State Safety Oversight Reporting (SSOR)

January 13, 2022

SSOR Refresher Training
Transit Safety and Oversight
Federal Transit Administration
Speaker Introductions

Myesha Stephney
Program Analyst
Office of Safety Review

Cyrell McLemore
Regional Safety Officer
Office of Safety Review
Agenda

• Overview and Primary Functions
• Benefits of SSOR
• Enhancements and New Features
• SSOR Modules and Features
• Modules and Known Challenges
• National Transit Database Integration and Access
• Modes in Engineering
• Q & A
SSOR Overview and Primary Functions

https://faces.fta.dot.gov/suite/

- SSOR satisfies requirement for annual State Safety Oversight Agency (SSOA) reporting.
  - *Per CFR 674.39, must submit an Annual Report by March 15th annually to FTA.*
  - *The regulation also states that safety data "must be submitted electronically through a reporting system specified by FTA."*
- Serves as FTA’s source of contact information for SSOA personnel and rail transit agency safety staff
- Allows for SSOAs to document SSO Program activity throughout the year
- Provides SSOAs with access to current and historical SSO Program data for their agency
Benefits of SSOR

- Improved data management
- Year-round access to data and export functionality
- Reduced reporting burden on the States
- States no longer report events to FTA
- States can see event data reported by their rail transit agencies
- Data validation is streamlined – FTA and SSOAs can now coordinate within SSOR
Enhancements and New Features

- Ability to bulk import new CAPs
- Add users and create accounts for SSOA users – increase collaboration
- Users can delete information entered in error
- In-system validation added based on information required by FTA
SSOR Homepage

- Easy navigation to data
- Pending items for user review
  - Annual Report
  - Unresolved Events
  - Pending Requests
  - Open Issues
  - Open Discrepancies
- Quick Links and FTA Contacts for Assistance
SSOR Modules

Reporting Modules

- Profile
- Contacts
- Corrective Action Plans
- Hazards*
- SSO Triennial Audit of the RTA
- Internal Audits
- Events

* Reporting currently disabled

Validation Modules

- Issues
- Discrepancies
<table>
<thead>
<tr>
<th>Module Features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Year</strong></td>
</tr>
<tr>
<td><strong>Currently Viewing</strong></td>
</tr>
</tbody>
</table>
| **Comments** | • You can make comments directly from SSOR forms  
• You can tag individuals to coordinate with FTA staff and other SSOA users |
| **Filters** | • You can narrow down Module data by specific data points within each module |
Module Features: Report Year and Currently Viewing

Report Year: 2021

Currently Viewing: Pennsylvania Department of Transportation
Module Feature: Comments
Module Feature: Filters
## Module Feature: Filters

The screenshot shows a module titled "Massachusetts Department of Public Utilities > Corrective Action Plans" with a focus on the filters feature. The filters can be applied by selecting values from dropdown menus for different criteria such as Agency, Source Type, Approved?, and Status. The table below lists some of the corrective action plans using these filters:

<table>
<thead>
<tr>
<th>CAP ID</th>
<th>Agency</th>
<th>Source</th>
<th>Source Type</th>
<th>Effective Year</th>
<th>Departments</th>
<th>Plan</th>
<th>Approved?</th>
<th>Proposed Implementation Date</th>
<th>Actual Implementation Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>153277</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>E&amp;M, DOW</td>
<td>x</td>
<td>x</td>
<td>5/22/2017</td>
<td>5/9/2017</td>
<td>x</td>
</tr>
<tr>
<td>153371</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>E&amp;M, DOW</td>
<td>x</td>
<td>x</td>
<td>5/9/2017</td>
<td>5/9/2017</td>
<td>x</td>
</tr>
<tr>
<td>153390</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2014</td>
<td>DOW</td>
<td>x</td>
<td>x</td>
<td>5/9/2017</td>
<td>5/9/2017</td>
<td>x</td>
</tr>
</tbody>
</table>

**Filters**

- **Agency**
- **Source Type**
- **Approved?**
- **Status**

**Clear All Filters**

---

**FEDERAL TRANSIT ADMINISTRATION**

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Module Feature: Filters

Pennsylvania Department of Transportation > Events

Filters
- Agency
- Date From
- Date To
- Mode
- Reporter Mode Id
- Event Type
- Injury Threshold
- Fatality Threshold
- Investigation Report Issued?
- Report Completed?
Profile - SSOAs

