Maintenance Recommendation for
Traffic Control System Pick-up Procedure

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TTR 809.320.01   SCOPE

The requirements given in this recommendation cover detailed procedures for Traffic Control System pick-ups. The tasks identified in the Traffic System Pick-up Checklists are shared between the Traffic Signal Operations Group (TSOG), the Communications System Operator (CSO) and the Maintenance Contractor.

TTR 809.320.02   REFERENCES – Not Used

TTR 809.320.03   DEFINITIONS – Not Used

TTR 809.320.04   DESIGN AND SUBMISSION REQUIREMENTS – Not Used

TTR 809.320.05   MATERIALS – Not Used

TTR 809.320.06   EQUIPMENT

Equipment required include terminal socket wrench (3/8" and 7/16" narrow wall sockets) assorted screwdrivers and pliers.

TTR 809.320.07   CONSTRUCTION

TTR 809.320.07.01   Pre Pick-up Preparation

The Traffic System Pick-up Checklists in Appendix A shall be completed for the relevant type of Traffic System. Check boxes on each checklist shall be entered as tasks are completed.

TTR 809.320.07.02   Pick-up

Pick-ups shall follow the following procedures:

- Install Bell plug in lower cabinet.
- As per the checklists in Appendix A for the type of Traffic System.
- Check boxes on checklist as tasks are completed.

TTR 809.320.08   QUALITY ASSURANCE – Not Used

TTR 809.320.09   MEASUREMENT FOR PAYMENT – Not Used

TTR 809.320.10   BASIS OF PAYMENT – Not Used

Appendix 809.320-A, September 2023

TransSuite Checklist for New Pickup /Signal Mod

TransSuite CHECKLIST FOR NEW PICKUP/SIGNAL MOD

TCS: _____   **CSO:** _____

Location: _____   **Contractor:** _____

Date: _____   **TSO:** _____

Channel/Drop: _____ **Controller Type:** _____

UCM Database: _____ **Cabinet Type:** _____

PRE-PICKUP

STEP	ACTION BY	✓	ACTION ITEM	INTERFACE	COMMAND(S)
1	TSO	☐	Add channel if it does not already exist	TransSuite TCS Mgmt UI	File > Add New > Channel (enter channel, position, CCS and protocol)
2		☐	Configure new channel created		Chn Commands > Configure
3		☐	Add intersection if it does not already exist		File > Add New > Intersection (enter TCS # and Jurisdiction)
4		☐	Configure new intersection created		"Int Commands > Configure Fill in info on Config tab and click Apply Identify main phases on Miscellaneous tab and click Apply Check groups 1 and 2 in Actuation Detectors tab"
5		☐	Send config file to CCS (check with other staff before issuing command)		CCS Commands > Send Config File
6		☐	Update Channel/Drop on timing card	Microsoft Excel	Update timing card and highlight new Channel/Drop
7		☐	Create a copy of the latest UCM version and rename or change version name of "Default version" if for a new signal	TransSuite UCM	Device List > Open TCS # that was created > Select default version > Create a new copy of this version (enter 'System Pickup' for New Name and current date for New Description)
8		☐	Update Mod Database	Microsoft Access	L:\TSOG\Signal Modifications\Signal Mods Access Database\Mod Database.accdb
9		☐	Provide copy of checklist showing the updated channel/drop info, timing card and system loop drawing to CSO		Send email to csodesk@toronto.ca

PICKUP

STEP	ACTION BY	✓	ACTION ITEM	INTERFACE	COMMAND(S)
10	CSO	☐	Bring signal on Standby	TransSuite TCS Mgmt UI	Int Commands > Put Standby
11		☐	Pickup signal		Int Commands > Put Online
12		☐	Check comm status		Channel Report > Drop Info (valid % should be above 90%)
13		☐	Check online status		Intersection Reports (Comm Mode and Comm Status should show Online. If signal does not pickup and needs to be sent to Bell, take signal offline - Int Commands > Put Offline.)
14		☐	Confirm detector monitoring with contractor for each local detector programmed (also obtain information from contractor on what lane the detector is serving)		Intersection Reports > Dets (vehicle detectors to test can be found from the uploaded data on the Ctrlr DB Mgr; NS pushbutton calls should be reported on position 2 and EW on 6)

Local Detectors – Intrusive

Position:	1	2	3	4	5	6	7	8
Monitor:	☐	☐	☐	☐	☐	☐	☐	☐
Type (veh/ped)								
Lane Direction								
Position:	9	10	11	12	13	14	15	16
Monitor:	☐	☐	☐	☐	☐	☐	☐	☐
Type (veh/ped)								
Lane Direction								

Local Detectors – Non-Intrusive

Position:	17	18	19	20	21	22	23	24
Monitor:	☐	☐	☐	☐	☐	☐	☐	☐
Type (veh/ped)								
Lane Direction								
Position:	25	26	27	28	29	30	31	32
Monitor:	☐	☐	☐	☐	☐	☐	☐	☐
Type (veh/ped)								
Lane Direction								

STEP	ACTION BY	✓	ACTION ITEM	INTERFACE	COMMAND(S)
15	CSO	☐	Verify actuation and system detectors. Make necessary changes to detector coding as required	TransSuite TCS Mgmt UI	Intersection Reports > Dets (check actuations and that volume, occupancy and speed data is reported)
16	Contractor	☐	Create Pre-emption Call		
17	CSO	☐	Confirm Pre-emption status		Intersection Reports > Actual State should show Preempt
18	Contractor	☐	Set time in controller with system time		
19	CSO	☐	Check Time consistency		Intersection Reports > Time Consistency > Request Report (Time Difference should be less than 3 secs, if not, go to related channel, right click channel number, then click Time Broadcast)
20	Contractor	☐	Update cabinet paperwork with channel/drop info		
21	CSO	☐	Activate split logger		Int Commands > Manage STL > Start STL > enter 2999 for year
22	Contractor	☐	Upload and save controller database to UCM version indicated above and set version as default		on ASC/3, ATC-1000 & Sepac controllers
23	Contractor	☐	Ensure correct settings for local time differential		

POST-PICKUP					
STEP	ACTION BY	✓	ACTION ITEM	INTERFACE	COMMAND(S)
24	TSO	☐	Confirm the controller database was uploaded and saved in UCM and set as default	TransSuite UCM	Upload All From Controller (check all boxes), Set this version to default
25		☐	Review uploaded data with info on timing card		
26		☐	Ensure DST Setting is disabled		"Econolite: Time Base > Clock Calendar Peek: NEMA Data > Coordination Parameters > Coord Variables"
27		☐	Update timing card in cabinet with system pickup date	On-Site	
28		☐	Check controller timings and operation in the field		
29		☐	Verify local time differential		
30		☐	Update local & system detectors including detector labels	TransSuite TCS Mgmt UI	Int Commands > Configure > Act Det > Verify "Det Enb" column and fill out "Label" column
31		☐	Generate and Review Split Logger report		Intersection Report > Split Logger > Phase Times > Enter Start and End Dates and Times > Generate Report
32		☐	Check controller log for any critical failures over 24 hour period and adjust intersection filters as required		Int Commands > Show Controller Log
33		☐	Create ATMS drawing file if for new signal or new/removed phases	ATMS Explorer	
34		☐	Update Cartegraph		Enter date of pickup completed shown below

RESULTS					
Completed:		☐ Yes ☐ No	Date Checked:		
			Time Checked:		
Comments:					
Staff Name:			Signature:		Date:
Supervisor Name:			Signature:		Date: