

# State Safety Oversight Reporting (SSOR)

January 13, 2022

#### **SSOR Refresher Training**

Transit Safety and Oversight Federal Transit Administration



U.S. Department of Transportation
Federal Transit Administration

# **Speaker Introductions**



Myesha Stephney
Program Analyst
Office of Safety Review



**Cyrell McLemore**Regional Safety Officer
Office of Safety Review

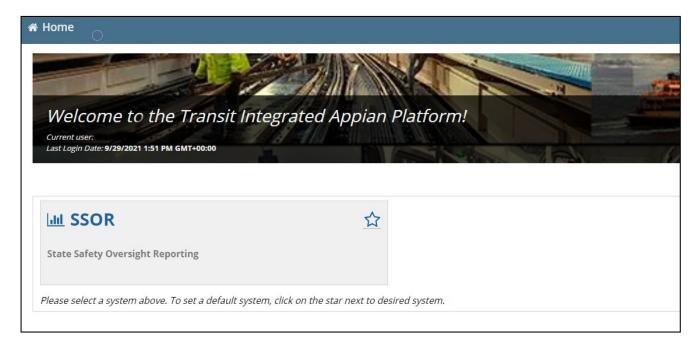
# **Agenda**

- 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**

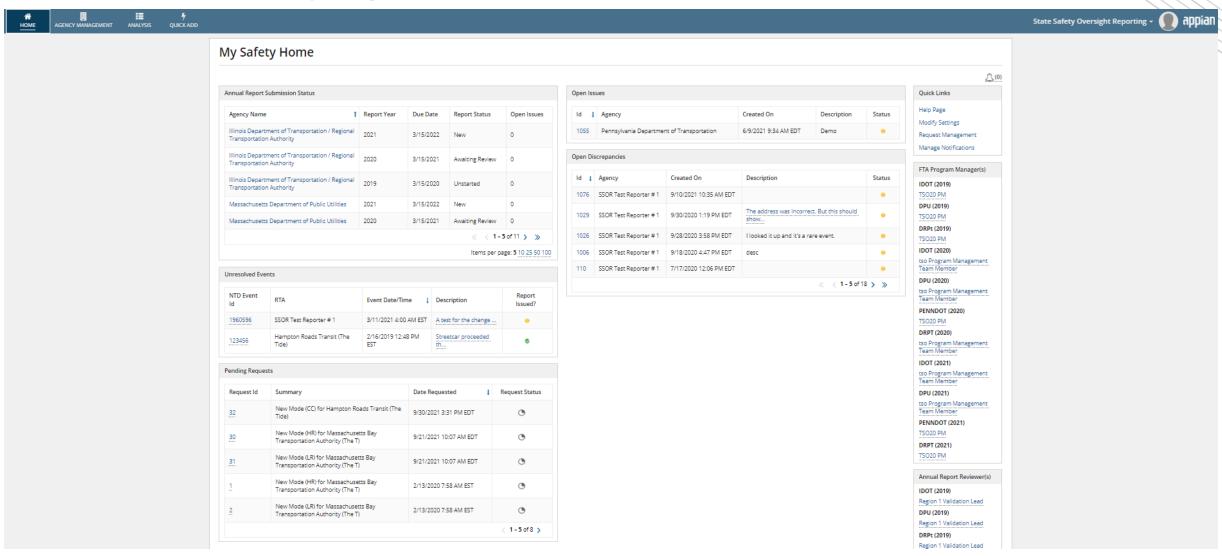
Ability to bulk import new CAPs

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

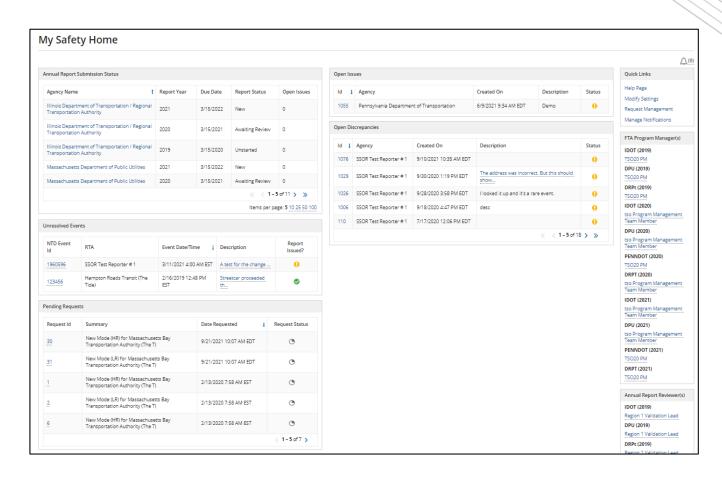
# **SSOR Homepage**





## **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

#### **Validation Modules**

- Issues
- Discrepancies

<sup>\*</sup> Reporting currently disabled



## **Module Features**

#### Report Year

 You can use a dropdown to select what year you want to view

#### **Currently Viewing**

 You can switch between viewing SSOA data or RTA-specific data

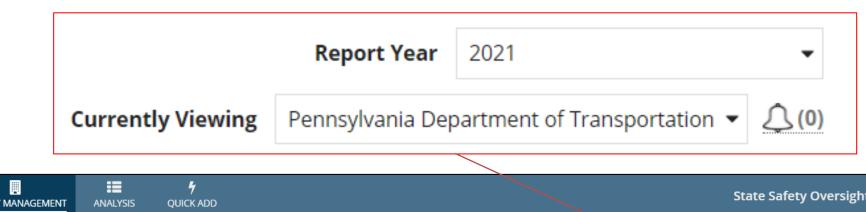
#### Comments

- 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

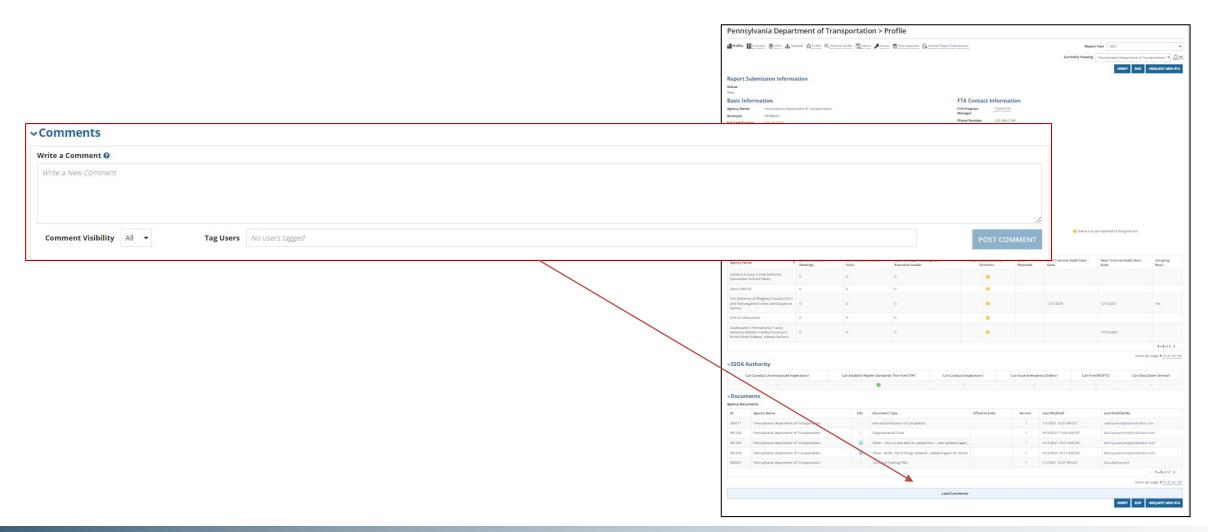
# Module Features: Report Year and Currently Viewing