- Agency contact information
- Coordination Data
- SSOA Authority
- Documents

### Illinois Department of Transportation / Regional Transportation Authority > Profile

#### Report Submission Information
- **Status**: New
- **Basic Information**
  - **Agency Name**: Illinois Department of Transportation / Regional Transportation Authority
  - **Agency Code**: 0077
- **Agent Contact Information**
  - **SSOA Program Manager**: [Name]  
- **Coordination Data**
  - **SSOA Program Manager**: [Name]
- **SSOA Authority**
  - **Can Conduct Unannounced Inspections?**: Yes
  - **Can Establish Higher Standards Than 60%**: Yes
  - **Can Conduct Inspections?**: Yes
  - **Can Issue Emergency Orders?**: Yes
  - **Can File BIDS?**: Yes
  - **Can Shut Down Service?**: Yes

#### Documents

<table>
<thead>
<tr>
<th>Agency Document</th>
<th>File</th>
<th>Document Type</th>
<th>Effective Date</th>
<th>Version</th>
<th>Last Modified</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>305412</td>
<td></td>
<td>Annual Safety Status to Governor</td>
<td>1/1/2022</td>
<td>1</td>
<td>12/31/2021</td>
<td>[Deployment]</td>
</tr>
</tbody>
</table>
Profile - SSOAs

**Challenge:** Some SSOAs have not checked the box indicating that they have transmitted an Annual Safety Status Report to the Governor’s Office, the Board of Directors and FTA.

**Challenge:** Some SSOAs did not upload sufficient documentation of Annual Safety Status Reports transmittal to the Governor’s Office and the Board of Directors.
**Challenge:** Some SSOAs have not checked the box indicating that they have transmitted an Annual Safety Status Report to the Governor’s Office, the Board of Directors and FTA.

**Challenge:** Some SSOAs did not upload sufficient documentation of Annual Safety Status Reports transmittal to the Governor’s Office and the Board of Directors.

**REQUIRED SSOA ANNUAL REPORT DOCUMENTS:**
- Annual Safety Status Report to the Board of Directors
- Annual Safety Status Report to FTA
- Annual Safety Status to Governor
- Annual Spend Plan for the Reporting Year
- Certificate of Compliance
- Organizational Chart
- Program Standard
- Technical Training Plan
Profile - RTAs

- Basic Information
- Agency Contact Information
- Agency Address
- Modes
  - Modes In Engineering
- Coordination Data
- Documents
- Waivers
**Challenge**: Some SSOAs have had questions about what constitutes a “mode in engineering” in SSOR.
Contacts

- Agency
- Name
- Title
- Phone
- Email

- Hours Worked, Previous Hours Worked, Difference in Hours
- Date Range
- Type
- User

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
<th>Title</th>
<th>Primary Phone</th>
<th>Email</th>
<th>Hours Worked</th>
<th>Previous Year Hours Worked</th>
<th>Difference in Hours</th>
<th>Date Range</th>
<th>Type</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Brett PA Primary Roles</td>
<td>PA Primary</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2021 - Present</td>
<td>Lead PM</td>
<td>[x]</td>
</tr>
<tr>
<td>Massachusetts Bay Transportation Authority (The T)</td>
<td>Brett Demo</td>
<td></td>
<td></td>
<td>×</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2021 - Present</td>
<td>CEO</td>
<td>[x]</td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Scott Andrews</td>
<td>Assistant Director</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2015 - Present</td>
<td>SSDA Primary</td>
<td>[x]</td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Ricky Cobbins</td>
<td>Rail Transit Engineer</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2016 - Present</td>
<td>SSDA Alternate</td>
<td>[x]</td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Paul Roman</td>
<td>Safety Auditor</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2014 - Present</td>
<td>SSDA Alternate</td>
<td>[x]</td>
</tr>
</tbody>
</table>
**Challenge**: Some SSOAs have noted duplicate contacts in this module.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
<th>Title</th>
<th>Primary Phone</th>
<th>Email</th>
<th>Hours Worked</th>
<th>Previous Year Hours Worked</th>
<th>Difference in Hours</th>
<th>Date Range</th>
<th>Type</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Brent PA Primary</td>
<td>PA Primary</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2021 - Present</td>
<td>Lead PM</td>
<td></td>
</tr>
<tr>
<td>Massachusetts Bay Transportation Authority (The T)</td>
<td>Brett Demo</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2021 - Present</td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Scott Andrews</td>
<td>Assistant Director</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2015 - Present</td>
<td>SSOA Primary</td>
<td></td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Robby Dobkins</td>
<td>Rail Transit Engineer</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2014 - Present</td>
<td>SSOA Alternate</td>
<td></td>
</tr>
<tr>
<td>Massachusetts Department of Public Utilities</td>
<td>Paul Roman</td>
<td>Safety Auditor</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Corrective Action Plans (CAPs)

