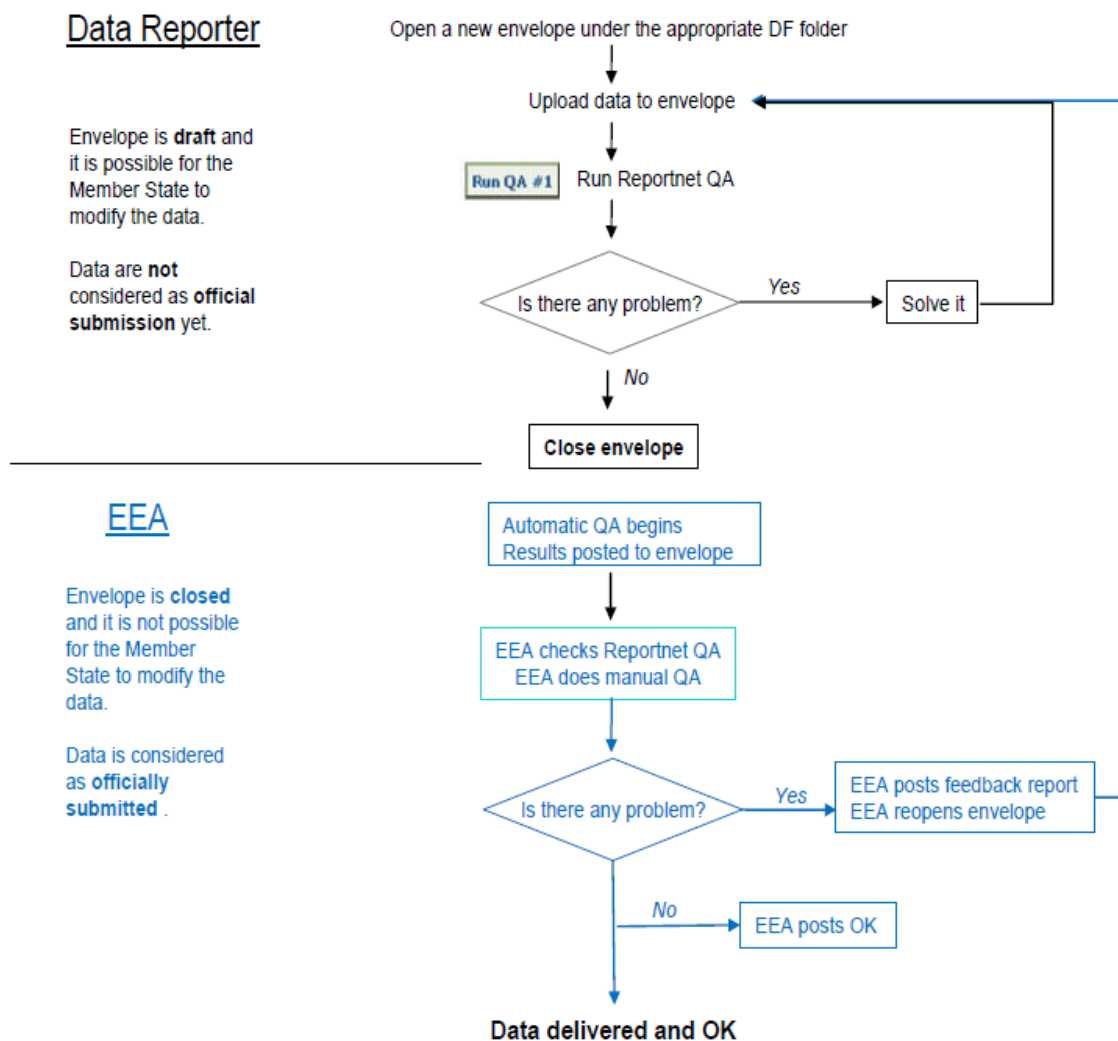
In this case, all the summary fields have been considered compulsory, as EC requires as mandatory, a summary of the existing noise control programmes before the END entered into force. Unique codes have also been considered compulsory, in order to establish an internal control of the deliveries received and to ensure traceability and the linkage between the different dataflows.

## 2 DATA SUBMISSION PROCESS

The process to submit the requested information is very simple:

1. Once you are in the corresponding folder, go into the webforms sections and click on "Add and edit a NoiseControlProgrammes\_DF\_6\_9 questionnaire".
2. In the following page, you need to "Edit" the noise control programme and "Accept changes"
3. The previous action should be repeated as many times it would be needed to report all noise control programmes requested, by "Adding a new programme".
4. Once all the noise control programmes have been added, "Save form" before "Close form"
5. Complete the task (=equivalent to submit the information)

**Figure 1. Overview of the Reporting process**



The reporter would be able to find the instructions and the explanation of the detailed data to be delivered for each concept specified in the END in chapter 4.