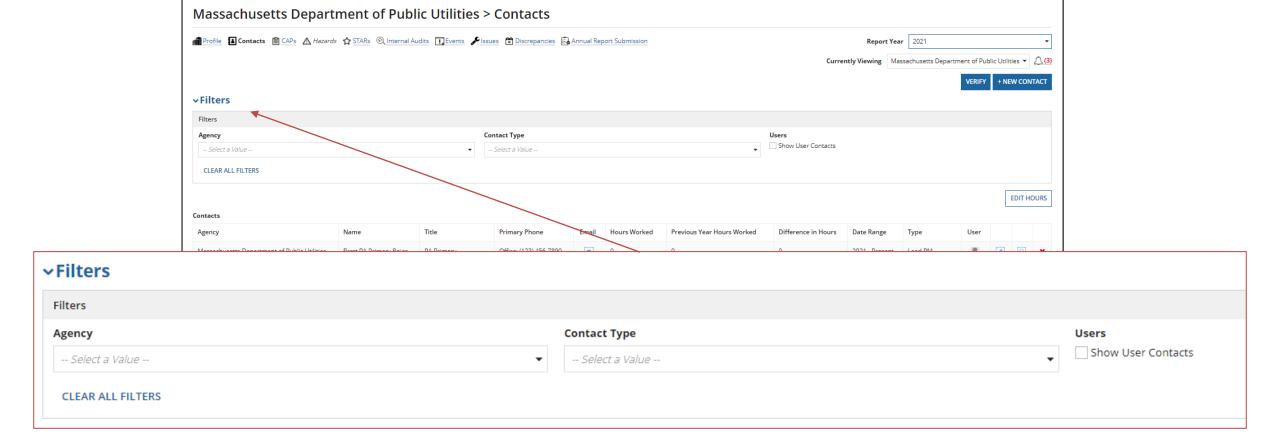




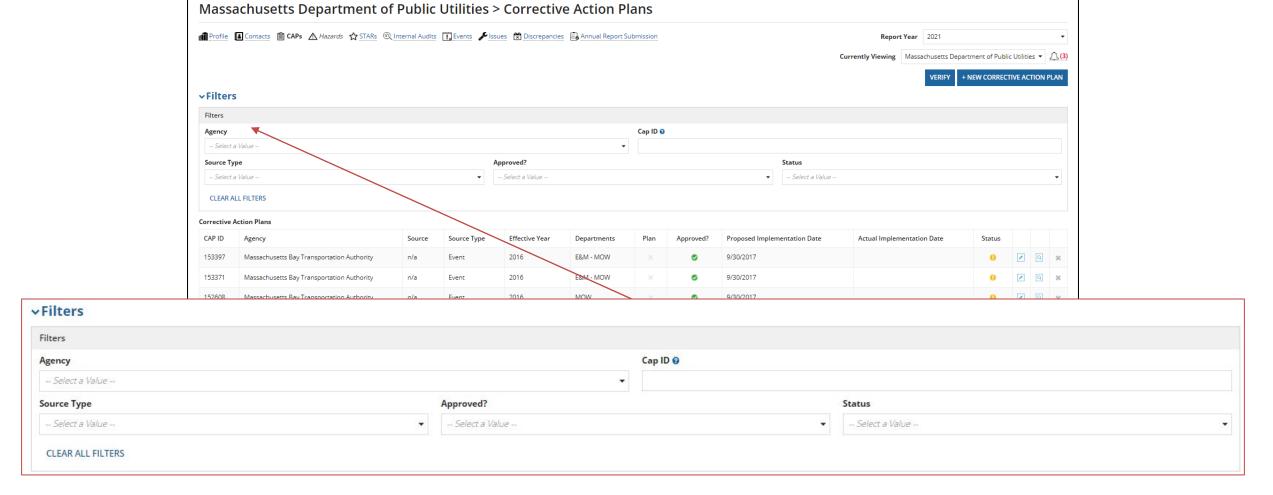
## **Module Feature: Comments**



## **Module Feature: Filters**

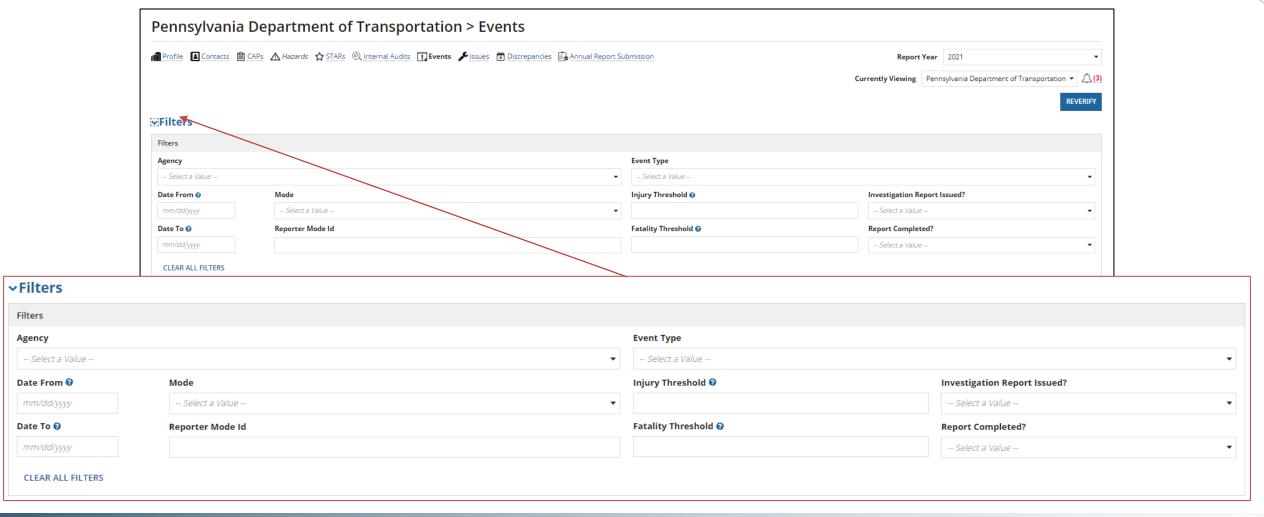


## **Module Feature: Filters**





## **Module Feature: Filters**

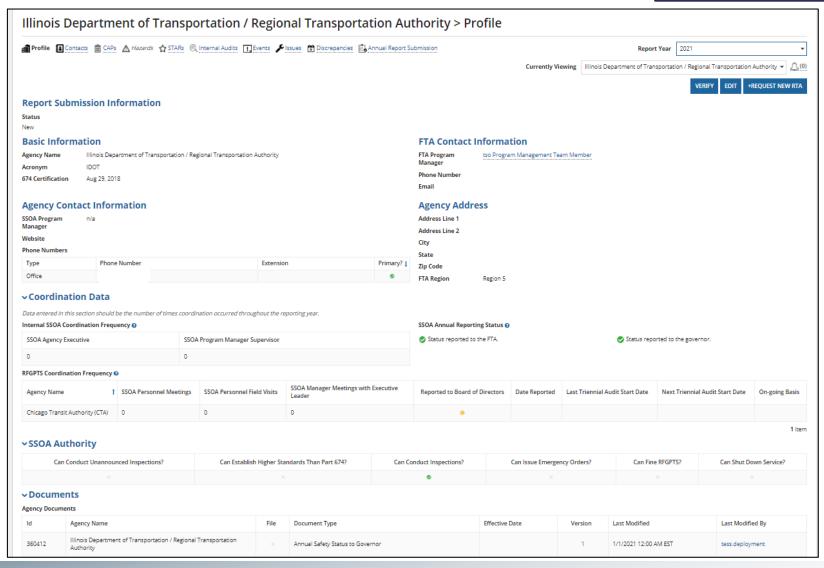




## **Profile - SSOAs**



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



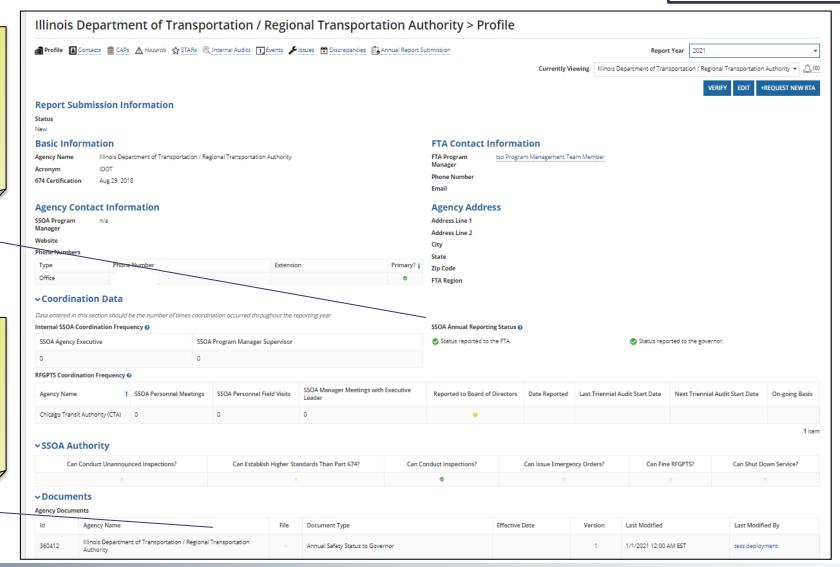


## **Profile - SSOAs**



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



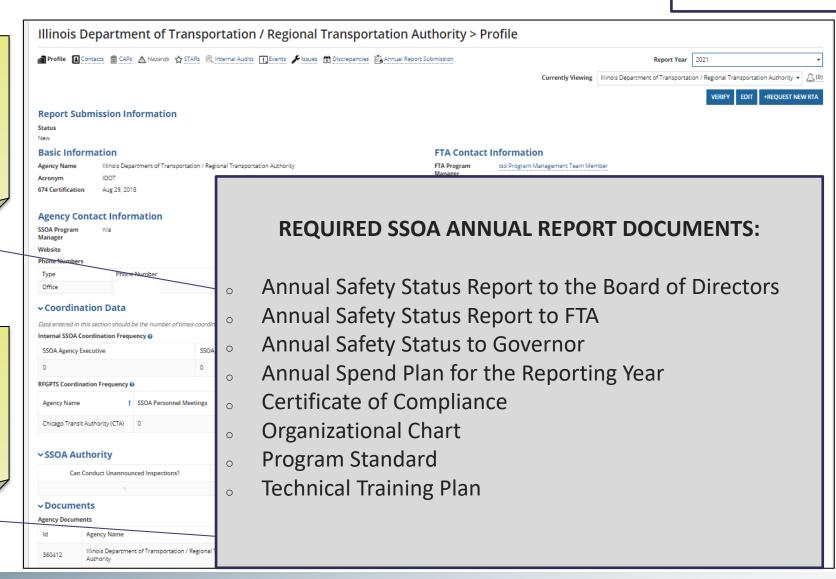


#### **Profile - SSOAs**



**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

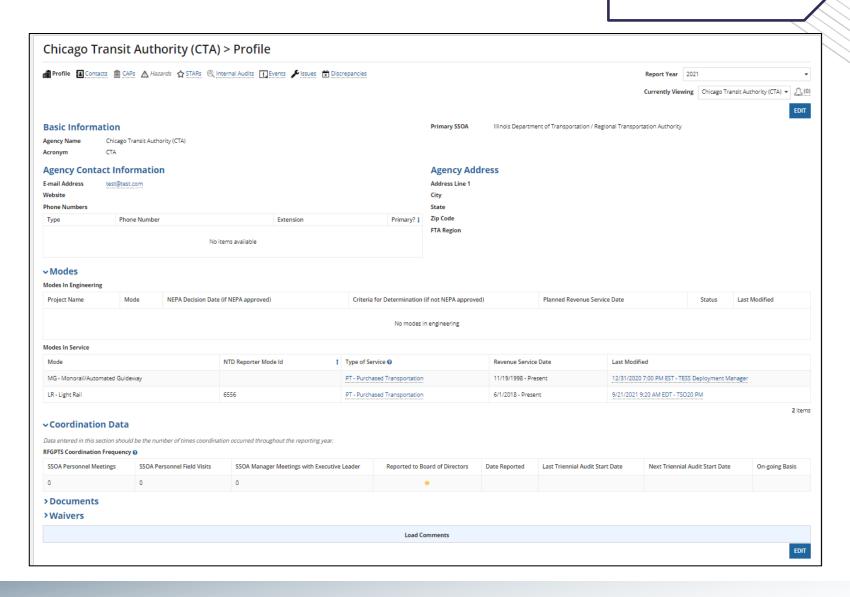
**Challenge**: Some SSOAs did not upload sufficient documentation of Annual Safety Status Reports transmittal to the Governor's Office and the Board of Directors



## **Profile - RTAs**



- Basic Information
- Agency Contact
   Information
- Agency Address
- Modes
  - Modes In Engineering
- Coordination Data
- Documents
- Waivers

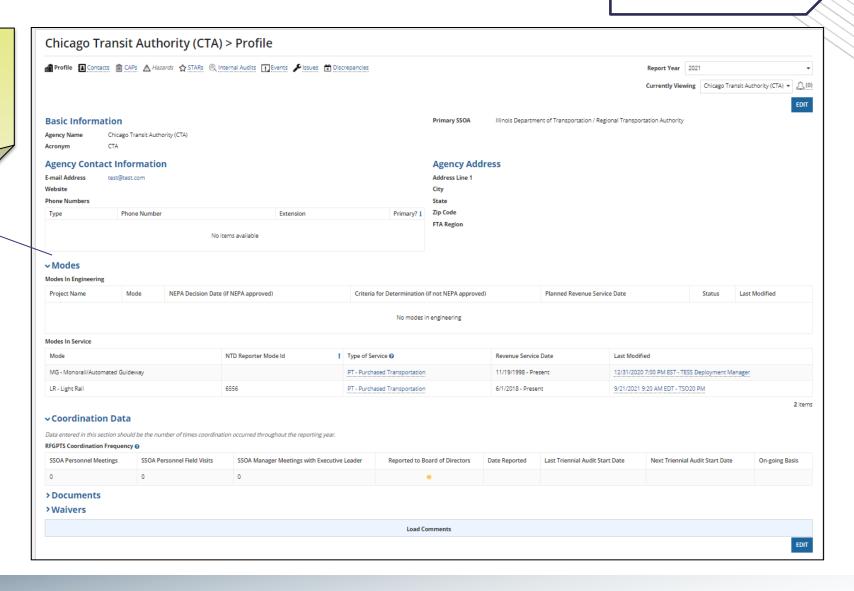