- CAP ID
- Agency
- Source
- Source Type
- Effective Year
- Departments

- Plan
- Approved
- Proposed Implementation Date
- Actual Implementation Date
- Status
- Issues Preventing Resolution

<table>
<thead>
<tr>
<th>CAP ID</th>
<th>Agency</th>
<th>Source</th>
<th>Source Type</th>
<th>Effective Year</th>
<th>Departments</th>
<th>Plan</th>
<th>Approved?</th>
<th>Proposed Implementation Date</th>
<th>Actual Implementation Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>183397</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>ERM - MOW</td>
<td>×</td>
<td>×</td>
<td>9/30/2017</td>
<td>×</td>
<td>○</td>
</tr>
<tr>
<td>183371</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>ERM - MOW</td>
<td>×</td>
<td>×</td>
<td>9/30/2017</td>
<td>×</td>
<td>○</td>
</tr>
<tr>
<td>152608</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>MOW</td>
<td>×</td>
<td>×</td>
<td>9/30/2017</td>
<td>9/30/2017</td>
<td>×</td>
</tr>
<tr>
<td>152522</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>MOW</td>
<td>×</td>
<td>×</td>
<td>9/20/2017</td>
<td>×</td>
<td>○</td>
</tr>
<tr>
<td>152443</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>n/a</td>
<td>Event</td>
<td>2016</td>
<td>Safety</td>
<td>×</td>
<td>×</td>
<td>12/21/2022</td>
<td>×</td>
<td>○</td>
</tr>
<tr>
<td>149986</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>Hazard Management</td>
<td>Other</td>
<td>2017</td>
<td>Material</td>
<td>×</td>
<td>×</td>
<td>5/16/2021</td>
<td>×</td>
<td>○</td>
</tr>
<tr>
<td>149780</td>
<td>Massachusetts Bay Transportation Authority</td>
<td>Hazard Management</td>
<td>Other</td>
<td>2017</td>
<td>ALL</td>
<td>×</td>
<td>×</td>
<td>12/31/2022</td>
<td>×</td>
<td>○</td>
</tr>
</tbody>
</table>

7 Items
Corrective Action Plans (CAPs)

**Challenges:** SSOAs have Open-Overdue CAPs with outdated Proposed Implementation Dates

**Challenges:** SSOAs have Open-Overdue CAPs with updates needed to their “Issues Preventing Resolution” field
Hazards were not required or validated in the 2020 Annual Report. In the 2021 report, this module is grayed out and cannot be accessed.
SSO Triennial Audit of RTA (STAR)

- ID
- Agency
- Audit Type
- Date Range
- Report
- Final Report Date
- Issues?
- Findings

- Contractor Used?
Challenge: Some users did not upload the Audit Report for a STAR to the system
Internal Audits

- ID
- Agency
- Date Range
- Report
- Number of Findings
- Description
- Audited Areas
**Challenge:** Some users did not upload the Audit Report for an internal audit to the system.
Events

NTD Event Data Integration

- States no longer report events to FTA
- NTD is the system of record for all rail transit events
- States are required to investigate events that meet FTA’s definition of “accident”
- SSOR automatically identifies these events as they are reported to the NTD and displays them in the SSOR Events Module
- Upon completion of the investigation, States can add the cause to the event record in SSOR
Events