In a situation where a Member State may need to have access to the webforms from outside of the Central data Repository (CDR), a webform system (<http://webforms.eionet.europa.eu/>) is available making possible to upload existing files or to create new ones.

Moreover, chapter 3 contains a check list of what needs to be done in order to fulfil the requests of the END for this specific deliverable, to ensure that the data provided is compliant with the minimum requirements specified in this Annex.

Chapter 5 deals with the supplementary information that can be provided, and chapter 6 details the content of the metadata files to be provided for each document delivered.

Finally, in chapter 7, details concerning the naming conventions for the files that should be uploaded in Reportnet are proposed and chapter 8 contain the general quality check process followed concerning this dataflow.

### 3 CHECK LIST FOR THE DATA REPORTERS

This section contains a list to be checked by the (experienced) noise information reporters through Reportnet, to be sure that the data reported accomplish the minimum requirements specified in this annex.

#### **Data preparation:**

- Have you get access to the webform corresponding to DF6\_DF9 delivery from the Reportnet data dictionary?
- All the boxes are fulfilled and where no data should be provided (due to data not available or data not applicable), have they been fulfilled using the explanatory values "-1" and "-2"?
- Do you provide a metadata file / supplementary report and do they contain all necessary information (e.g. description of data actuality)?
- Does the supplementary report include a short summary in English?
- Have you completed all the metadata files for all the information you need to provide for this deliverable?

#### **DF6\_DF9 names:**

- Do the name of the DF\_6\_9 follow the naming convention proposed? And if the naming convention is not available, does the name indicate the content of the file?

#### **Uploading process:**

- Have you delivered the data through Reportnet? If this is the case, have you log in, created a new envelope, entered the envelope and activated the task?
- Have you filled in the webform with the requested information?
- In case of more than one noise control programme should be reported, have you repeated the exercise until the delivery is complete?
- Have you uploaded the corresponding metadata file and the supplementary reports (in case it is needed)?
- Have you checked that your data is delivered? Have you press the option "Complete task"?
- Have you logout from Reportnet?

## 4 INFORMATION EXPECTED TO BE REPORTED

The following list contain the main items to be reported as a summary of the noise control programmes carried out in the past and noise-measures in place before adoption of action plans for major roads, railways, airports and agglomerations:

- Identification of the noise control programme:
  - o Name of the dataflow
  - o Full name of Noise Control Programme summary report
  - o Reporting entity unique code
- Identification of the reporting issue (which is the noise source): it should be chosen between:
  - o Agglomeration
    - Indicate the Unique Agglomeration ID code (the same code as defined in DF\_1\_5\_Agg)
    - Indicate if the summary of the noise control programme refers to all agglomerations
  - o Roads
    - Indicate if the summary of the noise control programme is referring to the entire reporting entity
    - Indicate if the summary of the noise control programme is referring to a partial or regional area
    - Indicate if the summary of the noise control programme is referring to a single road segment
  - o Railways
    - Indicate if the summary of the noise control programme is referring to the entire reporting entity
    - Indicate if the summary of the noise control programme is referring to a partial or regional area
    - Indicate if the summary of the noise control programme is referring to a single railway segment
  - o Airport
    - Indicate the ICAO code (the same code as defined in DF\_1\_5\_MAir)
    - Indicate if the summary of the noise control programme refers to all airports
- Information concerning the measures taken:
  - o Cost (in €) of the noise control programme
  - o Adoption date
  - o Completion date
  - o Number of people experiencing noise reduction
  - o Limit values in place at the time of adoption of the noise control programme (preferably converted where relevant in  $L_{den}$ ,  $L_{day}$ ,  $L_{evening}$ ,  $L_{night}$  as defined by Annex I of the Directive 2002/49/EC)
  - o Summary of the main problems to be solved and of the situations that needed to be improved at that time



- Summary of the results of public consultations organised in relation to this noise control programme
- Summary of noise management actions (and related budget and targets) taken
- Summary of provisions used for evaluating the implementation and results of the noise control programme
- Web links to the full Noise Control Programme

Empty fields are not allowed in the webforms, therefore, one of the following values should be provided in case no information available for a specific cell:

Field value	Meaning	Description
-1	Data not applicable	This may apply to the following cases: - Table / field not to be reported because no agglomeration, or no major roads, or no major railways or no major airports fall in the scope of the Directive (meeting the minimum threshold specified by END). - For the agglomerations case if a specific noise source is not present. - A field value does not exist (e.g. EURoadID)
-2	Data not available	This may apply to the following cases: - Data not mandatory for reporting - Data not yet available (mandatory data) - Data not available (mandatory data)

Naming conventions to upload the requested files in the corresponding folder of Reportnet are detailed in section 7 of the current annex.