## **Profile - RTAs**



**Challenge**: Some SSOAs have had questions about what constitutes a "mode in engineering" in SSOR

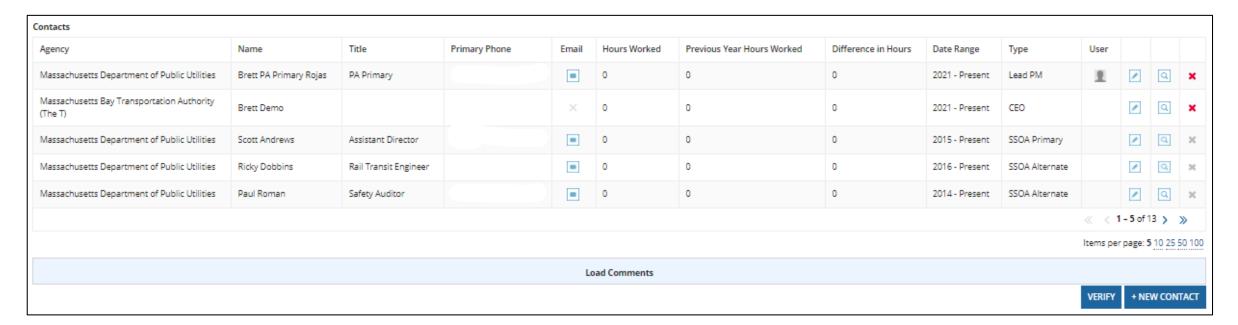


#### **Contacts**



- Agency
- Name
- Title
- Phone
- Email

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



## **Contacts**



**Challenge**: Some SSOAs have noted duplicate contacts in this module

Contacts		$\prime$											
Agency	Name	Title	Primary Phone	Email	Hours Worked	Previous Year Hours Worked	Difference in Hours	Date Range	Туре	User			
Massachusetts Department of Public Utilities	Brett PA Primary Rojas	PA Primary		•	0	0	0	2021 - Present	Lead PM	2	/	Q	×
Massachusetts Bay Transportation Authority (The T)	Brett Demo			×	0	0	0	2021 - Present	CEO		/	Q	×
Massachusetts Department of Public Utilities	Scott Andrews	Assistant Director		=	0	0	0	2015 - Present	SSOA Primary		/	Q	ж
Massachusetts Department of Public Utilities	Ricky Dobbins	Rail Transit Engineer		=	0	0	0	2016 - Present	SSOA Alternate		1	Q	ж
Massachusetts Department of Public Utilities	Paul Roman	Safety Auditor			0	0	0	2014 - Present	SSOA Alternate		/	Q	ж
« < 1-5 of 13 > »													