- NTD Event ID *
- NTD Event Information*
  - Description
  - Reporter Mode ID
  - Event Date/Time
  - Address
  - Event Type
  - Location
  - Mode
  - Rail Alignment
  - Was There a Tow-away?
  - Was there Significant Damage?
  - Vehicles and Persons Involved
  - Total Fatalities
  - Total Injuries
  
  * read-only (from NTD)

- SSOA ID
- Two Hour SSOA Notification
- Probable Cause
- Investigated and Reported By
- Investigation Reviewed and Adopted
- Report (upload)
## Events

<table>
<thead>
<tr>
<th>NTD Event ID</th>
<th>Reporter Mode ID</th>
<th>SSODA ID</th>
<th>Agency</th>
<th>Event Date</th>
<th>Event Type</th>
<th>Mode</th>
<th>Description</th>
<th>Total Fatalities</th>
<th>Total Injuries</th>
<th>Probable Cause</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996710</td>
<td>6478</td>
<td>test</td>
<td>SSOR Test Reporter # 1</td>
<td>9/28/2020 8:00 PM EDT</td>
<td>Other</td>
<td>Heavy Rail</td>
<td>Updating the event description to make sure this...</td>
<td>1</td>
<td>0</td>
<td>Action of Motorist</td>
<td></td>
</tr>
<tr>
<td>1996874</td>
<td>6478</td>
<td>GB-20-010</td>
<td>SSOR Test Reporter # 1</td>
<td>11/25/2020 4:00 AM EST</td>
<td>Other</td>
<td>Heavy Rail</td>
<td>see event, exact life safety, one fatality</td>
<td>1</td>
<td>0</td>
<td>Equipment Failure</td>
<td></td>
</tr>
</tbody>
</table>
### Events

- SSOAs enter investigation-related data
- If a discrepancy is noted between NTD Event Information and what was reported to the SSOA, **contact your RTA**
**Challenge:** Some users needed clarification re: 49 CFR Part 674 Reporting Thresholds

**Challenge:** SSOAs cannot provide probable cause if the final investigation report is not complete by the submission deadline
### Issues

- **ID**
- **Agency**
- **Status**
- **Page**
- **Source**
- **Data Element**
- **Related Object**
- **Description**
- **Created By**

---

**Pennsylvania Department of Transportation > Issues**

<table>
<thead>
<tr>
<th>Issues</th>
<th>ID</th>
<th>Agency</th>
<th>Status</th>
<th>Page</th>
<th>Source</th>
<th>Data Element</th>
<th>Related Object</th>
<th>Description</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1087</td>
<td>SSR TTR Reporter #1</td>
<td>Corrective Action Plans</td>
<td>1377144</td>
<td>Proposed Implementation Date</td>
<td>1</td>
<td>Not that’s wrong</td>
<td>TDD02 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1057</td>
<td>SSR TTR Reporter #1</td>
<td>Corrective Action Plans</td>
<td>1377140</td>
<td>Agency Internal CAP Identifier</td>
<td>n/a</td>
<td>Test</td>
<td>TDD02 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1056</td>
<td>Cambria County Transit Authority (Atkinson Incline Plane)</td>
<td>SSR Triennial Audit of RTA</td>
<td>215</td>
<td>Data Concluded</td>
<td>n/a</td>
<td>Test</td>
<td>Region 1 Validation Lead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1055</td>
<td>Pennsylvania Department of Transportation</td>
<td>Corrective Action Plans</td>
<td>1377140</td>
<td>Company Name</td>
<td>n/a</td>
<td>Demo</td>
<td>Region 1 Validation Lead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1054</td>
<td>SSR TTR Reporter #1</td>
<td>Corrective Action Plans</td>
<td>1377140</td>
<td>Issues Preventing Resolution</td>
<td>1</td>
<td>Provide issue</td>
<td>Region 1 Validation Lead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1053</td>
<td>Cambria County Transit Authority (Atkinson Incline Plane)</td>
<td>SSR Triennial Audit of RTA</td>
<td>2021091510</td>
<td>Data Concluded</td>
<td>n/a</td>
<td>wrong date</td>
<td>Region 1 Validation Lead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1052</td>
<td>Pennsylvania Department of Transportation</td>
<td>Contacts</td>
<td>Demo Company</td>
<td>Company Name</td>
<td>n/a</td>
<td>a test issue</td>
<td>Region 1 Validation Lead</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 items
**Challenge:** Once an issue is created by FTA in the system, users needed clarity on how to address and close these issues.
Annual Report Data Validation