EC and EEA will decline responsibilities for not quality checking and therefore, not including into NOISE (Noise Observation and Information Service for Europe) those deliveries not following the specifications and guidelines provided in this annex.

The specifications detailed in this document will be adapted to the INSPIRE guidelines specifications as soon as they become available and official.

## 5 SUPPLEMENTARY INFORMATION

You can provide any other types of information that you think are relevant for consultation purposes (letters, clarification documents, the complete noise control programme, etc.). This information will be solely stored, and will not be analysed, so be sure that all the relevant information is provided in the fulfilled webforms or in the metadata sections accompanying all the files.

It is requested that a short text file (supplying it using any text file format (e.g. Microsoft WORD, .txt files, etc.)), to be used as metadata of the supplementary information provided, would be stored in the same folder detailing, in English:

- The title of the supplementary information
- Language used in the report
- Short description of the information contained in this report (recommended length: from half a page to one page).

(The name of this file can follow the same specifications than the proposed in section 6.1).

## 6 METADATA

In order to be able to deal with the data provided, it is very important to provide some information about the data itself.

Therefore, several metadata files are asked to be provided accompanying the information reported. These files should be written down in English, and it is sufficient to supply them using any text file format (e.g. Microsoft WORD, .txt files, etc.).

### 6.1 METADATA FOR THE WEBFORMS

The metadata file should contain the following information:

- Title of the file that the metadata is referring to
- Reference year: in which year this information has been created and delivered / published
- Responsible organisation: Name of the organisation creating the data
- Contact person: Name of the contact person in the responsible organisation and contact details
- Constraints of the information reported

The supplied metadata files could follow the naming convention specified below:

[Name]\_metadata.[extension]

Where:

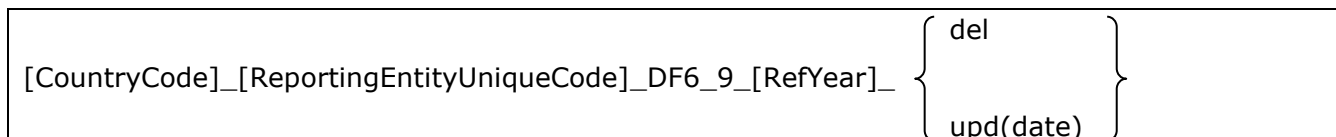
- [Name] is the name of the file the metadata is referring to.

### 6.2 METADATA FOR THE SUPPLEMENTARY INFORMATION

Detailed information provided in section 5.

## 7 NAMING CONVENTIONS

The title of the DF\_6\_9 to identify the noise control programme being reported (box "Name of DF\_6\_9" should follow the naming convention proposed below:



Where:

- [RefYear] corresponds to the year when the deliverable should be done (four digits);
- "del" refers to "deliverable" and corresponds to the first time that a country provide information for this reporting obligation in a specific reference year;
- "upd" refers to "update" and corresponds to the updates of the information corresponding to the reporting obligation for a specific reference year of the END (i.e. when the information reported under del is not complete or does not contain the complete expected coverage);
- and (date) is the date when the update of information to the same reporting obligation is done. Date format is month (two digits), followed by year (two digits).

Examples:

SK\_a\_DF6\_9\_2014\_del.xls

SK\_a\_DF6\_9\_2014\_upd0515.xls

## 8 QUALITY CHECK PROCESS

The items checked in the data reported are the following ones:

- Items checked:
  - data specifications – data types, to ensure that data is within the range defined in the guidelines documents,
  - all the mandatory elements have been reported,
  - code conventions
  - the existence of duplicates in unique codes fields.
- It is checked which mandatory elements has been filled in with “-2” value, to keep track of the information that still needs to be provided. Correspondence of unique codes between different dataflow and/or updates of the same dataflow.
- Reporting coverage, to be sure that the information has been provided for all the expected reporting units.