Items per page: 5 10 25 50 100

**Load Comments** 

VERIFY + NEW CONTACT



## **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

Corrective A	Action Plans												
CAP ID	Agency	Source	Source Type	Effective Year	Departments	Plan	Approved?	Proposed Implementation Date	Actual Implementation Date	Status			
153397	Massachusetts Bay Transportation Authority	n/a	Event	2016	E&M - MOW		•	9/30/2017		0	×	4	×
153371	Massachusetts Bay Transportation Authority	n/a	Event	2016	E&M - MOW	×	•	9/30/2017		•	×		ж
152608	Massachusetts Bay Transportation Authority	n/a	Event	2016	MOW		•	9/30/2017		0	ř	0	ж
152533	Massachusetts Bay Transportation Authority	n/a	Event	2016	MOW	×	۰	9/30/2017		•	ř		ж
152435	Massachusetts Bay Transportation Authority	n/a	Event	2016	Safety		۰	12/31/2022		9	ø	<u>a</u>	ж
149966	Massachusetts Bay Transportation Authority	Hazard Management	Other	2017	Materials	×	×	5/16/2021		0	r		ж
149790	Massachusetts Bay Transportation Authority	Hazard Management	Other	2017	ALL			12/31/2022		9	ø	0	ж
												7 ite	me

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ERIFY + NEW CORRECTIVE ACTION PLAN

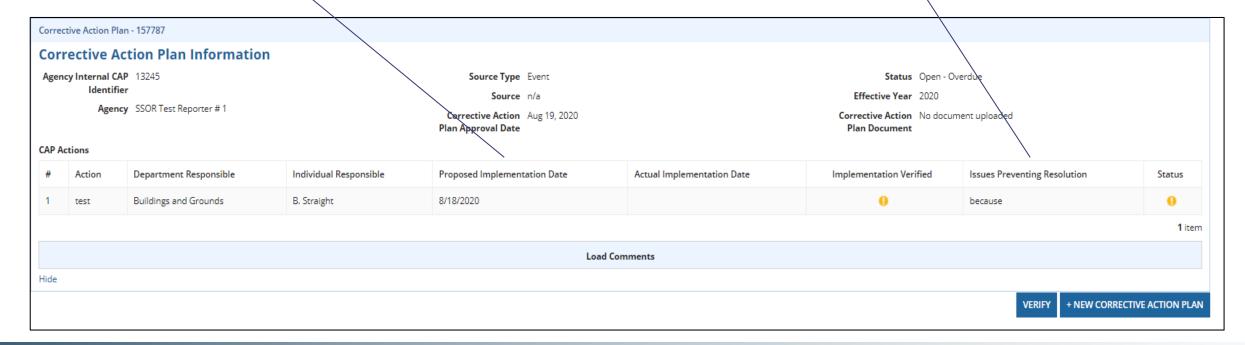


# **Corrective Action Plans (CAPs)**



**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

- Hazard ID
- Agency
- Description
- Identification Method
- Date Identified
- Effective Year
- Plan
- Proposed Implementation Date
- Actual Implementation Date
- Status

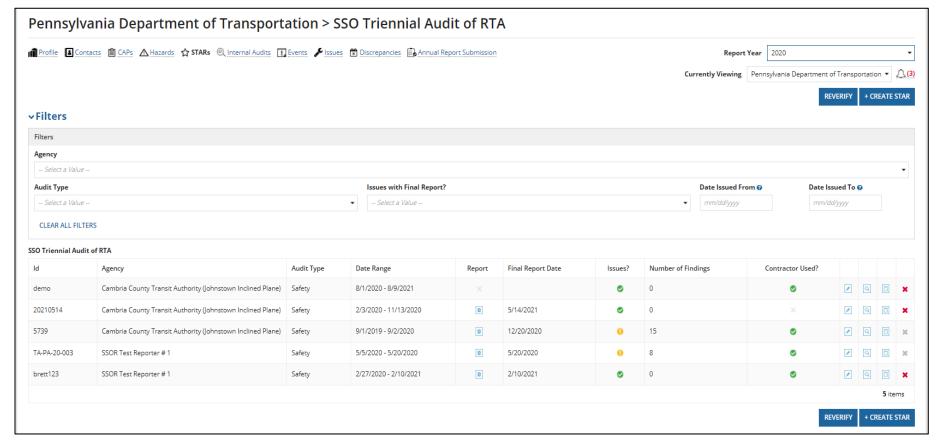
Hazards were not required or validated in the 2020 Annual Report. In the 2021 report, this module is grayed out and cannot be accessed.

# SSO Triennial Audit of RTA (STAR)

☆ STARs

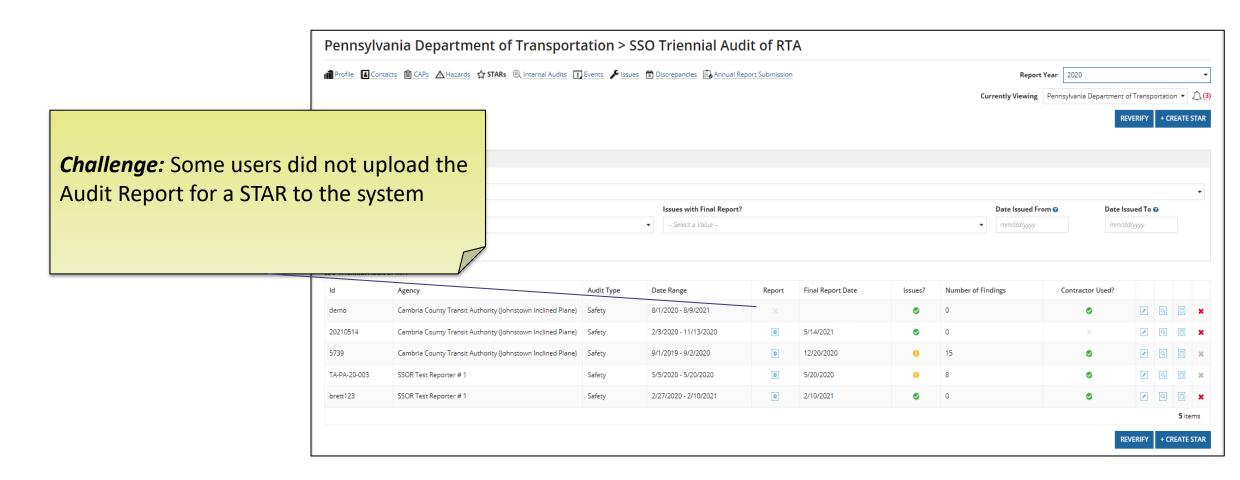
- ID
- Agency
- Audit Type
- Date Range
- Report
- Final Report Date
- Issues?
- Findings

Contractor Used?