- When an SSOA submits their Annual Report to FTA, the report is then reviewed and validated by FTA and its Validation Team.
- Any known issues with the Annual Report data are created in the system.
- These can be found in the Issues module of the SSOR.
- FTA will allow SSOAs the opportunity to address their known issues, and these can be discussed during routine monitoring calls.
### Discrepancies

- **ID**
- **RTA**
- **Status**
- **Source**
- **Data Element**
- **Related Object**
- **Old Value**
- **New Value**
- **Description**
- **Created By**

![Discrepancies Table]

**Pennsylvania Department of Transportation > Discrepancies**

<table>
<thead>
<tr>
<th>ID</th>
<th>RTA</th>
<th>Source</th>
<th>Data Element</th>
<th>Related Object</th>
<th>Old Value</th>
<th>New Value</th>
<th>Description</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1070</td>
<td>1998374</td>
<td>Approximate Address</td>
<td>m/a</td>
<td>123 st</td>
<td>125th</td>
<td></td>
<td>The address was incorrect. But this should stay...</td>
<td>[data]</td>
</tr>
<tr>
<td>1071</td>
<td>1998374</td>
<td>Lighting</td>
<td>m/a</td>
<td>Night</td>
<td>Night</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>1046</td>
<td>1998374</td>
<td>Weather</td>
<td>m/a</td>
<td>Rainy</td>
<td>Snow</td>
<td>should be added</td>
<td>[data]</td>
<td></td>
</tr>
<tr>
<td>1045</td>
<td>1998374</td>
<td>Approximate Address</td>
<td>m/a</td>
<td>123 st</td>
<td>124 st</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>1029</td>
<td>1998374</td>
<td>Approximate Address</td>
<td>m/a</td>
<td>123 st</td>
<td>125 1/2 Street Nolan Way</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>1026</td>
<td>1998374</td>
<td>Weather</td>
<td>m/a</td>
<td>Clear</td>
<td>Cloudy with a chance of spaghetti</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>1006</td>
<td>1998374</td>
<td>Event Date/Time</td>
<td>m/a</td>
<td>9/16/2023 2:00 AM EDT</td>
<td>9/16/2023 6:00 AM EDT</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>110</td>
<td>1998374</td>
<td>Lighting</td>
<td>m/a</td>
<td>Daylight</td>
<td>Nighttime</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>107</td>
<td>1998374</td>
<td>Event Type</td>
<td>m/a</td>
<td>Collision (non-RID)</td>
<td>Collision</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>101</td>
<td>1998374</td>
<td>Approximate Address</td>
<td>m/a</td>
<td>123 Maple St NE</td>
<td></td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>99</td>
<td>1998374</td>
<td>Description</td>
<td>m/a</td>
<td>This is the new description of the event</td>
<td>This is the new description of the event</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>90</td>
<td>1998374</td>
<td>Incident Type</td>
<td>m/a</td>
<td>Pedestrian</td>
<td>Injury</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
<tr>
<td>74</td>
<td>1998374</td>
<td>Approximate Address</td>
<td>m/a</td>
<td>Test updated</td>
<td>Test new</td>
<td></td>
<td></td>
<td>[data]</td>
</tr>
</tbody>
</table>
Discrepancies

**Challenge:** Some users were not aware of the function or requirements of using the Discrepancy module.
Analysis

• SSOR users can also use the Analysis portion of the system to filter, view and export data.
Analysis

• Users can export information in an Excel format from the system by selecting “Export” in the bottom left-hand corner of each Analysis page.
Analysis

• For CAPs and Events, users can select “Switch to Graph View” and the system will generate either a Stacked Bar Chart, Bar Chart or Line Chart of the data selected.
National Transit Database (NTD) Access

• If additional access is requested to NTD data, please contact the RTA’s NTD “User Manager”
  • Each of the RTAs in an SSOA’s jurisdiction has a user manager in NTD and they can grant the SSO program managers “safety viewer” access to their NTD reports.
  • The RTA’s Profile page in the NTD Reporting System displays all users and user roles.
  • If you do not know who your User Manager is, please contact your assigned NTD Validation Analyst.