# SSO Triennial Audit of RTA (STAR)

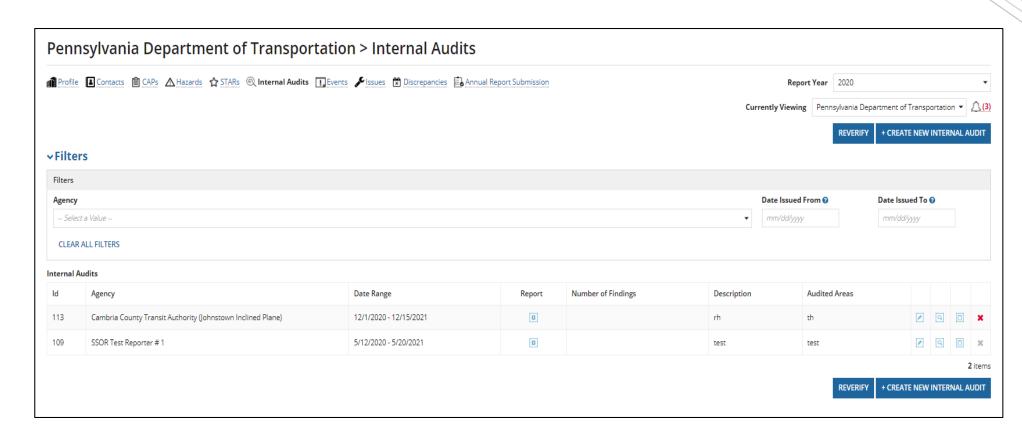




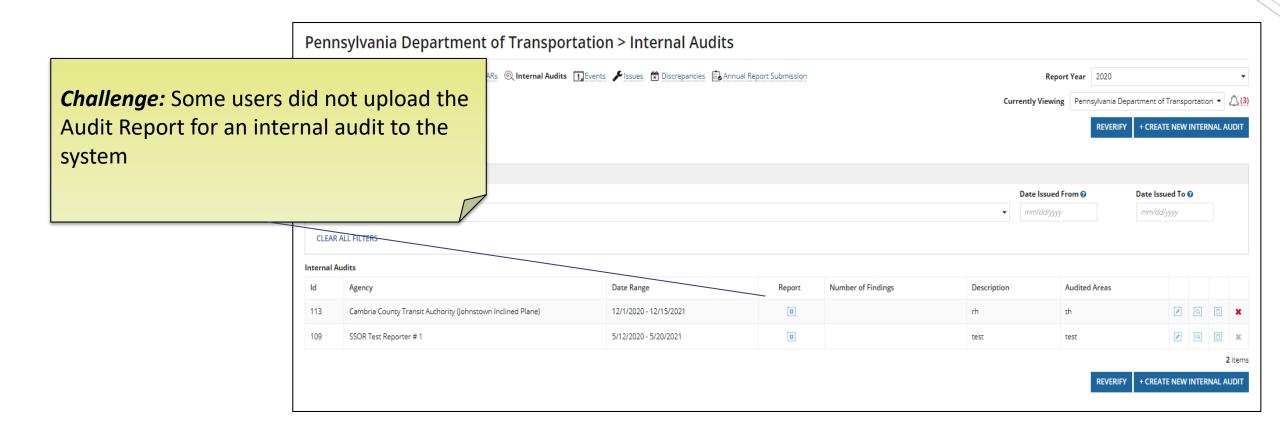
#### **Internal Audits**

(a) Internal Audits

- ID
- Agency
- Date Range
- Report
- Number of Findings
- Description
- Audited Areas



#### **Internal Audits**





#### **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**

## NTD Reporter: RTA

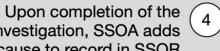
- RTA submits an event report to NTD (within 30 days)
- If the system determines a Part 674 threshold has been met, the record is immediately pulled into **SSOR**

#### SSOR

Reporter: SSOA

SSOA views the event record in SSOR

Upon completion of the investigation, SSOA adds cause to record in SSOR





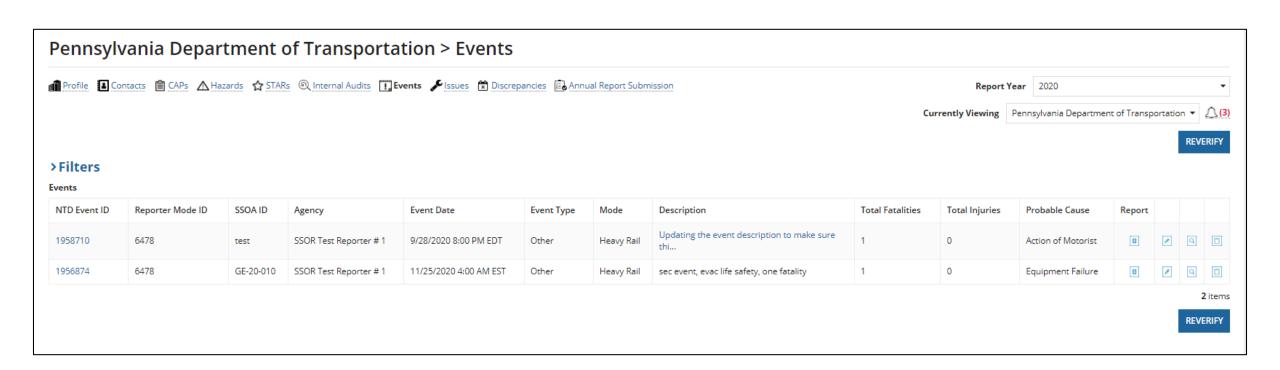
- NTD Event ID \*
- NTD Event Information\*
  - Description
  - Reporter Mode ID
  - Event Date/Time
  - Address
  - Event Type
  - Location
  - Mode
  - Rail Alignment
  - Was There a Tow-away?
  - Was there Significant Damage?
  - Vehicles and Persons Involved
  - Total Fatalities
  - Total Injuries

\* read-only (from NTD)

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

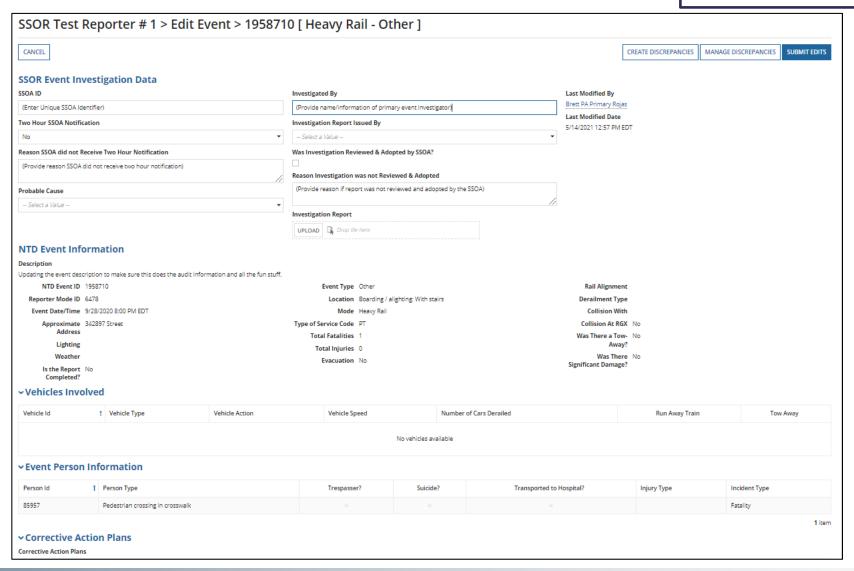








- SSOAs enter investigation-related data
- If a discrepancy is noted between NTD Event Information and what was reported to the SSOA, contact your RTA

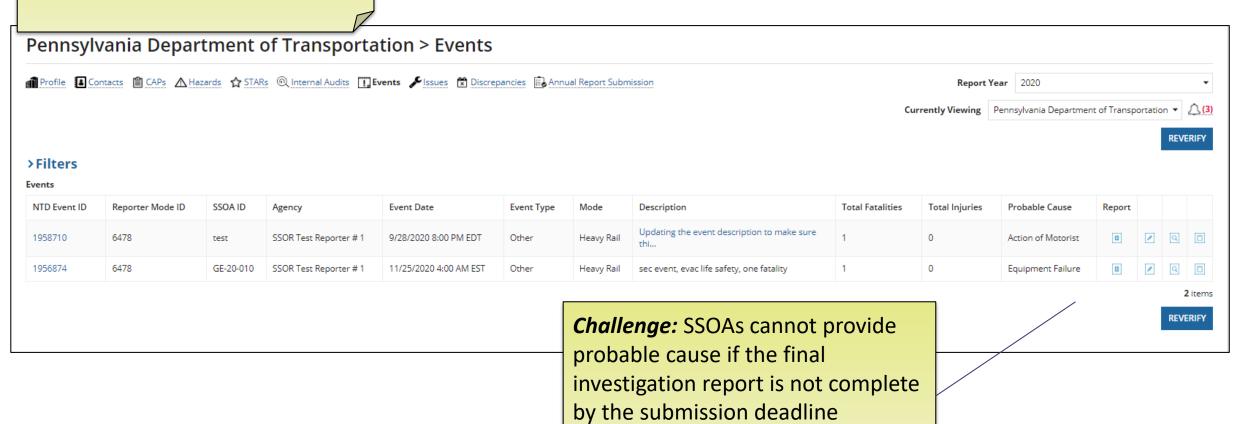






**Challenge:** Some users needed clarification re: 49 CFR Part 674

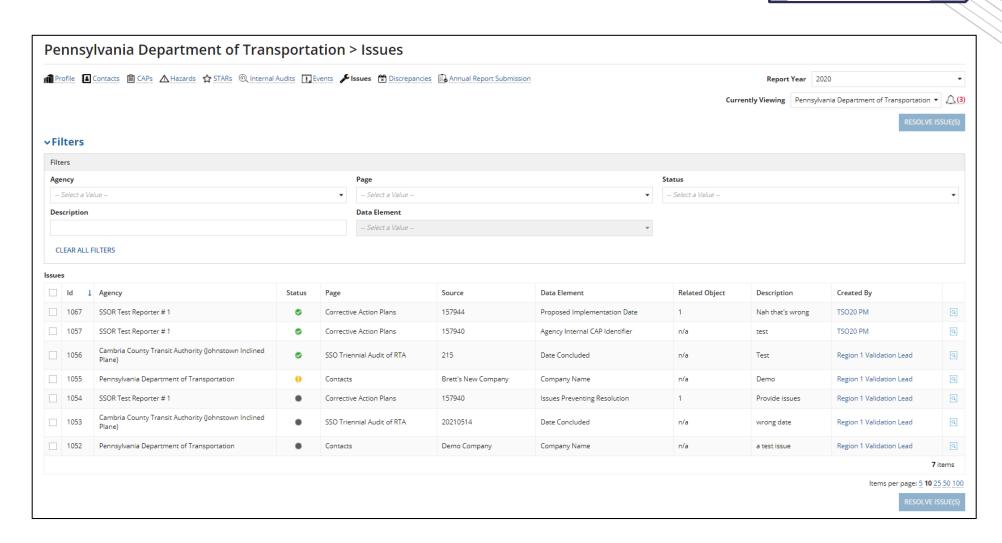
**Reporting Thresholds** 



#### Issues



- ID
- Agency
- Status
- Page
- Source
- DataElement
- Related Object
- Description
- Created By





## Issues



	Penns	ylvania Department of Tra								
	Profile	Contacts 🖺 CAPs 🛕 Hazards 🏠 STARs ⊚ Inte	Report Year 2020  Currently Viewing Pennsylvania Department of Transportation ▼ ∠							
									RESOLV	LVE ISSUE(S)
	∨Filters									
				_			Status			
Challenge: Once an issue	ated by FTA		Page  Select a Value	Page  Select a Value   ▼					-	
in the system, users need	•		Data Element							
		,		Select a Value		*				
to address and close the	se issu	es								
			Status	Page	Source	Data Element	Related Object	Description	Created By	
	1	SSOTT TEST TREPORTED IN T	•	Corrective Action Plans	157944	Proposed Implementation Date	1	Nah that's wrong	TSO20 PM	Q
	1057	SSOR Test Reporter # 1	•	Corrective Action Plans	157940	Agency Internal CAP Identifier	n/a	test	TSO20 PM	Q
	1056	Cambria County Transit Authority (Johnstown Incline Plane)	d 📀	SSO Triennial Audit of RTA	215	Date Concluded	n/a	Test	Region 1 Validation Lead	Q
	1055	Pennsylvania Department of Transportation	0	Contacts	Brett's New Company	Company Name	n/a	Demo	Region 1 Validation Lead	Q
	1054	SSOR Test Reporter # 1	•	Corrective Action Plans	157940	Issues Preventing Resolution	1	Provide issues	Region 1 Validation Lead	Q
	1053	Cambria County Transit Authority (Johnstown Incline Plane)	d •	SSO Triennial Audit of RTA	20210514	Date Concluded	n/a	wrong date	Region 1 Validation Lead	Q
	1052	Pennsylvania Department of Transportation	•	Contacts	Demo Company	Company Name	n/a	a test issue	Region 1 Validation Lead	Q
										<b>7</b> items
									Items per page: 5 1	
									RESOLV	.VE ISSUE(S)