• If you have any further questions, please reach out to your designated FTA SSO Program Manager
Modes in Engineering

Why does FTA collect this information?

• Allows FTA to establish a complete record of modal systems under Part 674
• Supports apportionment calculation (5329)

Please see the NTD Policy Manual for Mode definitions
What is a Mode in Engineering?

1. A new modal system in “Engineering or Construction” phase:
   • “Completing significant design work, refining project scope and cost estimates, preparing construction documents, and securing local funding commitments.”
   • If Federally-funded, upon NEPA approval

2. Will be reported as a separate modal record in NTD when operational
   • NTD modal records distinguish between:
     – Directly Operated (DO) service and
     – Purchased Transportation (PT) service (service provided by a contractor)
Modes in Engineering - Example 1

- An RTA operates Light Rail (LR) service
- They begin construction of a new Streetcar system
- Once operational*, this new service will be reported to the NTD as a new mode: Streetcar (SR)

**SSOR**

*Under Modes in Engineering, Report this as Streetcar*
• An RTA operates Heavy Rail (HR) and Light Rail (LR) service
• They begin construction of a new light rail system
• Once operational, this LR service will be operated by a contractor and reported to the NTD as Purchased Transportation (PT)*

**SSOR**

*Under Modes in Engineering, Report this as Light Rail*
What is Not a Mode in Engineering?

*If it will not result in a new NTD modal record, it is not a Mode in Engineering*

- Do not report:
  - Extensions to existing modal systems
  - Other capital projects which will not result in a new mode
An RTA operates Light Rail (LR) service
They begin construction of an extension to the existing light rail system
Once the extension is operational, the associated service will be reported to the NTD under the existing light rail mode

**SSOR:**

Under Modes in Engineering,
*Do not report this project*
Modes in Engineering

- On the RTA Profile page, select “Edit” on the top right-hand side of the screen:
Modes in Engineering

- Select “Add Provisional Mode in Engineering”: 

<table>
<thead>
<tr>
<th>Modes In Engineering</th>
<th>Project Name</th>
<th>Planned Revenue Service Date</th>
<th>NEPA Approved?</th>
<th>NEPA Decision Date</th>
<th>Criteria for Determination</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are currently no modes in engineering for this agency.

Add Provisional Mode In Engineering

<table>
<thead>
<tr>
<th>Modes In Service</th>
<th>NTD Reporter Mode Id</th>
<th>Type of Service</th>
<th>Revenue Service Date</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG - Automated Guideway</td>
<td>-</td>
<td>-</td>
<td>6/22/2021 - Present</td>
<td>6/22/2021 12:00 AM EDT - Brett PA Primary Rojas</td>
</tr>
</tbody>
</table>
Modes in Engineering

- Fill out the required data fields
  - To add another mode in engineering, select “Add Provisional Mode in Engineering”
  - Complete the form by selecting “Submit” at the top right hand of the screen
• Users can also access their Modes in Engineering by selecting “Request Management” from their My Safety Home Page.
# SSOR Assistance

<table>
<thead>
<tr>
<th>SSOR Assistance Required:</th>
<th>Please Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about the SSO Program</td>
<td>FTA SSO Program Manager</td>
</tr>
<tr>
<td>Annual Reporting Requirements</td>
<td>FTA SSO Program Manager</td>
</tr>
<tr>
<td>Events Missing or Incorrect in SSOR</td>
<td>RTA/NTD Reporter</td>
</tr>
<tr>
<td>Issues Created in SSOR</td>
<td>FTA SSO Program Manager</td>
</tr>
<tr>
<td>Technical/IT Issues</td>
<td>SSOR HelpDesk [<a href="mailto:FTAITHelpDesk@dot.gov">FTAITHelpDesk@dot.gov</a>]</td>
</tr>
<tr>
<td>General SSOR System</td>
<td>Myesha Stephney [<a href="mailto:Myesha.stephney@dot.gov">Myesha.stephney@dot.gov</a>]</td>
</tr>
</tbody>
</table>
Questions?