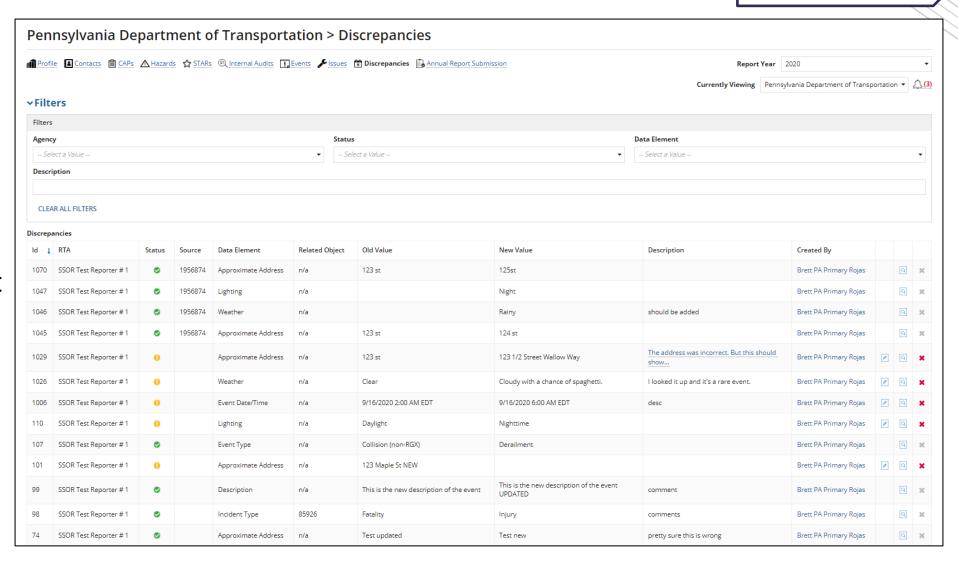


#### **Annual Report Data Validation**

- 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





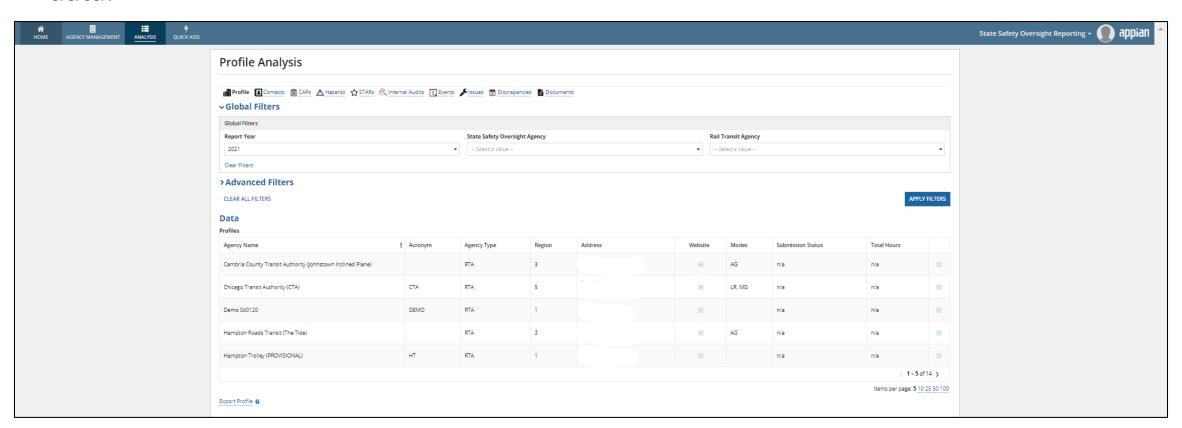
# **Discrepancies**



	Pennsylvania Department of Transportation > Discrepancies												
	Profile							Report Year 2020  ▼					
									Currently Viewing Pennsy	lvania Department of Transp	ortation 🔻	<u>(3)</u>	
	∨Filt	ers											
	Filter	s											
	Agen	CV				Stat	us		Data Element				
Challenge: Some users were not aware of the function or requirements of using the													
Discrepancy module				ource	Data Element	Related Object	Old Value	New Value	Description	Created By			
				956874	Approximate Address	n/a	123 st	125st		Brett PA Primary Rojas	Q	×	
				1956874	Lighting	n/a		Night		Brett PA Primary Rojas	Q	×	
	1046	SSOR Test Reporter # 1	0	1956874	Weather	n/a		Rainy	should be added	Brett PA Primary Rojas	Q	×	
	1045	SSOR Test Reporter # 1	<b>Ø</b>	1956874	Approximate Address	n/a	123 st	124 st		Brett PA Primary Rojas	Q	×	
	1029	SSOR Test Reporter # 1	0		Approximate Address	n/a	123 st	123 1/2 Street Wallow Way	The address was incorrect. But this should show	Brett PA Primary Rojas	<b>2</b> 9	×	
	1026	SSOR Test Reporter # 1	0		Weather	n/a	Clear	Cloudy with a chance of spaghetti.	I looked it up and it's a rare event.	Brett PA Primary Rojas	<b>/</b> Q	×	
	1006	SSOR Test Reporter # 1	0		Event Date/Time	n/a	9/16/2020 2:00 AM EDT	9/16/2020 6:00 AM EDT	desc	Brett PA Primary Rojas	<b>/</b> Q	×	
	110	SSOR Test Reporter # 1	0		Lighting	n/a	Daylight	Nighttime		Brett PA Primary Rojas	/ Q	×	
	107	SSOR Test Reporter # 1	<b>Ø</b>		Event Type	n/a	Collision (non-RGX)	Derailment		Brett PA Primary Rojas	Q	×	
	101	SSOR Test Reporter # 1	0		Approximate Address	n/a	123 Maple St NEW			Brett PA Primary Rojas	/ Q	×	
	99	SSOR Test Reporter # 1	0		Description	n/a	This is the new description of the event	This is the new description of the event UPDATED	comment	Brett PA Primary Rojas	Q	×	
	98	SSOR Test Reporter # 1	•		Incident Type	85926	Fatality	Injury	comments	Brett PA Primary Rojas	Q	×	
	74	SSOR Test Reporter # 1	0		Approximate Address	n/a	Test updated	Test new	pretty sure this is wrong	Brett PA Primary Rojas	Q	×	

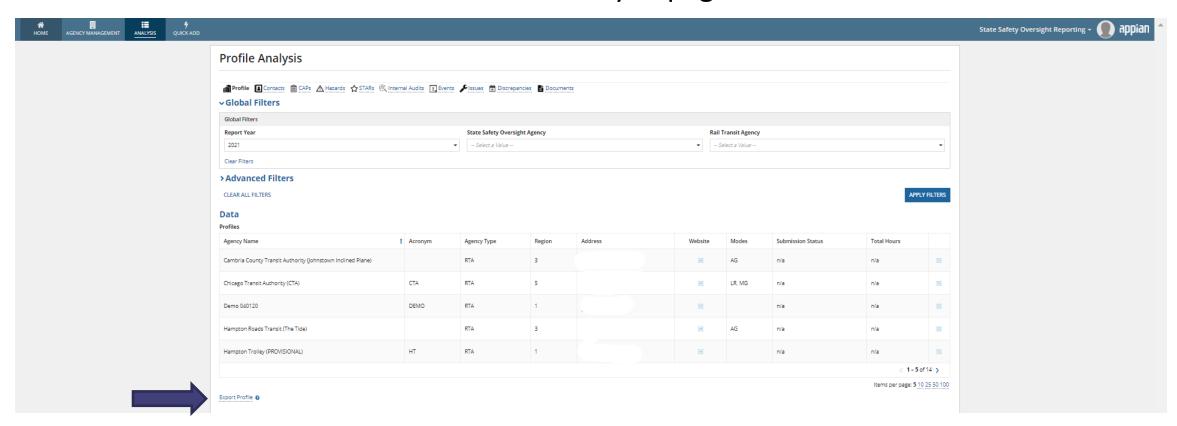
#### **Analysis**

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



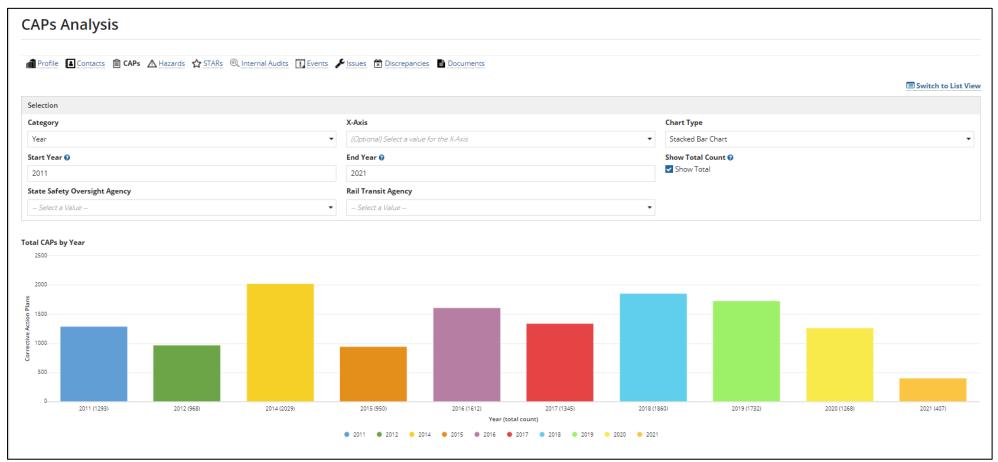
#### **Analysis**

 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

#### Why does FTA collect this information?

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



Heavy Rail (HR)



Light Rail (LR)



Streetcar (SR)



Hybrid Rail (YR)



Inclined Plane (IP)



Cable Car (CC)



Monorail/Automated Guideway (MG)

Please see the NTD
Policy Manual for
Mode definitions



#### What is a Mode in Engineering?

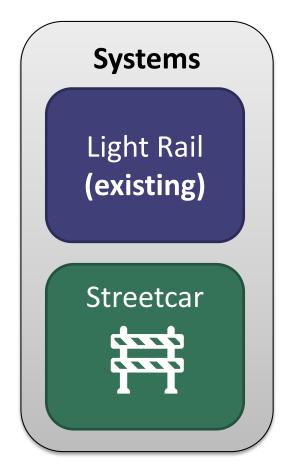
- 1. A new modal system in "Engineering or Construction" phase:
  - "Completing significant design work, refining project scope and cost estimates, preparing construction documents, and securing local funding commitments."
  - If Federally-funded, upon NEPA approval
- 2. Will be reported as a separate 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)

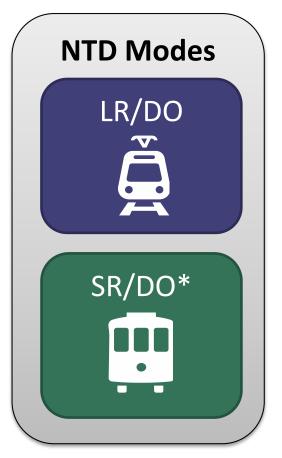
## **Modes in Engineering - Example 1**

- 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



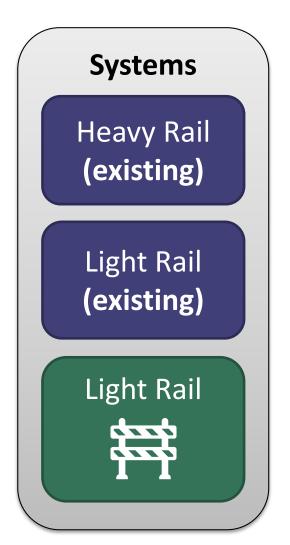


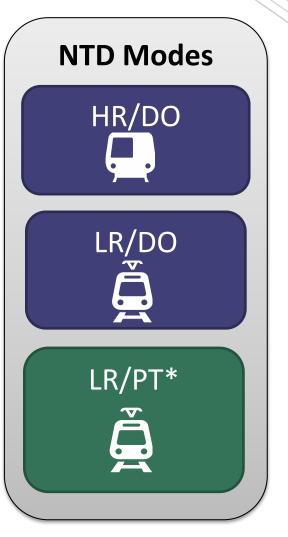
## **Modes in Engineering - Example 2**

- 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 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

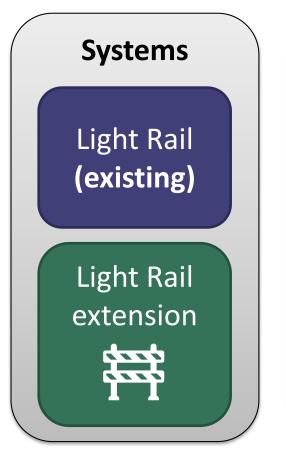
- Do not report:
  - Extensions to existing modal systems
  - Other capital projects which will not result in a new mode

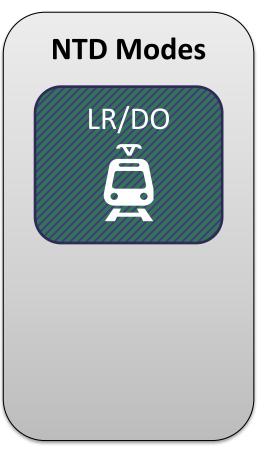
## **Modes in Engineering - Example 3**

- 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

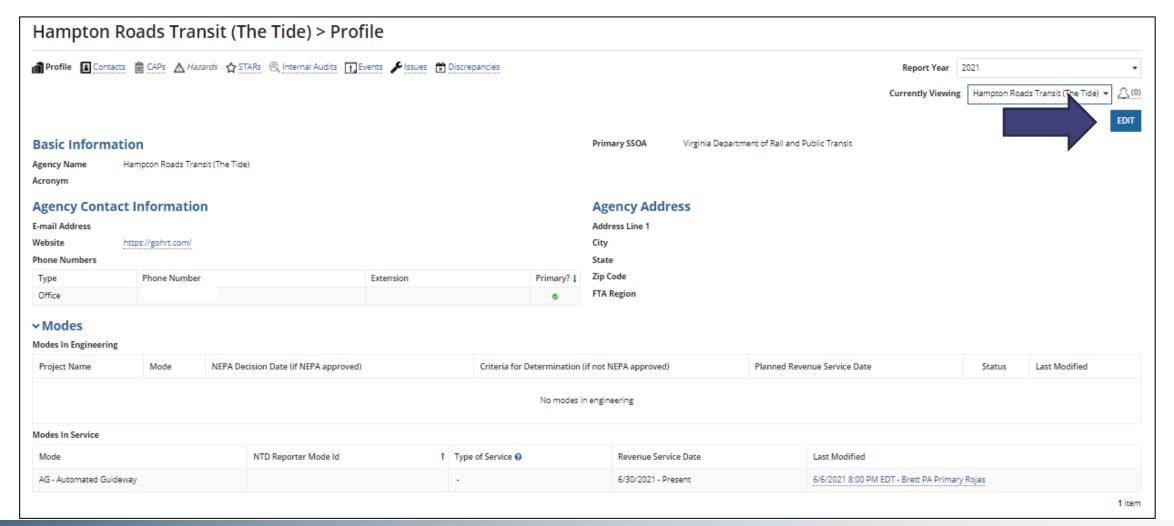
#### SSOR:

Under Modes in Engineering,
Do not report this project





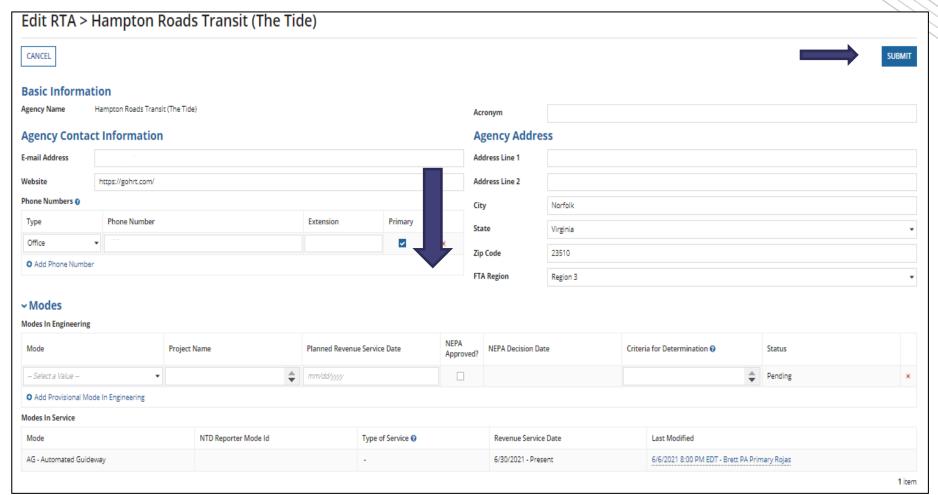
On the RTA Profile page, select "Edit" on the top right-hand side of the screen:



• Select "Add Provisional Mode in Engineering":

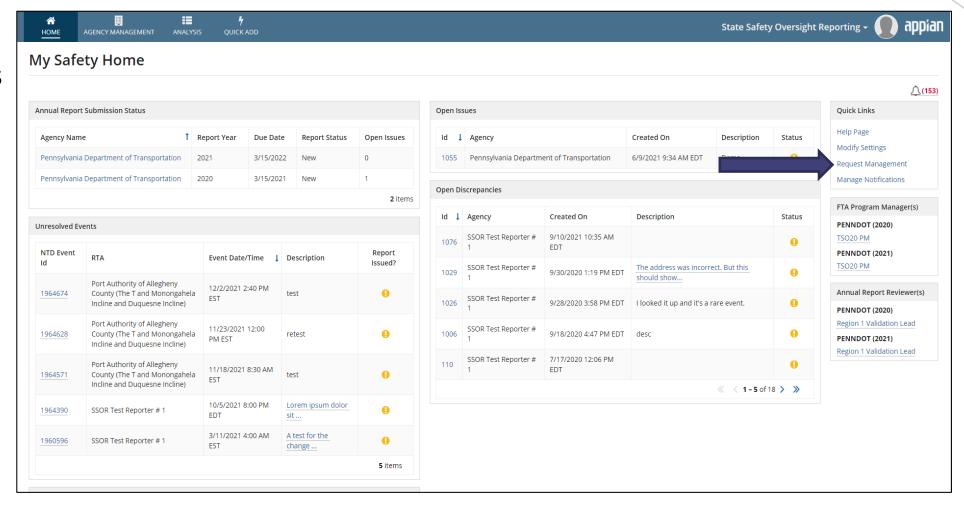


- Fill out the required data fields
  - To add another mode in engineering, select "Add Provisional Mode in Engineering"
  - Complete the form by selecting "Submit" at the top right hand of the screen





 Users can also access their Modes in Engineering by selecting "Request Management" from their My Safety Home Page



#### **SSOR** Assistance

SSOR Assistance Required:	Please Contact:			
Questions about the SSO Program	FTA SSO Program Manager			
Annual Reporting Requirements	FTA SSO Program Manager			
Events Missing or Incorrect in SSOR	RTA/NTD Reporter			
Issues Created in SSOR	FTA SSO Program Manager			
Technical/IT Issues	SSOR HelpDesk [FTAITHelpDesk@dot.gov]			
General SSOR System	Myesha Stephney [Myesha.stephney@dot.gov]			



TRANSIT.DOT.GOV

# **Questions?**

